



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

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2023**

NEW JERSEY YOUTH CORPS – CAREER ADVANCEMENT PROGRAM (NJYC-CAP)

Announcement Date: March 16, 2023

Information Session: March 22, 2023

Application Due Date: April 18, 2023

**Robert Asaro-Angelo
Commissioner**

**NJYC CAREER ADVANCEMENT PROGRAM (NJYC-CAP)
Notice of Grant Opportunity – FY 2023**

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[Applicant Title Page](#)

[Standard Assurances and Certifications and General Provisions](#)

[Budget Detail Form](#)

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 NJDOL”) regularly publishes on its website at <https://nj.gov/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 “News & Updates” and the subheading “Grant Notices.”

A. NAME OF GRANT PROGRAM

New Jersey Youth Corps – Career Advancement Program (NJYC-CAP)

B. PURPOSE OF THE GRANT

The New Jersey Department of Labor will pilot the New Jersey Youth Corps – Career Advancement Program (NJYC-CAP) as an ancillary New Jersey Youth Corps (NJYC) initiative to be implemented in tandem with the regular NJYC program. The purpose of this pilot is to expand the capacity of the NJYC program to transition eligible Corpsmembers into meaningful unsubsidized employment or advanced training, by providing funded opportunities to attain industry-recognized credentials and/or gain paid internship experience with employers and industries aligned with their individual career interests and aptitudes.

C. AVAILABLE FUNDING

This 2-year grant will be funded through the Fiscal Year 2023 (FY23) Workforce Development Partnership (WDP) funding stream. The total amount of funding available for this 2-year grant is \$2,632,500.

The grant period will be from June 30, 2023 through June 30, 2025. All funds must be fully expended by June 30, 2025.

The direct program cost per participant trainee slot is \$7,500, to be applied only toward occupational skills training costs and/or paid internship placement costs. Additionally, a maximum of \$60,000 may be budgeted for program personnel for the purpose of implementing the delivery of these transitional services. Administrative dollars will not be considered for this grant.

Final awards are contingent upon State allocation of funds. The applicant’s budget must be well considered, necessary for the implementation of the program, and within the funding parameters. Final amounts will be determined at the time of pre-contract revisions. Ineligible, inappropriate or undocumented costs will be removed from the funding request.

NJYC-CAP programs may be considered for a continuance of up to an additional year, contingent upon successful performance of the program/grantees and upon the availability of funds.

D. ELIGIBLE APPLICANTS

This targeted, competitive opportunity is open to all FY23 New Jersey Youth Corps grantees. Applicants will serve as the lead agency of record, the legally recognized fiscal agent for the grant project, and the single point of contact for NJDOL. The lead agency will be expected to coordinate all aspects of the grant, i.e., outreach and recruitment; program services; project and spending plan; grant project monitoring and reporting; and fiscal management.

E. TARGETED POPULATIONS

Applications must target FY20-FY25 NJYC Corpsmembers who are at least 18 years of age, have achieved 100 hours of Stage 1 participation, and have a High School diploma.

F. PROGRAM SERVICES

The goal of the NJYC-CAP is to provide eligible NJYC Corpsmembers with transitional services intended to help them to successfully transition into careers. Grantees must support and implement the following:

- Maintain files for all participants trainees, including the following, when applicable: Individual Service Strategy (ISS), Internship worksite agreements, validated internship participation timesheets, internship progress reports, occupational skills training enrollment documentation, training progress documentation, copies of certification/credentials achieved, and documentation of unsubsidized employment and/or continued training/education achievement.
- Ensure participant trainee's ISS is updated. Grantees must ensure that career coaching is conducted with trainees to discuss the expectations and opportunities within their chosen career pathway. This should include the discussion of specific occupations and their potentials for compensation and advancement, as well as clearly lay out the education and training requirements to be qualified. Trainees must date and sign this updated ISS, and commit to the identified career pathway and subsequent training plan.
- Make opportunities for both paid Internships and Occupational Skills Training (OST) available for participant trainees, up to \$7,500 of grant funds per individual training account per person. Coordinate individual trainee placements into internships and/or OST in line with the career pathway identified in their ISS.
 - OST enrollments must lead to and result in an industry-recognized credential. Participant trainees may be enrolled in multiple trainings in order to obtain an industry-recognized credential. Trainings must be listed on NJ's Eligible Training Provider List (found [here](#)), and MUST align with the career pathway identified in each trainee's ISS.

- OST costs may include both cost of tuition and related costs such as books, materials, equipment, etc., not to exceed \$7,500 of grant funds total.
- Internship placements must be established through completed and signed worksite agreements between the grantee, the trainee, and the employer.
 - At minimum, agreements must establish the employer supervisor point of contact, stipend amount, hours-per-week, anticipated start and end dates, job-specific training benchmarks to be mastered by the trainee by the end of the participation term, and the signed commitment by all parties to monitor and support the safety and success of the placement. Whenever possible, grantees should prioritize internship placements with employers who express an intention to hire trainees into unsubsidized employment upon the successful completion of the internship periods.
 - Agreements must establish realistic and achievable training benchmarks to be learned by the participant trainee throughout the duration of the placement. Training benchmarks should meet the needs of the employer and result in the trainee being qualified for unsubsidized hiring upon successful completion.
 - Internship stipends must be paid at a calculation of no less than the NJ minimum wage or \$15 per hour, whichever figure is higher during the individual's internship. Stipend payments may only be issued for actual hours worked and cannot exceed a total of \$7,500 of grant funds. The frequency in which stipend payments are provided to trainees should ideally mirror the world of work.
- Ensure total funds per trainee for the purpose of participation in paid internship and/or occupational skills trainings are not to exceed the maximum individualized training account of \$7,500 of grant funds per trainee. Trainees may participate in both transitional service offerings, when supported in their Individual Service Strategy (ISS), with the understanding that the combined costs must not exceed \$7,500 of grant funds total.
- Ensure worksites adhere to current workforce safety guidelines and applicable federal/state wage and labor laws.
- Facilitate participant trainee achievements in securing unsubsidized employment or continued education/training which align with the career pathway identified in their ISS.
- Conduct follow-up with trainees for at least 90 days following their placement/enrollment in unsubsidized employment and/or continued education/training.

