NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

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

WOMEN AND MINORITY VETERANS IN CONSTRUCTION TRADES PROGRAM

NOTICE OF GRANT OPPORTUNITY
FISCAL YEAR 2027

Announcement Date:	**October 27, 2026**
Technical Assistance:	**Thursday, November 12, 2026 at 10:00 am; or Monday, November 23, 2026 at 1:00 pm**
Letter of Intent Due:	**Wednesday, December 2, 2026 by noon**
Application Due Date:	**Wednesday, December 9, 2026 by noon**
Funding Amount:	**$1,500,000**

Kevin D. Jarvis
Acting Commissioner

Women and Minority Veterans in Construction Trades Program
Notice of Grant Opportunity – FY 2027

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Attachment II – Tax Clearance Certificate
Attachment III – Partner Commitment Letter

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 "Research & Information" and the subheading "Grant Opportunities" or 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

NJBUILD Women and Minority Veterans in Construction Trades Program - Fiscal Year 2027

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.

NJBUILD Legislation

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 minority group members 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.

Women and Minority Veterans in Construction Trades Program (WMVIC)

NJBUILD's Women and Minority Veterans in Construction Trades Program (WMVIC) seeks to eliminate economic barriers commonly associated with an individual's inability to invest in skills training and work readiness. The program connects women veterans and/or minority veterans that are National Guard, Reserve, retired and transitioning active-duty military members to quality training and employment opportunities in the building and construction industry. Grant recipients collaborate with Registered Apprenticeship sponsors and employers to align occupational skills training and work-based learning with industry hiring needs, while providing supportive services for participants. This partnership approach establishes critical connections between training and employment ensuring successful placement and retention outcomes for program completers.

Program Services

This grant program provides women veterans and minority veteran participants with occupational skills training, work-based learning experiences, and supportive services to prepare them for entry into Registered Apprenticeships or full-time employment in construction-related occupations. Supportive services address barriers to success and continue post-placement to ensure retention. The program offers

the following career pathways, with placement and retention outcomes required within the 18-month grant period:

- Pre-Apprenticeship
  In alignment with the USDOL's Training and Employment Notice TEN 23-23, the WMVIC grant requires pre-apprenticeship programs to establish a documented partnership with at least one Registered Apprenticeship program sponsor committed to providing Registered Apprenticeship opportunities to participants who successfully complete the program.

- Pre-Employment
  For programs focused on training leading to full-time employment in construction, the WMVIC grant requires the establishment of at least one documented partnership with construction employer(s) committed to hiring participants who successfully complete the program.

Eligible Occupations

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

C. MISSION, GOALS AND OBJECTIVES

Mission

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

Goals

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

1. Increase opportunities for women veterans and/or minority veterans 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 veteran and minority veteran populations.

Objectives

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

1. Engage employers and Registered Apprenticeship sponsors from the building and construction industry who will partner in the development and provision of construction-related occupational

skills training.

2. Provide training in the following areas to include:
   - A minimum of 30 hours of workforce readiness and employability skills instruction
   - A minimum of 120 hours of occupation-specific construction-related trades training
   - A minimum of 15 hours of job-shadowing experiences
3. Ensure participants earn a minimum of one industry-recognized credential.
4. Assist participants with job placement services targeting placement in a USDOL Registered Apprenticeship or a full-time job in a construction-related occupation paying $17 per hour or more. Qualifying Registered Apprenticeship or full-time job placements include:
   - Building and construction trades occupations (including clean energy or lead abatement occupations),
   - Administrative, support, or operational occupations within the construction industry,
   - Enrollment into USDOL Registered Apprenticeship programs in 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.

Apprenticeable Occupation – An apprenticeable occupation is a skilled trade or craft that is recognized by the United States Department of Labor (USDOL) as meeting the necessary criteria to adopt the Registered Apprenticeship training model. Per 29 CFR 29.4. For an occupation to be deemed apprenticeable it must (a) involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning; (b) be clearly identified and commonly recognized throughout an industry; (c) involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and (d) require related instruction to supplement the on-the-job learning[1] . The list of apprenticeable occupations can be found here.

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 an 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 Apprenticeships prior to developing their grant proposal.**

Pre-apprenticeship – per 29 CFR 30.2: Pre-apprenticeship program means a training model

[1] https://www.ecfr.gov/current/title-29/subtitle-A/part-30

designed to assist individuals who do not currently possess the minimum requirements for selection into an apprenticeship program to meet the minimum selection criteria established in a program sponsor's apprenticeship standards required under part 29 of this chapter (29 CFR 29) and which maintains at least **one documented partnership with a Registered Apprenticeship program**. It involves a form of structured workplace education and training in which an employer, employer group, industry association, labor union, community-based organization, or educational institution collaborates to provide formal instruction that will introduce participants to the competencies, skills, and materials used in one or more apprenticeable occupations[2]. These programs or sets of strategies are 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 full-time, long-term employment with an employer in the construction industry or with a building and construction trades occupation that is related to the training received, with a starting wage of $17 per hour or greater; or
- USDOL Registered Apprenticeship program in the construction industry or a building and construction trades occupation with a starting wage of $17 per hour or more

Retention – For the purpose of this NGO, retention refers to program completers continuing 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 Registered Apprenticeship or full-time employment retention outcomes. Applicants are encouraged to partner with employers who implement effective employment retention strategies.

