



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

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2025**

Fund My Future (FMF)

Announcement Date: September 23, 2024

Application Due Date: November 1, 2024

**Robert Asaro-Angelo
Commissioner**

**Fund My Future (FMF)
Notice of Grant Opportunity – FY 2025**

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New Jersey Fund My Future
Notice of Grant Opportunity – FY 2025
Department of Labor and Workforce Development
Notice of Availability of Grant Program Funds

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

Fund My Future (FMF) is a competitive grant offered by the New Jersey Department of Labor.

B. PURPOSE FOR WHICH THE FUNDS WILL BE USED

The New Jersey Department of Labor and Workforce Development (NJDOL) (“FMF Program Owner”) is managing the execution of a pilot program to fund the training of unemployed and employed low-income individuals without other degrees or credentials. It is anticipated that recipients will receive up to \$9600 per person for: 1) training, and 2) wraparound services, such as childcare and transportation, that may be necessary to complete their education and training programs. Recipients will work with a career coach to develop an Individual Employment Plan (IEP) to develop and manage the utilization of their FMF funding and support their success.

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). Successful respondents to this NGO will be responsible for managing the recruitment, selection, onboarding and coaching of program participants.

Goals of Fund My Future (FMF)

The main goal of this Notice of Grant Opportunity is to promote equality of opportunity, upward mobility, and economic fairness. This competitive NGO is being made available to accomplish the following goals:

- **Partnership:** Develop partnerships to (1) support recruitment of target populations, (2) strengthen career coaching/mentoring practices, and (3) ensure connection to critical supportive services, such as childcare and housing partners
- **Assessment and Plan Development:** Engage in robust assessment activities to identify personal goals and develop IEPs, including use of Labor Market Information and decision support tools such as Training Explorer
- **Career Coaching:** Provide ongoing and consistent career coaching/mentoring, including connection to supportive services, to help participants navigate IEPs and manage decisions about how to utilize FMF funding

- **Outcomes:** Help participants navigate to successful outcomes, including the attainment of industry-recognized credentials and entry and advancement in employment opportunities
- **Virtual Services:** Offer training and career coaching/mentoring via digital platforms to ensure participant accessibility
- **Work-Based Learning:** Partner with employers to increase unsubsidized employment opportunities and retention
- **Evaluation and Learning:** Use data and evidence to track outcomes and improve how participants utilize FMF funds
- **Participant Funds:** Develop processes for managing and distributing funds to eligible participants.

C. AVAILABLE FUNDING

The amount of funding available for this program in Fiscal Year 2025 (FY2025) is estimated to be \$9,000,000 through State Appropriation, and contingent upon the availability of funds. Each grantee is estimated to receive up to \$2,367,200.

The grant period is estimated to be December 1, 2024, through November 30, 2025.

See chart below of recommended costs:

GRANT FUNDING ALLOCATIONS	MAXIMUM FUNDING
Administrative Costs 10%	\$215,200
Participant Training/Supportive Services	\$1,152,000
Participant Career Services/Career Coaching	\$1,000,000
TOTAL	\$2,367,200

Please be advised that this grant follows a cost reimbursement framework.

The applicant’s budget must be well considered 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.

Grantees are encouraged to align this funding and services with other workforce programs and services to expand participation and service opportunities. However, funds may only be used to support services that are specific to this award; hence, this funding may not be used to supplant existing funding. Actual funding levels will depend on the availability of funds.

Failure to meet performance goals and expend funds will impact future grant opportunities.

NJDOL reserves the right to rescind any unspent funds and use this solicitation and competition to extend contracts of successful applicants, contingent upon available funding.

D. ELIGIBLE APPLICANTS

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

- Must be a non-profit, for-profit entity, governmental entity (including state or municipal agencies) or institution of higher education.
- Pursuant to N.J.S.A. 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 and universities, or state and municipal agencies.).
- Required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

E. TARGETED POPULATION

Participants of the program must reside in the appropriate regions throughout the State of New Jersey (See chart below).

