



STATE OF NEW JERSEY

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT



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For More Information:
Please Contact
Office of Customized
Training Grants
Help Desk:
609.633.6799

LWD

- News Release -

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
PO BOX 110, TRENTON, NEW JERSEY 08625-0110

IMPORTANT ANNOUNCEMENT

FUNDING AVAILABLE FOR COMPETITIVE CUSTOMIZED TRAINING GRANTS FOR EMPLOYERS INVESTING IN THEIR WORKERS' SKILLS

Trenton, July 17, 2007 – Commissioner David J. Socolow of the New Jersey Department of Labor and Workforce Development, today announced the Notice of Grant Opportunity (NGO) for Fiscal Year 2008 competitively awarded training funds to help businesses develop industry specific solutions to the workforce training challenges they face.

Competitive Customized Training Funds are available to upgrade the skills of workers to make them more marketable and their employers more competitive in the global economy. This competitive grant program is made possible under the New Jersey Workforce Development Partnership, and is administered by the Office of Grants Operations (Customized Training Unit).

Beginning July 18, 2007, New Jersey employers may apply for competitively awarded Customized Training Grants. The New Jersey Department of Labor and Workforce Development will set aside funds for these one-year grants from the New Jersey Workforce Development Partnership.

OVERVIEW

New Jersey's Workforce Development Partnership (WDP) Program was established in

1992. One provision of the WDP law provides grant funding for customized skills training for workers and businesses located in New Jersey. WDP is funded through a dedicated assessment on workers and their employers and is a key component in the Governor's Economic Growth Strategy.

Applications for funding are customized to meet specific business needs, with an emphasis on training front-line workers. In accordance with the WDP law, most of the individuals receiving customized training will be trained primarily for work in the direct production of good and services.

The Customized Training program is designed to benefit both employees and businesses by enhancing the skills of workers, thereby increasing their productivity and the competitiveness of the employer. This investment by the State is expected to result in the creation of new jobs, the retention of jobs and an increase in wages for the trained workers.

NOTICE OF AVAILABILITY OF GRANT PROGRAM FUNDS

Beginning July 18th, 2007, New Jersey employers may apply for competitively-awarded Customized Training Grants to fund training programs that enhance workers' skills. The goal is to produce a more highly-skilled and versatile workforce that contributes to New Jersey's ability to attract new business and creates an environment conducive to expansion. Through this program, businesses in New Jersey are able to remain competitive through skill upgrade training for full-time employees. Employers from all industries are invited to apply for grants under this Notice of Grant Opportunity. Certain industry clusters identified as high-growth targets of the Governor's Economic Growth Strategy will receive bonus points in considering grant applications (see rating criteria below)

Consortium applications are encouraged. A consortium may consist of two or more businesses in an industry cluster in partnership with New Jersey's two-year and four-year colleges and universities, as well as vocational-technical schools and other qualified training providers. Consortia include groups of similar companies in need of similar training. Such an approach should create long-term synergies, as businesses work with education and training providers to identify the competencies and skills required for each industry.

APPLICANT ELIGIBILITY

This competitive grant program is open to eligible applicants defined as:

- Individual employers;
- An employer organization, labor organization or community-based organization; and
- An employer organization, labor organization, or a consortium made up of one or more educational or training institutions seeking to provide customized training to upgrade the job-related skills of workers employed in New Jersey.

The WDP law requires that if the company receiving financial assistance for customized training services relocates out of State 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.

ELIGIBLE TRAINEES AND TRAINING

Applicants must propose occupational skills training for persons employed at a New Jersey facility. All trainees must be employed or hired into permanent full-time employment by the participating business (es). Training is to be conducted with an employer's commitment to continue to employ all trained individuals for a period of at least six months following successful completion of

training. Failure to adhere to this requirement may result in the employer's having to refund grant dollars allocated to train these workers.

Type of training potentially eligible under a Customized Training grant includes:

- Training provided by qualified in-house instructors in an on-the-job or classroom based setting for industry-specific skills sets;
- Training provided in a classroom setting in partnership with a New Jersey based training provider, which includes New Jersey's two-year or four-year colleges and universities, vocational-technical schools, and other qualified training providers.

An applicant must demonstrate the impact and results of the training on business operations and identify the transferable skills acquired by employees. All courses are subject to the Department's review and approval. Applicants should not request funding for basic skills training courses in excess of 20% of the total request amount. Applicants may apply for additional basic literacy skills training through the Supplemental Workforce Fund for Basic Skills grant competition. Priority of training should be identified by the applicant, ranking the classes in order of importance with the most critical training need listed first.

