



Notice of Grant Opportunity (NGO)

State of New Jersey
Department of Labor and Workforce Development
Office of Strategic Outreach and Partnerships
1 John Fitch Way
P.O. Box 110
Trenton, 08625

Cultivating Access, Rights & Equity (CARE) Grant Program

nj.gov/labor/care

NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2026

Announcement Date: October 31, 2025
Grant Information Session: November 12, 2025, 2:30pm-4:00pm
Application Deadline: November 21, 2025
Funding Amount: \$3,000,000

Robert Asaro-Angelo
Commissioner

NOTICE OF GRANT OPPORTUNITY: CARE GRANT PROGRAM
Fiscal Year (FY) 2026

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Take notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the New Jersey Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOL”) regularly publishes on its website, <https://nj.gov/labor/>, all notices of fund availability pertaining to Federal or State grant funds which may be awarded by the Department. The Notice of Fund Availability may be found on the Department’s website home page under the heading ‘Research and Information’ and the subheading, ‘Grant Opportunities’.

A. NAME OF GRANT PROGRAM

The Cultivating Access, Rights & Equity (CARE) Grant Program

B. GRANT PROGRAM OVERVIEW

Background:

The 'Cultivating Access, Rights & Equity (CARE) Grant Program' ("Grant Program") increases awareness and access to New Jersey work rights, paid family and medical leave benefits, Domestic Workers' Bill of Rights, and Unemployment Insurance benefits. These benefits and protections can increase equity and economic stability. Still, many workers are unaware of these programs and face barriers to access due to various factors. Outreach, education, technical assistance, and NJDOL partnership with community-based organizations can help overcome these barriers and improve access to these laws and programs:

1. **Work Rights:** NJDOL enforces state labor laws, including Earned Sick Leave, minimum wage, overtime, wage theft and wage payment, employee misclassification, and parts of the Temporary Workers' Bill of Rights. NJDOL is mandated to develop and implement an Earned Sick Leave multi-lingual outreach programⁱ.
2. **Paid Family and Medical Leave:** NJDOL is mandated to allocate funds to organizations for outreach and education on Paid Family and Medical Leave benefits (also known as Temporary Disability and Family Leave Insurance). Many workers, especially those earning less than \$100,000 a yearⁱⁱ are unaware of these benefits or get incorrect information from employers.ⁱⁱⁱ
3. **Domestic Workers Bill of Rights:** The FY26 Grant Program includes funding for outreach and education on the Domestic Workers' Bill of Rights. NJDOL is mandated^{iv} to fund community organizations with 5+ years of experience working with domestic workers and their service providers for outreach and education on the Domestic Worker Bill of Rights.
4. **Unemployment Benefits:** Due to technology barriers, accessing unemployment benefits can be difficult, especially for Black and Latino/x workers and workers with disabilities.^v

See the Appendix for a list of additional program resources.

Grant Program Objectives:

1. Help New Jersey workers understand and equitably access work rights, including the Domestic Workers' Bill of Rights; Paid Family and Medical Leave benefits; and Unemployment benefits.
2. Help New Jersey employers understand and equitably comply with Wage and Hour Law and meet their obligations for Paid Family and Medical Leave and Unemployment benefits.
3. Build capacity among community-based organizations to educate and support a diverse range of workers and employers.
4. Promote language access by creating and sharing multi-lingual educational materials.
5. Enhance collaboration with NJDOL; have grantees and focus communities advise on policies and programming to better meet community needs, eliminate access barriers, and improve NJDOL's outreach, education, administration, and communications.

6. Support organizations that partner with and represent communities that are least likely to be aware of and most likely to have access challenges to benefits and protection; support strategies that address economic, social, racial, and gender inequities that contribute to lack of awareness and access; and establish community feedback loops to incorporate experiences of marginalized groups in outreach and education efforts.

