



STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Skills Partnership Training Grants
Customized Training Grant Program

Notice of Grant Opportunity
Fiscal Year 2017

Announcement Date: June 14th 2016

1st Technical Assistance Workshop: Wednesday July 13th 2016

Application Deadline: Rolling

UPDATED 3/27/17

- New Round of Applications being accepted 4/26/17

Dr. Aaron Fichtner
Acting Commissioner

Skills Partnership Grants Customized Training Grant Program

Notice of Grant Opportunity
State Fiscal Year 2017

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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.”

New Jersey is committed to the creation of a talent development system, focused on ensuring that all New Jerseyans have the skills, abilities and connections to find jobs and that build a skilled workforce which drives economic growth. In order to achieve these goals, we have established a framework which includes three primary goals as follows:

All training grant programs will be;

- High-Quality, Employer-Driven Partnerships
- Focus on achieving Industry-Valued Credentials
- Promote the development and integration of Career Pathways

Important Definitions:

High Quality Workforce and Education Partnerships are employer-led, and have developed clearly defined mission and vision statements, with defined roles and responsibilities for all partners. These partnerships will drive programs and investments with current industry and workforce data, and will focus on collaborative curriculum development based on industry need.

Career Pathways are a series of education and training experiences resulting in industry-valued credentials leading to employment, promotion and/or advanced education. Career Pathways are industry-focused, have diverse entry and exit points and include integration of adult basic skills, digital literacy, employability skills and work-based / experiential learning. It is additionally expected that programs will develop plans for self-sustainability beyond the life of any one funding stream.

A. Name of Grant

Skills Partnership Training Grants - Customized Training Grant Program

B. Purpose for which the grant funds will be used

The Skills Partnership Training Grant funds are competitively awarded to New Jersey employers to provide up to 50% cost reimbursement assistance to train current and/or new employees to meet the current and future skill requirements of available high skilled/high wage jobs in New Jersey. Grant funds are intended to “seed” organizational training and are not intended for annual training or training that would otherwise be conducted without grant assistance.

All grants awarded must be;

- **Employer driven** - the employer decides who receives training and what type of training is needed;
- **Shared costs** - eligible training costs are shared between LWD and the employer 50-50;
- **Outcome based** – training must focus on a specific business solution and participants should receive a portable recognized credential at the end of the training.
- **Focused on Front Line Trainees** - training must be focused on those employees directly involved with the direct production of the good or service created by the applicant.

C. Amount of Funding Available

The projected amount of funding available for this program in fiscal year 2017 (FY17) is estimated to be \$10,000,000. If additional funding becomes available it will be included in the total amount available during the course of FY17.

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

Training Applications	Maximum Award
Individual Businesses	May apply for up to a maximum of \$50,000
Industry-specific Consortiums	May apply up to a maximum of \$250,000 (Participating individual businesses are capped at \$25,000)

The Skills Partnership / Customized Training Grant program can contribute **up to a maximum of a 50% match to training costs incurred by a New Jersey employer** in one of two ways.

1. Reimbursement by clock hour of instruction received from a 3rd party training provider(s). The maximum reimbursement rate of \$200 per clock hour for the direct training costs associated with 3rd Party training delivery, includes:
 - Tuition fees;
 - Textbooks, software and other required materials;
 - Examination/Credentialing fees.
2. Reimbursement for 50% of the base wages of trainees participating in approved training conducted by the employer.
 - *Note this option is only available in direct employer applications and not available under consortium grants delivered by 3rd party training providers.*

New Jersey has identified the following industry clusters as targeted sectors for FY17:

1. Advanced Manufacturing;
2. Financial Services;
3. Health Care;
4. Bio-Pharma / Life Sciences (Pharmaceuticals, Biotechnology, Medical Devices);
5. Construction;
6. Retail, Hospitality and Tourism; and
7. Transportation, Logistics and Distribution.

In keeping with the state's commitment of developing industry-specific, employer-driven partnerships, industry-specific consortiums are encouraged. In addition, New Jersey will give priority to businesses who are new to customized training. A new business is defined as one not having received or participated in a customized training grant within the last three (3) completed fiscal years prior to the current fiscal announcement.

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

The grant program is open to the following New Jersey eligible applicants:

- Individual employers;
- Any employer organization, labor organization, community-based organization or faith-based organization;
- Any industry-specific 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 the grant program

6 KEY THINGS FOR APPLICANTS TO CONSIDER BEFORE APPLYING:

1. All **employers must make a minimum financial contribution of 50% to the total cost of training** associated with an application.
2. All **individual trainees are capped at receiving \$1,500 in reimbursable training services** in any grant application.
3. Training is **expected to be accurately planned to the best of the ability of the employer(s)** participating in a grant application in order to minimize the need for later changes.
4. Proposed **training must be focused on the front line workers** of an organization. (defined as those involved in the direct production of goods or services)
5. Proposed training should lead to and/or achieve an industry valued credential for the business or trainee.
6. Training **classes are to be proposed in the most efficient delivery method** as follows;
 - a. **A minimum of 10** students per class offering for occupational specific courses.
 - b. **A minimum of 15** students per class offering for Basic Technical/Employability/Soft Skills courses.

