

STATE OF NEW JERSEY

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF VOCATIONAL REHABILITATION SERVICES

NOTICE OF CONTRACT OPPORTUNITY

Fiscal Year 2022

Paid Internships

PRE-EMPLOYMENT TRANSITION SERVICES

Workforce Innovation Opportunity Act

Announcement Date: [March 9, 2022](#)

Application Deadline: [March 25, 2022](#)

Robert Asaro-Angelo
Commissioner

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Notice of Availability of Contract Program Funds

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter "NJDOLE") regularly publishes all notices of funding for federal and state contracts awarded by the Department, on its website at <https://nj.gov/labor/>. The notices of fund availability may be found on the Department's website under the heading "Research and Information" and the subheading "Contract Opportunities".

A. Name of Contract Program

Paid Internships - Pre-Employment Transition Services (Pre-ETS)

B. Purpose of the Contract

NJDOLE Division of Vocational Rehabilitation Services understands the potential of meaningful work experience programs. The purpose of this contract program is to provide **Paid Internships** beginning in April and concluding no later than January 31, 2023 under the Division of Vocational Rehabilitation Services matrix of Pre-Employment Transition Services. The program will enable students 14 to 21 years of age to experience work at an integrated community-based employer for six weeks. The total contract period will cover nine months. See link on NJ Child Labor Laws: https://nj.gov/labor/wagehour/content/child_labor.html.

The paid internships will be at least 15 to 20 hours per week and pay the minimum wage or above. https://www.nj.gov/labor/forms_pdfs/wagehour/minimumwage_postcard.pdf.

Please be advised that student participation in this internship may impact a student's social security benefits, if applicable. <https://www.ssa.gov/OACT/COLA/sga.html>

Prior to placement, each student will have access to work readiness training, to ensure that the internship will result in a meaningful experience and exploration of career pathways. During weeks one and two, students will participate in workplace readiness training and job exploration counseling to develop skills and behaviors that are necessary for any job and identify viable career options and/or solidify careers that a student will want to explore further. During weeks three through eight, students will participate in paid-internship experience under work-based learning experiences. During week nine, students will participate in a work-place readiness training internship wrap-up to review internship experience, skills developed, and next steps for Pre-Employment Transition Services.

Should a student request a site change due to any personal or workplace issues, the skills trainer will contact the Program Planning and Development Specialist for guidance before granting a site change. In addition, a Program Planning and Development Specialist should be consulted if a student does not complete the internship. A local office Vocational Rehabilitation Counselor (VRC) will review the case for Pre-Employment Transition Services, Transition Services, and Vocational Rehabilitation Services.

Contract funds are to be used to support up to 4 full-time skills trainers; to provide internship site development, placement, workplace readiness training, job exploration counseling, and onsite skills training. In addition to hiring up to four full-time skills trainers, funds will be used to pay the wages of the students during the paid Internship. Students are paid by the provider and issued a payroll check every two weeks.

Skills Trainers are experienced employment and training instructors who provide specific training in the five core Pre-ETS areas. The Skills Trainer assists in preparing students with the basic employment skills needed to prepare for and enter into competitive integrated employment within their skills, abilities, needs and interests. Skills Trainers do not provide one to one supports while a student is engaged in Pre-Employment Transition Services. Should a student need one to one supports while participating in the paid internship, they will need to be determined VR eligible an Individual Plan for Employment will be developed to reflect service delivery.

It is encouraged that each awarded entity has the capacity to provide paid internship experiences for a maximum of 40 students. It is allowable for 10 students per Skills Trainer not to exceed 40 students total. For example, 20 students justify two Skills Trainers.

C. Available Funding

The total amount of funding available for this program in Federal Fiscal Year (FFY) 2022 will be up to \$9,000,000 with no more than \$450,000.00 per contract and is contingent upon the availability of funding from the United States Department of Education (USDOE), Rehabilitation Services Administration (RSA). Of the \$450,000 per contract, \$10,000 is to be reserved for special accommodations if needed and cannot be used for any other purpose. The contract period is expected to be for a nine-month period and is estimated to begin on or before April 1, 2022 to January 31, 2023.

The \$10,000 reserved is designated for auxiliary aids and services necessary for students with disabilities to access or participate in Pre-Employment Transition Services, regardless of whether they have applied and have been determined eligible for VR services. For example, for a student who is deaf, reserved funds could purchase interpreter services or video-based telecommunication products to ensure access to information and activities related to job exploration counseling or other Pre-Employment Transition Services.

Following successful completion of workplace readiness training and job exploration during weeks one and two, the student intern will receive a \$100.00 stipend per completed week. During weeks three through eight in which the student is actively participating in work-based learning experience paid internship, student intern will receive minimum wage or more. Lastly, during week nine of workplace readiness training the student intern will receive a \$100.00 stipend for successful participation and completion of the week.

D. Eligible Applicants

Eligible applicants must be organizations with the capacity to serve people with disabilities. Eligible applicants include:

- private or public non-profit organizations
- Independent Living Centers (ILC)
- Faith-Based Organizations (FBO); and
- Community Rehabilitation Programs (CRP)

A awarded entity must be in good standing with NJDOL's Division of Employer Accounts. Any organization that has an outstanding liability to NJDOL will not be able to have its contract executed by NJDOL until the liability is resolved.

E. Qualifications of Applicants

Organizations that have at least two years' experience and have a demonstrated track record of success in providing employment services to people with disabilities are eligible to apply. Previously recipients of the contract in 2019 and 2021 who did not meet the deliverables of 70% need not apply. Applicants must also have experience managing a government contracts which includes program reporting and meeting measurable outcomes. Applicants will be expected to coordinate all aspects of the contract, i.e., outreach and recruitment; program services; project and spending plan; contract project monitoring and reporting; and fiscal management.

The Unique Entity Identifier (UEI) and NJ Treasury Tax Clearance Certificate must also be included at time of submittal. See links below for more information.

UEI: <https://sam.gov/content/home>







NJ Tax Clearance Certificate: <https://www.state.nj.us/treasury/taxation/busasst.shtml>


F. Procedure for Eligible Entities to Apply for Contract Funds

NJDOL accepts, reviews, approves and manages Pre-Employment Transition Services Paid Internship contracts electronically using the System for Administering Grants Electronically (SAGE). A potential applicant must first submit a letter of intent by March 18, 2022. To obtain access to SAGE, applicants must complete a two-step process by submitting a letter of intent to apply and registering in the SAGE system. To apply, eligible entities must have access to the SAGE system.

To receive access, register at the following Internet website address: <https://njsage.intelligrants.com/>. You will receive an e-mail message confirming that your account has been validated. Within three days, NJDOL will provide access to the application. After receiving the confirmation, eligible entities will have access to submit the letter of intent then complete and submit their contract application online. Technical requirements for SAGE can be viewed at <https://njsage.intelligrants.com/>. It is required that registration in SAGE be completed at the time the letter of intent is submitted.