Grant Focus Populations:

<p>Low-wage workers</p>	<ul style="list-style-type: none"> • Part-time, underemployed, and unemployed workers • Workers from focus industries^{vi} who are disproportionately impacted by a lack of access to paid sick time,^{vii} like construction, food services, healthcare, home health care, hospitality, manufacturing, transportation, personal services, retail, security, janitorial services, agriculture, social assistance, and childcare • Employees of childcare and elder care providers • Temporary workers and domestic workers
<p>Diverse racial and social groups</p>	<ul style="list-style-type: none"> • Women, Black, Hispanic/Latino/x, Asian American, Pacific Islander, Native American/indigenous, immigrant, refugee, and LGBTQ+ workers • Workers who are English Language Learners; workers with disabilities; veteran workers; young workers (ages 16-24); and victims/survivors of domestic and/or sexual violence
<p>Parents and caregivers</p>	<ul style="list-style-type: none"> • Mothers, birthing parents, fathers, non-birth parents, adoptive parents, and foster parents • Caregivers of loved ones with a physical or mental health condition
<p>Service providers and community organizations</p>	<ul style="list-style-type: none"> • Professionals who assist the above groups, including social workers, health professionals, patient and victim advocates, community health workers, doulas, and community organizers • Employees of child care and elder care providers; clients of domestic violence shelters; school communities; patients of hospitals, community health centers and other health care providers and their caregivers; persons under the care of health care providers (N.J.S.A. 34:11D-10)
<p>Employers</p>	<ul style="list-style-type: none"> • Employers in the above industries or who primarily employ the above populations • Small businesses and/or those owned by immigrants, women, or minorities that need increased resources/education <p>Employers cannot receive funding to educate their employees. There are already notice requirements for employees under the law. Funding is for intermediaries who can reach employers.</p>

C. GRANT ACTIVITIES

Grantees will be asked to advise on NJDOL policies and programming to better meet community needs, eliminate barriers, and improve NJDOL’s outreach, education, administration, and communications on

these programs. This will be accomplished during quarterly CARE meetings, site visits, and other activities.

Grantees may also support research, user testing and community feedback activities. See [Section H: Expectations of Grantees](#) for more details.

Applicants may apply for funding to cover outreach/education and technical assistance and support for any of the following topic areas, each of which have distinct funding sources:

- (1) **Work rights:** Earned Sick Leave, Minimum Wage, Overtime, Misclassification, Wage Payment/Theft, Misclassification, and optionally Temporary Workers Bill of Rights
- (2) **Paid Family and Medical Leave:** Temporary Disability Insurance and Family Leave Insurance (paid family and medical leave benefits)
- (3) **Domestic Workers' Bill of Rights**
- (4) **Unemployment Benefits**

Grantees who receive funding for multiple topic areas must differentiate the funds they spend in reporting.

Proposals can include, but are not limited to, any of the following types of activities:

Intakes and complaint/application support:

- Provide “navigators” for paid family and medical leave to help residents understand the benefits available to them, plan their leave, have conversations with employers and healthcare providers, and apply for benefits, aiming to reduce barriers and application errors. Organizations cannot utilize funds from this grant to represent worker(s) or employer(s) in NJDOL appeal hearings.
- Provide assistance and help workers apply for Unemployment benefits and offer guidance and help with filing an appeal. Organizations cannot utilize funds from this grant to represent worker(s) or employer(s) in NJDOL appeal hearings
- Support workers to file Wage and Hour complaints with NJDOL, file a complaint their behalf, or represent them in wage proceedings. By statute only attorneys may represent workers in Wage Collection proceedings
- Listen to worker and employer grievances and offer guidance and support to resolve them
- Host worker interviews to aid Wage and Hour Division investigations
- Support an employer who is helping their employee apply for Paid Family and Medical Leave benefits

Provide NJDOL resources and information directly to workers and/or employers:

- Host in-person or virtual events, workshops, and/or trainings
- Attend and share NJDOL resources/information at community events, meetings, or other hubs through tabling or other engagement methods
- Conduct phone banking, text messaging, or door-knocking campaigns

- Integrate NJDOL resources/information into client intakes or other existing programming

Provide NJDOL resources and information indirectly:

- Develop and launch small-scale local ad campaigns (local radio, print, social media, etc.)
- Collaborate with partner organizations to distribute information

Technical assistance:

- Develop curriculum and train workers, employers, community organizations, and social service agencies; provide technical assistance on these laws and programs to community organizations and social service agencies
- Host text and/or call helplines

Materials development and language access:

- Develop tailored, NJDOL-approved outreach/education materials to meet community needs
- Work with NJDOL to have print/digital outreach materials translated into relevant languages
- Have qualified staff review professional translations for readability and provide feedback
- Print outreach materials

Research:

- Community-based participatory research, with equitable partnerships between researchers and residents, on strategies to address awareness and access to worker benefits and protections
- In collaboration with NJDOL, test new and existing materials and tools with workers and employers
- Host listening sessions with impacted workers and employers
- Grantees may support research activities in some capacity as a small portion of their CARE Grant work. See [Section H: Expectations of Grantees](#)

Other activities grant funds can cover:

- Hire and compensate staff who work on grant activities
- Participate in NJDOL trainings and CARE grant related meetings
- Participant compensation for user testing, focus groups or other feedback mechanisms
- Advertising costs for small-scale local campaigns
- Purchase of office supplies directly related to the grant
- Travel expenses directly related to the grant including for meetings, community events, and conferences

- Tracking grant activities and developing reports (**must be included in work plan**, see [Section H: Expectations of Grantees](#))

D. ELIGIBILITY

This grant is open to the following:

- Public or Private Non-Profit Organizations
- Faith-Based Organizations
- Municipal Government entities
- County Government entities
- State Government entities
- State-Recognized Tribal Governments with 501(c)(3) Status
- Out-of-state organizations using grant funds solely for outreach to NJ workers
- Above organizations with fiscal sponsors

Applicants may apply as an individual organization or as a collaborative with a lead agency.

For-profit organizations are not eligible for funding under this Notice of Grant Opportunity (NGO).

When requesting proposals, NJDOL will not discriminate against any person or organization based on ethnicity, color, creed, religion, gender, sexual orientation, age disability, national origin or other basis prohibited by law.

E. GRANTEE QUALIFICATIONS

NJDOL seeks proposals from organizations that are trusted sources of information and support in their communities, understand community needs, and have successful track records in these areas:

- Outreach and education to one or more focus population of workers, employers, and/or services providers (See [Section B: Focus Populations](#))
- Translating and sharing information about government programs and employer resources in culturally specific and accessible ways
- Providing technical assistance to workers and employers

Qualifications Specific to Collaborative Applicants (2 or more organizations)

NJDOL seeks collaborative applicants that have:

- Shared vision and goals for collaboration;
- A lead organization capable of grant reporting, distributing funds, and supporting subgrantees; and
- A clear work plan for how the collaborative will operate and meet its goals.

Qualifications Specific to Domestic Workers' Bill of Rights Funding

- To receive these funds, per the Domestic Workers' Bill of Rights [law](#), applicants must

- have a **minimum of five years of experience working with domestic workers** or their employers; or
- work with nonprofits with this experience.
- In scoring, weight will be given to worker-led programs, with formal or informal domestic worker leadership, and/or leadership development programs/practices.

F. AVAILABLE FUNDING AND IMPORTANT AWARD DETAILS

The total amount of funding available for the Grant Program is \$3 million for the current fiscal year, contingent upon the availability of funds. Grantees can apply for any of these topics, which each have their own funding streams:

- **\$1,200,000 for Work Rights** funded by the Workforce Development Partnership Fund (WDPF)
- **\$800,000 for Temporary Disability Insurance and Family Leave Insurance** funded by the State Disability Benefits Fund (SDBF)
- **\$600,000 for Domestic Workers’ Bill of Rights** funded by the Domestic Workers’ Bill of Rights budget appropriation
- **\$400,000 for Unemployment Benefits** funded by the WDPF

Grants are anticipated to be awarded December 17, 2025 but this is subject to change. The grant contract period lasts 12 months, from June 1, 2026 to May 31, 2027, unless the New Jersey Department of Labor (NJDOLE) decides to extend or shorten it.

Average award amounts will range from \$50,000 to \$200,000. NJDOLE will consider awards outside this range if the applicant provides justification.

NJDOLE reserves the right to negotiate the grant award upon award selection.

Program budgets included in the grant proposal are not final until the contract is signed.

The payment structure for all contracts will be cost reimbursement.

Grantees must use funds as stated in the agreement unless they approve changes with NJDOLE through a modification process. The grantee will only be reimbursed for actual expenditures during the agreement period or during an approved extension agreed upon by the grantee and NJDOLE, and only up to the amount specified in the agreement. **NJDOLE reserves the right to rescind any unspent funds.**

Grantees are prohibited from altering their vendor identification number for the duration of the grant term.

G. APPLICATION PROCESS

For collaboratives, only the lead organization should submit components unless specified otherwise.

