

FY23 CARE Grant:

Cultivating Access, Rights, & Equity



TA Session Roadmap

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Background

- In 2018, NJ legislation established the New Jersey Earned Sick Leave Law, requiring NJDOL to develop and implement a multi-lingual outreach program.
- In 2019, NJ legislation mandated that the NJDOL allocate funds for outreach for Paid Family and Medical Leave benefits, a.k.a. Temporary Disability and Family Leave Insurance.
- In 2023, New Jersey was awarded an Unemployment Insurance Equity Grant by the U.S. Department of Labor (USDOL), and chosen by USDOL and the U.S. Digital Service as a pilot state for modernization and improvement of the federal unemployment insurance system.



CARE Grant Objectives

Establish collaborative relationships to:

- ✓ Build capacity of grantees to provide this information to a diverse range of workers and employers
- ✓ Learn from focus communities about how NJDOL's outreach, education, and communications on these programs can be improved
- ✓ Increase workers' and employers knowledge and understanding of their rights and benefits, through methods that are community centered, culturally relevant and accessible, and language specific
- ✓ Develop and distribute effective multi-lingual outreach and educational materials that meet NJ's language access needs
- ✓ Expand workers' and employers' exposure to resources that increase access to benefits/enforcement
- ✓ Enhance collaboration between the NJDOL and the organizations that support New Jersey's workers
- ✓ Leverage the work of other state, county and local agencies to promote labor standards outreach and education



Key Differences from FY22

- Employers now a focus population for outreach/education for NJ Paid Family and Medical Leave and NJ Earned Sick Leave
- One-time funding for Unemployment benefits outreach/education to workers, with requirements for listening sessions & user testing
- Letter of Intent required
- Applications in SAGE/IGX
- Template for submitting workplan
- Simplified application requirements for collaboratives
- More established contract/reporting processes

NJ Earned Sick Leave

- Most employees are eligible for NJ Earned Sick Leave.
- Employers of all sizes must provide full-time, part-time, and temporary employees with up to 40 hours of earned sick leave per year to care for themselves or a loved one:
 - physical/mental health
 - COVID-19 testing/quarantine/vaccination
 - to cope w/ domestic/sexual violence
 - appointments required or requested by child's school

*Enforced regardless of immigration status.

*Employer pays Earned Sick Leave.

**NO SE PREOCUPE
¡USTED ESTÁ CUBIERTO!**
mysickdays.nj.gov

Los trabajadores de NJ
Ahora tienen derecho a tomar licencia pagada por enfermedad. Los trabajadores temporales, de tiempo parcial y de tiempo completo son elegibles bajo esta ley.

La definición de "familiar" es amplia. Use su licencia pagada por enfermedad para cuidar de sí mismo o de un familiar, en casos de:


- Consultas de rutina o enfermedades físicas/mentales
- Para recibir la vacuna COVID-19 y / o recuperarse de los efectos secundarios
- Incidencias de violencia sexual o doméstica
- Reuniones escolares de su hijo

Los trabajadores obtienen **1 hora de licencia por cada 30 horas trabajadas**, hasta acumular un límite de 40 horas por año.

Es contra la ley que su empleador lo castigue por usar licencias pagadas acumuladas por usted o que le exija establecer un reemplazo para su turno. Su empleador no podría solicitarle la presentación de documentos probatorios, a menos que usted se ausente durante más de 3 días continuos.

Para aprender más, visite mysickdays.nj.gov o contáctenos por 609-292-2305.

Para información sobre otros derechos y beneficios, visite nj.gov/labor

 MW-5695 (8/22) Spanish

NJ Paid Family & Medical Leave

- Cash benefits to care for yourself and loved ones
- Most NJ workers are covered and your job may be protected under federal and/or state law
- Must meet eligibility requirements and apply to NJDOL to receive benefits; requires a valid SSN
- When you have to stop working to:
 - Care for your own or a loved one's physical or mental health (including COVID-19)
 - Care for yourself during pregnancy and childbirth recovery
 - Bond with a new child
 - Cope with domestic or sexual violence

تفضل بزيارة موقعنا لمعرفة المزيد:
myLeaveBenefits.nj.gov

الإجازات الطبية والعائلية مدفوعة الأجر في ولاية نيو جيرسي

**الاستحقاقات النقدية
للاعتناء بنفسك وأحبائك**

معظم عمال نيو جيرسي مشمولون بالتغطية
وربما تكون وظيفتك محمية بموجب القانون الفيدرالي أو قانون الولاية أو كلاهما.

