



# Application Guidance

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## 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 State’s burgeoning green economy. The Green Workforce Training Grant Challenge (“Grant Challenge”) is a competitive funding opportunity that will award grants to selected applicants that will aide in implementing innovative workforce training and skills programs focused on strengthening and diversifying New Jersey’s green economy talent pipeline. The Grant Challenge is for entities that can provide skill development, workforce training, job placement, and other related services to implement workforce development initiatives in green economy sectors. Applicants will also be expected to prioritize New Jersey’s Overburdened Communities (as defined by NJ’s Environmental Justice Law, N.J.S.A. 13:1D-157)<sup>1</sup> and provide wraparound or other supportive services to foster diversity, equity, inclusion, and retention in the green economy workforce. Grants will be awarded to proposals that achieve the highest overall scores based on the scoring criteria detailed within these instructions.

Information about the Grant Challenge is available at [Green Workforce Grant - NJEDA](#).

## Background

Governor Murphy’s economic development plan, [The State of Innovation: Building a Stronger and Fairer New Jersey Economy](#), identifies investment in our talent through apprenticeships, career readiness, and workforce development as one of the administration’s key priorities. The State also positions green economy industries such as offshore wind as one of the State’s strategic sectors for accelerating growth in New Jersey’s economy. In addition, the plan asserts a commitment to investing in people to empower New Jersey students and workers to take advantage of high-growth, high-wage jobs. Governor Murphy’s talent development plan, [JobsNJ: Developing Talent to Grow Business in the Garden State](#), emphasizes the need to bolster industry recognized credential programs that support career pathways.

In February 2021, Governor Murphy also announced the creation of a Council on the Green Economy that convenes cross-sector leaders in New Jersey’s growing green economy to harness the opportunity created by the state’s robust climate and clean energy policy accomplishments. The Council is overseen by the Office of Climate Action and the Green Economy, and is comprised of members from State entities, the business community, organized labor, utilities, environmental justice communities and organizations, and workforce development groups. The Council released a [Green Jobs for a Sustainable Future](#) report which defines the pathways for green job creation, development of workforce capacity, and support for an innovation ecosystem that will be critical to building a nation-leading green economy. In December 2022, the NJ Department of Environmental Protection (“NJDEP”) issued the Building our Resilient, Inclusive, and Diverse Green Economy (BRIDGE) Grant, which awarded \$5 million in grants to fund scalable projects to support residents entering the green workforce with a focus on engagement in overburdened communities.

As part of the State’s efforts to support the transition to a green economy, NJEDA supports the Wind Institute for Innovation and Training to 1) accelerate the development of a robust and diverse offshore wind workforce and 2) champion research and innovation that unlocks market potential. As part of this work, in December 2022, NJEDA issued the Offshore Wind Workforce & Skills Development Grant Challenge, which awarded \$3.725 million in grants to fund organizations launching or expanding workforce training and skills programs focused on strengthening and diversifying New Jersey’s offshore wind workforce.

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<sup>1</sup> [NJDEP | Environmental Justice | What are Overburdened Communities \(OBC\)?](#)

The Office of Climate Action and the Green Economy and the Wind Institute are now working together to issue this Green Workforce Training Grant to support the State's goals to prepare New Jersey residents for jobs in the green economy and to grow the green economy in an equitable and inclusive manner. The Grant Challenge will build on existing green workforce development efforts in New Jersey by offering a competitive funding opportunity to entities that can create or expand programs that will position NJ residents for green economy careers, with a particular focus on advancing diversity, equity, and inclusion and serving Overburdened Communities. The Grant Challenge will contribute to programs already underway at NJEDA to accelerate the development of a robust and diverse workforce that can meet the needs of the burgeoning green economy industry in New Jersey. NJEDA is anticipating applications from a broad range of applicants and expects to make multiple awards through this challenge.