Applicants must propose training for persons employed at a New Jersey business and obtain the employer's commitment to continue to employ the individuals receiving training 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.

All training services requested are expected to be well thought out and planned prior to the submittal of an application. Employers may only request training services that are targeted to solution specific business needs and would otherwise not have been able to be accomplished without grant assistance.

Types of trainings eligible for Skills Partnership Grants include:

- 3rd Party 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 located in the State of New Jersey.**

- On-the-Job Training or Company In-House 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.**

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.

Please note NJLWD will seek to meet an applicant's training request through the most cost effective means available. If NJLWD determines a requested training course can be delivered through a more cost effective means, including through a previously established grant provider, the applicant will be notified by the assigned NJLWD Business Representative and connected with the alternative training provider. Additionally the applicant will be requested to remove the identified course from the application prior to final submittal/review.

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

The following are required documents that must be submitted at the time of application. (Failure to provide them may result in an application not being considered for panel review.)

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. 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.

E2. 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 insure 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.)*

E3. [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 Skills Partnership - customized training contract, the company must return all monies provided by the state for customized training services.

E4. Employee Grant Participation Spreadsheet: Applicants must submit a completed employee participation spreadsheet at the time of application submittal. The spreadsheet must outline each employees' expected level of participation in the grant to insure trainees do not exceed established cost caps as outlined in the invoicing procedure below.

E5. Terms and Conditions of the Skills Partnership Grant Process: The Authorized Official's must read and then sign the [FY 2017 Skills Partnership Training Program Conditions](#) confirming and acknowledging that they fully understand the terms and conditions of this entire process. The signed document must be uploaded under Miscellaneous Documents at the time the application is submitted for consideration. *(Failure to comply may result in the application not being reviewed and/or advanced through the process.)*

E6. Program Reporting/Invoicing Requirements: Grantees must report training program outcomes, and participant data on a monthly basis in the format described below. Monthly reports must be submitted electronically via SAGE (System to Administer Grants Electronically) to the assigned LWD Business Representative. In addition, any issues or concerns the grantee experiences should be promptly communicated to the LWD through the assigned Business Representative. *(Grantees must complete at least 30% of the training within the first six months of the contract's start date. Failure to comply may result in the de-obligation of the unexpended funds.)*

Grantees will be required to complete and submit the following three reports on a monthly basis regardless of activity level:

- 1) A monthly ***Expenditure Report***, due by the **10th of each month** detailing all expenses incurred during the prior month along with applicable documentation needs to be uploaded, for review. (Per the contractual agreement, grantees need to adhere to the approved number of trainees and applicable hours per course. Request for reimbursement is submitted upon completion of the course.)
- 2) A monthly ***Activity Report*** (dashboard), due by the **10th of each month** listing all of the activities performed under the grant during the preceding month including a list of class offerings; the number of classes/sessions provided; the number of clock hours for each class; and the number of employees successfully completing the class(es).
- 3) A monthly ***Payment Voucher***, due by the **10th of each month** summarizing the course expenses incurred during the prior month. Grantees will be paid on a monthly cost reimbursement method after the Payment Voucher has been submitted, reviewed, and approved by the LWD.

Reimbursement rates fall into one of the following categories:

- a. Classroom Training – A **maximum rate** of up to \$200 per approved instructional hour **based on**;
 - **A minimum of 10 trainees for occupational specific courses and,**
 - **A minimum of 15 trainees per Basic Technical / Employability Skills / Soft Skills course offering.**
- b. On-the-Job Training – A **maximum of 50 percent** of wages for each approved trainee paid during the defined training period.

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

Note: All trainings conducted under the grant must be documented by showing proof of trainee attendance. Attendance records must include at a minimum; Name of Course, Date of Delivery, Name of Instructor, Number of Clock Hours of Training provided, and a list of participants which includes both a column of clearly typed/printed names and a verifiable signature of the trainee. (A new sign-in sheet, with original signatures, is required for each session delivered.)

Note: An approved sample trainee attendance format can be found on page 23.

E6. Program Closeout Reporting Requirements: A grant closeout report must be submitted by the grantee within 60 days from the contract end date. Examples of the types of information required to be submitted in the closeout report should include; satisfaction with the grant program, assessments on training outcomes, descriptions of barriers to meeting goals if applicable, best practices learned, and return on investment. The **C l o s e o u t R e p o r t** is generated, via SAGE, in the final Activity Report.

E7. 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. Failure to include the required documentation will result in the application being removed from consideration for funding.

