



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

**NOTICE OF GRANT OPPORTUNITY  
Fiscal Year 2025**

**Job Opportunities for Building Success (JOBS)  
Developing Training, Employment, and Retention for the Justice-Impacted  
Population**

**Announcement Date: 03/05/2025  
Application Due Date: 04/28/2025**

**Robert Asaro-Angelo  
Commissioner**

# **JOB OPPORTUNITIES FOR BUILDING SUCCESS**

## **Notice of Grant Opportunity – FY 2025**

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**Job Opportunities for Building Success**  
**Notice of Grant Opportunity – FY 2025**  
**New Jersey Department of Labor and Workforce Development**  
**Notice of Availability of Grant Program Fund**

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 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 “Research & Information” and the subheading “Grant Opportunities” - <https://www.nj.gov/labor/research-info/grants.shtml>.

**A. NAME OF GRANT PROGRAM**

Job Opportunities for Building Success (JOBS) is a competitive grant offered by the New Jersey Department of Labor.

**B. PURPOSE FOR WHICH THE FUNDS WILL BE USED**

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). The purpose of JOBS is to fund services for Justice-impacted individuals whose workforce conditions have impeded their successful reentry into the community. Recipients will be provided career services, training, paid internships, apprenticeships, and supportive services (for example, transportation, expungement, ID obtainment, clothing, driver’s license restoration) to increase employment opportunities.

Justice-impacted individuals encounter many unique challenges when attempting to return to the workforce. This population has a multitude of barriers to employment compared to the rest of the community and requires additional services and client-specific approaches to resolve these issues.

The grant seeks to award a total of four recipients: one organization in the North region, two in the Central region, and one in the South region.

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). Successful respondents to this NGO will be responsible for managing the recruitment, enrollment, coaching, training, employment, and retention of program participants.

**Goals of JOBS**

JOBS is an Employment and Training Program. **The main goal of this NGO is to promote successful reentry of justice-impacted participants into the workforce.** This competitive NGO is being made available to accomplish the following goals:

- **Partnership:** Develop partnerships with justice-impacted entities to (1) support enrollment of target populations, (2) strengthen career coaching/mentoring practices, and (3) ensure connection to critical supportive services, such as identification obtainment and expungement.

- **Individual Employment Plan:** Ensure, per participant’s IEP, the timely delivery of appropriate and necessary career-training, and support activities to Justice impacted individuals.
- **Career Coaching:** Provide ongoing and consistent career coaching/mentoring, including connection to supportive services, to help participants navigate IEPs and manage decisions about how to utilize JOBS funding.
- **Outcomes:** Help participants navigate to successful outcomes, including the attainment of industry-recognized credentials and entry and advancement in career path and employment.
- **Virtual Services:** Offer training and career coaching/mentoring via digital platforms to ensure participant accessibility.
- **Internships:** Provide placement into internships to help participants gain work experience and possible opportunities for employment.
- **Work-Based Learning:** Partner with employers to increase unsubsidized employment opportunities and retention.
- **Evaluation and Learning:** Use data and evidence to track outcomes and improve how participants utilize JOBS funds.

### C. AVAILABLE FUNDING

The amount of funding available for this program in Fiscal Year 2025 (FY25) is estimated to be \$4 million and is contingent upon the availability of Work First New Jersey Funds and Workforce Development Partnership Funds. Each grantee is estimated to receive up to \$1,000,000. The 24-month grant period is estimated to begin June 1, 2025, and end May 31, 2027.

The chart below details the amount grantees can expend to service participants.

GRANT FUNDING ALLOCATIONS	MAXIMUM FUNDING
<b>Administrative Costs @10%</b>	\$ 90,909
<b>Outreach</b>	\$ 11,091
<b>Participant Training</b>	\$ 285,000
<b>Participant Supportive Services</b>	\$ 100,000
<b>Participant Career Services</b>	\$ 285,000
<b>Internships/Stipends</b>	\$ 228,000
<b>TOTAL</b>	<b>\$ 1,000,000</b>

The applicant’s budget must be well considered and necessary for the implementation of the program. Final amounts will be determined at the time of pre-contract revisions. Ineligible, inappropriate, or undocumented costs will be removed from the funding request.

**Please be advised that this grant follows a cost reimbursement framework.**

Funds may only be used to support services that are specific to this award; hence, this funding may not be used to supplant or duplicate existing funding streams. Actual funding levels will depend on the availability of funds and prior satisfactory performance.

