



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

**NOTICE OF GRANT OPPORTUNITY**  
**Fiscal Year 2025**

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM**  
***Skills, Training, Employment, Program to Success (STEPS)***

**Announcement Date:** October 1, 2024  
**Application Due Date:** October 28, 2024

Robert Asaro-Angelo  
Commissioner

**SNAP STEPS**  
**Notice of Grant Opportunity – FY 2025**

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**SNAP STEPS**  
**Notice of Grant Opportunity – FY 2025**  
**NJ Department of Labor and Workforce Development**  
**Notice of Availability of Grant Program Funds**

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the New Jersey Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOL”) 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 “Research & Information” and the subheading “Grant Opportunities” - <https://www.nj.gov/labor/research-info/grants.shtml>.

**A. NAME OF GRANT PROGRAM**

SNAP STEPS

**B. PURPOSE FOR WHICH THE FUNDS WILL BE USED**

The Department of Labor and Workforce Development and the Department of Human Services seek to create strategic partnerships with qualifying agencies to deliver training opportunities, career services, and employment to individuals currently receiving SNAP benefits. The SNAP E&T program includes participant reimbursement/supportive services (transportation, childcare, clothing, books, and supplies) provided by the County Welfare Agencies or the grantee as part of participant allowances/reimbursements while engaging in SNAP employment and training programs. The focus of the grant is to ensure the SNAP recipients are provided case management, skills-based training and education programs with an employment-driven approach, and participant reimbursement/supportive services to prepare for and assist with SNAP recipients entering the workforce.

**Mission of SNAP STEPS**

NJDOL is proposing partnerships and workforce development activities statewide to assist SNAP recipients with building the skills, training, and work experience necessary to obtain and retain unsubsidized regular employment that leads them to self-sufficiency. SNAP STEPS will provide SNAP populations with the opportunity to learn and gain the skills necessary to successfully enter and gain promotional opportunities in the labor workforce. These efforts will assist communities across New Jersey to strengthen services and promote awareness through employment and retention of SNAP recipients. This NGO is being issued to expand services to participants statewide.

**Goals of SNAP STEPS**

This competitive NGO is being made available to accomplish the following goals:

- Facilitate community partnerships that are central to overcoming employment barriers of recipients receiving SNAP.
- Ensure participants are assessed and Individual Employment Plans (IEP) are developed for the timely delivery of appropriate and necessary career-training, and support activities to

individuals receiving SNAP.

- Design and provide employment and training activities for the targeted population to increase unsubsidized employment opportunities and retention.
- Design career pathways to in demand professions, as well as develop ties to employers, that directly impact or help SNAP recipients.

### C. AVAILABLE FUNDING FOR REIMBURSEMENT

The amount of funding available for this program in Fiscal Year 2025 (FY25) is estimated to be \$3,500,000 of WorkFirst NJ-Supplemental Nutrition Assistance Program and is contingent upon the availability of the funding. Each grantee is estimated to be reimbursed up to \$500,000 for the year. The 12-month grant period is estimated to begin October 1, 2024, and end September 30, 2025.

SNAP E&T is a cost reimbursement program in which organizations/entities must use non-federal funds to provide services to SNAP E&T participants in order to be reimbursed for 50% of the cost of program administration and supportive services. In order to be eligible for reimbursement/payment, non-federal funds for allowable activities must be expended, after which USDA/FNS reimburses the State for 50 percent of expenditures, and the State then reimburses the organization/entity that provided the service. Costs should be reasonable, necessary, and directly related to participation in the program. The reimbursement model requires that an expense be incurred in order for the organization/entity to be reimbursed 50% of allowable costs.

The chart below details the amount grantees can expend to service participants.

GRANT FUNDING ALLOCATIONS	MAXIMUM FUNDING
<b>Administrative Costs @ 10%</b>	\$ 50,000
<b>Participant Training</b>	\$ 180,000
<b>Participant Reimbursement/Supportive Services</b>	\$ 80,000
<b>Participant Career Services</b>	\$ 180,000
<b>Outreach and Recruitment</b>	\$ 10,000
<b>TOTAL</b>	<b>\$ 500,000</b>

The applicant's budget must be well considered and necessary for the implementation of the program. Final amounts will be determined at the time of pre-contract revisions. Ineligible, inappropriate, or undocumented costs will be removed from the funding request.

**(See Attachment A)**

Funds may only be used to support services that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. Actual funding levels will depend on the availability of funds and prior satisfactory performance.

**Failure to meet performance goals and expend funds will impact future grant opportunities.**

**NJDOL reserves the right to rescind any unspent funds. NJDOL also reserves the right to use this solicitation and competition to extend contracts of successful applicants, contingent upon available funding.**

**D. ELIGIBLE APPLICANTS**

Applicants may apply for more than one county but must make a separate application for each county. An organization that submits an application for one county is not precluded from participating as a partner in a different organization’s application for a separate county.

