

FY24 CARE Grant Question & Answers

The CARE Grant Notice of Grant Opportunity (NGO) referenced throughout this document can be found at: nj.gov/labor/grants

Eligibility & Focus Populations

1. How many grantees will the CARE Grant fund?

- NJDOL anticipates funding approximately 15-20 grantees (with Collaboratives counting as one grantee). The actual number of grants awarded will be based upon availability of funding, and the quality and quantity of the applications received. (See Part F, page 10 of the NGO)

2. Can an organization based in another state, but with branches in NJ, qualify for the CARE Grant?

- National organizations with chapters or affiliates in New Jersey may qualify for CARE Grant funds. However, the applicant must demonstrate that all CARE Grant funds will be used for grant activities in New Jersey only. (See Part D, page 9 of the NGO)
- This includes out of state organizations that serve as a fiscal sponsor for organizations based in New Jersey.

3. Can an organization apply for funds for multiple counties?

- Yes, grantees may provide CARE Grant services within any of the 21 counties of the State of New Jersey and in multiple counties. (See Part D, page 9 of the NGO)

4. Do public libraries qualify for the CARE grant program?

- Yes. Applicants can review the CARE Grant eligibility requirements in Part D, page 9 of the NGO.

5. Can you explain for-profit collaborations?

- Please review the CARE Grant eligibility requirements in Part D, page 9 of the NGO.
- For-profit organizations are not eligible to be a grantee or subgrantee. A grantee or subgrantee can collaborate with a for-profit organization if they are a separate vendor for the purposes of this grant.

6. Can you apply as an individual grant proposal and be a subgrantee on a collaborative grant proposal?

- Organizations should only submit one application, either as an individual organization, lead organization within a collaborative, or a partner organization in a collaborative. Please consider carefully which role is the best fit for your organization and for the goals of the CARE Grant program.

7. Should a first-time applicant submit a single or collaborative application?

- First-time applicants may apply as an individual organization or as a collaborative, either as the lead agency or a partner. Please see Collaborative Qualifications on Part E, page 9. Please review the requirements for single grantees and collaboratives, and consider carefully which role is the best fit for your organization and for the goals of the CARE Grant program.

8. Could I submit a grant proposal aimed at addressing the critical shortage of primary care doctors in NJ?

- No. CARE grant funds can only be used for outreach, education, and technical assistance on the specific benefits program and work rights (See Part C, page 7 of NGO). Applicants can target primary care doctors for their outreach, education, and technical assistance efforts.

Grant Activities

9. What topics/laws are required for work rights outreach and education?

- Grantees receiving work rights funding are required to do outreach and education on minimum wage, wage payment, misclassification, and overtime.
- Optionally, grantees may also engage in outreach and education on the Temporary Workers Bill of Rights.
- We also encourage applicants to pair Work Rights and Earned Sick Leave together and apply for an equal amount of funding for each. It is most helpful for workers to receive information on these laws and programs together.

10. Can grant activities target employers and service providers?

- Yes. See page 5 of the NGO for a list of focus populations, including specific types of employers the CARE Grant aims to reach.

11. Is an organization that provides education about workers' rights to individual household employers (of domestic workers) eligible to apply?

- Yes. See page 5 of the NGO for a list of focus populations, including specific types of employers the CARE Grant aims to reach.
- 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 an updated list of outreach materials.

12. How can CARE Grant funds be used to provide support, other than outreach and education, and what support activities can the CARE grant not fund?

- See part C, page 8 of the NGO for a list of allowable technical assistance, intake and complaint/applicant support activities.
- Activities that the CARE Grant cannot fund include, but may not be limited to:

- Represent a worker or employer in appeal hearings or other legal proceedings related to Temporary Disability Insurance, Family Leave Insurance, or Unemployment Insurance with NJDOL.
- File a complaint with NJDOL on behalf of a worker(s) or employer(s), represent a worker(s) or employer(s) in NJDOL wage collection proceedings, and/or represent the worker(s) or employer(s) in any related NJDOL enforcement activities.

