



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

**WOMEN IN CONSTRUCTION TRADES**

**NOTICE OF GRANT OPPORTUNITY  
Fiscal Year 2019**

**Announcement Date: October 17, 2018**

**Application Due Date: November 13, 2018**

**Robert Asaro-Angelo  
Commissioner**

**Women in Construction Trades  
Notice of Grant Opportunity – FY 2019**

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**Take Notice** that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “LWD”) regularly publishes on its website, at <http://lwd.dol.state.nj.us/labor>, all notices of fund availability pertaining to federal or state grant funds which may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “Public Notices” and the subheading “Notice of Availability of Grant Program Funds”.

**A. NAME OF GRANT PROGRAM**

Women in Construction Trades

**B. PURPOSE FOR WHICH THE FUNDS WILL BE USED**

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

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

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

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

## **Goals**

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

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

## **Objectives**

LWD has established the following three objectives to achieve the goals:

- Engage trade unions and construction contractors in the development and provision of construction-related pre-apprenticeship training.
- Provide training in the following areas:
  - Workforce readiness /employability skills instruction; and,
  - Occupation-specific construction-related trades training.
- Assist participants with job placement services targeting employment in registered apprenticeship programs or quality construction jobs. These jobs are defined as construction jobs with a pay rate that is at least 51% above the state minimum wage. Participants are to earn a minimum of three industry-valued credentials.

Each applicant must include a plan on how they will meet each of the above objectives.

## **C. AVAILABLE FUNDING**

The Women in Construction Trades grant will be funded by The New Jersey Builders Utilization Initiative for Labor Diversity (NJBUILD), through the annual Appropriations Act and P.L. 2009, c. 335.

The total amount of funding available for this program in Fiscal Year 2019 (FY 2019) is \$1,000,000. We estimate four grant awards to be funded at approximately \$250,000 each, contingent upon available funding. The grant is expected to be for a 12-month period and is estimated to begin on January 1, 2019.

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

## **D. ELIGIBLE APPLICANTS**

This targeted, competitive opportunity is designed to provide training and placement services to participants in occupations as outlined in this NGO. The following organizations are eligible to apply as the lead agency:

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

PLEASE NOTE: If a labor organization or employer/contractor is not the lead agency, the applicant is required to partner with at least one of these entities to ensure a pathway for placement.

## **E. TARGETED POPULATION**

Outreach and recruitment efforts should focus on participants age 18 or older. Possible sources could include One-Stop Career Centers (OSCCs), those underemployed or unemployed, adult evening programs at vocational/technical institutions, community and faith-based organizations, successful graduates from the New Jersey Youth Corps and Youth Transitions to Work (YTTW) programs, community college graduates, college dropouts, etc.

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

- Be a female residing in New Jersey;
- Be at least 18 years of age at the time of enrollment;
- Possess a high school diploma or High School Equivalency (HSE) diploma;
- Possess a valid driver's license;
- Score a minimum 7<sup>th</sup> grade level on the Test of Adult Basic Education (TABE);
- Demonstrate a legitimate interest in pursuing a career in the building and construction trades; and,
- Be drug-free throughout the training and placement.

All participants of the training program MUST be registered with an OSCC, enrolled in the Workforce Innovation Opportunity Act (WIOA) program and offered appropriate services such as interviewing skills, resume writing, career exploration, etc.

## **F. PROGRAM OUTCOMES**

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

- All participants will engage in all components of the program.
- A minimum of three industry valued credentials must be earned.
- Graduate a minimum of 90% of the participants from the training program.
- A minimum of 90% of program graduates will be placed into, registered apprenticeship programs or quality construction jobs which are defined as construction jobs with a pay rate that is at least 51% above the state minimum wage.

## **G. PROCEDURES FOR ELIGIBLE ENTITIES TO APPLY FOR GRANT FUNDS**

All grant proposals must establish a lead agency. The lead agency serves as the applicant agency of record, the legally recognized fiscal agent for the grant project and the single point of contact for LWD. The lead agency is responsible for overseeing the implementation of all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; outreach and recruitment; and fiscal management. It is essential that the applicant carefully construct result-oriented goals and objectives that support the program's stated goals and objectives, together with the program description and budget, providing a comprehensive plan for the successful accomplishment of the program. The plan shall also include the occupation in which the training will be provided, a summary of the curriculum of the training and clearly outline the number of hours of the training. Proposals that do not meet the above requirements or do not adhere to the potential award amount parameters will be eliminated from consideration.