Application Checklist:

- Attend Grant Information Session
- Complete Application [Interest Form](#)
- Register (create an account) in the System to Administer Grants Electronically (SAGE) IGX
- Register with NJStart, the New Jersey Department of the Treasury online at: <http://www.njstart.gov/> (See [Attachment I](#))

- Submit Application in SAGE IGX including:
 - Required Tax Clearance Certificate Letter(s)
 - Grant Application Questions
 - Work Plan*
 - Budget Detail*
 - For collaborative applications only, Commitment from Partner(s)*
- Review [Standard Assurances and Certifications and General Provisions](#)

* Each partner organization in a collaborative will need to provide a work plan, budget detail, and Commitment from Partner letter as part of the application.

Grant Information Session:

NJDOL will provide one recorded virtual Grant Information Session for applicants *in English only*. Applicants' Executive Directors (or equivalent) and Fiscal Officers **are strongly encouraged to attend** one of the grant information sessions. For collaboratives, each partner included in the application is strongly encouraged to send a representative. The sessions will:

- Review the purpose/goals of the Grant Program.
- Provide introduction and general guidance on completing the grant application.
- Provide a brief overview of the work rights and benefits the program covers.
- Provide a brief training on the SAGE IGX application portal.

Grant Information Session: November 12, 2:30pm – 4:00pm

Applicants are strongly encouraged to attend the session ([pre-register](#)).

Complete Application Interest Form & Register in SAGE IGX:

Applicants must submit their application through the NJDOL SAGE IGX. To obtain access SAGE IGX, applicants must complete the application interest [form](#) by November 20.

When the form is submitted, the applicant will be contacted with further instructions. Once the Authorized Official (typically the CEO/Executive Director) is registered and approved in SAGE IGX, applicants can proceed to complete the online application.

Questions/Application Assistance:

NJDOL will collect questions on the application process via email and at the virtual information sessions. The deadline to submit questions is November 13, 11:59 pm. Please submit all questions to CAREGrant@dol.nj.gov.

Applicants should carefully review this Notice of Grant Opportunity and information session materials before submitting questions. Applicants will be referred to the NGO if section(s) containing the answer(s) exists.

Questions and answers are anticipated to be published at nj.gov/labor/grants by November 17.

Explanation of Application Components:

To make sure applications are evaluated fairly, each applicant must submit all application components. If required documentation is missing, the application may not be considered for funding.

The Work Plan, Organizational Commitment and Capacity, and Grant Application Questions should add up to no more than **15 pages** but can be less.

Applications will be submitted using NJDOL's SAGE IGX site. We reserve the right to ask for additional information or clarification on this application. The application includes:

1. **Tax Clearance Certificate:** Grantees must upload their Tax Clearance Certificate into SAGE IGX. According to State law (Public law 2007, C.101) anyone applying for a grant or other financial assistance from the state must get a Tax Clearance Certificate from the director of the New Jersey Division of Taxation **before the grant is awarded**. See [Attachment I](#) for more information.
2. **For collaboratives only, Letters of Commitment from Partners:** If the application is for a collaborative, each partner must provide a letter saying they are committed to working together with the lead organization. If the contract is awarded, collaboratives will be required to submit a formal Memorandum of Understanding between the parties.
3. **Grant Application Questions:** Applicants are required to answer the following questions – please refer to recommended page lengths for each section. *Collaboratives should submit only one response that covers all partner organizations.*

Part I. Description of Organization (1-2 pages) / Collaborative (2-4 pages depending on number of partners)

Briefly describe:

- A. Mission, programs, and geographic locations
- B. Types of focus communities/industries/employers served ([Section B: Focus Populations](#)); the history of your organization's partnership with them; and the challenges these communities face when accessing labor rights and benefits, and employers in complying with these laws and programs
- C. *Experience* conducting outreach, education, and/or technical assistance on government programs, such as labor standards, housing, health insurance, immigrant rights, social services, business services, etc.
- D. For a collaborative, clearly describe for each organization

Part II. Equity (1-2 pages max)

- A. How does your organization/collaborative use racial and social equity frameworks in internal and external practices and approaches to its work?
- B. How does your organization or collaborative regularly listen to and reflect with impacted community members, and integrate those perspectives?