13. Can applicants conduct outreach on more than one program?

- Applicants can apply to conduct outreach for Temporary Disability Insurance, Family Leave Insurance, Earned Sick Leave, Work Rights, Unemployment Insurance, or a combination of the five programs. (See Part B, page 3 of NGO)
- We encourage applicants to pair the following programs and apply for an equal amount of funding for each. It is most helpful to workers and employers to receive information on these programs together:
 - Temporary Disability and Family Leave Insurance
 - Earned Sick Leave and Work Rights Applicants

14. Can a grantee use CARE Grant funds to cover the costs of printing existing NJDOL materials?

- Yes. The grantee can budget grant funds to print existing NJDOL materials. (See Part C, page 7 of NGO)

15. Can the CARE Grant be used for outreach and education to undocumented immigrants, refugees, and service providers that partner with these communities?

- Yes. NJ Earned Sick Leave and work rights are enforced regardless of immigration status. However, please note that Temporary Disability and Family Leave Insurance require a valid social security number to apply for benefits. Unemployment benefits require a valid work authorization for the earnings period and during the period in which benefits are received.

16. Can a grantee hire new staff to carry out the program?

- Yes. A grantee may utilize grant funds to hire new staff to carry out the responsibilities of the CARE Grant, with the reimbursement ratio specific to the time the employee spends on the CARE Grant. For example, if a staff member spends 50% of their time on the CARE grant, 50% of their time can be charged to the CARE Grant, divided among the appropriate funding sources. (See Part C, page 8 of NGO)

17. What type of advertising and marketing costs are allowable under the CARE Grant?

- The CARE Grant can fund local advertising and marketing costs that are appropriate for reaching focus communities, including but not limited to, social media and local media such as print, radio, digital, etc. (See Part B, page 3 and Part C, page 8 of NGO)
- Grantees may request to partner with NJDOL to design such advertising and marketing campaigns, which depends on NJDOL's capacity, or budget for a vendor. Grantees undertaking advertising and marketing or utilizing a vendor will be provided with

specifications from NJDOL's Communications and Marketing team to ensure materials meet content, design and branding requirements. (See Part H, page 17 of NGO)

- All advertising and marketing materials must be approved by NJDOL. Further details will be shared with grantees at the Post Award Information Session.

18. What materials are available for outreach? Can grantees develop materials based on information already published on the NJDOL website?

- See nj.gov/labor/care for a complete list of available materials.
- A grantee must use NJDOL outreach materials, or NJDOL-approved materials, for grant activities, if available. If existing materials are not available, or do not meet a grantee's needs, the grantee can request additional materials. Specs and details will be shared with grantees upon request. (See Part H, page 17 of NGO)
- Yes, grantees can develop materials based on information already published on the NJDOL website if current NJDOL materials do not meet their needs. Additional guidance for materials development will be provided by NJDOL to grantees. . .
- Applicants should explain how they would incorporate those activities into their proposed budget and work plan.

19. What is NJDOL looking for in the proposed community feedback loops?

- As part of the CARE Grant's equity framework, NJDOL aims to leverage strategies likely to have the greatest impact on eliminating racial, social, economic, and gender inequities. NJDOL is seeking CARE Grant partners who regularly listen to and reflect with impacted community members and integrate those perspectives into their outreach and education work. (See Part E, page 9 of NGO)
- Methods for establishing community feedback loops with NJDOL could include, but are not limited to, collecting community feedback on outreach/education methods and programs/laws, hosting focus groups/listening sessions, and incorporating lessons learned into future programming and strategy.

20. Will NJDOL provide training on the programs?

- Yes. Grantees and representatives/subgrantees from collaborative organizations must attend a post-award session, and other required trainings on work rights, Paid Family and Medical Leave, and Unemployment Insurance. (See Part H, page 16 of NGO)

21. Regarding the Temporary Workers Bill of Rights, are you looking for employer education and outreach to be geared towards temporary help agencies or for the employers who contract with them? Or both? Or neither?

- You are permitted to conduct outreach to temporary help service firms and/or employers who contract them. Applications should describe why a particular strategy is most effective. (See Part B, page 5 of NGO)

22. Are reentry clients a focus population of this grant?

- A population may not be explicitly listed in the NGO, but they could count as a focus population if they meet other criteria such as being low-paid workers. We are open to hearing about different underserved workers or jobseekers in your communities and how they can benefit from worker benefit and protections information.

