

# Cultivating Access, Rights, and Equity (CARE) Grant 2022

## Notice of Grant Opportunity Questions and Answers

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## Eligibility

### 1. 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.

### 2. What are eligibility requirements for the CARE Grant?

- Applicants can review the CARE Grant eligibility requirements in *Part D, page 7* of the CARE Grant Notice of Grant Opportunity (NGO).

### 3. 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.

### 4. 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.

## Focus Populations

### 5. How broadly do grantees need to reach focus populations listed?

- A grantee is not expected to reach every focus population listed. Overall, the CARE grant program seeks to reach a broad variety of focus populations.

### 6. How does the CARE Grant apply to child care workers?

- As low wage and primarily female workers, the child care workforce can be considered a focus population. Organizations that reach child care workers, and/or the parents/caregivers who utilize child care centers, with information about paid leave, would be considered for CARE Grant funding.
- In addition, the NJ Earned Sick Leave law specifies that NJDOL's outreach program distribute information to child care providers. Child care providers are only eligible for CARE Grant funding to provide outreach and education to parents who utilize their center, and not in their role as employers of child care workers. Employers will not be considered for grant funding to educate their own employees. Employers are obligated under the law to inform their employees of NJ Earned Sick Leave, Temporary Disability Insurance, and Family Leave Insurance.

**7. Will consideration be given to educate small employers (less than 50 employees) who are unaware of these programs?**

- Employers are not a focus population for the CARE Grant program, which is intended to reach workers.

**8. What are examples of industries that are covered by Temporary Disability Insurance?**

- Employers must participate in these State public insurance programs and deduct payroll taxes for employees working in NJ, or employers may choose to provide employees coverage through a private insurance plan that meets NJ requirements.
- The federal government is exempt.
- Temporary Disability Insurance is optional for local governments (for example, counties, municipalities, and school districts).

## Allowable Activities

**9. 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, or a combination of the three 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.

**10. What activities does the CARE Grant fund?**

- Applicants can review the CARE Grant Eligible Grant Activities in *Part C, page 6* of the CARE Grant Notice of Grant Opportunity (NGO).

**11. 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, 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.
- 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.

**12. 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 two to three weeks to be printed and shipped.

**13. Can the CARE Grant be used to educate other volunteer and church groups that support refugees and immigrants?**

- Yes. However, it should be noted that Temporary Disability and Family Leave Insurance require a valid social security number to apply for benefits. NJ Earned Sick Leave and related work rights are enforced regardless of immigration status.

**14. How many sessions or events should the organization host to get the information out to community members?**

- The number of sessions an organization hosts for dissemination of information will depend upon each applicant's capacity and work plan.

**15. 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.

**16. 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.

**17. Can grant funds be used for user testing and evaluation-related activities for the purposes of informing and improving the effectiveness of materials, trainings/workshops and general outreach and engagement activities?**

- Yes. Grantees are expected to participate in NJDOL led material development and user-testing (see questions 24-26). In addition, grantees may conduct their own user testing and evaluation related activities if they choose.
- Material development and user-testing are categorized as direct costs.

**18. 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. The CARE Grant program will fund statewide advertising and marketing only to reach focus populations that are known to exist throughout the state; for example, a statewide billboard campaign focused on domestic workers.
- 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 Technical Assistance Workshop.

**19. Can a grantee develop curriculum and workshops under CARE Grant Funds?**

- Yes, curriculum/workshop development is allowable provided the grantee utilizes NJDOL materials in the curriculum/workshop 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.

**20. Can you provide additional detail regarding types of permitted CARE Grant funded activities? For example, would the following activities be acceptable: (1) Work (i.e., trainings) that builds individuals’ leadership on NJ paid leave and engagement as “paid leave” leaders or ambassadors in their communities; (2) Materials for community art projects focused on stories around the need for paid leave and importance of caregiving, etc.**

- Activities such as trainings and materials for community projects that create awareness of Temporary Disability Insurance, Family Leave Insurance, and NJ Earned Sick Leave for focus communities would be permissible under the CARE grant.
- A grantee may not utilize CARE grant funds for staff, program, and training activities to engage in policy advocacy.

