



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

**County Apprenticeship Coordinator
Grant Program**

Application for Continuation Funding

Fiscal Year 2014

Announcement Date: July 29, 2013
Application Due Date: August 16, 2013

Harold J. Wirths
Commissioner

County Apprenticeship Coordinator Grant Program
Application for Continuation Funding – FY2014

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**County Apprenticeship Coordinator Grant Program
Application for Continuation Funding
2013-2014**

A. Name of Grant Program

County Apprenticeship Coordinator (CAC) Grant Program

B. Purpose of Grant

The purpose of the CAC program is to assist students, youth and adults in accessing apprenticeship training programs; promote and expand apprenticeship training programs into new occupational areas; assist in the development of career ladders from high school to apprenticeship training and to related collegiate degree programs; and support the New Jersey Department of Labor and Workforce Development’s (LWD) responsibilities in the joint administration of the apprenticeship program.

C. Available Funding

The total amount of funding available in Fiscal Year (FY) 2014 (July 1, 2013 – June 30, 2014) is estimated to be \$330,000. The program is state funded through the Workforce Development Program (WDP).

Funding awards are based upon the population of the county where the service is provided. Three levels of funding are identified in the chart below:

Population of the County	Maximum Amount of Grant
0-200,000	\$10,000
200,001 - 500,000	\$15,000
500,001 or above	\$20,000

Based upon the chart above, the maximum funding for each applicant will be:

Atlantic County Vocational School	\$15,000
Bergen County Vocational School.....	\$20,000
Burlington County Vocational School.....	\$15,000
Camden County Community College.....	\$20,000
Cape May County Vocational School.....	\$10,000
Cumberland County Vocational School	\$10,000
Essex County Vocational School.....	\$20,000
Gloucester County Vocational School.....	\$15,000
Hudson County Vocational School.....	\$20,000
Hunterdon County Vocational School.....	\$10,000
Mercer County Vocational School.....	\$15,000

Middlesex County Vocational School	\$20,000
Monmouth County Vocational School	\$20,000
Morris County Vocational School	\$15,000
Ocean County Vocational School	\$20,000
Passaic County Vocational School	\$20,000
Salem County Vocational School	\$10,000
Somerset County – Hunterdon County Vocational School	\$15,000
Sussex County Vocational School	\$10,000
Union County Vocational School	\$20,000
Warren County Vocational School	\$10,000

Applicants may form a partnership to apply for continuation funds. A partnership is comprised of two or more entities that enter into a written agreement specifying the partnership’s goals, responsibilities and activities. A lead agency must be identified and a separate application must be submitted for each county.

D. Eligible Entities

Organizations receiving CAC funding who have met both program and fiscal requirements in FY2013 will be eligible to apply for FY2014 funding.

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

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

E1. Scope of Work

A CAC must possess the skills and ability necessary to carry-out the scope of work including:

1. Have a minimum of two years’ experience as one of the following:
 - Cooperative education coordinator (cooperative industrial education, distributive education or cooperative vocational education);
 - Principal or supervisor of a vocational program;
 - Shop instructor in a vocational program; and/or
 - Related instruction teacher in a vocational program.

2. Be eligible to complete the Structured Learning Experience offered by NJDOE. The role of the county apprenticeship coordinator is to market apprenticeship opportunities and provide technical assistance to governmental agencies, apprentices, sponsors, trade associations, and other parties interested in apprenticeship training within the county. It is imperative that the CAC be both available and capable of performing the duties of the position.

A key role of the CAC is to develop customized related technical instruction (RTI) which meets the needs of the sponsor. In addition, the CAC is required to monitor and evaluate the RTI to ensure that training objectives are being achieved. Other duties include at a minimum:

- Promotion of apprenticeship by conducting presentations to individuals, employers, sponsors and trade associations at conferences, meetings and seminars.
- Evaluation of existing RTIs from various sources including: post-secondary national and international coursework from private and public colleges; military training; certifications from manufacturer representatives; RTIs from other secondary vocational/technical programs.
- Evaluation, approval and monitoring of online courses of study including administration and monitoring of online testing.
- Development of a course array which aligns with the United States Department of Labor (USDOL) – Office of Apprenticeship approved work process and is customized to meet the sponsor needs. This includes courses and programs offered:
 - By the sponsor through on-site and/or off-site vendor training.
 - By a post-secondary institution such as a college or vocational/technical school recognized by the NJ State Department of Education.
 - Online programs of study recognized by the NJ State Department of Education.
- Assessing and developing curricula. A board (or equivalent approving authority) of an educational institution, degree granting or not, approves curriculum offered by the institution. However, development of curriculum and curriculum outlines is effected by subject matter experts (SMEs).
- In vocational/technical schools, the CAC may be engaged as an active participant or supervise development of curriculum with SMEs of courses/programs to be approved by the board. The CAC should be involved in curriculum development/ revision of all apprenticeship courses offered by a vocational/technical school.
- Designation of educational entities as RTI approved training providers using DOE standards for program approval as a guideline.
- After consultation with the USDOL - Office of Apprenticeship, provides guidance to a Joint Apprenticeship Training Committee (JATC) with respect to

the progression of an apprentice. As a consultant to a JATC, the CAC:

- Recommends coursework and make-up classes;
 - Suggests disciplinary action to be taken in the event an apprentice falls behind in attendance or performance; and
 - Reports progress to the sponsor of an apprentice with respect to RTI and assigning make-up classes or taking other disciplinary action for failure to meet attendance and performance criteria.
- Coordination of activities with the USDOL – Office of Apprenticeship and the LWD apprenticeship staff.
 - Participation in meetings, seminars and training programs as requested by USDOL – Office of Apprenticeship and/or the LWD, such as:
 - The Association of New Jersey Apprenticeship Coordinators (ANJAC) bimonthly meetings and training sessions;
 - The LWD-funded apprenticeship and pre-apprenticeship training program consortium meetings (such as Youth Transitions to Work, etc.) operating within the county;
 - Attendance at meetings that promote apprenticeship within the county;
 - Attendance and participation at conferences (such as the Garden State Employment and Training Association conference, the Career and Technical Education Conference, etc.)

