



New Jersey  
Apprenticeship  
Network

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**STATE OF NEW JERSEY  
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
OFFICE OF APPRENTICESHIP**

**NJ PATHWAYS LEADING APPRENTICES TO A COLLEGE EDUCATION  
NJPLACE 2.0**

**NOTICE OF GRANT OPPORTUNITY  
Fiscal Year 2020**

**Announcement Date:** January 31, 2020

**Technical Assistance Workshop:** February 18, 2020 and March 2, 2020

**Letter of Intent Due Date:** March 27, 2020

**Application Deadline:** April 3, 2020

**Funding Amount:** \$2,000,000

**Robert Asaro-Angelo  
Commissioner**

**NJ PATHWAYS LEADING APPRENTICES TO A COLLEGE  
EDUCATION - NJPLACE 2.0**

**TABLE OF CONTENTS**

Notice of Availability of Grant Program Funds

A.	Name of Grant Program	Page 3
B.	Definitions	Page 3
C.	Policy Overview	Page 4
D.	Purpose of the Grant	Page 5
E.	Benefits of a Degree Apprenticeship Program	Page 8
F.	Mission, Goals and Objectives	Page 9
G.	Availability and Awarding of Funding	Page 11
H.	Required Partnerships for Funding	Page 11
I.	Incentives Available	Page 12
J.	Eligible Entities/Applicants	Page 13
K.	Evaluation Criteria	Page 14
L.	Explanation of Proposal Components – Required Documents	Page 15
M.	Qualification of Applicants	Page 19
N.	Application Process	Page 19
O.	Application Requirements	Page 20
P.	Required Reports/Documents	Page 22
Q.	Award Process	Page 23
R.	Date by which Applicants shall be notified	Page 23

Attachments:

- Attachment I – Sample Letter of Intent
- Attachment II – Tax Clearance Certificate

## **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 “NJDOL”) regularly publishes on its website at <https://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 Program**

**NJ PATHWAYS LEADING APPRENTICES TO A COLLEGE EDUCATION (NJPLACE 2.0):** The NJPLACE 2.0 program is a competitive grant offered by the Department of Labor and Workforce Development (NJDOL).

### **B. Definitions**

- **USDOL REGISTERED APPRENTICESHIP PROGRAM** – "Registered apprenticeship program" or “program” means an apprenticeship program which is registered with and approved by the United States Department of Labor, [and] which provides each trainee with combined classroom and on-the-job training in an occupation recognized as an [Apprenticeable Occupation](#), and which involves the attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the specific [Apprenticeable Occupation](#), are outlined under 29 C.F.R. s.29.5.
- **DEGREE APPRENTICESHIP PROGRAM** – The term “Degree Apprenticeship Program” means a program whereby, through cooperation between the administrator of an apprenticeship program (whether an employer, employer organization, workforce intermediary, or labor organization) and an accredited two-year or four-year Institution of Higher Education (IHE), Student Apprentices are either a) working toward completion of a USDOL Registered Apprenticeship program while concurrently enrolled at an IHE; or b) receive credit toward an associate, bachelor’s or graduate degree through a prior learning assessment. Student Apprentices will be awarded credit by the IHE toward an associate degree, bachelor’s degree, or graduate degree based on hours completed in the apprenticeship program for related technical instruction, on-the-job training (preferred), or both.
- **STUDENT APPRENTICE** – The term “Student Apprentice” means an individual who either a) is simultaneously enrolled in a credit-bearing degree program at an accredited IHE *and* participating in a United States Department of Labor (USDOL) Registered Apprenticeship Program; or b) has successfully completed a USDOL Registered Apprenticeship Program and receives from an IHE credit toward an associate, bachelor’s, or graduate degree based on a prior learning assessment of the individual’s work experience. Credits shall only be awarded by an accredited IHE.

## **C. Policy Overview**

### **New Jersey Apprenticeship Network**

In March of 2018, Governor Murphy announced the development of the first Office of Apprenticeship in New Jersey, as well as the creation of the New Jersey Apprenticeship Network (NJAN). The Office of Apprenticeship works closely with the United States Department of Labor (USDOL) and serves as the one-stop shop for employers, nonprofits, and secondary- and post-secondary institutions interested in apprenticeship opportunities.

The NJAN is focused on driving economic development through skills and educational attainment by concentrating our joint efforts on sector-focused, demand-driven training and education programs that lead to better-paying careers, advanced credentials, and skills attainment. The vision of the NJAN is to develop sector and occupation apprenticeship pipelines by aligning state and federal pre-apprenticeship and apprenticeship programs. Through apprenticeship and pre-apprenticeship, NJ residents have the opportunity to participate in an ecosystem that provides multiple years of economic support and occupational skills training, leading to sustainable wages and upward mobility.

One of the core efforts of the Office of Apprenticeship has been to develop programs and educate New Jerseyans on the benefits of the [Registered Apprenticeship](#) model, and promote policies that improve economic outcomes for individuals through educational attainment, skills training, increased wages, and career pathways. Additionally, the mission of the Office of Apprenticeship includes initiatives that will directly benefit employers.

Registration of an apprenticeship program can provide businesses with the following benefits:

- **Reduced Turnover** – A proven strategy to reduce turnover and increase retention, both of which can saddle businesses with high costs related to recruitment and workforce development.
- **Increased Worker Productivity** – Apprenticeship programs have a well-established track record of providing skills training that leads to a more productive workforce; this reality directly benefits an employers' bottom line.
- **Pipeline of Skilled Workers/Succession Planning** – For businesses who are unable to find talent in the market, and particularly in periods where there is low unemployment, apprenticeship programs can be an effective tool that develops a pipeline of talent and assists with succession planning.
- **Quality Standards** – Registration means the program has met national and independent standards for quality and rigor. Registration tells prospective employees, customers and suppliers that the business invests in its workforce and believes employees are its most important asset.
- **Tax Credits** - In many states, including NJ where a tax credit bill (S. 3062/A. 2049) is currently pending, businesses can qualify for state-based tax credits related to apprenticeship programs. In addition, employers may be able to claim some expenses for training as a federal tax credit.
- **Federal and State Resources** – Businesses and apprentices can access funding and other resources from many federal and state programs (PACE and GAINS in NJ) to help

support their Apprenticeship programs, including funding, technical support, and assistance.

