STATE OF NEW JERSEY

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

NOTICE OF GRANT OPPORTUNITY (NGO)
Fiscal Year 2023
(July 1, 2022 – June 30, 2023)

NEW JERSEY YOUTH CORPS (NJYC)
CONTINUATION

Announcement Date: March 25, 2022
Information Session / Technical Assistance: April 7, 2022
Application Due Date: April 28, 2022 (by 12:00PM)

Robert Asaro-Angelo

Commissioner

NEW JERSEY YOUTH CORPS

Application for Funding
Fiscal Year 2023

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Take notice, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter "NJDOL") regularly publishes all notices of available funding for federal and state grants, awarded by the Department, on its website at http://lwd.dol.state.nj.us/labor.

A. NAME OF GRANT PROGRAM
New Jersey Youth Corps (NJYC)

B. PURPOSE OF THE GRANT
The purpose of the NJYC program is to implement a statewide coordinated service system designed to help disconnected out-of-school youth, ages 16-25, without a high school diploma, reengage in educational, training and employment opportunities for a sustainable long-term career development. NJYC will provide full-time, cohort-based education and service learning, individual counseling, and transition services designed to help Corpsmembers resolve barriers, obtain a High School Diploma (by way of equivalency exam) or other measurable skill gain, and transition to a qualified post-corps placement along an identified career pathway.

C. AVAILABLE FUNDING
The NJYC program is expected to be funded by the State annual appropriations act, Workforce Investment Opportunity Act (WIOA) State set-aside, and a supplemental amount made available to NJDOL by the Department of Human Services (DHS) pursuant to 45 CFR 260 et seq. This NGO serves as the second year of a four-year grant cycle. The amount of year two funding expected to be available for Fiscal Year (FY) 2023 (July 1, 2022 – June 30, 2023) is $5,300,000. Funding is contingent upon passage of the State FY 2023 Appropriations Act, receipt of federal WIOA State set-aside funds and the transfer of funds from the DHS.

The total grant amount may not exceed $10,400 per Corpsmember, and applications must propose to enroll no less than 20 Corpsmembers.

Applicants may propose to enroll up to 20% more Corpsmembers than contracted in FY22 ONLY if they achieved at least 90% enrollment in that fiscal year. Final amounts will be determined at the time of pre-contract revisions, which may take past performance into consideration. Ineligible, inappropriate or undocumented costs will be removed from the funding request.

The grant period for year one will be a 12-month duration and is estimated to begin on July 1, 2022. All funds must be fully expended by June 30, 2023. For each successive year of the grant cycle, the approved applicant will be required to apply for continuation funding.

D. ELIGIBLE APPLICANTS
Organizations receiving Youth Corps funding in FY2022, who have met both program and fiscal requirements, are eligible to apply.

Applicants must have the capacity to operate this program for the full duration of the four-year cycle, and must be in good standing with NJDOL's Division of Employer Accounts. Any organization that has an outstanding liability to NJDOL will not be able to have its contract executed by NJDOL until the liability is resolved.

PLEASE NOTE: All guidelines and required forms in this document are accessible through hyperlinks on the Table of Contents page, which appear in blue font and are underlined.

E. REQUIREMENTS TO APPLY

Applicants must be able to demonstrate the ability to effectively implement the NJYC model by recruiting, retaining out-of-school youth and operating according to the attached NJYC Program Requirements.

Each NJYC grantee must meet the following performance objectives:
1. Enroll contracted number of Corpsmembers.
2. 85 percent of those enrolled will successfully complete Stage I of the NJYC program.
3. 80 percent of those enrolled at the high school education level shall obtain their High School diploma by way of equivalency exam. High school education level is defined as testing at a 9th grade level in BOTH reading and math, per approved standardized academic assessment.
4. 100 percent of Corpsmembers must achieve at least one Measurable Skill Gain, defined as:
   - Growth of one grade level in either subject of Reading or Math, based on approved standardized test; or
   - Obtainment of a High School diploma.
5. 75 percent of Corpsmembers who successfully complete Stage I of the NJYC program will achieve one or more post-corps placements.

F. APPLICATION PROCESS

NJDOL accepts, reviews, approves and manages all NJYC grants electronically using the System for Administering Grants Electronically (SAGE). Applicants must first submit a letter of intent to apply. The letter of intent should be submitted via e- mail to lwdsage@dol.nj.gov and by 12:00 p.m. on Wednesday, April 6, 2022 and must include:
- Applicant agency name,
- Business name (if different from agency name),
- Name of person responsible for submitting application (Agency Official),
- Federal Employee Identification Number (FEIN),
- Dun and Bradstreet (D-U-N-S) Number, and
- Names, titles, and e-mails of the mandatory technical assistance workshop attendees.

To receive access to SAGE, applicants must register at: https://njdol.intelligrants.com. It is imperative that registration be submitted at the time the letter of intent is completed. You will receive an e-mail message confirming that your account has been validated. NJDOL will then provide access to the application. After receiving the confirmation, eligible entities will have access to complete and submit their grant application online. Technical requirements for SAGE can be viewed at https://njdol.intelligrants.com.

