



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

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

WOMEN AND MINORITIES IN CONSTRUCTION TRADES PROGRAM

**NOTICE OF GRANT OPPORTUNITY
FISCAL YEAR 2025
(Round 1 Funding)**

Announcement Date: September 30, 2024

Technical Assistance: Wednesday, October 9, 2024, at 10:00 am
Tuesday, October 22, 2024, at 1:00 pm

Letter of Intent Due: Friday, November 1, 2024 by noon

Application Due Date: Friday, November 8, 2024 by noon

Funding Amount: \$2,000,000

**Robert Asaro-Angelo
Commissioner**

**Women and Minorities in Construction Trades Program FY 2025
Notice of Grant Opportunity – Round 1**

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- Attachment I – Sample Letter of Intent
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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 “NJDOL”) regularly publishes on its website 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 “Research & Information” and the subheading “Grant Opportunities” by hovering the computer mouse cursor over the hyperlink <https://www.nj.gov/labor/research-info/grants.shtml> and selecting CTRL Left Click to follow link.

A. Name of Grant Program

Women and Minorities in Construction Trades Program Fiscal Year 2025 – Round 1

B. Purpose of Grant

The New Jersey Department of Labor and Workforce Development, Office of Apprenticeship and Work-Based Learning 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 New Jersey Builder’s Utilization Initiative for Labor Diversity (NJBUILD) legislation 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.

The Women and Minorities 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 women and/or minority populations to quality career and training opportunities in the building and construction industry. This grant program prepares women and minorities for employment and/or placement in building and construction trades occupations, other industry occupations, or Registered Apprenticeship programs within the construction industry. Applicants are required to provide quality support services to ensure successful placement into long-term trade and/or professional employment in the construction and building trades industry.

Funding from this grant announcement shall be used to support training in the construction and building trades industry, including clean energy and lead abatement occupations. Occupations within the construction and building trades industry including craft, administrative, support, or operational occupations are acceptable. This includes professional titles as well as skilled trades.

Goals

The mission of the NJBUILD program is to promote outreach, occupational skills training (including but not limited to pre-apprenticeship training in the construction trades, registered apprenticeship, and

on-the-job-training) for female and minority residents of New Jersey to prepare them for entry in a Registered Apprenticeship or long-term employment providing economic self-sufficiency in a construction-related job, including lead abatement occupations.

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/infrastructure projects within New Jersey.
2. Assist public works contractors, businesses, and trade unions in meeting their workforce needs through the recruiting and training of women and minority populations.

Objectives

As established by NJDOL, each applicant must include a plan on how they will meet each of the following four objectives:

- Engage contractors in the development and provision of construction-related occupational skills training.
- Provide training in the following areas:
 - Workforce readiness / employability skills instruction; and,
 - Occupation-specific construction-related trades training.
- Participants are required to earn a minimum of one industry-valued credential.
- Assist participants with job placement services targeting employment in a construction industry job paying \$16 per hour or more. Examples of acceptable employment or Registered Apprenticeship placements include:
 - Building and construction trades occupations (including clean energy or lead abatement occupations),
 - Administrative, support, or operational occupations job within the construction industry.
 - USDOL Registered Apprenticeship programs within the construction industry.

Definitions

Apprenticeship—A formal, on-the-job training program that typically has five components:

1) employer involvement; 2) on-the-job training; 3) related technical instruction; 4) paid work experience; and 5) award of a portable, nationally recognized industry credential.

Career Pathway – The term “career pathway” is specific to Registered Apprenticeship outcomes and means a combination of rigorous and high-quality education, training, and other services that:

- A. Aligns with the skill needs of industries in the economy of the state or regional economy involved;
- B. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1927

(commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.);

- C. Includes counseling to support an individual in achieving the individual’s education and career goals;
- D. Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- E. Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- F. Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- G. Helps an individual enter or advance within a specific occupation or occupational cluster.

