



Notice of Grant Opportunity (NGO)

State of New Jersey
Department of Labor and Workforce Development
Office of Strategic Outreach and Partnerships
1 John Fitch Way
P.O. Box 110
Trenton, 08625

Cultivating Access, Rights & Equity (CARE) Grant Program

NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2023

Announcement Date: March 1st, 2023

Technical Assistance Sessions: March 15th, 5:30pm-7:00pm and March 16th, 10:30am-12:00pm

Application Deadline: April 10th, 2023

Funding Amount: \$1,500,000

Robert Asaro-Angelo
Commissioner

NOTICE OF GRANT OPPORTUNITY: CARE GRANT PROGRAM
Fiscal Year 2023

Table of Contents

A. NAME OF GRANT PROGRAM.....3

B. PURPOSE OF GRANT: BACKGROUND, OBJECTIVES, FOCUS POPULATIONS, & OUTCOMES.....3

C. GRANT ACTIVITIES.....7

D. ELIGIBLE APPLICANTS9

E. GRANTEE QUALIFICATIONS.....10

F. AVAILABLE FUNDING.....10

G. APPLICATION PROCESS.....11

H. AWARD PROCESS.....17

I. EXPECTATIONS OF GRANTEES: WORKSHOPS, MEETINGS, REPORTING, ETC.17

ATTACHMENT I: EXAMPLE LETTER OF INTENT21

ATTACHMENT II: TAX CLEARANCE CERTIFICATE21

ATTACHMENT III: WORKPLAN FORMAT23

APPENDIX: RESOURCES ON PAID FAMILY & MEDICAL LEAVE, EARNED SICK LEAVE, UNEMPLOYMENT BENEFITS, AND RELATED LAWS24

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, <https://nj.gov/labor/>, all notices of fund availability pertaining to Federal or State grant funds which may be awarded by the Department. The Notice of Fund Availability may be found on the Department’s website home page under the heading ‘Research and Information’ and the subheading, ‘Grant Opportunities’.

A. NAME OF GRANT PROGRAM

The Cultivating Access, Rights & Equity (CARE) Grant Program

B. PURPOSE OF GRANT: BACKGROUND, OBJECTIVES, FOCUS POPULATIONS, & OUTCOMES

Background

New Jersey workers are eligible for many benefits and protections that support their economic stability while they care for themselves and loved ones. However, disparities including but not limited to income, race, ethnicity, gender, age, and immigration status, can impact workers' awareness of and access to these laws and programs.

In FY22, NJDOL established the 'Cultivating Access, Rights & Equity (CARE) Grant Program' (hereinafter referred to as the "Grant Program") to increase New Jersey workers' awareness of and equitable access to key programs, including Earned Sick Leave and related work rights, and NJ Paid Family and Medical Leave benefits. For FY23, the Grant Program continues these goals and has been expanded to include:

- (1) Outreach and education to employers for NJ Paid Family and Medical Leave benefits and Earned Sick Leave
- (2) Outreach and education to employees for Unemployment Insurance benefits

NJDOL issues this 'Notice of Grant Opportunity' (hereinafter NGO) to establish relationships with community-based organizations that facilitate outreach, education and technical assistance on these laws and programs. See [Appendix](#) for program resources.

NJ Paid Family and Medical Leave

The New Jersey Temporary Disability Benefits Law (P.L.1948, c.110 (C.43:21-49))¹ mandates that NJDOL allocate funds to conduct outreach and disseminate information to employees and employers on **Paid Family and Medical Leave benefits**, a.k.a. Temporary Disability and Family Leave Insurance. While research suggests awareness is improving, workers' lack of understanding of these benefits prevents them from taking leave, especially for workers of color and workers who make less than \$100k.²

Many workers learn about state benefits and protections from their employers. However, employers can intentionally or unintentionally give incorrect information that limits workers ability to take paid leave.³ Cultural views of paid leave, such as viewing paid leave as an inconvenience, can also prevent eligible workers from accessing these benefits.⁴

NJ Earned Sick Leave

The **New Jersey Earned Sick Leave Law** ([N.J.S.A. 34:11-56a](#)), effective October 29, 2018, requires the NJ Department of Labor and Workforce Development (NJDOL) to develop and implement a multi-lingual outreach program ([N.J.S.A. 34:11D-1](#)).

¹ <https://nj.gov/labor/myleavebenefits/assets/pdfs/TDB%20Law%20July%202020.pdf>

² https://heldrich.rutgers.edu/sites/default/files/2022-05/New_Jersey%E2%80%99s_Earned_Sick_Leave_Law_and_Family_Leave%20Insurance_Program.pdf

³ <https://www.abetterbalance.org/misled-misinformed/>

⁴ <https://www.newamerica.org/better-life-lab/reports/implementing-paid-family-and-medical-leave/learnings-part-1-communicating-effectively-about-pfml>

Similar barriers exist to accessing Earned Sick Leave. For example, interviews with workers needing sick time revealed they were not made aware of their right to Earned Sick Leave by employers. Research suggests that workers, particularly workers of color, fear job loss which deters them from taking their leave.⁵

Unemployment Benefits

NJDOL has received federal funds under the American Rescue Plan Act (ARPA),⁶ and released under Unemployment Insurance Program Letter (UIPL) No. 23-21⁷, to improve equity in access to **Unemployment Insurance benefits**. NJDOL will utilize a portion to offer grant-based funding to community-based organizations to conduct outreach and education on these programs.