23. Can the CARE grant provide financial support to workers who are waiting for claims to be approved?

- No. CARE grant funds can only be used for outreach, education, and technical assistance. (See Part C, page 7 of NGO)

24. Can we submit a proposal to scale up a wellness workshop program for essential workers?

- Yes. CARE grant funds could be used to scale up an existing program if the focus population of essential workers meets the CARE program criteria and if that program aligns with the allowable activities in the NGO. (See Part C, page 7 of NGO)

25. Are grantees required to distribute worker benefit funds to workers?

- No. Distributing funds to workers is not an allowable activity. CARE grant funds can only be used for outreach, education, and technical assistance. (See Part C, page 7 of NGO)
- Grantees can provide participant support costs to workers if they participate in research, user testing and community feedback activities. (See Part H, page 17 of NGO)

26. Could the grant funding cover outreach to pro bono attorneys to train them on wage and hour law and the NJDOL complaint process so that we can try to offer more representation to the increased number of workers who call for legal advice/representation on wage violations?

- No. The stated purpose of the CARE grant does not include training for attorneys to offer more representation to workers. (See Part B, pages 2-7 of NGO) Additionally, CARE grant funds may not be used to file a complaint with NJDOL on behalf of a worker(s) or employer(s), represent a worker(s) or employer(s) in NJDOL wage collection proceedings, and/or represent the worker(s) or employer(s) in any related NJDOL enforcement activities.

Outcomes/Reporting

27. Is there a minimum number of people that need to be served?

- No. Applicants should set goals realistic to the size and scope of their organization, outreach/education/technical assistance methods, work plan, and proposed funding. There is no minimum number of people grantees need to reach. (See Part G, page 14 of NGO)

28. What data will grantees be required to collect about program participants?

- NJDOL will ask grantees the focus populations they are reaching for each grant activity, but will not ask grantees to track demographic data of individuals. (See Part H, page 18 of NGO)
- Grantees will NOT be asked to collect personally identifying data of clients for grant reporting purposes. Applying for NJ Paid Family and Medical Leave or Unemployment benefits requires an individual to share personally identifying information with NJDOL.

Finance/Budgeting

29. What is the CARE Grant award amount based upon?

- Grant award amounts will be determined by the panel review process and based on the reasonableness of the application strength, budget detail, and grantee capacity. (See Part I, page 19 of NGO)

30. Where do I find the CARE Grant budget spreadsheet?

- Applicants will fill out their main budget in SAGE/IGX. A template of that budget in excel format can be found at nj.gov/labor/grants under the CARE Grant in FY24. (See Part G, page 15 of NGO)
- Collaborative applicants should submit any subgrantee budgets [using the excel spreadsheet](#), and upload it to their SAGE/IGX application submission.

31. What is the CARE Grant budget process? What is the process for subgrantee organization in a Collaborative?

- Applicants must complete and submit the initial CARE Grant budget detail with their application in SAGE/IGX. (See Part G, page 15 of NGO)
- The lead organization in a Collaborative should submit a budget detail in SAGE/IGX for the overall project and list their costs and the amounts to be dispersed to each subgrantee. The lead organization should also upload budget details for each partner/subgrantee organization using the budget template found on nj.gov/labor/grants.
- For awarded organizations/collaboratives, budgets will be reviewed, revised if necessary, and approved for consistency with the grant activities.

32. Is the CARE Grant reimbursable, and how are grantees reimbursed?

- Yes. A grantee shall submit a monthly expenditure and supporting documents for reimbursement of allowable CARE Grant expenditures. (See Part H, page 18 of NGO)
- Grantees will be reimbursed electronically on a monthly basis for eligible CARE Grant expenditures.

33. How are partners in a Collaborative reimbursed?

- The Lead Grantee will be responsible for disbursing funds to the partner organization(s). Lead organizations/partners/collaboratives should determine the best method of

reimbursement and memorialize it in the required Memorandum of Understanding between the parties. (See Part G, page 11 of NGO)

- Additional information and the expenditure report format will be available at the Post Award Information Session.

