



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

**Pre-Apprenticeship in Career Education (PACE)
Program**

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2019**

Announcement Date: January 14, 2019

Letter of Intent Acceptance Beginning: January 14, 2019

Technical Assistance Workshop: January 28, 2019 and February 5, 2019

Application Acceptances Begin: January 23, 2019

Funding Amount: \$3,000,000

**Robert Asaro-Angelo
Commissioner**

Pre-Apprenticeship in Career Education (PACE) Program FY2019 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 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 Grant Opportunity”.

A. Name of Grant Program

Pre-Apprenticeship in Career Education (PACE) Program

The PACE Program is a competitive grant offered by the Department of Labor and Workforce Development (LWD).

Introduction

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

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

In October 2018, the New Jersey Department of Labor and Workforce Development released a Notice of Grant Opportunity [Growing Apprenticeships in Nontraditional Sectors \(GAINS\)](#). The PACE program is the logical predecessor component to developing a pipeline of qualified individuals seeking placement in an apprenticeship program, economically sustainable workplace, and/or post-secondary education.

B. Purpose of the Grant

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). The purpose of the PACE Program is to prepare individuals to enter and succeed in [Registered Apprenticeship](#) programs. These pre-apprenticeship programs have a

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

documented partnership with at least one Registered Apprenticeship program sponsor 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 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 PACE Program also seeks to eliminate economic barriers commonly associated with an individual's inability to invest in skills training and work readiness. In order to mitigate these barriers, the PACE Program encourages the use of stipend payments for all pre-apprenticeship program participants. This NGO provides funding for stipends. **PACE will also provide funding for paid STEM Internships**, as defined in this NGO, to stimulate skills training in high-demand STEM related occupations. STEM internships refer to occupations that require education in science, technology, engineering, and mathematics (STEM) disciplines.

Applications will be evaluated on the strength of the career pathway and partnerships proposed, the quality of programming proposed, and the lead applicant's organizational capacity to implement the proposal.

All applicants should demonstrate their ability to ensure participants are able to acquire measurable skill gains as verified through regular progress reports.

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 PACE program can provide a pipeline of candidates for those registered apprenticeship programs funded through GAINS. To learn more about these grantees, contact apprenticeships@dol.nj.gov.

C. Mission, Goals and Objectives

Mission

The mission of the PACE Program will be to better align secondary, post-secondary, adult education and occupational training to meet labor demands unique to New Jersey and develop career pathways that lead to economically sustainable wages. Pre-apprenticeship programs

funded through the PACE Program will provide education and training that leads to one of the following outcomes:

- Admission into a US DOL Registered Apprenticeship Program
- Admission into a post-secondary college, or occupations specific career training program
- Employment with a starting wage of not lower than \$12 per hour

Goals

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

- Create a pipeline of qualified individuals that move from pre-apprenticeship programs to Registered Apprenticeship, employment, or post-secondary career pathways;
- Expand Registered Apprenticeship opportunities to New Jersey residents, including the underrepresented, disadvantaged, or low-skilled populations; and
- Increase the New Jersey labor supply with a larger pool of qualified workers who possesses the skills and qualifications necessary to receive and maintain employment

Objectives

The LWD has established the following objectives for the PACE Program:

1. Increase the number of pre-apprenticeship programs in NJ;
2. Develop more pre-apprenticeships opportunities that target high-growth, high-vacancy, or emerging regional sectors, industries, and occupations;
3. Increase the number of pre-apprentices in NJ;
4. Improve job prospects for all New Jersey residents;
5. Remove economic barriers to training and employment (childcare, transportation, etc.)
6. Provide training that leads to certifications, licenses and/or college credits;
7. 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;
8. Provide greater employment opportunities for members of underrepresented groups unemployed/dislocated workers, students;
9. Assist small businesses with developing quality training programs;
10. Develop a highly-skilled workforce that possesses the skills and qualifications demanded by businesses in NJ;
11. 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;
12. Increase the number of professional credentials for residents in NJ.
13. Increase employment opportunities for residents in existing or new apprenticeable industries;
14. Recognition of registered apprenticeship as a key component of New Jersey's Workforce Readiness System.