Unemployed workers face challenges in accessing essential benefits, which furthers economic inequalities. For example, Black and Latino/x workers and workers with disabilities especially have difficulties applying for Unemployment benefits due to technology barriers.⁸ Outreach and education can support workers as they seek to access these benefits and serves as a bridge to incorporate their perspectives and needs in the design of tools intended to ease the application process.

Objectives

The Grant Program seeks to establish collaborative relationships to:

- (1) Increase New Jersey **workers'** awareness of and equitable access to Earned Sick Leave and related work rights, Paid Family and Medical Leave benefits, and Unemployment benefits, through methods that are community centered, culturally relevant and accessible, and language specific.
- (2) Increase New Jersey **employers'** understanding of the Earned Sick Leave Law and related work rights, and Paid Family and Medical Leave benefits, through methods that are community centered, culturally relevant and accessible, and language specific.
- (3) Build capacity among community organizations, service providers, and county and local government agencies to share information and support to a diverse range of workers and employers, and enhance collaboration between the NJDOL and these organizations.
- (4) Develop and distribute effective outreach and educational materials in English, Spanish, and additional languages to help address New Jersey's language access needs; and expand workers' exposure to resources that increase access to benefits, compliance with labor standards, and resolution of labor standards violations.
- (5) Learn from focus communities about how NJDOL's outreach, education, and communications on these programs can be improved.

⁵ https://heldrich.rutgers.edu/sites/default/files/2022-05/New_Jersey%E2%80%99s_Earned_Sick_Leave_Law_and_Family_Leave%20Insurance_Program.pdf

⁶ <https://www.congress.gov/bill/117th-congress/house-bill/1319/text>

⁷ <https://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-23-21>

⁸ <https://www.newamerica.org/pit/reports/unpacking-inequities-unemployment-insurance/the-digital-divide-and-ui-modernization-states-moves-to-online-applications-worsen-accessibility>

The Grant Program was developed with an equity framework to:

- (1) Support organizations and groups that partner with and/or represent the communities that face the most barriers to these programs
- (2) Leverage strategies likely to have the greatest impact on eliminating racial, social, economic, and gender inequities
- (3) Establish community feedback loops in which the Department incorporates the perspectives of all workers and employers when designing strategic outreach strategies and community partnerships

Focus Populations

The Grant Program focuses on outreach and education to the following:

- Low-wage, part-time, underemployed, and unemployed workers;
- Women, Black, Latino/x, Asian American, Pacific Islander, Native American, immigrant, refugee, and LGBTQ+ workers; workers with disabilities; veteran workers; young workers (ages 16-24); and victims/survivors of domestic and/or sexual violence;
- Parents, including mothers, birthing parents, fathers, non-birth parents, adoptive parents, and foster parents; and family caregivers;
- Employees of child care and elder care providers; clients of domestic violence shelters; school communities; patients of hospitals, community health centers and other health care providers and their caregivers; persons under the care of health care providers ([N.J.S.A. 34:11D-10](#));
- Low wage workers from focus industries⁹ who are disproportionately impacted by a lack of access to paid sick time¹⁰, including but not limited to construction; food services and drinking places; health care; home health care; hotel and motel; manufacturing, transportation, and warehousing; personal and repair services; retail trade; security, building, and grounds services; janitorial services; agriculture; social assistance and childcare;
- Service providers who partner with the above workers that need increased access to these programs; could include social workers, maternal and infant health professionals, health care professionals, patient advocates, victim/survivor advocates, community health workers, doulas, and community organizers;
- Employers in the above focus industries and/or who predominantly employ the above focus populations; and
- Employers that may be less aware of these laws and programs or require additional information and education, including small businesses and businesses with immigrant, women, veteran, Black, Latino/x, Asian American, Pacific Islander, and Native American owners.

Please note that Unemployment Insurance Equity grant funds can only be targeted for worker and service provider outreach and education.

⁹ <https://www.epi.org/publication/independent-contractor-misclassification/>

¹⁰ <https://www.pewresearch.org/fact-tank/2020/03/12/as-coronavirus-spreads-which-u-s-workers-have-paid-sick-leave-and-which-dont/>

Table 1 Allowable focus populations for each funding source

	Temporary Disability Insurance Funding	Family Leave Insurance Funding	Earned Sick Leave Insurance Funding	Unemployment Insurance Funding
Workers	✓	✓	✓	✓
Employers	✓	✓	✓	X
Service Providers	✓	✓	✓	✓

Outcomes

NJDOL expects grantees to have outcomes which may include, but are not limited to the following:

- CARE grantee organizations have increased their understanding of these laws and programs, and their capacity to provide information and assistance to community members;
- Workers:
 - receive NJDOL educational materials and/or NJDOL-approved materials;
 - are made aware of their Earned Sick Leave and related work rights, eligibility for Paid Family and Medical Leave benefits, and/or Unemployment Insurance benefits, with methods that are community-based, language-specific, and/or otherwise accessible;
 - take meaningful action regarding their Earned Sick Leave and related work rights, Paid Family and Medical Leave benefits, and/or Unemployment benefits, including applying for benefits, seeking resolution with their employer, or filing a complaint with NJDOL.
- Employers:
 - receive NJDOL educational materials and/or NJDOL-approved materials;
 - are made aware of their obligations under the Earned Sick Leave law and related work rights, and/or their workers’ eligibility for Paid Family and Medical Leave benefits, with methods that are community-based, language-specific, and/or otherwise accessible;
 - take meaningful action to support the rights of their workers to Earned Sick Leave and related work rights, and their workers’ access to Paid Family and Medical Leave benefits, and support compliance.
- Service providers have increased their knowledge of Earned Sick Leave and related work rights, Paid Family and Medical Leave benefits and/or Unemployment benefits, and have integrated this education into their practice.

