



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

**NOTICE OF GRANT OPPORTUNITY  
Federal Fiscal Year 2022**

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM**  
*Skills, Training, Employment, Programs to Success*  
*(SNAP STEPs to SUCCESS)*

<b>Announcement Date:</b>	November 10, 2021
<b>Technical Assistance Workshop:</b>	November 22, 2021 1:00 PM
<b>Letter of Intent Due By:</b>	November 24, 2021 3:00 PM
<b>Application Due Date:</b>	December 20, 2021 3:00 PM

**Robert Asaro-Angelo  
Commissioner**

# Table of Contents

Section A: Name of Grant Program .....	3
Section B: Background and Purpose of the Grant .....	3
Section C: Funding and Disbursement.....	4
Section D: Eligible Entities/Applicants .....	5
Section E: Program Outcomes .....	6
Section F: Application Process .....	8
Section G: Grant Evaluation and Selection Criteria .....	10
Section H: Notices and Requirements.....	18
Section I: NGO Application Checklist.....	21

**Take Notice** that, in compliance with N.J.S.A. 52:14-34.4 et seq., the New Jersey Department of Labor (hereinafter “the Department” or “NJDOL”) regularly publishes on its website, at <http://nj.gov/labor>, all notices of fund availability pertaining to federal or state grant funds which may be awarded by the NJDOL. 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.”

All proposals submitted under this NGO must contain the applicable elements as described in this announcement, and the application must be submitted by **3:00 pm on December 20, 2021**

## **SECTION A: NAME OF GRANT PROGRAM**

SNAP to Employment

## **SECTION B: BACKGROUND AND PURPOSE OF THE GRANT**

### BACKGROUND

The Supplemental Nutrition Assistance Program (SNAP), formerly the Food Stamp Program, puts healthy food on the table for millions of low-income Americans every month. The program supplements individuals' and families' budgets with low-incomes by providing benefits via an electronic benefit card, which is used like a debit card at most food retailers. In New Jersey, the program is called NJ SNAP and is administered by the New Jersey Department of Human Services (NJHHS) through the Division of Family Development (DFD). Through nutrition education partners, the program helps clients learn to make healthy eating and active lifestyle choices. The Food and Nutrition Service (FNS), United States Department of Agriculture (USDA), reports that as of September 2019, New Jersey served a total of 670,000 SNAP recipients.

On August 23, 2019, Governor Phil Murphy signed legislation, P.L. 2013, Chapter 45, (C.44:10-95) establishing a Supplemental Nutrition Assistance Program Employment and Training Provider Project to increase opportunities for SNAP participants with obtaining job training and developing the necessary skills to find and maintain employment that will enable them to become self-sufficient. NJHHS/DFD partners with the New Jersey Department of Labor and Workforce Development (NJDOL) to provide employment and training supports to SNAP recipients.

### PURPOSE

The Department of Labor and Workforce Development and the Department of Human Services seeks to create strategic partnerships with qualifying agencies to deliver skills, training, and education opportunities to **SNAP recipients**. To that end, the Supplemental Nutrition Assistance Program Employment and Training Provider Project is hereinafter referred to as “Supplemental Nutrition Assistance Program Skills, Training, Employment, Programs to Success.” The purpose of SNAP STEPs to SUCCESS is to form partnerships with qualifying agencies to assist SNAP recipients with building the skills, training, work experience necessary to obtain and retain unsubsidized regular employment that leads them to a better financial footing. The SNAP E&T

program includes services provided by approved agencies in addition to participant reimbursements designed to fulfill its purpose. Approved agencies that provide these services may be eligible for a reimbursement.

The focus of the services is to provide skills-based programs with a job-driven approach utilizing resources and expertise to prepare SNAP recipients to fill areas of demand for a trained workforce. These services may include, but are not limited to: education or training that improves basic skills and general employability; specific job skills training or vocational education; work experience that improves the employability of SNAP recipients and puts them on a pathway to a career; subsidized employment, case management, workfare; and additional services, such as supervised job search, job placement/retention services and job readiness assistance, related to the federal Workforce Innovation and Opportunity Act (WIOA) 2014, Pub.L.113-128 (29 U.S.C. s.3101 et seq.) and as allowable under Section 4005 of the Agricultural Improvement Act of 2018, P.L. 115-334.

