

Notice of Availability of Grants

New Jersey Board of Public Utilities Availability of Grant Pursuant to the Green Jobs Energy Efficiency Training

The New Jersey Board of Public Utilities (BPU or Board) hereby announces the availability of a grant as authorized under N.J.S.A. 48:3-49 et seq.

Name of program:

New Jersey Green Jobs Training Program Solicitation

Purpose:

To assist in expanding the training functions of established green job training facilities in the State of New Jersey operated by nonprofit organizations. This expanded function will provide students with a hands-on experience for installing Energy Efficiency (EE) technology within a "Learning Lab". The Learning Lab will facilitate hands on training opportunities for students under real world conditions which are designed to minimize further on-the-job training once the trainee is placed with a EE company. The students will be able to – in a real world setting - re-install duct work and re-seal duct work and install and re-install insulation. In addition, student will re-wire, insulate and re-insulate piping on hot water systems, learn the different classes of duct sealing to prepare students for routine day-to-day operations in real world conditions and minimize the need for additional on the job training. Students that come through this enhanced training will be work ready. The grant will be awarded to grantees capable of training students in careers for Energy Efficiency Green Jobs and enable students to seat for testing for RESNET and BPI certifications.

Goal:

To expand the educations and preparation of students interested in pursuing careers in energy efficiency green jobs with a hands-on experience to compliment their in classroom training. This hands-on training will better equip students with actual field installation knowledge and understanding in a consistently changing energy arena. The job training program should ensure that a sufficient number of New Jersey workers have the skills and training necessary to meet the industry's demand for energy efficient installations.

Background:

The program is funded through the NJ Board of Public Utilities, Office of Clean Energy. Funding is through the New Jersey Clean Energy Program, Energy Efficiency State Special Studies, as approved by Board Order IN THE MATTER OF COMPREHENSIVE ENERGY EFFICIENCY AND RENEWABLE ENERGY RESOURCE ANALYSIS FOR 2009-2012: 2009 PROGRAMS AND BUDGETS: COMPLIANCE FILINGS, DOCKET NO. EO07030203, January 8, 2009 and as revised on June 8, 2009. The NJCEP Energy Efficiency State Special Studies Program is designed to build public awareness of green job training and development, and increase New Jersey participation in saving that State's natural resources.

GRANT SOLICITATION PROCESS

Amount of funds available in the program:

The Board has approved \$900,000 from its 2009 Clean Energy Budget to provide up to three grants not to exceed \$300,000 per grant for the purposes set forth in this Solicitation. The availability of such funds is subject to State Appropriation Law. This funding for this grant is available for equipment only if it is to be installed within the Learning Lab concept as set forth in this proposal and a part of the enhanced program training.

Entities which may apply for funding under the program:

Non profit organizations [(501(c)(3) organizations] with service location(s) and training center(s) located in New Jersey that have experience in Green Job-related training and are currently conducting training as an approved grantee through the Green Job Training Partnership Program (GJTP) funded through the New Jersey Department of Labor and Workforce Development (LWD).

An application may only be submitted by the eligible agency/entity itself.

Criteria and Requirements for Applicants

Applicants for funding must demonstrate in the proposal a need for open construction modules and equipment. The Learning Lab must demonstrate how the installed equipment will be used in the education and training students in Renewable and Energy Efficiency-related Green Jobs. To the extent that the applicant proposes to modify the structure of the training facility to create a Learning Lab, the applicant must demonstrate how such structural modifications relate directly to the learning experience of the program's trainees. The organization must also estimate how many participants will use or be exposed to the training which involves the use of the requested equipment. Applicants for funding must have staff and resource capabilities, expertise and experience in educating and training students in the areas of energy efficiency technologies.

The Applicant is required to provide descriptive evidence of how additional funding sources and/or resources, both monetary and non-monetary, will be leveraged to maximize the impact of the grant award and provide added value for the funding of this equipment.

The Learning Lab incorporating standard renewable and energy efficient technologies into the construction of the building. The equipment will be similar in form to that installed and operated in a residential home or small business undergoing energy efficient or renewable energy upgrades offered by the NJCEP program. This equipment installation must be completed in an open construction manner that provides access to equipment and systems students will install on the actual jobs. These learning labs must be available for public tours to demonstrate the technologies installed and the equipment use for a minimum of 5 years.

