FY23 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. **Is providing support to workers submitting unemployment benefit claims allowed?**
    - Yes. See section C, page 7 of the NGO for a list of allowable activities.

2. **How many grantees will the CARE Grant fund?**
    - NJDOL anticipates funding approximately 8-12 grantees (with Collaboratives counting as one grantee). Actual number of grants awarded will be based upon availability of funding, and the quality and quantity of the applications received.

3. **What are eligibility requirements for the CARE Grant?**
    - Applicants can review the CARE Grant eligibility requirements in *Part D, page 9* of the CARE Grant Notice of Grant Opportunity (NGO).

4. **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.
    - This includes out of state organizations that serve as a fiscal sponsor for organizations based in New Jersey.

5. **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.

6. **Does an organization have to be a nonprofit to be eligible for CARE Grant Funding?**
    - Applicants can review the CARE Grant eligibility requirements in *Part D, page 9* of the CARE Grant Notice of Grant Opportunity (NGO).

7. **Does the CARE grant application require that the nonprofit have an audited financial statement?**
    - There is no audit requirement to the application process.
    - All grantees that expend less than $750,000 in federal or state financial assistance within their fiscal year, but expend $100,000 or more in state and/or federal financial assistance within their fiscal year, must have either a financial statement audit performed or a program-specific audit performed.

- All grantees that expend less than $100,000 in federal or state financial assistance within their fiscal year, but expend $50,000 or more in federal or state financial assistance within their fiscal year must have a special report applying agreed upon procedures.
- Further guidance will be provided to grantees post-award. See section 11 of the [Standard Assurances and Certification](#) for full audit requirements for grantees.

8. **Can grant activities target employers?**
   - Yes. See page 5 of the NGO for a list of focus populations, including specific types of employers the CARE Grant aims to reach.

9. **Is an organization who does education about workers' rights to individual household employers (of domestic workers) eligible to apply?**
   - Yes, domestic workers and their employers are an allowable focus population. The organization is eligible to apply as long as they meet the eligibility requirements listed in *Part D, page 9* of the CARE Grant NGO

Allowable Activities

10. **Does the CARE grant cover outreach on other Wage and Hour issues, such as minimum wage?**
    - CARE Grant outreach/education/technical assistance funded by Earned Sick Leave outreach funds must cover that program, but it is acceptable to include other related work rights during Earned Sick Leave outreach and education as relevant. For example, Earned Sick Leave must be paid at a worker's normal rate of pay, which must be at least the minimum wage, so including information on New Jersey's minimum wage rates would be acceptable. It would not be allowable to conduct CARE Grant funded outreach solely on other Wage and Hour issues, without Earned Sick Leave.
    - Learn more about related NJ work rights at myworkrights.nj.gov.

11. **Is providing support to workers submitting Unemployment benefit claims allowed?**
    - Yes. See section C, page 7 of the NGO for a list of allowable activities.
    - Please note that CARE Grant funds can cover organizational support to help constituents understand and apply for benefits (i.e. a "navigator" system or other technical assistance to help community members access benefits), and complete other Unemployment processes, such as certification and appeals. However, CARE Grant funds cannot cover representing a constituent in Unemployment appeals or other legal proceedings.

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 section C, page 7 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, Unemployment Insurance, or a combination of the four programs.

- Applicants must demonstrate in the application why a focus community would benefit from outreach on the selected programs, and distinguish how funds will be divided between multiple funding sources.

14. Can the CARE Grant pay for the creation of outreach materials?

- A grantee must use NJDOL outreach materials, or NJDOL-approved materials, for grant activities.

- Please note that capacity for NJDOL to create new materials is limited. Applicants seeking additional NJDOL-produced materials should plan to use existing NJDOL materials for the first 3-6 months of the grant term. Applicants may request to budget for a vendor to design outreach materials. Grantees utilizing a vendor will be provided with specifications from NJDOL's Communications and Marketing team to ensure materials meet content, design and branding requirements.

15. 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.

- NJDOL can also print NJDOL-owned materials at no cost, however it may take up to a month to be printed and shipped. If this does not work for organizational need, we recommend including a printing budget.

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

- Yes. However, 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. NJ Earned Sick Leave and related work rights are enforced regardless of immigration status.

17. How many hours do you expect this grant to cover? Is there a minimum hourly requirement?

- The number of hours an organization spends on the grant will depend upon each applicant's capacity and work plan. There is no minimum hourly requirement.

