



**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 HIGHWAY TO EMPLOYMENT PROGRAM

Announcement Date: March 1, 2017

Technical Assistance Workshop: March 29, 2017

Application Due Date: April 12, 2017

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Acting Commissioner**

**NJBUILD HIGHWAY TO EMPLOYMENT
Notice of Grant Opportunity – FY 2017**

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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 Highway to Employment (H2E) - 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 administered by LWD. Unlike other training programs, NJBUILD funds are specifically limited to construction trades training. 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.

In collaboration with the New Jersey Department of Transportation (NJDOT), LWD is announcing the fiscal year (FY) 2017 Notice of Grant Opportunity (NGO) for the NJBUILD H2E Program. 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 highway construction trades. The program will seek to facilitate effective transitions of 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.

NJDOT has identified six affiliated construction trades occupations in the highway construction industry. The following six 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 apprenticeships and/or employment in the following occupations:

O*NET Code	Occupation
47-2031.00	Carpenter
47-2031.02	Dock and Wharf Builder
47-2061.00	Construction Laborer
47-2073.00	Operating Engineer
47-2111.00	Electrician
47-2221.00	Structural Iron and Steel Workers

Mission of NJBUILD

The mission of the NJBUILD H2E program is to promote outreach and pre-apprenticeship training in the highway construction trades industry for female and minority residents of Central New Jersey to prepare them for entry into registered apprenticeships or employment in construction-related jobs with a minimum hourly wage of \$12.74 (51% above the State's minimum wage).

Goals

This competitive 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 highway construction projects within the Central Region of New Jersey; and
2. Assist contractors and trade unions in meeting their mandated workforce needs through the recruiting and training of women and minorities.

Objectives

LWD, in conjunction with NJDOT, has established the following three objectives to achieve the goals:

- Engage trade unions and private contractors in the development and provision of highway construction-related pre-apprenticeship training.
- Provide training in the following areas:
 - Basic skills instruction;
 - Workforce readiness (employability skills) instruction;
 - Occupation-specific construction-related trades training;
 - An introduction to highway construction career pathways including supervisory, managerial, and entrepreneurship opportunities.
- Assist trainees with job placement services into a registered apprenticeships or employment in construction-related jobs with a minimum hourly wage of \$12.74.

Each applicant must include an Activity Plan (Attachment C) on how they will meet each of the three objectives.

PLEASE NOTE: All training activities must be completed no later than May 31, 2017 to ensure sufficient time for placement services. All participants must have achieved 30-day employment retention by the conclusion of the grant cycle on November 30, 2018.

C. AVAILABLE FUNDING

The maximum amount of funding available for this program in fiscal year (FY) 2017 is \$240,000 which will fund one grant. The grant cycle is expected to be for an 18-month period and is anticipated 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.

D. ELIGIBLE APPLICANTS

This targeted, competitive grant is designed to provide grants for both highway construction trades training to women and minorities and placement services to participants in occupations as outlined in this NGO. Placement and training is limited to the Central Region of New Jersey which is comprised of the following Counties: Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset, and Union. 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; and
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 include One-Stop Career Centers (OSCCs), Temporary Assistance for Needy Families (TANF) recipients, On-the-Job Training (OJT) participants, unemployed, underemployed, veterans, ex-offenders, adult educational programs at vocational/technical institutions, community and faith-based organizations, successful

participants from the New Jersey Youth Corps and Youth Transitions to Work (YTTW) programs, community college graduates, high school graduates, etc. In accordance with program requirements, applicants must meet the following program participant eligibility requirements:

- Be a female or a minority residing in the Central Region of New Jersey;
- Be at least 20 years of age at the time of enrollment;
- Possess a high school diploma or High School Equivalency (HSE) diploma¹;
- Possess a valid driver's license;
- Score a minimum of 7th grade level on the Test of Adult Basic Education (TABE);
- Remain drug free throughout the entire program and submit to drug testing; and,
- Demonstrate a legitimate interest in pursuing a career in the building and construction trades.

¹. 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 the local OSCC and offered appropriate services such as interviewing skills, resume writing, career exploration, etc. In addition, all grantees will be expected to provide verified job placement information for all participants in the program to LWD.