The main goal of the NJPLACE 2.0 program is to promote equality of opportunity, upward mobility, and economic fairness. Due to the rise of globalization, international trade, advances in information technology, mechanical automation of production processes, and reductions in union membership over the past few decades, American workers have increasingly found themselves displaced by new technologies and in competition with overseas labor markets. Advances in technology have expanded the use of mechanization in the production process and in professional spaces that are not often attributed to skill-biased technical change. These technological advances have increased demand for more technically advanced, high-skilled positions that require occupational training at the secondary, post-secondary, and adult education levels.

Upskilling and retooling help mitigate these labor market conditions. Apprenticeship programs are a tried and true method to increase lifetime earnings and provide a pathway to a sustainable career. According to a recent study, “[m]ore than 90 percent of those who complete apprenticeships land jobs with annual wages that exceed \$60,000.”<sup>1</sup> Apprenticeship graduates may also finish their programs with zero student debt.

Over the past two years, NJDOL has worked to make the State stronger and fairer by developing policies that allow individuals to self-actualize through training and upskilling. As a key policy priority for Governor Murphy, the New Jersey Apprenticeship Network was developed to achieve this goal by increasing work based learning opportunities through [Registered Apprenticeship](#) programs. This NGO will serve as a key component in NJDOL’s strategy to increase opportunities for New Jersey residents.

## **NJPLACE Overview**

In 2004, New Jersey Pathways Leading Apprentices to a College Education (NJ PLACE) was developed to remove perceived barriers between the academic content of vocational education and other forms of postsecondary education. On January 14, 2010, with the enactment of P.L. 2009, c. 200, the state legislature formally established NJ PLACE in NJDOL.

Pursuant to P.L. 2009, c. 200: “[t]he purposes of the program is to facilitate cooperation between appropriate State agencies, employer organizations, labor organizations, schools, and two-year and four-year institutions of higher education to enter into agreements to provide college credit in connection with apprenticeship programs and permit the work of apprentices in those programs to be credited towards two-year and four-year college degrees.”

## **D. Purpose of the Grant**

With a growing need for skilled workers in high demand fields, and a decline in college enrollment, employers are seeking individuals that possess both theoretical and applied knowledge, skills, and abilities. The concept of a Degree Apprenticeship is fairly new; at its core, this model combines postsecondary education with paid on-the-job learning experiences through

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<sup>1</sup> <https://www.dol.gov/apprenticeship/toolkit/docs/RA-Partnerships.pdf>

USDOL Registered Apprenticeship programs *while* the apprentice is simultaneously enrolled in a degree program, or through the awarding of credits toward a degree through a prior learning assessment.

Given the renewed emphasis on growing apprenticeships in traditional, as well as nontraditional sectors/occupations, a new policy approach is warranted wherein apprentices have the opportunity to simultaneously complete their apprenticeship program and a college degree. This “co-enrollment” approach, which will be expanded to include nontraditional sectors/occupations, will help to alleviate many of the challenges faced by the original NJ PLACE model.

NJPLACE 2.0 is intended to provide grant funding for two models of Degree Apprenticeship programs as outlined below:

1. *Dual Education Degree Apprenticeship Model*
2. *Degree Apprenticeship through Prior Learning Assessment*

### **MODEL 1: Dual Education Model**

The Dual Education Model efficiently integrates career oriented classroom education with work-based learning. By placing individuals in the classroom for a portion of their training, and under the supervision of an employer-based mentor during an on-the-job training arrangement, student apprentices have the ability to learn through both theoretical and applied methods in their given profession.

For the purposes of this grant, the Dual Education Model encourages IHE to award college credit for work based learning and related instruction by combining USDOL Registered Apprenticeship programs sponsored by one or more industry partners with credit bearing post-secondary education degrees. In an effort to expand work based learning opportunities for career pathways that provide sustainable wages, grant funds will be used to support Degree Apprenticeship programs that provide for academic credit during the concurrent participation in and completion of a USDOL Registered Apprenticeship program. The Dual Education Model enables apprentices to work during the week where they will receive on-the-job training and will be paid apprentice wages, while also attending credit-bearing evening, online, or weekend college classes at a degree-granting institution, or allows for other structures that facilitate the enrollment and completion of a Degree Apprenticeship Program.

Example:

The average time-based registered apprenticeship program requires a minimum of 2,000 hours of on-the-job learning annually. During an academic semester encompassing three calendar months, the apprentice would log approximately 500 hours of on-the-job learning. Over the course of a semester, a three-credit course will contain about 45-50 contact hours. Based on an estimated 5:1 ratio of relative academic value between classroom learning compared with on-the-job training, the 500 hours at work should be

equal to about 100 academic contact hours, which equates to six (6) credits (50 contact hours for a three-credit course x 2= 100 contact hours = six (6) credits).

By earning six (6) college credits for a three-month period of on-the-job learning via a registered apprenticeship program, and also completing at least six (6) credits of classroom coursework in the concurrent semester, the student can be enrolled full-time at the IHE, while simultaneously earning an apprentice wage.

A student enrolled in at least 12 credits per semester is defined as “full-time” in determining eligibility for financial aid programs such as federal Pell grants and state Tuition Aid Grants (TAG). Notably, part-time students are not eligible for TAG awards for bachelor’s degree programs; only full-time students may receive TAG at four-year institutions in New Jersey. Depending on the individual’s income and other eligibility factors, participants in a Degree Apprenticeship following the model outlined above could be designated as full-time students, and thus receive financial aid which could be applied toward the student’s tuition and other costs of attendance at the IHE.

