



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

**GROWING APPRENTICESHIP IN NONTRADITIONAL SECTORS (GAINS)
NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2021**

Announcement Date: April 12, 2021

Letter of Intent Deadline: No later than noon May 21, 2021

Technical Assistance Workshop: April 27, 2021 or May 4, 2021

Application Deadline: No later than noon May 28, 2021

Funding Amount: \$3,500,000

**Robert Asaro-Angelo
Commissioner**

Growing Apprenticeships in Nontraditional Sectors (GAINS) FY2021 Notice of Grant Opportunity

TABLE OF CONTENTS

Notice of Availability of Grant Program Funds	Page 3
A. Name of Grant Program	Page 3
B. Purpose of the Grant	Page 3
C. Mission, Goals and Objectives	Page 5
D. Availability and Awarding of Funding	Page 6
E. Eligible Entities/Applicants	Page 7
F. Evaluation Criteria	Page 8
G. Qualifications of Applicants	Page 12
H. Application Process	Page 13
I. Application Requirements	Page 15
J. Required Reports/Documents	Page 17
K. Award Process	Page 17
L. Date by which Applicants shall be notified	Page 18

Attachments:

Attachment I – Sample Letter of Intent

Attachment II – Tax Clearance Certificate

Notice of Availability of Grant Program Funds

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 <https://nj.gov/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 Grant Opportunity”.

A. Name of Grant Program

The Growing Apprenticeships in Nontraditional Sectors (GAINS)

The GAINS program is a competitive grant offered by the Department of Labor and Workforce Development (NJDOL).

B. Purpose of the Grant

In March of 2018, Governor Murphy announced the development of the first Office of Apprenticeship in New Jersey, and well as the creation of the New Jersey Apprenticeship Network. The Office of Apprenticeship works closely with USDOL and serves as the one-stop shop for employers, nonprofits, and secondary- and post-secondary institutions interested in apprenticeship opportunities. The GAINS grant has been designed to help workers, particularly those affected by the COVID-19, and others with access to on-the job training and advanced credentials.

The New Jersey Apprenticeship Network (NJAN) is focused on driving economic development through skills and educational attainment by concentrating our joint efforts on sector-focused, demand-driven training and education programs that lead to better-paying careers, advanced credentials, and skills attainment. The vision of the NJAN is to develop sector and occupation apprenticeship pipelines by aligning state and federal pre-apprenticeship and apprenticeship programs. Through apprenticeship and pre-apprenticeship, NJ residents have the opportunity to participate in an ecosystem that provides multiple years of economic support and occupational skills training, leading to sustainable wages and upward mobility.

One of the core efforts of the Office of Apprenticeship has been to develop programs and educate New Jerseyans on the benefits of the Registered Apprenticeship model, and promote policies that improve economic outcomes for individuals through educational attainment, skills training, increased wages, and career pathways. Additionally, the mission of the Office of Apprenticeship includes initiatives that will directly benefit employers.

Registration of an apprenticeship program provides businesses with the following benefits:

Reduced Turnover – A proven strategy to reduce turnover and increase retention, both of which can saddle businesses with high costs related to recruitment and workforce development.

Increased Worker Productivity – Apprenticeship programs have a well-established track record of providing skills training that leads to a more productive workforce; this reality directly benefits an employers’ bottom line.

Pipeline of Skilled Workers/Succession Planning – For businesses who are unable to find talent in the market, and particularly in periods where there is low unemployment, apprenticeship programs can be an effective tool to a pipeline of talent and assist with succession planning.

Quality Standards – Registration means the program has met national and independent standards for quality and rigor. Registration tells prospective employees, customers and suppliers that the business invests in its workforce and believes employees are its most important asset.

Federal and State Resources – Businesses and apprentices can access funding and other resources from many federal and state programs (PACE and NJPLACE in NJ) to help support their Apprenticeship programs, including funding, technical support, and assistance.

The main goal of this Notice of Grant Opportunity is to promote equality of opportunity, upward mobility, and economic fairness. Due to the rise of globalization, international trade, advances in information technology, mechanical automation of production processes, and reductions in union membership over the past few decades, American workers have found themselves displaced by new technologies and in competition with overseas labor markets. Advances in technology have increased the use of mechanization in the production process and in professional spaces that are not often attributed to skill-biased technical change. These technological advances have increased demand for more technically advanced, high-skilled positions that require occupational training at the secondary, post-secondary, and adult education levels.

