



STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
OPPORTUNITY PARTNERSHIP TRAINING GRANT
NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2027

New Jersey Employment and Workforce Development Act

P.L.1992, c.43 & 47 (N.J.S.A Chapters: 34:15D-1 et seq., 43:21-1 et seq., 45&48)

New Jersey Administrative Code Title 12, Labor and Workforce Development

Chapter 23, Workforce Development Partnership Program (WDPP)

Subchapters 3-5 (Individual Training Grants et el.)

Announcement: Monday, August 31, 2026

Technical Assistance: Friday, October 16, 2026

Register in IGX by: Wednesday, October 14, 2026

Letter of Intent Due by: Wednesday, October 14, 2026

Application Due by: Wednesday, November 18, 2026

Kevin D. Jarvis, Acting Commissioner

Opportunity Partnership Grant (OPG)

Notice of Grant Opportunity

Fiscal Year 2027

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Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the New Jersey Department of Labor and Workforce Development (NJDOL) regularly publishes on its website: <https://www.nj.gov/labor/research-info/grants.shtml>, all notices of fund availability on Federal or State grant funds which may be awarded by NJDOL.

The State of New Jersey is committed to strengthening workforce development services by encouraging displaced/dislocated workers meet their full potential through occupational training that enables them to transition to “in-demand” industry occupations. While the economy requires jobs across all skill levels, advancement in most fields depends on additional training. A skilled and educated workforce can only be sustained when employers have access to well-trained workers through a high-quality training system that is responsive to their needs.

ONLINE MANAGEMENT SYSTEM INFORMATION FOR APPLICANTS

NJDOL provides an online management system for processing your applications, payments, and reports. The online system is called Intelligrants (IGX): [Login \(intelligrants.com\)](http://intelligrants.com)

- IGX training videos for training providers are available: <http://www.intelligrants.com/>.

The NJDOL Opportunity Partnership Grant Program (OPG) requires that applicants use the online management system, Intelligrants (IGX), to submit applications and manage grant activities. The Authorized Official Representative (AO) must register in IGX, which is the first step of the OPG application process.

Pre-Application preparation and Step by Step instruction details are provided (page 13) in **Section F: “Application Process”**.

Notice of Availability of Grant Funds

A. Name of Grant

Opportunity Partnership Grant (OPG)

B. Purpose of the Training Grant

The purpose of the [Opportunity Partnership Grant \(OPG\) training program](#) is to provide grant funding to training providers who have the ability and capacity to provide occupational training to assist eligible and qualified displaced/dislocated workers secure employment in industry sectors recognized and driven by employers' needs. The training provider provides training to displaced/dislocated workers who are currently receiving New Jersey unemployment benefits pursuant to R.S.43:21-1 et seq. or any federal or NJ unemployment benefits extension, including additional benefits while in training (ABT) or who have exhausted their eligibility for the UI benefits or extended benefits within the past year. The goal of the OPG training program is to re-connect training participants with gainful employment that offers them a full-time, year-round wage of at least \$20.00 per hour. In an effort for the training provider to provide training services that are needed by employers and find workforce skill gaps that are present in the current economy, applicants are encouraged to review labor market information on the “*Demand Occupation Listings*”, at the NJDOL website: <https://nj.gov/labor/career-services/tools-support/demand-occupations/>.

B1. Purpose for which the grant funds will be used:

The NJDOL will focus its investments on training programs that result in industry-specific jobs that are “*in-demand*”. Funds are appropriated to develop skills for displaced/dislocated individuals that result in employment in a labor-demand occupation. The training offered must lead to an [industry-valued credential, or licensure required by the employer](#). When calculating the total cost of the grant request, not more than 10% of the funds received shall be expended on anything other than direct costs--direct costs do not include the service provider’s administrative expense(s)--(page 20, Budget Direct Cost).

B1.1. Occupational training funded: Occupational training must fall within a “labor demand occupation” determined by [New Jersey’s Workforce Development Board \(WDB\)](#). The applicant must obtain a **letter of recommendation** from the WDB Director or their Representative with a statement that the occupation is

“In-Demand” in the WDB’s local area or it is listed on the Department’s [Demand Occupations List](#).

"Labor demand occupation" is an occupation for which there is or is likely to be an excessive demand for labor beyond the current supply for adequately trained workers within the specific occupation.

- Applicants are encouraged to review the Labor Market Information Data for Occupational Listings at the NJDOL website: <https://www.nj.gov/labor/career-services/tools-support/demand-occupations/index.shtml>.
 - Standard Occupational Classification O*NET (SOC codes). <https://www.onetonline.org/find/>
 - Training Program Classification of Instructional Programs {[CIP codes](#)} and Program Titles associated with the code: <http://nces.ed.gov/ipeds/cipcode/search.aspx?y=55>
- **Credential and the Accrediting Organization:** The application must describe the type of credential and the accrediting organization. Additionally, if the applicant is awarded a grant, the grantee will comply with the following requirements:
 - (a) The grantee will award a certificate of completion to each participant who successfully completes the training program.
 - (b) When an industry-recognized credential and/or licensure is required for the job title, the grantee shall incur all associated costs and shall facilitate the participant’s examination and shall facilitate the full credentialing process for the purpose of obtaining the required certification, credential, or licensure issued by the appropriate State or Federal licensing authority.
 - (c) When an industry-related credential, certification, or licensure issued by an authorized agency or accrediting organization is required for the participant’s training-related employment, in the application the grantee shall name the accrediting body authorized to issue the required credential.
 - (d) The grantee shall ensure that participants are provided with the necessary training and support to meet requirements of credentialing or licensure requirements as established by the accrediting organization that may include, but are not limited to, unpaid work-based learning, assessments, certifications, educational certificates, or degree attainment.
 - (e) Should a trainee fail to meet any portion of the credentialing or licensure requirement, the grantee shall provide additional training at no cost to the trainee, except as otherwise provided below:
 - If the trainee does not pass the required certification examination for employment in the training-related occupation, the grantee shall provide additional training, including test preparation, and shall cover the cost of the second examination attempt.

- If, after sufficient preparation, the trainee fails the examination a second time, all subsequent examination fees shall be the responsibility of either the training provider or the trainee. Neither the grantee nor NJDOL is obligated to provide additional training or pay examination fees for a third attempt.
- If the credential or licensure is a requirement of employment, course completion payment from NJDOL to the grantee will be paid after the trainee receives the industry documentation required by the grantee's employer-partner.

B1.2. OPG grant funds as a supplement to financial aid or other assistance: If training is provided in connection with a program under which individuals may obtain training or a college degree, individuals eligible for training grants must apply for all Federal, State, and other sources of financial aid or assistance. Training candidates, who are eligible for a PELL and/or any other grant, but whose grant award cannot be estimated, will be permitted to enroll in training under the Opportunity Partnership Grant. If or when other grant awards are determined for an individual training candidate, the Opportunity Partnership Grant (OPG) grant funds contracted for the individual will then be used as a supplement to financial aid or other assistance.

- The applicant's "Budget Summary Narrative" must clearly identify and describe any additional funding or sources of funding that will be used to supplement the applicant's training costs that are not covered by OPG grant funds established and approved by NJDOL

B1.3. NJDOL will not fund: Training that is not comparatively priced with similar training titles listed on the state's Eligible Training Provider List (ETPL) unless the applicant states and describes the training offered includes more preparation than recorded on the ETPL. **The "value-added" expenditures must be clearly described in the applicant's application.**

- Frequently Asked Questions and information about the Eligible Training Provider List (ETPL) is found at: http://www.nj.gov/labor/wioa/documents/NGO/Workforce_Training/ETPLFAQS.pdf.
- To create a new ETPL account or to log into the NJDOL ETPL Management System, IGX website: [Login \(intelligrants.com\)](http://intelligrants.com)

C. Amount of Funding Allocated for Fiscal Year 2027

The projected amount of funding allocated by the New Jersey Department of Labor for the Opportunity Partnership Grant training program is estimated to be \$3,000,000.00. This allocation is contingent upon the amount available in the Workforce Development Partnership Fund (WDPF).

