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

**Hire New Jersey Skills Investments**

**Opportunity4Jersey**  
**Training Grants**

**Notice of Grant Opportunity**  
**Fiscal Year 2013**

**Announcement Date: 12/11/12**  
**1<sup>st</sup> Technical Assistance Workshop: 12/20/12**  
**Application Deadline: Rolling**

**Harold J. Wirths**  
**Commissioner**

# **Opportunity4Jersey Training Grants**

Notice of Grant Opportunity  
Fiscal Year 2013

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## **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 Availability of Grant Program Funds”.

### **A. Name of Grant**

Opportunity4Jersey Training Grant Program

### **B. Purpose for which the grant funds will be used**

The Opportunity4Jersey Training Grant program is designed to increase employment opportunities for qualified unemployed workers and to connect training with employer-driven occupational demand skills in targeted industry sectors.

New Jersey has identified the following industry clusters as targeted sectors for Fiscal Year 2013:

1. Transportation, Logistics and Distribution;
2. Biotechnology, Pharmaceuticals and Life Sciences;
3. Advanced Manufacturing;
4. Financial Services;
5. Health Care;
6. Technology; and
7. Leisure, Hospitality and Retail.

### **C. Amount of Funding Available**

The projected amount of funding available for this program in FY13 is estimated to be \$4,000,000. Funding is contingent upon the amount available in the Workforce Development Partnership (WDP) Program training fund.

#### **Maximum grant awards are as follows:**

The maximum grant award will be up to \$300,000.

### **D. Entities that can apply for funding under the grant program**

Post-secondary educational institutions and/or approved training providers working in conjunction with pre-identified New Jersey employers or consortia of employers from one of the State of New Jersey’s targeted sectors.

## **E. Requirements of applicants in order to be considered for funding under grant program**

Applicants must propose training for qualified persons to fill immediate job openings and/or job openings expected to be created within six months at New Jersey businesses. LWD anticipates that all trainees will be hired into permanent full-time positions as a result of the training provided. Training is to be conducted with an employer's commitment to employ all trained individuals for a period of at least six months following successful completion of training.

Upon completion of the training, at least sixty percent of the total approved program graduates must be placed into employment before the grantee may begin course offerings, additional trainings, and/or cycles of trainings.

Types of trainings eligible for Opportunity4Jersey training grants include:

- Classroom Training
  - Training provided to a group of trainees in a classroom setting conducted by a qualified instructor from an external third party training provider.
- Electronic Delivery Training falls into three categories:
  - Computer-Based Training is training delivered through a computer program at a pace set by the trainee. There is no requirement for delivery by a live trainer and training does not have to be interactive.
  - Video Conference is training that is live, interactive instruction provided by a trainer through a video communications session.
  - E-Learning is instruction delivered by a live trainer through a web-based system, conducted in a virtual environment utilizing web meeting/webinar.

All third party training providers utilized as part of a grant must be listed as approved on the state's Eligible Training Provider List (ETPL) including training services subcontracted by an applicant's third party training provider. Click on the following link [www.nitopps.org](http://www.nitopps.org) to access the State of New Jersey's ETPL approved training providers.

All training courses and trainees are subject to the Department's review and approval.

All grant proposals must include a lead agency to serve as the applicant agency of record, the legally recognized fiscal agent for the grant project and the single point of contact for the LWD. The lead agency will be responsible for overseeing the implementation of all aspects of the grant such as the project and spending plan, the grant project monitoring and reporting, the outreach and recruitment, and the fiscal management.

Applications will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to this Notice of Grant Opportunity (NGO). The evaluation criteria detailed below will be used to review and select applications.

**E1. Application Package Content and Checklist:** To ensure consistency and fairness of evaluation, each applicant seeking funding under this grant program must submit an application packet that includes the components listed below in the order they appear.

