



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

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2017**

**NEW JERSEY BUILDERS UTILIZATION INITIATIVE FOR
LABOR DIVERSITY (NJBUILD) PROGRAM**

Announcement Date: April 19, 2017

Application Due Date: May 17, 2017

**Aaron R. Fichtner, Ph.D.
Acting Commissioner**

**NJBUILD Program
Notice of Grant Opportunity – FY 2017**

TABLE OF CONTENTS

Section A:	Name of Grant Program	Page 2
Section B:	Purpose for Which the Grant Fund Will Be Used	Page 2
Section C:	Available Funding	Page 4
Section D:	Eligible Applicants	Page 4
Section E:	Targeted Population	Page 4
Section F:	Procedures for Eligible Entities to Apply for Grant Funds	Page 5
Section G:	Technical Assistance Workshop and Application Submission	Page 6
Section H:	Award Process	Page 6
Section I:	Reporting and On-Site Technical Assistance Visits	Page 6
Section J:	Program Services	Page 7
Section K:	Program Outcomes	Page 7
Section L:	Proposal Content and Checklist	Page 8

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 build careers that drive economic growth. In order to achieve these goals, a framework has been established that includes:

- High-quality, employer-driven partnerships;
- Industry-valued credentials; and
- The development and integration of career pathways.

A. NAME OF GRANT PROGRAM

NJBUILD - New Jersey Builders Utilization Initiative for Labor Diversity

B. PURPOSE FOR WHICH THE FUNDS WILL BE USED

The New Jersey Builders Utilization Initiative for Labor Diversity (NJBUILD) is one of several state programs for training women and minorities in the construction trades or other occupations, including engineering and management occupations, administered by the New Jersey Department of Labor and Workforce Development (LWD). Funding for NJBUILD is provided through the annual Appropriations Act and P.L. 2009, c. 335. These laws ensure that all members of the public are afforded the opportunity to benefit from the economic recovery funds and associated State spending, and that every public contract, whether for construction services, goods, or other services provides equal employment opportunity for women and minorities.

This grant will assist in providing greater opportunities and incentives for individuals by providing pre-apprenticeship training, basic skills instruction, workforce readiness (employability skills) instruction and a structured work experience which will emphasize vocational-based training for entry-level skills in the construction trades. The program will seek to facilitate effective transitions by women and minorities 20 years of age and older to high-skill, high-wage employment in labor demand occupations that are apprenticeable.

In order to meet the employment needs of existing trade unions and private contractors, this funding will only support partnerships with trade unions and private contractors in the development and provision of pre-apprenticeship training and the placement of individuals with labor unions to meet their workforce needs.

There are 15 affiliated construction trades occupations in the construction industry. The following 15 occupations have the greatest opportunity for employment based upon projected growth and replacement data. Proposals must focus on construction training for women and

minorities which will lead to apprenticeship and/or employment in the following occupations:

O*NET Code	Occupation
47-2011.00	Boilermakers
47-2021.00	Bricklayers
47-2031.00	Carpenters
47-2111.00	Electricians
47-4021.00	Elevator Constructors
47-2141.00	Finishing Trades (Painters, Glaziers, and Drywall Finishers)
47-2131.00	Insulators
47-2221.00	Iron Workers
47-2061.00	Laborers
47-2073.00	Operating Engineers
47-2051.00	Operative Plasterers and Cement Masons
47-2152.01	Pipe Trades (Plumbers and Pipefitters, Sprinkler Fitters, Heating, Ventilation and Air Conditioning [HVAC] Service Technicians)
47-2181.00	Roofers
47-2211.00	Sheet Metal Workers
53-3032.00	Teamsters/Heavy Truck Drivers

Mission of NJBUILD

The mission of the NJBUILD program is to promote outreach and pre-apprenticeship training in the construction trades industry for female and minority New Jersey residents to prepare them for entry in a union apprenticeship or employment in a construction-related job.

Goals

This competitive Notice of Grant Opportunity (NGO) is being made available to achieve two primary goals:

1. Increase opportunities for women and minorities to acquire skills, increase employment opportunities and benefit economically from construction projects within New Jersey.
2. Assist contractors and trade unions in meeting their workforce needs through the recruiting and training of women and minorities.

Objectives

LWD has established the following three objectives to achieve the goals:

- Engage trade unions and construction contractors in the development and provision of construction-related pre-apprenticeship training.
- Provide training in the following areas:
 - Basic skills instruction;
 - Workforce readiness (employability skills) instruction; and,
 - Occupation-specific construction-related trades training.

- Assist trainees with job placement services targeting employment in registered apprenticeship programs or quality construction jobs. These jobs are defined as construction jobs with a pay rate that is at least 51% above the state minimum wage.

