



## **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**

[nj.gov/labor/care](https://nj.gov/labor/care)

NOTICE OF GRANT OPPORTUNITY  
Fiscal Year 2025

Announcement Date:

Grant Information Sessions: March 11, 2025, 5:30pm-7:00pm March 12, 2025, 10:30am-12:00pm

Application Deadline: April 3, 2025

Funding Amount: \$2,500,000

Robert Asaro-Angelo  
Commissioner

NOTICE OF GRANT OPPORTUNITY: CARE GRANT PROGRAM  
Fiscal Year 2025

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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 “NJLW”) 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. GRANT PROGRAM OVERVIEW

### Background:

The 'Cultivating Access, Rights & Equity (CARE) Grant Program' ("Grant Program") increases awareness and access to New Jersey work rights, paid family and medical leave benefits, and Unemployment Insurance benefits. These benefits and protections can increase equity and provide economic stability. Still, many workers are unaware of these programs and face barriers to access due to various factors. Outreach, education, technical assistance, and NJDOL partnership with community-based organizations can help overcome these barriers and improve access to these laws and programs:

1. **Paid Family and Medical Leave:** NJDOL is mandated to allocate funds to organizations for outreach and education on Paid Family and Medical Leave benefits (also known as Temporary Disability and Family Leave Insurance). Many workers, especially those earning less than \$100,000 a year<sup>i</sup> are unaware of these benefits or get incorrect information from employers.<sup>ii</sup>
2. **Unemployment Benefits:** Due to technology barriers, accessing unemployment benefits can be difficult, especially for Black and Latino/x workers and workers with disabilities.<sup>iii</sup>
3. **Work Rights:** NJDOL enforces state labor laws, including Earned Sick Leave, minimum wage, overtime, wage theft and wage payment, employee misclassification, and parts of the Temporary Workers' Bill of Rights. NJDOL is mandated to develop and implement an Earned Sick Leave multi-lingual outreach program<sup>iv</sup>.
4. **Domestic Workers Bill of Rights:** The FY25 Grant Program includes funding for outreach and education on the Domestic Workers' Bill of Rights. NJDOL is mandated<sup>v</sup> to fund community organizations with 5+ years of experience working with domestic workers and their service providers for outreach and education on the Domestic Worker Bill of Rights.

See the [Appendix](#) for a list of additional program resources.

### Grant Program Objectives:

1. Help New Jersey workers understand and equitably access work rights, Paid Family and Medical Leave benefits, and Unemployment benefits.
2. Help New Jersey employers understand and equitably comply with Wage and Hour Law and meet their obligations for Paid Family and Medical Leave and Unemployment benefits.
3. Build capacity among community-based organizations to educate and support a diverse range of workers and employers.
4. Promote language access by creating and sharing multi-lingual educational materials.
5. Enhance collaboration with NJDOL and have grantees and focus communities advise on policies and programming to better meet community needs, eliminate access barriers, and improve NJDOL's outreach, education, administration, and communications.

The Grant Program uses an equity framework to:

1. Support organizations that partner with and represent communities with access challenges to benefits and protections.
2. Support strategies that address economic, social, racial, and gender inequities that contribute to lack of access.
3. Establish community feedback loops to incorporate experiences of marginalized groups in outreach and education efforts.

