



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

WOMEN AND MINORITY GROUPS IN CONSTRUCTION TRADES

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2021**

Announcement Date: April 19, 2021

Application Due Date: May 24, 2021

**Robert Asaro-Angelo
Commissioner**

**Women and Minority Groups in Construction Trades
Notice of Grant Opportunity – FY 2021**

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Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOL”) regularly publishes on its website, 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”.

A. NAME OF GRANT PROGRAM

Women and Minority Groups in Construction Trades

B. PURPOSE FOR WHICH THE FUNDS WILL BE USED

The Women and Minority Groups in Construction Trades grant will assist in providing greater employment opportunities for females and minorities, residing in New Jersey, by providing pre-apprenticeship training, workforce readiness/employability, and a structured work experience which will emphasize vocational-based training for entry-level skills in the construction trades.

In order to meet the employment needs of existing trade unions and private contractors, this funding will only support partnerships with trade unions and private contractors in the development and provision of pre-apprenticeship training and the placement of individuals with labor unions and private contractors to meet their workforce needs.

There are 15 affiliated construction trades occupations in the construction industry. The following 15 occupations have the greatest opportunity for employment based upon projected growth and replacement data. Proposals must focus on construction training for women which will lead to apprenticeship and/or employment in the following occupations:

O*NET Code	Occupation
47-2011.00	Boilermakers
47-2021.00	Bricklayers
47-2031.00	Carpenters
47-2111.00	Electricians
47-4021.00	Elevator Constructors
47-2141.00	Finishing Trades (Painters, Glaziers, and Drywall Finishers)
47-2131.00	Insulators
47-2221.00	Iron Workers
47-2061.00	Laborers
47-2073.00	Operating Engineers
47-2051.00	Operative Plasterers and Cement Masons
47-2152.01	Pipe Trades (Plumbers and Pipefitters, Sprinkler Fitters, Heating, Ventilation and Air Conditioning [HVAC] Service Technicians)
47-2181.00	Roofers
47-2211.00	Sheet Metal Workers
53-3032.00	Teamsters/Heavy Truck Drivers

Goals

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

1. Increase opportunities for women and minorities to acquire skills, increase employment opportunities and benefit economically from construction projects within New Jersey.
2. Assist contractors and trade unions in meeting their workforce needs through the recruiting and training of women.

Objectives

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

- Engage USDOL Registered Apprenticeship programs and construction contractors in the development and provision of construction-related pre-apprenticeship training.
- Provide training in the following areas:
 - Workforce readiness /employability skills instruction; and,
 - Occupation-specific construction-related trades training.
- Assist participants with job placement services targeting employment in a USDOL Registered Apprenticeship program or construction related jobs. These jobs are defined as construction jobs with a pay rate no less than \$15 per hour. Participants are to earn a minimum of one industry-valued credential.

C. AVAILABLE FUNDING

The Women and Minorities in Construction Trades grant will be funded by The New Jersey Builders Utilization Initiative for Labor Diversity (NJBUILD), through the annual Appropriations Act and P.L. 2009, c. 313.

The total amount of funding available for this program in Fiscal Year 2021 (FY 21) is \$1,000,000. Grant awards are contingent upon the available funding. The grant is expected to be for up to 15 months with the option for two (2) one-year renewals, contingent on the availability of funding and performance.

The applicant's budget must be well considered, necessary for the implementation of the program, and within the funding parameters. Final amounts will be determined at the time of pre-contract revisions. Unallowable costs (ineligible, inappropriate or unsubstantiated) will be removed from the funding request.

D. ELIGIBLE APPLICANTS

This Notice of Grant Opportunity is designed to provide training and placement services to participants in occupations as outlined in this NGO. The following organizations are eligible to apply as the lead applicant:

1. County or municipal governments;
2. Public training providers or trade schools;
3. Community-based organizations;
4. Labor organizations;
5. Employers and/or contractors;
6. Public vocational schools;
7. Institutions of higher education;
8. Public or private, non-profit agencies; or
9. Trade organizations which represent a particular trade, group of trades, contractors or employers.