Registered Apprenticeship – The term “Registered Apprenticeship,” means a program that contains national industry standards and is registered with the U.S. Department of Labor (USDOL) (or a federally recognized state apprenticeship agency). Typically, these programs are at a minimum of one-year in duration, require 144 hours of related technical instruction (RTI) and 2,000 on-the-job training hours. At the completion of every USDOL Registered Apprenticeship program, the individual receives, and industry informed and nationally recognized credential from USDOL. More information on Registered Apprenticeship can be found [here](#). **It is strongly encouraged that all applicants familiarize themselves with Registered Apprenticeship prior to developing their grant proposal.**

Pre-apprenticeship – A program or set of strategies designed to prepare individuals, in both youth (16 to 24 years of age) and adult populations, for entry into an apprenticeship program. Instruction may vary in length and scope, and may include basic skills training, academic skills remediation, or an introduction to the industry. Completers may be accorded preferential consideration for entry into a Registered Apprenticeship program and/or apply time served or credits earned toward fulfilling program requirements.

Quality Placement – A Quality Placement, for the purpose of this NGO, is defined as a placement into one of the following outcomes:

- Construction-related employment – placement into long-term employment with an employer in an occupation within the construction industry that is related to the construction trades training received, with a starting wage of \$16 per hour or greater.
- Placement into a USDOL Registered Apprenticeship program within the construction industry at a starting wage of \$16 per hour or greater;

Retention – For the purpose of this NGO, retention refers to program graduates remaining or advancing in a quality placement, or through successful advancement in a construction industry occupation with increased wages. Lead applicant/grantee is responsible for documenting 30- and 60-day retention outcomes. Applicant/grantees are encouraged to partner with employers who have a demonstrated track record of retaining their staff.

For applicants focusing on Pre-Apprenticeship Models:

Quality Pre-Apprenticeship Program Elements

The following elements draw on evidence-based best practices in both high-quality pre-apprenticeships and broader career preparation interventions. All pre-apprenticeship proposals shall address the following elements where applicable:

- 1. Approved Training and Curriculum.** Training and curriculum developed based on industry standards and informed by the program’s Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s), a long-term job following the pre-apprenticeship program related to the training/learning obtained through the program paying at minimum \$16 an hour, or a related post-secondary career pathway;
- 2. Strategies for Long-Term Success.** Programs that increase Registered Apprenticeship opportunities, employment opportunities and post-secondary opportunities for under-represented¹, disadvantaged, or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s), employment opportunities and post-secondary opportunities defined in this NGO as a *Quality Placement* and include the following:
 - Strong recruitment strategies focused on outreach to populations under-represented;
 - Educational and workforce preparation activities that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, financial literacy seminars, math tutoring, etc.); and in local, state, national Registered Apprenticeship programs, or other Quality Placements;
 - Assists in exposing participants to local, state, and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs.
- 3. Promotes Greater Use of Registered Apprenticeship to Increase Future Opportunities.** To support the ongoing sustainability of the partnership between pre-apprenticeship providers and Registered Apprenticeship sponsors, these efforts should collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals;
- 4. Meaningful Hands-on Training that does not Displace Paid Employees.** Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s) while observing proper supervision and safety protocols; and
- 5. Facilitated Entry and/or Articulation.** When possible, formalized agreements

¹ In the context of this definition, the term under-represented is intentionally broad. Generally, the term “under-represented” means a population that does not represent the majority, or a proportional share as indicated by appropriate data, of current participants in Registered Apprenticeship. For example, veterans may be an under-represented population in Registered Apprenticeship. Broadly, the intent of this term is to encourage pre-apprenticeship programs to be inclusive of all populations.

exist with Registered Apprenticeship sponsors that enable individuals who have successfully completed the pre-apprenticeship program to enter directly into a Registered Apprenticeship program and/or include articulation agreements for earning advanced credit/placement for skills (on-the-job training) and competencies (related technical instruction) already acquired. This also includes, where applicable, articulation agreements with post-secondary institutions to award college credit for participation in pre-apprenticeship, and employer agreements for individuals who are hired at \$16/hour following completion of the program.

The main focus of this Notice of Grant Opportunity is to promote training and upskilling for women and minority groups within the construction and building trades. While not required, applicants are highly encouraged to use the pre-apprenticeship and/or Registered Apprenticeship model to achieve this goal.

C. Projected Funding

The maximum amount of funding available for this program in fiscal year (FY) 2025 – Round 1 is anticipated to be \$2,000,000. 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. NJDOL reserves the right to utilize other state or federal funds, if applicable.