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. **Partnerships with Registered Apprenticeship Sponsors**. Integral to the success of a pre-apprenticeship program is collaboration and support from USDOL Registered Apprenticeship Program Sponsors, employers, and where applicable, post-secondary institutions. These partnerships ensure the subsequent components are achieved:

    - **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), or long-term employment following the pre-apprenticeship program that is related to the training/learning obtained through the program paying at minimum $17 per hour.

[2] TEN 05-26 - Framework for Effective Pre-Apprenticeships

- **Facilitated Entry or Articulation.** When possible, formalized agreements 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-apprenticeships, and employer agreements for individuals who are hired at $17 per hour or more following completion of the program.

2. **Strategies for Long-Term Success**. Programs that increase Registered Apprenticeship opportunities, employment opportunities and post-secondary opportunities for under-represented[3], 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) or full-time employment opportunities that are defined in this NGO as a *Quality Placement* include the following:

   - Strong recruitment strategies focused on outreach to underrepresented populations;
   - 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. **Access to Appropriate Support Services**. Facilitates access to appropriate supportive services during the pre-apprenticeship or pre-employment program and, if eligible, a significant portion of the Registered Apprenticeship program. Applicants should identify and justify any supportive services that the participant population needs. These services 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. Counseling or Mentoring
   h. Financial literacy
   i. Tutoring and academic remediation
   j. Obtaining high school equivalency diploma or GED

[3] In the context of this definition, the term underrepresented is intentionally broad. Generally, the term "underrepresented" 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.

Applicants are encouraged to provide a detailed description of all supportive services that will be offered through the NJBUILD Women and Minority Veterans in Construction Trades grant program if funding is awarded. Local Workforce Development Boards (WDBs) may be able to fund some of these supportive services for individuals who meet certain eligibility requirements. Applicants are encouraged to coordinate with local WDBs to co-enroll eligible individuals in Workforce and Innovation Opportunity Act (WIOA) services and leverage those funds.

4. **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;

5. **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.

This Notice of Grant Opportunity is intended to provide training for women veterans and/or minority veterans within the construction and building trades. While not required, applicants are highly encouraged to use the pre-apprenticeship to Registered Apprenticeship model to achieve this goal. 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, 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.

D. TARGET POPULATION

This funding opportunity seeks proposals that strengthen access for women veteran and/or minority veteran participants seeking career development leading to full-time employment in the construction industry. In accordance with program requirements, applicants must meet the following program participant eligibility requirements:

- A veteran[4] who is a woman or minority group member
- Is a resident in New Jersey who is authorized for employment in the United States*
- Has a legitimate interest in full-time employment in the construction industry

[4] 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 from service 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.

- 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.

***Note about Participant Eligibility:** To meet the objectives of this grant and ensure compliance with federal immigration laws, all participants must be New Jersey residents and have authorization for employment in the United States. Awardees are responsible for verifying employment authorization, gathering proof, and having on file such proof for each participant prior to acceptance into the grant program.

In addition, greater weight will be given to applicants who demonstrate a viable strategy (see Program Activity Plan) to recruit women veteran and minority veteran participants who may also be in one of the following targeted populations:

- DVRS qualified candidates *(Organizations interested in additional information pertaining to DVRS services can submit an email to dvradmin@dol.nj.gov and a Business Outreach Team representative will respond)*;
- Dislocated workers;
- Youth, including out-of-school youth; youth in the foster system; youth aging-out of the foster system;
- Students, including county vocational school students; K-12 public school students; post-secondary students;
- Ex-offenders;
- Persons with disabilities;
- Individuals currently unemployed;
- Long term unemployed;
- Displaced homemaker;
- Homeless individual;
- Single parent;
- Workforce Innovation and Opportunity Act (WIOA) eligible individuals; and
- Other under-represented populations[5]

E. AVAILABILITY AND AWARDING OF FUNDING

The maximum amount of funding available for this program in Fiscal Year (FY) 2027 is anticipated to be $1,500,000. 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 and Chapter 335. NJDOL reserves the right to utilize

[5] 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.

other state or federal funds, if applicable.