Organizations receiving SNAP STEPS funding in FY 2025, who have met both program and fiscal requirements, are eligible to apply. Applicants must have the capacity and non-federal funds to operate this program for the full duration of the grant period and must be in good standing with NJDOL’s Division of Employer Accounts.

To be eligible for this NGO, the applicant must satisfy the following requirements:

- Must be a non-profit, for-profit entity, governmental entity (including state or municipal agencies), community college, or other institutions of higher education.
- Pursuant to N.J.S.A. 52:32-44, a for-profit applicant and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue. This statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies.
- Required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).
- Must have non-federal funds to cover the total cost of the program, which would be reimbursed by NJDOL & DHS at 50%.

**Community Colleges are strongly encouraged to apply.**

**E. TARGETED POPULATION**

Participants of the program must reside in the appropriate regions throughout the State of New Jersey (See chart below).

<b>Regions</b>	<b>Counties</b>
North	Bergen, Essex, Hudson, Morris, Passaic, Sussex, Warren
Central	Hunterdon, Middlesex, Monmouth, Mercer, Ocean, Somerset, Union
South	Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem

In accordance with program requirements, each grantee is expected to serve a minimum of 40 participants per year that meet the following eligibility requirements:

- Resident of region where program services will be provided by the grantee.
- Willing and able to complete identified training and obtain employment
- Meet the following criteria:
  - Eligible for SNAP
  - Age 18 or older
  - In need of workforce services or training and/or education to obtain unsubsidized employment or advancement in the workplace.
  - Must be able to work and/or progress onto additional training upon completion of the program.

## **F. GRANTEE RESPONSIBILITIES**

The grantee will be the lead agency and overall coordinator of the grant. Specific duties include, but are not limited to:

- Recruit and enroll participants in the SNAP STEPS program.
- Ensure SNAP eligibility is verified and participants are formally screened and referred to SNAP E&T by DHS eligibility staff.
- Ensure all participants are registered as SNAP STEPS in AOSOS with their local One-Stop Career Center.
- Maintain and update participant files with individualized employment plans, case notes, employment verification, follow-ups, training start/end dates, credentials/certifications.
- Participant files must be secured in a locked case if being transported to other sites.
- Provide template of your individualized employment plan for approval by NJDOL prior to start of program services.
- Participants must be assessed to identify needs and barriers that would prohibit them from being successful in the program.
- Complete individualized employment plan during the first 30-days of enrollment in the program and update regularly.
- Ensure all participants are provided ongoing case management.
- Conduct an orientation for all participants to ensure program requirements are met, training requirements are understood, and participant rights and responsibilities are reviewed.

- Ensure no services are provided prior to the individualized employment plan completion.
- Provide and track participant reimbursement/supportive services based on individuals' assessed needs documented in the individualized employment plan.
- Participant reimbursement/supportive services provided must be reasonable and necessary and directly related to participation.
- Enroll participants per individualized employment plan in career readiness and skills training.
- Ensure all Occupational training vendors and services are on the Eligible Training Provider List.
- Provide marketable job skills training for participants that leads to long-term career pathways, pre-apprenticeships, job retention, and industry recognized credentials.
- Administer mentorship and/or job coaching services to all participants.
- Track program participation and activities.
- Report performance and outcomes to State agency.
- Effectively and accurately apply cost allocation methodology for programs that serve other participants who are not enrolled in SNAP E&T.

## **G. PROCEDURES TO APPLY FOR GRANT FUNDS**

The grantee serves as the applicant agency of record, the legally recognized fiscal agent for the grant project, and the single point of contact for NJDOL. The grantee is expected to coordinate all aspects of the grant, e.g., project spending plan, grant project monitoring and reporting, outreach, and recruitment, and grant fiscal management. evaluation criteria will be used to review and select applications.

It is essential that the applicant carefully construct result-oriented goals and objectives, together with the program description and budget, providing a comprehensive plan for the successful accomplishment of the program.

All applicants are considered new applicants for this funding cycle, and will be evaluated based on quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO.

The standard evaluation criteria will be used to review and select applications.

Applicants under this grant program must provide a narrative describing their organizational capacity, resources, commitment, and any demonstrated employment, retention, and employer relationship successes in working with the targeted population of this grant. Such information is to be included as part of the applicant's "Narrative" section of the application.