F. PROCEDURES FOR ELIGIBLE ENTITIES TO APPLY FOR GRANT FUNDS

All grant proposals must establish a lead agency and applicants must work in collaboration with the local OSCC. Applicants must submit a Consortium Partnership Form (Attachment D) for their OSCC partner and all other partners. 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(s) 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. Special consideration will be awarded to applicants who work in collaboration with a trade union(s) and construction contractor(s)/employer(s). A separate Consortium Partner Form (Attachment D) must be filled out for each entity.

Applicants under this grant program must provide a narrative describing their organizational capacity, resources, commitment, and any demonstrated ancillary program successes in similar types 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 12 for additional information.

All applicants will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO. The standard evaluation criteria (page 13) will be used to review and select applications.

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 should partner with trade unions and construction contractors/employers to ensure the training being provided aligns with the workforce needs of employers and unions.

G. TECHNICAL ASSISTANCE WORKSHOP AND APPLICATION SUBMISSION

LWD will provide a technical assistance session to applicants on Wednesday, March 29, 2017 from 10:00am – 12:00pm in the [Foran Building](#) of the NJDOT Building in Trenton (1035 Parkway Avenue, Trenton, NJ 08625). Please note the [Foran Building](#) is on the corner of Parkway and Ferrell Avenue. This session is required for the Lead Agency and Fiscal Officer(s). Applicants must register by 4:00 p.m. on Wednesday, March 22, 2017 for the technical assistance via email to ApprenticeshipUnit@dol.nj.gov.

The completed, signed original application and three (3) copies must be received by 4:00 pm on Wednesday, April 12, 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-Highway to Employment 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, April 12, 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. DATE BY WHICH APPLICANTS SHALL BE NOTIFIED

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 April 24, 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 scheduled 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 Workforce Development and Economic Opportunity and the report format will be provided with the contract. Monthly reports will include at a minimum the following:

- Participant enrollment including demographic characteristics such as race and gender;
- Participant attendance;
- Participant academic development and achievement;
- Participant apprenticeship and job placement, wages, job title, and start date; and
- A comparison of actual accomplishments to the objectives established and the reasons for variance.

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

J. MILESTONE STRUCTURED PAYMENTS

The NJBUILD H2E grant is a fixed amount award based on four verifiable performance goals or milestones. The four distinct milestones will be:

Milestone 1: Marketing and Enrollment. The first phase is centered on community outreach and targeted recruitment of women and minority participants. The first milestone will be the enrollment of the first 40 qualified female or minority participants.

Milestone 2: Mid-point Training Assessment. The second phase represents the initial phase of the training. Each participant will be assessed for mid-term progress in the four areas of training outlined on page 3. The second milestone will be retention and skills acquisition for the first 40 qualified female or minority participants.

Milestone 3: Graduation. The third phase is focused on the graduation and the completion of training. The third milestone will be the successful completion of two grant objectives, namely the minimum 40 qualified female or minority graduates and the improvement of participants' TABE grade level (see page 9).

Milestone 4: Placement and 30 Day Retention. The last phase is based on placement and 30 day retention of 40 qualified female or minority graduates in either an apprenticeship or a construction related job with a minimum hourly wage of \$12.74. The closeout report, due within 30 days from the end of the grant period, shall include a compilation of all the previous reports including a full years financial report and demographic information on graduate placement including employment verification records.

Milestone	Documentation	Milestone Amount
1. Marketing & Enrollment	<ul style="list-style-type: none"> • Participant Enrollment Roster; and • Milestone 1 payment voucher. 	\$20,000 (\$500 per participant for 40 participants)
2. Mid-point Training Assessment	<ul style="list-style-type: none"> • Progress report for first half of training including student performance and attendance; and • Milestone 2 payment voucher. 	\$80,000 (\$2,000 per participant for 40 participants)
3. Graduation	<ul style="list-style-type: none"> • Progress report for the second half of training including proof of graduation; and • Milestone 3 payment voucher. 	\$80,000 (\$2,000 per participant for 40 participants)
4. Placement & 30 Day Retention	<ul style="list-style-type: none"> • Employment verification records and 30 day retention report for placements; and • Milestone 4 payment voucher. 	\$60,000 (\$1,500 per participant for 40 participants)

Grant Milestone Payments

Grant payments are contingent upon the successful completion of a milestone. Within 30 days of completing each milestone, grant recipients are required to submit documentation verifying the progress of their training program as outlined (see chart above). Reimbursement will be subject to the submission and the acceptance of the documents pertaining to each phase of the program. Documents required for payment can include [enrollment rosters \(Attachment F\)](#), progress reports, employment verification and a [State of New Jersey payment voucher \(Attachment G\)](#) for expenditures.