C1. Grant Amount Awarded: The amount awarded to the grantee will be no more than \$300,000.00 per application to train up to thirty (30) One-Stop Career Center's eligible dislocated job-seeking customers. Final awards are contingent upon the Commissioner's approval and the availability of funding. The anticipated duration of the contract period is 18 months unless otherwise extended or reduced at the discretion of the NJDOL. As stated in the NJDOL General Provision, the grantee agrees to cooperate with any monitoring, evaluation and/or audit conducted by NJDOL or their designees and authorized agents.

Applicants may budget a cost of up to \$10,000 per trainee (maximum of 30 trainees per contract):

The OPG grant may cover a range of training-related expenses when they are directly connected to helping participants successfully complete their program. These costs may include but are not limited to planning, instruction, administrative activities, and follow-up with both the trainee and the employer-partner, as long as they are necessary for completing the training. Grant funds may be used for expenses such as:

- Instructor fees, training consultants, and job placement facilitators
- Books, supplies, and training-related equipment
- Application fees and other required program fees
- Background checks, library fees, lab fees, and testing fees
- Third-party testing and credential or licensure costs when required for employment

Participants must not be charged for any required training-related expenses or for any costs that are conditions of employment, unless this is clearly stated in the contract. If a participant pays for any required training-related expenses before enrollment is finalized, the grantee will reimburse those costs once the participant meets the enrollment benchmark.

- **Reimbursement for Training:** Payments are disbursed using the “pay-for-performance” method within the following benchmarks:
 - **Twenty-five percent** (25% or up to \$2,500) of the total approved cost per trainee after the course starts and the trainee is enrolled and attends at least 10 days.
 - **Twenty-five percent** (25% or up to \$2,500) of the total approved cost per trainee at **midpoint** of the total contracted hours.
 - **Twenty-five percent** (25% or up to \$2,500) of the total approved cost per trainee for completion after training qualifications are verified by NJDOL. If the credential/licensure is a requirement of employment, the credential or documentation from the certifying testing agency stating the trainee passed the test to receive the required credential must be submitted to NJDOL. Reimbursement is made after proof of successful completion.
 - **Twenty-five percent** (25% or up to \$2,500) of the total approved cost per trainee for job placement after the trainee is hired and placed into a full-time position if within 60 days of completing the training or an extension date approved by NJDOL. The grantee will be reimbursed for job placement upon verification by NJDOL (Attachment G, “Trainee’s Employment Verification” form). Employment must be verified by the Training Provider.

Prior to Grantee Receiving Reimbursement for the Completion Benchmark:

- (a) The grantee shall issue a certificate of completion to each participant who successfully fulfills all program training requirements and facilitates the participant’s requirements in obtaining the recognized credential or licensure issued by an authorized agency or accrediting organization.
- (b) Where training-related employment requires an industry-recognized credential or licensure issued by an authorized agency or accrediting organization, the grantee will incur the cost and shall be responsible for facilitating the credentialing or licensure process for all eligible participants.
- (c) The grantee shall identify the specific accrediting body authorized to issue the required credential and shall ensure that all actions necessary for participants to obtain such credential are completed in accordance with the standards and requirements established by the employer-partner and the accrediting organization.

(d) If the credential or licensure is a requirement of employment, course completion payment from NJDOL to the grantee will be paid after the trainee receives the industry documentation required by the grantee's employer-partner.

Source and recruit eligible candidates: Applicants who are awarded a training grant must collaborate and cooperate with the [One-Stop Career Centers](#) to source and recruit eligible candidates. Prior to enrollment to receive OPG training, the One-Stop Career Center (OSCC) must identify and recommend those candidates who are eligible and approved to receive OPG training. The candidate must have an Employability Development Plan (EDP/IEP) prepared and approved by the OSCC before enrollment; the student may not self-enroll. To meet the objectives of this grant and ensure compliance with federal immigration laws, all participants must have authorization for employment in the United States. Awardees are responsible for verifying employment authorization, gathering proof, and having on file such proof for each participant prior to acceptance into the OPG grant program.

The applicant must indicate in their application the location of the training and explain how they plan to collaborate with the OSCC to recruit candidates.

- NJDOL will provide the successful applicant with OSCC contact information and the process to recruit.
- Individuals who self-enroll prior to OSCC's approval of an EDP/IEP are not eligible under this grant.
- The One-Stop Career Center will provide the grantee with the identification number of those eligible to receive OPG training. The grantee must receive the candidate's OSCC identification number prior to enrolling the candidate.
- Qualified candidates must be selected by the grantee and recommended by the OSCC based on the candidate's determined need and established interest in the occupational training offered. The OSCC determines if the candidate meets WDPF and WIOA eligibility criteria. The training provider determines if the candidate meets the qualifications determined by the employer-partner.

Target population eligible to receive training: To be eligible to receive training a candidate must be a displaced/dislocated worker as defined in the WDPP:

"A displaced worker" as defined in WDPP legislation means a worker who:

1) Is unemployed and:

- a. Is currently receiving New Jersey unemployment benefits pursuant to R.S.43:21-1 et seq. or any federal or NJ unemployment benefits extension, including additional benefits while in training (ABT); **or**
- b. Has exhausted eligibility for the UI benefits or extended benefits within the past year (preceding 52 weeks); **or**

2) Meets the criteria of a "dislocated worker" set by the Workforce Innovation Opportunity Act (WIOA) Public Law 113-128, (29 U.S.C. 3102) July 22, 2014, 128 Stat. 1425]. A "Dislocated Worker" as defined in WIOA sec. 3(15) legislation is a worker who is authorized to work in the U.S., **and**

- a. Is unemployed and has lost their job through no fault of their own, eligible for or exhausted NJ UI and unlikely to return to this industry or occupation; **or**
- b. Has lost job from permanent closure or substantial layoff of a plant, facility or enterprise; **or**
- c. Was self-employed and now unemployed because of economic conditions or natural disaster; **or**
- d. Is a displaced/dislocated homemaker—an individual who was dependent on the income of another family member and is no longer supported by the income of that family member; **or**

- e. Is a non-retiree military service member who was discharged or released from service under conditions other than dishonorable, or has received a notice of military separation issued in advance of 180 days; **or**
- f. Is a spouse of a member of armed forces on active duty who is unemployed or underemployed and is having trouble in obtaining or upgrading

D. Entities That Can Apply for Funding

Service providers of employment and training services are eligible to apply, including:

- New Jersey’s Workforce Development Boards (WDBs) who engage external “third-party” training providers (Workforce Development Board applicants who apply as a service provider should adhere to WDPP and WIOA guidance).
- Post-secondary educational institutions.
- Registered Training Providers who are on the “Eligible Training Provider List” (ETPL) and approved by NJDOL.
- Private Career Schools who are on the “Eligible Training Provider List” and approved by NJDOL and NJDOE. [Current & Prospective Private Career Schools \(PCS\) \(nj.gov\)](#)

The successful applicant will serve as the entire legal entity, the lead agency of record, the legally recognized fiscal agent for the grant project, and the single point of contact for NJDOL. The lead agency will be responsible for overseeing the implementation of all aspects of the grant including curriculum, training logistics, recruitment of candidates in collaboration with the OSCC assigned OPG liaison, trainee’s job placement as in agreement with employer-partner(s), program monitoring and reporting, the spending plan, fiscal management and the final closing process of the grant award.

D.1. Contact with Workforce Development Boards: Local area Workforce Development Boards (WDB) are critical for the success of the OPG training program. Displaced/dislocated individuals who receive OPG training must meet the eligibility criteria established by the local One-Stop Career Center (OSCC) and One-Stop Operator which works in conjunction with the local area’s Workforce Development Board (WDB).

- The applicant must contact a representative from the area WDB ([Local WDBs in NJ](#)) for the purpose of guidance and to discuss the applicant’s proposed project and intent to apply for the Opportunity Partnership Grant which is State funded through the Workforce Development Partnership Program (WDPP).
- The applicant must include with their application a letter of support and recommendation from the area Workforce Development Board’s representative. The letter should state the applicant has contacted a representative (e.g., One-Stop Operator, Manager, and/or One-Stop Counselor) at the WDB and has discussed and understood the method established by the local area OSCC for: eligibility determination, recruitment, and follow-up. At a minimum, the applicant must understand the responsibilities of these parties and their roles and individual responsibilities.
- **Workforce Development Board (WDB) applicants** who apply as a service provider should adhere to guidance outlined in WIOA:
 - In order to effectively promote and develop quality training and industry sector strategies, it is vital that WIOA’s “Individualized Career Services” programs and OSCC’s partnership with State programs work together to ensure a customer-centered approach to service delivery.

