



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

**County Apprenticeship Coordinator  
Grant Program**

**Application for Continuation Funding**

**Fiscal Year 2018**

**Announcement Date: May 2, 2017**

**Application Due Date: June 1, 2017**

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Acting Commissioner**

**County Apprenticeship Coordinator Grant Program**  
Application for Continuation Funding – FY2018

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**Take Notice** that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “LWD”) regularly publishes on its website, at <http://lwd.dol.state.nj.us/labor>, all notices of fund availability pertaining to federal or state grant funds which may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “Public Notices” and the subheading “Notice of Availability of Grant Program Funds”.

New Jersey is committed to the creation of a talent development system, focused on ensuring that all New Jerseyans have the skills, abilities, and connections to find jobs and build careers that drive economic growth. In order to achieve these goals, a framework has been established that includes:

- High-quality, employer-driven partnerships;
- Industry-valued credentials; and
- The development and integration of career pathways.

**A. NAME OF GRANT PROGRAM**

County Apprenticeship Coordinator (CAC) Grant Program

**B. PURPOSE OF GRANT**

Registered apprenticeship is an employer-sponsored, flexible training system that combines on-the-job training with related classroom instruction to cultivate highly skilled workers who meet the workforce demands of a competitive global economy. The CAC program supports LWD’s responsibilities in the joint administration of the state’s registered apprenticeship program with the United States Department of Labor (USDOL). In its efforts to better assist individuals, including women and minorities, to find employment and become self-sufficient or assist with reemployment activities for those who may be transitioning from assistance to employment, the CAC program increases the number of adults with industry issued, nationally recognized, post-secondary credentials.

Registered Apprenticeship programs are a proven strategy for developing a talent pipeline of qualified workers for employers and industry sectors. These programs are created with input from employer partners and sustained through continued development of high-quality partnerships. LWD recognizes the importance of apprenticeship opportunities and has strategically aligned its investments to expand apprenticeship in both existing and new occupational areas.

The purpose of this grant is to fund County Apprenticeship Coordinators in 21 counties. The CACs will ensure that registered apprentices (may be youth, ages 16 and up, or adults) can access and complete the related classroom instruction part of registered apprenticeship; will promote registered apprenticeship training programs to job seekers; will expand registered apprentice sponsorship to employers in existing and new occupational areas; and will assist in the development of career ladders from high school to registered apprenticeship training and to related collegiate degree programs.

**C. AVAILABLE FUNDING**

The total amount of funding available in Fiscal Year (FY) 2018 (July 1, 2017 – June 30, 2018) is estimated to be \$330,000. The program is state funded through the Workforce Development Program (WDP). Final awards are contingent upon State allocation of funds.

Awards are based upon the population of the county where the service is provided. Three levels of awards are identified in the chart below:

<b>Population of the County</b>	<b>Maximum Amount of Grant</b>
0-200,000	\$10,000
200,001 - 500,000	\$15,000
500,001 or above	\$20,000

The maximum award for each applicant will be:

<b>County CAC Grantee</b>	<b>Maximum Award</b>
Atlantic County Vocational School	\$15,000
Bergen County Vocational School	\$20,000
Burlington County Vocational School	\$15,000
Camden County College	\$20,000
Cape May County Vocational School	\$10,000
Cumberland County Vocational School	\$10,000
Essex County Vocational School	\$20,000
Gloucester County Vocational School	\$15,000
Hudson County Vocational School	\$20,000
Hunterdon County Vocational School	\$10,000
Mercer County Vocational School	\$15,000
Middlesex County Vocational School	\$20,000
Monmouth County Vocational School	\$20,000
Morris County Vocational School	\$15,000
Ocean County Vocational School	\$20,000
Passaic County Vocational School	\$20,000
Salem County Vocational School	\$10,000
Somerset County – Hunterdon County Vocational School	\$15,000
Sussex County Vocational School	\$10,000
Union County Vocational School	\$20,000
Warren County Vocational School	\$10,000

Applicants may form a partnership to apply for continuation funds. A partnership is comprised of two or more entities that enter into a written agreement specifying the partnership’s goals, responsibilities and activities. A lead agency must be identified and a separate application must be submitted for each county.