## Eligibility

The Grant Challenge will be open to entities who can design and execute workforce and skills training programs. Eligible applicants (see Appendix A) can include, but are not limited to the following:

- Community-based organizations
- Non-profit or private workforce training organizations
- Labor unions
- Technical high schools
- County colleges
- Other non-profit organizations
- Regional workforce development boards
- For-profit companies

NJEDA will enter into a grant agreement solely with the applicant, and the applicant will be held responsible for complying with the terms of the grant. Applicants must include, at a minimum, one Community-Based Organization (CBO) that serves one or more NJ Overburdened Communities as part of their application (see Appendix A). The CBO must either be the applicant or, in the alternative, a strategic collaborator with the applicant that is serving a defined role in the proposed program. All applications that include the CBO as a strategic collaborator must submit a signed letter of intent from the CBO stating that they are a strategic collaborator with the applicant for the proposed program, the role the CBO will have in the proposed program, and the amount of the requested budget allocated to the CBO. The applicant is responsible for transferring the allocated budget to the CBO for their assigned tasks for the proposed program.

- For the purposes of this training challenge, a CBO is defined as a 501(c)(3) non-profit organization with demonstrated experience serving a NJ Overburdened Community as defined by NJ's Environmental Justice Law that provides direct services or supports to a specific geographic NJ community(ies) or specific segments of a New Jersey community(ies). For the purposes of this Challenge, government entities, K-12 schools, and institutions of higher learning do not qualify as CBOs. However, these entities may be the applicant or an additional collaborator on the applicant team. Entities that are not 501(c)3 organizations do not qualify as a CBO for the purposes of this grant challenge even if they serve a New Jersey Overburdened Community.
- Per 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.

Applicants may, but are not required to, collaborate with additional entities, including for-profit or non-profit entities of all types, 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 (“NJLWD”) and NJ Department of Environmental Protection (“NJDEP”) 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 green economy talent pipeline in the state.

Applicants must submit proposals that outline compelling plans to:

- Implement an existing program or new program that will allow New Jerseyans to access workforce opportunities in green economy industries, as referenced below and in Appendix B, by providing tangible skills sought by employers in those industries. Components of programs must include direct workforce training/skill development, and, where relevant, support services such as access to career services, mentorship, family services (such as childcare, eldercare, or other similar services), counseling, transportation, etc. Proposed initiatives must focus on one or two (but no more than two) of the following industries (see Appendix B for detailed descriptions):
  - Offshore Wind (OSW)
  - Other Renewable Energy Technologies
  - Green Design & Construction
  - Environmental and Green Infrastructure
  - Grid Resilience
  - Clean Transportation
  - Energy Efficiency
- Connect with industry and other stakeholders to design and/or implement a program that prepares and connects participants with job opportunities in the green economy in high-growth and in-demand occupations. Applicants are expected to demonstrate that their proposed program will provide meaningful career opportunities through labor market research, employer and industry engagements, and other relevant analysis.
- Develop and/or utilize outreach, recruitment best practices, program design approaches, and wraparound 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.
- Define program evaluation and success metrics such as: recruitment, enrollment, completion, job placement, and learning acquisition goals.
- Reach and target New Jersey’s Overburdened Communities and provide opportunities for economic mobility for these communities in green economy careers.
- Collect, track, and report programmatic data, including trainee demographics, trainee surveys, instructor evaluations, training enrollments and completions, and job placement and retention information.
- If applicable, include strategies to connect current and aspiring workforce with skills-based training targeted to transitioning legacy energy workers.

- 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 green economy careers.

## Eligible Funding Uses and Grant Disbursement

Eligible uses of grant funding include:

- Costs associated with planning (e.g., staff costs for program development, curriculum materials, etc.)
- Soft launch (e.g., outreach costs, recruitment materials and related costs, etc.)
- Capital costs (e.g., procurement, construction or renovation of program space, equipment, and material purchases, etc.)
- Implementation costs (e.g., instructor time, facility fees, participant stipends, equipment or materials, delivery of support services, etc.)
- Administration and indirect costs

No more than ten percent (10%) of the grant amount may be used on indirect costs such as general administration and overhead. No more than thirty percent (30%) of the grant amount can be applied for construction costs.

If capital costs are proposed, the applicant and collaborators performing capital work will be subject to labor compliance, including New Jersey affirmative action, prevailing wage requirements, and the requirement to complete New Jersey Contractor Registration. Applicants who identify capital costs as an expected use of funding will acknowledge as part of the application that they understand the grant is subject to these requirements and documentation may be audited.