Part III. Strategies (1-2 pages max)

- A. Describe the outreach, education, and/or technical assistance activities you would use to increase awareness and access *specifically* to work rights, Domestic Workers' Bill of Rights, Paid Family and Medical Leave, and/or Unemployment benefits. If applicable, how will you integrate these activities into existing programming?
 - a. If applying for Paid Family and Medical Leave navigators, specify which staff would serve as navigators, their qualifications and/or experience, what kind of assistance they would provide to families, and if applicable, how this would integrate into current programming?
- B. How would your organization provide culturally specific and language specific services, including translation and interpretation?
- C. What are your organization's methods for tracking and reporting on proposed activities?

Part IV. Questions Required Only for Collaboratives (1-2 pages max)

- A. What brings your work together (i.e. all organizations serve workers in low-income housing), and what experience do your organizations have collaborating together?
- B. How will you coordinate with and be accountable to each other? (i.e., all organizations will meet monthly to discuss challenges and successes)
- C. How will the lead organization provide support to the partner organizations? Please describe the lead organization's capacity and/or experience to disperse funds to partner organizations and manage compliance and reporting for the entire collaborative.

Part V. Questions Required Only for Domestic Workers' Bill of Rights Funding (1 page max) - for a collaborative application for this funding include for each organization.

- A. Describe the initiatives and activities your organization has undertaken to specifically organize or engage domestic workers around their work rights, or to engage and educate domestic employers. If your general programs reach domestic workers or their employers, please describe how you track occupation / employment to verify this is the population reached, and describe the program's impact.
 - B. How long has your organization specifically worked with or on behalf of domestic workers or employers of domestic workers, or partnered with organizations that do? (Per the law, minimum of five years required.)
 - C. Please describe any formal or informal leadership positions for domestic workers in your organization, and/or leadership development programs/practices for domestic workers.
4. **Work Plan:** This section should explain proposed activities, implementation plan, and timeline. *If applying as a collaborative, please provide for each organization.*

Work plans should be submitted using the format of the table in [Attachment II](#), which includes examples.

Applicants should set goals and timelines realistic to the size and scope of their workplan and proposed funding. There are no set outcomes for all grantees; outcomes are specific to the organization.

See [Section H: Expectations of Grantees](#) for information on outreach material development and listening sessions. Incorporate as appropriate into your work plan.

Organizations can submit additional information in narrative form if helpful in accurately describing their work plan.

5. **Budget Detail Requirements:**

- A. Complete a Budget Detail in SAGE IGX
- B. Demonstrate all costs and justifications for all aspects of the budget. Provide this information in the “cost explanation” column of the budget detail in SAGE IGX.
- C. See [Section H: Expectations of Grantees](#) for information on outreach material development and reporting responsibilities and incorporate as appropriate into your budget.
- D. Budgets will be reviewed using the State of New Jersey policies and regulation guidelines.
- E. For collaboratives, subgrantees must upload a separate budget attachment using the excel template on nj.gov/labor/grants. Please provide the total cost for each subgrantee in Schedule C of the application in SAGE/IGX.

Grantees can apply to do outreach, education and/or technical assistance for work rights, Temporary Disability Insurance and Family Leave Insurance, Unemployment benefits, and/or Domestic Workers’ Bill of Rights. Each of these topics has its own funding stream.

Note: Only 10% of grant funds may be used for administrative costs. Administrative costs are costs dedicated towards administration of the grant, such as costs associated with reporting, finance and accounting, etc.

Organizations may account for indirect costs in their budget detail. Organizations may use a 10% indirect cost rate, or a current Negotiated Indirect Cost Rate Agreement (NICRA) if they have one. This rate only applies to personnel costs. Indirect cost rates applied to administrative personnel contribute to the 10% administrative cap.