### **Benefits of Dual Education Model**

While this type of co-enrollment model is an innovative approach in the United States, it is similar to models that have been effectively implemented in Germany, Switzerland, and the United Kingdom.<sup>2</sup> By creating a “Degree Apprenticeship” structure, “programs should be intentionally designed to integrate the on-the-job learning and mentorship central to apprenticeship with the general education and broad knowledge that form the heart of a college degree. Student-apprentices would be able to fulfill requirements of both while also earning a living.”<sup>3</sup>

### **MODEL 2: College Degree Attainment through Prior Learning Assessment**

The original NJ PLACE program contracted with third-party evaluators to conduct assessments on the college-level learning contained within the various curricula (related technical instruction and on-the-job training) of participating apprenticeship sponsors. Upon completion of each prior learning assessment (PLA), college credit recommendations were made for each trade’s apprenticeship, and degree-granting institutions subsequently awarded credits to individuals who completed the apprenticeship program. The next phase involved NJ PLACE facilitating articulation agreements between partners and New Jersey’s county colleges. These articulation agreements ensured that apprentices who successfully completed a registered apprenticeship program participating in NJ PLACE received up to 25 college credits<sup>4</sup> toward an Associate in Applied Science (AAS) in Technical Studies degree. These credits were *awarded retroactively*, only after the apprenticeship program was completed and the USDOL issued a certificate of completion. Credits earned through NJ PLACE satisfied the technical core of the AAS in

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<sup>2</sup> <https://na-production.s3.amazonaws.com/documents/Connecting-Apprenticeship-HigherEd.pdf>; page 3.

<sup>3</sup> <https://na-production.s3.amazonaws.com/documents/Connecting-Apprenticeship-HigherEd.pdf> page 6.

<sup>4</sup> NJ PLACE had a broader articulation agreement with Essex County College whereby individuals could earn up to 39 credits for their apprenticeship depending on the program that they completed.

Technical Studies degree, requiring individuals to complete only their general education requirements and elective credits in order to earn their degree.

Beginning September 1, 2011, all public IHE in NJ were required to treat each Associate in Applied Science (AAS) in Technical Studies degree awarded to an NJ PLACE participant in the same manner as an Associate in Arts (AA) or Associate in Science (AS) degree with respect to credit transfer. This allowed NJ PLACE to create much-needed bachelor degree pathways for its participants. Apprentices in New Jersey were guaranteed a seamless way to transfer credits from their apprenticeship to an associate degree and on to a bachelor degree<sup>5</sup>.

Pursuant to the [New Jersey Office of the Secretary of Higher Education Where Opportunity Needs Innovation Plan](#), “[e]very student in New Jersey should have the opportunity to demonstrate that credentials and work experiences obtained outside a college classroom are worthy of being awarded college credit. Many working adults in New Jersey see value in returning to college, or enrolling for the first time, because college offers the opportunity to obtain skills and credentials that are often sought after by employers. Actually going to college, however, can be a struggle for working learners. Every course costs money, and every semester is time spent away from family and jobs. These obstacles are all the more frustrating for adult learners who find certain college courses to be redundant or overly familiar given their prior relevant work experience or certifications. Colleges should therefore provide working learners with opportunities to obtain credit for prior work based learning and demonstrable competencies. By assessing experience and certifications, and then assigning course credit, colleges can shave hours off degree requirements for many adult students.”<sup>6</sup>

The NGO seeks to align its approach to making New Jersey Stronger and Fairer by developing a policy approach that addresses some of the systemic barriers individuals often face when they decide to invest in their career development through training and upskilling.

### **E. Benefits of a Degree Apprenticeship Program**

#### **Apprentices:**

- Will have reduced costs to support themselves while enrolled in college.
- Will gain knowledge of the [Apprenticeable Occupation](#), get on-the-job work experience, and earn a college degree in roughly the same amount of time it would have taken either to complete a college degree *or* an apprenticeship.
- If in the co-enrollment model, should realize reduced costs of attending college due to tuition discounts that will be provided using funds made available through this NGO, enhanced access to federal and state student financial aid, and/or less foregone earnings than a typical full-time student who cannot work as many hours per week as an apprentice.

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<sup>5</sup> [http://www.rci.rutgers.edu/~njplace/documents/NJPLACE\\_Act\\_Article\\_for\\_Website.pdf](http://www.rci.rutgers.edu/~njplace/documents/NJPLACE_Act_Article_for_Website.pdf).

<sup>6</sup> <https://www.state.nj.us/highereducation/documents/pdf/StateEducationplan.pdf>



- Will reap the benefits of developing a working relationship with the employer during college, which will improve their future employment prospects with the apprenticeship program sponsor.

#### **Post-Secondary Institutions:**

- Will expand their applicant pool during a period of declining enrollment in postsecondary education, particularly among community colleges, by broadening appeal to individuals who may not have been considering a college education.
- Can use the co-enrollment model to reduce program dropout rates due to students' financial challenges in supporting themselves during their education (e.g. wage vs. classroom tradeoff).
- Will improve placement rates of their graduates into full-time employment.
- Will increase their links to businesses, unions, and trade associations.

#### **Secondary Institutions:**

- Will improve student outcomes following a secondary education through increased placements in registered apprenticeship programs and postsecondary pathways, particularly for students who were not necessarily college bound.
- Will be able to offer more career and technical options to students.
- Can promote pathways that allow high school graduates to complete a college degree while earning a wage through on-the-job learning without detracting from degree attainment timelines.

#### **Employers:**

- Will improve linkages with postsecondary institutions, resulting in better alignment of curriculum with labor market demands.
- Will gain access to a pipeline of highly qualified future employees who have the necessary degree requirements and/or credentials and relevant on-the-job experience to contribute to a productive workforce.
- Will be able to hire college graduates who can be productive on Day One after graduation.

## **F. Mission, Goals and Objectives**

### *Mission*

- The NJPLACE 2.0 program will provide funding to organizations that create a degree apprenticeship structure that integrates on-the-job learning with credit-bearing classroom education and the broad knowledge at the heart of the requirements for an associate's, bachelor's, or graduate degree. Student Apprentices will be able to simultaneously fulfill the requirements of a USDOL Registered Apprenticeship program and the requirements for an associate's, bachelor's, or graduate degree while still earning a living, or, following the successful completion of a USDOL Registered Apprenticeship program, through credits awarded pursuant to a prior learning assessment.

### Goals

This competitive NGO is being made available to accomplish the following primary goals:

- Support the development and administration of Degree Apprenticeship programs that adopt the “Dual Education Model” as outlined in this NGO;
- Encourage the awarding of credit toward an associate, bachelor’s, or graduate degree, primarily for paid on-the-job learning (similar to a credit internship) provided through a USDOL Registered Apprenticeship program, as well as for the related technical instruction (classroom learning) component of an apprenticeship; and
- Promote attainment of college credit through PLA evaluation of individuals who have successfully completed a USDOL Registered Apprenticeship program.