NJDOL expects through this grant program and partnership with grantees to:

- gain a better understanding of the challenges that (1) workers face in accessing their rights and benefits and (2) employers face with complying with these laws and programs and helping their employees access them; and

- use findings to inform outreach and enforcement strategies, and program operations.

C. GRANT ACTIVITIES

Applicants can achieve desired outreach, education and technical assistance outcomes through a variety of activities. Applicants may apply for funding to cover outreach/education and technical assistance and support for:

- (1) Earned Sick Leave and related work rights;
- (2) Temporary Disability Insurance (paid medical leave benefits);
- (3) Family Leave Insurance (paid family leave benefits);
- (4) Unemployment Insurance benefits (for employee outreach only, note required listening session and user testing activities below);

or a combination thereof. Grantees who receive funding for multiple programs must differentiate which activities are funded by each program.

Proposals can include, but are not limited to, any combination of the following types of activities. Note that allowable activities vary per funding source, as indicated:

Provide information directly:

- Share resources directly online or in-person
- Host in-person and virtual events, workshops, and/or trainings
- Coordinate phone banking, text messaging, or door-knocking campaigns
- Share information at meetings or events

Provide information indirectly:

- Develop and share ad campaigns (radio, print, social media, etc.)
- Collaborate with partner organizations to distribute information

Technical assistance:

- Counsel individual workers on Paid Family and Medical Leave benefits, Unemployment benefits and/or their right to Earned Sick Leave and related work rights
- Train community groups and social service agencies on Paid Family and Medical Leave benefits, Unemployment benefits, and Earned Sick Leave and related work rights
- Train employers on Paid Family and Medical Leave benefits, Earned Sick Leave and related work rights
- Support employers to help their employees with NJ Paid Family and Medical Leave applications

Intakes and complaint/application support:

- Listen to workers' grievances and offer guidance on how to resolve them¹¹
- Listen to employers' concerns/questions on Earned Sick Leave and Paid Family and Medical Leave and offer guidance on how to resolve them
- Help a worker apply for Paid Family and Medical Leave and/or Unemployment benefits
- Support an employer who is helping a worker apply for Paid Family and Medical Leave benefits
- Host interviews to aid investigations related to Earned Sick Leave with the Wage and Hour Division

Listening sessions:

- In collaboration with NJDOL, host listening sessions with impacted workers on accessing rights and benefits
- Must be included in the work plan to apply for unemployment benefit grant funds, see [Section I: Expectations of Grantees](#)

Material development & user testing:

- Collaborate with NJDOL and other grantees on educational materials
- Work with NJDOL to have materials translated into relevant languages
- In collaboration with NJDOL, test new and existing materials and tools with workers and employers. Material development will use a human-centered design approach, meaning that the perspective of communities served are incorporated in all phases of the design process.¹²
- User testing with workers must be included in the work plan to apply for Unemployment benefit grant funds, see [Section I: Expectations of Grantees](#)

Other activities:

- Hire and compensate staff who work on grant activities
- Staff participation in NJDOL trainings and CARE grant related meetings
- Advertising costs
- Printing of outreach materials
- Purchase of office supplies related to the grant
- Travel expenses directly related to the grant including for meetings, community events, and conferences

¹¹ Organizations cannot utilize funds from this grant to file a complaint with NJDOL on behalf of a worker(s) or employer(s), represent a worker(s) or employer(s) in NJDOL wage collection proceedings, and/or represent the worker(s) or employer(s) in any related NJDOL enforcement activities.

¹² <https://web.stanford.edu/~mshanks/MichaelShanks/files/509554.pdf>

- Tracking grant activities and developing reports (**must be included in work plan**, see [Section I: Expectations of Grantees](#))

Table 2 REQUIRED activities for each funding source

	Temporary Disability Insurance Funding	Family Leave Insurance Funding	Earned Sick Leave Insurance Funding	Unemployment Insurance Funding
Tracking grant activities and developing reports	✓	✓	✓	✓
Hosting listening sessions	Allowable, not required	Allowable, not required	Allowable, not required	✓
User testing materials	Allowable, not required	Allowable, not required	Allowable, not required	✓

D. ELIGIBLE APPLICANTS

The Grant Program seeks proposals from eligible entities who demonstrate capacity and a history of success providing outreach, education, technical assistance and/or support to workers and/or employers. This includes community-based organizations, service providers, worker centers, unions, legal services organizations, faith-based organizations, chambers of commerce (including ethnic chambers of commerce), small business associations, employer associations, and county and local government agencies.

In soliciting proposals, NJDOL shall not discriminate against any person or organization submitting a proposal pursuant to this grant because of ethnicity, color, creed, religion, gender, sexual orientation, age disability, national origin or other basis prohibited by law.

