



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

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2021**

HELMETS TO HARDHATS FOR WOMEN AND MINORITY VETERANS PROGRAM

Announcement Date: March 22, 2021

Application Due Date: May 14, 2021

**Robert Asaro-Angelo
Commissioner**

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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 “NJDOLE”) 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 for Women and Minority Veteran Program (H2HWMVP).

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 3 of this Notice of Grant Opportunity (NGO).

C. Projected Funding

The maximum amount of funding available for this program in fiscal year (FY) 2021 is \$1,200,000. The maximum award is \$400,000. Grant awards are based on available funding. The source of funds will be funded by The New Jersey Builders Utilization Initiative for Labor Diversity (NJBUILD), through the annual Appropriations Act and 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. Possible outreach and recruitment sources should include One-Stop Career Centers (OSCCs). The following organizations are eligible to apply as the lead applicant:

1. Public training providers;
2. Community-based organizations;
3. Labor organizations;
4. Employers/contractors;
5. Public or private non-profit agencies;
6. County or Municipal Governments; and
7. 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/>.**

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

- Be a female or minority veteran 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.

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

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

Deliverables

The grantee will train participants identified as the targeted population outlined above. 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 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 related credential;
- To assist participants in obtaining sustainable employment in any of the 23 approved building and construction occupations:

Standard Occupation Code	Occupational Title
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.

Case Management, Job Placement and Employer Incentives

There are benchmarks that are to be met in this program. The benchmarks are: Assessment/Job Coaching Case Management; Job Placement with a 30 and 60 Day Retention; Employment Training; Credential Attainment. 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. Employment Verification will be required after the 30 and 60 day retention benchmark.

One-Stop Career Centers

Applicants will be charged with ensuring that all participants of the grant 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. Also, a letter of commitment from the local Workforce Development Board is required and must be submitted.

Reporting Requirements

Grant recipients are required to maintain progress data and submit monthly program and fiscal reports based on 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.

This grant will be a 12-month programmatic period. Reimbursement will be made based on both course reimbursement and performance based according to standards which will be stipulated in the contract. Request for reimbursement for program costs is done through the SAGE system and will be due by the 15th of the following month and reimbursement will be made upon approval by LWD.

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.

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(s) will to be assess progress toward the program goals and integrity of the program model.

F. 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 H.

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 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>
✓	Activity Plan
✓	Letter(s) of Commitment from Workforce Development Board and Partners
✓	Statement of Need
✓	Organizational Commitment and Capacity
✓	Training Curriculum and Schedule
✓	Comprehensive Attendance and Drug Policies
✓	Budget Summary
✓	Program Sustainability Program
✓	Standard Assurances and General Provisions

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.

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.

Explanation of Proposal Components

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 or construction related job. 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. Verification of employment with 30 day and 60 day retention is a requirement.

The lead applicant should conduct an orientation for all pre-screened individuals to ensure program requirements are met and to complete an assessment and employability plan. The orientation should provide a realistic picture of the job market, including the challenges participants may encounter as well as how to deal with these challenges in a positive way. The orientation should also outline the expectations of the program.

Letter(s) of Commitment from Partner(s) - In addition to a letter of commitment from the Workforce Development Board, 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.

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 construction projects in the targeted area. This should also include projected number of apprenticeship opportunities with unions and construction employers within the targeted area and the surrounding area.

Organizational Commitment and Capacity - 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.

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.

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.

Budget Summary - The 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 budget may also include a line for other services. Examples of these services are transportation assistance, employer required supplies or necessities, and help obtaining identification and/or driver license reinstatement. The maximum cost for training is \$7,000 per participant. 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.

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 the following:

Evaluation Criteria	Total Points
<ul style="list-style-type: none"> • <i>Program Narrative and Training:</i> • 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 	45
<ul style="list-style-type: none"> • <i>Program Plan</i> • 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 • Job Development Strategy 	40

<p>Budget Summary:</p> <ul style="list-style-type: none"> • Budget is reasonable • Budget is within the cost guidelines of the NGO • Budget Summary aligns with Budget Narrative • No calculation errors 	<p>15</p>
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** If any of these documents are not submitted, signed and dated your proposal will be incomplete and therefore will not be considered*

G. HOW TO SUBMIT A PROPOSAL

Applications are submitted online, via SAGE at <http://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 March 31, 2021 at 1:00 pm and the second one will be held on April 21, 2021 at 1:00 pm.** Please register by **12:00 pm on March 29, 2021 for the first meeting and by 12:00 pm on April 19, 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 workshop sessions.

H. APPLICATION SUBMISSION DATE

Grant applicants must complete their online application by noon on the application deadline day outlined below.

FY 2021	Letter of Intent-SAGE registration/LOI submitted and accepted by LWD	Online Application (Completed in SAGE with all required documents uploaded) 12:00 NOON	Expected week of Panel Review:
	May 7, 2021	May 14, 2021	May 31, 2021

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.

I. DATE BY WHICH APPLICANTS SHALL BE NOTIFIED

All applications 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.