

STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
NOTICE OF GRANT OPPORTUNITY (NGO)

NEW JERSEY YOUTH CORPS (NJYC)

This multi-year competitive grant application covers the following period:

State Fiscal Years 2026, 2027, 2028, 2029

Phase 1 (July 1, 2025 – December 31, 2026)

Phase 2 (July 1, 2026 – December 31, 2027)

Phase 3 (July 1, 2027 – December 31, 2028)

Phase 4 (July 1, 2028 – December 31, 2029)

Announcement Date: March 5, 2025
Information Session / Technical Assistance: March 26, 2025
Application Due Date: April 16, 2025

Robert Asaro-Angelo
Commissioner

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Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOL”) regularly publishes on its website 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 “Research & Information” and the subheading “Grant Opportunities” - <https://www.nj.gov/labor/research-info/grants.shtml>.

A. NAME OF GRANT PROGRAM

New Jersey Youth Corps (NJYC)

B. PURPOSE OF THE GRANT

The purpose of the NJYC program is to implement a statewide coordinated service system designed to help disconnected out-of-school youth in New Jersey, ages 16-25, without a high school diploma, reengage in educational, training and employment opportunities for a sustainable long-term career development. NJYC will provide full-time, cohort-based education and service learning, individual counseling, and transition services designed to help Corpsmembers resolve barriers, obtain a High School Diploma (by way of equivalency exam) or other measurable skill gain, and transition to a qualified post-corps placement along an identified career pathway.

C. AVAILABLE FUNDING

The NJYC program is expected to be funded by the State annual appropriations act, Workforce Investment Opportunity Act (WIOA) State set-aside, and a supplemental amount made available to NJDOL by the Department of Human Services (DHS) pursuant to 45 CFR 260 et seq. This NGO serves as the first phase of a four-phase grant cycle. The amount of phase one funding expected to be available for Fiscal Year (FY) 2026 (July 1, 2025 – December 31, 2026) is \$8,300,000. Funding is contingent upon passage of the State FY 2026 Appropriations Act, receipt of federal WIOA Set-aside funds and the transfer of funds from the DHS.

The grant period for phase one will be an 18-month duration and is estimated to begin on July 1, 2025. All funds must be fully expended by December 31, 2026. Each successive phase of the grant cycle is anticipated to begin on July 1st and will be contingent upon an approved continuation application for continued funding.

The total grant funds requested may not exceed \$14,000 per Corpsmember, and applications must propose to enroll no less than 25 Corpsmembers. Applicants interested in implementing Career Advancement Program (CAP) services (further explained in section F of this NGO and the Program Requirements) must specify the number of slots they plan to implement in phase one. Each CAP slot is allocated to be a fixed \$5,000 per slot, and is separate from the regular cost-per of \$14,000.

Ex: a grant proposing to enroll 25 Corpsmembers in their NJYC program at the maximum cost-per of \$14,000 and 5 slots for CAP services would request \$375,000 in grant funds (\$14,000 x 25 Corpsmembers = \$350,000; 5 CAP slots x \$5,000 = \$25,000).

It is anticipated that no more than one grant will be awarded per county, contingent upon the availability of funds and the need in each area.

Applicants with past experience successfully operating a New Jersey Youth Corps program who receive a passing score will be considered with priority over applicants without those prior qualified experiences.

D. ELIGIBLE APPLICANTS

This is a competitive grant program open to:

- local education agencies
- two and four-year colleges
- private and public non-profit agencies
- county and municipal governments.

Applicants must have the capacity to operate this program for the full duration of the four-phase cycle.

In addition, as a precondition to any award of grant funds under this NGO, the applicant must be in full compliance with all laws enforced by NJDOL. Specifically, the applicant must not have any outstanding liabilities to NJDOL, including but not limited to, for unpaid contributions to the unemployment compensation fund or the State disability benefits fund; to any individual on whose behalf the Department has issued a final order for the payment of wages or benefits; or for any penalties, fees or interest due to the Department pursuant to a final order issued under any of the statutes or rules that NJDOL enforces. Further, the applicant must not be on a debarment list, or any other list that prohibits them from public contracting, administered by NJDOL and the applicant must not be serving a suspension or revocation of their license, certificate, or registration issued by the NJDOL. Please be aware that under N.J.S.A. 34:15-34D and N.J.A.C. 12:9-1.3., NJDOL will be cross-checking applicants against NJDOL records for any of these issues as part of the evaluation process.

