

STATE OF NEW JERSEY

**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
OFFICE OF APPRENTICESHIP AND WORK-BASED LEARNING**

YOUTH TRANSITIONS TO WORK (YTTW) Grant Program

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2025**

Announcement Date: Friday, January 3, 2025

**Technical Assistance Workshop: Wednesday, January 22, 2025 and
Wednesday, February 5, 2025**

Letter of Intent Due Date: No later than 12 noon on Friday, March 7, 2025

Application Due Date: No later than 12 noon on Friday, March 14, 2025

Funding Amount: \$2,000,000

**Robert Asaro-Angelo
Commissioner**

**Youth Transitions to Work (YTTW) Grant Program
FY2025 Notice of Grant Opportunity**

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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 NJDOL”) 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 “Research & Information” and the subheading “Grant Opportunities” by hovering the computer mouse cursor over the hyperlink <https://www.nj.gov/labor/research-info/grants.shtml> and hitting Ctrl+Left Click.

A. **Name of Grant Program**

Youth Transitions to Work (YTTW) program

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

B. **Purpose of the Grant**

The purpose of the YTTW program is to facilitate effective transitions of high school juniors, seniors and out-of-school youth (ages 16-24) to high-skill, high-wage employment in labor demand apprenticeable occupations, by providing greater opportunities and incentives.

In March of 2024, the United States Department of Labor (USDOL) released a Training and Employment Notice (TEN 23-23) to provide clarity and guidance on Quality Pre-Apprenticeship programs based on ruling from the Code of Federal Regulations (CFR). In alignment with the USDOL recommendations, the YTTW grant requires that these pre-apprenticeship programs have a **documented partnership with at least one Registered Apprenticeship program sponsor that is committed to hiring from the pre-apprenticeship program within 18 months from the start of the contract period of performance**, and together, they expand the participant's career pathway opportunities with industry-based training coupled with classroom instruction. The program will drive economic development through skills and educational attainment and create pathways to better paying careers and advanced credentials.

The New Jersey Department of Labor and Workforce Development, Office of Apprenticeship and Work-Based Learning seeks to encourage the growth of career pathway opportunities for people disconnected from employment, training, and education. Within the workforce development system, pre- apprenticeships serve a critical role for people to acquire career-specific skills, advance work readiness, and connect them to longer-term career opportunities.

The YTTW Program also seeks to eliminate economic barriers commonly associated with a youth’s inability to invest in skills training and work readiness. In order to mitigate these barriers, the YTTW Program encourages the use of stipend payments for all pre-apprenticeship program participants. This NGO provides funding for stipends for participants in the pre- apprenticeship training program.

For applicants serving out-of-school youth (ages 16 to 24), program requirements, including the minimum hours of YTTW training hours are still applicable, and a clear connection to the One-Stop System and Workforce Innovation and Opportunity Act (WIOA) services are required. Local Workforce Development Boards (WDBs) may be able to fund some of these supportive services to individuals who meet certain eligibility requirements. Applicants are encouraged to coordinate with local WDBs to co-enroll eligible individuals in WIOA services and leverage those funds.

Greater weight will be given to applications that have a clear linkage to secondary and postsecondary career and technical education (CTE) [programs](#) and demonstrate a commitment to achieving *Quality Placements*, as defined in this NGO.

Organizations funded through, or work in partnership with, the [Growing Apprenticeships in Nontraditional Sectors \(GAINS\)](#) program grantees are strongly encouraged to apply for this NGO. The YTTW program can provide a pipeline of candidates for those Registered Apprenticeship programs funded through GAINS. To learn more about these grantees, contact apprenticeshipunit@dol.nj.gov.

C. Mission, Goals and Objectives

Mission

The mission of the YTTW program is to recruit, screen and facilitate effective transitions of high school juniors, seniors and out-of-school youth to high-skill, high-wage employment in labor demand occupations, with long-term career potential and opportunities for occupationally relevant lifelong learning, thereby motivating youth to greater success in secondary and post-secondary education, leading to one of the following *Quality Outcomes*:

- Placement into a Union Apprenticeship program at a starting wage of \$16 per hour or greater;
- Placement into a Non-Union Apprenticeship program at a starting wage of \$16 per hour or greater; or
- Placement into trade-related employment at a starting wage of \$16 per hour.

Goals

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

- Establish YTTW programs to link secondary education and higher education institutions to existing apprenticeship programs registered with the United States Department of Labor (USDOL);
- Establish YTTW programs in new apprenticeship programs in occupations or industries in New Jersey (NJ) which are not currently registered with the USDOL;
- Establish YTTW programs in newly activated apprenticeship programs which are registered with the USDOL but are not currently being implemented in NJ; and,

- Increase the number of high school graduates entering apprenticeship programs in NJ.

Objectives

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

- Provide outreach sessions at local high schools to expose targeted high school juniors and seniors to the apprenticeship training model and apprenticeship occupations;
- Provide outreach sessions to expose out-of-school youth to the apprenticeship training model and apprenticeship occupations;
- Interview and screen potential juniors and seniors and out-of-school youth, interested in enrolling in the YTTW program;
- Develop an applied and integrated curriculum with the local high schools working in partnership with business, industry and labor;
- Conduct workforce readiness and occupation-specific classroom training to high school juniors and seniors accepted into the YTTW program;
- Conduct workforce readiness and occupation-specific classroom training to out-of-school youth accepted into the YTTW program;
- Make available field trips to provide job-shadowing experiences at training centers and employer worksites;
- Place participants of the YTTW program into existing, newly created, and/or newly activated apprenticeship programs with employer and union partners; and
- Provide training that leads to certifications, licenses and/or college credits.
- Establish and expand Pre-Apprenticeship programs in targeted industry sectors.

Pre-apprenticeships that target high-growth, high-vacancy, or emerging regional industries are highly encouraged. Applications which contain pre-apprenticeship training within the following industry clusters will be viewed favorably in the proposal evaluation process:

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	Green Jobs/Renewable Energy
Healthcare	Other Science, Technology, Engineering, and Mathematics (STEM) related sectors/occupations
Construction & Building Trades – including lead abatement occupations	Public Service
Educational Services	Early Childhood Education

Applicants who do not meet the targeted population or industry cluster criteria are not precluded from applying for grant funding under this NGO.