Each applicant must include an [Activity Plan \(Attachment B\)](#) on how they will meet each of the three objectives.

PLEASE NOTE: All training activity must be completed no later than May 31, 2018 to ensure sufficient time for placement services.

C. AVAILABLE FUNDING

The total amount of funding available for this program in Fiscal Year 2017 (FY 2017) is estimated to be \$400,000 to fund two grants at a maximum amount of \$200,000 each and is contingent upon the availability of NJBUILD funding. The grant is expected to be for an 18-month period and is estimated to begin June 1, 2017.

Final awards are contingent upon State allocation of funds. The applicant's budget must be well considered, necessary for the implementation of the program, and within the funding parameters. Final amounts will be determined at the time of pre-contract revisions. Ineligible, inappropriate or undocumented costs will be removed from the funding request.

D. ELIGIBLE APPLICANTS

This targeted, competitive opportunity is designed to provide grants for both construction trades training to women and minorities and placement services to participants in occupations as outlined in this NGO. Placement and training is targeted to New Jersey. All training providers must be on the State's Eligible Training Provider List (ETPL). The following organizations are eligible to apply as the lead agency:

1. County or municipal governments;
2. Public training providers or trade schools;
3. Community-based organizations;
4. Labor organizations;
5. Employers and/or contractors;
6. Public vocational schools;
7. Institutions of higher education;
8. Public or private, non-profit agencies; or
9. Trade organizations which represent a particular trade, group of trades, contractors or employers.

PLEASE NOTE: If a labor organization or employer/contractor is not the lead agency, the applicant is required to partner with at least one of these entities to ensure a pathway for placement.

E. TARGETED POPULATION

Past experience and analysis has indicated the ideal participants are those 20 years of age and older. Therefore, marketing, outreach and recruitment efforts should focus on

participants age 20 or older. Possible sources could include One-Stop Career Centers (OSCCs), those underemployed or unemployed, adult evening programs at vocational/technical institutions, community and faith-based organizations, successful graduates from the New Jersey Youth Corps and Youth Transitions to Work (YTTW) programs, community college graduates, college dropouts, etc.

In accordance with program requirements, applicants must meet the following program participant eligibility requirements:

- Be a female or a minority residing in New Jersey (including veterans and ex-offenders);
- Be at least 20 years of age at the time of enrollment;
- Possess a high school diploma or High School Equivalency (HSE) diploma*;
- Possess a valid driver's license;
- Score a minimum 7th grade level on the Test of Adult Basic Education (TABE);
- Demonstrate a legitimate interest in pursuing a career in the building and construction trades; and,
- Be drug-free throughout the training and placement.

*A maximum of 10% of participants can enroll without a diploma or HSE, but must obtain the HSE before the end of the training cycle.

All participants of the NJBUILD training program **MUST** be registered with an OSCC and offered appropriate services such as interviewing skills, resume writing, career exploration, etc.

F. PROCEDURES FOR ELIGIBLE ENTITIES TO APPLY FOR GRANT FUNDS

All grant proposals must establish a lead agency. The lead agency serves 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 is responsible for overseeing the implementation of all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; outreach and recruitment; and fiscal management. It is essential that the applicant carefully construct result-oriented goals and objectives that support the program's stated goals and objectives, together with the program description and budget, providing a comprehensive plan for the successful accomplishment of the program. The plan shall also include the occupation in which the training will be provided, a summary of the curriculum of the training and clearly outline the number of hours of the training. Proposals that do not meet the above requirements or do not adhere to the potential award amount parameters will be eliminated from consideration.

All applicants, regardless of whether they may have participated in the past, are considered new applicants for this funding cycle, and will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO. The standard evaluation criteria (page 11) will be used to review and select applications.

Applicants under this grant program must provide a narrative describing their organizational capacity, resources, commitment and any demonstrated ancillary program successes in

similar type of programs. Applicants must detail their experience in providing construction trades training in the specific occupation(s) for which they are applying. Such information is to be included as part of the applicant's "Organizational Commitment and Capacity" section of this application. Please refer to page 9 for additional information.

The lead agency should conduct an orientation for all pre-screened individuals to ensure program requirements are met and training requirements are clearly understood. The orientation should provide a realistic picture of the trades, what they might encounter and how they can deal with these challenges in a positive way. The orientation should also outline the curriculum and number of hours of training.

The lead agency must partner with trade unions and/or private contractors/employers to ensure the training being provided aligns with the workforce needs of employers and unions and to create a pathway for graduates to be placed in union-sponsored, registered apprenticeship programs or quality construction jobs.