Eligible Funding Components

Program Development and Administration – Under the PACE 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, supplies and materials, and other direct costs as defined on page 19. All programs must be created to achieve at a minimum one of three (3) Quality Placement outcomes:

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

- Placement into a USDOL registered apprenticeship program;
- Job with an employer in an occupation that is related to the training received in the pre-apprenticeship training program that pays not less than \$12 per hour; or
- Placement into a post-secondary educational/training program that is consistent with the learning acquired during the pre-apprenticeship program.

Pre-Apprentice Stipend Program – Applicants shall be eligible to include stipend funding on the behalf of their pre-apprenticeship program participants, based on participants reaching program milestones not less than two-week completion increments. 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.

Science, Technology, Engineering, and Math (STEM) Internship Stipend – Applicants of this grant program are also eligible to apply for funding on the behalf of their program participants for STEM internships with organizations consistent with their career pathway. All stipends funded under this program must be consistent with the participant’s *Career Pathway*, and meet the *Quality Internship* as defined in the subsequent section.

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.

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 US DOL registered apprenticeship program, the individual receives an industry informed and nationally recognized credential from US DOL. More information on Registered Apprenticeship can be found [here](#).

Pre-apprenticeship—a program or set of strategies 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 USDOL registered apprenticeship program (required for every grantee to place a minimum of 25% of program graduates);
- Job with an employer in an occupation that is related to the training received in the pre-apprenticeship training program that pays not less than \$12 per hour; or
- Placement into a post-secondary educational/training program that is consistent with the learning acquired during the pre-apprenticeship program.

Quality Internship – A Quality Internship, for the purpose of this NGO is defined as an internship that adheres to the following criteria:

- The internship does not constitute an employment relationship, and therefore would not fall under the purview of Fair Labor Standards Act;
- The internship (even though it includes the actual operation of the employer's business) should be similar to training given in an educational environment;
- The internship experience is for the benefit of the intern, not the employer;
- The intern should not displace regular employees but work under close supervision of existing staff;
- The employer that provides the training should derive no immediate advantage from the activities of the intern and (on occasion) its operations may actually be impeded;

- The intern is not necessarily entitled to a job at the conclusion of the internship;
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship. However, the intern would be eligible to receive a stipend from funding through this NGO.

Quality Pre-Apprenticeship Program Elements

The following required 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 required elements:

- 1. 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), a job following the pre-apprenticeship program related to the training/learning obtained through the program paying at minimum \$12 an hour, or a related post-secondary career pathway;
- 2. Strategies for Long-Term Success.** Programs that increase Registered Apprenticeship opportunities, employment opportunities and post-secondary opportunities for under-represented², disadvantaged, or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s), employment opportunities and post-secondary opportunities defined in this NGO as a *Quality Placement* and include the following:
 - Strong recruitment strategies focused on outreach to populations under-represented;
 - Educational and workforce preparation activities that prepare individuals 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

² 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.

the Registered Apprenticeship program. Applicants are encouraged to 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

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 individuals;

5. Meaningful Hands-on Training that does not Displace Paid Employees. Provides hands-on training to individuals 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; and

6. Facilitated Entry and/or Articulation. When possible, formalized agreements exist with Registered Apprenticeship sponsors that enable individuals who have successfully completed the pre-apprenticeship program to enter directly into a 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 post-secondary institutions to award college credit for participation in pre-apprenticeship, and employer agreements for individuals who are hired at \$12/hour following completion of the program.

Targeted Industry Clusters

Pre-apprenticeships that target high-growth, high-vacancy, or emerging regional industries are highly encouraged. These industry clusters include, but are not limited to the following:

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

Targeted Populations

This funding opportunity seeks proposals for pre-apprenticeships that strengthen access to registered apprenticeships for individuals seeking career development leading to registered apprenticeship opportunities, including low-income and under-served individuals, 16 years of age or older, and not currently in full-time employment. Pre-apprenticeships that target high-growth, high-vacancy, or emerging regional industries are highly encouraged. This funding opportunity will result in a one-year contract with the possibility for extension.