This grant is open to the following:

- Public or Private Non-profit Organizations
- Faith-Based Organizations
- Municipal Government entities
- County Government entities
- State Government entities
- State Recognized Tribal Governments with 501(c)(3) Status (*not eligible for Federal Unemployment Insurance Equity grant funds*)

Applicants may apply as an individual organization or as a collaborative with a lead agency.

For-profit organizations are not eligible for funding under this Notice of Grant Opportunity (NGO). Out-of-state organizations are only eligible if all grant funds are used for outreach to NJ workers.

E. GRANTEE QUALIFICATIONS

NJDOL seeks proposals from trusted community-based organizations that have established or are developing feedback loops for understanding community priorities and needs, and have demonstrated capacity and history of success in one or more of the below areas:

- Conducting outreach and education to one or more focus population of workers, employers, and/or services providers (See [Section B: Focus Populations](#))
- Translating and providing workers' rights information and employer resources in culturally appropriate, language-specific, and otherwise accessible formats and languages.
- Providing technical assistance to workers and employers

Qualifications Specific to Collaborative Applicants (2 or more organizations):

NJDOL seeks collaborative applicants that have:

- Demonstrated a shared vision and goals for collaboration.
- A lead organization with the capacity to fulfill the reporting requirements of the grant, the infrastructure to disperse funds, and the ability to provide support to the partner organizations as necessary.
- A clear work plan for how the collaborative will meet its goals, and a process for how it will operate.

F. AVAILABLE FUNDING

The total amount of funding available for the Grant Program is \$1.5 million for the current fiscal year:

- **\$500,000 for NJ Earned Sick Leave** funded by the State Disability Benefits Fund (SDBF)
- **\$300,000 for Temporary Disability Insurance** funded by the SDBF,
- **\$300,000 for Family Leave Insurance** funded by the Family Leave Insurance Account within the SDBF
- **\$400,000 for Unemployment Benefits** funded by the USDOL Federal Unemployment Insurance Equity Grant Program under the American Rescue Plan Act.

The final total amount available is contingent upon the availability of funds.

Relative to the USDOL UI funding source, the Department is in receipt of an approval letter from the USDOL and anticipates receiving an official notice of award shortly. In the unlikely event the Department does not receive the notice of award, the NGO will be reposted without that funding source.

Grants are anticipated to be awarded June 1st, 2023 but is subject to change. The length of the grant contract period is 12 months, unless otherwise extended or reduced at the discretion of NJDOL.

NJDOL reserves the right to negotiate the grant award upon award selection. The payment structure for all contracts will be cost reimbursement.

Award amounts will vary based on the quality of proposals, with average awards from a minimum of \$50,000 up to \$150,000. NJDOL will consider applications above the award range that provide strong

capacity, experience, justification and collaborative partnerships. NJDOL will also consider applications below the award range when appropriate, but those organizations are encouraged to apply as part of a collaborative.

Program budgets submitted as part of the grant proposal are not deemed final until contract execution. Funds expended in this project shall be those as stated in the agreement for the purposes and functions outlined, unless changed by an approved modification. The grantee shall be entitled only to reimbursement for actual expenditures during the agreement period or during an approved extension agreed upon by the grantee and NJDOL, and only in the amount specified in the agreement.

NJDOL reserves the right to rescind any unspent funds.

G. APPLICATION PROCESS

For collaboratives, only the lead organization should submit components unless specified otherwise.

Application Checklist

- Technical Assistance Session (virtual): choose one of two dates; March 15th, 5:30pm-7:00pm and March 16th, 10:30am-12:00pm ([pre-register](#)). Applicants are strongly encouraged to attend.
- Register (create an account) in the System to Administer Grants Electronically (SAGE) IGX
- Letter of Intent (required) [Attachment I](#) emailed to CAREGrant@dol.nj.gov (submit by March 31st, 5:00pm)
- If applicable, submit questions about the grant to CAREGrant@dol.nj.gov by March 20th, 11:59 pm
- Register with the New Jersey Department of the Treasury online at: <http://www.njstart.gov/> (See [Attachment II](#))
- Review published questions and answers regarding the CARE grant program (will be published after Technical Assistance session on nj.gov/labor/grants).
- Submit Application in SAGE IGX including:
 - Required Tax Clearance Certificate Letter(s)
 - Grant Application Questions
 - Organizational Commitment and Capacity
 - Work Plan*
 - Budget Detail*
 - For collaborative applications only, Commitment from Partner(s)*
- Review Standard Assurances and Certifications and General Provisions

* Applies to every partner organization in a collaborative

Attend Technical Assistance Session:

NJDOL will provide two virtual Technical Assistance (TA) Sessions for applicants *in English only*. Applicants' Executive Directors (or equivalent) and/or Fiscal Officers **are strongly encouraged to**

attend one of the technical assistance sessions. For collaborative efforts, each partner included in the application are strongly encouraged to send a representative who will facilitate the grant. if The TA sessions will:

- Review the guidelines regarding the purpose/goals of the Grant Program.
- Provide introduction and general guidance on completing NJDOL grant application.
- Provide a brief overview of Earned Sick Leave, Paid Family and Medical Leave, and Unemployment Insurance.
- Provide a brief training on the SAGE IGX application portal.

