STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2019

NEW JERSEY YOUTH CORPS – RECOGNIZING INDIVIDUAL STRUGGLES AND EXPERIENCES

(NJYC-RISE)

Announcement Date: April 30, 2019

Application Due Date: May 21, 2019

Robert Asaro-Angelo
Commissioner

NJYC-RISE
Notice of Grant Opportunity – FY 2019

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Take notice, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter "the LWD") regularly publishes all notices of available funding for federal and state grants, awarded by the Department, on its website at http://lwd.dol.state.nj.us/labor.

A. NAME OF GRANT PROGRAM

New Jersey Youth Corps – Recognizing Individual Struggles and Experiences (NJYC-RISE).

B. PURPOSE FOR WHICH THE FUNDS WILL BE USED

The LWD Office of Youth Programs recognizes that the provision of improved access to mental health and support services for disconnected youth is key to the office's vision of alleviating the crisis of generational poverty in New Jersey. The Center for Law and Social Policy (CLASP) reported that the poverty rate for young adults who experience the serious psychological distress of moderate to high levels of depression, anxiety, or emotional stress (28.5 percent) is higher than that for young adults overall (19 percent). Nearly 21 percent of young adults ages 18-25 living in poverty reported experiencing such distress within the last year.[i]

It is also clear, with the 21 percent increase in opioid overdose deaths in New Jersey over the past year,[ii] that there is a dire need within New Jersey to respond to the growing opioid crisis and its negative impact on the mental health of its citizens, particularly as it pertains to the pursuit of employment. It can be surmised that these crises, when experienced together, compound the existing distresses and traumas on the mental health of disconnected youth. Thus, this office calls for a holistic response to provide disconnected youth with quality mental health supports to be integrated into their career development.

To that end, the Department of Labor and Workforce Development will pilot the New Jersey Youth Corps - Recognizing Individual Struggles and Experiences (NJYC-RISE) program as an ancillary New Jersey Youth Corps (NJYC) initiative to be implemented in tandem with the regular NJYC program. The purpose of this pilot is to build or expand the capacity of NJYC to: (1) increase awareness of mental health and substance use/abuse issues among its corpsmembers; (2) provide training for NJYC personnel to detect and respond to mental and behavioral health issues; and (3) connect corpsmembers who may have mental and behavioral health issues to needed services.

LWD expects that this program will focus on partnerships and collaboration between state and local systems to promote the healthy career development of corpsmembers.

C. AVAILABLE FUNDING

The NJYC-RISE funding will be made available through LWD's Opioid Initiative funding streams. The total amount of funding available for this program in Fiscal Year 2019 (FY 2019) is $600,000. It is anticipated that up to 11 grantees will be awarded for the purpose of implementing this initiative.

The grant period for this initiative will be for a 13-month duration and is estimated to begin on June 1, 2019. All funds must be fully expended by June 30, 2020. The grant is expected to coincide with the regular NJYC program's duration, with the period between June 1st and July 31, 2019 to be devoted to infrastructure development.

Final awards are contingent upon State allocation of funds. The applicant's budget must be well considered, necessary for the implementation of the program, and within the funding parameters. Final amounts will be determined at the time of pre-contract revisions. Ineligible, inappropriate or undocumented costs will be removed from the funding request.

D. ELIGIBLE APPLICANTS

This pilot program is intended as an ancillary New Jersey Youth Corps (NJYC) initiative, to be implemented in tandem with the regular NJYC program. This targeted opportunity is designed to provide grants that expand the capacity of the regular NJYC program to provide mental health services to its participants. Only current FY19 New Jersey Youth Corps grantees are eligible to apply.

E. TARGETED POPULATION

This pilot program must target NJYC corpsmembers who have been impacted by the opioid epidemic. For purposes of this grant, *impacted by the opioid epidemic* is defined as an individual who has a friend, family member or personal history of opioid use.

All participants of the NJYC-RISE program MUST be registered with their local county One-Stop Career Center.