## **SECTION C: FUNDING AND DISBURSEMENT**

### **1. Available Funding:**

- A. \$1.5M in total funding will be made available through WorkFirst NJ-Supplemental Nutrition Assistance Program. Upon award notification, the NJDOL will negotiate a contract with the selected Applicants and proceed with the process of preparing and finalizing formal contracts with the selected Applicants, as appropriate.

Funding and issuance of this proposed contract is contingent upon the availability of 100 percent Matching Funds provided by the selected applicant and sufficient resources in the NJDOL budget. No legal responsibility for payment on the part of NJDOL shall be made unless and until funding is made available to NJDOL and incorporated in the NJDOL budget for this purpose.

- B. Awardees must use non-federal funded sources to satisfy 100% of the cost of service delivery, then subsequently receive a 50% reimbursement upon submission of a payment request. Applicants must provide documentation that demonstrates the entity's ability to allocate verifiable monetary resources to meet the 50% matching contribution requirement.
- C. The NJDOL intends to select no fewer than three providers from among qualifying agencies submitting proposals in response to this Notice of Grant Opportunity (NGO).
- D. Funding of up to 50 percent of the SNAP reimbursement is made available for State Fiscal Year (SFY) 2022 NJDOL reserves the right to withhold up to 5% of administrative costs. The NJDOL may select providers that would provide SNAP to Employment services within any service area, including, but not limited to, the entire State, one or more regions encompassing several counties, or a single county. Funding for this initiative is subject to the availability of reimbursement funds.

- E. Maximum Award: \$375,000.00 per award.
- F. Performance-Based Funding Structure: Each grantee is expected to serve a minimum of 50 participants in each of the two components. The two program components are as follows:
- Education and/or job related-certificate training
  - Supervised Job Search and Job Placement/Retention

Grantees will be reimbursed for 50% of the service delivery costs up to \$3,750 per program participant for each component completed, provided that the grantee is in compliance with the requirements listed in Section E: Program Outcomes.

## 2. Disbursement Vehicle:

- A. The NJDOL will enter into cost-reimbursement contract agreements with all providers selected to provide services. The contract will be up to a 12-month term beginning on the date of execution. Contracts are subject to Section C-1 Available Funding (above) and Section E Program Outcomes. This is a 50 percent cost-reimbursement contract with no advances. Upon award notification, the NJDOL will negotiate contracts with the selected applicants. NJDOL reserves the right to withhold up to 5% of administrative costs.
- B. Funding and issuance of this proposed contract is contingent upon the availability of 100 percent matching funds provided by the selected applicant and sufficient resources in the NJDOL budget.
- C. The NJDOL assumes no responsibility or liability for an applicant's incurred costs to plan or prepare a proposal in response to this NGO.

## SECTION D: ELIGIBLE ENTITIES/APPLICANTS

Qualifying agencies with the capability to receive and manage grant funding, implement employment and training (E&T) programs, and provide quality service to eligible participants are encouraged to apply. Qualifying agencies must have the capability to deliver allowable services that assist SNAP recipients in acquiring the skills, training, work, or experience necessary to obtain meaningful employment. Qualifying agencies or eligible applicants include:

- Local governments;
- Non-profit organizations;
- Community-based organizations;
- Institutions of higher education;
- Local businesses;
- Foundations;
- A consortium of organizations.

## SECTION E: PROGRAM OUTCOMES

NJDOL will assess the grantee's Program Outcomes by using the performance-based standards to measure the capacity for- and progress of- partnering providers conducting educational training, job-training, certificate-based training, and aiding with attainment and retention of employment.

To receive the allowable reimbursement of 50 percent, providers must meet the following performance standards: Note: NJDOL reserves the right to withhold up to 5% administrative costs.

- Enrollment: Educational and training programs will be measured by capacity and attendance, with the minimum required capacity no less than 80 percent per class or training program.
  - Participant Involvement: Participants must have a minimum attendance rate of 90 percent.
  - Participant Outcomes: Success will be measured, in part, based upon the completion rate, the number of participants that obtain the applicable certificate, and the number of participants that successfully find employment.
1. For partnering providers who conduct **educational and/ or job-related certificate training**, the reimbursement of 50 percent will be earned by successfully meeting the following benchmarks: NJDOL reserves the right to withhold up to 5% administrative costs.
    - A. Fifty (50) percent of the total cost of service delivery will be provided to the provider when each participant completes the class.