APPLICANT REQUIREMENTS

Applicants for New Jersey's Customized Training Grants for Fiscal Year 2008 **must** meet the following requirements:

A. PROGRAMMATIC

- Adhere to the general provisions of the Department of Labor and Workforce Development's (LWD) Customized Training grant agreements.
- Participating business (es) must be current on all New Jersey tax obligations.
- To demonstrate financial need, applicants must submit complete financial statements for the three most recently completed fiscal years for the participating business (es).
- Identify type of training and the training costs and hours must adhere to the cost/instructional hours allowed by the Department – not to exceed \$200 per instructional hour.
- Average cost of instruction per trainee should not exceed \$1,500.
- Demonstrated employer match of at least 50% toward total program costs.

B. TECHNICAL

- Prepare applications using the on-line Customized Training Tracking System (CTTS) with the following personal computer requirements:
 - A personal computer with Window 98 operating system or higher,
 - Internet Explorer browser, version 5.5 or higher, 128 bit cipher strength and active X enabled on the computer desktop,
 - Internet E-mail Address, and
 - A printer connected to the computer.

- Business (es) lists newly created jobs with local One-Stop Career Centers or through America's Job Exchange. Also, demonstrates a commitment to establish and maintain a working relationship with local One-Stop Career Centers to assist with the recruitment of new workers. Information about local One Stop Career Center services is available at <http://www.wnjp.in.com/oscc/index.html>
- Basic skills courses in a grant request under either the Customized Training or Literacy Skills program are subject to the appropriate pre- and post-training assessment testing requirements of Literacy Skills Grants.
- Must provide the Federal Employer Identification Number (FEIN) of all participating businesses – additional information at www.nj.gov/labor/ea/eaindex.html.
- Must provide the North American Industry Classification System (NAICS) code of all participating businesses – additional information at www.census.gov/epcd/naics02.
- Must clearly identify the name and location of the approved training provider (s). For assistance in identifying an eligible training provider, visit <http://www.wnjp.in.state.nj.us/coei/etpl/etpl.htm>.
- Provide trainees' average wage and job titles.
- Submit a narrative proposal that is consistent with the requested on-line CTTS application

AWARD PROCESS

The Office of Grant Operations will review each completed and digitally signed application on the basis of quality, comprehensiveness, appropriateness, and demonstrated need. Applicants are reminded that the Customized Training grants are awarded through a competitive process. LWD cannot fund all applications submitted, therefore only those applications that meet the highest standards will be awarded. Grants will be awarded on a monthly basis beginning in August 2007 and ending June 2008. Business Service Representatives will be assigned to each applicant to provide technical assistance throughout the entire application and award process.

RATING CRITERIA

A thorough review of each application will be made by a review panel which will evaluate the applications against the rating criteria listed below.

Targeted Industry Cluster (20 points)

- The business (es) is in an industry cluster identified as a high growth target by the Governor's Economic Growth Strategy (see attachment #1). To qualify as an application from a targeted industry employer, the applicant must fit into a NAICS code as defined in Attachment #1. For information on how to determine the NAICS code for a business see www.census.gov/epcd/naics02.

Company Information (Maximum of 15 points)

- The business (es) employs 100 or less employees.
- The business (es) is located in an area designated as a "labor surplus area" by the United States Department of Labor
- The business (es) has not received a Customized Training grant in the prior fiscal year.

Special Points (Maximum of 5 points)

- Applicants utilizing training facilitated by competent instructors who are employed by an approved New Jersey based training provider on the Eligible Training Provider List.

Expected Outcomes (Maximum of 60 points)

In the Company Description and Human Resource Development Plan narrative sections of the on-line application, each applicant should address the participating business information and training desired outcome measures listed below. Since narrative information will likely exceed character limitations in the online application, a supplemental narrative should be submitted to the assigned Business Representative. Applications will not be considered complete until the narrative information is submitted.

- Evidence of occupational skills training—explain how the training is occupational specific. If not, explain why the training is still needed. Will the training provide industry-recognized certifications/credentials? Does training result in a marketable credential? Is the credential recognized both within and outside the industry?
- Explain how the training is focused on front-line workers involved in the direct production of goods and services.
- Explain how the training will prevent business (es) relocation outside of New Jersey.
- Explain how the training will minimize employee turnover or avert layoffs or loss of jobs. The applicant should describe specific factors that would prevent these outcomes.
- Explain how the training will create new jobs in New Jersey. Explain the number and timing of new hires to include the average income and job titles of anticipated new hires. Describe the procedure or process used to list newly created jobs with the One-Stop Career Centers or through America's Job Exchange.
- Explain how the training will result in a wage increase for the trainees and include a timeline for wage increases to take effect.
- Explain how the training will enhance the competitiveness and/or the profitability of the business (es).
- Commitment to Training—demonstrate business's past history in providing training and future plans for training of their work force.
- Career Ladder—will the training allow for advancement within current business (es)? Explain how the training requested will allow the business (es) to promote from within based on the completion of the training.

