



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

**CLEAN ENERGY JOBS TRAINING PROGRAM**

**PSE&G PARTNERSHIP GRANT**

**NOTICE OF GRANT OPPORTUNITY  
Fiscal Year 2021**

**Announcement Date: March 19, 2021**

**Technical Assistance Workshop: April 1, 2021**

**Application Due Date: April 15, 2021**

**Robert Asaro-Angelo  
Commissioner**

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Title Page (Attachment A)

Budget Detail (Attachment B)

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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 NJDOL”) regularly publishes on its website at <https://nj.gov/labor/> all notices of fund availability pertaining to Federal or State grant funds which may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “News & Updates” and the subheading “Grant Notices.”

**A. NAME OF GRANT PROGRAM**

The Clean Energy Jobs Training Program—PSE&G Partnership Grant Opportunity—(hereinafter “PSE&G Partnership Grant) is a competitive grant offered by the Department of Labor and Workforce Development.

**B. PURPOSE OF THE GRANT**

In response to the State of New Jersey’s 2018 Clean Energy Act (CEA) P.L.2018, c.17, which requires each utility to implement energy efficiency measures to reduce electric usage, the NJDOL partnered with the Public Service Electric and Gas (PSE&G) Company to develop the Clean Energy Jobs Training Program. The program is designed to help build a workforce with skills needed to implement energy efficiency projects across PSE&G’s service areas and to target New Jersey’s urban underserved communities. Over the next three years, PSE&G, in partnership with the NJDOL and community-based organizations, expect to recruit, train, and employ more than 2000 residents from PSE&G’s service areas.

The purpose of this PSE&G Partnership Grant is to support the aforementioned initiative by recruiting eligible participants to be enrolled into the PSE&G Clean Energy Jobs Training Program, and to provide those training participants and job candidates with workforce readiness and financial literacy education, wrap-around supportive services, job coaching, and job placement services in order to successfully matriculate from training to jobs with PSE&G’s contracted suppliers and employers. Service areas for this grant will specifically target the cities of Newark, Paterson, Elizabeth, New Brunswick, Trenton and Camden.

**C. AVAILABLE FUNDING**

This multi-year competitive grant is funded by Workforce Innovation and Opportunity Act (WIOA) set-aside and Workforce Development Partnership state funds. The anticipated funding amount for Fiscal Year 2021 (FY2021) is \$1,000,000, contingent upon the availability of funding. Grants will be awarded, ranging from \$75,000 to a maximum of \$166,500 each. Applications must adhere to a \$1,500 cost per participant and must apply to serve a minimum of 50 participants. (Example: An applicant requesting to serve 75 participants would apply for a grant award of \$112,500.) Requirements for the budget cost breakdown can be found in section L. (7.)

The grant period for year one of the multi-year cycle will be a 12-month duration and is estimated to begin on June 1, 2021. All funds must be fully expended by May 31, 2022. For each successive year of the three-year grant cycle, the approved applicant will be required to apply for continuation funding.

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. The payment structure for all contracts will be through cost reimbursement.

#### **D. ELIGIBLE APPLICANTS**

Preference will be given to organizations that have demonstrated successful outcomes providing career and financial counseling services to individuals living in PSE&G's targeted service areas. Special consideration will also be given to grantees that collaborate with educational institutions or faith-based and community-based organizations for the purposes of this grant. To be eligible for this NGO, the applicant must satisfy the following requirements:

- Must be a non-profit, for-profit, or governmental entity; and
- 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.

The grantee serves as the applicant agency of record, the legally recognized fiscal agent for the grant project, and the single point of contact for NJDOL. The grantee will be expected to coordinate all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; outreach and recruitment; and fiscal management. While there must be a lead applicant, NJDOL encourages collaborative partnerships which aim to meet the goals of this grant.

