

# **New Jersey Offshore Wind Safety Training Challenge**

## **Notice of Funding Availability**

### **INTRODUCTION**

The New Jersey Offshore Wind Safety Training Challenge is seeking solutions to establish a Global Wind Organization (GWO) certified Basic Safety and Sea Survival Training program, including a supporting facility, in New Jersey to prepare local workers for jobs in offshore wind. Through this Challenge, the Office of the Secretary of Higher Education (OSHE), located at 1 John Fitch Plaza, 10th Floor, Trenton, NJ 08625, with support from the New Jersey Economic Development Authority (NJEDA), located at 36 West State Street, Trenton, NJ 0862, will select a winning proposal to be awarded a grant of up to a \$3 million to support implementation of the chosen solution.

The funding schedule is as follows:

March 1, 2021	Notice of Funding Availability Published in New Jersey Register
April 23, 2021	Deadline for Submitting Questions
April 30, 2021	Deadline for Proposals from Applicants
June 15, 2021	Applicants Notified No Later Than This Date
June 25, 2021	Initial Disbursement to Winning Applicant

### **BACKGROUND**

Governor Murphy’s economic development plan, “The State of Innovation: Building a Stronger and Fairer New Jersey Economy” identifies offshore wind as one of the State’s strategic sectors for accelerating growth in New Jersey’s economy. Furthermore, Governor Murphy released the State’s Energy Master Plan in January 2020, setting a goal of 100 percent clean energy by 2050 and defining a strategy to expand New Jersey’s clean energy economy. To achieve these ambitions, New Jersey needs a workforce that is prepared for work in the offshore wind sector.

Safety is paramount in the offshore wind sector. To promote a safe, injury-free environment, companies within the offshore wind industry require that workers in select roles complete GWO Basic Safety and Sea Survival Training, which includes modules in First Aid, Manual Handling, Fire Awareness, Working at Heights, and Sea Survival. GWO is a non-profit body founded by leading wind turbine manufacturers and operators and it has set the industry-recognized standard for safety training in the industry. Additional information about GWO and its training standards can be found on its [website](#).

The aim of the New Jersey Offshore Wind Safety Training Challenge is to launch a GWO certified Basic Safety and Sea Survival Training program and supporting facility in New Jersey. The training will enable New Jersey workers to obtain an industry-recognized safety certification that is required for a number of jobs in offshore wind, enabling them to participate in New Jersey’s growing offshore wind industry.

## **PURPOSE**

The goal of the New Jersey Offshore Wind Safety Training Challenge is to:

1. Develop and deliver a GWO certified Basic Safety and Sea Survival Training program; and
2. Establish a training facility (or facilities) in New Jersey with the equipment required to complete all modules of the Basic Safety and Sea Survival Training program, as identified in the GWO Basic Safety and Sea Survival Training Standards, which can be found on GWO's [website](#).

## **APPLICANT ELIGIBILITY**

Eligible applicants include New Jersey-based community colleges and training providers, which includes labor unions, non-profit or community organizations, and private training providers. All organizations must be registered to conduct business in New Jersey as evidenced by a Business Registration Certificate issued by the New Jersey Division of Revenue and Enterprise Services (if applicable), and in good standing with the NJ Department of Labor and Workforce Development, the NJ Department of Environmental Protection, and the NJ Department of the Treasury as reported by the respective departments.

Applications from coalitions of local institutions are encouraged, such as a community college and labor union applying together, as an example. Each member of the coalition must individually satisfy the requirements of the preceding paragraph in order for the coalition to be considered, though only a single lead applicant will enter into the grant agreement with OSHE, and receive the grant, if successful. Coalitions will not be considered as joint ventures as only one member of the coalition will be the single lead on the program. Applicants that form a coalition will be asked to provide a draft Agreement, Memorandum of Understanding (MOU) or other legally binding document between the single lead and the other coalition members that details all organizations' roles, responsibilities, and contributions to the project. The draft document must be executed to show that the relationship between the single lead and other coalition members has been legally established prior to initial disbursement of grant.

