



STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

New Jersey Youth Corps

Notice of Grant Opportunity

July 2013 – June 2014

Announcement Date: May 24, 2013

Application Deadline: June 12, 2013

Harold J. Wirths
Commissioner

NEW JERSEY YOUTH CORPS

Notice of Grant Opportunity
Fiscal Year 2014

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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 LWD”) regularly publishes on its website at <http://lwd.dol.state.nj.us/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

New Jersey Youth Corps (NJYC)

B. Purpose of the Grant

The purpose of this Notice of Grant Opportunity (NGO) is to provide a full-time, year round program designed to assist young adults, ages 16 – 25, who have dropped out of high school without earning a high school diploma to successfully transition to employment, college or additional training.

C. Available Funding

The NJYC program is funded by the State annual appropriations act, and a supplemental amount made available to the LWD by the Department of Human Services (DHS) pursuant to 45 CFR 260 et. seq. The amount of funding expected to be available for Fiscal Year (FY) 2014 is \$4,850,000 which is contingent upon passage of the State FY 2014 Appropriations Act and the transfer of funds from the DHS.

D. Eligible Entities

This is a multi-year competitive grant program open to:

- local education agencies
- two and four-year colleges
- private and public non-profit agencies
- county and municipal governments

All grant applicants must have the ability to effectively manage and provide services to the target population. Only applicants that have experience in this area are eligible to apply for funding. Please note, all guidelines and required forms in this document are accessible through hyperlinks which appear in blue font and are underlined.

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

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 [NJYC Program Specifications](#), [Scope of Services](#) and adhering to the [Uniform Policy](#).

F. Procedure for Eligible Entities to Apply For Grant Funds

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 in the checklist below.

Proposal Content and Checklist: All components in the proposal must be in the order as listed below.

<i>Checklist</i>
Applicant Title Page
Signed copy of Standard Assurances and Certifications and General Provisions
Board Resolution to Apply (if applicable)
Statement of Need
Program Design and Delivery
Program Design and Delivery “ <i>After Hours</i> ”
Partnerships, Local Collaborations and Community
Organizational Commitment, Capacity and Past Performance
Budget Detail Forms
Job Descriptions (developed by Applicant)
Lease/Rental Agreement (if applicable)

Applicants must follow the following format requirements:

- Font – Times New Roman, 12 point;
- Spacing – Double spaced;
- Margins – 1” top and bottom and 1” side margins;
- Pages must be numbered – 1 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.

Program Narrative

a. Applicant Title Page

Complete all summary information. The Chief Executive Officer or authorized signatory must sign and date the cover sheet.

b. Board Resolution to Apply

If applicable, a designated officer must sign and date the Board Resolution, indicating the district or agency’s approval to apply for grant funds. Each applicant should use the form required by their district or agency.

c. 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 and/or standard(s) that the applicant would like to achieve. Provide documentation to substantiate the stated need. Documentation must include demographics, description of target population(s), student data, personnel data and research.

d. Program Design and Delivery

Each NJYC site will offer comprehensive services as outlined in the Program Specifications and Scope of Services. Applicants should provide a clear description of its program. Applicants must also address and/or describe the following:

- Strategies to recruit potential Corpsmembers
- Staffing ratio and inclusion of job descriptions for all staff
- Facility that will host the NJYC site

The applicant must also provide a description for an “*After Hours*” program including, at a minimum, the following:

- Strategies for engaging youth
- Objectives of program
- Structure of program
- Hours of operation
- Types of activities planned
- Skills and abilities of the supervisor in charge
- Staff to Corpsmembers ratio
- Attendance policy and procedures
- Expected outcomes
- Program evaluation

e. Partnerships, Local Collaborations and Community Linkages

Applicants should list all partner agencies that will be involved in their program. This listing should also describe the nature and length of these relationships and/or partnerships. An applicant should also include a description of any joint community projects that have been completed with other agencies.

f. Organizational Commitment, Capacity and Past Performance

Applicants should describe the organizational support that exists for implementing the program. The applicant should also describe their experience in implementing similar types of programs as well as the outcomes achieved. The applicant should focus on how previous experience in working with out-of-school youth will be applied to ensure successful program implementation. Applicants who received prior NJYC funding or operated out-of-school youth programs (other than youth corps) must submit their outcome data that documents the prior year of their program’s effectiveness and success in meeting the needs of youth.

g. Budget Summary and Budget Narrative

A budget summary and narrative reflecting all program costs must be submitted. Follow the [budget detail form instructions](#) as you complete the [budget detail forms](#). Both must also include all monetary and non-monetary funding sources or resources such as in-kind amounts within the budget, if appropriate. All amounts reported on the budget detail must be fully supported by information provided in the budget narrative and be in accordance with the [eligible cost guidelines](#). The budget narrative must have a demonstrated cost basis. Applicants must provide justification for all aspects of the

budget. State of New Jersey policies and regulations will be used as a guideline in the review of budget submissions.

