



STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Atlantic City Regional
Leisure & Hospitality Career Initiative
Notice of Grant Opportunity
Fiscal Year 2020

PROMOTING SUSTAINABLE CAREERS FOR AREA RESIDENTS

Announcement Date: October 10, 2019
Technical Assistance: October 30, 2019
Application Due Date: January 6, 2020

Robert Asaro-Angelo
Commissioner

Atlantic City Regional Leisure & Hospitality Career Initiative

Notice of Grant Opportunity Fiscal Year 2020

TABLE OF CONTENTS

Section A: Name of Grant	Page 2
Section B: Purpose	Page 2
Section C: Amount of Funding Available	Page 3
Section D: Entities That Can Apply for Funding	Page 3
Section E: Requirements of Applicants	Page 3
Section F: Application Process	Page 7
Section G: Address to Which Applications Must Be Submitted	Page 11
Section H: Application Submission Date	Page 11
Section I: Technical Assistance	Page 11
Standard Assurances & Certifications	Page 13
General Provisions	Page 18
Attachments	
Title Page	Attachment A
Budget Form	Attachment B
Employer-Partner Job Analysis/Description	Attachment C
Employer Summary Form	Attachment D
Third-Party Training Provider Summary Form	Attachment E
Example Status Report / Dashboard	Attachment F
Trainee's Employment Verification	Attachment G
Demand Occupations List	Attachment H

Notice of Availability of Grant 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 “the Department” or “LWD”) regularly publishes on its website at <https://www.nj.gov/labor/> all notices of fund availability pertaining to federal or state grant funds, which may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “Research & Information” and the subheading “Grant Opportunities.”

A. Name of Grant

Atlantic City Regional Leisure & Hospitality Career Initiative

B. Purpose of the Training Grant

The Atlantic City Regional Leisure & Hospitality Career Initiative is designed to address the Workforce Development & Job Creation portion of Governor Murphy’s declaration in September 2018 on behalf of the Atlantic City Implementation Plan: “*Building a Foundation for a Shared Prosperity.*” Specifically, the Implementation Plan seeks to build a diverse economy by supporting the stability and health of businesses in the leisure & hospitality industry, developing jobs with the potential for growth and higher wages while creating career paths within the casino and business industries. The Atlantic City Regional Leisure & Hospitality Career Initiative Notice of Grant Opportunity is specifically intended to solicit proposals that create training programs and employment strategies that target the leisure & hospitality sector.

Eligible applicants are encouraged to submit proposals that:

- develop strategic partnerships designed to recruit, train, place, and retain Atlantic City and surrounding regional residents toward a positive career path;
- recruit and serve populations that exhibit significant barriers to employment;
- strategically partner with other public systems to maximize available employment and support services on behalf of career seekers facing barriers to employment; and,
- promote the acquisition of occupational skills and industry valued credentials through training.

The Atlantic City Regional Leisure & Hospitality Career Initiative will blend high-quality training, and other services that:

- align the skill needs of the targeted Leisure & Hospitality industry;
- organize education, training, and other services to meet the particular needs of dislocated and/or disadvantaged adults and/or out of school youth in a manner that accelerates their educational and career advancement to the extent practicable, including earn and learn models;
- enable qualified individuals to attain an industry recognized credential as required for the target industry;
- include career/vocational mentoring or transitional employment opportunities to support qualified individuals facing barriers to employment by assisting them in achieving their education and career goals; and,
- provide training activities concurrently and contextually with workforce preparation activities and training for the purpose of educational and career advancement with partnering employers.

B1. Purpose for which the grant funds will be used: The Department will focus their investments on funding programs that result in employment with livable wages and yield industry-valued credentials. Program proposals may include strategies that offer training wages/stipends, real work opportunities such as transitional jobs, subsidized employment, and supported employment to further advance occupational skill acquisition. The occupational training offered must lead to an industry recognized credential or certificate or degree that creates a career pathway opportunity in the targeted industry.

When calculating the total cost of the grant request, there is a 10% cap on administrative costs. It is expected that applicants will have the capacity to work in concert with pre-existing services such as those available

through the local One-Stop Career Center. Applicants are also encouraged to leverage additional resources to supplement grant activities that support the grant's outcomes.

B2. Target population eligible to receive Atlantic City Regional Leisure & Hospitality Career Initiative training: In order to be eligible to receive funded services such as training, a participant must be qualified as displaced or disadvantaged as defined by WDP Legislation or adult, dislocated worker, or out of school youth as defined by the Workforce Innovation Opportunity Act (WIOA) Public Law 113–128, (29 U.S.C. 3102) July 22, 2014, 128 Stat. 1425] and WIOA Sec. 134 (3).

C. Amount of Funding Available

The projected amount of funding available in fiscal year 2020 is estimated to be \$500,000. Funding is contingent upon availability from multiple funding streams that may be used to support this initiative. We anticipate that grants awarded through this initiative will not exceed \$175,000 per grant.

