



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

GROWING APPRENTICESHIP IN NONTRADITIONAL SECTORS (GAINS)

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2019**

Announcement Date: October 24, 2018

Letter of Intent Acceptance Beginning: October 25, 2018

Technical Assistance Workshop: November 5, 2018

Application Acceptances Begin: October 26, 2018

Funding Amount: \$4,500,000.00

**Robert Asaro-Angelo
Commissioner**

Growing Apprenticeships in Nontraditional Sectors (GAINS) FY2019 Notice of Grant Opportunity

TABLE OF CONTENTS

Notice of Availability of Grant Program Funds	Page 3
A. Name of Grant Program	Page 3
B. Purpose of the Grant	Page 3
C. Mission, Goals and Objectives	Page 3
D. Availability and Awarding of Funding	Page 5
E. Eligible Entities/Applicants	Page 6
F. Evaluation Criteria	Page 6
G. Qualifications of Applicants	Page 11
H. Application Process	Page 11
I. Application Requirements	Page 13
J. Required Reports/Documents	Page 15
K. Award Process	Page 16
L. Date by which Applicants shall be notified	Page 16

Attachments:

Attachment I – Sample Letter of Intent

Attachment II – Tax Clearance Certificate

Notice of Availability of Grant Program Funds

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “LWD”) 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 “Public Notices” and the subheading “Notice of Grant Opportunity”.

A. Name of Grant Program

The Growing Apprenticeships in Nontraditional Sectors (GAINS)

The GAINS program is a competitive grant offered by the Department of Labor and Workforce Development (LWD).

B. Purpose of the Grant

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). The purpose of the GAINS program is to promote the expansion and development of United States Department of Labor (USDOL) approved [Registered Apprenticeship](#) programs that drive economic development through skills and educational attainment and create pathways to better-paying careers and advanced credentials. While this NGO describes ten (10) sectoral/occupational areas of focus, all occupations that are recognized by US DOL as “apprenticeable” are encouraged to apply.

Apprenticeship is an employment opportunity for an individual to start a new career through a training program that has both an on-the-job (paid employment) training component and an educational schooling component (related technical instruction), where individuals obtain workplace relevant knowledge and skills to be successful as they start their new career.

Registered apprenticeships are high-quality, work-based earn-and-learn models that meet national standards for registration with the USDOL (or federally-recognized State Apprenticeship Agencies), resulting in a nationally recognized credential. More information on Registered Apprenticeship can be found [here](#).

C. Mission, Goals and Objectives

Mission

The GAINS program will provide New Jersey businesses/organizations or current registered apprenticeship sponsor in targeted sectors with support for new Registered Apprenticeship (RA) program development, or existing RA programs who seek to expand into new US DOL approved occupations. The GAINS program will encourage participation by providing a 50% wage reimbursement for the first 6 months of newly hired apprentices’ employment, offset costs incurred for training the new apprentice, and to incentivize employers for hiring registered

apprentices from pre-apprenticeship programs. Examples of training costs include: related classroom instructor costs, materials and supplies, supervision by a journey worker, etc.

Goals

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

- Establish new and expand on existing apprenticeship programs in NJ that are registered with the United States Department of Labor (USDOL);
- Establish apprenticeship programs in occupations, sectors, or industries in New Jersey (NJ) which are not currently registered with the USDOL and are consistent with the strategic focus of this NGO.

Objectives

The LWD has established the following objectives for the GAINS program:

Establish and expand registered apprenticeship programs in the following sectors:

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

Long Term Objectives:

1. Increase the number of Registered Apprenticeship programs in NJ;
2. Increase the number of Registered Apprentices in NJ;
3. Provide training that leads to certifications, licenses and/or college credits;
4. Move workers from low skill entry-level positions or from industries directly affected by international trade or skill-biased technical change to full occupational proficiency;
5. Provide greater employment opportunities for members of disadvantaged classes, unemployed/dislocated workers, students;
6. Assist small businesses with developing quality training programs;
7. Develop a highly-skilled workforce that possesses the skills and qualifications demanded by businesses in NJ;

8. Increase the proficiency of NJ's labor supply with the goal of increasing wages in the state and making the state labor market an attractive option for out of state businesses to locate;
9. Increase the number of professional credentials for residents in NJ.
10. Increased employment opportunities for residents in existing or new apprenticeable industries;
11. Recognition of registered apprenticeship as a key component of New Jersey's Workforce Readiness System.