(Note: The provider must maintain a minimum attendance rate of no less than 90 percent in order to be eligible for reimbursement)
  2. For partnering providers who provide **supervised job search and job placement/retention activities**, the reimbursement of 50 percent will be earned by successfully meeting the following benchmarks: NJDOL reserves the right to withhold up to 5% administrative costs.
    - B. Fifty (50) percent of the total cost of service delivery will be provided when each participant successfully completes the program by securing employment and retaining that job 90-days later.

(Note: The provider must maintain a minimum attendance rate of no less than 90 percent in order to be eligible for reimbursement)
    - C. **Cross-Component Leveraging:** No more than half of the contracted unduplicated number of participants may be serviced only in either the educational/job-related certificate training component or the job search activity component. Please note that partnering providers will be obligated to provide job retention support services for a minimum of 30-days and a maximum of 90-days after program participants secure a job. Providers must submit a 30 to 90-day retention report to NJDOL on a quarterly basis. NJDOL will provide a standard reporting template.

### 3. Performance Standards

Upon selection, NJDOL shall negotiate a Memorandum of Understanding (MOU) with the provider partners, DHS/DFD, and County Boards of Social Services, as applicable. The MOU shall define the extent and degree of assistance among the Department of Human Services Division of Family Development (DHS/DFD), partner providers, and the County Boards of Social Services.

The NJDOL reserves the right to establish additional performance standards for providers.

If the NJDOL finds that a provider has not conducted its project activities in accordance with the established performance standards, or that a provider has otherwise failed to comply with the requirements of P.L. 2013, Chapter 45, NJDOL may take such action to correct the deficiencies of the provider including contract termination.

### 4. Reporting Requirements

A. The NJDOL shall, in consultation with the partnering agency, county boards of social services, OSCCs, and the Department of Human Services Division of Family Development (DHS/DFD):

- i. Submit requests for SNAP to Employment reimbursements and fulfill all reporting and other SNAP to Employment administrative responsibilities required by the Food and Nutrition Service in the United States Department of Agriculture;
- ii. Distribute SNAP to Employment reimbursements received by the State under this project to the partnering providers whose non-federal resources and program expenditures generated the reimbursements in accordance with the outlined provisions;
- iii. Collect data concerning partnering providers and project participants, activities, and outcomes;
- iv. Monitor and audit partnering providers on a routine basis to ensure fiscal and program integrity.

B. In addition to meeting the Applicant qualifications and performance outcomes defined in the NGO, the selected SNAP to Employment provider agency will be required to produce monthly programmatic and financial reports to include:

- i. Keep individual client records
- ii. Collect data on the required National Reporting Measures for each component offered designed to serve at least 50 participants during the FFY as identified in 7 CFR 273.7(c).

- iii. Collect data on the required reporting elements in the E&T Program Activity Report
- iv. Track component participation and weekly hours of attendance
- v. Track staff time devoted to activities under this project
- vi. Report progress among program participants and expenditures
- vii. Report benchmarks around training; and
- viii. Report benchmarks around achieving goals with the program recipient.

## **SECTION F: APPLICATION PROCESS**

### **1. PROPOSAL FORMAT**

- A. **Presentation:** Applicants must adhere to the following application format. In addition, NJDOL strongly encourages Applicants to review Section H – Evaluation of Grant Application and Selection Criteria. That section informs applicants how the project narrative, budget summary, and narrative should be structured and the criteria the NJDOL will use for selection.

The proposal application must be typewritten on 8 ½ X 11” pages with margins of at least 1-inch on all sides. The proposal application, not including attachments, shall not exceed 25 double-spaced pages with a 12-point size, using Times New Roman font. Proposal pages must be numbered.

- B. **Cover Sheet:** The one-page cover sheet should include, at a minimum:
- i. Applicant’s name and mailing address
  - ii. Primary contact’s name, job title, phone number, and email address.
  - iii. Grant program title and subprogram title (if applicable).
  - iv. Applicant entity’s Federal Employer Identification Number
- C. **Table of Contents:** The one-page table of contents must list relevant page numbers with topics.
- D. **Project Narrative:** The project narrative should clearly identify what the applicant is proposing and how it will address a need, the expected results and/or benefits of the proposed activities, and how it will meet the NGO program scope and objectives. The project narrative should include the following sections:
- i. The proposed project design