34. How should organizations account for indirect costs in their budget detail?

- 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. (See Part G, page 15 of NGO)
- Organizations who wish to account for indirect costs should indicate the amount in the “Other Direct Costs” and “Other Administrative Costs” sections of the budget detail accordingly. Indirect costs associated with administrative staff will count towards an organization’s 10% administrative cap.

35. Do indirect costs paid to a fiscal sponsor organization count as administrative costs and are they subject to the 10% limit?

- Indirect Costs that are related to Administrative Salaries should be included in Administrative Costs and are subject to the 10% Administrative Cap limit. Indirect costs related to a Direct Program salary should be included in Direct Program Costs. This can be put into an “Other” line item in the Direct Program section. (See Part G, page 15 of NGO)

36. Do grant reporting activities count as administrative costs?

- Grant reporting activities should be counted as administrative costs. (See Part G, page 15 of NGO)
- In the administrative personnel section of the budget detail, for the appropriate funding stream (Temporary Disability/Family Leave, Earned Sick Leave/Work Rights, or Unemployment Insurance), detail the staff position and percent of time devoted to grant reporting, and indicate in the cost explanation column that this individual is responsible for grant reporting requirements. If the staff person is doing outreach/education or technical assistance/support on more than one program, be sure to divide their time between the budget sheets.

37. Can you clarify the difference between direct vs administrative office supplies?

- Direct costs office supplies include those directly related to the grant program objectives, and benefit the focus population the grantee is trying to reach (for example, branded folders with outreach materials, supplies needed for outreach events, etc.). (See Part G page 15 of NGO)
- Administrative office supply costs are those dedicated towards administration of the grant (for example, pens/pencils, paper for administrative activities, headphones, etc.).

38. If an applicant has community organizations that will partner to get the word out about these workers benefits but they are not necessarily collaborating financially, would they need to be included anywhere on the application.

- Applicants partnering with other nonprofits, services providers, and other entities should make sure those activities are reflected in the relevant sections of the Organizational Commitment and Capacity, Work Plan, and Application Questions. A partner not receiving financial support does not need to be included in the budget. (See Part G, page 11 of NGO)

39. How far back on previous DOL funding should organizations list in SAGE/IGX?

- Three years.

40. This is a cost reimbursement contract, will NJDOL provide advances and if not, what is the average turnaround time to process reimbursements?

- The payment structure for all contracts will be cost reimbursement. The average turnaround time to process reimbursements is 5 business days after expense reports are approved.

41. Do grantees need cash flow for at least 30 days of expenses before reimbursement?

- Yes. Reimbursement will be given on a cost reimbursement basis for actual expenses incurred during the contract/grant period. Organizations named in the grant award contract will be required to submit monthly financial reports. (See Part H, page 18 of NGO)

42. Can you elaborate on indirect costs (negotiated rate?) and if consultants (non-staff) can be used?

- A Negotiated Indirect Cost rate (or NICRA) is a document between the federal government and a grantee that reflects indirect costs - facilities, administrative, and fringe benefit incurred by an organization. If there is no NICRA, a grantee can use a de minimis of 10% of modified total direct costs but must indicate what costs are covered.
- Consultants can be used for the CARE grant. A consultant providing administrative services would count as an administrative expense, non-personnel.

Collaboratives

43. Is the lead agency of a Collaborative expected to be the lead fiscal agency?

- Yes. The lead grantee will be responsible for all the NJDOL fiscal and programmatic grant requirements. (See Part E, page 10 of NGO)

44. For a collaborative proposal does each sub-grantee have to register with NJ START?

- No. Only the lead agency in a Collaborative grant application must register with NJ START Application. (See Part G, page 11 of NGO)

45. Can Collaboratives use more than the 30 pages allotted for their application?

- No. The 30-page limit was initially determined considering that Collaboratives may have longer applications. We encourage applicants to do their best to meet the 30-page limit. Budget details (including a NICRA document, if applicable) are not included in this page count. (See Part F, page 12 of NGO)

46. What specific questions need to be submitted by each individual organization in a Collaborative proposal as opposed to summarized for the Collaborative proposal as a whole?