- Individuals who are qualified and meet the eligibility criteria for both the Opportunity Partnership Grant (Displaced Worker) and WIOA Title I (Dislocated Worker) may be **co-enrolled**. Designated staff must record, in the individual's AOSOS record, information regarding assessments, intake, referrals, credentials, job placement, etc.
- Co-enrollment is defined as enrollment in two or more WIOA programs (contracts for training), and/or grant programs funded by State programs such as the Opportunity Partnership Grant (OPG). Co-enrollments benefit the "Customer Jobseeker" and may be used to leverage services that are available to ensure a positive outcome. Coordination of co-enrollment will eliminate the duplication of these services and reduce the amount of time OSCC staff spend providing intensive services such as case management, job search assistance, and follow-up services. The "OSCC network" objective is to co-enroll for the benefit of the Customer with services from other programs that supplement and/or enhance those services not to duplicate them. On occasion, the OSCC counselor may request the grantee's federal identification number.

D.2. One-Stop Career Centers (OSCC):

Should the applicant receive the training grant, the successful grantee must understand how to interface and collaborate with the [One-Stop Career Centers](#).

Collaboration with the OSCC liaison: The grantee must cooperate and collaborate with the OSCC assigned liaison at the One-Stop Career Center in the preparation of information sessions regarding training and employment opportunities for potential eligible candidates. Before the information session is held, all promotional materials including flyers, advertisements, and announcements must be reviewed and approved by the NJDOL Program Coordinator and the OSCC liaison.

To help connect jobseekers with high-quality training and employment opportunities, each grantee will work closely with an assigned liaison from the local One-Stop Career Center (OSCC). This partnership ensures that potential candidates receive accurate information about the training program and the jobs available through the employer-partner.

- **Information sessions for prospective trainees may be held virtually, at the local OSCC, or at another mutually agreed-upon location.** Before hosting an information session, grantees must share their Job Analysis/Description (see Attachment C) with the OSCC liaison and the OPG Program Coordinator. This helps ensure that candidates understand the training program, job expectations, and any additional services or supports available through the OSCC system. During the information session, grantees should provide: (1) A clear overview of the training program. (2) A realistic description of the employer's job requirements and essential job functions. (3) An explanation of any challenges participants may encounter on the job and provide guidance on how to navigate those challenges successfully.
- **Information Session Notice to the OSCC:** Eligible displaced/dislocated workers must participate in an information session facilitated and coordinated by the successful grantee in collaboration with the OSCC liaison/OPG Program Coordinator.
 - Before an information session can be scheduled, the successful grantee must provide the OSCC liaison/OPG Program Coordinator with at least two weeks (14 days) advanced notice using the required information session announcement "Event" form.
 - Advance notice is required to ensure there is adequate time to notify all eligible displaced/dislocated workers about the opportunity to attend the information session.

- The information session “Event” form will be provided to the grantee by the OPG Program Coordinator.

The final recruitment timeframe will be determined between the OPG grantee, the OSCC liaison, and the OPG Program Coordinator.

- The grantee must notify the assigned NJDOL OPG Program Coordinator and provide the final logistics and required information session notification announcement which will be disseminated through email (eBlast system) by NJDOL to potential training candidates.
- The assigned NJDOL OPG Program Coordinator and other NJDOL representatives may arbitrarily attend informational meetings.
- **Training candidates must be registered with the OSCC:** All individuals accepted as candidates for the training program must be registered with the OSCC and have received an OSCC identification number.
 - After the individual attends the information session presented by the training provider, the candidate(s) is/are required to meet with the qualified counselor who will provide counseling and help the candidate generate an Employability Development Plan (EDP/IEP) in order to qualify the candidate for OPG training. Successful grantees will check with the OSCC liaison to ensure that all participants accepted into the training program are registered with the OSCC, have received an identification number, and have an EDP/IEP that indicates the candidate is eligible and approved to receive OPG training.
 - The successful grantee will keep the OSCC assigned liaison and the NJDOL assigned Program Coordinator informed and up to date with the trainee’s progress, provide trainee’s enrollment dates, course completion dates, credential information, and job placement information.
 - The successful grantee must immediately notify the OSCC counselor and the NJDOL assigned OPG Program Coordinator if any individual withdraws from training or if attendance or progress of any individual is unsatisfactory.
 - Should a student go on medical leave, both the student and the training provider are responsible for notifying the OSCC counselor. After the student is cleared by their doctor and is ready to return to training, the student must first obtain permission from the OSCC counselor. The training provider must receive notice from the OSCC counselor confirming the student remains eligible to continue training
 - The Training provider must not mark the student as a dropout in IGX if the expectation is that the student will return to training. The dropout status should only be used when the grantee has reached the maximum number of students allowed under the grant.

E. Requirements of Applicant

- **Good Standing:** In addition, as a precondition to any award of grant funds under this NGO, the applicant must be in full compliance with all laws enforced by NJDOL. Specifically, the applicant must not have any outstanding liabilities to NJDOL, including but not limited to, for unpaid contributions to the unemployment compensation fund or the State disability benefits fund; to any individual on whose behalf the Department has issued a final order for the payment of wages or benefits; or for any penalties, fees or interest due to the Department pursuant to a final order issued under any of the statutes or rules that NJDOL enforces. Further, the applicant must not be on a debarment list, or any other list that prohibits them from public contracting, administered by NJDOL and the applicant must not be serving a suspension or revocation of their license, certificate, or registration issued by the NJDOL. Please be aware that under N.J.S.A. 34:15-34D and N.J.A.C. 12:9-1.3., NJDOL will be cross-checking applicants against NJDOL records for any of these issues

as part of the evaluation process. To avoid delay in the processing of applications, if applicants are aware of any outstanding liabilities they may owe NJDOL, or of any of the above issues that could impact their ability to do business with NJDOL, they are advised to reach out to NJDOL or the relevant Division thereof to resolve such issues promptly prior to submitting their application

- **Tax Clearance Certificate:** Unless the applicant is an entity with exemption status, 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 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: [<https://www.state.nj.us/treasury/taxation/busasst.shtml>] 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.*
- **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 applicant's responsibility to ensure this step is completed. Applicants must register with the New Jersey Department of the Treasury online [NJ Division of Purchase and Property \(state.nj.us\)](#) and receive a **Vendor Identification Number**.
- **The applicant's Vendor Identification Number must be included in the application:** To obtain a Vendor Identification Number go to the webpage: [NJSTART](#). Failure to complete this step will delay or forfeit a grant award if issued. The grantee's reimbursement checks are linked with the Vendor ID Number that is on file with the NJ Department of Treasury; as a result, reimbursement checks are either mailed to this address or if the grantee elects, payment may be deposited directly in the grantees checking account by following the instructions on the "Electronic Payment Authorization Instructions for Non-Procurement Vendors" form: [Electronic Payment Authorization Form \(ACH\)](#).
- **Applicants must include the employer-partner's information:** Applicants must describe their receptiveness and ability to partner with employers. Applicants must describe their capacity and experience in delivering education and training within the employer's industry sector. Each application must include the employer-partner's contact information and the number of trainees projected to be hired.
- **All training providers must be registered on the NJDOL Eligible Training Provider List (ETPL) Management System, IGX:** [Login \(intelligrants.com\)](#)
 - Training Providers who receive an OPG grant award must be registered on the ETPL and approved by NJDOL before enrolling students into their training program; Exception: State approved educational institutions.
- **All training providers must be** in compliance with the ETPL Training Provider Responsibilities and the Department's quality assurance regime (QAR) recordkeeping and reporting requirement. *(After one year of initial eligibility, providers must undergo a process to maintain their eligibility--that is, a continued eligibility process--and must repeat that process at least every two years to stay on the ETPL list with the exception of State approved educational institutions).*

- **Applicants who engage external “third-party” training provider(s):** Must include the “third-party” training provider’s contact information (name, address, e-mail address and phone number) in their application; external “third-party” training providers must be approved by NJDOL. Grantees may not assign or subcontract with other service or training provider(s) without the written consent and authorization of NJDOL. The successful grantee, who engages “third-party” training provider(s), will remain the fiscal agent of record and all required reports will remain the responsibility of the grantee.
 - **Third-Party Classroom Training** - Training that is provided to a group of trainees in a physical or virtual classroom by a qualified instructor from a third-party training provider must be 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. Information about the ETPL is found at the NJDOL Management System, IGX website: [Login\(intelligrants.com\)](http://Login(intelligrants.com))
 - An attempted assignment or subcontract without NJDOL’s written consent shall void the contract.