Technical Assistance Session #1: March 15th, 5:30pm-7:00pm

Technical Assistance Session #2: March 16th, 10:30am-12:00pm

Applicants are strongly encouraged to attend a TA Session ([pre-register](#)).

Submit Letter of Intent & Register in SAGE IGX:

Applicants must submit their application through SAGE IGX. To access SAGE IGX, applicants must submit a “Letter of Intent to Submit Proposal” (LOI) to express interest in the grant opportunity. Applicants must complete, sign and submit a letter of intent as soon as the applicant is interested in applying for the grant opportunity (See [Attachment I](#) for sample format). The completed and signed LOI must be emailed as an attachment to CAREGrant@dol.nj.gov with the email subject header, “LOI CARE Grant Program” by March 31st, 5:00pm.

When an LOI is submitted, the applicant will be contacted with further instructions. Once the Authorized Official (typically the CEO/Executive Director) is registered and approved in SAGE, applicants can then proceed to enter the required information and documentation in the SAGE system. If the organization is already registered in SAGE, please include that information on your LOI.

Questions/Application Assistance:

NJDOL will collect questions regarding the application process via email and at the virtual TA sessions. The deadline to submit questions is March 20th, 5:00pm. Please submit questions on the TA session/application to CAREGrant@dol.nj.gov.

Applicants should carefully review this Notice of Grant Opportunity and TA session materials before submitting questions. Applicants will be referred back to these places if they contain the answer.

Questions and answers are anticipated to be published at nj.gov/labor/grants by March 24th.

Explanation of Application Components:

To ensure consistency and fairness of evaluation, NJDOL requires that each applicant submit an application that includes, at a minimum, the components listed below. It is important to note that omitting required documentation may disqualify the application from consideration for funding.

The Work Plan, Organizational Commitment and Capacity, and Grant Application Questions should add up to no more than **28 pages** but can be less.

Applicants shall submit all components of their application through SAGE IGX. We reserve the right to ask for additional information or clarification on any component of this application. A description of each component is as follows:

1. **Tax Clearance Certificate** – Grantees need to upload their Tax Clearance Certificate into SAGE IGX. Public law 2007, C.101 requires that as a precondition to the award a business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of state government shall obtain a Tax Clearance Certificate from the director of the New Jersey Division of Taxation **prior to the issuance of the grant**. See [Attachment II](#) for more information.
2. **For collaboratives only, Letters of Commitment from Partners** – If the application is for a collaborative, a letter of commitment from each of the organizational partners is required. Letters should name the lead organization and briefly demonstrate organization’s commitment to partnering with each other. If the contract is awarded, collaboratives will be required to submit a formal Memorandum of Understanding between the parties.
3. **Grant Application Questions** – Applicants are required to answer the following questions. *Organizations that are applying as a collaborative should submit only one response that covers all partners.*

Part I. Organization/collaborative description

- A. Briefly describe your organization’s:
 - a. history, mission, and programs;
 - b. types of focus communities/industries/employers reached ([Section B: Focus Populations](#)) and history of organization’s partnership with them; and
 - c. geographic location of your work.
 - d. For a collaborative, describe the above for each organization.
- B. Describe your organization or collaborative’s *experience* conducting outreach, education, and/or technical assistance on government programs. This could include outreach on labor standards, housing rights, immigration, social services, business services, etc.
- C. How does your organization/collaborative use racial and social equity frameworks in internal and external practices and approaches to its work?
- D. How does your organization or collaborative regularly listen to and reflect with impacted community members, and integrate those perspectives (i.e. community feedback loops, leadership models, etc.)?

Part II. Challenges and strategies

- A. What do you see as challenges to workers in your communities and employers in supporting workers? What approaches do you see as necessary to addressing those challenges?

- B. Describe the outreach, education, and/or technical assistance activities you intend to employ under the CARE Grant that that will address these challenges and increase workers' and/or employers' awareness of *specifically* Earned Sick Leave and related work rights, NJ Paid Family and Medical Leave, and/or unemployment benefits. How will you integrate these activities into existing programming?
- C. If applicable, what strategies will your organization/collaborative utilize to recruit participants for grant funded user testing and listening sessions ([I: Expectations of Grantees](#))?
- D. Does your organization/collaborative plan to provide services in different languages, and specifically which languages for the grant? If so, describe your experience in providing culturally specific and language specific services, including translation and interpretation.
- E. What goals or changes does your organization/collaborative hope to achieve after one year of engaging and supporting workers and/or employers through this Grant Program?
- F. What networks will your organization/collaborative utilize to conduct education and outreach for this grant? This could include collaboration with other community-based organizations, service providers and government agencies.

Part III. Collaboration with NJDOL

- A. What would be important in a partnership with NJDOL to make a meaningful impact?
- B. What possible challenges do you foresee in collaborating with NJDOL and what strategies or practices could mitigate them?
- C. *If your organization receives funding from other NJDOL or other State of NJ agency initiatives:* Describe, if relevant, how the work proposed will align with or complement your organization's other State/NJDOL-funded activities.

Part IV. Collaborative only questions

- A. Please explain what brings your work together (i.e. all organizations serve workers in low-income housing), and what kind of history of collaboration exists among your organizations?
- B. What structures exist or will you set up to coordinate with and be accountable to each other? (i.e., all organizations will meet monthly to discuss challenges and successes)
- C. How will the lead organization provide support to the partner organizations?

