



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

**NOTICE OF GRANT OPPORTUNITY  
Fiscal Year 2018**

**HELMETS TO HARDHATS PROGRAM**

**Announcement Date: February 28, 2018**

**Application Due Date: March 15, 2018**

**Robert Asaro-Angelo  
Acting Commissioner**

**HELMETS TO HARDHATS**  
**Notice of Grant Opportunity – 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 “LWD”) 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 “Public Notices” and the subheading “[Notice of Availability of Grant Program Funds](#)”.

**A. Name of Grant Program**

Helmets to Hardhats (H2H).

**B. Purpose of Grant**

[Helmets to Hardhats](#) (H2H) is a national program that was formed to help National Guard, Reserve, retired and transitioning active-duty military members connect to quality career and training opportunities in the construction industry. This grant is dedicated to providing women and minorities with training to prepare them for employment and/or apprenticeships in the construction and building-related trades through the national H2H model. A list of approved occupations in the building and construction trades is found on page 2 of this Notice of Grant Opportunity (NGO).

**C. Projected Funding**

The maximum amount of funding available for this program in fiscal year (FY) 2018 is \$300,000 which will fund one grant, covering the period from April 1, 2018 through March 31, 2019. Funds will be distributed based on a formula found on page 3 of this NGO. The source of funds is anticipated to be New Jersey Builders Utilization Initiative for Labor Diversity (NJBUILD), P.L. 2009, Chapter 313.

**D. Eligible Applicants**

This targeted, competitive opportunity is designed to provide grants for both construction trades training to women and minorities and placement services to participants in occupations as outlined in this NGO. All training providers must be on the State’s Eligible Training Provider List (ETPL). The following organizations are eligible to apply as the lead agency:

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

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

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

**Deliverables**

The grantee will train 60 participants identified as the targeted population on page 5. The following objectives have been established to achieve the goals of increasing opportunities for the employment of veterans in the construction industry and to address the building and construction industry's need for better-prepared apprentices and journeymen:

- To recruit participants through active marketing and outreach strategies;
- To provide job coaching and employment preparation to the veterans;
- To provide training opportunities leading to job placement in the construction industry or placement in an industry-related apprenticeship;
- To assist participants in obtaining sustainable employment in any of the 23 approved building and construction occupations:

<b>Standard Occupation Code</b>	<b>Occupational Title</b>
47-2031	Carpenters
47-2111	Electricians
47-2061	Construction Laborers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
47-2152	Plumbers, Pipefitters, and Steamfitters
47-2141	Painters, Construction and Maintenance
47-2073	Operating Engineers and Other Construction Equipment Operators
47-2021	Brick Masons and Block Masons
47-2211	Sheet Metal Workers
47-2051	Cement Masons and Concrete Finishers
47-4011	Construction and Building Inspectors
47-3013	Helpers--Electricians
47-4051	Highway Maintenance Workers
47-2044	Tile and Marble Setters
47-2121	Glaziers
47-3012	Helpers - Carpenters
47-3015	Helpers - Pipe layers, Plumbers, Pipefitters, and Steamfitters
47-2071	Paving, Surfacing, and Tamping Equipment Operators
47-2181	Roofers
47-4099	Construction and Related Workers, All Other
47-2041	Carpet Installers
47-4021	Elevator Installers and Repairers
47-4041	Hazardous Materials Removal Workers; and

- To assist participants in retaining employment for up to 90 days.

**Fee for Placement Services**

The grantee will be responsible for providing training, job coaching/employment preparation, and job placement for up to 90-days. The maximum cost for each participant to meet each benchmark shall be payable on the fee-for-service schedule below.

- A maximum of \$15,000 for “other services” to be used for needs-based work supports such as required uniforms, union application fees, driver license restoration fees, and the like.
- A maximum of \$96,000 for training (maximum of \$1,600 per participant) is included. Examples of training include OSHA10 training, HAZWOPER and other certifications for the construction industry.