**Grant Focus Populations:**

<b>Low-wage workers</b>	<ul style="list-style-type: none"> <li>• Part-time, underemployed, and unemployed workers</li> <li>• Workers from focus industries<sup>vi</sup> who are disproportionately impacted by a lack of access to paid sick time,<sup>vii</sup> like construction, food services, healthcare, home health care, hospitality, manufacturing, transportation, personal services, retail, security, janitorial services, agriculture, social assistance, and childcare</li> <li>• Employees of childcare and elder care providers</li> <li>• Temporary workers and domestic workers</li> </ul>
<b>Diverse racial and social groups</b>	<ul style="list-style-type: none"> <li>• Women, Black, Hispanic/Latino/x, Asian American, Pacific Islander, Native American/indigenous, immigrant, refugee, and LGBTQ+ workers</li> <li>• Workers who speak languages other than English; workers with disabilities; veteran workers; young workers (ages 16-24); and victims/survivors of domestic and/or sexual violence</li> </ul>
<b>Parents and caregivers</b>	<ul style="list-style-type: none"> <li>• Mothers, birthing parents, fathers, non-birth parents, adoptive parents, and foster parents</li> <li>• Caregivers of loved ones with a physical or mental health condition</li> </ul>
<b>Service providers and community organizations</b>	<ul style="list-style-type: none"> <li>• Professionals who assist the above groups, including social workers, health professionals, patient and victim advocates, community health workers, doulas, and community organizers</li> <li>• 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 (<a href="#">N.J.S.A. 34:11D-10</a>)</li> </ul>
<b>Employers</b>	<ul style="list-style-type: none"> <li>• Employers in the above industries or who primarily employ the above populations</li> <li>• Small businesses and/or those owned by immigrants, women, or minorities that need increased resources/education</li> </ul>

**C. GRANT ACTIVITIES**

Grantees will be encouraged to advise on NJDOL policies and programming to better meet community needs, eliminate barriers, and improve NJDOL’s outreach, education, administration, and

communications on these programs. This will be accomplished during quarterly CARE meetings, site visits, and other activities.

Grantees are also required to support research, user testing and community feedback activities. See [Section H: Expectations of Grantees](#) for more details.

Applicants may apply for funding to cover outreach/education and technical assistance and support for any of the following topic areas, each of which have distinct funding sources:

- (1) **Work rights:** Earned Sick Leave, Minimum Wage, Overtime, Misclassification, Wage Payment/Theft, Misclassification, and optionally Temporary Workers Bill of Rights
- (2) **Paid Family and Medical Leave:** Temporary Disability Insurance and Family Leave Insurance (paid family and medical leave benefits)
- (3) **Unemployment Benefits**
- (4) **Domestic Workers' Bill of Rights**

Grantees who receive funding for multiple topic areas must differentiate the funds they spend in reporting.

Proposals can include, but are not limited to, any of the following types of activities:

**Provide resources and information directly to workers and/or employers:**

- Host in-person or virtual events, workshops, and/or trainings
- Conduct phone banking, text messaging, or door-knocking campaigns
- Provide resources and information during client intakes
- Attend and share information at community events, meetings, or other hubs through tabling or other engagement methods

**Provide information indirectly:**

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

**Technical assistance:**

- Counsel individual workers or employers
- Develop curriculum and train workers, employers, community organizations, and social service agencies; provide technical assistance on these laws and programs to community organizations and social service agencies
- Host text and/or call helplines

**Intakes and complaint/application support:**

- Listen to worker and employer grievances and offer guidance and support to resolve them

- Support workers to file Wage and Hour complaints with NJDOL, file a complaint their behalf, or represent them in wage proceedings. By statute only attorneys may represent workers in wage proceedings.
- Host worker interviews to aid Wage and Hour Division investigations
- Help workers apply for Paid Family and Medical Leave and/or Unemployment benefits and offer guidance and help with filing an appeal. Organizations cannot utilize funds from this grant to represent worker(s) or employer(s) in NJDOL appeal hearings.
- Support an employer who is helping their employee apply for Paid Family and Medical Leave benefits

**Material development and language access:**

- Collaborate with NJDOL and other grantees on educational materials
- Work with NJDOL to have materials translated into relevant language or review professional translations for readability
- Print outreach materials

**Research:**

- In collaboration with NJDOL, test new and existing materials and tools with workers and employers
- Host listening sessions with impacted workers and employers
- Grantees will be expected to support research activities in some capacity as a small portion of their CARE Grant work. See [Section H: Expectations of Grantees](#)

**Other activities grant funds can cover:**

- Hire and compensate staff who work on grant activities
- Participate in NJDOL trainings and CARE grant related meetings
- Participant compensation for user testing, focus groups or other feedback mechanisms
- Advertising costs for small-scale local campaigns
- Purchase of office supplies directly related to the grant
- Travel expenses directly related to the grant including for meetings, community events, and conferences
- Tracking grant activities and developing reports (**must be included in work plan**, see [Section H: Expectations of Grantees](#))

**D. ELIGIBLE APPLICANTS**

The Grant Program seeks proposals from eligible groups that have success in helping workers and/or employers through outreach, education, and/or technical assistance. Eligible groups include 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.