## H. APPLICATION SUBMISSION

Successful proposals must be responsive to the NGO and meet all technical capacity and fiscal viability requirements as described. Applications are submitted and awards are managed through NJDOL's online grant system, the System for Administering Grants Electronically (SAGE) IGX. Applications are submitted online, via IGX at [Njdol.intelligrants.com](https://njdol.intelligrants.com)

Applicants must determine who will serve as the Authorized Official (AO) for this grant application. The AO must:

- Be authorized to enter into a contractual agreement on behalf of the company.
- Read and understand the FY2025 Notice of Grant Opportunity (NGO).
- Register (create an account) in the System to Administer Grants Electronically (SAGE) IGX and submit a Letter of Intent (LOI) to apply for FY2025 SNAP STEPS grant.

The AO may delegate completion of the application to others by giving access in IGX but should be aware that responsibility for the contract remains with the AO for the life of the grant.

Applicants interested in applying for the SNAP STEPS grant **must** submit a LOI to express interest in the grant opportunity. This notification allows NJDOL to have sufficient resources in place to carefully review each proposal and to obtain access to the application in IGX. Applicants **must** complete, sign, and submit a letter of intent as soon as the applicant is interested in applying for the grant opportunity. A sample LOI can be found below. The completed and signed LOI **must** be emailed as an attachment to: [WFNJ@dol.nj.gov](mailto:WFNJ@dol.nj.gov)

Incorrect or missing information or failure to register in IGX will delay the processing of the LOI, which will delay access to the online application. Once the Authorized Official is registered and approved in IGX, applicants can then proceed to enter the required information and documentation in the IGX system.

### **Mandatory Technical Assistance Session**

NJDOL will provide a mandatory technical assistance (TA) session via Microsoft Teams to potential applicants. General guidance on completing the required documents, budget forms and an overview of IGX will be provided. It is important that both the Program Director and Fiscal Officer attend this session. **To register for the mandatory technical assistance session, submit your LOI to:** [WFNJ@dol.nj.gov](mailto:WFNJ@dol.nj.gov)

### **Proposal Deadline**

**Please adhere to deadline dates noted below.**

<b>Technical Assistance Session</b>	<b>Application Due</b>	<b>Panel Review</b>
October 22, 2024	October 28, 2024 by 12pm	November 1, 2024

## I. AWARD PROCESS

To be eligible for funding, the applicant must have satisfactorily completed the required elements



of the NGO. 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; indication of misrepresentation of information and/or non-compliance with State and Federal laws and regulations; and/or any existing NJDOL contracts and procedures.

Panel Review Process - All applications are subject to a department panel review and final approval by the Commissioner of the New Jersey Department of Labor. The panel review date is expected to occur per chart above. Within 10 business days following the panel review date, applicants will be notified of the status of their application and any requested revisions. Upon completion of all requested revisions and re-submission of completed applications with the required timelines, applicants will be notified of the final determination of their application.

## **J. REPORTING AND ON-SITE TECHNICAL ASSISTANCE VISITS**

Grant recipients are required to maintain progress data and submit monthly program and fiscal reports documenting grant-related activities by the 15<sup>th</sup> of every month. The reports will be reviewed to ascertain the grantee's progress within the scope of work and its conformance with program regulations and enabling legislation.

The format of the monthly reports is determined by NJDOL, and the report form will be provided with the contract in dashboard format.

Monthly financial reports must be submitted as required in the contract and are due no later than the 15<sup>th</sup> of each month unless prior approval is provided. In addition, they must contain the following:

- Status of all expenditures listed in the budget detail and the amount expended each month along with supporting documents; and
- A State of New Jersey payment voucher submission for expenditures incurred during the month.

In addition to the above monthly reports, quarterly performance reports are required.

All programs will receive a minimum of 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. Grantees may be required to submit additional reports as requested by NJDOL.

## **K. PROGRAM OUTCOMES**

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

- A minimum of **40** participants enrolled in the program per year who must be provided:
  - Assessments/Registration
  - Case Management
  - Individualized employment plan
  - Career Services

- Training Services
- Participant Reimbursement/Supportive Services
- At least 80% of **ALL** participants placed into unsubsidized employment or promotional opportunity.
- At least 60% of those placed in employment will be retained for at least 90 days.

**L. PROPOSAL CONTENT AND CHECKLIST**

To ensure consistency and fairness of evaluation, NJDOL requires that each applicant seeking 50% reimbursement funding under this grant program submit an application that includes, at a minimum, the components listed below. It is important to note that failure to upload the required documentation may result in the application being removed from consideration for funding. Standard Assurances and Certification and General Provisions – By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the “Standard Assurances and Certification and General Provisions”.

The Program Narrative must be produced using 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; and
- Proposals including attachments should not exceed 20 pages.

