



STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Hire New Jersey Investment Program

Skills4Jersey
Training Grant Program

Notice of Grant Opportunity
Fiscal Year 2014

Announcement Date: September 6, 2013

1st Technical Assistance Workshop: September 20, 2013

Application Deadline: Rolling

Harold J. Wirths
Commissioner

Skills4Jersey Training Grant Program

Notice of Grant Opportunity
State Fiscal Year 2014

TABLE OF CONTENTS

Section A: Name of grant program	Page 3
Section B: Purpose for which the grant fund will be used	Page 3
Section C: Available funding	Page 3
Section D: Entities that can apply for funding	Page 3
Section E: Requirements of applicants	Page 4
Section F: Application process	Page 6
Section G: Address to which proposals must be submitted	Page 7
Section H: Application submission date	Page 8
Section I: Date by which applicant will be notified	Page 8
Attachment A: General Provisions	Page 10
Attachment B: Dashboard Template	Page 16

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 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

Skills4Jersey Training Grant Program

B. Purpose for which the grant funds will be used

Skills4Jersey training grant funds are available to New Jersey employers to upgrade the skills of their current employees and/or train new employees, for purposes of retaining highly skilled and high wage jobs in New Jersey.

C. Amount of Funding Available

The projected amount of funding available for this program in fiscal year 2014 (FY14) is estimated to be \$3,000,000. Funding is contingent upon the amount available in the Customized Training fund.

Funding for grant awards will be based on the following criteria:

Training Applications	Maximum Award
Individual Businesses	Up to \$100,000
Consortiums	Up to \$100,000 per participating business

Dollar amount requests are based on \$1,000 cap per employee receiving training.

New Jersey has identified the following industry clusters as targeted sectors for FY14:

1. Advanced Manufacturing;
2. Financial Services;
3. Health Care;
4. Life Sciences (Pharmaceuticals, Biotechnology, Medical Devices);
5. Recovery New Jersey;
6. Retail, Hospitality and Tourism;
7. Technology and Entrepreneurship; and
8. Transportation, Logistics and Distribution.

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

The one-year grant program is open to the following eligible applicants:

- Individual employers;
- Any employer organization, labor organization, community-based organization or faith-based organization;

- Any consortium comprised of two or more of the following: eligible individual employers, employer organizations and labor organizations, and community-based or faith-based organizations.

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

Applicants must propose training for persons employed at any New Jersey business and obtain the employer's commitment to continue to employ all of the individuals that have successfully completed the training program for a period of at least six months. Failure to adhere to this requirement may result in the employer having to refund grant dollars allocated to train these workers.

Types of trainings eligible for Skills4Jersey 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.
- On-the-Job Training
 - Hands-on instruction or skill acquisition provided under the constant and direct guidance of a qualified trainer in the direct production of a good or service.
 - Training performed by internal qualified company training instructors.
- 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.

All training courses and trainees are subject to the Department's review and approval. Each employer that receives a grant must contribute a minimum of 50 percent of the total cost of the training services received. Any wages paid to employees during the training period may be utilized to fulfill this requirement. All applicable forms will be provided to the applicant by the assigned Business Representative¹ (BR).

E1. 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.

¹ A business representative from the NJLWD will be assigned to you after successful completion of the prequalification process. See Section F, Page 6, of this NGO for details.

E2. [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 customized training contract, the company must return all monies provided to the company by the state for customized training services.

E3. Program Reporting/Invoicing Requirements: Applicants must report training program outcomes, participant data and monthly activity in the format described below. Monthly reports must be submitted electronically to the assigned BR. In addition, any issues or concerns between the grantee and any third party partner(s) should be promptly communicated to the LWD through your assigned BR. Grantees will be required to complete and submit the following documents:

- 1) A monthly report ([dashboard](#)) (Attachment B), due by the 10th 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; and the number of employees successfully completing the class(es).
- 2) A monthly invoice due by the 10th 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. Reimbursement rates fall into one of the following categories:
 - i. Classroom Training – A maximum of up to \$200 per approved instructional hour based on 10 trainees per class offering.
 - ii. On-the-Job Training – A maximum of 25 percent of wages for each approved trainee paid during a defined training period.

