



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

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2018**

**NEW JERSEY BUILDERS UTILIZATION INITIATIVE FOR
LABOR DIVERSITY (NJBUILD)
INCARCERATED WOMEN IN CONSTRUCTION PROGRAM**

Announcement Date: April 3, 2018

Application Due Date: May 1, 2018

**Robert Asaro-Angelo
Commissioner**

**NJBUILD Incarcerated Women in Construction
Notice of Grant Opportunity – FY 2018**

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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 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

NJBUILD Incarcerated Women in Construction.

B. PURPOSE FOR WHICH THE FUNDS WILL BE USED

The mission of the NJBUILD Incarcerated Women in Construction program is to promote pre-apprenticeship training in the construction trades industry for incarcerated women residing in the Edna Mahan Correctional Facility for Women (EMCFW). This grant will assist in providing greater opportunities and incentives for incarcerated women at the EMCFW by providing pre-apprenticeship training, basic skills instruction, workforce readiness (employability skills) instruction and vocational-based training for both introductory and occupation-specific advanced skills in the construction trades. The program will seek to teach residents of the EMCFW introductory and occupation-specific advanced construction trades skills to assist in increased employment opportunities upon release from the Facility.

LWD has established the following two objectives to achieve the goal of this grant:

- Engage eligible training providers to provide vocational and technical training to incarcerated women.
- Provide training in the following areas:
 - Basic skills instruction;
 - Workforce readiness (employability skills) instruction;
 - Introductory construction-related trades training; and
 - Occupation-specific advanced construction-related trades training.

Each applicant must include an Activity Plan (Attachment B) on how they will meet each of the two objectives.

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 and minorities 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

C. AVAILABLE FUNDING

The total amount of funding available for this program in Fiscal Year 2018 (FY 2018) is estimated to be \$300,000. The source of funds is anticipated to be New Jersey Builders Utilization Initiative for Labor Diversity (NJBUILD), P.L. 2009, Chapter 313. The grant period is expected to be for a 12-month period and is estimated to begin June 01, 2018.

Final awards are contingent upon State allocation of funds. 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 contract preparation.

D. ELIGIBLE APPLICANTS

This targeted, competitive opportunity is designed to provide both introductory and occupation-specific advanced construction trades training to incarcerated women 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. 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 components of this program are to be performed at the EMCFW.

E. TARGETED POPULATION

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

- Be a female residing in the EMCFW who is eligible for parole at the time of enrollment;
- Be at least 16 years of age at the time of enrollment;
- Demonstrate a legitimate interest in pursuing a career in the building and construction trades; and
- Be drug-free throughout the training.

PLEASE NOTE: While possession of a high school diploma/equivalency and/or driver's license is not required to participate in the training, it is strongly recommended each participant obtain their diploma/equivalency and/or driver's license prior to release from the EMCFW to ensure maximum potential to be placed into employment.

F. PROCEDURES FOR ELIGIBLE ENTITIES TO APPLY FOR GRANT FUNDS

All grant proposals must establish a lead agency. 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 LWD. The lead agency is responsible for overseeing the implementation of all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; 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(s) 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.

All applicants, regardless of whether they may have participated in the past, are considered new applicants for this funding cycle, and will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO. The standard evaluation criteria on page nine (9) will be used to review and select applications.

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 as well as their experience(s) working with the target population. Such information is to be included as part of the applicant's "Organizational Commitment and Capacity" section of this application. Please refer to page eight (8) for additional information.

The lead agency 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 hours of training. Each applicant is encouraged to include letters of support from trade unions, contractors, and other construction employers. Partners should ensure the training aligns with the workforce needs of employers and unions and provide job opportunities to successful graduates of the program.

G. TECHNICAL ASSISTANCE AND APPLICATION SUBMISSION

LWD will provide technical assistance as needed to potential applicants. If you are interested in receiving technical assistance, please email ApprenticeshipUnit@dol.nj.gov.

The completed, signed original application and three (3) copies must be received by 4:00 pm on Tuesday, May 1, 2018. Fax copies will not be accepted. The completed application must also be electronically submitted to: ApprenticeshipUnit@dol.nj.gov. Applications can be mailed or hand 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: Youth and Apprenticeship Programs
1 John Fitch Plaza – 7th Floor
P.O. Box 055
Trenton, New Jersey 08625-0055

H. AWARD PROCESS

To be eligible for funding, the applicant must have satisfactorily completed the required elements. LWD reserves the right to reject any and all applications when circumstances indicate that it is in its best interest to do so. LWD's best interests in this context include, but are not limited to, loss of funding; inability of the applicant to provide adequate services; indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations; and/or any existing LWD contracts and procedures.

I. REPORTING AND ON-SITE TECHNICAL ASSISTANCE VISITS

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.

The format of the monthly reports is determined by the Division of Workforce Development and Economic Opportunity and the report form will be provided with the contract.

Monthly program reports will include at a minimum the following:

- Participant enrollment;
- Participant attendance;
- Participant academic development and achievement; and
- A comparison of actual accomplishments to the objectives established and the reasons for variance.