Furthermore, applicants are required to either have GWO accreditation OR collaborate with an organization that is accredited to provide all modules of GWO Basic Safety and Sea Survival training, which can include organizations that are not New Jersey-based. Only the single lead applicant will enter into the grant agreement with OSHE, and receive the grant, if successful. GWO maintains a database of training providers, which can be found on its [website](#). To support collaboration with current GWO training providers outside of New Jersey, NJEDA will conduct outreach to current GWO training providers to identify those that have specifically expressed interest in working with local organizations in New Jersey. Any organizations that express interest will be listed in an Addendum. Applicants that collaborate with a current GWO training provider will be asked to provide a draft Agreement, Memorandum of Understanding (MOU) or other legally binding document between the applicant and GWO training provider that details all organizations' roles, responsibilities, and contributions to the project. The draft document must be

executed to show that the relationship between the applicant and the GWO training provider has been legally established prior to initial disbursement of grant.

## **USE OF FUNDS**

The GWO Basic Safety and Sea Survival training will be housed in and operated by one of New Jersey's community colleges or training providers. The winning applicant will receive seed funding of up to \$3 million from the State of New Jersey to develop the training program and supporting facilities. The seed funding must be used for:

- Capital expenditures to refit or establish facilities and/or equipment;
- Staffing expenses to acquire and certify instructors;
- Development of GWO accredited curriculum and training materials;
- Expenses for IT/software/management systems in accordance with GWO requirements; and/or
- Marketing and communications expenses to build awareness of the program and drive course bookings.

Upon award of the grant, the winning applicant will contract with the New Jersey Office of the Secretary of Higher Education for a payment of up to \$3 million. The grant agreement will be subject to the terms and conditions set forth in Circular 07-05-OMB: Grant Agreements – Agency Contracts.

## **SELECTION CRITERIA**

The State seeks an organization that can fully develop and operate a GWO Basic Safety and Sea Survival training program and facility. The selection criteria will weigh heavily on the following [refer to the "Items for Submission" for guidance on requirements for proposals]:

### **I. Demonstrated Pathway to GWO Basic Safety and Sea Survival Training Accreditation**

Applicants must demonstrate their ability to:

- Implement a Basic Safety and Sea Survival Training program that is accredited by GWO by the end of 2022; and
- Apply a proven process for launching a new Basic Safety and Sea Survival Training program that aligns to GWO standards.

### **II. Implementation Experience and Capabilities**

Applicants must:

- Outline a detailed plan for establishing the program and facility in New Jersey, including a timetable that defines clear, achievable milestones; and

- Demonstrate their ability to successfully execute on the proposed solution and timeline.

### III. Use of Resources

Applicants must:

- Define a clear project financing strategy for development and sustainable operation of the program; and
- Identify recommendations for achieving cost efficiencies, which may include leveraging existing assets/facilities/equipment.

### **ITEMS FOR SUBMISSION**

Successful proposals should respond to all of the following questions in a format of their choosing to demonstrate an ability to meet the Selection Criteria as defined in the previous section.

All applicants applying under this program must provide a valid tax clearance certificate from the NJ Division of Taxation. Certificates may be requested through the State of New Jersey’s Premier Business Services (PBS) portal online. Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant’s account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS. This certificate demonstrates to the NJEDA that the entity or entities applying for this program are properly registered to do business in New Jersey, and are in good standing with the Division of Taxation with no outstanding tax obligations.

**If the applicant is collaborating with other entities on the proposal, responses should include input from all organizations as appropriate. Throughout, applicants should be clear on what experience, roles, and responsibilities are attributed to each organization.**

<b>I. Demonstrated Pathway to GWO Basic Safety and Sea Survival Training Accreditation</b>	
<b>Required questions for response:</b>	<b>Suggested components of response:</b>
A) What is the structure of your current organization, and any other organizations that you intend to collaborate with?	<ul style="list-style-type: none"> <li>▪ <i>Description of organization’s structure</i></li> <li>▪ <i>Description of service offerings</i></li> <li>▪ <i>Key personnel and experience</i></li> </ul>

B) Are you collaborating with an existing GWO training provider and/or another local institution? If so, what roles and responsibilities will each organization serve in developing and delivering GWO Basic Safety and Sea Survival training?

In addition to a written response, it is required that applicants collaborating with other organizations submit a draft Agreement, Memorandum of Understanding (MOU) or other legally binding document that details all organizations' roles, responsibilities, resources to be contributed to the project and specific activities to be led by each. The draft document must be executed to show that the relationship has been legally established prior to initial disbursement of grant.