PLEASE NOTE: All applicants must demonstrate a relationship with employers/contractors and/or a USDOL Registered Apprenticeship program enabling program participants to transition into employment.

***All training providers utilized as part of a grant must be registered/approved on the State's Eligible Training Provider list (ETPL) <http://www.njtopps.org/>.**

E. TARGETED POPULATION

Possible outreach and recruitment sources should include One-Stop Career Centers (OSCCs), vocational/technical institutions, community and faith-based organizations, successful graduates from the New Jersey Youth Corps and Youth Transitions to Work (YTTW) programs, community college graduates.

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

- Be a female or minority residing in New Jersey;
- Be at least 18 years of age at the time of program completion;
- Possess a high school diploma or High School Equivalency (HSE) diploma;
- Be drug-free throughout the training and placement.
- Must be registered with a OSCC and, if eligible, be WIOA co-enrolled and offered appropriate services such as interviewing skills resume writing, career exploration.

F. PROGRAM OUTCOMES

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

- All participants will engage in all components of the program.

- Participants must be registered with a OSCC and screened for WIOA eligibility.
- Graduate a minimum of 90 percent of participants from the training program.
- A minimum of 85% of program graduates will be placed into a USDOL Registered Apprenticeship program or construction job in an affiliated trade earning no less than \$15 per hour.
- A minimum of one industry valued credential will be earned.
- Participants acquire valuable documents such as a driver's license, state identification, birth certificate, etc.
- Conduct participant follow up 3-months post placement into a USDOL Registered Apprenticeship program or construction job in an affiliated trade earning no less than \$15 per hour.

G. PROCEDURES FOR ELIGIBLE ENTITIES TO APPLY FOR GRANT FUNDS

All grant proposals must establish a lead applicant which serves as the training provider, as well as the applicant agency of record, the legally recognized fiscal agent for the grant project and the single point of contact for NJDOL. The lead applicant is responsible for overseeing the implementation of all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; outreach and recruitment; and fiscal management. 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. The plan shall also include the occupation in which the training will be provided, a summary of the curriculum of the training and clearly outline the number of hours of the training. Proposals that do not meet the above requirements or do not adhere to the potential award amount parameters will be eliminated from consideration.

Applicants under this grant program must provide a narrative describing their organizational capacity, resources, commitment and any demonstrated ancillary program successes in similar type of programs. Applicants must detail their experience in providing construction trades training in the specific occupation(s) for which they are applying. Such information is to be included as part of the applicant's "Organizational Commitment and Capacity" section of this application. Please refer to page 8 for additional information.

The lead applicant should conduct an orientation for all pre-screened individuals to ensure program requirements are met and training requirements are clearly understood. The orientation should provide a realistic picture of the trades, what they might encounter and how they can deal with these challenges in a positive way. The orientation should also outline the curriculum and number of training hours.

The lead applicant must partner with USDOL Registered Apprenticeship programs, trade unions, and/or private contractors/employers to ensure the training being provided aligns with the workforce needs of employers and unions and to create a pathway for graduates to be placed in USDOL Registered Apprenticeship programs or construction jobs.

H. REPORTING AND REQUIREMENTS

Grant recipients are required to maintain progress data and submit monthly program and fiscal reports documenting grant-related activities. The reports will be reviewed to ascertain the grantee's progress within the scope of work and its conformance with program regulations and enabling legislation.

Monthly narrative and performance reports will include at a minimum the following: participant enrollment; participant attendance; participant demographics; benchmarks achieved; credentials achieved; job placement; program progress which includes achievements and challenges.

This grant will have a 15-month programmatic period and include participant follow up for 3 months after placement into a USDOL Registered Apprenticeship program or construction job in an affiliated trade earning no less than \$15 per hour. Reimbursement will be made based on both cost reimbursement and performance based according to the performance standards which will be stipulated in the contract. The benchmarks are: enrollment and course start; course mid-point; course completion; job placement. Requests for reimbursement for program costs is done through the SAGE system.