Multiple Training Cycles

If the grant recipient plans to implement multiple training cycles within the timeframe of the grant, each training cycle will be treated as separate programs for the purposes of milestone reporting and documentation. Regardless of the number of total training cycles, milestone payments will not exceed 40 participants per grantee.

K. PROGRAM SERVICES

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

- Grantees will provide evidence of having both union and private 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. 60% of total training hours must consist of occupation-specific construction-

related trades training. Grantees will provide LWD with the curricula for the following areas:

- Basic skills instruction, including contextualized learning through experienced based training;
 - Workforce readiness (employability skills) instruction;
 - Occupation-specific construction-related trades training; and
 - An introduction to highway construction career pathways including supervisory, managerial, and entrepreneurship opportunities.
- Assist trainees with job placement services into registered apprenticeships or employment in construction-related jobs with a minimum hourly wage of \$12.74.
 - Grantees will meet each of the programmatic specifications contained in the contract and any attachments and annexes.

L. PROGRAM OUTCOMES

All grantees 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* qualified female and minority participants from each training program; and
- 40 qualified female and minority participants who successfully complete the training will be placed into registered apprenticeships or hired into construction-related jobs with a minimum hourly wage of \$12.74.

*Similar training programs usually graduate 80% of the participants. Applicants should account for attrition and should expect to enroll a minimum of 50 participants to graduate a minimum of 40 participants.

M. 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	
✓	LWD General Provisions	
✓	Activity Plan (Objectives 1-3)	
✓	Consortium Partnership Form	
✓	Program Description	
✓	Statement of Need	
✓	Marketing, Outreach and Recruitment Plan	
✓	Training Plan and Curriculum Outline	

✓	Case Management Services	
✓	Graduate Placement Plan	
✓	Organizational Commitment and Capacity	
✓	Budget Summary and Narrative	
✓	Attendance and Drug Policies	
	Letters of Support (optional)	

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. One original signature package and three copies are required. This is the first page of your application package. Ensure Sections I and II are complete and all information is accurate on the form. The Chief Executive Officer (CEO) must sign and date the form.
2. [LWD General Provisions \(Attachment B\)](#) – Carefully review and sign this document and include all pages of the general provisions in your grant proposal. The signature of the CEO indicates the organization’s acceptance of these provisions.
3. [Activity Plan \(Attachment C\)](#) – An activity plan for each of the three objectives must be completed. Ensure you include detailed information for each component.
4. [Consortium Partner Form \(Attachment D\)](#) – Consortium partners with clearly defined roles, responsibilities, and agreed upon activities, are key to the success of a pre-apprenticeship program. Possible roles and responsibilities for partners are described below:
 - One-Stop Career Center(s): referral source/resource provided in conjunction with leveraging resources (assessment, testing, etc.). The OSCCs offer an array of no-cost services that could be leveraged by the grantee including recruitment, assessment and testing (TABE, etc.). These resources should be incorporated into your consortium proposal; and
 - Trade Union and/or Construction Contractor/Employer: assist in the development and approval of the program curriculum, selection panel of program participants, and consortium meetings.

A separate Consortium Partner form must be included for each partner, if applicable. This document indicates that a representative of the organization has participated in the development of the application and the organization agrees to participate in the proposed activities described in the application. The form must clearly identify well defined goals and exactly what activities the organization will be responsible to conduct, as well as timelines for completion.

