



FY 2020 UPSKILL: NJ INCUMBENT WORKER TRAINING GRANT PROGRAM PROGRAM CONDITIONS FORM

- The applicant assumes all costs related to the preparation of the Training Grant application - Costs incurred by an applicant prior to the execution of a formal training contract are not reimbursable. This includes assessment of need.
- The submittal of an application does not in any way obligate or imply approval of financial assistance by the New Jersey Department of Labor and Workforce Development.
- All training plans submitted as part of the application must be carefully developed to be completed within a 12-month period of time from date of award; no modifications to training agreements or extensions of time shall be granted without significant cause.
- All training plans submitted as part of the application must be based on employer(s) need (need defined as a specific business problem whereby requested training will result in a business solution).
- Grantees must provide matching funds toward total program costs. LWD up to 50% & Grantee (minimum match) 50%. Wages paid to employees while attending training go toward employer match.
- Grant funds are distributed on a reimbursable basis. Request for reimbursement is submitted on-line via SAGE once each training program is completed and must be supported by documentation of completion. (sign-in sheets)
- Union concurrence with any submitted training plan is required if a union represents workers at the location for which training is being requested.
- Program participation must not cause any displacement of current workers or result in any reduction in their hours of employment. Training must not replace or compete with an approved apprenticeship program.
- Participating businesses must provide workers' compensation coverage for any worker enrolled in the UPSKILL: NJ Incumbent Worker training grant program.
- Trainees are expected to receive their normal wages while involved in training supported by the UPSKILL: NJ Incumbent Worker training grant.

- Grant agreements begin 5 business days from Commissioner's approval.
- Classroom-based training providers must be located in New Jersey and listed on the State's ETPL – Eligible Training Provider List. (www.njtopps.org) Training providers must provide written notification of any subcontracted providers utilized under the grant agreement and receive NJLWD approval before commencement of any training.
- Participating businesses must agree to post all available jobs with the Local One-Stop Career Center. Your assigned Business Representative can help facilitate this process.
- Participating business must notify the assigned BR (NJLWD Business Representative) of any anticipated changes to a grant agreement prior to submitting a request for changes online and must maintain ongoing contact with the assigned NJLWD BR throughout the grant contract period.
- Grantees **must invoice at least 30%** of the award amount **within first 6 months** of the contract start date. Failure to comply will result in the de-obligation of the unexpended funds.
- Grantee must submit a closeout report within sixty days of contract completion. The closeout report will contain at a minimum; training outcomes, credentials obtained, and customer satisfaction survey responses which will be provided by LWD.
- If a participating business leaves New Jersey within 3 years of the conclusion of the contract, all monies received under the contract agreement must be refunded to the state.
- Grant Applicant confirms by signature that they have fully reviewed **BOTH** the NGO (Notice of Grant Opportunity) and the General Provisions, which govern the contract, and understand the obligations of an applicant.

Grant Applicant Authorized Official: (CEO, CFO, etc.)

(Print Name and Title)

(Signature & Date)