



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

**NOTICE OF GRANT OPPORTUNITY**  
**Fiscal Year 2026**

**Digital Literacy Training**

**Announcement Date: June 9, 2026**

**Application Due Date: July 2, 2026**

**Kevin D. Jarvis**  
**Acting Commissioner**

**Digital Literacy Training**  
**Notice of Grant Opportunity – FY 2026**

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# Digital Literacy Training

Notice of Grant Opportunity – FY 2026

## NJ Department of Labor and Workforce Development Notice of Availability of Grant Program Fund

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the New Jersey Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOL”) regularly publishes on its website 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 “Research & Information” and the subheading “Grant Opportunities” - <https://www.nj.gov/labor/research-info/grants.shtml>.

### A. NAME OF GRANT PROGRAM

**Digital Literacy Training** is a competitive grant offered by the New Jersey Department of Labor and Workforce Development (NJDOL).

### B. PURPOSE FOR WHICH THE FUNDS WILL BE USED

NJDOL is managing the execution of a grant to overcome barriers towards digital literacy within the State of New Jersey. The primary intent of this funding is to offer digital skills training to the WorkFirst New Jersey (WFNJ) population to overcome the digital divide and empower participants by improving skills with technology-based learning and resources.

See link for additional information regarding digital literacy: [Digital Literacy and Resilience Resources](#).

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). Successful respondents to this NGO will be responsible for managing the recruitment, selection, onboarding and training of program participants.

### Goals of The Digital Literacy Training Program

The primary aim of this Notice of Grant Opportunity is to foster equal opportunities, enhance upward mobility, and ensure economic fairness by providing individuals with digital literacy skills. This competitive NGO is being made available to accomplish the following goals:

- **Partnerships:** Establish collaborations between public and private entities to enhance digital learning methods and increase enrollment in training programs that result in certification/credentials and employment.
- **Assessment and Plan Development:** Conduct pre-assessment activities to precisely identify digital skill gaps and develop a comprehensive digital learning plan to strategically address and close those gaps.

- **Training:** Provide individuals with the necessary skills to proficiently navigate the digital landscape, including but not limited to safeguarding online safety, conducting effective information searches, understanding digital financial tools and utilizing diverse applications, thereby narrowing the digital equity gap. *Providers are encouraged to develop programs which include use of and exposure to Artificial Intelligence (AI) to prepare for in-demand occupations.*
- **Career Services:** Provide ongoing and consistent career coaching/mentoring, initiated by the Individual Employment Plan (IEP) to help participants attain digital skills, navigate career pathways and guide them towards successful employment placement and retention.
- **Supportive Services:** Offer a comprehensive range of supportive services aimed at removing barriers to digital literacy. These services may include personalized mentoring, access to necessary technology and internet connectivity, flexible scheduling to accommodate various needs, and tailored resources that address specific learning challenges.
- **Virtual Services:** Offer training and career coaching/mentoring via digital platforms to ensure participant accessibility.
- **Outcomes:** Assist participants in achieving successful outcomes by guiding them toward earning industry-recognized credentials and securing entry, retention and advancement in employment opportunities.

**C. AVAILABLE FUNDING**

The amount of funding available for this program in Fiscal Year 2026 (FY26) is estimated to be \$6,000,000 through WFNJ State appropriation and is contingent upon the availability of funds. Each grantee is estimated to receive **up to \$1,000,000 during the 18-month grant period** which is estimated to begin July 30, 2026, to January 30, 2028.

See chart below of recommended costs:

GRANT FUNDING ALLOCATIONS	MAXIMUM FUNDING
Administrative Costs (10%)	\$ 100,000
Participant Digital Learning Training	\$ 300,000
Participant Career Services	\$ 300,000
Participant Supportive Services	\$ 290,000
Outreach and Marketing	\$ 10,000
<b>TOTAL</b>	<b>\$ 1,000,000</b>

**Please be advised that this grant follows a monthly cost reimbursement framework.**

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.

Grantees are encouraged to integrate this funding and services with other workforce programs to enhance participation and service opportunities. However, funds from this grant must be used exclusively for services related to this specific award and cannot replace existing funding sources. The actual funding amounts will be contingent upon the availability of funds.

### **Budget**

When submitting the program budget to NJDOL, it is not mandatory for the budget to align precisely with the designated grant funding allocations per the chart above.