**D. ELIGIBLE ENTITIES**

Organizations listed on page 2 are eligible to apply for FY2018 funding.

## **E. REQUIREMENT OF APPLICANTS IN ORDER TO BE CONSIDERED FOR FUNDING UNDER THE GRANT PROGRAM**

The CAC must be capable of and available for performing the duties of the position on a full-time basis. Qualifications include:

- Possession of a New Jersey Department of Education (NJDOE) certificate/endorsement with a minimum of two years' experience as one of the following:
  - Cooperative education coordinator (cooperative industrial education, distributive education or cooperative vocational education);
  - Principal or supervisor of a vocational program;
  - Shop instructor in a vocational program; or
  - Vocational education teacher in a related technical instruction (RTI) program.
- Experience teaching in an Adult Career and Technical Education environment.

To demonstrate qualifications and availability to carry out the scope of work, each application must include, at a minimum, the below items:

- Narrative outlining: the grant-related job descriptions for each position supported in part or in full with this grant; and
- Résumé of the individual who will be serving as the CAC during the grant period and copies of the NJDOE certificates and endorsements as required for the position.

### **Scope of Work**

The responsibilities of the CACs are:

1. Ensure that registered apprentices (may be youth, ages 16 and up, or adults) can access the RTI part of registered apprenticeship;
2. Promote registered apprenticeship opportunities to jobseekers;
3. Expand registered apprentice sponsorship to employers in existing and new occupational areas;
4. Increase the number of adults with an industry-valued, post-secondary degree or credential; and
5. Assist in the development of career ladders from high school to registered apprenticeship and to related collegiate degree programs.

### **Duties and activities include at a minimum:**

- Assist registered apprentices to locate and enroll in RTI;
- Supervise or actively engage in the development of RTI curricula;
- Send up-to-date lists of RTI courses to LWD for inclusion in shared database;
- Monitor the progress of registered apprentices in their RTI and keep records up to date; track the status of registered apprentices on a quarterly dashboard;
- Monitor online courses and administer online tests;

- Assign make up classes;
- Maintain office hours designated for registered apprentices, sponsors, and other stakeholders;
- Assist apprentices changing employers to notify USDOL of employer change to ensure continuity of apprenticeship;
- Prepare/coordinate requests for completion;
- Maintain and file county apprenticeship program records in hard copy and enter statistics into a database or spreadsheet;
- Follow up with apprentices who should have completed to determine status;
- Notify sponsor, apprentice, and USDOL of completions and failures or drop outs and recommend appropriate action (extend, cancel, completion in process);
- Attend meetings and offer program assistance for the WIB and OSCCs;
- Attend and participate at quarterly Talent Network meetings to assist in the expansion of registered apprenticeship within the seven key industry sectors;
- Participate in YTTW partnerships;
- Attend meetings or give presentations on pre-apprenticeship or construction trade apprenticeships;
- Visit worksites throughout county and set up meetings with employers to talk about apprenticeship opportunities and learn about emerging trends in their occupational fields; report sponsor interest and trends to USDOL and LWD; and
- Engage in professional development by participating in quarterly association meetings, conference calls, and other meetings, seminars, training programs, and conferences, such as:
  - Targeted Industry Partnership (TIP) meetings;
  - The Garden State Employment and Training Association (GSETA) Conference;
  - The Association of New Jersey Apprenticeship Coordinators (ANJAC) meetings; and
  - The Eastern Seaboard Apprenticeship Conference (ESAC).