Part V. Optional Question

- A. Is there anything else you would like to share with us that these questions did not cover and will help NJDOL understand your organization/collaborative better? *Not answering this question will not impact your application's score.*

4. Organizational Commitment and Capacity –

- A. Please describe the organizational support that exists for implementing the proposed project. *If you anticipate hiring staff if awarded funds, but have not yet, you can leave their name as "TBD."*
 - B. Include charts of staff names, titles, duties/responsibilities, and allocation of time related to this grant. This should align with the workplan.
 - C. Describe your organization's methods for tracking and reporting on proposed outreach and education activities. Describe resources allocated to completing reporting requirements.
 - D. *For a collaborative*, please describe the lead organization's capacity and/or experience to disperse funds to partner organizations and manage compliance and reporting for the entire collaborative.
5. **Work Plan** – This section should explain proposed activities, implementation plan, and timeline. *If applying as a collaborative, please provide for each organization.*

Work plans should be submitted using the format of the table in [Attachment III](#), which includes examples. Workplans should provide a realistic timeline and goals for each activity.

Applicants should set goals realistic to the size and scope of their workplan and proposed funding. There are no predetermined quantitative outcomes required of all grantees; outcomes are specific to the organization.

See "[I: Expectations of Grantees](#)" for information on outreach material development and listening sessions. Incorporate as appropriate into your work plan.

Organizations can submit additional information in narrative form if helpful in accurately describing their work plan.

6. **Budget Detail** –

- A. Applicants must complete a Budget Detail in SAGE IGX (see an excel template on nj.gov/labor/grants)
- B. Applicants must demonstrate all costs and justifications for all aspects of the budget. Provide this information in the "cost explanation" column of the budget detail in SAGE IGX.
- C. Please see "[I: Expectations of Grantees](#)" for information on outreach material development and reporting responsibilities and incorporate as appropriate into your budget.
- D. Budgets will be reviewed using the State of New Jersey policies and regulation guidelines.
- E. For collaboratives, subgrantees must upload a separate budget attachment using the excel template on nj.gov/labor/grants.

Note: Only 10% of grant funds may be used for administrative costs. Administrative costs are costs are those dedicated towards administration of the grant, such as costs associated with reporting, finance and accounting, etc.

Organizations may account for indirect costs in their budget detail. Organizations may use a 10% indirect cost rate, or a current Negotiated Indirect Cost Rate Agreement (NICRA) if they

have one. This rate only applies to personnel costs. Indirect cost rates applied to administrative personnel contribute to the 10% administrative cap.

- Standard Assurances and Certifications and General Provisions – these are standard across all NJDOL grants.** By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the [“Standard Assurances and Certifications and General Provisions.”](#)

Application Timeline:

The FY23 Grant Summary Schedule for submission of completed applications is anticipated as follows:

SUMMARY OF CARE GRANT TIMELINE (Dates Subject to Change)	
March 1 st	NJDOL publishes Notice of Grant Opportunity (NGO)
March 15 th , 5:30pm-7:00pm and March 16 th , 10:30am-12:00pm	Virtual Technical Assistance (TA) Sessions. Applicants are strongly encouraged to attend one; for a collaborative, a representative from each partner organization is strongly encouraged to attend one.
March 15 th	Applicants can begin to submit applications into SAGE IGX
March 20 th , 11:59pm	Deadline for potential grantees to submit questions to CAREGrant@dol.nj.gov
March 24 th	Anticipated date for NJDOL to publish answers to all application questions on nj.gov/labor/grants
March 31 st , 5:00pm	Letter of Intent due to CAREGrant@dol.nj.gov
April 10 th , 2023, 11:59pm	Deadline to submit grant application into SAGE IGX

Final award decisions are anticipated to be communicated June 1st, 2023.

Application Submission Details:

Grant applications are to be submitted electronically to SAGE IGX. Applications must be submitted by April 10th, 2023, 11:59 pm.

Panel Review

All applications are subject to a panel review and final approval by the Commissioner of the Department of Labor and Workforce Development. Upon completion, applicants will be notified of the final determination of their application.

H. AWARD PROCESS

To be eligible for funding, the applicant must have satisfactorily completed the required elements of the grant application. In addition, the applicant must clear any outstanding debts to the Department, including, but not limited to Division of Employer Accounts and Division of Wage & Hour. 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.

The final contract amount and contract period will be stipulated in the executed contract between the approved applicant and NJDOL. Reimbursement will be given on a cost reimbursement basis for actual expenses incurred during the contract/grant period. The Office of Strategic Outreach and Partnerships of NJDOL will closely monitor the grants expenditures and progress through reports, technical assistance, and site visits, when permitted.

I. EXPECTATIONS OF GRANTEES: WORKSHOPS, MEETINGS, REPORTING, ETC.

Successful proposals must be responsive to the grant requirements and meet all technical capacity and fiscal viability requirements as described.

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 will coordinate all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; and fiscal management.

Post-Award Session:

Grantees and representatives from collaborative organizations must attend a post-award session, and any other required workshops on Earned Sick Leave and related work rights, Paid Family and Medical Leave, and Unemployment Insurance. The Post-Award Session is anticipated to be in person at 1 John Fitch Plaza, Trenton, NJ 08625. Date will be release upon Notice of Award.