### **Budget**

When submitting the program budget to NJDOL, it's **not** mandatory for the budget to align precisely with the designated grant funding allocations per the chart above.

- a. Categories **allowed** to be increased or decreased:
  - Participant Training
  - Participant Career Services
  - Internships
  
- b. Categories **NOT allowed** to be increased but can be decreased:
  - Administrative Cost
  - Supportive Services
  - Outreach
  - Stipends

**Failure to meet performance goals and expend funds will impact future grant opportunities.**

**NJDOL reserves the right to rescind any unspent funds. NJDOL also reserves the right to use this solicitation and competition to extend contracts of successful applicants, contingent upon available funding.**

## **D. ELIGIBLE APPLICANTS**

This competitive grant awards funding to lead agencies that provide training and employment placement services to Justice-impacted individuals that reside in the State of New Jersey. Applicants must have the capacity to operate this program for the full duration of the grant period and must be in substantial good standing with the Department of Labor and Workforce Development.

To be eligible for this NGO, the applicant must satisfy the following requirements:

- Must be a non-profit, for-profit entity, governmental entity (including state or municipal agencies) or institution of higher education.
- Pursuant to N.J.S.A. 52:32-44, a for-profit applicant and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue. This statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies.
- Required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

In addition, as a precondition to any award of grant funds under this NGO, the applicant must be in full compliance with all laws enforced by NJDOL. Specifically, the applicant must not have any outstanding liabilities to NJDOL, including but not limited to, for unpaid contributions to the

unemployment compensation fund or the State disability benefits fund; to any individual on whose behalf the Department has issued a final order for the payment of wages or benefits; or for any penalties, fees or interest due to the Department pursuant to a final order issued under any of the statutes or rules that NJDOL enforces. Further, the applicant must not be on a debarment list, or any other list that prohibits them from public contracting, administered by NJDOL and the applicant must not be serving a suspension or revocation of their license, certificate, or registration issued by the NJDOL. Please be aware that under N.J.S.A. 34:15-34D and N.J.A.C. 12:9-1.3., NJDOL will be cross-checking applicants against NJDOL records for any of these issues as part of the evaluation process. To avoid delay in the processing of applications, if applicants are aware of any outstanding liabilities they may owe NJDOL, or of any of the above issues that could impact their ability to do business with NJDOL, they are advised to reach out to NJDOL or the relevant Division thereof to resolve such issues promptly prior to submitting their application.

**E. TARGETED POPULATION**

Participants of the program must be Justice Impacted and reside in the appropriate regions throughout the State of New Jersey (See chart below).

<b>Regions</b>	<b>Counties</b>
North	Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Warren
Central	Hunterdon, Middlesex, Monmouth, Mercer, Ocean, Somerset, and Union
South	Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem

In accordance with program requirements, each grantee is expected to serve a minimum of **200** participants that meet the following eligibility requirements:

- Currently a Justice-impacted individual within the State of New Jersey.
- Resident of region where program services will be provided by the grantee.
- Willingness to complete identified training, career services and/or internships plus obtain employment.
- Meet the following criteria:
  - Age 18 or older.
  - In need of workforce services, training or retraining to secure unsubsidized employment.

**F. CO-ENROLLMENT - [WD-PY23-5 Service Integration and Co-Enrollment.pdf \(nj.gov\)](#)**

NJDOL is mandating co-enrollment across state and federal programs for Program Year 2025 (PY25). These mandatory co-enrollment requirements will increase the number of participants that have access to and connect to WIOA career and training services and ultimately, the number of customers being reported through federal reporting systems to USDOL as WIOA participants.

Title I programs provide tailored career and training services to support the individual needs of jobseekers of the American Job Center network.

Title I programs are responsible for combined planning, shared performance indicators, and aligned service delivery with other core and One Stop partner programs.