Phase 2 will be the monitoring of job retention which will be monitored 3 months after the hire date.

Performance and financial reports are due on or before the 15th of each month. A closeout report will be due 30 days from completion. A closeout template will be provided by NJDOL towards the end of the grant.

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

I. APPLICATION PROCESS

NJDOL accepts reviews, approves and manages grants electronically using the System for Administering Grants Electronically (SAGE). Any potential applicant is encouraged to first submit a letter of intent via email to NJBUILDPrograms@dol.nj.gov. The letter of intent needs to include the Applicant Agency, Business Name, Name of Person Responsible for Submitting Application (Agency Official), Federal Employee Identification Number (FEIN) and Dun and Bradstreet (DUNS) Number. The letter of intent should be submitted in accordance with the chart in Section K.

In the event an applicant does not currently have access to SAGE, they must register at the following website: <https://njsage.intelligrants.com>. You will receive an email message confirming that your account has been validated. Within the next three business days,

NJDOL will provide access to the application. After receiving the confirmation, eligible entities will have access to complete and submit their grant application online. It is recommended that registration in SAGE be submitted at the time the letter of intent is completed.

Proposal Content and Checklist

To ensure consistency and fairness of evaluation, each applicant seeking funding under this grant program submit an online application that includes, at a minimum, the components listed below. It is important to note that failure to upload the required documentation may result in the application being removed from consideration for funding. A description of each component is listed in this section, after the checklist.

<i>Required</i>	<i>Component</i>
✓	Activity Plan
✓	Letter(s) of Commitment from Partner(s)
✓	Letter of Commitment from Workforce Development Board
✓	Statement of Need
✓	Organizational Commitment and Capacity
✓	Training Curriculum and Schedule
✓	Comprehensive Attendance and Drug Policies
✓	Budget Summary
✓	Program Sustainability Plan

The Program Narrative must meet 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.

Explanation of Program Components

- 1) Activity Plan – An activity plan, including specific objectives and a training plan must be completed. Detailed information for each component is to be included in a timeline format from recruitment to graduation and subsequent job placement or enrollment in a USDOL Registered Apprenticeship program. The program must be completed within 12 months. Post placement follow up plans are required for proposal submissions. Applications must describe how they will track placements and/or credential attainment after participants have acquired employment or enrolled in a USDOL Registered Apprenticeship program. Monitoring of the employment retention will be done at 3-months post job placement.

- 2) Letter(s) of Commitment from Partner(s) – A letter of commitment from each USDOL Registered Apprenticeship and/or construction contractor who will be in partnership with the grantee must be submitted along with the application. The letter should indicate the specific activities the entity will be involved in and a willingness to hire graduates of the training program. Also, a letter of commitment from the local Workforce Development Board is required and must be submitted.
- 3) Statement of Need - Demonstrate the need for the project in relation to the NGO. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation may include a demographic description of your targeted area and research specifically relating to construction projects in the targeted area. This should also include projected number of apprenticeship opportunities with unions and construction employers within the targeted area and the surrounding area.
- 4) Organizational Commitment and Capacity – Applicants need to describe their commitment to addressing the conditions and/or needs identified, including the organizational support that exists for implementing the proposed project. The applicant must also state they have the management information system (MIS), equipment and capacity needed to properly track and report participant demographic and performance data to NJDOL and demonstrate the ability to complete all required monthly reports and requests for information in accordance with protocol and timelines established by NJDOL. The applicant should also describe what experience they have had in conducting construction-related training. Additionally, the applicant should focus on how previous experience will be applied to ensure successful implementation of the proposed project.
- 5) Training Curriculum and Schedule – It is required that each applicant submit with this proposal a curriculum outlining the components within this section of the NGO and the associated hours for completion of each component. The training curriculum should be focused on basic skills instruction, workforce readiness instruction and occupation-specific construction trades training. At the completion of training, participants should be prepared to take and pass the entrance examinations to a USDOL Registered Apprenticeship program or obtain a construction job in an affiliated trade. Proposals must include training which leads to at least one industry-recognized credential. Examples of such certifications include: OSHA10 Safety Training, EPA Lead-Safe Training, etc. The curriculum must list the specific construction trades occupation(s) individuals will enter once they complete the training. Basic skills assessment testing must take place for all students prior to acceptance into the training program and at the conclusion of instruction. Field trips to union training centers and/or worksites must be part of the curriculum and does not count toward the number of hours of training. Hands-on training must be included.
- 6) Comprehensive Attendance and Drug Policies - Applicants must ensure that participants are drug free throughout the training program and therefore must include a policy for a minimum of two drug tests (one at the start of training and one at the completion of training). Policies should include corrective action plan if applicable. In addition,