- a. Categories allowed to be increased or decreased:
  - Participant Training
  - Participant Career Services
- b. Categories NOT allowed to be increased, but can be decreased:
  - Administrative Cost
  - Supportive Services
  - Outreach/Recruitment

**Failure to meet performance goals and expend funds will impact future grant opportunities.**

**NJDOL reserves the right to rescind any unspent funds and use this solicitation and competition to extend contracts of successful applicants, contingent upon available funding.**

## **D. ELIGIBLE APPLICANTS**

Applicants interested in applying for the Digital Literacy Training grant must submit a Letter of Intent (LOI) to express interest in the grant opportunity. Applicants must complete, sign, and submit an LOI as soon as the applicant is interested in applying to the Notice of Grant Opportunity. A sample LOI can be found on this link. [“Letter of Intent”](#) The completed and signed LOI must be emailed as an attachment to: [WFNJ@dol.nj.gov](mailto:WFNJ@dol.nj.gov)

Applicants may apply for more than one region but must make a separate application for each area. An organization that applies for one region is not precluded from participating as a partner in a different organization’s application for a separate region.

Applicants must have the capacity and non-federal funds to operate this program for the full duration of the grant period and must be in good standing with NJDOL’s Division of Employer Accounts.

**Public institutions, including public libraries, colleges, universities, and other eligible community-based entities are encouraged to apply.**

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

- Must be a non-profit, for-profit entity, governmental entity (including state or municipal agencies) or an 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.).
- 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).

In addition, as a precondition to any award of grant funds under this NGO, the applicant must be in full compliance with all laws enforced by NJDOL. Specifically, the applicant must not have any outstanding liabilities to NJDOL, including but not limited to, for unpaid contributions to the unemployment compensation fund or the State disability benefits fund; to any individual on whose behalf the Department has issued a final order for the payment of wages or benefits; or for any penalties, fees or interest due to the Department pursuant to a final order issued under any of the statutes or rules that NJDOL enforces. Further, the applicant must not be on a debarment list, or any other list that prohibits them from public contracting, administered by NJDOL and the applicant must not be serving a suspension or revocation of their license, certificate, or registration issued by the NJDOL. Please be aware that under N.J.S.A. 34:15-34D and N.J.A.C. 12:9- 1.3., NJDOL will be cross-checking applicants against NJDOL records for any of these issues as part of the evaluation process. To avoid delay in the processing of applications, if applicants are aware of any outstanding liabilities they may owe NJDOL, or of any of the above issues that could impact their ability to do business with NJDOL, they are advised to reach out to NJDOL or the relevant Division thereof to resolve such issues promptly prior to submitting their application.

**E. TARGETED POPULATION**

Participants must be WFNJ/TANF/SNAP recipients and must reside in one of the three regions within the state of New Jersey (See chart below).

Regions	Counties
North	Bergen, Essex, Hudson, Morris, Passaic, Sussex, Warren
Central	Hunterdon, Middlesex, Monmouth, Mercer, Ocean, Somerset, Union
South	Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem

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

- Current recipient or eligible for WFNJ benefits
- Resident of county where program services will be provided by the grantee
- Age 18 or older
- Ability and willingness to attain identified training and/or 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:

- Provide Digital Literacy Plan (DLP) template, curriculum, and budget report to NJDOL for approval prior to the start of program services
- Market, recruit and enroll WFNJ recipients into the Digital Literacy Training program
- Conduct orientations for all participants to ensure program requirements are met, training requirements are clearly understood, and participant rights and responsibilities are reviewed.
- Complete an IEP for each client during the first 7 days of enrollment in the program and update plans on a regular basis
- Ensure services are not provided prior to IEP completion
- Provide and track supportive services based on participants' need identified in their IEP
- Incorporate education in artificial intelligence literacy and provide AI readiness training customized to the digital skill level and career goals of each participant in the program.
- Supportive Services provided must be reasonable and necessary
- Enroll all participants in digital literacy and career readiness training
- Incorporate financial literacy training in conjunction with attainment of digital literacy skills when appropriate
- Verify all training vendors are approved and active on the [Eligible Training Provider List \(ETPL\)](#)
- Provide opportunities for participants to enroll in advanced training and/or obtain stackable credentials
- Ensure all participants are provided with ongoing case management
- Maintain and update participant files with digital literacy plans, case notes, employment verification, follow- ups, training start/end dates, credentials/certifications, signed supportive service forms, and exit forms
- Collect real time qualitative and quantitative data of program participants through completion of a dashboard provided by NJDOL
- Encourage participants to complete surveys to determine effectiveness of program
- Participant files must be secured in a locked case if being transported to other sites or encrypted to guarantee confidentiality of participant information
- Conduct employment verifications of participants and confirm job retention of 30,

60, and 90 days

## **G. 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 15<sup>th</sup> of every month. The report 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 15<sup>th</sup> of each month unless prior approval is provided by NJDOL. 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

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 the integrity of the program model. Grantees may be required to submit additional reports as requested by NJDOL.