When requesting proposals, NJDOL will not discriminate against any person or organization based on 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

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

Out-of-state organizations are only eligible if all grant funds are used for outreach to NJ workers.

For-profit organizations are not eligible for funding under this Notice of Grant Opportunity (NGO).

#### **E. GRANTEE QUALIFICATIONS**

NJDOL seeks proposals from organizations that are trusted sources of information and support in their communities, understand community needs, and have successful track records in these areas:

- Outreach and education to one or more focus population of workers, employers, and/or services providers (See [Section B: Focus Populations](#))
- Translating and sharing information about government programs and employer resources in culturally specific and accessible ways
- Providing technical assistance to workers and employers

##### *Qualifications Specific to Collaborative Applicants (2 or more organizations)*

NJDOL seeks collaborative applicants that have:

- Shared vision and goals for collaboration;
- A lead organization capable of handling grant reporting, distributing funds, and supporting subgrantees; and
- A clear work plan for how the collaborative will operate and meet its goals.

##### *Qualifications Specific to Domestic Workers' Bill of Rights Funding*

- To receive these funds, applicants must have a minimum of five years of experience working with domestic workers or their employers, or works with these organizations.
- This requirement is included in the Domestic Worker Bill of Rights [law](#).

## F. AVAILABLE FUNDING AND IMPORTANT AWARD DETAILS

The total amount of funding available for the Grant Program is \$2.5 million for the current fiscal year:

- **\$1,200,000 for Work Rights** funded by the Workforce Development Partnership Fund (WDPF)
- **\$800,000 for Temporary Disability Insurance and Family Leave Insurance** funded by the State Disability Benefits Fund (SDBF)
- **\$400,000 for Unemployment Benefits** funded by the WDPF
- **\$100,000 for Domestic Workers' Bill of Rights** funded by the Domestic Workers' Bill of Rights budget appropriation

Grantees can apply for any of these topics, which each have their own funding streams.

The total amount available and funding sources are contingent upon the availability of funds.

Grants are anticipated to be awarded June 2, 2025 but this is subject to change. The length of the grant contract period is 12 months, unless otherwise extended or reduced at the discretion of NJDOL.

Award amounts will depend on the quality of proposals, with average awards ranging from \$50,000 to \$200,000. NJDOL will consider those outside this range if the applicant provides justification.

**NJDOL reserves the right to negotiate the grant award upon award selection.**

Program budgets included in the grant proposal are not final until the contract is signed.

The payment structure for all contracts will be cost reimbursement.

Grantees must use funds as stated in the agreement unless they approve changes with NJDOL through a modification process. The grantee will only be reimbursed for actual expenditures during the agreement period or during an approved extension agreed upon by the grantee and NJDOL, and only up to the amount specified in the agreement.

NJDOL reserves the right to rescind any unspent funds.

Grantees are prohibited from altering their vendor identification number for the duration of the grant term.

## G. APPLICATION PROCESS

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

### **Application Checklist:**

- Register (create an account) in the System to Administer Grants Electronically (SAGE) IGX
- Complete Application Interest [Form](#)
- Register with NJStart, the New Jersey Department of the Treasury online at: <http://www.njstart.gov/> (See [Attachment I](#))
- 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](#)

\* Each partner organization in a collaborative will need to provide a work plan, budget detail, and Commitment from Partner letter as part of the application.

**Attend Grant Information Session:**

NJDOL will provide two virtual Grant Information Sessions for applicants *in English only*. Applicants' Executive Directors (or equivalent) and Fiscal Officers **are strongly encouraged to attend** one of the grant information sessions. For collaborative efforts, each partner included in the application is strongly encouraged to send a representative. The sessions will:

- Review the purpose/goals of the Grant Program.
- Provide introduction and general guidance on completing the grant application.
- Provide a brief overview of the worker rights and benefits the program covers.
- Provide a brief training on the SAGE IGX application portal.

