

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

**HIGHWAY CONSTRUCTION TRADES TRAINING
PROGRAM FOR WOMEN AND MINORITIES**

**NOTICE OF GRANT OPPORTUNITY
2006 - 2007**

**David J. Socolow
Commissioner
November 2006**

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

NOTICE OF GRANT OPPORTUNITY - TITLE PAGE

| | | |
|---|---------------------|---|
| <u>SECTION I:</u> | <u>FY 07</u> | |
| TITLE OF NGO: <u>Highway Construction Trades Training Program for Women and Minorities</u> | | |
| DIVISION: <u>Business Services</u> | | |
| OFFICE: <u>Workforce Initiatives</u> | | |
| <u>SECTION II:</u> | | |
| NAME: _____ COUNTY: _____ | | |
| APPLICANT AGENCY | | |
| ADDRESS | | |
| CITY | STATE | ZIP |
| SCHOOL NAME | | |
| PREVIOUS FUNDING: Has this agency received funding from the NJ Department of Labor and Workforce Development within the last two years of submission of this application. YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| PROJECT DIRECTOR (Please print or type name): _____ | | |
| TELEPHONE NUMBER: (____) _____ FAX#: (____) _____ | | |
| E-MAIL _____ | | |
| ALTERNATE CONTACT: _____ PHONE#: (____) _____ | | |
| E-MAIL _____ | | |
| DURATION OF PROJECT: FROM: _____ TO: _____ | | |
| TOTAL AMOUNT OF FUNDS REQUESTED: \$ _____ | | |
| APPLICATION CERTIFICATION: <i>To the best of my knowledge and belief, the information contained in the application is true and correct.</i> | | |
| SIGNATURE | TITLE | DATE |
| _____ (Please print or type name) | | |
| <u>*FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT CONSTITUTES A VIOLATION OF THE NGO AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.</u> | | |
| <u>SECTION III:</u> | | |
| SEND OR DELIVER PROPOSALS TO: NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT JOHN FITCH PLAZA ATTN: MARY FITZGERALD, ASSISTANT DIRECTOR PO BOX 933, 7 TH FLOOR TRENTON, NJ 08625-0933 | | APPLICATIONS MUST BE RECEIVED BY: 4:00 p.m. ON 12/20/06 |
| <u>NO FACSIMILE SUBMISSION WILL BE ACCEPTED.</u> NO LATE APPLICATIONS WILL BE ACCEPTED REGARDLESS OF THE DATE POSTMARKED. NO ADDITIONAL MATERIALS CAN BE SUBMITTED AFTER RECEIPT OF THIS APPLICATION | | |

HIGHWAY CONSTRUCTION TRADES FOR WOMEN AND MINORITIES

NOTICE OF GRANT OPPORTUNITY

2006 - 2007

BACKGROUND

In October of 2006, the Department of Labor and Workforce Development entered into a Memorandum of Understanding (MOU) with the Department of Transportation, Division of Civil Rights and Affirmative Action to develop, and oversee a program to train women and minorities in highway construction trades.

The Department of Labor and Workforce Development (LWD) has been administering similar programs for other government agencies since 2002. In addition, the department has historically been a leader in facilitating workforce training and reemployment programs on a statewide basis. In 2006, the Department of Labor and Workforce Development conducted an extensive review and evaluation of previously funded apprenticeship programs which were focused on the building and construction trades. The purpose was to identify barriers and define best practices. This NGO incorporates those lessons learned.

The primary outcome of this program is to increase apprenticeship opportunities for women and minorities in those building trades normally associated with federal highway construction funding. Such trades include Laborers, Carpenters, Electricians, Iron Workers, Operating Engineers, Dock Builders, Truckers, and other skilled craft employment.

MISSION, GOAL, and STRATEGY

The mission of the program is to effect positive changes in the demographics of those recruited, trained, and hired in the highway construction industry.

The goal is to increase the number of women and minorities working in the construction trades, specifically those trades involved in highway construction,

through the placement of 50% of program graduates into union sponsored apprenticeship programs.

The strategy to be used to reach that goal will be to place women and minorities into structured training programs leading to enrollment into registered apprenticeship opportunities within the construction industry.