## **H. PROGRAM OUTCOMES**

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

A minimum of **100** individuals enrolled in the program per year who must be provided:

- Assessments/Registration
- Digital Literacy Plan
- Training Services/Career Services/Supportive Services
- At least 80% of **ALL** participants must receive a certification/credential and
- At least 60% employment placement rate verified by the grantee and
- At least 40% of those placed in employment will be retained for at least 90 days

## **I. PROCEDURES FOR ELIGIBLE APPLICANTS TO APPLY**

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 is expected to coordinate all aspects of the grant, i.e. project spending plan; grant project monitoring and reporting; outreach and recruitment; and grant fiscal management.

It is essential that the applicant carefully constructs 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 based on quality, comprehensiveness, completeness, accuracy, and appropriateness of response to the NGO.

The standard evaluation criteria will be used to review and select applications. Applicants under this grant program must provide a detailed 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. Application must include an organizational chart, first and last name, duties and allocation of time and effort for each staff member working on the grant. Such information is to be included as part of the applicant’s “Narrative” section of the application.

Applicants must provide a detailed narrative describing the services they will provide, including methods, supports, and expected outcomes. These include trainings delivered virtually, in person, or through a hybrid model. Applicants may propose either format or a combination of both.

Applicants must provide a detailed summary describing their recruitment and outreach strategies as part of the application.

## **J. APPLICATION GUIDELINES & SUBMISSION**

The completed signed application must be received by 12:00 pm on July 2, 2026. Faxed and/or mailed copies will not be accepted. All completed applications must be electronically submitted via email to [WFNJ@dol.nj.gov](mailto:WFNJ@dol.nj.gov) utilizing MS Word, MS Excel, and PDF only.

### **Mandatory Grant Application Technical Assistance Workshop**

NJDOL will provide a **mandatory** grant application technical assistance (TA) session via Microsoft Teams to potential applicants. General guidance on completing the required documents and budget forms will be provided. It is important that both the Program Director and Fiscal Officer attend this session. The technical assistance workshops will be held on June 22, 2026, at 10 AM.

To register for the mandatory technical assistance session, email your LOI request to [WFNJ@dol.nj.gov](mailto:WFNJ@dol.nj.gov).

### **Proposal Deadline**

**Please adhere to deadline dates noted below.**

<i>Letter of Intent Due</i>	<i>Technical Assistance Date</i>	<i>Application Due</i>	<i>Panel Review Date</i>
June 18, 2026 by 12 Noon	June 22, 2026 at 10 AM	July 2, 2026 by 12 Noon	July 8, 2026

## K. 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 all applications when conditions 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 existing NJDOL contracts and procedures.

Panel Review Process - All applications are subject to a panel review and final approval by the Commissioner of the Department of Labor. 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.

## L. PROPOSAL CONTENT AND CHECKLIST

To ensure consistency and fairness of evaluation, NJDOL requires that each applicant seeking funding under this digital literacy training grant program submit an application 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. By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the:

[Standard Assurances and Certifications and General Provisions.](#)

The Program Narrative must be produced using the following formatting requirements:

- Font – Times New Roman, 12-points
- 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 10 pages

<i>Required</i>	<i>Form</i>
*	Letter(s) of Commitment from Partner(s)
✓	Statement of Need
✓	Narrative
✓	Participant Flow Chart
✓	Organizational Commitment and Capacity
✓	Budget

## 1. Letter(s) of Commitment

Any applicant not providing direct services must include letters of commitment from any partners. Letters of commitment from partners such as training providers, supportive service providers, and employers are encouraged. The letter(s) should indicate the specific activities in which the partner(s) will be involved and address digital skill gaps, how they will promote workforce development, and create sustainable career pathways for underserved populations in New Jersey.