To avoid delay in the processing of applications, if applicants are aware of any outstanding liabilities they may owe NJDOL, or of any of the above issues that could impact their ability to do business with NJDOL, they are advised to reach out to NJDOL or the relevant Division thereof to resolve such issues promptly prior to submitting their application.

E. REQUIREMENTS TO APPLY

Applicants must be able to demonstrate the ability to effectively implement the NJYC model, program components, and performance objectives according to the attached NJYC Program Requirements and objectives written below.

Each NJYC grantee must meet the following performance objectives:

1. Enroll contracted number of Corpsmembers.
2. 85 percent of those enrolled will successfully complete Stage I of the NJYC program.
3. 80 percent of those enrolled at the high school education level shall obtain their High School diploma by way of equivalency exam. High school education level is defined as testing at a 9th grade level in BOTH reading and math, per approved standardized academic assessment.
4. 70 percent of Corpsmembers must achieve at least one Measurable Skill Gain, defined as:

- Growth of one grade level in either subject of Reading or Math, based on approved standardized test;
 - Obtainment of a High School diploma.
5. 75 percent of Corpsmembers who successfully complete Stage I of the NJYC program will achieve one or more post-corps placements.

Each NJYC grantee who has been approved to implement the Career Advancement Program (CAP) must meet the following performance objectives:

1. Fill the contracted number of slots for CAP.
2. 70 percent of Corpsmembers enrolled in occupational skills training through CAP will attain an industry-recognized credential.
3. 60 percent of ALL Corpsmembers enrolled in CAP services will achieve placement in either:
 - Full time unsubsidized employment, or
 - Continued education/training

F. APPLICATION PROCESS






NJDOL accepts, reviews, approves and manages all NJYC grants electronically using the System for Administering Grants Electronically (SAGE). Applicants must first submit a letter of intent to apply. The letter of intent should be completed and submitted via the [form linked here](#) by 12:00 p.m. on Tuesday, March 25, 2025.









To receive access to SAGE, applicants must register at: <https://njdol.intelligrants.com>. It is imperative that registration be submitted at the time the letter of intent is completed. You will receive an e-mail message confirming that your account has been validated. NJDOL will then provide access to the application. After receiving the confirmation, eligible entities will have access to complete and submit their grant application online. Technical requirements for SAGE can be viewed at <https://njdol.intelligrants.com>.

Applicants must agree to the terms and conditions as outlined in the Standard Assurances and Certifications and General Provisions in order to begin completing the application.

PLEASE NOTE: All guidelines and required forms in this document are accessible through hyperlinks on the Table of Contents page, which appear in blue font and are underlined.

The application must consist of the following components:

Required	Component
	Applicant Information
	Project Location
	Previous Funding
	NJYC Performance Deliverables Page
 (upload to Required Attachments)	Statement of Need

 (upload to Required Attachments)	Organizational Commitment and Capacity
 (upload to Required Attachments)	Program Narrative (submitted as 3 separate uploads) <ul style="list-style-type: none"> • Program Design and Delivery • Career Advancement Program (CAP) Design and Delivery (if applicable) • “After Hours” Program Design and Delivery (if applicable)
	Budget Forms (Schedules A-C) <ul style="list-style-type: none"> • Schedule A Justification Page(s)
	Cost Summary
 (upload to Required Attachments)	Required Staffing Roles Full Time Equivalency Chart
 (upload to Required Attachments)	Stipend/Incentive Policy
 (upload to Required Attachments)	Attendance Policy
	Miscellaneous Attachments to be Uploaded <ul style="list-style-type: none"> • Board Resolutions to Apply (if applicable) • Lease/Rental Agreement (if applicable) • Procurement Quotes & Justification (if applicable per Cost Guidelines)

If any of the above required components are not completed, submitted, signed and dated, your proposal may be considered incomplete and, therefore, may not be reviewed by the selection committee.

The forms described below must be accessed and submitted through the “Forms” menu in SAGE:

1. Applicant Information

Applicants must complete all the required information for the Project Director, CEO Contact (Authorized Official), and Type of Organization. You must also ensure the Applicant Organization, County, FEIN, and SAM/UEI fields are accurately populated.