Upskilling and retooling have helped mitigate these labor market conditions. Apprenticeship programs are a tried and true method to increase lifetime earnings and provide a pathway to a sustainable career. According to a recent study, “[m]ore than 90 percent of those who complete apprenticeships land jobs with annual wages that exceed \$60,000. Apprenticeship graduates also finish their programs with zero student loan debt, compared to an average of just over \$30,000 for today’s college students.”¹

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). The purpose of the GAINS program is to promote the expansion and development of United States Department of Labor (USDOL) approved [Registered Apprenticeship](#) programs that drive economic development through skills and educational attainment and create pathways to better-paying careers and advanced credentials. While this NGO describes twelve (12) sectoral/occupational areas of focus, all [occupations that are recognized by US DOL](#) as “apprenticeable” are encouraged to apply.

Apprenticeship is an employment opportunity for an individual to start a new career through a training program that has both an on-the-job (paid employment) training component and an educational schooling component (related technical instruction), where individuals obtain workplace relevant knowledge and skills to be successful as they start their new career.

¹ <https://na-production.s3.amazonaws.com/documents/Connecting-Apprenticeship-HigherEd.pdf>

Registered apprenticeships are high-quality, work-based earn-and-learn models that meet national standards for **registration with the USDOL**, resulting in a nationally recognized credential. More information on Registered Apprenticeship can be found [here](#).

C. Mission, Goals and Objectives

Mission

The GAINS program will provide New Jersey businesses/organizations or current registered apprenticeship sponsor in targeted sectors with support for new Registered Apprenticeship (RA) program development, or existing RA programs who seek to expand into new USDOL approved occupations. The GAINS program will encourage participation by providing a 50% wage reimbursement for up to 12 months of newly hired apprentices’ employment, offset costs incurred for training the new apprentice, and to incentivize employers for hiring registered apprentices from pre-apprenticeship programs. Examples of training costs include: related classroom instructor costs, materials and supplies, supervision by a journey worker, etc.

Goals

This competitive NGO is being made available to accomplish any of the following primary goals:

- Establish new and expand on existing apprenticeship programs in NJ that are registered with the United States Department of Labor (USDOL), and are within occupations that are currently listed on USDOL’s approved occupation list which can be found [here](#);
- Establish apprenticeship programs in high growth occupations, sectors, or industries in New Jersey (NJ) as indicated in the subsequent section.
- Support workers and businesses who have been adversely affected by the COVID-19 pandemic.

Objectives

The NJDOL has established the following objectives for the GAINS program:

Establish and expand registered apprenticeship programs in the following sectors:

Advanced Manufacturing	Bio Pharma/Life Sciences
Energy, Utilities and Infrastructure	Retail, Hospitality and Tourism
Financial Services/Insurance	Transportation, Logistics and Distribution
Information Technology/Cyber Security	Renewable Energy
Healthcare	Other Science, Technology, Engineering, and Mathematics (STEM) related sectors/occupations
Construction & Building Trades	Public Service

Long Term Objectives:

1. Increase the number of Registered Apprenticeship programs in NJ;
2. Increase the number of Registered Apprentices in NJ;
3. Provide training that leads to certifications, licenses and/or college credits;
4. Move workers from low skill entry-level positions or from industries directly affected by international trade or skill-biased technical change to full occupational proficiency;
5. Provide greater employment opportunities for members of disadvantaged classes, unemployed/dislocated workers, students;
6. Assist small businesses with developing quality training programs;
7. Develop a highly-skilled workforce that possesses the skills and qualifications demanded by businesses in NJ;
8. Increase the proficiency of NJ's labor supply with the goal of increasing wages in the state and making the state labor market an attractive option for out of state businesses to locate;
9. Increase the number of professional credentials for residents in NJ.
10. Increased employment opportunities for residents in existing or new apprenticeable industries;
11. Recognition of registered apprenticeship as a key component of New Jersey's Workforce Readiness System.

D. Availability and Awarding of Funding

Funding for this program is expected to be \$3.5 million for FY2021, and is contingent upon the availability of funds. Contracts are expected to be funded with state funds, or a mix of state and federal funding based on funding availability. The anticipated length of the contract period is 18 months unless otherwise extended or reduced at the discretion of the NJDOL. NJDOL seeks to fund multiple programs throughout the program year. NJDOL reserves the right to negotiate the costs of all training programs upon award selection. The payment structure for all contracts will be cost reimbursement.