Applicants under this grant program must provide a narrative describing their organizational capacity, resources, commitment and any demonstrated ancillary program successes in similar type of programs. Applicants must detail their experience in providing construction trades training in the specific occupation(s) for which they are applying. Such information is to be included as part of the applicant's "Organizational Commitment and Capacity" section of this application. Please refer to page 7 for additional information.

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

The lead agency must partner with trade unions and/or private contractors/employers to ensure the training being provided aligns with the workforce needs of employers and unions and to create a pathway for graduates to be placed in union-sponsored, registered apprenticeship programs or quality construction jobs.

## H. REPORTING AND REQUIREMENTS

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

Monthly narrative and performance reports will include at a minimum the following: participant enrollment; participant attendance; participant demographics; benchmarks achieved; credentials achieved; and program progress, achievements and challenges. The monthly report templates will be provided with the contract.

Reimbursement will be made based on benchmark payments which will be stipulated in the contract. The benchmarks are: enrollment and course start; course mid-point; course completion; and job placement. Requests for reimbursement for program costs must be submitted on the State of New Jersey payment voucher.

Monthly narrative, performance and financial reports are due on or before the 15<sup>th</sup> of each month. A closeout report will be due 30 days from program completion.

All grantees will be subject to on-site technical assistance visits. The purpose of the visit will be to assess progress toward the program goals and the integrity of the program model.

## I. PROPOSAL CONTENT AND CHECKLIST

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

<i>Required</i>	<i>Component</i>	<i>Included</i>
✓	<a href="#">Applicant Title Page</a>	
✓	Activity Plan	
✓	Letter(s) of Commitment from Partner(s)	
✓	Statement of Need	
✓	Organizational Commitment and Capacity	
✓	Training Curriculum and Schedule	
✓	Comprehensive Attendance and Drug Policies	
✓	<a href="#">Budget Summary</a> and Budget Narrative	
✓	<a href="#">Standard Assurances and Certifications General Provisions</a>	

The Program Narrative must meet the following formatting requirements:

- Font – Times New Roman, 12 point;
- Spacing – double spaced;
- Margins – 1” top and bottom and 1” side margins;
- Pages must be numbered – X of X pages, centered at the bottom of the page;
- Charts and graphs are allowed but must be clearly labeled and described;
- Applicant/Organization’s name must be listed on each page;
- Proposals, excluding attachments, should not exceed 25 pages.

Binders or notebooks shall not be utilized for application submissions.

### **Explanation of Program Components**

- 1) [Applicant Title Page – Complete all sections](#) of the form and attach it to the front of the application. Ensure Sections I and II are complete and all information is accurate on the form. The Chief Executive Officer must sign and date the form.
- 2) Activity Plan – An activity plan, including specific objectives and a training plan must be completed. Ensure you include detailed information for each component.
- 3) Letter(s) of Commitment from Partner(s) – A letter of commitment from each local union and/or construction contractor who will be in partnership with the grantee must be submitted along with the application. The letter should indicate the specific activities the entity will be involved in and a willingness to hire graduates of the training program.
- 4) Statement of Need - Demonstrate the need for the project in relation to the NGO. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation may include a demographic description of your targeted area and research specifically relating to construction projects in the targeted area. This should also include projected number of apprenticeship opportunities with unions and construction employers within the targeted area and the surrounding area.
- 5) Organizational Commitment and Capacity – Applicants need to describe their commitment to addressing the conditions and/or needs identified, including the organizational support that exists for implementing the proposed project. The applicant must also state they have the management information system (MIS), equipment and capacity needed to properly track and report participant demographic and performance data to LWD and demonstrate the ability to complete all required monthly reports and requests for information in accordance with protocol and timelines established by LWD. The applicant should also describe what experience they have had in conducting construction-related training. Additionally, the applicant should focus on how previous experience will be applied to ensure successful implementation of the proposed project.
- 6) Training Curriculum and Schedule – It is required that each applicant submit with this proposal a curriculum outlining the components within this section of the NGO and the