<b>Checklist</b>	<b>Page</b>
Applicant Title Page (Attachment B)	Page 17
Program Narrative	Page 4
Training Plan	Page 4
Budget Summary (Attachment C)	Page 18
Signed LWD General Provisions (Attachment A)	Page 11
NJ Treasury Tax Clearance Certificate ( <a href="#">Application for Tax Clearance</a> ) (must be current within 90 days of application submittal)	Page 6

In addition, all applications must be produced using the following formatting requirements:

- Font – Times New Roman, 12 point;
- Spacing – double spaced;
- Margins – 1” top and bottom and 1” side margins;
- Pages must be numbered – X of X pages, centered at the bottom of the page;
- Charts and graphs are allowed but must be clearly labeled and described;
- Applicant/Organization’s name must be listed on each page;
- Binders or notebooks shall not be utilized for application submissions; and
- Proposals with, and including attachments and the General Provisions should not exceed 25 pages.

It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding.

**E2. Standard Evaluation Criteria** - This Opportunity4Jersey NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements which will include the following:

<b>Evaluation Criteria</b>	<b>Total Points</b> <b>100</b>
<p><b>Programmatic:</b></p> <ul style="list-style-type: none"> <li>• Title page signed and dated</li> <li>• General Provisions signed and dated</li> <li>• List of employer(s) participating in the training program including their address and contact information</li> </ul>	<b>0</b>

***Program Narrative:***

- Executive Summary (limited to two pages) that includes the purpose and need for the training, the name of the employers' industry sector(s) that will benefit from the training, the number of anticipated new hires for each employer, and the applicant's working relationship between the One-Stop Career Center and the Talent Network organizations.
- Remaining program narrative (limited to eight pages) must include responses to the following items:

**1. Need Determination**

- i. Describe the type of needs assessment you will use to determine the training needs of the participating employer(s). List the job title(s) available and how the training relates to the need for the job position.
- ii. Describe the eligibility requirements of the trainees, including education requirements.

**2. Training Plan**

- i. Describe the process you will use to recruit training candidates to match the job needs of participating employers.
- ii. Describe the training and the components of the training.
- iii. Describe the commitment and retention guarantees that participating employers have made based upon training candidates successful completion of the training program. Also, state if participating employers will be involved in the selection of training candidates.
- iv. Describe how the proposed training is aligned with specific business training needs. List the course offerings, the delivery format and the number of instructional hours the trainee will receive.
- v. Describe the testing or assessment instrument(s) used to determine entrance into the training program.

**3. Outcome/Performance Metrics**

- i. What metrics do you propose to use to evaluate and measure the grant's success? (examples - recruitment goals, completions and placements)
- ii. What steps will you implement to insure that all training candidate information is shared with the local One-Stop Career Center System and updated in their management information system, AOSOS (America's One-Stop Operating system)?

80

<p><b>4. Certificate/Credential Attainment</b> Describe the certificates and/or credentials training candidates will receive as an outcome of the planned training. State if the certificates and/or credentials are nationally recognized in the industry.</p>	
<p><b><i>Budget Summary and Budget Narrative:</i></b></p> <ul style="list-style-type: none"> <li>• Budget items are within the cost guidelines of this NGO.</li> <li>• Budget summary and budget narrative is clearly and accurately aligned.</li> <li>• Budget narrative clearly and thoroughly describes the line item expenditures.</li> <li>• Budget calculations are error free.</li> </ul>	<p><b>20</b></p>

**E3. Targeted Population:** Qualified disadvantaged and qualified displaced workers as defined in WDP legislation includes:

"Qualified disadvantaged worker" means a worker who is not a qualified displaced worker or a qualified employed worker but who otherwise meets the following criteria:

- a. Is unemployed;
- b. Is working part-time and actively seeking full-time work or is working full-time but is earning wages substantially below the median salary for others in the labor force with similar qualifications and experience; or
- c. Is certified by the Department of Human Services as: (1)  
Currently receiving public assistance;
- (2) Having been recently removed from the public assistance rolls because of gross income exceeding the grant standard for assistance; or
- (3) Being eligible for public assistance but not receiving the assistance because of a failure to apply for it.

"Qualified displaced worker" means a worker who is unemployed and:

- (1) Is currently receiving unemployment benefits pursuant to R.S.43:21-1 et seq. or any federal or state unemployment benefit extension; or
- (2) Has exhausted eligibility for the benefits or extended benefits during the preceding 52 weeks; or
- (3) Meets the criteria set by the Workforce Investment Act of 1998, Public Law 105-220 (29 U.S.C. s.2801 et seq.), to be regarded as a "dislocated worker" pursuant to that act.

