



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

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2021**

Parolee Employment Placement Program

Announcement Date: April 16, 2021

Technical Assistance Workshop: April 23, 2021

Application Due Date: May 14, 2021

**Robert Asaro-Angelo
Commissioner**

**Parolee Employment Placement Program
Notice of Grant Opportunity – FY 2021**

TABLE OF CONTENTS

Section A:	Name of Grant Program	Page 2
Section B:	Purpose for Which the Grant Funds Will Be Used	Page 2
Section C:	Available Funding	Page 2
Section D:	Eligible Applicants	Page 3
Section E:	Targeted Population	Page 4
Section F:	Grantee Responsibilities	Page 4
Section G:	Procedures for Eligible Entities to Apply for Grant Funds	Page 4
Section H:	Technical Assistance Workshop and Application Submission	Page 5
Section I:	Award Process	Page 5
Section J:	Reporting and On-Site Technical Assistance Visits	Page 6
Section K:	Program Outcomes	Page 6
Section L:	Proposal Content and Checklist	Page 7
Section K:	Effective Date and Term	Page 10

Parolee Employment Placement Program
Notice of Grant Opportunity – FY 2021
Department of Labor and Workforce Development
Notice of Availability of Grant Program Funds

Take Notice that, in compliance with NJSA 52:14-34.4 et seq., the Department of Labor (hereinafter "the Department" or "NJDOL") regularly publishes on its website, at <https://nj.gov/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

The Parolee Employment Placement Program (PEPP) is a competitive grant offered by the New Jersey Department of Labor.

B. PURPOSE FOR WHICH THE FUNDS WILL BE USED

This competitive Notice of Grant Opportunity (NGO) aims to increase employment opportunities for parolees and significantly reduce the likelihood of recidivism.

The NJDOL, in collaboration with the State Parole Board (SPB), seeks to fund proposals that will provide placement services, on a fee-for-service basis, to parolees of the SPB.

There are over 15,000 offenders throughout New Jersey under the supervision of the SPB. The offender population has a much harder time returning to the workforce than other populations of job seekers. They often have multiple barriers to employment and require additional services and unique approaches to resolving issues. Research has shown that employment is a deterrent to recidivism.

C. Available Funding

The total amount of funding available in Fiscal Year (FY) 2021 is estimated to be \$1,450,000, comprised of a combination of state and/or federal funds, and is contingent upon their availability.

Fee for Placement Services: The grantee will be responsible for providing job coaching and employment preparation, job placement, and tracking employment retention. The maximum cost for each participant's placement services is \$4,000 and shall be payable on the fee-for-service schedule below.

D. Eligible Applicants

Preference will be given to organizations that have demonstrated successful outcomes working with employers to obtain unsubsidized employment for the targeted population. Special consideration will be given to grantees collaborating with educational institutions, faith-based and community-based organizations to effectuate this grant's purpose. While there must be a lead applicant, NJDOL encourages consortium and collaborative partnerships that aim to meet this grant's goals.

Applicants may apply for more than one grant 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.

This competitive grant program is designed to provide grants to lead agencies for employment placement services to participants referred by the SPB.

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

- Must be a non-profit or for-profit entity or governmental entity;
- Pursuant to NJSA 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, universities, or state and municipal agencies.); and
- Required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (NJAC 17:27) and the requirements of the Americans with Disabilities Act of 1991 (PL 101-336).

The following organizations are eligible to apply as the lead agency:

- Public or private placement agencies;
- Faith-based and/or community-based organizations;
- Labor organizations;
- Employers and/or contractors;
- Public or private non-profit agencies; and,
- Trade organizations that represent a particular trade, group of trades, contractors, or employers

Applicants must limit program services to parolees under supervision of the SPB within the counties listed below, for the two identified Primary Regions.

<i>Primary Region</i>	<i>County Regions</i>
North	Bergen, Essex, Hudson, Hunterdon, Middlesex, Morris, Passaic, Somerset, Sussex, Union, and Warren
South	Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, and Salem

Applicants may apply for more than one grant but must make a separate application for each region. An organization that submits an application for one region is not precluded from participating as a partner in a different organization's application for a separate region. The minimum grant award per applicant is \$725,000 based on a minimum of 175 new participants. The actual total award amount is contingent upon the NJDOL approval and is contingent upon the level of funding available. Only the most cost-effective proposals that meet this NGO's requirements will be funded.

E. TARGETED POPULATION

Participants of the PEPP program must be referred to the program through their parole officer located in the appropriate districts throughout the State of New Jersey.