Applicants must provide a detailed budget using the budget template included within the Grant Challenge application materials. The budget should demonstrate how the grant will be used to cover costs related to the proposed program. Program collaborators must be included in the application budget, and identified for their role in the project, and status as a Community-Based Organization, non-profit, or for-profit.

Selected applicants will enter into a grant agreement with NJEDA, and funds will be disbursed according to the following schedule:

- 25 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 quarterly and mid-program reports and associated materials, with exact timing and format to be determined based on the grantee's design and/or implementation plan and reflected in the grant agreement.
- 50 percent of the grant amount will be disbursed upon meeting specific program milestones and deliverables to be defined by the applicant in their application and negotiated and finalized with NJEDA if a grant award decision is made.
  - No more than five (5) specific program milestones and deliverables shall be defined by the applicant in their application. Milestones and deliverables should occur between the mid-program report and the end of the grant period. One of 5 milestones and deliverables must be to complete and submit the final report no later than 30 days after the end of the term of the grant.

- Milestone payouts can be pro-rated if the milestone and/or deliverable is not fully met. E.g., if a \$10,000 budget has been allocated to obtain 20 enrollments for a training program, then the grant agreement could assign \$500 per enrollment up to a maximum of 20 enrollments for this milestone. If the grantee acquires 15 enrollments, the grantee's payout would equal 15 enrollments X \$500 per enrollment = \$7,500.

NJEDA will require quarterly expense reporting from grantees in a template approved by NJEDA. At the end of the grant agreement period, any underspent funds will be returned by the grantee to NJEDA.

## 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. The Wind Institute will be responsible for grant management and will lead all coordination with awarded entities. The grant recipients will be accountable to NJEDA and the Wind Institute by submitting quarterly, mid-term, and end-of-project 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.).

NJEDA will engage with the grant awardees to support connections to industry and other stakeholders that can provide insights on program development, green economy trends, and ways to promote diverse and inclusive participation in the program. NJEDA and/or the Wind Institute will coordinate a community of practice for all grant challenge winners, whereby all awardees will be required to come together quarterly to share best practices and lessons learned. All awardees will be required to attend up to bi-monthly meetings with NJEDA staff to provide updates on the progress of their program(s).

NJEDA will require quarterly expense reporting from grantees in a template approved by NJEDA, which is expected to include an expense cover sheet and supporting documentation, including receipts, invoices, and proofs of payment for all grant-related expenses. The grantee will be expected to adhere to Generally Accepted Accounting Principles (GAAP) and utilize grant funding for agreed upon allowable costs as defined within the grant budget. NJEDA, at its discretion, may conduct an audit and/or reject proposed costs incurred by the grantee that are determined to not be allowable under the project scope of work defined in the grant agreement. At the end of the grant agreement period, any underspent funds or disallowed costs will be returned by the grantee to NJEDA.

NJEDA will require grantees to provide quarterly reporting on program data, including enrollment, completion, and job outcomes from the training, attendance, exam and credential results, recruitment plans, wraparound services, trainee evaluations, expenses, progress against milestones, challenges/successes, and demographics information.

The term of the grant period for respective awarded applicants will meet the following criteria: For programs that do not involve program design components and only include program implementation, the term of the grant cannot exceed two years. For programs that involve both program design and implementation, the term of the grant can be a maximum of three years with no more than one year of the three-year term dedicated to program design.

NJEDA will review, may modify, and approve all branding for programs offered by grantees through the funding received from this grant challenge, including program names, flyers, websites, use of logos, and communication materials.

NJEDA will reserve a royalty-free, non-exclusive irrevocable license to reproduce, publish, or otherwise use any copyrightable materials developed utilizing funds awarded through this grant, inclusive of training curriculum materials and program reports.

Awarded applicants will be required to sign a grant agreement with NJEDA.

Awarded applicants will be required to register any training program(s) that is funded through the grant with the NJ Department of Labor's Eligible Training Provider List (ETPL).<sup>2</sup>

## Required Items for Submission

Access to the online application portal will be available on NJEDA's website at [Green Workforce Grant - NJEDA](#) on August 8, 2024 at 10:00 a.m. Eastern Daylight Time (EDT). Applications must be submitted by October 8, 2024 at 5:00 p.m. Eastern Daylight Time.