### Objectives

The Department has established the following objectives for the NJPLACE program:

- Establish and expand Degree Apprenticeship programs in the following sectors:

Advanced Manufacturing	Bio Pharma/Life Sciences
Energy, Utilities and Infrastructure	Retail, Hospitality and Tourism
Financial Services/Insurance	Transportation, Logistics and Distribution
Information Technology/Cyber Security	Renewable Energy
Healthcare	Other Science, Technology, Engineering, and Mathematics (STEM) related sectors/occupations
Construction and Building Trades	Public Service

### Long Term Objectives:

1. Increase the number of Registered Apprenticeship programs in NJ;
2. Increase the number of Registered Apprentices in NJ;
3. Provide career pathways and training that leads to certifications, licenses and college credits;
4. Expand work based learning opportunities in NJ;
5. Improve linkages between industry and educational institutions;
6. Move workers from low skill entry-level positions or from industries directly affected by international trade or skill-biased technical change to full occupational proficiency;
7. Provide greater employment opportunities for members of disadvantaged classes, unemployed/dislocated workers, students;
8. Assist small businesses with developing quality training programs;
9. Develop a highly-skilled workforce that possesses the skills and qualifications demanded by businesses in NJ;
10. Increase the proficiency of NJ’s labor supply with the goal of increasing wages in the state and making the state labor market an attractive option for out-of-state businesses to locate;
11. Increase the number NJ residents with a professional credential.

12. Increased employment opportunities for residents in existing or new apprenticeable industries;
13. Recognition of registered apprenticeship as a key component of New Jersey's workforce system.

### **G. Availability and Awarding of Funding**

Funding for this program is expected to be \$2,000,000 for FY2020, and is contingent upon the availability of funds. The anticipated length of the contract period is 18 months unless otherwise extended or reduced at the discretion of the NJDOL. NJDOL seeks to fund multiple programs throughout the program year. NJDOL reserves the right to negotiate the costs of all training programs upon award selection. The payment structure for all contracts will be cost reimbursement.

### **H. Required Partnerships for Funding Eligibility**

The primary focus of the NGO is to support Degree Apprenticeship programs that effectively integrate on-the-job learning through USDOL Registered Apprenticeship programs with credit bearing, degree seeking, post-secondary education. Applicants and partners to an application for this NGO are highly encouraged to educate themselves on the nuances of the USDOL Registered Apprenticeship Program. Applicants that do not demonstrate a clear understanding of the USDOL Registered Apprenticeship program, and fail to establish a connection between a post-secondary course of study and an [Apprenticeable Occupation](#) will be ineligible to apply for the grant and will not be considered for funding.

Additionally, Applicants and their partners are encouraged to review the occupational [Training Guides](#) for the [Apprenticeable Occupation](#) for which the Degree Apprenticeship will be comprised. These [Training Guides](#) will provide samples of programs that follow the USDOL Registered Apprenticeship system guidelines outlined under [29 C.F.R. s.29.5 Standards of Apprenticeship](#).

1. **Employer Partner** – In order to be eligible for funding under this grant announcement, the applicant must have at least one employer who is committed to providing paid on-the-job training, under the guidance of a mentor, in an occupation(s) that is listed on the USDOL [Apprenticeable Occupation](#) list, and administers training that is consistent with [29 C.F.R. s.29.5 Standards of Apprenticeship](#).
2. **Educational Institution** – Applicants are required to partner with one or more degree granting post-secondary institutions that have the capability to 1) transcribe college credit for on-the-job training and/or 2) have a demonstrated ability to transcribe college credits through a prior learning assessment, and adhere to the cost guidelines delineated in [29 C.F.R. s.29.5 Standards of Apprenticeship](#). All educational institutions are required to submit a faculty oversight plan (refer to budget summary) that outlines the role faculty will play in overseeing the provision of on-the-job learning and subsequent transcription for college credit.

## **I. Incentives Available**

### **NJPLACE Incentive Structure for Dual Education Degree Apprenticeship: Model 1**

Program funding will be provided for the following components of a Degree Apprenticeship program:

#### ***On-the-job Training Tuition Reimbursement***

- Funding under this NGO may be used to reimburse accredited associate's, bachelor's, or graduate degree-granting institutions up to 100% of the cost of credits not exceeding \$250 per credit hour, awarded for work-based on-the-job learning required by a USDOL Registered Apprenticeship Program. These funds must be used as a direct cost savings to the student apprentice and may not be used for any other direct or ancillary costs associated with the Degree Apprenticeship Program.

#### ***Related Technical Instruction Tuition Reimbursement***

- Funding under this NGO may be used to reimburse accredited associate's, bachelor's, or graduate degree-granting institutions up to 50% of the cost of credits not exceeding \$250 per credit hour awarded for Related Technical Instruction required by a Registered Apprenticeship Program. These funds must be used as a direct cost savings to the student apprentice and may not be used for any other direct, indirect, or ancillary costs associated with the Degree Apprenticeship Program.

#### ***On-the-Job Training Wage Incentive***

- Funding under this NGO may be used to reimburse employers up to 50% of a new apprentice's wage rate for on-the-job learning, if such on-the-job learning is awarded credit toward a degree by an IHE. To be eligible for reimbursement under this option, wages shall not be less than 120% of the State minimum wage at the date of hire for the apprentice, hours worked shall not exceed 40 hours per week, and the duration of on-the-job learning shall not exceed the duration of the period of performance of a successful award under this NGO. This wage incentive shall only be used for apprentices that are registered after the beginning of the period of performance of the contract. An on-the-job training wage incentive shall not exceed \$4,000 per student apprentice during the period of performance of the contract.

**\*Cost Guidelines for Model 1 – based on the incentive structure outlined above, the suggested cost per student apprentice should not exceed \$7,500. This figure can be calculated by simply dividing the number of student apprentices served, by the total funding request amount for Model 1.**

**\*Registered apprenticeship programs that include front-loaded Related Technical Instruction cannot apply for NJPLACE funds since the purpose of the program is for a Student Apprentice to earn a wage during their dual enrollment in the Degree Apprenticeship program.**

## **NJPLACE Incentive Structure for Degree Apprenticeships through Prior Learning Assessment: Model 2**

### ***Cost Reimbursement for Prior Learning Assessments***

- Applicants have the option to apply for funding to cover costs associated with conducting prior learning assessments to award college credits to an individual who has successfully completed a USDOL Registered Apprenticeship program. *The “per student-apprentice” cost parameter for funding under this section shall not exceed \$200 per credit hour awarded through a prior learning assessment, portfolio assessment, or other applicable means to award college credit through Registered Apprenticeship for prior learning.* Applications will be evaluated based on the lowest cost per individual relative to the maximum amount of college credits awarded for prior learning. Degree granting IHEs are encouraged to determine the most viable occupational area and appropriate degree for which credits will be applied.
- OJT and RTI incentives are not allowed for applicants who pursue Model 2.

