



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

**Innovative Programs that Build Pathways and  
Partnerships**

**NOTICE OF GRANT OPPORTUNITY**

**State Fiscal Year 2017**

Announcement Date: June 17, 2016

Application Deadline: Rolling

**Harold J. Wirths**  
**Commissioner**

# **Innovative Programs that Build Pathways and Partnerships**

Notice of Grant Opportunity  
State Fiscal Year 2017

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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 “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 Program**

Innovative Programs that Build Pathways and Partnerships

**B. Purpose of Grant**

Innovative Programs that Build Pathways and Partnerships is a grant program designed to promote innovative and promising programs, partnerships and service delivery models that assist individuals to obtain the skills, abilities and connections to find jobs and careers. Such programs could include, but are not limited to, the following:

- Job placement and job coaching programs for special populations facing difficulties in finding employment;
- Training programs leading to an industry-valued credential and connected to the needs of employers;
- Programs that integrate basic skills and occupational training leading to an industry-valued credential;
- Mentoring and job coaching programs for youth and individuals with barriers to employment; and
- Assisting adults over age 25 by preparing them for the college placement test.

Programs that involve a high-quality partnership, as defined in the Combined State Plan for the Workforce Innovation and Opportunity Act will be prioritized in all funding decisions. All applicants are encouraged to read the plan, which can be found on the website of the State Employment and Training Commission at <http://www.njsetc.net/>.

**C. Projected Funding**

Funding for this Notice of Grant Opportunity (NGO) is available through the Workforce Development Partnership Program. The projected amount of funding available is estimated to be \$750,000.

The maximum grant awarded to each grant recipient is up to \$250,000 per grantee for a 12-month period.

Final awards are contingent upon State allocation of funds. Final amounts will be determined at the time of pre-contract revisions. Ineligible, inappropriate or undocumented costs will be removed from the funding request.

#### **D. Eligible Applicants**

This grant opportunity is open to the following New Jersey-based eligible applicants:

1. Local Workforce Development Boards;
2. County, municipal or local government agencies;
3. Community-based and faith-based organizations;
4. Public or private non-profit agencies;
5. Labor organizations;
6. Trade organizations which represent a particular trade, group of trades, contractors or employers;
7. Post-secondary educational institutions;
8. Non-profit institutions not described above with the ability to provide workforce training and placement services; and
9. Consortium of the agencies, organizations, institutions, libraries, or authorities described in any of the items listed above.

All programs funded through this NGO will be expected to coordinate their efforts with local Workforce Development Boards to ensure that services are aligned with the needs of local labor markets and coordinated with One Stop Career Centers and other services.

All occupation and basic skills training funded through this NGO must be delivered by a training provider that is licensed by the State of New Jersey (or other state) and included on New Jersey's Eligible Training Provider List.

LWD recognizes the value of partnerships. It should be noted that two or more agencies may join together and submit one proposal; however, they must establish a lead agency to serve as the applicant agency of record, the legally recognized fiscal agent for the grant project and the single point of contact for LWD. The lead agency is responsible for overseeing the implementation of all aspects of the grant such as the project and spending plan; grant project monitoring and reporting; outreach and recruitment; and fiscal management.

The successful grantee that use these funds to deliver career navigation and career planning assistance must do so using the LWD's Career Connections service delivery model and website. At least one staff member of the grantees must attend Career Connections training provided by LWD.

#### **E. Requirements of applicants in order to be considered for funding under the grant program**

The purpose of this NGO is to provide workforce partners an opportunity to try out an innovative program, new process or partnership model in delivering employment and training services to adults or youth who are unemployed or employed with the goal of assisting individuals to obtain employment or upgrade their skills and career prospects. Applicants must propose an innovative workforce development program, partnership(s) or service delivery model and describe why they

feel this model would lead to positive employment outcomes for participants. Applicants must have a demonstrated ability and capacity to deliver the services in the proposed effort.

**F. Application Process**

To ensure consistency and fairness of evaluation, each applicant seeking funding under this grant program must submit an application that includes at a minimum the components listed below. All components in the proposal must be in the order listed below. Please note: failure to include the required documentation may result in the application being removed from consideration for funding.

**F1. Application Package Content and Checklist**

<i>Checklist</i>
<a href="#">Applicant Title Page</a>
<a href="#">General Provisions</a>
Program Narrative
<a href="#">Budget Summary</a>
Budget Narrative
New Jersey Tax Clearance Certificate

**F2. Program Narrative**

The application must include all of the program components and planning requirements in the order outlined above. In addition, your proposal must adhere to 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 and the General Provisions, should not exceed 25 pages.
- Binders or notebooks shall not be utilized for application submissions.