NJDOL is committed to investing in the “clean energy economy” construction jobs. It is not mandatory that applicants concentrate on these occupations, but NJDOL encourages applications that focus on the following construction related occupations: clean buildings decarbonization, offshore wind, energy efficiency, environmental infrastructure, grid infrastructure and storage, solar, and weatherization occupations. Achieving a transformed New Jersey that is cleaner, greener, and more innovative, will extend a generation of benefits across populations, regions, and sectors. Applications are also encouraged that focus on training and placement into lead abatement occupations.

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 for eligible organizations to implement construction trades training, placement services and quality support services to women and minority populations in accordance with the NGO. The following organizations are eligible to apply as the lead applicant:

- Any employer based in New Jersey or with a New Jersey presence;
- [Workforce Intermediary Sponsors](#);
- Employer / Trade Associations;

- Any labor organization which represents workers in the occupation for which the apprentices will be trained;
- Labor/Management Partnership (public or private);
- New Jersey Local Education Agency (LEA);
- Public vocational schools within New Jersey;
- Public high schools within New Jersey;
- Two- and four-year institutions of higher education;
- Public or private non-profit organizations (including Community Based Organizations);
- Business or trade organizations representing a particular trade, group of trades, contractors or employers;
- Community-based organizations;
- New Jersey local Workforce Development Boards;
- Economic development organizations;
- State, Local, County governments within New Jersey;
- Any other private educational or training entity that is on the Eligible Training Provider List (ETPL).

All applicants must demonstrate relationships with employers/contractors and/or USDOL Registered Apprenticeship program sponsors, in order to enable program participants to transition from training into employment. While not required, applications will be given priority that contain connections to USDOL Registered Apprenticeship Programs.

NOTE: Organizations awarded FY2024 Women and Minorities in Construction Trades or FY2024 Women and Minority Veterans in Construction contracts are not eligible to apply for FY2025 Round 1 funding. The Round 1 application is open to those eligible organizations not funded in FY24 as well as new applicants.

E. Targeted Population

This funding opportunity seeks proposals that strengthen access for women and minority individuals seeking career development leading to jobs within the construction industry. Greater weight will be given to applicants who demonstrate a viable strategy to recruit women and minority participants who are also included in one of the following targeted populations: veterans; youth; individuals currently unemployed; ex-offenders; Workforce Innovation and Opportunity Act (WIOA) eligible individuals; or other under-represented populations.

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 required to have program participants register for One-Stop Career Center (OSCC) services by registering in person or at <https://jobsource.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.

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

- Be a female or a minority individual residing in New Jersey; and
- Have a legitimate interest in the construction industry.

F. Requirements of Applicants to Be Considered for Funding

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 schedule 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 minorities in the construction industry and to address the building and construction industry's need for better-prepared employees:

- To recruit eligible participants through active marketing, recruitment, and outreach strategies;
- To provide pre-employment or pre-apprenticeship training to prepare eligible participants for long-term employment within the construction industry;
- To provide job coaching and employment preparation to women and minority individuals;
- To ensure participants of the training program earn a minimum of one industry-recognized credential;
- To assist women and minority training participants with services targeting placement in a USDOL Registered Apprenticeship program or into long-term construction-related employment with a starting wage of \$16 per hour or greater.
- To assist women and minority participants with obtaining sustainable employment in a building and construction trades occupation, including clean energy and lead abatement occupations; or in ancillary occupations within the building and construction trades industry paying at least \$16 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:

- Ensure participants complete all components of the program in which they are enrolled.
- Graduate a minimum of 75 percent of program participants from the NJBUILD training program.
- Place a minimum of 75 percent of program graduates into a construction trades occupation, including clean energy or lead abatement occupations, or into a registered apprenticeship program within the construction industry earning no less than \$16 per hour.