6. **Standard Assurances and Certifications and General Provisions: these are standard across all NJDOL grants.** By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the [“Standard Assurances and Certifications and General Provisions.”](#)

Application Timeline:

The FY26 Grant Summary Schedule for submission of completed applications is anticipated as follows:

SUMMARY OF CARE GRANT TIMELINE (Dates Subject to Change)	
October 31, 2025	NJDOL publishes Notice of Grant Opportunity (NGO)
November 12, 2025, 2:30pm-4:00pm	Virtual Information Session Applicants are strongly encouraged to attend the session; for a collaborative, a representative from each partner organization is strongly encouraged to attend (pre-register).
November 13, 2025	Deadline for potential grantees to submit questions to CAREGrant@dol.nj.gov
November 17, 2025	Anticipated date for NJDOL to publish answers to all application questions on nj.gov/labor/grants
November 20, 2025 at 11:59 pm	Application Interest Form due
November 21, 2025 at 5:00 pm	Deadline to submit grant application electronically into SAGE IGX
December 17, 2025	Anticipated date to be notified of award decision
June 1, 2026 – May 31, 2027	Anticipated contract period

H. EXPECTATIONS OF GRANTEES: MEETINGS, REPORTING, MATERIALS, ETC.

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 coordinate all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; and fiscal management.

Post-Award Session and Trainings

Grantees and representatives from collaborative organizations must attend a post-award session, and any other required workshops on work rights, the Domestic Workers’ Bill of Rights, Paid Family and Medical Leave, and Unemployment Insurance.

Organizations receiving Paid Family & Medical Leave navigator funding can utilize the navigator train-the-trainer provided by NJDOL.

Additional, optional trainings on other NJDOL laws and programs may be offered.

Workplan and Budget Revision, Deliverables Planning, and Contract Process

Grantees must meet with CARE Grant staff to make any required changes to the work plan or budget they submitted with their application. Grantees will also finalize deliverables for the grant contract. Meetings are expected to be virtual.

Reimbursement for grant activities is contingent on the completion and approval of grant contracts, which can take several months.

Outreach Materials

Outreach and education activities funded by this grant may only use NJDOL materials or materials approved by NJDOL. Capacity to create new NJDOL materials is limited. Applicants should plan to use existing NJDOL materials for the first 3-6 months of the grant term. See nj.gov/labor/care for the most updated list of outreach materials.

Printing Materials

NJDOL can print NJDOL materials at no cost, however it typically takes three to four weeks to be printed and shipped. The grantee can also budget grant funds on NJDOL approved materials.

Advising on NJDOL Policies and Programming

Grantees will be encouraged to advise on NJDOL policies and programming to better meet community needs, eliminate barriers, and improve NJDOL's outreach, education, administration, and communications on these programs. This will be accomplished during quarterly CARE meetings, site visits, and other activities.

For Domestic Workers' Bill of Rights Grantees Only

Organizations that receive these funds are required to participate in the Domestic Work Enforcement Program with NJDOL. This Program is created by law and mandates NJDOL to collaborate and coordinate with advocates and other domestic work stakeholders to uphold the rights of domestic workers, strengthen enforcement of labor protections, ensure compliance with labor laws, expand education, and address systemic inequalities faced within this historically marginalized workforce.

Research, User Testing and Community Feedback

Grantees may account for staff time in their workplan to support the following activities facilitated by NJDOL.

Community Review

NJDOL may ask grantees to help review and test new and existing materials or tools, including with staff and community members. NJDOL will reach out to grantees to seek support for these activities.

Listening Sessions

Grantees may be asked to help NJDOL and research partners host listening sessions on worker or employer experience with these laws and programs.

Grantee support for community review and listening sessions could include the following tasks:

- Recruiting participants

- Providing translation and interpretation services
- Compensation for participants
- Documenting themes from listening sessions and submitting to NJDOL

Research activities will be planned in partnership with grantees. Grantees may also facilitate their own user testing and listening session activities on work rights, TDI/FLI, and UI outreach and education using CARE grant funding. Activities will need to be incorporated into the budget and workplan, and approved by CARE grant staff.

Reporting and Quarterly Meetings

Organizations named in the grant award contract will be required to submit monthly financial reports, quarterly progress reports, and a final grant closeout report.

1. **Monthly financial report**— Organizations must submit financial reports by the 10th of each month as required in the contract and to assure timely payment. They must contain:
 - 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 month.

Supporting documents from each grantee will vary, contingent upon which type of expenses the grantee is requesting reimbursement. NJDOL reserves the right to request additional details from a grantee.

