



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

**CLEAN ENERGY EMPLOYMENT AND TRAINING
PARTNERSHIP GRANT**

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2023**

Announcement Date: October 26, 2022

Technical Assistance Workshop: November 14, 2022

Application Due Date: January 20, 2023

**Robert Asaro-Angelo
Commissioner**

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

A. NAME OF GRANT PROGRAM

The Clean Energy Employment and Training Partnership Grant (CEETP) is a competitive grant offered by NJDOL.

B. PURPOSE OF THE GRANT

In response to the State of New Jersey’s 2018 Clean Energy Act (CEA) P.L.2018, c.17 which requires each utility to implement energy efficiency measures to reduce electric usage, in consideration of the NJ Department of Environmental Protection’s (NJDEP) framework to advance environmental justice and ensure equal access to clean energy resources and energy efficiency in NJ’s overburdened communities, and in support of the Public Service Electric and Gas (PSE&G) company’s initiative to recruit, train, and employ more than 2,000 residents from PSE&G’s services areas into the clean energy workforce, the NJDOL has developed this Clean Energy Employment and Training Partnership Grant.

The purpose of this grant will be to support the aforementioned initiatives by developing a clean energy workforce with skills needed to implement energy efficiency projects across the State, and by empowering New Jersey’s overburdened communities, as defined by the New Jersey’s Environmental Justice Law, to take part in this effort through targeted employment and training services.

This grant will recruit eligible participants from New Jersey’s overburdened communities who are interested in clean energy careers, to receive core employment and training services, such as workforce readiness and financial literacy instruction, wrap-around supportive services, job coaching, and job placement services to facilitate entering the clean energy workforce. This grant will also provide opportunities for intensive employment and training services such as occupation skills trainings resulting in industry-recognized credentials, and needs-based On-the-Job Training (OJT) placements with employers intended to bridge participants into sustainable unsubsidized employment.

C. AVAILABLE FUNDING

This 18-month competitive grant is funded by Workforce Innovation and Opportunity Act (WIOA) set-aside funds. The anticipated funding amount for Fiscal Year 2023 (FY2023) is \$1,500,000, contingent upon the availability of funding. It is anticipated that one grant will be awarded for each Grant Region, detailed in the below chart. Applications’ total grant funds requested must adhere to the exact anticipated award amount shown below, and MUST allocate \$6,000 per On-the-Job Training (OJT)/Occupational Skills Training (OST) slot apportioned for the applicant’s respective Grant Region. Applications must apply to serve, at a minimum, the levels of service defined per Grant Region in the chart

below.

Grant Region	Counties	Priority Municipalities w/ Highest Overburdened Community Populations	Minimum # to Receive Core Employment and Training Services	Minimum # to Receive OJT/OST (@\$6,000 per)	Anticipated Award
North	Bergen, Essex, Hudson, Morris, Passaic, Sussex, Warren	Newark City, Jersey City, Paterson City	177	47	\$711,900
Central	Hunterdon, Mercer, Middlesex, Monmouth, Somerset, Union	Elizabeth City, Edison Township, Trenton City	124	33	\$496,350
South	Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, Salem	Lakewood Township, Camden City, Vineland City	72	19	\$291,750

The contract period for the first half of this three-year cycle will be an 18-month duration and is estimated to begin on April 1, 2023. All funds must be fully expended by September 30, 2024. For each successive contract period of the three-year grant cycle, the approved applicant will be required to apply for continuation funding.

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. The payment structure for all contracts will be through cost reimbursement.

D. ELIGIBLE APPLICANTS

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

- Must be a non-profit, for-profit, or governmental entity; and
- 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.

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.

All applicants must demonstrate a strong presence and prioritize focus in one of the priority municipalities representing the highest % of overburdened community population within their respective grant region, as noted in the chart on page 4. Special consideration may be given to applications whose lead agency operates within one of the prioritized municipalities.

E. TARGET POPULATION

Participants served under this grant MUST meet the following eligibility requirements:

- Resident of New Jersey;
- Live in one of the municipalities classified as an overburdened community, listed in Attachment D; and
- Express interest in and a willingness to enter the clean energy workforce.

Applicants are encouraged to provide priority in enrollment to individuals who meet one of the following criteria:

- A dislocated worker;
- An individual terminated or laid off;
- Low-income individual;
- Ex-offender;
- Displaced homemaker;
- Eligible migrant and seasonal farm workers;
- Single parents (including pregnant women).