To ensure consistency and fairness of evaluation, the NJDOL requires that each applicant seeking funding under this contract program submit an application that includes, at a minimum, the components listed below:

<i>Required</i>	<i>Checklist</i>	<i>Included</i>
	Applicant Title Page (Attachment A)	
	Program Narrative	
	Budget Summary (Attachment B)	
	Budget Narrative	
	NJDOL Standards Assurances and General Provisions	
	NJ Tax Clearance Certificate	

	Unique Entity Identification (UEI) #	

Applicants must follow the following format requirements:

- Font – Times New Roman, 12 point;
- Spacing – Double spaced;
- Margins – 1” top and bottom and 1” side margins;
- Pages must be numbered – 1 of X pages, centered at the bottom of the page;
- Charts and graphs are allowed but must be clearly labeled and described;
- Applicant/organization’s name must be listed on each page; and

NJDOL’s online contract system, the System for Managing Grants Electronically (SAGE). Applications are submitted online, via SAGE at <https://njdol.intelligrants.com>. NJDOL must receive a completed application by **March 25, 2022**. **NJDOL will not accept and cannot evaluate for funding consideration an incomplete application or one received after this deadline.**

G. Program Narrative, Outcomes, and Reporting

Provide the name, address, telephone number, email address, employer identification number or federal employer identification number, and point of contact for this NGO.

Organizational Commitment and Capacity

Include a brief description (no more than 500 words) of the organization’s mission, major activities and relevant historical dates. Describe the applicant’s experience in administering similar Pre-Employment Transition Services programs and the capacity the applicant has to accomplish each of the objectives as outlined in the NGO. The applicant should focus on how previous experience will be applied to ensure successful implantation of the Paid Internship under Pre-Employment Transition Services. Applicants must describe their commitment and experience, as well as outcomes, in addressing the conditions and/or needs identified, including the organizational support that exists for implanting the Paid Internship under Pre-Employment Transition Services.

Applicants must provide detailed documentation of FY2020 and FY2021 effectiveness and performance in meeting and/or exceeding performance standards as part of the Pre-Employment Transition Services Summer Internship.

Participants to be Provided Services

Participants to be served under this contract will be youth with a disability in secondary, postsecondary, or other recognized education program who- is between the age of 14 to 21 years, and is eligible for, and receiving, special education or related services under Part B of the Individual with Disabilities Education Act, an individual with a disability, for purposes of section 504, or medical documented disability. Students who have already participated in a work-based learning experience through Local Education Agency (LEA), Vocational Rehabilitation or another provider are not eligible to participate, unless, the previous work-based learning experience did not result in a meaningful experience, career pathways have changed, or there were other

circumstances that warrant participation in additional work-based learning experiences. Duplication of services is not allowed. Students who have accepted high school diploma and exited secondary education from LEA are eligible to participate paid internship until September 1, 2022 only. Student who graduates or exits from secondary education; meets the minimum and maximum age requirements; and is enrolled in post-secondary education for whom classes will begin after summer break, would continue to be considered a student with a disability, therefore they would be eligible to participate. Students with disabilities may receive Pre-Employment Transition Services until they are no longer enrolled or participating in postsecondary education and no longer meet the statutory and regulatory age requirements. Priority is to be given to underserved school districts and then availability to all other districts. Underserved School Districts are districts who do not maintain formal, individualized and targeted transition programming to meet the needs of its students who seek competitive integrated employment upon exit or graduation.

Students may be either eligible for vocational rehabilitation services or potentially eligible. Students who are “potentially eligible” include individuals who have completed a Pre-ETS Referral Form (see attached) but who have not applied for traditional vocational rehabilitation services. It is necessary for the VRC to obtain documentation of a disability at the individual level for a potentially eligible student. Although much less documentation is required with respect to student with disabilities who are receiving Pre-Employment Transition Services prior to applying or being determined eligible for VR services, some basic documentation is necessary to ensure that:

1. These students indeed have a disability and, thus are “potentially eligible” for VR services; and
2. DVRS has sufficient information necessary for it to complete the RSA-911 Case Service Report, and satisfy performance accountability requirements under section 116 of Workforce Innovation and Opportunity Act (WIOA).

It is a **requirement** to provide the DVRS Participant ID# of each student intern prior to delivery of any service. DVRS Participant ID# is generated when a potentially eligible or VR case is opened. The Participant ID# can be obtained through the VRC or Program Planning and Development Specialist.

Vendors must identify the counties and underserved schools with which they will partner and have capacity to provide services.

Deliverables

1. Maximum of 40 student interns will begin Workplace Readiness Training and Job Exploration curriculum.
2. Maximum of 40 student interns complete Workplace Readiness Training and Job Exploration curriculum- Week One (student intern receives \$100 stipend)
3. Maximum of 40 student interns complete Workplace Readiness Training and Job Exploration curriculum- Week Two (student intern receives \$100 stipend)
4. Maximum of 40 student interns to begin Work Based Learning Experience Internship
5. Maximum of 40 student interns to begin a paid internship at minimum wage or above at 10 hours or more per week for six weeks- Weeks three through eight.
6. Maximum of 40 student interns to complete Workplace Readiness Training follow-up curriculum after internship completion, post internship survey completed- Week nine (student intern receives \$100 stipend)
7. Maximum of 40 on site mentors complete survey of intern and experience (mentor receives \$100 stipend)

Services and Activities

Services should include a components of workplace readiness training, job exploration counseling, and work-based learning experience.

1. Workplace readiness training describe a number of commonly expected, skills that employers seek from most employees. Work readiness skills are a set of skills and behaviors that are necessary for any job. Work readiness skills are sometimes called soft skills, employability skills, or job readiness skills. These abilities help employees learn how to interact with supervisors and co-workers. They help reinforce the importance of timeliness and build an understanding of how they are perceived by others. Employers value employees who can communicate effectively and act professionally. These may include social/interpersonal skills and independent living skills.
2. Job exploration counseling can include a wide variety of professional activities which help explore career pathways. Job exploration is intended to foster motivation, consideration of opportunities, and informed decision-making. Specific to youth, real-work activities ensure that students recognize the relevance of high school and post-secondary education to their futures, both in college and/or the workplace.
3. Work-based learning experiences are an educational approach that uses the workplace to provide students with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. It is essential that direct employer involvement be a component to ensure in-depth student engagement. These opportunities are meant to engage, motivate and augment the learning process. An internship is a temporary position with an emphasis on on-the-job training rather than merely employment. An internship is an opportunity to develop specific job-related skills before an individual is qualified for an actual job.

It is required applicants provide work readiness training and job exploration curriculum and how the plan of operation will follow for the remaining six weeks.

Describe the program services and activities to be delivered and the sequence of activities to be provided to the students, including how these will be documented and cost allocated for each service provided and each student served.

Please provide a list of employers that your organization may use to place students in internships. Demonstrate a track record in working with employers in the community, and how the applicant will individualize and outreach to employers based on students interests and needs. Contracted and/or interested businesses should provide letters of intent on their letterhead, indicating the number of interns they are willing to accept during the six-week internship as well as the job titles/positions available. Please note that your business is not permitted to provide the internship site.

As a part work readiness Dress for Success will provide one session of Image Enhancement at \$95.00 per consumer and between three to six session of their Career Services Workshop at \$30.00 per session per consumer. The curriculum includes professional clothing, personal branding, financial literacy, and professional development. Virtual and in-person sessions are available. Approximate cost \$11,000.00 if maximum of 40 consumers are served.

Please see the attached curriculum. Arrangements for Dress for Success session appointments are arranged by

Skills Trainer based on when most appropriate for student during weeks 3-8.

Due to the unpredictability of the novel Corona Virus Pandemic, appropriate virtual summer internship experiences may be allowable under certain circumstances. This could be a business that has remote opportunities in various areas such as remote clerical services, digital media or others. Please include a description for the implementation, operation and support you would provide for this type of virtual internship.