On occasion, grantees may be required to submit ad hoc reports on short notice.

E4. Program Closeout Reporting Requirements: 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 include assessments on training outcomes, descriptions of barriers to meeting goals, if applicable, best practices learned and return on investment. The report, to be provided by your BR, can be submitted to your assigned BR in the form of a narrative in Microsoft (MS) Word.

E5. Application Package Content and Checklist: To ensure consistency and fairness of evaluation, each applicant seeking funding must submit an application packet that includes the components listed below. All components must be in the order listed. Failure to include the required documentation will result in the application being removed from consideration for funding.

Checklist	Page Number
Completed Application (form to be provided by assigned BR)	Page 6
Submit a completed W-9 form to NJ Treasury <i>*Applicant's responsibility to insure this takes place. Failure to do so may result in forfeiture of grant award.</i>	
Training Plan and Budget Summary (form to be provided by assigned BR)	Page 4
Signed LWD General Provisions (Attachment A)	Page 10
NJ Treasury Tax Clearance Certificate (Application for Tax Clearance) must be current within 90 days of application submittal	Page 4
Completed Development Subsidy Job Goals Accountability Form, if applicable (Application form)	Page 5

E6. Jobs4Jersey/Talent Networks: Grantees are expected to participate in the Department's Talent Network activities as appropriate and must post job openings on Job4Jersey.

F. Application Process

Step 1 – Prequalification Submission

To apply for a Skills4Jersey training grant, applicants must complete a [Prequalification Form](#) online. The LWD will reply electronically to the address listed on the prequalification form after completing its review. In the event additional information is required, applicants will receive an email with instructions on how to proceed. If no additional information is required, applicants will receive notice assigning them a BR who will assist the applicant in completing the application process.

It should be noted that the business relationship established through the application process is between the LWD and the grant applicant. Applicants may engage a third party agent for assistance in managing the grant application process; however, this does not remove responsibility from the applicant for working directly with the LWD.

Step 2 – Application Submission Process

Applicants must work with their assigned BR to determine supportable training needs and the best course of action to achieve training objectives. For FY14, applications will be submitted utilizing a portable document format (.pdf). All necessary forms will be supplied to applicants by their assigned BR. The application, including all required forms outlined in section E.5, must be submitted as a complete package no later than 4 p.m. of the required deadline date listed in section H of the NGO to be considered for review.

Step 3 – Panel Review

All completed applications submitted for review by the deadline dates outlined in section H of this NGO will be reviewed by a panel comprised of LWD representatives. Rating criteria will be included with the application.

Rating Criteria Maximum 100 Points:

- The business(es) employs 100 or less employees. **(10 Points)**
- The business(es) employs 101 to 250 employees. **(5 Points)**

- Businesses seeking training in [Targeted Industry Sectors](#) / NAICS codes. **(15 Points)**
- Narrative Question Responses. **(75 Points)**

Narrative Questions to be answered as follows:

1. Please explain why this training grant is necessary. How will the applicant be adversely impacted if this training grant application is not funded?
2. Please explain how the training will lead to specific tangible financial and/or organizational performance improvement. Also advise of any capital investments that were made within the last three years.
3. How will the training identified in the grant enable your business to be more competitive?
4. Please describe the process used for selecting/vetting your training provider/providers.
5. What is the number of anticipated new hires over the next 12 months, including their job titles and starting wages?
6. Will the requested training result in a recognized certification for the business or the trainees? If so, please explain the certificates, and explain which courses lead to the certifications.

Technical Resource Contact Information

- email Address: cttshelpdesk@dol.state.nj.us
- Customized Training Unit Help Desk: 609-633-6799

G. Address to Which Applications Must Be Submitted

Application package must be submitted electronically to your assigned BR.