**\*Cost Guidelines for Model 2 – based on the incentive structure outlined above, the suggested cost per student apprentice should not exceed \$3,000. This figure can be calculated by simply dividing the number of student apprentices served, by the total funding request amount for Model 2.**

**\*Registered apprenticeship programs that include front-loaded Related Technical Instruction cannot apply for NJPLACE 2.0 funds since the purpose of the program is for a Student Apprentice to earn a wage during their dual enrollment in the Degree Apprenticeship program.**

### **Quality Outcome**

A Quality Outcome for the purpose of this NGO is defined as one of the following:

- Enrollment in and completion of a Degree Apprenticeship Program;
- Provision of credits through the Dual Enrollment Model
- Provision of credits towards an associate’s or bachelor’s, through a prior learning assessment of on-the-job training and related technical instruction associated with the completion of a USDOL Registered Apprenticeship program.

## **J. Eligible Entities/Applicants**

This competitive grant opportunity is open to the following entities who are developing new, or building upon existing Registered Apprenticeship programs:

- Any employer;
- [Workforce Intermediary Sponsors](#)
- Trade Associations
- Any labor organization which represents workers in the occupation for which the apprentices will be trained;

- Labor/Management Partnership (public or private)
- New Jersey Local Education Agency (LEA);
- Public vocational schools within New Jersey;
- Bachelor’s and Associate’s degree-granting IHE physically located in New Jersey
- Public or private non-profit organizations (including Community-Based Organizations);
- Business or trade organizations representing a particular trade, group of trades, contractors or employers;
- New Jersey local Workforce Development Boards;
- Economic development organizations.

**\*The above list of eligible applicants must demonstrate that they have met the *Required Partnerships for Funding* in the previous section.**

**\*Private, for profit, out of state, and non-public online IHE entities are not eligible for funding under this NGO.**

### **K. Evaluation Criteria**

All applicants, regardless of whether they received grant funds from NJDOL in the past, are considered new applicants for this funding cycle and will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO. Moreover, submissions exceeding twenty-eight (28) pages will be negatively penalized. Any pages after the twenty-eighth (28<sup>th</sup>) page will not be considered in the application review process. Additionally, applications that do not adhere to the required sections of this NGO will be considered incomplete and will not be reviewed.

This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements, which will include the following:

<b>Evaluation Criteria</b>	<b>Total Points</b>
<p><b><i>Program Narrative:</i></b></p> <ul style="list-style-type: none"> <li>• Executive Summary</li> <li>• Mission, Goals, and Objectives</li> <li>• Targeted Sectors</li> <li>• Description of Required Partnerships</li> <li>• Apprenticeable Occupations</li> <li>• Number of Apprentices Served</li> <li>• Targeted Population</li> <li>• Statement of Need</li> <li>• Organizational Commitment and Capacity</li> </ul>	<b>45</b>

<p><b><i>Implementation Plan</i></b></p> <ul style="list-style-type: none"> <li>• Project Schedule</li> <li>• Connection to Local One-Stop Career Centers</li> <li>• Comprehensive Program Plan</li> <li>• Summary of Expected Outcomes</li> <li>• Outcome Timeline</li> </ul>	<b>20</b>
<p><b><i>Sustainability Plan</i></b></p> <ul style="list-style-type: none"> <li>• Narrative describing budget strategy absent grant funding options after Year One</li> </ul>	<b>10</b>
<p><b><i>Local Workforce Development Board Letter of Support</i></b></p> <ul style="list-style-type: none"> <li>• Receive program review and letter of support from applicant’s local Workforce Development Board(s)</li> </ul>	<b>5</b>
<p><b><i>Budget Summary:</i></b></p> <ul style="list-style-type: none"> <li>• Cost per apprentice trained (total budget divided by apprentices served)</li> <li>• Budget is reasonable</li> <li>• Budget is within the cost guidelines of the NGO</li> <li>• Innovative usage of other services/funding</li> <li>• Budget Summary aligns with Budget Narrative</li> <li>• Budget Summary includes: <ul style="list-style-type: none"> <li>• Administrative cost summary</li> <li>• Credit reimbursement summary (outlined in Model 1 Incentive Structure)</li> <li>• Related technical instruction cost summary (outlined in Model 1 Incentive Structure)</li> <li>• On-the-job training cost summary (outlined in Model 1 Incentive Structure)</li> <li>• Cost breakdown of prior learning assessment (Model 2 Incentive Structure)</li> <li>• Cost per apprentice metric</li> </ul> </li> <li>• No calculation errors</li> </ul>	<b>20</b>

*\* If any of these documents are not submitted, your proposal will be incomplete and therefore will not be considered.*

## **L. Explanation of Proposal Components – Required Documents**

The following required documents must be uploads and submitted in SAGE:

### **Executive Summary**

- **Executive Summary:** An executive summary detailing the proposal being submitted. The Executive Summary should include the number of Student Apprentices to be served, the [Apprenticeable Occupation](#), targeted sectors/occupations, targeted population and your expected program outcomes. The executive summary should not exceed 3 pages.

## **Program Narrative**

The program narrative must include the following information and provide a clear and concise explanation of your proposal with includes the following information. The program narrative should not exceed 20 pages.