F. GRANTEE RESPONSIBILITIES

The grantee will be the lead agency and overall coordinator of the grant. Grantee responsibilities will include:

- Conduct outreach and promotional marketing of clean energy career pathways within overburdened communities. Grantees are encouraged to coordinate outreach and promotional efforts with local One-Stop Career Centers.
- Recruit eligible participants from the target population to enroll the minimum level of participants expected of the grantee's Grant Region, as defined in the chart on page 4.
 - Required documentation to establish eligibility includes proof of residence (official I.D., official mail, self-attestation, etc.) and signed documentation of interest in and willingness to enter the clean energy workforce (self-attestation, enrollment)

Recruitment and provision of services should be open to a broad range of participant aptitudes and proficiencies, from lower-skilled entry-level, to mid- and senior-level job prospects.

- Partner and coordinate with PSE&G to:
 - Ensure seamless utilization of the PSE&G Clean Energy Jobs Portal for participant job referrals and applications,
 - Participate in PSE&G's periodic community partner meetings,
 - Receive enrollment referrals from PSE&G, its sub-contracted employers and/or training providers to provide grant program services and supports to eligible individuals already engaged in clean energy trainings and/or recently hired in a clean energy job.

- Establish a diverse consortium of partners designed to maximize outreach and opportunity to residents of overburdened communities. Consortium partners may be community and/or faith-based organizations, local government entities, post-secondary education institutions, employers, local One-Stop Career Centers, etc.

Grantees may sub-contract with consortium partners to provide any of the program services authorized under this grant, with the understanding that ultimate oversight and responsibility of those activities fall solely to the grantee as the lead agency.

Grantees MUST ensure their consortium of partners includes all of the following Mandated Partners:

- All New Jersey Youth Corps (NJYC) programs actively operating within the grantee's Grant Region, to serve at minimum as a recruitment/referral source for grant services.
- At least one community-based organization operating within an overburdened community municipality in each county within the grantee's Grant Region, to serve at minimum as a recruitment/referral source for grant services.
- At least one occupational skills training provider with course offerings resulting in industry-recognized credentials related to the clean energy industry and/or green economy.
 - Training providers may be a technical training school, community college or university, or other post-secondary institution, and are required to be registered or in the process of registering onto NJ's Eligible Training Provider List, [linked here](#).
- At least one college or university (community or 4-year).
 - Grantees are encouraged to partner with colleges and universities particularly to promote and refer mid- and/or senior-level job opportunities.

Note: Any one partner organization may fulfill multiple of the above Mandated Partner requirements, including the Grantee if their own organization meets the criteria.

Memorandums of Understanding (MOUs) must be established with each consortium partner within two (2) months following grant award, and must detail the nature of the partnership and the grant-related role(s) being carried out by the partner. MOUs must also establish the commitment of ALL partner organizations to promote and disseminate PSE&G job and training opportunities amongst their communities and networks.

- Conduct the promotion and dissemination of ALL PSE&G job and training opportunity forecasts and actual postings across the grantee's consortium of partners, regardless of job specifications, in order to ensure all opportunities are maximized across the Grant Region.

- Provide core employment and training services to ALL participants based on their individual needs. While not all core services may be needed by all participants, the following must be made available based on individual need:
 - Workforce readiness instruction, which may include topics such as soft skills training, resume building, financial literacy, entrepreneurship, diversity training, prevention of workplace harassment training, education about workplace rights and responsibilities, etc.
 - Job coaching
 - Wrap-around supportive services
 - Job referral and placement services

- Provide On-the-Job Training (OJT) and/or Occupational Skills Training (OST) referrals and placements (up to \$6,000 per person for subsidized wages and/or tuition reimbursement) to the minimum number of participants expected of the grantee's Grant Region, as defined in the chart on page 4.
 - Occupational Skills Training offerings must lead to industry-recognized credentials related to the clean energy industry and/or green economy, and must be included on NJ's Eligible Training Provider List's list of "Green Programs", which can be found [linked here](#).
 - Occupational Skills Training courses may not exceed \$6,000 in grant funds per participant.
 - On-the-Job Training placements must be established by completed and signed contract agreements between the lead agency and the participating employer using the OJT Contract template to be provided by NJDOL. All fields of the OJT Contract template must be completed.
 - OJT Contracts must establish realistic and achievable training benchmarks to be learned by the participant trainee throughout the duration of the contract. Training benchmarks should meet the needs of the employer and result in the trainee being qualified for unsubsidized hiring upon successful completion.
 - Wage reimbursements must be paid to the participating employer by the lead agency, and must strictly adhere to a 50% wage reimbursement rate, up to and not to exceed a total of \$6,000 paid from grant funds.
 - Grantees may choose to place participants into both Occupational Skills Training and On-the-Job Training when appropriate, so long as the combined total of costs do not exceed \$6,000 paid from grant funds.

