STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

PAROLEE EMPLOYMENT PLACEMENT PROGRAM

NOTICE OF GRANT OPPORTUNITY
July 1, 2019 – June 30, 2020

Announcement Date: May 10, 2019

Technical Assistance Workshop: May 23, 2019

Application Deadline: June 7, 2019

Robert Asaro-Angelo
Commissioner

PAROLEE EMPLOYMENT PLACEMENT PROGRAM

Notice of Grant Opportunity

Fiscal Year 2020

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Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the N.J. Department of Labor and Workforce Development (LWD) 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 "Public Notices" and the subheading "Notice of Availability of Grant Program Funds."

A. Name of Grant Program
Parolee Employment Placement Program (PEPP)

B. Purpose of Grant
The purpose of this competitive Notice of Grant Opportunity (NGO) is to increase opportunities for the employment of parolees; and to reduce the likelihood of parolee recidivism.

The LWD in collaboration with the State Parole Board (SPB) seeks to fund proposals that will provide placement services, on a fee-for-service basis, to parolees of the SPB.

There are over 15,000 offenders throughout New Jersey under the supervision of the SPB. The offender population has a much harder time returning to the workforce than other populations of job seekers. They often have multiple barriers to employment and require additional services and unique approaches to resolving issues. Research has shown that employment is a deterrent to recidivism.

C. Available Funding
The total amount of funding available in Fiscal Year (FY) 2020 (July 1, 2019 through June 30, 2020) is estimated to be $ 1,450,000 to be a combination of state and/or federal funds, contingent upon their availability.

D. Eligible Applicants
This competitive grant program is designed to provide grants to lead agencies for employment placement services to participants referred by the SPB. The following organizations are eligible to apply as the lead agency:

1. Public or private placement agencies;
2. Faith-based and/or community-based organizations;
3. Labor organizations;
4. Employers and/or contractors;
5. Public or private non-profit agencies;
6. Trade organizations which represent a particular trade, group of trades, contractors or employers.

Applicants must limit program services to parolees under supervision of the SPB, within the counties listed below, for the two identified Primary Regions.

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

Applicants may apply for more than one grant, but must make a separate application for each region. An organization that submits an application for one region is not precluded from participating as a partner in a different organization's application for a separate region. The minimum grant award per applicant is $ 725,000 based on a minimum 175 new participants. The actual total award amount is contingent upon LWD approval and available funding. Only the most cost effective proposals that meet the requirements of this NGO will be funded.

E. Requirements of applicants in order to be considered for funding under the grant program

All grant proposals must include a lead agency to serve as the applicant agency of record, the legally recognized fiscal agent for the grant project and the single point of contact for LWD. The lead agency will be responsible for overseeing the implementation of all aspects of the grant such as the project and spending plan, the grant project monitoring and reporting, the outreach and recruitment, and the fiscal management.

E1. Objectives/Deliverables

The following objectives have been established to achieve the goals of this NGO:

- To provide job coaching and employment preparation to the parolees;
- To assist all participants in obtaining sustainable employment;
- To assist participants in retaining employment for up to 150 days.

Fee for Placement Services: The lead agency will be responsible for providing job coaching and employment preparation, job placement, and tracking employment retention. The maximum cost for placement services for each participant is $4,000, and shall be payable on the fee-for-service schedule below.

Payment Benchmarks Worksheet				
Benchmark	**Number of participants expected to reach this benchmark**	**Payment per participant achieving this benchmark**	**Payment if expected benchmark is met**	**Payment if all 175 participants reach each benchmark**
Assessment/Job Coaching/ Case Management	**175** (100% of participants)	**$ 600**	**$ 105,000**	**$ 105,000**
Job Placement with 30-day retention	**105** (60% of participants)	**$ 900**	**$ 94,500**	**$ 157,500**
60-day retention	**84** (80% of those placed)	**$ 700**	**$ 58,800**	**$ 122,500**
90-day retention	**58** (55% of those placed)	**$ 700**	**$ 40,600**	**$ 122,500**
150-day retention	**53** (50% of those placed)	**$ 1,100**	**$ 58,300**	**$ 192,500**
Maximum payment if all benchmarks are met		**$ 4,000**	**$ 357,200**	**$ 700,000**
Needs Based Work Support "Direct Services"	Based on 175 Participants	**$ 142.85**		**$ 25,000**
			TOTAL	**$ 725,000**

Case Management, Job Placement and Employer Incentives: The lead agency will be responsible for coordinating case management services for parolees accepted into the program and assisting with placement and retention services. Costs for case management are included in the assessment, job coaching, and case management benchmark of the agreement. The lead agency will be responsible for the placement of the trainees into sustainable employment. In an effort to encourage employers to hire participants of PEPP, LWD may offer on-the-job training (OJT) to provide financial assistance to employers that hire participants of the program, depending on available funding. The OJT program will be administered separately from this NGO process and will not need to be included in your proposed budget. Detailed information will be provided and explained to applicants awarded funding through this NGO.