Long Term Objectives:

1. A highly skilled workforce with increased availability of qualified entry-level, youth workers;
2. Effective transitions for youth into apprentice programs, by helping students establish a clear connection between learning and work through work readiness, employment experience, career exploration, and mentoring;
3. Increase the number of pre-apprenticeship programs in NJ;
4. Develop more pre-apprenticeships opportunities that target high-growth, high vacancy, or emerging regional sectors, industries, and occupations;
5. Increase the number of pre-apprentices in NJ;
6. Improve job prospects for New Jersey youth;
7. Remove economic barriers to training and employment (transportation, etc.)
8. Provide training that leads to certifications, licenses and/or college credits;
9. 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;
10. Provide greater employment opportunities for members of underrepresented groups unemployed/dislocated workers, students;
11. Assist small businesses with developing quality training programs;
12. 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;
13. Increase the number of professional credentials for youth in NJ.
14. Increased employment opportunities for youth in existing or new apprenticeable industries; and
15. Recognition of Registered Apprenticeship as a key component of New Jersey's Workforce Readiness System.

Definitions

Apprenticeship—A formal, on-the-job training program that typically has five components: 1) employer involvement; 2) on-the-job training; 3) related technical instruction; 4) paid work experience; and 5) award of a portable, nationally recognized industry credential.

Apprenticeable Occupation- An apprenticeable occupation is a skilled trade or craft that is recognized by the United States Department of Labor (USDOL) as meeting the necessary criteria

to adopt the Registered Apprenticeship training model. Per 29 CFR 29.4, for an occupation to be deemed apprenticeable it must(a) involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning; (b) be clearly identified and commonly recognized throughout an industry; (c) involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and (d) Require related instruction to supplement the on-the-job learning¹. The list of apprenticeable occupations can be found [here](#).

Career Pathway – The term “career pathway” means a combination of rigorous and high- quality education, training, and other services that:

- A. Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- B. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1927 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.);
- C. Includes counseling to support an individual in achieving the individual’s education and career goals;
- D. Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- E. Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- F. Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- G. Helps an individual enter or advance within a specific occupation or occupational cluster.

Registered Apprenticeship – The term “Registered Apprenticeship,” means a program that contains national industry standards and is registered with the U.S. Department of Labor (USDOL) (or a federally recognized state apprenticeship agency). Typically, these programs are at a minimum of one-year in duration, require 144 hours of related technical instruction (RTI) and 2,000 on-the-job training hours. At the completion of every USDOL Registered Apprenticeship program, the individual receives an industry informed and nationally recognized credential from USDOL. More information on Registered Apprenticeship can be found [here](#). **It is strongly encouraged that all applicants familiarize themselves with Registered Apprenticeship prior to developing their proposal.**

Pre-apprenticeship – per 29 CFR 30.2: Pre-apprenticeship program means a training model designed to assist individuals who do not currently possess the minimum requirements for selection into an apprenticeship program to meet the minimum selection criteria established in a

¹ <https://www.ecfr.gov/current/title-29/subtitle-A/part-29>

program sponsor's apprenticeship standards required under part 29 of this chapter (29 CFR 29) and which maintains at least one documented partnership with a Registered Apprenticeship program. It involves a form of structured workplace education and training in which an employer, employer group, industry association, labor union, community-based organization, or educational institution collaborates to provide formal instruction that will introduce participants to the competencies, skills, and materials used in one or more apprenticeable occupations²

These programs or sets of strategies are designed to prepare individuals, in both youth (16 to 24 years of age) and adult populations, for entry into an apprenticeship program. Instruction may vary in length and scope, and may include basic skills training, academic skills remediation, or an introduction to the industry. Completers may be accorded preferential consideration for entry into a Registered Apprenticeship program and/or apply time served or credits earned toward fulfilling program requirements.

Quality Placement – A Quality Placement, for the purpose of this NGO is defined as a placement into one of the following outcomes:

- Placement into a Union Apprenticeship program at a starting wage of \$16 per hour or greater;
- Placement into a Non-Union Apprenticeship program at a starting wage of \$16 per hour or greater; or
- Placement into trade-related employment at a starting wage of \$16 per hour.

Quality Pre-Apprenticeship Program Elements

The following elements draw on evidence-based best practices in both high-quality pre-apprenticeships and broader career preparation interventions. All pre-apprenticeship proposals shall address the following elements where applicable:

- 1. Partnerships with Registered Apprenticeship Sponsors.** Integral to the success of a pre-apprenticeship program is collaboration and support from Registered Apprenticeship Program Sponsors and employers. These partnerships ensure the subsequent components are achieved:
 - **Approved Training and Curriculum.** Training and curriculum developed based on industry standards and informed by the program's Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s) or a job related to the training/learning obtained through the pre-apprenticeship program paying at minimum \$16 an hour;
 - **Facilitated Entry and/or Articulation.** When possible, formalized agreements exist with Registered Apprenticeship sponsors that enable youth who have successfully completed the pre-apprenticeship program to enter directly into a

² <https://www.dol.gov/agencies/eta/advisories/ten-23-23>

Registered Apprenticeship program and/or include articulation agreements for earning advanced credit/placement for skills (on-the-job training) and competencies (related technical instruction) already acquired. This also includes, where applicable, articulation agreements with employers for youth who are hired at \$16/hour following completion of the program.

2. Strategies for Long-Term Success. Programs that increase Registered Apprenticeship and employment opportunities for underrepresented², disadvantaged, or low-skilled youth, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more of the *Quality Placements* defined in this NGO include the following:

- Strong recruitment strategies focused on outreach to populations underrepresented;
- Educational and workforce preparation activities that prepare youth to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, financial literacy seminars, math tutoring, etc.); and in local, state, national Registered Apprenticeship programs, or other Quality Placement;
- Assists in exposing participants to local, state and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs.