F. PROGRAM SERVICES

Program Services will become a part of the LWD contract. This pilot program will support the development and implementation of a comprehensive plan of activities, services, and strategies to address the effects of the opioid crisis and support the healthy development of corpsmembers during their participation in NJYC. The goals of the pilot are:

- Increase and improve access to culturally competent and developmentally appropriate mental health services, particularly for youth with who have been personally impacted by the ongoing opioid crisis.

- Equip NJYC sites with the ability, through the employment or procurement of at least one mental health professional/behavioral health specialist (psychologists, advance practice nurses, counselors, clinical social workers), to:
    - Screen for, provide early intervention for, and to address any ongoing mental health needs of youth with symptoms consistent with a mental health disorder(s), serious emotional disturbance or serious mental illness, or substance abuse.
    - Respond immediately to the needs of youth who may be exhibiting behavioral/psychological signs of a severity indicating the need for clinical intervention.

- Equip NJYC sites with NARCAN kits and train staff to administer it as an immediate response to an opioid overdose.

- Train NJYC staff to detect mental and behavioral health issues, and to refer corpsmembers to mental and behavioral health services as needed.

- Provide corpsmembers with instruction and information to increase awareness and identification of mental health issues and substance abuse, and to promote positive mental health.

- Help corpsmembers develop skills that will promote resilience and promote pro-social behaviors; avert development of mental and behavioral health disorders.

- Develop an infrastructure that will sustain and expand mental health and behavioral health services and supports for corpsmembers if funding were to end. This must include establishing partnerships over the course of the pilot year with agencies in each of the following areas: (1) addiction recovery center; (2) mental health care provider/referral agency; and (3) mental health instruction provider.

The following requirements are included:

- **Target Population and Eligibility:** Program must target NJYC corpsmembers who have been impacted by the opioid epidemic. For purposes of this grant, *impacted by the opioid epidemic* is defined as an individual who has a friend, family member or personal history of opioid use.

- **Duration of the Program:** The grant period for this pilot program will be for a 13-month duration and is estimated to begin on June 1, 2019. June 2019 is intended for infrastructure development, with the goal of implementing the program concurrently with the NJYC program from July 1, 2019 thru July 31, 2020.

- **Mental Health Instruction for Corpsmembers:** Mental health instruction and information provided to corpsmembers should promote awareness and positive mental health practices, and is not required to entail an intensive curriculum. This component can be implemented through on-site instruction, presentations and/or guest speakers, and the distribution of informational materials.

- **Staff Training:** Trainings provided to staff should enable them to detect mental and behavioral health issues, and to refer corpsmembers to mental and behavioral health services as needed. An example of such training is Youth Mental Health First Aid. It is required that staff be trained in the proper administration of NARCAN.

- **Participant Files and Counseling Case Notes:** Grantees must maintain files for all participants, including but not limited to: signed acceptance of any program policies, program eligibility documentation, and counseling notes and referrals. It is expected that all counseling and medical documents, including relevant case notes and referrals, are to

be kept in a separate confidential file and are only to be shared with qualified staff as necessary.

- **Mental Health/Behavioral Health Specialist Qualifications:** Any mental health/behavioral health specialist employed or procured through this program is expected to be properly licensed commensurate to the degree of service being provided.

- **Infrastructure Development and Partnerships:**
    - The three required partnerships, listed on page 4, to be formally developed over the course of this pilot must result in signed Memorandums of Understanding between each party.
    - Grantees must attend monthly conference calls with all NJYC-RISE grantees and LWD's Office of Youth Programs to discuss infrastructure development, challenges, and best practices.

G. PROGRAM OUTCOMES AND REPORTING

Grantees will be expected to report on a number of outputs and outcomes including but not limited to:

- Total number and demographics of corpsmembers served.
- Total number of corpsmembers receiving mental/behavioral health instruction and presentations.
- Total number of mental/behavioral health educational materials and publications distributed.
- Total number of corpsmembers receiving on-site mental/behavioral health counseling sessions.
- Total number of corpsmember referrals to outside mental/behavioral health counseling services.
- Percentage of staff trained to screen for and respond to ongoing mental/behavioral health needs of corpsmembers, including training to administer NARCAN appropriately.
- Total number of NARCAN kits supplied on-site, and number of times NARCAN was administered.
- Total number of formal agreements with outside partners.