2. Project Location

Applicants must select the counties and municipalities the proposed NJYC program will serve and enter the address of the NJYC site facility.

3. Previous Funding

Applicants previously funded by NJDOL within the last three years must complete the required information.

4. NJYC Performance Deliverables Page

Applicants must enter their proposed NJYC enrollment number into the Regular NJYC Performance Deliverables chart on this page in SAGE, which will automatically calculate the expected performance metrics in accordance with the NJYC Program Requirements.

If CAP services are being optioned, applicants must complete the CAP Performance Deliverables chart which will automatically calculate the expected performance metrics in accordance with the NJYC Program Requirements.

The enrollment number may be negotiated during pre-contract revisions.

Applicants must also fill in their cohort designs and projected cohort start dates on this page.

5. Statement of Need (Uploaded to Required Attachments)

A need is defined as the difference between the current status and the outcomes and/or standard(s) that the applicant would like to achieve. Demonstrate the need for a project, in relation to the NGO, and provide documentation that substantiates the need. Documentation must include demographics, description of target population(s), student data, personnel data and research. **Note:** *The Statement of Need document should include page numbers and must not exceed 2 pages.*

6. Organizational Commitment and Capacity (Uploaded to Required Attachments)

Applicants should describe the extent of their organizational commitment to the program. The applicant should include their experience(s) and successes working with the targeted population and implementing services similar to the program services described within this NGO. Applicants should make the connection to how their capacities will support enrolling the proposed number of Corpsmembers. **Note:** *The Organizational Commitment and Capacity document should include page numbers and must not exceed 5 pages.*

7. Program Narrative

Applicants must submit the below program narrative documents in accordance with the NJYC Program Requirements.

➤ **Program Design and Delivery (Uploaded to Required Attachments)**

Each applicant must:

- Identify the address of the facility that will host the NJYC site, and a brief description of the facility;
- Outline strategies to recruit potential Corpsmembers, including identified partners providing referrals to NJYC;
- Address the plan to work with their local Workforce Development Board to establish the processes for registering Corpsmembers into the One Stop's AOSOS database, cross-referring prospective participants, co-enrolling participants between NJYC and WIOA when appropriate, and any additional envisioned partnerships.
- Provide a comprehensive plan of services and strategies to implement each component of Section III of the NJYC Program Requirements. **Each program component must be addressed in their own separate sections of the narrative.**

- When addressing the Community Service Learning component, applicants should describe anticipated service project sponsors and types of service projects to be conducted.
- When addressing the Basic Skills instruction component, applicants should clearly identify which standardized academic assessment tool will be used.

Note: The Program Design and Delivery document should include page numbers and must not exceed 15 pages.

➤ **Career Advancement Program (CAP) Design and Delivery (If applicable; Uploaded to Required Attachments)**

NJYC sites may choose to implement Career Advancement Program (CAP) services to transition eligible Corpsmembers into meaningful unsubsidized employment or advanced training by funding occupational skills training enrollments and/or paid work experiences with employers and industries aligned with the career pathways identified in their Individual Service Strategy.

Applicants who choose to implement CAP services must provide a comprehensive design and delivery strategy to implement each component of Section III.C.3 of the NJYC Program Requirements, including answers to the following:

- Define the scope of work for the CAP Services Coordinator.
- How do you intend to promote CAP services to Corpsmembers?
- How do you intend to track individual training account funds to ensure each CAP Corpsmember is afforded the full benefit?
- How will you prepare, support, and monitor CAP Corpsmembers to fulfill the expectations of their work experience(s) and/or occupation skills training?
 - What method of communication and progress monitoring will be used? At what frequency will check-ins occur?
- How do you intend to identify and partner with worksite sponsors that meet the individual identified interests of CAP Corpsmembers seeking work experience assignments?
- How do you plan to promote and encourage participating worksite sponsors to ultimately hire successful internship trainees?

Note: The CAP Program Design and Delivery document (if applicable) should include page numbers and must not exceed 5 pages.