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

**F3. Evaluation Criteria:**

This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements, which will include the following:

Evaluation Criteria	Total Points
<i>Programmatic:</i> <ul style="list-style-type: none"> <li>• Title Page</li> <li>• General Provisions signed and dated</li> <li>• Executive Summary</li> </ul>	0*
<i>Program Narrative:</i> <ul style="list-style-type: none"> <li>• Targeted Population, Statement of Need</li> </ul>	10
<i>Program Narrative:</i> <ul style="list-style-type: none"> <li>• Comprehensive Program Plan</li> </ul>	25
<i>Program Narrative:</i> <ul style="list-style-type: none"> <li>• Innovative elements and partnerships</li> </ul>	25
<i>Applicant Requirements:</i> <ul style="list-style-type: none"> <li>• Organizational Commitment and Capacity</li> <li>• NJ Treasury Tax Clearance Certificate</li> </ul>	20
<i>Budget Summary:</i> <ul style="list-style-type: none"> <li>• Budget is reasonable and realistic</li> <li>• Budget is within the cost guidelines of the NGO</li> <li>• Budget Summary and Budget Narrative are clearly and accurately aligned</li> <li>• Budget narrative clearly and thoroughly describes planned line item expenditures</li> <li>• Calculations are error free</li> </ul>	20

*\* If either of these documents is not submitted, signed and dated your proposal will be incomplete and therefore will not be considered.*

*Note: LWD Employer Accounts must be paid in full to date*

**F3a. Programmatic**

**Title Page:** Complete all sections of the form and attach it to the front of the application. The Chief Executive Officer must sign and date the form.

**General Provisions:** Applicants should carefully review and sign this document and include all pages in your grant proposal. The signature of the Chief Executive Officer indicates the organization’s acceptance of these provisions.

**Executive Summary:** An executive summary must include a brief description of the components of the proposal being submitted in the order identified within this Notice of Grant Opportunity. In

addition, the name, phone number and email address of a single point of contact for program, fiscal, management information systems and other related matters must be provided.

### **F3b. Program Narrative**

Applicants must include all of the program components and planning requirements outlined in this section.

**Targeted Population:** Participants must be dislocated workers, disadvantaged adults, incumbent workers, Unemployment Insurance recipients, youth or another group defined by the applicant. All participants are to be registered with a One-Stop Career Center and offered appropriate services, such as interviewing skills, resume writing and career exploration. All participants must use [OnRamp](#) and upload an existing resume or build a new one and must be instructed on using the Career Connections, Pathways to Employment model. The grantee must attend Career Connections training provided by LWD.

**Statement of Need:** Describe the need identified in the proposal and how the background of the applicant uniquely fits. 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 and research specifically relating to the targeted population(s) in the region and/or in New Jersey. The statement of need should include a description of how the applicant intends to complete the desired activity and why these actions are important.

**Comprehensive Program Plan:** Applicants must include a comprehensive program plan detailing how the applicant will meet stated objectives of the program. Details regarding how the applicant will work with community groups, employers and local OSCCs must be included. A breakdown of the customer flow (timeline of expected outcome benchmarks for each participant) for the program must be included.

**Innovative Elements and Partnerships:** Applicants must demonstrate that the proposed program is innovative and advances new ideas and strategies in workforce development. Applicants must agree to submit a final report on completion of the program, documenting any lessons learned from the effort that could be shared with other partners in workforce development. Applicants must also agree to present their lessons learned at a meeting, if asked by LWD.

### **F3c. Applicant Requirements**

**Organizational Commitment and Capacity:** Applicants should describe the organizational support that exists for implementing the program. The applicant should describe previous experience in the delivery of similar services as well as the outcomes achieved. Applicants should focus on how previous experience in working with this population will be applied to ensure successful program implementation.

**New Jersey Tax Clearance Certificate:** New Jersey Tax Clearance Certificate must be included in the proposal and must be current within 180 days of proposal submittal. 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 Department of the Treasury, Division of Taxation prior to the issuance of the grant, incentive or assistance. The following link will provide access to the [Application for Tax Clearance form](#).

### **F3d. Budget Summary and Budget Narrative**

A [budget summary](#) reflecting the entire proposed budget must be provided using the budget summary form, Attachment B. Applicants must submit a budget narrative which includes an explanation of each line item. All costs must be categorized as either administrative costs or program costs.

