



STATE OF NEW JERSEY  
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT



UPSKILL:  
NJ INCUMBENT WORKER TRAINING GRANTS  
Notice of Grant Opportunity

Fiscal Year 2022

Announcement Date: **January 24, 2022**

Application Deadline: See Schedule of Submission Dates and Times, page 7

Robert Asaro-Angelo, Commissioner

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### NOTICE OF AVAILABILITY OF GRANT 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 “NJLW”) regularly publishes on its website at <http://lwd.dol.state.nj.us/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.” The State of New Jersey is committed to addressing the needs of New Jersey businesses by enhancing the employability of New Jersey residents and building a skilled workforce through work-based learning initiatives.

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### HELPFUL INFORMATION FOR APPLICANTS

- An [Authorized Official](#), referred to as the “AO” (representative of the applicant company with signature authority for contracts) for the grant application must be named.
- The [Glossary](#) includes the specific elements on which the grant application will be scored: [The Long-Range Human Resource Development Plan](#) and the [Narrative](#) Questions.
- There are two types of applicants: Single Employer and Consortium (group of employers).
- [Pre-Application Preparation](#) will ensure a smooth Application Process.

- An upgraded version of the SAGE online grant management system, IGX is used for the submission of applications and the management of grant activities. The Authorized Official (AO) must [register in IGX](#), which is **Step One** of the [Application Process](#).
- **Step Two** of the Application Process, submission of the Letter of Intent (LOI), is the only part of the grant process that happens outside of IGX. Email letter to [upskill@dol.nj.gov](mailto:upskill@dol.nj.gov). After the LOI is processed by NJDOL, the AO will be notified by email that **Step Three**, the online IGX application, is available to begin.
- **All [due dates and times](#) are firm.**
- The assigned [NJDOL Business Representative](#) will be the best resource for assistance during the application process and during the contract period of the grant, should one be awarded.
- During IGX registration, the Letter of Intent process, and at any time the assigned NJDOL Business Representative is unavailable, the Customized Training Unit Help Desk may be reached at [upskill@dol.nj.gov](mailto:upskill@dol.nj.gov).
- Applications not recommended for funding may be revised and resubmitted for subsequent application rounds in the fiscal year, subject to availability of funding. Notify the assigned NJDOL Business Representative before the LOI due date and time of the subsequent round.

#### A. NAME OF GRANT PROGRAM

UPSKILL: New Jersey Incumbent Worker Training Grant Program

#### B. PURPOSE FOR WHICH GRANT FUNDS WILL BE USED

UPSKILL: NJ Incumbent Worker Training Grant funds are competitively awarded to New Jersey employers to provide up to 50% cost reimbursement assistance to train [incumbent frontline employees](#) to meet the current and future occupational skill requirements of available high wage, middle-skill and high-skill jobs in New Jersey. Grant funds are intended to achieve [measurable outcomes](#) for the employers and the employees trained, “seed” occupational skills training, and support New Jersey businesses in maintaining their footprint in New Jersey and retaining incumbent workers. **Grant funds are not intended for company-required annual training or new-employee orientation training.**

Types of training include [Third-Party Classroom Training](#), [On-the-Job Training](#) (OJT) and [Company In-House Training](#). The maximum reimbursement rate for Third-Party Training is \$200 per clock hour. Eligible expenses include tuition fees, textbooks, software and examination/credentialing fees. OJT and Company In-House Training, available only to single employers, is reimbursed at 50% of the base wages of trainees during training.

#### C. AMOUNT OF FUNDING AVAILABLE

The projected amount of funding available for this program is estimated to be **\$2,000,000** in fiscal year 2022(FY22). Funding is contingent upon availability and authorization.

Applicant	Maximum Award
Single Employer	Maximum of \$100,000
Consortium	Maximum of \$150,000 (Maximum of \$15,000 per Participating Company)
<i>Applications for higher award amounts will be considered if NJDOL determines the requested amount is well-supported by the application information and funding is available.</i>	

*NJDOL will give priority to businesses currently under a procurement or military contract with the United States Department of Defense, the United States Department of Veteran’s Affairs or any branch of the United States Armed Forces; or businesses*

who will provide training to veterans; or businesses who focus on the fields of science, technology, engineering and mathematics (STEM). Consult your NJDOL Business Representative for accepted forms of documentation.