Recruitment and Referrals

Applicants can recruit student interns from LEA's and local DVRS offices for the counties in which they are approved. Open communication and dialogue should be consistent with the local DVRS office to ensure referrals are being received. Once approved for the contract, it is a requirement for appointment to be scheduled with the local office to discuss the Paid Internship. The Paid Internship will serve a maximum of 40 students with 10 students per Skills Trainer. For example, if there are 20 students interns enrolled, this justifies two Skills Trainers.

Pre-Employment Transition Services Referral, with parent/ guardian signature (if under the age of 18) and supporting disability documentation are required when sending the referral packet to the local DVRS office. **Prior** to accepting and/or providing any services to the student intern, it is the responsibility of the applicant to obtain the DVRS Participant ID# for each student intern. If services are provided to a student intern and DVRS Participant ID# is not created or obtain, this may result in contract funds not being provided for the student intern. Open communication and dialogue should be consistent with the local DVRS office to obtain Participant ID# for all student interns.

Staff Qualifications/Responsibilities

Staff must include no more than four full-time Skills Trainers, with a minimum of an AA degree in Human Service related field from an accredited college and two years of related Human Services experience.

NOTE: Education, certifications, experience and two years of professional work experience with individuals with disabilities or performing direct counseling or advocacy activities for individuals with disabilities in a rehabilitation agency, facility, or school setting designed to increase the employability of persons with disabilities, may be substituted for the above education

Provide resumes of staff responsible for performing each activity and service as soon as they are identified.

Indicate the reporting structure and who the title supervises (if any) and who they are supervised by; include organizational chart. Include a statement of job responsibilities and functions. Provide a comprehensive listing of specific tasks performed by the person in this title as they relate to this project.

Post Internship Survey

All applications must contain a student survey which will be utilized to evaluate the effectiveness at the end of the paid internship program. Minimum expectation for the student to gain work exposure which resulted in meaningful career exploration and experience in real work setting. All applications must contain an employer survey which will be utilized to evaluate the internship experience at the end of the program. Minimum expectation of employer would be to have a meaningful experience resulting in welcoming future interns.

Reporting

Reporting must occur twice a month, using DVRS reporting forms in IGX and copies of timesheets. This information will be used to monitor and evaluate achievement of the contract deliverables. This report can be exported from IGX and will be due to the local DVRS office(s)/counselor and copies to the Program Planning and Development Specialist no later than 10 working days after the end of the month. In addition, a monthly invoice, expenditure report and profit loss statement will be due by the 10th of each month detailing all expenses incurred during the prior month. Attach receipts of all purchases made. Awarded entities will be paid on a prior monthcost reimbursement method, after the invoice has been submitted to, and approved by NJDOL.

Since three out of five core Pre-Employment Transition Services are being provided, include how applicant will provide sufficient documentation of each of the required Pre-Employment Transition Services for each student served and the corresponding minimum required data elements (participant ID, disability documentation). Also, since this is a purchased services, applicants need to provide cost per student, per service provided. Applicant will need to describe how they will cost allocate in order for DVRS to report properly the cost per service per student.

Budget/Financial

Applicants are required to submit **a line item budget and written narrative for costs identified in the budget. The written narrative should describe in detail how the line item costs were developed.** The budget may include funding for **four full-time Skills Trainers** to provide internship site development, work readiness and job exploration services, internship placement and skills training.

In addition, wages of the students should be estimated at minimum wage or above.

https://www.nj.gov/labor/forms_pdfs/wagehour/minimumwage_postcard.pdf.

If a student intern needs more individualized supportive services (e.g., job coaching, travel expenses, or assistive technology - specifically purchased for the student), student intern would need to apply and be **determined eligible** for VR services and have an approved Individualized Plan for Employment (IPE) (federal guidance).

Administrative expenses should not exceed 15% of the total.

Non-Allowable Expenses:

1. Funds used for purposes outside of the request for proposal or specific provisions set forth by DVRS are strictly prohibited. In addition, funds from this contract cannot be allocated for the purposes listed below:

- a) Expenditures which personally benefit staff of vendors.
- b) Expenditures for entertainment purposes.
- c) Utilizing the funds to reimburse already provided services from another source.
- d) Expenditures for political purposes, i.e. campaigning, advocating, propaganda, etc.
- e) DVRS may require repayment for all funds used inappropriately from contracted vendor and may disallow future funding for recipients that violate spending requirements.

2. Funds used for the purchase of a building are prohibited. However, applicant's may include building and space rental costs dedicated to provide Pre-Employment Transition Services to students in their proposals. Space and rental costs must be reasonable and proportionate to the services delivered/students served and will be evaluated by the review committee. Occupancy can cover the time student interns are onsite; Weeks one and two and Week nine. Report writing is not a cost covered under occupancy. Occupancy costs are reimbursed as \$265 per sq. ft.
3. Funds used to purchase food and beverages for events and/or students are prohibited.
4. Services designed to place students in long term/permanent jobs and job coaching services are unallowable under this contract. These services can only be utilized under an alternate funding source which qualifies as a traditional vocational rehabilitation service.
5. Extensions will not be approved for continued recruitment, only for student interns actively participating to complete the work-based learning experience paid internship experience, workplace readiness training follow-up week and post internship survey.
6. Budget modifications for line item changes cannot be taken from student salary line item.
7. Extension requests must be provided to your contact manager no less than 60 days prior to the contract end date.

H. COVID-19 and Adherence to CDC Guidelines

DVRS is aware of the impact of the current COVID-19 pandemic on Pre-ETS providers, schools and students. Should vendors need to curtail any of the specific Pre-ETS please report any such changes to the local office(s), Toni Scott, Toni.Scott@dol.nj.gov, and the Program Planning and Development Specialist assigned to oversee your agency's contract.

We ask that if face to face contact is necessary that you follow the CDC guidelines and all necessary precautions including physical distancing and utilization of Personal Protective Equipment (PPE).

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

DVRS will not recommend or approve meetings with students through social media platforms such as Facebook, Twitter, and/or Instagram as there may be significant issues around security, confidentiality, and HIPAA compliance. DVRS will authorize the continuation of authorized services not required to be done at a work site such as Job Readiness via teleconferencing, face time, and other platforms that are HIPAA compliant. Providers need to indicate the specific platforms and methods that will be instituted for service delivery. In selecting a virtual format, we strongly recommend that you consider: Security vulnerability, confidentiality, accessibility, reliability and connective quality. Please see the HIPAA related guidance below.

<https://www.hhs.gov/hipaa/for-professionals/special-topics/emergency-preparedness/notification-enforcement-discretion-telehealth/index.html>

I. Address to Which Proposals Must Be Submitted

The responsibility for a timely submission rests with the applicant. Applications are submitted online, via SAGE at <https://njdol.intelligrants.com>. NJDOL must receive a completed application by **March 25, 2022**. **NJDOL will not accept and cannot evaluate for funding consideration an incomplete application or one received after this deadline.**

J. Technical Assistance Q&A

Please e-mail questions you would like addressed to Toni.Scott@dol.nj.gov by March 13, 2022 Technical Assistance Sessions on:

Technical Assistance Sessions on Zoom will be on the following dates. Please click on Zoom link to register in advance for your preferred session. If accommodations are needed, contact Toni.Scott@dol.nj.gov as soon as possible.