## 2. Statement of Need

Demonstrate the need for Digital Literacy training in relation to the NGO. A need is defined as the difference between the current state and the outcomes that the applicant would like to achieve. Documentation may include a demographic description of your target area, including labor market information related to training and employment.

- Describe the digital divide and workforce challenges faced by the targeted WFNJ population. Describe how the program will provide students with practical knowledge they can use immediately.
- Include relevant data, and community insights supporting the need for digital literacy training in your service area.
- Explain how this program will fill a critical gap in digital education and employment readiness.

## 3. 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 population served, and the program's expectations and outcomes as stated in the NGO
- c. All anticipated collaboration/partnership with other entities while 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 grantee to satisfy the requirements of this NGO.
- f. Best practice(s) and curricula that will be used in the design and implementation of the program.
- g. Provide a detailed training outline covering topics such as basic computer skills, internet navigation, cybersecurity, AI, financial literacy and industry-recognized software (e.g., Microsoft Office, Google Workspace.)
- h. Explain the training model (in-person, hybrid and/or online)
- i. Detail type of certifications/credentials
- j. Describe plans to provide technological access (loaner devices, free Wi-Fi hotspots, community-based learning centers).

#### 4. Participant Flow Chart

Applications must include a detailed participant flow chart that visually outlines the journey of participants through your program, from initial assessment (IEP) to successful exit. It should cover the initial assessment, detailing the steps and tools used to evaluate participants' needs and eligibility. The chart should include the range of services offered, such as education, vocational training, counseling, and mentorship, specifying the roles of your organization and partners. Additionally, it should outline mechanisms for securing employment, including partnerships with local businesses. It must illustrate collaboration with partners, detailing each partner's role in the participant journey. The flow chart must be clear, concise, and visually accessible, demonstrating how your program and partnerships facilitate participants' transition into the workforce.

#### 5. Organizational Commitment and Capacity

Applicants need to describe their commitment to address the conditions and needs identified in this NGO, including the organizational support that exists for implementing the proposed project.

- a. Organizational chart with staff names, titles and list of duties/responsibilities, and allocation of time and effort to this grant.
- b. The applicant must verify they have the management information system (MIS), equipment and capacity needed to serve applicants (virtually or in-person), properly track and report individual 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.
- c. 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.
- d. Description and/or name of the software and/or credential included to curricula for digital literacy attainment
- e. Highlight past successes, partnerships and relevant initiatives that demonstrate your organization's ability to implement and sustain this digital literacy training program.
- f. Provide clear, measurable goals to include expected outcomes in participants trained, percentage earning industry recognized certificates/credentials and job placement and retention rates
- g. Describe how success will be measured through data collections, assessments and participant feedback
- h. Describe components of financial and **artificial intelligence literacy and/or AI readiness training** that will be integrated into the program when appropriate

#### 6. Budget

This section must be completed, and the Narrative must also include all monetary and non-monetary funding sources within the budget. Reimbursement for the career services salaries is specifically designated for staff members who provide one-on-one assistance to participants.

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 guidelines.

A budget template has been included in this NGO. Please click on the link [“Template”](#) to formalize the budget that will be included in the grant application.

**Note: The following are not allowable**

- Participant Stipends
- Fee for Service

**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>
<p><b>Program Narrative:</b></p> <ul style="list-style-type: none"> <li>• Addresses all narrative summary items</li> <li>• Compelling statement of need</li> <li>• Summary of training curriculum and alignment with the NGO</li> <li>• Participant Flow Chart: Strategy to ensure participant program completion, placement, retention and attendance tracking procedure/policy</li> <li>• Describe components of financial and <b>artificial intelligence literacy and/or AI readiness training</b> that will be integrated into the program</li> </ul>	50
<p><b>Applicant Requirements:</b></p> <ul style="list-style-type: none"> <li>• Organizational commitment and capacity including description of previous experience and information about internal MIS system</li> <li>• Organizational chart, staff names, duties and allocation of time and effort for each staff member working on the grant</li> <li>• Organization’s ability to conduct virtual training and counseling services</li> <li>• Letters of support (must be included if partnering)</li> </ul>	30
<p><b>Budget and Budget Narrative:</b></p> <ul style="list-style-type: none"> <li>• Budget is completed and reasonable</li> <li>• Budget is within the cost guidelines of the NGO</li> <li>• Budget aligns with Budget Narrative</li> <li>• No calculation errors</li> </ul>	20