This grant opportunity is intended to provide funding for programs that will not rely on state funding in perpetuity. Successful applicants may be eligible to competitively bid for subsequent funding based on the performance outcomes and measures following the grant award. Each applicant will be required to provide a program sustainability plan that describes the strategy to maintain solvency after state funds are no longer available, irrespective of funding cut-off year. All submissions must include the required documents and information as outlined in this NGO. Determination for funding is contingent upon authorization and fund availability. Final award amounts will be determined by NJDOL. NJDOL strongly encourages organizations applying as the lead applicant ***not*** to simultaneously serve as a partner organization in another application for this funding opportunity. If an organization chooses to serve as both a lead applicant and a partner organization, NJDOL strongly encourages limiting participation as a partner to one additional application unless the organization provides written justification demonstrating that the training and participant populations are distinct and do not overlap, and the proposed activities do not duplicate services provided under existing contracts issued by the New Jersey Office of Apprenticeship and Work-Based Learning. This is intended to ensure that the lead applicant organizations can dedicate adequate attention and resources to their primary grant responsibilities.

The anticipated length of the contract period is 18 months unless otherwise extended or reduced at the discretion of the NJDOL. The contract period is expected to be March 1, 2027 to August 31, 2028.
Program budgets submitted as part of the proposal are not final until contract execution. NJDOL reserves the right to negotiate the budgeted costs of all training programs upon award selection.

Competitive proposals will have a maximum cost of $15,000 per participant. Grant is structured as a hybrid payment model with cost reimbursement and performance-based components, as follows:

Eligible Funding Components

Program Development and Training Costs (Cost Reimbursement):
A maximum of $11,250 per participant may be budgeted for all personnel, non-personnel, and direct costs associated with training implementation. Allowable costs include, but are not limited to, training and recruitment, hands-on class materials, participant support services, program operations costs, and the following:

- Administrative Costs – Administrative costs, as defined in 20 CFR 683.215, are costs that are not directly associated with service delivery and shall not exceed 10% of total award. Examples of administrative personnel costs include but are not limited to office management, accountant/auditor, and Information Technology (IT) personnel. Examples of non-personnel administrative costs include accounting/auditing services and general liability insurance costs.

- Mileage and Tolls – Mileage and tolls for in-state travel for grant-related activities can be included in the budget, with mileage not to exceed the state-approved rate of .47 cents per mile.

- Marketing and Promotional items – Applicants may include reasonable costs associated with marketing and promoting the program. Marketing and advertisements require prior notification and approval by the Department. Promotional items are limited to giveaways such as key chains, pens and pencils, and may be budgeted at a maximum of $1,000.

- Participant Stipends - Applicants may include participant stipend funding within the total training cost budget to offset incidental costs participants may incur while attending training. Stipends are not wages and may not exceed $250 per week per participant. Stipends may be paid weekly or bi-weekly and can be structured as needs-based payments for training-related costs (such as transportation or childcare) or based on milestone completions at a minimum of two-week increments. If based on milestones, no more than $500 may be reserved for the final milestone payment upon program completion. Stipends may not be recouped from participants once issued and must be invoiced for reimbursement in the same month in which they are issued to participants. Applicants must describe in their application the mechanisms they will use to track program progress and to disburse stipend payments to participants.

The program development and training costs listed above will be invoiced on a cost-reimbursement basis through monthly expenditure reporting.

Placement and Retention Outcomes (Performance-based):
Applicants must reserve a total of $3,750 per participant in their budget as performance-based funds released to the grantee only upon documented achievement of quality placement and retention outcomes, as follows:

- Quality Placement: $2,250 per participant is reserved for quality placement outcomes. Release of funds is contingent upon documented placement into qualifying USDOL Registered Apprenticeship or full-time construction employment at $17 per hour or more.

- Retention: $1,500 per participant is reserved for retention outcomes. Funds are released in two increments: $750 upon documented 30-day retention in quality placement and $750 upon documented 60-day retention in quality placement.

Strategies for Success: To maximize placement and retention outcomes, programs should be informed by partner input and aligned with hiring needs; this may include establishing agreements for articulated entry into Registered Apprenticeship programs or guaranteed interviews for program completers, creating employer and Registered Apprenticeship feedback loops, and providing post-placement support and coaching.

Grant Funding Restrictions:

No cost to participants – Participants shall not bear costs for training expenses including tuition, required materials, or program-required certifications.

- Exception and disclosure: any ancillary fees or charges that participants could incur in connection with the training program (such as optional certifications or union membership fees) must be fully disclosed in the budget of the grant application.

Prohibited Activities – this grant 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."

Prohibited Expenditures - 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 improvement costs including construction or renovation;
- Costs associated with preparing the grant application;
- Costs of memberships in associations or organizations;
- Staff professional development/training not associated with grant funded training program;
- The purchase of computer laptops, tablets, or similar devices;
- Fundraising or sponsorships;
- Placement and retention benchmark funding must support program activities and service delivery and may not be used for staff or participant bonuses or incentives.
- Any request to use NJBUILD grant funds to attend a conference requires prior approval by NJDOL.

F. ELIGIBLE ENTITIES/APPLICANTS

In soliciting proposals, NJDOL shall not discriminate against any person or organization submitting a proposal pursuant to this NGO because of ethnicity, color, creed, religion, gender, sexual orientation, age, disability, national origin, or other basis prohibited by law.