- *Description of all organizations and the roles they will adopt on the project, including experience that qualifies them to excel in these roles*
- *Detailed breakdown of activities to be completed by each organization*
- *Relevant past experience of collaborating with the organization(s)*

<p>C) What is your, and all organizations you plan to collaborate with (if applicable), ability to develop and deliver GWO accredited Basic Safety and Sea Survival Training programs?</p> <p>In addition to a written response, it is required that the applicant, or a partner organization, <u>provide evidence of its current status as a GWO certified training provider for all Basic Safety and Sea Survival training modules.</u></p>	<ul style="list-style-type: none"> <li>▪ <i>Description of scale and nature of relevant training experience, including experience specific to offshore wind as well as training in adjacent fields</i></li> <li>▪ <i>Description of prior experience launching training facilities, including but not limited to offshore wind and GWO-specific facilities</i></li> <li>▪ <i>Description of prior experience maintaining facilities and equipment similar to that required for GWO Basic Safety and Sea Survival training</i></li> </ul>
<b>II. Implementation Experience and Capabilities</b>	
<b>Required questions for response:</b>	<b>Suggested components of response:</b>
<p>D) What approach do you recommend for developing a GWO Basic Safety and Sea Survival training program in New Jersey by the end of 2022?</p>	<ul style="list-style-type: none"> <li>▪ <i>Key requirements and/or considerations for launching a program/facility in New Jersey</i></li> <li>▪ <i>Detailed description of recommended approach for securing the necessary facilities and/or equipment in New Jersey</i></li> </ul>
<p>E) What is your proposed project plan and timing?</p> <p>Applicants <u>must submit a detailed timeline</u> as part of its response to this question.</p>	<ul style="list-style-type: none"> <li>▪ <i>Detailed, realistic project plan, including key activities, milestones, and timing</i></li> <li>▪ <i>Description of major project milestones that may include completion of facility, review by certification body, opening enrollment to course participants, and launch of first training cohort</i></li> </ul>
<p>F) What risks do you see in this project and how will you mitigate them?</p>	<ul style="list-style-type: none"> <li>▪ <i>Summary of risks and potential mitigation approaches</i></li> </ul>
<p>G) Where will the facility be established, and will you leverage existing facilities/equipment to achieve efficiencies or build a new facility?</p>	<ul style="list-style-type: none"> <li>▪ <i>Strategic rationale for location that, as examples, may include access to industry or ability to achieve efficiencies with existing assets</i></li> <li>▪ <i>Description of existing facilities that will be leveraged (if relevant), including key refurbishments needed</i></li> <li>▪ <i>Rationale for building new facility or refitting existing facility</i></li> <li>▪ <i>Detail on accessibility of the facility</i></li> </ul>
<p>H) What relationships does your organization have with the offshore wind industry, including developers and manufacturers, and how do you propose engaging with them to deliver the GWO Basic Safety and Sea Survival training?</p>	<ul style="list-style-type: none"> <li>▪ <i>Number of relationships</i></li> <li>▪ <i>Names and brief descriptions of current or past customer organizations</i></li> <li>▪ <i>Description of past collaborations with the offshore wind industry on training and workforce development</i></li> </ul>