18. **May applicants focus on outreach/education only, or is technical assistance mandatory?**
    - Yes. Applicants may apply for funds for outreach and education only. Technical assistance is not mandatory.

19. **Can a CARE 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.

20. **What type of advertising and marketing costs are allowable under the CARE Grant?**
    - The CARE Grant can fund 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.
    - 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 utilizing a vendor will be provided with specifications from NJDOL's Communications and Marketing team to ensure materials meet content, design and branding requirements.
    - All advertising and marketing materials must be approved by NJDOL. Further details will be shared with grantees at the Post Award Information Session.

21. **Is electronic outreach allowed, including email and social media outreach?**
    - Yes. See section C, page 7 of the NGO for a list of allowable activities.

Outreach Materials Development

22. **What materials can I use for grant-funded activities? Can grantees develop materials based on information already published on the NJDOL website?**
    - See nj.gov/labor/grants for a completed list of 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.
    - Please note that capacity to create new NJDOL materials may be limited. Applicants seeking additional NJDOL-produced materials should plan to use existing NJDOL materials for the first 3-6 months of the grant term.
    - A grantee can develop materials based on published NJDOL language but may not use the NJDOL logo without permission. Further details will be shared with grantees at the Post Award Technical Assistance Workshop.
    - Applicants may request to budget for a vendor to design outreach materials. Grantees utilizing a vendor will be provided with specifications from NJDOL's Communications and Marketing team to ensure materials meet content, design and branding requirements.

23. **Can grantees seek NJDOL approval for their own outside trainings/materials to be used for grant activities, and make necessary edits requested by the NJDOL?**
    - Yes, grantees can develop their own trainings/materials provided the grantee utilizes NJDOL materials and preapproved wording.
    - If an existing NJDOL material is not available to meet a grantee's needs, a grantee can seek NJDOL approval for materials they have created. Further details will be shared with grantees at the Post Award Technical Assistance Workshop.

24. **How should we budget for developing new materials or improving existing NJDOL materials?**
    - Consider the time and resources it would take to develop or review 5-6 handouts/webpages and/or check translations (for groups with that language capacity).

User-Testing/Community Feedback

25. **What is "user testing"?**
    - User testing is the process of "testing materials" with those who will actually use the materials to determine if they are helpful, understandable, use culturally appropriate language, etc. User-testing is a strategy to collect community feedback and incorporate it into materials.
    - Materials that can be user-tested include: handouts, presentations, webpages, applications, etc.

26. **What is my organization's role in user-testing?**
    - This activity is required of grantees applying for Unemployment benefit fundings. NJDOL, with a research partner, will work with grantees to collect feedback on Unemployment benefit tools and outreach materials.
    - NJDOL may also work with interested grantees to collect feedback on TDI/FLI and Earned Sick Leave tools and outreach materials.
    - The goal is to ensure that the tools NJDOL builds are easy to use and help reduce barriers for people when applying for unemployment insurance benefits.
    - Organizations will help NJDOL reach community members to user-test materials.
    - Organizations with language capacity may be asked to serve as interpreters for the user testing session. Organizations may shadow user-testing sessions to help the community member feel more comfortable.
    - Grantees may host their own user-testing sessions, independent of NJDOL, if they wish to. Grantees should report findings to NJDOL.

27. **Will compensation be provided to participants of these testing sessions? Is compensation an allowed expense under the grant?**
    - Organizations may compensate participants using grant funds. Forms of compensation should be listed as "participant support costs" in Schedule C of the budget (travel vouchers, electronic gift cards, etc.).

28. How do we budget for user-testing?
- This depends on the applicant. The average organization/Collaborative will need an estimated 10 hours of staff time for recruiting testers, logistics and could consider $250 in gift cards for participants ($50 each for 5 participants).
- Organizations with a special interest in user testing might budget more.

29. Does NJDOL have any guidelines for user-testing?
- Grantees will receive additional guidelines on this activity during the Post Award Information Session.

30. 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. Seeking CARE Grant partners with established or developing community feedback loops where organizations regularly listen to and reflect with impacted community members, and integrate those perspectives, is one such strategy.
- Methods for establishing community feedback loops with NJDOL could include, but are not limited to, collecting community feedback on outreach/education methods and related services hosting focus groups/listening sessions, and incorporating lessons learned into future programming and strategy.