3. Access to Appropriate Support Services. Facilitates access to appropriate support services during the pre-apprenticeship program and, if eligible, a significant portion of the Registered Apprenticeship program. Applicants should identify and justify any supportive services that the participant population needs. These services include *but are not limited to* the following:

- a. Childcare
- b. Transportation
- c. Obtaining driver's license
- d. Expungement programs
- e. Communicating criminal background to employers
- f. Housing services
- g. Addressing substance abuse
- h. Obtaining high school equivalency diploma or GED.

Grantees are encouraged to provide a detailed description of all supportive services that will be offered through the YTTW grant if funding should be awarded.

Local Workforce Development Boards (WDBs) may be able to fund some of these supportive services to individuals who meet certain eligibility requirements. Applicants are encouraged to coordinate with local WDBs to co-enroll eligible individuals in

Workforce and Innovation Opportunity Act (WIOA) services and leverage those funds. Applicants are also encouraged to ensure all YTTW program participants are registered for One-Stop Career Center services by registering at <https://jobsources.nj.gov/jz/views/jobzone/guest.jsf>.

4. **Promotes Greater Use of Registered Apprenticeship to Increase Future Opportunities.** To support the ongoing sustainability of the partnership between pre-apprenticeship providers and Registered Apprenticeship sponsors, these efforts should collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for youth;
5. **Meaningful Hands-on Training that does not Displace Paid Employees.** Provides hands-on training to youth in a simulated lab experience or through volunteer opportunities, when possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s) while observing proper supervision and safety protocols.

Targeted Populations

This funding opportunity seeks proposals for pre-apprenticeships that strengthen access to Registered Apprenticeships for youth seeking career development leading to Registered Apprenticeship opportunities, including low-income and under-served youth, 16 to 24 years of age, and not currently in full-time employment. Pre-apprenticeships that target high-growth, high-vacancy, or emerging regional industries are highly encouraged. **Only New Jersey youth are eligible to participate in the YTTW program.**

Greater weight will be given to applicants who demonstrate a viable strategy to recruit participants in one of the following targeted populations: women; member of a minority group; youth; individuals currently unemployed; county vocational school students; post-secondary students; ex-offenders; veterans; persons with disabilities; Workforce Innovation and Opportunity Act (WIOA) eligible individuals; or other under-represented populations³.

D. Availability and Awarding of Funding

Funding for this program is expected to be up to \$2,000,000 for FY2025 and is contingent upon the availability of funds. Funding available for this initiative will come from Workforce Development Partnership Fund. NJDOL reserves the right to utilize other state funds, including Division of Vocational Rehabilitation Services (DVRS), or federal funds, such as the federal Apprenticeship State Expansion grant funding, if applicable. The anticipated length of the contract period is 18 months unless otherwise extended or reduced at the discretion of the NJDOL. The

³ In the context of this definition, the term under-represented is intentionally broad. Generally, the term “under-represented” means a population that does not represent the majority, or a proportional share as indicated by appropriate data, of current participants in Registered Apprenticeship. For example, veterans may be an under-represented population in Registered Apprenticeship. Broadly, the intent of this term is to encourage pre-apprenticeship programs to be inclusive of all populations.

contract period is expected to be May 1, 2025 to October 31, 2026. NJDOL seeks to fund multiple programs throughout the program year. Competitive proposals will have a maximum cost per head of \$12,000 (divide total number served by the requested grant amount). Program budgets submitted as part of the proposal are not final until contract execution. 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. All participants as well as employer partners must be New Jersey residents or have a New Jersey presence.

The purpose of this grant is to provide initial funding for programs that will not rely on state funding in perpetuity. Funded YTTW programs may be considered for a continuance of up to 18 months, contingent upon successful performance of the grantee and upon the availability of funds. 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.

All submissions must include the required documents and information as outlined in this NGO. Determinations for funding are contingent upon authorization and fund availability. Final award amounts will be determined by NJDOL.

NJDOL strongly encourages any organization applying for direct funding to *not* participate as a partner in another application. If an organization chooses to participate as a partner, NJDOL strongly encourages that agency not to participate in more than one application as such, unless a justification is provided indicating that the type of training, and participants in that training are not overlapping with existing contracts issued by the New Jersey Office of Apprenticeship and Work-Based Learning.

Eligible Funding Components

Program Development and Administration – Under the YTTW Program, applicants will be able to submit a budget that outlines all costs associated with the pre-apprenticeship program. Costs may include, but are not limited to, personnel expenses, instructors, non-personnel costs, pre-apprentice training, supportive services, supplies and materials, and other direct costs. All programs must be created to achieve at a minimum one of the Quality Placement outcomes identified in this NGO.

Pre-Apprentice Stipend for Participants – Applicants shall be eligible to include stipend funding within their YTTW program budget. The stipends must be based on participants reaching program milestones not less than two-week completion increments. The stipend is not a wage; it is intended to cover incidental costs incurred while attending the pre-apprenticeship training program. All stipends funded under this program must be in connection with the participant’s *Career Pathway* and be geared towards achieving one of the *Quality Placement* outcomes, as defined in the subsequent section.

E. Eligible Entities/Applicants

To implement the YTTW Program, NJDOL is seeking proposals from eligible entities with demonstrable capacity, experience, and history of success providing evidence-based career

pathways. All respondents will be required to demonstrate that they have the fiscal and administrative capacity to manage a program at whatever scale they propose.

In soliciting proposals, NJDOL shall not discriminate against any person or organization submitting a proposal pursuant to this NGO because of ethnicity, color, creed, religion, gender, sexual orientation, age, disability, national origin, or other basis prohibited by law.

This competitive grant opportunity is open to the following entities:

- Any employer based in New Jersey or with a New Jersey presence;
- [Workforce Intermediary Sponsors](#);
- 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 high schools within New Jersey;
- Public vocational schools within New Jersey;
- Two- and four-year institutions of higher education;
- Public or private non-profit 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;
- State, Local, County governments within New Jersey;
- Faith-based organizations; and
- Any other private educational or training entity that is on the Eligible Training Provider List (ETPL).

F. Evaluation Criteria

All applicants, regardless of whether they received grant funds from NJDOL in the past⁴, 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.