Workplan and Budget Revision, Deliverables Planning Session, and Contract Process:

If grantees are required to make changes to their work plan or budget, they must participate in a one-on-one session with CARE grant staff to discuss proposed changes. Grantees will also use this session to determine deliverables that will be incorporated into the grant contract. The session is expected to be virtual.

Reimbursement for grant activities is contingent on the completion and approval of grant contracts, which can take several months.

Outreach Materials:

Outreach and education activities funded by this grant may only use materials approved by or created in conjunction with NJDOL. Capacity to create new materials is limited and will rely on the cooperation of all grantees.

Should a grantee need new communication materials for outreach/education, organizations must work closely with NJDOL to develop the content needed and provide feedback on relevant materials. Grantees will work with NJDOL to develop new materials using a human-centered design approach, meaning that the perspective of communities served are incorporated in all phases of the design process.¹³ **Applicants should explain how they would incorporate those activities into their proposed budget and work plan.** They can consider staff time required to review and translate two outreach materials, or more if preferred.

Please note that capacity to create new NJDOL materials may be limited. Applicants should plan to use existing NJDOL materials for the first 3-6 months of the grant term.

Printing Materials

NJDOL can print NJDOL materials at no cost, however it typically takes three to four weeks to be printed and shipped. The grantee can also budget grant funds to print NJDOL materials or materials approved by NJDOL.

User Testing

Applicants seeking funds for outreach/education on Unemployment benefits are required to utilize funds for user testing to help review and test new and existing materials or worker-facing technologies NJDOL creates, including with staff and members of the communities they partner with, to evaluate and ensure their effectiveness. NJDOL would reach out to grantees to seek support for these activities and customers' feedback.

Applicants seeking funds for outreach/education on TDI, FLI and Earned Sick Leave are encouraged to consider this grant activity.

Applicants should explain how they would incorporate these activities into their proposed budget and work plan. They can consider the cost of staff time required to help with two to three one-hour user testing sessions, including staff time required to recruit participants and offer translation services if necessary, and to compensate participants. NJDOL may request to facilitate user testing sessions with research partners.

Listening Sessions:

Applicants seeking funds for outreach/education on Unemployment benefits are required to utilize funds to help NJDOL and research partners host listening sessions on worker experience with these laws and programs.

¹³ <https://web.stanford.edu/~mshanks/MichaelShanks/files/509554.pdf>

Applicants seeking funds for outreach/education on TDI, FLI and Earned Sick Leave can also consider this grant activity.

Applicants should explain how they would incorporate those activities into their proposed budget and work plan. They can consider the cost of staff time required to help host two to three one-hour listening sessions, including to recruit participants and offer translation services if necessary. NJDOL will facilitate the listening sessions.

Reporting and Quarterly Meetings:

Organizations named in the grant award contract will be required to submit monthly financial reports, quarterly progress reports, and a final grant closeout report.

1. **Monthly financial report**— Organizations must submit financial reports by the 10th of each month as required in the contract and to assure timely payment. They must contain:
 - Status of all expenditures listed in the budget detail and the amount expended each month; and
 - A State of New Jersey payment voucher submission for expenditures incurred during the month.

Supporting documents from each grantee will vary, contingent upon for which type of expenses the grantee is requesting reimbursement. NJDOL reserves the right to request additional details from a grantee.

2. **Quarterly progress reports**— All organizations are expected to collect quantitative and qualitative data that demonstrate efforts, successes, and challenges in achieving proposed objectives and deliverables of their contract through monthly and quarterly reports. Organizations should account for this reporting responsibility in their budget detail and work plan. The format of these quarterly reports will be determined by NJDOL, informed by grantee proposed activities.
 - a. Quarterly narrative reporting could include but is not limited to:
 - i. A description of activities conducted each quarter, and stories/photos/videos regarding impact to focus communities.
 - ii. An analysis of challenges faced in grant-funded activities and ways that NJDOL can help address these challenges.
 - iii. A description of the challenges and problems that workers face in accessing and employers face in complying with work rights and benefits.
 - iv. A description of successes under the grant program.
 - b. Quantitative reporting could include but is not limited to:
 - i. Summaries of each type of outreach, including number of outreach attempts, number of people reached, language outreach was conducted in, and focus populations targeted generally

Personal identifying information will *not* be collected.

3. **Quarterly meetings-** Grantees will participate in four quarterly meetings, with at least one meeting expected to be in person at 1 John Fitch Plaza, Trenton, NJ 08625. Dates will be shared shortly after awards are announced. Subgrantees are encouraged, but not required to attend quarterly meetings. Dates will be released after Notice of Award.
4. **Optional site visits**—Grantees may host NJDOL for an optional site visit throughout the last three quarters of the grant. Timing and structure of the site visit will be decided in collaboration with NJDOL and the grantee. More information will be provided at the Post Award Session.
5. **Grant closeout report**—A grant closeout report is due within 30 days from the contract end date. Final reimbursement will be subject to the submission of the final report and acceptance by NJDOL.

Grantees will be required to submit additional updates and reports as requested by NJDOL.