The purpose of this grant is to provide initial funding for programs that will not rely on state funding in perpetuity. Successful applicants may be eligible for subsequent funding based on the performance outcomes and measures following the grant award. Each applicant will be required to provide a program sustainability plan that describes the strategy to maintain solvency after state funds are no longer available, irrespective of funding cut-off year.

To be eligible for funding, the starting wage rate for apprentices shall not be below \$16.00 an hour for each apprentice at the date of hire.

All submissions must address and define the implementation of each of the three (3) core elements – Program Design, Related Technical Instruction (classroom learning), and Program Budget. Final determination for funding is contingent upon authorization and fund availability. Final award amounts will be determined by NJDOL.

USDOL Registered Apprenticeship Program Development/Expansion Incentive

For new and expanding US DOL Registered Apprenticeship program applicants:

On-The-Job Training Wage Support

GAINS funding can be used to reimburse employers up to 50% of new apprentice's wage rate, which shall not be below \$16.00 per hour at the date of hire for the apprentice, not to exceed a maximum of 40 hours weekly, and for a duration no longer than 52 work weeks. This wage incentive shall only be used for apprentices that are registered after the beginning of the period of performance of the contract. This amount may not exceed \$8,000 per individual apprentice. Sponsors are free to distribute the incentive among as many individual apprentices as needed (e.g. \$8,000 for 10 apprentices, \$4,000 for 20, \$2000 for 40 etc.)

Related Technical Instruction Support

All funds budgeted to support the classroom portion of the Registered Apprenticeship program (Related Technical Instruction or RTI) shall be used only once apprentice(s) have been successfully registered with USDOL Office of Apprenticeship. These funds can be used to offset costs related to the RTI portion of the program, and support the attainment of advanced industry recognized credentials.

“Front loaded” RTI is no longer permissible under this grant. Therefore, all applicants are strongly encouraged to develop a proposal that takes into account this requirement – no exceptions will be granted otherwise.

For new USDOL Registered Apprenticeship program development applicants:

The applicant will be required to provide supporting documentation, including a program budget, for all initial and anticipated costs associated with the development of a new registered apprenticeship program and related technical instruction. The sponsor/employer would be limited to a maximum amount of reimbursement based on the funding available. Administrative costs, consistent with [20 CFR 683.215](#), will only be reimbursable up to a maximum of 10% of final award amount.

For sponsors developing new programs, the first class of apprentices must be registered with USDOL within 6-months after the grant award announcement.

Funding from the GAINS program are only available for applicants who are developing, or expanding upon, existing programs that are registered with United States Department of Labor and/or will be within the list of approved apprenticeable occupations. These occupations can be found here: <https://www.doleta.gov/OA/occupations.cfm>

E. Eligible Entities/Applicants

This competitive grant opportunity is open to the following entities who are developing new, or building upon existing Registered Apprenticeship programs:

- Any employer;

- Employer / Trade Associations
- Any labor organization which represents workers in the occupation for which the apprentices will be trained;
- Labor/Management Partnership (public or private)
- New Jersey Local Education Agency (LEA);
- Public vocational schools within New Jersey;
- Two- and four-year institutions of higher education;
- Public or private non-profit organizations (including Community Based Organizations);
- Business or trade organizations representing a particular trade, group of trades, contractors or employers;
- Community-based organizations;
- New Jersey local Workforce Development Boards;
- Economic development organizations;
- [Workforce Intermediary Sponsors](#) (refer to Section G.)

F. Evaluation Criteria

All applicants, regardless of whether they received grant funds from NJDOL in the past², 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.

Moreover, submissions exceeding twenty-five (25) pages will be negatively penalized. Any pages exceeding twenty-five (25) will not be considered in the application review process. Additionally, applications that do not adhere to the required sections of this NGO will be viewed as incomplete and not be reviewed.

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><i>Program Narrative:</i></p> <ul style="list-style-type: none"> • Executive Summary • Mission, Goals, and Objectives • Targeted Sectors/Occupations • Number of Apprentices Served • Targeted Population • Statement of Need • Organizational Commitment and Capacity 	<p>50</p>

² Current providers will not be allowed to integrate new programming funded through this NGO with existing funded programs.