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 populations.

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

Applicants are required to submit within their application the expected outcomes for their pre-apprenticeship program. By the end of the contract period, at a minimum, applicants are expected to:

- Graduate at least 80% of pre-apprenticeship program graduates;
- Place a minimum of 80% of pre-apprenticeship program graduates into a Quality Placement, as defined in this NGO;
- Place a minimum of 25% of the pre-apprenticeship program graduates into Registered Apprenticeship Programs.

D. Availability and Awarding of Funding

Funding for this program is expected to be \$3,000,000 for FY2019, and is contingent upon the availability of funds. The anticipated length of the contract period is 12 months unless otherwise extended or reduced at the discretion of the LWD. LWD seeks to fund multiple programs throughout the program year. LWD reserves the right to negotiate the costs of all training programs upon award selection. The payment structure for all contracts will be cost reimbursement.

Award amounts will vary based on proposals with average awards in the \$100,000-\$400,000 range for a one-year grant period with the possibility for extension. LWD will consider applications above or below the award range that contain a strong justification. The funding available for this pre-apprenticeship initiative may come from State Apprenticeship funds or other sources.

Awardees of these initial contracts may also be eligible for a one-year renewal (entire contract duration equal to two years), based on program performance (Quality Placements achieved) and availability of funds. Program budgets submitted as part of the proposal are not final until contract execution.

All submissions must include the required documents and information as outlined in this NGO. Final determination for funding is contingent upon authorization and fund availability.

E. Eligible Entities/Applicants

To implement the PACE Program, LWD 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, LWD 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;
- [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 vocational schools within New Jersey;

- Public high schools within New Jersey;
- Two- and four-year institutions of higher education;
- Public or private non-profit organizations (including Community Based Organizations);
- Business or trade organizations representing a particular trade, group of trades, contractors or employers;
- Community-based organizations;
- New Jersey local Workforce Development Boards;
- Economic development organizations;
- Local governments within New Jersey;
- County governments within New Jersey;
- Any other private educational or training entity.

F. Evaluation Criteria

All applicants, regardless of whether they received grant funds from LWD in the past³, 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. Any pages exceeding twenty-five (25) will not be considered in the application review process. Additionally, applications that do not adhere to the required sections of this NGO will be viewed as incomplete and not be reviewed.

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.

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- (1) the proposal is not received timely in accordance with the terms of this NGO;
- (2) the proposal does not follow the specified format; and/or
- (3) the proposal does not include all required information.

Greater weight will be given to applications that have a clear linkage to secondary and postsecondary career and technical education (CTE) [programs](#), provide significant registered apprenticeship placement opportunities for program participants, and demonstrate a linkage to Targeted Populations and Targeted Industry Clusters, as defined in this NGO.

³ Current providers will not be allowed to integrate new programming funded through this NGO with existing funded programs.

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 PACE Program can provide a pipeline of candidates for those registered apprenticeship programs funded through GAINS. To learn more about these grantees, contact apprenticeships@dol.nj.gov.

The independent reviewer 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 below. The maximum score to be received is 100.

	<i>Points</i>
<p>Core Partnerships/Relationships Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> ▪ <i>Connections to Registered Apprenticeship programs</i> ▪ <i>Connections to employers interested in hiring program participants (where applicable)</i> ▪ <i>Linkages to post-secondary education (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> 	40
<p>Quality Program Experience Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> ▪ <i>Program serves targeted populations</i> ▪ <i>Engagement in high quality hands-on instruction</i> ▪ <i>Engagement in high quality work-based learning opportunities</i> ▪ <i>Ongoing assessment activities to support program participant</i> ▪ <i>Access to career navigation services during and beyond completion of pre-apprenticeship program</i> ▪ <i>Physical environment supportive of learning</i> 	25
<p>Program Capacity Proposal demonstrates evidence of:</p> <ul style="list-style-type: none"> ▪ <i>Reach to diverse and under-served populations</i> ▪ <i>Evidence of employment demand and career trajectory in pathway</i> ▪ <i>Processes in place for collaborative planning and decision-making with partners</i> ▪ <i>Staffing plans reflect multiple capacities required to support program</i> 	20