G. TECHNICAL ASSISTANCE WORKSHOP AND APPLICATION SUBMISSION

LWD will provide technical assistance as needed to potential applicants. If you are interested in receiving technical assistance, please email ApprenticeshipUnit@dol.nj.gov.

The completed, signed original application and three (3) copies must be received by 4:00pm on Wednesday, May 17, 2017. Fax copies will not be accepted. Applications can be mailed or hand delivered to:

Joel Thomas, Assistant Director
Special Programs and Populations
New Jersey Department of Labor and Workforce Development
Division of Workforce Development and Economic Opportunity
ATTN: NJBUILD Program
1 John Fitch Plaza – 7th Floor
P.O. Box 055
Trenton, New Jersey 08625-0055

In addition, the completed application must also be electronically submitted to: ApprenticeshipUnit@dol.nj.gov no later than 4:00pm on Wednesday, May 17, 2017.

LWD will not accept an application received after this deadline. Postmarks are not acceptable evidence of timely submission; therefore, receipt by the due date and time is required.

H. AWARD PROCESS

Award Process: The LWD will conduct an internal review of each grant application. An internal review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy and adherence to the guidelines and requirements of this NGO. Applicants are reminded that grants will be awarded through a competitive process. The

LWD cannot fund all applications submitted; therefore, only applications that meet the highest standards will be awarded.

Panel Review Process: All applications are subject to a department panel review and final approval by the Commissioner of the LWD. The panel review date is expected to occur the week of May 29, 2017. Applicants will be notified of the decision by LWD within 30 days of the application due date.

I. REPORTING AND ON-SITE TECHNICAL ASSISTANCE VISITS

Grant recipients are required to maintain progress data and submit monthly program and fiscal reports documenting grant-related activities. The reports will be reviewed to ascertain the Grantee's progress within the scope of work and its conformance with program regulations and enabling legislation. The format of the monthly reports is determined by the Office of Youth and Apprenticeship Programs (YAP) and the report form will be provided with the contract.

Monthly program reports will include at a minimum the following:

- Participant enrollment;
- Participant attendance;
- Participant academic development and achievement;
- Participant apprenticeship and job placements, wages, job titles and start date; and
- A comparison of actual accomplishments to the objectives established and the reasons for variance.

Monthly financial reports must be submitted on the form included with the contract and are due on or before the 15th of each month. In addition, they must contain the following:

- Status of all expenditures listed in the budget detail and the amount expended each month; and
- State of New Jersey payment voucher for expenditures incurred during the month.

All grantees will be subject to one potential on-site technical assistance visit. The purpose of the visit will be to assess progress toward the program goals and objectives and integrity of the program model.

J. PROGRAM SERVICES

Program Services will become a part of the LWD contract. The following requirements are included:

- Grantees will provide evidence of having union and/or construction contractor participation in identifying the skills needed to meet their workforce needs.
- Applicants must submit a training plan which outlines a minimum of 240 hours of training. Grantees will provide LWD with the curricula for the following areas:
 - Basic skills instruction;

- Workforce readiness (employability skills) instruction; and,
- Occupation-specific construction-related trades training.
- In conjunction with their partner union, grantees will assist trainees with job placement services into union-sponsored, registered apprenticeship programs or quality construction jobs which are defined as construction jobs with a pay rate that is at least 51% above the state minimum wage.
- Grantees will meet each of the programmatic specifications contained in the contract and any attachments and annexes.

K. PROGRAM OUTCOMES

All programs are expected to attain the following outcomes during the funding period:

- Participants enrolling in the program shall attain a minimum of one grade level per one hundred hours of instruction as measured by the TABE.
- All participants will engage in all components of the program.
- Graduate a minimum of 40 participants from the training program.
- Ninety percent of those participants who successfully complete the training will be placed into union-sponsored, registered apprenticeship programs or quality construction jobs which are defined as construction jobs with a pay rate that is at least 51% above the state minimum wage.

L. PROPOSAL CONTENT AND CHECKLIST

To ensure consistency and fairness of evaluation, LWD requires that each applicant seeking funding under this grant program submit an application that includes, at a minimum, the components listed below. All components in the proposal must be in the order as listed below. It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding. A description of each component is listed in this section, after the checklist.

<i>Required</i>	<i>Form</i>	<i>Included</i>
✓	Applicant Title Page	
✓	Activity Plan (Objectives 1-3)	
✓	Letter(s) of Commitment from Labor Organization(s)	
✓	Statement of Need	
✓	Organizational Commitment and Capacity	
✓	Training Curriculum and Schedule	
✓	Comprehensive Attendance and Drug Policies	
✓	Budget Summary and Budget Detail Sheets	
✓	LWD General Provisions	

Explanation of Program Components

- 1) [Applicant Title Page \(Attachment A\)](#) – Complete all sections of the form and attach it to the front of the application. Ensure Sections I and II are complete and all information is accurate on the form. The Chief Executive Officer must sign and date the form.