<p><i>Implementation Plan</i></p> <ul style="list-style-type: none"> • Required Connection to Local One-Stops • Comprehensive Program Plan • Summary of Expected Outcomes • Outcome Timeline 	<p>20</p>
<p><i>Sustainability Plan</i></p> <ul style="list-style-type: none"> • Narrative describing budget strategy and options if grant funding is not available upon completion of the 18-month contract 	<p>10</p>
<p><i>Budget Summary:</i></p> <ul style="list-style-type: none"> • Cost per apprentice trained (total budget divided by apprentices served) • Budget is reasonable • Budget is within the cost guidelines of the NGO • Innovative usage of other services funding • Budget summary aligns with Budget Narrative • Budget summary includes: <ul style="list-style-type: none"> • Administrative cost summary • Related technical instruction cost summary • On-the-job training cost summary • Progressive compensation schedule for apprentices • Cost per apprentice metric • No calculation errors 	<p>20</p>

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

Explanation of Proposal Components

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. The narrative should describe to process that the applicant will have in place to either develop a new apprenticeship program, or expand on an existing registered apprenticeship.

Greatest weight will be given to applicants with programs that develop or expand registered apprenticeship opportunities for the greatest amount of individuals, demonstrate high quality related technical instruction and on the job training strategies, and provide adequate compensation for enrollees. **Additionally, programs that seek to train new hires will be given preference over incumbent worker apprenticeship programs.**

- ✓ Describe your business/organization.
- ✓ Indicate if your business/organization has received funding from NJDOL over the past three fiscal years. If yes, please provide the name of the program, amount of funding and successful outcomes.

- ✓ State the new/existing USDOL approved occupation(s) you are requesting to establish, the industry sector, and the anticipated number of apprentices you plan to hire in the new occupation(s) over the next 18 months.
 - ✓ Explain how the addition of the Registered Apprenticeship occupation(s) will benefit your company/organization.
 - ✓ Describe how the addition of the Registered Apprenticeship occupation will benefit the apprentice.
 - ✓ Describe the career path for individuals entering the new occupation(s).
 - ✓ List the certifications, licenses and/or college credits the apprentice will receive in the new occupations(s).
- **Mission, Goals, and Objectives:** The applicant must demonstrate how the proposal for developing a new apprenticeship program, or the expansion of an existing program, is consistent with the mission, goals, and objectives outlined in this NGO.
 - **Connection to Local One-Stop System Encouraged But Not Required:** Applicants should, where possible, to coordinate their programs with the local Workforce Development Board (WDB) and their corresponding One-Stop Career Center. A list of One-Stop Career Centers and their contact information can be found [here](#). Applicants are required to ensure all program participants complete a One-Stop Career Center intake and initial assessment form which can be found [here](#). Unemployed applicants must receive a Workforce Innovation and Opportunity Act (WIOA) eligibility determination at a One-Stop Career Center.

Successful applicants will be able to outline a training curriculum that addresses these requirements, as well as describe what evidence of learning is expected from their training, how individual learning needs will be addressed, and when and how training will be provided.

- **Targeted Population:** Greater weight will be given to applicants who demonstrate a viable strategy to recruit apprentices in one or more of the following categories: dislocated workers, workers impacted due to COVID-19, women; member of a minority group; youth; participant in a state funded pre-apprenticeship program or other state funded workforce development program; county vocational school participants; K-12 public school students; post-secondary students; ex-offenders; veterans; persons with disabilities; and within sectors/occupations outlined in the *Mission, Goals, and Objectives* section of this NGO. **All applicants will be required to provide numeric projections on anticipated target population groups served, as indicated herein. Applicants who demonstrate serving one or more of the categories above will be given preference during the panel review.**
- **Statement of Need:** Demonstrate hiring need of the sponsoring organization. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation should include a list of occupations and job descriptions for each intended hire and indicate if the occupation(s) are currently included on USDOL approved occupations list.

- **Organizational Commitment and Capacity:** Applicants should describe the organizational support that exists for implementing the program. The applicant should also describe, where applicable, 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 state funding, or operated a similar program, must submit outcome data for the most recent year documenting the program's effectiveness and success in meeting the needs of this target population.