This grant opportunity also encourages the recruitment of women and minority veterans to provide them an opportunity for employment in union and non-union apprenticeship programs. Meeting the labor market demands for the construction trades with qualified veterans will assist these veterans in reintegrating into meaningful careers and will also benefit the industry by providing a pipeline of employees with identifiable and transferable skills as well as the proven ability to learn new skills. Significantly, due to their military experience, women and minority veterans may not need to participate in a pre-apprenticeship academic training program in order to take and pass the entrance examinations.

PROGRAM STRUCTURE

This Highway Construction Trades Training Program will provide women and minorities who are interested in pursuing a career with the highway building and construction trades, and who meet the minimum student participation requirements, an opportunity to participate in a training program where the curriculum will focus on academic preparation. This training will prepare participants to take and pass the entrance examinations. The secondary focus of the curriculum should be on job readiness, interviewing skills, life skills and career exploration. Many building trades representatives have recommended that very little or no focus be placed on vocational, hands-on training.

The key component to the success of the program is the participation of the local building and construction trades. Only those proposals that clearly demonstrate the existence of a strong, well established and described relationship with the local trade unions or highway contractors will be considered for funding. Due to limited funding, the department is suggesting the leveraging of resources. To that end, LWD would encourage grantees to work closely with the local One-Stop Career Centers, and local Workforce Investment Boards. The One-Stop Career Centers offer an array of no-cost services that could be leveraged by the grantee including recruitment, assessment, and testing (i.e. TABE, etc.). These resources should be incorporated into your proposal. In addition, all program participants must be registered at their respective One-Stop Career Centers. Additionally, individuals who apply, but are not selected for program participation, must be referred to the One-Stop Career Center to take advantage of career counseling, job search assistance, and alternate training, if qualified.

PROPOSAL CONTENT

The proposal should contain, at a minimum, the following:

- Clearly defined roles for each partner identified within the proposal
- An outline of the goals and objectives of the program including specific numbers of recruits, number of graduates, and number of placements
- A well thought out budget and a detailed budget narrative
- A list of other resources, both in-kind or cash, that will complement the grant funding
- A schedule of monthly meetings involving all grant partners
- Procedures for developing corrective action plans when, and if, required
- Minimum requirements for participant acceptance in the program
- A letter of cooperation and intent to hire graduates or place them in registered apprenticeship programs from at least 2 local unions or other apprenticeship providers and 1 private highway contractor doing work in your region. The letter should include details on the anticipated demand for new apprentices.
- Detailed information on class recruitment, including start and end dates and the relationship between those dates and apprenticeship application dates.
- When applicable, a copy of the training curriculum planned for participants

NOTE: Training classes should run in conjunction with local apprenticeship application/testing times so there is no lag between graduation and application for the students.

REQUIREMENTS FOR STUDENT PARTICIPATION

Based on previously funded projects that were successful in preparing participants for employment in the building trades, LWD recommends that the participants meet, at a minimum, the following criteria:

- Be 18 years of age or older at the time of graduation from the program
- Possess a high school diploma or be able to obtain a GED prior to graduation from the program
- Possess a valid driver's license or be able to obtain one prior to graduation from the program (see license restoration section)
- Be drug free
- Score a minimum 7th grade level on the Test of Adult Basic Education (TABE)

- Must identify three trades of interest and make application to all

OUTREACH AND RECRUITMENT

All proposals must clearly identify the total number of potential participants that will be recruited. The program should target women and minorities. Recruitment sources may include: graduating high school students, underemployed, and unemployed workers, comprehensive high schools, vocational/technical schools, community colleges, One Stop Career Centers, veterans of the military service, and community or faith-based organizations.

The Grantee should conduct an orientation for all pre-screened individuals to ensure program requirements are met, and training requirements are understood prior to the start of training. The orientation should clearly state the start and end dates of the class, the attendance policy, student participation requirements, and stipends. All candidates must clearly understand the commitment they are required to make in order to participate in the program.

CASE MANAGEMENT AND SUPPORT SERVICES

Case management is the one of the key elements to the success of the program. It is important that this role be filled by an individual with the following skills, knowledge, and abilities:

- Be familiar with the full range of services available through the One-Stop Career Center as well as area social services and community resources
- Ability to develop a working relationship with the One-Stop Career Center
- Ability to develop a working relationship with building trade representatives and union personnel
- Ability to establish relationships with the program participants and meet with them regularly to track progress and address problems
- Ability to coach students in the selection of at least 3 trade interests that offer the most opportunity for enrollment
- Ability to develop student employment plans for each participant outlining their interests, goals, test results, and progress in training
- Case managers should attend participant training sessions

PARTICIPANT STIPENDS

The Highway Construction Trades Training Program grants will allow for a \$50 weekly stipend to be paid to participants who are enrolled, and actively participating in the training program. The payment of stipends should be based on the participant's attendance, progress, and performance in the training component during each payment period.