Grant Information Session #1: March 11, 5:30pm-7:00pm

Grant Information Session #2: March 12, 10:30am-12:00pm

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

**Complete Application Interest Form & Register in SAGE IGX:**

Applicants must submit their application through the NJDOL SAGE IGX. To obtain access SAGE IGX, applicants must complete the application interest [form](#) by April 1<sup>st</sup>.

When the form 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 IGX, applicants can proceed to complete the online application.

**Questions/Application Assistance:**

NJDOL will collect questions on the application process via email and at the virtual information sessions. The deadline to submit questions is March 15, 11:59 pm. Please submit all questions to [CAREGrant@dol.nj.gov](mailto:CAREGrant@dol.nj.gov).

Applicants should carefully review this Notice of Grant Opportunity and information session materials before submitting questions. Applicants will be referred to the NGO if section(s) containing the answer(s) exists.

Questions and answers are anticipated to be published at [nj.gov/labor/grants](http://nj.gov/labor/grants) by March 22.

### **Explanation of Application Components:**

To make sure applications are evaluated fairly, each applicant must submit all application components. If required documentation is missing, the application may not be considered for funding.

The Work Plan, Organizational Commitment and Capacity, and Grant Application Questions should add up to no more than **30 pages** but can be less.

Applications will be submitted using NJDOL's SAGE IGX site. We reserve the right to ask for additional information or clarification on this application. The application includes:

1. **Tax Clearance Certificate** – Grantees must upload their Tax Clearance Certificate into SAGE IGX. According to State law (Public law 2007, C.101) anyone applying for a grant or other financial assistance from the state must get a Tax Clearance Certificate from the director of the New Jersey Division of Taxation **before the grant is awarded**. See [Attachment I](#) for more information.
2. **For collaboratives only, Letters of Commitment from Partners** – If the application is for a collaborative, each partner must provide a letter saying they are committed to working together with the lead organization. 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. *Collaborative should submit only one response that covers all partner organizations.*

### **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 the history of your 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, such as labor standards, housing, health insurance, immigrant rights, 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?

## **Part II. Challenges and strategies**

- A. What do you see as challenges in your communities to workers accessing their labor rights and benefits, and to employers in complying with these laws and programs?
- B. Describe the outreach, education, and/or technical assistance activities you would use to address these challenges and increase awareness and access *specifically* to work rights, Domestic Workers' Bill of Rights, Paid Family and Medical Leave, and/or Unemployment benefits. If applicable, how will you integrate these activities into existing programming?
- C. What experience does your organization have in providing culturally specific and language specific services, including translation and interpretation?

## **Part III. Collaborative-only questions**

- A. What brings your work together (i.e. all organizations serve workers in low-income housing), and what experience do your organizations have collaborating together?
- B. How will you 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 IV. 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. Describe the organizational support that exists for implementing the proposed project, using the format of the table in [Attachment II](#). If you anticipate hiring staff, you can leave their name as "TBD," and explain who will cover those duties in the meantime.
- B. What are your organization's methods for tracking and reporting on proposed outreach and education activities?
- C. *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.

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

See [Section H: 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 Requirements –**

- A. Complete a Budget Detail in SAGE IGX
- B. 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. See [Section H: 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](http://nj.gov/labor/grants).

Grantees can apply to do outreach, education and/or technical assistance for work rights, Temporary Disability Insurance and Family Leave Insurance, Unemployment benefits, and/or Domestic Workers’ Bill of Rights. Each of these topics has its own funding stream.

**Note:** Only 10% of grant funds may be used for administrative costs. Administrative costs are costs 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.

**7. 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 FY25 Grant Summary Schedule for submission of completed applications is anticipated as follows:

<b>SUMMARY OF CARE GRANT TIMELINE (Dates Subject to Change)</b>	
March 3, 2025	NJDOL publishes Notice of Grant Opportunity (NGO)

March 11, 2025, 5:30pm-7:00pm	Virtual Information Sessions.
March 12, 2025, 10:30am- 12:00pm	Applicants are strongly encouraged to attend a session; for a collaborative, a representative from each partner organization is strongly encouraged to attend one ( <a href="#">pre-register required</a> ).
March 11, 2025	Applicants can begin to submit applications into SAGE IGX
March 15, 2025	Deadline for potential grantees to submit questions to CAREGrant@dol.nj.gov
March 22, 2025	Anticipated date for NJDOL to publish answers to all application questions on <a href="http://nj.gov/labor/grants">nj.gov/labor/grants</a>
April 1, 2025 at 11:59 pm	Application Interest <a href="#">Form</a> due
April 3, 2025 at 11:59 pm	<b>Deadline</b> to submit grant application electronically into SAGE IGX
June 2, 2025	<b>Anticipated</b> date to be notified of award decision.