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 veteran and/or minority veteran participants 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;
- Faith-based organizations; and
- Any other private educational or training entity that is on the Eligible Training Provider List (ETPL).

All applicants must demonstrate relationships with employers and/or USDOL Registered Apprenticeship program sponsor(s), for the purpose of enabling program participants to transition into a quality placement outcome. Applications that contain connections to USDOL Registered Apprenticeship Programs will be prioritized.

NOTE: Organizations awarded contracts from the following grant opportunities are not eligible to apply:

- FY2026 Women and Minorities in Construction Trades (WMIC) Round 2

The FY2027 WMVIC application is open to those eligible organizations that did not receive NJBUILD funding in FY2026 WMIC Round 2 and to new applicants. If your organization recently received state funding for Pre-Apprenticeship in Career Education (PACE), Growing Apprenticeship in Non-Traditional Sectors (GAINS) or Youth Transitions to Work (YTTW) grants, you will be required to demonstrate your capacity to serve and place those you plan to train.

G. REQUIREMENTS OF APPLICANTS TO BE CONSIDERED FOR FUNDING

The lead agency serves as the applicant agency of record, the legally recognized fiscal agent for the grant project, and the single point of contact for NJDOL. The lead agency is responsible for overseeing the implementation of all aspects of the grant, including, but not limited to, training program design, administration of the grant, budgeting & fiscal management and monthly reporting. It is essential that the applicant carefully construct result-oriented goals and objectives that support the program's stated goals and objectives, together with the program description and budget, providing a comprehensive plan for the successful accomplishment of the program.

In addition, as a precondition to any award of grant funds under this NGO, the applicant must be in full compliance with all laws enforced by NJDOL. Specifically, the applicant must not have any outstanding unpaid liabilities to NJDOL, including but not limited to, for unpaid contributions to the unemployment compensation fund or the State disability benefits fund, or any other worker wage tax

collection; to any individual on whose behalf the Department has issued a final order for the payment of wages or benefits; or for any penalties, fees or interest due to the Department pursuant to a final order issued under any of the statutes or rules that NJDOL enforces. Further, the applicant must not be on a debarment list, or any other list that prohibits them from public contracting, administered by NJDOL and the applicant must not be serving a suspension or revocation of their license, certificate, or registration issued by the NJDOL. Please be aware that under N.J.S.A. 34:15-34D and N.J.A.C. 12:9-1.3., NJDOL will be cross-checking applicants against NJDOL records for any of these issues as part of the evaluation process. If applicants are aware of any outstanding liabilities they may owe NJDOL, or of any of the above issues that could impact ability to do business with NJDOL, they are advised to reach out to NJDOL or relevant Division thereof to resolve such issues promptly prior to submitting their application to avoid delay.

Deliverables

The grantee will train participants identified as meeting the participant criteria outlined in the Target Population section above. The following objectives have been established to achieve the goals of increasing opportunities for the employment of women veterans and/or minority veterans in the construction industry and to address the building and construction industry's need for better-prepared apprentices and 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 eligible program participants;
- To ensure participants of the training program earn a minimum of one industry-recognized credential;
- To assist program participants with services targeting placement in a USDOL Registered Apprenticeship program or into full-time, long-term construction-related employment with a starting wage of $17 per hour or greater; and
- To assist women veteran and/or minority veteran 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 $17 per hour. Examples of ancillary occupations in construction industry 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.
- Program participants must be registered at a One-Stop Career Center.
- Document at least one industry-recognized credential for each program participant.

- Assist participants in acquiring valuable documents such as a driver's license, state identification, birth certificate, etc.
- Graduate a minimum of 80% of program participants from the NJBUILD training program.
- Place a minimum of 80% of program completers into a quality placement outcome as defined by this NGO.
  Note: Starting a business/entrepreneurship or working as an independent contractor is not an outcome of this initiative. Qualifying placements must be W-2 employees.
- Conduct participant follow-up for post-placement retention in a quality placement outcome, documented at 30- and 60- day milestones.

Case Management, Supportive Services and Job Coaching

In addition to the NJBUILD pre-apprenticeship or pre-employment training for women veterans and/or 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 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 supportive 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. Counseling or Mentoring
  h. Financial literacy
  i. Tutoring and academic remediation
  j. Obtaining high school equivalency diploma or GED

- Provide on-going case management services to participants during the training program and after job placement to ensure long-term success.
- Ensure each participant of the program obtains at least one industry-recognized credential.
- Provide job coaching and job placement services to link successful NJBUILD training program completers to Registered Apprenticeship and/or trade related employment opportunities. All case management services should continue for at least 60 days following placement into Registered Apprenticeship or full-time employment to foster retention.

One-Stop Career Center Services

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: Career Services | One-Stop Career Centers.

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.

Prior to enrollment in the training program, individuals who are unemployed should receive a Workforce Innovation and Opportunity Act (WIOA) eligibility determination at a One-Stop Career Center.