- ii. The implementation plan and organizational capacity; and
  - iii. The capacity to support an independent evaluation. Applicants should refer to the section on Grant Evaluation and Selection Criteria for additional details on how the project narrative should be organized and what criteria NJDOL expects the project narrative to include. The project narrative should be no more than 25 double-spaced pages, not including the cover sheet, table of contents, resumes, letter(s) of commitment, budget narrative, appendices, and required forms.
- E. **Application Budget Summary and Narrative:** (In addition to the 25-page Project Narrative) The Applicant should provide a one-page application budget summary and an accompanying budget narrative. The budget narrative should correspond with the proposed project narrative and application budget. The narrative must justify and support the actual needs of the budget's direct cost. If the budget includes indirect costs, the Applicant must provide a copy of its most recently approved Federal, indirect cost rate agreement. The budget narrative is not to exceed 3 pages, 8 ½ X 11" with margins of at least 1-inch on all sides, in a 12-point Times New Roman font with numbered pages.

## 2. APPLICATION INFORMATION

### A. Letter of Intent

Eligible Applicants that intend to apply are strongly encouraged to do so no later than 3:00 PM, **November 24, 2021**. This notice does not obligate the entity to apply but provides the NJDOL with useful information in preparing for the review and selection process. Eligible Applicants may apply without submitting a Letter of Intent. The notice should include the potential Applicant's name and address, organization's name, telephone number, and email address of the primary point of contact. The Applicant can send the letter via email to the Office of Transitional Services identified below:

Ahmad McDougle, Assistant Director  
Workforce Development, Office of Transitional Services  
New Jersey Department of Labor and Workforce Development  
email: [ahmad.mcdougle@dol.nj.gov](mailto:ahmad.mcdougle@dol.nj.gov)

### B. Application Due Date

The complete application must be submitted to the NJDOL no later than **3:00 pm, December 20, 2021**. The application must be submitted via email to [WFNJ@dol.nj.gov](mailto:WFNJ@dol.nj.gov).

Applications received after the deadline will be deemed ineligible and will not be reviewed or considered. The NJDOL will not consider any additions or revisions to an application once it is received. In the event the project narrative or budget and budget narrative exceed the prescribed page limits, the NJDOL will only review and consider up to the page limit and discard any excess.

### **C. Technical Assistance Workshop**

The NJDOL will host and convene a Technical Assistance Workshop to answer questions related to the SNAP to Employment NGO. While encouraged, participation in the workshop is not a requirement to submit a proposal application. Applicants that wish to participate in the workshop can log in using the link displayed below:

[SNAP STEPs to Success NGO Technical Assistance Workshop](#)

**Nov 22, 2021 01:00 PM Eastern Time**

<https://us02web.zoom.us/j/83093540264?pwd=Q2hoTE42c1VCMmRMcE40Umw2RktEQT09>

**Meeting ID: 830 9354 0264**

**Passcode: NJDOL**

## **SECTION G: GRANT EVALUATION AND SELECTION CRITERIA**

### **1. Grant Evaluation**

The NJDOL will pre-screen all requests for funding to ensure they contain the required documents and information. Applications submitted without the required supporting documents will be deemed non-responsive. If an application does not include all appropriate information, the NJDOL will consider the application non-responsive and eliminate it from further evaluation.

After initial screening, the NJDOL will convene an evaluation panel to consider each grant application's merit. Each application that passes the initial screening will be given to the panel to be evaluated and scored according to how well it addresses each application component. The NJDOL will not award points for application components that are required. The NJDOL will award points based on the clarity and quality of the Applicant's design of the proposed approaches and strategies. The panel members will recommend applications for consideration for a grant award based on the evaluation scoring.

The selecting official reserves the right to award a grant to meet agency priorities, program balance, geographical representation, or project diversity, notwithstanding the points awarded to each application.

The Commissioner has identified specific areas of interest such as activities or services that target those with significant barriers to employment, including work-based learning strategies such as pre-apprenticeship, registered apprenticeship, and On-the-Job-Training. The NJDOL may also ask Applicants for additional clarification prior to final selection.

The NJDOL reserves the right to use this solicitation and competition to extend contracts of successful Applicant for up to one year at a time with the option for a total of three successive renewal options, contingent upon available funding.