- **Comprehensive Program Plan:** The narrative must provide details of the proposal being submitted in the order identified in the Evaluation Criteria table above. Applicants must include a comprehensive program plan detailing how the applicant will meet stated objectives of the program. Greatest weight will be given to details regarding how the applicant will partner employers and administer the Degree Apprenticeship Program, structure their on-the-job training program, including course list, number of credits projected, provide a progressive compensation structure for apprentices, length of apprenticeship program, and successfully receive, or partner with an organization who has successfully received USDOL Registered Apprenticeship Program status. A breakdown of the customer flow (timeline of expected outcome benchmarks for each participant) for the program along with an outline of case management services must be included. The narrative should describe the process that the applicant will have in place to develop a Degree Apprenticeship for Model 1, Model 2, or both.
- **Executive Summary:** An executive summary must include the details of the proposal being submitted in the order identified in the Evaluation Criteria table above.
- **Mission, Goals, and Objectives:** The applicant must demonstrate how the proposal for developing a Degree Apprenticeship program is consistent with the mission, goals, and objectives outlined in this NGO.
- **Targeted Population:** The Department recognizes the need for New Jersey's workforce system to take into account equity, fairness, and inclusion into the investments that the state makes through training and upskilling grant programs. Therefore, greater weight will be given to applicants who demonstrate a viable strategy to recruit apprentices in one or more of the following categories: women; members of a racial or ethnic minority group; youth aged 16-24, with particular emphasis on out-of-school youth; participants in a state-funded pre-apprenticeship program; participants in other state-funded workforce development programs; individuals currently unemployed; county vocational school participants; K-12 public school students; post-secondary students; returning citizens who have previously committed a criminal offense; veterans; and persons with disabilities. Applications will also receive greater weight in the evaluation process for proposing programs designed to prepare apprentices for occupations in the industry sectors listed in the *Mission, Goals, and Objectives* section of this NGO.
- **Statement of Need:** Demonstrate hiring need of the sponsoring organization. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation should include a list of occupations and job descriptions for each intended hire and indicate if the occupation(s) are currently



included on USDOL's list of approved apprenticeable occupations found [here](#).

- **Organizational Commitment and Capacity:** Applicants should describe the organizational support that exists for implementing the program. The applicant should also describe, where applicable, their experience in conducting placement services as well as the outcomes achieved through grants or other monetary assistance that has been received from the USDOL (Workforce Innovation and Opportunity Act) and NJDOL (Workforce Development Partnership fund). Applicants should focus on how previous experience in working with this population will be applied to ensure successful program implementation. Applicants who received prior NJDOL or USDOL funding, or operated a similar programs, must submit outcome data for the most recent year documenting the program's effectiveness and success in meeting the needs of this target population.

### **Implementation Plan**

The Implementation Plan must include the following information and should not exceed 5 pages:

*Implementation Plan* – Describe how your organization will implement your comprehensive program plan.

*Summary of Expected Outcomes* – Include a narrative which describes your Expected Outcomes during the one-year contract period of your grant proposal. Include the occupation(s), expected timeline for approval by USDOL, the number of expected apprentice hires, anticipated salary information, and any business/organizational successes that you expected as a result of this new occupation(s) being established. Credit will be given for plans that provide specific and measurable outcomes that align with the NGO and sponsor goals and objectives (e.g. 90% of participants will be in the targeted population or 60% of participants will receive X number of college credits in the apprenticeship). **Programs with larger enrollment of individuals into Degree Apprenticeship programs, or applications from small businesses with fewer for 50 employees, will be accorded additional weight during panel review.**

*Project Schedule/Outcome Timeline* – The outcome timeline should describe anticipated program development benchmarks and milestones, and provide a target date for the completion of a Degree Apprenticeship program, as well as an anticipated hire date for new apprentices.

### **Program Sustainability Plan**

Applicants will be required to provide a Registered Apprenticeship Program Sustainability Plan. This plan will outline the applicant's strategy for sustainability if/when state grant funding is no longer available. Based on the current structure of the NJPLACE 2.0 program, grantees may be eligible for subsequent year funding based on performance. The Program Sustainability Plan should not exceed three pages.

### **Budget Summary**

Applicants must provide a detailed budget by entering the required information in SAGE on Schedule A - Personnel, Schedule B – Non-Personnel, Schedule C – Direct Student Services, and Schedule D – On the Job Training Wage Reimbursement. All budget items must include a breakdown of the cost along with a justification for the expense. Costs could include personnel costs, salary costs for mentor/journeyperson overseeing the apprentice, curriculum development costs and consultant fees.

***On-the-Job Training Faculty Oversight Evaluation Plan*** – Funding under this NGO may be used to cover costs associated with overseeing the provision of credit-bearing on-the-job learning. Faculty and staff are expected to work closely with employer partners to ensure that all on-the-job learning meets the academic rigor sufficient to merit award.

***Leveraged Funds*** – Programs that utilize in-kind, employer contributions (e.g. tuition payments, and other direct assistance to the student apprentice, philanthropic, cash, federal funding Individual Training Accounts, WIOA Title 1, Perkins V etc.), and/or other leveraged funds to support the Degree Apprenticeship program by reducing the Student Apprentice’s tuition costs will be accorded additional weight during panel review.

Applicants should also demonstrate any/all financial commitments separate from any award received through this NGO. Applications that comprehensively address their cost structure and indicate the level of non-state funded investments, including other sources of funding, will be accorded additional weight during the panel review.

Grant funds provided through this NGO may not be expended for the following:

- Indirect costs (e.g. travel, meals, lodging);
- Pension and/or health benefits for part-time staff;
- Mileage and toll expenses for out-of-state travel;
- Overnight accommodations;
- Capital construction or renovation;
- Costs associated with preparing the grant application; and
- Costs of memberships in associations or organizations.

Key components of the budget summary are listed below (refer to incentive structure section above):

- Budget is reasonable
- Budget is within the cost guidelines of the NGO
- Innovative usage of other services funding
- Budget includes:
  - Related technical instruction (RTI) cost (Model 1 Incentive)
  - On-the-job (OJT) training cost (Model 1 Incentive)
  - Credit Reimbursement (Model 1 Incentive)
  - Prior Learning Assessment, if applicable (Model 2 Incentive)
  - Employer of Educational Institution Staffing
  - Financial commitment of the applicant
- No calculation errors

**Budget proposals that demonstrate quality Degree Apprenticeship programs at a low-cost ratio per individual student-apprentice will be accorded additional weight during panel review. As referenced above, cost guidelines for Model 1 should not exceed \$7,500, on average, per student apprentice, and \$3,000, on average, per prior learning assessment, as described in Model 2. This figure can be calculated by simply dividing the number of student apprentices served by the total funding request amount.**

### **M. Qualifications of Applicants**

All entities outlined in Section E. applying for the development of new Degree Apprenticeship programs must develop a related technical instruction and an on-the-job training model in a written plan that also embodies the terms and conditions for the employment and training and supervision of apprentices according to [29 C.F.R. s.29.5 Standards of Apprenticeship](#).