H. Submission Date

Applications will be reviewed monthly beginning September 2013 and ending June 2014 based on the availability of funds. The FY14 schedule for submission of completed applications and the panel review dates are listed below:

Technical Assistance Workshop Directions	Submit Completed Pre-Qualification to LWD by:	Submit Completed Application to LWD by 4 p.m. on:	Panel Review week of:
September 20, 2013 @ 10 a.m. in 13 th floor auditorium labor bldg. –Trenton, NJ	October 4, 2013	October 17, 2013	November 4, 2013
	November 1, 2013	November 14, 2013	December 2, 2013
January 2014 (Date TBD)	January 3, 2014	January 16, 2014	February 3, 2014
	January 31, 2014	February 13, 2014	March 3, 2014
	February 28, 2014	March 13, 2014	March 31, 2014
April 2014 (Date TBD)	March 28, 2014	April 17, 2014	May 5, 2014
	May 2, 2014	May 15, 2014	June 2, 2014

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 of Labor and Workforce Development. 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.

Notice of Grant Opportunity

Appendix

Grant Proposal Forms

SKILLS4JERSEY

Training Grants

Fiscal Year 2014

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 10 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 10 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

15) PERFORMANCE

The Contractor/Grantee assures performance will be in accordance with, and within the period of, this Agreement and will immediately report any conditions that may adversely affect performance to the Department as soon as they become known. Also, any fraud or suspected fraud involving granted funds must be reported to the grantor with 48 hours of its discovery.

16) CONFLICTS OF INTEREST

The Contractor/Grantee shall avoid organizational conflicts of interest or the appearance of conflicts of interest in the conduct of procurement activities. Any gratuities in the form of entertainment, gifts or otherwise offered by the Contractor/Grantee, its agent, or representative to any office or employee of the Department with a view toward securing this contract or securing favorable treatment with respect to the awarding, amending, or the making of any determination will render the contract voidable at the option of the Department, and may justify further action under applicable State laws.

17) ANTI- DISCRIMINATION

All parties to any contract with the State of New Jersey agrees not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 38, and all rules and regulations thereunder.

18) BONDING AND INSURANCE

The Contractor/Grantee shall ensure that every officer, director, or employee who is authorized to act on behalf of the Contractor/Grantee for the purpose of receiving funds into program accounts or issuing financial documents, checks, or other instruments of payment is bonded to provide protection against loss.

19) ACCEPTANCE OF GENERAL PROVISIONS

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above general provisions.

Printed Name and Title

Signature

Date

Skills4Jersey Dashboard **Report Date: XX**
Report Month: XX

Grant Leader: Name of Business/Applicant & Contact Person	Grant Start Date:
--	--------------------------

Allocation Award: \$ - list amount of award	Grant End Date:
--	------------------------

Purpose:	The program is designed to benefit
-----------------	------------------------------------

Status Comments:	As of xx date assessment of progress
-------------------------	--------------------------------------

Budget

		Achievement to Date		% of GRANT UTILIZED TO DATE <i>(Based on courses both delivered & invoiced)</i>
		Total amount invoiced for the month	Year-to-Date Expended	
Funding Spend down	Total \$ amount available to spend for the reporting month			

Explanation

Describe any issues/concerns

Status of invoices and receipts

Activities

List of Class Offering

Class Name	Achievement to Date					Explanation
	Number of Classes Provided	Number of Clock Hours	Number of Students Started	Number of Students Completed	Class Completed Yes/No	
<i>Ex. CLASS 1</i>						
<i>Ex. CLASS 2</i>						
<i>ETC.</i>						

Return on Investment

Program Outcomes	Achievement to Date			Comments
	Number of Jobs Created	Number of Jobs Retained	Number of Advancement	
Total Monthly Status of Trainee Activities				

Reportable benchmarks are subject to individual proposals