- Conduct participant follow-up for job retention post placement into long-term construction related employment in an affiliated occupation, or ancillary construction industry occupation or into a Registered Apprenticeship program with a starting wage of at least \$16 per hour.
- Document at least one industry-recognized credential for every participant who completes the program.
- Provide 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/pre-employment training to women and minorities in construction, 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 during the pre-apprenticeship/pre-employment phase of the program. Applicants should identify and justify any supportive services that the participant population needs which would facilitate their participation and completion of the program. These services could include *but are not limited to* the following:
 - a. Childcare
 - b. Transportation
 - c. Obtaining a driver's license
 - d. Expungement programs
 - e. Communicating criminal background to employers
 - f. Housing services
 - g. Mental health/ substance use services
 - h. Obtaining high school equivalency diploma or GED

Note: Applicants are encouraged to provide a detailed description of all supportive services that will be offered through the NJBUILD Women and Minorities in Construction grant, if funding should be awarded. Local Workforce Development Boards (WDBs) may be able to fund some of these supportive services to individuals who meet certain eligibility requirements.

- 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 construction related employment opportunities. All case management services must include post-placement follow up activities and must continue through at least the 30- and 60-day retention benchmarks.

Reporting Requirements

Grantees will be required to complete monthly activity and expenditure reports, due by the 15th of each month. The report must list all the activities of the program, including placement activities, employer and/or registered apprenticeship information, credentialing information, and placement retention at 30 and 60 days.

In addition, the monthly activity and expenditure reports must include the following documentation:

- Name, address, date of birth, education level, and demographic information for each participant.
- Name, address, Federal Employment Identification Number (FEIN), and contact information for each quality partner.
- Type of business and North American Industry Classification System (NAICS) code (must be in one of the targeted industries) <https://www.census.gov/naics>
- Occupation/trade related area.
- Program participant enrollment, drop-out, and completion data.
- Status updates on the performance of the program participants.
- Wage data, when applicable to a quality placement outcome.
- Any credentials that will be attained and/or are currently being pursued, and completion dates.
- Stipend tracking and payment information.

A closeout report, due within 60 days from the end of the grant period, must be submitted via IGX. Final reimbursement is subject to submission and acceptance of the final report to NJDOL.

The contract period is expected to be 18-months. 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 IGX system and will be due by the 15th of the following month and reimbursement will be made upon approval 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 be to assess progress toward the program goals and integrity of the program model.

G. 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, IGX. Applications are submitted online, via IGX 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 FY2025 – Round 1 Notice of Grant Opportunity (NGO).
- register (create an account) in the IGX system and submit a Letter of Intent (LOI) to apply.

The AO may delegate completion of the application to others by giving access in IGX; 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. The LOI can be submitted anytime up until the dates as listed on page 20 of this NGO. This notification allows NJDOL to have sufficient resources in place to carefully review each proposal. and to provide access to the application in IGX. Applicants must complete, sign and submit a letter of intent on company letterhead 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 NJBUILDPrograms@dol.nj.gov.

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

Workshop	Date	Time	Register by 12:00pm
1	October 9, 2024	10:00 am	October 8, 2024
2	October 22, 2024	1:00 pm	October 21, 2024

*Dates are subject to change based on available funding or due to unforeseen circumstances and any changes will be posted on the department’s webpage.

Pre-registration is required at least one business day prior to the date of the technical assistance workshop. To register for a workshop, use either of the links below:

Workshop for **October 9, 2024** at 10:00 am: <https://bit.ly/FY25-WMIC-TA-October9-2024>

Workshop for **October 22, 2024** at 1:00 pm: <https://bit.ly/FY25-WMIC-TA-October-22-2024>

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

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>Component</i>
✓	Previous Funding
✓	Consortium Partners
✓	Required Documents (Activity Plan, Statement of Need, Organizational Commitment and Capacity, Training Curriculum and Schedule, Program Sustainability Plan, Tax Clearance Certificate, Prior Performance Narrative (If applicable))
✓	Deliverables
✓	Budget Details (Schedules A, B, and C)
✓	Budget Cost Summary
✓	Miscellaneous Attachments

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.

The following information must be included in your application in IGX:

◆ **Applicant Information**

Applicants must complete all the required information for the organization.

◆ **Counties to Serve**

Applicant must choose the county(ies) that they intend to serve or choose the check box stating the program will be statewide.

◆ **Previous Funding**

Indicate if your organization was the recipient of any funding from NJDOL within the last three years.