Applicants must agree to the terms and conditions as outlined in the Standard Assurances and Certifications and General Provisions in order to begin completing the application.

The application must consist of the following components:

Required	Component
✓	Applicant Information
✓	Project Location
✓	Previous Funding
✓	NJYC Performance Deliverables Page
✓ (upload to Required Attachments)	Statement of Need
✓ (upload to Required Attachments)	Organizational Commitment and Capacity
✓ (upload to Required Attachments)	Program Narrative (submitted as 3 separate uploads) • Program Design and Delivery • Participant Flow Chart • "After Hours" Program Design and Delivery (if applicable)
✓	Budget Forms (Schedules A-C) • Schedule A Justification Page(s)
✓	Cost Summary
✓ (upload to Required Attachments)	Curriculum Outline • Basic Skills • Workplace Readiness
✓ (upload to Required Attachments)	Acceptance of Program Requirements
✓ (upload to Required Attachments)	Stipend/Incentive Policy
✓ (upload to Required Attachments)	Attendance Policy
	Miscellaneous Attachments to be Uploaded • Board Resolutions to Apply (if applicable) • Lease/Rental Agreement (if applicable) • Procurement Quotes & Justification (if applicable per Cost Guidelines)

If any of the above required components are not completed, submitted, signed and dated, your proposal may be considered incomplete and, therefore, may not be reviewed by the selection committee.

The forms described below must be accessed and submitted through the "Forms" menu in SAGE:

1. **Applicant Information**
   Applicants must complete all the required information for the primary contact, chief executive officer, application organization, project director and business manager.

2. **Project Location**
   Applicants must enter the address of the NJYC site location and select the counties and

municipalities the proposed NJYC program will serve.

3. **Previous Funding**
   Applicants previously funded by NJDOL within the last three years must complete the required information.

4. **NJYC Performance Deliverables Page**
   Applicants must enter their proposed enrollment numbers on this page in SAGE, which will automatically calculate the expected performance metrics in accordance with the NJYC Program Requirements. The enrollment number may be negotiated during pre-contract revisions.

   Applicants must also fill in their cohort designs and projected cohort start dates on this page.

5. **Statement of Need (Uploaded to Required Attachments)**
   A need is defined as the difference between the current status and the outcomes and/or standard(s) that the applicant would like to achieve. Demonstrate the need for a project, in relation to the NGO, and provide documentation that substantiates the need. Documentation must include demographics, description of target population(s), student data, personnel data and research.

   Note: *The Statement of Need document should include page numbers and must not exceed 2 pages.*

6. **Organizational Commitment and Capacity (Uploaded to Required Attachments)**
   Applicants should describe the extent of their organizational commitment to the program. The applicant should include their experience(s) and successes working with the targeted population and implementing services similar to the program services described within this NGO. Applicants should make the connection to how their capacities will support enrolling the proposed number of Corpsmembers.

   Note: *The Organizational Commitment and Capacity document should include page numbers and must not exceed 2 pages.*

7. **Program Narrative**
   Applicants must submit a program narrative in accordance with the NJYC Program Requirements.
   ➢ **Program Design and Delivery (Uploaded to Required Attachments)**
   Each applicant must:

   ▪ Identify the address of the facility that will host the NJYC site, and a brief description of the facility;

   ▪ Outline strategies to recruit potential Corpsmembers, including identified partners providing referrals to NJYC;

- Address the plan to work with their local Workforce Development Board to establish the processes for registering Corpsmembers into the One Stop's AOSOS database, cross-referring prospective participants, co-enrolling participants between NJYC and WIOA when appropriate, and any additional envisioned partnerships.

- Provide a comprehensive plan of services and strategies to implement each component of Section III of the NJYC Program Requirements. Each program component must be addressed in their own separate sections of the narrative.
  - When addressing the Community Service Learning component, applicants should describe anticipated service project sponsors and types of service projects to be conducted.

Each component section must also include brief descriptions of how component implementation would occur remotely, should a public health or other crisis warrant distanced programming.

Note*: The Program Design and Delivery document should include page numbers and must not exceed 15 pages.*

➢ **Participant Flow Chart (Uploaded to Required Attachments)**
Applications must include a participant flow chart detailing the journey of a typical participant through each component of the program, from recruitment through Stage II follow-up.

➢ **After Hours Program Design and Delivery (If applicable; Uploaded to Required Attachments)**
NJYC sites may choose to implement After Hours Program services to provide Corpsmembers with a safe, healthy, and supportive environment to be accessed beyond the regular hours of NJYC. An After Hours Program is intended to stimulate Corpsmembers' social, physical, and intellectual abilities while reducing risky behaviors such as drug use or gang involvement.

Applicants who choose to implement an After Hours Program must also provide a design and delivery strategy, including, at a minimum, the following:
- Strategies for engaging youth
- Objectives of program
- Hours of operation
- Types of activities planned

Note: *The After Hours Program Design and Delivery document should include page numbers and must not exceed 3 pages.*

8. **Budget Forms (Schedules A-C)**
Following the attached Cost Guidelines, complete Budget Schedules A through C to identify personnel costs, non-personnel costs and direct student services costs.