## **G. GRANTEE RESPONSIBILITIES**

The grantee will be the lead agency and overall coordinator of the grant. Specific duties include, but are not limited to:

- Recruit and enroll participants in the JOBS program from all counties within the designated region.
- Enroll participants as WIOA Adult eligible within 60 days and ensure documentation is obtained and placed in participant files.
- Collect and file proof of justice involvement for eligibility.
- Ensure effective communication is established with their local One-Stop Career Center.
- Ensure all participants are registered as JOBS in AOSOS with their local One-Stop Career Center.
- Ensure effective communication and a referral process is established with Employment Specialists.
- Provide a template of a referral form for approval by NJDOL prior to the start of program services.
- Conduct an orientation for all participants to ensure program requirements are met, training requirements are clearly understood, and participant rights and responsibilities are reviewed.
- Maintain and update participant files with IEPs, case notes, employment verification, follow-ups, training start/end dates, credentials/certifications, signed supportive service forms, and exit forms.
- Participant files must be secured in a locked case if being transported to other sites.
- Provide an IEP template for approval to NJDOL prior to the start of program services.
- Complete Individual Employment Plans (IEPs) during the first 30-days of enrollment in the program and update regularly.
- Ensure no services are provided prior to IEP completion.
- Provide and track supportive services based on individuals' needs identified in IEP.
- Supportive Services provided must be reasonable and necessary.
- Enroll all participants in career readiness and soft-skills training.
- Ensure all training vendors are approved and published on the Eligible Training Provider List (ETPL) and listed as in-demand.
- Ensure internships with employers are completed through the JOBS program.
- Provide marketable job skill training for participants that leads to long term career paths.
- Administer mentorship and job coaching services for all participants.

## **H. PROCEDURES TO APPLY FOR GRANT FUNDS**

The grantee serves as the applicant agency of record, the legally recognized fiscal agent for the grant project, and the single point of contact for NJDOL. The grantee will be expected to coordinate all aspects of the grant, i.e., project and spending plan; grant project monitoring and reporting; outreach and recruitment; and fiscal management.

It is essential that the applicant carefully construct result-oriented goals and objectives, together

with the program description and budget, providing a comprehensive plan for the successful accomplishment of the program.

All applicants are considered new applicants for this funding cycle, and will be evaluated on quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO.

The standard evaluation criteria will be used to review and select applications. Applicants under this grant program must provide a narrative describing their organizational capacity, resources, commitment, and any demonstrated employment, retention, and employer relationship successes in working with the targeted population of this grant. Such information is to be included as part of the applicant's "Narrative" section of the application.

## **I. APPLICATION SUBMISSION**

Successful proposals must be responsive to the NGO and meet all technical capacity and fiscal viability requirements as described. Applications are submitted and awards are managed through NJDOL's online grant system, the System for Administering Grants Electronically (SAGE) IGX. Applications are submitted online, via IGX at [Njdol.intelligrants.com](https://njdol.intelligrants.com).

Applicants must determine who will serve as the Authorized Official (AO) for this grant application. The AO must:

- Be authorized to enter into a contractual agreement on behalf of the company.
- Read and understand the FY2025 Notice of Grant Opportunity (NGO).
- Register (create an account) in the System to Administer Grants Electronically (SAGE) IGX and submit a Letter of Intent (LOI) to apply for FY2025 JOBS grant.

The AO may delegate completion of the application to others by giving access in IGX but should be aware that responsibility for the contract remains with the AO for the life of the grant.

Applicants interested in applying for the JOBS grant **must** submit a LOI to express interest in the grant opportunity. This notification allows NJDOL to have sufficient resources in place to carefully review each proposal and to obtain access to the application in IGX. Applicants **must** complete, sign, and submit a letter of intent as soon as the applicant is interested in applying for the grant opportunity. A sample LOI can be found below. The completed and signed LOI **must** be emailed as an attachment to [JOBS@dol.nj.gov](mailto:JOBS@dol.nj.gov).

Incorrect or missing information or failure to register in IGX will delay the processing of the LOI, which will delay access to the online application. Once the Authorized Official is registered and approved in IGX, applicants can then proceed to enter the required information and documentation in the IGX system.

### **Mandatory Technical Assistance Session**

NJDOL will provide a mandatory technical assistance (TA) session via Microsoft Teams to potential applicants. General guidance on completing the required documents, budget forms and an overview of IGX will be provided. It is important that both the Program Director and Fiscal Officer attend this session. **To register for the mandatory technical assistance session, submit your LOI to [JOBS@dol.nj.gov](mailto:JOBS@dol.nj.gov).**

**Proposal Deadline**

**Please adhere to deadline dates noted below.**

<b>Letter of Intent Due</b>	<b>Technical Assistance Session</b>	<b>Application Due</b>	<b>Panel Review</b>
March 28, 2025 @ 4 PM	March 31, 2025 @ 10 AM	April 28, 2025 @ 4 PM	April 29, 2025

**J. AWARD PROCESS**

To be eligible for funding, the applicant must have satisfactorily completed the required elements of the NGO. NJDOL reserves the right to reject any and all applications when circumstances indicate that it is in its best interest to do so. NJDOL’s best interests in this context include, but are not limited to, loss of funding; inability of the applicant to provide adequate services; indication of misrepresentation of information and/or non-compliance with State and Federal laws and regulations; and/or any existing NJDOL contracts and procedures.