◆ **Consortium Partners**

Provide a list of the partners in which it is anticipated your organization will work with to place your participants. Each partner must supply a formal Letter of Support or Commitment Letter detailing the level of support they will be offering the grant applicant. If you are applying for a Pre-Apprenticeship program a minimum of one USDOL approved Registered Apprenticeship Partner must be listed. If you are applying for a pre-employment program a minimum of one employer partner must be listed.

◆ **Required Documents**

The following required documents, which must include all required components as outlined within this NGO, must be uploaded:

- **Activity Plan** – (Maximum of 15 pages) 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 through graduation and placement in a subsequent

construction related long-term job placement or enrollment in a USDOL Registered Apprenticeship program. Post-placement follow-up plans are required to be included with 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 have enrolled in a USDOL Registered Apprenticeship program. Greater consideration will be given to applicants with established strategies and connections for recruitment from the populations identified in the NGO. Verification of employment 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.

It is encouraged that applicants include a comprehensive program plan detailing how the applicant will meet stated objectives of the program. **Applications will be given priority that contain connections to USDOL Registered Apprenticeship Programs.** Details regarding how the applicant will partner with related technical instruction (RTI) providers and administer RTI, structure their on-the-job training program, provide a progressive compensation structure for apprentices, length of apprenticeship program, and successfully receive US DOL Registered Apprenticeship Program status will be required if applying for a Pre-Apprenticeship model leading to Registered Apprenticeship outcome.

- **Statement of Need** – (Maximum of 5 pages) Demonstrate the need for placement services for the Women and Minority populations 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** – (Maximum of 5 pages) 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. Training and curriculum should be developed based on industry standards and informed by the program’s employers/Registered Apprenticeship partner(s) with the goal of preparing individuals with the skills and

competencies needed to enter one or more Registered Apprenticeship program(s) or a job following the initial training program paying a minimum of \$16 an hour. Examples of elements to include are basic skills instruction, workforce readiness instruction and occupation-specific construction trades training that aligns with the requirements of your employer/Registered Apprenticeship partners.

- **Program Sustainability Plan** – (Maximum of 5 pages) 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. 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.
 - **Prior Performance Narrative** – (Maximum of 10 pages) 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 with any NJDOL funded program may not be funded with FY25 – Round 1 NJBUILD funding.
- ◆ **Deliverables**
Applicants must provide details on the number of cycles of training they intend to perform as well as the number of participants. A minimum of 75% of participants must complete training and 75% of those completers must be placed either in long-term construction related employment or a USDOL Registered Apprenticeship program paying a minimum of \$16/hour. Details of the target population(s) must also be provided.
 - ◆ **Budget Detail and Budget Cost Summary**
Applicants are required to submit an eighteen-month budget in the IGX system. Program implementation should be inclusive within the eighteen-month contract period. Grantees are also expected to keep records of all individuals that participate in the Women and Minorities 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

for women and minority participants within the program can be included within the proposed budget.

Applicants must provide a detailed budget by entering the required information on Schedules A (Personnel Costs), Schedule B (Non-Personnel Costs), and Schedule C (Direct Student Services). All costs must include a breakdown of the cost along with a justification. The cost summary page will summarize all the details entered on the budget schedules. Be sure to review the budget cost summary page for accuracy before submitting your application in IGX.

This grant opportunity prohibits the use of grant funds for activities that:

- “Induce, encourage or assist any displacement of currently employed workers by trainees, including partial displacement by means such as reduced hours of currently employed workers; any replacement of laid off workers by trainees; or any relocation of operations resulting in a loss of employment at a previous workplace”;
- “Replace, supplant, compete with or duplicate in any way existing approved Registered Apprenticeship programs”; or
- “Impair existing contracts for services or collective bargaining agreements, except that activities which would be inconsistent with the terms of a collective bargaining agreement may be undertaken with the written concurrence of the collective bargaining unit and employer who are parties to the agreement.”

Budget amendments must have the approval of NJDOL.

Applicants shall be eligible to include stipend funding within their program budget. These payments may be used to reward program participants who complete incremental benchmarks in their program (not less than one-week) or provide needs-based payments for costs associated with attending the pre-apprenticeship program.

These payments must be paid to the participants of the program either weekly or biweekly and cannot exceed \$250 per week for their participation in the training program. The program grantee will also be required to describe the mechanisms it will use to track program progress/benchmarks and disburse stipend payments.