Regions	Counties
North	Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Warren
Central	Hunterdon, Middlesex, Monmouth, Mercer, Ocean, Somerset, and Union
South	Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem

In accordance with program requirements, each grantee is expected to serve a minimum of **120 individuals** that meet the following criteria:

- Resident of region where program services will be provided by the grantee
- Age 18 or older
- Have income level consistent with [ALICE](#), see charts below
- Ability and willingness to complete identified training and obtain employment

ALICE Household Survival Budget, New Jersey, 2022	
Single Adult	\$34,644
One Adult, One Child	\$53,268
One Adult, One in Child Care	\$60,180
Two Adults	\$50,100
Two Adults, Two Children	\$81,660
Two Adults, Two in Child Care	\$95,592
Single Senior	\$40,020
Two Seniors	\$62,688

F. GRANTEE RESPONSIBILITIES

The grantee will be the lead agency and overall coordinator of the grant. Specific duties include, but are not limited to:

- Recruit and enroll adult (age 18 and over) participants in program from all counties within the designated region.
- Ensure effective communication is established with their local One-Stop Career Center.
- Ensure all participants are registered as FMF in AOSOS with their local One-Stop Career Center.
- Conduct an orientation for all participants to ensure program requirements are met, training requirements are clearly understood, and participant rights and responsibilities are reviewed.
- Maintain and update participant files with IEPs, case notes, employment verification, follow-ups, training start/end dates, credentials/certifications, signed supportive service forms, and exit forms.
- Participant files must be secured in a locked case if being transported to other sites.
- Provide template of IEP for approval by NJDOL prior to start of program services.
- Complete assessments and Individual Employment Plans (IEPs) during the first 30-days of participant enrollment and update regularly.
- Ensure no services are provided prior to IEP completion.
- Provide and track all services, including training, supportive services, and work-based learning opportunities, based on barriers and goals identified in IEPs.
- Provide participants with career-readiness, soft-skill training, occupational training and extensive career coaching and mentoring services.
- Track/follow-up with participants for one-year to ensure training completion and/or employment obtainment/retention.

- Participate in all evaluations and learning activities and provide all requested information to program administrators and evaluators in a timely manner.
- Develop a process for issuing, managing, and tracking FMF funding for each participant.
- Ensure all training vendors are approved and published on the Eligible Training Provider List (ETPL).
- Provide marketable job skill training for participants that leads to long term career paths.

The grantee must provide career coaching/mentoring services to assist individuals in addressing all barriers to employment such as lack of training, education and/or work experience, as well as address personal barriers.

Support must be provided to help participants overcome the challenges of obtaining employment, completing training, and accessing supportive services (such as childcare and transportation).

The grantee must create their own policy to determine the amount of funds needed for supportive services prior to participants being enrolled in training.

The participant may choose the training provider they want to use. They are not obligated to use the grantee as the training provider (the training provider must be in New Jersey).

The grantee must also partner with employers to ensure the training provided aligns with in-demand occupations.

Note: Development of partnerships and the use of the budget to support partners working with the eligible applicants are encouraged.

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 is expected to coordinate all aspects of the grant, i.e. project spending plan; grant project monitoring and reporting; outreach and recruitment; and grant 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 for the successful accomplishment of the program.

All applicants are considered new applicants for this funding cycle, and will be evaluated based on quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO.

The standard evaluation criteria will be used to review and select applications. Applicants

under this grant program must provide a narrative describing their organizational capacity, resources, commitment, and any demonstrated employment, retention, and employer relationship successes in working with the targeted population of this grant. Such information is to be included as part of the applicant’s “Narrative” section of the application.

H. APPLICATION SUBMISSION

The completed, signed application must be received by 4:00 pm on, November 1, 2024. Faxed and/or mailed copies will not be accepted. All completed applications must be electronically submitted via email to: OTWS@dol.nj.gov utilizing MS Word, MS Excel, and PDF only.

Grant Application Technical Assistance Workshop

NJDOL will provide a grant application technical assistance (TA) session via Microsoft Teams to potential applicants. General guidance on completing the required documents and budget forms will be provided. It is important that both the Program Director and Fiscal Officer attend this session. The technical assistance workshops will be held October 11, 2024 at 10 AM. Should you be interested in attending the TA session, please send an email with your name, email address, and organization to OTWS@dol.nj.gov.

Please adhere to deadline dates noted below.