Mar 14, 2022 10:30am- 12:30pm

Register in advance for this meeting:

<https://www.zoomgov.com/meeting/register/vJltceirqjgoEgFce6WpPR42erA1E6lEoig>

Mar 15, 2022 01:00pm- 3:00pm

Register in advance for this meeting:

https://www.zoomgov.com/meeting/register/vJlscuyprTMqHxxwtfmXPDdokeW_gHb5MKE

After registering, you will receive a confirmation email containing information about joining the meeting.

K. Date of Applicant Notification

All applications are subject to the NJDOL review and final approval by the Commissioner of the DOL. It is anticipated that the successful proposal will be notified **by April 11, 2022**.

*Disclaimer: Prior to any advertising of vendor's Pre-ETS program to the public, the assigned PPDS contract manager must be notified. All advertising must include source of contract funding.

ATTACHMENT A
Appendix - Proposal Forms

NEW JERSEY DEPARTMENT OF LABOR

NOTICE OF CONTRACT OPPORTUNITY

SECTION I:

TITLE OF NGO: **Paid Internships - Pre-Employment Transition Services**

DEPARTMENT: New Jersey Department of Labor

SECTION II:

FEIN/EIN _____ NAICS Number _____ DUNS Number: _____

APPLICANT AGENCY: _____

ADDRESS: _____ CITY /STATE /ZIP: _____

COUNTY: _____

PRIMARY CONTACT (Please print or type name): _____

TELEPHONE NUMBER: () _____ FAX#: () _____ E-MAIL _____

TOTAL AMOUNT OF FUNDS REQUESTED: \$ _____

APPLICATION CERTIFICATION: To the best of my knowledge and belief, the information contained in the application is true and correct. The document has been duly authorized by the governing body of this agency, and we will comply with the attached assurances if funding is awarded.

SIGNATURE OF CHIEF EXECUTIVE OFFICER OF APPLICANT OR EQUIVALENT OFFICER

Name _____ Title _____

(Please print or type name)

***FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT RENDERS THE APPLICATION INCOMPLETE AND WILL RESULT IN THE APPLIATION BEING ELIMINATED FROM CONSIDERATION.**

SECTION III:

SEND OR DELIVER PROPOSALS TO:

NEW JERSEY DEPARTMENT OF LABOR
DIVISION OF VOCATIONAL REHABILITATION ATTN: MARYANN TIESLER
1 JOHN FITCH WAY
12TH FLOOR - P.O. BOX 398
TRENTON, NJ 08625-0398

APPLICATIONS MUST BE RECEIVED BY: **March 25, 2022**

NO LATE APPLICATIONS WILL BE ACCEPTED REGARDLESS OF THE DATE POSTMARKED. NO ADDITIONAL MATERIALS CAN BE SUBMITTED AFTER RECEIPT OF THIS APPLICATION.

ATTACHMENT B

Paid Internships - Pre-Employment Transition Services (Pre-ETS)			
New Jersey Department of Labor			
Budget Information Template			
Time Period:	4/1/22- 1/31/23		
		Contract No.	
Grantee/Vendor:		Original Date:	4/1/22
		Revised Date:	
Cost Categories	Administrative	Program	Total Costs
Personnel			
Fringe Benefits			
Paid Work Based Learning Experiences (Student Wages)			
Building/Space Rental			
Transportation			
Supplies			
Miscellaneous			
Background Checks			
Total			

Standard Assurances and Certifications

ASSURANCES AND CERTIFICATIONS

The grantor will not award a grant where the grantee has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. In performing its responsibilities under this agreement the grantee hereby certifies and assures that it will fully comply with the following:

- 1) Assurances Non-Construction Programs (SF 424 B)
- 2) Debarment and Suspension Certification (29 CFR Part 98)
- 3) Certification Regarding Lobbying (29 CFR Part 93)
- 4) Drug Free Workplace Certification (29 CFR Part 98)
- 5) Nondiscrimination and Equal Opportunity Assurance (29 CFR Part 38)
- 6) Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards (2 CFR Part 200)

By signing the agreement, the grantee is providing the above assurances and certifications as detailed below:

1) ASSURANCES NON-CONSTRUCTION PROGRAMS

NOTE: Certain assurances may not be applicable to your project or program. If you have questions, please contact the grantor agency.

As the duly authorized representative of the applicant, I certify that the applicant:

- A) Has the legal authority to apply for federal assistance and the institutional managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- B) Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.
- C) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- D) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- E) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of Office of Personnel Management's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- F) Will comply with all federal statutes relating to nondiscrimination. These include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101- 6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972, 21 U.S.C. 1101 et seq. (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, 21 U.S.C. 801 et seq. (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act (42 U.S.C. 290 dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) the

- G) Genetic Information Nondiscrimination Act of 2008 which prohibits discrimination on the basis of genetic information; (j) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- H) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601 et seq. (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- I) Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
- J) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874) and the Contract Work Hours and Safety Standards Act (40.U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.
- K) Will comply, if applicable, with Flood Insurance Purchase Requirements of section 102(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4001 et seq. (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- L) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. 4321 et seq. (P. L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of federal actions to state (Clear Air) implementation plans under section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974 as amended, 42 U.S.C. 300f et seq. (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, 16 U.S.C. 1531 et seq. (P.L. 93-205).
- M) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- N) Will assist the awarding agency in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties) and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
- O) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.
- P) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544), as amended, (7 U.S.C. 2131 et seq.) pertaining to the care, handling and treatment of warm blooded animals held for research, teaching or other activities supported by this award of assistance.
- Q) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- R) Will cause to be performed the required financial and compliance audits in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (78 FR 78589).

- S) Will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing this program.
- T) Will comply with the Federal Funding Accountability and Transparency Act requiring recipients and sub-recipients of federal financial assistance to obtain a Data Universal Numbering System (DUNS) number and will report the DUNS number to the grantor as a condition of receiving a federal grant or award. Furthermore, the grantee must be registered in the federal System for Award Management (SAM) and continue to maintain an active SAM registration with current information at all times during which the term of this grant or award is in effect. Furthermore, no grant, award, sub-grant will be made by the grantee to another party if said party is listed in the Excluded Parties List System in the federal SAM.

2) CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by EO 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, sections 85.105 and 85.110.

The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

- A) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency or the state of New Jersey.
- B) Have not within a three year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
- C) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in paragraph B of this certification; and have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.
- D) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (or plan).
- E) Are not listed in the Excluded Parties List System in the federal SAM.

3) CERTIFICATION REGARDING LOBBYING

As required by 31 U.S.C. 1352 and implemented at 34 CFR Part 82, for the persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, sections 82.105 and 82.110 that applicant certifies that:

The undersigned (i.e., grantee signatory) certifies, to the best of his or her knowledge and belief that:

- A) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal grant, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal grant, grant loan or cooperative agreement.
- B) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with this federal grant, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

- C) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4) CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees as defined at 34 CFR Part 85, sections 85.605 and 85.610.

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B) Establishing an ongoing drug-free awareness program to inform employees about:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation and employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.
- D) Notifying the employee in the statement required by paragraph A that as a condition of employment under the grant, the employee will:
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- E) Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
- F) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A, B, C, D, E and F.

5) NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from LWD, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- A) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin.
- B) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- C) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
- D) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- E) The Americans with Disabilities Act (P.L. 101-336) which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accommodations and telecommunications. It requires all affected entities to provide *reasonable accommodation* to persons with disabilities.
- F) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity.
- G) The grant applicant also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

6) UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (2 CFR PART 200)

As a condition to the award of Federal financial assistance, the recipient or subrecipient assures that it will fully abide by all regulations of 2 CFR Chapter I, Chapter II, Part 200

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (Street address, city, county, state, ZIP code)

Check () if there are workplaces on file that are not identified.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Printed Name and Title

Signature

Date

General Provisions

DEFINITIONS

For the purpose of this document, the following definitions apply:

- Grantor is defined as the New Jersey Department of Labor and Workforce Development, which is also referred to as LWD.
- Grantee is defined as any entity in direct receipt of funds by written instrument from LWD.
- Subgrantee is defined as any entity in receipt of funds from a grantee.
- Agreement refers to the grant with LWD, the General Provisions, and where applicable, the Standard Assurances and Certifications.

1) COMPLIANCE WITH EXISTING LAWS

- A) The grantee agrees to comply with all federal, state and municipal laws, rules and regulations generally applicable to the activities in which the grantee is engaged in performance of this agreement.
- B) These laws, rules and regulations include, but are not limited to the following:
- 1) Federal Office of Management and Budget (OMB) documents: <http://www.whitehouse.gov/omb/circulars>.
 - 2) New Jersey Department of the Treasury, Office of Management and Budget documents:
 - (a) Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid: http://www.state.nj.us/infobank/circular/cir1508_omb.pdf.
 - (b) State Grant Compliance Supplement: <http://www.state.nj.us/treasury/omb/publications/grant/index.shtml>.
 - 3) State Affirmative Action Legal Citations: The grantee agrees to comply with and to require subgrantees to comply with N.J.A.C. 17:27, applicable provisions of N.J.S.A. 10:5 et al., P.L. 1975, c. 127 and all implementing regulations.

Customized Training - Where funding is provided in whole or in part from the Workforce Development Partnership (WDP) fund, the grantee assures and agrees that it will fully comply with the requirements of the New Jersey Employment and Workforce Development Act (P.L. 1992 c. 43) and state regulations and directives governing this program. These requirements include the following assurances:

- 1) The grantee assures that it will fully comply with all federal and state laws regarding child labor, wages, workplace and classroom safety, health standards and other laws.
- 2) The grantee agrees that if it relocates outside New Jersey or outsources employee positions within three years following the end date of the customized training grant, the grantee will promptly notify LWD and refund all money to LWD, including payments made to any subgrantee on its behalf.
- 3) The grantee agrees to retain only service providers located in the state of New Jersey to provide the customized training services funded under this agreement.

Failure to comply with the laws, rules and regulations shall be grounds for termination of this agreement.

2) NONDISCRIMINATION AND EQUAL OPPORTUNITY

The grantee agrees to comply with the nondiscrimination and equal opportunity provisions of the following laws:

- 1) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially-assisted program or activity.

- 2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin.
- 3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- 4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
- 5) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex in educational programs.
- 6) The Americans with Disabilities Act (P.L. 101-336) which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accommodations and telecommunications. It requires all affected entities to provide reasonable accommodation to persons with disabilities.
- 7) The Genetic Information Nondiscrimination Act of 2008 which prohibits discrimination on the basis of genetic information.
- 8) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made and the requirements of any other nondiscrimination statute(s) which may apply to the application.

The grantee also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above.

3) SPECIAL GRANT CONDITIONS FOR HIGH RISK GRANTEES

- A) A grantee may be considered high risk if LWD determines that a grantee:
 - 1) Has a history of unsatisfactory performance;
 - 2) Is not financially stable;
 - 3) Has a financial management system which does not meet the standards set forth in section 4;
 - 4) Has not conformed to terms and conditions of previous awards; and
 - 5) Is otherwise not responsible.
- B) When LWD determines that an award will be made; special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award. Special conditions and/or restrictions may include:
 - 1) Payment on a reimbursement basis;
 - 2) Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period;
 - 3) Requiring additional, more detailed financial reports;
 - 4) Additional project monitoring;
 - 5) Requiring the grantee to obtain technical or management assistance; and
 - 6) Establishing additional prior approvals.
- C) If LWD decides to impose such special conditions and/or restrictions, an LWD official will notify the grantee as soon as possible, in writing, of:
 - 1) The nature of the special conditions and/or restrictions;
 - 2) The reason(s) for imposing the special conditions and/or restrictions;
 - 3) The corrective actions that must be taken before the special conditions and/or restrictions will be removed by LWD and the time allowed for completing the corrective actions; and
 - 4) The method of requesting reconsideration of the special conditions and/or restrictions imposed.

4) FINANCIAL MANAGEMENT SYSTEM

- A) The grantee shall be responsible for maintaining an adequate financial management system and will immediately notify LWD when the grantee cannot comply with the requirements established in this section of the grant.
- B) The grantee's financial management system shall provide for:

1) Financial Reporting:

Accurate, current and complete disclosure of the financial results of each grant in conformity with generally accepted principles of accounting and reporting in a format that is in accordance with the financial reporting requirements of the grant;

2) Accounting Records:

Records that adequately identify the source and application of funds for LWD-supported activities. These records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income;

3) Internal Control:

Effective internal and accounting controls over all funds, property and other assets. The grantee shall adequately safeguard all such assets and assure that they are used solely for authorized purposes;

4) Budget Control:

Comparison of actual expenditures or outlays with budgeted amounts for each grant. Also, the relationship of the financial information with performance or productivity data, including the development of unit cost information required by LWD;

5) Allowable Costs:

Procedures for determining reasonableness, allowability and allocability of costs generally consistent with the provisions of federal and state requirements;

6) Source Documentation:

Accounting records that are supported by source documentation; and

7) Cash Management:

Procedures to minimize the time elapsing between the advance of funds from LWD and the disbursement by the grantee, whenever funds are advanced by LWD.

- C) LWD may require the submission of a Statement of Adequacy of the Accounting System, as provided in Chapter II-2 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**, available at http://www.doleta.gov/grants/pdf/FinalTAG_August_02.pdf.
- D) LWD may review the adequacy of the financial management system of any applicant as part of a pre-award review or at any time subsequent to the award. If LWD determines that the grantee's accounting system does not meet the standards described in paragraph B above, additional information to monitor the grant may be required by LWD upon written notice to the grantee, until such time as the system meets with LWD approval.

5) ALLOWABLE COSTS

Funds expended in this project shall be those as stated in the agreement for the purposes and functions outlined, unless changed by an approved modification. The grantee shall be entitled only to reimbursement for actual expenses incurred or obligated during the agreement period or during an approved extension agreed upon by the grantee and LWD, and only in the amount specified in the agreement. All obligations shall be liquidated by the period provided in the agreement and per federal and state requirements.

Grantees who are government, educational or nonprofit organizations must comply with federal cost principles as established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. These regulations establish government-wide cost principles, including a requirement that salaries and wages charged to this agreement be supported by appropriate personnel activity reports and meet the requirements of 2

CFR 200.430(i) Standards for Documentation of Personal Expenses.

The grantee is responsible for the proper withholding and payment of employment-related taxes for any individual hired or otherwise employed by the grantee who meets the definition of employee in accordance with N.J.S.A. 43:21-19(i)(6).

Should any funds under this agreement be used for the purpose of satisfying any grantee or subgrantee pooled costs (i.e., general and administrative or indirect), it is the sole responsibility of the grantee to provide documentation substantiating such cost. It is incumbent upon the grantee to provide sufficient documentation regarding such requests including documentation of its development and components and approval by the appropriate cognizant agency. LWD reserves the right to cap and deny any requests associated with pooled costs (i.e., general and administrative or indirect). Funding of the budgeted amount of the pooled costs in this agreement does not imply approval by LWD of the amount or method of calculation.

