

## **Important Announcement**

### **Notice of Competitive Grant Opportunity for New Jersey's High-Growth Workforce Investment Grants**

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Governor Corzine's Economic Growth Strategy for New Jersey places a high priority on developing our state's world-class workforce. To achieve this goal, one important initiative is to upgrade the skills of New Jersey's workers in certain high-growth, high-wage industry sectors, so that the state's businesses may prosper in the global economy.

Beginning September 12, 2006, New Jersey companies may apply for competitively awarded High-Growth Workforce Investment Grants to develop industry-specific solutions to the workforce training challenges they face. For the first time, the state's Customized Training grants will be aligned with the industry sectors identified as critical to increasing workers' career opportunities and the growth of New Jersey's economy. This year, industry-specific competitions will be held for the following sectors: Pharmaceutical/Biotechnology; Science/Technology; Information Technology; Logistics; Energy; Finance, and Hospitality/Tourism.<sup>1</sup>

The competitions in each industry sector will encourage the formation of consortia applications, consisting of two or more businesses in an industry sector in partnership with New Jersey's two-year and four-year colleges and universities, as well as vocational-technical schools and other qualified training providers. Such an approach should create long-term synergies, as businesses work with education and training providers to identify the competencies and skills required for each sector's workforce, develop competency models and training curricula, and train new and existing workers.

The goal of this program is to increase New Jersey's capacity for innovation through workforce development, thus affording our businesses a global competitive advantage. The program will leverage employer resources and will be matched with State funds.

The New Jersey Department of Labor and Workforce Development will set aside two-thirds of the Customized Training funds available under the Workforce Development Partnership Program for Fiscal Year 2007 to be used for competitively awarded grants to the specified industry sectors. Applications for grants will meet the following criteria:

- Applicants must provide at least a 50% match of the total direct cost of providing the training.

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<sup>1</sup> For a list of industry codes designating the industry sectors, please see Attachment # 1.

- Applicants for sector grant awards must classify the primary business of their establishment with one of the North American Industry Classification System (NAICS) codes identified in the supplementary information below.
- Grant awards will be made on a competitive basis, with all applicants within a sector competing against each other.
- Grant awards will be made to applicants in each sector in two cycles during the fiscal year, in November 2006 and February 2007.
- Staff from the Department of Labor and Workforce Development will be assigned as a neutral technical assistance resource to assist applicants in each sector.<sup>2</sup>
- All applications will be prepared using the existing on line Customized Training Tracking System (CTTS). All applicants will be subject to the existing general provisions of the Department of Labor and Workforce Development's Customized Training agreements.<sup>3</sup>
- A Schedule of Grant Activities and Evaluation Criteria is provided.<sup>4</sup>

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<sup>2</sup> For contact information for each industry sector, please see Attachment #2

<sup>3</sup> A Step-by-Step guide to the on-line process and a list of General Provisions of Customized Training grant agreements, please see Attachment #

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<sup>4</sup> Schedule of Grant Activities and Evaluation Criteria, please see Attachment #4

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## **ATTACHMENT #1**

### **Industry Sectors for High-Growth Workforce Investment Grants for FY 2007**

Note: North American Industry Classification System (NAICS) codes are in parentheses.

#### **Pharmaceutical/Biotechnology**

This sector consists of establishments that manufacture medicines and pharmaceuticals (325400), electronic instruments (334500), and medical equipment and supplies (339100). It also includes establishments engaged in scientific research and development (541700) and medical and diagnostic laboratories (621500).

#### **Science/Technology**

This sector consists of establishments that manufacture computer and peripheral equipment (334100) and communications equipment (334200). It also includes establishments engaged in accounting/bookkeeping services (541200), architectural/engineering services (541300), specialized design services (541400), computer system design (541500), and management/technical consulting services (541600).

#### **Information Technology**

This sector consists of establishments engaged in publishing (511000), telecommunications (517000), and movie production/distribution (512100).

#### **Logistics**

This sector consists of establishments engaged in truck transportation (484000), water transportation (483000), air transportation (481000), freight transportation (488500) transportation services (541614), wholesale durable goods (423000), wholesale non-durable goods (424000), and warehousing (493000).

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### **Energy**

This sector consists of establishments that manufacture petroleum and coal products (324000). It also includes establishments engaged in electric power generation, transmission and distribution, natural gas distribution and water, sewerage, and other systems (220000).

### **Finance**

This sector consists of establishments engaged in credit intermediation (522100 and 522200), real estate credit (522212), securities and/or commodity contract brokerage (523100), insurance carriers (524100), and insurance agencies (524200).

