



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

**COVID-19 Dislocated Worker Grant**  
**Notice of Grant Opportunity**

**New Jersey Endures**

**PROMOTING SUSTAINABLE CAREERS FOR THOSE DISLOCATED DUE TO THE COVID-19  
PANDEMIC**

**Announcement Date: July 28, 2020**

**Technical Assistance: August 4, 2020**

**Application Due Date:**

**Round 1 - August 14, 2020**

**Round 2 – August 28, 2020**

**Robert Asaro-Angelo**  
**Commissioner**

# COVID-19 Dislocated Worker Grant

## Notice of Grant Opportunity

### TABLE OF CONTENTS

Section A: Name of Grant	Page 3
Section B: Purpose	Page 3
Section C: Amount of Funding Available	Page 4
Section D: Eligible Applicants	Page 4
Section E: Requirements of Applicants	Page 4
Section F: Application Process	Page 5
Section G: Address to Which Applications Must Be Submitted	Page 7
Section H: Application Submission Date	Page 7
Section I: Technical Assistance	Page 7

#### **Attachments**

Application Title Page	Attachment A
Workforce Development Board Dialogue Acknowledgement Form	Attachment B

#### **Notice of Availability of Grant Funds**

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOL”) regularly publishes on its website at <https://www.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 and Updates” and the subheading “Grant Notices.”

## **A. Name of Grant**

COVID-19 Dislocated Worker Grant

## **B. Purpose of the Training Grant**

The COVID-19 Dislocated Worker Grant will address the training needs of individuals suffering job loss or substantially reduced hours (UI eligible) due to the employment impact of the COVID-19 pandemic. Participant training (as defined in WIOA Section 134(c)(3)(D)) will be prioritized to those occupations and industries recruiting workers as a direct and indirect result of the pandemic including healthcare, transportation and logistics, warehousing, and selected retail (food stores and home centers).

In order to maximize the efficiency of grant funds, applicants are encouraged to use a consortium model when applying for grant funds. Eligible entities include Workforce Development Board Areas and non-profit organizations with experience in providing career counseling and funding or delivering occupational skills training. (Training programs must be on the State Eligible Training Provider List).

Applicants using a consortium model must identify a single entity to serve as the Fiscal Agent for the grant.

Eligible applicants are required to submit proposals that:

- identify target populations to be served
- focus on individuals who were dislocated due to the Covid-19 pandemic
- use occupational projections and real-time labor market information such as available from Burning Glass and the [jobs.covid19.nj.gov](https://jobs.covid19.nj.gov) website to inform occupational training opportunities that will lead participants to economic self-sufficiency
- discuss transferable skills that can ease the transition of participants from declining occupations to growing occupations
- enable qualified individuals to attain an industry recognized credential as required for the target industry
- contain a timeline to obligate 80% of grant funds within six months of award
- submit application consistent with USDOL Training and Employment Guidance Letter (TEGL) 12-19 and this Notice of Grant Opportunity
- include a budget that shows the planned share of funds across consortium members and the participant numbers each member will be allotted (if applicable)
- project the number of participants to be served and provide a dollar cost average
- acknowledge the restrictions on the use of grant funds including administrative costs (10% max) and the minimum percentage of grant funds (no less than 70%) that must be used for occupational skills training

**B1. Purpose for which the grant funds will be used:** NJDOL will favorably weigh applications that promote opportunities with the potential to result in livable wages and yield industry-valued credentials.

When calculating the total cost of the grant request, there is a 10% cap on administrative costs. It is expected that applicants will have the capacity to work in concert with pre-existing services and grant programs. Co-enrollment in One-Stop Career Center programs is encouraged. Applicants are also encouraged to leverage additional resources to supplement grant activities that support the grant's outcomes.

**B2. Target population eligible to receive training with COVID-19 Dislocated Worker Grant funds:** In order to be eligible to receive funded services such as training, a participant must be a dislocated worker as defined at 20 CFR § 687.170. Priority should be given to those who lack marketable job skills in a demand occupation and have been dislocated due to the COVID-19 pandemic.

### **C. Amount of Funding Available**

The total, statewide projected amount of funding available is \$3 million. NJDOL anticipates making multiple awards with the \$3 million in grant funds.

Grant awards will be awarded through a competitive process. The term of the grant is expected to be for one year or from approximately September 2020 through August 2021 contingent on the award date. All grant awards made will be in the form of cost-reimbursement contracts. NJDOL reserves the right to extend contract terms beyond the initial year contingent upon performance and available funding.

### **D. Eligible Applicants**

Eligible applicants include Workforce Development Boards (WDBs), nonprofit (501(c)(3)) organizations and community colleges that are able to demonstrate experience in providing career services and funding or delivering occupational skills training, and consortiums composed of WDBs and/or qualified nonprofits.