NJDOL has limited the cost categories to the following areas:

➢ **Schedule A - Personnel Costs**
This budget category includes salaries for program staff and fringe benefits. For personnel who are administrative staff only, you must check the administrative box to the left of the position title.

  ▪ **Justification Page-** Each page of Schedule A has a Justification Page attached. A justification for all personnel/positions listed on Schedule A must include a designation as an administrative role (if applicable), number of work hours per week, programmatic roles and responsibilities, and relevant education and experience.

➢ **Schedule B – Non-Personnel Costs (Indirect/Administrative)**
This budget category includes cost categories that are NOT considered direct participant services or expenses and are further detailed in the Cost Guidelines. Each non-personnel cost category selected must have a clear justification or description of the selection. All costs included on Schedule B will count towards your administrative cap which is 10% of your total grant funds requested.

Applicants should strive to select from the existing cost categories provided within the schedule's dropdown list. Line items that fall within the same cost category should be entered as one row when possible, and should identify the specific items and their cost breakdowns within the justification

➢ **Schedule C – Direct Services**
This budget category includes cost categories that are considered to directly benefit program participants and are further detailed in the Cost Guidelines. Each direct service cost category selected must have a clear justification or description of the selection.

Applicants should strive to select from the existing cost categories provided within the schedule's dropdown list. Line items that fall within the same cost category should be entered as one row when possible, and should identify the specific items and their cost breakdowns within the justification

9. **Cost Summary**
Once all budget schedule costs have been entered in their respective schedules, the information will carry to the Cost Summary page.

10. **Required Attachments**
The below attachments must be uploaded:

  ➢ **Statement of Need** (referenced in section F.6.)
  ➢ **Organizational Commitment and Capacity** (referenced in section F.7.)
  ➢ **Program Narrative – Program Design and Delivery** (referenced in section F.8.)
  ➢ **Program Narrative – Participant Flow Chart** (referenced in section F.8.)

➢ **Program Narrative – After Hours Program Design and Delivery** (referenced in section F.8.)
➢ **Curriculum Outlines**
Each applicant must provide curriculum outlines, in accordance with the NJYC Program Requirements, for:
  • Basic Skills / HSE Preparation Instruction, and
  • Employability and Workplace Readiness Instruction.
➢ **Acceptance of Program Requirements**
Each applicant is required to sign the attached Acceptance of Program Requirements (see Table of Contents) to verify that the NJYC Program Requirements and Cost Guidelines were reviewed. The signed form must be uploaded to the Required Attachments page in SAGE.
➢ **Stipend/Incentive Policy**
Each applicant must create their own stipend/incentive policy which adheres to the specifications outlined in the NJYC Program Requirements. The policy should include standards for remote operation, if different from the regular policy.
➢ **Attendance Policy**
Each applicant must create an attendance policy which adheres to the specifications outlined in the NJYC Program Requirements. The policy should include standards for remote operation, if different from the regular policy.

11. **Miscellaneous Documents**
The miscellaneous attachment page in SAGE is optional, and not required to be completed. In this section, you can upload any additional information or documents that will support your grant application, or are required by your organization or special circumstance, such as:
➢ **Board Resolutions to Apply**
➢ **Lease/Rental Agreement**
If applicable, lease/rental agreements for the NJYC site must include the total square feet being used by the NJYC program and the cost per square foot.
➢ **Procurement Quotes & Justification**
A request for quotes and justification must be provided when procuring NJYC Services from external providers at a cost in excess of 15% of the total grant funds requested per the Cost Guidelines.

G. **INFORMATION SESSION / TECHNICAL ASSISTANCE WORKSHOP**
NJDOL will provide a virtual information session / technical assistance workshop on Thursday, April 7, 2022 at 10:00 a.m. to 12:00 p.m. via a GoToMeeting conference call. Invites to the GoToMeeting will be sent to the emails provided in the applicant's letter of intent. Attendance of this workshop is mandatory for applicants to be considered eligible to apply. Applicants planning to attend the workshop must submit letters of intent, as described in section F, to lwdsage@dol.nj.gov by 12:00 p.m. Wednesday, April 6, 2022.

Applicants are expected to read the NGO in its entirety, including the NJYC Program Requirements and Cost Guidelines, prior to attending the workshop.

H. APPLICATION SUBMISSION DATE

Continuation applications must be received by NJDOL via SAGE **by 12:00 p.m. Thursday, April 28, 2022**. NJDOL will not accept any application received after the submittal deadline. Responsibility for timely submission is the sole responsibility of the applicant.

I. AWARD PROCESS

Continuation applications will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy, and the adherence to the guidelines and requirements of this NGO and its attachments. All applications are subject to review, pre-contract revisions, and approval by the NJDOL Commissioner. Final amounts will be determined at the time of pre-contract revisions and are subject to the availability of funds.

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 and indication of misrepresentation of information.