2. **Quarterly progress reports**— All organizations are expected to collect quantitative and qualitative data that demonstrate efforts, successes, and challenges in achieving proposed objectives and deliverables of their contract through monthly and quarterly reports. Organizations should account for this reporting responsibility in their budget detail and work plan. The format of these quarterly reports will be determined by NJDOL, informed by grantee proposed activities.
 - a. Quarterly narrative reporting could include but is not limited to:
 - i. Quarterly activities and stories/photos/videos regarding impact to focus communities.
 - ii. Challenges grantees faced and ways that NJDOL can help address these challenges.
 - iii. Program successes
 - iv. Learnings from focus groups
 - b. Quantitative reporting could include metrics like: number of outreach attempts, number of people reached, language outreach was conducted in, and focus populations targeted generally
 - c. Personally identifiable information will *not* be collected.
3. **Quarterly meetings**— Grantees will participate in four quarterly meetings, with at least one meeting expected to be in person at 1 John Fitch Plaza, Trenton, NJ 08625. Dates will be shared

after award announcements. Subgrantees are encouraged, but not required to attend quarterly meetings.

4. **Site visits**— New grantees are required to host NJDOL for a site visit to help build NJDOL’s understanding of the organization and its community. Site visits are optional for returning grantees. Timing and structure of the site visit will be decided in collaboration with NJDOL and the grantee. More information will be provided at the Post Award Session.
5. **Grant closeout report**—A grant closeout report is due within 30 days from the contract end date. Final reimbursement will be subject to the submission and approval of the final report.

Grantees will be required to submit additional updates and reports as requested by NJDOL.

I. EVALUATION CRITERIA

All applicants will be evaluated based on quality, comprehensiveness, completeness, and accuracy of their application.

Applications will not be reviewed if the proposal:

- Is not received in a timely manner in accordance with the terms of this grant application;
- Does not follow the specified format; and/or
- Does not include all required information

Organizations that do not meet the criteria for Domestic Workers’ Bill of Rights funding will not be evaluated for that funding.

In scoring applications for Domestic Workers’ Bill of Rights funding, weight will be given to worker-led programs, with formal or informal domestic worker leadership, and/or leadership development programs/practices.

A fair and impartial NJDOL Evaluation Committee will score proposals using a rubric and provide recommendations to the Commissioner of Labor & Workforce Development. NJDOL seeks a diverse range of applicants and will strive to ensure that in addition to Committee recommendations, grantee efforts do not overlap in focus areas, industries, or locations. The scoring rubric is as follows:

Application Evaluation Criteria	Total Points
Work Plan	35
Application Questions	35
Budget Detail	20
Overall, the organization helps NJDOL reach its goal of achieving equity in access to NJ Paid Family and Medical Leave, Work Rights, Unemployment benefits, and/or the Domestic Workers’ Bill of Rights in the State of NJ.	10
Total	100

J. AWARD PROCESS

A panel will review all applications, and the Commissioner of the Department of Labor and Workforce Development will provide final approvals. Successful proposals must meet all grant requirements and complete all application components. All applicants will be notified of the final determination of their application.

In addition, the applicant must clear any outstanding debts to the Department, including, but not limited to Division of Employer Accounts and Division of Wage & Hour. NJDOL reserves the right to reject any application when 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; indication of misrepresentation of information and/or non-compliance with State and Federal laws and regulations; and/or any existing NJDOL contracts and procedures.

ATTACHMENT I:

TAX CLEARANCE CERTIFICATE

Public law 2007, C.101 requires that as a precondition to the award a business assistance or incentive or as a component of the application for business assistance or incentive, a person or business seeking a grant, loan, loan guarantee, or other monetary or financial benefit from a department or agency of State government shall obtain a Tax Clearance Certificate from the director of the New Jersey Division of Taxation prior to the issuance of the grant.

The New Jersey treasury tax clearance certificate must be current within 90 days of application submittal.

Click on the following [link](#) to access the application for tax clearance form.

A Tax Clearance Certificate may be requested through the state of New Jersey's premier business services PBS portal online. The use of the portal replaces the need for the paper application submission to the Division of Taxation; the processing fee is also waived with the use of the portal. Applicant will be able to print the necessary clearance certificate through their business portal account.

STATE OF NEW JERSEY W-9 FORM

A completed State of New Jersey W-9 form must be on file with the New Jersey Department of Treasury. It is the applicants' responsibility to ensure this step is completed.

Applicants may register with the New Jersey Department of the Treasury online at: www.njstart.gov.

Failure to complete this step can delay or forfeit a grant award. (Reimbursement checks are linked with the FEIN that is on file with the New Jersey Department of Treasury. As a result, reimbursement checks are mailed to this associated address.

