



Offshore Wind Workforce and Skills Development Grant Challenge

Application Guidance

Revised December 1, 2022

Table of Contents

ntroductionntroduction	2
Background	
Eligibility	3
Scope of Work	4
Grant Amount and Disbursement	5
Grant Recipient's Relationship with NJEDA	(
Required Items for Submission	(
Application Questions	7
Evaluation and Scoring Criteria	9
Scoring Table	10
Questions & Answers	11
Optional Potential Collaborator List	11
Appendix A – Eligible Occupation Groups for Grant Challenge	12

Introduction

New Jersey Economic Development Authority (NJEDA) seeks to strengthen the state's workforce to ensure all New Jerseyans can benefit from the economic and workforce opportunities presented by the offshore wind industry. The Offshore Wind Workforce and Skills Development Grant Challenge (Grant Challenge) is a competitive funding opportunity for entities that can provide skill development, workforce training, job placement, and other related services to develop, implement, and expand workforce development initiatives in offshore wind. Applicants will also be expected to provide wraparound or other support services as needed to foster diversity, equity, inclusion, and retention in the offshore wind workforce. Grants will be awarded to proposals that achieve the highest overall scores based on the scoring criteria detailed within these instructions.

A total of \$3,725,000 is available for programs under this Grant Challenge, with individual awards ranging from a minimum of \$100,000 to a maximum of \$1,000,000.

Public and nonprofit entities are eligible as primary applicants including but not limited to community-based organizations, workforce training organizations, labor unions, workforce placement intermediaries, technical high schools, community colleges, non-profit organizations, and regional workforce development boards. Private, for-profit entities are not eligible as primary applicants but can be part of an applicant team as a collaborator.

NJEDA is issuing this Grant Challenge as part of its efforts in developing the <u>Wind Institute for Innovation</u> and <u>Training</u> (Wind Institute). It is anticipated that upon the establishment of the Wind Institute, NJEDA will transfer administrative responsibilities for this grant challenge to the Wind Institute. NJEDA anticipates making multiple awards under this Grant Challenge.

To view all key dates related to this Grant Challenge, please go to www.njeda.com/osw-workforce-grantchallenge/

Background

Governor Murphy's economic development plan, "The State of Innovation: Building a Stronger and Fairer NJ Economy," identifies offshore wind as one of the strategic sectors for accelerating growth in New Jersey's economy. Offshore wind represents a unique opportunity to meet the State's clean energy goal of reaching 100 percent clean energy usage by 2050. A key step towards this goal is the State's target of generating 11,000 megawatts of offshore wind energy by 2040.

Substantial investments have been made in NJ to establish the offshore wind industry. This includes the development of the NJ Wind Port, which will provide over 200 acres of space for marshalling and manufacturing of offshore wind components, construction of a state-of-the-art monopile manufacturing facility by EEW at the Port of Paulsboro, and a \$350 million tax credit program for businesses making significant capital investments in offshore wind-specific facilities in NJ. Through the first two solicitations, funds have also been committed by both the State and developers to expand the offshore wind workforce and create opportunities for women, minority, and veteran-owned businesses to enter the industry.

NJEDA is supporting the development of the yet to be established NJ Wind Institute for Innovation and Training (Wind Institute) as an independent entity created through legislation that will coordinate and

2 NJEDA OSW Workforce & Skills Development Grant Challenge Application Guidance 12012022

deploy resources to advance offshore wind workforce development, research, and innovation in the State. This grant challenge complements work currently underway including the construction of a <u>Global Wind Organization (GWO)</u> Basic Safety and Sea Survival Facility at Atlantic Cape Community College, the development of a <u>wind turbine technician training program at Rowan College of South Jersey</u>, the expansion of welding and painting programs for offshore wind at <u>Gloucester County Institute of Technology</u> and <u>Salem County Vocational Technical School</u>, and the launch of an offshore wind <u>research fellowship program</u> for juniors, seniors and graduate students at Rutgers University, Rowan University, Montclair State University, and the NJ Institute of Technology.

