



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

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2022**

**OPIOID RECOVERY EMPLOYMENT PROGRAM
STATE PATHWAYS TO RECOVERY**

Announcement Date: January 3, 2022

Application Due Date: January 24, 2022

**Robert Asaro-Angelo
Commissioner**

**STATE PATHWAYS TO RECOVERY
INITIATIVE
Notice of Grant Opportunity – FY 2022**

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STATE PATHWAYS TO RECOVERY INITIATIVE

Notice of Grant Opportunity – FY 2022

Department of Labor and Workforce Development Notice of Availability of Grant Program Funds

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor (hereinafter “the Department” or “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 “Public Notices” and the subheading “Notice of Availability of Grant Program Funds.”

A. NAME OF GRANT PROGRAM

State Pathways to Recovery Initiative is a competitive grant offered by the 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 State Pathways to Recovery is to provide training opportunities, career services, supportive services (for example, transportation, childcare, clothing, driver’s license restoration) and employment for individuals whose workforce conditions or trajectories have been impacted by the opioid epidemic in the following counties: Bergen, Gloucester, Mercer and Cumberland/Salem/Cape May (combined).

For purposes of this grant *impacted by the opioid epidemic* is defined as an individual who has a friend, family member, or personal history of opioid use.

This grant seeks to deepen the network of employment supports for those affected by the opioid epidemic. It seeks to improve opportunities and incentives for opioid-impacted individuals by providing basic skills instruction, workforce readiness (employability skills) instruction and work experience which will emphasize re-entry into the workplace. The program will seek to facilitate effective transitions by the targeted population into employment and retention.

Mission of State Pathways to Recovery

NJDOL is proposing partnerships and workforce development activities in:

Bergen, Gloucester, Mercer and Cumberland/Salem/Cape May (combined) counties.

These counties have been selected due to increases in: 1) Overdose deaths; 2) Demand for treatment; and 3) Opioid admissions and Naloxone administrations. Additionally, the geographic, cultural and economic diversity of these counties will enable NJDOL to develop best practices and procedures that could be utilized to help combat the opioid crisis statewide.

State Pathways to Recovery will provide opioid-impacted populations with the opportunity to learn and practice the skills necessary to be successful in the labor force. These efforts will assist communities across New Jersey to strengthen services and promote recovery through employment and retention of opioid-impacted individuals.

Goals of State Pathways to Recovery

This competitive NGO is being made available to accomplish the following goals:

- Facilitate community partnerships that are central to overcoming the employment effects of the opioid crisis;
- Ensure, per participant's Individual Employment Plan (IEP), the timely delivery of appropriate and necessary career-training, and support activities to dislocated workers (including dislocated homemakers), individuals temporarily or permanently laid off due to the opioid crisis, long-term unemployed individuals, and self-employed individuals who are unemployed or significantly underemployed as a result of the opioid crisis including individuals in these populations who have been impacted by opioid use, to promote successful reemployment;
- Design and provide employment and training activities for the targeted population to increase unsubsidized employment opportunities and retention as a result of grant supported activities;
- Create temporary disaster-relief employment geared towards placing eligible participants in positions that allow participants to engage in temporary addiction recovery, and peer counseling jobs, as well as gain the necessary work experience and on-the-job training needed to obtain either addiction, prevention, or mental health certifications. For example, Certified Peer Recovery Specialist (CPRS), Certified Recovery Support Practitioner (CRSP), or Community Health Worker (CHW) Registered Apprenticeship program;
- Design career pathways to in demand professions, as well as develop ties to employers, that directly impact or help combat the opioid crisis, such as addiction treatment and mental health counselors; and
- Transition eligible participants into one of the following professional fields that could impact the opioid crisis or its underlying or complicating causes, including: addiction treatment and related services: pain therapy and pain management services that could reduce or prevent dependence on prescription painkillers; and mental health care treatment services for disorders and issues that could lead to or exacerbate opioid abuse and addiction.

C. AVAILABLE FUNDING

The amount of funding available for this program in Fiscal Year 2022 (FY 22) is estimated to be \$3,675,000 and is contingent upon the availability of the Governor's Discretionary Opioid funding. Each grantee is estimated to receive not more than \$525,000. The 12-month grant period is estimated to begin February 1, 2022 and end January 31, 2023.