## Outreach Materials Development

**21. What materials can I use for grant-funded activities?**

- Applicants can view Paid Family Leave and Medical Leave outreach materials at [myleavebenefits.nj.gov](http://myleavebenefits.nj.gov) (under “Information for Workers” click “Helpful Resources” and then “Printable Information for Workers”). Paid Sick Leave outreach materials can be found at [mysickdays.nj.gov](http://mysickdays.nj.gov) (click on any of the “Learn more” icons and then the “Printable Resources” tab).
- 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.
- 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.

**22. 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.

**23. What is “user testing”?**

- User testing is the process of “testing materials” with those who will actually use the materials to determine if the materials are helpful, understandable, use culturally appropriate language, etc.
- Materials that can be user-tested include: handouts, presentations, webpages, applications, etc.

**24. What is my organization’s role in user testing?**

- NJDOL will partner with grantees to user test NJDOL materials frequently used to disseminate information for TDI, FLI, and ESL for grant activities. NJDOL will conduct the actual user testing.
- Organizations will help NJDOL reach the appropriate 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.
- Organizations can use grant funds to compensate participants. Forms of compensation should be listed in the “gift card” section of the budget (travel vouchers, electronic gift cards, etc).

**25. How do we budget for user testing?**

- This depends on the applicant. For example, for their entire application, 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).
- If an applicant is doing outreach on more than one program, they must divide the total amount for each source of funds requested.
- Organizations with a special interest in user testing might budget more.

**26. How should we budget for developing new materials or improving existing NJDOL materials?**

- Consider the time and resources it would take to review 5-6 handouts/webpages and/or check translations (for groups with that language capacity).

## Outcomes/Reporting

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

- No. Applicants should set goals realistic to the size and scope of their organization, work plan, and proposed funding.

**28. 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 Technical Assistance Workshop, date to be determined.

**29. How will a grantee report on CARE Grant activities?**

- Grantee will be asked to submit monthly financial reports in an excel spreadsheet, have monthly check-ins with NJDOL, provide quarterly narratives in a word document, and track efforts in an excel spreadsheet.
- See *Section I: EXPECTATIONS OF GRANTEES: WORKSHOPS, MEETINGS, REPORTING, ETC.* on page 16 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.

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

- In order to ensure the grant activities are reaching the intended focus populations, NJDOL may request demographic data on clients, which will be determined in collaboration with grantees.
- Grantees will NOT be asked to collect personally identifying data of clients for grant reporting purposes. Submitting an Earned Sick Leave complaint, or applying for NJ Paid Family and Medical Leave requires an individual to share personally identifying information with NJDOL.

## Finance/Budgeting

**31. How much CARE Grant funding is available?**

- Applicants can review the CARE Grant Available Funding in *Part F, page 8* of the CARE Grant Notice of Grant Opportunity (NGO).

**32. 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 budget detail, application strength, and grantee capacity.

**33. Where do I find the CARE Grant budget spreadsheet?**

- The CARE Grant budget detail spreadsheet can be found at [nj.gov/labor/grants](https://nj.gov/labor/grants) under the CARE Grant in FY22.

**34. What is the CARE Grant budget process?**

- A grantee must complete and submit the initial CARE Grant budget detail with their application. Budgets will be reviewed, revised if necessary, and approved for consistency with the grant activities.
- The lead organization in a Collaborative should submit a budget detail for the overall project and list their costs and the amounts to be dispersed to each subgrantee. The lead organization should also submit budget details for each partner/subgrantee organization.

**35. Are there specific overall budget expectations for a nonprofit to apply (such as minimum/maximum revenue)?**

- There are no minimum/maximum revenue requirements.
- A grantee must be in good standing with NJDOL and other state agencies for any previous grant funding and provide a current Tax Clearance Certificate.

**36. Are items entered in the administrative sections of the spreadsheets counted toward the 10% administrative cap?**

- Items counted towards the 10% administrative cap in the spreadsheet formula are those listed under “Administrative Personnel Costs”, “Office Supplies Administrative Costs”, and “Other Administrative Costs”.

**37. 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.

**38. How are partners in a Collaborative reimbursed?**

- The Lead Grantee will be responsible for dispersing funds to the partner organization. Lead organizations/partners/Collaboratives should determine the best method of reimbursement and outline same in the Memorandum of Understanding between the parties.
- Additional information and the expenditure report format will be available at the Post Award Technical Assistance Workshop, date TBD.