**E4. Tax Clearance:** 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. Click on the following link to access the [Application for Tax Clearance form](#).

**E5. One-Stop Career Centers and Talent Networks:** Upon award of a contract, the grantee must work with their local [One-Stop Career Center](#) to conduct recruitment and orientation sessions for potential eligible participants. All participants of training grants are to be registered with a One-Stop Career Center. The One-Stop Career Center staff will ensure all participants have knowledge of additional resources and/or services that may be available through the One-Stop Career Center system. Participants accepted into the training program must complete an individual assessment and employability plan. During orientation, the grantee shall provide a realistic picture of the job market, including the challenges program participants may encounter and discuss how they can deal with these challenges in a positive way.

Grantees will be charged with ensuring that all participant information is kept up-to-date with their local One-Stop Career Center.

Applicants are encouraged to reach out to the Department's Talent Networks for assistance in identifying targeted industry training needs and determining future capacity, as appropriate.

Grantees are expected to participate in the Department's Talent Networks activities as appropriate.

**E6. Program Reporting/Invoicing Requirements:** Applicants must report program outcomes, participant data and monthly activity. All reports must be submitted electronically to the assigned LWD Business Representative (BR<sup>1</sup>), as required. The BR will monitor the activity to ensure contract deliverables are being met and validate invoices for payment.

Grantees will be required to complete and submit the following documents:

- 1) A monthly report (dashboard), (Attachment D), due by the tenth of each month listing all of the activities performed under the grant including a list of class offerings, the number of classes provided, the number of clock hours for each class, the list of names of participants in each class, and the number of employees successfully completing the class(es).
- 2) A monthly invoice due by the tenth of each month detailing all expenses incurred during the prior month. Grantees will be paid on a monthly cost reimbursement method, after the invoice has been submitted to, and approved by, the LWD.

Classroom training reimbursement rates are based on a maximum of \$6,000 per approved trainee and the following benchmarks:

- Twenty-five percent of total approved cost after course enrollment.
- Fifty percent of total approved cost after course completion.
- Twenty-five percent of total approved cost after full-time job placement.

- 3) A grant closeout report must be submitted within 30 days from the contract end date. Examples of the types of information required to be submitted within the closeout report

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<sup>1</sup> In the event you are awarded a contract a business representative from the LWD will be assigned to you and serve as your point of contact with the Department.



include assessments on training outcomes, a compilation of financial information as well as demographic information on total number of businesses and trainees served, descriptions of barriers to meeting goals, if applicable, best practices learned and return on investment.

Final reimbursement will be subject to the submission of the final report and acceptance by the LWD.

- 4) On occasion grantees may be required to submit ad hoc reports on short notice.

## **F. Application Process**

The LWD must receive two applications with original signatures and three copies of the completed application, with all attachments, by 4 p.m. on the due dates listed in Section H of this NGO. Failure to include any of the required documentation will result in the application being removed from consideration for funding. An application received after the stated submittal deadline will be held for the next available panel review date during the program year if funding is still available. The applicant must also have prepared, and have available upon request by LWD, an electronic version of the application package (utilizing MS Word and MS Excel).

Applicants are encouraged to hand-deliver the application to the address listed in section G of this NGO or send the application by certified mail, return receipt requested or arrange for delivery by an overnight delivery service to ensure timely delivery and receipt of the application.

## **Technical Resource Contact Information**

Email Address: [cttshelpdesk@dol.state.nj.us](mailto:cttshelpdesk@dol.state.nj.us)

Customized Training Unit Help Desk: 609-633-6799

## **G. Address to Which Applications Must Be Submitted**

New Jersey Department of Labor and Workforce Development  
Office of Workforce Grant and Program Management  
Attention: Customized Training Unit  
1 John Fitch Plaza – 7th Floor  
P.O. Box 055  
Trenton, New Jersey 08625-0055

**H. Submission Date**

Applications will be reviewed monthly based on the availability of funding, beginning January 2013 and ending June 2013. The FY13 schedule for submission of completed applications and the panel review dates are listed below as follows:

<b>Technical Assistance Workshop</b>	<b>Submit Completed Application by 4 p.m. on:</b>	<b>Panel Review (week of)</b>
January 10, 2013	February 1, 2013	February 15, 2013
	March 1, 2013	March 15, 2013
March 18, 2013	April 5, 2013	April 19, 2013
	May 3, 2013	May 17, 2013
	June 7, 2013	June 24, 2013

Workshop registrants requiring special accommodations for the technical assistance session(s) should identify their needs at the time of registration.