**H. EXPECTATIONS OF GRANTEES: MEETINGS, REPORTING, MATERIALS, ETC.**

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 work rights, the Domestic Workers’ Bill of Rights, Paid Family and Medical Leave, and Unemployment Insurance.

**Workplan and Budget Revision, Deliverables Planning, and Contract Process**

Grantees must meet with CARE Grant staff to make any required changes to the work plan or budget they submitted with their application. Grantees will also finalize deliverables for the grant contract. Meetings are 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 NJDOL materials or materials approved by NJDOL. Capacity to create new NJDOL materials is limited. Applicants should plan to use existing NJDOL materials for the first 3-6 months of the grant term. See [nj.gov/labor/care](https://nj.gov/labor/care) for an updated list of outreach materials.

If a grantee requests new NJDOL outreach/education materials, they must work with NJDOL to develop content needed and provide feedback on relevant materials. **Applicants should explain how they would incorporate those activities into their proposed budget and work plan.**

### **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 on NJDOL approved materials.

### **Advising on NJDOL Policies and Programming**

Grantees will be encouraged to advise on NJDOL policies and programming to better meet community needs, eliminate barriers, and improve NJDOL's outreach, education, administration, and communications on these programs. This will be accomplished during quarterly CARE meetings, site visits, and other activities.

### **Research, User Testing and Community Feedback**

Grantees are required to account for 10 hours of staff time in their workplan to support the following activities facilitated by NJDOL.

#### **Community Review**

NJDOL may ask grantees to help review and test new and existing materials or tools, including with staff and community members. NJDOL will reach out to grantees to seek support for these activities.

#### **Listening Sessions**

Grantees may be asked to help NJDOL and research partners host listening sessions on worker or employer experience with these laws and programs.

Grantee support for community review and listening sessions could include the following tasks:

- Recruiting participants
- Providing translation and interpretation services
- Compensation for participants

**Research activities will be planned in partnership with grantees.** Grantees may also facilitate their own user testing and listening session activities on work rights, TDI/FLI, and UI outreach and education using CARE grant funding. Activities will need to be incorporated into the budget and workplan, and approved by CARE grant staff.

### **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 10<sup>th</sup> 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 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. Quarterly activities and stories/photos/videos regarding impact to focus communities.
    - ii. Challenges grantees faced and ways that NJDOL can help address these challenges.
    - iii. Program successes
    - iv. Learnings from focus groups
  - b. Quantitative reporting could include metrics like: number of outreach attempts, number of people reached, language outreach was conducted in, and focus populations targeted generally
  - c. Personally identifiable 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 after award announcements. Subgrantees are encouraged, but not required to attend quarterly meetings.
4. **Site visits**— New grantees are required to host NJDOL for a site visit throughout the last three quarters of the grant. Returning grantees can optionally schedule a site visit. 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 and approval of the final report.

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

## I. EVALUATION CRITERIA

All applicants will be evaluated based on quality, comprehensiveness, completeness, accuracy of their application.

Applications will not be reviewed if the proposal:

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

A fair and impartial NJDOL Evaluation Committee will score proposals using a rubric and provide recommendations to the Commissioner of Labor & Workforce Development. NJDOL seeks a diverse range of applicants and will strive to ensure that in addition to Committee recommendations, grantee efforts do not overlap in focus areas, industries, or locations. The scoring rubric is as follows:

<b>Application Evaluation Criteria</b>	<b>Total Points</b>
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, Work Rights, Unemployment benefits, and/or the Domestic Workers’ Bill of Rights in the State of NJ.	10
<b>Total</b>	<b>100</b>

**J. AWARD PROCESS**

A panel will review all applications, and the Commissioner of the Department of Labor and Workforce Development will provide final approvals. Successful proposals must meet all grant requirements and complete all application components. All applicants will be notified of the final determination of their 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 application when 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.