The chart below details the amount grantees can spend for required participant services. Please ensure budget submissions reflect the following funding allocations:

GRANT FUNDING ALLOCATIONS	MAXIMUM FUNDING
Participant Training	\$ 186,137.00
Participant Supportive Services	\$ 105,000.00
Participant Career Services	\$ 186,136.00
Administrative Costs @10%	\$ 47,727.00
TOTAL	\$ 525,000.00

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.

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.

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

Current Pathways to Recovery grantees are not eligible to apply to this grant opportunity.

Applicants may apply for more than one grant, but must make a separate application for each county. An organization that submits an application for one county is not precluded from participating as a partner in a different organization’s application for a separate county.

If not the lead applicant, grantees must demonstrate relationship, connection to or partnership with mental health, opioid use disorder (OUD) treatment and/or recovery center providers.

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.); and
- 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).

E. TARGETED POPULATION

In accordance with program requirements, each grantee is expected to serve a minimum of 100 participants that meet the following eligibility requirements:

- Resident of Bergen, Gloucester, Mercer, or Cumberland/Salem/Cape May.
- Directly or indirectly impacted by the opioid crisis;
Grantees may only ask the following question to determine that an applicant or eligible participant has been impacted by the opioid crisis:
Your answer to this question is voluntary. ***Do you, a friend, or any member of your family have a history of opioid use? Please answer “Yes” or “No”.***
- Meets **one** of the following criteria:
 - A dislocated worker;
 - An individual temporarily or permanently laid off because of the opioid crisis;
 - A long-term unemployed individual; or
 - A self-employed individual who became unemployed or significantly underemployed as a result of the opioid crisis
- Willingness to complete identified training and obtain employment; and
- For the purpose of this grant, long-term unemployed is defined as any individual who is:
 - Unemployed at time of eligibility determination; and
 - Has been unemployed for 15 or more nonconsecutive weeks over the last 26 weeks; and
 - Has made specific efforts to find a job.

Or

- Is significantly underemployed at time of eligibility determination; and
 - Has or had been unemployed for 15 or more nonconsecutive weeks over the last 26 weeks; and
 - Has made specific efforts to find a job with self-sustaining wages/hours.
- For the intent of this definition, 30 hours or more constitutes a week and does not include individuals who have held part-time jobs on a regular basis during the last 26 weeks.
 - For the intent of this definition, for those underemployed at the time of eligibility determination, significantly underemployed may include a circumstance where
 - the individual has obtained part time work of no more than 20 hours per week that does not provide self-sustaining wages **or**
 - the individual has obtained temporary subsidized employment

F. 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 State Pathways to Recovery program;
- Ensure participants establish WIOA Dislocated Worker eligibility within 30 days;
- Obtain supporting WIOA Dislocated Worker documentation within 30 days;
- Complete WIOA Dislocated Worker enrollment within 30 days of program enrollment;
- Ensure all participants are WIOA Dislocated Worker enrolled in AOSOS with their local One-Stop Career Center;
- Ensure no training, career services, or supportive services are provided prior to WIOA Dislocated Worker enrollment;
- Engage Workforce Development Boards in project service areas;
- Co-enroll applicants in WIOA Dislocated Worker programs/services;
- Maintain and update participant files to include signed supportive service forms;
- Complete Individual Employment Plans (IEPs) during the first 30-days of enrollment in the program and update regularly;
- Provide and track supportive services based on individuals' needs identified in IEP;
- Enroll participants in career readiness and soft-skills training;
- Provide participants with meaningful education about their workplace rights and responsibilities;
- Creation of temporary employment opportunities aimed at alleviating humanitarian and other needs created by the opioid crisis;
- Supply training that provides marketable job skills and leads to long term career paths;
- Administer mentorship and/or job coaching services for participants; and
- Track/follow-up with participants for one year to help encourage retention.

The grantee must conduct an orientation for all pre-screened individuals to ensure program requirements are met and training requirements are clearly understood.

The grantee must also partner with employers and work with NJDOL to ensure the training being provided **aligns with in-demand occupations, as well as provides the essential skills, work readiness preparation required for success in the labor market.**

G. PROCEDURES FOR ELIGIBLE ENTITIES 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 the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO. The standard evaluation criteria (page 12) 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. Please refer to page 10 for additional information.