<ul style="list-style-type: none"> ▪ <i>Clear connections and opportunities for building on existing pre-apprenticeship program practice</i> ▪ <i>Realistic timeline for planning and implementing work outlined</i> 	
Appropriateness of Budget <ul style="list-style-type: none"> ▪ <i>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 Budget Narrative</i> ▪ <i>No calculation errors</i> 	15
TOTAL POINTS	100

Explanation of Proposal Components

The following required components must be included in your application.

Title Page

Complete all sections of the form and attach it to the front of the application. The Chief Executive Officer must sign and date the form.

Table of Contents

List the various sections of the proposal along with page numbers. Number pages of the proposal in the format X of X.

Standard Assurances/General Provisions

Applicants should carefully review and sign this document and include all pages in your grant proposal. The signature of the Chief Executive Officer indicates the organization's acceptance of these provisions.

Executive Summary

The Executive Summary will provide a brief but comprehensive synopsis of the proposed pre-apprenticeship program application highlighting its key points in relationship to this NGO.

Program Narrative

The Program Narrative will provide details of your proposed pre-apprenticeship program and must include the following required components: Training, Work Experience, Connection to Registered Apprenticeship, Retention Support and Alternative Placements, Required Pre-Apprenticeship Elements, Expected Outcomes, and Administrative Responsibilities. Each of the required components are explained in the following section:

Training

Funded pre-apprenticeships are expected to train participants to meet or exceed the eligibility requirements and core competencies necessary for entry and success in the partnering apprenticeship(s), employment, or post-secondary, including 21st century work-readiness skills.

The following section provides guidelines for PACE participant eligibility. Eligible participants must provide documentation to verify that they meet one or more of the following criteria:

- Are aged 16 years or older
- Are eligible to work in the United States
- Are out of school
- Are registered with Selective Service, if a male 18 years old or older
- Meet one or more of the following barriers at the time of registration:
 - High school dropout;
 - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent completed school year calendar quarter;
 - Returning citizen/Re-Entry/Ex-Offender;
 - A homeless youth or runaway;
 - An individual in foster care/aged out;
 - Pregnant or parenting;
 - An individual with a disability;
 - A low-income youth who has a high school diploma or GED and who is either basic skills deficient or an English language learner;
 - A low-income youth who requires assistance to enter or complete an educational program or to secure and hold employment;
 - Individuals currently unemployed/underemployed.

Applicants are required to ensure all program participants are registered at the local One-Stop Career Center and are aware of all services at the One-Stop. All successful applicants will be required to complete the Workforce Innovation and Opportunity Act (WIOA) eligibility determination form for all participants of the pre-apprenticeship program.

Applicants are expected to align program design and training content to the skills and knowledge needed for success that leads to a Quality Placement.

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

Work Experience

Funded pre-apprenticeships should integrate paid work experiences (via stipend funding through this grant) into the program model. Work experiences are expected to provide participants with the opportunity to practice and reinforce the skills and content learned through classroom-based and other formal training.

Successful applicants will be able to describe the pre-apprenticeship's corresponding work experience(s), how learning and content is connected from formal training to the work experience(s), and what percentage of the requested budget is designated for participant supportive services.

Connection to Registered Apprenticeship

Funded pre-apprenticeships must have an established connection to at least one registered apprenticeship. Additionally, the registered apprenticeship that the pre-apprenticeship program is targeting must be registered and approved with the US Department of Labor.

Successful applicants will be able to provide a copy of letter of support 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 letter of support.