حينما تُضطر للتوقف عن العمل من جل:

- الاعتناء بالصحة الجسدية أو العقلية لنفسك أو أحبائك
- الاعتناء بصحتك خلال فترة الحمل والولادة والنفاس
- الانشغال بمتطلبات مولود جديد
- التعافي من حالة عنف منزلي أو اعتداء جنسي

احصل على نسبة 85% من متوسط راتبك الأسبوعي، وصولاً إلى الحد الأقصى.

اطلع على الحد الأقصى لمستوى الاستحقاقات واشترطات الأهلية للعام الحالي، ثم تقدّم للحصول .
على الاستحقاقات النقدية عبر الرابط التالي:
myLeaveBenefits.nj.gov

 THE NEW JERSEY DEPARTMENT OF
DOL WORKFORCE DEVELOPMENT

PR-160.1 (2/23) Arabic

Unemployment Insurance

- Unemployment Insurance (UI) is a benefits program that financially supports people who recently lost their jobs through no fault of their own.
- To qualify for UI benefits, you must meet basic eligibility requirements, such as being able and available to work.
- Learn about eligibility requirements at myunemployment.nj.gov

myunemployment.nj.gov

CARE Grant Activities

- Applicants may apply for funding to cover outreach/education and/or technical assistance and support to employees and employers for:
 - Earned Sick Leave and related rights
 - Temporary Disability Insurance
 - Family Leave Insurance
 - Unemployment Insurance (*outreach to employees only*)
 - Some combination of the different funding sources
-

Proposal can include, but are not limited to:

- ✓ Providing outreach information indirectly or directly
- ✓ Offering technical assistance, including training/counseling workers, employers and service providers
- ✓ Conducting intakes and counseling/application support
- ✓ Other activities related to the grant

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);

Focus Populations

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

- Low-wage workers from focus industries who are disproportionately impacted by a lack of access to paid sick time, 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;

Focus Populations

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

- Employers in the previously mentioned focus industries and/or who predominantly employ the previously mentioned 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.



Allowable Focus Populations for Each Funding Source

	Temporary Disability (TDI)	Family Leave (FLI)	Earned Sick Leave (ESL)	Unemployment (UI)
Workers	✓	✓	✓	✓
Employers	✓	✓	✓	✗
Service Providers	✓	✓	✓	✓



Eligible Applicants

- Public or Private Non-Profit Organizations *
- State Tribal Governments with 501(c)(3) Status**
- Faith-Based Organizations
- Municipal Government Entities
- County Government Entities
- State Government Entities

Collaboratives - organizations may also apply as a collaborative with a lead agency. Lead agency is responsible for disbursing funds to partner organizations and managing compliance and reporting.

*For-profit organizations are not eligible

**State Recognized Tribal Governments not eligible for Federal UI grant funds



Available Funding

- \$1.5 million total for FY23
 - \$500,000 for NJ Earned Sick Leave
 - \$300,000 for Temporary Disability Insurance
 - \$300,000 for Family Leave Insurance
 - \$400,000 for Unemployment Benefits
- \$50,000- \$150,000 per award
- Will consider applications outside the award range when appropriate
- Grant applicants requesting \$50,000 or less may consider applying as a collaborative



CARE Grantee Expectations

- Post-award technical assistance workshop and quarterly meetings
- Contract process
 - One-on-one meeting to discuss revised deliverables/budgets (if applicable)
 - Signed contracts required for reimbursement
- Required trainings on laws/programs for program and outreach staff
- Reporting
 - Monthly financial reports
 - Quarterly program reports/narratives
- Optional
 - Site visits
 - Presentations on related laws/programs



Listening Sessions: Unemployment Insurance Outreach

- Required for applicants seeking funds for outreach/education on Unemployment Insurance.
- NJDOL is partnering with a research organization to conduct listening sessions on worker experience with Unemployment benefits.
- Consider the cost of staff time required to help host two to three one-hour listening sessions, including to recruit participants and offer interpreting services if necessary.
- *Applicants seeking funds for outreach/education on Paid Family and Medical Leave and Earned Sick Leave can plan to host their own listening sessions, or additional strategies to collect community feedback, but it is not required*



Community Feedback/User Testing: Unemployment Insurance Outreach

- NJDOL is partnering with a research organization to evaluate existing Unemployment tools and develop new ones. As part of this process, we are seeking community feedback (called "user testing" in the NGO.)
- We will require grantees doing outreach/education on Unemployment to help us with several research strategies, like sharing surveys and hosting interviews with community members.
- More details will be shared after award.
- *Applicants seeking funds for outreach/education on TDI, FLI, and Earned Sick Leave are encouraged to consider this grant activity. NJDOL may request to facilitate user testing sessions with research partners but it is not required.*