- Maintain and update case files for each individual participant, including intake and eligibility documentation, records of services provided, and relevant case notes;

- Conduct intake assessments of ALL enrolled participants in order to ascertain their individual service needs.

- Complete Individual Employment Plans (IEPs) for all participants whose

assessments or coaching sessions indicate the need for supportive services, and for ALL participants placed in OJT and/or OST.

- Provide and track supportive services, via direct delivery or referral, based on individuals' needs documented in their IEP. Supportive services may include, but are not limited to:
 - Linkages to community service
 - Assistance with transportation
 - Assistance with child care and dependent care
 - Assistance with housing
 - Training-related expenses
 - Assistance with educational testing
 - Reasonable accommodations for individuals with disabilities
 - Legal aid services
 - Referrals to health care
 - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
 - Assistance with books, fees, school supplies and other necessary items for students enrolled in post-secondary education classes
 - Payments and fees for employment and training-related applications, tests and certifications

- Assist participants in navigating the PSE&G Clean Energy Jobs Program portal;

- Facilitate job placement with PSE&G's contracted suppliers and employers, and other clean energy and/or climate mitigation/resilience sector employers; and

- Track and follow-up with participants for at least 90 days after placement or exit from services in order to provide supports for retention and/or referrals to continued services.

G. PROGRAM OUTCOMES

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

- Serve the contracted number of participants;
- At least 60% of **ALL** participants served will obtain unsubsidized employment; and
- At least 60% of those enrolled in Occupational Skills Training will obtain an industry-recognized credential.
- At least 80% of those placed in On-the-Job Training will obtain unsubsidized employment.
- At least 60% of those participants obtaining unsubsidized employment will be retained for at least 90 days.

H. PROGRAMMATIC AND FISCAL REPORTING

Grantees are required to maintain progress data and submit monthly activity and fiscal reports documenting grant-related activities. Reports will be reviewed to ascertain the grantee's progress toward program outcomes and conformance with regulations.

The format of the monthly activity reports will be determined by NJDOL and will be provided to grantees once awards have been offered and accepted. The activity reports will be due on the 15th of each month.

A final close-out activity report will be due 90 days after the end of the grant period in order to allow grantees to report on participant placements and retention occurring during their 90-day follow-up period.

The monthly financial reports must be submitted as required by NJDOL and are due on the 15th of the following month. Grantees will be paid by monthly reimbursement for expenses incurred once financial reports are submitted and approved by NJDOL.

Reports must contain the following:

- 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 prior month.

Grantees may be required to submit additional reports as requested by NJDOL.

I. PROPOSAL CONTENT AND CHECKLIST

All applicants will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO. The standard evaluation criteria (page 11) will be used to review and select applications for funding.

To ensure consistency and fairness of evaluation, NJDOL requires that each applicant seeking funding under this grant program submit an application that includes, at a minimum, the components listed below. All components in the proposal must be in the order as listed. It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding. A description of each component is listed in this section, after the checklist.

Required	Proposal Component
√	Signed Applicant Title Page (Attachment A)
√	Statement of Need
√	Organizational Commitment and Capacity
√	Program Narrative
√	Budget Detail (Attachment B) and Budget Narrative
√	Consortium Partner Forms

Explanation of Proposal Components

1. **Applicant Title Page (Attachment A)** – Applicants must complete all sections of the form and attach it to the front of the application. The Authorized Official must sign and date the form, and acknowledge agreement to the Standard Assurances and General Provisions and Certifications.

2. **Statement of Need** – Applicants must demonstrate the need for the project in the specific overburdened community municipalities being targeted, 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 population, and the types of support services they may need.
3. **Organizational Commitment and Capacity** – Applicants must describe the extent of their organizational commitment to the program. The applicant should include their, and their partners', experience(s) and successes working with the targeted population and targeted municipalities, and implementing services similar to the program services described within this NGO.

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. Applicants may include letters of support from organizations they have previously worked with.