**2. Selection Criteria**

The following selection criteria will be used to evaluate the applications for this NGO:

<b>Criteria</b>	<b>Points</b>
Executive Statement	10
Program Plan and Design	50
Implementation Plan and Organizational Capacity	25
Application Budget and Budget Narrative	15
<b>Total</b>	<b>100</b>

**3. Proposal Outline**

**A. EXECUTIVE STATEMENT (10 points)**

This section should provide an overview of the labor market and employer needs in the area where the program will operate and discuss the target population's needs and barriers to employment. The statement should lay the groundwork for the project design, linking in-demand, emerging, or growth industries to the proposed activities and the target population for the proposed pilot. Not to exceed 5 pages.

**i. Project Area Information**

- a. The applicant provides an overview of the geographic size, urban/rural disposition of community served, economic circumstances, and the needs of both businesses and potential pilot participants to demonstrate project need in the proposed community.
- b. The application includes the SNAP-participating population size, the project area, the size of the target population, and the number of participants expected to receive services under the program specified by year or in total.

ii. **Target Population**

- a. The applicant provides a clear description of the target population and how the project will ensure the accomplishment of program goals.
- b. Applicant identifies whether the SNAP recipients include at least one of the following target populations: individuals with low skills or limited work experience, individuals with significant barriers, individuals defined as Able-Bodied Adults Without Dependents (ABAWDS), or individuals who are already working.
- c. Builds a sound, logical case for how the targeted population could be prepared for, trained, or attached to the jobs available in the local economy.

iii. **Labor Market Information**

- a. The applicant identifies and cites evidence for specific in-demand industries or occupations in the project area. Evidence should include the source of information such as the Bureau of Labor Statistics, the Department's Office of Research and Information (ORI), employers, or other written labor market information provided by employers or workforce experts.
- b. The applicant discusses the specific skills and competencies needed for these occupations.

**B. PROGRAM PLAN AND DESIGN (50 points)**

This section should outline the E&T approach, partnerships, and collaborative efforts; outreach, referral, and participation reporting process; assessment and placement. The program plan and activities must reflect compliance with governing legislation and the implementing regulations, except where expressly provided by the Act and guidance in this NGO. This section is not to exceed 15 pages.

i. **Program Plan**

- a. The applicant's program plan should link the proposed approaches and strategies, labor market characteristics, participants' characteristics, and needs to ensure program participants obtain employment and increase earnings. The primary goal of the overall approach or strategy, such as education and training, credential acquisition, rehabilitative services for individuals with barriers to employment, rapid attachment, or a mix of multiple strategies, must be logical and clear.
- b. The application identifies those responsible for each major component of service delivery or activity and information on the included roles and responsibilities of those responsible. The assigned roles and responsibilities are appropriate, given the capacity and expertise of the responsible staff. The

application should clearly identify partners and explain how the program will enhance service delivery and implementation effectiveness.

- c. The length, duration, and level of support associated with the program activity are clearly defined.
- d. The application identifies the services, activities, or approaches that will be provided. Applicants will be awarded points based on the clarity and quality of the applicant's design of the proposed services and activities. Furthermore, each eligible applicant's proposal shall include in its program plan a description of how the agency's activities fulfill the purposes of the New Jersey SNAP E&T Program. The plan shall include but not limited to the following information:
  - The program goals and objectives, including the agency's priorities for serving eligible participants
  - The program design, including strategies for targeting and recruiting eligible participants; educational skills and training activities; work-related activities; job preparation, placement, and retention activities; strategies for coordinating with the county boards of social services and the NJDOL; and methods for providing support services, including case management, early intervention, career counseling, and referrals for additional programs and services;
  - The program budget, including the overall resources to be used to support the agency's NJ SNAP E&T program activities, the specific non-federal resources to be used to generate SNAP E&T program reimbursement funds, and the intended utilization of anticipated SNAP funding;
  - The extent to which community partners, including subcontractors, will be involved in the agency's activities
  - The application describes the case manager's role and activities in helping participants prepare for, obtain, and retain employment. If applicable, the application describes the process for addressing barriers faced by the target population
  - The application explains the types of services and duration of job retention support. Applicants should specify how the program will continue to provide services for a minimum of 30 days and a maximum of 90 days after participants complete the program.
  - The application includes details on the length and level of the subsidy to employers for projects that include subsidized employment. The application explains the process for selecting employers and outlines

employers' expectations, including the sustainability of employment once the subsidy expires.

