



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

NEW JERSEY BUILDERS' UTILIZATION INITIATIVE FOR LABOR DIVERSITY (NJBUILD)

WOMEN AND MINORITY VETERANS IN CONSTRUCTION TRADES PROGRAM

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2023**

Funding Amount: \$3,000,000

Announcement Date: September 19, 2022

Technical Assistance Workshop Date: October 4, 2022

Letter of Intent Due: No later than noon, October 21, 2022

Application Due Date: No later than noon, October 28, 2022

**Robert Asaro-Angelo
Commissioner**

**Women and Minority Veterans in Construction Trades Program
Notice of Grant Opportunity – FY2023**

TABLE OF CONTENTS

Section A:	Name of Grant Program	Page 2
Section B:	Purpose of Grant	Page 2
Section C:	Projected Funding	Page 2
Section D:	Eligible Applicants	Page 3
Section E:	Requirements of Applicants	Page 3
Section F:	Application Process	Page 6
Section G:	How to Submit a Proposal	Page 10
Section H:	Application Submission Date	Page 11
Section I:	Date by Which Applicants Will Be Notified	Page 11
Attachment:	Attachment I- Sample Letter of Intent	

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 NJDOL”) regularly publishes on its website at <https://nj.gov/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 “News & Updates” and the subheading “Grant Notices.”

A. Name of Grant Program

Women and Minority Veterans in Construction Trades Program

B. Purpose of Grant

The New Jersey Department of Labor and Workforce Development, Office of Apprenticeship seeks to encourage the growth of career pathway opportunities for people disconnected from employment, training, and education. Within the workforce development system, pre-apprenticeships serve a critical role for people to acquire career-specific skills, advance work-readiness, and connect them to longer-term career opportunities.

The Women and Minority Veterans in Construction Trades Program seeks to eliminate economic barriers commonly associated with an individual’s inability to invest in skills training and work readiness and connect National Guard, Reserve, retired and transitioning active-duty military members to quality career and training opportunities in the building and construction industry. This grant program provides women and minority veterans with training to prepare them for employment and/or placement in registered apprenticeship programs within the building and construction trades occupations or other industry occupations and provide quality support services to ensure success for placement into employment.

Funding from this grant announcement shall be used to support training in the construction and building trades. Any construction craft or administrative, support, operational occupations are acceptable. This includes professional titles as well as skill trades.

C. Projected Funding

The maximum amount of funding available for this program in fiscal year (FY) 2023 is anticipated to be \$3,000,000. Grant awards are based on available funding. The source of funding will be the New Jersey Builders Utilization Initiative for Labor Diversity (NJBUILD), through the annual Appropriations Act and P.L. 2009, Chapter 313.

NJBUILD is designed to provide training opportunities for minorities and women in the construction trades and construction-related trades so that minorities and women can realize equal employment opportunity in public contracting. All state agencies are required to pay one-half of one percent of the total cost of construction contracts that are equal to or greater than \$1,000,000 to the NJBUILD fund immediately upon award of the contract. This funding allows NJDOL to meet the requirements of the NJBUILD legislation.

D. Eligible Applicants

This targeted, competitive opportunity is designed to provide funding to eligible organizations to provide construction trades training, placement services and quality support services to women and minority veterans in accordance with the NGO. The following organizations are eligible to apply as the lead applicant:

1. Public training providers;
2. Community-based organizations;
3. Labor organizations;
4. Employers/contractors.
5. Public or private non-profit agencies;
6. County or Municipal Governments; and
7. Trade organizations which represent a particular trade, group of trades, contractors or employers.

PLEASE NOTE: All applicants must demonstrate relationships with employers/contractors and/or USDOL Registered Apprenticeship program sponsor, in order to enable program participants to transition into employment.

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

- Be a female or a minority veteran residing in New Jersey;
- Have a legitimate interest in the construction industry; and
- Must be registered with a One Stop Career Center (OSCC) and, if eligible, be WIOA co-enrolled and offered appropriate services such as interviewing skills resume writing, career exploration, and supportive services.

As defined in 38 U.S.C. 101(2), the definition of a veteran is: A person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable. A Reservist or member of the National Guard called to Federal active duty or disabled from a disease or injury incurred or aggravated in line of duty or while in training.

E. Requirements of Applicants to Be Considered for Funding Under the Grant Program

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

Deliverables

The grantee will train participants identified as meeting the criteria outlined above. The following objectives have been established to achieve the goals of increasing opportunities for the employment of women and minority veterans in the construction industry and to address the building and construction industry's need for better-prepared apprentices and journeypersons:

- To recruit participants through active marketing, recruitment and outreach strategies;

- To provide job coaching and employment preparation to women and minority veterans;
- To assist women and minority veteran participants with job placement services targeting employment in a USDOL Registered Apprenticeship program or construction-related employment. Construction-related employment is defined as employment with a starting wage no less than \$15 per hour within the occupations within the construction industry. Participants are to earn a minimum of one industry-recognized credential;
- To assist women and minority veteran participants in obtaining sustainable employment in any building and construction trades occupations; and
- To assist women and minority veteran participants in obtaining sustainable employment in any ancillary occupations associated within the building and construction trades industry paying at least \$15 per hour. Examples include, but are not limited to: construction manager, building inspector, surveyor, inspector, planner, financial or administrative positions.