F. Application Process

Checklist	Page Number
Completed Application in SAGE (System to Administer Grants Electronically)	Page 10
NJ Treasury Tax Clearance Certificate (Application for Tax Clearance) must be current within 180 days of application submittal (must be uploaded in SAGE)	Page 6 (E-1)
Have a completed State of New Jersey W-9 form on file with NJ Treasury. (To Register, go to at www.NJStart.gov) <i>It is the Applicant's responsibility to insure this takes place. Failure to do so may result in forfeiture of grant award.</i>	Page 6 (E-2)
Completed Development Subsidy Job Goals Accountability Form, if applicable (Application form) (Must be uploaded into	Page 7 (E-3)
Completed Employee Grant Participation Spreadsheet (Must be uploaded into SAGE)	Page 7 (E-4)
The Authorized Official's signature on the FY 2017 Skills Partnership Training Program Conditions and uploaded into the application by the due date.	Page 7 (E-5)

The

Application Process is a **two-step process** as outlined below. Both steps must be completed in order to gain access to the SAGE online application system

Step 1 – SAGE Registration

Applicants that **do not** currently have an account in the SAGE system must register at the following Internet website address: www.sage.nj.gov. Successful registration will be confirmed (typically within one business day) and the approved Authorized Official will receive an email message confirming that their account has been validated. After receiving the confirmation email, eligible entities will have access to complete and submit a grant application online. Technical requirements for SAGE can be viewed at www.sage.nj.gov

NEW URL as of 2/21/17 <https://njsagelegacy.intelligrants.com>

Applicants that already have an account in the SAGE system should login and check their account for a Skills Partnership Application folder in SAGE.

Please note only the Authorized Official can be granted access to the SAGE system by LWD.

All applicants and their selected training providers are reminded that the business relationship established through the application process can result in a formal contract. This contract is between LWD and the grant applicant. Applicants may engage a third party agent for assistance in managing the grant activities on their behalf however, this does not remove responsibility from the applicant for working directly with LWD.

Step 2 – Letter of Intent to apply (LOI)

To apply for the Skills Partnership Grants/Customized Training Grant Program applicants must first submit a Letter of Intent (LOI) to apply for the program. The letter of intent must be

submitted via email to Skills@dol.nj.gov.

The letter of intent **must be** placed on organizational letterhead and address the following list of items along with a short statement of what the training grant application intends to cover.

1. Provide the applicant of record's legal business name

- a. This is the name that will be utilized for any resulting contract if the application is approved for funding.

2. Provide the name of the highest level "Authorized Official"

- a. This Authorized Official (*a person who can legally sign a contractual agreement on behalf of the applicant/business should the applicant be approved for a Skills Partnership Grant*) must have signature authority on behalf of the applicant/business for any resulting contract.

3. Provide the Federal Employee Identification Number (FEIN)

- a. This number must be ascribed to the legal business name provided in step 1 above.

4. The Business's Dun and Bradstreet Number (DUNS)

5. Indicate the date of the round for which the applicant intends to apply

- a. Please use the calendar in Section H. for determining the round

6. Applicants who intend to apply as a lead agent of a consortium must submit the letter of intent (LOI) in the your organizations name and must list the planned participating businesses by name, address, FEIN #, and lead contact for the identified business on a participating company spreadsheet. (Information will be verified by LWD staff)

Application Submission Process

Applicants must work with their assigned Business Representative to determine supportable training needs and the best course of action to achieve their training objectives. For FY17 applications will be submitted utilizing SAGE. **The application, including all required forms** (uploaded in SAGE), must be submitted as a complete package no later than 12:00 p.m. (Noon) on the required deadline date** listed in section H of the NGO to be considered for review.

** *Please note that it is important that when an application is being submitted for consideration that it includes the necessary [requirements](#). Therefore, it is highly recommended that all applicants review the requirements (page 7) along with the checklist (page 9) to ensure their submission is in compliance.*

Panel Review

All validated complete 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 used to rate applications:

Maximum 100 Points:

- The business (es) listed in the application have not received a grant in the last three completed fiscal years. **(10 points)**
- Businesses seeking training are registered by NAICS code in one of the identified [Targeted Industry Sectors](#). **(10 Points)**

Narrative Questions to be answered as follows: (80 Points)

1. Please explain why the training request is necessary for your organization. (specifically)
 - a. Please describe how the training need requested was determined? What is the specific business problem you are seeking to address and how do the selected courses assist the business in achieving a solution?
 - b. Please include as appropriate any organizational assessment(s) if any that were used to determine the training needs and outline the decision points for selecting the courses proposed in the grant application.
2. Skills Partnership Grants are expected to provide training that would otherwise not be able to be conducted without grant assistance. Training requests are not to be for training that is required to be conducted on a regular basis or is considered to be standard business practice. Please describe the long range training plans your organization will follow to insure training is sustainable beyond grant assistance.
3. Please explain how the proposed training will lead to **both** organizational performance improvement as well as front line employee growth.
4. Will the requested training result in any Industry Recognized credential(s)?
 - a. Please identify if the credential(s) will be obtained during the course of the training grant? (Yes or No and explain)
 - b. Please detail the credential(s) sought, and explain which courses lead to the attainment of the credential(s) within the timeframe of this grant.