As applicable, program participants are encouraged to meet with a Veterans representative and/or employment services staff in the One-Stop Career Center (OSCC). Veterans representatives at the OSCC specialize in helping Veterans access 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.

H. 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 FY2027 Women and Minority Veterans in Construction Trades Notice of Grant Opportunity (NGO).
- register (create an account) in IGX and submit a Letter of Intent (LOI) to apply.
- AO or an authorized agency designee must participate in the Technical Assistance Workshop

The AO may delegate completion of the application to others by giving access in IGX, but the responsibility for the content of the application and contract remains with the AO for the life of the grant.

Letter of Intent and IGX Registration

Applicants interested in applying must complete both of the following steps in order to be granted access to the application in IGX:

1. Submit a letter of intent (LOI)
   Applicants must complete, sign and submit a letter of intent on organization letterhead as soon as interest in applying for the grant opportunity has been determined. This notification allows NJDOL to have sufficient resources in place to carefully review each proposal and to initiate access to the application in IGX. 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 and received no later than noon on Wednesday, December 2, 2026.

2. Register in IGX via https://njdol.intelligrants.com/
   IGX registration is required **in addition to** the LOI before access to the application can be granted. Before submitting the LOI to NJDOL, the Authorized Official (AO) must register in IGX as a new user. Incorrect or missing information on the LOI, or failure to register in IGX, 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 application information and documentation in the IGX system. **If the organization is already registered in IGX, please include this information on your LOI.**

Please Note: A Letter of Intent (LOI) is required for all new grant applications.

Technical Assistance Workshop

NJDOL will provide technical assistance sessions 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 recommended that in addition to the Authorized Official or designee, both the Program Director and Fiscal Officer attend a session. Registration deadline is one business day prior to the date of the technical assistance workshop. Virtual meeting log-in information will be provided only to those who have registered through Microsoft Teams.

Choose from one of the following Technical Assistance Workshop Sessions, and access the link to register as follows:

FY27 WMVIC TA Workshop	Date	Time	Registration link
Session 1	**Thursday, November 12, 2026**	**10:00 am**	**FY27 WMVIC TA Workshop 11.12.26**
Session 2	**Monday November 23, 2026**	**1:00 pm**	**FY27 WMVIC TA Workshop 11.23.26**

I. APPLICATION REQUIREMENTS

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 the components listed below. Failure to include required documentation may result in the application being removed from consideration for funding.

Applicants are required to submit their application through the IGX system, which will include the following components:

Required	Component
✓	Standard Assurances and General Provisions*

✓	Applicant Information
✓	Counties to Serve
✓	Previous Funding
✓	Quality Placement Partners with uploaded Commitment Letters (Attachment III)
✓	Required Document Uploads: • Statement of Need Narrative • Training Curriculum and Schedule • Program Narrative/Activity Plan • Organizational Commitment and Capacity Narrative • Program Organizational Chart • Program Sustainability Plan • Tax Clearance Certificate • Prior Performance Narrative (if applicable)
✓	Deliverables
✓	Budget Details (Schedules A, B, and C)
✓	Budget Cost Summary
✓	Support Letters/Miscellaneous Attachments

*Note: Applicants must review NJDOL's Standard Assurances and General Provisions prior to application submission.

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.

- **Quality Placement Partners**
  - Enter the Partner Name, Partner Type, FEIN, address, and contact information for each partner that will hire program completers into full-time construction employment or enroll them into a USDOL Registered Apprenticeship program.
  - Upload a Commitment Letter (Attachment III) from each partner detailing their hiring or enrollment commitment and the support they will provide to the training program. Pre-apprenticeship programs must include at least one USDOL-approved Registered Apprenticeship sponsor. Pre-Employment programs must include at least one employer partner.
    Note: Letters of support from organizations that do not provide direct placement opportunities should be uploaded in the support letters/miscellaneous attachments section.

- **Required Documents Uploads**

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

- **Statement of Need** – (Maximum of 5 pages) Demonstrate the need for placement services for the women veterans and/or minority veterans 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 the projected number of apprenticeship opportunities with unions and construction employers within the targeted area and the surrounding area.

- **Training Curriculum and Schedule** – Applicant is required to 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 partner employers and/or Registered Apprenticeship partner(s) with the goal of preparing individuals with the skills and competencies needed to enter Registered Apprenticeship program(s) or a job following the initial training program paying a minimum of $17 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 the employer/Registered Apprenticeship partners. Minimally, applicants should structure their training to conduct at least 120 hours of occupation-specific related classroom training, 30 hours of workforce readiness skill training, and not less than 15 hours of job-shadowing experiences. Describe how all three training elements will occur including details on how participants will receive exposure to a variety of workplace environments through tours of training centers and/or employer work sites. Applicants are also encouraged to provide one-on-one mentoring and internship opportunities to participants through quality partners.