- When applicable, the provider's application provides detail on how the agency is equipped to recognize and respond when participants may need services related to substance abuse and mental health need. Such mental health and/or substance use services may qualify for an exemption from SNAP E&T and necessitate additional services and treatment that cannot be paid for through this grant.
  - The application identifies the industry-valued credentials or college credit associated with proposed activities when career pathways or strategies that link education and training are included
  - The application provides a clear description of how project design ensures consistency with occupational laws, standards, and licensing requirements, where relevant, and where training includes credentialing; the design promotes progression between credentials, including offering credit for prior learning and linking any credentials offered to higher-level degrees in the workforce and education systems;
- e. As a whole, the applicant presents a robust logic model demonstrating how the proposed activities will lead to short- and long-term improvements in employment and earnings and describes why the proposed project is well-suited for the target population(s). The applicant explains how the project design and proposed activities build on promising practices, evidence-based strategies, or a robust logic model.
- f. The applicant provides a clear description of how the proposed effort is consistent with labor market information and the target population's needs.
- g. Applicant demonstrates that proposed activities are new, innovative, and an expansion of existing services.

ii. **Program Design**

When selecting providers, the NJDOL will prioritize providers that would:

- a. Serve SNAP recipients with significant barriers to employment, including, but not limited to: Able-Bodied Adults Without Dependents (ABAWDS) required to participate in E&T programs as a condition of receiving SNAP benefits; individuals with a history of substance abuse or other work limitations; ex-offenders; individuals with low literacy or limited English proficiency; veterans who are not eligible for other E&T programs; and persons who are 16 through 24 years of age;
- b. Serve unemployed or underemployed parents, including non-custodial parents

and parents who have exceeded their Work First New Jersey, Temporary Assistance for Needy Families (TANF) 60-month lifetime limit on cash assistance.

- c. Provide training in both vocational and technical skills and “soft skills” or "essential workplace skills," including, but not limited to, workplace preparation training, teamwork, problem-solving, time management, and conflict resolution.
- d. Provide training that results in industry-valued credentials, which prepares recipients for employment or reemployment in industries with projections of growth, as identified in collaboration with the NJDOL.
- e. Provide 100% percent of the service delivery cost, with the expectation that the entity will receive a 50% reimbursement once the payment request is approved by NJDOL. Matching funds can be produced from cash donations or monetary contributions but must come from a non-federal source. Matching funds means the total 50 percent to match the reimbursement. NJDOL reserves the right to withhold up to 5% of administrative expenses.
- f. The State of New Jersey (the State) will not reimburse the agency unless and until funds are made available to the NJDOL and incorporated in the NJDOL budget for this purpose. The State is not responsible for any changes in federal funding availability.
- g. Conduct job development activities and identify how job opportunities will be secured to maximize SNAP recipients' permanent placement in employment, providing compensation at the level of a living wage and opportunities for wage progression; and
- h. Demonstrate a proven history of successful job placement and retention.
- i. **Partnerships and Collaborative Efforts**
  - The application includes a Letter of Commitment from the applicable local Workforce Development Board and other job-training programs, if relevant, in the State or project area that describes the level of collaboration between the applicant and the workforce board or training program specific to the proposed project. If the provider is unable to secure both, the provider should include an explanation.
  - If applicable, the application provides information on additional partnerships with other organizations, networks, and businesses and provides evidence of how these partnerships enhance the program.
  - If applicable, a Letter of Commitment from each proposed partner that will contribute financial or in-kind resources toward the program or that intends to provide work-based learning opportunities is included. The letter

outlines partner organizations' capacity, ensuring partner accountability, information sharing, and reducing risk.

**j. Outreach, Referral, and Participation Reporting Process**

- The application includes a clear description of how the applicant will acquire participants.
- Applicant identifies the target of how many participants will be served each month through the program.
- The application clearly outlines that the applicant is aware of the federal exemptions from participation in SNAP E&T (as described in 7 CFR 273.7) and how it will screen ensure that mandatory participants do not meet a work exemption. The applicant also describes how the participant recruitment process will consider work or other training activities in which a participant is already engaged prior to program participation.
- As described in 7 CFR 273.7 and N.J.A.C. 10:87-10, SNAP recipients are required to participate in an activity unless the county board of social services determines the recipient is exempt or meeting a good cause exemption. This process typically starts with the board; however, an exemption may not manifest until the recipient is in the E&T program. Also, the agency providing services is required to monitor attendance/compliance and provide case management. Please describe the process for monitoring compliance, providing case management services, and outreach should the participant not attend a class. The application would also describe the process to screen for good cause criteria for refusal or failure to comply, in line with federal and state requirements.
- When a program includes unsubsidized or subsidized employment, the applicant will describe how it will assess whether an individual's failure to work was due to willful misconduct or other structural challenges.