6) MATCHING AND COST SHARING

The grantee shall be required to account to the satisfaction of LWD for matching and cost sharing requirements in accordance with the agreement and federal and state requirements.

7) PROGRAM INCOME

Program income shall be defined as gross income earned by the grantee from grant-supported activities. Such earnings include, but will not be limited to, income from service fees, sale of commodities, usage or rental fees and royalties on patents and copyrights.

- A) If a grantee receives interest earned of \$250 or more in a fiscal year on advances of grant funds, see Chapter II-7-3 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**.
- B) Unless otherwise provided or specified, the grantee shall have no obligation to LWD with respect to royalties received as a result of copyrights or patents produced under the grant.
- C) All other program income earned during the grant period shall be retained by the grantee and used in accordance with Chapter II-7 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**.

8) PRICE WARRANTY

The grantee warrants that the prices agreed upon are not less favorable than those currently extended to any other customer for the same or similar articles in similar quantities. The grantee extends the same terms and conditions as extended to its most favored customers and final price includes all common reductions for discounts, rebates or other incentives. All goods procured under this agreement shall be name brand, first quality, new parts, unless otherwise specified.

9) PAYMENT METHOD

- A) Payments to the grantee or on behalf of the grantee shall be issued only after the agreement has been executed. The grantee will provide sufficient documentation that action has been taken to carry out the terms and conditions of the agreement. Upon receipt of the requisite financial and narrative reports and other forms required by LWD

and upon appropriate certification by the director of finance and accounting of LWD, LWD will pay the grantee per the agreement's payment schedule.

- B) A Payment Voucher (Form PV 6/93) form will be submitted in a form satisfactory to LWD, with supporting documentation that the contracted services are operational and will continue to be for the period specified in the agreement. At its discretion, LWD may request additional reports.

10) REPORTING REQUIREMENTS

The grantee agrees to provide all reports specified in the agreement within the established timeframe and to the satisfaction of LWD. Financial reports are to be reported on the accrual basis of accounting.

11) STATE MONITORING, EVALUATION AND AUDIT

The following sections A to E pertain to all governmental, non-profit organizations and for-profit organizations:

- A) The grantee agrees to cooperate with any monitoring, evaluation and/or audit conducted by LWD or their designees and authorized agents.
- B) The grantee will maintain its records and accounts in such a way as to facilitate the preparation of financial statements in accordance with generally accepted accounting principles and the audits thereof and ensure that subgrantees also maintain records which are auditable. The grantee is responsible for any disallowed costs resulting from any audit exceptions incurred by its own organization or that of its subgrantees.
- C) LWD reserves the right to build upon the audit received. Interim audits may be conducted at the discretion of LWD.
- D) The grantee agrees to provide full access to their books and records and to submit to any audit or review of financial and compliance requirements of LWD.
- E) The grantee agrees to include in the engagement letter or agreement with any independent audit firm language that LWD is granted access to any and all work papers that support or address any and all findings that are in regards to LWD funds.

The following sections F to M pertain to all governmental and non-profit organizations:

- F) All grantees that expend \$750,000 or more in federal financial assistance or state financial assistance within their fiscal year must have annual single audits or program-specific audits performed in accordance with Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy.
- G) All grantees that expend less than \$750,000 in federal or state financial assistance within their fiscal year, but expend \$100,000 or more in state and/or federal financial assistance within their fiscal year, must have either a financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit performed in accordance with Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy.
- H) Program-specific audits in accordance with Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards can be elected when a grantee expends federal or state awards under only one federal or state program and the federal or state program's statutes, regulations, or terms and conditions of the grant award do not require a financial statement audit of the recipient.

- I) All grantees that expend less than \$100,000 in federal or state financial assistance within their fiscal year, but expend \$50,000 or more in federal or state financial assistance within their fiscal year must have a special report applying agreed upon procedures including, but not limited to, reviewing and testing the cost and expenses incurred for which reimbursement was requested to determine their propriety under the grant and review of the training records which substantiate training was completed in accordance with the grants. The procedures to be followed will be provided by the department's Office of Internal Audit.
- J) Although Subpart F – Audit Requirements allows specific provisions for biennial audits; state policy continues to require all audits to be performed on an annual basis.
- K) In addition to federal-required reports and opinions, grantee single audits must contain similar reports and opinions for state funds.
- L) Grantee single audit reports must include a supplementary schedule of the entity's state grant and state financial assistance programs. This schedule must show for each program:
 - State Grantor Organization;
 - Program Title/Name;
 - State Grant Award Number or Account Number;
 - Grant Award Period;
 - Fiscal Year Grant Expenditures;
 - Total Grant Expenditures to Date.

The following section M pertains to for-profit organizations:

- M) All grantees that expend \$50,000 or more in federal or state financial assistance within their fiscal year must have either:
 - A grant specific audit in accordance with Government Auditing standards (Yellow Book), or;
 - A financial audit report conducted under generally accepted auditing standards which includes a separate report on compliance with contractual provisions, or;
 - A special report applying agreed upon procedures including, but not limited to, reviewing and testing the cost and expenses incurred for which reimbursement was requested to determine their propriety under the grant and review of the training records which substantiate training was completed in accordance with the grants. The procedures to be followed will be provided by the Department's Office of Internal Audit.

12) RECORDS

The grantee agrees to collect, maintain and, upon request, report equal opportunity information, including sex, age, disability, ethnicity, and race, for all individuals who apply for benefits or services financially assisted by the program. Such records must include, but are not limited to, records on applicants, registrants, eligible applicants and registrants, participants, ex-participants, employees and applicants for employment. The grantee agrees to record the race, ethnicity, sex, age and where known, disability status of every applicant, registrant, eligible applicant and registrant, participant, ex-participant, applicant for employment and employee. The grantee further agrees to comply with the requirements of 2 C.F.R 200.79 and 2 C.F.R 200.82 which governs the use of personally identifiable information (PII). Such information must be stored in a manner that ensures confidentiality and must be used only for the purposes of recordkeeping and reporting; determining eligibility, where appropriate; determining the extent to which the grantee is operating the program or activity in a nondiscriminatory manner; or other use authorized by law. Where designation of individuals by race or ethnicity is required, the guidelines of the Office of Management and Budget must be used.

Retention – The grantee agrees to maintain all records pertinent to all grants, contracts and agreements, including financial, statistical, property and participant records and supporting documentation for a period of seven years from

the date of the final expenditure report. The aforementioned records will be retained beyond the seven years if any litigation or audit is begun or if a claim is instituted involving the grant or agreement covered by the records. In these instances, the records will be retained until the litigation, audit or claim has been finally resolved. The grantee agrees to insure that subgrantees retain records in accordance with these requirements. In the event of the termination of the relationship between grantee and subgrantees, the grantee shall be responsible for the maintenance and retention of the records of any subgrantees unable to retain them.

Access – LWD may investigate any matter it deems necessary to determine compliance with state policy and/or procedures. The investigations authorized by this provision may include examining records (including making certified copies thereof), questioning employees and entering any premises or onto any site in which any part of a program of the grantee is conducted or in which any of the records of the grantee are kept.