- **Program Activity Plan** – (Maximum of 15 pages) Applicants are expected to include a comprehensive plan detailing how the stated objectives of the program will be met. This plan should detail specific objectives and include a training plan inclusive of recruitment and retention strategies. Detailed information for each component is to be included in a timeline format from recruitment through program graduation and placement into a USDOL Registered Apprenticeship program or full-time, long-term employment in the construction industry or a building and construction trades occupation. Post-placement follow-up plans with retention strategies 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 credential attainment, placement, and retention outcomes. The lead applicant should demonstrate how verification of quality placement and 30- and 60-day quality placement retention will be achieved. Greater consideration will be given to applicants with established strategies and connections to recruit women veterans and minority veterans from the target populations identified in this NGO.

Applications that contain connections to USDOL Registered Apprenticeship Programs will be given priority. Details regarding how the applicant will partner with related technical instruction (RTI) providers and administer RTI, structure their on-the-job training, 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 a USDOL Registered Apprenticeship outcome.

- **Organizational Commitment and Capacity** – (Maximum of 5 pages) Applicants should 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.

- **Program Organizational Chart –** Applicants must upload a comprehensive organizational chart for the proposed grant program. The chart must show clear reporting relationships between your organization, governing board (if applicable), key project personnel, and any external partners or subcontractors. Include the names and titles of all staff included in the proposed budget, both existing and new positions. Differentiate subcontracted instructors, independent contractors, and program consultants from internal personnel by including descriptors such as "Contractor", "Agency Partner", or "Vendor" with their titles.

- **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** – (Time Sensitive) A Tax Clearance Certificate from the New Jersey Division of Taxation is required before grant funds can be awarded (Public Law 2007, c. 101). Apply for your certificate immediately upon deciding to pursue this funding opportunity. Failure to obtain and submit a Tax Clearance Certificate may result in delays or cancellation of funding.

  See Attachment II for detailed instructions on requesting your certificate through the NJ Premier Business Services portal.

- **Prior Performance Narrative –** (Maximum of 10 pages) Applicants who received prior state funding, or operated a similar program, must submit a detailed description of their performance, including outcome data for the most recent year documenting the program's effectiveness and success in meeting the goals and objectives of the previous state grant that

was received. This extends to organizations associated with the applying entity that may have received grant funding in the past from NJDOL. In cases where the goals and objectives were not met, the applicant must explain in the narrative why those goals were not met and identify any corrective actions that would need to be taken to ensure the success of a new grant. Applicants who had prior unsatisfactory performance may not be funded with FY 2027 –NJBUILD WMVIC funding.

- **Deliverables**

  Applicants must provide details on the number of cycles of training they intend to perform as well as the number of participants to be enrolled. A minimum of 80% of participants must complete training and 80% of program completers must be placed into a USDOL Registered Apprenticeship program or into full-time, long-term employment with an employer in the construction industry or with a building and construction trades occupation related to the training and paying a minimum of $17/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 must occur within the eighteen-month contract period. Grantees are expected to keep records of all individuals that participate in the Women and Minority Veterans in Construction Trades (WMVIC) program and provide updates on placement and retention activity that occurs within the period of performance for the contract.

  The budget submitted should reflect the reasonable costs of running the proposed program and include all proposed program and operating expenses. Applicants must provide a detailed budget by entering the required information in IGX as follows:

  Schedule A (Personnel Costs); Enter all personnel costs including salaries, fringe benefits, and job descriptions. Differentiate administrative personnel from program delivery personnel. A breakdown of fringe benefit rates must be included as an upload. Consultants and contractors not employed directly by the lead applicant should not be included in this schedule.

  Schedule B (Non-Personnel Costs); Enter non-personnel costs such as supplies, materials, equipment rental, in-state mileage and promotional items, contracted services and facilities costs. Include detailed breakdown and justification for each line item. Differentiate non-personnel administrative costs from program costs.

  Schedule C (Direct Student Services). Enter costs provided for individual participants including stipends, supportive services, hands-on class materials, participant personal protective equipment, and contracted instructor costs. Include detailed breakdown and justification for each line item. Placement benchmark costs and retention benchmark costs are also entered into Schedule C and will be automatically calculated based on the number of planned participants.

  The cost summary page will automatically calculate totals from the budget schedules. Verification of the overall administrative costs can be found on the cost summary. Review the budget cost summary page for accuracy before submitting your application in IGX.

Your budget must align with the funding structure and policies outlined in Section E as indicated below:

Training Costs (Cost Reimbursement):	$11,250 per participant
Placement and Retention benchmarks (Performance Based):	$3,750 per participant
Maximum total cost:	$15,000 per participant

Cost per participant is calculated by dividing the total requested funds by the number of enrolled participants. Maximum allowable cost of $15,000 per participant is inclusive of all programmatic and administrative costs, supportive services, stipends, and performance-based benchmark payments.

For complete details on eligible costs, restrictions, and requirements, refer to Section E, which includes administrative cost limits, participant stipend parameters, in-state mileage and promotional item limits, and benchmark payment structures.