ATTACHMENT II: WORKPLAN FORMAT

Activity Description	Target Population	Language	Quantity	When will the activity be conducted	Estimated deliverable
Example: Attend community events to distribute Work Rights Information	Example: Farm workers, low-income workers, and immigrant workers	Example: English, Spanish, and Haitian Creole	Example: 8 events	Example: Will attend 2 events per quarter, starting in the first quarter	Example: Total of 50 workers reached
Example: Training Organization Staff on Work Rights	Example: N/A, Own organization staff	Example: English, Spanish	Example: 2 Trainings	Example: 1 training at month 1, and 1 refresher training at month 3	Example: 5 staff trained
Example: Hosting and translating listening sessions with NJDOL on TDI/FLI and Work Rights. Provide \$25 gift card for participating	Example: Farm workers, low-income workers, immigrant workers	Example: English and Spanish	Example: 2 Listening Sessions	Example: 1 listening session at month 5, and 1 listening session at month 10	Example: Total of 15 people in attendance
Example: Assist individuals to apply for TDI/FLI	Example: Farm workers, low-income workers, immigrant workers	Example: English and Spanish	Example: N/A	Example: Ongoing	Example: Total of 50 people assisted to apply

All applicants must use the following format to submit their workplan. For collaboratives, please submit one table per organization. Applicants may provide additional narrative to support the description of their workplan if they choose.

APPENDIX: RESOURCES ON PAID FAMILY & MEDICAL LEAVE, WORK RIGHTS, UNEMPLOYMENT BENEFITS, AND RELATED LAWS

New Jersey Paid Family & Medical Leave

- Learn about NJ Paid Family and Medical Leave: myleavebenefits.nj.gov
- Read [the full law](#)
- Read about [changes to the law](#) made in 2019
- See the maternity timeline tool: myleavebenefits.nj.gov/timeline
- Read about job protection: myleavebenefits.nj.gov/jobprotection

Unemployment Benefits

Learn about Unemployment Benefits: myunemployment.nj.gov

Earned Sick Leave

- Learn about Earned Sick Leave: mysickdays.nj.gov
- Read [the law](#)

Other Work Rights

- Minimum Wage, Overtime, Unpaid or Withheld Wages: <https://www.nj.gov/labor/worker-protections/myworkrights/wages.shtml>
- Misclassification and Payroll Fraud: <https://www.nj.gov/labor/worker-protections/myworkrights/independentcontractors.shtml>
- Temporary Workers Bill of Rights: [nj.gov/labor/tempworkers](https://www.nj.gov/labor/tempworkers)
- Domestic Workers' Bill of Rights: [nj.gov/labor/domesticworkers](https://www.nj.gov/labor/domesticworkers)
- Retaliation Protections: <https://www.nj.gov/labor/worker-protections/myworkrights/retaliation.shtml>
- Other Work Rights: myworkrights.nj.gov

ⁱⁱ[New Jersey's Earned Sick Leave Law and Family Leave Insurance Program: Measuring the Awareness and Opinions of New Jersey Workers, October 2020 to July 2022 - Heldrich Center for Workforce Development](#)ⁱⁱⁱ<https://www.abetterbalance.org/misled-misinformed/>^{iv} https://nleg.state.nj.us/bill-search/2022/S723/bill-text?f=PL23&n=262_&_gl=1*fdaze5*_ga*NDgwMDk2MjcyLjE3MzE2Nzg4Njc.*_ga_N8RFJ4LE4D*MTczMjA0OTE2Ny43LjEuMTczMjA1MDExNC4wLjAuMA..*_ga_2F7W0D0NDJ*MTczMjA0OTE2Ny43LjEuMTczMjA1MDExNC4wLjAuMA..&_ga=2.169687913.951346201.1731938122-480096272.1731678867

^v <https://www.newamerica.org/pit/reports/unpacking-inequities-unemployment-insurance/the-digital-divide-and-ui-modernization-states-moves-to-online-applications-worsen-accessibility>

^{vi} <https://www.epi.org/publication/independent-contractor-misclassification/>

^{vii} <https://www.pewresearch.org/fact-tank/2020/03/12/as-coronavirus-spreads-which-u-s-workers-have-paid-sick-leave-and-which-dont/>