



STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Hire New Jersey Skills Investments

EmploymentFirst4Jersey
Training Grants

Notice of Grant Opportunity
State Fiscal Year 2014

Announcement Date: 7/01/13
Application Deadline: 8/01/13

Harold J. Wirths
Commissioner

EmploymentFirst4Jersey Training Grants

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Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “LWD”) 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 “Public Notices” and the subheading “[Notice of Availability of Grant Program Funds.](#)”

A. Name of Grant

EmploymentFirst4Jersey Training Grant Program

B. Purpose of the Grant

The EmploymentFirst4Jersey Training Grant program is designed to promote competitive, integrated employment for people with any type of disability in the general workforce. By working with employers, the program will create opportunities for individuals with disabilities to obtain gainful employment in targeted industry sectors, local school districts and community rehabilitation organizations.

New Jersey has identified the following industry clusters as targeted sectors for State Fiscal Year 2014 (SFY 14):

1. Transportation, Logistics and Distribution;
2. Life Sciences (Pharmaceuticals, Biotechnology, Medical Devices);
3. Advanced Manufacturing;
4. Financial Services;
5. Health Care;
6. Technology/Entrepreneurship; and
7. Retail, Hospitality and Tourism.

C. Available Funding

The projected amount of funding available for this program in SFY 14 is estimated to be \$2,000,000. Funding is contingent upon the amount available in the Workforce Development Partnership (WDP) program training fund.

Maximum grant awards are as follows:

Grant awards are based on individual trainee reimbursements of up to \$6,000 per trainee with a maximum grant award of \$250,000. Program reimbursement rates are based on achieving the below performance standards:

- Twenty-five percent upon trainee program enrollment (\$1,500).
- Fifty percent of upon trainee job placement (\$3,000).
- Twenty-five percent after 90 days of trainee employment (\$1,500).

D. Eligible Entities

Eligible applicants for this competitively-awarded grant must be organizations with the capacity to serve people with disabilities. All applicants are encouraged to work in conjunction with pre-identified New Jersey employers or consortia of employers from one of the State of New Jersey's targeted sectors.

Applicants can be private or public nonprofit or for profit organizations approved by a state or federal agency to provide employment related rehabilitation services.

E. Qualifications of Applicants in order to be considered for funding under grant program.

E1. Program Narrative: All applicants shall submit a written narrative and the components of the narrative should be clearly specified. Applicants must propose training for qualified persons to fill immediate job openings and job openings expected to be created within six months at New Jersey businesses. The LWD anticipates that all trainees will be hired into permanent full-time or permanent part-time positions as a result of the training provided. **Please include an overview of the training program and a comprehensive training plan.**

Types of trainings eligible for EmploymentFirst4Jersey training grants include:

- Classroom and Individual Training:
 - Employment related training conducted by a qualified instructor and/or job coach from a community rehabilitation provider.
- Electronic Delivery Training falls into three categories:
 - Computer-Based Training is training delivered through a computer program at a pace set by the trainee. There is no requirement for delivery by a live trainer and training does not have to be interactive.
 - Video Conference is training that is live, interactive instruction provided by a trainer through a video communications session.
 - E-Learning is instruction delivered by a live trainer through a web-based system, conducted in a virtual environment utilizing web meeting or webinar.

Applications will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to this Notice of Grant Opportunity (NGO). The evaluation criteria detailed below will be used to review and select applications.

E2. Application Package Content and Checklist: To ensure consistency and fairness of evaluation, each applicant seeking funding under this grant program must submit an application packet that includes the components listed below in the order they appear.

Checklist
Signed LWD Standard Assurances and Certifications and General Provisions
Applicant Title Page
Budget Summary
Program Narrative/Overview
Training Plan
New Jersey Treasury Tax Clearance Certificate – must be current within 90 days of application submittal

In addition, all applications 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
- Binders shall not be utilized for application submissions.
- Total package shall not exceed 20 pages.

It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding.

E3. Standard Evaluation Criteria: EmploymentFirst4Jersey NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements which will include the following:

	Total Points
Program:	20
1. Program staff qualifications and agency experience	
2. A demonstrated proven track record as a provider of employment services to people with disabilities.	20
3. A well-developed training program and comprehensive training plan that focuses on a targeted industry sector(s) and collaborates with employers.	40
Financial:	20
1. Costs identified in budget appear to be reasonable and well-defined.	
2. Budget Narrative supplied.	
3. No calculation errors.	
Total	100
Bonus Points*	10
Total	110

*The Division of Vocational Rehabilitation Services (DVRS) is interested in proposals that contain a strong employer connection which leads to consumer placement. To this end, up to 10 extra evaluation points will be added for applicants who identify employers willing to consider hiring consumers as a result of the training.

E4. Targeted Population: As per the Rehabilitation Act of 1973, as amended in 1992, services must be provided to individuals with disabilities and particularly to individuals with the most significant disabilities that are eligible for services with the DVRS.

