



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

**YOUTH TRANSITIONS TO WORK PROGRAM (YTTW)**

**CONTINUATION GRANT APPLICATION  
Fiscal Year 2018  
September 1, 2017 – August 31, 2018**

**Announcement Date: June 29, 2017**

**Application Due Date: July 27, 2017**

**Aaron R. Fichtner, Ph.D.  
Commissioner**

**Youth Transitions To Work Program  
FY2018 Cycle II Continuation Grant Opportunity  
September 1, 2017 through August 31, 2018**

**A. Name of Grant Program:**

Youth Transitions to Work (YTTW)

**B. Purpose of the Grant:**

This grant opportunity represents Cycle II funding for Fiscal Year (FY) 2018 of the YTTW grant program.

**C. Available Funding:**

In FY2017, the New Jersey Department of Labor and Workforce Development (LWD) competitively awarded six grants to six organizations for up to two years. The estimated amount available for FY2018 YTTW continuation grant is approximately \$858,075 for the one year period of September 1, 2017 through August 31, 2018.

Each FY2017 grantee will receive written notification from LWD of their maximum grant request amount for FY2018.

The amount of funding for FY2018 is contingent upon availability of funding and successful year one performance. Actual award amounts will be determined by LWD.

**D. Eligible Entities:**

Only current FY2017 YTTW grant recipients are eligible to apply for FY2018 funding. All applicants must meet one of the following criteria:

- Any employer;
- Any labor organization which represents workers in the occupation for which the apprentices will be trained;
- Public high schools within New Jersey;
- Public vocational schools within New Jersey;
- Two- and four-year institutions of higher education;
- Public or private non-profit agencies;
- Business or trade organizations representing a particular trade, group of trades, contractors or employers;
- Community-based organizations; and
- Faith-based organizations.

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

LWD will not require the FY2017 grantees to submit a full proposal for FY2018 funding consideration. All guidelines from the [FY 2017 Notice of Grant Opportunity \(NGO\)](#) govern this continuation application. To apply, eligible entities must have access to the SAGE system. To receive access, register at the following Internet website address: <https://njsage.intelligrants.com>. You will receive an e-mail message confirming that your account has been validated. Within two business days, LWD will 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://njsage.intelligrants.com>.

The Continuation Grant Opportunity must consist of the following components:

- [General Provisions](#)
- Applicant Information
- Program Narrative
- Summary of Expected Outcomes
- Budget Forms (Schedules A-C)/Cost Summary

### **General Provisions**

Applicants must agree to the terms and conditions as outlined in the “[General Provisions](#)” before they will be allowed to complete the application.

### **Applicant Information**

Applicants must update the applicant information section if there are any changes since Cycle I.

### **Program Narrative**

Applicants must include a summary of the FY2017 contract performance outcomes and accomplishments for the FY2017 grant period.

### **Summary of Expected Outcomes**

The FY2018 proposal must outline consortium partners, summary of your YTTW training, number of outreach sessions, number of accepted YTTW students, number of expected job placements and a list of the certifications students will receive during the training.

### **Budget Summary and Budget Narrative**

The FY2018 proposal should reflect the total proposed budget. The summary and narrative must include all monetary and non-monetary funding sources or resources within the budget. Amounts reported on the summary must be fully supported by

information provided in the narrative and in accordance with the [FY2018 YTTW Budget Guidelines](#).

## **F. Application Process**

Workforce Development and Economic Opportunity (WDEO) will review each completed application on the basis of quality, comprehensiveness and appropriateness. The review of the grantee's FY2017 performance will be a critical component of the review process. All proposals must be completed in SAGE by **4:00 p.m. on Thursday, July 27, 2017**.

Technical assistance is available by contacting Patricia Jordan, Grants Manager, at [Patricia.Jordan@dol.nj.gov](mailto:Patricia.Jordan@dol.nj.gov) 609-984-3534 or Bionca Reed, Program Specialist 1, at [Bionca.Reed@dol.nj.gov](mailto:Bionca.Reed@dol.nj.gov) 609-292-2767.

It is expected applicants will be notified of the LWD's funding decision by Friday, August 25, 2017.