### **E. Qualifications and requirements of the applicant in order to be considered for funding**

- Successful applicants must have the capacity to ramp up and begin providing services included occupational skills training to eligible participants within thirty days of grant award notification
- Participants and costs should be tracked by informational, individualized career, and training services rendered using a NJDOL approved tracking system
- Applications must show how program and administrative costs will be budgeted
- Not more than 10% of the overall grant amount can be used for administrative costs
- No less than 70% of grant funds will be used to fund participant occupational skills training
- Applicants must ensure that participants are co-enrolled in other One-Stop Career Center programs as appropriate and that fiscal and programmatic reporting is accurate and timely
- Applicants should plan to obligate 80% of grant funds within six-months of award
- All participants must receive a comprehensive assessment and a mutually agreed to training plan and be registered and appropriately categorized in the AOSOS case management system
- Successful applicants will demonstrate in their application how they will leverage their existing resources to ramp up quickly and maximize the use of grant funds

Applicants will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO. Applications must summarize all of the program components and planning requirements as outlined in this section. In addition, this section will provide additional parameters and program policies to which all applications must conform.

**Job that yields a livable wage beyond self-sufficiency:** Training provided through the COVID-19 Dislocated Worker Grant will substantially enhance the job-seekers marketable skills and/or earning power and ultimately

provide a career pathway to a job that yields a wage beyond self-sufficiency. The student's projected earnings and method of compensation are examined closely by NJDOL. (*Calculations determined by <http://livingwage.mit.edu/>*)

**Job Placement Plan:** Successful applicants are expected to assist training participants with job placement. Demonstrated outcome performance resulting in job placement is fundamental to the success of the training program.

**Role of the Consortium Lead and Fiscal Agent:** Applicants submitting as a consortium must designate a lead entity/fiscal agent. NJDOL will award grant funds and hold the lead entity and fiscal agent responsible for the proper use of grant funds. The fiscal agent will be responsible for disbursement of grant funds to training providers. The expectation is that consortium members will use existing staff and infrastructure to write COVID-19 Dislocated Worker Grant training contracts with providers. Good communication and an established flow between the lead/fiscal agent and consortium members will be necessary to ensure the prompt processing of payments to vendors by the fiscal agent. This should be delineated in a consortium MOU and a summary included in the application narrative.

Acceptance of a grant award under this program implies that the grant recipient agrees to the Standard Assurances and General Provisions and Certifications as agreed to in accepting WIOA Dislocated Worker Grant funds from NJDOL.

**Consortium Memorandum of Understanding (MOU):** NJDOL strongly recommends that consortia develop an MOU that, at a minimum, includes the following:

- identification of the consortium lead and fiscal agent
- responsibilities of each partner to identify, counsel, and enroll participants
- mechanism for the fiscal agent to approve and pay for training grants
- consortium member approval by WDB Chair, or authorized nonprofit executive
- flexibility to re-allocate training funds among consortium members as conditions and needs change

**Grantees are required to adhere to the same fiscal and programmatic reporting standards that applies to WIOA Title 1 grant funds.**

## **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.

- NJDOL must receive two copies of the application with original signatures by postal mail by the due date listed in Section H. Applicants should also email a scanned original copy of the application to [joseph.dombrowski@dol.nj.gov](mailto:joseph.dombrowski@dol.nj.gov) and [jerry.charles-reid@dol.nj.gov](mailto:jerry.charles-reid@dol.nj.gov) by the due date.  
Applicants will be evaluated on how responsive their narrative and budget is to the requirements contained in sections B and E of this Notice of Grant Opportunity and to the requirements outlined in to TEGl 12-19 ([https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_12-19\\_Attachment-1\\_Acc.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_12-19_Attachment-1_Acc.pdf)).

**F1. Application Content and Checklist:** The application must be assembled and submitted in the order listed below. It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding.

**The application must be assembled and submitted in the following order:**

- Applicant Title Page signed by the signatory authorized to bind contracts (Attachment A)
- Executive Summary (one page maximum)
- Program and Budget Narrative (three to five pages maximum)
- Copy of Consortium Draft MOU (if applicable)
- Budget and Participant Tables (two pages maximum)
- Completed Attachment B (non-profit applicants only)

**F2. Standard Evaluation Criteria:** Applications must be typed in 12pt size font; handwritten applications will not be accepted. Application must not exceed 15 pages (excluding attachments, budget and budget narrative). Failure to comply with instructions and/or to submit the required forms and attachments may result in the application being removed from consideration for funding.

**Executive Summary:** The executive summary must include a brief description of the components of the application being submitted.

**Program Narrative:** The program narrative should address the elements included in sections B and E above as well as TEGL 12-19 ([https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_12-19\\_Attachment-1\\_Acc.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_12-19_Attachment-1_Acc.pdf)). It must establish your capability and capacity to implement the training program in accordance with the provisions of this Notice of Grant Opportunity. It must be succinct and self-explanatory.

