



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

**NOTICE OF GRANT OPPORTUNITY  
Fiscal Year 2023**

**Job Opportunities for Building Success (JOBS)  
Developing Training, Employment, and Retention for the Justice-Involved Population**

**Announcement Date: March 14, 2023**

**Application Due Date: April 28, 2023**

**Robert Asaro-Angelo  
Commissioner**

# **JOB OPPORTUNITIES FOR BUILDING SUCCESS**

## **Notice of Grant Opportunity – FY 2023**

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**Job Opportunities for Building Success**  
**Notice of Grant Opportunity – FY 2023**  
**New Jersey Department of Labor and Workforce Development**  
**Notice of Availability of Grant Program Fund**

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the New Jersey Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOL”) regularly publishes on its website 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 “Research & Information” and the subheading “Grant Opportunities” - <https://www.nj.gov/labor/research-info/grants.shtml>.

**A. NAME OF GRANT PROGRAM**

Job Opportunities for Building Success (JOBS) is a competitive grant offered by the New Jersey 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 JOBS is to fund services for Justice-involved individuals whose workforce conditions have impeded their successful reentry into the community. Recipients will be provided career services, trainings, paid internships, apprenticeships, and supportive services (for example, transportation, expungement, ID obtainment, clothing, driver’s license restoration) to increase employment opportunities.

Justice-involved individuals encounter many unique challenges when attempting to return to the workforce. This population has a multitude of barriers to employment compared to the rest of the community and requires additional services and client-specific approaches to resolve these issues.

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). Successful respondents to this NGO will be responsible for managing the recruitment, enrollment, coaching, training, employment, and retention of program participants.

**Goals of JOBS**

The main goal of this NGO is to promote successful reentry of justice-involved participants into the workforce. This competitive NGO is being made available to accomplish the following goals:

- **Partnership:** Develop partnerships with justice-involved entities to (1) support enrollment of target populations, (2) strengthen career coaching/mentoring practices, and (3) ensure connection to critical support services, such as Identification obtainment and expungement.
- **Individual Employment Plan:** Ensure, per participant’s IEP, the timely delivery of

appropriate and necessary career-training, and support activities to Justice involved individuals.

- **Career Coaching:** Provide ongoing and consistent career coaching/mentoring, including connection to supportive services, to help participants navigate IEPs and manage decisions about how to utilize JOBS funding.
- **Outcomes:** Help participants navigate to successful outcomes, including the attainment of industry-recognized credentials and entry and advancement in career path and employment.
- **Virtual Services:** Offer training and career coaching/mentoring via digital platforms to ensure participant accessibility.
- **Internships:** Provide placement into internships to help participants gain work experience and possible opportunities for employment.
- **Work-Based Learning:** Partner with employers to increase unsubsidized employment opportunities and retention.
- **Evaluation and Learning:** Use data and evidence to track outcomes and improve how participants utilize JOBS funds.

### C. AVAILABLE FUNDING

The amount of funding available for this program in Fiscal Year 2023 (FY23) is estimated to be \$6,000,000 and is contingent upon the availability of Workforce Development Partnership Funds. Each grantee is estimated to receive up to \$947,100. The 12-month grant period is estimated to begin June 1, 2023, and end May 31, 2024.

The chart below details the amount grantees can expend to service participants.

GRANT FUNDING ALLOCATIONS	MAXIMUM FUNDING
Administrative Costs @10%	\$ 86,100
Participant Training	\$ 200,000
Participant Supportive Services	\$ 100,000
Participant Career Services	\$ 200,000
Internships	\$ 350,000
Marketing	\$ 11,000
<b>TOTAL</b>	<b>\$ 947,100</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 prior satisfactory performance.

**Failure to meet performance goals and expend funds will impact future grant opportunities.**

**NJDOL reserves the right to rescind any unspent funds. NJDOL also reserves the right to use this solicitation and competition to extend contracts of successful applicants, contingent upon available funding.**

#### **D. ELIGIBLE APPLICANTS**

This competitive grant awards funding to lead agencies that provide training and employment placement services to Justice-involved individuals that reside in the State of New Jersey. Applicants must have the capacity to operate this program for the full duration of the grant period and must be in good standing with NJDOL’s Division of Employer Accounts.

