



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

**NOTICE OF GRANT OPPORTUNITY  
Fiscal Year 2021**

**OPIOID RECOVERY EMPLOYMENT PROGRAM  
PATHWAYS TO RECOVERY INITIATIVE**

**Announcement Date: August 21, 2020**

**Technical Assistance Workshop: August 27, 2020**

**Application Due Date: September 4, 2020**

**Robert Asaro-Angelo  
Commissioner**

**PATHWAYS TO RECOVERY INITIATIVE**  
**Notice of Grant Opportunity – FY 2021**

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# **PATHWAYS TO RECOVERY INITIATIVE**

## **Notice of Grant Opportunity – FY 2021 Department of Labor and Workforce Development Notice of Availability of Grant Program Funds**

**Take Notice** that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor (hereinafter “the Department” or “NJDOL”) regularly publishes on its website, at <https://nj.gov/labor/>, all notices of fund availability pertaining to Federal or State grant funds which may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “Public Notices” and the subheading “Notice of Availability of Grant Program Funds.”

### **A. NAME OF GRANT PROGRAM**

Pathways to Recovery Initiative is a competitive grant offered by the Department of Labor.

### **B. PURPOSE FOR WHICH THE FUNDS WILL BE USED**

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). The purpose of Pathways to Recovery is to provide training opportunities, career services, supportive services (for example, transportation, childcare, clothing, driver’s license restoration) and employment for individuals whose workforce conditions or trajectories have been impacted by the opioid epidemic in the following nine counties: Atlantic, Camden, Essex, Hudson, Middlesex, Monmouth, Ocean, Passaic, and Union.

For purposes of this grant *impacted by the opioid epidemic* is defined as an individual who has a friend, family member or personal history of opioid use.

This grant seeks to deepen the network of employment supports for those affected by the opioid epidemic. It seeks to improve opportunities and incentives for opioid-impacted individuals by providing basic skills instruction, workforce readiness (employability skills) instruction and work experience which will emphasize re-entry into the workplace. The program will seek to facilitate effective transitions by the targeted population into employment and retention.

### **Mission of Pathways to Recovery**

NJDOL is proposing partnerships and workforce development activities in Atlantic, Camden, Essex, Hudson, Middlesex, Monmouth, Ocean, Passaic, and Union counties. These counties have been selected due to increases in: 1) Overdose deaths; 2) Demand for treatment; and 3) Opioid admissions and Naloxone administrations. Additionally, the geographic, cultural and

economic diversity of these counties will enable NJDOL to develop best practices and procedures that could be utilized to help combat the opioid crisis statewide.

Pathways to Recovery will provide opioid-impacted populations with the opportunity to learn and practice the skills necessary to be successful in the labor force. These efforts will assist communities across New Jersey to strengthen services and promote recovery through employment and retention of opioid-impacted individuals.

### **Goals of Pathways to Recovery**

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

- Facilitate community partnerships that are central to overcoming the employment effects of the opioid crisis;
- Ensure, per participant's Individual Employment Plan (IEP), the timely delivery of appropriate and necessary career-training, and support activities to dislocated workers (including dislocated homemakers), individuals temporarily or permanently laid off due to the opioid crisis, long-term unemployed individuals, and self-employed individuals who are unemployed or significantly underemployed as a result of the opioid crisis including individuals in these populations who have been impacted by opioid use, to promote successful reemployment;
- Design and provide employment and training activities for the targeted population to increase unsubsidized employment opportunities and retention as a result of grant-supported activities;
- Create temporary disaster-relief employment geared towards placing eligible participants in positions that allow participants to engage in temporary addiction recovery, and peer counseling jobs, as well as gain the necessary work experience and on-the-job training needed to obtain either addiction, prevention, or mental health certifications. For example, Certified Peer Recovery Specialist (CPRS), Certified Recovery Support Practitioner (CRSP), or Community Health Worker (CHW) Registered Apprenticeship program;
- Design career pathways to in demand professions, as well as develop ties to employers, that directly impact or help combat the opioid crisis, such as addiction treatment and mental health counselors; and
- Transition eligible participants into one of the following professional fields that could impact the opioid crisis or its underlying or complicating causes, including: addiction treatment and related services: pain therapy and pain management services that could reduce or prevent dependence on prescription painkillers; and mental health care treatment services for disorders and issues that could lead to or exacerbate opioid abuse and addiction.