NOTE:

- A final payment of not more than \$500 may be budgeted for disbursement as a final benchmark payment.
- Stipends are not to be taken back from the participant.
- Stipends should not be distributed to participants as wages. Stipends are to offset the costs of participants attending training.

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. Examples of administrative personnel costs include but are not limited to office management, accounting/auditing, and/or IT service personnel. Some examples of non-personnel administrative costs include office rent, furniture, accounting/auditing services, and/or insurance.

In-state mileage and tolls for grant-related activities can be included in the budget. Mileage reimbursement is 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.

Budget proposals that demonstrate reasonable pre-employment/pre-apprenticeship training costs, related technical instruction costs, and instructional supplies, while providing quality training at a low-cost ratio per individual trainee will be viewed favorably during application review. NJDOL will consider on-the-job training wage reimbursement costs to contractors/employers. The maximum cost for OJT wage reimbursement is \$15,000 per participant (this is not above or in addition to the overall maximum cost of \$15,000 per trainee). Applicants must include specific details of the on-the-job training that will occur to justify the OJT Wage Reimbursement. If approved, it will be required that payroll records supporting all OJT costs are submitted with expenditure reports a monthly basis.

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.
- Staff bonuses or incentives

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; and
- No calculation errors.

◆ **Miscellaneous Attachments**

The miscellaneous attachment is optional, and not required to be completed. In this section, you can submit any additional information or documents that will support your grant application.

H. 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.

Panel Review Process:

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

Evaluation Criteria:

Prior grantees will be subject to a performance evaluation that could result in an increase or decrease of overall score for a maximum of 15 points. All performance evaluations will be based on the previous 3 fiscal years’ data.

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
<p><i>Program Narrative and Training:</i></p> <ul style="list-style-type: none"> • Statement of Need • Training Curriculum and Schedule <p>Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> • <i>Training focused on identified union construction needs in New Jersey.</i> • <i>Connections to Registered Apprenticeship programs.</i> • <i>Connections to employers interested in hiring program participants (where applicable).</i> • <i>Pre-Apprenticeship training includes workforce readiness and occupation specific training.</i> • <i>Provides access to supportive services like transportation or childcare (where applicable).</i> • <i>Case Management and job coaching services.</i> 	<p>25</p>
<p><i>Program Plan</i></p> <ul style="list-style-type: none"> • Activity Plan • Recruitment and retention strategies <p>Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> • <i>The program serves women and minority populations.</i> • <i>Engagement in high quality hands-on instruction.</i> • <i>Engagement in high quality work-based learning opportunities.</i> • <i>Ongoing assessment activities to continuously support program participants.</i> • <i>Access to career navigation services during and beyond completion of pre-apprenticeship/pre-employment program learning.</i> 	<p>25</p>

<ul style="list-style-type: none"> • <i>Strategy to ensure participant program completion and placement in a construction apprenticeship program or long-term construction related job.</i> • <i>Timeline is clear and concise.</i> • <i>Job Development Strategy.</i> • <i>Apprenticeship/employment retention strategy</i> 	
<p>Organizational Commitment and Capacity:</p> <ul style="list-style-type: none"> • Description of organizational commitment and capacity • Past Performance Narrative <p>Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> • <i>Processes in place for collaborative planning and decision-making with partners.</i> • <i>Staffing plans reflect multiple capacities required to support program</i> • <i>Clear connections and opportunities for building on existing pre-apprenticeship program practices.</i> • <i>Realistic timeline for planning and implementing work outlined.</i> • <i>Where applicable, summary of past experiences in operating similar programs and an evaluation of the overall success of those programs.</i> 	20
<p>Sustainability Plan Narrative describing budget strategy and options if grant funding is no longer available and/or upon completion of the 18-month contract.</p>	10
<p>Commitment Letters: Commitment letters from each USDOL Registered Apprenticeship sponsor and/or construction contractor clearly outlining the specific activities each partner will be responsible for, including willingness to enroll/hire program participants.</p>	5
<p>Budget Summary: Budget is reasonable.</p> <ul style="list-style-type: none"> • Budget summary includes: <ul style="list-style-type: none"> ○ Administrative cost summary ○ Related technical instruction cost summary (if applicable) ○ On-the-job training cost summary (if applicable) ○ Cost per participant metric • Budget is within the cost guidelines of the NGO • Budget Summary aligns with Budget Narrative • No calculation errors 	15