**39. 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.
- If an organization uses their NICRA rate, the organization must submit a current copy of their NICRA rate with the CARE Grant application. This will not count towards the 25-page limit. The organization must also indicate the NICRA percentage in cell B25 on the CARE Grant Budget Summary sheet.

**40. Do organizations with a NICRA have to follow the 10% administrative cap?**

- Yes. Please note that indirect costs associated with administrative personnel contribute to the administrative cap calculation.

**41. 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.

**42. If an administrative assistant is working specifically on the grant, would that be considered a direct cost or an administrative cost?**

- An administrative assistant working specifically on the grant could consider their time a direct cost or administrative cost, depending on the work they do.
- For example, if an administrative assistant is helping with user-testing recruitment, that would be considered a direct cost. If they are supporting office management, that would be considered an administrative cost.

**43. 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, or Earned Sick), 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.

**44. 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, tables and chairs needed for outreach events, decorations, etc.).
- Administrative office supply costs are those dedicated towards administration of the grant (for example, pens/pencils, paper for admin, headphones, etc.).

**45. Can a grantee purchase a desk and computer for newly hired CARE grant staff?**

- The CARE Grant funds can be utilized to purchase a computer and desk, with the reimbursement ratio specific to the time the employee spends on the CARE Grant. For example, if the staff member will spend 50% of their time on the grant, 50% of the desk/computer can be charged to the CARE Grant, divided among the appropriate funding sources.
- These costs should be clearly indicated in the initial budget proposal.

**46. Do allowable purchases include iPads for survey submission and outreach in the field?**

- It could be, if the applicant demonstrates the need and justifies how the iPad will be used for CARE Grant activities, and with the reimbursement ratio specific to the time the iPad will be utilized for the CARE Grant. For example, if the iPad will be used 50% of the time on grant activities, then 50% of the iPad cost can be charged to the CARE Grant, divided among the appropriate funding sources.

- 47. Are monthly financial reports only required for purchased expenditures needing reimbursement, or do they also include staff time, other direct costs, and overhead?**
- A grantee can request reimbursement for all budgeted funds that have been expended in the period of reimbursement
- 48. What type of forms are required, or are expenditures expected to be put into a monthly draft budget for reimbursement? Is the budget spreadsheet provided in the grant also what is expected to be submitted monthly?**
- Grantees will be provided with an excel spreadsheet to submit monthly expenditure reports for CARE grant costs expended in the period of reimbursement.
  - More details on the expenditure report spreadsheet and reimbursement of CARE grant expenses will be provided at the Post Award Technical Assistance Workshop, date TBD.
- 49. 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
  - Organizations should also submit a budget detail, but they won't have any subgrantees

## Collaboratives

- 50. Can we partner with other organizations to do the work for the CARE Grant?**
- Collaborative grant partnership efforts are encouraged for the CARE Grant, provided they meet the criteria outlined in the Notice of Grant Opportunity.
- 51. 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.
- 52. Can an individual organization apply both as a lead organization on an application and as a participant of another Collaborative?**
- 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.
- 53. 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.
- 54. Can a Collaborative subgrantee be a fiscally sponsored for-profit organization?**
- No. A for-profit organization can only have a separate vendor relationship with the lead organization of the Collaborative (or another partner) for the purposes of the grant.

- The for-profit organization can still have a collaborative partnership with the lead organization and other grantees, if that is desired, but the fiscal relationship must remain between a vendor and vendee. The “vendee” may submit a letter of commitment as part of the Collaborative application.

**55. Can a Collaborative subgrantee be an individual person who volunteers with a supportive organization that formally endorses the work but does not actually receive a subgrant directly?**

- NJDOL will fund the lead organization for a Collaborative Grant. The lead organization will disperse funds to partner organizations/subgrantees and/or engage a vendor(s). An individual cannot serve as a subgrantee, but can be a vendor (for example, as an independent contractor) and must have a vendor-vendee relationship with the lead organization or a partner organization. The for-profit organization can still have a collaborative partnership with the other grantees, if that is desired. The “vendee” may submit a letter of commitment as part of the Collaborative application.

## Application

**56. What does the CARE Grant application process consist of?**

- Applicants can review the CARE Grant Application Process in *Part G, page 9* of the CARE Grant Notice of Grant Opportunity (NGO). The CARE Grant Application timeline is on page 14 of the NGO.