Program Outcomes

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

- Participants must participate in all components of the program.
- Program participants must be registered at a One Stop Career Center.
- Graduate a minimum of 75 percent of program participants from the NJBUILD training program.
- Provide placement services and ensure program graduates will be placed into a USDOL Registered Apprenticeship program or placed in employment construction job in an affiliated occupation, or ancillary construction industry occupation with a starting wage of at least \$15 per hour.
- Conduct participant follow-up for job retention post placement into a USDOL Registered Apprenticeship program or construction job in an affiliated occupation, or ancillary construction industry occupation with a starting wage of at least \$15 per hour.
- A minimum of one industry-valued credential will be earned.
- Assistance to participants to acquire valuable documents such as a driver's license, state identification, birth certificate, etc.

Case Management, Supportive Services and Job Coaching

In addition to the NJBUILD pre-apprenticeship training to women and minority veterans, applicants are required to provide the following services:

- Assessment of program participants to determine if additional supportive services are needed and connect the participant to those services.
- Provide on-going Case Management services to participants during the training program and after job placement to ensure success.
- Ensure each participant of the program obtains at least one industry recognized credential.
- Provide Job Coaching and Job Placement services to link successful graduates of the NJBUILD training program to Registered Apprenticeship and trade related employment opportunities. All case management services must continue through at least the 60-day retention benchmark.

Applicants should, where possible, coordinate their programs with the local Workforce Development Board (WDB) and their corresponding One-Stop Career Center. A list of One-Stop Career Centers and their contact information can be found [here](#). Applicants are encouraged to have program participants register for One-Stop Career Center (OSCC) services by registering at <https://jobsources.nj.gov/jz/views/jobzone/guest.jsf>. Unemployed applicants must receive a Workforce Innovation and Opportunity Act (WIOA) eligibility determination at a One-Stop Career Center. Applicable participants must meet with a Veterans representative and/or employment services staff. In the OSCC, there is a Veterans representative who specializes in helping Veterans find the jobs and opportunities for which they qualify. In addition to priority referrals to jobs, Veterans can enroll in free job search workshops, find help developing a resume, learn about career training programs and get help understanding the network of Veterans' benefits available through the Veterans Administration, state and local governments.

Reporting Requirements

Grant recipients are required to maintain progress data and submit monthly program and fiscal reports based on grant-related activities. The reports are done through the System for Administering Grants Electronically (SAGE) system and will be due by the 15th of the following month. 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 contract period is expected to be 18-months and is expected to begin on November 15, 2022. Reimbursement for expenditures approved in the final contract will be made according to standards which will be stipulated in the contract. Request for reimbursement for program costs is done through the SAGE system and will be due by the 15th of the following month and reimbursement will be made upon approval by NJDOL.

A closeout report, due within 30 days from the end of the grant period, shall include the following: a compilation of all the monthly reports including a full year financial report; demographic information on placements including employer information; and a program evaluation that includes any barriers to meeting goals, best practices and success stories. Final reimbursement will be subject to the submission and acceptance of the final report by NJDOL.

All grantees will be subject to on-site technical assistance visits and inspection of required maintenance of records and documentation. The purpose of the visit(s) will to be assess progress toward the program goals and integrity of the program model.

F. Application Process

Successful proposals must be responsive to the NGO and meet all technical capacity and fiscal viability requirements as described. Applications are submitted and awards are managed through NJDOL's online grant system, the System for Managing Grants Electronically (SAGE). Applications are submitted online, via SAGE at <https://njdol.intelligrants.com/IGXLogin>.

Applicants must determine who will serve as the Authorized Official (AO) for this grant application. The AO must:

- be authorized to enter into a contractual agreement on behalf of the company.
- read and understand the FY2023 Notice of Grant Opportunity (NGO).
- register (create an account) in the System to Administer Grants Electronically (SAGE) and submit a Letter of Intent (LOI) to apply.

The AO may delegate completion of the application to others by giving access in SAGE but should be aware that responsibility for the contract remains with the AO for the life of the grant.

Applicants interested in applying must submit a LOI to express interest in the grant opportunity. This notification allows NJDOL to have sufficient resources in place to carefully review each proposal. and to provide access to the application in SAGE. Applicants must complete, sign and submit a letter of intent as soon as the applicant is interested in applying for the grant opportunity. A sample LOI can be found in Attachment I. The completed and signed LOI must be emailed as an attachment to ApprenticeshipUnit@dol.nj.gov.