E1. Intent to provide high-quality instruction in occupation skill areas that result in full-time employment. The applicant must propose training for qualified displaced/dislocated workers with the intent to provide instruction in-demand occupation skill areas specifically required by the employer-partner(s) to fill immediate or projected full-time job openings. Employment for the trainee must be classified and determined by the employer-partner as ***needed for full-time, year-round employment (i.e., full-time hours are consistent with the employer’s company policy)***. Training is to be conducted with the employer-partner’s intent to employ the selected individual(s) for a period of at least six months following successful completion of training.

The number of training slots listed in the application is an indication and expectation of the number of full-time job positions that are projected to be available within 60 days from the trainee’s successful completion and credential requirements.

- **Training Plan:** Training should be provided in a setting facilitated by a certified instructor or qualified subject matter expert instructor at a time, date, and location designated by the training provider. The training provider may offer a combination of training delivery methods using modalities conducive to imparting information and industry-related training required by the employer-partner(s).
 - The successful grantee must provide training consisting of no less than 20 hours per week. The training may be “in person” classroom-training and supplemented by monitored “virtual eLearning” to meet the required minimum of 20 hours per week.
 - The applicant must provide a description of the type of training provided, the training hours schedule and a copy of their attendance policy. Contracted training hours must be structured utilizing a method the instructor and the student have the ability--and technology if virtual--to interact with each other.
 - The trainee **must not** receive a **payment or stipend** during any phase of practical, clinical, pre-apprenticeship, or internship training. If training is conducted at the employer-partner’s location it must be accompanied concurrently or otherwise, by whatever amount of classroom-based or equivalent occupational training, or virtual instruction, is deemed appropriate by the employer-partner and/or NJDOL.

- The successful grantee *must provide a written attendance policy for the trainee.*
- The successful grantee must inform the NJDOL Program Coordinator and their contact at the One-Stop Career Center if the student stops attending training for any reason, or should there be any deviation from the proposed curriculum and/or schedule including where, when, and why.
- The grantee must notify the OSCC Counselor as well as the OPG Program Coordinator immediately if a student violates the attendance policy.
- The successful grantee will coordinate all training program information sessions and recruitments; oversee student assessments and employer screenings, provide instruction of occupational training in identified skill areas; ensure program participant's placement into training-related employment within 60 days of the conclusion of the training, report such job placements, and provide the "OPG Job Verification" form to their designated OSCC and NJDOL liaisons.
- **Program Assessment Plan:** The applicant must specify in their application that they will implement a formative assessment plan for each individual trainee. Should the applicant be awarded the grant, the grantee is required to submit a monthly dashboard report by the 5th day of the month and a final report at the conclusion of the grant that is summative and inclusive for all trainees—the required final reporting forms will be provided by NJDOL.
 - Lesson plan(s) are required for classroom and virtual training.
 - The plan should include benchmarks that monitor the individual's progress toward meeting specific program objectives based on the program's required performance indicators.
 - The plan should describe how the applicant will use the information collected through the assessment to monitor the individual's progress toward completion and job placement.
 - The plan should include engagements with employer-partner(s) to ensure job placement success of the individual(s) and describe strategies to replicate success for future job seeker trainees.
- **Subcontracted training:** The grantee shall not assign or subcontract any portion of the services or training under this grant without the prior written consent of NJDOL. Any attempted assignment or subcontract made without NJDOL's written consent shall render the contract void.
 - If NJDOL approves an assignment or subcontract, all subcontracted or assigned training providers—including any training services delivered by an external third-party provider—must be listed as "approved" on the NJDOL Eligible Training Provider List (ETPL).
 - All courses included in the applicant's training plan must appear on the ETPL and are subject to NJDOL review and approval. If a course is not listed on the ETPL at the time of application, the training provider must notify NJDOL once the course has been approved and added to the ETPL.
- **Employer-led Partnerships:** Applicants are required to partner with a business or consortia of businesses. Applicants must include information for each partnering employer in the application. The required information must include: name of employer-partner, FEIN number, address, contact phone number, and contact email address. Additional employer partners may be added during the contract period. All employer-partners named in the application will be contacted to verify their participation as the applicant's employer-partner.

- **Employer's role in the partnership:** Employers are critical collaborators and partners in the successful outcome of the OPG program; therefore, it is expected that the applicant will form employer partnerships. Employers should play a primary role by providing input for the program curriculum design and instruction. The curriculum should be customized to teach specific skills resulting in an industry-recognized credential if required by the employer-partner. Employers should be invited and strongly encouraged to attend information sessions to meet and interview potential training candidates and continue their involvement throughout the training.
- **Employer's letter of need:** The applicant must obtain a letter of need from each employer that indicates the employer's interest in becoming a significant workforce partner. Letters of need must be on the company's letterhead, include the employer's phone number, the number of trainees projected to be hired, and signed by a company official. NJDOL will contact the employer's hiring manager to verify that the employer acknowledges their role in the training provider employer-partnership. Should the department determine that the employer's described role in the partnership does not exist, the applicant's application will not be considered for panel review.
- **Job that yields a wage beyond self-sustaining:** The trainee's projected earnings and method of compensation are examined closely by NJDOL. NJDOL's expectation is that employer-partners will commit to offering full-time, year-round employment above the minimum wage with a wage rate of at least twenty (\$20.00) dollars per hour or a wage rate determined by a comparison of in-demand jobs throughout New Jersey. NJDOL reserves the right to review and make final determination.
- **Job Placement Plan:** The successful grantee is required to develop a job placement plan for the trainee. The job placement plan must include a procedure for assisting the training participant with job placement by facilitating an introduction/interview with the grantee's employer-partner. The job placement benchmark is established when the trainee is hired at the contracted rate of pay or greater, into a year-round training-related job that is determined full-time by the employer.
- **Demonstrated Performance Outcome:** The applicant must include in their application a job placement contingency/backup employment plan in case the original employer-partner is not able to fulfill their job placement commitment at the end of the training.
 - Should the trainee accept employment in a training-related occupation prior to meeting the course completion benchmark requirements, the trainee must complete the course completion requirements within 60 days of the job placement date or NJDOL is not obligated to remunerate the grantee the amount set forth in the course completion benchmark.
 - Employer-partners not initially listed must be reported to the OPG Program Coordinator and approved by NJDOL.
 - If the trainee accepts a job that is not training related, NJDOL is not obligated to remunerate the grantee the amount set forth in the job placement benchmark.

E2. Program Reporting/Invoicing Requirements

- **State of New Jersey – Vendor Registration:** to become a New Jersey State vendor, applicants must register with the New Jersey Department of the Treasury online at; <https://www.njstart.gov/bsol/> It is the applicant's responsibility to ensure this step is complete. (*Vendor ID number must be included in the application*).
- **Successful grantees must report monthly:** program activity, participant data, and program outcomes. NJDOL will provide reporting forms. All reports and activities of the grant must be submitted electronically to the assigned NJDOL representative as required by the 5th of every month. The assigned representative will monitor the monthly activity to ensure contract deliverables are being met and validate invoices for payment. Monthly reporting to the assigned OPG Program Coordinator is required for each prior month, even when there is no change in activity.
- **Recordkeeping and Reporting:** Applicants must have a working knowledge of the OPG training program's specific goals and objectives to assist their personnel with identifying effective ways to collect, record and analyze the data that will serve to meet the program's goals and objectives.
 - The successful applicant must provide their personnel with effective strategies for reporting student and project performance to their One-Stop's liaison and the NJDOL's Program Coordinator.
 - The successful applicant must have a working knowledge of the Department's performance reporting requirements.
 - Grantees will be reimbursed using a "pay-for-performance" method for expenses incurred during the prior month.
 - Grantees will be required to complete and submit the following documents in IGX:
 1. A monthly report (Dashboard Example-Attachment F), due by the 5th of each month detailing all activities performed under the grant including a list of class offerings, the number of classes provided, the number of clock hours for each course, the list of names of participants in each class, the number of trainees successfully completing the class(es) and if applicable, the names and address of the employer-partner as well as the date of employment and the starting wage. Submittal of a dashboard in IGX is required even if there is no activity or expenses incurred for the month.
 2. A monthly invoice (payment voucher), expenditure report, and benchmark tracking form due by the 5th of each month detailing all expenses incurred during the prior month. Grantees will be paid on a prior month's cost reimbursement method, after the invoice has been submitted to, and approved by NJDOL.
 3. A final close-out report must be submitted within 30 days along with the final invoice for the last job placement benchmark. The final closeout report must include program activities, assessments on training outcomes, a compilation of financial information, descriptions of barriers in meeting goals if applicable, success stories, best practices learned, and return on investment. The NJDOL representative will provide the closeout forms. Final reimbursement will be subject to the submission of the closeout report and acceptance by NJDOL.
 4. On occasion grantees may arbitrarily be required to submit ad hoc reports on short notice.
 5. NJDOL reserves the right to request information and training evaluations from all trainees.