**D. ENTITIES ELIGIBLE TO APPLY**

The grant program is open to the following New Jersey applicants:

- [Single employers](#) seeking to train their employees
- An employer organization, labor organization, community-based organization or faith-based organization; secondary or postsecondary school or training provider seeking to meet the collective training needs of an industry-specific [consortium](#) of employers

Public entities are not eligible to apply.

**E. REQUIREMENTS OF APPLICANTS**

REQUIRED FOR ALL APPLICANTS:
<ul style="list-style-type: none"> <li>• Complete Pre-Application Preparation as detailed on page 5.</li> <li>• Plan project-based front-line employee-focused training which will achieve measurable outcomes and grow or stabilize NJ business via the most cost-effective method of delivery, totaling \$2000 or less per trainee.</li> <li>• Complete Steps One, Two and Three of the Application Process as detailed on pages 5-6.</li> <li>• Commit to retain trainees for at least six months after training is completed.</li> <li>• Post Job new opportunities with the local One Stop Career Center (Consult your NJDOL Business Rep).</li> </ul>

**Required Documents**

1. Letter of Intent (LOI) form *Step Two of the Application Process*, online form **NOT** in IGX
2. Documents uploaded to IGX as part of *Step Three of the Application Process*, required as described:

<b>REQUIRED FOR ALL APPLICANTS:</b>	<b>REQUIRED ONLY FOR PREVIOUS (3 fiscal years) RECIPIENTS OF CUSTOMIZED TRAINING GRANT FUNDS:</b>
<a href="#">Long-range Human Resource Development Plan</a>	<a href="#">Non Duplication Attestation form</a>
<a href="#">Narrative</a>	<b>REQUIRED ONLY FOR APPLICANTS REQUESTING ISO TRAINING:</b> (consult NJDOL Business Representative)
<a href="#">Tax Clearance Certificate</a>	ISO Letter
<a href="#">Training Plan</a>	<b>REQUIRED ONLY FOR CONSORTIUM APPLICANTS:</b>
<a href="#">FY22 Program Conditions form</a>	<a href="#">Participating Companies List</a>
<b>REQUIRED ONLY FOR FUNDING REQUESTS OF \$25,000 OR MORE:</b>	
<a href="#">Development Subsidy Job Goals Accountability Act Application</a>	

3. Program Reporting/Invoicing: (If a grant is awarded, submitted monthly via IGX, due by the 10th day of each month)
  - a. *The Monthly Expenditure Report/Payment Voucher*
    - i. Training expenses; a “0” expense report is submitted if there are no expenses for the month.
    - ii. Documentation supporting the expenses, which includes all elements on the [Suggested Trainee Sign-In Sheet](#).

- iii. Please **do not** include documentation for trainees who do not appear on the Expenditure Report. **Please consult your NJDOL Business Representative about appropriate documentation of training delivered remotely.**
- iv. Request for reimbursement is submitted upon completion of the course and must align with the contract.
- v. Grantees will be paid on a monthly cost-reimbursement method after the submitted Expenditure Report/Payment Voucher has been reviewed and approved by NJDOL.

*Before submission of the FINAL Expenditure Report, please contact your NJDOL Business Representative for important closeout instructions.*

*b. The Activity Report (Dashboard):*

- i. Class offerings*
- ii. The number of classes/sessions provided*
- iii. The number of clock hours for each class*
- iv. The number of employees trained*

*The FINAL Activity Report must be completed by the grantee, **NOT A THIRD-PARTY**, within 60 days of the contract end date. It includes assessment of training provider services, level of satisfaction with the grant program and outcomes, barriers to meeting goals, best practices learned, status of anticipated new hires and return on investment.*