Grantees must submit a quarterly activity report to YouthPrograms@dol.nj.gov by the 15th of each month following the end of each quarter.

Grantees must submit a monthly fiscal report to YouthPrograms@dol.nj.gov by the 15th of each month. Grantees will be paid on a monthly reimbursement method, after the financial report has been submitted to and approved by LWD.

H. PROCEDURES FOR ELIGIBLE ENTITIES TO APPLY FOR GRANT FUNDS

Applications must clearly demonstrate the applicant's ability and plan to provide the requested services. To ensure consistency and fairness in the evaluation process, each applicant must submit an application packet which must be organized as follows:

1. **Applicant Title Page**
   Complete all summary information. The Chief Executive Officer or authorized signatory must sign and date the title page.

2. **Standard Assurances and Certifications and General Provisions**
   LWD's linked Standard Assurances and Certifications and General Provisions must be signed and submitted as part of the application packet.

3. **Program Narrative**
   Applicants must outline a comprehensive plan of activities, services, and strategies to implement each component of the Program Services listed in section F. Applicants should additionally address the following questions when crafting their program narrative:
   a. What needs specific to your local area will be able to be met through this grant?
   b. How will you measure success?
   c. Do you have partners in this project? If so, what role(s) will they play?
   d. What is the staffing or procurement plan for equipping your site with a qualified mental health professional or behavioral health specialist?
   e. What is the timeline of your plan?

4. **Organizational Commitment and Capacity**
   Applicants should describe the extent of their organizational commitment to the program. The applicant should include their experience(s) working with out-of-school youth and implementing services similar to the program described within this NGO.

5. **Budget Details and Narrative**
   Applicants must submit the linked budget detail forms and a budget narrative reflecting how program funds will be expended. All amounts reported on 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. **Note:** Only 10% of grant funds may be used for administrative purposes.

All grant applications must establish a lead agency. The lead agency serves 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 is responsible for overseeing the implementation of all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; outreach and recruitment; and fiscal management.

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

Criteria	Total Points (100)
Program Narrative: • The project description is comprehensive and reasonable, addresses the identified needs and will contribute to the achievement of the intended benefits of the grant program. • The project description is logically sequenced and the proposed program elements and services are in accordance with section F of this NGO.	60
Organizational Commitment and Capacity: • The applicant's commitment to the project is well-documented and possesses the organizational capacity, including necessary resources and relevant experiences, to support successful implementation of this program.	20
Budget Details and Budget Narrative: • The project budget adheres to the described program services and the proposed expenditures are reasonably necessary for their effective implementation.	20

**If any of the required documents are not submitted, signed and dated, your application will be considered incomplete and, therefore, may not be reviewed by the selection committee.*

I. TECHNICAL ASSISTANCE AND APPLICATION SUBMISSION

LWD will provide technical assistance as needed to potential applicants. If you are interested in receiving technical assistance, please email YouthPrograms@dol.nj.gov.

The completed, signed application must be submitted electronically to no later than 5:00 P.M. on May 7, 2019. Please submit the application via email with the subject line marked "(Name of NJYC Site") – Application for NJYC-RISE" to YouthPrograms@dol.nj.gov. Application narrative documents can be submitted as Word or PDF files, but all budget information must be submitted as Excel files.

J. 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 LWD Commissioner. Final amounts will be determined at the time of pre-contract revisions and are subject to the availability of funds. Applicants will be notified of the final decision within 30 days of the application due date.

LWD reserves the right to reject any and all applications when circumstances indicate that it is in its best interest to do so. LWD'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.

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[i] Center for Law and Social Policy. (June 5, 2017). *Everybody Got Their Go Throughs: Young Adults on the Frontlines of Mental Health*. https://www.clasp.org/sites/default/files/publications/2017/08/Everybody-Got-Their-Go-Throughs-Young-Adults-on-the-Frontlines-of-Mental-Health.pdf

[ii] The NJCARES Dashboard of Opioid-Related Data and Information can be found at https://www.njcares.gov/