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

- Must be a non-profit, for-profit entity, governmental entity (including state or municipal agencies) or institution of higher education.
- 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.
- 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**

Participants of the program must be Justice Involved and reside in the appropriate regions throughout the State of New Jersey (See chart below).

<b>Regions</b>	<b>Counties</b>
North	Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Warren
Central	Hunterdon, Middlesex, Monmouth, Mercer, Ocean, Somerset, and Union
South	Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem

In accordance with program requirements, each grantee is expected to serve a minimum of **200** participants (**of which a minimum of 100 must be referred from probations**) that meet the following eligibility requirements:

- Currently a Justice-involved individual within the State of New Jersey.
- Resident of region where program services will be provided by the grantee.
- Willingness to complete identified training, career services and/or internships plus obtain employment.
- Meet the following criteria:
  - Age 18 or older.
  - In need of workforce services, training or retraining to secure unsubsidized 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 the JOBS program.
- Enroll participants as WIOA Adult eligible within 60-days and ensure documentation is obtained and placed in participant files.
- Ensure all participants are registered as JOBS in AOSOS with their local One-Stop Career Center.
- Maintain and update participant files with IEPs, case notes, employment verification, follow-ups, training start/end dates, credentials/certifications, signed supportive service forms, and exit forms.
- Participant files must be secured in a locked case if being transported to other sites.
- Provide template of IEP for approval by NJDOL prior to start of program services.
- Complete Individual Employment Plans (IEPs) during the first 30-days of enrollment in the program and update regularly.
- Conduct an orientation for all participants to ensure program requirements are met, training requirements are clearly understood, and participant rights and responsibilities are reviewed.
- Ensure no services are provided prior to IEP completion.
- Provide and track supportive services based on individuals' needs identified in IEP.
- Supportive Services provided must be reasonable and necessary.
- Enroll participants per IEP in career readiness and soft-skills training.
- Ensure all training vendors and services are on the Eligible Training Provider List.
- Ensure internships with employers are completed through the JOBS program.
- Provide marketable job skill training for participants that leads to long term career paths.
- Administer mentorship and job coaching services for all participants.

## G. PROCEDURES 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 quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO.

The standard evaluation criteria 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.

## H. APPLICATION SUBMISSION

Successful proposals must be responsive to the NGO and meet all technical capacity and fiscal viability requirements as described. Applications are submitted and awards are managed through NJDOL's online grant system, the System for Administering Grants Electronically (SAGE) IGX. Applications are submitted online, via IGX at [Njdol.intelligrants.com](http://Njdol.intelligrants.com).

Applicants must determine who will serve as the Authorized Official (AO) for this grant application. The AO must:

- Be authorized to enter into a contractual agreement on behalf of the company.
- Read and understand the FY2023 Notice of Grant Opportunity (NGO).
- Register (create an account) in the System to Administer Grants Electronically (SAGE) IGX and submit a Letter of Intent (LOI) to apply for FY2023 JOBS grant.

The AO may delegate completion of the application to others by giving access in IGX but should be aware that responsibility for the contract remains with the AO for the life of the grant.

Applicants interested in applying for the JOBS grant **must** submit a LOI to express interest in the grant opportunity. This notification allows NJDOL to have sufficient resources in place to carefully review each proposal and to obtain access to the application in IGX. Applicants **must** complete, sign, and submit a letter of intent as soon as the applicant is interested in applying for the grant opportunity. A sample LOI can be found below. The completed and signed LOI **must** be emailed as an attachment to [JOBS@dol.nj.gov](mailto:JOBS@dol.nj.gov)

Incorrect or missing information or failure to register in IGX will delay the processing of the LOI, which will delay access to the online application. Once the Authorized Official is registered and approved in IGX, applicants can then proceed to enter the required information and documentation in the IGX system.