DRIVER'S LICENSE RESTORATION

Grant funds can be utilized to provide financial assistance to participants needing restoration of their driving privileges. The Department recommends that no more than 10% of the total individuals recruited for program participation be allowed to enter training without a valid driver's license. Prior to being accepted into the program, participants must establish proof of their ability to have their driver's licenses restored within the timeframe of the class, and have the ability to match the State contribution toward the restoration. The maximum level of assistance for driver's license restoration is \$1,000 per participant.

MENTORING ASSISTANCE

As part of the Highway Construction Trades Training Program for Women and Minorities, the Department of Labor and Workforce Development has established a mentoring assistance component. Funds will be available to eligible sponsors of union and non-union apprenticeships to subsidize a portion of the additional costs associated with apprenticeships. Mentoring tasks or other apprentice-related expenses usually include such things as job shadowing by journey workers, occupational health and safety training, field evaluations, counseling, books, materials, tools, classroom related instruction costs, etc. The maximum subsidy available for each apprentice is \$5,000. This component will be administered separately from this NGO process. Detailed information including eligibility requirements and the application process will be provided upon approval of your grant request.

REPORTING REQUIREMENTS

Grantees will be required to complete the following two reports:

- A monthly program report, due by the 10th of each month, that lists all the activity of the program, specifically;

- Numbers recruited
 - Names and Social Security numbers for selected participants
 - Names and Social Security numbers for those applicants not selected but referred to One-Stop Career Center for other workforce development services
 - Training class start date(s), if applicable
 - Names and Social Security numbers of graduates
 - Case management services including GED's obtained, drivers license restorations, and other services
 - An explanation of why and what case management services were offered to students who dropped out from the program
 - Minutes of the monthly meetings along with sign in sheets
 - A list of those graduates placed in union and non-union apprenticeships along with the name of the sponsor
- A closeout report that includes a compilation of all the monthly reports including a full year financial report. The closeout report should also include detailed information on each graduate including:
 - The students' job status at the time of recruitment
 - Approximate salary at the time of recruitment
 - Whether a student is a member of any targeted groups that consistently face barriers to employment including public assistance recipients, food stamp recipients, or prior incarceration.
 - The students' family status (married, children, etc.)
 - The students' new wage
 - Name of union or employer

The reporting forms will be provided and explained upon approval of your request for funding.

PROPOSAL 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 will not be limited to the following:

- Demonstrated ability to form partnerships with trade unions that will result in the acceptance of participants into registered apprenticeships
- Documented commitment from trade unions of their full participation which should taking part in the recruitment and selection process
- Clear description of roles and responsibilities of both the training provider(s) and trade union(s) with a focus on a mutual understanding and agreement of the programs goals and objectives

- Documented commitment from trade unions and/or employers that ensures their willingness and plans to accept specified numbers of graduates into registered apprenticeships
- Integration of other resources including multiple sources of funding and/or in-kind services such as those offered through the One-Stop Career Center system

BENCHMARKS FOR EVALUATION

It is expected that each grantee meet the following benchmarks:

- The actual number of students enrolled in the program must meet the original number outlined in the proposal
- At least 85% of participants enrolled in the program must meet the requirements for student participation
- At least 85% of enrollees will successfully complete the program
- No more than 10% of the total participants involved in the program will receive assistance with driver's license restoration
- Demonstrated ability to place 50% of program graduates into registered apprenticeship programs
- An up-to-date comprehensive description of each highway construction trade and union, including all relevant testing and entry requirements, will be completed for use by program staff and participants prior to the start of the first training cycle

PROGRAM OUTCOMES

Below is a list of positive outcomes for the program; they are listed in priority order:

- Union sponsored registered apprenticeships
- Non-union sponsored registered apprenticeships
- Quality highway construction jobs

NOTE: NON-DISCRIMINATION CLAUSE

LWD assures that no person shall on the grounds of race, color, national origin, age, sex or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities as provided by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987 and other Federal civil rights laws.

GRANT APPLICATION INSTRUCTIONS

Proposals submitted to the Department of Labor and Workforce Development must include the following components, utilizing the same headings and sequence listed below. Pages must be numbered. The grants awarded will be for a 12-month period.