For additional details and guidance on apprenticeship registration, please refer to the [USDOL Apprenticeship](#) website or contact the New Jersey Department of Labor and Workforce Development's Office of Apprenticeship:

Nicholas Toth, Assistant Director
Phone: 609-777-2791
Email: Nicholas.Toth@dol.nj.gov

Connection to Employment Opportunities (where applicable)

Funded pre-apprenticeships 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 \$12/hour.

Successful applicants will be able to provide a copy of letter of support 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.

Post-Secondary Placement after Pre-Apprenticeship Completion (where applicable)

Funded pre-apprenticeship programs will be expected to provide narrative on the connection between the pre-apprenticeship program and specific post-secondary programs for which the participants will be prepared to enter of completion. This includes, but is not limited to: programs of study, partnerships with post-secondary institutions, and any established college credit articulation agreements between the pre-apprenticeship program and the partner institution.

Retention Support and Alternative Placements

Funded pre-apprenticeships are expected to provide 12 months of follow-up services to participants that support retention and success in the partnering registered apprenticeship program or an alternative placement. These services are eligible for funding under this NGO. Follow-up services include, but are not limited to:

- Individual coaching and advising
- Employment
- Childcare Services
- Transportation
- Additional training.

Successful applicants will be able to describe the retention support services that will be provided, including how and for how long, as well as established connections or plans to connect with

alternative placement opportunities. In addition, those selected for award will be required to submit a project schedule containing milestones and benchmarks before the contract will be executed.

Supportive Services

Supportive services reduce barriers to employment for participants and increase their success and retention within both the pre-apprenticeship and the registered apprenticeship or alternative placement. Applicants must indicate how the following optional and required supportive services will be made available to participants.

Required Pre-apprenticeship program elements:

- Approved Training and Curriculum;
- Strategies for Long-Term Success;
- Access to Appropriate Support Services
 - Transportation services (One-Stop Career Centers)
 - Childcare Services (One-Stop Career Centers)
- Promotes Registered Apprenticeship;
- Meaningful hands-on training that does not displace paid employees;
- Facilitated entry and/or articulation (where applicable);
- Paid work experiences and/or job shadowing (via stipend funding through this NGO);
- Occupational skills training relating at a minimum of one of the following: Registered Apprenticeship Program(s), training for employment in a specific occupation, or a post-secondary program of study related to the pre-apprenticeship training;
- Ensure connection and registration to the One-Stop Career Center system;
- Counseling and referrals to appropriate agencies;
- Workforce Readiness Skills training;
- Career awareness and career exploration services.

Optional Supportive Services (include but no limited to):

- Training for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential;
- Paid work experiences;
- Leadership development opportunities;
- Adult mentoring;
- Comprehensive guidance and counseling;
- Financial Literacy;
- Entrepreneurial skills training;
- Activities that help participants prepare for and transition to post-secondary education and training.

Expected Outcomes

Funded pre-apprenticeships are expected to prepare participants for entry and success in registered apprenticeship programs and longer-term career opportunities. Successful applicants will include the following expected outcomes (as outlined on page 10):

- Proposed expected outcomes, including the total number to be enrolled in the pre-apprenticeship program;
- Number of anticipated participants to complete the program,
- Number of placements into a *Quality Placement*, as defined by this NGO.

Administrative Responsibilities

Each applicant must agree to the following administrative responsibilities with the PACE Program. 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.
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 LWD 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 LWD 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 LWD of any issues that arise that might impact the respondent's ability to successfully meet the requirements of the scope of work.

Budget Summary

Applicants are required to submit, at a minimum, a 1-year program budget utilizing the required [Budget Summary](#) form. Should applicants seek multi-year awards, the applicant will have to

submit a budget for subsequent year(s) funding. Program implementation should be inclusive in year one, and full program implementation and *retention activities* (within both the pre-apprenticeship and the registered apprenticeship or alternative placement) effective in year two.