Monthly financial reports must be submitted on the form included with the contract and are due on or before the 15th of each month. In addition, they must contain the following:

- Status of all expenditures listed in the budget detail and the amount expended each month.
- Submit a State of New Jersey payment voucher for expenditures incurred during the 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, 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 programs will receive one on-site technical assistance visit at a minimum. The purpose of the visit will be to assess progress toward the program goals and objectives and integrity of the program model.

J. PROGRAM SERVICES

Program Services will become a part of the LWD contract. The following requirements are included:

- Grantees will provide evidence of construction employers and/or trade union participation in identifying the skills needed to meet the needs of the construction industry.
- Applicants must submit training plans which outline a minimum of 60 hours of training per introductory training course and a minimum of 100 hours of training per occupation-specific advanced training course, with a minimum total of 480 hours of training courses offered. Grantees will provide LWD with the curricula for the following areas:
 - Basic skills instruction;
 - Workforce readiness (employability skills) instruction;
 - Introductory construction-related trades training; and
 - Occupation-specific advanced construction-related trades training.
- Grantees will meet each of the programmatic specifications contained in the contract and any attachments and annexes.

K. PROGRAM OUTCOMES

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

- Participants enrolling in the program shall attain a minimum of one grade level per one hundred hours of instruction as measured by the Test of Adult Basic Education (TABE).
- All participants will engage in all components of the program.
- Graduate a minimum of 45 participants from the introductory training courses.

- Graduate a minimum of 30 participants from the occupation-specific advanced training courses.

L. PROPOSAL CONTENT AND CHECKLIST

To ensure consistency and fairness of evaluation, LWD requires that each applicant seeking funding under this grant program submit an application that includes, at a minimum, the components listed below. All components in the proposal must be in the order as listed below. LWD’s Standard Assurances and Certifications and General Provisions are expected to be read prior to application submission, but are not to be included in grant applications. It is important to note that failure to include 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>Form</i>
✓	Applicant Title Page
✓	Activity Plan (Objectives 1-2)
✓	Letter(s) of Support from Partners
✓	Statement of Need
✓	Organizational Commitment and Capacity
✓	Training Curriculum and Schedule
✓	Budget Summary , Budget Detail Sheets , and Instructions
	Standard Assurances and Certifications and General Provisions

Explanation of Program Components

- 1) [Applicant Title Page \(Attachment A\)](#) - Complete all sections of the form and attach it to the front of the application. One original signature package and three copies are required. This is the first page of your application package. Ensure Sections I and II are complete and all information is accurate on the form. The Chief Executive Officer must sign and date the form.
- 2) [Activity Plan \(Attachment B\)](#) – An activity plan for each of the two objectives must be completed. Ensure you include detailed information for each component.
- 3) Letter(s) of Support from Partner(s) – A letter of support from each trade union, contractor, and other construction employer who will be in partnership with the grantee must be submitted along with the application. The letter should indicate the specific activities the organization will be involved in and a willingness to hire graduates of the training program upon release from EMCFW.
- 4) 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 of Hunterdon County. This should also include projected number of apprenticeship

opportunities with unions and construction employers within Hunterdon County and the surrounding area.

- 5) **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 LWD and demonstrate the ability to complete all required monthly reports and requests for information in accordance with protocol and timelines established by LWD. The applicant should also describe what experience they have had in conducting construction-related training and working with the target population. Additionally, the applicant should focus on how previous experience will be applied to ensure successful implementation of the proposed project.
- 6) **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 outline must consist of 60 hours of training per introductory training course and a minimum of 100 hours of training per occupation-specific advanced training course, with a minimum total of 480 hours of training courses offered. The training curriculum should be focused on basic skills instruction, workforce readiness instruction, introductory, and occupation-specific advanced construction trades training to allow participants to be better prepared to take and pass the entrance examinations for the building and construction trades and be adequately qualified to enter an apprenticeship program or hired into a quality construction job upon release from the EMCFW. Proposals which include training which leads to industry-recognized certifications will be given special consideration. Examples of such certifications include: OSHA10 and OSHA30 Safety Training, EPA Lead-Safe Training, etc. The curriculum must list the specific construction trades occupation(s) individuals are eligible to enter once they complete the training and are released from the EMCFW. TABE testing must take place for all students prior to acceptance into the training program and at the conclusion of instruction.
- 7) [Budget Summary \(Attachment C\)](#) and [Budget Detail Sheets \(Attachment D\)](#) - The budget summary and budget detail sheets must be completed. The Summary and Narrative must also include all monetary and non-monetary funding sources or resources within the budget. Amounts reported on the Budget Summary must be fully supported by information provided on the Budget Narrative. [Attachment E](#) outlines the instructions on completing the budget summary and budget detail pages. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.

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
<i>Application Certification:</i> <ul style="list-style-type: none">• Title page signed and dated• Letter(s) of commitment from partner(s)	0*
<i>Program Narrative and Training:</i> <ul style="list-style-type: none">• Compelling statement of need• Organizational commitment and capacity describes past experience and includes information about their MIS• Summary of training curriculum and alignment with the NGO• Training focused on identified construction industries	40
<i>Program Plan:</i> <ul style="list-style-type: none">• Strategy to ensure participant program completion• Attendance and drug policy included and comprehensive	40
<i>Budget Summary and Budget Narrative:</i> <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	20

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