Tax Clearance: As a precondition to being considered for an award, applicants must obtain a [Tax Clearance Certificate](#) from New Jersey Division of Taxation. (A request can be processed online through the State of New Jersey's [Premier Business Services portal](#).)

(Reimbursement checks are linked with the FEIN that is on file with the New Jersey Department of Treasury. As a result, reimbursement checks are mailed to the associated address.)

State of New Jersey W-9 Form: A completed State of New Jersey W-9 form must be on file with the New Jersey Department of Treasury. (To register, applicants should go to www.NJStart.gov. Failure to complete this step can delay or forfeit a grant award.)

D. Eligible Applicants

- Workforce Development Boards
- Public or private vocational schools within New Jersey
- Two- and four-year institutions of higher education
- Labor or trade organizations
- Public or private non-profit agencies
- Faith-based and/or community-based organizations
- Consortium partnerships of any two or more of the above

All applicants must be listed on the LWD Eligible Training Provider's List (ETPL) and must be designated as approved for the occupational training proposed.

D1. Source and identify eligible participants: Applicants who are awarded a training grant must collaborate and coordinate with the state's [One-Stop Career Centers](#) to identify and register qualified participants for the Atlantic City Regional Leisure & Hospitality Career Initiative. The state's One-Stop Career Centers (OSCC) will provide the identification number of those registered to receive training.

E. Qualifications and requirements of the applicant in order to be considered for funding

Successful applicants must have the capacity and ability to connect with regional employers, industry associations, and the local Workforce Development Board to achieve the goal of providing industry informed career training to an audience of job seekers. Successful applicants must demonstrate experience and have capacity in providing education and training in a target industry career cluster.

All applicants will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO. Applications must summarize all of the program components and planning requirements as outlined in this section. In addition, this section will provide additional parameters and program policies to which all applications must conform.

The applicant will conduct outreach to employers in the leisure & hospitality industry to raise awareness regarding the availability of the Atlantic City Regional Leisure & Hospitality Career Initiative program. The applicant will be expected to work closely with industry associations, state and local economic development organizations, state and local workforce development boards, and with the Department's Industry Partnership groups.

If the applicant is associated with a federal education program, and enrolls adult secondary education students, the applicant must be qualified to participate in federal and state student aid programs whereby enrolled participants may be eligible to receive state or federal student financial aid.

All funded participants must be registered in the state's One Stop Career System and receive training in the Leisure & Hospitality industry occupational areas that employers have identified as preferred and/or necessary to obtain employment. Successful applicants are expected to assist training participants find employment.

Grants are awarded through a competitive process. All trainings, courses, and students are subject to LWD's review and approval.

- **Training Plan:** The applicant will provide a listing of services and courses within the identified target-industry's career cluster <https://www.onetonline.org/find/industry?i=72&s=2> that can be offered to qualified students and approved by participating employers (this list should be identified and described in the application).
 - Training should be provided to a group of students in a classroom setting conducted by a qualified instructor at a time, date and location designated by the training provider. The training provider should offer classroom training using modalities conducive to imparting information and industry-related training required by the employer(s).
 - The applicant must provide in the application, a time-line and description of the type of training provided (e.g., classroom lecture, work based experiential learning, practical hands-on, computer-based, video conference, etc.). Any type of online training hours must be structured synchronously--i.e., an actual certified teacher or qualified instructor and the student interacts with each other in "real time". Additionally, experiential learning and practical training must be accompanied concurrently or otherwise, by whatever amount of classroom-based or equivalent occupational training, developmental instruction or both, is deemed appropriate by the employer and/or LWD.
 - Successful applicants will coordinate all training program information sessions and recruitments, oversee student assessments and employer screenings, provide instruction of occupational training in identified skill areas, ensure program participant's placement into training-related employment within 90 days of the conclusion of the training and report such job placements to their OSCC partner.
- **Employer-led Partnerships:** Employers are critical collaborators in the successful outcome of this initiative. Employers should play a primary role by providing input for the program curriculum design and instruction. The curriculum shall be demand-based, and developed in collaboration with partner participants. The curriculum should be customized to teach specific skills resulting in an industry-valued credential/certificate required or preferred by the employer-partner. The employer-partner relationship is intended to increase capacity in developing high-quality employer-driven successful

outcomes by offering full-time permanent positions to those who successfully complete the training programs. Employers should be invited and encouraged to attend information sessions to meet potential training participants and continue their involvement throughout the training period.

- **Employer's letter of need:** The applicant should obtain letter(s) of need from each employer. Letters of need must be on the company's letterhead, include the employer's phone number, and signed by a company official. The letter must include a number of projected new hires needed by the employer-partner.
- **Job that yields a livable wage beyond self-sufficiency:** It is anticipated that occupational training provided through this initiative will substantially enhance the job-seekers marketable skills and/or earning power and ultimately provide a career pathway to a job that yields a wage beyond self-sufficiency. The student's projected earnings and method of compensation are examined closely by LWD. (Calculations determined by <http://livingwage.mit.edu/>)
- **Job Placement Plan:** The successful grantee is expected to assist training participants with their job placement. The job placement benchmark is established when the student is hired into a full-time unsubsidized job as determined by the employer. Demonstrated outcome performance resulting in job placement is fundamental to the success of the training program. The applicant must include in their application a job placement contingency/back-up employment plan in case the original employer-partner is not able to fulfill their job placement commitment at the end of the training.