Implementation Plan

Comprehensive Program Plan – Applicants must include a comprehensive program plan detailing how the applicant will meet stated objectives of the program. Greatest weight will be given to details regarding how the applicant will partner with related technical instruction (RTI) providers and administer RTI, structure their on-the-job training program, provide a progressive compensation structure for apprentices, length of apprenticeship program, and successfully receive US DOL Registered Apprenticeship Program status. **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.**

Summary of Expected Outcomes – Include a narrative which describes your Expected Outcomes during the one-year contract period of your grant proposal. Include the occupation(s), expected timeline for approval by USDOL, the number of expected apprentice hires, anticipated salary information, and any business/organizational successes that you expected as a result of this new occupation(s) being established. Credit will be given for plans that provide specific and measurable outcomes that align with NGO and sponsor goals and objectives (e.g. 90% of participants will be in the targeted population or 60% of participants will receive 'X' number of college credits in the apprenticeship).

Programs with larger enrollment of individuals into registered apprenticeship programs, or applications from small businesses with fewer than 50 employees, will be viewed favorably in the proposal evaluation process.

Outcome Timeline – The outcome timeline should describe anticipated program development benchmarks and milestones, and provide a target date for the completion of a new program, as well as a hire date for new apprentices.

Program Sustainability Plan

Applicants will be required to provide a Registered Apprenticeship Program Sustainability Plan. This program will outline the participant's strategy for sustainability if/when state grant funding is no longer available. Based on the current structure of the GAINS program, grantee's may be eligible for subsequent funding based on performance.

Budget Summary

A reasonable budget reflecting the entire proposed budget must be included within Schedules A, B, C, and D in SAGE. Identify and describe your proposed Personnel costs, Non-Personnel costs, Related Technical Instruction (RTI) costs, and On-the-Job Wage Reimbursement. Costs could include personnel costs, salary costs for mentor/journeyperson overseeing the apprentice, curriculum development costs and consultant fees. Amounts reported on the budget schedules must be fully supported by information provided in the description. If any cost is unusual, provide documentation or an explanation to support your estimate. Administrative costs, as defined in 20 CFR 683.215, shall not exceed 10% of total award.

Cost per apprentice (total budget request divided by number of apprentices served) will be a significant factor for the panel when determining the reasonableness of the applicant's budget. Applicants are expected to have an estimated cost per head between \$2,000 and \$9,500 per apprentice.

Additionally, programs that utilize in-kind, philanthropic, cash, federal funding (e.g. Individual Training Accounts, WIOA Title 1 etc.), and/or other leveraged funds to support the apprenticeship program will be viewed positively during panel review.

Applicants should also demonstrate any/all financial commitments separate from any award received from the GAINS program. Applicants who adequately address their cost structure and indicate the level of non-state funded investments, including other sources of funding, will be viewed positively during the panel review.

Grant funds provided through this NGO may not be expended for the following:

- Indirect costs (e.g. travel, meals, lodging);
- Pension and/or health benefits for part-time staff;
- Mileage and toll expenses for out-of-state travel;
- Overnight accommodations;
- Capital construction or renovation;
- Costs associated with preparing the grant application; and
- Costs of memberships in associations or organizations.

Key components of the budget summary are listed below:

- Budget is reasonable
- Budget is within the cost guidelines of the NGO
- Innovative usage of other services funding
- Budget Summary aligns with Budget Narrative
- Budget summary includes:
 - Administrative cost summary
 - Related technical instruction (RTI) cost summary
 - On-the-job (OJT) training cost summary
 - Financial commitment of the applicant

- No calculation errors

Budget proposals that demonstrate reasonable RTI and OJT costs, while providing quality training at a low-cost ratio per individual apprentice will be viewed favorably during application review.

G. Qualifications of Applicants

Employers and Organizations

All entities outlined in Section D applying for the development of new, or expansion of existing US DOL certified Registered Apprentice programs. The applicant must develop a related technical instruction and on the job training model in a written plan that also embodies the terms and conditions for the employment and training and supervision of apprentices according to apprenticeship regulations.

Workforce Intermediaries as Apprenticeship Sponsors

A workforce intermediary is an organization that can help broker local, regional, and national workforce solutions by, among other things, helping job seekers find jobs and employers find workers; convening employers and community partners to determine workforce trends; and assisting in blending customized services and seed funding to grow the demand for new apprenticeship programs. Examples of workforce intermediaries include industry associations, Institutions of Higher Education, CBOs, and community service organizations. Industry Workforce Intermediaries usually specialize in a specific sector, but some may possess expertise that cuts across more than one market.³ All prospective workforce intermediary applicants must comply with US DOL “[Guidance on Organizations that can serve as Registered Apprenticeship Sponsors.](#)”

The applicant must develop a related technical instruction and on the job training model in a written plan that also embodies the terms and conditions for the employment and training and supervision of apprentices according to apprenticeship regulations.