Outreach Materials

- Print materials and information in multiple languages (view at the following websites):
 - NJ Paid Family and Medical Leave: myleavebenefits.nj.gov
 - NJ Earned Sick Leave: mysickdays.nj.gov
 - Work Rights: myworkrights.nj.gov
 - Unemployment Insurance: myunemployment.nj.gov
- Slide decks
- Social media graphics



Outreach Materials

- Must use NJDOL materials or materials approved by NJDOL
- NJDOL can mail grantees copies of NJDOL outreach materials at no cost; consider including printing budget
- NJDOL can request professional translations; timeline to final product depends on capacity
- Applicants can include reviewing outreach documents, providing and/or editing translations, as a grant activity
 - For budgeting, consider the time it would take to review 5-6 handouts/webpages and/or provide/edit translations (for groups with that language capacity)



Application Process

- Letter of Intent (required): Due March 31, 2023, 5:00 PM
 - Attachment I
 - CAREgrant@dol.nj.gov
- Register with the New Jersey Department of the Treasury (NJ Start) online at:
www.njstart.gov (See Attachment II)
 - Required for collecting state funds



Application Process

Application due April 10, 2023, 11:59 PM using SAGE/IGX.

Must include:

- Required Tax Clearance Certificate Letter(s)
- Grant Application Questions
- Organizational Commitment and Capacity
- Work Plan (using template in NGO)*
- Budget Detail*
- For collaborative applications only, Commitment from Partner(s)*
- Standard Assurances and Certifications and General Provisions

*Applies to every partner organization in a collaborative



Application Process

Important Note on Work Plan and Deliverables:

- Depending on your organization's experience with these laws and programs, staff training and building capacity for this outreach/education can take time, in some instances several months. Please consider this when designing your work plan and setting goals for deliverables.
- Deliverables should be realistic and based on your organization's focus populations, particular strategies and capacity; they will differ across grantees, be used to measure progress, and can be adjusted during the grant year if necessary.



Collaboratives

Qualifications:

- Demonstrate 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.

Required Letter of Intent: only one letter from lead organization, with all partners listed, is necessary



Collaboratives

Application:

- All partners must provide letter of commitment, budget detail, and other necessary application information to lead organization; lead organization submits all application components.
- Lead organization must submit a budget detail (in SAGE IGX) with their own costs, as well as overall funds they are dispersing to sub-grantees. In addition, the lead organization must provide each partner organization's budget detail (excel spreadsheet).
- See comments for collaboratives throughout "Explanation of Application Components" beginning on page 12 of the NGO.



Collaboratives

Post-Award:

- Memorandum of Understanding required as part of contract process
- Partner organizations must attend the post-award technical assistance workshop and required trainings
- Lead organization is responsible for completing and meeting all grant contract requirements.



Accessing SAGE/IGX

Send a Letter of Intent to: CAREGrant@dol.nj.gov (details P.12 NGO)

- New Organization
- Returning Organizations
- Indicate SAGE/IGX levels of access for staff

Make sure you are registered with NJ Start: <http://www.njstart.gov/> (details p.22 NOA)

All entities doing business with NJ must register with NJ Start.



Accessing SAGE/IGX

Staff Roles in SAGE/IGX:

- Authorized Official (AO): Usually a CEO/ED. All roles of AA, the only role that can submit a grant application, and sign the contract, if applicable.
- Agency Administrator (AA): Can view and create program and expense reports, can submit reports.
- Agency Staff (AS): Can view, create program and expense reports.



Accessing SAGE/IGX

(Live demo in the FY23 CARE Grant test site)

<https://njdol.intelligrants.com/>



Budget Detail

- Complete Budget Detail in SAGE/IGX (see an excel template on nj.gov/labor/grants. Subgrantee budgets must use that spreadsheet)
- Must separate grant funds for TDI/FLI/ESL/UI
- Must include details for reporting, materials development, and user testing/listening sessions (for UI)
- 10% administrative cap per funding source



Next Steps

- Visit the CARE webpage at nj.gov/labor/grants to view full NGO
- Email us your questions to CAREgrant@dol.nj.gov by March 20, 2023 11:59 PM
- Review Q+A on webpage by March 23, 2023 (anticipated publish date)
- Submit required Letter of Intent by March 31, 2023 5:00 PM
- Application due April 10, 2023, 11:59 PM on SAGE IGX
- Applications scored by fair and impartial panel; recommendations provided to NJDOL Commissioner
- Applicants will be notified of the final determination (anticipated June 1, 2023)





Thank You! Questions?

CAREgrant@dol.nj.gov

nj.gov/labor/grants

myleavebenefits.nj.gov

mysickdays.nj.gov

myworkrights.nj.gov

myunemployment.nj.gov