Incorrect or missing information or failure to register in SAGE will delay the processing of the LOI, which will delay access to the online application. Once the Authorized Official is registered and approved in SAGE, applicants can then proceed to enter the required information and documentation in the SAGE system. If the organization is already registered in SAGE, please include that information on your LOI.

Technical Assistance Workshop

NJDOL will provide a technical assistance session via tele-conference to potential applicants. General guidance on completing the required documents, budget forms and an overview of SAGE will be provided. It is important that both the Program Director and Fiscal Officer attend this session. It is strongly suggested that applicants attend the technical assistance workshop. The technical assistance workshops will be held:

Tuesday, October 4, 2022 at 1pm

Pre-registration is required at least three business days prior to the date of the technical assistance workshop at: <https://www.eventbrite.com/e/fy23-women-and-minority-veterans-in-construction-trades-grant-program-tickets-396640832407>

Virtual meeting log-in information will be provided only to those who have registered through Eventbrite.

Proposal Content and Checklist

To ensure consistency and fairness of evaluation, 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. NJDOL's Standard Assurances and General Provisions are expected to be read prior to application submission. Please note: Failure to include the required documentation below may result in the application being removed from consideration for funding.

<i>Required</i>	<i>Form</i>
✓	Activity Plan
✓	Letter(s) of Commitment from Partners
✓	Statement of Need
✓	Organizational Commitment and Capacity
✓	Training Curriculum and Schedule
✓	Program Sustainability Plan
✓	Tax Clearance Certificate
✓	Past Performance Narrative

Applications will be evaluated on-the-basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to this NGO. The evaluation criteria detailed below will be used to review and select applications.

Explanation of Proposal Components

Activity Plan - An activity plan, including specific objectives and a training plan must be completed. Detailed information for each component is to be included in a timeline format from recruitment to graduation and subsequent construction related job placement or enrollment in a USDOL Registered Apprenticeship program. Post-placement follow-up plans are required for proposal submissions. Applicants must describe Outreach and Recruitment plans for the program participants and explain how they will track placements and/or credential attainment after participants have acquired employment or enrolled in a USDOL Registered Apprenticeship program. Verification of employment with 30-day and 60-day retention is a requirement.

The lead applicant should conduct an orientation for all pre-screened individuals to ensure program requirements are met and to complete an assessment and employability plan. The orientation should provide a realistic picture of the job market, including the challenges participants may encounter as well as how to deal with these challenges in a positive way. The orientation should also outline the expectations of the program.

Letter(s) of Commitment from Partner(s) - A letter of commitment from each USDOL Registered Apprenticeship 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.

Statement of Need - Demonstrate the need for placement services for the Women and Minority Veteran population in your region. 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.

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 NJDOL and demonstrate the ability to complete all required monthly reports and requests for information in accordance with protocol and timelines established by NJDOL. The applicant should also describe what experience they have had in conducting construction-related training and placement.

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 training curriculum should be focused on basic skills instruction, workforce readiness instruction and occupation-specific construction trades training and align with the requirements of your partner employers. You must include a plan for how you intend to recruit participants. Applicants should also include an attendance policy detailing procedure for handling tardiness, excused absences, unexcused absences, and corrective action.

Program Sustainability Plan – Applicants are required to provide a Program Sustainability Plan. This plan will outline the applicant’s strategy for sustainability if/when state grant funding is no longer available. Based on the current structure of the NJBUILD programs, grantee’s may be eligible for subsequent funding based on performance. It is important for the applicant to demonstrate alternative funding sources and/or strategies to continue funded activities beyond the contract period of performance, and in the event that state funds are no longer available.

Tax Clearance Certificate – Public Law 2007, c. 101 requires that as a precondition to the award of business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of state government shall obtain a [Tax Clearance Certificate](#) from the director of the New Jersey Division of Taxation prior to the issuance of the grant, incentive or assistance. To avoid any delay in submitting your application, applicants are encouraged to obtain the tax clearance certificate once an organization makes the decision to apply.

Past Performance Narrative - Applicants who received prior state funding, or operated a similar program, must submit a description of their performance, including outcome data for the most recent program’s effectiveness and success in meeting the goals and objectives of the grant. Additionally, in cases where the goals and objectives were not met, the applicant must explain in a narrative why those goals were not met and address any future corrective action that would need to be taken in order to ensure future success of a new grant. Applicants who had prior unsatisfactory performance may not be funded with FY23 NJBUILD funding.

Budget – Applicants are required to submit an eighteen-month budget in the SAGE system. Program implementation should be inclusive within the eighteen-month contract period. Grantees are also expected to keep records on all individuals that participate in the Women and Minority Veterans in Construction Trades program and provide updates on placement activity that occurs after the period of performance for the contract, upon request of the Department.