An application checklist that includes all required documentation will be posted on the program website at [Green Workforce Grant - NJEDA](#), 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 applicant's Tax Clearance Certificate: Certificates may be requested through the [State of NJ Premier Business Services \(PBS\) portal online](#).
- Applicant's organizational formation documents.
- Program budget using NJEDA's template that clearly lists the requested grant amount and itemized costs to develop and deliver the program.
- A signed letter from the applicant's CBO collaborator(s) confirming their role in the proposed initiative, or if applicable, a signed letter from the applicant confirming their status as a CBO, as defined for this Grant Challenge (see Appendix A of this document).
- Complete responses to the questions listed below.

Pursuant to EDA's revised fee rules, no application fee will be charged.

## Application Questions

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

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<sup>2</sup> The Eligible Training Provider List (ETPL) is a comprehensive list of training providers and training programs that the New Jersey Department of Labor & Workforce Development has determined eligible to receive publicly funded tuition assistance. The ETPL is mandated by both State and Federal laws. New Jersey State Law (C:34:15C-10.2) states that "[n]o training provider who is not an approved training provider included on the [ETPL] shall receive any federal job training funds or State job training funds." The ETPL serves as a consumer protection for New Jersey's training seekers. New Jersey's ETPL is made available to NJ residents through the Training Explorer tool. Training providers on the ETPL must submit their organizational and participant information to the ETPL through the IntelliGrants (IGX) system. For more information, please reference the [NJEDOL's website](#).

Program Questions:

1. What is the program name?
2. What is the total grant amount your team is requesting?
3. Please identify what percentage of the requested grant amount, if any, will be for indirect (general administrative) expense. Note: There is a maximum cap of 10% for indirect expenses.
4. Please identify what percentage of the requested amount, if any, will be for construction costs. Note: There is a maximum cap of 30% for construction costs.
5. Which priority green economy industry(ies) will be the focus of your initiative (see Appendix B)? Please select at least one and no more than two.
  - a. Offshore Wind (OSW)
  - b. Other Renewable Energy Technologies
  - c. Green Design & Construction
  - d. Environmental and Green Infrastructure
  - e. Grid Resilience
  - f. Clean Transportation
  - g. Energy Efficiency
6. Which location will the program operate from (city/town, county, and/or state)?
7. Acknowledge all reporting requirements as stipulated in the grant challenge, including submitting quarterly, mid-point, and end-of-project reports, demographic information for training participants, program outcomes/results (e.g., training enrollments, completions, and job placements), and evaluations/surveys.
8. Acknowledge the requirements to provide NJEDA with a royalty-free, non-exclusive irrevocable license to reproduce, publish, or otherwise use any copyrightable materials developed utilizing funds awarded through this grant, inclusive of training curriculum materials and program reports.
9. Acknowledge that NJEDA will review for approval program branding, including program names, flyers, websites, use of logos, and communication materials. NJEDA may opt to brand the program in such way that is most beneficial to the State of New Jersey for representing its efforts in cultivating the green economy in the State.
10. Acknowledge any construction on this project, undertaken either by the applicant or as a result of this application, is subject to prevailing wage and affirmative action requirements. Acknowledge that any contractor working on this project must be registered with the New Jersey Department of Labor (DOL) and possess a valid public works certificate at the time of approval. Please note that this question means that your initiative must adhere to NJ's Prevailing Wage<sup>3</sup>, Contractor Registration<sup>4</sup>, and Affirmative Action<sup>5</sup> requirements.

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<sup>3</sup> Projects utilizing financial assistance for construction related costs that total \$2,000 or more are subject to state prevailing wage requirements. During the eligibility period, each worker shall be paid not less than the prevailing wage rate for the worker's craft or trade, as determined by the Commissioner of the Department of Labor and Workforce Development pursuant to P.L. 1963, c. 150 (N.J.S.A. 34:11-56.25 et seq.) and P.L.2005, c. 379 (N.J.S.A. 34:11-56.58 et seq.).

<sup>4</sup> Effective April 1, 2020, contractors and subcontractors for construction contracts that require payment of prevailing wage must provide proof of registration under the Public Works Contractor Registration Act (N.J.S.A. 34:11-56.48 et seq.) The Act does not require proof of registration for such contracts that were awarded prior to April 1, 2020. Information regarding this Act can be found on the NJ Department of Labor's Website.