Additionally, applications that do not adhere to the required sections of this NGO will be viewed as incomplete and not be reviewed.

⁴ Current providers will not be allowed to integrate new programming funded through this NGO with existing funded programs.

An independent review committee consisting of fair and impartial committee members will rate proposals based on a scoring rubric. The independent review committee reserves the right to request additional information and schedule interviews or site visits as appropriate. The evaluation team will initially evaluate submissions to determine compliance with the NGO requirements. Any submission failing to meet the compliance criteria will be deemed unresponsive and may be excluded from further consideration. Independent reviewer(s) may not be familiar with your organization’s historical performance and will only evaluate the proposal based on information presented. Responses to the proposal narrative prompts will be evaluated by external reviewers using the following scoring guidance found below. The areas of evaluation, specific elements comprising these areas with definitions, and scoring points are highlighted in the Evaluation Criteria chart. The maximum score to be received is 100.

Prior grantees funded through the Office of Apprenticeship and Work-Based Learning, will be subject to a performance evaluation that could result in an increase or decrease of overall score for a maximum of 15 points. All evaluations will be based on the performance on the previous three fiscal years of data.

Evaluation Criteria	
Category	Total Points
<p>Program Narrative Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> ▪ <i>Training curriculum that clearly demonstrates alignment with Registered Apprenticeship programs in the proposed occupational area.</i> ▪ <i>Pre-Apprenticeship training that includes workforce readiness and occupation specific training as well as job shadowing experiences.</i> ▪ <i>Strategies for interviewing and screening interested students.</i> ▪ <i>Expected outcomes that align with employer/sponsor partnerships.</i> ▪ <i>Evidence of employment demand and career trajectory in pathway.</i> ▪ <i>Training Plan demonstrating engagement in high quality hands-on instruction and work-based learning opportunities.</i> ▪ <i>Realistic Project schedule for implementing work outlined (recruiting, training, and placing participants).</i> ▪ <i>Retention strategy and ongoing assessment activities for program support.</i> ▪ <i>Provides access to supportive services like transportation or childcare (where applicable).</i> ▪ <i>Access to career navigation services during and beyond completion of pre-apprenticeship program.</i> 	30

<p>Core Partnerships/Relationships Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> ▪ <i>Connections to Registered Apprenticeship programs with projected hiring openings.</i> ▪ <i>Connections to employers interested in hiring program participants (where applicable).</i> ▪ <i>Connections to one or more CTE Programs.</i> ▪ <i>Includes connections to appropriate services and the One-Stop system.</i> ▪ <i>Connections to robust network of employment, education, and support opportunities.</i> ▪ <i>Connections to local high schools for providing outreach sessions and recruitment.</i> ▪ <i>Processes in place for collaborative planning and decision-making with partners.</i> ▪ <i>Clear connections and opportunities for building on existing pre-apprenticeship program practice.</i> 	<p>30</p>
<p>Occupational Area/Statement of Need Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> ▪ <i>Employer/partner hiring needs for entry-level apprentices in the occupational area (s) of focus.</i> ▪ <i>Industry gaps that this YTTW program could bridge.</i> ▪ <i>Benefit of this program to the project area anticipated.</i> 	<p>5</p>
<p>Organizational Commitment and Capacity Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> ▪ <i>Ability to reach diverse and under-served populations (where applicable).</i> ▪ <i>Staffing plans reflect multiple capacities required to support program.</i> ▪ <i>Administrative Responsibilities</i> ▪ <i>Organizational support to ensure program success.</i> ▪ <i>Program Sustainability.</i> ▪ <i>Past performance summary with strategies for improvement where applicable.</i> 	<p>20</p>

<p><i>Budget Summary:</i> Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> ▪ <i>Reasonable cost per participant trained (total budget divided by participants served).</i> ▪ <i>Overall Budget is reasonable.</i> ▪ <i>Budget is within the cost guidelines of the NGO.</i> ▪ <i>Innovative usage of ‘Other Services’ funding.</i> ▪ <i>Budget summary aligns with Justifications.</i> ▪ <i>Budget summary includes:</i> <ul style="list-style-type: none"> • <i>Schedule A, Parts 1&2: Personnel Costs</i> • <i>Schedule B: Non-Personnel Costs</i> • <i>Schedule C: Direct Student Services</i> ▪ <i>No calculation errors.</i> 	<p>15</p>
<p>TOTAL POINTS</p>	<p>100</p>

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

During the contract period, NJDOL will evaluate the grantee’s program to ensure that the grantee is satisfying the outlined mission, goals, objectives, and deliverables. The evaluation may include, but is not limited to, review and analysis of reports, on-site monitoring visits and attendance at consortium meetings.

Explanation of Proposal Components

YTTW grants are projected to have an 18-month contract. All proposed grant activity should therefore align with and take place within the contract period. Successful applicants will structure their proposals with the following timelines envisioned for achievement:

- **Recruitment and Organization:** (months 1-3, 1-3 month timeframe): Applicants should focus this period on organizing their proposed programs, marketing, and recruiting participants in order to begin training. Strategies for achieving these goals must be provided in the program narrative.
- **Training and Support:** (months 4-15, 1-12 month timeframe): Applicants should use this timeframe to implement the proposed training and provide support to participants through means such as ongoing assessments to foster retention. All cycles of training, if applicable, should take place within this period. Specific details of the training and tactics for administering support services much be provided in the program narrative.
- **Placements:** (months 15-18, 1-3 month timeframe): The remainder of the contract period should focus on placing all program completers with a quality placement outcome as defined in this NGO. Placement activity can occur sooner than the period above, but all placements must be achieved by no later than the end of this period in order to remain in

compliance with the YTTW grant. **Applicants should provide tangible proof through consortium partner forms with Registered Apprenticeship and employer partners of openings for completers of the YTTW training program in order for placement goals to be achieved.** Details regarding existing partnerships and plans for placements should be provided in the program narrative area of your proposal.

NOTE: The above outline provides a suggestion for structuring your proposal within the period of performance. Programs that do not adopt this structure are not precluded from funding.