### C. AVAILABLE FUNDING

The amount of funding available for this program in Fiscal Year 2021 (FY 2021). Each grantee will receive up to a maximum of \$287,242. The grant period is estimated to begin September 14, 2020 and end December 31, 2020.

The chart below details the maximum amount grantees can spend for required participant services. Please ensure budget submissions reflect the following funding allocations:

<b>GRANT FUNDING ALLOCATIONS</b>	<b>MAXIMUM FUNDING</b>
<b>Participant Training</b>	\$ 66,667.00
<b>Participant Supportive Services</b>	\$ 66,667.00
<b>Participant Career Services</b>	\$ 42,814.00
<b>Wages for (10) Peer Recovery Specialists</b>	\$ 78,000.00
<b>Fringe Benefits for (10) Peer Recovery Specialists</b>	\$ 6,981.00
<b>Admin Cost @10%</b>	\$ 26,113.00
<b>TOTAL</b>	<b>\$ 287,242.00</b>

The applicant's budget must be well considered and necessary for the implementation of the program. Final amounts will be determined at the time of pre-contract revisions. Ineligible, inappropriate or undocumented costs will be removed from the funding request.

Funds may only be used to support services that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. Actual funding levels will depend on the availability of funds and satisfactory performance.

NJDOL reserves the right to rescind any unspent funds at the end of the grant. NJDOL also reserves the right to use this solicitation and competition to extend contracts of successful applicants for up to one year at a time, contingent upon available funding.

### D. ELIGIBLE APPLICANTS

Preference will be given to organizations that have demonstrated successful outcomes working with employers to obtain unsubsidized employment for the targeted population. Special consideration will be given to grantees that collaborate with educational institutions, faith-based and community-based organizations for the purposes of this grant. While there must be a lead applicant, NJDOL encourages consortium and collaborative partnerships which aim to meet the goals of this grant.

Applicants may apply for more than one grant, but must make a separate application for each county. An organization that submits an application for one county is not precluded from participating as a partner in a different organization's application for a separate county.

If not the lead applicant, grantees must demonstrate relationship, connection to or partnership with mental health, opioid use disorder (OUD) treatment and/or recovery center providers.

To be eligible for this NGO, the applicant must satisfy the following requirements:

- Must be a non-profit or for-profit entity or governmental entity;
- Pursuant to N.J.S.A. 52:32-44, a for-profit applicant and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue. (This statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies.); and
- Required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

#### **E. TARGETED POPULATION**

In accordance with program requirements, each grantee is expected to serve a minimum of 30 **new** participants that meet the following eligibility requirements:

- Resident of Atlantic, Camden, Essex, Hudson, Middlesex, Monmouth, Ocean, Passaic, or Union County;
- Directly or indirectly impacted by the opioid crisis;  
Grantees may only ask the following question to determine that an applicant or eligible participant has been impacted by the opioid crisis:  
Your answer to this question is voluntary. ***Do you, a friend, or any member of your family have a history of opioid use? Please answer “Yes” or “No”.***
- Meets one of the following criteria:
  - A dislocated worker;
  - An individual temporarily or permanently laid off because of the opioid crisis;
  - A long-term unemployed individual; or
  - A self-employed individual who became unemployed or significantly underemployed as a result of the opioid crisis
- Willingness to complete identified training and obtain employment; and
- For the purpose of this grant, long-term unemployed is defined as any individual who is:
  - Unemployed at time of eligibility determination; and
  - Has been unemployed for 15 or more nonconsecutive weeks over the last 26 weeks; and
  - Has made specific efforts to find a job.