All technical assistance workshops will be held in the 13th floor auditorium of the LWD. Click [here](#) for directions.

Due to unforeseen circumstances, dates may be subject to changes. Any changes will be posted on the [LWD website](#).

**I. Date by which applicants shall be notified whether they will receive funds under the grant program**

All applications are subject to a Department panel review and final approval by the Commissioner of the Department. Within 10 business days following the panel review date, applicants will be notified of the status of their application and any requested revisions. Upon completion of all requested revisions and re-submission of completed applications within the required timeframes, applicants will be notified of the final determination of their request within 10 business days.

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Fiscal Year 2013**

**Appendix**

## General Provisions

### DEFINITIONS

For the purpose of this document, the following definitions apply:

- Grantor is defined as the New Jersey Department of Labor and Workforce Development which is also referred to as the "Department."
- Contractor/Grantee is defined as any agency, organization or individual in direct receipt of funds by written instrument from the Department.
- Subcontractor/Subgrantee is defined as any agency, organization or individual in direct receipt of funds by written instrument from a Contractor/Grantee.

### 1) ALLOWABLE COSTS

Funds expended in this project shall be those as stated in the Agreement for the purposes and functions outlined, unless changed by an approved modification. The Contractor/Grantee shall be entitled only to reimbursement for actual expenses incurred or obligated during the contract/grant period or during an approved extension agreed upon by the Contractor/Grantee and the Department, and only in the amount specified in the Agreement. All obligations shall be liquidated within three months of the completion of the contract period or an approved extension.

Contractors/Grantees who are government or non-profit organizations must comply with federal cost principles as established in OMB Circulars A-87, A-21, or A-122. These circulars establish government wide cost principles, including a requirement that salaries and wages charged to this contract be supported by personnel activity reports.

### 2) PRICE WARRANTY

Contractor/Grantee warrants that the prices agreed upon are not less favorable than those currently extended to any other customer for the same or similar articles in similar quantities. Contractor/Grantee extends the same terms and conditions as extended to its most favored customers and final price includes all common reductions for discounts, rebates or other incentives. All goods procured under this contract shall be name brand, first quality, new parts, unless otherwise specified.

### 3) PAYMENT METHOD

- A) Payments to the Contractor/Grantee or on behalf of the Contractor/Grantee shall be issued only after the Agreement has been signed and agreed to by both parties. The Contractor/Grantee will provide sufficient documentation that action has been taken to carry out the terms and conditions of the Agreement. Upon receipt of the requisite financial and narrative reports and other forms required by the Grantor and upon appropriate certification by the Director of Accounting of the Department, the Grantor will pay the Contractor/Grantee the contracted amount.
- B) The following is required to be submitted in a form satisfactory to the Department. At its discretion, the Department may request additional reports.

Payment Voucher (Form PV 6/93) – This form will be submitted to the Department, with supporting documentation that the contracted services are operational and will continue to be for the length specified in the Agreement.

#### 4) REPORTING REQUIREMENTS

Contractor/Grantee agrees to provide all reports specified in this Agreement within the established timeframe and to the satisfaction of LWD.

#### 5) STATE MONITORING, EVALUATION AND AUDIT

- A) The Contractor/Grantee agrees to cooperate with any monitoring, evaluation, and/or audit conducted by the Grantor or their designees and authorized agents.
- B) The Contractor/Grantee will maintain its records and accounts in such a way as to facilitate the preparation of financial Statements in accordance with generally accepted accounting principles and the audits thereof and ensure that Subcontractors/Sub-grantees also maintain records which are auditable. The Contractor/Grantee is responsible for any disallowed costs resulting from any audit exceptions incurred by its own organization or that of its subcontractors.
- C) Contractors/Grantees who are governmental or non-profit organizations and receive over \$500,000 in either State or Federal funds agree to have an audit conducted which meets the requirements of the Single Audit Act (United States Code Chapter 75 of Title 31), and Federal OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations".