<i>Benchmark Payment Worksheet</i>			
Benchmark	Number of Women and Minorities Expected to Reach this Benchmark	Payment per Individual Achieving this Benchmark	Maximum Cumulative Earnings if 100% of Participants Meet Every Goal
Assessment/Job Coaching/ Case Management	74	\$1,200	\$88,800
Job Placement with 30-Day Retention	45	\$1,000	\$45,000
60-Day Retention	35	\$800	\$28,000
90-Day Retention	34	\$800	\$27,200
Training	60	\$1,600	\$96,000
Other Services			\$15,000
<i>TOTAL</i>			<i>\$300,000</i> <i>If 100% of participants meet every goal</i>

**Case Management, Job Placement and Employer Incentives**

The lead agent will be responsible for coordinating case management services for veterans accepted into the program and assisting with placement and retention services. Costs for case management are included in the assessment, job coaching, and case management benchmarks of the agreement. The lead agency will be responsible for the placement of the trainees into sustainable employment.

**One-Stop Career Centers**

Applicants will be charged with ensuring that all participants of the H2H program are registered for service with the local One-Stop Career Center (OSCC) and meet with a Veterans representative and/or employment services staff. In the OSCC, there is a Veterans representative who specializes in helping Veterans find the jobs and opportunities for which they qualify. In addition to priority referrals to jobs, Veterans can enroll in free job search workshops, find help developing a resume, learn about career training programs and get help understanding the network of Veterans' benefits available through the Veterans Administration, state and local governments. The OSCC will ensure

that all available resources are made available to the participants while also ensuring that they are knowledgeable of any employer incentives available through the OSCC system.

**Reporting Requirements**

Grant recipients are required to submit the following reports by the 15<sup>th</sup> of the following month and reimbursement will be made upon approval by LWD:

- A [monthly activity](#) report must be submitted electronically detailing demographic information on participants, placement activity, credentials obtained, activities and interaction with the OSCC.
- A [monthly expenditure](#) report must be submitted for the previous month to LWD detailing all monthly expenditures for the prior month.

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

**F. 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. LWD’s Standard Assurances and General Provisions are expected to be read prior to application submission. Please note: failure to include the required documentation checked below may result in the application being removed from consideration for funding.

<i>Required</i>	<i>Form</i>	<i>Included</i>
	<a href="#">Standard Assurances and General Provisions</a>	N/A
✓	<a href="#">Applicant Title Page</a>	
✓	Table of Contents	
✓	Program Narrative	
✓	<a href="#">Budget Summary</a>	
✓	Budget Narrative	

The Program Narrative must be produced meeting the following formatting requirements:

- Font – Times New Roman, 12 point;
- Spacing – double spaced;
- Margins – 1” top and bottom and 1” side margins;
- Pages must be numbered – X of X pages, centered at the bottom of the page;
- Charts and graphs are allowed but must be clearly labeled and described;
- Applicant/Organization’s name must be listed on each page;
- Proposals, excluding attachments, should not exceed 25 pages.

Binders or notebooks shall not be utilized for application submissions.

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.

**Evaluation Criteria:**

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

Evaluation Criteria	Total Points
<p><b><i>Programmatic:</i></b></p> <ul style="list-style-type: none"> <li>• Title Page</li> <li>• Table of Contents</li> </ul>	<b>0*</b>
<p><b><i>Program Narrative:</i></b></p> <ul style="list-style-type: none"> <li>• Executive Summary</li> <li>• Targeted Population</li> <li>• Statement of Need</li> <li>• Comprehensive Program Plan</li> <li>• Organizational Commitment and Capacity</li> </ul>	<b>90</b>
<p><b><i>Budget Summary:</i></b></p> <ul style="list-style-type: none"> <li>• Budget is reasonable</li> <li>• Budget is within the cost guidelines of the NGO</li> <li>• Innovative usage of Other Services Funding</li> <li>• Budget Summary aligns with Budget Narrative</li> <li>• No calculation errors</li> </ul>	<b>10</b>

*\* If any of these documents are not submitted, signed and dated your proposal will be incomplete and therefore will not be considered.*

**Explanation of Proposal Components**

**Title Page:** Complete all sections of the form and attach it to the front of the application. The Chief Executive Officer must sign and date the form.