To guide the next set of offshore wind workforce programs, including this Grant Challenge, NJEDA and the NJ Office of Climate Action and the Green Economy conducted an analysis of offshore wind employment to be generated as a result of the State's goal of generating an initial 7,500 megawatts of offshore wind energy by 2035. The analysis projected that in 2030, there will be 20,000 new jobs across the NJ offshore wind supply chain. Forty percent of these jobs will be in manufacturing. The study's findings have informed the priority occupations for this workforce challenge. The study can be accessed at www.njeda.com/wind_institute/

The OSW Workforce and Skills Development Grant Challenge detailed in this application guide will build on existing offshore wind workforce development efforts in NJ by providing funding opportunities to entities that can create or expand programs that will strengthen offshore wind workforce opportunities for NJ residents, with a particular focus on supporting job training and access for residents in NJ's Overburdened Communities.

Eligibility

The Grant Challenge is open to public and nonprofit entities that can design and execute workforce and skills training programs for the offshore wind industry. These entities can include but are not limited to Community-Based Organizations, workforce training organizations, labor unions, workforce placement intermediaries, technical high schools, community colleges, universities, non-profit organizations, and regional workforce development boards. Private, for-profit entities may be part of an applicant team but may not apply as a primary applicant.

Though applicants are encouraged to collaborate with other entities on this effort, NJEDA will enter into a grant agreement solely with the primary applicant, and the primary applicant will be held solely responsible for complying with the terms of the grant. Applicants must adhere to the following guidance on collaboration with other entities to develop and support robust workforce training programs. Guidance for collaborations include:

- All applications must include at least one Community-Based Organization with demonstrated experience serving a New Jersey Overburdened Community, as defined by New Jersey's Environmental Justice Law. The Community-Based Organization must either be the primary applicant or, in the alternative, a strategic collaborator with the primary applicant. All applications that include the Community-Based Organization as a strategic collaborator must clearly define the Community-Based Organization's role and specifically its alignment with the CBO's mission and/or services. In addition, the Community-Based Organization must receive a portion of the grant request for its agreed upon role on the applicant team.
 - For the purposes of this training challenge, a Community-Based Organization is defined as a 501(c)(3) non-profit organization that provides direct services or supports to a specific geographic NJ community(ies) or specific segments of a New Jersey

- community(ies).¹ For the purposes of this Challenge, government entities, K-12 schools, and institutions of higher learning do not qualify as Community-Based Organizations. However, these entities may be the primary applicant or an additional collaborator on the applicant team.
- NJ's Environmental Justice Law, N.J.S.A 13:1D-157, defines Overburdened Communities as any census block group, as determined with the most recent United States Census in which: 1) at least 35 percent of the households qualify as low-income households; 2) at least 40 percent of residents identify as minority or as members of a State recognized tribal community; or 3) at least 40 percent of the households have limited English proficiency.
- Applicants may collaborate with additional entities, including for-profit or non-profit entities, to design and implement the training program as needed.

In addition to the eligibility parameters already stated above, the primary applicant must also be in substantial good standing with the New Jersey Department of Labor and Workforce Development (LWD) and NJ Department of Environmental Protection (DEP) to participate in the program. The primary applicant must provide a current tax clearance certificate as part of the application to demonstrate the applicant is properly registered to do business in New Jersey and in good standing with the NJ Division of Taxation.

Scope of Work

NJEDA is seeking proposals from organizations that can provide skill development, workforce training, job placement, and other related workforce supports to develop, implement, or expand workforce development initiatives to establish the offshore wind talent pipeline in the state.

Applicants must submit proposals that outline compelling plans to:

- Develop or expand a program that will allow New Jerseyans to access workforce opportunities in the offshore wind industry by providing tangible skill development and/or job readiness training. Components of programs must include direct workforce training, and where relevant, support services such as access to career services, mentorship, family services, counseling, and transportation. Proposed initiatives must focus on one or more of the following occupation areas as defined by Standard Occupation Codes (SOC) ² (see detailed list in Appendix A):
 - Operations Specialties Managers (SOC 11-3000)
 - Construction Trade Workers (SOC 47-5000)
 - Extraction Workers (SOC 47-5000)
 - o Other Installation, Maintenance, and Repair Occupations (SOC 49-9000)
 - Assemblers and Fabricators (SOC 51-2000)
 - Metal Workers and Plastic Workers (SOC 51-4000)
 - Plant and System Operators (SOC 51-8000)
 - Other Production Occupations (SOC 51-9000)

¹Per the NJ Division of Taxation, a 501(c)(3) Organization refers to a nonprofit organization that has received a determination letter from the Internal Revenue Service (IRS) stating that the organization is exempt from federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. The term also may refer to a church or ministry that may qualify for an IRS 501(c) (3) determination letter, even though it does not intend to apply for an IRS determination.