**Or**

- Is significantly underemployed at time of eligibility determination; **and**
- Has or had been unemployed for 15 or more nonconsecutive weeks over the last 26 weeks; **and**

- Has made specific efforts to find a job with self-sustaining wages/hours.
- For the intent of this definition, 30 hours or more constitutes a week and does not include individuals who have held part-time jobs on a regular basis during the last 26 weeks.
- For the intent of this definition, for those underemployed at time of eligibility determination, significantly underemployed may include a circumstance where
  - the individual has obtained part time work of no more than 20 hours per week that does not provide self-sustaining wages **or**
  - the individual has obtained temporary subsidized employment

## **F. GRANTEE RESPONSIBILITIES**

The grantee will be the lead agency and overall coordinator of the grant. Specific duties include, but are not limited to:

- Recruit and enroll participants in Pathways to Recovery program;
- Ensure participant WIOA eligibility and obtain supporting documentation;
- Register participants with their local One-Stop Career Center;
- Engage Workforce Development Boards in project service areas;
- Co-enroll applicants in WIOA programs/services;
- Maintain and update participant files;
- Complete Individual Employment Plans (IEPs) during the first 30-days of enrollment in the program and update regularly;
- Provide and track supportive services based on individuals' needs identified in IEP;
- Enroll participants in career readiness and soft-skills training;
- Provide participants with meaningful education about their workplace rights and responsibilities
- Creation of temporary employment opportunities aimed at alleviating humanitarian and other needs created by the opioid crisis;
- Engage employers to modify hiring practices and drug-free workplace policies to increase job opportunities and retention for participants;
- Administer mentorship and/or job coaching services for participants; and
- Track/follow-up with participants and (if needed) provide additional supportive services to help encourage retention.

The grantee must conduct an orientation for all pre-screened individuals to ensure program requirements are met and training requirements are clearly understood.

The grantee must also partner with employers and work with NJDOL to ensure the training being provided aligns with in-demand occupations, as well as provides the essential skills, work readiness preparation required for success in the labor market.

## **G. PROCEDURES FOR ELIGIBLE ENTITIES TO APPLY FOR GRANT FUNDS**

The grantee serves as the applicant agency of record, the legally recognized fiscal agent for the grant project, and the single point of contact for NJDOL. The grantee will be expected to coordinate all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; outreach and recruitment; and fiscal management.

It is essential that the applicant carefully construct result-oriented goals and objectives, together with the program description and budget, providing a comprehensive plan for the successful accomplishment of the program.

All applicants are considered new applicants for this funding cycle, and will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO. The standard evaluation criteria (page 11) will be used to review and select applications.

Applicants under this grant program must provide a narrative describing their organizational capacity, resources, commitment, and any demonstrated employment, retention and employer relationship successes in working with the targeted population of this grant. Such information is to be included as part of the applicant's "Narrative" section of the application. Please refer to page 10 for additional information.

## **H. TECHNICAL ASSISTANCE WORKSHOP AND APPLICATION SUBMISSION**

NJDOL will provide a technical assistance workshop to potential applicants on August 27, 2020 from 1:00 PM – 3:00 PM via Microsoft Teams. Applicants are required to participate and must pre-register via email at: [Pathways2Recovery@dol.nj.gov](mailto:Pathways2Recovery@dol.nj.gov) prior to August 27, 2020.

The completed, signed original application must be received by 4:00 PM on, September 4, 2020. Faxed and/or mailed copies will not be accepted. All completed applications must be electronically submitted to: [Pathways2Recovery@dol.nj.gov](mailto:Pathways2Recovery@dol.nj.gov) utilizing MS Word, MS Excel, and PDF only.

## **I. AWARD PROCESS**

To be eligible for funding, the applicant must have satisfactorily completed the required elements of the NGO. NJDOL reserves the right to reject any and all applications when circumstances indicate that it is in its best interest to do so. NJDOL's best interests in this context include, but are not limited to, loss of funding; inability of the applicant to provide adequate services; indication of misrepresentation of information and/or non-compliance with State and Federal laws and regulations; and/or any existing NJDOL contracts and procedures.