## F. APPLICATION PROCESS

### Pre-Application Preparation

- **Name an Authorized Official for the grant application:**  
*This representative of the applicant company/entity must have signature authority for contracts.*
- **Contributions to New Jersey unemployment and disability insurance taxes:**  
*If the company is not currently paying state unemployment and disability insurance taxes, contact the Division of Employer Accounts at 609-633-6400 for information.*
- **Federal Employer Identification Number:**  
*Ensure you provide the correct FEIN - some businesses have more than one.*
- **Payroll Service:**  
*If the company's employees (and payroll taxes) are paid through another company, be prepared to provide the name, address and contact information of that company as well as your account number.*
- **Company liability to the Department of the Treasury may be no greater than \$750:**  
*If the company has an existing liability greater than \$750, contact the Division of Employer Accounts at 609-633-6400 for information and payment options.*
- **Registration with the Department of the Treasury via the online NJSTART system:**  
*In order to conduct business with and receive reimbursement payments from the State of New Jersey, online registration of the W-9 is required. NJSTART help desk: 609-341-3500. [NJSTART](#)*
- **DUN and BRADSTREET Registration:**  
*While a grant application in IGX may be started without a DUNS, the system will not allow submission of the application without the DUNS entered. [Look up or register for a DUNS.](#)*

Step by Step *How to complete each step of the Application Process:*

There are three distinct steps of the Application Process:	Step One	Registration of the Authorized Official in IGX
	Step Two	Submission of the completed Letter of Intent form
	Step Three	Submission of the completed online IGX application

## 1. Step One: IGX Registration/Update

Applications and grants are administered via the online IGX system. The Authorized Official (AO) must **personally** register (create an account), or ensure an existing account's information is up-to-date in IGX. After the registration is approved by NJDOL, the AO may add others (such as a grant manager) to his/her/their organization in IGX. The AO will be notified of the IGX registration approval in Step Two. [ACCESS IGX TO REGISTER OR UPDATE AN ACCOUNT](#)

*Make note of the EXACT spelling of the username and the EXACT spelling of the business' name in IGX; they will both be needed for Step Two.*

## 2. Step Two: Letter of Intent (LOI) Process:

Applicants are required to notify NJDOL of the intent to apply for the grant program. This is the only part of the grant process that happens outside of IGX. For each application round, there is a firm [due date and time](#) for this notification, which is emailed to [upskill@dol.nj.gov](mailto:upskill@dol.nj.gov). The LOI letter may be completed and submitted by a company representative or third-party authorized by the AO. After the LOI letter is processed by NJDOL (processing time is determined by the volume of LOIs received), the Authorized Official will receive email confirmation of:

- approval of the IGX registration (*Step One*)
- completion of the Letter of Intent Process (*Step Two*)
- availability of the application in IGX (*Step Three*)
- assignment of an NJDOL Business Representative for application assistance and customer service needs

*After AO IGX Registration:* [ACCESS THE LETTER OF INTENT FORM](#)

NJDOL urges applicants to submit the LOI well in advance of the due date and time. This will help applicants avoid last-minute submission issues due to technical difficulties or other unforeseen problems.

Incorrect/missing information on the LOI will DELAY email confirmation, which will DELAY access to the online IGX application.

## 3. Step Three: Submission of the online IGX Application

As soon as the AO receives the confirmation email described in Step Two, the application may be accessed in IGX. For each application round, there is a firm due date and time for submission of the online application.

The application consists of detailed information about the requested training, trainees, budget and plan, as well as the upload of all Required Forms, which include the [Long Range Human Resource Development Plan](#) and answers to the [Narrative questions](#), on which the application will be scored. *All information entered/uploaded in IGX MUST BE SAVED.*

*After receipt of the confirmation email:* [ACCESS THE ONLINE IGX APPLICATION](#)

**Consortium Applicants:** *If submitting more than one application, please email [upskill@dol.nj.gov](mailto:upskill@dol.nj.gov) with the corresponding IGX application # generated upon the start of each application. This will ensure the NJDOL Business Representative will be linked to the assigned application.*

NJDOL urges applicants to begin the online application as soon as possible and to submit the application well in advance of the due date and time for the application round. This will help applicants avoid last-minute submission issues due to technical difficulties or other unforeseen problems.

## G. ADDRESS TO WHICH APPLICATION MUST BE SUBMITTED

1. The Letter of Intent (LOI) is submitted via email to [upskill@dol.nj.gov](mailto:upskill@dol.nj.gov) . .
2. The online application is submitted electronically via IGX.