D. Availability and Awarding of Funding

Funding for this program is expected to be \$4.5 million for FY2019, and is contingent upon the availability of funds. The anticipated length of the contract period is 12 months unless otherwise extended or reduced at the discretion of the LWD. LWD seeks to fund multiple programs throughout the program year. LWD reserves the right to negotiate the costs of all training programs upon award selection. The payment structure for all contracts will be cost reimbursement.

Additionally, successful applicants may be eligible for multi-year funding awards up to three years, contingent on availability of funds. In order to qualify for multi-year awards, each applicant will be required to provide a program sustainability plan that describes the strategy to maintain solvency after state funds are no longer available, irrespective of funding cut-off year

All submissions must address and define the implementation of each of the three (3) core elements – Program Design, Related Training Instruction curriculum, and Program Budget. Final determination for funding is contingent upon authorization and fund availability. Final award amounts will be determined by LWD.

US DOL Registered Apprenticeship Program Development/Expansion Incentive

For new and expanding US DOL Registered Apprenticeship program applicants: GAINS funding can be used to reimburse employers up to 50% of new apprentice's wage rate of no less than \$15 per hour, working a maximum of 40 hours weekly, and for a duration not to exceed 26 work weeks. New apprentice will be defined as a new hire with an effective start date of no earlier than notice of grant funding award. This amount may not exceed \$8,000 per individual apprentice, or \$80,000 in total wage reimbursements. Sponsors are free to distribute the incentive among as many individual apprentices as needed (e.g. \$8,000 for 10 apprentices, \$4,000 for 20, \$2000 for 40 etc.)

For new US DOL Registered Apprenticeship program development applicants: The applicant will be required to provide supporting documentation, including a program budget, for all initial and anticipated costs associated with the development of a new registered apprenticeship program and related technical instruction. The sponsor/employer would be limited to a maximum amount of reimbursement based on the funding available. Administrative costs, consistent with [20 CFR 683.215](#), will only be reimbursable up to a maximum of 10% of final award amount.

For sponsors developing new programs, the first class of apprentices must be registered with USDOL within 6-months after the grant award announcement.

Funding from the GAINS program are only available for applicants who are developing, or expanding upon, existing programs that are registered with United States Department of Labor and/or will be within the list of approved apprenticeable occupations. These occupations can be found here: <https://www.doleta.gov/OA/occupations.cfm>

E. Eligible Entities/Applicants

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

- Any employer;
- Employer / Trade Associations
- Any labor organization which represents workers in the occupation for which the apprentices will be trained;
- Labor/Management Partnership (public or private)
- New Jersey Local Education Agency (LEA);
- Public vocational schools within New Jersey;
- Two- and four-year institutions of higher education;
- Public or private non-profit organizations (including Community Based Organizations);
- Business or trade organizations representing a particular trade, group of trades, contractors or employers;
- Community-based organizations;
- New Jersey local Workforce Development Boards;
- Economic development organizations;
- [Workforce Intermediary Sponsors](#) (refer to Section G.)

F. Evaluation Criteria

All applicants, regardless of whether they received grant funds from LWD in the past¹, are considered new applicants for this funding cycle and will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO. Moreover, submissions exceeding twenty-five (25) pages will be negatively penalized. Any pages exceeding twenty-five (25) will not be considered in the application review process. Additionally, applications that do not adhere to the required sections of this NGO will be viewed as incomplete and not be reviewed.

¹ Current providers will not be allowed to integrate new programming funded through this NGO with existing funded programs.