### **Hospitality/Tourism**

This sector consists of establishments engaged in hotel services (721110), casino/hotel services (721120), amusement, gambling and recreation (713000), and museums/galleries (712110).

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## **ATTACHMENT #2**

### **Technical Resource Contact Information**

For each of the seven sectors, two members of the LWD staff will be assigned to assist applicants and serve as neutral technical assistance resources for all applicants in the designated sector.

<u>Sector</u>	<u>Name</u>	<u>Phone</u>	<u>E-Mail</u>
Pharm/Biotech	Jessica Richardson	609-984-0632	<a href="mailto:Jessica.Richardson@dol.state.nj.us">Jessica.Richardson@dol.state.nj.us</a>
Pharm/Biotech	Jim Spinola	609-292-6067	<a href="mailto:James.Spinola@dol.state.nj.us">James.Spinola@dol.state.nj.us</a>
Science/Technology	Judy Belock	973-648-2989	<a href="mailto:Judith.Belock@dol.state.nj.us">Judith.Belock@dol.state.nj.us</a>
Science/Technology	Terrance Leverett	609-943-3579	<a href="mailto:Terrance.Leverett@dol.state.nj.us">Terrance.Leverett@dol.state.nj.us</a>
Information Tech.	Eric Cruz	609-984-9717	<a href="mailto:Eric.Cruz@dol.state.nj.us">Eric.Cruz@dol.state.nj.us</a>
Information Tech.	Hector Alba	973-648-3067	<a href="mailto:Hector.Alba@dol.state.nj.us">Hector.Alba@dol.state.nj.us</a>
Logistics	Carmen Rolon	609-292-8232	<a href="mailto:Carmen.Rolon@dol.state.nj.us">Carmen.Rolon@dol.state.nj.us</a>
Logistics	Sue Gilligan	609-984-6092	<a href="mailto:Susan.Gilligan@dol.state.nj.us">Susan.Gilligan@dol.state.nj.us</a>
Energy	Hector Alba	973-648-3067	<a href="mailto:Hector.Alba@dol.state.nj.us">Hector.Alba@dol.state.nj.us</a>
Energy	Sue Gilligan	609-984-6092	<a href="mailto:Susan.Gilligan@dol.state.nj.us">Susan.Gilligan@dol.state.nj.us</a>

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Finance	Terry Getzewich	973-648-7724
<a href="mailto:Theresa.Getzewich@dol.state.nj.us">Theresa.Getzewich@dol.state.nj.us</a>		
Finance	Irma Shaw	973-648-3383
<a href="mailto:Irma.Shaw@dol.state.nj.us">Irma.Shaw@dol.state.nj.us</a>		
Hospitality/Tourism	Jim Boyle	609-292-1489
<a href="mailto:James.Boyle@dol.state.nj.us">James.Boyle@dol.state.nj.us</a>		
Hospitality/Tourism	Luis Lopez	609-777-4389
<a href="mailto:Luis.Lopez@dol.state.nj.us">Luis.Lopez@dol.state.nj.us</a>		

### **ATTACHMENT #3**

#### **Step-by-Step Application Process**

#### **And General Provisions**

##### **Prequalification:**

Any organization that wishes to apply for a competitive grant [Click Here](#). You may also access the NJDLWD website, <http://www.state.nj.us/labor/> to begin the process. On the NJDLWD website, select Business Services from the Program Areas section. On the Business Services website, select Customized Training.

Review the contents of the Customized Training website, including the Personal Computer Requirements listed at the end of the information. You must have a personal computer that meets these requirements in order to complete an application.

Once you have reviewed the information, select the link labeled [Apply for Financial Assistance](#) at the beginning of the Customized Training website.

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This will link you to a Welcome page. Before proceeding, review the General Provisions document, which is accessed by a [Click Here](#) direction on the Welcome page. The general provisions apply to all grants awarded by the Office of Customized Training. They include:

- a commitment to establish and maintain a working relationship with local One-Stop Career Centers to assist with the recruitment of new workers
- use of an approved New Jersey based training provider
- submission of complete financial statements for the three most recently completed fiscal years for the business(es) applying
- no liability to the Department for the business(es) applying
- must adhere to the cost/hour and number of hours allowed by the Department for training courses in the application
- general training costs must not exceed \$1,500 per employee trained

Next, review the State of New Jersey Subscriber Agreement for digital certificates which is accessed by a [Click Here](#) direction on the Welcome page. A New Jersey Department of Labor and Workforce Development staff member will work with each applicant early in the application process to install a State of NJ digital certificate on a personal computer the applicant designates as the personal computer that will be used by the applicant/grantee to electronically sign all documents in the application, agreement, reimbursement, and close out processes.