Program Narrative

Applicants must upload a detailed program narrative (no more than 20 pages) on the Required Documents page describing their proposed YTTW program. Clearly state in the program narrative how the following objectives will be achieved:

- **Provide outreach sessions at local high schools to expose high school juniors and seniors to the apprenticeship training model and apprenticeship occupations.**

The applicant must include the names of the local high schools where they intend to conduct YTTW outreach sessions and discuss how the applicant will work with high school guidance counselors, administrators, and teachers to recruit students for the outreach sessions. These sessions should include students who are currently juniors and/or seniors in high school who are interested in finding out more information about careers in apprenticeship or the YTTW program. If applicants are serving Out-of-School Youth, include how outreach sessions will be scheduled and conducted for that population.

Students and Out-of-School Youth interested in enrolling into the YTTW program will be required to complete a YTTW Participant Enrollment Form (Attachment I).

- **Interview and screen potential students interested in enrolling in the YTTW program.**

The applicant must describe the interviewing and screening process, which will occur to accept eligible and interested students and Out of School Youth, if applicable, into the YTTW program. The applicant must also state the expected number of participants who will be accepted into the YTTW program.

- **Develop an applied and integrated curriculum with the local high schools working in partnership with business, industry and labor.**

The proposal should demonstrate how the applicant would work with members of the consortium to develop a training curriculum. The training curriculum should focus on academic preparation for the occupation outlined in this proposal and identify the associated hours for completion of each component. The training curriculum should be uploaded as a “Miscellaneous Attachment”. Special consideration will be given to applicants who deliver training that leads to a certification and/or who deliver training in partnership with a college for which the student will obtain college credits.

- **Conduct workforce readiness and occupation-specific classroom training to participants accepted into the YTTW program, either in a classroom setting, or online virtual platform and provide supportive services to YTTW program participants.**

Applicants are required to conduct at least **20 hours** of workforce readiness skill training and at least **60 hours** of occupation-specific related classroom training. This training should occur during the school year for in-school juniors and seniors and may occur after school and/or during the summer months. Describe how the workforce readiness skill training occupation-specific training will occur for out of school youth, if applicable. Applicants are encouraged to provide one-on-one mentoring and internship opportunities to YTTW participants through consortium partners.

- **Provide access to support services in order to promote continued program participation.**

Supportive services reduce barriers to employment for participants and increase their success and retention within Registered Apprenticeship programs.

YTTW funding can be used to access appropriate supportive services during the YTTW pre-apprenticeship training program. NJDOL strongly encourages any applicant to also use other funding sources for supportive services as well. Applicants should identify and justify any supportive services that the participant population needs. These services may include but are not limited to the following:

- a. Childcare;
- b. Transportation;
- c. Obtaining a driver's license;
- d. Expungement programs;
- e. Communicating criminal background to employers;
- f. Housing services;
- g. Addressing substance abuse;
- h. Obtaining high school equivalency diploma or GED;
- i. Mentoring;
- j. Comprehensive guidance and counseling;
- k. Financial literacy.

Grantees are encouraged to provide a detailed description of all supportive services that will be offered through the YTTW grant, if funding should be awarded.

Local Workforce Development Boards (WDBs) may be able to fund some of these supportive services to individuals who meet certain eligibility requirements. Applicants are encouraged to coordinate with local WDBs to co-enroll eligible individuals in Workforce and Innovation Opportunity Act (WIOA) services and leverage those funds. Applicants are also encouraged to ensure all YTTW program participants are registered for One-Stop

Career Center services by registering at <https://jobsources.nj.gov/jz/views/jobzone/guest.jsf>.

- **Coordinate field trips to training centers and employer worksites to provide job-shadowing experiences**

To ensure receive exposure to a variety of workplace environments, applicants are required to provide job-shadowing experiences and tours of training centers and/or employer work sites. A minimum of **10 hours** of job-shadowing experiences must be provided.

The proposal must provide specific details of the activities including the number of job shadowing hours and how this activity aligns with the training curriculum of the YTTW program.

- **Place graduating high school seniors and Out-of-School Youth (if applicable) into USDOL registered apprenticeship programs with employer and union partners.**

Applicants are required to provide placement services and place at least **80 percent** of the YTTW participants accepted into the YTTW program into USDOL-approved registered apprenticeship programs.

The narrative must specifically detail the number of students and Out-of-School youth who will be accepted into the program, the number expected to complete the training, and the number of participants who will be placed into the specific apprenticeship occupation(s) as outlined in the proposal.

Core Partnerships/Relationships

- **Connection to Registered Apprenticeship:** Funded YTTW programs must have an established connection to at least one Registered Apprenticeship. Additionally, the Registered Apprenticeship that the YTTW program is targeting must be registered and approved with the USDOL.

Successful applicants will be able to provide a copy of a consortium partner form between their organization and the Registered Apprenticeship program(s) that demonstrates their connection, any entry agreements established, collaboration on training alignment, and partnership in providing authentic career exposure and connection to industry employers. **If the applicant is the Registered Apprenticeship provider, then a signed letter outlining the recruitment relationship between the pre-apprenticeship and the Registered Apprenticeship is expected in lieu of a consortium partner form.** Commitments from Registered Apprenticeship sponsors, employers, and/or post-secondary/vocational school partners should account for all expected placement outcomes outlined in the summary of expected outcomes section of your application, thus ensuring your ability to meet performance expectations of the grant.

For additional details and guidance on apprenticeship registration, please refer to the [USDOL Apprenticeship](https://www.nj.gov/labor/careerservices/apprenticeship/index.shtml) website or NJDOL's website at <https://www.nj.gov/labor/careerservices/apprenticeship/index.shtml>. If you wish to be contacted by New Jersey Department of Labor and Workforce Development's Office of Apprenticeship and Work-Based Learning, complete an intake form on the website listed above.

- **Connection to Employment Opportunities (where applicable):** Funded YTTW programs will be expected to describe connections any partner employers who intent on hiring pre-apprenticeship program graduates and provide a commitment of paying a minimum of \$16/hour.

Successful applicants will be able to provide a copy of the consortium partner form between their organization and the employer(s) partners that demonstrates their connection to the grantees, collaboration on training alignment, and partnership in providing authentic career exposure and connection to industry employers.