**Reporting Requirements**

Grant recipients are required to submit a quarterly dashboard outlining the fiscal and program activity during the reporting period. The reports will be reviewed by LWD to ascertain the grantee’s progress within the scope of work as well as conformance with program regulations. The quarterly dashboard reports are due as follows:

<b>Report</b>	<b>Reporting Quarter</b>	<b>Due Date</b>
1 <sup>st</sup> Quarter	July 1, 2017 - September 30, 2017	October 16, 2017
2nd Quarter	October 1, 2017 - December 31, 2017	January 15, 2018
3rd Quarter	January 1, 2018 - March 31, 2018	April 16, 2018
4th Quarter	April 1, 2018 – June 30, 2018	July 31, 2018

**F. APPLICATION PROCESS**

Application Package Content and Checklist: All components in the proposal must be in the order as listed below:

<i>Required</i>		<i>Included</i>
✓	<a href="#">Applicant Title Page – Attachment A</a>	
✓	<a href="#">Board Resolutions to Apply – Attachment B</a>	
✓	Program Narrative	
✓	<a href="#">Budget Summary including brief narrative – Attachment C</a>	
✓	<a href="#">Budget Detail Spreadsheet – Attachment D</a>	
✓	<a href="#">LWD General Provisions – Attachment F</a>	
✓	CAC Résumé with Certificates/Endorsements	

**Explanation of the Application Package Components**

1. [Application Title Page \(Attachment A\)](#) – Complete all sections of the form and attach it to the front of the application. One original signature package and one copy are required. This is the first page of the application package. Ensure Sections I and II are complete and that all information on the form is accurate. The form must be signed and dated by the Chief School Administrator (CSA).
2. [Board Resolutions to Apply \(Attachment B\)](#) – A designating officer of the governing board must sign and date the Board Resolution, indicating the agency’s approval to apply for grant funds. The amount entered on the Board Resolution must agree with the total award amount as identified in the table in section C.
3. Program Narrative – The applicant must submit a unified plan that will cover the full grant program (all items in the “Scope of Work” and “Duties and Activities” must be addressed). In addition, this program narrative must contain grant-related job descriptions for each position funded in part or in full with this grant.
4. [Budget Summary \(Attachment C\)](#) and [Budget Detail \(Attachment D\)](#) Spreadsheets – Using [LWD budget instructions \(Attachment E\)](#), each applicant must submit a Budget Summary which identifies the district’s in-kind match for each budget category, if applicable. The budget summary must include a brief narrative to describe each line item included. In addition, each applicant must complete the Budget Detail Spreadsheet to provide details of their budget request. The budget spreadsheets must be completed and emailed as excel files to: [ApprenticeshipUnit@dol.nj.gov](mailto:ApprenticeshipUnit@dol.nj.gov) by 4 p.m. on Thursday, June 1, 2017.

Applicants must limit their grant-funded spending to the prescribed activities detailed within this application. It is the applicant’s responsibility to provide additional financial and in-kind support to continue this program. Amounts reported on the Budget Summary must be fully supported by information provided in the budget narrative.

5. [LWD General Provisions \(Attachment F\)](#) – Carefully review and sign this document and include all pages of the general provisions in the grant proposal. The signature of the CSA indicates the organization’s acceptance of these provisions.
6. CAC Résumé with Certificates/Endorsements – Up-to-date résumé for each CAC must be submitted with the grant application. NJDOE certification/endorsement with minimum of two years’ experience as: cooperative education coordinator, principal or supervisor of a vocational program, shop instructor in a vocational program, and/or vocational education teacher in RTI program. See section E for additional information.

#### **G. APPLICATION SUBMISSION**

The completed, signed original application and one (1) copy must be received by 4:00 pm on Thursday, June 1, 2017. Fax copies will not be accepted. Applications can be mailed or hand delivered to:

Joel Thomas, Assistant Director  
Special Programs and Populations  
New Jersey Department of Labor and Workforce Development  
Division of Workforce Development and Economic Opportunity  
ATTN: CAC Program  
1 John Fitch Plaza – 7th Floor  
P.O. Box 055  
Trenton, New Jersey 08625-0055

In addition, applicants are required to email one complete application package to LWD at the following email address: [ApprenticeshipUnit@dol.nj.gov](mailto:ApprenticeshipUnit@dol.nj.gov) no later than 4:00pm on Thursday, June 1, 2017.

LWD will not accept an application received after this deadline. Postmarks are not acceptable evidence of timely submission; therefore, receipt by the due date and time is required.

#### **H. AWARD PROCESS**

The LWD will conduct an internal review of each grant application. An internal review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy, and adherence to the guidelines and requirements of this NGO. Applicants will be notified of the decision by LWD within 30 days of the application due date.