**57. How do I fill out an application and when is it due?**

- Applicants can review the CARE Grant Application Process in *Parts G, H and I, pages 9-15 and Attachments I-III, pages 22-25* of the CARE Grant Notice of Grant Opportunity (NGO).

**58. Does the 25-page limit include Budget Detail(s), Attachment II, NJ Tax Certification, W9, and Standard Assurances and Certifications and General Provisions, and NICRA document (if applicable)?**

- No. The Budget Detail(s), Attachment II, NJ Tax Certification, W9, and Standard Assurances and Certifications and General Provisions, and NICRA document (if applicable) do not count toward the 25-page CARE Grant application limit.

**59. Can Collaboratives use more than the 25 pages allotted for their application?**

- No. The 25-page limit was initially determined considering that Collaboratives may have longer applications. We encourage applicants to do their best to meet the 25-page limit. Budget details (including a NICRA document, if applicable) are not included in this page count.

**60. Please explain what is required in the "Standard Assurances and Certification and General Provisions" in the 25-page grant document?**

- The Standard Assurances and Certification and General Provisions can be found [here](#) and in the NGO. Applicants must read, sign and submit this as part of their application, but it will not be counted as part of the 25-page limit.
- All CARE Grantees, and grantees of the NJDOL must have a signed Standard Assurances and Certifications and General Provisions as part of the grant contract.

**61. Does submitting a Letter of Intent strengthen an application?**

- No. The letter of intent is optional, and not factored into scoring. It is a planning tool for the NJDOL CARE Grant staff to allocate resources for the grant review panel.

**62. When should the budget detail spreadsheet be submitted?**

- The budget detail spreadsheet(s) should be submitted with the rest of the application components to [CAREgrant@dol.nj.gov](mailto:CAREgrant@dol.nj.gov). CARE Grant applications, including the budget spreadsheet detail(s), are due via email on April 18, 2022, 11:59 pm.

**63. In what order should applicants submit application components?**

- Applicants should submit application components in order of the application checklist found on page 9 of the NGO as one PDF if possible, with the budget detail(s) as a separate excel spreadsheet.

**64. Can you clarify 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? Having each organization answer will make the application likely much longer than the allotted 25 pages.**

- 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.

**65. Please clarify which documents are included in the 25-page CARE Grant limit?**

- The documents that count towards the 25-page limit include:
  - Applicant Information
  - Work Plan
  - Organizational Commitment and Capacity
  - Grant Application Questions
  - For Collaborative applications only, Commitment from Partner(s)

## Timeline

**66. What is the project timeline for the CARE Grant?**

- Applicants can review the CARE Grant Timeline on pages 14 and 15 of the NGO. Project timelines will commence with the grant award and tie into grantee work plans.

**67. 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.

**68. What is the grant timeline from dispersing the funds to project activities and conclusion?**

- Applicants can review the CARE Grant timeline eligibility requirements in *Part D* of the CARE Grant Notice of Grant Opportunity (NGO) on page 7.

**69. When will awardees be announced?**

- Barring any unforeseen delays, NJDOL anticipates the CARE Grants to be awarded mid-June 2022.

**70. What is the intended grant period?**

- The CARE Grant term is one year.

## Grantee Training and Assistance for Claimants

**71. What training is provided as part of this grant?**

- After the CARE Grants are awarded, NJDOL will schedule a Post Award Technical Assistance Workshop, date TBD. This will include trainings on NJ Paid Family and Medical Leave and NJ Earned Sick Leave. In addition, NJDOL expects to share additional trainings on relevant laws and programs during quarterly grantee meetings.

**72. 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](mailto:CAREgrant@dol.nj.gov).

**73. What support will the DOL offer to assist community partners with claim-specific dilemmas or questions, rather than general questions about these programs?**

- NJDOL will provide details on this during the Post Award Technical Assistance Workshop.

**74. What mechanism is available for a representative to assist in an application? Is there a clear explanation of this on the NJDOL website or elsewhere?**

- Organizations are encouraged to provide guidance and assist claimants in completing the application. A representative approved by the claimant can be listed on the TDI application (online and paper). This representative may obtain claim information for the claimant. A similar representative mechanism for FLI is being discussed and further details will be shared with grantees during the Post Award TA Session.
- This information is not currently available on the NJDOL website.