How to Submit a Proposal:

Applications are submitted online via IGX 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 NJBUILDPrograms@dol.nj.gov immediately.**

All decisions to accept and process grant applications will be based on the availability of funds. The FY25 – Round 1 schedule for submission of completed applications and the panel review dates are listed below:

Schedule of Submission Dates

<u>FY2025 Round #</u>	<u>Letter of Intent (LOI) Deadline:</u>	<u>Application Deadline:</u>	<u>Expected Panel Review Begins</u>
1	12 noon November 1, 2024	12 noon November 8, 2024	Week of December 1, 2024

*Dates are subject to change based on available funding or due to unforeseen circumstances and any changes will be posted on the department’s webpage.

I. Date by Which Applicant Shall be Notified

NJDOL’s review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness to the guidelines and requirements of this NGO.

Final decisions on award will be communicated to the applicant no later than forty-five (45) business days following the panel review date. NJDOL reserves the right to exceed the forty-five (45) day award notice deadline should the application be deemed as incomplete.

Applications for FY25 – Round 1 funds will not be accepted in IGX after 12 noon of the date designated earlier within this NGO.

Notice that an organization has been selected as a grant recipient does not constitute approval of the grant application as submitted. Before the actual grant award is made, NJDOL will enter into negotiations concerning items such as program components, staffing and funding levels, and administrative systems. If subsequent negotiations do not result in an agreement between the applicant and NJDOL, NJDOL reserves the right to terminate the negotiation and decline to fund the proposal.

Upon the review and approval of an application for funding, a signed contract will be sent to the grantee via the IGX system. This contract will provide the grantee with spending authority for the term of the contract. Grantees are not authorized to expend funds before or after the contract period, as shown on the contract.

***Dates may be subject to change. Any changes will be posted on NJDOL website.**

Attachment I.

Letter of Intent

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

(On your organization's letterhead)

Department of Labor and Workforce Development
Office of Apprenticeship and Work-Based Learning
NJBUILDPrograms@dol.nj.gov

RE: FY2025 – Round 1 Women and Minorities 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 2025 – Round 1 Women and Minorities in Construction Trades Program. I have completed registration (created an account) in the IGX database and did read and do understand the FY2025 – Round 1 Women and Minorities in Construction Trades Program Grant Opportunity and am aware of my responsibilities as the Authorized Official.

(Provide your Organization's Name) proposes to request funding to develop/expand apprenticeship opportunities in the (Provide the industry/occupation area you wish to apply for).

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: NJBUILDPrograms@dol.nj.gov

Attachment II.

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. Tax Clearance certificates may be requested through the State of New Jersey's [Premier Business Services \(PBS\) portal](#) online. The use of the portal replaces the need for the paper application submission to the Division of Taxation; the processing fee is also waived with the use of the portal. Each applicant will be able to print the necessary clearance certificate through their business's portal account. **It is strongly suggested to apply for the Tax Clearance certificate once an organization makes the decision to apply for funding to avoid any delay in submitted your application. Failure to acquire the necessary Tax Clearance form will result in a delay or cancellation of funding.**

State of New Jersey W-9 Form

A completed State of New Jersey W-9 form must be on file with the New Jersey Department of Treasury. It is the applicants' responsibility to ensure this step is completed. Applicants may register with the New Jersey Department of the Treasury online at: www.njstart.gov. Failure to complete this step can delay or forfeit a grant award. *(Reimbursement checks are linked with the FEIN that is on file with the New Jersey Department of Treasury. As a result, reimbursement checks are mailed to this associated address.)*

Development Subsidy Job Goals Accountability Act

[The Development Subsidy Job Goals Accountability Act](#): Public Law 2007, c.200 requires that all applicants awarded a grant in excess of \$25,000 complete the [Development Subsidy Job Goals Accountability form](#). This form must be completed within 30 days after the State's fiscal year for a period of five years after the grant is awarded.

The law requires that if the company receiving financial assistance for training services relocates jobs out of state or outsources employee positions within three years following the ending date of the NJBUILD training contract, the company must return all monies provided by the state for customized training services.