Applications may also be submitted by a lead agency on behalf of a workforce intermediary. 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 NJDOL. The lead agency is responsible for overseeing the implementation of all aspects of the grant, including, but not limited to, Program Design, Related Training Instruction, and Budgeting & 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.

H. Application Process

Successful proposals must be responsive to the NGO and meet all technical capacity and fiscal viability requirements as described. Applications are submitted and awards are managed through

³ https://www.doleta.gov/oa/bull16/Bulletin_2016-26.pdf

NJDOL's online grant system, the System for Managing Grants Electronically (SAGE). Applications are submitted online, via SAGE at www.sage.nj.gov.

Applicants must determine who will serve as the Authorized Official (AO) for this grant application. The AO must:

- be authorized to enter into a contractual agreement on behalf of the company.
- read and understand the FY2021 Notice of Grant Opportunity (NGO).
- register (create an account) in the System to Administer Grants Electronically (SAGE) and submit a Letter of Intent (LOI) to apply for a FY2021 GAINS grant.

The AO may delegate completion of the application to others by giving access in SAGE, but should be aware that responsibility for the contract remains with the AO for the life of the grant.

Applicants interested in applying for the GAINS grant must submit a LOI to express interest in the grant opportunity. This notification allows NJDOL to have sufficient resources in place to carefully review each proposal, and to obtain access to the application in SAGE. Applicants must complete, sign and submit a letter of intent as soon as the applicant is interested in applying for the grant opportunity. A sample LOI can be found in Attachment I. The completed and signed LOI must be emailed as an attachment to ApprenticeshipUnit@dol.nj.gov.

Incorrect or missing information or failure to register in SAGE will delay the processing of the LOI, which will delay access to the online application. Once the Authorized Official is registered and approved in SAGE, applicants can then proceed to enter the required information and documentation in the SAGE system. If the organization is already registered in SAGE, please include that information on your LOI.

Technical Assistance Workshop

NJDOL will provide two technical assistance sessions via tele-conference to potential applicants. General guidance on completing the required documents, budget forms and an overview of SAGE will be provided. It is important that both the Program Director and Fiscal Officer attend this session. It is strongly suggested that applicants attend the technical assistance workshop. The technical assistance workshops will be held:

Tuesday, April 27, 2021 at 2:00pm

OR

Tuesday, May 4, 2021 at 2:00pm

The technical assistance workshops will be conducted electronically through GoTo Meeting sessions. Pre-registration is required at least three business days prior to the date of the technical assistance workshop at: <https://www.eventbrite.com/e/gains-fy21-technical-assistance-workshop-tickets-142964832663>

GoTo Meeting log-in information will be provided only to those who have registered through Eventbrite.

Proposal Deadline

Applicants interested in applying for the GAINS grant must submit a Letter of Intent (LOI) to express interest in the grant opportunity. NJDOL will provide SAGE access for the completion of the application upon receipt of the LOI. The LOI should be submitted as soon as an organization decides to apply for the grant opportunity. The LOI must be submitted no later than 12:00 noon on May 21, 2021.

<u>FY2021</u>	<u>Letter of Intent (LOI) Deadline:</u>	<u>Application Deadline:</u>	<u>Expected Panel Review Begins:</u>
1	12 noon May 21, 2021	12 noon May 28, 2021	Week of June 7, 2021

We anticipate having a panel review approximately on the week of June 7, 2021. Applicants are encouraged to submit applications early.

Applications for FY21 funds will not be accepted after **12 noon on May 28, 2021**.

I. Application Requirements

Applicants are required to submit their application through the SAGE system and will consist of the following components.

Required	Form
✓	Standard Assurances and Certifications and General Provisions
✓	Applicant Information
✓	Counties to Serve
✓	Required Documents (Program Narrative, Implementation Plan, Program Sustainability Plan, and Tax Clearance Certificate)
✓	Employer/Sponsor information
✓	Budget Details (Schedules A, B, C and D)
✓	Budget Cost Summary
✓	Miscellaneous Attachments

The following forms and descriptions must be included in your application:

- ◆ **Standard Assurances and Certifications and General Provisions**
Applicants must review and agree to the terms and conditions as outlined in the “Standard Assurances and Certifications and General Provisions”.
- ◆ **Applicant Information**
Applicants must complete all the required information for the organization.
- ◆ **Counties to Serve**
Indicate the counties and municipalities your project will include or if it statewide.