Listening Sessions

31. What are the responsibilities of both the grantee and NJDOL to host listening sessions?
- NJDOL, with a research partner, will work with grantees receiving Unemployment outreach funding to host listening sessions. NJDOL will facilitate, document, and analyze findings from listening sessions. This activity is required of grantees applying for Unemployment benefit fundings.
- Grantees will help NJDOL recruit community members and host sessions at their locations. Grantees with language capacity may be asked to serve as interpreters.
- Grantees may host their own listening sessions on TDI/FLI and ESL independent of NJDOL. Grantees should report findings to NJDOL.

32. How far in advance will the grantee be notified of an oncoming listening session?
- For required Unemployment listening sessions, NJDOL will work with grantees to determine the best time for listening sessions that provides ample notice.

33. Is there an expected number of attendees for a listening session?
- For required Unemployment listening sessions, NJDOL will work with grantees to determine a feasible number of community members to attend listening sessions.
- Grantees who choose to host their own listening sessions on TDI/FLI or ESL can determine the number of community members they invite to attend.

34. **For translation services during listening sessions, does NJDOL have requirements for service providers?**
    - There are no specific requirements. If interpretation is necessary, and it's within the applicant's capacity, applicants may want to budget for interpreting and translation services for listening sessions. NJDOL will work with awarded organizations on finalizing their budgets and work plans.
    - More information will be shared at the Post Award Information Session.

35. **Will the listening sessions be hosted virtually or in person? If virtually, will the grantees or NJDOL be responsible for creating the Zoom link and managing the meeting? In the case of being in person, what equipment will be required by the NJDOL?**
    - For required Unemployment listening sessions, NJDOL and the grantee will work together to determine whether it is best to host a listening session virtually or in-person. However, we anticipate a mix of virtual and in person sessions.
    - NJDOL can provide a virtual meeting platform to be used for required virtual Unemployment listening sessions. Grantees are not required to provide any equipment for Unemployment listening sessions when partnering with NJDOL.
    - Grantees who choose to host their own listening sessions on TDI/FLI or Earned Sick Leave will need to provide their own meeting platform and equipment.

36. **Will compensation be provided to attendees of listening sessions? Is compensation an allowed expense under the grant?**
    - Organizations can use grant funds to compensate participants. Forms of compensation should be listed as "participant support costs" in Schedule C of the budget (travel vouchers, electronic gift cards, etc.).

Outcomes/Reporting

37. **Is there a set number goal of how many people a grantee should reach? 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.

38. **What is the CARE Grant budget and reimbursement reporting process and requirements?**
    - Reimbursement for grant expenditures will be made on a monthly basis, progress reporting is quarterly. All reporting needs will be addressed in the Post Award Information Session.

39. **How will a grantee report on CARE Grant activities?**
    - Grantee will be asked to submit monthly financial reports and quarterly program reports in SAGE/IGX. NJDOL will also collect qualitative data during quarterly meetings.
    - See *Section I: Expectations of Grantees: Workshops, Meetings, Reporting, Etc*. on page 17 of the CARE Grant NGO for more details.

- NJDOL will also periodically send out anonymous surveys and host interviews to learn from their grantee experience and improve the CARE Grant for future years.

40. 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.
- 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

41. What is the anticipated grant dollar amount range?
- See Section 4, page 10 of the NGO for the anticipated award range.

42. 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.

43. 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 FY23.
- Applicants should submit any subgrantee budgets using the excel spreadsheet, and upload it to their SAGE/IGX application submission.

44. What is the CARE Grant budget process?
- Applicants must complete and submit the initial CARE Grant budget detail with their application in SAGE/IGX.
- 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.

45. Are items entered in the administrative sections of the spreadsheets counted toward the 10% administrative cap?
- Items counted towards the 10% administrative cap are staff selected as "administrative personnel" in Schedule A, and all costs listed in Schedule B.

46. 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.

- Grantees will be reimbursed electronically on a monthly basis for eligible CARE Grant expenditures.

47. How are partners in a Collaborative reimbursed?
- The Lead Grantee will be responsible for dispersing 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.
- Additional information and the expenditure report format will be available at the Post Award Information Session.

48. 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.
- 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.

49. 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.

50. Do grant reporting activities count as administrative costs?
- Grant reporting activities should be counted as administrative costs.
- In the administrative personnel section of the budget detail, for the appropriate funding stream (Temporary Disability, Family Leave, Earned Sick Leave, 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.

51. 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.).
- Administrative office supply costs are those dedicated towards administration of the grant (for example, pens/pencils, paper for administrative activities, headphones, etc.).