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

Evaluation Criteria	Total Points
<p><i>Program Narrative:</i></p> <ul style="list-style-type: none"> • Executive Summary • Mission, Goals, and Objectives • Targeted Sectors/Occupations • Targeted Population • Statement of Need 	50
<p><i>Implementation Plan</i></p> <ul style="list-style-type: none"> • Comprehensive Program Plan • Summary of Expected Outcomes • Outcome Timeline 	20
<p><i>Sustainability Plan</i></p> <ul style="list-style-type: none"> • Narrative describing budget strategy absent grant funding options after year one 	10
<p><i>Local Workforce Development Board Letter of Support</i></p> <ul style="list-style-type: none"> • Receive program review and letter of support from applicant's local Workforce Development Board(s) 	5
<p><i>Budget Summary:</i></p> <ul style="list-style-type: none"> • Budget is reasonable • Budget is within the cost guidelines of the NGO • Innovative usage of other services funding • Budget summary aligns with Budget Narrative • Budget summary includes: <ul style="list-style-type: none"> • Administrative cost summary • Related technical instruction cost summary • On-the-job training cost summary • Progressive compensation schedule for apprentices • Cost per apprentice metric • No calculation errors 	15

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

Explanation of Proposal Components

Title Page: Complete all sections of the form and attach it to the front of the application. The Chief Executive Officer must sign and date the form.

Table of Contents: List the various sections of the proposal along with page numbers. Number pages of the proposal in the format X of X.

General Provisions: Applicants should carefully review and sign this document and include all pages in your grant proposal. The signature of the Chief Executive Officer indicates the organization's acceptance of these provisions.

Program Narrative

- **Executive Summary:** An executive summary must include the details of the proposal being submitted in the order identified in the Evaluation Criteria table above. The narrative should describe to process that the applicant will have in place to either develop a new apprenticeship program, or expand on an existing registered apprenticeship. Greatest weight will be given to applicants with programs that develop or expand registered apprenticeship opportunities for the greatest amount of individuals, demonstrate high quality related technical instruction and on the job training strategies, and provide adequate compensation for enrollees.
 - ✓ Describe your business/organization.
 - ✓ Indicate if your business/organization has received funding from LWD over the past three fiscal years. If yes, please provide the name of the program, amount of funding and successful outcomes.
 - ✓ List the current Registered Apprenticeship occupations which have been approved by USDOL for your business/organization and the current number of apprentices registered for each occupation.
 - ✓ State the new/existing occupation(s) you are requesting to establish, the industry sector, and the anticipated number of apprentices you plan to hire in the new occupation(s) over the next 12 months.
 - ✓ If you are requesting to establish a program in an occupation currently not approved by USDOL, please list the new Registered Apprenticeship occupation, describe your plan and timeline for establishing this new occupation, and indicate partner employer(s) that support the new occupation. Also include the number of apprentices you plan to hire in this new occupation once it is established.
 - ✓ Explain how the addition of the Registered Apprenticeship occupation(s) will benefit your company/organization.
 - ✓ Describe how the addition of the Registered Apprenticeship occupation will benefit the apprentice.
 - ✓ Describe the career path for individuals entering the new occupation(s).
 - ✓ List the certifications, licenses and/or college credits the apprentice will receive in the new occupations(s).
- **Mission, Goals, and Objectives:** The applicant must demonstrate how the proposal for developing a new apprenticeship program, or the expansion of an existing program, is consistent with the mission, goals, and objectives outlined in this NGO (Outlined in Section C. Sponsors are free to distribute the incentive among as many individual apprentices as needed (e.g. \$8,000 for 10 apprentices, \$4,000 for 20, \$2000 for 40 etc.) Larger program enrollment (# of apprentices) will be viewed positively during the panel review process. Program proposals from small businesses with fewer than 50 employees will also be viewed positively and deemed consistent with the Mission, Goals, and Objective of this NGO.
- **Targeted Population:** Greater weight will be given to applicants who demonstrate a viable strategy to recruit apprentices in one of the following categories: women; member of a minority group; youth; participant in a state funded pre-apprenticeship program; other state funded workforce development program; individuals currently unemployed; county vocational school participants; K-12 public school students; post-

secondary students; ex-offenders; veterans; persons with disabilities; and within sectors/occupations outlined in the *Mission, Goals, and Objectives* section of this NGO.