E5. Tax Clearance: Public Law 2007, c. 101 requires that as a precondition to the award of business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee or other monetary or financial benefit from a department or agency of state government shall obtain a [Tax Clearance Certificate](#) from the director of the New Jersey Division of Taxation prior to the issuance of the grant, incentive or assistance.

E6. One-Stop Career Centers and Talent Networks: Upon award of a contract, the grantee must work with their local One-Stop Career Center (OSCC) DVRS office to conduct recruitment for eligible participants.

Grantees will be charged with ensuring that all participant information is kept up to date with their local OSCC DVRS office.

Applicants are encouraged to reach out to the Department's Talent Networks for assistance in identifying targeted industry training needs and determining future capacity, as appropriate.

Applicants are encouraged to reach out to the Department's appropriate Talent Network for the proposal's targeted industry sector training needs and determined future capacity, as appropriate.

E7. Program Reporting and Invoicing Requirements: Applicants must report program outcomes, participant data and monthly activity. All reports must be submitted to the assigned program planning and development specialist (PPDS) as required. The PPDS will monitor the activity to ensure contract deliverables are being met and validate invoices for payment.

Grantees will be required to complete and submit the following documents:

- 1) A monthly report ([dashboard](#)), (Attachment D), due by the 10th of each month listing all of the activities performed under the grant including list of names of participants, status of the DVRS, job placement and retention rate.
- 2) A monthly invoice due by the 10th of each month detailing all expenses incurred during the prior month. Grantees will be paid on a monthly cost reimbursement method, after the invoice has been submitted to, and approved by, the LWD.

- 3) A grant closeout report must be submitted within 30 days from the contract end date. Examples of the types of information required to be submitted within the closeout report include assessments on training outcomes, a compilation of financial information as well as demographic information on total number of businesses and trainees served, descriptions of barriers to meeting goals, if applicable, best practices learned and return on investment. Final reimbursement will be subject to the submission of the final report and acceptance by the LWD.
- 4) On occasion grantees may be required to submit ad hoc reports on short notice.

E8. Program Outcomes: The expected minimum performance for this NGO is the following:

- Provide training to consumers in one of the seven industry sectors.
- Place into competitive integrated employment 75 percent of eligible DVRS consumers who completed training.
- Retain 50 percent of consumers in employment for 90 days or more.

E9. Program Budget and Budget Narrative: Each applicant must complete a well-constructed budget reflecting the full proposed budget for the entire proposal. Proposals implementing cost-effective approaches to development and delivery of programs and services will be given competitive preference. The Program Budget and Budget Narrative must also include all monetary and non-monetary funding sources or resources within the budget.

Amounts reported on the Program Budget must be fully supported by information provided on the Budget Narrative. The Budget Narrative must have a demonstrated cost basis. The cost basis shows how you arrive at the estimate you have provided. In most cases, the cost basis includes a calculation (e.g., 50 notebooks at \$1.00 = \$50.00). Indirect costs may be allowed if they are based on an approved indirect cost plan and are deemed ordinary, necessary and reasonable by the grant selection committee. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline. The budget must relate to the activities and program components described in the proposal.

F. Application Process

The responsibility for a timely submission rests with the applicant. The DVRS must receive one original and four copies of the completed application no later than 4 p.m. Thursday, August 1, 2013. The DVRS will not accept and cannot evaluate for funding consideration an application received after this deadline. Due to unforeseen circumstances, dates may be subjected to changes. Any changes will be posted on the LWD website. All applications are subject to a Department panel review and final approval by the Commissioner of the LWD.

Technical Assistance

The DVRS will host two technical assistance workshops. The first will be on Thursday, July 11, 2013 and the second will be on Friday, July 19, 2013 at 1:30 p.m. Both will take place at the [LWD building](#), 1 John Fitch Plaza – 13th Floor Auditorium, Trenton, New Jersey. Applicants must contact Tanya Wilson at (609) 633-7493 or tanya.wilson@dol.state.nj.us by July 9, 2013 to attend either workshop. Registrants requiring special accommodations for the technical assistance workshop should identify their needs at the time of registration.

Applicants may also participate through a conference call scheduled for July 17, 2013 at 1:30 p.m. by calling (888) 557-8511 and using 6336420 for the access code. If you have additional questions, please contact Chief Robert Paige at (609) 777-4930.

G. Address to Which Applications Must Be Submitted

New Jersey Department of Labor and Workforce Development
Division of Vocational Rehabilitation
Attention: Robert Paige, Chief
1 John Fitch Way – 12th Floor
P.O. Box 398
Trenton, New Jersey 08625-0398

H. Deadline by Which Applications Must be Submitted

Applications must be submitted by 4 p.m. Thursday, August 1, 2013.

I. Date by which Applicants Shall be Notified

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 within the required timeframes, applicants will be notified of the final determination of their request within 10 business days.