➤ **After Hours Program Design and Delivery (If applicable; Uploaded to Required Attachments)**

NJYC sites may choose to implement After Hours Program services to provide Corpsmembers with a safe, healthy, and supportive environment to be accessed beyond the regular hours of NJYC. An After-Hours Program is intended to stimulate Corpsmembers' social, physical, and intellectual abilities while reducing risky behaviors such as drug use or gang involvement.

Applicants who choose to implement an After-Hours Program must also provide a design and delivery strategy, including, at a minimum, the following:

- Strategies for engaging youth
- Objectives of program
- Hours of operation
- Types of activities planned

Note: *The After-Hours Program Design and Delivery document should include page numbers and must not exceed 3 pages.*

8. Budget Forms (Schedules A-C)

Following the attached Cost Guidelines, complete Budget Schedules A through C to identify personnel costs, non-personnel costs and direct student services costs.

NJDOL has limited the cost categories to the following areas:

➤ **Schedule A - Personnel Costs**

This budget category includes salaries for program staff and fringe benefits. For personnel who are administrative staff only, you must check the administrative box to the left of the position title.

- **Justification Page-** Each page of Schedule A has a Justification Page attached. A justification for all personnel/positions listed on Schedule A must include a designation as an administrative role (if applicable), number of work hours per week, programmatic roles and responsibilities, and relevant education and experience.

➤ **Schedule B – Non-Personnel Administrative Costs (Indirect/Administrative)**

This budget category includes cost categories that are NOT considered direct participant services or expenses and are further detailed in the Cost Guidelines. Each non-personnel cost category selected must have a clear justification or description of the selection. All costs included on Schedule B will count towards your administrative cap which is 10% of your total grant funds requested.

Applicants should strive to select from the existing cost categories provided within the schedule's dropdown list. Line items that fall within the same cost category should be entered as one row when possible, and should identify the specific items and their cost breakdowns within the justification

➤ **Schedule C – Non-Personnel Direct Service Cost**

This budget category includes cost categories that are considered to directly benefit program participants and are further detailed in the Cost Guidelines. Each direct service cost category selected must have a clear justification or description of the selection.

Applicants should strive to select from the existing cost categories provided within the schedule's dropdown list. Line items that fall within the same cost category should be

entered as one row when possible, and should identify the specific items and their cost breakdowns within the justification.

➤ **Schedule D – CAP Individual Training Accounts (ITAs)**

If CAP services are being optioned, this budget schedule will auto calculate the total ITA allocation request based on the \$5,000 fixed cost per participant multiplied by the CAP enrollment number entered by the applicant in the CAP Performance Deliverables chart within the NJYC Performance Deliverables page.

Please note that if CAP services are not being optioned per the CAP Performance Deliverables chart, Schedule D will auto calculate to reflect \$0.

9. Cost Summary

Once all budget schedule costs have been entered in their respective schedules, the information will carry to the Cost Summary page.

10. Required Attachments

The below attachments must be uploaded:

- **Statement of Need** (referenced in section F.5.)
- **Organizational Commitment and Capacity** (referenced in section F.6.)
- **Program Narrative – Program Design and Delivery** (referenced in section F.7.)
- **Program Narrative – CAP Design and Delivery** (if applicable; referenced in section F.7.)
- **Program Narrative – After Hours Program Design and Delivery** (if applicable; referenced in section F.7.)
- **Required Staffing Roles Full-time Equivalency Chart**
Each applicant must complete this chart (attachment linked in table of contents) to specify the personnel/position and weekly hours to be worked in each of the required NJYC staffing roles specified within the Program Requirements. This chart must include all personnel filling these required roles, regardless of funding source (in-kind or grant-funded). If specific personnel are not already established to fill a role, applicants must list the position title to be filled and projected weekly hours to be worked in NJYC.
- **Stipend/Incentive Policy**
Each applicant must create their own stipend/incentive policy which adheres to the specifications outlined in the NJYC Program Requirements.
- **Attendance Policy**
Each applicant must create an attendance policy which adheres to the specifications outlined in the NJYC Program Requirements.

11. Miscellaneous Documents

The miscellaneous attachment page in SAGE is optional, and not required to be completed. In this section, you can upload any additional information or documents that will support your grant application, or are required by your organization or special circumstance, such as:

- **Board Resolutions to Apply**

➤ **Lease/Rental Agreement**

If applicable, lease/rental agreements for the NJYC site must include the total square feet being used by the NJYC program and the cost per square foot.