## **ATTACHMENT I:**

### **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.

The 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 Jersey's 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](http://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 II: ORGANIZATIONAL COMMITMENT AND CAPACITY TEMPLATE**

<b>Staff Name</b>	<b>Title</b>	<b>Duties / Responsibilities</b>	<b>Allocation of time</b>
Person Doe	Program Manager	Setting up outreach opportunities; participate and coordinate train the trainer sessions. Assisting with claimant applications; facilitate prep meetings and assisting in reporting. While hiring, Vice President will cover outreach activities and CFO will cover reporting.	100%
Person Doe	CFO	Oversee finances and ensure project activities and reporting are completed in a timely manner	10%
Person Doe	Vice President	Supervise project, including all outreach activities, contract requirements, liaison for all Collaborative partners and NJDOL	10%

*All applicants must use the following format to submit their organizational commitment and capacity.*

**ATTACHMENT III: WORKPLAN FORMAT**

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

*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.*

## APPENDIX: RESOURCES ON PAID FAMILY & MEDICAL LEAVE, WORK RIGHTS, UNEMPLOYMENT BENEFITS, AND RELATED LAWS

### **New Jersey Paid Family & Medical Leave**

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

### **Unemployment Benefits**

Learn about Unemployment Benefits: [myunemployment.nj.gov](https://myunemployment.nj.gov)

### **Earned Sick Leave**

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

### **Other Work Rights**

- 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>
- Temporary Workers Bill of Rights: [nj.gov/labor/tempworkers](https://www.nj.gov/labor/tempworkers)
- Domestic Workers' Bill of Rights: [nj.gov/labor/domesticworkers](https://www.nj.gov/labor/domesticworkers)
- Retaliation Protections: <https://www.nj.gov/labor/worker-protections/myworkrights/retaliation.shtml>
- Other Work Rights: [myworkrights.nj.gov](https://myworkrights.nj.gov)

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<sup>i</sup>[https://heldrich.rutgers.edu/sites/default/files/2022-05/New\\_Jersey%E2%80%99s\\_Earned\\_Sick\\_Leave\\_Law\\_and\\_Family\\_Leave%20Insurance\\_Program.pdf](https://heldrich.rutgers.edu/sites/default/files/2022-05/New_Jersey%E2%80%99s_Earned_Sick_Leave_Law_and_Family_Leave%20Insurance_Program.pdf)<sup>ii</sup><https://www.abetterbalance.org/misled-misinformed/><sup>iii</sup> <https://www.newamerica.org/pit/reports/unpacking-inequities-unemployment-insurance/the-digital-divide-and-ui-modernization-states-moves-to-online-applications-worsen-accessibility>  
<sup>v</sup> [https://nileg.state.nj.us/bill-search/2022/S723/bill-text?f=PL23&n=262 & gl=1\\*fdaze5\\* ga\\*NDgwMDk2MjcyLjE3MzE2Nzg4Njc.\\* ga\\_N8RFJ4LE4D\\*MTczMjA0OTE2Ny43LjEuMTczMjA1MDExNC4wLjAuMA..\\* ga\\_2F7W0D0NDJ\\*MTczMjA0OTE2Ny43LjEuMTczMjA1MDExNC4wLjAuMA..& ga=2.169687913.951346201.1731938122-480096272.1731678867](https://nileg.state.nj.us/bill-search/2022/S723/bill-text?f=PL23&n=262 & gl=1*fdaze5* ga*NDgwMDk2MjcyLjE3MzE2Nzg4Njc.* ga_N8RFJ4LE4D*MTczMjA0OTE2Ny43LjEuMTczMjA1MDExNC4wLjAuMA..* ga_2F7W0D0NDJ*MTczMjA0OTE2Ny43LjEuMTczMjA1MDExNC4wLjAuMA..& ga=2.169687913.951346201.1731938122-480096272.1731678867)

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

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