² The 2018 Standard Occupational Classification (SOC) system is a <u>federal statistical standard</u> used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.

- Water Transportation Workers (SOC 53-5000)
- Material Moving Workers (SOC 53-7000)
- Engage with industry and other stakeholders to design and implement a program that prepares and/or connects participants with job opportunities in offshore wind.
- Develop and/or utilize outreach and recruitment practices, program design approaches, and wrap around supports as needed such as mentorship, transportation, and childcare that target and support a diverse and inclusive pool of training participants to successfully complete the program.
- Execute the project efficiently and on schedule, achieving well-defined milestones to complete the proposed initiative.

Virtual training programs operated in New Jersey or other states are eligible under this grant challenge so long as the program includes a clear approach to make the training accessible for and targeted to NJ residents and is linked to NJ employment opportunities in offshore wind.

Grant Amount and Disbursement

Up to \$3,725,000 is available through this Grant Challenge, with individual awards ranging from a minimum of \$100,000 to a maximum of \$1,000,000. NJEDA anticipates making multiple awards through this challenge. NJEDA may opt to request revisions to the proposed budgets or scopes per the following protocol: NJEDA will allocate full funding to the top scoring proposals within the funding cap of \$3,725,000. If the next highest scoring proposal over 80 points has a budget request that brings the total allocation higher than the funding cap, NJEDA may request that next highest scoring applicant to revise their budget and/or scope to fit within the funding cap.

Grant funds will be disbursed to the winning applicants to support planning and implementation. Eligible uses of grant funding include costs associated with planning (e.g., staff costs for program development), soft launch (e.g., outreach and recruitment materials and related costs), capital costs (e.g., procurement, construction or renovation of program space, equipment, and material purchases), and/or implementation costs (e.g., instructor time, facility fees, participant equipment or materials, delivery of support services). No more than ten percent (10%) of the grant amount may be used on indirect costs such as general administration and other general operating expenses. Applicants must provide a detailed budget that demonstrates how the grant will be used to cover all costs.

The grant recipients will enter into a grant agreement with NJEDA (or the Wind Institute if the Wind Institute is established as a legal entity at the time of the grant agreement execution). Prior to executing the grant agreement, the grantees will coordinate with NJEDA (or the Wind Institute, if appropriate), to ensure labor compliance, including compliance with Prevailing Wage and Affirmative Action requirements, where applicable.

The grant will be disbursed according to the following milestones:

- 50 percent of the grant will be disbursed upon execution of a grant agreement between
 NJEDA and the selected applicant
- 25 percent of the grant will be disbursed upon the applicant's submission of the midprogram report, the exact timing to be determined based on the grantee's implementation plan and reflected in the grant agreement
- 25 percent of the grant amount will be disbursed upon the launch of the program (for

applicants seeking funds for program design) or completion of the grant period, expected to be no later than two (2) years following the date of the grant agreement execution (for applicants seeking funds for program implementation)

Grant Recipient's Relationship with NJEDA

NJEDA is responsible for overseeing the application process, applicant selection, and the disbursement of funding to the selected entities. Upon the anticipated establishment of the Wind Institute, NJEDA expects to assign responsibility for grant management to the Wind Institute. The grant recipients will be accountable to NJEDA and the Wind Institute by submitting quarterly and end-of-year progress reports that detail budgetary information, progress against milestones and metrics as outlined in the proposal, the emergence of challenges or impediments to the development of the program through the end of the agreed upon program timeline, and data on program participants (e.g., number of applicants, number of trainees, demographics of trainees, retention and employment placement, etc.). For programs that begin training participants after the final disbursement (i.e., grant funds cover program design costs, but not the training itself), grant recipients must submit quarterly and annual reports for an additional three years that include data on program participants.