Grant applicants should submit the narrative portion of their proposals to:

NJ Department of Labor and Workforce Development

Division of Labor Planning & Analysis

Office of Grant Operations

7th Floor

P.O. Box 915

John Fitch Plaza

Trenton, NJ 08625-0915

Directions to Labor building

Parking

REIMBURSEMENT

The final contract amount will be stipulated in the contract for customized training services executed between the approved applicant for customized training services and the Department. Contracts will be awarded on a cost-reimbursement basis, with a definite start and end date. In accordance with the general provisions of the LWD Customized Training grant agreement, reimbursement will be given for actual expenses incurred during the contract/grant period or during an approved extension. Contract awards will not

exceed 12 consecutive months, and training will be monitored by the Office of Grants Operations. A formal grant closeout report will be required upon completion of the training.

SCHEDULE OF GRANT ACTIVITIES

NGO ANNOUNCEMENT:

July 18, 2007
 NGO Technical Assistance Workshops
 NJ Department of Labor & Workforce Development
 13th Floor Auditorium
 John Fitch Plaza
 Trenton, New Jersey
 Please visit <http://www.state.nj.us/labor> for more information

Quarterly Technical Assistance Workshop Dates:

July 24, 2007	10AM-12Noon
October 1, 2007	10AM-12Noon
January 9, 2008	10AM-12Noon
April 1, 2008	10AM-12Noon

CTTS UPDATES will be given from 12PM – 1PM.

Due to limited space, please RSVP your attendance at the Competitive Customized Training Grants' technical assistance workshop at least 2 business days prior to the event. Contact the Help Desk and indicate your name, organization, contact information, date and time that you are interested in attending the Competitive Customized Training Grants' technical assistance workshop.

	<u>Phone</u>	<u>Email Address</u>
Help Desk:	609-633-6799	CTTShelpdesk@dol.state.nj.us

APPLICATION PREPARATION AND REVIEW BY NJLWD:

Applications will be reviewed monthly, beginning in August 2007 and ending in June 2008. The 2008 schedule for submission of completed applications and the panel review dates are listed below:

<u>SUBMIT COMPLETED APPLICATION BY:</u>	<u>PANEL REVIEW (week of): *</u>
July 26, 2007	August 23, 2007
August 29, 2007	September 27, 2007
September 26, 2007	October 25, 2007
October 26, 2007	November 28, 2007
November 13, 2007	December 12, 2007
December 21, 2007	January 23, 2008
January 21, 2008	February 20, 2008
February 20, 2008	March 19, 2008
March 26, 2008	April 23, 2008
April 23, 2008	May 21, 2008
May 21, 2008	June 18, 2008

*Dates may be subject to change due to unforeseen circumstances. When feasible, any changes will be posted on the department's webpage.

PANEL REVIEW PROCESS:

All applications are subject to a Department panel review and final approval of the Commissioner of the Department of Labor and Workforce Development. Within 5 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, applicants will be notified of the final determination of their request within 20 business days.

SPECIAL NOTE: CHANGES TO CTTS ONLINE SYSTEM

In accordance with Chapter 39 of Public Law 2004, enhancements to the online Customized Training Tracking System (CTTS) have been developed for online applications and grants, and will be deployed in fiscal year 2008. These enhancements will alter the look, feel, and capabilities of the application in several ways.

First, there will be an added incentive of an additional 50% wage reimbursement for classroom training provided to Qualified Employees. Qualified Employees are defined as individuals hired by the employer through a One-Stop Career Center who receive classroom training under the grant and were recipients of benefits under the state's welfare reform program, WorkFirst NJ, within the 12 months preceding submission of the application or employment date with the applicant, whichever is most recent. This incentive will be applied in addition to the total budget amount and will not factor towards the matching contribution of the applicant.

Second, an applicant will have the option to provide justification or allow the system to recalculate the overall training budget when it exceeds the 50% match requirement.

Finally, additional features added to the new online application as a result of the enhancement include:

- View App Summary Button -This feature gives summary of entire application including a budget summary. Similar to the Section 11 signing page.
- Course display - System will display the assigned course number for each course. This will help in distinguishing courses with the same categorized name.

As the deployment of the system enhancements will take place in fiscal year 2008, time will be allocated in each technical assistance workshop identified in section **Schedule of Grant Activities** to provide training on these new features. The deployment training will take place from 12 pm – 1 pm.