## H. APPLICATION SUBMISSION DATE

### Schedule of Submission Dates and Times

FY 2022 Round #	STEP ONE: IGX registration completed/updated by the Authorized Official		STEP TWO: Online Letter of Intent (LOI) form submitted by the applicant and accepted by NJDOL on or before date.		STEP THREE: Online application with all Required Documents uploaded, completed and submitted on in IGX on or before date.		Panel Review Expected to begin
	Date	Time	Date	Time	Date	Time	Week of:
1	2/9/22	12:00 noon	2/23/22	12:00 noon	3/23/22	12:00 noon	04/18/22

## PANEL REVIEW AND RATING CRITERIA

### Panel Review:

UPSKILL: NJ Incumbent Worker Training Grants are competitive. All completed applications submitted by the due date and time for each round will be reviewed and rated by a diverse panel comprised of NJDOL representatives who will make funding recommendations to the Commissioner of the Department of Labor and Workforce Development. All awards are subject to final approval by the Commissioner of the Department of Labor and Workforce Development.

### Rating Criteria:

Applications will be scored as follows: A maximum of **20 points** may be awarded for the **Long-Range Human Resource Development Plan**; a maximum of **80 points** may be awarded for responses to **Narrative Questions** 1 – 4, for a total of **100 possible points**.

## I. DATE BY WHICH APPLICANT WILL BE NOTIFIED

Applicants will be notified of the panel review outcome after the panel review has concluded. Upon completion of all requested revisions and re-submission of completed applications within the required timeframes, applicants will be notified of the final determination of the request when NJDOL’s internal finalization processes have been completed.

## RESOURCES

- For technical assistance during IGX registration and the Letter of Intent Process or for general questions, contact NJDOL at [upskill@dol.nj.gov](mailto:upskill@dol.nj.gov) .
- Once the Letter of Intent Process is complete, one-on-one or small-group technical assistance sessions via phone or video conference may be scheduled with the assigned NJDOL Business Representative.
- For assistance at any time your NJDOL Business Representative is unavailable, contact [upskill@dol.nj.gov](mailto:upskill@dol.nj.gov) .

## GLOSSARY

*Terms defined as they relate to the UPSKILL: NJ Incumbent Worker Training Grant Program*

**Authorized Official (AO)** – He/she/they must be authorized to enter into a contractual agreement on behalf of the applicant company. The AO may give access to other company representatives or third parties to complete the application and manage certain grant activities, **but must personally**: initiate the application process by registering in IGX, electronically sign contracts, ensure grant-related activities occur as planned, ensure billing is accurate and approve any modifications to the contract. **The AO should never share his/her/their password; anyone signing in as the AO could sign or modify a contract in IGX.**

**Business size/# of employees:** Small Business/1 – 99, Medium Business/100 – 499, Large Business/500 or more

**Career pathway** – Education, training and/or experience which enables trainees to advance over time to higher wage jobs, and/or higher levels of education and training.

**Company In-House Training** - Instruction provided by qualified in-house company training instructors, in a physical or virtual\* classroom, to an employee or group of employees.

**Consortium Applicant** – A New Jersey employer, or labor, community-based or faith-based organization, or school or training provider applying for grant funds to train the employees of an industry-specific group of NJ businesses (*participating companies*) with common training needs. **All participating companies of the consortium must be identified and approved by NJDOL before the application submission date and time and must appear on the Participating Companies List (Required Document).** No additional participating companies may be added to the consortium after the application submission due date and time. Reimbursement is contingent upon participation of the companies identified and approved.

**Customized Training Unit Help Desk** – For assistance with IGX registration, the Letter of Intent Process or at any time the assigned NJDOL Business Representative is unavailable, email [upskill@dol.nj.gov](mailto:upskill@dol.nj.gov).

**NJDOL Business Representative** – NJDOL staff member assigned to provide direct customer service, including technical assistance, training consultation, expenditure approval and monitoring of grant activities.

**Frontline employee** - Those employees directly involved with the production of the good(s) or service(s) produced or provided by the Single Employer business or Consortium Participating Companies and those who directly supervise or support them.