Grant Application T/A	Application Due
October 11, 2024 @ 10 AM	November 1, 2024 @ 4 PM

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 all applications when circumstances indicate that it is in its best interest to do so. NJDOL’s best interests in this context include, but are not limited to: loss of funding; inability of the applicant to provide adequate services; indication of misrepresentation of information and/or non-compliance with State and Federal laws and regulations; and/or any existing NJDOL contracts and procedures.

Panel Review Process - All applications are subject to a panel review and final approval by the Commissioner of the Department of Labor. Within 10 business days following the panel review date, applicants will be notified of the status of their application and any requested revisions. Upon completion of all requested revisions and re-submission of completed applications with the required timelines, applicants will be notified of the final determination of their application.

J. REPORTING AND ON-SITE TECHNICAL ASSISTANCE VISITS

Grant recipients are required to maintain program dashboards and submit monthly program and fiscal reports by the 15th of every month. These reports will be reviewed and utilized to track grantee performance and expenditures. The format of the monthly reports is determined by NJDOL. A dashboard will be provided and must be filled out by grantees upon being awarded funding.

Monthly financial reports and dashboards must be submitted as required in the contract and are due no later than the 15th of each month unless prior approval is provided.

All programs will receive a minimum of one on-site technical assistance visit yearly. The purpose of the visit will be to assess progress toward the program goals and objectives, and integrity of the program model. Grantees may 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:

- A minimum of **120** individuals enrolled in the program who must be provided:
 - Assessments/Registration
 - Career coaching/mentoring and an Individual Employment Plan (IEP)
 - Labor Market Information on in-demand occupations
 - Guidance on approved training providers
 - Referrals to obtain supportive services
- At least 80% of **ALL** participants must receive an industry-recognized credential or degree
- At least 65% employment placement rate
- At least 50% of those placed in employment will be retained for at least 90 days

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.

It is important to note that failure to upload the required documentation may result in the application being removed from consideration for funding.

By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the [Standard Assurances and Certifications and General Provisions](#).

The Program Narrative must be produced using the following formatting requirements:

- Font – Times New Roman, 12-points
- 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

Required	Form Description
✓	<p>Letter(s) of Commitment A letter of commitment from the applicant’s local Workforce Development Board is required. Letters of commitment from other partners such as training providers, supportive service providers, and employers are encouraged. The letter(s) should indicate the specific activities in which the partner(s) will be involved.</p>
✓	<p>Statement of Need Demonstrate the need 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 labor market information related to training and employment.</p>
✓	<p>Narrative Provide an overview of how the services detailed in the scope of work will be implemented and the timeframes involved, specifically addressing the following:</p> <ol style="list-style-type: none"> 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/partnership 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 e. All other resources needed by the grantee to satisfy the requirement of this NGO f. Best practice(s) that will be used in the design and implementation of the program.

	<p>Organizational Commitment and Capacity Applicants need to describe their commitment to address the conditions and needs identified in this NGO, including the organizational support that exists for implementing the proposed project.</p> <ol style="list-style-type: none"> a. Please include charts of staff names, titles, duties/responsibilities, and allocation of time to this grant. b. The applicant must verify they have the management information system (MIS), equipment and capacity needed to serve applicants (virtually or in-person), properly track and report individual 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. c. 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.
	<p>Career Coaching/Mentoring Applicants must submit a detailed career coaching and mentoring plan which provides the assessment tools that will be used. A copy of the IEP must be included to ensure participant success in achieving career goals while overcoming challenges/barriers.</p>
	<p>Budget This section must be completed, and Narrative must also include all monetary and non-monetary funding sources within the budget. Amounts reported in the Budget must be fully supported by information provided on the Budget Narrative. Note: Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline. Note: Fee for service is not allowable</p>

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:

Evaluation Criteria	Total Points
<p>Program Narrative:</p> <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 individual training completion, job placement, and retention 	30
<p>Applicant Requirements:</p> <ul style="list-style-type: none"> • Organizational commitment and capacity • Information about MIS system and ability to conduct virtual training and counseling services • Career coaching/mentoring plan and IEP • Letters of support 	40
<p>Budget and Budget Narrative:</p> <ul style="list-style-type: none"> • Budget is completed • Budget is reasonable • Budget is within the cost guidelines of the NGO • Budget aligns with Budget Narrative • No calculation errors 	30

Note: Grantees' (that have had prior contracts with NJDOL) prior performance will be taken into consideration prior to awarding funding.