**k. Assessment and Case Management**

- The applicant clearly describes a reasonable employability assessment process, which at a minimum must include identification of basic needs and barriers, that will be used after an eligible participant is referred to the program before he or she is placed in an activity, and if applicable, the on-going assessment process.
- There is a logical connection between the proposed assessment and how it will inform program participants' placement in specific activities and with employers.
- The applicant demonstrates that the capacity of whoever conducts the assessment is sound and appropriate.

- The applicant clearly describes a process to identify participant items required for successful participation in an E&T component, otherwise known as participant reimbursements. Such costs must be reasonable, necessary, and directly related to participation and shall include but not limited to transportation, books, uniforms, supplies.

**C. IMPLEMENTATION PLAN AND ORGANIZATIONAL CAPACITY (25 points)**

This section should briefly describe the project timeline, including all necessary implementation and start-up activities. This section should also describe the organizational capacity of the applicant. This section is not to exceed 5 pages.

**i. Implementation Plan**

- a. The timeline with key dates for planning, implementation, and evaluation is reasonable and realistic. Program services will be implemented **no later than February 1, 2022**
- b. The timeline includes provisions for various populations (depending upon functional education levels, work history, or barriers) taking longer than others to meet objectives.

**ii. Organizational Capacity**

- a. Applicant demonstrates the capacity to operate a high-quality E&T program.
- b. The application includes an appropriate program staffing plan that clearly describes key personnel and partners' roles and responsibilities.
- c. Application attaches resumes that demonstrate that the proposed project staff has the appropriate technical and experiential backgrounds for their proposed roles. If the applicant is unable to identify the project director or manager and key staff, the application includes job descriptions for positions that must be advertised.

**D. APPLICATION BUDGET /BUDGET NARRATIVE (15 points)**

The application budget must identify the costs attributed to accomplishing the goals of the program. The budget narrative must justify the program costs and align with the program's needs and implementation plans. Not to exceed 3 pages in addition to 25-page Project Narrative.

- i. The budget narrative corresponds with the program/implementation plan and application budget. The narrative must justify and support the actual needs of the budget's direct cost.

- ii. The budget narrative includes language identifying how the provider will maintain the cash flow necessary to manage delays in reimbursements and continue program operations.
- iii. The budget narrative includes language identifying how the provider will manage grants, track expenditures, and ensure that non-federal resources and program expenditures qualify for reimbursements.
- iv. The total funding amount requested is appropriate for the scope of the project.
- v. Proposed costs are reasonable, necessary, and allocable to carry out the project's goals and objectives.
- vi. The budget includes a line item description for every allowable cost and shows how it supports the project goals.
- vii. Budget calculations and documentation show clearly how the budget components were developed and costs estimated.
- viii. If indirect costs are included, the applicant agency's Indirect Cost Rate Agreement with a Federal agency is provided, and the indirect cost rate is applied correctly to allowable direct costs.

**NOTE:** The NJDOL reserves the right to request additional information not clearly addressed in the application. Use the hyperlinks in the box below to access the Budget Instructions and Budget Template.

### **BUDGET DOCUMENTS**

- [\*\*APPLICATION BUDGET INSTRUCTIONS \(ATTACHMENT A\)\*\*](#)
- [\*\*APPLICATION BUDGET \(ATTACHMENT B\)\*\*](#)

## **SECTION H: NOTICES AND REQUIREMENTS**

### **1. CONFIDENTIALITY OF AN APPLICATION**

When an application results in an award, it becomes a part of the record of NJDOL transactions, available to the public upon specific request. Information that the Commissioner determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered confidential, privileged, or proprietary should be clearly marked within the application. The

original copy of an application that does not result in an award will not be released to the public. An application may be withdrawn at any time prior to the final action.

## **2. CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS**

The NJDOL requires all panel reviewers to sign a conflict of interest and confidentiality form to prevent any actual or perceived conflicts of interest that may affect the application review and evaluation process. Names of applicants will be kept confidential, except those involved in the review process, to the extent permitted by law. In addition, the identities of the reviewers will remain confidential throughout the entire process. Therefore, the names of the reviewers will not be released to applicants.