◆ **Required Documents**

The following required documents, including all required components as outlined within this NGO, must be uploaded:

- Program Narrative
- Implementation Plan
- Program Sustainability Plan
- Tax Clearance Certificate

Public Law 2007, c. 101 requires that as a precondition to the award of business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of state government shall obtain a [Tax Clearance Certificate](#) from the director of the New Jersey Division of Taxation prior to the issuance of the grant, incentive or assistance. Please see Attachment II for additional information.

◆ **Employer/Sponsor Information**

Applicants must include information for each partnering employer in your proposed application. The required information includes: name of employer/sponsor, FEIN number, address, contact phone number, and contact email address. Additional employers can be added during the contract period for applicants who are funded through this program.

All employers will be vetted for outstanding tax liabilities. Employers who have tax liabilities will not be able to participate as a partner in the grant.

◆ **Budget Detail and Budget Cost Summary**

Applicants must provide a detailed budget by entering the required information on Schedules A, B, C and D. All costs must include a breakdown of the cost along with a justification. Summary and clearly state in their proposal all criteria described in the Evaluation Criteria of this NGO.

This grant opportunity prohibits the use of grant funds for activities that:

- “Induce, encourage or assist any displacement of currently employed workers by trainees, including partial displacement by means such as reduced hours of currently employed workers; any replacement of laid off workers by trainees; or any relocation of operations resulting in a loss of employment at a previous workplace”;
- “Replace, supplant, compete with or duplicate in any way existing approved registered apprenticeship programs”; or
- “Impair existing contracts for services or collective bargaining agreements, except that activities which would be inconsistent with the terms of a collective bargaining agreement may be undertaken with the written concurrence of the collective bargaining unit and employer who are parties to the agreement.”

The cost summary page will summarize all the details entered on the budget schedules. Be sure to review the budget cost summary page for accuracy. Budget amendments must have the approval of NJDOL.

◆ **Miscellaneous Attachments**

The miscellaneous attachment is optional, and not required to be completed. In this section, you can submit any additional information or documents that will support your grant application

J. Required Reports/Documents

Grantees will be required to complete a monthly activity report, due by the 15th of each month. The report must list all of the activities of the program, including status on the development of the new apprenticeship occupation(s), update on the timeline of activities and information pertaining to placement of apprentices. The report should include any barriers you are experiencing which impact the success outcomes of the development of your new registered occupation(s).

In addition, the monthly report and monthly expenditure report must include the following documentation:

- Name, address, date of birth, age, race, and gender of the apprentice
- USDOL Apprentice Registration number, where applicable
- Apprenticeable occupation of apprentice(s)
- Name, address and contact information of the sponsor
- [FEIN number of employer/sponsor](#)
- Type of business and NAICS code (to ensure it falls into one of the targeted industries)
- Date employee started apprenticeship and the 6-month period the incentive covers
- Status on the apprentice(s) performance in the program
- Salary information – Pay stubs and hours worked for the period covered by the incentive
- [Program enrollment, drop-out, and completion data](#)
- Any credentials that will be attained and/or are currently being pursued, and completion dates

Additionally, for recipients of the administrative/RTI cost reimbursement funding:

- Documentation on how the funds were expended to offset costs
 - Labor hours and pay rates for internal staff
 - Description of work conducted
 - Costs associated with curriculum development and administration
 - Salary costs for mentor/journeyman overseeing the apprentice
 - Cost quotes from outside RTI providers or, if the applicant is providing the RTI in-house, all costs associated with administration

A closeout report, due within 30 days from the end of the grant period, must be submitted via SAGE. Final reimbursement is subject to submission and acceptance of the final report to NJDOL.

K. Award Process

NJDOL will review each completed application on the basis of quality, comprehensiveness, appropriateness, demonstrated need and adherence to application guidelines. Applicants are reminded that the grants will be awarded through a competitive process. NJDOL cannot fund all applications submitted; therefore, only those applications that meet the highest standards will be awarded.