G. Address to Which Applications Must Be Submitted

All applications must be completed and submitted through **SAGE**. Upon final submission of an application all applicants are requested to contact their assigned Business Representative to verify on-time receipt of the application. The Business Representative will confirm on-time receipt of the application within one business day.

H. Submission Date

Applications will be reviewed monthly beginning date TBD and continue through the end of the fiscal year, June 30, 2017 or when all available grant funding has been exhausted. All decisions to accept and process grant applications will be based on the availability of funds. The FY17 schedule for submission of completed applications and the panel review dates are listed below:

Technical Workshop	Date LOI is due (Letter of Intent to Apply)	Application due Date (no later than 12:00 p.m. Noon)	Expected Panel Review
Kick-off Workshop July 13, 2016	7/27/16	8/10/16	Week of 8/29/16
All technical assistance will be provided directly by assigned LWD staff	9/14/16	9/28/16	Week of 10/17/16
	11/2/16	11/16/16	Week of 12/05/16
	12/21/16	1/04/17	Week of 1/23/17
	2/08/17	2/22/17	Week of 3/13/17
NEW ROUND ADDED 3/27/17	4/12/17 (12-Noon Deadline)	4/26/17	Week of 5/15/17

LWD will host the first Skills Partnership Grants **technical assistance workshop at 11:00am on Wednesday July 13th 2016** in the 13th Floor Auditorium of the LWD Central Office located at 1 John Fitch Plaza, Trenton NJ 08625.

Technical Resource Contact Information

- E-mail Address: Skills@dol.nj.gov
- Skills Partnership Grants/Customized Training Unit Help Desk: 609-633-6799
- Technical Workshop Attendees must pre-register to attend (See LWD website for registration) last date to register for the kick-off workshop is June 20th 2016.

<https://lwd.state.nj.us/formsapp/form/177>

- In addition, one-on-one technical assistance sessions can be scheduled at any time between applicants and their assigned Business Representative or for general questions, please contact our Help Desk at (609) 633-6799.

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 30 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 20 business days.

Notice of Grant Opportunity

Appendix

Grant Proposal Forms

SKILLS PARTNERSHIP GRANTS

Customized Training Grant Program

Fiscal Year 2017

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 LWD.
- Grantee is defined as any entity in direct receipt of funds by written instrument from LWD.
- Sub-grantee is defined as any entity in receipt of funds from a grantee.
- Agreement refers to the contract with LWD, the General Provisions, and where applicable, the Standard Assurances and Certifications.

1) COMPLIANCE WITH EXISTING LAWS

- A) The grantee agrees to comply with all federal, state and municipal laws, rules and regulations generally applicable to the activities in which the grantee is engaged in performance of this agreement.
- B) These laws, rules and regulations include, but are not limited to the following:
- 1) Federal Office of Management and Budget (OMB) documents:
<http://www.whitehouse.gov/omb/circulars>.
 - 2) New Jersey Department of the Treasury, Office of Management and Budget documents:
 - (a) Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid: http://www.state.nj.us/infobank/circular/cir1508_omb.pdf.
 - (b) State Grant Compliance Supplement:
<http://www.state.nj.us/treasury/omb/publications/grant/index.shtml>.
 - 3) State Affirmative Action Legal Citations: The grantee agrees to comply with and to require sub-grantees to comply with N.J.A.C. 17:27, applicable provisions of N.J.S.A. 10:5 et al., P.L. 1975, c. 127 and all implementing regulations.

Customized Training - Where funding is provided in whole or in part from the Workforce Development Partnership (WDP) fund, the grantee assures and agrees that it will fully comply with the requirements of the New Jersey Employment and Workforce Development Act (P.L. 1992 c. 43) and state regulations and directives governing this program. These requirements include the following assurances:

- 1) The grantee assures that it will fully comply with all federal and state laws regarding child labor, wages, workplace and classroom safety, health standards and other laws.
- 2) The grantee agrees that if it relocates outside New Jersey or outsources employee positions within three years following the end date of the customized training contract, the grantee will promptly notify LWD and refund all money to LWD, including payments made to any sub-grantee on its behalf.
- 3) The grantee agrees to retain only service providers located in the state of New Jersey to provide the customized training services funded under this agreement.

Failure to comply with the laws, rules and regulations shall be grounds for termination of this agreement.

2) NONDISCRIMINATION AND EQUAL OPPORTUNITY

The grantee agrees to comply with the nondiscrimination and equal opportunity provisions of the following laws:

- 1) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially-assisted program or activity.
- 2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin.
- 3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- 4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
- 5) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex in educational programs.
- 6) The Americans with Disabilities Act (P.L. 101-336) which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accommodations and telecommunications. It requires all affected entities to provide reasonable accommodation to persons with disabilities.

The grantee also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above.