Once the review is completed, click on the Continue button at the bottom of the Welcome page. This will take you to the Customized Training Grant Program Pre-Qualification Questionnaire. The Pre-qualification is a one-page online form. Enter all the data requested.

In the section of the Pre-Qualification Questionnaire that asks for the Type of Desired Application, select Employer if you are applying for assistance for your organization. Select Consortium if you are applying for assistance as a Lead Agency on behalf of two or more organizations.

In the section of the Pre-Qualification Questionnaire that requests your Organization NAICS Code, if you are applying for a High-Growth Workforce Investment grant as an Employer as the Type of Desired Application, the Organization NAICS Code you select should be listed in the Sectors in Attachment 1.

In the section of the Pre-Qualification Questionnaire that requests your Organization NAICS Code, if you selected Consortium as the Type of Desired Application, the Organization NAICS Code you select does not have to be listed in the Sectors in Attachment 1.

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In the section that asks for the Primary Product or Service, specify that you are applying for a competitive (insert the title of one of the seven sectors you are applying as) grant and then list your primary product or service.

Once you complete the Pre-Qualification, print a copy for your records by selecting the Print button at the end of the Pre-Qualification Questionnaire, and then select the Submit button to submit the Pre-Qualification Questionnaire for review by the New Jersey Department of Labor and Workforce Development.

Once the Department's review is completed, the Office of Customized Training will send a message to the e-mail address specified in your Pre-Qualification Questionnaire. If additional information is required before proceeding with the application, the e-mail will contain instructions. If no additional information is required, you will receive two e-mail messages:

The first e-mail message will contain instructions for setting up your access to the My NJ Portal as well as an authentication code you will use as part of the setup.

The second e-mail message will contain instructions for setting up your access to the Customized Training Tracking System (CTTS) as well as a security code you will use as part of the setup.

Both steps are required and must be followed in that order.

**Application:**

Once you have established access to the My NJ Portal and to CTTS, click on the Welcome to the Customized Training System link on the portal page. This will take you to the main menu screen for CTTS. Look in the upper right corner of the menu; there should be a description box that will say either Employer or Consortium, depending on which Type of Desired Application you requested when you completed the Pre-Qualification Questionnaire. If it displays anything other than the Type of Desired Application you requested when you completed the Pre-Qualification Questionnaire, please notify the CTTS Help Desk at 609-633-6799 for assistance.

In the upper left corner of the menu there will be a series of selection boxes. If you run your cursor over the boxes, another series of boxes will drop down from the menu box you select. These are the action boxes that direct CTTS to the function you wish to perform.

From the Application select box, chose the Create/View/Modify function. This will bring you to the first section of either the Employer or the

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Consortium application, depending on the selection you made in your Pre-Qualification Questionnaire. Most of the data in this section will be pre-filled with information you provided in the Pre-Qualification Questionnaire. Complete the information in this section. Then select the Next button at the bottom of the section to move to Section Two. After you move to Section Two of the application, a staff member will assist you in completing your application. You will receive an e-mail message providing the name, address, e-mail address, and telephone number of your designated contact person.

**ATTACHMENT #4**  
**Schedule of Grant Activities**  
**And Evaluation Criteria**

**Cycle One:**  
NGO Announcement

September 12, 2006

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Application Preparation:	Completed and signed by applicant by October 6, 2006
Application Review by NJLWD:	October 6, 2006 until November 9, 2006
Grants Awarded:	November 10, 2006
<b><u>Cycle Two:</u></b>	
NGO Announcement	January 2, 2007
Application Preparation:	Completed and signed by January 26, 2007
Application Review by NJLWD:	January 26, 2007 until February 27, 2007
Grants Awarded:	February 28, 2007

### **Critical Elements to be Evaluated**

In reviewing applications, the review team will focus on three elements:

**Sector Approach:** Successful applications will show partnerships among the sector businesses, industries or industry-related organizations such as associations or unions, and the training providers that will result in establishing curricula for new and incumbent workers for the specialty skills areas needed by the businesses in the sector.

**Expected Outcomes:** Successful applications will demonstrate expected outcomes of the training that are clearly identified, measurable, realistic, and consistent with New Jersey's economic growth strategy.

**Best Practices:** Successful applications will provide evidence that the products and outcomes including models, curricula, partnership strategies, and best practices can be replicated and that the products and/or outcomes of the training can be imbedded in the long-term solutions and training activities of the industry and the training organizations.