E3. Program Utilization: The successful grantee shall consistently monitor the performance of the grant activities to assure that time schedules are met, projected curricula by timelines are accomplished, and other performance goals are achieved. The grantee must enroll at least 25 percent of the contracted number within the first three months of the contract start date and utilize at least 30 percent of the grant funds within the first six months of enrollment. The grantee is subject to a quarterly performance evaluation by NJDOL. Consideration will be given based on the schedule submitted in the applicant's training plan. Failure to comply may result in the de-obligation of the unexpended funds. The grantee is required to submit the job placement verification form to the OSCC liaison/OPG Program Coordinator. Additionally, the job placement verification form must be signed by the authorized official and submitted to NJDOL when the grantee requests payment for job placement.

E4. Program Evaluation: The applicant's demonstrated past performance of previously funded OPG grant(s) will be a consideration (i.e., past performance measures include job placement and the benchmark expenditure rate). The expenditure (utilization) rate is measured by the amount of the grant awarded in relationship to the unexpended amount at the close of the grant. Additionally, at least 50% of OPG approved trainees who have completed their training must be placed in a training-related position **before** the grantee will be considered for additional funding for similar training under the Opportunity Partnership Grant.

F. Application Process

The NJDOL **Opportunity Partnership Grant (OPG)** program requires all applicants to use the **Intelligrants (IGX)** online grants management system to register (create an IGX account) and submit applications, as well as to manage all grant-related activities.

- To obtain access to IGX, applicants must first register at: <https://njdol.intelligrants.com>.

After completing the IGX registration, applicants must submit a Letter of Intent (LOI) to indicate their interest in applying for the OPG grant. The LOI also serves to validate the applicant's IGX registration. It is essential that the LOI be submitted immediately after registration, as this allows the Authorized Official to receive email confirmation that the IGX account has been validated. Once NJDOL receives the LOI, access to the OPG application in IGX will be granted. After the applicant receives the validation email, the Authorized Official may proceed to complete and submit the grant application online.

Letter of Intent

The "Letter of Intent" (LOI) form may be downloaded here: [Click on this link to download the LOI form.](#)

Applicants interested in applying for the OPG grant must submit a completed Letter of Intent (LOI) to formally express interest in the grant opportunity. The LOI must be completed, signed, and submitted immediately after the applicant registers in IGX. The signed LOI must be emailed as an attachment to OPG@dol.nj.gov.

Please note that incorrect or missing information, or failure to register in IGX, will delay the processing of the LOI and, in turn, delay access to the application in IGX. Once the Authorized Official is registered and approved in IGX, applicants may proceed with entering all required information and documentation into the IGX system. If the organization is already registered in IGX, please include that information on your LOI.

- **Number of “Letters of Intent” (LOI) and Applications:** An applicant may only submit one Letter of Intent (LOI) and one application per job title. An applicant may submit multiple LOIs and applications, provided that each submission corresponds to a distinct job title within the employer-partner’s industry sector. Because employer-partners may require multiple job titles with differing training requirements, training hours, and associated costs, a separate LOI and application is required for each job title. Additionally, applicants may target only one industry sector in each LOI and application submitted.

Authorized Official

Applicants must determine who will serve as the Authorized Official (AO) for this grant application.

The AO must:

- be authorized to enter into a contractual agreement on behalf of the company.
- read and understand the Notice of Grant Opportunity (NGO).
- register (create an account) in the online management system, Intelligrants (IGX) and email the “Letter of Intent” (LOI) to receive access to the OPG grant application.

The AO may delegate completion of the application to another by giving that person access to IGX but should be aware that responsibility for the contract remains with the AO for the life of the grant.

The Authorized Official Representative (AO) must [register in IGX](#), which is **the first step** of the OPG application process. The AO is the person authorized to sign a contract on behalf of the company.

After the applicant is registered in IGX, **the second step** is to fill out the “Letter of Intent” (LOI) form and email the completed form letter “Letter of Intent” to OPG@dol.nj.gov before the deadline specified in this Notice of Grant Opportunity, Section H., Application Submission Date.

If the “Letter of Intent” submitted by email to NJDOL is not the email address of the Authorized Official Representative that is registered in IGX, the Authorized Official Representative **MUST** be copied on the email. Incorrect or incomplete information will **delay** access to the online grant application.

Three Steps in the Application Process--Step by Step *How to complete each step of the Application Process*

There are three distinct steps in the Application Process:	Step One	Register in IGX as the Authorized Official Representative
	Step Two	Email the completed Letter of Intent form
	Step Three	Upload in IGX the application and required documents

- **Step One:** The AO registers in IGX by or before the date and the time as specified in Section H., Application Submission Date. *All due dates are firm.*
 - Applications and grants are administered via the online IGX system. The Authorized Official Representative (AO) must **personally** register (create an account) or ensure an existing account’s information is up-to-date in IGX. The AO may add others in IGX, such as a grant manager for the organization.
 - To Access IGX and register or update an account, go to the IGX website: <https://njdol.intelligrants.com/>. *In Step One, make sure of the EXACT spelling of the username and the EXACT spelling of the company’s name in IGX; they will both be needed for Step Two.*

- **Step Two:** The AO submits by **email:** OPG@dol.nj.gov the downloaded form letter (see section F, Application Process) “Letter of Intent” by or before the date and the time as specified in Section H., Application Submission Date. *All due dates are firm.*
- Applicants are required to notify NJDOL by email, of the intent to apply for the grant program. This is the only part of the application process that happens by email and outside of IGX. The LOI form letter must be completed and submitted by the company representative or third-party authorized by the AO. After the LOI form letter is processed by NJDOL (processing time is determined by the volume of LOIs received), the AO will receive an email from NJDOL that:
 - Confirms *approval of IGX registration (Step One)*
 - Confirms *Letter of Intent Process is accepted (Step Two)*
 - confirms *availability to enter the application and required application forms in IGX (Step Three)*
 - confirms *assignment of the NJDOL Program Coordinator for application assistance*
- **Step Three:** After the Letter of Intent (LOI) is processed, the AO will be notified by email that the online IGX application system is accessible to submit the OPG application. As soon as the AO receives an email confirmation described in Step Two, the AO is now able to enter the application and the required forms into IGX by or before the date and the time as specified in Section H., Application Submission Date.
 - OPG instructions and application forms are in a link in IGX in the **“Required Documents” tab.**
 - The application consists of detailed information about the requested training plan, trainees, and budget, as well as the upload of all Required Forms listed in Section F1. - F1.1. and F1.2.; and answers to the questions in Section F2, by which the application is scored.
 - The assigned NJDOL OPG Program Coordinator is the best resource for assistance during the application process. During IGX registration, the “Letter of Intent” process, and at any time the assigned NJDOL if the Program Coordinator is not available, the Opportunity Partnership Grant (OPG) Unit Help Desk may be reached at OPG@dol.nj.gov. The OPG Program Coordinator will be linked to the assigned application.
 - All due dates and times listed are firm: the applicant must submit documents directly in the IGX. by 12 noon. on the due dates listed in Section H., Submission Date of this NGO—faxes or postal mail will not be accepted.
 - The documents must not be locked, or password protected.
 - Documents received by the due date and time will be screened to determine if the application meets the threshold criteria and if it is ready for panel review.
 - Failure to include any of the required documents will result in the application being removed from consideration for panel review

F1. Application Content and Required Forms Checklist: The application forms and documents must be submitted in the **IGX online system**. It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding. NJDOL reserves the right to reject any application not in conformance with the requirements of this NGO.