E1. Workforce Development Board (WDB): Local area Workforce Development Boards (WDB) are critical for the success of the training program. Individuals who receive training must meet the eligibility criteria established by the local One-Stop Career Center (OSCC) which operates in conjunction with local area's Workforce Development Board.

- The applicant must coordinate a time with the local WDB to discuss the applicant's proposed project, intent to apply and obtain a letter of support. The applicant must describe in their application how the proposed program will collaborate with the Workforce Development Board and the local workforce system specifically regarding recruitment, eligibility determination, placement, follow-up, recruiting disadvantaged populations and other relevant implementation elements. **In their application the applicant must include a letter of support from the Workforce Development Board.**

E1.1 One-Stop Career Centers (OSCC): Upon award of a contract, LWD will provide the grantee with a directory of One-Stop Career Centers. The grantee must cooperate and collaborate with the OSCC to conduct information sessions regarding training and employment opportunities for potential eligible candidates. Prior to conducting the information session, the successful grantee should collaborate with the OSCC providing the appropriate job information to ensure all participants have knowledge of the training, specifications and requirements of the job, and any additional resources and/or services that may be available through the OSCC system. All flyers and advertising for the training must be approved by the OSCC prior to holding the information session.

- **Collaboration with the OSCC:** Qualified individuals must attend an information session facilitated and coordinated by the grantee in collaboration with the OSCC.
 - All individuals accepted as candidates for the training program must register or be registered with the OSCC and have an identification number.
 - All individuals accepted as candidates for the training are required to meet with the qualified counselor who will provide employment counseling and help the candidate generate an Individual Employment Plan (IEP) that qualifies the candidate for training. All individuals selected as a result of this grant program are eligible to receive OSCC services such as interviewing skills, resume writing, and career exploration.

- Successful grantees will coordinate with the OSCC ensuring that all participants accepted into the training program are registered with the OSCC, have received an identification number, and have an IEP that qualifies the candidate for training.
- The successful grantee will keep the OSCC assigned liaison and the LWD assigned specialist informed and up to date with the student's progress, provide student's enrollment dates, course completion dates, and job placement information when it becomes available.

E2. Program Reporting/Invoicing Requirements: Applicants must have a working knowledge of the training program's specific goals and objectives in order to assist their personnel with identifying effective ways to collect, record and analyze the data that will serve to meet training program objectives. The successful applicant must provide their personnel with effective strategies for reporting student and project performance to their One-Stop's liaison and the LWD's Program Specialist.

Grantees are required to complete and submit the following documents:

1. A monthly report (Dashboard Attachment), due by the 5th of each month detailing all activities performed under the grant including a list of class offerings, the number of classes provided, the number of clock hours for each course, the list of names of participants in each class, the number of trainees successfully completing the class(es) and if applicable, the names and address of the employer-partner as well as the date of employment and the starting wage. Submittal of a dashboard is required even if there is no activity or expenses incurred for the month.
2. A monthly invoice, expenditure report, and benchmark tracking form due by the 5th of each month detailing all expenses incurred during the prior month. Grantees will be paid on a prior month cost reimbursement method, after the invoice has been submitted to, and approved by LWD.
3. A final closeout report must be submitted within 30 days along with the final invoice for the last job placement benchmark. The final closeout report must include: program activities, assessments on training outcomes, a compilation of financial information, descriptions of barriers in meeting goals if applicable, success stories, best practices learned, and return on investment. The LWD representative will provide the closeout forms. Final reimbursement will be subject to the submission of the closeout report and acceptance by LWD.

On occasion grantees may arbitrarily be required to submit ad hoc reports on short notice.

E3. Program Utilization: The successful grantee shall consistently monitor the performance of the grant activities to assure that time schedules are met, projected work units by time periods are accomplished and other performance goals are achieved. The grantee is required to submit the job placement verification form to the OSCC and to the assigned LWD representative. The job placement verification form must be submitted to LWD when the grantee submits monthly reports. Additionally, the grantee must enroll at least 50 percent of the contracted number within the first three months of the contract start date and utilize at least 30 percent of the grant funds within the first six months of enrollment. Consideration will be given based on the schedule submitted in the applicant's training plan. Failure to comply may result in the de-obligation of the unexpended funds.

E4. Program Evaluation: Program evaluation and grant close-out information must be submitted within 30 days after the contract ends. Examples of the types of information required to be submitted within the program evaluation include, but are not limited to, outcomes, barriers to meeting goals, and, if applicable, best practices. The applicant's demonstrated past performance of previously funded grants will be a consideration (i.e., past performance measures include job placement and the benchmark expenditure rate). Job placement performance is measured by the number of job placements in relationship to the number of participants enrolled. Expenditure (utilization) rate is measured by the amount of the grant awarded in relationship to the unexpended amount at the close of the grant.