The budget submitted should reflect the reasonable costs of running the proposed program and include all proposed program and operating expenses. Reasonable costs for supportive services of women and minority veterans within the program can be included within the proposed budget.

Applicants shall be eligible to include pre-apprenticeship stipend funding within their program budget.

The stipends must be based on participants reaching program milestones not less than two-week completion increments. The stipend is not a wage; it is intended to cover incidental costs incurred while attending the pre-apprenticeship training program. These payments can be paid to the participants of the program every two weeks and cannot exceed \$250 per week for their participation in the pre-apprenticeship training program.

The budget may contain line items for administrative and programmatic costs. All costs associated with direct delivery of services to participants are considered programmatic costs, including instruction. The maximum cost for training is \$15,000 per participant. This is calculated by dividing the total budget by the number of participants.

Administrative costs are any costs that are not directly associated with service delivery and cannot exceed 10% of the total budget. Mileage for grant-related activities can be included in the budget at the state-approved rate of .47 cents per mile. Successful applicants may be required to submit more detailed budget information at the time of contract negotiations.

Grant funds provided through this NGO may not be expended for the following:

- Indirect costs (e.g. travel, meals, lodging);
- Pension and/or health benefits for part-time staff;
- Mileage and toll expenses for out-of-state travel;
- Overnight accommodations; Capital construction or renovation; Costs associated with preparing the grant application; and
- Costs of memberships in associations or organizations.

Key components of the budget summary are listed below:

- Budget is reasonable
- Budget is within the cost guidelines of the NGO
- Innovative usage of other services and funding
- Budget Summary aligns with Budget Narrative
- No calculation errors

Award Process:

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

Evaluation Criteria:

This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements, which will include the following:

Evaluation Criteria	Total Points
<i>Program Narrative and Training:</i> Compelling statement of need Summary of training curriculum and alignment with NGO Training focused on identified union construction needs in New Jersey Organizational commitment and capacity and past performance narrative describing past experience and includes information about their MIS	45
<i>Program Plan</i> Activity Plan adequately addresses the grant objectives Recruitment strategy Strategy to ensure participant program completion and placement in a construction apprenticeship program Timeline is clear and concise Attendance and drug policies submitted and comprehensive Job Development Strategy	40
<i>Budget Summary:</i> Budget is reasonable Budget is within the cost guidelines of the NGO Budget Summary 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 will not be considered*

G. How to Submit a Proposal

Applications are submitted online via SAGE (System for Administering Grants electronically) at <https://njdol.intelligrants.com/IGXLogin>. Successful application submission will prompt a system-generated email. **If you do not receive an email confirming successful submission, email ApprenticeshipUnit@dol.nj.gov immediately.**

H. Application Submission Date

Grant applicants must complete their online application by noon on the application deadline day outlined below.

FY 2023	Letter of Intent- SAGE registration/ LOI submitted and accepted by NJDOL	Online Application (Completed in SAGE with all required documents uploaded)	Expected week of Panel Review:
	NOON October 21, 2022	NOON October 28, 2022	November 7, 2022

NJDOL will not accept and cannot evaluate for funding consideration an application received after this deadline. The responsibility for a timely submission rest with the applicant.

I. Date by Which Applicants Shall be Notified

All applications are subject to a department panel review and final approval by the Commissioner. Applicants will be notified of the final determination of their request within 45 days after the panel review date.

Attachment I. Letter of Intent

(NOTE: the AO must also register in SAGE as a new user)

(On your organization’s letterhead)

Department of Labor and Workforce Development
Office of Apprenticeship
ApprenticeshipUnit@dol.nj.gov

RE: FY2023 Women and Minority Veterans in Construction Trades Program

Please accept this letter as notice of my intention to apply for the New Jersey Department of Labor and Workforce Development Fiscal Year 2023 Women and Minority Veterans in Construction Trades program. I have completed registration (created an account) in the System to Administer Grants Electronically (SAGE) and did read and do understand the FY2023 Women and Minority Veterans in Construction Trades Program Grant Opportunity, and am aware of my responsibilities as the Authorized Official.

(Organization’s Name) proposes to request funding to administer a pre-apprenticeship program focused on training for the following registered apprenticeship occupation(s) (industry/occupation area).

- Legal business name:
- Federal Employee Identification # (FEIN):
- Unique Entity Identification (UEI):
- NJ business address:
- County of NJ business:
- Business web address:
- Name of Authorized Official:
- Title of Authorized Official:
- Direct phone # and email address of Authorized Official:
- Main point of contract for the NJBUILD application:
- Direct phone # and email address of main point of contact:

Signature of Authorized Official

Date

Email this completed form as an attachment to: ApprenticeshipUnit@dol.nj.gov