H. 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.

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 FY2022 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 FY2022 State Pathways to Recovery 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 State Pathways to Recovery grant are encouraged to 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 should 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 in Attachment I. The completed and signed LOI should be emailed as an attachment to Pathways2Recovery@dol.nj.gov no later than: **January 17, 2022**.

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.

Technical Assistance Workshop

NJDOL will provide a 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. The technical assistance workshops will be held: **January 14, 2022 at 10AM. Should you be interested in attending the TA session, please send an email with your name, email address, and organization to Pathways2Recovery@dol.nj.gov.**

Proposal Deadline

Applicants interested in applying for the State Pathways to Recovery grant are encouraged to submit a Letter of Intent (LOI) to express interest in the grant opportunity. NJDOL will provide IGX access for the completion of the application upon receipt of the LOI. The LOI should be submitted as soon as an organization decides to apply for the grant opportunity.

Please adhere to deadline dates noted below.

Letter of Intent Due	Application Due	Panel Review
Jan. 17, 2022 @ 4PM	Jan. 24, 2022 @ 4PM	Week of Jan. 24, 2022

I. 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 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.

J. REPORTING AND ON-SITE TECHNICAL ASSISTANCE VISITS

Grant recipients are required to maintain progress data and submit monthly program and fiscal reports documenting grant-related activities by the 15th of every month. The reports will be reviewed to ascertain the grantee's progress within the scope of work and its conformance with program regulations and enabling 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 15th 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.

K. PROGRAM OUTCOMES

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

- A minimum of **100** 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; and
- At least 60% of those placed in employment will be retained for at least 90 days.

L. 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. NJDOL's Standard Assurances and Certification and General Provisions are expected to be read prior to application submission. 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;
- Proposals including attachments should not exceed 20 pages; and
- Standard Assurances and Certification and General Provisions and Letters of Commitment are excluded from the 20-page count.

<i>Required</i>	<i>Form</i>
✓	Applicant Title Page
✓	Letter(s) of Commitment from Partner(s) (WIB, Partner Agencies)
✓	Statement of Need
✓	Narrative
✓	Organizational Commitment and Capacity
✓	Training Curriculum and Schedule
✓	Budget
✓	Standard Assurances and Certification and General Provisions

Explanation of Proposal Components

1. Applicant Title Page – Complete all sections and ensure all information is accurate on the form.
2. 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 involved.
3. 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 opioid crisis.
4. Narrative – Provide an overview of how the services detailed in the scope of work will be implemented and the timeframes involved, 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 in the course of 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. All other resources needed by the bidder to satisfy the requirements of the contract resulting from this NGO;
 - f. The best practice(s) that will be used in the design and implementation of the program;
 - g. Summary of the policies that prohibit discrimination against consumers who are assisted in their prevention, treatment and/or recovery from substance use disorders and/or mental illness with legitimately prescribed medication/s; and
 - h. 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.
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 trainings which support opioid effected 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. Training might be for job coaches who are peers to provide necessary support to either the worker or employers to support employees who are affected by the opioid crisis. The training might also enhance the capacity or tools of certified peer recovery specialists, community health workers, and certified recovery support practitioners work with the specified population. 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.

Amounts reported in the Budget must be fully supported by information provided on the Budget Narrative. Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.

- 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

8. 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:

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

Attachment I – Letter of Intent

(On your organization’s letterhead)

Department of Labor and Workforce Development
Office of Transitional Workforce Services
Pathways2Recovery@dol.nj.gov

RE: FY22 State Pathways to Recovery

Please accept this letter as notice of my intention to apply for the New Jersey Department of Labor and Workforce Development Fiscal Year 2022 State Pathways to Recovery Initiative. I have completed registration (created an account) in the System to Administer Grants Electronically (SAGE) IGX, and did read and do understand the FY22 State Pathways to Recovery Notice of Grant Opportunity, and am aware of my responsibilities as the Authorized Official.

(Organization’s Name) proposes to request funding to service opioid impacted individuals in (county/area).

Legal business name:
Federal Employee Identification # (FEIN):
Dun and Bradstreet # (DUNS):
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 State Pathways to Recovery application:
Direct phone # and email address of main point of contact:

Signature of Authorized Official

Date

Email this completed form as an attachment to: Pathways2Recovery@dol.nj.gov