Budget proposals should demonstrate reasonable costs for pre-employment/pre-apprenticeship training, related technical instruction, and instructional supplies, while maintaining a low-cost per trainee ratio. Applications that combine cost-effectiveness with quality training delivery and strong placement and retention strategies will be viewed favorably during review. Successful applicants may be required to submit more detailed budget information at the time of contract negotiations.

Key components of the budget summary are listed below:

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

➢ **Support Letters/ Miscellaneous Attachments**

While not required, you may may submit letters of support and any additional information or documents you choose to supply with your grant application.

J. REPORTING REQUIREMENTS

Grantees will be required to complete monthly activity and expenditure reports, due by the 15th of each month for the prior month's activities, The reports must list all the activities of the program, including placement and retention and credentialing information.

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

- Name, address, date of birth, social security number, education level, target population and demographic information for each participant

- Program participant enrollment, drop-out (withdrawal), and completion data
- Any industry-recognized credentials earned, with completion dates
- Status updates on the performance of the program participants
- Name, address, Federal Employer Identification Number (FEIN), and contact information of each quality placement partner
- Type of business and North American Industry Classification System (NAICS) code https://www.census.gov/naics
- Occupation/trade
- Wage data for quality placement outcomes
- Stipend tracking and payment information
- Uploaded documents for verification of quality placement and retention outcomes, including W2 paystubs

All grantees that expend $1,000,000 or more in federal financial assistance or state financial assistance within their fiscal year must have annual single audits or program-specific audits performed in accordance with Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy.

All grantees that expend less than $1,000,000 in federal or state financial assistance within their fiscal year, but expend $350,000 or more in state and/or federal financial assistance within their fiscal year, must have either a financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit performed in accordance with Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy. (see Standard Assurances and General Provisions).

Additionally, all grantees will be subject to on-site technical assistance visits and inspection of the 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.

Modifications – Grant amendments must be requested in advance and require written approval from NJDOL.

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 by NJDOL.

K. 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.

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 evaluations will be based on the performance of the previous three fiscal years of data.

Panel Review: 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.

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

Evaluation Criteria	**Total Points**
Program Narrative and Training: • Statement of Need • Training Curriculum and Schedule Proposal demonstrates evidence of: • Training focused on identified construction needs in New Jersey • Connections to partnering Registered Apprenticeship programs enrolling program completers • Connections to partnering employers interested in hiring program completers • Connections to appropriate services and the One-Stop system • Pre-Apprenticeship training includes workforce readiness and occupation specific training. • Provides supportive services like transportation or childcare (as applicable). • Provides case management and job coaching services. • Focus on achieving quality placement outcomes. • Realistic Project schedule for implementing work outlined (recruiting, training, and placement and retention of participants in quality placement outcomes).	**20**
Program Activity Plan • Activity Plan • Recruitment and post-placement retention strategies Proposal demonstrates evidence of: • Recruitment strategies focused on woman veteran and/or minority veteran populations • Strategies to recruit women veterans and minority veterans from Target Populations identified in NGO • Engagement in quality hands-on instruction and work-based learning opportunities • Ongoing assessment activities to continuously support program participants. • Access to career navigation services during and beyond completion of pre-apprenticeship/pre-employment program learning. • Job Development strategy to ensure participant program completion and placement in a construction apprenticeship program or long-term construction related job. • Timeline is clear and concise. • Apprenticeship/employment retention strategy	**25**
Organizational Commitment and Capacity: • Program Organizational Chart • Description of organizational commitment and capacity • Prior Performance Narrative Proposal clearly demonstrates: • Program Organizational chart clearly outlines reporting relationships and project governance structure.	**20**

• Processes in place for collaborative planning and decision-making with partners. • Staffing plans reflect multiple capacities required to support program • Clear connections and opportunities for building on existing pre-apprenticeship program practices. • Realistic timeline for planning and implementing work outlined. • Where applicable, includes summary of past experiences in operating similar programs and an evaluation of the overall success of those programs.	
Sustainability Plan Narrative describing budget strategy and options if grant funding is no longer available and/or following completion of the 18-month contract.	**5**
Commitment Letters: Includes commitment letters from each USDOL Registered Apprenticeship sponsor and/or construction employer and clearly outlines the specific activities the partner will be responsible for, including commitment to hire program participants. Minimum of one RA partner and/or one Employer partner associated with participant placement goals is included with the proposal.	**15**
Budget Summary: Proposal demonstrates evidence of: • Overall budget is reasonable and within cost guidelines of this NGO • Innovative Use of 'Other Services' funding • Budget summary aligns with justifications • Budget summary includes: -Schedule A, Parts 1&2 Personnel Costs -Schedule B: Non-Personnel Costs -Schedule C: Direct Services, including required Placement and Retention • Does not exceed maximum of 10% administrative costs or cost per participant	**15**
Total Points:	**100**

Explanation of Proposal Components:

NJBUILD WMVIC grants are projected to have an 18-month contract. All proposed grant activity must take place within the contract period. Successful applicants may structure their proposals with the following timelines envisioned for achievement:

