

**FY2023 Clean Energy Employment and Training Program (CEETP) Grant**  
**Technical Assistance Q & A**  
*(Updated 11/18/22)*

**1. Are partner MOUs required to be completed and submitted as part of the grant application?**

No, partner MOUs may be completed within 2 months following the grant award.

**2. What is New Jersey Youth Corps?**

New Jersey Youth Corps (NJYC) is a year-round, corps program that engages young adults (ages 16 to 25) without a high school diploma in full-time community service, training, and educational activities. Corpsmembers receive education, life skills and career readiness training, career counseling, and support in transitioning to next step employment and education opportunities.

\*A directory of all current NJYC programs is included as an attachment within the NGO.

**3. Do placements into OJT count towards the unsubsidized employment outcome?**

No, On-the-Job Training is a subsidized employment opportunity intended to transition participants into permanent, unsubsidized employment. OJT participants who are hired following the end of their OJT period will count towards both unsubsidized employment outcomes.

**4. What is a UEI number, as mentioned in the Applicant Title Page?**

UEI stands for Unique Entity Identifier. NJDOL has replaced use of DUNS numbers with UEI numbers for grant recipients and applicant organizations. The UEI is administered through SAM.gov (System for Award Management). Further information can be found in the fact sheet linked [here](#).

**5. Can I apply to serve multiple Grant Regions?**

Yes, but one application per Grant Region must be submitted.

**6. What if my anticipated training costs are less than \$6,000?**

Within their applications, applicants should maximize the \$6,000 per person. This can include offering participants support with direct training-related costs (such as books, equipment, etc.), multiple training courses to result in stackable credentials, and/or a combination of OJT and OST up to the \$6,000.

During grant administration, if balances remain unused for a participant after they have completed services through this grant, the remainder may be applied to fund an additional OJT/OST slot to serve an additional participant.

**7. Will participants be receiving a stipend while participating in training? If so, can it be part of the \$6,000 per person for OST?**

While standardized stipends are not intended as a core component of this grant, applicants may explore the provision of stipends as a needs-based supportive service on the individual level, which would be funded outside of the \$6,000 per person, and would be included in Schedule C of the budget. Any needs-based stipend costs should be considered reasonable and intended to alleviate a specific barrier experienced by the participant.

**8. What does the NGO mean in reference to a “3-year grant cycle”?**

NJDOL anticipates awarded grantees to be committed to a 3-year initiative, with the first phase occurring for an 18-month contract through this FY23 grant.

**9. Can I apply for a different amount of funding than the regional allocations listed in the NGO?**

No. Applications must budget for the exact amounts allocated per Grant Region.

**10. Is the FY23 CEETP grant intended to replace the RFP that was posted on the PSE&G website.**

No, this notice of grant opportunity does not replace any RFPs found on PSE&G’s website.

**11. Should NJYCs complete and submit Partner Interest Forms even though they are a required partner?**

While it is not required for anyone to submit a Partner Interest Form, it is recommended that the current NJYC programs complete this form and submit by the due date of 11/22/22 so that all potential applicants will have the additional information available within the document.

**12. What organizations are usually the “Lead Agency” for this type of grant opportunity?**

An organization who is able to coordinate multiple partners over a broader region.

# Clean Energy Employment and Training Partnership Grant

## Information Session

November 14, 2022

New Jersey Department of Labor



# GENERAL HOUSEKEEPING

FY23 CEETP Grant  
Information Session  
11/14/22

- Please have the CEETP NGO available for reference.
- Please keep yourself muted unless asked to speak.
- Please put your name and organization in the chat.
- All questions should be entered in the chat – please feel free to submit them throughout the presentation. We anticipate all answers will be given at the end during the Q&A section.



# PURPOSE AND SCOPE OF THE CEETP GRANT

- This grant will recruit eligible participants from New Jersey's overburdened communities who are interested in clean energy careers, to receive employment and training services, and to support and facilitate job placements into the clean energy workforce.
  - ❑ Partner with PSE&G and its contracted suppliers and employers in their ongoing Clean Energy Future initiative, which has committed to employing more than 2,000 NJ residents.
  - ❑ Establish regional consortiums of community and workforce partners to support statewide access and entrance into the clean energy workforce.

# FUNDING & CONTRACT PERIOD

- NJDOL has allocated \$1,500,000 total from Workforce Innovation Opportunity Act (WIOA) Set-Aside funds.
- 3 regional grants will be awarded based on each region's % of the statewide overburdened community population.  
Applications' total grant funds requested must adhere to the exact anticipated award per region amount shown below:
  - North - \$711,900
  - Central - \$496,350
  - South - \$291,750
- Contract period will be for 18 months, from April 1, 2023 through September 30, 2024.
  - For each successive contract period of the three-year grant cycle, the approved applicant will be required to apply for continuation funding.