**IGX** – The online grant management system for this program is an upgraded version of SAGE (System to Administer Grants Electronically). After the Authorized Official completes IGX registration, he/she/they may give system access to others to manage certain grant activities. **Under no circumstances should an IGX password be shared.** Applicants will upload required documents and complete and submit the grant application in IGX. Should a grant be awarded, the contract will be electronically signed by the Authorized Official in IGX. Grantees will submit monthly expenditure reports/payment vouchers and activity reports in IGX.

**Incumbent worker** – Employees who have completed all employer-required new-employee orientation training and activities.

**Industry-valued credential** – A recognized degree, diploma, certificate or certification awarded for an occupation or occupational skill that is valued and demanded by employers, transferable from one employer to another and furthers the recipient's career pathway.

**Letter of Intent (LOI)** – Applicant's notification to NJDOL of the intent to apply for the grant program via the required online form. This is the only part of the grant process that happens outside of IGX, but cannot be completed until after the Authorized



Official (AO) has completed IGX registration. After the online LOI form is processed by NJDOL, the AO will receive email confirmation and access to the online IGX application. **Missing/incorrect information will DELAY the confirmation email, which will DELAY access to the online grant application.** See the Schedule of [Submission Dates and Times](#) for the LOI due date and time for each Round.

**Long-Range Human Resource Development Plan** – A Required Document (MS Word format) uploaded to IGX:

*For Single Employer Applicants:*

A long-range plan to ensure the availability of an adequate number of employees with the skills and training needed to perform the jobs required to meet current and future business goals as determined by the company's strategic planning, which is developed through:

1. preparation of a human resource inventory of employees and preparation of a job analysis
2. assessment of future demand and assessment of future supply
3. establishment of a plan for recruiting, hiring, educating, appraising, compensating and scheduling employees

The Plan includes:

1. identification of short-term hiring/workforce needs and the training required for those jobs
2. details of how the requested training builds on previous training (NJDOL sponsored or not) and/or will be built upon with future training.
3. strategies for the advancement of current employees and creating new positions for unemployed jobseekers
4. **If applicable:** If the business was awarded a Skills Partnership or UPSKILL Grant in the past three fiscal years (fy2019, fy2020, fy2021), how did the previous grant funds impact the business and what measurable outcomes were achieved?

*For Consortium Applicants:*

A long-range plan to ensure the availability of an adequate workforce with the skills and training needed to perform the jobs required to meet current and future industry goals as determined by strategic planning, which is developed through:

1. preparation of a human resource inventory of employees and preparation of a job analysis
2. assessment of future demand and assessment of future supply
3. establishment of a plan for recruiting, hiring and educating employees

The Plan includes:

1. identification of short-term hiring/workforce needs and the training required for those jobs
2. details of how the requested training builds on previous training (NJDOL sponsored or not) and/or will be built upon with future training.
3. strategies for the advancement of current employees and the creation of new positions for unemployed jobseekers.
4. **If applicable:** If this entity was awarded Skills Partnership or UPSKILL grant funds to conduct training in this industry in the past three fiscal years (fy2019, fy2020, fy2021), how did the previous grant funds impact the participating companies and what measurable outcomes were achieved?

**Measurable outcomes** – Expected results of training. Examples include: skill attainment that advances the employee's career pathway, pay increases for the employee, industry-valued credentials for the business or employee and job retention.

**Narrative** – Required Document (MS Word format) uploaded to IGX with **clear** and **concise** answers to these questions:

*For Single Employer Applicants:*

1. What is (are) your specific business issue(s)/need(s)?
2. How will the proposed training address the issue(s)/need(s)?
3. How will this training contribute to the growth and/or stabilization of the business in the state of New Jersey?
4. What measurable outcome(s) will the requested training achieve for the trainees?

*For Consortium Applicants:*

1. What are the collective business issue(s)/need(s) of this industry sector?
2. How will the proposed training address the issue(s)/need(s)?
3. How will this training contribute to the growth and/or stabilization of the participating businesses in the state of New Jersey?
4. What measurable outcome(s) will the requested training achieve for the trainees?

**On-the-Job Training (OJT)** - Hands-on instruction or skill acquisition provided under the constant and direct guidance of a qualified in-house company trainer in the direct production of a good or service. Instruction/guidance may be provided via remote\* means.