Occupational Area / Statement of Need

Applicants must upload a document on the Required Documents page that details the occupational area of focus and demonstrates the need for the project in relation to the Notice of Grant Opportunity (no more than 5 pages). A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Information may include a demographic description of your targeted area and research specifically on the number of apprenticeship opportunities with employers and unions within your region.

The employer and/or Registered Apprenticeship partners must document, in written form, a need for entry-level apprentices in the occupational areas for which funds are being sought. The documentation should contain information that there is, or likely will be, an excess of demand over the supply for adequately trained workers in the apprenticeable occupation(s). Additionally, evidence of a labor demand can include a commitment to hire by employers who convey a need for a specific occupation.

Clearly state the occupation(s) you will be focused on in your proposal and indicate if the occupation(s) is currently an existing apprenticeable occupation and registered with United States Department of Labor – Office of Apprenticeship.

Organizational Commitment and Capacity

Applicants must provide an uploaded document on the Required Documents page describing the organizational support that exists for implementing and administering a YTTW program (no more than 10 pages). Items to include are the following:

- **Organizational Support and Experience:** The applicant will be required to describe their experience, where applicable, in administering similar workforce development programs and their capacity to accomplish each of the objectives as outlined in the NGO. Applicants should focus on how previous experience will be applied to ensure successful implementation of the proposed project, including descriptions of the applicable

experience and program outcomes that specifically address the conditions and/or needs identified. Details of organizational staffing plans that reflect multiple capacities required to support the YTTW program should be included. Additionally, applicants must describe applicable experience in reaching diverse and under-served populations if plans to recruit from those populations will be included in the project.

- **Program Sustainability:** Applicants will also be required to provide a Program Sustainability Plan. This plan should outline the participant's strategy for sustainability if/when state grant funding is no longer available. Based on the current structure of the YTTW program, grantees may be eligible for subsequent funding based on performance. It is important for the applicant to demonstrate alternative funding sources and/or strategies to continue funded activities beyond the contract period of performance, and in the event that state funds are no longer available.
- **Administrative Responsibilities:** Each applicant must agree to the following administrative responsibilities. Your application must include how your organization will comply with the following administrative responsibilities:
 1. **File Maintenance:** Respondent is responsible to maintain all program related files accurately and completely. Such maintenance includes retaining a hard copy file of all documents pertaining to program enrollment, eligibility, participation, progress reports, services provided or other participant activities during program participation. Grantees will be responsible for inputting required data through the IGX system.
 2. **Confidentiality:** Respondent will secure participant information in a location that is accessible only to authorized employees of the respondent and ensure that all participant information is kept confidential at all times, as required by the law.
 3. **Archiving of Files:** Respondent will maintain a list of all participants of the pre-apprenticeship program and maintain a copy of participant's files for its records for seven years.
 4. **Performance Reviews:** Respondent understands that NJDOL maintains the right to conduct random and scheduled programmatic and fiscal performance reviews.
 5. **Trainings and Meetings:** Respondent is responsible for attending relevant meetings and trainings offered by NJDOL as well as those required by the State of New Jersey as part of the continuous improvement strategy for professional development and grant administration.
 6. **Communication:** Respondent is responsible for maintaining regular communication and informing NJDOL of any issues that arise that might impact the respondent's ability to successfully meet the requirements of the scope of work.

Grantees are expected to keep records on all youth that participate in the YTTW program and provide updates on placement activity that occurs after the period of performance for the contract, upon request of the Department.

- **Past Performance:** Applicants who received prior state funding, or operated a similar program, must submit description of their performance, including outcome data for the most recent year documenting the program’s effectiveness and success in meeting the goals and objectives of the previous state grant that was received. In cases where the goals and objectives of the grant were not met, the applicant must submit a narrative describing why those goals were not met and address any future corrective action that would need to be taken in order to ensure future success of a new grant. Applicants who had prior unsatisfactory performance may not be funded with FY2025 funding.

Budget Summary

Applicants are required to submit an eighteen-month budget within Schedules A, B, and C in the IGX system. Program implementation should be within the eighteen-month contract period and should reflect reasonable costs for operating the proposed program. Budget items include but are not limited to personnel costs, non-personnel costs, related technical instruction (RTI) costs, stipends, supportive services, 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. NJDOL refrains from funding items such as laptops, tablets, and machinery as these items typically do not follow the participants of the program at the conclusion of training. *In rare occasions, exceptions to this policy can be taken under consideration if a strong justification for the cost is provided.* Administrative costs, as defined in 20 CFR 683.215, are costs not directly associated with service delivery and shall not exceed 10% of total award. Successful applicants may be required to submit more detailed budget information at the time of contract negotiations.

NJDOL has limited the cost categories to the following areas:

Personnel Costs

This budget category may include salaries for staff working on the YTTW program. Costs can include salaries and fringe benefits for full-time staff. All information on Schedule A is required to be completed. Administrative costs for staff in-directly associated with the grant can also be requested in this budget schedule providing the requested amount, in total with any other administrative line items, does not exceed 10% of the total award. Verification of the overall administrative costs can be found on the cost summary.

Non-Personnel Costs

This budget category may include non-personnel costs on Schedule B (costs other than Personnel Costs and Direct Student Services). Examples of allowable costs include marketing materials, promotional items, conference registration, mileage, and general office supplies. Any request to use YTTW grant funds to attend a conference will require prior approval by NJDOL. Mileage for grant-related travel will be reimbursed at the New Jersey state-approved rate of \$.47 per mile. Mileage and toll expenses can only be provided for travel within New Jersey. The maximum amount for promotional items such as key

chains, pens and pencils is \$1,000. Administrative costs in-directly associated with the grant can also be requested in this budget schedule providing the requested amount, in total with any other administrative line items, does not exceed 10% of the total award. Verification of the overall administrative costs can be found on the cost summary.

Direct Student Services

This budget category may include costs associated with training, site visits, student transportation to events/activities, and supportive services for YTTW participants such as childcare. This category also may include driver's education, curriculum development, skills, and aptitude testing such as TABE and WorkKeys, and tutoring. Applicants proposing a budget comprised of costs focused on a direct benefit to participants will be viewed favorable during panel review evaluation.