The budget must conform with the following cost guidelines of the NGO:

#### Job Placement / Job Coaching Services:

Any proposal that includes job placement for special populations with barriers to employment must include a performance based budget as follows:

- Assessment/Job Coaching \$ 600
- Job Placement with 30-Day Retention \$1,200
- 60-Day Retention \$ 800
- 90-Day Retention \$ 800
- 180-Day Retention \$ 600
- Maximum payment per successful participant \$4,000

#### Occupational Training:

Any proposal that includes occupational training must include a performance based budget that does not exceed \$6,000 per participant.

This cost may include all planning, training, administrative, and follow-up directly related to the cost of training. The cost per trainee is calculated by dividing the total budget cost by the number of projected participants to be enrolled. Training funds from this grant shall be applied only to direct training-related costs such as cost of instructors, facilitators, books, supplies and/or equipment which have been specifically identified by the training provider as a requirement for successfully completing a course or training program. Application fees and other fees, may also be paid under the grant program. These acceptable fees related to a training program include but are not limited to: background checks if a requirement of employment, library fees, lab fees, computer lab fees, test fees, and all third-party testing and licensing cost if required. The trainee must not incur any costs either associated with the training or as a condition of employment.

Classroom training reimbursement: Rates are based on a maximum of \$6,000 per approved trainee within the following metrics/benchmarks:

- Twenty-five percent of total approved cost per trainee after enrollment and the course starts
- Twenty-five percent of total approved cost per trainee after contract hours mid-point
- Forty percent of total approved cost per trainee after the course completes

- Ten percent of total approved cost per trainee after the trainee is hired and placed into a full-time position if within 90 days of completing the training or an extension date approved by LWD. The grantee will be reimbursed for job placement upon verification by LWD.

Mentoring / Job Coaching:

Any proposal that includes mentoring or job coaching for special populations with barriers to employment must include a performance based budget that does not exceed \$4,000 per participant.

**F3e. Program Outcomes/Reporting Requirements**

Applicants must demonstrate the ability to track and report program outcomes, participant data and monthly activity. Grantees will be required to complete and submit the following reports:

A monthly activity and financial report dashboard, due by the 10th of each month, listing all the activities and outcomes of the program. 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.

The format of the monthly reports is determined by the Division of Workforce Development and Economic Opportunity and the report form will be provided with the contract.

Monthly program reports will include at a minimum the following:

- a) The number of participants assessed;
- b) The number of participants receiving vocational training;
- c) The number of participants earning an industry-valued credential;
- d) The number of participants entering employment;
- e) The number of participants retaining employment for 30, 60 and 90 days;
- f) The average earnings of participants;
- g) Other measure defined by the grantee; and
- h) All participants must be registered with an OSCC.

Monthly financial reports must be submitted on the form included with the contract and are due on or before the 10<sup>th</sup> of each month. Financial reports must contain the status of all expenditures listed in the budget detail and the amount expended each month. In addition, the grantee must submit a State of New Jersey payment voucher for expenditures incurred during the month.

The program will receive at least 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.

Program performance will be reviewed on a monthly basis. Failure to meet performance standards after six months may result in grant suspension.

**Technical Assistance** - Technical assistance is available upon request and should be directed to Deborah Darbee, Chief Employment and Training, Workforce Development and Economic Opportunity at 609-633-7757.

### G. Address to Which Proposals Must Be Submitted

One original and two copies of your proposal must be submitted to:

Patricia Moran, Executive Director  
New Jersey Department of Labor and Workforce Development  
Division of Workforce Development and Economic Opportunity  
1 John Fitch Plaza  
P.O. Box 055 – 7<sup>th</sup> Floor  
Trenton, New Jersey 08625-0055  
Attention: Innovative Programs that Build Pathways and Partnerships

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 LWD an electronic version of the application package (utilizing MS Word and MS Excel, not PDF).

### H. Application Submission Date

Applications may be submitted on a rolling basis during Fiscal Year 2017 and proposals will be reviewed based on the availability of funding. Below is the schedule for the proposal deadline submission dates and panel review dates\*.

<b>Submission Dates Proposal to LWD by 12 p.m. on:</b>	<b>Panel Reviews week of:</b>
July 15, 2016	August 1, 2016
August 5, 2016	August 22, 2016
September 2, 2016	September 19, 2016
October 7, 2016	October 24, 2016
November 4, 2016	November 21, 2016
December 2, 2016	December 19, 2016
January 6, 2017	January 23, 2017
February 3, 2017	February 20, 2017
March 3, 2017	March 20, 2017
April 7, 2017	April 24, 2017
May 5, 2017	May 22, 2017

\*Dates listed in this NGO may be subject to change; changes will be posted on LWD's web page.

**I. Date by Which Applicants Shall Be Notified**

All proposals are subject to a Department panel review and final approval by the Commissioner of the Department. Applicants will be notified of the final determination of their request within 30 business days after the panel review date.