F. GRANTEE RESPONSIBILITIES:

Case Management, Job Placement, and Employer Incentives: The lead agent will be responsible for coordinating case management services for parolees accepted into the program and assisting with placement and retention services. Costs for case management are included in the assessment, job coaching, and case management benchmark of the agreement. The lead agency will be responsible for the placement of the trainees into sustainable employment. In an effort to encourage employers to hire participants of PEPP, NJDOL may offer on-the-job training (OJT) to provide financial assistance to employers hiring participants of the program, depending on available funding. The OJT program will be administered separately from this NGO process and will not need to be included in your proposed budget. Detailed information will be provided and explained to applicants awarded through this NGO.

Grantees will be charged with ensuring that all participants of the PEPP are registered with the local One-Stop Career Centers (OSCC). The OSCC will ensure that all the appropriate resources are made available to the participants and that said participants are aware of any employer incentives available through the OSCC system.

G. PROCEDURES FOR ELIGIBLE ENTITIES 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 will be expected to coordinate all aspects of the grant, i.e., project and spending plan, grant project monitoring and reporting, outreach and recruitment, and fiscal management.

It is essential that the applicant carefully construct result-oriented goals and objectives, together with the program description and budget, providing a comprehensive plan to administer the program successfully.

All applicants are considered new applicants for this funding cycle and will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO. The standard evaluation criteria (page 10) will be used to review and select applications.

Under this grant program, applicants must provide a narrative describing their organizational capacity, resources, commitment, and any demonstrated employment, retention, and employer relationship successes working with this grant's targeted population. Such information is to be included as part of the applicant's "Narrative" section of the application. Please refer to page 10 for additional information.

H. TECHNICAL ASSISTANCE WORKSHOP AND APPLICATION SUBMISSION

NJDOL will provide a technical assistance workshop to potential applicants on April 23, 2021, from 1:00 PM – 3:00 PM via Zoom. Applicants that wish to participate in the workshop can log in using the link displayed below:

<https://us02web.zoom.us/j/3243315983?pwd=dDI2cTBibnU3MGFCbk9xRjFCeWpWdz09>

Meeting ID: 324 331 5983

Passcode: 1234

The completed and signed original application must be received by 4:00 PM on May 14, 2021. Faxed or mailed copies will not be accepted. All completed applications must be electronically submitted to christopher.mckelvey@dol.nj.gov utilizing MS Word, MS Excel, and PDF only.

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, the applicant's inability to provide adequate services, an indication of misrepresentation of information, and/or non-compliance with State/Federal laws and regulations; and 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 Department of Labor. The panel review date is expected to occur the week of May 17, 2021; following the panel review, applicants will be notified of their application status and informed of any requested revisions. Upon completion of all requested revisions and re-submission of completed applications with the required timelines, applicants will be notified of their application's final determination.

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. 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 by the 10th of each month. 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.

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 the integrity of the program model. Grantees will 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:

- 100% of participants (175) must have an Assessment/Job Coaching/ Case Management by the grantee
- At least 60% of participants (105) must have job placement with 30-day retention
- At least 80% of those participants placed (84) must have job placement with 60-day retention.
- At least 55% of those participants placed (58) must have job placement with 90-day retention.
- At least 50% of those participants placed (53) must have job placement with 150-day retention.

Each applicant may use up to \$25,000 for specific services to the program participants. Examples of allowed services are transportation assistance, training, education, employer required supplies or necessities, obtaining identification, and drivers' license reinstatement. The applicant must detail on the budget summary the specific services and the cost for the services.

The applicant's budget must be well-conceived 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.

Funds may only be used to support services 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 satisfactory performance.










NJDOL reserves the right to rescind any unspent funds at the end of the grant. NJDOL also reserves the right to use this solicitation and competition to extend contracts of successful applicants for up to one year at a time, contingent upon available funding.