The budget submitted should reflect the total cost of running the proposed program and include all proposed program and operating expenses, including all expenses associated with payments that would be made to participants via stipend funding, both those leveraged and those requested of LWD. Each year's annual budget should fall within the range of \$100,000-\$400,000.

The budget contains line items for administrative and programmatic costs. All costs associated with direct delivery of services to participants are considered programmatic costs, including instruction. Administrative costs are costs not directly associated with service delivery and cannot exceed 10% of the total budget. Successful applicants may be required to submit more detailed budget information at the time of contract negotiations.

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 two weeks and cannot exceed \$150 per week for their participation in the pre-apprenticeship training program, and must not be lower than minimum wage if the stipend amount is divided by the number of contact hours in the 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.

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

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

Key components of the budget summary are listed below:

- Budget is reasonable
- Budget is within the cost guidelines of the NGO
- Innovative usage of other services funding
- Budget Summary aligns with Budget Narrative
- No calculation errors

Miscellaneous Attachments

Miscellaneous attachments are optional, and not required to be completed. In this section, you can submit any additional information or documents that will support your grant application.

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 LWD. 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.

H. Application Process

Successful proposals must be responsive to the NGO and meet all technical capacity and fiscal viability requirements as described.

Letters of Intent

Please submit the Letter of Intent to Submit Proposal found in Attachment I. This form should be emailed to apprenticeships@dol.nj.gov in accordance with the date of submission chart on page 21. This notification allows LWD to have sufficient resources in place to carefully review each proposal.

Letters of Intent must include:

- Legal business name of applicant
- NJ business address and phone number
- Business website address
- County of NJ business
- Federal Employee Identification number (FEIN)
- Dun and Bradstreet number (DUNS)
- Name, title, signature, direct phone number and direct email address of the Authorized Official (AO).
- A brief description of the requested training including the occupational area.

Technical Assistance Workshop

LWD will provide two technical assistance sessions to potential applicants. General guidance on completing the required forms and budget forms will also 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:

First workshop: Monday, January 28, 2019 at 9:30 a.m. On-site registration will begin at 9:00 a.m.

Second workshop: Tuesday, February 5, 2019 at 2:00 p.m. On-site registration will begin at 1:30 p.m.

Both workshops will be held at:

New Jersey Department of Labor and Workforce Development
 13th Floor Auditorium
 1 John Fitch Plaza
 Trenton, New Jersey 08625

Pre-registration is encouraged by 12 noon on Monday, February 4, 2019. To register, click the following link: <https://www.eventbrite.com/e/pre-apprenticeship-technical-assistance-workshop-tickets-53960047956>

Seating is limited and only registered individuals will be able to attend the workshop. Directions to LWD can be found at: <http://lwd.dol.state.nj.us/labor/aboutlwd/Directions.html>.

Proposal Deadline

Submissions will be accepted and reviewed on a rolling basis; awards will be contingent upon the availability of funds. The FY19 schedule for submission of completed applications and the panel review dates are as follows:

<u>FY2019</u>	<u>Letter of Intent</u>	<u>Application Acceptances</u>	<u>Expected Panel Review Begins</u>	<u>Anticipated Award Date</u>
<u>Rounds</u>	<u>Deadline for Letter of Intent</u>	<u>Deadline for Applications</u>	<u>Week of:</u>	<u>Week of:</u>
1	January 30, 2019	January 31, 2019	February 4, 2019	March 4, 2019
2	February 27, 2019	February 28, 2019	March 4, 2019	April 1, 2019
3	March 28, 2019	March 29, 2019	April 1, 2019	May 6, 2019
4	April 29, 2019	April 30, 2019	May 6, 2019	June 3, 2019

Final decisions on award will be communicated to the applicant no later than thirty (30) days following the expected panel review date.