# Regional Grant Breakdown

Grant Region	Counties	Priority Municipalities w/ Highest Overburdened Community Populations	Minimum # to Receive Core Employment and Training Services	Minimum # to Receive OJT/OST (@\$6,000 per)	Anticipated Award
North	Bergen, Essex, Hudson, Morris, Passaic, Sussex, Warren	Newark City, Jersey City, Paterson City	177	47	\$711,900
Central	Hunterdon, Mercer, Middlesex, Monmouth, Somerset, Union	Elizabeth City, Edison Township, Trenton City	124	33	\$496,350
South	Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, Salem	Lakewood Township, Camden City, Vineland City	72	19	\$291,750

- All enrolled participants must receive at least one of the core employment and training services, listed on page 7 of the NGO.
- All applications are expected to demonstrate a strong presence and prioritize focus in one of the priority municipalities representing the highest % of overburdened community population within their respective grant region, as noted in the chart on page 4.
  - Special consideration may be given to applications whose lead agency operates within one of the prioritized municipalities.

# ELIGIBLE APPLICANTS

- Entities listed on page 4 of the NGO.
- The applicant will be the lead agency of record, the legally recognized fiscal agent, and the single point of contact for NJDOL.
  - Responsible for oversight and deliverables of their partners.
- We encourage interested organizations to carefully consider whether they are suited to be the lead agency, or are better suited to serve as a partner under the lead of a different applicant.



# TARGET POPULATION

Participants served under this grant **MUST** meet the following criteria:

- Be a New Jersey resident,
- Live in one of the municipalities classified as an overburdened community, listed in Attachment D of the NGO, AND
- Express interest in, and a willingness to enter, the clean energy workforce.



# GRANTEE RESPONSIBILITIES

The full list of grantee responsibilities is located in section F, on page 5 of the NGO.

- Conduct outreach and promotional marketing of clean energy career pathways within overburdened communities and recruit eligible participants to receive core employment and training services.
- Recruitment efforts should be open to a broad range of participant aptitudes and proficiencies, from lower-skilled entry-level, to mid- and senior-level job prospects.

# GRANTEE RESPONSIBILITIES (Cont.)

- Partner and coordinate with PSE&G to:
  - Ensure seamless utilization of the PSE&G Clean Energy Jobs Portal for participant job referrals and applications,
  - Participate in PSE&G's periodic community partner meetings,
  - Receive enrollment referrals from PSE&G, its sub-contracted employers and/or training providers to provide grant program services and supports to eligible individuals already engaged in clean energy trainings and/or recently hired in a clean energy job.

# GRANTEE RESPONSIBILITIES (Cont.)

- Establish a diverse consortium of partners designed to maximize outreach and opportunity to residents of overburdened communities.
  - Grantees may sub-contract with consortium partners to provide any of the program services authorized under this grant.
- Grantees **MUST** ensure their consortium of partners includes all of the following **Mandated Partners:**
  - All New Jersey Youth Corps (NJYC) programs actively operating within the grantee's Grant Region, to serve at minimum as a recruitment/referral source for grant services.
  - At least one community-based organization operating within an overburdened community municipality in each county within the grantee's Grant Region, to serve at minimum as a recruitment/referral source for grant services.
  - At least one occupational skills training provider with course offerings resulting in industry-recognized credentials related to the clean energy industry and/or green economy.
  - At least one college or university (community or 4-year).

Note: Any one partner organization may fulfill multiple of the above Mandated Partner requirements, including the Grantee if their own organization meets the criteria.



# GRANTEE RESPONSIBILITIES (Cont.)

- Conduct the promotion and dissemination of ALL PSE&G job and training opportunity forecasts and actual postings across the grantee's consortium of partners, regardless of job specifications, in order to ensure all opportunities are maximized across the Grant Region.
- Provide core employment and training services to ALL participants based on their individual needs. While not all core services may be needed by all participants, the following must be made available:
  - Workforce readiness instruction
  - Job coaching
  - Wrap-around supportive services
  - Job referral and placement services



# GRANTEE RESPONSIBILITIES (Cont.)

- Provide On-the-Job Training (OJT) and/or Occupational Skills Training (OST) referrals and placements to the minimum number of participants expected of the grantee's Grant Region, as defined in the chart on page 4 of the NGO
  - ❑ **Occupational Skills Training (OST)**  
Offerings must lead to industry-recognized credentials related to the clean energy industry and/or green economy, and must be included on NJ's Eligible Training Provider List's list of "Green Programs", linked in the NGO.

Occupational Skills Training costs may not exceed \$6,000 in grant funds per participant.

- ❑ **On-the-Job Training (OJT)**  
Facilitate OJT placements with employers in order to bridge participants into sustainable unsubsidized employment.