One-Stop Career Centers (OSCC): Applicants will be charged with ensuring that all participants of the PEPP are registered for service with the local OSCC. The OSCC will ensure that all available resources are made available to the participants while also ensuring that they are knowledgeable of any employer incentives available through the OSCC system.

E2. Reporting Requirements

Grant recipients are required to submit the following reports by the 10th of the following month and reimbursement will be made upon approval by the LWD:

- A monthly activity report must be submitted electronically detailing demographic information on participants, placement activity, activities and interaction with the OSCC and the Community Resource Center (CRC).

- A monthly fiscal report must be submitted for the previous month to LWD detailing all monthly expenditure for the prior month.

Quarterly dashboards detailing program status including achievement, funding spend-down, compliance and outcome details are due as follows:

REPORT	REPORTING PERIOD	DUE DATE
First Quarter	July 1, 2019 – September 30, 2019	October 10, 2019
Second Quarter	October 1, 2019 – December 31, 2019	January 10, 2020
Third Quarter	January 1, 2020 – March 31, 2020	April 10, 2020
Fourth Quarter/Final Report	April 1, 2020 – June 30, 2020	July 10, 2020

A closeout report, due within 60 days from the end of the grant period, shall include a compilation of all the monthly reports including a full year financial report and demographic information on placement including employer information, and a program evaluation to include barriers to meeting goals, best practices and success stories. Final reimbursement will be subject to the submission and acceptance of the final report to LWD.

F. Application Process

To ensure consistency and fairness of evaluation, each applicant seeking funding under this grant program must submit an application that includes, at a minimum, the components listed below. All components in the proposal must be in the order listed below. Please note, failure to include the required documentation may result in the application being removed from consideration for funding.

F1. Application Package Content and Checklist

Checklist
Applicant Title Page
Table of Contents
Standard Assurances and Certifications and General Provisions
Program Narrative
Budget Summary
Financial Statements of Applicant /Agency/Lead Agency

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

- Font – Times New Roman, 12 point;
- 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 25 pages;
- Standard Assurances and Certifications and General Provisions are excluded in the 25-page count.

Binders or notebooks shall not be utilized for application submissions.

Applications will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to this NGO. The evaluation criteria detailed below will be used to review and select applications.

F2. Evaluation Criteria: This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements, which will include the following:

Evaluation Criteria	Total Points
Programmatic: • Title Page signed and dated • General Provisions signed and dated	0*
Program Narrative: • Executive Summary • Targeted Population • Statement of Need • Comprehensive Program Plan	50
Applicant Requirements: • Organizational Commitment and Capacity • Financial Statements submitted	40
Budget Summary: • Budget is reasonable • Budget is within the cost guidelines of the NGO • Innovative usage of Other Services Funding • Budget Summary aligns with Budget Narrative • No calculation errors	10

* If either of these documents are not submitted, signed and dated, your proposal will be incomplete and therefore will not be considered.

F2a. Programmatic

Title Page: Complete all sections of the form and attach it to the front of the application. The Chief Executive Officer must sign and date the form.

Table of Contents: List the various sections of the proposal along with page numbers. Number pages of the proposal in the format X of X.

Standard Assurances and Certifications and General Provisions: Applicants should carefully review and sign this document and include all pages in your grant proposal. The signature of the Chief Executive Officer indicates the organization's acceptance of these provisions.

F2b. Program Narrative

Applicants must include all of the program components and planning requirements outlined in this section.

Executive Summary: An executive summary must include the details of the proposal being submitted in the order identified in the Evaluation Criteria table above.

Targeted Population: All participants will be referred through the local district offices of the SPB in the counties listed in Section D of this NGO, page 1. In accordance with program requirements, applicants must ensure that all participants are referred by their parole officer in

one of the district offices located within the above-referenced counties. The FY 2020 NGO requires a minimum of 175 participants per grant. At least five percent of the program participants should be veterans. All participants of the PEPP are to be registered with an OSCC and offered appropriate services, such as interviewing skills, resume writing, and career exploration.

The lead agency should conduct an orientation for all pre-screened individuals to ensure program requirements are met and to complete an assessment and employability plan. The orientation should provide a realistic picture of the job market, including the challenges participants may encounter as well as how to deal with these challenges in a positive way. The orientation should also outline the expectations of the program.

Many participants will also be receiving services through their Community Resource Center (CRC). The CRC is a SPB-funded service provider utilized to tailor supervision to the needs of the offenders by providing educational, employment, life skills, substance abuse counseling and other related services. The grantee will work closely with their local OSCC, the local CRCs (if one is in their community), faith-based organizations and other service providers for the ex-offender population to ensure proper usage of resources and reduce the likelihood of duplicative services.

