

Questions & Answers from 7/21/11 CT-LT Technical Assistance workshop:

1. Based on the General Provisions, does the training provider need to be a New Jersey based provider?
 - a. YES – Only under select circumstances where training can only be supplied by a sole source provider will consideration be given for out of state training providers. This is an extremely rare circumstance and will be reviewed on a case by case basis.
2. If I have an existing grant, when can I (business) submit for a new grant?
 - a. Once all final invoicing has been processed and payment is received by the grantee and the closeout report has been submitted and filed with OGO.
3. Is there an up-dated Labor Surplus List?
 - a. The list on the NJLWD website is current. A new one will be available after the Federal Department of Labor issues it in October.
4. Does the on-line application count for anything? Are there points?
 - a. The online application is mandatory however points are awarded as outlined in the NGO.
5. The increase in rates for Literacy, does this apply for all literacy courses?
 - a. Yes. All Literacy courses are eligible for reimbursement up to \$200.00 per instructional hour.
6. Does the cost cap per person increase in Literacy to \$1000.00 per employee or is it still \$800.00?
 - a. The average allowance per trainee in a Literacy grant remains at \$800 per person.
7. When you put in for on-line training which do you choose (in-house, classroom)?
 - a. In-house and then in Brackets () next to that please indicate (online training)
8. When the Pre Qual is time stamped is it tied to a particular Panel?
 - a. No. The pre-qualification sets a time stamp in our online system of when a company initializes engagement with NJLWD and expresses interest in the application process.
9. With tax Clearance, how often/how recent does it have to be done?
 - a. Tax Clearances are requested and paid for at the applicant's discretion. This is mandatory for participation in the Customized and Literacy Training grant program. When a tax clearance certificate is provided by NJ Treasury it is issued for one calendar year, however it must be "refreshed" (made current within 90 days of application submittal) when an applicant is ready to submit an application for review.
10. If you have applications that have been declined, do you need to do another Pre Qual?
 - a. No. If the applicant wishes to be considered for a future panel they will be required to revise/update their existing application (narrative) and any time sensitive paperwork (tax clearance / financials) in line with the dates posted in the NGO for notification and submittal. All efforts should be communicated to the assigned Business Representative in advance.

11. If a grant is closed, do you need to start another Pre-Qual?
 - a. Not always. If a new grant application is desired immediately upon closing an existing grant our online system allows an applicant to immediately start a new application. If this option is taken it bypasses the pre-qualification process, however it also does not notify us that an application is in process. Any applicant that undertakes this path is required to contact the help desk at (609)633-6799 to insure the new application is assigned appropriately. In all other cases yes a pre-qualification is required.

12. What kind of on-line (video) training could be covered?
 - a. Any requested training that meets the employer's need, assists the employee in expanding their skill set and is essential to the organization's growth. (i.e. not standard organizational training that is part of the normal course of doing business such as orientation, sexual harassment, etc.) All Trainings however must be discussed with the assigned business representative prior to application submittal.

13. What is the mechanism for creating two applications at the same time? (CT/LT since they are similar?)
 - a. Both applications must be created in the online system (CTTS) separately, however if submitted at the same time for review then only one submittal of the external documents is required including the program narrative. The narrative must answer all questions from both NGO's. If submitted for separate reviews a complete set of external documents is required for each application.

14. If a company is in a consortium, they cannot apply for OJT or in-house **wages**. Is that correct?
 - a. Correct.

15. Please elaborate on the requirements regarding financials?
 - a. All individual employer applicants and consortium lead agents must supply the most recent 3 years full (audited) financials. Participating companies in a consortium must provide the most recent 2 years summary financials.

16. You did not mention anything about private vs public financials? Are they the same?
 - a. Applicants must submit the highest level financials the organization produces.

17. Do you need all of the financials at the same time?
 - a. Yes along with the rest of the application materials.

18. With hospitality/tourism being the number 2 industry in the state, can they apply for a grant?
 - a. Yes

19. With FY11, how many companies did you turn down?
 - a. Approximately 10% of applications submitted for review were not awarded grants.

20. Is there a formal process in place for Development Subsidy Job Goals Accountability?
 - a. Only for the initial filing when applying for CT or LT grant assistance.

21. If you have six (6) companies and there is no lead, who provides the financials?
- There is always a lead agent in a consortium grant and all participants are required to submit financials. The lead agent submits 3 years full financials and the participating companies must submit 2 years summary financials.
22. Can a company be the lead in a consortium grant only once?
- No
23. What about a community college?
- Community Colleges can have multiple consortium grants in operation at the same time and often do.
24. What happens if an employer only has basic skills computer courses as a need and no other courses are requested? Do they still apply for a Literacy grant and how will this affect the 30% cap on literacy courses?
- In the history of the Literacy Grant Training Program there has never been a Literacy Application submitted with only Basic level computer courses. Employers have always required additional Basic Skills courses such as Basic Communications, (Reading & Writing) or ESL in addition to Basic Level Computer Courses. If however only PC Skills are desired then a Literacy Training application should be filed and an explanation provided as to why no other courses that reinforce Basic Skills are needed.
25. Also about the 30% cap, is the course limited to one basic skills course?
- The 30% guide on PC skills relates to Literacy Grants only and is based on the amount / level of PC Skills requested in relation to other Basic Skills courses planned. The 30% benchmark is not a hard cap. It is to be used as a guide for developing Literacy applications. Literacy Applications should not be comprised of more than 30% PC-Skills classes.
26. How can I use technology in CT grants? May I include Level 2 courses along with Level 3?
- Yes
27. Is the 50% employer match waiver allowed for in both CT and LT grant applications or only LT? The Literacy NGO clearly indicates that the 50% match (waiver) is allowed but the Customized Training NGO is silent.
- The 50% match requirement may be requested to be waived in Literacy Grants only for businesses of 250 employees or less.
28. The General Provisions indicates that a company must be NJ based. You are indicating that on specialized courses it does not apply?
- (This was asked earlier and answered) All Training Providers must be listed on the ETPL (Eligible Training Provider List). Additionally training providers must be NJ based. In select cases where training is only available through a sole source provider a request can be made to utilize an out of state training provider with satisfactory documentation and approval.

29. Is there a report for what was done as it relates to classes conducted for all FY11 grantees? Specifically how much grant money was utilized?
- a. No – Applicant performance is tracked during the life of the grant and any unused sums are made available upon completion of grant closeout. Individual company performance is not shared.
30. What levels of basic skills (PC Skills courses) can be included in Customized Training applications?
- a. None
31. Are all application documents required to be sent at the same time when submitting an application for panel review?
- a. Yes - When submitting an application for panel review all documents must be submitted at the same time to the assigned Business Representative in accordance with published application deadlines.
32. If a business has participated in a grant through a community college to take Microsoft courses w/o signing any paperwork? Is it considered a grant or can companies apply for their own grant?
- a. As stated in the NGO's - a business may only participate in one grant, per funding stream (CT-LT), at a time, including consortium grants.
33. If a business needs to change the way a class was intended to be delivered during the course of the grant year can they do so as long as the grantee does not exceed the allowable course reimbursement cost.
- a. No. Grantees may not change the delivery of classes as originally planned without prior authorization from the Office of Grants Operations. Grants are awarded based on the merits of an application at the time of submittal. This includes how many people are planned to receive training but equally important is the number of hours each trainee is to receive. If a course modification is required based on changing business needs a request for grant modification should be submitted in writing on company letterhead to the assigned Business Representative who will process the modification request. Only after approval is received may an applicant change a classes delivery structure.