13) PROCUREMENT STANDARDS

Procurement of supplies, equipment and other services with funds provided by this agreement shall be accomplished in a manner generally consistent with federal and state requirements.

Adherence to the standards contained in the applicable federal and state laws and regulations does not relieve the grantee of the contractual responsibilities arising under its procurements. The grantee is the responsible authority, without recourse to LWD, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.

14) PROPERTY

The grantee is responsible and accountable for all equipment and property purchased with funds under this agreement, including purchases made by any subgrantee receiving payments on behalf of the grantee. A current inventory of such property and equipment, with a value of \$1,000 or more, shall be maintained by the grantee. Procedures for property records are outlined in the state of New Jersey Treasury Circular 11-19, <http://www.state.nj.us/infobank/circular/cir1119b.pdf>, and the grantee shall follow those procedures. The grantee agrees to provide the same security and safekeeping measures for property paid for under this agreement as the grantee provides for the same or similar property owned by the grantee. The grantee agrees to impose similar conditions upon any subgrantee engaged to provide services under this agreement.

All documents, patents, copyrights, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, reports, plans and other materials prepared by the grantee in connection with the project are the property of LWD. Such material will be delivered to LWD upon request.

If the project is funded under WDP, all documents, patents, copyrights, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, reports, plans and other materials prepared by the grantee in connection with the grant are the property of said grantee. However, LWD retains the authority to review such material for the limited purpose of determining the extent and quality of performance under the grant. Such materials shall be reviewed by LWD upon notice given to the grantee and shall promptly be made available to LWD for inspection. LWD agrees to take all reasonable steps necessary to safeguard the grantee's proprietary interest in these materials.

In addition, if the aforementioned items are developed pursuant to a grant or contract funded in whole or in part by federal funds, the federal agency which provided the funds reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant, and ii) and rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. If

applicable, the following needs to be on all products developed in whole or in part with grant funds in accordance with the WIOA Annual Financial Agreement:

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes are permissible. All other uses require the prior authorization of the copyright owner.

15) TRAVEL AND CONFERENCES

Conferences or seminars conducted by the grantee shall be held at the grantee's facilities or at public facilities whenever possible. The rate of reimbursement for mileage allowed for employees of the grantee or subgrantee(s) traveling by personal automobile on official business shall be the rate set by the grantee's policies that are in effect at the time of travel and may not exceed the Internal Revenue Service's standard mileage rate in effect at the time of the travel. If the grantee has an executed collective bargaining agreement, the mileage rate shall not exceed the current Internal Revenue Service's standard mileage rate. The current standard mileage rate can be found at the following website: <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>.

Reimbursements for meals, lodging and travel shall be in accordance with the grantee or subgrantee(s) written travel reimbursement policies not to exceed Federal per diem rates in effect at the time of the travel. The current per diem rates can be found at the following website: <http://www.gsa.gov/portal/category/100120>.

16) SUBCONTRACTING

The grantee will perform all terms and conditions of this agreement unless a provision allowing the subcontracting of work is contained in the agreement. All terms and conditions applicable to the grantee apply to any subcontractors or third parties hired by the grantee. None of the work or services covered by this agreement shall be contracted or subcontracted without the prior written approval of LWD. Any work or services contracted or subcontracted out hereunder shall be specified in detail by written contract or subcontract. The grantee agrees to impose similar conditions upon any subgrantee to ensure their compliance with all the terms and conditions of this agreement. LWD * retains the authority to review and approve or disapprove all contracts or subcontracts executed to provide the services for which the funds are being provided. At LWD's request, the grantee will promptly forward copies of any contracts or subcontracts and fiscal, programmatic and other material pertaining to said subgrantee.

17) MODIFICATIONS

Modification to the agreement will be made in accordance with procedures prescribed by LWD effective at the time of submission of the modification.

- A) The grantee agrees to submit a written modification for approval prior to changing any budget line item contained in this agreement.
- B) LWD and grantee agree to make any changes to this agreement only through a written modification.
- C) All modifications to this agreement will be appended to and become part of this agreement.

18) DISPUTES

The grantee agrees to attempt to resolve disputes arising from this agreement by administrative process and negotiations in lieu of litigation. The grantee assures performance of this agreement while any dispute is pending.

Any dispute which is not settled by informal means shall be decided by LWD, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the grantee. The grantee shall be afforded an opportunity to be heard and to offer evidence in support of its position. Pending final decision of a dispute hereunder, the grantee shall proceed diligently with the performance under the agreement.

The dispute resolution mechanism described in this section is not exclusive. LWD and grantee preserve all rights in law and equity to pursue any claims that may arise.

This agreement shall be governed by and construed and enforced in accordance with the laws of the state of New Jersey.

19) SEVERABILITY

If any one or more provisions of the agreement are finally adjudicated to be unlawful or unenforceable by a court of competent jurisdiction, then this agreement shall be construed as if such unlawful provisions had not been contained herein.

20) TERMINATION

- A) Termination for Convenience – LWD or grantee may request a termination for any reason. LWD or grantee shall give 90 days' advance notice, in writing, to the other parties to this agreement of the effective date of such termination. The grantee shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.
- B) Termination for Cause – LWD may terminate this agreement when it has determined that the grantee has failed to provide the services specified, or has failed to comply with any of the provisions contained in this agreement or approved application, or otherwise breached the terms of this agreement. If the grantee fails to perform in whole or in part under this agreement, or fails to make sufficient progress so as to endanger performance, or otherwise breaches the terms of this agreement, LWD will notify the other parties to this agreement of such unsatisfactory performance or breach in writing. The grantee has 10 working days in which to respond with a plan agreeable to LWD for correction of the deficiencies. If the grantee does not respond within the appointed time with corrective plans satisfactory to LWD, LWD will serve a termination notice on the grantee which will become effective within 10 days after receipt. In the event of such termination, LWD shall only be liable for payment for services rendered prior to the effective date of the termination, provided such services are performed in accordance with the provisions of this agreement.
- C) Termination or Reduction of Funds
 - 1) The grantee agrees that major changes to this agreement, both in terms of program content and funding levels, may be required prior to its implementation or during the term of its operations due to new or revised legislation or regulations. The grantee agrees that any such changes deemed necessary by the commissioner of LWD shall be immediately incorporated into this agreement.
 - 2) Unearned payments under this agreement may be suspended or terminated upon refusal to accept or satisfy any additional conditions that may be imposed by LWD at any time.

21) GRANT CLOSEOUT

- A) The following definitions shall apply for the purpose of this section:
- 1) Grant Closeout – The closeout of an agreement is the process by which LWD determines that all applicable administrative actions and all required work of the agreement have been completed by the grantee.
 - 2) Date of Completion – The date by which all activities under the agreement are completed, or the expiration date in the grant award document, or any supplement or amendment thereto.
- B) The grantee shall submit a closeout package per the terms of the agreement, unless otherwise extended by LWD, after completion of the agreement period or termination of the agreement. Closeout forms will be supplied by LWD.
- C) The grantee will, together with the submission of the closeout package, refund to LWD any unexpended funds or unobligated (unencumbered) cash advances except such sums as have been otherwise authorized, in writing, by LWD to be retained.
- D) Within the limits of the agreement amount, LWD may make a settlement for any upward or downward adjustments of costs after the final reports are received.
- E) The grantee is responsible for those costs found to be disallowed, including those of any subgrantee paid from funds under this agreement, and LWD retains the right to recover any appropriated amount after fully considering the recommendations on disallowed costs resulting from the final audit, even if a final audit has not been performed prior to the closeout of the agreement.
- F) The grantee shall account for any property received from LWD or acquired with funds under this grant, including any property received or acquired by a subgrantee under this grant.