Government and non-profit organizations receiving more than \$100,000 in combination of State and Federal funds agree to have a financial audit in accordance with Government Auditing Standards (Yellow Book Standards)

- 1) To meet these requirements, the Contractor/Grantee's audit reports must include the auditor's opinion on the Contractor/Grantee's compliance with the material terms and conditions of State grant agreements, State Aid programs, and applicable laws and regulations.
- 2) Contractor/Grantee audit reports must contain a supplemental schedule of the entity's State grant and State Aid financial assistance programs. This schedule must show for each program:

State Grantor Organization  
Program Title  
State Account Number  
Program Account  
Total Disbursements

- D) Contractors/Grantees who are for-profit companies and receive \$100,000 in either State or Federal funds agree to have an independent audit which includes one of the following:

A grant specific audit in accordance with Government Auditing Standards (Yellow Book), or; a financial audit report conducted under generally accepted auditing standards which includes a separate report on compliance with contractual provisions, or; a special report applying agreed upon procedures including but not limited to reviewing and testing the cost and expenses incurred for which reimbursement was requested to determine their propriety under the contract; review of the training records which substantiate training was completed in accordance with the contracts. The Department reserves the right to accept alternate assurances of Contractor/Grantee compliance in the event an independent audit cannot be provided.

- E) The Department reserves the right to build upon the audit received. Interim audits may be conducted at the discretion of the Department.
- F) Contractors/Grantees agree to provide full access to their books and records and to any audit or review of financial and compliance requirements of the Department.

## **6) RECORDS**

- A) All documents, patents, copyrights, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, reports, plans, and other materials prepared by the Contractor/Grantee in connection with the project are the property of the Department. Such material will be delivered to the Department upon request.
- B) Retention--The Contractor/Grantee agrees to maintain all records pertinent to all grants, contracts and agreements, including financial, statistical, property and participant records and supporting documentation for a period of three years from the date of the final expenditure report. The aforementioned records will be retained beyond the three years if any litigation or audit is begun or if a claim is instituted involving the grant or agreement covered by the records. In these instances, the records will be retained until the litigation, audit or claim has been finally resolved. The Contractor/Grantee agrees to insure that Sub-grantees retain records in accordance with these requirements. In the event of the termination of the relationship between Contractor/Grantee and Sub-grantees, the Contractor/Grantee shall be responsible for the maintenance and retention of the records of any Sub-grantees unable to retain them.
- C) Access--The Grantor may investigate any matter it deems necessary to determine compliance with State policy and/or procedures. The investigations authorized by this provision may include examining records (including making certified copies thereof), questioning employees, and entering any premises or onto any site in which any part of a program of the Contractor/Grantee is conducted or in which any of the records of the Contractor/Grantee are kept.

## **7) PROPERTY**

The Contractor/Grantee is responsible and accountable for all equipment and property purchased with funds under this Agreement, including purchases made by any Contractor or Subcontractor receiving payments on behalf of the Contractor/Grantee. A current inventory of such property and equipment, with a value of \$1,000 or more, shall be maintained by the Contractor/Grantee. Procedures for property records are outlined in the NJSDA Guide for Contracting and Property Management, and the Contractor/Grantee shall follow those procedures. The Contractor/Grantee agrees to provide the same security and safekeeping measures for property paid for under this contract as the Contractor/Grantee provides for the same or similar property owned by the Contractor/Grantee. The Contractor/Grantee agrees to impose similar conditions upon any Contractor or Subcontractor engaged to provide services under this contract.

## **8) TRAVEL AND CONFERENCES**

Conferences or seminars conducted by the Contractor/Grantee shall be held at the Contractor/Grantee's facilities or at public facilities whenever possible.

## **9) SUBCONTRACTING**

Contractor/Grantee will perform all terms and conditions of this agreement unless a provision allowing the subcontracting of work is contained in the agreement. All terms and conditions applicable to the Contractor/Grantee would apply to any subcontractors or third parties hired by the Contractor/Grantee.