Panel Review Process - All applications are subject to a department panel review and final approval by the Commissioner of the New Jersey Department of Labor. The panel review date is expected to occur per chart above. Within 10 business days following the panel review date, applicants will be notified of the status of their application and any requested revisions. Upon completion of all requested revisions and re-submission of completed applications with the required timelines, applicants will be notified of the final determination of their application.

**K. REPORTING AND ON-SITE TECHNICAL ASSISTANCE VISITS**

To receive timely reimbursement, grant recipients must maintain progress data and submit monthly program and fiscal reports documenting their grant-related activities by the 15th of each month. These reports will be carefully reviewed to assess the grantee's progress within the defined scope of work and ensure compliance with program regulations and legislation.

The format of the monthly reports is determined by NJDOL, and the report form will be provided with the contract in dashboard format.

Monthly financial reports must be submitted as required in the contract and are due no later than the 15<sup>th</sup> of each month unless prior approval is provided. In addition, they must contain the following:

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

In addition to the above monthly reports, quarterly performance reports are required.

All programs will receive a minimum of one on-site technical assistance visit. The purpose of the visit will be to assess progress toward the program goals and objectives, and integrity of the program model. Grantees may be required to submit additional reports as requested by NJDOL.

## L. PROGRAM OUTCOMES

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

- A minimum of **200** participants enrolled in the program who must be provided:
  - Assessments/Registration
  - IEP
  - Career Services
  - Training Services
  - Supportive Services
- At least 80% of **ALL** participants placed into unsubsidized employment.
- At least 60% of those placed in employment will be retained for at least 90 days.
- Maximum of 50 participants placed into work internships.

## M. PROPOSAL CONTENT AND CHECKLIST

To ensure consistency and fairness of evaluation, NJDOL requires that each applicant seeking funding under this grant program submit an application on IGX that includes, at a minimum, the components listed below. It is important to note that failure to upload the required documentation may result in the application being removed from consideration for funding. Standard Assurances and Certification and General Provisions – By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the “Standard Assurances and Certification and General Provisions”.

A description of each component is listed in this section, after the checklist.

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; and
- Proposals including attachments should not exceed 20 pages.

<i>Required</i>	<i>Form</i>
✓	Letter(s) of Commitment from Partner(s) (WIB, Partner Agencies)
✓	Statement of Need
✓	Narrative
✓	Participant Flow Chart
✓	Organizational Commitment and Capacity
✓	Training Curriculum and Schedule
✓	Budget

## Explanation of Proposal Components

1. Letter(s) of Commitment from Partner(s) – A letter of commitment from the applicant’s local Workforce Development Board is required. Letters of commitment from other partners such as training providers, treatment providers, supportive service providers, and employers are encouraged. The letter(s) should indicate the specific activities in which the partner(s) will be impacted.
2. Statement of Need – Demonstrate the need for the project in relation to the NGO. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation may include a demographic description of your targeted area, including employers, jobs, and research specifically relating to the justice-impacted population.
3. Narrative – Provide an overview of how the services detailed in the scope of work will be implemented and the timeframes impacted, specifically addressing the following:
  - a. How the applicant's approach satisfies the requirements as stated in the NGO.
  - b. The applicant’s understanding of the program expectations and outcomes as stated in the NGO.
  - c. All anticipated collaboration with other entities while fulfilling the requirements of the contract resulting from this NGO.
  - d. Resolutions to anticipated barriers and potential problems the applicant foresees itself and/or the State encountering in the successful realization of the initiative described herein.
  - e. Use disorders and/or mental illness with legitimately prescribed medication/s; and policies on the protection of applicant personal identification information (PII) and medical information per the Health Insurance Portability and Accountability Act HIPAA), a US law designed to provide privacy standards to protect patients’ medical records and other health information provided to health plans, doctors, hospitals, and other health-care providers confidentiality.
4. Participant Flow Chart – Your application must include a detailed participant flow chart that visually outlines the journey of participants through your program, from initial assessment to successful exit. It should cover the initial assessment, detailing the steps and tools used to evaluate participants' needs and eligibility. It must also describe the creation of an Individualized Employment Plan (IEP), highlighting how participant input is integrated. The chart should include the range of services offered, such as education, vocational training, counseling, and mentorship, specifying the roles of your organization and partners. Additionally, it should outline mechanisms for securing employment, including partnerships with local businesses. It must illustrate collaboration with partners, detailing each partner's role in the participant journey. The flow chart must be clear, concise, and visually accessible, demonstrating how your program and partnerships facilitate participants' transition into the workforce.
5. Organizational Commitment and Capacity – Applicants need to describe their commitment to addressing the conditions and/or needs identified in this NGO, including the organizational support that exists for implementing the proposed project. Please