Each applicant must include the resume of the individual who will be serving as the CAC during the grant period and copies of the NJDOE certificates and endorsements as required for the position. A written narrative must also be submitted outlining the office hours designated for apprentice, sponsor and stakeholder visits, the number of hours per week the CAC is dedicated to CAC activities, and the number of weeks per year the CAC will be dedicated to CAC activities. Notice of changes in personnel for any positions supported with this grant must be provided in writing to the LWD a minimum of two weeks in advance.

E2. Reporting Requirements

Grant recipients are required to submit a [quarterly dashboard](#) outlining the fiscal and program activity during the reporting period. The reports will be reviewed by the LWD to ascertain the grantee's progress within the scope of work as well as conformance with program regulations.

The quarterly dashboard reports are due as follows:

<u>Report</u>	<u>Reporting Period</u>	<u>Due Date</u>
1st Quarter	July 1, 2013 – September 30, 2013	October 15, 2013
2nd Quarter	October 1, 2013 - December 31, 2013	January 15, 2014
3rd Quarter	January 1, 2014 - March 31, 2014	April 15, 2014
4th Quarter	April 1, 2014 - June 30, 2014	July 31, 2014

F. Application Process

Each applicant seeking funding under this grant program must submit an application that includes, at a minimum, the components listed below. All components in the proposal must be in the order listed below. Please note, failure to include the required documentation may result in the application being removed from consideration for funding.

F1. Application Package Content and Checklist

<i>Required Forms and Documents</i>
Application Title Page
Board Resolution to Apply
Activity Plan
Budget Summary
Budget Detail Spreadsheet
General Provisions (signed and dated)
County Apprenticeship Coordinator Resume with Certificates/Endorsements
Narrative Outlining Office Hours

F2. Activity Plan

Each applicant must submit an [activity plan](#) detailing how the applicant plans on achieving the following objectives during the one year contract period:

Objective 1: The CAC will promote apprenticeship training in their respective counties.

Objective 2: The CAC will promote the establishment of new apprenticeship programs and occupations in their respective counties, including recruitment of new apprenticeship sponsors.

Objective 3: The CAC will provide technical assistance to secondary schools, employers, unions and colleges seeking to establish linkages between apprenticeship programs to secondary education and related collegiate degree programs in their respective counties.

Objective 4: The CAC will provide information and technical assistance to local grant programs, Workforce Investment Boards (WIBs), One-Stop Career Centers (OSCCs), governmental agencies and community-based and faith-based organizations within their respective counties.

Objective 5: The CAC will supervise, approve, and coordinate the delivery of related theoretical instruction of apprenticeship programs within their respective counties.

Objective 6: The CAC will maintain county records pertaining to apprenticeship programs within their respective counties.

Objective 7: The CAC will participate in all the LWD apprenticeship meetings, the annual State apprenticeship conference, and other professional development activities to ensure that the CAC can effectively carry out their activities.

F3. Program Budget

Using the LWD [budget instructions](#), each applicant must submit a program [Budget Summary](#) which identifies the district's in-kind match for each budget category, if applicable. Applicants must limit their grant-funded spending to the prescribed activities detailed within this application. It is the applicant's responsibility to provide additional financial and in-kind support to continue this program. In addition, each applicant must complete the [Budget Detail Spreadsheet](#) to provide details of their budget request. The excel budget spreadsheet must be completed and submitted as a separate attachment by email to ApprenticeshipUnit@dol.state.nj.us by 4 p.m. Friday, August 16, 2013.

G. Address to Which Proposals Must Be Submitted

Two original applications and two copies of the application must be mailed or delivered to:

New Jersey Department of Labor and Workforce Development
Attention: Patricia Moran, Director
Workforce Grant and Program Management
P.O. Box 055 – 7th Floor
Trenton, NJ 08625-0055

In addition, applicants are required to email one complete application package to LWD at the following email address: ApprenticeshipUnit@dol.state.nj.us.

Technical Assistance

Technical assistance is available by contacting Melissa Backes at the LWD, Workforce Grant and Program Management at (609) 292-0762.

H. Application Submission Date

Grant applicants must submit their application by 4 p.m. Friday, August 16, 2013. Postmarks are not acceptable evidence of timely submission. Receipt by the due date and time is required. Applicants are encouraged to hand-deliver the application to the address above, send the application by Certified Mail, Return Receipt Requested or arrange for delivery by an overnight delivery service, to ensure timely delivery and receipt of the application. Applications submitted by fax will not be accepted.

I. Date by Which Applicants Will Be Notified

All applications are subject to a departmental review and final approval by the Commissioner of the LWD. The review date is expected to occur within 10 days of the application due date.