5. [Program Description](#) – The applicant must submit a unified plan that will cover the full grant program. The Program Description must integrate the program and activities of each consortium member into one document and state the need for the program, its

purpose and projected outcomes. Do not submit a separate description for each partner, if applicable. The Program Description must include details of your Marketing, Outreach, and Recruitment Plan, and also include case management services, curriculum, and your plan on placing graduates into registered apprenticeship programs and construction-related jobs with a minimum hourly wage of \$12.74. Applicants are encouraged to provide descriptions of their facility, the type(s) of equipment students will be exposed to, and the qualifications of the proposed instructor(s). Provide a timeframe for the accomplishment of each milestone. A description of how additional funding sources and/or resources, both monetary and non-monetary, will be leveraged to maximize the impact of the grant award and provide a value added program for the participants.

6. 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 of New Jersey. This should also include projected number of apprenticeship opportunities with unions and construction employers within the area.
7. Marketing, Outreach, and Recruitment Plan – This narrative will describe your marketing and outreach to the community. Details such as what organizations you will target and detailed timeline for accomplishment. Strategies for recruitment into the program must be included as well as a detailed description of the screening process to select the most qualified participants, to ensure the placement of a maximum of 40 qualified female and minority program participants per grantee. Proposals submitted without a marketing, outreach, and recruitment plan will not be considered.
8. Attendance and Drug Policy – Submit actual copies of both the attendance and drug policies with a brief narrative about the implementation of each policy.
 - The attendance policy should feature basic elements such as tracking, corrective action, procedural measures, and counseling. It should also be robust and capable of handling a variety of possible attendance issues.
 - The drug policy must include the specific type of drug test, schedule of testing, and procedural measures for non-compliance. The policy should be developed in consultation with trade union partners to ensure conformity with established union policies and standards.
9. Training Plan and Curriculum Outline – It is required that each applicant submit with this proposal a curriculum 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 construction-related job with a minimum hourly wage of \$12.74. Proposals which include training that lead 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.

10. Case Management Services – Case Management is a key element to the success of the NJBUILD H2E Program. Your proposal must include details of the case management services which will be provided during the grant period. It is important that the Case Manager:
 - Be familiar with the full range of services available through the OSCC as well as area social services and community resources;
 - Develop a relationship with the OSCC to refer non-selected candidates for employment and training assistance;
 - Develop a relationship with the building trade representative and union personnel;
 - Establish relationships with the program participants and meet with them regularly to track progress and address problems;
 - Develop student employment plans for each participant outlining interests, goals, test results and progress in training;
 - Provide options and resources for those graduates not immediately placed and continue to provide case management services to the end of the contract year; and
 - Attend and participate in all training sessions and consortium meetings.
11. Graduate Placement Plan – A plan describing how the applicant, in conjunction with union and employer partners, will achieve placement outcomes. Grantees are required to place at least 40 qualified female or minority program graduates into registered apprenticeship programs or into construction-related jobs that pay a minimum hourly wage of \$12.74.
12. 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.
13. Budget Summary (Attachment E) and Budget Narrative– A [budget summary](#) representing the entire proposed budget has been provided. Along with the budget summary, applicants must submit a budget narrative which includes an explanation of each line item. The budget narrative must include all monetary and non-monetary funding sources or resources within the budget and must also address each line item reported on the budget summary.

14. Letter(s) of Support (optional) – Letters of support are *not required* but if included, will be taken into consideration during the panel review process.

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 and dated • General provisions signed and dated • Consortium Partnership Form filled out, at a minimum, for OSCC 	0*
<p><i>Application Requirements:</i></p> <ul style="list-style-type: none"> • Statement of Need is compelling • Organizational Commitment and Capacity describes past experience 	15
<p><i>Program Plan and Training:</i></p> <ul style="list-style-type: none"> • Program Plan is unified and covers the entire grant • Activity Plan adequately addresses the grant objectives (1-3) • Training Plan and Curriculum aligns with the NGO • Training focused on identified union highway construction needs in Central NJ • Attendance and Drug policies are submitted and comprehensive 	40
<p><i>Program Services:</i></p> <ul style="list-style-type: none"> • Marketing to and recruitment of women and minorities are effective • Case management ensures participant completion • MIS is described in detail • Placement Plan ensures graduate placement in a registered apprenticeship program or construction-related jobs that pay a minimum hourly wage of \$12.74 	30
<p><i>Budget Form</i></p> <ul style="list-style-type: none"> • Budget is reasonable • Budget is within the cost guidelines of the NGO • Budget form aligns with Budget Narrative • No calculation errors 	15

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