#### **E. TARGET POPULATION**

In accordance with program requirements, each grantee is expected to serve a minimum of 50 participants for the first 12-month grant period established in this NGO. Participants must meet the following eligibility requirements:

- Resident of New Jersey;
- Interest in and willingness to complete the PSE&G Energy Efficiency Jobs Training Program and/or enter employment in PSE&G Energy Efficiency Jobs with identified suppliers;
- Meet one of the following criteria:
  - A dislocated worker;
  - An individual terminated or laid off;
  - A long-term unemployed individual;
  - Low-income individual;
  - Ex-offender;
  - Displaced homemaker;
  - Eligible migrant and seasonal farm workers;
  - Single parents (including pregnant women)

## **F. GRANTEE RESPONSIBILITIES**

The grantee will be the lead agency and overall coordinator of the grant. Program components include:

- Recruit participants to be enrolled into the PSE&G Clean Energy Jobs Training Program;
- Establish partnerships with PSE&G Clean Energy Jobs Training Program providers to ensure:
  - A seamless referral and enrollment process for recruited participants;
  - Training participants' supportive service needs are met throughout the training period; and
  - A seamless transition from training to job placement.
- Establish partnerships with One-Stop Career Centers to:
  - register the participants in AOSOS; and
  - verify participant eligibility and obtain supporting documentation.
- Maintain and update participant files;
- Complete Individual Employment Plans (IEPs);
- Provide and track supportive services based on individuals' needs identified in IEP;
- Provide participants workforce readiness training as needed, which may include topics such as: soft skills training, financial literacy, resume building, entrepreneurship skills, diversity training, and prevention of workplace harassment training;
- Provide participants with meaningful education about their workplace rights and responsibilities;
- Provide job coaching services for participants;
- Assist participants in navigating the PSE&G Clean Energy Jobs Program portal;
- Facilitate job placement with PSE&G's contracted suppliers and employers; and
- Track and follow-up with participant to support retention.

## **G. PROGRAM OUTCOMES**

Grantees are expected to meet the following outcomes during the funding period:

- Serve the contracted number of participants (no grantee will be contracted to serve less than 50 participants);
- At least 60% of **ALL** participants served will obtain unsubsidized employment; and
- At least 60% of those participants obtaining unsubsidized employment will be retained for at least 90 days.

## **H. PROGRAMMATIC AND FISCAL REPORTING**

Grant recipients are required to maintain progress data and submit monthly program and fiscal reports documenting grant-related activities. The reports will be reviewed to ascertain the grantee's progress within the scope of work and its conformance with program regulations and enabling legislation.

The format of the monthly activity reports will be determined by NJDOL and will be provided to grantees once awards have been offered and accepted. The activity reports will be due on the 15<sup>th</sup> of each month.

The monthly financial reports must be submitted as required by NJDOL and are due on the 15th of the following month. Grantees will be paid by monthly reimbursement for expenses incurred once financial reports are submitted and approved by NJDOL.

Reports must contain the following:

- Status of all expenditures listed in the budget detail and the amount expended each month; and
- A State of New Jersey payment voucher submission for expenditures incurred during the prior month.

All programs will receive ongoing technical assistance to assess progress toward the program goals and objectives, and integrity of the program. Grantees will be required to submit additional reports as requested by NJDOL.

**I. PROPOSAL CONTENT AND CHECKLIST**

All applicants will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO. The standard evaluation criteria (page 8) will be used to review and select applications for funding.

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

<i>Required</i>	<i>Proposal Component</i>
√	Signed Applicant Title Page (Attachment A)
√	Statement of Need
√	Organizational Commitment and Capacity
√	Program Narrative
√	Budget Detail (Attachment B) and Budget Narrative
√	Signed Standard Assurances and Certifications and General Provisions (Attachment C)

**Explanation of Proposal Components**

1. **Applicant Title Page (Attachment A)** – Applicants must complete all sections of the form and attach it to the front of the application. The Authorized Official must sign and date the form.
2. **Statement of Need** – Applicants must demonstrate the need for the project in relation to the NGO. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation may include a demographic description of your targeted population, and the types of support services they may need.