Proposals must demonstrate how that the technologies and upgrades utilized are directly related to the training programs. Building enhancements that are not directly related to the training purpose will not be allowed and may result in the disqualification of the proposal. Further, approved grantees must provide floor plans, specifications or other acceptable

documentation illustrating that the proposed improvements are directly related to the training purpose. No funds will be provided until such plans are approved by the BPU. The BPU reserves the right to an open inspection of all completed work.

Proposal Instructions

Proposals must be submitted in triplicate and may be hand-delivered, delivered via US Mail or Overnight to:

NJ Board of Public Utilities
Two Gateway Center
8th Floor
Newark, NJ 07601
Attn: Jamal Hussein Garner

Proposals should also be sent via email in MSWord format to: OCE@bpu.state.nj.us

All proposals must be received in the Office of Clean Energy by fax, electronic or overnight mail by 5:00 p.m. E.D.T. on **July 20, 2009**. Please direct email inquiries to OCE@bpu.state.nj.us. All inquiries and questions with regard to this Notice of Availability of Grants shall be submitted by **June 29, 2009 and will be responded to by July 6, 2009**. Applicants shall receive a Notice of Award or letter declining such award after Board approval of the *Green Job Training* grant, on or before September 10, 2009.

Proposal Preparation

This section of the solicitation is designed to guide applicants in organizing their proposals in a consistent fashion to facilitate evaluation. Applicants should demonstrate within the relevant sections how their proposed program meets or exceeds the goals and purposes identified above. Each proposal should include the following sections:

- a) Program description and proposed scope of work;
- b) Program eligibility requirements;
- c) Previous experience with programs similar in scope;
- d) Methods of informing the target audience of the grant availability;
- e) Brief explanation of how applicant intends to work with electric utilities;
- f) Brief explanation of how the applicant would work with energy efficiency technology;
- g) Distribution methodology;
- h) Process for ensuring eligibility requirements are met;
- i) Brief explanation of how the proposed work will be managed and evaluated for effectiveness along with appropriate metrics;
- j) Program budget, including a breakdown of distribution costs;
- k) Other costs (for example, consultant, specific supplies, and travel) must also be included.

Proposal Timeline

Applicants shall submit a "time-line" and include projected dates for distribution of financial assistance based upon receipt of grant money.

Program Team

Proposals should include an organizational chart listing all Green Job Training Staff, including the Executive Director, department manager and any others involved in the training program, showing their roles and responsibilities. Proposals should also state the training program team's individual and combined expertise that will enable successful implementation of the training program.

Progress Reporting and Metrics for Evaluation

Yearly reports, including but not limited to, the number and amount of students entering and graduating the training program, the number of fields and areas of certification; and, record of post-graduation placement by position and if possible examples of employers.

Evaluation Criteria

Proposals will be reviewed and scored by a Grant Review Committee consisting of Board Staff according to the following criteria:

- General program approach and plans to meet the requirements of the Notice of Availability of Grants (15 pts)
- Detailed approach and plans to expeditiously perform the services required by the scope of work of this Notice of Availability of Grants (30 pts)
- Detailed program budget and cost effectiveness relative to grant award (20 pts)
- Documented experience with administration of assistance programs and their demonstrated results (15 pts)
- Qualifications & experience of key personnel (10 pts)
- Ability to implement program on a statewide basis (10 pts.)
- Demonstrated record of success in working with electric utilities (20 pts.)

The Board of Public Utilities reserves the right to conduct interviews with applicants or request additional details and clarification, if necessary.

Grant Award

The Grant Review Committee will recommend funding commitment decisions, as described above, to the Board. The Board may reject or accept in part or in whole the recommendations for funding award made by the evaluation committee. Grant funds will be awarded by the Board to the program(s) that is deemed most beneficial to the State according to the application materials submitted in relation to the criteria contained herein. The Board reserves the right to make no award if in its sole discretion no acceptable proposal is received.

The decisions of the Board will be communicated to applicants by the Office of Clean Energy. Applicants shall designate a Program Manager in the proposal who shall become the point of contact with the Office of Clean Energy.

After Board approval of the award, a grant agreement will be developed between the Board and the grantee. Applicants will be required to comply with Treasury Circular Letter (07-05-OMB) which provides some but not all of the terms and conditions that will be

made part of the grant agreement. To download a copy of Circular Letter 07-05-OMB and the template agreement go to <http://www.state.nj.us/infobank/circular/cir0705b.pdf>.

Audit Requirement

This grant is covered by the audit requirements of the Department of the Treasury Circular Letter 0404-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.