applicants must include a comprehensive attendance policy detailing procedures for handling tardiness, excused absences, unexcused absences, and corrective action.

- 7) **Budget Summary** – A Budget Summary must be completed. The summary must also include a budget narrative explaining all monetary and non-monetary funding sources or resources within the budget. The maximum cost for training is \$6,000 per participant. The budget may include a participant stipend not to exceed \$125 per week (not included in the per participant costs). Administrative costs must not exceed 10% of your training budget. Also, 5% of the budget must go towards the administrative costs of the Workforce Development Board. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.

- 8) **Program Sustainability Plan** – Applicants must provide a detailed plan and clearly state in their proposal an outline of sustainability when the grant is completed and funding is no longer available.

Award Process:

NJDOL will conduct an internal review of each grant application. An internal review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy and adherence to the guidelines and requirements of this NGO. Applicants are reminded that grants will be awarded through a competitive process. The NJDOL cannot fund all applications submitted; therefore, only applications that meet the highest standards will be awarded.

Panel Review Process:

All applications are subject to a department panel review and final approval by the Commissioner of NJDOL. Applicants will be notified of the decision by NJDOL within 30 days of the panel review date.

Evaluation Criteria

This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements, which will include, but not be limited to the following:

Evaluation Criteria	Total Points
<p><i>Program Narrative and Training:</i></p> <ul style="list-style-type: none"> • Compelling statement of need • Summary of training curriculum and alignment with NGO • Training focused on identified union construction needs in New Jersey • Organizational commitment and capacity describes past experience and includes information about their MIS • Letter(s) of commitment from partner(s) and Workforce Development Board 	40

<p>Program Plan:</p> <ul style="list-style-type: none"> • Activity Plan adequately addresses the grant objectives • Strategy to ensure participant program completion and placement in a construction apprenticeship program • Timeline is clear and concise • Attendance and drug policies submitted and comprehensive 	40
<p>Budget Summary and Budget Narrative:</p> <ul style="list-style-type: none"> •Budget is reasonable •Budget is within the cost guidelines of the NGO •Budget Summary aligns with Budget •No calculation errors 	20

J. PROPOSAL SUBMISSION

Applications are submitted online, via SAGE at www.sage.nj.gov. 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.**

Technical Assistance

There will be two Technical Assistance Workshop Webinars offered to choose from. **The first one will be held on April 27, 2021 at 11:00 am and the second one will be held on May 11, 2021 at 11:00 am.** Please register by 12:00 pm on April 26, 2021 for the first meeting and by 12:00 pm on May 10, 2021 for the second meeting by sending an email with your name and the name of your company or organization to: NJBUILDPrograms@dol.nj.gov. One Webinar login per company or organization will be provided by return email. Please contact us by email if you cannot attend the scheduled webinar and need to schedule individual assistance. Please specify which date you are attending. You do not need to attend both technical assistance workshops.

K. APPLICATION SUBMISSION DATE

Grant applicants must complete their online application by 12:00 p.m. (noon) on the application deadline day outlined below.

<p>FY 2021</p>	<p>Letter of Intent -SAGE regis</p>

*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

All proposals are subject to a Department panel review and final approval by the Commissioner. Applicants will be notified of the final determination of their request within 30 days after the panel review date.