include charts of staff names, titles, duties/responsibilities, and allocation of time related to this grant. The applicant must also state they have the management information system (MIS), equipment and capacity needed to properly track and report participant demographic and performance data to NJDOL and demonstrate the ability to complete all required monthly reports and requests for information in accordance with protocol and timelines established by NJDOL. The applicant should also describe what experience they have had in conducting training which supports justice-impacted persons. Additionally, the applicant should focus on how previous experience will be applied to ensure successful implementation of the proposed project. The applicant should describe how they will establish networking, mentoring, and leadership opportunities during and after the project particularly, creating a workforce development infrastructure and possible continued employment for recipients.

6. Training Curriculum and Schedule – It is required that each applicant submit with this proposal a curriculum outlining the components within this section of the NGO and the associated hours for completion of each component. The training curriculum should be focused on basic skills instruction, workforce readiness instruction and occupation-specific training. Proposals that include training which leads to industry-recognized credentials will be given special consideration. The curriculum must list the specific occupation(s) individuals will enter once they complete the training. CASAS testing must take place for all students prior to acceptance into the training program and at the conclusion of instruction.
7. Budget – This section must be completed, and Narrative must also include all monetary and non-monetary funding sources or resources within the budget. Reimbursement for career services salaries is specifically designated for staff members who provide one-on-one assistance to participants. Amounts reported in the budget must be fully supported by information provided in the budget narrative. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.

**Note: Fee for Service is not allowable**

Miscellaneous Attachments – The miscellaneous attachment is optional, and not required to be completed. In this section, you can submit any additional information or documents that will support your grant application.

Standard Assurances and Certification and General Provisions – By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the “Standard Assurances and Certification and General Provisions”.

## **Evaluation Criteria**

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

<b><i>Evaluation Criteria</i></b>	<b><i>Total Points</i></b>
<b>Program Narrative:</b> <ul style="list-style-type: none"><li>• Addresses all narrative summary items.</li><li>• Compelling statement of need.</li><li>• Summary of training curriculum and alignment with the NGO.</li><li>• Participant Flow Chart: Strategy to ensure participant program completion, placement, and attendance tracking procedure/policy.</li></ul>	50
<b>Applicant Requirements:</b> <ul style="list-style-type: none"><li>• Organizational commitment and capacity describe past experience and includes information about their MIS system.</li><li>• Letters of support.</li></ul>	20
<b>Budget and Budget Narrative:</b> <ul style="list-style-type: none"><li>• Budget is completed.</li><li>• Budget is reasonable.</li><li>• Budget is within the cost guidelines of the NGO.</li><li>• Budget aligns with Budget Narrative.</li><li>• No calculation errors</li></ul>	30

**Letter of Intent  
(On organization's letterhead)**

New Jersey Department of Labor and Workforce Development  
Office of Transitional Workforce Services  
[JOBS@dol.nj.gov](mailto:JOBS@dol.nj.gov)

RE: FY25 JOBS

Please accept this letter as notice of my intention to apply for the New Jersey Department of Labor and Workforce Development Fiscal Year 2025 JOBS Initiative. I have completed registration (created an account) in the System to Administer Grants Electronically (SAGE) IGX and did read and do understand the FY25 JOBS Notice of Grant Opportunity and am aware of my responsibilities as the Authorized Official.

(Organization's Name) proposes to request funding to service justice-impacted individuals in (Region).

Legal business name:

Federal Employee Identification # (FEIN):

System for Award Management (SAM)/Unique Entity Identifier (UEI):

NJ Business Address:

County of NJ Business:

Business Web Address:

Name of Authorized Official:

Title of Authorized Official:

Direct phone # and email address of Authorized Official:

Main point of contract for the JOBS application:

Direct phone # and email address of main point of contact:

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

**Email this completed form as an attachment to: [JOBS@dol.nj.gov](mailto:JOBS@dol.nj.gov)**