Statement of Need: Demonstrate the need for placement services for the parolee population in your region. 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 and research specifically relating to all parolees in the region and in New Jersey.

Comprehensive Program Plan: Applicants must include a comprehensive program plan detailing how the applicant will meet the stated objectives of the program. Details regarding how the applicant will work with community groups, local OSCCs and the parole officials must be included. A breakdown of the customer flow (timeline of expected outcome benchmarks for each participant) for the program along with an outline of case management services must be included.

F2c. Applicant Requirements

Organizational Commitment and Capacity: Applicants should describe the organizational support that exists for implementing the program. The applicant should also describe their experience in conducting placement services for hard-to-place populations as well as the outcomes achieved. The applicant should focus on how previous experience in working with hard-to-place populations will be applied to ensure successful program implementation. Applicants who received prior PEPP funding or operated similar program(s) (other than PEPP), must submit their outcome data that documents the prior year of their program's effectiveness and success in meeting the needs of hard-to-place populations.

Financial Statements of Lead Agency: To demonstrate the organization's capacity to administer the grant, applicants must submit complete financial statements for the three most recently completed fiscal years for the participating organization. (Public vocational schools, institutions of higher education and public government agencies are exempt from this requirement.)

F2d. Budget Summary: A budget summary reflecting the entire proposed budget must be completed. The summary must also include all monetary and non-monetary funding sources or resources within the budget.

Each applicant may use up to $25,000 for specific services to the participants of the program. Examples of allowed services are transportation assistance, training, education, employer required supplies or necessities and help with obtaining identification, and drivers' license reinstatement. The applicant must detail on the budget summary the specific services and the cost for the services.

Prepare the budget with these guidelines:

1) the maximum amount per placement is $4,000, and
2) the program must serve a minimum of 175 participants. Applicants must provide justification for all aspects of the budget. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.

G. Address to Which Proposals Must Be Submitted

Two originals and six copies of the application must be delivered to:

New Jersey Department of Labor and Workforce Development
Deborah Darbee, Chief
Workforce Development
1 John Fitch Plaza – 7th Floor
P.O. Box 055
Trenton, New Jersey 08625-0055

In addition, applicants are required to email one complete application package to LWD at the following email address: SpecialInitiativesUnit@dol.nj.gov. Please note that the email application package does not constitute meeting the timely filing requirement.

Technical Assistance

LWD will provide a technical assistance workshop on Thursday, May 23, 2019 at 10 a.m. at: LWD Building, 1 John Fitch Plaza, Trenton, NJ 08625.

Please plan to arrive earlier. Due to the construction of a new building in the local vicinity, there will be no visitor parking available. All visitors should seek other available public parking. Parking at the Department of Labor and Workforce Development is by permit only. Any vehicle not displaying the applicable parking permit on the vehicle's dashboard may be towed at the owner's expense. Visit the Trenton Parking Authority website to find an On-Street Parking Map or Trenton Parking Authority Garages for paid parking deck options nearby.

Due to limited seating, applicants planning to attend the workshop must RSVP before Tuesday, May 21, 2019 to Theresa Slaughter-Carey at 609-292-3328 or Theresa.Slaughter-Carey@dol.nj.gov.

Registrants requiring special accommodations for the technical assistance session should identify their needs at the time of registration.

Due to unforeseen circumstances, dates and locations may be subject to change. Any changes will be posted on the LWD website.

H. Application Submission Date

Grant applicants must submit their proposal by 4:00 p.m. on June 7, 2019.

LWD will not accept and cannot evaluate for funding consideration an application received after this deadline. The responsibility for a timely submission rests with the applicant.

Postmarks are not acceptable evidence of timely submission; receipt by the due date and time is required. Applicants are encouraged to hand-deliver the application to the address above, send the application by certified mail (return receipt requested) or arrange for delivery by an overnight delivery service to ensure timely delivery and receipt of the application.

Note: Applicants must also have prepared and have available upon request by LWD an electronic version of the application package (utilizing MS Word and MS Excel).

I. Date by Which Applicants Shall Be Notified

Award Process: LWD will conduct an internal review of each grant application. An internal review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness to the guidelines and requirements of this NGO. Applicants are reminded that the grants will be awarded through a competitive process. LWD cannot fund all applications submitted, therefore only those applications that meet the highest standards will be awarded.

Panel Review Process: All applications are subject to a department panel review and final approval by the Commissioner of LWD. The panel review date is expected to occur the week of June 17, 2019. Applicants will be notified of the final determination of their request on or before June 28, 2019.

Appendix
Notice of Grant Opportunity
Parolee Employment Placement Program
Fiscal Year 2020
Application and Reporting Forms

1. **Title Page for Application**
2. **Budget Summary for Application**
3. **Standard Assurances and Certifications and General Provisions**
4. **Monthly Activity Report**
5. **Monthly Financial Report**
6. **Quarterly Dashboard Report**
7. **Directions to Technical Assistance Workshop**