EVALUATION CRITERIA

All applicants will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the grant application. Applications that do not adhere to the required sections of this grant application will be viewed as incomplete and will not be reviewed. Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received in a timely manner in accordance with the terms of this grant application;
- The proposal does not follow the specified format; and/or
- The proposal does not include all required information.

An internal NJDOL Evaluation Committee consisting of fair and impartial committee members will rate proposals based on a scoring rubric and provide recommendations to the Commissioner of Labor & Workforce Development. NJDOL seeks a diverse array of applicants, and will ensure that in addition to Committee recommendations, grantee efforts would not be duplicated among focus populations, industries, and geographic scope. The scoring rubric is as follows:

Application Evaluation Criteria	Total Points
Work Plan	30
Application Questions	30
Budget Detail	15
Organizational Commitment and Capacity	15
Overall, the organization helps the NJDOL reach its goal of achieving equity in access to NJ Paid Family and Medical Leave, Earned Sick Leave, and Unemployment benefits in the State of NJ.	10
Total	100

ATTACHMENT I: EXAMPLE LETTER OF INTENT

(On your organization's letterhead)

Email to CareGrant@dol.nj.gov

Date:

To: New Jersey Department of Labor and Workforce Development
Office of Strategic Outreach and Partnerships
1 John Fitch Plaza
Trenton, NJ 08625

Attn: Ms. Holly Low: Director, Office of Strategic Outreach and Partnerships

Re: Letter of Intent to Submit Proposal

Dear Ms. Low:

Please accept this letter of intent to submit a proposal in response to the CARE Grant Program Notice of Grant Opportunity, on behalf of *(organization's name or organizations in collaborative)*.

(Organization's name or organizations in collaborative) proposes to request Grant funding to administer the CARE Grant program.

(Name and title) is the main point of contact for the purpose of this application process; contact information as follows:

(Address)

(Phone number)

(Email address)

Sincerely,

(Name)

(Title)

ATTACHMENT II: TAX CLEARANCE CERTIFICATE

Public law 2007, C.101 requires that as a precondition to the award a business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of State government shall obtain a Tax Clearance Certificate from the director of the New Jersey Division of Taxation prior to the issuance of the grant. New Jersey treasury tax clearance certificate must be current within 90 days of application submittal. Click on the following [link](#) to access the application for tax clearance form.

A Tax Clearance Certificate may be requested through the state of New Jerseys' premier business services PBS portal online. The use of the portal replaces the need for the paper application submission to the Division of Taxation; the processing fee is also waived with the use of the portal. Applicant will be able to print the necessary clearance certificate through their business portal account.

STATE OF NEW JERSEY W-9 FORM

A completed State of New Jersey W-9 form must be on file with the New Jersey Department of Treasury. It is the applicants' responsibility to ensure this step is completed. Applicants may register with the New Jersey Department of the Treasury online at: www.njstart.gov. Failure to complete this step can delay or forfeit a grant award. (Reimbursement checks are linked with the FEIN that is on file with the New Jersey Department of Treasury. As a result, reimbursement checks are mailed to this associated address.)

ATTACHMENT III: WORKPLAN FORMAT

All applicants must use the following format to submit their workplan. For collaboratives, please submit one table per organization. Applicants may provide additional narrative to support the description of their workplan if they choose.

Activity Description	Target Population	Language	Quantity	When will the activity be conducted	Estimated deliverable
Example: Attend community events to distribute Earned Sick Leave Information in	Example: Farm workers, low-income workers, and immigrant workers	Example: English, Spanish, and Haitian Creole	Example: 8 events	Example: Will attend 2 events per quarter, starting in the first quarter	Example: Total of 50 workers reached
Example: Training Organization Staff on Earned Sick Leave	Example: N/A, Own organization staff	Example: English, Spanish	Example: 2 Trainings	Example: 1 training at month 1, and 1 refresher training at month 3	Example: 5 staff trained
Example: Hosting and translating listening sessions with NJDOL on TDI/FLI and Earned Sick Leave. Provide \$25 gift card for participating	Example: Farm workers, low-income workers, immigrant workers	Example: English and Spanish	Example: 2 Listening Sessions	Example: 1 listening session at month 5, and 1 listening session at month 10	Example: Total of 15 people in attendance

APPENDIX: RESOURCES ON PAID FAMILY & MEDICAL LEAVE, EARNED SICK LEAVE, UNEMPLOYMENT BENEFITS, AND RELATED LAWS

New Jersey Paid Family & Medical Leave

- Learn about NJ Paid Family and Medical Leave: myleavebenefits.nj.gov
- Read [the full law](#)
- Read about [changes to the law](#) made in 2019
- Read about job protection: myleavebenefits.nj.gov/jobprotection

Earned Sick Leave

- Learn about Earned Sick Leave: mysickdays.nj.gov
- Read [the law](#)

Unemployment Benefits

- Learn about Unemployment Benefits: myunemployment.nj.gov

Related Laws

- Minimum Wage, Overtime, Unpaid or Withheld Wages: <https://www.nj.gov/labor/worker-protections/myworkrights/wages.shtml>
- Misclassification and Payroll Fraud: <https://www.nj.gov/labor/worker-protections/myworkrights/independentcontractors.shtml>
- Prevailing Wage: <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/>
- Retaliation Protections: <https://www.nj.gov/labor/worker-protections/myworkrights/retaliation.shtml>
- Other Work Rights: myworkrights.nj.gov