associated hours for completion of each component. The training curriculum should be focused on basic skills instruction, workforce readiness instruction and occupation-specific construction trades training to allow participants to be better prepared to take and pass the entrance examinations for the building and construction trades and be adequately qualified to enter an apprenticeship program or hired into a quality construction job. Proposals which include training which leads to industry-recognized certifications will be given special consideration. Examples of such certifications include: OSHA10 Safety Training, EPA Lead-Safe Training, etc. The curriculum must list the specific construction trades occupation(s) individuals will enter once they complete the training. TABE testing must take place for all students prior to acceptance into the training program and at the conclusion of instruction. Field trips to union training centers and/or worksites should be part of the curriculum, but does not count toward the number of hours of training unless hands-on training is included.

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

- 7) [Budget Summary](#) – The Budget Summary must be completed. The summary must also include a budget narrative explaining all monetary and non-monetary funding sources or resources within the budget. The maximum cost for training is \$5,000 per participant. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.
- 8) [Standard Assurances and Certifications and General Provisions](#) – Carefully review and sign these documents and include all pages in your grant proposal. The signature of the Chief Executive Officer, on pages 5 and 16, indicates the organization's acceptance of these provisions.

### **Award Process:**

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

### **Panel Review Process:**

All applications are subject to a department panel review and final approval by the Commissioner of LWD. The panel review date is expected to occur the week of November 26, 2018. Applicants will be notified of the decision by LWD within 30 days of the application due date.

**Evaluation Criteria**

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

To be considered, a Title Page and the Standard Assurances and Certifications and General Provisions must be signed and dated.

<b>Evaluation Criteria</b>	<b>Total Points</b>
<p><b><i>Program Narrative and Training:</i></b></p> <ul style="list-style-type: none"> <li>• Compelling statement of need</li> <li>• Summary of training curriculum and alignment with NGO</li> <li>• Training focused on identified union construction needs in New Jersey</li> <li>• Letter(s) of commitment from partner(s)</li> <li>• Organizational commitment and capacity describes past experience and includes information about their MIS</li> </ul>	40
<p><b><i>Program Plan:</i></b></p> <ul style="list-style-type: none"> <li>• Activity Plan adequately addresses the grant objectives</li> <li>• Strategy to ensure participant program completion and placement in a construction apprenticeship program</li> <li>• Attendance and drug policies submitted and comprehensive</li> </ul>	40
<p><b><i>Budget Summary and Budget Narrative:</i></b></p> <ul style="list-style-type: none"> <li>• Budget is reasonable</li> <li>• Budget is within the cost guidelines of the NGO</li> <li>• Budget Summary aligns with Budget Narrative</li> <li>• No calculation errors</li> </ul>	20

**J. ADDRESS TO WHICH PROPOSALS MUST BE SUBMITTED**

Two originals and two copies of the application must be delivered to:  
 Deborah Darbee, Chief  
 New Jersey Department of Labor and Workforce Development  
 Division of Workforce Development and Economic Opportunity  
 ATTN: Women in Construction Trades Program  
 1 John Fitch Plaza – 7th Floor  
 P.O. Box 055  
 Trenton, New Jersey 08625-0055

Postmarks are not acceptable evidence of timely submission; receipt by the due date and time is required. Applicants are encouraged to hand-deliver the application to the address above, send the application by Certified Mail, Return Receipt Requested or arrange for delivery by an overnight delivery service to ensure timely delivery and receipt of the application.

Note: Applicants must also have prepared and have available upon request by LWD an electronic version of the application package (utilizing MS Word and MS Excel, not PDF).

## **Technical Assistance**

LWD will provide technical assistance upon request. Requests for technical assistance should be directed to Lauren Kremper-DiFilippo at:

[Lauren.Kremper-DiFilippo@dol.nj.gov](mailto:Lauren.Kremper-DiFilippo@dol.nj.gov).

## **K. APPLICATION SUBMISSION DATE**

Grant applicants must submit their proposal by 12:00 p.m. (noon) on Tuesday, November 13, 2018.

**All proposals received after the deadline will not be reviewed or evaluated. Consequently, they will not be eligible for award consideration. The responsibility for a timely submission rests with the applicant.**

## **L. DATE BY WHICH APPLICANTS SHALL BE NOTIFIED**

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