11. Acknowledge the requirement that any training program(s) that is funded through the grant shall be registered with the NJ Department of Labor’s Eligible Training Provider List (ETPL).
12. Will the program have a cost to participants? [Yes, No]
  - a. If Yes, what is the expected cost per participant?
13. What Community-Based Organization(s), as defined by this Grant Challenge, serving a NJ Overburdened Community is/are part of the applicant team?

## Narrative Responses

Applicants will be directed to upload a PDF document no less than 10 pages and no more than 20 pages that provides narrative responses to the following questions, inclusive of any charts, graphs, tables, information/data graphics, and works cited but excludes any of the other documents required for this grant application, including resumes, organization formation documents, and program budget. 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 New Jersey’s Burgeoning Green Economy Industries**

- i. What is your team’s strategic vision for the program and what specific need in the green economy will be addressed by the proposed program? Please note the specific occupations that fall under the eligible industries from Appendix B that the proposal addresses.
- ii. What is the specific content, skills training, hands-on experiences, credentialing and/or certification opportunities that will be offered through the proposed program?
- iii. What is your strategy to engage industry employers and build a network of employer partners who can connect training program graduates to jobs?
- iv. How will your program support participants with job placements at program completion? What is the average expected length of time between training completion and job placement?
- 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? Please detail expected number of cohorts to be offered and the goal for total enrollments, completions, and job placements.
- vii. What is the proposed length of the training program and what curriculum topics will be covered in this timeframe?
- viii. Is the training to be offered in-person, virtually, or in hybrid format?

### **b. Ability to Serve NJ’s Overburdened Communities**

- i. What is your team’s approach to recruit and serve residents of Overburdened Communities based on geographical considerations?
- ii. How will your team evaluate its ability to serve one or more of NJ’s Overburdened Communities?
- iii. What roles will the Community-Based Organization Collaborator(s) serving a NJ Overburdened Community serve on the project?

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<sup>5</sup> For projects receiving financial assistance, any contractor or subcontractor hired for construction work and having a total company workforce of four (4) or more employees must provide documentation demonstrating their good faith efforts to employ minority and women workers in each construction trade. This effort should be consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-7.2 and align with the affirmative action requirements outlined in N.J.A.C. 19:30-3.5.

- iv. What amount of the requested funds will the Community-Based Organization serving a NJ Overburdened Community collaborator(s) receive?
- c. Ability to Provide Wraparound Supports and Low- or No-Cost Training**
- i. If relevant, what are the wraparound supports anticipated to be 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 the budget needed for wraparound supports proposed to be provided to program participants and how the cost has been calculated.
  - iv. Will the training program have a cost to participants? If yes, what is the expected cost per participant and rationale for why this cost is being charged?
- d. Prior Experience Creating and Implementing Workforce Development Initiatives**
- i. What are examples of relevant workforce development initiatives currently or previously operated by your team successfully?
  - ii. What prior success or outcomes has your team had in serving a diverse population?
  - iii. If relevant, please describe lessons learned from previous training programs that you plan to apply to this initiative?
  - iv. Who are the key personnel from your team and what will be their responsibilities in the project, including yet-to-be-hired roles?
  - v. What is the implementation timeline for the proposed program? Please include key milestones from grant award and visualize the timeline in a table, Gantt chart, graphic, or other format.
  - vi. What challenges/risks does your team anticipate in implementing the proposed program and what steps will your team take to address those challenges/risks?
  - vii. How will your team ensure the ongoing evaluation and improvements of the proposed program? What specific metrics will be utilized to evaluate program success?
- e. Budget and Associated Milestones**
- 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. Please describe which specific program milestones you propose to be connected to the budget. As indicated in the grant application guidelines under “Eligible Funding Uses and Grant Disbursement,” 50 percent of the grant funding will be disbursed upon meeting specific program milestones and deliverables to be defined by the applicant in their application and negotiated and finalized with NJEDA if a grant award decision is made. For example, program milestones can include meeting specific program enrollment and job placement targets.
  - iv. Will you be pursuing additional funding sources beyond this grant request or proposing any in-kind or cash cost-share to implement this program? If so, please describe the other funding sources and cost-share that will support the proposed program and 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 through the program’s online application portal, which will be open from August 8, 2024 at 10:00 a.m. EDT to October 8, 2024 at 5:00 p.m. EDT. All interested applicants must complete and submit their applications online through this portal by the deadline to be considered for the Grant Challenge award. The application can be found at: Green Workforce Grant - NJEDA. Pursuant to EDA's revised fee rules, no application fee will be charged.