Panel Review Process - All applications are subject to a Department panel review and final approval by the Commissioner of the Department of Labor. The panel review date is expected to occur the week of September 7, 2020. Within 10 business days following the panel review date, applicants will be notified of the status of their application and any requested revisions. Upon completion of all requested revisions and re-submission of completed applications with the required timelines, applicants will be notified of the final determination of their application.

## **J. REPORTING AND ON-SITE TECHNICAL ASSISTANCE VISITS**

Grant recipients are required to maintain progress data and submit monthly program and fiscal reports documenting grant-related activities. The reports will be reviewed to ascertain the grantee's progress within the scope of work and its conformance with program regulations and enabling legislation.

The format of the monthly reports is determined by NJDOL and the report form will be provided with the contract in dashboard format.

Monthly financial reports must be submitted as required in the contract and are due by the 15<sup>th</sup> of each month. In addition, they must contain the following:

- Status of all expenditures listed in the budget detail and the amount expended each month along with supporting documents; and
- A State of New Jersey payment voucher submission for expenditures incurred during the month.

All programs will receive a minimum of one on-site technical assistance visit. The purpose of the visit will be to assess progress toward the program goals and objectives, and integrity of the program model. Grantees will be required to submit additional reports as requested by NJDOL.

## **K. PROGRAM OUTCOMES**

Grantees are expected to attain the following outcomes during the funding period:

- A minimum of 30 **new** participants enrolled in the program who must be provided;
  - Assessments/Registration
  - IEP
  - Career Services
  - Training Services
  - Supportive Services
- At least 80% of **ALL** participants placed into unsubsidized employment; and
- At least 60% of those placed in employment will be retained for at least 90 days.

## L. PROPOSAL CONTENT AND CHECKLIST

To ensure consistency and fairness of evaluation, NJDOL requires that each applicant seeking funding under this grant program submit an application that includes, at a minimum, the components listed below. All components in the proposal must be in the order as listed. It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding. NJDOL's Standard Assurances and Certification is expected to be read prior to application submission. A description of each component is listed in this section, after the checklist.

<i>Required</i>	<i>Form</i>
✓	<a href="#">Applicant Title Page (Attachment A)</a>
✓	Letter(s) of Commitment from Partner(s) (WIB, Partner Agencies)
✓	Statement of Need
✓	Narrative
✓	Organizational Commitment and Capacity
✓	Training Curriculum and Schedule
✓	<a href="#">Budget Summary &amp; Budge Detail (Attachments B-C)</a>
✓	<a href="#">Budget Instructions (Attachment D)</a>
✓	<a href="#">Standard Assurances and Certifications (Attachment E)</a>

The Program Narrative must be produced using the following formatting requirements:

- Font – Times New Roman, 12 point;
- Spacing – double spaced;
- Margins – 1” top and bottom and 1” side margins;
- Pages must be numbered – X of X pages, centered at the bottom of the page;
- Charts and graphs are allowed but must be clearly labeled and described;
- Applicant/Organization’s name must be listed on each page;
- Proposals including attachments should not exceed 20 pages;
- Standard Assurances and Certifications are excluded in the 20-page count.

### **Explanation of Proposal Components**

1. Applicant Title Page (Attachment A) – Complete all sections of the form and attach it to the front of the application. Ensure Sections I and II are complete and all information is accurate on the form. The Chief Executive Officer must sign and date the form.
2. Letter(s) of Commitment from Partner(s) – A letter of commitment from the applicant’s local Workforce Development Board is required. Letters of commitment from other partners such as training providers, treatment providers, supportive service providers, and employers are encouraged. The letter(s) should indicate the specific activities in which the partner(s) will be involved.