Evaluation Criteria: This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements as listed below:

Criteria	Total Points (100)
Programmatic: Title page signed and dated Standard Assurances and Certifications and General Provisions signed & dated	0*
Program Narrative: <ul style="list-style-type: none"> • Past program performance in working with out-of-school youth that demonstrates success through data, performance outcomes and indicators. • The local conditions and/or needs are consistent with the purpose of the grant program and with the intended population to be served. • The project description is comprehensive and reasonable, addresses the identified needs, and will contribute to the achievement of the intended benefits of the grant program. • The project description is logically sequenced and the proposed program elements and services are in accordance with the NJYC program Specifications and Scope of Services. 	60
Applicant Requirements: <ul style="list-style-type: none"> • The agency’s commitment to the project is well-documented, and possesses the requisite organizational capacity and authority, including necessary resources and relevant experience, to support successful implementation. 	20
Budget Detail and Budget Narrative: <ul style="list-style-type: none"> • The project budget adheres to the described program model, is integrated with the comprehensive project plan, and proposed expenditures are necessary and reasonable for the effective implementation of the project activities. 	20

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

Reporting Requirements

Grant recipients are required to submit the following reports:

- A monthly activity report, known as the [NJYC monthly dashboard](#), due no later than the 10th of the following month, must be submitted detailing program status including achievement, funding spend-down, compliance and outcome details.
- In accordance with the NJYC program guidelines, student data must be maintained using the LACES Student Management System provided by the LWD. Training will be provided to successful grantees.

- A [monthly fiscal report](#) must be submitted no later than the 15th of each month to the LWD, Office of Finance and Accounting, with a copy to the NJYC program manager, detailing all monthly expenditure for the prior month.
- A [quarterly fiscal report](#) is due as follows:

REPORT	REPORTING PERIOD	DUE DATE
First Quarter	July 1 – September 30	October 15, 2013
Second Quarter	October 1 – December 31	January 15, 2014
Third Quarter	January 1 – March 31	April 15, 2014
Fourth Quarter/ Final Report	April 1 – June 30	August 15, 2014

- Annual [supplies and equipment inventory report](#) must be submitted with the final fiscal report which is due August 15, 2014 for year one.

G. Address to Which Proposals Must Be Submitted

Two originals and four copies of the application must be delivered to:

New Jersey Department of Labor and Workforce Development
 Patricia Moran, Director
 Division of Workforce Grant and Program Management
 1 John Fitch Plaza – 7th Floor
 P.O. Box 055
 Trenton, New Jersey 08625-0055

H. Application Submission Date

Grant proposals must be received by the LWD by 4 p.m. Wednesday, June 12, 2013.

The LWD will not accept and cannot evaluate for funding consideration an application received after the submittal deadline. The responsibility for timely submission is the sole responsibility of the applicant.

Postmarks are not acceptable evidence of timely submission; receipt by the due date and time is required. Applicants are encouraged to hand-deliver the application to the address above, send the application by certified mail (return receipt requested) or arrange for delivery by an overnight delivery service to ensure timely delivery and receipt of the application.

Note: Applicants must also have prepared and have available upon request by the LWD an electronic version of the application package (utilizing MS Word and MS Excel).

Technical Assistance

The LWD will provide a mandatory technical assistance workshop Thursday, May 30, 2013 at 10 a.m. at the Office of Education, 10 Quakerbridge Plaza, Hamilton NJ. Please call 609-984-2461 or email Janice.Quillia-Budd@dol.state.nj.us to register by May 28, 2013. Directions to the training site will be provided upon registration.

I. Date by Which Applicants Shall Be Notified

Award Process: The LWD will conduct an internal review of each grant application. An internal review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy and adherence to the guidelines and requirements of this NGO. Applicants are reminded that grants will be awarded through a competitive process. The LWD cannot fund all applications submitted; therefore, only applications that meet the highest standards will be awarded.

Panel Review Process: All applications are subject to a department panel review and final approval by the Commissioner of the LWD. The panel review date is expected to occur the week of June 17, 2013. Applicants will be notified of the status of their application and any requested revisions following the panel review.

The anticipated start date of the NJYC contract is Monday, July 1, 2013.