- **Statement of Need:** Demonstrate hiring need of the sponsoring organization. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation should include a list of occupations and job descriptions for each intended hire and indicate if the occupation(s) are currently included on US DOL approved occupations list, or whether your program would require approval of a new occupation through US DOL.
- **Organizational Commitment and Capacity:** Applicants should describe the organizational support that exists for implementing the program. The applicant should also describe their experience in conducting placement services as well as the outcomes achieved. Applicants should focus on how previous experience in working with this population will be applied to ensure successful program implementation. Applicants who received prior state funding, or operated a similar programs, must submit outcome data for the most recent year documenting the program's effectiveness and success in meeting the needs of this target population.

Implementation Plan

Comprehensive Program Plan – Applicants must include a comprehensive program plan detailing how the applicant will meet stated objectives of the program. Greatest weight will be given to details regarding how the applicant will partner with related technical instruction (RTI) providers and administer RTI, structure their on-the-job training program, provide a progressive compensation structure for apprentices, length of apprenticeship program, and successfully receive US DOL Registered Apprenticeship Program status. A breakdown of the customer flow (timeline of expected outcome benchmarks for each participant) for the program along with an outline of case management services must be included.

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

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

Program Sustainability Plan

Applicants will be required to provide a Registered Apprenticeship Program Sustainability Plan. This program will outline the participant's strategy for sustainability if/when state grant funding is no longer available. Based on the current structure of the GAINS program, grantee's will be eligible for a maximum of three (3) years of funding, with incremental reductions year-over-year. The plan should discuss contingencies should program funding cease after year 1, year 2, and year 3.

Budget Summary

A budget summary reflecting the entire proposed budget has been provided (see attached budget summary spreadsheet). Complete the Budget Summary to identify your proposed administrative costs, administering Related Technical Instruction (RTI), and progressive compensation structure description. Costs could include personnel costs, salary costs for mentor/journeyperson overseeing the apprentice, curriculum development costs and consultant fees. Amounts reported on the summary must be fully supported by information provided in the narrative. If any cost is unusual, provide documentation or an explanation to support your estimate. Administrative costs, as defined in 20 CFR 683.215, shall not exceed 10% of total award.

Applicants should also demonstrate any/all financial commitments separate from any award received from the GAINS program. Applicants who adequately address their cost structure and indicate the level of non-state funded investments, including other sources of funding, we be viewed positively during the panel review.

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

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

Key components of the budget summary are listed below:

- Budget is reasonable
- Budget is within the cost guidelines of the NGO
- Innovative usage of other services funding
- Budget Summary aligns with Budget Narrative
- Budget summary includes:
 - Administrative cost summary
 - Related technical instruction (RTI) cost summary
 - On-the-job (OJT) training cost summary
 - Financial commitment of the applicant
- No calculation errors

Budget proposals that demonstrate reasonable RTI and OJT costs, while providing quality training at a low-cost ratio per individual apprentice will be viewed favorably during application review. However, smaller programs with higher per unit cost will not be negatively scored.

G. Qualifications of Applicants

Employers and Organizations

All entities outlined in Section D applying for the development of new, or expansion of existing US DOL certified Registered Apprentice programs. The applicant must develop a related technical instruction and on the job training model in a written plan that also embodies the terms and conditions for the employment and training and supervision of apprentices according to apprenticeship regulations.

Workforce Intermediaries as Apprenticeship Sponsors

A workforce intermediary is an organization that can help broker local, regional, and national workforce solutions by, among other things, helping job seekers find jobs and employers find workers; convening employers and community partners to determine workforce trends; and assisting in blending customized services and seed funding to grow the demand for new apprenticeship programs. Examples of workforce intermediaries include industry associations, Institutions of Higher Education, CBOs, and community service organizations. Industry Workforce Intermediaries usually specialize in a specific sector, but some may possess expertise that cuts across more than one market.² All prospective workforce intermediary applicants must comply with US DOL “[Guidance on Organizations that can serve as Registered Apprenticeship Sponsors.](#)”

The applicant must develop a related technical instruction and on the job training model in a written plan that also embodies the terms and conditions for the employment and training and supervision of apprentices according to apprenticeship regulations.

Applications may also be submitted by a lead agency on behalf of a workforce intermediary. The lead agency serves as the applicant agency of record, the legally recognized fiscal agent for the grant project and the single point of contact for LWD. The lead agency is responsible for overseeing the implementation of all aspects of the grant, including, but not limited to, Program Design, Related Training Instruction, and Budgeting & fiscal management. It is essential that the applicant carefully construct result-oriented goals and objectives that support the program’s stated goals and objectives, together with the program description and budget, providing a comprehensive plan for the successful accomplishment of the program.