G. PROGRAM OUTCOMES AND REPORTING

Grantees are expected to meet the following outcomes during the funding period:

- Enroll the contracted number of participant trainees in Occupational Skills Training (OST) and/or paid internship placements.
- 70% of participant trainees placed in OST must attain an Industry Recognized Credential.
- 70% of participant trainees placed in paid internships must fulfill their individual worksite agreement.
- 60% of ALL participant trainees must obtain Full Time (FT) unsubsidized employment or placement in continued education/training, either of which MUST align with the identified career pathway per ISS.
 - FT unsubsidized employment is defined for this grant as 25 hours per week.
 - Placement in continued education/training is counted once actual participation in courses has been confirmed, not just committed enrollment.

Grantees must submit a monthly activity report to YouthPrograms@dol.nj.gov by the 15th of each month.

Grantees must submit a monthly fiscal report to YouthPrograms@dol.nj.gov by the 15th of each month. Grantees will be paid on a monthly reimbursement method, after the financial report has been submitted to and approved by NJDOL.

H. PROCEDURES FOR ELIGIBLE ENTITIES TO APPLY FOR GRANT FUNDS

Applications must clearly demonstrate the applicant's ability and plan to provide the requested services. All attachments mentioned within this document are provided as live links on page one (1). To ensure consistency and fairness in the evaluation process, each applicant must submit an application packet which must be organized as follows:

1. Applicant Title Page (*Attached*)

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

- a. **Standard Assurances and Certifications and General Provisions (*Attached*)**
NJDOL's Standard Assurances and Certifications and General Provisions must be reviewed and acknowledged via check box within the signed Applicant Title Page.

2. Program Narrative (*Max. 4 Pages*)

Applicants must outline a comprehensive plan of activities, services, and strategies to implement each component of the Program Services listed in section F and to successfully meet or exceed the program outcomes and objectives. Additionally, narratives should strive to answer the following:

- a. How do you intend to staff this program?

- b. How will you prepare, support, and monitor trainees to fulfill the expectations of their internship and/or OST?
 - i. What method of communication and progress monitoring will be used? At what frequency will check-ins occur?
- c. How will you ensure an adequate pool of training providers will be accessible to meet the various individual identified interests of trainees?
- d. How do you intend to secure employer internship commitments that meet the various individual identified interests of trainees?
 - i. How do you plan to promote and encourage participating employers to ultimately hire successful internship trainees?

3. Budget Detail (Attached Form) and Narrative (Max. 1 Page)

Applicants must submit the Budget Detail form (attached) and a separate budget narrative (max. 1 page) which further explains staffing costs. The \$7,500 individual training accounts do not require further explanation within the budget narrative. Applicants must provide a demonstrated cost basis and provide justification for all aspects of the budget.

Evaluation Criteria: All applications will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO, and will use the standard evaluation criteria listed below:

Criteria	Total Points (100)
Program Narrative: <ul style="list-style-type: none"> • The program services are clearly addressed and are in accordance with section F of this NGO. • The additional Program Narrative questions posed on pages 5 and 6 are clearly addressed. 	80
Budget Detail and Budget Narrative: <ul style="list-style-type: none"> • The project budget adheres to the described funding parameters and the proposed expenditures are reasonably necessary for effective program implementation. 	20

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

I. INFORMATION SESSION AND APPLICATION SUBMISSION

NJDOL will provide an information session on March 22, 2023 at 10:00 a.m. via webinar.

Applicants planning to attend the information session must RSVP via email to YouthPrograms@dol.nj.gov and include name of organization, attendees, and email address for each attendee. The deadline to RSVP is by 12:00 p.m. on Tuesday, March 21, 2023.

Those who have properly submitted an RSVP will receive an email confirmation and link to attend, which will be sent the day before the webinar.

The completed, signed application must be submitted electronically no later than 12:00 p.m. on April 18, 2023. Please submit the application via email with the subject line marked “(Name of Organization) – Application for FY23 NJYC-CAP” to YouthPrograms@dol.nj.gov. Application documents can be submitted as Word or PDF files, but the Budget Detail form must be submitted as an Excel file.

J. AWARD PROCESS

To be eligible for funding, the applicant must have satisfactorily completed the required elements of this NGO. All applications are subject to review, pre-contract revisions, and approval by the NJDOL Commissioner. Final amounts will be determined at the time of pre-contract revisions and are subject to the availability of funds.

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 and indication of misrepresentation of information.