## **10) MODIFICATIONS**

Modification to the Agreement will be made in accordance with procedures prescribed by the Grantor effective at the time of submission of the modification.

- A) The Contractor/Grantee agrees to submit a written modification for approval prior to changing any budget line item contained in this Agreement.
- B) The Grantor and Contractor/Grantee agree to make any changes to this Agreement only through a written modification.
- C) All modifications to this Agreement will be appended to and become part of this contract.

## **11) DISPUTES**

The Contractor/Grantee agrees to attempt to resolve disputes arising from this Agreement by administrative process and negotiations in lieu of litigation. The Contractor/Grantee assures performance of this Agreement while any dispute is pending.

Any dispute arising under this grant or Agreement, which is not settled by informal means, shall be decided by the Grantor, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor/Grantee. The Contractor/Grantee shall be afforded an opportunity to be heard and to offer evidence in support of its position. Pending final decision of a dispute hereunder, the Contractor/Grantee shall proceed diligently with the performance under the Agreement.

The dispute resolution mechanism described in this section is not exclusive. The Grantor and Contractor/Grantee preserves all rights in law and equity to pursue any claims that may arise.

This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Jersey.

## **12) SEVERABILITY**

If any one or more provisions of the Agreement are finally adjudicated to be unlawful or unenforceable by a court of competent jurisdiction, then this Agreement shall be construed as if such unlawful provisions had not been contained herein.

## **13) TERMINATION**

- A) Termination for Convenience--The Grantor or Contractor/Grantee may request a termination for any reason. The Grantor or Contractor/Grantee shall give 30 days' advance notice, in writing, to the other parties to this Agreement of the effective date of such termination. The Contractor/Grantee shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.
- B) Termination for Cause--The Grantor may terminate this Agreement when it has determined that the Contractor/Grantee has failed to provide the services specified, or complied with any of the provisions contained in this contract or approved application, or otherwise breached the terms of this Agreement. If the Contractor/Grantee fails to perform in whole or in part under this Agreement, or fails to make sufficient progress so as to endanger performance, or otherwise

breaches the terms of this Agreement, the Grantor will notify the other parties to this Agreement of such unsatisfactory performance or breach in writing. The Contractor/Grantee has ten working days in which to respond with a plan agreeable to the Grantor for correction of the deficiencies. If the Contractor/Grantee does not respond within the appointed time with corrective plans satisfactory to the Grantor, the Grantor will serve a termination notice on the Contractor/Grantee which will become effective within ten days (10) days after receipt. In the event of such termination, the Grantor shall only be liable for payment for services rendered prior to the effective date of the termination, provided such services are performed in accordance with the provisions of this Agreement.

C) Termination or Reduction of Funds

- 1) The Contractor/Grantee agrees that major changes to this contract, both in terms of program content and funding levels, may be required prior to its implementation or during the term of its operations due to new or revised legislation or regulations. The Contractor/Grantee agrees that any such changes deemed necessary by the Commissioner of Labor and Workforce Development shall be immediately incorporated into this grant.
- 2) Unearned payments under this Agreement may be suspended or terminated upon refusal to accept or satisfy any additional conditions that may be imposed by the Grantor at any time.

**14) CONTRACT CLOSE OUT**

- A) The following definitions shall apply for the purpose of this Section:
  - 1) Contract Closeout. The closeout of a contract is the process by which the Grantor determines that all applicable administrative actions and all required work of the contract have been completed by the Contractor/Grantee.
  - 2) Date of Completion. The date by which all activities under the contract are completed, or the expiration date in the grant award document, or any supplement or amendment thereto.
- B) The Contractor/Grantee shall submit a closeout package per the terms of the Agreement, unless otherwise extended by the Grantor, after completion of the contract period or termination of the contract. Closeout forms will be supplied by the Grantor.
- C) The Contractor/Grantee will, together with the submission of the closeout package, refund to the Grantor any unexpended funds or unobligated (unencumbered) cash advances except such sums as have been otherwise authorized, in writing, by the Grantor to be retained.
- D) Within the limits of the contract amount, the Grantor may make a settlement for any upward or downward adjustments of costs after the final reports are received.
- E) The Contractor/Grantee is responsible for those costs found to be disallowed, including those of any Contractor or Subcontractor paid from funds under this grant or contract, and the Grantor retains the right to recover any appropriated amount after fully considering the recommendations on disallowed costs resulting from the final audit, even if a final audit has not been performed prior to the closeout of the contract.
- F) The Contractor/Grantee shall account for any property received from the Grantor or acquired with funds under this grant, including any property received or acquired by a Contractor or Subcontractor under this grant