F. Application Process

To ensure consistency and fairness of evaluation, each applicant seeking funding under this grant program must submit an application that includes, at a minimum, the components listed below.

- LWD must receive a total of six (6) collated applications—two applications with original signatures and four copies of the application—with all attachments.
- Applications must be delivered by postal mail and received by 3 p.m. on the due date listed in Section H., of this NGO. Postmarks are not acceptable evidence of timely submission; receipt by the due date and time is required.
- Failure to include any of the required documentation will result in the application being removed from consideration for panel review.
- Applications received by the due date and time will be screened to determine if the application meets the threshold criteria and are, in fact, eligible for panel review. LWD reserves the right to reject any application not in conformance with the requirements of this NGO.

The applicant must also have available upon request by LWD, the electronic version (MS Word and MS Excel) of the application package including employer-partner information and completed attachment forms. The electronic version of the required attachments are available, click the link: [FY20 NGO ATTACHMENTS](#).

F1. Application Content and Checklist: The application must be assembled and submitted in the order listed below. It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding.

The application must be assemble and submitted in the following order:

☐ Applicant Title Page signed by the signatory authority authorized to bind contracts (Attachment A)

☐ Budget Summary Form (Attachment B)

☐ Employer-Partner Job Analysis (Attachment C)

☐ Employer-Partner Summary Form (Attachment D)

☐ Employer-Partners' Letter of Need

☐ Workforce Development Board Letter of Support

☐ Comprehensive Development of Standard Evaluation Criteria, Program Narrative (section F2 below)

☐ New Jersey Tax Clearance Certificate must be included in the application and must be current within 180 days of application submittal. Information regarding the NJ Department of Treasury Tax Clearance may be obtained: <http://www.state.nj.us/treasury/taxation/busasst.shtml>

☐ Signature pages of the Standard Assurances & Certifications and General Provisions signed by the signatory authority (Appendix)

***Note: The Department of Labor's Employer Accounts must be paid in full or not exceed \$750

F2 Standard Evaluation Criteria: Applications must be typed; handwritten applications will not be accepted.

Failure to comply with instructions and/or to submit the required forms and [attachments](#) may result in the application being removed from consideration for funding.

The application will not be considered for review if it does not adhere to the parameters below and/or exceed the page limits. The application must be submitted double-spaced on one-side of 8.5"x 11" white paper with no background or watermarks and follow the formatting requirements:

- ❖ Font – Times New Roman, 12 point
 - ❖ Spacing – double spaced, full justification is desired for paragraphs
 - ❖ Margins – 1” top and bottom and 1” side margins
 - ❖ Pages must be numbered – X of X pages and centered at the **bottom** of the page
 - ❖ Applicant/organization’s name must be included on the **top of each page** of the application
 - ❖ Supplemental brochures and materials not requested will be omitted in the review process
 - ❖ The completed application should not be held together by staples, bounding, spiral bounding, rubber band, etc. Applications should not be submitted in binders, notebooks, and folders.
 - ❖ Applications should not exceed the page limits set forth:
 - Executive Summary – maximum of two (2) pages
 - Program and Budget Narrative (maximum of eight (10) single-sided pages)
 - These page limits do not apply to LWD’s requested forms, letter of support, required [attachments](#), and the signed signature page of the General Provisions
- **Executive Summary:** The executive summary must include a brief description of the components of the application being submitted as outlined below in section F2 Standard Evaluation Criteria.
 - **Program Narrative:** The program narrative should be designed and written sequentially to answer the questions as presented in the evaluation criteria chart below. It must establish your capability and capacity to implement the training program in accordance with the provisions of this Notice of Grant Opportunity. It must be succinct and self-explanatory. Any materials beyond the specified page limit will not be read or considered in the application review process.
 - **Budget Narrative:** The budget narrative reflects the entire cost of the program and must have a demonstrated cost basis and schedule for expected payments. The cost basis must show how the applicant arrived at the estimated budget. Applicants must provide justification for all aspects of the budget. All amounts reported on the budget summary form must be fully supported by information provided in the budget narrative (i.e., the budget narrative must provide a description of costs associated with each line item in the budget summary form). Budgets will be reviewed using guidelines for the Department of Labor’s policies and regulations.
 - **Standard Assurance & Certifications and General Provisions:** The duly authorized representative of the applicant with signatory authority to bind a contract is required to sign the signature pages of the Standard Assurances & Certifications and General Provisions. The Standard Assurances & Certifications and General Provisions can be found in the Appendix of this NGO. Please carefully review all pages and then sign in the appropriate space. Include only the signature pages of the Standard Assurances & Certifications and General Provisions in your grant proposal. The signatures of the chief executive officer or position responsible for encumbering funds on behalf of the organization indicates the organization’s acceptance of these provisions. Should the applicant receive a grant award, the Standard Assurances & Certifications and General Provisions along with the NGO and the contract between the parties will govern the grant.