3) SPECIAL GRANT CONDITIONS FOR HIGH RISK GRANTEEES

- A) A grantee may be considered high risk if LWD determines that a grantee:
- 1) Has a history of unsatisfactory performance;
 - 2) Is not financially stable;
 - 3) Has a financial management system which does not meet the standards set forth in section 4;
 - 4) Has not conformed to terms and conditions of previous awards; and
 - 5) Is otherwise not responsible.
- B) When LWD determines that an award will be made; special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award. Special conditions and/or restrictions may include:
- 1) Payment on a reimbursement basis;
 - 2) Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period;
 - 3) Requiring additional, more detailed financial reports;
 - 4) Additional project monitoring;
 - 5) Requiring the grantee to obtain technical or management assistance; and
 - 6) Establishing additional prior approvals.
- C) If LWD decides to impose such special conditions and/or restrictions, an LWD official will notify the grantee as soon as possible, in writing, of:

- 1) The nature of the special conditions and/or restrictions;
- 2) The reason(s) for imposing the special conditions and/or restrictions;
- 3) The corrective actions that must be taken before the special conditions and/or restrictions will be removed by LWD and the time allowed for completing the corrective actions; and
- 4) The method of requesting reconsideration of the special conditions and/or restrictions imposed.

4) FINANCIAL MANAGEMENT SYSTEM

A) The grantee shall be responsible for maintaining an adequate financial management system and will immediately notify LWD when the grantee cannot comply with the requirements established in this section of the grant.

B) The grantee's financial management system shall provide for:

1) Financial Reporting:

Accurate, current and complete disclosure of the financial results of each grant in conformity with generally accepted principles of accounting and reporting in a format that is in accordance with the financial reporting requirements of the grant;

2) Accounting Records:

Records that adequately identify the source and application of funds for LWD-supported activities. These records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income;

3) Internal Control:

Effective internal and accounting controls over all funds, property and other assets. The grantee shall adequately safeguard all such assets and assure that they are used solely for authorized purposes;

4) Budget Control:

Comparison of actual expenditures or outlays with budgeted amounts for each grant. Also, the relationship of the financial information with performance or productivity data, including the development of unit cost information required by LWD;

5) Allowable Costs:

Procedures for determining reasonableness, allowability and allocability of costs generally consistent with the provisions of federal and state requirements;

6) Source Documentation:

Accounting records that are supported by source documentation; and

7) Cash Management:

Procedures to minimize the time elapsing between the advance of funds from LWD and the disbursement by the grantee, whenever funds are advanced by LWD.

C) LWD may require the submission of a Statement of Adequacy of the Accounting System, as provided in Chapter II-2 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**, available at http://www.dola.ga.gov/grants/pdf/FinalTAG_August_02.pdf.

D) LWD may review the adequacy of the financial management system of any applicant as part of a pre-award review or at any time subsequent to the award. If LWD determines that the grantee's accounting system does not meet the standards described in paragraph B above, additional information to monitor the grant may be required by LWD upon written notice to the grantee, until such time as the system meets with LWD approval.

5) 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 grantee shall be entitled only to reimbursement for actual expenses incurred or obligated during the agreement period or during an approved extension agreed upon by the grantee and LWD, and only in the amount specified in the agreement. All obligations shall be liquidated by the period provided in the agreement and per federal and state requirements.

Grantees who are government, educational or nonprofit organizations must comply with federal cost principles as established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. These regulations establish government-wide cost principles, including a requirement that salaries and wages charged to this agreement be supported by appropriate personnel activity reports and meet the requirements of 2 CFR 430(i)

The grantee is responsible for the proper withholding and payment of employment-related taxes for any individual hired or otherwise employed by the grantee who meets the definition of employee in accordance with N.J.S.A. 43:21-19(i)(6).

Should any funds under this agreement be used for the purpose of satisfying any grantee or subgrantee pooled costs (i.e., general and administrative or indirect), it is the sole responsibility of the grantee to provide documentation substantiating such cost. It is incumbent upon the grantee to provide sufficient documentation regarding such requests including documentation of its development and components and approval by the appropriate cognizant agency. LWD reserves the right to cap and deny any requests associated with pooled costs (i.e., general and administrative or indirect). Funding of the budgeted amount of the pooled costs in this agreement does not imply approval by LWD of the amount or method of calculation.

6) MATCHING AND COST SHARING

The grantee shall be required to account to the satisfaction of LWD for matching and cost sharing requirements in accordance with the agreement and federal and state requirements.

7) PROGRAM INCOME

Program income shall be defined as gross income earned by the grantee from grant-supported activities. Such earnings include, but will not be limited to, income from service fees, sale of commodities, usage or rental fees and royalties on patents and copyrights.

A) If a grantee receives interest earned of \$250 or more in a fiscal year on advances of grant funds, see Chapter II-7-3 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**.

- B) Unless otherwise provided or specified, the grantee shall have no obligation to LWD with respect to royalties received as a result of copyrights or patents produced under the grant.
- C) All other program income earned during the grant period shall be retained by the grantee and used in accordance with Chapter II-7 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**.