## **3. AWARD NOTICE**

Unless an applicant receives a signed award document with terms and conditions, any NJDOL personnel contact should not be considered a notice of a grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on the NJDOL's signed award document.

Neither the State of New Jersey nor the NJDOL is obligated to make any award as a result of this NGO. Only the NJDOL Commissioner's authorized signature can bind the NJDOL to the expenditure of funds related to an award's approved budget.

## **4. FINANCIAL REPORTING**

- Quarterly Report of Expenditures is due to NJDOL on the 20<sup>th</sup> day of the month following the close of the quarter.
- Final Report of Expenditures is due to NJDOL 120 calendar days after the completion of the contract.
- Payments will be issued upon the provider agency's submission and NJDOL verification of the performance standards detailed above.

## **5. Required Grant Application Documents**

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 funding consideration. NJDOL's Standard Assurances and Certification is expected to be read prior to application submission.

<i>Required</i>	<i>Application Documents</i>
✓	<a href="#"><u>Applicant Title Page</u></a>
✓	Letter(s) of Commitment from Partner(s) (WIB, Partner Agencies)
✓	Executive Statement
✓	Program Plan and Design
✓	Implementation Plan and Organizational Capacity
✓	Application Budget and Budget Narrative
✓	<a href="#"><u>Standard Assurances and Certifications (Attachment C)</u></a>

## SECTION I: NGO APPLICATION CHECKLIST

The following checklist has been prepared to assist in ensuring proposals are complete and in proper order prior to submission:

<b>NGO Checklist Items</b>	<b>YES</b>	<b>NO</b>
Have you read the NGO carefully, usually more than once?		
Have you included a FEIN Number?		
Does your organization owe more than \$750 to the State (a disqualifier)?		
Have you prepared and submitted the appropriate documents and forms as shown under the Required Grant Application Documents section of this NGO?		
Have you included your contact information (name, telephone number, and email address)?		
<b>NGO Checklist Items</b>	<b>YES</b>	<b>NO</b>
Have you submitted a proposal that considers, addresses, and meets program-specific requirements and complies with programmatic restrictions?		
Is the project's proposal communicated with clarity? - Does it comply with any format requirements? - Does it comply with the page limitation? - Most importantly, does it directly relate to the NGO's objectives and priorities? (Don't assume that reviewers are knowledgeable of your organization or its work).		
Have one or more persons read your proposal, who did not participate in its writing, to ensure that it is clearly articulated?		
Does the proposed project and budget meet the needs of the NGO?		
Is the budget summary included?		
Does the budget narrative align with the figures displayed in the application budget?		
Is the application budget in-line with the project description?		

## Section J: NGO Budget Narrative Checklist

The checklist below is intended to assist in the completion of the budget narrative portion of the application:

<b>Budget Items</b>	<b>YES</b>	<b>NO</b>
<b>PERSONNEL</b>		
Did you identify all key employees potentially funded by this grant in this section?		
Are employees of the applicant's organization identified by name, position, and title?		
Did you reflect the percentage of time the Program Direct will devote to the project in full-time equivalents (FTE)?		
<b>FRINGE BENEFITS</b>		
Did you include your organization's fringe benefits amount and computation methodology?		
<b>TRAVEL</b>		
Are travel expenses itemized? For example, origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation, and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example, include an excerpt from travel regulations.		
<b>Budget Items</b>		
<b>YES</b>		
<b>NO</b>		
<b>EQUIPMENT</b>		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost-per-item or other basis of computation stated in the budget?		
<b>SUPPLIES</b>		
Does the budget reflect types of supplies, unit costs, and the number of items to be purchased?		
Is the basis for the cost-per-item or other basis of computation stated?		
Has the need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
<b>OTHER</b>		
Consultant Services - Has the need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position		

title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours, hourly wages, and all expenses and fees directly related to the proposed services to be rendered.		
All other line items listed under "Other"- List all items and include the methodology used to estimate the costs to be charged to the program.		
<b>INDIRECT COSTS</b>		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal Agency? If yes, a copy of the most recent and signed NICRA must be provided along with the application. If no negotiated agreement exists, the basis and details of the indirect costs to be requested must be reflected in the budget.		
<b>Non-Federal Match</b>		
Matching funds can be produced from cash donations or monetary contributions but must come from a non-federal source.		

**Note: NJDOL reserves the right to request information on all contractual awards and associated costs after the contract is awarded.**