F1.1. Application Requirements/Checklist: Applicants are required to upload their application through the IGX system. The application will consist of the following documents and requirements.

Application documents--IGX System Sequence:

Items #1 through #6 and Items #10 and #11 must be submitted in ✓ MS Word format and uploaded to IGX.

The documents must be **unlocked (not password protected)**.

Items #7 through #9 may be submitted as a ☒ PDF or ☒ scanned document and uploaded to IGX.

Required Documents in IGX System's Sequence:

1. ✓ Applicant's Employer-Partner's Job Analysis/Description Form (Attachment C)
2. ✓ Applicant's Employer-Partner Summary Form (Attachment D)
3. ✓ Applicant's Third-Party Training Provider Summary Form (if applicable) (Attachment E)
4. ✓ Applicant's Executive Summary (**Standard Evaluation Criteria**, see **section F2**)
5. ✓ Applicant's Program Narrative (**Standard Evaluation Criteria**, see **section F2**)
6. ✓ Applicant's Budget Narrative (**Standard Evaluation Criteria**, see **section F2**)
7. ☒ Letter of Need from Employer-Partner(s)
8. ☒ Letter of Recommendation from Workforce Development Board (WDB) Director or Representative with a statement that the job is listed as "In-Demand" by the local area WDB and/or job is listed on the NJ "In-Demand" list
9. ☒ New Jersey Tax Clearance Certificate must be included in the application and must be current within 180 days of application submittal. Information and the online form regarding the NJ Department of Treasury Tax Clearance may be obtained: https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp
10. ✓ Applicant's Summary A Page signed by the signatory authority authorized to bind contracts (Attachment A)
11. ✓ Applicant's Budget B Note: must also include NJSTART Vendor Identification Number (Attachment B)
 - The applicant's demonstrated past performance of previously funded OPG grant(s) will be a consideration (i.e., past performance measures include job placement and the benchmark expenditure utilization amount).

F1.2. Application Component Requirements: Applicants are required to adhere to the following requirements when entering documents into IGX.

- The application must include the components outlined below and in section "F2 Standard Evaluation Criteria". It is important to note that failure to comply with instructions and/or to submit the required forms and documents may result in the application being removed from consideration for funding. The application will not be considered for review if it does not adhere to the parameters below and/or exceed the page limits. NJDOL reserves the right to reject any application not in conformance with the requirements of this NGO.

The Executive Summary, Program Narrative, and Budget Narrative that are uploaded and submitted in IGX as a Word document must have the Applicant's organization name included on the top of each page of the application, have no background or watermarks and follow the formatting suggestions:

- ❖ Font – Times New Roman, 12 points (handwritten applications will not be accepted)
- ❖ Spacing – single-space, full justification is desired for paragraphs
- ❖ Margins – 1" top and bottom and 1" side margins
- ❖ Pages must be numbered – X of X pages and centered at the **bottom** of the page
- ❖ Components in the application process must be prepared in Microsoft Word.
- ❖ Page Length:
 - Executive Summary – maximum of two (2) single-sided pages
 - Program Narrative – maximum of four (4) single-sided pages
 - Budget Narrative – maximum of two (2) single-sided pages
- **Executive Summary:** The executive summary must include a brief description of the components of the application being submitted as outlined below in section F2 Standard Evaluation Criteria (**limit 2 pages**).
- **Program Narrative:** The program narrative should be designed and written sequentially to answer the questions as presented in the evaluation criteria chart below (i.e., supporting the employer's need for training, describing your training plan, tracking your performance metrics as well as the trainees' expected outcomes and credential attainment and job placement). It must establish your capability and capacity to implement the training program in accordance with the provisions of this Notice of Grant Opportunity. It must be succinct and self-explanatory (**limit 4 pages**). **Materials not requested or beyond the specified page limit will not be read or considered in the application review process.**
- **Budget Narrative:** The budget narrative reflects the entire cost of the program and must have a demonstrated cost basis. The cost-basis explains how the applicant arrived at the estimated budget. The budget narrative must provide a description of costs associated with each line item in the budget. Applicants must provide justification for all aspects of the budget. Budgets will be reviewed using guidelines for the New Jersey Department of Labor's policies and regulations (**limit 2 pages**).

Note: [Standard Assurances and Certifications and the General Provisions](https://nj.gov/labor/forms_pdfs/Programs/NGO/FY26/Standards_General_provisions_02_18_26_verOIA.pdf) are not submitted with the application: If the applicant receives an award, the duly authorized official representative with signatory authority to bind a contract is required to sign these signature pages. These documents may be found at:

https://nj.gov/labor/forms_pdfs/Programs/NGO/FY26/Standards_General_provisions_02_18_26_verOIA.pdf

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

Evaluation Criteria – *In developing and assembling the application, the applicants should respond to the narrative sections sequentially, as outlined in the chart below:*

Executive Summary:

Clearly describe how employers will be engaged to support program implementation and job placement, including their specific role and the activities in which they will be engaged.

- **Executive summary (maximum of two (2) single-sided pages)** should include:
 1. The applicant’s areas of expertise and operational capacity
 2. The name of the training that will be offered
 3. The geographic location in which the training will be held
 4. The employer-partner(s) industry and need to hire skilled workers

Items #I.-VI., Program Narrative and Budget Summary Narrative

Program Narrative (maximum of four (4) single-sided pages) must establish your capability and capacity to implement the training program in accordance with the provisions of this Notice of Grant Opportunity. It must include your approach and/or solutions to six key elements: *Need, Training Plan, Performance, Certificate, Credential, and Job Placement*.

I. Statement of Employer’s Need for Trained Workers:

Describe the purpose and need for training as determined from your interview and discussions with the employer(s). Specifically:

- i. Explain how the employer(s) expressed the need to hire workers trained in the skills required for this occupation.

II. Deliverables of Training Plan

Outline a plan of action that describes the scope and detail of how the proposed training will be accomplished, including timelines for completion of training (*training must consist of at least 20 hours per week*). Specifically:

- i. Describe how the training program will be implemented, including the type of instruction, a timeline for the duration of the training program, how, when, and where the classes will be conducted, and any additional details about the curriculum and/or training materials.

III. Performance Metrics - Output/Outcome: Applicants must describe the projected output/outcome expected to be achieved consistent with the program’s goals: 1) enrollment, 2) mid-point trainee retention, 3) course completions, and 4) job placements. Specifically:

- i. Explain how you will track and measure the trainee’s performance and achievements in preparation for their course completion and job placement.

**TOTAL
POINTS
100**

10 Points

15 Points

15 Points

**15
Points**

IV. Certificate and Industry-recognized Credential Designation: Applicants must offer training programs that lead to a certificate, industry-recognized credential, licensure, and/or post-secondary degree if a requirement for job placement. Provide the “designation” that will be attained by participants as a result of completing the training. Also, clarify if this designation is a requirement for job placement. Specifically:

**15
Points**

- i. Describe the designation awarded including the name of the conferring authority, the accrediting organization, and the state and/or federal licensing agency if licensure is a requirement of the job.
- ii. State if the training and designation achieved is specific to the employer’s hiring requirement.

V. Job Placement Requirement:

20 Points

- Describe your plan/method of working with employer-partners with the purpose of facilitating job placement for your trainees.
- Describe your job placement contingency/back-up plan if the original employer-partner is not able to fulfill their projected job placement commitment at the end of the training.

VI. Budget Summary Narrative (maximum of two (2) single-sided pages) describes the entire cost of the program. The budget should be clearly and accurately aligned and consistent with the activities outlined in the program narrative. The Budget Summary must clearly identify and describe any additional funding or sources of funding that will be used to supplement the applicant's training costs that is not covered by OPG grant funds established and approved by NJDOL. The applicant’s proposed budget must provide the resources necessary to successfully carry out the proposed training.