Application Submission Details

Two original applications and five copies of the application can be mailed or delivered to the following address in accordance with the proposal deadline schedule:

NJ Department of Labor and Workforce Development
 Division of Workforce Grant & Economic Opportunity
 Office of Apprenticeship
 P.O. Box 055, 5th floor
 1 John Fitch Plaza
 Trenton, NJ 08625-0055
 Attention: Nicholas Toth, Assistant Director

Applicants shall also submit their applications electronically to apprenticeships@dol.nj.gov

Questions pertaining to this pre-apprenticeship NGO can be directed to James Manning by calling 609-633-6438 or via email james.manning@dol.nj.gov.

The applicant must also have prepared and have available upon request by the LWD an electronic version of the application package (utilizing MS Word and MS Excel).

I. Application Requirements

The application will consist of the following components.

Required	Form
✓	Title Page
✓	Table of Contents
✓	Standard Assurances and Certifications and General Provisions
✓	Executive Summary
✓	Program Narrative
✓	Budget Summary and Budget Narrative
✓	Miscellaneous Attachments

J. Required Reports/Documents

Grantees will be required to complete a monthly activity report, due by the 15th of each month. A monthly report template will be sent to successful applicants who are funded.

The report must list all of the activities of the program, including status on the pre-apprenticeship program, update on the timeline of activities and information pertaining to training of participants, program enrollment, drop-out, and completion data, credentials obtained, and details of placement of participants into registered apprenticeship programs or other job placements. The report should include any barriers you are experiencing which impact the success outcomes of your pre-apprenticeship program.

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

- Name, address, date of birth, age, race, and gender of the participant
- Status on the participant’s performance in the program
- Date participant started registered apprenticeship or other job placement

- USDOL Apprentice Registration number, where applicable
- Apprenticeable occupation of apprentice(s)
- Name, address, and contact information of the sponsor or employer
- [FEIN number of employer/sponsor](#)
- Date employee started apprenticeship or other quality job placement
- Starting salary
- Reports that document each participant's progress toward set skill gain goals.

The performance of awardees will be assessed by LWD on a monthly basis in consideration of contract compliance, performance indicators, and against benchmarks and administrative efficiencies.

A closeout report, due within 30 days from the end of the grant period, will be required. Final reimbursement is subject to submission and acceptance of the final report to LWD.

K. Award Process:

LWD 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. LWD 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 LWD. Reimbursement will be given on a cost reimbursement basis for actual expenses incurred during the contract/grant period. The Division of Workforce Development will closely monitor the grants.

For information, contact:

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

Contact: Nicholas Toth, Assistant Director, Office of Apprenticeship
 Telephone: (609) 777-2791
 Email: Nicholas.Toth@dol.nj.gov

L. Date by which Applicants shall be notified

LWD 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 thirty (30) business days following panel review. LWD reserves the right to exceed the thirty (30) day award notice deadline should the application be deemed as incomplete.

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, LWD will enter into negotiations concerning items such as program components, staffing and funding levels, and administrative systems. If subsequent negotiations do not result in an agreement between the applicant and LWD, LWD 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 State of New Jersey's System for Administering Grants Electronically (SAGE). This contract will provide the grantee with spending authority for the term of the contract. Grantees are not authorized to expend funds before or after the contract period as shown on the contract.

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

Attachment I.

(On your organization's letterhead)

Date:

New Jersey Department of Labor and Workforce Development

Attn: Nicholas Toth, Assistant Director

RE: Letter of Intent to Submit

Dear Mr. Toth:

I submit this Letter of Intent to notify LWD of _____ (Organization's Name) intent to submit a proposal in response to the PACE Notice of Grant Opportunity.

_____ (Organization's Name) proposes to request funding to administer a pre-apprenticeship program focused on training for the following registered apprenticeship occupation(s): _____.

_____ (Name of Individual) will be our main point of contact for the purposes of the application process and can be reached at:

(Phone Number)

(Mailing Address) (Email Address)

Sincerely,

(Name)

(Title)

Include within the letter the additional data that is required as outlined on page 20 of the NGO.

Attachment II.

Tax Clearance Certificate

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

State of New Jersey W-9 Form

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

Development Subsidy Job Goals Accountability Act

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

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