4. **Program Narrative** – Applicants must outline a comprehensive plan of outreach, promotion, recruitment, activities, services, and strategies to implement each component of the Grantee Responsibilities listed in section F and to successfully meet or exceed the program goals and outcomes listed in section G. Successful applicants will structure narratives to follow the order of components in section F, with separate succinct sections speaking to each component. Program narratives should also clearly detail the involvement of consortium partners pertaining to the implementation of program components and their c.
5. **Budget Detail (Attachment B) and Budget Narrative** – Applicants must submit the linked budget detail form and a separate budget narrative reflecting how program funds will be expended in detail. All amounts requested in the budget detail must be fully supported by information provided in the budget narrative. Applicants must provide a demonstrated costs basis and justification for all aspects of the budget.

The budget must adhere to the following cost breakdown:

- a. Schedule A – Administrative Costs: up to 10% of the total budget may be allocated for Administrative Costs, defined as costs determined to be necessary to administer the program but do not directly impact the participant.
 - b. Schedule B – OJT/OST Slots: funds for direct payment of training costs and/or OJT wage reimbursement. Any personnel costs related to the provision of OJT/OST must be listed on either Schedule A or C.
 - c. Schedule C – Direct Program Costs: defined as costs needed to support program components that directly impact the participant.
6. **Consortium Partner Forms** – Applicants must submit Consortium Partner Forms for ALL planned consortium partners, and should list the anticipated grant-related roles to be carried out or assisted with by the partner. It is critical that each form identifies the

overburdened community municipalities that fall within the partner’s intended area of operation. Signatures are not required but encouraged.

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:

Evaluation Criteria	Total Points
Programmatic: <ul style="list-style-type: none"> Title Page is complete, signed, and dated Standard Assurances and General Provisions and Certifications acknowledged and agreed to on Title Page 	10
Statement of Need & Organizational Commitment and Capacity: <ul style="list-style-type: none"> Applicant has demonstrated the needs of the specific overburdened community municipalities within their grant region they are focusing efforts to serve. Applicant, combined with the capacities of partners, demonstrates a knowledge of the overburdened community municipalities to be served, and the capacity to provide localized services within each. Organizational commitment and capacity describe past experience and successes. Organization acknowledges its ability and successes maintaining and reporting program and fiscal data. Applicant understands the scope and landscape of the region they are applying to serve. Letters of Support 	20
Program Narrative: <ul style="list-style-type: none"> The description of program services are comprehensive and clearly addressed in separate sections in accordance with section F of this NGO. It is clear that ALL program services will be made available to the overburdened community municipalities being targeted. The program narrative clearly details the involvement of consortium partners pertaining to the implementation of program components. 	50
Budget Detail and Budget Narrative: <ul style="list-style-type: none"> Budget is reasonable and within cost guidelines Budget Detail aligns with Budget Narrative No calculation errors 	10
Consortium Partners: <ul style="list-style-type: none"> Consortium Partner Forms are included for ALL planned consortium partners. Consortium Partner Forms clearly detail the grant-related role of the partner and identify the overburdened community municipalities that fall within the partner’s intended area of operation. 	10

J. TECHNICAL ASSISTANCE WORKSHOP AND APPLICATION SUBMISSION

NJDOL will provide a virtual technical assistance workshop to potential applicants on November 14, 2022 from 10:00 am – 12:00 pm via Microsoft Teams using the following link:

[Microsoft Teams Meeting Link](#)

In the spirit of encouraging partnerships, any organization interested in applying and/or serving as potential consortium partners through this grant may choose to submit a “Partner Interest Form” to YouthPrograms@dol.nj.gov by November 22, 2022. Submitted forms will detail the organization’s interested role(s) to fill through the grant, their respective service area of operation, and contact information. Respondents’ information will be compiled into a Prospective Partners List and disseminated between all interested respondents. Only organizations who submit a “Partner Interest Form” will be included on and receive the compiled Prospective Partners List. Applicants are not required to complete this form, but are encouraged to engage in this opportunity for potential partnerships.

The completed, signed application must be received **by 12:00 pm on January 20, 2023.**

All completed applications must be electronically submitted to:

YouthPrograms@dol.nj.gov. The Budget Detail Form must be submitted in Excel. The remainder of the application should be submitted as a MS Word or PDF file. Faxed and/or mailed copies will not be accepted.

K. 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 NJDOL Commissioner. Final award amounts will be determined at the time of pre-contract revisions and are subject to the availability of funds.

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 and indication of misrepresentation of information.