22) PERFORMANCE

The grantee assures performance will be in accordance with, and within the period of, this agreement and will immediately report any conditions that may adversely affect performance to LWD as soon as they become known. Any fraud or suspected fraud involving granted funds must be reported to LWD within 48 hours of its discovery.

23) CONFLICTS OF INTEREST

The grantee shall avoid organizational conflicts of interest or the appearance of conflicts of interest in the conduct of procurement activities. Any gratuities offered by the grantee, its agent or representative to any officer, director or employee of LWD with a view toward securing this agreement or securing favorable treatment with respect to the awarding, amending or the making of any determination will render the agreement voidable at the option of LWD, and may justify further action under applicable state and/or federal laws.

24) BONDING AND INSURANCE

The grantee shall ensure that every officer, director or employee who is authorized to act on behalf of the grantee for the purpose of receiving funds into program accounts or issuing financial documents, checks or other instruments of payment is bonded to provide protection against loss.

25) AVAILABILITY OF FUNDS

The grantee shall recognize and agree that both the initial provision of funding and the continuation of such funding under the agreement is expressly dependent upon the availability to LWD of funds appropriated by the state Legislature from state and/or federal revenue or such other funding sources as may be applicable. A failure of LWD to make any

payment under this agreement or to observe and perform any condition on its part to be performed under the agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the agreement by LWD or an event of default under the agreement and LWD shall not be held liable for any breach of the agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from LWD beyond the duration of the award period set forth in the agreement and in no event shall the agreement be construed as a commitment by LWD to expend funds beyond the termination date set in the agreement.

26) LIABILITY

This agreement is subject to all of the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. and the availability of appropriations.

The state of New Jersey does not carry any public liability insurance, but the liability of the state of tort claims against its employees is covered under the terms and provisions of the New Jersey Tort Claims Act. The act also creates a special self-insurance fund and provides for payment of claims against the state of New Jersey or against its employees for tort claims arising out of the performance of their duties for which the state is obligated to indemnify.

The grantee shall be solely responsible for and shall keep, save and hold the state of New Jersey harmless from all claims, loss, liability, expense or damage resulting from all mental or physical injuries or disabilities, including death to its employees or recipients of the grantee's services or to any other persons or from any damage to any property sustained in connection with the delivery of the grantee's services that results from any acts or omissions, including negligence or malpractice of any of its officers, directors, employees, agents, servants or independent contractors or from the grantee's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault or default of the grantee. The grantee's responsibility shall also include all legal fees and costs that may arise from these actions. The grantee's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

Grant Specific Provisions

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above general provisions.

Printed Name and Title

Signature

Date

PRE-EMPLOYMENT TRANSITION SERVICES STUDENT REFERRAL FORM

Referral Information

Social Security Number: _____ Birth date: _____

Name (Last, First, Middle): _____

What do you prefer to be called? _____ Previous names (maiden name, etc.): _____

Who referred you to DVRS? _____

Home Address (House #, Street, apt., etc.): _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Home Cell Phone Videophone Work

Second Phone: _____ Home Cell Phone Videophone Work

Email Address: _____

Emergency or Other Contacts: _____

Name: _____ Relationship: _____

Phone: _____ Email: _____

Gender: Male Female Do not wish to self-identify

Race/Ethnicity (check all that apply):

- American Indian or Alaskan Native Asian Black
 Native Hawaiian or Other Pacific Islander White Do not wish to self-identify

Are you Hispanic or Latino? Yes No

Do you need assistance with communicating in English? Yes No Deaf or Hard of Hearing

Please explain: _____

Do you need assistance with reading English? Yes No

Please explain: _____

Education Information

If you are currently in high school:

What grade are you in? _____ What school do you attend? _____

What year did you begin HS? _____ What year will you graduate or exit school? _____

Are you receiving education services and support under a 504 Accommodation Plan? Yes No

If not, are you receiving education services under an Individualized Education Plan (IEP)? Yes No

If you are not currently in high school:

What is the highest level of education you completed?

Certificate of Completion High School Diploma or GED Post-Secondary Education (no deg. or cert.)

Vocational/ Technical Certificate AA Degree

Grade: 6 7 8 9 10 11 12

What is your primary disability? _____

Other Comments:

Pre-ETS Services Requested (Check all that apply)

- Job Exploration Counseling
- Counseling on Post-Secondary Educational Options
- Work Based Learning Experiences (internships, apprenticeships)
- Workplace Readiness Training
- Instruction in Self Advocacy
- Referral to RCC (Deaf / Hard of Hearing)

REQUEST FOR PRE-EMPLOYMENT TRANSITION SERVICES AND NOTIFICATION OF RIGHTS

I am requesting pre-employment transition services, and understand that pre-employment transition services are not traditional vocational rehabilitation services. I understand that participating in pre-employment transition services does not qualify an individual for vocational rehabilitation services as the eligibility criteria is different and applicants for vocational rehabilitation services are subject to DVRS Order of Selection and wait list restrictions. I understand that if I choose to apply for vocational rehabilitation services prior to receiving pre-employment transition services that I may be delayed in receiving pre-employment transition services.

I understand that pre-employment transition services are limited services that DVRS can provide to a student with a disability, and that a student with a disability is an individual who:

1. Has a disability.
2. Is at least 14 years old and has not turned 22 years old.
3. Is currently attending or considered enrolled in an educational program (secondary education; non-traditional or alternative secondary education, including home schooling; post-secondary education programs approved by NJ Office of Secretary of Higher Education and other recognized educational programs limited to: those offered through the juvenile justice system, adult basic education programs i.e. GED or external diploma programs, and WTC career and technology training programs).
4. Has not graduated/completed/exited/ or withdrawn their educational program.

I understand that pre-employment services are limited to the following services, as appropriate and available in my local area:

1. Job exploration counseling.
2. Work-based learning experiences, which may include in-school or after school opportunities, or experience outside the traditional school setting (including internships), that is provided in an integrated environment in the community to the maximum extent possible.
3. Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education.
4. Workplace readiness training to develop social skills and independent living.
5. Instruction in self-advocacy (including instruction in person-centered planning), which may include peer mentoring (including peer mentoring from individuals with disabilities working in competitive integrated employment).

Information that I have provided is to the best of my knowledge true, correct and complete. I understand that giving DVRS untrue and/or fraudulent information may result in services not being provided or continued. DVRS will provide a copy of the Disability Rights NJ brochure from my assigned counselor.

Before signing, please discuss with your DVRS counselor any information you do not understand.

Student Signature/Date:

Signature of Parent or Representative:

(if applicant is in high school, under age 18 or has a legal guardian)

INFORMATION GATHERING

- Refusal to provide requested documentation of disability will prevent you from receiving pre-employment transition services.
- The requested information is not available for public inspection, unless you give written permission.
- The requested information is routinely shared with other governmental agencies when information is needed for you to obtain benefits or services; for audit, evaluation or research purposes connected with the administration of the rehabilitation program as long as confidentiality is safeguarded; and to obtain payment for services which have been provided when covered by third party resources.
- DVRS requests the Social Security Number of applicants for services and uses it only for federal reporting purposes and, as applicable: (1) confirmation of Social Security benefits, and (2) financial transactions.