**10
Points**

- Applicants should provide justification for all aspects of the budget that explains how the proposed budget would enable them to carry out the planned training sessions in the most cost-effective manner possible.
- The budget consists of line items for programmatic and administrative costs. All costs associated with direct delivery of services to participants are considered programmatic costs. Administrative costs are costs not directly associated with the direct cost of training and must not exceed 10% of the direct cost. Utilization of grant funds provided through this NGO is for direct cost of occupational training for job placement and administrative costs approved by NJDOL. NJDOL’s cost-based policies and regulations will be used as guidelines to review the budget. Successful applicants may be required to provide more detailed budget information at the time of contract negotiations.
- The budget that indicates reasonable costs, while providing quality training at a low-cost ratio per individual trainee will be viewed favorably during the application review.

Budget Direct Cost Training Expenses

The budget items must be within the guidelines of this NGO. In review of the applicant’s budget amount requested, NJDOL will factor:

- Number of trainees.
- Training cost per individual trainee.
- Number of training hours.
- Instructional hours per individual trainee.

- Certificate of the type of training
- Credential required by the employer.
- Licensure required by the employer
- Cost of uniforms/shoes, books, equipment, supplies, test fees.
- Cost of training consultants
- Cost of facilitating job placement.

Budget Direct Cost Training Expenses do not include:

- Mileage and toll expenses for travel or transportation
- Prepaid transportation-Bus passes
- Overnight accommodation
- Capital construction or renovation
- Costs associated with preparing the grant application
- Costs of memberships in associations or organizations
- Operational cost of facility, etc.
- Cost of Networks (Internet, Wi-Fi, etc.) and Electronics such as Computers, Earbuds, etc.
- Cost of childcare or associated cost
- Other costs as determined by NJDOL to be indirect (e.g., lodging, parties, food)

The Cost Summary Form, in IGX represents the training provider’s cost directly related to training.

Note: The IGX system will not calculate administrative costs that exceed 10% of the grant’s training cost

IGX Format is outlined in the chart below.

Grant Funds Requested:

A. Instructor Costs
B. Direct Training Expenses: (example: uniforms/shoes/books/supplies/tools/testing fees)
Amount Requested
of Participants
Cost Per Participant
Admin Cost Amount (not to exceed 10%)
Admin %

F3. Technical Assistance:

Applicants are expected to read the Notice of Grant Opportunity (NGO) in its entirety prior to attending the scheduled Technical Assistance meeting. Invitations for the Microsoft TEAMS conference call will be emailed to training providers who are listed on the NJDOL Eligible Training Provider’s List (ETPL).

Letters of Intent, as described in section H, must be emailed to OPG@dol.nj.gov.

After the applicant emails the “Letter of Intent” to OPG@dol.nj.gov and NJDOL receives the Letter of Intent (LOI), if required, the OPG Program Coordinator will provide additional technical assistance via a Microsoft TEAMS conference call. Applicants in need of technical assistance during the IGX registration and/or the Letter of Intent process may also email questions to OPG@dol.nj.gov.

G. Application Documents Must Be Uploaded and Submitted in the IGX System

Applicants must enter information in the IGX forms provided in the system and upload required document.

Required documents must be uploaded and adhere to NGO Section F1.- Section F1.1.-and Section F1.2.

Required Documents Must be Up-loaded in IGX (Items #1 to 6 and #10 & 11 must be submitted in Word Format)

1. Employer's Job Analysis/Description (Attachment C)
2. Employer-Partner Summary (Attachment D)
3. Third-Party Training Provider Summary (If applicable, Attachment E)
4. Executive Summary (see NGO-section F2)
5. Program Narrative (see NGO-section F2)
6. Budget Narrative (see NGO-section F2)
7. Letter of Need from Employer
8. Letter of Recommendation from WDB
9. Tax Clearance Certificate
10. Summary A (Attachment A)
11. Budget B (Attachment B)

H. Application Submission Date

All due dates and times listed are firm. NJDOL will not accept applications received after the submittal deadline.

The scheduled submission due dates are listed in the chart below.

Schedule of Submission Dates and Times							
	STEP ONE: IGX Registration completed or updated by the Authorized Official Representative		STEP TWO: Email “Letter of Intent” (LOI) form submitted by the applicant and accepted by OPG.		STEP THREE: IGX OPG application submitted with IGX forms completed and required documents uploaded into IGX.		Awards Announced
	Date	Time	Date	Time	Date	Time	
Round 1	10/14/26	12:00 noon	10/14/26	12:00 noon	11/18/26	12:00 noon	January 2027

All awards are contingent upon the availability of funds. Dates listed in this NGO are subject to change as determined by NJDOL.

I. Applicants shall be Notified

All applications are subject to a NJDOL department panel review, pre-contract revisions, and final approval by the NJDOL Commissioner. Final budget amounts will be determined at the time of pre-contract revisions and are subject to the availability of funds. NJDOL reserves the right to reject all applications when circumstances indicate that it is in NJDOL’s best interest to do so. NJDOL’s best interests include, but are not limited to, loss of funding, inability of the applicant to provide adequate services, and/or an indication of misrepresentation of the applicant’s information. Applicants will be notified of the final determination when NJDOL’s internal finalization process is completed. Should the applicant be notified that the application is approved for funding, the [STANDARD ASSURANCES AND CERTIFICATIONS and GENERAL PROVISIONS](#) must be signed during the pre-contract process by the Authorized Official who is designated to bind the contract.

(Sample) "LETTER OF INTENT"

OPG: Opportunity Partnership Grant

I intend to apply for the NJDOL OPG: Opportunity Partnership Grant. I have completed registration or updated my existing account in [Intelligrants \(IGX\)](#), the system that administers grants electronically. I did read and do understand the Notice of Grant Opportunity and I am aware of my responsibilities as the Authorized Official Representative (AO): **I am authorized to sign a contract on behalf of the company.**

IMPORTANT INFORMATION FOR ALL APPLICANTS

Email this completed form to OPG@dol.nj.gov before the deadline specified in the Schedule of Submission Dates and Times Notice of Grant Opportunity. **If this form is not submitted from the email address of the Authorized Official Representative (AO), the AO MUST be copied on the submission email.** Incorrect or incomplete information **will delay** access to the online grant application.

State of NJ Vendor ID #:		Federal Employer ID # :	
Enter Vendor ID#		Click to enter FEIN	
Legal Business Name:		NJ Business Address:	
Enter Legal Business Name		Enter NJ business address	
Business Email Address:	County of NJ Business:	Industry of Training:	
Enter email address	Click to select county	Enter Industry	
	Credential Offered:	Enter Credential	
Name/Title of Authorized Official Representative (AO):		AO Direct Phone #:	
Enter name and title of Authorized Official		Enter phone #	
Name of Person Managing Grant Application/Activities:		Grant Manager Phone #:	
Enter name of Grant Manager		Enter phone #	
Direct AO Email Address:		Grant Manager Email Address:	
Enter AO email address		Enter Grant Manager email address	
Title of the Training:	Brief description of training:		
Enter information	Briefly describe training requested		

Third-Party Training Provider Information ONLY IF APPLICABLE:

Name of Training Provider:	Business Address of Training Provider:
Enter information	Enter information

IMPORTANT INFORMATION ABOUT THIRD-PARTY TRAINING PROVIDERS:

Third-Party Training Providers **must be listed on the NJDOL eligible training provider's list (ETPL) and approved by NJDOL before the application deadline.** No additional third-party training providers may be added after the application deadline. Applicants who engage external "third-party" training provider(s) must include the "third-party" training provider's contact information (name, address, e-mail address, and phone number) in their application; external "third-party" training providers must be approved by NJDOL. The successful grantee, who engages "third-party" training provider(s), will remain the fiscal agent of record and all required reports will remain the responsibility of the grantee. An attempted third-party assignment or subcontract without NJDOL's written consent shall void the contract.