OJT placements must establish realistic and achievable training benchmarks to be learned by the participant trainee throughout the duration of the OJT contract. Training benchmarks should meet the needs of the employer and result in the trainee being qualified for unsubsidized hiring upon successful completion.

Participating employers are expected to pay participant wages directly. Wage reimbursements must be paid to the participating employer by the lead agency, and must strictly adhere to a 50% wage reimbursement rate, up to and not to exceed a total of \$6,000 paid from grant funds.

Note: Grantees may choose to place participants into both Occupational Skills Training and On-the-Job Training when appropriate, so long as the combined total of costs do not exceed \$6,000 paid from grant funds.



# GRANTEE RESPONSIBILITIES (Cont.)

- Maintain and update case files for each individual participant, including intake and eligibility documentation, records of services provided, and relevant case notes
- Conduct intake assessments of ALL enrolled participants in order to ascertain their individual service needs.
- Complete Individual Employment Plans (IEPs) for all participants whose assessments or coaching sessions indicate the need for supportive services, and for ALL participants placed in OJT and/or OST.
- Provide and track supportive services, via direct delivery or referral, based on individuals' needs. Examples of supportive services are listed on page 8 of the NGO.



# GRANTEE RESPONSIBILITIES (Cont.)

- Assist participants in navigating the PSE&G Clean Energy Jobs Program portal;
- Facilitate job placement with PSE&G's contracted suppliers and employers, and other clean energy employers; and
- Track and follow-up with participants for at least 90 days after placement or exit from services in order to provide supports for retention and/or referrals to continued services.







# NJ DOL Technical Workshop

PSE&G CLEAN ENERGY JOBS PROGRAM

We make things work  
...for you



**PSE&G**

# Clean Energy Jobs Program

## Technical Assistance Workshop



November 14, 2022

# Today's Agenda

- What is the Clean Energy Jobs Program?
- Program By the Numbers
- Questions

■ **Clean Energy Jobs** Program

# Program Objectives

- Generate economic opportunities for 2,000+ unemployed, under-employed, low/middle-income New Jersey residents
- Create and expand opportunities for diverse suppliers in delivery of energy efficiency programs
- Engage in ongoing collaboration with the NJ Council on the Green Economy



■ **Clean Energy Jobs Program**

# Approach



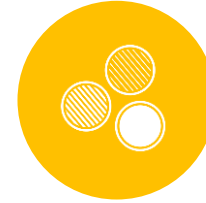
## Jobs

- Collaborate with NJ Department of Labor and Workforce Development + community organizations to **recruit candidates and host information sessions**
- **Wrap-around support services** framework



## Training

- Continued collaboration with vendors on **training needs and development of pipeline for highest-demand positions**
- Courses to provide necessary **skills to obtain jobs**



## Diversity

- Vendor targets for quantity and **diversity of jobs**
- Expanding organizations to assist in certification of **Minority, Women, or Veteran Business Enterprises**

■ **Clean Energy Jobs** Program

# Partnerships Drive Success

- PSE&G — sponsor
- NJ Department of Labor and Workforce Development
- Local community advocacy organizations
- Diversity-focused strategic hiring and recruiting partners



■ Clean Energy Jobs Program

# Clean Energy Jobs Program

## For job-seekers:

- **Meaningful employment opportunities** plus **training** and **supportive resources** to prepare for careers in New Jersey's fast-growing energy efficiency sector

## For employers:

- Access to a **new talent pool** and a **diverse clean energy workforce** to deliver energy efficiency programs



■ **Clean Energy Jobs Program**



# Success Stories

- Clean Energy Jobs Program Wins Energy Equity “Best Practices” Award from Smart Energy Consumer Collaborative
  - For advancing a more equitable energy system, helping meet the growing need for skilled workers in NJ’s energy efficiency industry



“I’m **proud** to be a part of clean energy in New Jersey. In addition to **industry knowledge**, the Clean Energy Jobs Program training has provided me with **valuable transferable skills**.”

—Gwendolyn Small, Newark; hired by Encore Lighting after completing the PSE&G-sponsored On-the-Job Training Program

■ **Clean Energy Jobs Program**



# PSE&G Clean Energy Jobs Program

By the Numbers

~ 950  
Hires

> 55  
Wraparound Services

> 100  
Certified

~ 24  
Graduates



## Jobs Program Hires

Program start through August 2022

## Wraparound Services Available

PSE&G and NJDOL Grantees offer more than 55+ supportive and workforce readiness services.