3. **Organizational Commitment and Capacity** – Applicants must 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. The applicant must also state they have the management information system (MIS), equipment and capacity needed to properly track and report participant demographic and performance data to NJDOL. Successful applications should include letters of support from organizations they have previously worked with.
4. **Program Narrative** – Applicants must outline a comprehensive plan of recruitment, activities, services, and strategies to implement each component of the Grantee Responsibilities listed in section F and to successfully meet or exceed the program goals and objectives. Program narratives should also include any planned partnerships for the implementation of this program.
5. **Budget Detail (Attachment B) and Budget Narrative** – Applicants must submit the linked budget detail form and a separate budget narrative reflecting how program funds will be expended in detail. All amounts requested in the budget detail must be fully supported by information provided in the budget narrative. Applicants must provide a demonstrated costs basis and provide justification for all aspects of the budget.

The budget must adhere to the following cost breakdown:

- a. Schedule A - Up to 10% of the total budget may be allocated for Administrative Costs defined as costs determined to be necessary to administer the program but do not directly impact the participant.
- b. Schedule B - At least 50% of the total budget must be allocated for Supportive Service Costs defined as costs associated with meeting the needs of the participants to overcome barriers and struggles identified as impeding participant success)

Supportive Services may include, but are not limited to:

- Linkages to community service
- Assistance with transportation
- Assistance with child care and dependent care
- Assistance with housing
- Needs-Related Payments (available only to individuals enrolled in training services)
- Assistance with educational testing
- Reasonable accommodations for individuals with disabilities
- Legal aid services
- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Assistance with books, fees, school supplies and other necessary items for students enrolled in post-secondary education classes
- Payments and fees for employment and training-related applications, tests and certifications

- c. Schedule C - Direct Program Costs defined as costs needed to support program components that directly impact the participant, other than supportive services.

- 6. **Standard Assurances and Certifications and General Provisions (Attachment C)**  
 NJDOL’s linked Standard Assurances and Certifications and General Provisions must be signed on pages 5 and 16 and submitted as part of the application packet.

**Evaluation Criteria**

This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements, which will include, but not be limited to the following:

<b><i>Evaluation Criteria</i></b>	<b><i>Total Points</i></b>
Programmatic: <ul style="list-style-type: none"> <li>• Title Page signed and dated</li> <li>• Standard Assurances and General Provisions and Certifications signed and dated</li> </ul>	10
Program Narrative: <ul style="list-style-type: none"> <li>• The program narrative is comprehensive and reasonable, addresses the identified needs and will contribute to the achievement of the intended benefits of the grant program.</li> <li>• The processes for recruitment, intake, and eligibility determination are clear and well planned.</li> <li>• The program services are clearly addressed in separate sections and are in accordance with section F of this NGO.</li> <li>• The timeline for program implementation is clearly laid out and the sequencing is easy to follow.</li> </ul>	50
Organizational Commitment and Capacity: <ul style="list-style-type: none"> <li>• Organizational commitment and capacity describe past experience and includes information about their MIS system</li> <li>• Letters of support</li> </ul>	20
Budget Detail and Budget Narrative: <ul style="list-style-type: none"> <li>• Budget is reasonable</li> <li>• Budget is within the cost guidelines of the NGO</li> <li>• Budget Detail aligns with Budget Narrative</li> <li>• No calculation errors</li> </ul>	20

**J. TECHNICAL ASSISTANCE WORKSHOP AND APPLICATION SUBMISSION**

NJDOL will provide a virtual technical assistance workshop to potential applicants on April 1, 2021 from 2:00 pm – 4:00 pm.

Applicants are required to participate and must pre-register by submitting attendee names and email addresses to [PSEGPartnership@dol.nj.gov](mailto:PSEGPartnership@dol.nj.gov) prior to March 30, 2021.

The completed, signed application must be received by 4:00 pm on April 15, 2021. All completed applications must be electronically submitted to: [PSEGPartnership@dol.nj.gov](mailto:PSEGPartnership@dol.nj.gov).

The signed Title Page and signed Standard Assurances and Certifications and General Provisions must be submitted as PDFs. The Budget Detail Form must be submitted in Excel. The remainder of the application should be submitted in MS Word. Faxed and/or mailed copies will not be accepted.

#### **K. AWARD PROCESS**

To be eligible for funding, the applicant must have satisfactorily completed the required elements of this NGO. All applications are subject to review, pre-contract revisions, and approval by the NJDOL Commissioner. Final award 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.