- **Recruitment and Organization**: (months 1-3, 1-3 month timeframe): During this period, applicants should concentrate on organizing and marketing their proposed programs, as well as recruiting and screening participants to prepare for training. They should also ensure participants get registered with the One-Stop. The program narrative must include strategies for achieving these goals.
- **Training and Support**: (months 4-14, 1-11 month timeframe): Applicants should use this timeframe to implement the proposed training and provide support to participants through means such as ongoing assessments to foster retention. All cycles of training, if applicable, should take place within this period. Specific details of the training and tactics for administering supportive services must be provided in the program narrative and implementation plan. Applicants with agreements in place to issue credit for pre-apprenticeship training towards Registered Apprenticeship program components will be viewed favorably during panel review.

- **Placements and retention**: (months 15-18, 3-4 month timeframe): The remainder of the contract period should focus on placing program completers with a quality placement outcome as defined in this NGO. Placement activity can occur sooner than in the period above, but both placement and retention outcomes must be achieved no later than the end of this period in order to remain in compliance with the grant. Applicants should provide tangible proof via commitment letters from Registered Apprenticeship and employer partners for completers of the NJBUILD WMVIC training program in order for placement goals to be achieved. Details regarding existing partnerships and plans for placements should be provided in the program narrative plan areas of your proposal.

NOTE: *The above outline provides a suggestion for structuring your proposal within the period of performance. Programs that do not adopt this structure are not precluded from funding.*

How to Submit Proposal

Submit application 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 FY27 – Round 1 schedule for submission of completed applications and the panel review dates are listed below:

Schedule of Submission Dates

FY 2027 Round #	Letter of Intent (LOI) Deadline:	Application Deadline:	Expected Panel Review Begins:
1	12 noon December 2, 2026	12 noon December 9, 2026	Week of January 5, 2027

*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.

L. DATE BY WHICH APPLICANTS 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. NJDOL reserves the right to exceed the forty-five (45) day award notice deadline should the application be deemed incomplete.

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 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. All correspondence and requests for technical assistance related to this NGO may be sent to NJBuildPrograms@dol.nj.gov .

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
NJBUILD and Special Initiatives
NJBUILDPrograms@dol.nj.gov

RE: FY2027 –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's NJBUILD Women and Minority Veterans in Construction Trades Program - Fiscal Year 2027.

I have registered an account in the IGX database and understand the grant opportunity, as well as my responsibilities as the Authorized Official.

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

Legal business name:		
Federal Employee Identification (FEIN):		
NJ business address:		
County of NJ business:		
Business web address:		
Industry/Occupational area of training:		
Name of Authorized Official: (Person Legally Authorized to Sign Contracts):		
Title of Authorized Official:		
Direct phone # and email address of Authorized Official:	Phone:	Email:
Main point of contact for the NJBUILD application:		
Direct phone # and email address of main point of contact:	Phone:	Email:

_____ _____

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, any person or business seeking a grant, loan, loan guarantee, or other financial benefit from a department or agency of state government must obtain a Tax Clearance Certificate from the New Jersey Division of Taxation before the award can be issued.

Tax Clearance Certificates must be requested through the State of New Jersey's Premier Business Services (PBS) portal. Use of the portal replaces the former paper application to the Division of Taxation, and the processing fee is waived when the portal is used. Each applicant will be able to print the required Tax Clearance Certificate from their PBS portal account.

The PBS portal is required for obtaining the Tax Clearance Certificate **unless the New Jersey Division of Taxation provides alternative instructions.**

Applicants are strongly encouraged to apply for the Tax Clearance Certificate as soon as the organization makes the decision to apply for funding. Failure to obtain and submit the required Tax Clearance Certificate will result in the application not being reviewed or considered for funding.

Please Note: All entities regardless of the type of organization or tax exemption status, can request and obtain a Tax Clearance Certificate, as this document is tied to registration with the NJ Division of Revenue. More information about this requirement and particular document can be found here.

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.

ATTACHMENT III

NJBUILD Women and Minority Veterans in Construction Trades

Commitment Letter/ Quality Placement Partner Form

Fiscal Year 2027

Name of NJBUILD Applicant: _____

Instructions

Complete the form below. A separate form must be completed for each partner and uploaded into IGX.

Type of Quality Placement Partner:

Registered Apprenticeship Sponsor: ☐ Employer Partner: ☐

Partner Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

Number of anticipated job openings for the contract period: _____

Number of NJBUILD program completers your organization is willing to:

a. Hire: ____ b) Enroll into USDOL RAP: ____

Occupational title (s): _____

Starting wage: _____

List the role/responsibilities of the partner and the frequency in which communication about grant progress with this partner will occur:

List the specific agreed upon activities to be accomplished by the partner:

I/We certify that the information is correct, and both parties understand the roles, responsibilities and activities for each partner.

_____ _____ _____ _____

Signature of Applicant *Date* *Signature of Partner* *Date*