**Table of Contents:** List the various sections of the proposal along with page numbers. Number pages of the proposal in the format X of X.

**General Provisions:** Applicants should carefully review and sign this document and include all pages in your grant proposal. The signature of the Chief Executive Officer indicates the organization’s acceptance of these provisions.

**Program Narrative:**

- **Executive Summary:** An executive summary must include the details of the proposal being submitted in the order identified in the Evaluation Criteria table above.
- **Targeted Population:** Participants must be National Guard, Reserve, retired or transitioning active-duty military members who are women and minorities. The FY18 NGO

allows for training a maximum of 60 participants per grant. All participants are to be registered with an OSCC and offered appropriate services, such as interviewing skills, resume writing, and career exploration. All participants must create an [OnRamp](https://www.onramp.org) account on [CareerConnections.nj.gov](https://www.careerconnections.nj.gov) and upload an existing resume or build a new one.

The lead agency 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.

- **Statement of Need:** Demonstrate the need for placement services for the Veteran population in your region. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation may include a demographic description of your targeted area and research specifically relating to all Veterans in the region, and in New Jersey.
- **Comprehensive Program Plan:** Applicants must include a comprehensive program plan detailing how the applicant will meet stated objectives of the program. Details regarding how the applicant will work with community groups and local OSCCs must be included. A breakdown of the customer flow (timeline of expected outcome benchmarks for each participant) for the program along with an outline of case management services must be included.
- **Organizational Commitment and Capacity:** Applicants should describe the organizational support that exists for implementing the program. The applicant should also describe their experience in conducting placement services as well as the outcomes achieved. Applicants should focus on how previous experience in working with this population will be applied to ensure successful program implementation. Applicants who received prior H2H funding, or operated a similar program (other than H2H), must submit outcome data for the most recent year documenting the program's effectiveness and success in meeting the needs of this target population.

**Budget Summary:** A budget summary reflecting the entire proposed budget has been provided. The budget summary includes \$15,000 for other services to participants of the program. Examples of these services are transportation assistance, employer-required supplies or necessities, and help obtaining identification and/or driver's license reinstatement. The budget summary also includes \$96,000 (maximum of \$1,600/participant) for training. Applicants must submit a budget narrative which includes an explanation of each line item.



**G. ADDRESS TO WHICH PROPOSALS MUST BE SUBMITTED**

Two originals and two copies of the application must be delivered to:

Donald Forsythe, Chief Employment and Training Programs  
New Jersey Department of Labor and Workforce Development  
Division of Workforce Development and Economic Opportunity  
ATTN: Helmets to Hardhats Program  
1 John Fitch Plaza – 7th Floor  
P.O. Box 055  
Trenton, New Jersey 08625-0055

**Technical Assistance**

LWD will provide technical assistance upon request. Requests for technical assistance should be directed to the Apprenticeship Unit at [ApprenticeshipUnit@dol.nj.gov](mailto:ApprenticeshipUnit@dol.nj.gov).

**H. APPLICATION SUBMISSION DATE**

Grant applicants must submit their proposal by 4:00 p.m. on Thursday, March 15, 2018.

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

Postmarks are not acceptable evidence of timely submission; receipt by the due date and time is required. Applicants are encouraged to hand-deliver the application to the address above, send the application by certified mail (return receipt requested) or arrange for delivery by an overnight delivery service to ensure timely delivery and receipt of the application.

Note: Applicants must also have prepared and have available upon request by LWD an electronic version of the application package (utilizing MS Word and MS Excel, not PDF).

**I. DATE BY WHICH APPLICANTS SHALL BE NOTIFIED**

All applications are subject to a department panel review and final approval by the Commissioner of LWD. The panel review date is expected to occur the week of March 19, 2018. Applicants will be notified of the status of their application upon completion the panel review.