<i>Required</i>	<i>Form</i>
✓	Applicant Title Page
✓	Letter(s) of Commitment from Partner(s) (WIB, Partner Agencies)
✓	Statement of Need
✓	Narrative
✓	Organizational Commitment and Capacity
✓	Training Curriculum, Schedule, and Credentials obtained from the Training.
✓	Budget

**Explanation of Proposal Components**

1. Applicant Title Page – Complete all sections and ensure all information is accurate on the form.
2. Letter(s) of Commitment from Partner(s) – A letter of commitment from the applicant’s local Workforce Development Board is required. Letters of commitment from other partners such as training providers, treatment providers, supportive service providers, and employers are encouraged. The letter(s) should indicate the specific activities in which the partner(s) will be involved.
3. 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 that

- the applicant would like to achieve. Documentation may include a demographic description of your targeted area, including employers, jobs, and research specifically relating to the SNAP recipient population.
4. Narrative – Provide an overview of how the services detailed in the scope of work will be implemented and the timeframes involved, specifically addressing the following:
    - a. How the applicant's approach satisfies the requirements as stated in the NGO.
    - b. The applicant's understanding of the program expectations and outcomes as stated in the NGO.
    - c. All anticipated collaboration with other entities while fulfilling the requirements of the contract resulting from this NGO.
    - d. Resolutions to anticipated barriers and potential problems the applicant foresees itself and/or the State encountering in the successful realization of the initiative described herein.
  5. Organizational Commitment and Capacity – Applicants need to describe their commitment to addressing the conditions and/or needs identified in this NGO, including the organizational support that exists for implementing the proposed project. Please include charts of staff names, titles, duties/responsibilities, and allocation of time related to this grant. The applicant must also state they have the management information system (MIS), equipment and capacity needed to properly track and report participant demographic and performance data to NJDOL and demonstrate the ability to complete all required monthly reports and requests for information in accordance with protocol and timelines established by NJDOL. The applicant should focus on how previous experience will be applied to ensure successful implementation of the proposed project. The applicant should describe how they will establish networking, mentoring, and leadership opportunities during and after the project particularly, creating a workforce development infrastructure and possible continued employment for recipients.
  6. Training Curriculum and Schedule – It is required that each applicant submit with this proposal a curriculum outlining the components within this section of the NGO and the associated hours for completion of each component. The training curriculum should be focused on basic skills instruction, workforce readiness instruction and occupation- specific training. Proposals that include training which leads to industry-recognized credentials will be given special consideration. The curriculum must list the specific occupation(s) individuals will enter once they complete the training. CASAS or TABE testing must take place for all students prior to acceptance into the training program and at the conclusion of instruction.
  7. Budget – This section must be completed, and Narrative must also include all monetary funding sources or resources within the budget. Amounts reported in the budget must be fully supported by information provided in the budget narrative. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.

**Note: The following are not allowable**

- **Participant Stipends**
- **Fee for Service**

Miscellaneous Attachments – The miscellaneous attachment is optional, and not required to be completed. In this section, you can submit any additional information or documents that will support your grant application.

Standard Assurances and Certification and General Provisions – By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the [Standard Assurances and Certification and General Provisions](#)

**Evaluation Criteria**

This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements, which will include, but not be limited to the following:

<b><i>Evaluation Criteria</i></b>	<b><i>Total Points</i></b>
<b>Program Narrative:</b> <ul style="list-style-type: none"><li>• Addresses all narrative summary items.</li><li>• Compelling statement of need.</li><li>• Summary of training curriculum and alignment with the NGO.</li><li>• Strategy to ensure participant program completion, placement, and attendance tracking procedure/policy.</li></ul>	50
<b>Applicant Requirements:</b> <ul style="list-style-type: none"><li>• Organizational commitment and capacity describe past experience and includes information about their MIS system.</li><li>• Letters of support.</li></ul>	20
<b>Budget and Budget Narrative:</b> <ul style="list-style-type: none"><li>• Budget is completed.</li><li>• Budget is reasonable.</li><li>• Budget is within the cost guidelines of the NGO.</li><li>• Budget aligns with Budget Narrative.</li><li>• No calculation errors.</li></ul>	30

## ATTACHMENT A – BUDGET TEMPLATE

Cost Categories	Total Funds Requested
<b>Administrative Cost</b>	
Administrative Cost 10%	
<b>Subtotal</b>	\$
<b>Participant Training Services</b>	
<b>Subtotal</b>	\$
<b>Participant Support Services</b>	
<b>Subtotal</b>	\$
<b>Participant Career Services</b>	
<b>Subtotal</b>	\$
<b>Outreach and Recruitment</b>	
<b>Subtotal</b>	\$
<b>GRAND TOTAL</b>	\$