Application Cover Page

Complete the Grant Application Cover page included in the appendix identifying the grant applicant, contact person, FEIN and the amount of funding requested. Be sure to include phone, fax and e-mail contact information.

Program Abstract

Include a brief (no more than 2 pages) description of the program that provides a synopsis of proposed activities for the grant year, a description of the program partners' roles, projected number of participants and major activities.

Area Building Trades

Letters of support from the area building trades council, local labor unions, and organizations representing highway contractors from the regional area.

Area Construction Industry Employers

The proposal must include at least one letter of support from a highway construction employer doing business in your regional area.

Description of Partnership

A complete description of the applicant's program experience, a description of leveraged resources including existing local services such as transportation services, child care, adult basic skills programs and GED programs, is required. Describe how the partners will fulfill the goals proposed such as number recruited, number graduated, number of union apprenticeship placements, and number of construction jobs.

Schedule of Training

A complete schedule of classes must be listed including recruitment deadlines, class start and end dates, and the relationship of those dates to the application/testing dates of the local trades.

Targeted Population

Include a statement that the program will increase the number of women and minorities working in the construction trades, specifically those trades involved in highway construction, and a related group will be the identification and placement in construction employment of women and minorities who are classified as military veterans and who may have had previous military training or experience in the construction trades.

Program Description

This section of the proposal must specify all activities proposed. The following items and a brief description of each must be included.

- Program Structure
- Outreach and Recruitment
- Case Management and Support Services
- Training Program Curriculum
- Program Outcomes
- Participant Stipends
- Driver's License Restoration

All statements in this section must include actual numbers by category.

Program Assurances

Provide a statement that the applicant agrees to the following reporting requirements:

Monthly financial reports by the 10th of each month, in a format prescribed by LWD

Monthly program reports by the 10th of the month, in a format prescribed by LWD

A close out report and financial report, in a format prescribed by LWD, to be submitted within 60 days of the end date of the grant

Budget

The budget must relate to the activities and program components described in the proposal and must include the following:

Budget Detail – A sample budget form is attached. The budget must include:

Personnel Services: salary and fringe benefits for each individual employed by the fiscal agent and being paid under this grant

Professional Services: include the cost of other entities, or individuals providing services under the grant

Non-Personnel Costs: include such items as driver's license restorations, transportation, training supplies, etc.

Participant Stipends: Include the total amount of incentives for the entire program.

Budget Summary must detail the actual calculation and explanation of each of the amounts listed on the Budget Detail page.

Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.

Provide an explanation, based on the budget, of how the grant amount requested is in compliance with the requirement that not less than 50% of the funds are used for direct training and employment and training support services.

**State of New Jersey
Department of Labor and Workforce Development**

**HIGHWAY CONSTRUCTION TRADES TRAINING PROGRAM
FOR WOMEN AND MINORITIES**

GRANT APPLICATION COVER PAGE

Name and address of the applicant

Legal status of the applicant agency

Contact person name, phone and fax numbers and e-mail address

Federal Employer Identification Number (FEIN)

Amount of funds requested

Name and Title of Chief Executive Officer

Signature and Date

HIGHWAY CONSTRUCTION TRADES TRAINING

BUDGET

| Budget Item | Annual Rate | FTE based on time spent on this grant | Program Costs |
|------------------------------|-------------|---|---------------|
| <u>Personnel</u> | | | |
| <hr/> | | | |
| <i>Total Personnel</i> | \$ | \$ | \$ |
| <u>Fringe Benefits</u> | | | |
| <hr/> | | | |
| <i>Total Fringe Benefits</i> | \$ | \$ | \$ |
| <u>Professional Services</u> | | | |
| <hr/> | | | |
| <i>Total Professional</i> | \$ | \$ | \$ |

Non-Personnel Costs

| | | | |
|-----------------------------------|-----------|-----------|-----------|
| <i>Total Non-Personnel</i> | \$ | \$ | \$ |
|-----------------------------------|-----------|-----------|-----------|

Participant Stipends

| | | | |
|--|-----------|-----------|-----------|
| <i>Total Participant Stipends</i> | \$ | \$ | \$ |
|--|-----------|-----------|-----------|

| | | | |
|---------------|-----------|-----------|-----------|
| Totals | \$ | \$ | \$ |
|---------------|-----------|-----------|-----------|