



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

**County Apprenticeship Coordinator
Grant Program**

Application for Continuation Funding

Fiscal Year 2015

Announcement Date: August 13, 2014

Application Due Date: September 5, 2014

Harold J. Wirths
Commissioner

County Apprenticeship Coordinator Grant Program
Application for Continuation Funding – FY2015

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County Apprenticeship Coordinator Grant Program
Application for Continuation Funding
2014-2015

A. Name of Grant Program

County Apprenticeship Coordinator (CAC) Grant Program

B. Purpose of Grant

Registered apprenticeship is an employer-sponsored, flexible training opportunity that combines on-the-job training with related classroom instruction to cultivate highly skilled workers who meet the workforce demands of a competitive global economy. New Jersey's County Apprenticeship Coordinator (CAC) program supports the New Jersey Department of Labor and Workforce Development's (LWD) responsibilities in the joint administration of the state's registered apprenticeship program with the United States Department of Labor (USDOL). In its efforts to better assist individuals, including women and minorities, to find employment and become self-sufficient or assist with reemployment activities for those who may be transitioning from assistance to employment, the CAC program increases the number of adults with industry-issued, nationally recognized, post-secondary credentials.

The purpose of this grant is to fund County Apprenticeship Coordinators in 21 counties. The CACs will ensure that registered apprentices (may be youth ages 16 and up, or adults) can access and complete the related classroom instruction part of registered apprenticeship; will promote registered apprenticeship training programs to jobseekers; will expand registered apprentice sponsorship to employers in existing and new occupational areas; and will assist in the development of career ladders from high school to registered apprenticeship training and to related collegiate degree programs.

C. Available Funding

The total amount of funding available in Fiscal Year (FY) 2015 (July 1, 2014 – June 30, 2015) is estimated to be \$415,500. The program is state funded through the Workforce Development Program (WDP) and the New Jersey Builders' Utilization Initiative for Labor Diversity (NJBUILD) fund.

Awards are based on the population of the county where the service is provided. In addition, a maximum of \$2,500 of NJBUILD funds may be requested for the purpose of promoting access to and completion of registered apprenticeships in the building and construction trades to women and minorities. Three levels of awards are identified in the chart below:

Population of the County	Maximum Amount of WDP Grant	Maximum NJBUILD Amount	Total Maximum Award
0-200,000	\$11,000	\$2,500	\$13,500
200,001 - 500,000	\$16,500	\$2,500	\$19,000
500,001 or above	\$22,000	\$2,500	\$24,500

The maximum award for each applicant will be:

County CAC Grantee	Maximum Award
Atlantic County Vocational School	\$19,000
Bergen County Vocational School	\$24,500
Burlington County Vocational School	\$19,000
Camden County Community College	\$24,500
Cape May County Vocational School	\$13,500
Cumberland County Vocational School	\$13,500
Essex County Vocational School	\$24,500
Gloucester County Vocational School	\$19,000
Hudson County Vocational School	\$24,500
Hunterdon County Vocational School	\$13,500
Mercer County Vocational School	\$19,000
Middlesex County Vocational School	\$24,500
Monmouth County Vocational School	\$24,500
Morris County Vocational School	\$19,000
Ocean County Vocational School	\$24,500
Passaic County Vocational School	\$24,500
Salem County Vocational School	\$13,500
Somerset County – Hunterdon County Vocational School	\$19,000
Sussex County Vocational School	\$13,500
Union County Vocational School	\$24,500
Warren County Vocational School	\$13,500

Applicants may form a partnership to apply for continuation funds. A partnership comprises 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 listed on page 2 are eligible to apply for FY2015 funding.

E. Requirement of Applicants

All grant proposals must name 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 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.

A CAC must be able and available to perform the duties of the position. Qualifications include:

1. 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. Eligible to complete the Structured Learning Experience offered by the New Jersey Department of Education (NJDOE).

To demonstrate qualifications and availability to carry out the scope of work, each application must include:

- 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;
- Narrative outlining the office hours designated for apprentice, sponsor and stakeholder visits, number of hours per week dedicated to CAC activities, and the number of weeks per year dedicated to CAC activities.

Any notice of changes in personnel for any positions supported with this grant must be provided in writing to LWD a minimum of two weeks in advance.