After the application window has closed, NJEDA staff will review all applications for completeness and compliance with required documentation and minimum requirements. Following the completeness review, applicants with missing or incomplete documentation will receive an email notification from NJEDA and will have ten business days to submit any missing or requested documentation. Applicants should submit missing documentation electronically to [WindInstitute@njeda.gov](mailto:WindInstitute@njeda.gov) with the email subject line “NJ Green Workforce Training Grant Challenge – Missing Documentation Submission for [APPLICANT NAME]”.

After the ten business days, any application that is not complete will not be evaluated or scored. All complete and compliant applications will be evaluated, scored and ranked by an Evaluation Committee comprised of NJEDA staff. Staff from the Governor’s Office of Climate Action, New Jersey Department of Environmental Protection, New Jersey Department of Labor, and the Office of the Secretary of Higher Education may serve as Subject Matter Experts (SMEs) and advise the evaluation committee. The evaluation committee will evaluate, score and rank applications received based on five primary criteria: (see Scoring Table for more detail):

- I. Impactful program design<sup>6</sup> and implementation approach<sup>7</sup>, and the ability of the initiative to meet the needs of New Jersey’s growing green economy
- II. Ability to serve NJ’s Overburdened Communities
- III. Ability to provide wraparound supports and low or no-cost training
- IV. Prior experience creating and implementing workforce development initiatives
- V. Justification for the proposed use of funds with a reasonable budget to implement the proposed training program

NJEDA staff may request clarifying information from applicants during the evaluation period prior to scoring. Applicants from whom clarifying information is sought will all receive ten business days to respond electronically to [WindInstitute@njeda.gov](mailto:WindInstitute@njeda.gov) with email subject line “NJ Green Workforce Training Grant Challenge – Clarifying Documentation Submission for [APPLICANT NAME]”.

Funding will be made available according to the following criteria:

- Of the \$7 million total available in funding through this grant challenge, \$2.65 million of the funding is earmarked to fund offshore wind programs
- Of the \$7 million total available in funding through this grant challenge, \$4.35 million of the funding is earmarked to fund proposals across all eligible green economy industries (see Appendix B), including offshore wind
- If a proposal covers offshore wind and one other eligible green economy industry from Appendix B, NJEDA, at its discretion, may combine funds from the Council on the Green Economy and the Wind Institute

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<sup>6</sup> Program design is defined to include the activities leading up to the launch of the program including curriculum development, facility, and technology setup, and planning documents (e.g., recruitment plans, marketing strategies, etc.). The launch of the program is defined as initiation of marketing and recruitment activities that advertise the program to the program target audience.

<sup>7</sup> Program implementation is defined to include activities after the launch of the training program including curriculum delivery and instruction, wraparound services, and job placement.

The minimum score required to be considered for an award is 80 points, with the highest score possible 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 maximum program funding of \$7 million and within the funding sub-allocations as described above. If the next highest scoring applicant has a budget request that would exceed the total maximum program funding available, NJEDA may request that the applicant revise their budget and/or scope. The applicant has 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's proposal either fits within the maximum of \$7 million available (or the sub-allocations as described above) or accepts the offer to revise its budget to fit within the maximum program funding available.
  - 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 ranked proposal.