NJEDA will engage with the grant awardees to support connections to industry and other stakeholders that can provide insights on program development, offshore wind trends, and ways to promote participation in the program by residents of Overburdened Communities. NJEDA and/or the Wind Institute will coordinate a community of practice for all grant challenge winners, whereby all awardees will come together periodically to share best practices and lessons learned.

Required Items for Submission

Access to the online application portal will be available on NJEDA's website at www.njeda.com/ows-workforce-grantchallenge/ on December 12, 2022 at 10:00AM. Applications must be submitted by February 1, 2023 at 5:00PM

An application checklist that includes all required documentation will be posted on the program website and applicants should check the program's website for the final checklist before submission. Required documents will include, but may not be limited to:

- A copy of the primary applicant's Tax Clearance Certificate: Certificates may be requested through
 the State of NJ Premier Business Services (PBS) portal online at:
 https://www16.state.nj.us/NJ PREMIER EBIZ/jsp/home.jsp
- Primary applicant's organizational formation documents
- Program budget using NJEDA's template (the template is available on the program website), that
 clearly lists the requested grant amount, other sources of funding if applicable, and itemized costs
 to develop and deliver the program
- A signed letter from the applicant's Community-Based Organization collaborator(s) confirming their role in the proposed initiative, or if applicable, a signed letter from the primary applicant confirming their status as a Community-Based Organization.
- Complete responses to the questions listed below.

Application Questions

The following information will be required as part of the Program Information section of the application.

1. Program Questions

- a. What is the program name?
- b. What is the total grant amount your team is requesting?
- c. Please identify what percentage of the requested grant amount will be for indirect (general administrative) expense. Note: There is a cap of 10% for indirect expenses.
- d. Which of the priority occupation groups and occupations will be the focus of your initiative (see Appendix A)? Please include the Standard Occupational Classification for the target occupations.
- e. Where will the program operate?
- f. Will this facility require new construction or renovations to accommodate the new program? Please note that selecting Yes to this question means that your initiative triggers prevailing wage requirements.
- g. Please confirm whether your proposed program will trigger NJ's Prevailing Wage requirements as defined in the NJ Prevailing Wage Act N.J.S.A. 34:11-56.25. [Yes, No]
- h. Is the primary applicant collaborating with any additional organizations to deliver a portion of the program? If yes, describe how the requested grant amount will be distributed among applicant collaborators.
- i. Will the program have a cost to participants? [Y/N dropdown]
- *j.* What Community-Based Organizations serving a NJ Overburdened Community are part of the applicant team?
- k. What roles will the Community-Based Organization Collaborator(s) serving a NJ Overburdened Community serve on the project?
- I. What amount of the requested funds will the Community-Based Organization serving a NJ Overburdened Community collaborator(s) receive?
- m. Do you have other entities as part of your applicant team?

2. Narrative Responses

Applicants will be directed to upload a PDF document <u>no more than 20 pages</u> that provides narrative responses to the following questions. The narrative questions included under each sub-section are meant to act as guides towards meeting the evaluation criteria for each component.

a. Ability to Meet the Needs of the Offshore Wind Industry

- i. What is your team's strategic vision for the program and what specific need in the offshore wind industry will be addressed by the proposed program?
- ii. What is the specific content, skills training, hands-on experiences, credentialling and/or certification opportunities that will be offered through the proposed program?
- iii. What is your strategy to engage industry employers?