8) PRICE WARRANTY

The 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. The 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 agreement shall be name brand, first quality, new parts, unless otherwise specified.

9) PAYMENT METHOD

- A) Payments to the grantee or on behalf of the grantee shall be issued only after the agreement has been executed. The 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 LWD and upon appropriate certification by the director of finance and accounting of LWD, LWD will pay the grantee per the agreement's payment schedule.
- B) A Payment Voucher (Form PV 6/93) form will be submitted in a form satisfactory to LWD, with supporting documentation that the contracted services are operational and will continue to be for the period specified in the agreement. At its discretion, LWD may request additional reports.

10) REPORTING REQUIREMENTS

The grantee agrees to provide all reports specified in the agreement within the established timeframe and to the satisfaction of LWD. Financial reports are to be reported on the accrual basis of accounting.

11) STATE MONITORING, EVALUATION AND AUDIT

The following sections A to E pertain to all governmental, non-profit organizations and for-profit organizations:

- A) The grantee agrees to cooperate with any monitoring, evaluation and/or audit conducted by LWD or their designees and authorized agents.
- B) The 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 subgrantees also maintain records which are auditable. The grantee is responsible for any disallowed costs resulting from any audit exceptions incurred by its own organization or that of its subgrantees.
- C) LWD reserves the right to build upon the audit received. Interim audits may be conducted at the discretion of LWD.

- D) The grantee agrees to provide full access to their books and records and to submit to any audit or review of financial and compliance requirements of LWD.
- E) The grantee agrees to include in the engagement letter or agreement with any independent audit firm language that LWD is granted access to any and all workpapers that support or address any and all findings that are in regards to LWD funds.

The following sections F to M pertain to all governmental and non-profit organizations:

- F) All grantees that expend \$750,000 or more in federal financial assistance or state financial assistance within their fiscal year must have annual single audits or program-specific audits performed in accordance with Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy.
- G) All grantees that expend less than \$750,000 in federal or state financial assistance within their fiscal year, but expend \$100,000 or more in state and/or federal financial assistance within their fiscal year, must have either a financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit performed in accordance with Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy.
- H) Program-specific audits in accordance with Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards can be elected when a grantee expends federal or state awards under only one federal or state program and the federal or state program’s statutes, regulations, or terms and conditions of the grant award do not require a financial statement audit of the recipient.
- I) All grantees that expend less than \$100,000 in federal or state financial assistance within their fiscal year, but expend \$50,000 or more in federal or state financial assistance within their fiscal year must have 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 and review of the training records which substantiate training was completed in accordance with the contracts. The procedures to be followed will be provided by the department’s Office of Internal Audit.
- J) Although Subpart F – Audit Requirements allows specific provisions for biennial audits; state policy continues to require all audits to be performed on an annual basis.
- K) In addition to federal-required reports and opinions, grantee single audits must contain similar reports and opinions for state funds.
- L) Grantee single audit reports must include a supplementary schedule of the entity’s state grant and state financial assistance programs. This schedule must show for each program:
 - State Grantor Organization;
 - Program Title/Name;
 - State Grant Award Number or Account Number;
 - Grant Award Period;
 - Fiscal Year Grant Expenditures;
 - Total Grant Expenditures to Date.

The following section M pertains to for-profit organizations:

M) All grantees that expend \$50,000 or more in federal or state financial assistance within their fiscal year must have either:

- 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 and review of the training records which substantiate training was completed in accordance with the contracts. The procedures to be followed will be provided by the Department's Office of Internal Audit.

12) RECORDS

The grantee agrees to collect, maintain and, upon request, report equal opportunity information, including sex, age, disability, ethnicity, and race, for all individuals who apply for benefits or services financially assisted by the program. Such records must include, but are not limited to, records on applicants, registrants, eligible applicants and registrants, participants, terminees, employees and applicants for employment. The grantee agrees to record the race, ethnicity, sex, age and where known, disability status of every applicant, registrant, eligible applicant and registrant, participant, terminee, applicant for employment and employee. The grantee further agrees to comply with the requirements of 2 C.F.R 200.79 and 2 C.F.R 200.82 which governs the use of personally identifiable information (PII). Such information must be stored in a manner that ensures confidentiality and must be used only for the purposes of recordkeeping and reporting; determining eligibility, where appropriate; determining the extent to which the grantee is operating the program or activity in a nondiscriminatory manner; or other use authorized by law. Where designation of individuals by race or ethnicity is required, the guidelines of the Office of Management and Budget must be used.

Retention – The 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 seven years from the date of the final expenditure report. The aforementioned records will be retained beyond the seven 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 grantee agrees to insure that subgrantees retain records in accordance with these requirements. In the event of the termination of the relationship between grantee and subgrantees, the grantee shall be responsible for the maintenance and retention of the records of any subgrantees unable to retain them.

Access – LWD 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 grantee is conducted or in which any of the records of the grantee are kept.

13) PROCUREMENT STANDARDS

Procurement of supplies, equipment and other services with funds provided by this agreement shall be accomplished in a manner generally consistent with federal and state requirements.