## Small Business Certifications

Sponsored training for 100+ organizations to get their Minority, Women, or Veteran Business Enterprise (MWVBE) certifications

## On-the-Job Training Program

Sponsored two cohorts of training resulting in ~24 graduates from the program being placed in full-time positions

## Smart Energy Consumer Collaborative Award

PSE&G received a national energy equity award, which recognizes the work PSE&G is doing to meet the growing need for skilled workers in New Jersey's energy efficiency industry

■ Clean Energy Jobs Program

# PROGRAM OUTCOMES

Grantees are expected to meet the following outcomes during the 18-month funding period:

- Serve the contracted number of participants;
- At least 60% of **ALL** participants served will obtain unsubsidized employment;
- At least 60% of those enrolled in Occupational Skills Training will obtain an industry-recognized credential;
- At least 80% of those placed in On-the-Job Training will obtain unsubsidized employment; and
- At least 60% of those participants obtaining unsubsidized employment will be retained for at least 90 days.



# PROGRAMMATIC AND FISCAL REPORTING

- **Monthly Activity Reporting**

- Capturing demographics & services provided
- Reporting due the 15<sup>th</sup> of each month via email
- Template will be provided after grant award

- **Monthly Fiscal Reporting**

- Grantees will be reimbursed (based on actual expenditures) on a monthly basis
- Reporting due the 15<sup>th</sup> of each month via email
- Template will be provided after grant award



# PROPOSAL CONTENT

- All external documents and attachments mentioned within the NGO are included as live hyperlinks in the Table of Contents on page 2 of the NGO.
- Applications must include the required components detailed below:

Required	Proposal Component
√	Signed and Completed Applicant Title Page (Attachment A)
√	Statement of Need
√	Organizational Commitment and Capacity
√	Program Narrative
√	Budget Detail (Attachment B) and Budget Narrative
√	Consortium Partner Forms (Attachment C)



# PROPOSAL CONTENT (Cont.)

- Applicant Title Page (Attachment A)
  - All fields MUST be completed
- Budget Detail (Attachment B)
  - Budget totals must adhere to the exact anticipated award amount designated for your Grant Region.
  - The budget must adhere to the following cost breakdown:
    - Schedule A – Administrative Costs: up to 10% of the total budget may be allocated for Administrative Costs, defined as costs determined to be necessary to administer the program but do not directly impact the participant.
    - Schedule B – OJT/OST Slots: funds for direct payment of training costs and/or OJT wage reimbursement. Any personnel costs related to the provision of OJT/OST must be listed on either Schedule A or C.
    - Schedule C – Direct Program Costs: defined as costs needed to support program components that directly impact the participant.
  - Budget narratives must explain the programmatic justification and cost basis of each line item within the budget detail form.
- Consortium Partner Form (Attachment C)
  - Applicants must submit Consortium Partner Forms for ALL planned consortium partners, and should list the anticipated grant-related roles to be carried out or assisted with by the partner.
  - It is critical that each form identifies the overburdened community municipalities that fall within the partner's intended area of operation.
  - Signatures are NOT required, but are encouraged



# APPLICATION DUE DATE & SUBMISSIONS

All applications must be submitted by 12:00pm on **January 20, 2023**.

Submit applications via email ONLY to [YouthPrograms@dol.nj.gov](mailto:YouthPrograms@dol.nj.gov) with the following instructions:

- Email subject line should read:  
“**[Name of Your Organization] - Application for FY23 CEETP Grant**”
- The Applicant Title Page must be submitted as a PDF due to signatures; the Budget Detail Form must be submitted in Excel; the remainder of the application should be submitted in MS Word or PDF file.
- An email confirming receipt of your submission will be sent within three business days. Please inquire via email to [YouthPrograms@dol.nj.gov](mailto:YouthPrograms@dol.nj.gov) if you do not receive a confirmation in that timeframe.



# PARTNER INTEREST FORMS & PROSPECTIVE PARTNERS LIST

Any organization interested in applying and/or serving as potential consortium partners through this grant may choose to submit a “Partner Interest Form” to [YouthPrograms@dol.nj.gov](mailto:YouthPrograms@dol.nj.gov) by November 22, 2022.

Submitted forms must detail the organization’s interested role(s) to fill through the grant, their respective service area of operation, and contact information.

Respondents’ information will be compiled into a Prospective Partners List and disseminated between all interested respondents. Only organizations who submit a “Partner Interest Form” will be included on and receive the compiled Prospective Partners List.

Applicants are not required to complete this form, but are encouraged to engage in this opportunity for potential partnerships.



# QUESTIONS AND ANSWERS

Applicants may submit technical questions to [YouthPrograms@dol.nj.gov](mailto:YouthPrograms@dol.nj.gov) through December 2, 2022.

It is anticipated that all answers will be posted publicly to the NJDOL Grant Notices website in two rounds:

- Friday, November 18<sup>th</sup>
- Monday, December 5<sup>th</sup>





# IMPORTANT DATES

- Partner Interest Forms due by November 22, 2022.
- Technical questions may be submitted through December 2, 2022
  - ❑ First round of answers – posted November 18, 2022
  - ❑ Second round of answers – posted December 5, 2022
- **Application submissions due by 12:00pm on January 20, 2023**
- Program start begins April 1, 2023.