F2.1 Evaluation Criteria: Applications will be evaluated on the basis of quality, comprehensiveness, consistency, completeness, accuracy and appropriateness of response to this NGO. This NGO is competitive and will be reviewed by a selection committee using a pre-established set of criteria, which will include, but are not limited to the following:

Evaluation Criteria – <i>In developing and assembling the application, the applicants should respond to the narrative sections as outlined in the chart below:</i>	TOTAL POINTS 100
Programmatic: • Title page (Attachment A), is complete and signed by the official authorized to bind contracts • The Budget summary form (Attachment B), is complete and calculations are error free • The Employer-Partner Summary form (Attachment C) is complete. • The Employers’ letters of need are included (statement of need within local area or state region) • The letter of support from the Workforce Development Board • The New Jersey Tax Clearance Certificate or Tax Clearance Application is included • The Standard Assurance & Certifications and General Provisions signature pages are signed by the official authorized to bind contracts • LWD Employer Accounts is paid up-to-the-requirements of the department	
Executive Summary: Briefly describes training program: • Executive summary (maximum of two (2) single-sided pages) should include the following: 1. Describe organizational commitment and capacity to include past experience, partnerships, and how employers and other collaborative organizations will be engaged 2. Describe the job title and need for trained employees in this industry 3. Describe how career pathway connections will be sought/developed as an outcome of the planned instruction 4. The applicant understands that job placement follow-up in collaboration with the OSCCs must be provided for each participant	10 Points
Program and Budget Narrative (maximum of eight (10) single-sided pages) establishes and supports your claim of capability and capacity to implement the training program in accordance with the provisions of this Notice of Grant Opportunity. It covers your approach and/or solutions to the key elements:	
I. Need for Training: Clearly define the purpose and need for training as determined by your interview with employers. Specifically: i. Explain the employer(s) need to hire workers trained in this target industry sector. ii. Describe how the employer(s) determine the training needs of new hires. iii. Include a demographic description of your targeted geographic area relating to the populations of adults and out-of-school youth training and education needs of residents of Atlantic City and the region. iv. Describe the difference between the current status and the outcomes that the applicant would like to achieve.	20 Points

II. Training Plan Outline a plan of action that describes the scope and detail of how the proposed program will be accomplished including timelines for completion of all activities. Applicants should describe their commitment in addressing the needs for training identified, including the organizational support that exists for implementing the proposed project and strategic partnerships that will be leveraged. Specifically: i. Describe how the proposed program will be implemented, including any type of instruction, a time-line for the duration of the program components, when and where the services will be conducted, and any additional details about the curriculum and training materials relevant to the project. ii. State the number of students and ensure the proposed number of training participants does not exceed the proposed number of job openings. iii. Describe the services and instruction proposed through this grant application including, instructional methodologies, instructional and other supports that will be utilized to determine project success. iv. Describe the employer's role and involvement in the training plan.	20 Points
III. Performance Metrics/Outcome The applicant must demonstrate past performances (E4) and state they have the capacity needed to properly track and report participant demographic and performance data to the LWD and complete all required monthly reports and requests for information in accordance with protocol and timelines established in section E2-Program Reporting/Invoicing Requirements. Applicants must describe the projected output/outcome to be achieved consistent with the training programs identified goals: 1) enrollment, 2) mid-point student retention 3) course completions, and 4) job placements. Specifically: i. Project how many individuals will receive services through this grant proposal. ii. Describe strategies to be employed to retain individuals and promote persistence in and completion of the program. iii. Describe outcome tracking methods to assess, retain, evaluate, and measure the performance of the training program. iv. Describe a plan for the student's transition into a job placement. v. Describe your job placement contingency/back-up plan if the original employer-partner is not able to fulfill their projected job placement commitment at the end of the training.	20 Points
IV. Industry-valued credential, pre-apprentice certificate, or post-secondary degree/certificate Applicants must offer training programs that lead to an industry-valued credential, pre-apprentice certificate, licensure, and/or post-secondary degree or certificate. Give the designation that will be attained by participants as a result of completing the training. Specifically: i. Describe the document awarded including the name of the conferring authority, accrediting organization, or licensing agency. ii. Confirm that the designation achieved from the training is recognized within the industry sector and/or specific to the employer's needs. iii. Verify that no additional trainings and/or documents are required before for the employer hires the student. iv. Indicate if the document(s) obtained is embedded in a career pathway that upon further training may ultimately lead to a job that renders a higher wage	20 Points

V. Budget Narrative and Budget Summary Form Line Item Expenditures The budget narrative describes the entire cost of the program. Applicants must provide justification for all aspects of the budget. The budget narrative and budget summary form should be clearly and accurately aligned and consistent with the activities outlined in the program narrative. The budget summary form must have an individualized student cost basis. The budget items are within the cost guidelines of this NGO. The budget is comparatively priced with similar trainings offered by other training providers. If not similar, explain the value added to justify the cost. The Department of Labor’s policies and regulations will be used as a guideline to review the budget. The budget is complete and calculations are error free: • Budget indicates number of students • Budget indicates cost per student • Budget indicates total number of instructional hours per student • Budget indicates training cost per hour per student • Budget indicates any non-training related costs per student	10 Points
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G. Address to Which Applications Must Be Submitted