- iv. How will your program support participants with referrals to additional training and/or job placements at program completion?
- v. Are there any strategic benefits to the proposed geographic location of your program?
- vi. How many participants do you estimate your program will serve each year?
- vii. How long will it take a participant to complete the proposed program?

b. Ability to Serve NJ's Overburdened Communities

- i. What is your team's approach to recruit and serve residents of Overburdened Communities?
- ii. How will your team evaluate its ability to serve one or more of NJ's Overburdened Communities?

c. Ability to Provide Wraparound Supports and Affordable Training

- i. If relevant, what are the wraparound supports needed by the targeted participant population and how will your program address these needs?
- ii. Describe any collaborators your team will engage with to meet the needs of program participants.
- iii. Please provide details on what the cost is/will be for program participants and how the cost was/will be calculated?
- iv. What strategies will be implemented to keep costs affordable for program participants?

d. Prior Experience and Ability to Implement Program

- i. Who are the key personnel from your team and what will their responsibilities be in the project?
- ii. What are examples of relevant workforce development initiatives currently or previously operated by your team?
- iii. What prior success or outcomes has your team had in serving a diverse population?
- iv. If relevant, please describe lessons learned from previous training programs that you plan to apply to this initiative?
- v. What is the implementation timeline for the proposed program? Please include key milestones from grant award.
- vi. What challenges does your team anticipate in implementing the proposed program and what steps will your team take to address those challenges?
- vii. How will your team ensure the ongoing evaluation and improvements of the proposed program? What metrics will be utilized to evaluate program success?

e. Program Resources

- i. Please provide a description of the key expenses for the proposed program. You can align the categories with those listed in the excel budget template provided in the application.
- ii. Please describe your team's plan for ensuring the sustainable operation of your program past the grant period, if applicable.

iii. Will you be pursuing additional funding sources beyond this grant to implement this program? If so, please describe how the proposed program would be impacted if that additional funding is not secured.

Evaluation and Scoring Criteria

Applications will be accepted during a competitive application round, after which all applications will be reviewed by an Evaluation Committee comprised of NJEDA staff. NJEDA staff will review all proposals for completeness and compliance with required documentation. NJEDA staff may request clarifying information from respondents and such information must be received within five (5) business days of the date of request or the response may be rejected. All complete responses will be reviewed by the Evaluation Committee.

The Evaluation Committee will evaluate, score and rank applications received based on five primary criteria: (I) Program Design—Meeting the Need of the Offshore Wind Industry, (II) Ability to Serve a NJ's Overburdened Communities, (III) Ability to Provide Wraparound Supports and Affordable Training, (IV) Prior Experience and Ability to Implement, and (V) resources required. Staff from the NJ Department of Labor & Workforce Development and the Office of the Secretary of Higher Education will serve as Subject Matter Experts (SMEs) and advise the Evaluation Committee.

Note: The minimum score requirement to be considered for an award is 80 points, with the highest score possibility being 100 points. To maximize the total amount of funding allocated through this challenge, NJEDA may opt to request revisions to the proposed budgets or scopes per the following protocol: NJEDA will fully fund the top scoring proposals within the funding cap of \$3,725,000. If the next highest scoring applicant has a budget request that would exceed the funding cap, NJEDA may request that they revise their budget and/or scope to fit within the funding cap. That applicant would then have the right to decline or accept the budget revision option. If this applicant declines, NJEDA may make the same offer to the next highest scoring applicant; this process may continue until a qualifying applicant either fits within the funding cap or accepts the offer to revise its budget to fit within the funding cap. Any applicant that accepts the offer to revise its budget will have the revised application evaluated by NJEDA to determine if the revision would lower their proposal's ranking to an extent that they are no longer the next highest scoring applicant. If so, NJEDA may request additional changes to the revised scope.

Scoring criteria for each component of the evaluation:

- Compelling plan and ample evidence of ability to execute Full Credit/Points
- Moderately compelling plan and/or minimal evidence of ability to execute Partial Credit/Points
- No compelling plan and/or no evidence of ability to execute No Credit/Points