The final contract amount and contract period will be stipulated in the executed contract between the approved applicant and NJDOL. Reimbursement will be given on a cost reimbursement basis for actual expenses incurred during the contract/grant period. The Division of Workforce Development will closely monitor the grants.

For information, contact:

New Jersey Department of Labor and Workforce Development
Office of Apprenticeship
1 John Fitch Plaza
PO Box 055, 5th Floor
Trenton, NJ 08625-0055

Contact: James Manning, Chief, Contracts and Programs, Office of Apprenticeship
Email: James.Manning@dol.nj.gov

L. Date by which Applicants shall be notified

NJDOL review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness to the guidelines and requirements of this NGO.

Final decisions on award will be communicated to the applicant no later than forty-five (45) business days following panel review. NJDOL reserves the right to exceed the forty-five (45) day award notice deadline should the application be deemed as incomplete.

Applications for FY21 funds will not be accepted after 12 noon on **May 28, 2021**.

Notice that an organization has been selected as a grant recipient does not constitute approval of the grant application as submitted. Before the actual grant award is made, NJDOL will enter into negotiations concerning items such as program components, staffing and funding levels, and administrative systems. If subsequent negotiations do not result in an agreement between the applicant and NJDOL, NJDOL reserves the right to terminate the negotiation and decline to fund the proposal.

Upon the review and approval of an application for funding, a signed contract will be sent to the grantee via SAGE. This contract will provide the grantee with spending authority for the term of the contract. Grantees are not authorized to expend funds before or after the contract period as shown on the contract.

***Dates may be subject to change. Any changes will be posted on NJDOL website.**

Attachment I – Letter of Intent

(On your organization’s letterhead)

Department of Labor and Workforce Development
Office of Apprenticeship
ApprenticeshipUnit@dol.nj.gov

RE: FY21 Growing Apprenticeship in Nontraditional Sectors (GAINS)

Please accept this letter as notice of my intention to apply for the New Jersey Department of Labor and Workforce Development Fiscal Year 2021 GAINS grant program. I have completed registration (created an account) in the System to Administer Grants Electronically (SAGE), and did read and do understand the FY21 GAINS Grant Opportunity, and am aware of my responsibilities as the Authorized Official.

(Organization’s Name) proposes to request funding to develop/expand apprenticeship opportunities in the (industry/occupation area).

- Legal business name:
- Federal Employee Identification # (FEIN):
- Dun and Bradstreet # (DUNS):
- NJ business address:
- County of NJ business:
- Business web address:
- Name of Authorized Official:
- Title of Authorized Official:
- Direct phone # and email address of Authorized Official:
- Main point of contract for the GAINS application:
- Direct phone # and email address of main point of contact:

Signature of Authorized Official

Date

Email this completed form as an attachment to: ApprenticeshipUnit@dol.nj.gov

Attachment II.

Tax Clearance Certificate

Public Law 2007, c. 101 requires that as a precondition to the award of business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of state government shall obtain a [Tax Clearance Certificate](#) from the director of the New Jersey Division of Taxation prior to the issuance of the grant, incentive or assistance. Tax Clearance certificates may be requested through the State of New Jersey's [Premier Business Services \(PBS\) portal](#) online. The use of the portal replaces the need for the paper application submission to the Division of Taxation; the processing fee is also waived with the use of the portal. Each applicant will be able to print the necessary clearance certificate through their business's portal account.

State of New Jersey W-9 Form

A completed State of New Jersey W-9 form must be on file with the New Jersey Department of Treasury. It is the applicants' responsibility to ensure this step is completed. Applicants may register with the New Jersey Department of the Treasury online at: www.njstart.gov. Failure to complete this step can delay or forfeit a grant award. *(Reimbursement checks are linked with the FEIN that is on file with the New Jersey Department of Treasury. As a result, reimbursement checks are mailed to this associated address.)*

Development Subsidy Job Goals Accountability Act

[The Development Subsidy Job Goals Accountability Act](#): Public Law 2007, c.200 requires that all applicants awarded a grant in excess of \$25,000 complete the [Development Subsidy Job Goals Accountability form](#). This form must be completed within 30 days after the State's fiscal year for a period of five years after the grant is awarded.

The law requires that if the company receiving financial assistance for training services relocates jobs out of state or outsources employee positions within three years following the ending date of the GAINS training contract, the company must return all monies provided by the state for customized training services.