Opportunity Partnership Grant Training Grant

Notice of Grant Opportunity

Example of Forms

Opportunity Partnership Grants

Name of Grant Applicant/Lead Agency:				
Street Address:				
City:	State:	Zip:	County:	District Number:
Contact Person:	Phone:		Email:	
Federal FEIN #:	Training is on the NJDOL “In-Demand” occupation list. (Y/N) Department of Labor and Workforce Development Demand Occupations List (nj.gov)			
NJ Treasury Vendor ID #:	Letter from the Workforce Development Board stating Training is “In-Demand” in the Local Area and recommended. (Y/N)			
Federal UEI # (Formerly DUNS): Not required	Training Provider is Listed on the Eligible Training Provider List (Y/N)			
CIP Code #:	Training <u>Course</u> is Listed on Eligible Training Provider List and in compliance with the NJDOL’s quality assurance regime (Y/N)			
SOC Code #:	Training meets the employer’s need, approval, and requirements to begin working for the employer. (Y/N)			
Title of Course/Training Program:				
Industry Sector::	County of Training:		County of Job Location:	
Name of Certificate of Completion or Degree Program:			# of Course Clock Hours Per Trainee:	
Name of “Industry-Recognized” Credential(s) or License:			# of Course Credit Hours Per Trainee:	
Name of accrediting organization and if applicable the licensing agency:			# of Employer-Partners:	
Title of Job (only one job title):			# of Work Hours Per Week:	
Basis of Calculating Starting Wage (hourly, salary, commission, etc.):	Starting wage:		# of Projected Job Openings:	
			# of Students To Be Trained:	
Amount of Grant Request:			Training Cost Per Trainee:	
Previous Funding: Did the applicant receive a training grant from NJDOL or the local One-Stop Career Center within the last two years? ☐ Yes ☐ No If yes, name of grant and award amount:				
APPLICATION CERTIFICATION: <i>To the best of my knowledge and belief, the information contained in this application is true and correct. The document has been duly authorized by the governing body of this agency and, if funding is awarded, we will comply with the attached General Provisions.</i>				
Authorized Digital Signature:				
Print Name:	Title:		Date:	

Budget Opportunity Partnership Grant		
Applicant Name:		NJ Vendor ID#:
Street Address, City, State, Zip		
Contact Name:	Telephone:	Email Address:
Amount Requested:	Cost per Trainee:	Hours of Instruction per Trainee:

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

EXAMPLE OF A BUDGET

Budget Example Opportunity Partnership Grants

Applicant Name:		NJ Vendor ID#:
Street Address, City, State, Zip Any Street, Any City, Any State Training Provider Certified to Train in NJ, Zip		
Contact Name: Person with operational responsibility	Telephone: Person's number with operational responsibility	Email Address: Operational_person@email.address
Amount Requested: Example: \$143,550.00	Cost per Trainee: Example: \$5,742.00	Hours of Instruction per Trainee: Example: 100

Example Description of Budget Structure	Amount
A. Examples of Itemized Direct Costs	Direct Costs
• 100 hours of Instruction/trainee @ \$40/hr. = \$4,000/trainee x 25 trainees =	\$ 100,000.00
• 32 hours of facilitating job placement assistance/trainee @ \$30/hr. = \$960/trainee x 25 trainees =	\$ 24,000.00
• Uniforms/shoes @ \$50/trainee x 25 trainees =	\$ 1,250.00
• Books, Supplies/tools @ \$50/trainee x 25 trainees =	\$ 1,250.00
• Testing fees @ \$160/trainee x 25 trainees =	\$ 4,000.00
Direct Costs Sub-Total A	\$ 130,500.00
B. Itemized Administrative Costs (No more than 10% of Direct Costs) \$130,500 x 10% =	
• Office Personnel	\$ 12,950.00
• Office Supplies	\$ 100.00
Administrative Costs Sub-Total B	\$ 13,050.00
(Sub-Total A) plus (Sub-Total B) = TOTAL GRANT REQUEST	\$ 143,550.00
Number of trainees:	25
C. Cost per trainee (Total cost divided by number of trainees) Cost per trainee:	\$ 5,742.00



EXAMPLE:

N.J. DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT
Opportunity Partnership Grants Program – Employer-Partner Job Analysis/Description

ATTACHMENT C

The purpose of this form is for training providers to gather information about training for job openings and the employer's requirements to ensure that One-Stop Career Center registered customers/training candidates are properly evaluated prior to accepting training into the program. Submit one form for each employer and one form for each specific job title. **(All information must be typed; NJDOL will not accept handwritten information)**

Name of Training Program: _____

Industry Sector and Name of Credential Awarded to Trainee: _____

Number of cohorts and duration of training per cohort (# of weeks; # of days/week; # of hours/day): _____

Location of training: _____

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

Contact Person: _____ Phone: _____ Email: _____

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

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

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

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

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

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

New Hire's Job /Work Location Information:

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

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

Check benefits offered:

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

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

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

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

Employer Company Name: _____ Federal Employer ID: _____

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

Phone: _____ Website: _____

Check One Industry Sector: ☐ Advanced Manufacturing; ☐ Financial Services; ☐ Health Care; ☐ Life Sciences (Pharmaceuticals, Biotechnology, Medical Devices);
☐ Retail, Hospitality and Tourism; ☐ Technology and Entrepreneurship; ☐ Transportation, Logistics and Distribution; Construction or ☐ Other: _____

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

Position Title: _____ Phone: _____ E-mail: _____

[illegible]

EXAMPLE: Employer Summary Form

Attachment D

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

EXAMPLE: Third-Party Training Provider Summary Form (if applicable)

Attachment E

Company Name	City, State, Zip, County	Contact Name	Phone	Email	Industry Sector Credential Offered and Licensing Agency
--------------	-----------------------------	--------------	-------	-------	--

1.					
2.					
3.					
4.					
5.					
6.					

1099 INSTRUCTOR' NAME		Phone	Email	Credential	Education Institution or Agency
1					
2.					
3					
4.					
5					
6					
7					
8					

EXAMPLE: MONTHLY STATUS REPORT / DASHBOARD OPPORTUNITY PARTNERSHIP GRANTS

ATTACHMENT F

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

CONTINUED EXAMPLE: MONTHLY STATUS REPORT / DASHBOARD OPPORTUNITY PARTNERSHIP GRANTS ATTACHMENT F

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

CONTINUED EXAMPLE: MONTHLY STATUS REPORT / DASHBOARD OPPORTUNITY PARTNERSHIP GRANTS ATTACHMENT F

[illegible]

CONTINUED EXAMPLE: MONTHLY STATUS REPORT / DASHBOARD OPPORTUNITY PARTNERSHIP GRANTS ATTACHMENT F

Job Placement Information				
Name and Address of Employers	Achievement to Date			Comments
	Employer's Projected Number of New Hires	Number of Job Placements in the Reporting Month	Number of Job Placements to Date (Refer to Contract Terms)	
TOTALS				

CONTINUED EXAMPLE: MONTHLY STATUS REPORT / DASHBOARD OPPORTUNITY PARTNERSHIP GRANTS ATTACHMENT F

Return on Investment							
Name and Address of Employer	Job Placement Outcomes						Comments
	Name and Address of New Hire	OSOS ID Number	Start Date	Job Title	Wage/Hr.	Title of Credential	

For NJDOL Use Only	
Training Completed/Employment Verified	
Contract No. _____	Date _____
OPG Program Specialist: _____	



EXAMPLE: ATTACHMENT G

Trainee's Employment Verification

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

Trainee's Information	
Name:	OSOS ID Number:
Address:	City/State/Zip:
Telephone:	Email:
Employment Information	
Name of Employer	FEIN
Supervisor's Name	Title:
Address:	City/State/Zip:
Telephone:	Email:
Date employee will start work: (MM____/DD____/YR____)	Job Title
Weekly Work Schedule Number of Hours per week: _____ How many hours per week does the employer's company regard as full-time employment: _____	Check One Box for Method and Rate of Compensation ☐ Hourly rate \$_____ per hr. ☐ Avg. monthly wage \$_____ per mo. ☐ Weekly Salary \$_____ plus commission. ☐ Commission only
Employment verified by the Training Provider	
Print Name:	My signature acknowledges that the above information is true and accurate. I am aware the employer may be contacted by an outside party or agency to verify the trainee's employment. I agree to forward this information to the assigned NJDOL and OSCC OPG liaisons.
Signature _____	

Training Provider Information*

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

*The training provider will forward a completed copy of this form to the assigned OSCC OPG liaison and to the assigned NJDOL OPG Coordinator when requesting payment for training related job placement