E1. Scope of Work

The responsibilities of the CACs are:

1. Ensure that registered apprentices (may be youth ages 16 and up, or adults) can access and complete the related technical instruction (RTI) part of registered apprenticeship
2. Promote registered apprenticeship training programs to jobseekers
3. Expand registered apprentice sponsorship to employers in existing and new occupational areas
4. Assist in the development of career ladders from high school to registered apprenticeship training and to related collegiate degree programs

Duties and activities include at a minimum:

- Assist registered apprentices to locate and enroll in RTI
- Supervise or actively engage in the development of RTI curricula
- Send up-to-date lists of RTI courses to LWD for inclusion in shared database
- Monitor the progress of registered apprentices in their RTI and keep records up to date; track the status of registered apprentices on a quarterly dashboard
- Monitor online courses and administer online tests
- Assign make-up classes
- Maintain office hours designated for registered apprentices, sponsors, and other stakeholders
- Assist apprentices who are changing employers to notify USDOL of employer change, to ensure continuity of apprenticeship
- Prepare/coordinate requests for completion
- Maintain and file county apprenticeship program records in hard copy and enter statistics into a database or spreadsheet
- Follow up with apprentices who should have completed to determine status
- Notify sponsor, apprentice, and USDOL of completions and failures or drop outs and recommend appropriate action (extend, cancel, completion in process)
- Attend meetings and offer program assistance for the Workforce Investment Boards (WIBs) and One-Stop Career Centers (OSCCs)
- Recruit and assist women and minorities to pursue apprenticeships in the building and construction trades
- Participate in Youth Transition-to-Work (YTTW) partnerships
- Distribute promotional materials about construction trade apprenticeships to women and/or minorities
- Attend meetings or give presentations on pre-apprenticeship or construction trade apprenticeship to organizations that focus on supporting woman and/or minorities

- Engage in professional development by participating in quarterly association meetings, conference calls, and other meetings, seminars, training programs, and conferences
- Visit worksites throughout county and set up meetings with employers to talk about apprenticeship opportunities and learn about emerging trends in their occupational fields; report sponsor interest and trends to USDOL and LWD

E2. Activity Plan

Each applicant must submit an activity plan detailing how the activities of the CAC support the four major objectives of all LWD grant-funded programs.

1. Reemployment: How can we better assist recipients of unemployment insurance benefits to find new jobs, thus reducing the amount of time that they need to receive benefits?
2. Economic Opportunity: How can we better help individuals receiving government assistance [Temporary Assistance to Needy Families (TANF), General Assistance (GA), Supplemental Nutrition Assistance Program (SNAP), Temporary Disability Insurance (TDI), Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI)] to find employment and become self-sufficient? How can we increase the percentage of women and minorities with careers in the building and construction trades?
3. Workforce Alignment: How can we increase the number of adults with an industry-recognized post-secondary credential, thus preparing them for careers and building a skilled workforce?
4. Accountability: How can we use data and information to ensure that all of our programs are effective?

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 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:

Report	Reporting Period	Due Date
1st Quarter	July 1, 2014 – September 30, 2014	October 15, 2014
2nd Quarter	October 1, 2014 - December 31, 2014	January 15, 2015
3rd Quarter	January 1, 2015 - March 31, 2015	April 15, 2015
4th Quarter	April 1, 2015 - June 30, 2015	July 31, 2015

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 that 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 including brief budget narrative
Budget Detail Spreadsheet
General Provisions signed and dated
County Apprenticeship Coordinator Resume with Certificates/Endorsements
Narrative Outlining Office Hours

F2. Program Budget

Using LWD [budget instructions](#), each applicant must submit a [Budget Summary](#) that identifies the district's in-kind match for each budget category, if applicable. The budget summary must include a brief narrative to describe the line items included. 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 emailed as a separate attachment to:

ApprenticeshipUnit@dol.state.nj.us by 4 p.m. on September 5, 2014.

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.

G. Where to Submit Proposals

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

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

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

Technical assistance is available by contacting Deborah Darbee at LWD, Workforce Grant and Program Management at (609) 633-7757.

H. Application Submission Deadline

Grant applicants must submit their application by 4 p.m. on September 5, 2014.

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. When Applicants Will Be Notified

All applications are subject to a departmental review and final approval by the Commissioner of LWD. Notification is expected to occur within 45 days of the application due date.