H. Application Process

Successful proposals must be responsive to the RFP and meet all technical capacity and fiscal viability requirements as described.

² https://www.doleta.gov/oa/bul16/Bulletin_2016-26.pdf

Letters of Intent

Please submit the Letter of Intent to Submit Proposal found in Attachment I. This form should be emailed to apprenticeship@dol.nj.gov after October 25, 2018. This notification allows LWD to have sufficient resources in place to carefully review each proposal. Notifications of Intent to Submit are *strongly recommended*.

Letters of Intent must include:

- Legal business name of applicant
- NJ business address and phone number
- Business website address
- County of NJ business
- Federal Employee Identification number (FEIN)
- Dun and Bradstreet number (DUNS)
- Name, title, signature, direct phone number and direct email address of the Authorized Official (AO).
- A brief description of the requested training
- Indication if the applicant is an individual employer or a consortium*.

* For Workforce Intermediary applicants only: In addition to the Letter of Intent, a list of participating companies/sponsors must be submitted, which includes for each of the individual businesses:

- Business name
- Business Address
- FEIN
- Contact person name, email address and direct phone number

Technical Assistance Workshop

LWD will provide a technical assistance session to potential applicants. General guidance on completing the required forms and budget forms will also be provided. It is important that both the Program Director and Fiscal Officer attend this session. It is strongly suggested that applicants attend the technical assistance workshop. The technical assistance workshop will be held:

Monday, November 5, 2018 at 10:00 a.m. On-site registration will begin at 9:30am.

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

Pre-registration is required by 12 noon on October 31, 2018. Visit the LWD Website to pre-register: <http://lwd.state.nj.us/formsapp/form/167>

Seating is limited and only registered individuals will be able to attend the workshop. Directions to LWD can be found at: <http://lwd.dol.state.nj.us/labor/aboutlwd/Directions.html>.

Proposal Deadline

Submissions will be accepted reviewed on a rolling basis; awards will be contingent upon the availability of funds.

The FY19 schedule for submission of completed applications and the panel review dates:

<u>FY2019</u>	<u>Letter of Intent Will Be Accepted</u>	<u>Application Acceptances Applications will begin being accepted</u>	<u>Expected Panel Review Begins</u> <u>Week of:</u>
1	10/25/2018	10/26/18	11/5/2018

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

Applications for FY19 funds will no longer be accepted after March 1, 2019.

Application Submission Details

Two original applications and five copies of the application can be mailed or delivered to the following address beginning October 26, 2018:

NJ Department of Labor and Workforce Development
 Division of Workforce Grant & Economic Opportunity
 Office of Apprenticeship
 P.O. Box 055, 7th floor
 1 John Fitch Plaza
 Trenton, NJ 08625-0055
 Attention: Nicholas Toth, Assistant Director

The applicant must also have prepared and have available upon request by the LWD an electronic version of the application package (utilizing MS Word and MS Excel).

I. Application Requirements

The application will consist of the following components.

Required	Form
✓	Standard Assurances and Certifications and General Provisions
✓	Title Page
✓	Letter of Intent (template attached)

✓	Program Narrative
✓	Implementation Plan
✓	Program Sustainability Plan
✓	Participant Enrollment Form (attached)
✓	Participating Companies Form (attached) *For Workforce Intermediary Applicants Only)
✓	Budget Summary and Budget Narrative
✓	Miscellaneous Attachments

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

◆ **Standard Assurances and Certifications and General Provisions**

By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the “Standard Assurances and Certifications and General Provisions”.

◆ **Participant Enrollment Form**

Applicants must complete all the required information for the primary contact, chief executive officer, application organization, project director and business manager.

◆ **Participating Companies Form (for Workforce Intermediary Sponsor Applicants Only)**

For workforce intermediary sponsor applications, upload an excel spreadsheet listing the Participating Companies which includes the following information for each of the individual businesses:

- Business name
- Business Address
- List of RTI provider (if known)
- FEIN
- Contact person name, email address and direct phone number
- New apprenticeship occupation(s)
- Number of new apprentices to be placed in the new occupation(s) over the next 12 months

◆ **Program Narrative**

Applicants must provide a detailed program narrative describing their proposed GAINS program and clearly state in their proposal all criteria described in the Evaluation Criteria of this NGO.