Scoring criteria for each component of the evaluation:

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

## Scoring Table

Description of Scoring Components	Maximum Points
<b>Ability to meet the needs of New Jersey’s burgeoning green economy industries</b>	
Details a compelling, impactful, and scalable program concept that will fulfill a workforce-related need in one or more of NJ’s green economy industries and position New Jerseyans to enter a thriving career in a green economy sector.	20
Outlines a clear strategy to engage industry and build a network of employer partners who will be integrated into the program, including to develop industry vetted curriculum, selection of training candidates, job placement, and other relevant processes.	15
<b>Total</b>	<b>35</b>
<b>Ability to serve NJ’s Overburdened Communities</b>	
Identify steps for how the applicant will recruit and serve members of New Jersey’s overburdened communities based on geographical considerations.	10
<b>Total</b>	<b>10</b>
<b>Ability to provide wraparound supports and low or no-cost training</b>	
Clearly identify which wraparound supports will be provided to training participants, such as transportation, social services, career readiness, childcare, housing assistance, etc., and an approach for providing these services.	10
Outlines an approach to offer low- or no-cost training to participants.	5
<b>Total</b>	<b>15</b>
<b>Prior experience creating and implementing workforce development initiatives</b>	
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 design and 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
<b>Total</b>	<b>30</b>
<b>Budget and associated milestones</b>	
Provides a realistic budget and budget-associated milestones for the program in spreadsheet format utilizing the template provided in the application guidance.	10
<b>Total</b>	<b>10</b>

## Questions & Answers

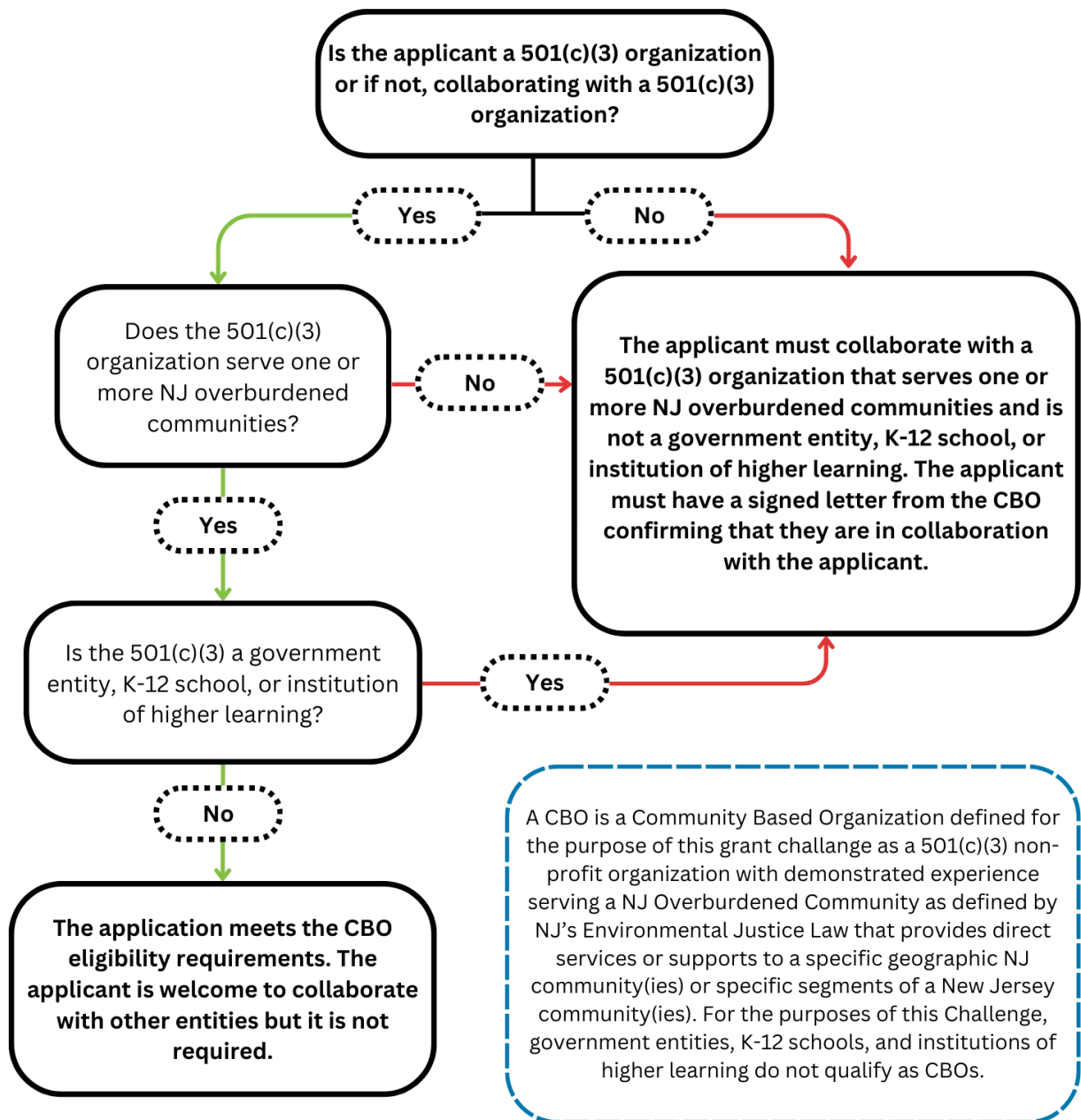
Questions regarding the Grant Challenge may be submitted via email to [WindInstitute@njeda.gov](mailto:WindInstitute@njeda.gov) by September 6, 2024 at 5:00 p.m. EDT with the subject line "Questions – NJ Green Workforce Training Grant Challenge". EDA will post answers on the Green Workforce Training Grant Challenge website by September 16, 2024 5:00 p.m. EDT. **Applicants are strongly encouraged to check the Green Workforce Training Grant Challenge website prior to submission of the application.**

