



---

# **STATE OF NEW JERSEY**

**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

**New Jersey Youth Corps**

**Application for Continuation Funding**

**July 2017 – June 2018**

**Announcement Date: May 18, 2017**

**Application Deadline: June 9, 2017**

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

# **NEW JERSEY YOUTH CORPS**

Application for Continuation Funding  
Fiscal Year 2018

## **TABLE OF CONTENTS**

Section A: Name of Grant Program	Page 1
Section B: Purpose of the Grant	Page 1
Section C: Available Funding	Page 1
Section D: Eligible Entities	Page 1
Section E: Qualification of Applicants	Page 1
Section F: Procedure for Eligible Entities to Apply	Page 1
Section G: Address to Which Proposals Must be Submitted	Page 4
Section H: Application Submission Date	Page 4
Section I: Date by Which Applicant Shall Be Notified	Page 5

**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 at <http://lwd.dol.state.nj.us/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 “Public Notices” and the subheading “Notice of Availability of Grant Program Funds”.

**A. Name of Grant Program**

New Jersey Youth Corps (NJYC)

**B. Purpose of the Grant**

The purpose of this Application for Continuation Funding is to provide a full-time, year round program designed to assist young adults, ages 16 – 25, who have dropped out of high school without earning a high school diploma to successfully transition to employment, college or additional training.

**C. Available Funding**

The NJYC program is expected to be funded by the State annual appropriations act, Workforce Investment Opportunity Act (WIOA) State set-aside, and a supplemental amount made available to LWD by the Department of Human Services (DHS) pursuant to 45 CFR 260 et seq. The amount of funding expected to be available for Fiscal Year (FY) 2018 (July 1, 2017 – June 30, 2018) is \$5,300,000 which is contingent upon passage of the State FY 2018 Appropriations Act, receipt of federal WIOA State set-aside funds and the transfer of funds from the DHS.

**D. Eligible Entities**

Organizations receiving Youth Corps funding who have met both program and fiscal requirements in Year One FY2017 will be eligible to apply for Year Two FY2018 funding.

A grantee must be in good standing with LWD’s Division of Employer Accounts. Any organization that has an outstanding liability to LWD will not be able to have its contract executed by LWD until the liability is resolved.

Please note, all guidelines and required forms in this document are accessible through hyperlinks which appear in blue font and are underlined.

**E. Qualifications of applicants in order to be considered for funding under grant program**

Applicants must be able to demonstrate the ability to effectively implement the NJYC model by recruiting, retaining out-of-school youth and operating according to the [NJYC Program Specifications](#), [Scope of Services](#) and adhering to the [Uniform policy](#).

**F. Procedure for Eligible Entities to Apply For Grant Funds**

To ensure consistency and fairness of evaluation, each applicant seeking funding under this grant program must submit an application packet that includes the components listed in the checklist below.

**Continuation Application Content and Checklist:** All components in the proposal must be in the order listed below.

<i>Checklist</i>
a. <a href="#">Applicant Title Page</a>
b. Signed copy of <a href="#">Standard Assurances and Certifications and General Provisions</a>
c. Acceptance of Program Requirements
d. Board Resolution to Apply (if applicable)
e. Year Two Program Design and Delivery
f. Year Two Program Design and Delivery “ <i>After Hours</i> ”
g. Budget Detail and Budget Summary
h. Job Descriptions (if changed from year one)
i. Lease/Rental Agreement (if applicable and changed from year one)

Applicants must follow the following format requirements:

- Font – Times New Roman, 12 point;
- Spacing – Double spaced;
- Margins – 1” top and bottom and 1” side margins;
- Pages must be numbered – 1 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
- Binders shall not be utilized for application submissions.

**Program Narrative**

- a. [Applicant Title Page](#)  
Complete all summary information. The Chief Executive Officer or authorized signatory must sign and date the cover sheet.
- b. **Signed copy of Standard Assurances and Certifications and General Provisions**  
The Chief Executive Officer or authorized signatory must sign and date the Standard Assurances and Certifications and General Provisions.
- c. **Acceptance of Program Requirements**  
Each grantee is required to certify that the New Jersey Youth Corps Program Specifications (Attachment A) and New Jersey Youth Corps Scope of Services (Attachment B) were reviewed and that the information will be incorporated into the Fiscal Year 2018 contract.
- d. **Board Resolution to Apply**  
If applicable, a designated officer must sign and date the Board Resolution, indicating the district or agency’s approval to apply for grant funds. Each applicant should use the form required by their district or agency.