◆ **Implementation Plan**

Applicants must provide a detailed Implementation Plan and clearly state in their proposal all criteria described in the Evaluation Criteria of this NGO.

◆ **Program Sustainability Plan**

Applicants must provide a detailed Program Sustainability Plan and clearly state in their proposal all criteria described in the Evaluation Criteria of this NGO.

◆ **Budget Summary**

Applicants must provide a detailed Budget Summary and clearly state in their proposal all criteria described in the Evaluation Criteria of this NGO.

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

- “Induce, encourage or assist any displacement of currently employed workers by trainees, including partial displacement by means such as reduced hours of currently employed workers; any replacement of laid off workers by trainees; or any relocation of operations resulting in a loss of employment at a previous workplace”;
- “Replace, supplant, compete with or duplicate in any way existing approved registered apprenticeship programs”; or
- “Impair existing contracts for services or collective bargaining agreements, except that activities which would be inconsistent with the terms of a collective bargaining agreement may be undertaken with the written concurrence of the collective bargaining unit and employer who are parties to the agreement.”

Budget amendments must have the approval of LWD.

◆ **Miscellaneous Attachments**

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

J. Required Reports/Documents

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

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

- Name, address, date of birth, age, race, and gender of the apprentice
- USDOL Apprentice Registration number, where applicable
- Apprenticeable occupation of apprentice(s)
- Name, address and contact information of the sponsor
- [FEIN number of employer/sponsor](#)
- Type of business and NAICS code (to ensure it falls into one of the targeted industries)
- Date employee started apprenticeship and the 6-month period the incentive covers
- Status on the apprentice(s) performance in the program
- Salary information – Pay stubs and hours worked for the period covered by the incentive
- [Program enrollment, drop-out, and completion data](#)

- Any credentials that will be attained and/or are currently being pursued, and completion dates

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

- Documentation on how the funds were expended to offset costs
 - Labor hours and pay rates for internal staff
 - Description of work conducted
 - Costs associated with curriculum development and administration
 - Salary costs for mentor/journeyperson overseeing the apprentice
 - Cost quotes from outside RTI providers or, if the applicant is providing the RTI in-house, all costs associated with administration

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

K. Award Process:

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

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

For information, contact:

New Jersey Department of Labor and Workforce Development
Office of Apprenticeship
1 John Fitch Plaza
PO Box 055, 7th Floor
Trenton, NJ 08625-0055

Contact: Nicholas Toth, Assistant Director, Office of Apprenticeship
Telephone: (609) 777-2791
Email: Nicholas.Toth@dol.nj.gov

L. Date by which Applicants shall be notified

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

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

Applications for FY19 funds will no longer be accepted after March 1, 2019.

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

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

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

Attachment I.

(On your organization's letterhead)

Date:

New Jersey Department of Labor and Workforce Development

Attn: Nicholas Toth, Assistant Director

RE: Letter of Intent to Submit

Dear Mr. Toth:

I submit this Letter of Intent to notify LWD of _____ (Organization's Name) intent to submit a proposal in response to the GAINS Notice of Grant Opportunity.

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

_____ (Name of Individual) will be our main point of contact for the purposes of the application process and can be reached at:

(Phone Number)

(Mailing Address) (Email Address)

Sincerely,

(Name)

(Title)

Include within the letter the additional data that is required as outlined on page 12 of the NGO.

Attachment II.

Tax Clearance Certificate

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

State of New Jersey W-9 Form

A completed State of New Jersey W-9 form must be on file with the New Jersey Department of Treasury. It is the applicants' responsibility to ensure this step is completed. Applicants may register with the New Jersey Department of the Treasury online at: www.njstart.gov. Failure to complete this step can delay or forfeit a grant award. *(Reimbursement checks are linked with the FEIN that is on file with the New Jersey Department of Treasury. As a result, reimbursement checks are mailed to this associated address.)*

Development Subsidy Job Goals Accountability Act

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

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