The chart below details the maximum amount grantees can spend for required participant services. Please ensure budget submissions reflect the following funding allocations:

Payment Benchmarks Worksheet				
Benchmark	Number of participants expected to reach this benchmark	Payment per participant achieving this benchmark	Payment if the expected benchmark is met	Payment if all 175 participants reach each benchmark
Assessment/Job Coaching/ Case Management	175 (100% of participants)	\$ 600	\$ 105,000	\$ 105,000
Job Placement with 30-day retention	105 (60% of participants)	\$ 900	\$ 94,500	\$ 157,500
60-day retention	84 (80% of those placed)	\$ 700	\$ 58,800	\$ 122,500
90-day retention	58 (55% of those placed)	\$ 700	\$ 40,600	\$ 122,500
150-day retention	53 (50% of those placed)	\$ 1,100	\$ 58,300	\$ 192,500
Maximum payment if all benchmarks are met		\$ 4,000	\$ 357,200	\$ 700,000
Needs-Based Work Support "Direct Services"	Based on 175 Participants	\$ 142.85		\$ 25,000
			TOTAL	\$ 725,000

L. PROPOSAL CONTENT AND CHECKLIST

To ensure consistency and fairness of evaluation, NJDOL requires that each applicant seeking funding under this grant program submit an application that includes, at a minimum, the components listed below. All components in the proposal must be in the order as listed. It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding. NJDOL's Standard Assurances and Certification is expected to be read prior to application submission. A description of each component is listed in this section after the checklist.

Required	Form
	Applicant Title Page (Attachment A)
	Letter(s) of Commitment from Partner(s) (WIB, Partner Agencies)
	Statement of Need
	Narrative
	Organizational Commitment and Capacity
	Training Curriculum and Schedule
	Budget Summary (Attachment B)
	Application Budget (Attachment C)
	Standard Assurances and Certifications (Attachment D)

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;
- Proposals including attachments should not exceed 20 pages;
- Standard Assurances and Certifications are excluded in the 20-page count.

Explanation of Proposal Components

1. Applicant Title Page (Attachment A) – Complete all sections of the form and attach it to the front of the application. Ensure that all document sections are complete, and all information is accurate on the form. The Chief Executive Officer must sign and date 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 employment and training service delivery models for the target population.
4. Narrative – In this section, the applicant is to provide an overview of how the services detailed in the scope of work will be implemented and the timeframes involved, explicitly 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 in the course of 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; and
 - e. All other resources needed by the applicant to satisfy the requirements of the contract resulting from this NGO.
 - f. The best practice(s) that will be used in the design and implementation of the program.

- g. Policies on the protection of applicant personal identification information (PII) and medical information per the Health Insurance Portability and Accountability Act (HIPAA), a US law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health-care providers confidentiality.
5. Organizational Commitment and Capacity – Applicants need to describe their commitment to addressing the conditions and/or needs identified in this NGO, including the existing organizational support for implementing the proposed project. Please include charts of staff names, titles, duties/responsibilities, and time allocation 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 also describe what experience they have had in conducting training that has supported justice-involved persons. Additionally, the applicant should focus on how previous experience will be applied to ensure the proposed project's successful implementation. 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 a curriculum outlining the training modules that focus on basic skills instruction and workforce readiness instruction within this section of the NGO. Applicant must indicate the associated hours attributed to the completion of the training component of the proposal. Proposals that include training that leads to industry-recognized certification will be given special consideration.
 7. Budget Summary (Attachment B) – The budget summary must indicate all sources of funds and include the rationale for the uses of the performance-based award, with emphasis on the costs of the methods, staffing, marketing, training, equipment, and supplies needed to achieve the goals of this NGO.
 8. Application Budget (Attachment C) – The Application Budget must be fully supported by information provided in the Budget Summary. The projected service numbers must be substantiated by the organizational commitment and capacity section. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.
 9. Standard Assurances and Certifications (Attachment D) – By submitting an application, the applicant implicitly agrees to the terms and conditions as outlined in the "Standard Assurances and Certifications." (Please click the link in the above chart).

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:

<i>Evaluation Criteria</i>	<i>Total Points</i>
Programmatic: <ul style="list-style-type: none">• Title Page signed and dated• Standard Assurances and Certifications• signed and dated	10
Program Narrative: <ul style="list-style-type: none">• Addresses all narrative summary items• Compelling statement of need• Summary of training curriculum and alignment with the NGO• Strategy to ensure participant program completion, placement, and attendance tracking procedure/policy.	40
Applicant Requirements: <ul style="list-style-type: none">• Organizational commitment and capacity, describe the applicant's experience and includes information about their MIS system• Letters of support	20
Budget Summary and Application Budget: <ul style="list-style-type: none">• Budget is reasonable• Budget is within the cost guidelines of the NGO• Budget Summary aligns with the Application Budget• No calculation errors	30

K: EFFECTIVE DATE AND TERM

The Term of this contract shall be for one (1) year; however, NJDOL reserves the option to extend the contract for a second year. The Parties must agree to a second year by a mutual written agreement.