## 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. Entities interested in collaborating on an applicant team may submit an optional "Potential Collaborator Form" (available on the Grant Challenge page) by August 15, 2024 at 5:00 p.m. EDT. Responses from the forms will be shared with all entities that submit these forms, however EDA will not be coordinating the formation of teams.

## Appendix A – Application Eligibility Flow Chart

### Application Eligibility Flow Chart



## Appendix B – Eligible Industries for Grant Challenge

<b>Eligible Industries for Grant Challenge</b>	
<b>Industry</b>	<b>Description</b>
Offshore Wind	This industry is inclusive of careers in the development and generation of offshore wind. Relevant occupations include but are not limited to component manufacturing, fabrication, assembly, energy engineering, maritime, environmental surveying, logistics, and offshore wind associated construction roles.
Other Renewable Energy Technologies	This industry is inclusive of careers in the development and generation of solar, geothermal, hydropower, marine, and biomass energy. Relevant occupations include but are not limited to technology innovation, component manufacturing, fabrication, assembly, energy engineering, energy system installation, and service technician roles.
Green Design & Construction	This industry is inclusive of careers in the green design and construction of new and retrofitting of existing buildings, as well as the installation of green construction technology (e.g., low-carbon materials) that can help decarbonize and improve the resiliency of our built environment. Relevant occupations include but are not limited to architects, engineers, electricians, carpenters, welders, plumbers, and roofers.
Environmental and Green Infrastructure	Environmental and green infrastructure is inclusive of careers that utilize natural systems and innovative technologies (e.g., cool roofs, permeable pavements, bioswales, rain gardens, etc.) that help mitigate and adapt to climate change impacts and reduce stormwater runoff. Relevant occupations include but are not limited to foresters, arborists, ecosystem (e.g., wetlands) restoration, wildlife conservation and biodiversity, soil and plant scientists, and environmental engineers.
Grid Resilience	Grid resilience is inclusive of careers that transform our power sector infrastructure to supply clean electricity and increase the reliability and resilience of our power grid. Relevant occupations include but are not limited to transmission line workers, service technicians, electrical engineering, energy storage, electrical power line installers and repairers, and electrical, electronic, and electromechanical assemblers.
Clean Transportation	Clean transportation careers reduce the environmental impact of the transportation sector, including across all classes of automotive vehicles, mass transit, vessels, and aviation while advancing infrastructure developments that support walking and micro-mobility options. Relevant occupations include but are not limited to automotive technicians, commercial drivers, transportation engineers, electric vehicle charging station installation and maintenance, and rail track laying and maintenance equipment operators.
Energy Efficiency	This industry is defined to include careers that improve energy efficiency and reduce greenhouse gas emissions. Relevant occupations include but are not limited to building operations & maintenance, high-efficiency heating, ventilation, and air conditioning (HVAC) installers and repairers, energy auditors, ENERGY STAR & efficient lighting installers, insulation workers, and weatherization installers and technicians.