**State of New Jersey  
Opportunity4Jersey Training Grant  
Notice of Grant Opportunity Fiscal  
Year 2013**

**Name of Grant Applicant/Lead Agency:**

**FEIN:**

**Street Address:**

**City:**

**State:**

**Zip Code:**

**County:**

**Previous Funding:** Grantee received funding from the New Jersey Department of Labor and Workforce Development within the last two years of submission of this application.

YES  NO

**Company Contact Information**

**Name of Contact:**

**Telephone Number:**

**E-mail Address:**

**Business Manager:**

**Telephone Number:**

**E-mail Address:**

**Proposal Dates**

**Total Amount of Funds Requested**

**From:**

**To:**

**\$**

**APPLICATION CERTIFICATION:** *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 we will comply with the attached assurances if funding is awarded.*

**Signature of Chief Executive Officer**

**Title**

**Date**

**Print Name of Above Signatory**

<b>Budget Summary Opportunity4Jersey Training Grant Fiscal Year 2013</b>		
Grantee Name:		
Street Address, City, State, Zip		
Telephone:	Email Address:	Fax Number:
BUDGET CATEGORIES		Budget Amount
<b>A. Personnel Cost</b>		
<b>Total</b>		<b>\$</b>
<b>B. Non-Personnel</b>		
<b>Total</b>		<b>\$</b>

Budget Description	Annual Amount
<b>Materials, Supplies and Printing</b> <ul style="list-style-type: none"> <li>• Item 1 (\$)</li> <li>• Item 2 (\$)</li> </ul>	\$ (TOTAL)
<b>Administrative Costs</b> <ul style="list-style-type: none"> <li>• Item 1 (\$)</li> <li>• Item 2 (\$)</li> </ul>	\$ (TOTAL)
<b>Salaries</b> <ul style="list-style-type: none"> <li>• Item 1 (\$)</li> <li>• Item 2 (\$)</li> </ul>	\$ (TOTAL)
<b>Other</b> <ul style="list-style-type: none"> <li>• Item 1 (\$)</li> <li>• Item 2 (\$)</li> </ul>	\$ (TOTAL)

<b>Opportunity4Jersey Dashboard</b>		<b>Report for Month of</b>			<b>Report Date:</b>	
<b>Grant Leader:</b> Name of Business/Applicant & Contact Person		<b>Grant Start Date:</b>				
<b>Allocation Award:</b> \$ - list amount of award		<b>Grant End Date:</b>				
<b>Purpose:</b> The program is designed to						
<b>Status Comments:</b> As of xx date assessment of progress						
<b>Budget</b>						
	Total \$ amount available to spend for the reporting month	Achievement to Date			Explanation	
		Total amount invoiced for the month	Year-to-Date Expended			
<b>Funding Spend down</b>					Describe any issues/concerns Status of invoices and receipts	
<b>Activities</b>						
<b>List of Class Offering</b>						
Class Name	Achievement to Date					Participant List (number and list each student by name)
	Number of Classes Provided	Number of Clock Hours	Number of Students Started	Number of Students Completed	Class Completed Yes/No	

<b>Return on Investment</b>						
Program Outcomes	Achievement to Date				Comments	
	Number of Jobs Created		Number of Jobs Retained			
Total Monthly Status of Trainee Activities						

\* Reportable benchmarks are subject to individual proposals

**Return on Investment**

<b>Names of Employer Partners</b>	<b>Achievement to Date</b>			<b>Comments</b>
	<b>Number of Job Commitments</b>	<b>Number of Job Placements in the Reporting Month</b>	<b>Number of Job Placements to Date</b>	