**Participating Company** – A NJ business member of a consortium formed for the purpose of training under this grant program.

**Participating Companies List** – A Required Document for consortium applicants, this list (in MS Excel format) of the NJ businesses who will receive training as members of a consortium, is uploaded to IGX. The list includes the legal name, FEIN, contact person and contact information of each Participating Company. **All participating companies must be identified and approved by NJDOL before the application due date and time.** No additional participating companies may be added to the consortium after the application due date and time. Reimbursement for training is contingent upon participation of the companies identified and approved.

**Single Employer Applicant** – A single NJ Jersey business applying for grant funds to train their own employees.

**Third-Party Classroom Training** - Training provided to a group of trainees in a physical or virtual\* classroom by a qualified instructor from a third-party training provider which is located in the state of New Jersey and listed as approved on the Eligible Training Provider List (ETPL.)

**Third-Party Training Provider** – To receive reimbursement for training, the Training Provider must appear on the Eligible Training Provider List (ETPL). Applicants may identify a Training Provider not listed at the time of application, but cannot be reimbursed for training until the Training Provider has been approved and appears on the ETPL (Eligible Training Provider List). Information about the ETPL may be found on the New Jersey Training Opportunities (NJTOPPS) website: <https://njtrainingsystems.dol.state.nj.us/>

*\*For all training remotely delivered, please consult the assigned NJDOL Business Representative about appropriate documentation of training.*

## FREQUENTLY ASKED QUESTIONS

- 1. Can my third-party training provider act as the Authorized Official for the grant application?**  
**NO!** The Authorized Official (AO) must have signature authority for contracts on behalf of the applicant business. Under NO circumstance should a third party act as or be permitted to access the IGX account of the Authorized Official. This would give that third party the ability to sign or modify a contract, unbeknownst to the applicant business. The AO's IGX password should **NEVER** be shared.
- 2. I tried to reset my password in IGX, but am getting a "PASSWORD INVALID" response with the system-generated password. What should I do?**  
Try typing in, rather than copying and pasting the system-generated password.
- 3. I am the Authorized Official (AO) and have registered in IGX. What happens next?**  
IGX registration is Step One of the Application Process. In Step Two, the online Letter of Intent (LOI) is submitted. Once the LOI has been processed by NJDOL, the AO will receive an email confirming approval of the IGX registration, acceptance of the LOI and the availability of the online IGX grant application Step Three). LOI processing time, and the timeline for receipt of confirmation email will vary depending on the number of LOIs submitted to NJDOL.
- 4. Can an application include both classroom training and On-the-Job (OJT) Training?**  
Yes. Single employers may request a combination of training delivery methods.
- 5. What kinds of courses will be approved for training?**  
The UPSKILL: NJ Incumbent Worker Training Grant Program is a *Customized* Training grant program. The applicant decides what courses are needed to resolve issues faced by the business and provides clear explanation in the application. Courses that will not be approved are employer-required annual training, new-employee orientation training and training that is offered more cost-effectively through other entities.
- 6. How long should the Narrative and Long-Range Human Resource Development Plan be?**  
There is no minimum length. Longer answers are not necessarily better answers. Clear and concise is best; "fluff" or "filler" information is not needed.
- 7. What happens during Panel Review?**  
The Narrative and Long-Range Human Resource Development Plan are scored based on how well the applicant establishes the need for the requested training, which employees need to be trained, what the training will achieve and return on investment related to the retention/creation of jobs, business growth and employee advancement. The Review Panel makes funding recommendations based on the information provided in the Narrative, Long-Range Human Resource Development Plan and other elements of the application. Once Panel Review has concluded, funding recommendations are made to the NJDOL Commissioner, who gives final approval.
- 8. If awarded a grant, when can training begin?**  
The NJDOL Business Representative will notify grantees when contracts have been signed by the NJDOL Commissioner, which is when training may begin.
- 9. If my application is not recommended for funding, when may I reapply?**  
Applicants may revise applications and resubmit for subsequent rounds within the fiscal year, subject to availability of funding. Applicants who wish to resubmit for a subsequent round must notify the assigned NJDOL Business Representative prior to the Letter of Intent due date and time for the subsequent round.