STEP-BY-STEP APPLICATION PROCESS

PREQUALIFICATION:

To apply for the grant, all applicants must express a notice of intent to apply by completing the prequalification portion of the application. For fiscal year 2008, applications will be considered for a grant on a rolling basis; however, the final submittal date for a pre-qualification will be **May 14, 2008**.

Any organization that wishes to apply for a competitive grant: Click Here. You may also access the website at https://www6.state.nj.us/labor/DOL_CTTS/ctts_welcome.html to begin the process. Review the contents of the Customized Training System Welcome Page. Before proceeding, review the General Provisions document, which is accessed by a Click Here (direction on the Welcome page). All grants awarded

by the Office of Grants Operations are subject to these general provisions.

Next, review the State of New Jersey Subscriber Agreement for digital certificates which is accessed by a [Click Here](#) (direction on the Welcome page). A New Jersey Department of Labor and Workforce Development staff member will work with each company/organization early in the application process to install a State of NJ digital certificate on a personal computer. The applicant designates a representative corresponding to the designated personal computer that will be used by the applicant/grantee to electronically sign all documents in the application, agreement, reimbursement, and close out processes.

Once the review is completed, click on the Continue button at the bottom of the Welcome page. This will take you to the Customized Training Grant Program Pre-Qualification Questionnaire. The Pre-qualification is a one-page online form. Enter all the requested data.

In the section of the Pre-Qualification Questionnaire that asks for the Type of Desired Application, select Employer if you are applying for assistance for your organization. Select Consortium if you are applying for assistance as a Lead Agent on behalf of one or more organizations.

In the section of the Pre-Qualification Questionnaire that requests your Organization NAICS Code, to be awarded bonus points as an employer in a Targeted Industry Cluster, the Organization NAICS Code you select must be listed in Attachment 1.

In the section of the Pre-Qualification Questionnaire that requests your Organization NAICS Code, if you selected Consortium as the Type of Desired Application and the participating businesses are within a targeted industry cluster, the Organization NAICS Code you select does not have to be listed in the Clusters in Attachment 1.

Once you complete the Pre-Qualification, print a copy for your records by selecting the Print button at the end of the Pre-Qualification Questionnaire, and then select the Submit button to submit the Pre-Qualification Questionnaire for review by the New Jersey Department of Labor and Workforce Development.

Once the Department's review is completed, the Office of Grants Operations will send a message to the e-mail address specified in your Pre-Qualification Questionnaire. If additional information is required before proceeding with the application, the e-mail will contain instructions. If no additional information is required, you will receive two e-mail messages as follows:

1. The first e-mail message will contain instructions for setting up your access to the My NJ Portal as well as an authentication code you will use as part of the setup.
2. The second e-mail message will contain instructions for setting up your access to the Customized Training Tracking System (CTTS) as well as a security code you will use as part of the setup.

Both steps are required and must be followed in the above order.

APPLICATION:

Once you have established access to the My NJ Portal and to CTTS, click on the Welcome to the Customized Training System link on the portal page. This will take you to the main menu screen for CTTS. Look in the upper right corner of the menu; there is a description box that will either display Employer or Consortium, depending on which Type of Desired Application you requested when you completed the Pre-Qualification Questionnaire. If this description box displays anything other than the Type of Desired Application you requested

when you completed the Pre-Qualification Questionnaire, please notify the CTTS Help Desk at 609-633-6799 for assistance.

In the upper left corner of the menu screen there are a series of selection boxes. If you run your cursor over the boxes, another series of boxes will drop down from the menu box you select. These are the action boxes that direct CTTS to the function you wish to perform.

From the Application select box, chose the Create/View/Modify function. This will bring you to the first section of either the Employer or the Consortium application, depending on the selection you made in your Pre-Qualification Questionnaire. Most of the data in this section will be pre-filled with information you provided in the Pre-Qualification Questionnaire. Complete the information in this section. Then select the Next button at the bottom of the section to move to Section Two. After you move to Section Two of the application, a staff member will assist you in completing your application. You will receive an e-mail message providing the name, address, e-mail address, and telephone number of your designated contact person.

TECHNICAL RESOURCE CONTACT INFORMATION

	<u>Phone</u>	<u>Email Address</u>
Help Desk:	609-633-6799	CTTShelpdesk@dol.state.nj.us

Attachment 1

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The New Jersey Department of Labor and Workforce Development is an equal employment opportunity employer and provides equal opportunity programs.
Auxiliary aids and services are available upon request to assist individuals with disabilities.

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Department of Labor and Workforce Development: 1 John Fitch Plaza, P.O. Box 110 Trenton, NJ 08625-0110

Email: Constituent.Relations@dol.state.nj.us