Stipend Funding

To enable participation, grantees shall include within their budget an allocation for needs-based payments and stipends. These payments can be paid to the participants of the program every week or every two weeks and cannot exceed \$250 per week for their participation in the pre-apprenticeship training program. These payments may be used to reward pre-apprentices who complete incremental benchmarks in their program (not less than one-week) or provide needs-based payments for costs associated with attending the pre-apprenticeship program. The program grantee will also be required to describe the mechanisms it will use to track program progress/benchmarks and disburse stipend payments. Applicants proposing a budget comprised of costs focused on a direct benefit to participants will be viewed favorable during panel review evaluation.

Cost per participant (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. The maximum allowable cost per head will be \$12,000 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 YTTW program. Applicants who adequately address their cost structure and indicate the level of non-state funded investments, including other sources of funding, we 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 and funding
- Budget Summary aligns with Justifications
- Budget summary includes:
 - Administrative cost summary
 - Direct Student Services cost summary
 - Financial commitment of the applicant
- No calculation errors

All of the aforementioned proposal components are to be uploaded/added to the electronic grant application in IGX. See section I for more information.

G. Qualifications of Applicants

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, pre-apprenticeship training program design, administration of the grant, budgeting & fiscal management and monthly reporting. 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.

In addition, as a precondition to any award of grant funds under this NGO, the applicant must be in full compliance with all laws enforced by NJDOL. Specifically, the applicant must not have any incurred any unpaid liabilities to NJDOL for unpaid contributions to the unemployment compensation fund or the State disability benefits fund; to any individual on whose behalf the Department has issued a final order for the payment of wages or benefits; or for any penalties, fees or interest due to the Department pursuant to a final order issued under any of the statutes or rules that NJDOL enforces. Further, the applicant must not be on a debarment list, or any other list that prohibits them from public contracting, administered by NJDOL and the applicant must not be serving a suspension or revocation of their license, certificate, or registration issued by the NJDOL. Please be aware that under N.J.S.A. 34:15-34D and N.J.A.C. 12:9-1.3., NJDOL will be cross-checking applicants against NJDOL records for any of these issues as part of the evaluation process. If applicants are aware of any outstanding liabilities they may owe NJDOL, or of any of the above issues that could impact ability to do business with NJDOL, they are advised to reach out to NJDOL or relevant Division thereof to resolve such issues promptly prior to submitting their application to avoid delay.

All applications will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO.

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 NJDOL's online grant system IGX. Applications are submitted online, via IGX at <https://njdol.intelligrants.com/IGXLogin>.

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 FY2025 NGO.
- register (create an account) in IGX and submit a Letter of Intent (LOI) to apply for a FY2025 YTTW grant.

Please Note: A new Letter of Intent is required for all new grant applications.

The AO may delegate completion of the application to others by giving access in IGX; 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 YTTW grant must first 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 provide access to the application in IGX.

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 III. The completed and signed LOI must be emailed as an attachment to ApprenticeshipUnit@dol.nj.gov and received no later than noon on Friday, March 7, 2025.

Before submitting the LOI to NJDOL, the AO must register in IGX as a new user. Incorrect or missing information or failure to register in IGX will delay the processing of the LOI, which will delay access to the online application. Once the Authorized Official is registered and approved in IGX, applicants can then proceed to enter the required information and documentation in the IGX system. If the organization is already registered in IGX, please include that information on your LOI.

Technical Assistance Workshop

NJDOL will provide technical assistance sessions via tele-conference to potential applicants. General guidance on completing the required documents, budget forms and an overview of IGX 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:

Wednesday, January 22, 2025 at 1pm or Wednesday, February 5, 2025 at 1pm

The technical assistance workshops will be conducted electronically through virtual sessions. Pre-registration is required at least three business days prior to the date of the technical assistance workshop. The following links will bring you to the workshop registration to participate:

Wednesday, January 22, 2025 at 1pm: <https://bit.ly/FY25-YTTW-TA-January-22>

Wednesday, February 5, 2025 at 1pm: <https://bit.ly/FY25-YTTW-TA-February-5>

Virtual meeting log-in information will be provided only to those who have registered through the above links.

Proposal Deadline

Applicants interested in applying for the YTTW grant must submit a Letter of Intent (LOI) to express interest in the grant opportunity. NJDOL will provide IGX 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 noon on Friday, March 7, 2025.

Final award decisions will be contingent upon the availability of funds and awards will be communicated approximately forty-five (45) days following the panel review date.




The FY2025 schedule for submission of complete applications and the panel review dates are as follows:

<u>Letter of Intent (LOI) Deadline: LOIs must be received no later:</u>	<u>Application Deadline Applications must be submitted in IGX no Later than:</u>	<u>Expected Panel Review Begins:</u>
12 noon, March 7, 2025	12 noon, March 14, 2025	Week of March 31,2025

We anticipate having a panel review approximately the week of March 31, 2025. To avoid any technical issues, applicants are encouraged to submit applications early. Applications for FY2025 funds will not be accepted after **12 noon on March 14, 2025.**

I. Application Requirements

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

Required	Form
	Standard Assurances and Certifications and General Provisions
	Applicant Information
	Previous Funding

✓	Counties to Serve
✓	Consortium Partners
✓	Required Documents (Program Narrative, Occupational Area/Statement of Need, Organizational Commitment and Capacity, and Tax Clearance Certificate)
✓	Summary of Expected Outcomes
✓	Budget Details (Schedules A, B, and C)
✓	Budget Cost Summary
✓	Miscellaneous Attachments

The following information must be included in your application in IGX:

◆ **Applicant Information**

Complete all the required information about your organization.

◆ **Previous Funding**

Indicate if the applying organization has received funding from the NJ Department of Labor and Workforce Development within the last three years.

◆ **Counties to Serve**

Indicate the counties your project will include or if the program is statewide.