**e. Year Two Program Design and Delivery**

Each NJYC site will offer comprehensive services as outlined in the Program Specifications and Scope of Services. Applicants should provide a clear description of its program for year two and must also address and/or describe the following:

- Strategies to recruit potential Corpsmembers
- Staffing ratio and job descriptions for all staff (if changed from prior year)
- Facility to host NJYC site (if different from prior year)

**f. Year Two Program Design and Delivery – After Hours**

The applicant must also provide (if applicable) a description for an “After Hours” program including, at a minimum, the following:

- Strategies for engaging youth
- Objectives of program
- Structure of program
- Hours of operation
- Types of activities planned
- Skills and abilities of the supervisor in charge
- Staff to Corpsmembers ratio
- Attendance policy and procedures
- Expected outcomes
- Program evaluation

**g. Budget Detail and Budget Summary**

A budget summary and narrative reflecting all program costs must be submitted. Follow the [budget detail form instructions](#) as you complete the [budget detail forms](#). Both must also include all monetary and non-monetary funding sources or resources such as in-kind amounts within the budget, if appropriate. All amounts reported on the budget detail must be fully supported by information provided in the budget narrative and be in accordance with the [eligible cost guidelines](#). The budget narrative must have a demonstrated cost basis. Applicants must provide justification for all aspects of the budget. State of New Jersey policies and regulations will be used as a guideline in the review of budget submissions.

**h. Job Descriptions**

If changed from the prior year, job descriptions for personnel who are funded by this program must be included with the application.

**i. Lease/Rental Agreement (if applicable)**

If changed from the prior year, the lease/rental agreement for the NJYC site must be included with the application.

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

## Reporting Requirements

Grant recipients are required to submit the following reports:

- A monthly activity report, known as the [NJYC monthly dashboard](#), due no later than the 10<sup>th</sup> of the following month, must be submitted detailing program status including achievement, funding spend-down, compliance and outcome details.
- A [monthly fiscal report](#) must be submitted no later than the 15<sup>th</sup> of each month to LWD, Division of Finance and Accounting, with a copy to the NJYC program manager, detailing all monthly expenditures for the prior month.
- A [quarterly fiscal report](#) is due as follows:

REPORT	REPORTING PERIOD	DUE DATE
First Quarter	July 1 – September 30	October 16, 2017
Second Quarter	October 1 – December 31	January 15, 2018
Third Quarter	January 1 – March 31	April 16, 2018
Fourth Quarter / Final Report	April 1 – June 30	August 15, 2018

- Annual [supplies and equipment inventory report](#) must be submitted with the final fiscal report for year two which is due on August 15, 2018.

## G. Address to Which Proposals Must Be Submitted

Two originals and two copies of the continuation application must be delivered to:

New Jersey Department of Labor and Workforce Development  
Joel Thomas, Assistant Director  
Special Programs and Populations  
Division of Workforce Development and Economic Opportunity  
1 John Fitch Plaza – 7th Floor  
P.O. Box 055  
Trenton, New Jersey 08625-0055

## H. Application Submission Date

Continuation Applications must be received by LWD by **4 p.m. Friday, June 9, 2017**.

LWD will not accept and cannot evaluate for funding consideration an application received after the submittal deadline. Responsibility for timely submission is the sole responsibility of the applicant.

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).

**Technical Assistance**

LWD will provide technical assistance on an as-needed basis since this is year two of a three-year grant. Please contact Bionca Reed at 609-292-2767 or via email at: [Bionca.Reed@dol.nj.gov](mailto:Bionca.Reed@dol.nj.gov).

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

LWD will conduct an internal review of each grant application. An internal review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy, and the adherence to the guidelines and requirements of this NGO. Applicants will be notified of the decision of LWD within 30 days of the application due date.

The anticipated start date of the NJYC contract is July 1, 2017.