- It is not necessary to include individual application answers from each partner organization. The Lead organization should submit answers to the application questions that are written from the perspective of the entire Collaborative, including necessary information from each partner organization. (See Part F, page 13 of NGO)

47. What exactly is the tax certificate from NJ Start that we need to upload into our application?

- See Attachment I, page 21 of the NGO for details on the Tax Clearance Certificate required.

48. If we were part of collaborative in the past, do we need to state that? Would that count as we received funds in the past?

- Yes. The information should be entered in the FY24 SAGE/IGX application on the "Previous Funding" page. The details should be entered in the "Other" box.

49. Is there a max number of groups allowed in for a “collaborative” grant?

- No. Please see Part D, page 9 for Collaborative Qualifications.

50. If the application is a collaborative with 3-4 organizations, would you still expect us to request about 200k or can we request more to account for the work of each organization?

- Award amounts will vary based on the quality of proposals, with average awards from a minimum of \$50,000 up to \$200,000. NJDOL will consider applications above the award range that provide strong capacity, experience, justification and collaborative partnerships. (See Part F, page 10 of NGO).

SAGE/IGX

51. How do I get access to the CARE Grant application in SAGE/IGX?

- FY23 CARE Grantees who wish to apply will find the FY24 CARE Grant listed in their SAGE portal under available opportunities. An Application Interest Form is required and must be submitted. (See Part F, page 12 of NGO)
- All other organizations must submit a required Application Interest Form to gain access to the application.

- Interested applicants can begin drafting their applications even without access to SAGE/IGX, as most of the components are uploaded PDFs/word documents. See Application Checklist on page 11 of the NGO.

52. Can Agency Administrators access grant opportunities in SAGE/IGX or just Authorized Officials?

- The Authorized Official (AO) determines who has access to the application. An Agency Administrator can be assigned the application by the AO, or NJDOL staff. (See Part F, page 12 of NGO)

53. If we are registered in the DOS SAGE system (or another SAGE system), are we still required to register in the DOL's SAGE/IGX?

- Yes. There are several independent SAGE systems for multiple government entities. After you complete the Applicant Interest Form, you will be contacted by the NJDOL CARE team with details on how to access the NJDOL SAGE/IGX System. (See Part F, page 12 of NGO)

54. Is the SAGE platform we use for the application, the same current grantees use for reporting?

- Yes. The SAGE/IGX platform used for reporting is the same as the application.

Application Decisions/Timeline

55. How will the grant proposal be scored?

- Applications will be scored by a fair and impartial panel using the evaluation criteria on page 19 of the NGO. NJDOL seeks a diverse array of grantees, and will ensure that in addition to Committee recommendations, grantee efforts would not be duplicated among focus populations, industries, and geographic scope.

56. Is the CARE Grant a one-time opportunity, or a multi-year grant?

- The CARE Grant is an annual, competitive, one-year grant. As with all state grants, grant awards are subject to the availability of funds. (See Part F, page 10 of NGO)

57. When will awardees be announced?

- Barring any unforeseen delays, NJDOL anticipates the CARE Grants to be awarded in early June. (See Part F, page 10 of NGO)

58. Can you share the information session PowerPoint?

- The information session slides and recording can be found at nj.gov/labor/grants_under the FY2024 tab.

59. Are there templates for the documents that need to be uploaded (i.e. work plan, and grant questions)?

- Yes. Please see the Organizational Commitment and Capacity template (Attachment II) on page 22 and the Work Plan template (Attachment III) on page 23 of the NGO.

60. Is it possible to be awarded for less than the requested amount?

- Yes. NJDOL reserves the right to negotiate the grant award upon award selection. Award amounts will vary based on the quality of proposals, with average awards from a minimum of \$50,000 up to \$200,000. (See Part F, page 10 of NGO)
- Program budgets submitted as part of the grant proposal are not deemed final until contract execution. Program budgets and deliverables may need to be adjusted if a grantee is awarded less than the requested amount.