**Budget Narrative:** The budget narrative reflects the entire cost of the program. The narrative should address, at a minimum, how much of the grant amount will be used for administration, program staffing, and participant costs including training.

**Budget and Participant Tables:** Summary tables showing how many participants will be served and how much it will cost per participant on average, in total, and by individual consortium member, must be included in the application and must be consistent with the budget narrative.

**F2.1 Evaluation Criteria:** Applications will be evaluated on the basis of quality, comprehensiveness, consistency, completeness, accuracy and appropriateness of response to this NGO. This NGO is competitive and will be reviewed by a selection committee using a pre-established set of criteria, which will include, but are not limited to the following:

<b>Evaluation Criteria</b>	<b>TOTAL POINTS 100</b>
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<p><b>Administrative and Programmatic Effectiveness:</b>  Title page (Attachment A), is complete and signed by the official authorized to bind contracts</p> <p>NGO elements addressed</p> <p>Executive summary, program narrative, budget narrative, and budget and participant tables are included in the application.</p> <p>Applicant presents a clear picture of the target population and the strategies that will be employed to achieve the goal of career path employment leading to economic self-sufficiency.</p>	50 points
<p><b>Cost Effectiveness:</b></p> <p>Applicant has maximized the amount of grant funds that will be used to pay for Individual Training Grants.</p> <p>The occupations and industries identified for training investment will provide participants with opportunities for higher short and long-term wages than would have been possible without training.</p>	50 Points

**G. Address to Which Applications Must Be Submitted**

New Jersey Department of Labor and Workforce Development, Division of Workforce Development  
Attention: Joseph Dombrowski, Assistant Director  
COVID-19 Dislocated Worker Grant  
1 John Fitch Plaza – 5th Floor  
P.O. Box 055  
Trenton, New Jersey 08625-0055

NJDOL must receive two copies of the application with original signatures by postal mail by the due date listed in Section H. Applicants should also email a scanned original copy of the application to [jerry.charles-reid@dol.nj.gov](mailto:jerry.charles-reid@dol.nj.gov) and [joseph.dombrowski@dol.nj.gov](mailto:joseph.dombrowski@dol.nj.gov) by the due date.

**H. Application Submission Dates**

Applications will be reviewed and final awards will be determined according to the evaluation criteria and the availability of funding. All applications are subject to a Department review and final approval by the New Jersey Department of Labor and Workforce Development Commissioner. Applicants will be notified of the final determination of their request following the review process.

Below is the proposed schedule for the submission date, review date\*.

<b>Round 1 Submission Date</b> <b>Application to NJDOL by 3 p.m.</b> <b>on:</b>	<b>Round 2 Submission Date</b> <b>Application to NJDOL by 3 p.m. on:</b>
August 14, 2020	August 28, 2020

\*Dates listed in this NGO may be subject to change; changes will be posted on NJDOL’s web page.

**I. Virtual Technical Assistance Session: Tuesday, August 4, 2020 – 10AM**

A technical assistance webinar will be held 10AM on Tuesday, August 4. Those entities interested in participating in the technical assistance session should email [joseph.dombrowski@dol.nj.gov](mailto:joseph.dombrowski@dol.nj.gov) by July 30 for the webinar call in detail.



**COVID-19 Dislocated Worker Grant**

**Applicant Name:**

**Street Address:**

<b>City:</b>	<b>State:</b>	<b>Zip:</b>		
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<b>Contact Person:</b>	<b>Phone:</b>	<b>Email:</b>
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<b>Requested Funding Amount</b>	<b>North/Central/South</b>	<b>Participants to be served</b>
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<b>Consortia Members (If applicable)</b>	1.	<b>Lead WDB</b>
	2.	<b>Member</b>
	3.	<b>Member</b>
	4.	<b>Member</b>
	5.	<b>Member</b>
	6.	<b>Member</b>

**PROPOSAL CERTIFICATION:** *To the best of my knowledge and belief, the information contained in this proposal is true and correct.*

**Authorized Signature:**

<b>Print Name:</b>	<b>Title:</b>	<b>Date:</b>
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## Attachment B

### Workforce Development Board Dialogue Acknowledgement Form

The non-profit applicant has contacted me to discuss services available through the local One-Stop Career Center system. My acknowledgement does not imply support of the application or an offer to assist the applicant with recruitment, processing, and reporting of participant services should the applicant be awarded a grant.

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Signature –Workforce Development Board Director

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Print Name and WDB Area

WDB Contact information can be found at:

<http://www.njsetc.net/njsetc/localwdb/what/documents/WDB%20Chair%20and%20WDB%20Director%20Contacts.pdf>