Scoring Table

A. Ability to Meet the Needs of the Offshore Wind Industry	
Description of Scoring Components & Maximum Points for Each Component	
Details a compelling and innovative program concept that will fulfill a workforce-related need in the NJ offshore wind industry and position New Jerseyans to enter the offshore wind workforce	20
Outlines a clear strategy to engage industry employers	15
Total	35
B. Ability to serve NJ's Overburdened Communities	
Description of Scoring Components & Maximum Points for Each Component	
Details a clear approach to recruit and serve members of Overburdened Communities	10
Total	10
C. Ability to provide wraparound supports and affordable training	
Description of Scoring Components & Maximum Points for Each Component	
Clearly defines wraparound supports that will be needed by program participants and an approach to provide these services	10
Outlines an approach to offer affordable training to participants	5
Total	15
D. Prior experience and ability to implement the program	
Description of Scoring Components & Maximum Points for Each Component	
Details a track record of related experiences operating workforce development programs, including experience recruiting, training, and/or providing services to a diverse group of participants	10
Has a team with the qualifications and experience required to implement the program	5
Provides a realistic implementation plan, including strategies to mitigate anticipated challenges	10
Describes an approach to conduct ongoing program evaluation and improvement	5
Total	30
A December of	
A. Resources required	

Description of Scoring Components & Maximum Points for Each Component	
Clearly details a realistic budget for the program	10
	Total
	10

Total score: 100 points

Questions & Answers

NJEDA will electronically accept written questions and inquiries from all potential applicants sent via email to WindInstitute@njeda.com. Questions are due on January 11, 2023 at 5:00PM. Phone calls/faxes shall not be accepted. The subject line of the e- mail should state: "Questions – NJ Offshore Wind Workforce Grant Challenge".

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 the program's website, up until one week prior to the application deadline. The Authority will also post any addenda 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.

Optional Potential Collaborator List

To promote collaboration and applications from a wide group of entities, NJEDA will provide an optional opportunity for interested entities to complete a form indicating their interest in participating in the challenge, and the types of services they are positioned to provide as part of an applicant team. This is completely voluntary and will not impact an applicant's ability to obtain funds through this challenge. To be included in the database, please download the Potential Collaborator Form that is available for download on the program's web page. If you would like to submit a form, please email it to Windlnstitute@njeda.com by December 14th at 5:00PM All information submitted on the Potential Collaborator Form will be shared with every entity that submits one.

Appendix A – Eligible Occupation Groups for Grant Challenge

Eligible Occupation Groups for Grant Challenge		
Occupation Groups	Occupations	
Operations Specialties Managers (SOC 11-3000)	Administrative Services Managers, Industrial Production Managers, Transportation Managers, Storage Managers, and Distribution Managers, Human Resources Managers, Financial Managers, Purchasing Managers	
Construction Trades Workers (SOC 47-2000)	Electricians, Construction Laborers, Operating Engineers, Structural Iron Workers, Steel Workers, Cement Masons, Concrete Finishers, Reinforcing Iron and Rebar Workers	
Extraction Workers (SOC 47-5000)	Excavating and Loading Machine and Dragline Operators, Continuous Mining Machine Operators	
Other Installation, Maintenance, and Repair Occupations (SOC 49-9000)	Maintenance and Repair Workers, Helpers (Installation, Maintenance, and Repair Workers), Industrial Machinery Mechanics, Riggers, Commercial Divers, Electrical Power-Line Installers and Repairers	
Assemblers and Fabricators (SOC 51-2000)	Fabricators, Structural Metal Fabricators and Fitters, Engine and Machine Assemblers, Electrical, Electronic, and Electromechanical Assemblers, Excerpt Coil Winders, Tapers, Finishers, Team Assemblers	
Metal Workers and Plastic Workers (SOC 51-4000)	Welders, Cutters, Solderers, Brazers, Plating Machine Setters, Operators, Metal-Refining Furnace Operators, Metal Workers and Plastic Workers, Machinists, Cutting, Punching, and Press Machine Setters	
Plant and System Operators (SOC 51-8000)	Plant and System Operators, Stationary Engineers, Boiler Operators	
Other Production Occupations (SOC 51-9000)	Inspectors, Testers, Sorters, Samplers, Weighers, Computer Numerically Controlled Tool Programmers, Machine Setters/Operators/ and Tenders (Crushing, Grinding, and Polishing),	
Water Transportation Workers (SOC 53-5000)	Captains, Mates, Pilots, Sailors, Marine Oilers, Ship Engineers	
Material Moving Workers (SOC 53-7000)	Stockers and Order Fillers, Laborers, Freight/Stock/Material Movers, Crane/Tower/Hoist and Winch Operators, Packers and Packagers	