New Jersey Department of Labor and Workforce Development
Division of Workforce Development
Attention: Geri Brosh, Program Manager
Atlantic City Regional Leisure & Hospitality Career Initiative
1 John Fitch Plaza – 7th Floor
P.O. Box 055
Trenton, New Jersey 08625-0055

H. Application Submission Dates

Applications will be reviewed and final awards will be determined according to the evaluation criteria and the availability of funding. All applications are subject to a Department panel review and final approval by the Commissioner of the Department. Applicants will be notified of the final determination of their request within 30 business days following the application deadline.

Below is the proposed schedule for the submission date, and panel review date*.

Submission Date Application to LWD by 3 p.m. on:	Panel Review week of:
January 6, 2020	February 10, 2020

*Dates listed in this NGO may be subject to change; changes will be posted on LWD’s web page.

I. Technical Assistance: Pre-registration is required by Wednesday, October 23, 2019.

Attendance at the technical assistance workshop is encouraged but not required; applicants may apply immediately upon release of the NGO. Applicants who are unable to attend the technical assistance meeting and are in need of technical assistance may email questions to joan.evans@dol.nj.gov or contact Ms. Joan Evans, Support Staff at (609) 292- 0788 to speak to the AC Leisure & Hospitality Career Initiative assigned staff.

The workshop is scheduled for 10:00 a.m. on Wednesday, October 30, 2019 in room W103 in the Hospitality Wing of the Worthington Atlantic City Campus of Atlantic Cape Community College.

To register contact Ms. Joan Evans, Support Staff at joan.evans@dol.state.nj.us or (609) 292-0788 or (609) 777-1516 to request a registration attendance form.

Registered attendees may park in the Atlantic City Campus lots off New York or Kentucky Avenues. Attendees must report to the security desk for a visitors pass upon entering the building.

LWD reserves the right to limit the number of attendees within an organization. Seating is limited and only registered individuals may attend the workshop.

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 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.

- G) 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.
- H) 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.
- I) 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 subagreements.
- J) 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.
- K) 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).
- L) 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.
- M) 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.).
- N) 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.
- O) 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.
- P) 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.
- Q) 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).
- R) Will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing this program.

- S) Will comply with the Federal Funding Accountability and Transparency Act requiring recipients and subrecipients 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 contract, award, subgrant 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 contract 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 contract, 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 contract, 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 contract, 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 contract 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 contract, 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 workpapers 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 contract and review of the training records which substantiate training was completed in accordance with the contracts. 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 contract and review of the training records which substantiate training was completed in accordance with the contracts. 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) CONTRACT CLOSEOUT

A) The following definitions shall apply for the purpose of this section:

- 1) Contract 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

**Atlantic City Regional
Leisure & Hospitality Career Initiative**

**Notice of Grant Opportunity
Fiscal Year 2020**

Attachments

**AC Regional Leisure & Hospitality Career Initiative
Fiscal Year 2020**

Name of Grant Applicant/Lead Agency:

Street Address:

City:	State:	Zip:	County:	District Number:
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Contact Person:	Phone:	Email:
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FEIN #:	Industry Partnership Connection Established? (Y/N)	
----------------	---	--

DUNS #:	Training Provider is Listed on the Eligible Training Provider List? (Y/N)	
----------------	--	--

Industry Sector:	Training Course is Listed on Eligible Training Provider List? (Y/N)	
-------------------------	--	--

CIP Code #: or SOC Code #:	Does this training meet the employer's approval and all requirements of the employer? (Y/N)	
--	--	--

Title of Course/Training Program:	Municipality of Training:	County of Job Location:
--	----------------------------------	--------------------------------

Title of Credential/ Certificate or Degree Program:	# of Course Clock Hours Per Trainee:
--	---

Name of Licensing Agency (if license is requirement of job):	# of Course Credit Hours Per Trainee:
---	--

Title of Job expected to be filled by trainee:	# of Students To Be Trained:
---	-------------------------------------

	# of Projected Job Openings:
--	-------------------------------------

Starting wage:	Wage calculation (hourly, salary, commission, etc.):	# of Employer-Partners:
-----------------------	---	--------------------------------

Full or Part-time:		# of Work Hours Per Week:
---------------------------	--	----------------------------------

Total Grant Request:	Training Cost Per Trainee:
-----------------------------	-----------------------------------

Previous Funding: Did the applicant receive a training grant from LWD or the local One-Stop Career Center within the last two years? ☐ **Yes** ☐ **No** If yes, name of grant and award amount:

PROPOSAL CERTIFICATION: *To the best of my knowledge and belief, the information contained in this proposal is true and correct. The document has been duly authorized by the governing body of this agency and, if funding is awarded, we will comply with the attached Standard Assurances & Certifications and General Provisions.*