52. **Can you clarify what pieces of the budget detail need to be completed by each individual organization in a Collaborative proposal?**
    - The Lead Organization will complete an overall budget for the proposed CARE Grant. The lead organization submits budget detail and lists subgrantees in the subgrantee section. This is done in the budget template in SAGE IGX.
    - Lead applicants should submit subgrantee budgets using the excel template on nj.gov/labor/grants and upload them in the "Collaborative Applicant Attachments" section of SAGE/IGX.

Collaboratives

53. **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.

54. **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

55. **What does the CARE Grant application process consist of?**
    - Applicants can review the CARE Grant Application Process in *Part G, page 11* of the CARE Grant Notice of Grant Opportunity (NGO). The CARE Grant Application timeline is on page 16 of the NGO.

56. **Can Collaboratives use more than the 28 pages allotted for their application?**
    - No. The 28-page limit was initially determined considering that Collaboratives may have longer applications. We encourage applicants to do their best to meet the 28-page limit. Budget details (including a NICRA document, if applicable) are not included in this page count.

57. **Please explain what is required in the "Standard Assurances and Certification and General Provisions" in the 28-page grant document?**
    - The Standard Assurances and Certification and General Provisions can be found here and is linked in the NGO.
    - By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined. It does not count towards the page limit.

58. **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.

59. Please clarify which documents are included in the 28-page CARE Grant limit?
- The documents that count towards the 28-page limit include:
    - Work Plan
    - Organizational Commitment and Capacity
    - Grant Application Questions

60. Do organizations already registered with NJ Start need to re-register?
- No. Organizations already registered with NJ Start will not need to re-register. We recommend confirming that your information is up to date.

61. What exactly is the tax certificate from NJ Start that we need to upload into our application?
- See Attachment II, page 22 of the NGO for details on the Tax Clearance Certificate required.

62. What attachment is required with the Letter of Intent and how to submit it?
- See page 12 of the NGO for details on the Letter of Intent, and page 21 for a template Letter of Intent.
- All applicants must submit a Letter of Intent to CAREGrant@dol.nj.gov.

63. What should FY22 CARE Grantees include in this year's application?
- FY22 CARE Grantees must follow the same application process as applicants not currently receiving CARE Grant funds and will be scored based on the same criteria.

SAGE/IGX

64. How do I get access to the CARE Grant application in SAGE/IGX?
- FY22 CARE Grantees who wish to apply will find the FY 2023 CARE Grant listed in their SAGE portal under available opportunities. A Letter of Intent (LOI) is required and must be submitted to CAREGrant@dol.nj.gov.
- All other organizations must submit a required Letter of Intent (LOI) to CAREGrant@dol.nj.gov 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.

65. 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.

66. **If an applicant already uses SAGE/IGX, is there a different login needed to access the forms and submit the application?**
    - No, and the organization would use the same login. However, keep in mind that there are multiple versions of SAGE and applicants must confirm their login is for NJDOL's SAGE/IGX system.

67. **If an applicant has access to NJ Department of Health's SAGE, can they use that login to access SAGE IGX?**
    - No, the applicant would still need to be registered into SAGE/IGX. Submit a required Letter of Intent (LOI) to CAREGrant@dol.nj.gov and CARE Grant staff will help you register into SAGE/IGX.

Application Decisions/Timeline

68. **How will the grant proposal be scored?**
    - Applications will be scored by a fair and impartial panel using the evaluation criteria on page 20 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.

69. **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.

70. **What is the grant timeline from dispersing the funds to project activities and conclusion?**
    - Applicants can review the CARE Grant period of performance in *Part F* of the CARE Grant Notice of Grant Opportunity (NGO) on page 10.

71. **When will awardees be announced?**
    - Barring any unforeseen delays, NJDOL anticipates the CARE Grants to be awarded June 1st.

Grantee Support

72. **What training is provided as part of this grant?**
    - After the CARE Grants are awarded, NJDOL will schedule a Post Award Information Session. This will include trainings on NJ Paid Family and Medical Leave, NJ Earned Sick Leave, and Unemployment benefits. In addition, NJDOL expects to share additional trainings on relevant laws and programs during quarterly grantee meetings and optional trainings throughout the grant term.

73. **Who will be our point of contact for any questions that will come up throughout the grant?**
    - Until CARE Grant awards are made, please address any questions to CAREgrant@dol.nj.gov.