**Mandatory Technical Assistance Session**

NJDOL will provide a mandatory technical assistance (TA) session via Microsoft Teams to potential applicants. General guidance on completing the required documents, budget forms and an overview of IGX will be provided. It is important that both the Program Director and Fiscal Officer attend this session. **To register for the mandatory technical assistance session, submit your LOI to [JOBS@dol.nj.gov](mailto:JOBS@dol.nj.gov).**

**Proposal Deadline**

**Please adhere to deadline dates noted below.**

<b>Letter of Intent Due</b>	<b>Technical Assistance Session</b>	<b>Application Due</b>	<b>Panel Review</b>
March 29, 2023 @ 12PM	March 31, 2023 @ 10AM	April 28, 2023 @ 4PM	May 1, 2023

**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 New Jersey Department of Labor. The panel review date is expected to occur per chart above. 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 by the 15<sup>th</sup> of every month. 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 no later than the 15<sup>th</sup> of each month unless prior approval is provided. 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.

In addition to the above monthly reports, quarterly performance reports are required.

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 may 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 **200** participants (**of which a minimum of 100 must be referred from probations**) 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.
- At least 60% of those placed in employment will be retained for at least 90 days.
- Maximum of 50 participants placed into work internships.

## **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 on IGX that includes, at a minimum, the components listed below. It is important to note that failure to upload the required documentation may result in the application being removed from consideration for funding. Standard Assurances and Certification and General Provisions – By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the “Standard Assurances and Certification and General Provisions”.

A description of each component is listed in this section, after the checklist.

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; and
- Proposals including attachments should not exceed 20 pages.

<i>Required</i>	<i>Form</i>
✓	Applicant Title Page
✓	Letter(s) of Commitment from Partner(s) (WIB, Partner Agencies)
✓	Statement of Need
✓	Narrative
✓	Organizational Commitment and Capacity
✓	Training Curriculum and Schedule
✓	Budget

**Explanation of Proposal Components**

1. Applicant Title Page – Complete all sections and ensure all information is accurate on 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 justice-involved population.
4. Narrative – 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 while 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.

- e. Use disorders and/or mental illness with legitimately prescribed medication/s; and 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 justice-involved 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.
6. 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 credentials will be given special consideration. 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.
7. Budget – This section must be completed, and Narrative must also include all monetary and non-monetary funding sources or resources within the budget. Amounts reported in the budget must be fully supported by information provided on the budget narrative. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.

**Note: The following are not allowable**

- **Participant Stipends.**
- **Fee for Service.**

Miscellaneous Attachments – The miscellaneous attachment is optional, and not required to be completed. In this section, you can submit any additional information or documents that will support your grant application.

Standard Assurances and Certification and General Provisions – By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the “Standard Assurances and Certification and General Provisions”.

**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><b>Evaluation Criteria</b></i>	<i><b>Total Points</b></i>
<p><b>Program Narrative:</b></p> <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>	50
<p><b>Applicant Requirements:</b></p> <ul style="list-style-type: none"> <li>• Organizational commitment and capacity describe past experience and includes information about their MIS system.</li> <li>• Letters of support.</li> </ul>	20
<p><b>Budget and Budget Narrative:</b></p> <ul style="list-style-type: none"> <li>• Budget is completed.</li> <li>• Budget is reasonable.</li> <li>• Budget is within the cost guidelines of the NGO.</li> <li>• Budget aligns with Budget Narrative.</li> <li>• No calculation errors</li> </ul>	30

**Letter of Intent  
(On organization's letterhead)**

New Jersey Department of Labor and Workforce Development  
Office of Transitional Workforce Services  
[JOBS@dol.nj.gov](mailto:JOBS@dol.nj.gov)

RE: FY23 JOBS

Please accept this letter as notice of my intention to apply for the New Jersey Department of Labor and Workforce Development Fiscal Year 2023 JOBS Initiative. I have completed registration (created an account) in the System to Administer Grants Electronically (SAGE) IGX and did read and do understand the FY23 JOBS Notice of Grant Opportunity and am aware of my responsibilities as the Authorized Official.

(Organization's Name) proposes to request funding to service justice-involved individuals in (Region).

Legal business name:

Federal Employee Identification # (FEIN):

System for Award Management (SAM)/Unique Entity Identifier (UEI):

NJ Business Address:

County of NJ Business:

Business Web Address:

Name of Authorized Official:

Title of Authorized Official:

Direct phone # and email address of Authorized Official:

Main point of contract for the JOBS application:

Direct phone # and email address of main point of contact:

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Signature of Authorized Official

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Date

**Email this completed form as an attachment to: [JOBS@dol.nj.gov](mailto:JOBS@dol.nj.gov)**