Authorized Signature:

Print Name:	Title:	Date:
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Budget Form**Attachment B**

Budget
AC Regional Leisure & Hospitality Career Initiative
Fiscal Year 2020

Grantee Name:

Street Address, City, State, Zip

Contact Name:

Telephone:

Email Address:

Amount Requested:

Cost per Trainee:

Hours of Instruction per Trainee:

Budget Items	Amount
A. Itemized Direct Costs	Direct Costs
Sub-Total A	\$
B. Itemized Administrative Costs (No more than 10% of Direct Costs)	Administrative Costs
Sub-Total B	\$
Sub-Total A plus Sub-Total B = TOTAL GRANT REQUEST	\$
Number of trainees:	
C. Cost per trainee (Total cost divided by number of trainees)	Cost per trainee: \$

**N.J. DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT****ATTACHMENT C****Employer-Partner Job Analysis/Description**

The purpose of this form is for training providers to gather information about training for job openings and the employer's requirements to ensure that One-Stop Career Center registered customers/training candidates are properly evaluated prior to accepting training into the program. Submit one form for each employer and one form for each specific job title.

Name of Training Program: _____

Industry Sector: _____

Duration of training per cohort (# of weeks; # of days/week; # of hours/day): _____

Location of training: _____

Name of Training Provider: _____ FEIN/Federal Tax ID #: _____

Contact Person: _____ Phone: _____ Email: _____

PURPOSE AND CONTENT OF TRAINING: DESCRIPTION / MINIMUM ENTRANCE REQUIREMENTS / CREDENTIAL / SKILLS:

Should the applicant receive a training grant, information below will be utilized by the One-Stop Career Center staff to source and recruit candidates for the training program. The trainee must not incur any costs either associated with the training or as a condition of employment.

Briefly explain in one or two sentences the general purpose of this training as it relates to the employer's job position: _____

What are the prerequisites and qualifications to be considered for training? _____

List certifications, credentials, skills, etc. included as part of the training: _____

Specify and describe if the position requires additional cost, testing, experience, etc. beyond this training: _____

Employer Company Name: _____ Federal Employer ID: _____

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

Phone: _____ Website: _____ Check Industry Sector: ☐ Leisure & Hospitality

Employer Contact Information: First Name: _____ Last Name: _____ Mr. /Ms. Title: _____ Job Title: _____

Phone: _____ E-mail: _____

Job /Work Location Information:

Specific Job Title: _____ Municipality: _____ Zip: _____ County: _____ Number of Job Openings: _____

Hours/Week: _____ Work Hours _____ Work Shift: _____

Starting Pay: \$ _____ Method of calculating pay: (hourly, salary, commission, tips, etc.) _____

Check benefits offered:

- | | |
|--------------------------------------|-------------------------------------|
| ☐ Health Ins. | ☐ Sick Leave |
| ☐ Dental Ins. | ☐ Vacation |
| ☐ Holidays | ☐ 401 K |

Is driver's license required for position: ☐ Yes ☐ No (check one)

Is additional training or certification required beyond this training program prior to hire by the employer? ☐ Yes ☐ No (check one)

REQUIREMENTS OF THE EMPLOYER / ESSENTIAL FUNCTIONS AND QUALITIES OF NEW EMPLOYEE (Job eligibility criteria)

What are the essential functions (what does this job entail) of the position? _____

What is the minimum level of education required to perform essential functions? _____

What is the level of knowledge of software, technology, and/or equipment required to perform essential functions? _____

What is the reading proficiency grade level required to perform the essential functions? _____

What are the special licenses or certifications required to perform essential functions? _____

What is the level of customer interaction/service required to perform essential functions? _____

What are the years of work-related experience required to perform essential functions? _____

On the next page, describe as clearly and concisely as possible the employer's view of the ideal qualities a new hire should possess and any additional information that is important to fully understand the responsibly, scope and nature of the job position and essential functions: _____

Employer Summary Form

AC Regional Leisure & Hospitality Career Initiative

Attachment D

Company Name		Address, City, State, Zip, County	Contact Name	Phone	Email	Industry Credential and/or License Requirement	# New Hires
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

Company Name		Address, City, State, Zip, County	Contact Name	Phone	Email	Credential and Licensing Agency
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

EXAMPLE: STATUS REPORT / DASHBOARD
AC Regional Leisure & Hospitality Career Initiative
ATTACHMENT F

Grantee's Name and Address:				Title of Training Program:			
FEIN#:				Reporting Month: XX		Reporting Date: XX	
Grant Leader's Name				Contract Number:		Industry Sector:	
Contact Number:				Contracted Number to Train:		Contracted Hours Per Trainee: or Course Credit Hours Per Trainee:	
Award Amount:	\$	Cost/Trainee:	\$	Grant Start Date:		Grant End Date:	
Purpose:	Insert purpose... example: "The program is designed to benefit both qualified dislocated workers and employers in the Leisure & Hospitality industry." Etc...						
Status/Progress Comments:	Insert progress... "As of xx date assessment of progress—enrollments, completions, and/or placements..." (% job placements based on # contracted; % of job placements based on enrollments; % of job placements based on graduates—placement is established when the trainee is hired into a full-time job).						
Budget							
Funding	Amount available in the reporting month	Expenditures			Grant Utilization Comments		
		Amount invoiced for the month	Available balance after invoice month	Amount invoiced to date			
Spend Down:	\$	\$	\$	\$			