- 2) [Activity Plan \(Attachment B\)](#) – An activity plan for each of the three objectives must be completed. Ensure you include detailed information for each component.
- 3) Letter(s) of Commitment from Partner(s) – A letter of commitment from each local union and/or construction contractor who will be in partnership with the grantee must be submitted along with the application. The letter should indicate the specific activities the entity will be involved in and a willingness to hire graduates of the training program.
- 4) Statement of Need - Demonstrate the need for the project in relation to the NGO. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation may include a demographic description of your targeted area and research specifically relating to construction projects in the targeted area. This should also include projected number of apprenticeship opportunities with unions and construction employers within the targeted area and the surrounding area.
- 5) Organizational Commitment and Capacity – Applicants need to describe their commitment to addressing the conditions and/or needs identified, including the organizational support that exists for implementing the proposed project. The applicant must also state they have the management information system (MIS), equipment and capacity needed to properly track and report participant demographic and performance data to LWD and demonstrate the ability to complete all required monthly reports and requests for information in accordance with protocol and timelines established by LWD. The applicant should also describe what experience they have had in conducting construction-related training. Additionally, the applicant should focus on how previous experience will be applied to ensure successful implementation of the proposed project.
- 6) Training Curriculum and Schedule – It is required that each applicant submit with this proposal a curriculum outlining the components within this section of the NGO and the associated hours for completion of each component. The minimum number of training hours is 240 hours. The training curriculum should be focused on basic skills instruction, workforce readiness instruction and occupation-specific construction trades training to allow participants to be better prepared to take and pass the entrance examinations for the building and construction trades and be adequately qualified to enter an apprenticeship program or hired into a quality construction job. Proposals which include training which leads to industry-recognized certifications will be given special consideration. Examples of such certifications include: OSHA10 Safety Training, EPA Lead-Safe Training, etc. The curriculum must list the specific construction trades occupation(s) individuals will enter once they complete the training. TABE testing must take place for all students prior to acceptance into the training program and at the conclusion of instruction. Field trips to union training centers and/or worksites should be part of the curriculum, but does not count toward the number of hours of training unless hands-on training is included.
- 7) Comprehensive Attendance and Drug Policies – Applicants must ensure that participants remain drug-free throughout the training and therefore must include a policy for a

minimum of two drug tests (one at the start of training and one at the completion of training). Policies should include corrective action if applicable. In addition, applicants must include a comprehensive attendance policy detailing procedures for handling tardiness, excused absences, unexcused absences, and corrective action.

- 8) [Budget Summary \(Attachment C\)](#) and [Budget Detail \(Attachment D\)](#) – The budget summary and budget detail sheets must be completed. The Summary and Narrative must also include all monetary and non-monetary funding sources or resources within the budget. Amounts reported on the Budget Summary must be fully supported by information provided on the Budget Narrative. [Attachment E](#) outlines the instructions on completing the budget summary and budget detail pages. The maximum grant amount is \$200,000. The maximum cost for training is \$4,000 per graduate and the maximum cost per placement after 30 days of retention is \$1,000. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.
- 9) [LWD General Provisions \(Attachment F\)](#) – Carefully review and sign this document and include all pages of the general provisions in your grant proposal. The signature of the Chief Executive Officer indicates the organization’s acceptance of these provisions.

Evaluation Criteria

This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements, which will include, but not be limited to the following:

Evaluation Criteria	Total Points
<p><i>Application Certification:</i></p> <ul style="list-style-type: none"> • Title Page signed & dated • General Provisions signed & dated • Letter(s) of commitment from partner(s) 	0*
<p><i>Program Narrative and Training:</i></p> <ul style="list-style-type: none"> • Compelling statement of need • Summary of training curriculum & alignment with NGO • Training focused on identified union construction needs in New Jersey • Organizational commitment & capacity describes past experience & includes information about their MIS 	40
<p><i>Program Plan:</i></p> <ul style="list-style-type: none"> • Activity Plan adequately addresses the grant objectives (1-3) • Strategy to ensure participant program completion & placement in a construction apprenticeship program • Attendance & drug policy submitted & comprehensive 	40
<p><i>Budget Summary and Budget Narrative:</i></p> <ul style="list-style-type: none"> • Budget is reasonable • Budget is within the cost guidelines of the NGO • Budget Summary aligns with Budget Narrative • No calculation errors 	20

* If any of these documents are not submitted, signed and dated the proposal will be incomplete and therefore may not be considered by the selection committee.