<p>I) If successful, how will you collaborate with other community colleges and/or training providers in New Jersey to ensure a wide range of workers and students can access the training and become certified?</p>	<ul style="list-style-type: none"> <li>▪ <i>Description of experience successfully collaborating with other entities (e.g., labor unions, colleges, private training providers, etc.) in the past</i></li> <li>▪ <i>Proposed approach for working with training providers (if applicant is a community college) or community college (if applicant is a training provider)</i></li> </ul>
<p>J) How do you intend to support diversity and inclusion in the development and operation of the training program? Include a description of how progress will be documented and reported in the interim and end-of-year progress reports. <i>(Note, the solution can address diversity through different aspects of the project (e.g., instructor hiring practices, outreach and access to community, procurement, etc.))</i></p>	<ul style="list-style-type: none"> <li>▪ <i>Diversity and inclusion outreach plan</i></li> <li>▪ <i>Proposed approach to using the program's assets to create new pathways into the industry for underserved populations in the local community</i></li> <li>▪ <i>Reporting plan to ensure accountability</i></li> </ul>
<b>III. Use of Resources</b>	
<b>Required questions for response:</b>	<b>Suggested components of response:</b>
<p>K) What is your plan for funding operations? Please detail all costs. If expected costs exceed \$3 million, how will you finance the amount not covered by the grant?</p> <p>If expected costs are less than \$3 million, please state as such and know that the applicant will receive the amount indicated. [The actual amount will not be factored into the evaluation in isolation. Instead, we look to the overall financial viability of the project.]</p> <p>In addition to a written response, it is required that applicants submit a <u>detailed itemized project budget</u>. It must outline in detail how the grant will be used, additional sources of funding (if applicable), and in-kind resources contributed. A sample budget template will be made available to all applicants.</p>	<ul style="list-style-type: none"> <li>▪ <i>Estimate of funding needs and proposed sources, including what will be covered by grant and what is will be financed by other means, as applicable</i></li> <li>▪ <i>Detailed description of line items in the budget</i></li> <li>▪ <i>Description of how cost efficiencies will be achieved</i></li> </ul>
<p>L) What is your plan for sustaining operations and running the training program and facility over the long-term (through at least 2035)?</p>	<ul style="list-style-type: none"> <li>▪ <i>Estimate of operational costs</i></li> <li>▪ <i>Description of strategy for achieving financial sustainability</i></li> <li>▪ <i>Description of approaches for leveraging program assets for additional uses to generate revenue</i></li> </ul>

**All questions (A – L) must be answered for an application to be considered complete. All responses must clearly label questions and responses according to the above grid.**

OSHE and NJEDA staff will review all proposals for completeness and compliance with required documentation. To qualify for consideration, responses must be complete. OSHE and NJEDA staff may request clarifying information from respondents and such information must be received within five days of the date of request or the response may be rejected. All complete responses will be forwarded to an Evaluation Committee composed of Authority and OSHE Staff, with 2-3 additional Subject Matter Experts to serve in an advisory role. The Evaluation Committee will score each response against the Evaluation and Scoring Criteria.

### **GRANT RECIPIENT’S RELATIONSHIP WITH THE STATE**

OSHE is responsible for overseeing the application process, the selection of the community college or training provider that will develop and operate the GWO Basic Safety and Sea Survival training program and supporting facility, and the disbursement of the seed funding to the selected organization. The recipient of the grant will be accountable to OSHE by submitting an interim and end-of-year progress report each year of the project detailing budgetary information, progress against milestones as outlined in the proposal, and the emergence of challenges or impediments to the development of the training program and facility, until the first cohort of participants receive GWO Basic Safety and Sea Survival training, targeted for late 2022. Further, the grant agreement with the Challenge winner will be subject to the terms and conditions set forth in Circular 07-05-OMB: Grant Agreements – Agency Contracts.

### **QUESTIONS & ANSWERS**

Written questions and inquiries will be accepted from all potential applicants via email. All queries shall be sent to [SafetyTrainingChallenge@njeda.com](mailto:SafetyTrainingChallenge@njeda.com) with the subject line “Questions”.

All questions received, and answers given in response will be answered in the form of a Frequently Asked Questions document to be posted and continually updated on NJEDA’s website, [www.njeda.com/windsafetytrainingchallenge](http://www.njeda.com/windsafetytrainingchallenge), up until April 23, 2021. Any addenda will be posted on the same website. It is the responsibility of any potential applicant to review the website on a frequent basis to become aware of any answers and addenda.

### **DEADLINE FOR SUBMISSION**

Proposals must be submitted no later than 5:00 PM on April 30, 2021 to be evaluated and scored.

Proposals will be accepted beginning March 15, 2021. Applicants must submit proposals electronically on NJEDA’s website, [www.njeda.com/windsafetytrainingchallenge](http://www.njeda.com/windsafetytrainingchallenge). Applicants must submit proposals in PDF file format, to be viewable and "read only" by evaluators. The electronic applications must be uploaded to the NJEDA’s ShareFile system, which will become available on the website, [www.njeda.com/windsafetytrainingchallenge](http://www.njeda.com/windsafetytrainingchallenge), on March 15, 2021.



Submissions will be automatically date/time stamped. Applicants should clearly label each electronically uploaded file to include the applicant's name and document name (i.e. Proposal).