Recruiting Activities							
Name and Location of Information session	Information Sessions						Comments
	Name of OSCC Contact Person Their Location and Telephone Number	Date of Information Session	Number of Job-seekers Registered	Number of Job-seekers Attended	Number of Job-seekers Selected	Number of Employers Attended	
		TOTALS:					

[illegible]

[illegible]

For LWD Use Only

Training Completed and Employment Verified

Contract No. _____ Date _____

Program Specialist: _____

**Attachment G****Trainee's Employment Verification**

The Training Grant program is designed to assist job seekers secure employment by proposing training in occupational and credential areas that employers have identified as necessary to obtain positions within their company. In order for the job seeker to receive credit for training, **this form must be completed and returned to the One-Stop Career Center assigned OPG liaison.** A copy of this form must be sent to the assigned LWD Program Specialist when requesting payment for training related job placement.

Trainee's Information	
Name:	OSOS ID Number:
Address:	City/State/Zip:
Telephone:	Email:
Employment Information	
Name of Employer	FEIN
Supervisor's Name	Title:
Address:	City/State/Zip:
Telephone:	Email:
(S)he will begin work on:(MM____/DD____/YR____)	Job Title
Weekly Work Schedule Hours per week: _____ Indicate number of hours defined as full-time by the employer: _____	Check Method and Rate of Compensation ☐ Hourly at \$_____ per hr. ---- Avg. monthly wage \$_____ per mo. ☐ Commission only ☐ Weekly Salary \$_____ plus commission
Employment verified by the training provider	
Print Name: Signature_____	My signature acknowledges that the above information is true and accurate. I am aware the employer may be contacted by an outside party or agency to verify the trainee's employment. I agree to forward this information to the assigned LWD and OSCC liaisons.

Reserved for Training Provider Information*

Name of Training Provider:	
Contact Name of Training Provider:	Contact's Phone:
Date OSCC Notified:	Trainee OSOS ID No.:
One-Stop Career Center Location:	
OSCC Contact Name:	OSCC Contact Phone Number:

*The training provider will forward a completed copy of this form to the assigned OSCC liaison. A copy of this form must be sent to the assigned LWD Program Specialist when requesting payment for training related job placement.

Demand Occupations List - https://www.nj.gov/labor/lpa/lbrdmand/LaborDemand_index.html

Find occupations "in demand" across the State, and identify training programs for "in demand" jobs to help accomplish your goals. The Demand Occupations List brings together information about current job openings, trends and projections in employment and labor supply, and other current indicators of the labor market.

Leisure and Hospitality Industry

Pathway Code	Pathway Title
09-01	Food and Beverage Services
09-02	Lodging Services
09-03	Travel and Tourism
09-04	Recreation, Amusements and Attractions
09-05	Casino Services

SOC Code	Occupation Title	IN DEMAND?	CIP Code	CIP title
33-9092	Lifeguards and Other Recreational Service Workers	YES	310101	Parks, Recreation and Leisure Studies and Related Services, Other
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	YES	120500	Cooking and Related Culinary Arts, General
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	YES	120504	Restaurant, Culinary, and Catering Management/Manager
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	YES	190505	Foodservice Systems Administration/Management
35-2011	Cooks, Fast Food	YES	120505	Food Preparation/Professional Cooking/Kitchen Assistant
35-2011	Cooks, Fast Food	YES	120508	Institutional Food Workers
35-2014	Cooks, Restaurant	YES	120500	Cooking and Related Culinary Arts, General
35-2014	Cooks, Restaurant	YES	120503	Culinary Arts/Chef Training
35-2015	Cooks, Short Order	YES	120505	Food Preparation/Professional Cooking/Kitchen Assistant
35-2015	Cooks, Short Order	YES	120508	Institutional Food Workers
35-3011	Bartenders	YES	120502	Bartending/Bartender
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	YES	120505	Food Preparation/Professional Cooking/Kitchen Assistant
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	YES	120508	Institutional Food Workers
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	YES	120507	Food Service, Waiter/Waitress, and Dining Room Management/Manager
35-3031	Waiters and Waitresses	YES	120507	Food Service, Waiter/Waitress, and Dining Room Management/Manager
35-3041	Food Servers, Non-restaurant	YES	120507	Food Service, Waiter/Waitress, and Dining Room Management/Manager
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	YES	120507	Food Service, Waiter/Waitress, and Dining Room Management/Manager
35-9021	Dishwashers	YES		No related CIP
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	YES	120507	Food Service, Waiter/Waitress, and Dining Room Management/Manager