◆ **Consortium Partners**

Applicants are required to develop a consortium of partners to ensure success of the YTTW program. The information for each partner must be entered on the Consortium Partner page of the application in IGX. Applicants are also required to complete and upload a “YTTW Consortium Partner Form” (Attachment II) for each consortium member. The form must clearly identify the goals and activities the partner organization will conduct, as well as timelines for completion. This document indicates that a representative of the organization has participated in the development of the program and the organization agrees to participate in the proposed activities described in the application. **As a requirement of this grant, applicants must illustrate a direct link to a Registered Apprenticeship program by identifying at least one affiliated Registered Apprenticeship employer/sponsor partner.**

Applicants must include information for each partner in your proposed application. The required information includes: name of employer/sponsor/organization, business address, point of contact, and contact information. Additional partners can be added during the contract period for applicants who are funded through this program.

◆ **Required Documents**

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

- Program Narrative (maximum 20 pages)

- Occupational Area/Statement of Need (maximum 5 pages)
- Organizational Commitment and Capacity (maximum 10 pages)
- 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. To avoid any delay in submitting your application, applicants are encouraged to obtain the tax clearance certificate once an organization makes the decision to apply.

◆ **Summary of Expected Outcomes**

Identify the expected number of in-school and out-of-school youth to be served and provide training expectation details, including anticipated outcomes, for the 18-month grant. By the end of the contract period, at a minimum, applicants are expected to:

- Provide each participant with at least 60 hours of occupation-specific training, 20 hours of workforce readiness training, and 10 hours of job-shadowing experiences;
- Place at least 80% of YTTW participants accepted into the YTTW program into USDOL-approved Registered Apprenticeship programs.

Additionally, if applicable, enter the number of hours and the industry-recognized credentials each participant of your proposed YTTW program will receive by the conclusion of the grant cycle. If your YTTW program includes college credit for your participants, provide the college course and credit information.

◆ **Budget Detail and Budget Cost Summary**

Provide a detailed budget by entering applicable required information on Schedules A (Personnel Costs), Schedule B (Non-Personnel Costs), and Schedule C (Direct Student Services). All costs must include a breakdown of the cost along with a justification. 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 before submitting your application in IGX.**

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.”

Budget amendments must have the approval of NJDOL.

◆ **Miscellaneous Attachments**

The miscellaneous attachments page is optional, and not required to be completed. Utilize this section to 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 and expenditure report, due by the 15th of each month. The report must list all of the activities of the program, including placement activities and credentialing information when applicable.

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

- Name, address, date of birth, education level, and demographic information for each participant.
- Name, address, FEIN number, and contact information of each quality partner.
- Type of business and NAICS code (to ensure it falls into one of the targeted industries)
- Apprenticeable Occupation/trade related area.
- Program participant enrollment, drop-out, and completion data.
- Status updates on the performance of the program participants.
- Wage data, when applicable to a quality placement outcome.
- Any credentials that will be attained and/or are currently being pursued, and completion dates.
- Stipend tracking and payment information.

A closeout report, due within 60 days from the end of the grant period, must be submitted via IGX. Final reimbursement is subject to submission and acceptance of the final report to NJDOL.

Additionally, all recipients of state and/or federal grant funds in excess of \$100,000 must have a CPA prepared annual audit report completed as required by the State of New Jersey General Provisions document which is attached to this NGO on page 25.

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 and Work-Based Learning
1 John Fitch Plaza
PO Box 055, 5th Floor
Trenton, NJ 08625-0055

Contact: Bill Sarboukh, Chief, Office of Apprenticeship and Work-Based Learning
Email: William.Sarboukh@dol.nj.gov

L. Date by Which Applicants Shall be Notified

NJDOL's 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 the panel review date. NJDOL reserves the right to exceed the forty-five (45) day award notice deadline should the application be deemed as incomplete.

Applications for FY2025 funds will not be accepted in IGX after **12 noon on Friday, March 14, 2025.**

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 NJDOL and the applicant, 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 the IGX system. 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
YOUTH TRANSITIONS TO WORK (YTTW) PROGRAM
PARTICIPANT ENROLLMENT FORM
Fiscal Year 2025

Please type or clearly print all information

Enrollment Date: _____ Social Security Number (last 4 digits): _____

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #1: _____ Phone #2: _____

Email Address: _____

Date of Birth: _____ Age: _____ In-School youth? _____

Do you have a valid Driver's License? Yes No

Name of High School: _____

Expected Date of High School
Graduation: _____

Apprenticeship Interests: _____

Name of YTTW Program Grantee: _____

Name of YTTW Coordinator: _____

Attachment II
YOUTH TRANSITIONS TO WORK (YTTW) PROGRAM
Consortium Partner Form
Fiscal Year 2025

Name of YTTW Applicant: _____
Expected Contract Period: _____

Instructions

Complete the form below. A separate form must be completed for each partner and uploaded into IGX.

Partner Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Email: _____ Phone: _____

Explain the partner's role in the consortium:

List the responsibilities of the partner:

List the specific agreed upon activities to be accomplished by the partner:

I/We certify that the information is correct and both parties understand the roles, responsibilities and activities for each partner.

Signature of Applicant *Date* _____
Signature of Partner *Date*

Attachment III –Letter of Intent

(NOTE: the AO must also register in IGX as a new user)

(On your organization’s letterhead)

Department of Labor and Workforce Development
Office of Apprenticeship and Work-Based Learning
ApprenticeshipUnit@dol.nj.gov

RE: FY2025 Youth Transitions to Work (YTTW) grant program

Please accept this letter as notice of my intention to apply for the New Jersey Department of Labor and Workforce Development Fiscal Year 2025 YTTW grant program. I have completed registration in the IGX system, read and understand the FY2025 YTTW Notice of Grant Opportunity, and am aware of my responsibilities as the Authorized Official.

- Legal business name:
- Industry/Occupation area:
- Federal Employee Identification # (FEIN):
- Unique Entity Identification # (UEI):
- 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 contact for the YTTW 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 IV.

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. **It is strongly suggested to apply for the Tax Clearance certificate once an organization makes the decision to apply for funding to avoid any delay in submitted your application. Failure to acquire the necessary Tax Clearance form will result in a delay or cancellation of funding.**

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 YTTW Program contract, the company must return all monies provided by the state for customized training services.