### **N. Application Process**

Applicants interested in applying for the NJPLACE 2.0 grant program must submit a Letter of Intent (LOI) to express interest in the grant opportunity. This notification allows NJDOL to have sufficient resources in place to carefully review each proposal. Applicants must complete, sign and submit a letter of intent as soon as the applicant is interesting in applying for the grant opportunity. A sample LOI can be found in Attachment I. The completed and signed LOI must be emailed as an attachment to [ApprenticeshipUnit@dol.nj.gov](mailto:ApprenticeshipUnit@dol.nj.gov).

#### Technical Assistance Workshop

NJDOL will provide two technical assistance sessions to potential applicants. General guidance on completing the required documents, budget forms and an overview of NJPLACE 2.0 program will be provided. It is important that both the Program Director and Fiscal Officer attend this session. It is strongly suggested that applicants attend the technical assistance workshop. The technical assistance workshops will be held:

Tuesday, February 18, 2020 at 2:00pm. On-site registration will begin at 1:30pm.

OR

Monday, March 2, 2020 at 2:00pm. On-site registration will begin at 1:30pm.

***The technical assistance workshops will be held at:***

New Jersey Department of Labor and Workforce Development  
13th Floor Auditorium  
1 John Fitch Plaza  
Trenton, New Jersey 08625

Pre-registration is required three business days prior to the date of the technical assistance workshop at: <https://www.eventbrite.com/e/njplace-technical-assistance-workshop-1-tickets-89279781229?aff=affiliate1>

Seating is limited and only registered individuals will be able to attend the workshop. Directions to NJDOL can be found at: <https://www.state.nj.us/labor/aboutlwd/Directions.html>. Due to construction, parking is not available in the NJDOL parking lot. Parking at the NJDOL is by permit only. Any vehicle not displaying the applicable parking permit on the vehicle's dashboard may be towed at the owner's expense.

Parking is available at the Trenton Marriott (rates apply) parking garage located on South Warren Street (across the street from NJDOL). Additional parking garages can be located by visiting the [Trenton Parking Authority](#) website to find an [On-Street Parking Map](#) and [Trenton Parking Authority Garages](#).

**Proposal Deadline**

Applications for FY20 funds will not be accepted after 12:00 noon on Friday, April 3, 2020.

Applicants interested in applying for the NJPLACE 2.0 grant must submit a Letter of Intent (LOI) to express interest in the grant opportunity. The LOI should be submitted as soon as an organization makes a decision to apply for the grant opportunity. The LOI must be submitted no later 12:00 noon on Friday, March 27, 2020.

Final award decisions will be communicated approximately 45 days following the application deadline.

**O. Application Requirements**

Applications are submitted and awards are managed through NJDOL's online grant system, the System for Managing Grants Electronically (SAGE). Applications are submitted online, via SAGE, at [www.sage.nj.gov](http://www.sage.nj.gov). Applications for this grant opportunity consist of the following components.

<b>Required</b>	<b>Form</b>
✓	<a href="#">Standard Assurances and Certifications and General Provisions</a>
✓	Applicant Information
✓	Project Location
✓	Required Documents (Program Narrative, Implementation Plan, Program Sustainability Plan, and Tax Clearance Certificate)
✓	Employer/Sponsor information
✓	Budget Details (Schedules A, B, C and D)
✓	Budget Cost Summary
✓	Miscellaneous Attachments

The following forms and descriptions must be included in your application:

- ◆ **Standard Assurances and Certifications and General Provisions**  
Applicants must review and agree to the terms and conditions as outlined in the “Standard Assurances and Certifications and General Provisions”.

◆ **Applicant Information**

Applicants must complete all the required information for the organization.

◆ **Project Location**

Indicate the counties and municipalities your project will include or if it statewide.

◆ **Required Documents**

The following required documents, including all required components as outlined within this NGO, must be uploaded:

- Program Narrative
- Implementation Plan
- Program Sustainability Plan
- Tax Clearance Certificate

Public Law 2007, c. 101 requires that as a precondition to the award of business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of state government shall obtain a [Tax Clearance Certificate](#) from the director of the New Jersey Division of Taxation prior to the issuance of the grant, incentive or assistance. Please see Attachment II for additional information.

◆ **Employer/Sponsor Information**

Applicants must include information for each partnering employer in your proposed application. The required information includes: name of employer/sponsor, FEIN number, address, contact phone number, and contact email address. Additional employers can be added during the contract period for applicants who are funded through this program.

All employers will be vetted for outstanding tax liabilities. Employers who have tax liabilities will not be able to participate as a partner in the grant.

◆ **Budget Detail and Budget Cost Summary**

Applicants must provide a detailed budget by entering the required information on Schedules A, B, C and D. All costs must include a breakdown of the cost along with a justification. Summary and clearly state in their proposal all criteria described in the Evaluation Criteria of this NGO.

This grant opportunity prohibits the use of grant funds for activities that:

- “Induce, encourage or assist any displacement of currently employed workers by trainees, including partial displacement by means such as reduced hours of currently employed workers; any replacement of laid off workers by trainees; or any relocation of operations resulting in a loss of employment at a previous workplace”;

- “Replace, supplant, compete with or duplicate in any way existing approved registered apprenticeship programs”; or
- “Impair existing contracts for services or collective bargaining agreements, except that activities which would be inconsistent with the terms of a collective bargaining agreement may be undertaken with the written concurrence of the collective bargaining unit and employer who are parties to the agreement.”

The cost summary page will summarize all the details entered on the budget schedules. Be sure to review the budget cost summary page for accuracy.

Budget amendments must have the approval of NJDOL.

◆ **Miscellaneous Attachments**

The miscellaneous attachment is optional, and not required to be completed. In this section, you can submit any additional information or documents that will support your grant application.

**P. Required Reports/Documents**

Grantees will be required to complete a monthly activity report, due by the 15<sup>th</sup> of each month. The report must list all of the activities of the program, including status on the development of the new apprenticeship occupation(s), update on the timeline of activities and information pertaining to placement of apprentices. The report should include any barriers you are experiencing which impact the success outcomes of the development of your new registered occupation(s).