➤ **Procurement Quotes & Justification**

A request for quotes and justification must be provided when procuring NJYC Services from external providers at a cost in excess of 15% of the total grant funds requested per the Cost Guidelines.

G. EVALUATION CRITERIA

All applications will be evaluated by a committee for selection on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO, and will use the standard evaluation criteria listed below:

Evaluation Criteria	Total Points: 100 (Potential Bonus Points: 5)
NJYC Performance Deliverables Page: <ul style="list-style-type: none"> • Proposed enrollment number is at least 25. • Cohort design: <ul style="list-style-type: none"> ○ Totals at least 420 hours per cohort ○ Includes projected cohort start dates ○ Allocates minimum 10 hours per week for Instructional hours ○ Allocates minimum 10 hours per week for Community Service Learning hours 	5
Statement of Need: <ul style="list-style-type: none"> • Demonstrates the need for NJYC services in their local area. • Documentation and data is current, NJ-specific, and adequately substantiates the need. 	10
Organizational Commitment and Capacity: <ul style="list-style-type: none"> • The applicant’s commitment to the project is well-documented and possesses the organizational capacity, including necessary resources and relevant experiences and successes working with out-of-school youth, to support successful implementation of this program. 	15
Program Narrative: <ul style="list-style-type: none"> • “Program Design and Delivery” upload is comprehensive and reasonable, clearly addresses recruitment and each component of the NJYC Program Requirements, and will contribute to the achievement of the intended benefits of the grant program. <p>Note: The After-Hours Design and Delivery as well as the CAP Design and Delivery are separate from the “Program Design and Delivery” upload.</p>	50

<p>Budget Forms (Schedules A-C) & Cost Summary:</p> <ul style="list-style-type: none"> • The budget is free of errors. • The Justification for Cost sections clearly substantiate the programmatic need/value of each line item. • The project budget adheres to the described program services and cost guidelines, does not exceed 10% of funding for administrative costs, and the proposed expenditures are reasonably necessary for effective implementation. • The cost per participant does not exceed \$14,000 (total grant funds requested divided by the proposed NJYC enrollment number). 	<p>10</p>
<p>Required Policy Attachments:</p> <ul style="list-style-type: none"> • Stipend/incentive policy adheres to the specifications outlined in the NJYC Program Requirements and is between \$2,500 - \$2,750 total per participant. • Attendance policy adheres to the specifications outlined in the NJYC Program Requirement. 	<p>10</p>
<p>Career Advancement Program (CAP) Design and Delivery:</p> <ul style="list-style-type: none"> • CAP Design and Delivery is comprehensive and reasonable, clearly addresses each component of the CAP section of the NJYC Program Requirements, and adequately answers the CAP prompts in section F of the NGO. 	<p>5 (bonus)</p>

H. INFORMATION SESSION / TECHNICAL ASSISTANCE WORKSHOP

NJDOL will provide a virtual information session / technical assistance workshop on Wednesday, March 26, 2025, 10:00 a.m. to 1:00 p.m. via a Microsoft Teams conference call. Invites to the workshop will be sent to the attendee emails provided in the applicant’s letter of intent. Attendance of this workshop is mandatory for applicants to be considered eligible to apply. Applicants planning to attend the workshop must submit the letter of intent form, linked and explained in section F, by 12:00 p.m. Tuesday, March 25, 2025.

Applicants are expected to read the NGO in its entirety, including the NJYC Program Requirements and Cost Guidelines, prior to attending the workshop.

All correspondence and needs for technical assistance related to the NGO must be sent to YouthPrograms@dol.nj.gov.

I. APPLICATION SUBMISSION DATE

Applications must be received by NJDOL via SAGE **by 12:00 p.m. Wednesday, April 16, 2025**. NJDOL will not accept any application received after the submittal deadline. Responsibility for timely submission is the sole responsibility of the applicant.

J. AWARD PROCESS

Continuation applications will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy, and the adherence to the guidelines and requirements of this NGO and its attachments. All applications are subject to review, pre-contract revisions, and approval by the NJDOL Commissioner. Final amounts will be determined at the time of pre-contract revisions and are subject to the availability of funds.

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 and indication of misrepresentation of information.