3. Statement of Need – Demonstrate the need for the project in relation to the NGO. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation may include a demographic description of your targeted area, including employers, jobs, and research specifically relating to the opioid crisis.
4. Narrative – In this section, the applicant is to provide an overview of how the services detailed in the scope of work will be implemented and the timeframes involved, specifically addressing the following:
  - a. How the applicant's approach satisfies the requirements as stated in the NGO;
  - b. The applicant's understanding of the program expectations and outcomes as stated in the NGO;
  - c. All anticipated collaboration with other entities in the course of fulfilling the requirements of the contract resulting from this NGO;
  - d. Resolutions to anticipated barriers and potential problems the applicant foresees itself and/or the State encountering in the successful realization of the initiative described herein; and
  - e. All other resources needed by the bidder to satisfy the requirements of the contract resulting from this NGO.
  - f. The best practice(s) that will be used in the design and implementation of the program.
  - g. Summary of the policies that prohibit discrimination against consumers who are assisted in their prevention, treatment and/or recovery from substance use disorders and/or mental illness with legitimately prescribed medication/s.
  - h. Policies on the protection of applicant personal identification information (PII) and medical information per the Health Insurance Portability and Accountability Act (HIPAA), a US law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health-care providers confidentiality.
5. Organizational Commitment and Capacity – Applicants need to describe their commitment to addressing the conditions and/or needs identified in this NGO, including the organizational support that exists for implementing the proposed project. Please include charts of staff names, titles, duties/responsibilities and allocation of time related to this grant. The applicant must also state they have the management information system (MIS), equipment and capacity needed to properly track and report participant demographic and performance data to NJDOL and demonstrate the ability to complete all required monthly reports and requests for information in accordance with protocol and timelines established by NJDOL. The applicant should also describe what experience they have had in conducting trainings which support opioid affected persons. Additionally, the applicant should focus on

how previous experience will be applied to ensure successful implementation of the proposed project. The applicant should describe how they will establish networking, mentoring, and leadership opportunities during and after the project particularly, creating a workforce development infrastructure and possible continued employment for recipients.

7. Training Curriculum and Schedule – It is required that each applicant submit with this proposal a curriculum outlining the components within this section of the NGO and the associated hours for completion of each component. The training curriculum should be focused on basic skills instruction, workforce readiness instruction and occupation-specific training. Proposals that include training which leads to industry-recognized certification will be given special consideration. Training might be for job coaches who are peers to provide necessary support to either the worker or employers to support employees who are effected by the opioid crisis. The training might also enhance the capacity or tools of certified peer recovery specialists, community health workers, and certified recovery support practitioners work with the specified population. The curriculum must list the specific occupation(s) individuals will enter once they complete the training. CASAS testing must take place for all students prior to acceptance into the training program and at the conclusion of instruction.
  
8. Budget Summary (Attachment B) and Budget Detail (Attachment C) – The budget summary and budget detail sheets must be completed. The Summary and Narrative must also include all monetary and non-monetary funding sources or resources within the budget. Amounts reported on the Budget Summary must be fully supported by information provided on the Budget Narrative. Attachment D outlines the instructions on completing the budget summary and budget detail pages. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.
  
9. Standard Assurances and Certifications (Attachment E) – By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the “Standard Assurances and Certifications”. (Please click link in above chart).

**Evaluation Criteria**

This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements, which will include, but not be limited to the following:

<i>Evaluation Criteria</i>	<i>Total Points</i>
<b>Programmatic:</b> <ul style="list-style-type: none"> <li>• <a href="#">Title Page</a> signed and dated</li> <li>• <a href="#">Standard Assurances and Certifications</a></li> </ul>	10

signed and dated	
<b>Program Narrative:</b> <ul style="list-style-type: none"> <li>• Addresses all narrative summary items</li> <li>• Compelling statement of need</li> <li>• Summary of training curriculum and alignment with the NGO</li> <li>• Strategy to ensure participant program completion, placement, and attendance tracking procedure/policy.</li> </ul>	40
<b>Applicant Requirements:</b> <ul style="list-style-type: none"> <li>• Organizational commitment and capacity describes past experience and includes information about their MIS system</li> <li>• Letters of support</li> </ul>	20
<b>Budget Summary and Budget Narrative:</b> <ul style="list-style-type: none"> <li>• Budget is reasonable</li> <li>• Budget is within the cost guidelines of the NGO</li> <li>• Budget Summary aligns with Budget Narrative</li> <li>• No calculation errors</li> </ul>	30