In addition, the monthly report and monthly expenditure report must include the following documentation:

- Name, address, date of birth, age, race, and gender of the apprentice
- USDOL Program Registration number, where applicable
- [Apprenticeable Occupation](#) of apprentice(s)
- Name, address and contact information of the sponsor
- [FEIN number of employer/sponsor](#)
- Type of business and NAICS code
- Date employee starts the apprenticeship and the 6-month period the incentive covers (if applicable)
- Status on the apprentice(s) performance in the program
- Salary information – Pay stubs and hours worked for the period covered by the incentive
- [Program enrollment, drop-out, and completion data](#)
- Any credentials that will be attained and/or are currently being pursued, and completion dates

Additionally, for recipients of the administrative/RTI cost reimbursement funding:

- Documentation on how the funds were expended to offset costs
  - Labor hours and pay rates for internal staff

- Description of work conducted
- Costs associated with curriculum development and administration
- Salary costs for mentor/journeyperson overseeing the apprentice
- Cost quotes from outside RTI providers or, if the applicant is providing the RTI in-house, all costs associated with administration

A closeout report, due within 30 days from the end of the grant period, must be submitted via SAGE. Final reimbursement is subject to submission and acceptance of the final report to NJDOL.

### **Q. Award Process**

NJDOL will review each completed application on the basis of quality, comprehensiveness, appropriateness, demonstrated need and adherence to application guidelines. Applicants are reminded that the grants will be awarded through a competitive process. NJDOL cannot fund all applications submitted; therefore, only those applications that meet the highest standards will be awarded.

The final contract amount and contract period will be stipulated in the executed contract between the approved applicant and NJDOL. Reimbursement will be given on a cost reimbursement basis for actual expenses incurred during the contract/grant period. The Division of Workforce Development will closely monitor the grants.

**For information, contact:**

New Jersey Department of Labor and Workforce Development  
Office of Apprenticeship  
1 John Fitch Plaza  
PO Box 055, 5<sup>th</sup> Floor  
Trenton, NJ 08625-0055

Contact: James Manning, Chief, Contracts and Programs, Office of Apprenticeship  
Telephone: (609) 633-6438  
Email: [james.manning@dol.nj.gov](mailto:james.manning@dol.nj.gov)

### **R. Date by which Applicants shall be notified**

NJDOL review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness to the guidelines and requirements of this NGO.

Final decisions on award will be communicated to the applicant no later than forty-five (45) business days following application submission. NJDOL reserves the right to exceed the forty-five (45) day award notice deadline should the application be deemed as incomplete.

Applications for FY20 funds will not be accepted after 12 noon on Friday, April 3, 2020.

Notice that an organization has been selected as a grant recipient does not constitute approval of the grant application as submitted. Before the actual grant award is made, NJDOL will enter into negotiations concerning items such as program components, staffing and funding levels, and administrative systems. If subsequent negotiations do not result in an agreement between the applicant and NJDOL, NJDOL reserves the right to terminate the negotiation and decline to fund the proposal.

Upon the review and approval of an application for funding, a signed contract will be sent to the grantee via SAGE. This contract will provide the grantee with spending authority for the term of the contract. Grantees are not authorized to expend funds before or after the contract period as shown on the contract.

**\*Dates may be subject to change. Any changes will be posted on NJDOL website.**



**Attachment I – Letter of Intent  
DRAFT LETTER OF INTENT SAMPLE**

**(On your organization’s letterhead)**

Department of Labor and Workforce Development  
Office of Apprenticeship  
[ApprenticeshipUnit@dol.nj.gov](mailto:ApprenticeshipUnit@dol.nj.gov)

RE: FY20 NJPLACE 2.0 Grant Opportunity

Please accept this letter as notice of my intention to apply for the New Jersey Department of Labor and Workforce Development fiscal year 2020 NJPLACE 2.0 grant program. I have completed registration (created an account) in the System to Administer Grants Electronically (SAGE), and did read and do understand the FY20 NJPLACE 2.0 Grant Opportunity, and am aware of my responsibilities as the Authorized Official.

(Organization’s Name) proposes to request funding to develop/expand apprenticeship opportunities in the (industry/occupation area).

Legal business name:  
Federal Employee Identification # (FEIN):  
Dun and Bradstreet # (DUNS):  
NJ business address:  
County of NJ business:  
Business web address:  
Name of Authorized Official:  
Title of Authorized Official:  
Direct phone # and email address of Authorized Official:  
Main point of contract for the NJPLACE 2.0 application:  
Direct phone # and email address of main point of contact:

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

Email this completed form as an attachment to: [ApprenticeshipUnit@dol.nj.gov](mailto:ApprenticeshipUnit@dol.nj.gov)

## **Attachment II.**

### **Tax Clearance Certificate**

Public Law 2007, c. 101 requires that as a precondition to the award of business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of state government shall obtain a [Tax Clearance Certificate](#) from the director of the New Jersey Division of Taxation prior to the issuance of the grant, incentive or assistance. Tax Clearance certificates may be requested through the State of New Jersey's [Premier Business Services \(PBS\) portal](#) online. The use of the [portal replaces the need for the paper application](#) submission to the Division of Taxation; [the processing fee is also waived with the use of the portal](#). Each applicant will be able to print the necessary clearance certificate through their business's portal account. It is suggested an organization request the tax clearance certificate as soon as a decision is made to apply for the grant opportunity to allow enough time for receipt of the certificate from the Division of Taxation.

### **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. It is the applicants' responsibility to ensure this step is completed. Applicants may register with the New Jersey Department of the Treasury online at: [www.njstart.gov](http://www.njstart.gov). Failure to complete this step can delay or forfeit a grant award. *(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 this associated address.)*

### **Development Subsidy Job Goals Accountability Act**

[The Development Subsidy Job Goals Accountability Act](#): Public Law 2007, c.200 requires that all applicants awarded a grant in excess of \$25,000 complete the [Development Subsidy Job Goals Accountability form](#). This form must be completed within 30 days after the State's fiscal year for a period of five years after the grant is awarded.

*The law requires that if the company receiving financial assistance for training services relocates jobs out of state or outsources employee positions within three years following the ending date of the NJPLACE 2.0 training contract, the company must return all monies provided by the state for customized training services.*