Adherence to the standards contained in the applicable federal and state laws and regulations does not relieve the grantee of the contractual responsibilities arising under its procurements. The grantee is the responsible authority, without recourse to LWD, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.

14) PROPERTY

The grantee is responsible and accountable for all equipment and property purchased with funds under this agreement, including purchases made by any subgrantee receiving payments on behalf of the grantee. A current inventory of such property and equipment, with a value of \$1,000 or more, shall be maintained by the grantee. Procedures for property records are outlined in the state of New Jersey Treasury Circular 11-19, <http://www.state.nj.us/infobank/circular/cir1119b.pdf>, and the grantee shall follow those procedures. The grantee agrees to provide the same security and safekeeping measures for property paid for under this agreement as the grantee provides for the same or similar property owned by the grantee. The grantee agrees to impose similar conditions upon any subgrantee engaged to provide services under this agreement.

All documents, patents, copyrights, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, reports, plans and other materials prepared by the grantee in connection with the project are the property of LWD. Such material will be delivered to LWD upon request.

If the project is funded under WDP, all documents, patents, copyrights, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, reports, plans and other materials prepared by the grantee in connection with the grant are the property of said grantee. However, LWD retains the authority to review such material for the limited purpose of determining the extent and quality of performance under the grant. Such materials shall be reviewed by LWD upon notice given to the grantee and shall promptly be made available to LWD for inspection. LWD agrees to take all reasonable steps necessary to safeguard the grantee's proprietary interest in these materials.

In addition, if the aforementioned items are developed pursuant to a grant or contract funded in whole or in part by federal funds, the federal agency which provided the funds reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant, and ii) and rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. If applicable, the following needs to be on all products developed in whole or in part with grant funds in accordance with the WIOA Annual Financial Agreement:

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including,

but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes are permissible. All other uses require the prior authorization of the copyright owner.

15) TRAVEL AND CONFERENCES

Conferences or seminars conducted by the grantee shall be held at the grantee's facilities or at public facilities whenever possible. The rate of reimbursement for mileage allowed for employees of the grantee or subgrantee(s) traveling by personal automobile on official business shall be the rate set by the State Appropriations Act and any amendments thereto that are in effect at the time of travel. If the grantee has an executed collective bargaining agreement, the rate of reimbursement may exceed the rate set by the State Appropriations Act for those individuals covered by the collective bargaining agreement, but shall not exceed the current Internal Revenue Service's standard mileage rate. The current standard mileage rate can be found at the following website: <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>.

Reimbursements for meals, lodging and travel shall be governed by the state travel circular "Travel Regulations" that is in effect at the time of travel. The current circular can be found at the following website: <http://www.state.nj.us/infobank/circular/circindx.htm>.

16) SUBCONTRACTING

The 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 grantee apply to any subcontractors or third parties hired by the grantee. None of the work or services covered by this agreement shall be contracted or subcontracted without the prior written approval of LWD. Any work or services contracted or subcontracted out hereunder shall be specified in detail by written contract or subcontract. The grantee agrees to impose similar conditions upon any subgrantee to ensure their compliance with all the terms and conditions of this agreement. LWD *retains the authority to review and approve or disapprove all contracts or subcontracts executed to provide the services for which the funds are being provided. At LWD's request, the grantee will promptly forward copies of any contracts or subcontracts and fiscal, programmatic and other material pertaining to said subgrantee.

17) MODIFICATIONS

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

- A) The grantee agrees to submit a written modification for approval prior to changing any budget line item contained in this agreement.
- B) LWD and 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 agreement.

18) DISPUTES

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

Any dispute which is not settled by informal means shall be decided by LWD, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the grantee. The 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 grantee shall proceed diligently with the performance under the agreement.

The dispute resolution mechanism described in this section is not exclusive. LWD and grantee preserve 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.

19) 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.

20) TERMINATION

A) Termination for Convenience – LWD or grantee may request a termination for any reason. LWD or grantee shall give 30 days' advance notice, in writing, to the other parties to this agreement of the effective date of such termination. The 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 – LWD may terminate this agreement when it has determined that the grantee has failed to provide the services specified, or has failed to comply with any of the provisions contained in this agreement or approved application, or otherwise breached the terms of this agreement. If the 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, LWD will notify the other parties to this agreement of such unsatisfactory performance or breach in writing. The grantee has 10 working days in which to respond with a plan agreeable to LWD for correction of the deficiencies. If the grantee does not respond within the appointed time with corrective plans satisfactory to LWD, LWD will serve a termination notice on the grantee which will become effective within 10 days after receipt. In the event of such termination, LWD 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 grantee agrees that major changes to this agreement, 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 grantee agrees that any such changes

deemed necessary by the commissioner of LWD shall be immediately incorporated into this agreement.

- 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 LWD at any time.

21) CONTRACT CLOSEOUT

A) The following definitions shall apply for the purpose of this section:

- 1) Contract Closeout – The closeout of an agreement is the process by which LWD determines that all applicable administrative actions and all required work of the agreement have been completed by the grantee.
- 2) Date of Completion – The date by which all activities under the agreement are completed, or the expiration date in the grant award document, or any supplement or amendment thereto.

B) The grantee shall submit a closeout package per the terms of the agreement, unless otherwise extended by LWD, after completion of the agreement period or termination of the agreement. Closeout forms will be supplied by LWD.

C) The grantee will, together with the submission of the closeout package, refund to LWD any unexpended funds or unobligated (unencumbered) cash advances except such sums as have been otherwise authorized, in writing, by LWD to be retained.

D) Within the limits of the agreement amount, LWD may make a settlement for any upward or downward adjustments of costs after the final reports are received.

E) The grantee is responsible for those costs found to be disallowed, including those of any subgrantee paid from funds under this agreement, and LWD 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 agreement.

F) The grantee shall account for any property received from LWD or acquired with funds under this grant, including any property received or acquired by a subgrantee under this grant.

22) PERFORMANCE

The 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 LWD as soon as they become known. Any fraud or suspected fraud involving granted funds must be reported to LWD within 48 hours of its discovery.

23) CONFLICTS OF INTEREST

The grantee shall avoid organizational conflicts of interest or the appearance of conflicts of interest in the conduct of procurement activities. Any gratuities offered by the grantee, its agent or representative to any officer, director or employee of LWD with a view toward securing this agreement or securing favorable treatment with respect to the awarding, amending or the making of any determination will render the agreement voidable at the option of LWD, and may justify further action under applicable state and/or federal laws.

24) BONDING AND INSURANCE

The grantee shall ensure that every officer, director or employee who is authorized to act on behalf of the 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.

25) AVAILABILITY OF FUNDS

The grantee shall recognize and agree that both the initial provision of funding and the continuation of such funding under the agreement is expressly dependent upon the availability to LWD of funds appropriated by the state Legislature from state and/or federal revenue or such other funding sources as may be applicable. A failure of LWD to make any payment under this agreement or to observe and perform any condition on its part to be performed under the agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the agreement by LWD or an event of default under the agreement and LWD shall not be held liable for any breach of the agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from LWD beyond the duration of the award period set forth in the agreement and in no event shall the agreement be construed as a commitment by LWD to expend funds beyond the termination date set in the agreement.

26) LIABILITY

This agreement is subject to all of the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. and the availability of appropriations.

The state of New Jersey does not carry any public liability insurance, but the liability of the state of tort claims against its employees is covered under the terms and provisions of the New Jersey Tort Claims Act. The act also creates a special self-insurance fund and provides for payment of claims against the state of New Jersey or against its employees for tort claims arising out of the performance of their duties for which the state is obligated to indemnify.

The grantee shall be solely responsible for and shall keep, save and hold the state of New Jersey harmless from all claims, loss, liability, expense or damage resulting from all mental or physical injuries or disabilities, including death to its employees or recipients of the grantee's services or to any other persons or from any damage to any property sustained in connection with the delivery of the grantee's services that results from any acts or omissions, including negligence or malpractice of any of its officers, directors, employees, agents, servants or independent contractors or from the grantee's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault or default of the grantee. The grantee's responsibility shall also include all legal fees and costs that may arise from these actions. The grantee's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

Grant Specific 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

Attachment C

Skills Partnership Sample Dashboard				
Dashboard				
Skills Partnership Grant Dashboard		Report Month: October Activity Report 2016	Report Date: 11/05/2016	
Grant Leader: ABC Pharma Corp.		Grant Start Date: 08/01/2016		
Allocation Award: \$ 32,000		Grant End Date: 08/01/2017		
Purpose: ABC Pharma's customized training funds are being used to upgrade the skills of the current employees and/or train new employees in the targeted sector of Bio-Pharmaceutical; thereby, increasing the employer's productivity and competitiveness. The company's investment, with the assistance of this grant being utilized as seed funding into a new workforce development targeted training program is expected to result in the creation of new jobs, the retention of jobs and/or an increase in wages for the trained workers.				
Status Comments: 20 employees attended training in a 5S lean course (over 3 session) this month. Due to a production issue, the Problem Solving course needed to be rescheduled for next month. Overall, we are on target with our training plan to complete the delivery of the request/approved course within the next 7-months.				
192 of 500*				
<i>Single Employer applications only:</i>				
<u>Number of Jobs Created</u>	<u>Number of Jobs Retained</u>	<u>Number of Advancement</u>	<u>Comments</u>	
0 +	53 +	2 +	Training going well.	
Budget				
	Amount Available	Achievement to Date		Remaining Available Balance
		Total amount invoiced for the month	Year-to-Date Expended	
Funding Spend Down	\$29,250.00	\$1,600.00	\$4,350.00	27,650.00

Activities

List of Class Offering

ClassName	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 Advancements	
Total Monthly Status of Trainee Activities				

Reportable benchmarks are subject to individual proposals