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

**Community Library Adult Literacy & Career Pathway Grant Program**  
**Notice of Grant Opportunity**  
**State Fiscal Years 2022 & 2023**

**Announcement Date: October 19, 2021**  
**Virtual Technical Assistance Webinar: October 28, 2021 10:00 am -noon**  
**Application Deadline: November 30, 2021 @ 1:00 pm**

**Robert Asaro-Angelo**  
**Commissioner**

# Community Library Adult Literacy & Career Pathway Grant Program

## Notice of Grant Opportunity State Fiscal Years 2022 & 2023

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**Take Notice** that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOLE”) regularly publishes on its website at [https://www.nj.gov/labor/programs/grants/ngo\\_index.html](https://www.nj.gov/labor/programs/grants/ngo_index.html) 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**

Community Library Adult Literacy & Career Pathway Grant Program (CLALCP)

**B. Purpose for Which the Grant Funds Will Be Used**

The purpose of the Community Library Adult Literacy & Career Pathway Grant Program is to complement existing Adult Literacy services by providing an additional avenue for literacy & career pathway training throughout New Jersey libraries. New Jersey libraries are easily accessible to local residents and offer a unique learning environment, often different from the traditional classroom setting. This grant program is designed to provide instruction and/or certification that aligns the New Jersey Title II system.

The Department sets a priority on awarding grants that demonstrate clear and meaningful objectives and outcomes. The key outcomes established by NJDOLE for this grant program *include one or more of the following*:

- Functional grade level advancement based on WIOA Title II metrics (<https://nrsweb.org/training-ta/f2f-training/accessible/1-understanding-revised-national-reporting-system-adult>)
- Connection and enrollment to a credential bearing career pathway opportunity;
- A credential or technical certification;
- A high school diploma or its equivalent.

All funded training efforts must contribute towards greater employability opportunities and/or career advancement for New Jersey residents in need of jobs as well as those in low-wage, lower-skilled occupations.

*Additional Educational Requirements:*

CASAS (Comprehensive Adult Student Assessment Systems) must be the main testing instrument utilized by providers unless reasonable demonstration to the State Director is provided, i.e. required tests for credentials. Library providers are expected to transition to CASAS by June 30, 2021. Online information for CASAS training can be found at <https://www.casas.org/training-and-support>

**C. Available Funding**

Funding for this Notice of Grant Opportunity (NGO) is available through The New Jersey Supplemental Workforce Fund for Basic Skills (SWFBS), N.J.S.A. 34:15D-21(3) et seq. (P.L 2001, c 152). The projected amount of funding available for Fiscal Year 2022 (FY22) is estimated to be \$1,000,000. All funding is contingent upon the amount available in the fund. All grants will be awarded through the Office of Adult Literacy services and will be operational for a two-year period of time, commencing upon notification of grant approval. FY 2023 funding will be determined after the start of State Fiscal Year 2023.

- Up to \$150,000 may be requested per provider application for year one of the grant award. **Please note:** Not all applications deemed eligible will be funded and applications which are chosen for funding may receive less funding than requested in the proposal.
- The grant period for year one (FY22) is estimated to begin on or after January 1, 2022. For each successive year of the grant cycle, the approved applicant library may be required to apply in SAGE for continuation funding and ensure any final reports and metrics are met.
- NJDOL reserves the right to extend the grant award time to any CLALCP awarded contracts.

**D. Entities Eligible to Apply for Funding Under this Notice of Grant Opportunity**

This two-year competitive grant program is open to any state, county or local library within New Jersey.

**E. Qualifications of Applicants in Order to Be Considered for Funding Under the Grant Program**

The library must be the official applicant of record and the legally recognized fiscal agent for the grant project and the single point of contact for the NJDOL.

The library will be responsible for overseeing the implementation of all aspects of the grant, including program development, grant project monitoring and reporting, outreach and recruitment, and fiscal management. It is essential that the applicant have the ability to encumber and manage these funds.

In addition, the grant applicant must carefully construct a service model that supports the program’s stated goals and objectives, which together with the program description and budget, provide a comprehensive plan for the successful accomplishment of the proposed program. Additionally:

- Library applicants must demonstrate they have consulted with their county Workforce Development Board to align program content with local literacy and/or career pathway needs.
- Library applicants who choose to apply for funding, but are not providing the direct services (i.e. the library applicant intends to form a partnership with another agency to provide literacy services) must disclose the relationship with the proposed provider, including timeline of library monitoring of the partner at the minimum of 2x per program year for instruction and proper review of any budgetary costs as requested by the partner. These documents must be submitted to NJDOL Adult Literacy staff quarterly. NJDOL reserves the right to deem budgets and salary costs as excessive or not reasonable and therefore may not reimburse libraries which cannot properly monitor the work of the partner agency.

**F. Targeted Population for the CLALCP - Qualified disadvantaged, qualified displaced, and qualified employed workers as defined below.**

"Qualified disadvantaged worker" means a worker who is not a qualified displaced worker or a qualified employed worker; but, who otherwise meets the following criteria:

- a. Is unemployed;
- b. Is working part-time and actively seeking full-time work or is working full-time; but, is earning wages substantially below the median salary for others in the labor force with similar qualifications and experience; or
- c. Is certified by the Department of Human Services as:
  - (1) Currently receiving public assistance;

- (2) Having been recently removed from the public assistance rolls because of gross income exceeding the grant standard for assistance; or
- (3) Being eligible for public assistance but not receiving the assistance because of a failure to apply for it.

"Qualified displaced worker" means a worker who:

- a) Is unemployed, and:
  - (1) Is currently receiving unemployment benefits pursuant to R.S.43:21-1 et seq. or any federal or state unemployment benefit extension; or
  - (2) Has exhausted eligibility for the benefits or extended benefits during the preceding 52 weeks; or
- b) Meets the criteria set by the Workforce Investment Act of 1998, P.L.105-220 (29 U.S.C. s.2801 et seq.), to be regarded as a dislocated worker pursuant to the Act.

"Qualified employed worker" means a worker who is employed by a New Jersey employer participating in a customized training program, or other employed worker who needs remedial instruction.

### G. Application Process & Requirements

NJDOL accepts, reviews, approves and manages all CLALCP grants electronically using the System for Administering Grants Electronically (SAGE). **To receive access to SAGE, applicants must first submit a completed Letter of Intent (LOI) via email (See page 11).**

The LOI will 1) grant access to SAGE. Applicants will receive an e-mail message confirming that your account has been validated. NJDOL will then provide access to the application. After receiving the confirmation, eligible entities will have access to complete and submit their grant application online and 2) will be emailed the mandatory Teams Meeting Technical Assistance Workshop Details.

Additionally, applicants must agree to the terms and conditions as outlined in the Standard Assurances and Certifications and General Provisions in order to begin completing the application.

REQUIRED	COMPONENT
✓	Applicant Information
✓	Previous Funding
✓	Project Location
✓	Budget Forms Schedules A-B
✓	Cost Summary
✓ upload to Required Documents	Statement of Need
✓ upload to Required Documents	Training Plan

ü upload to Required Attachments	Achievement/Outcome Indicators
✓ upload to Required Attachments	Organizational Commitment and Capacity
✓ upload to Required Attachments	Curriculum Outline <ul style="list-style-type: none"> <li>• Indicate texts, software, tests utilized</li> </ul>
✓ upload to Required Attachments	Proposed Class Schedule (Days/Times/Levels Served/Location)
✓	Deliverables

*If any of the above required components are not completed, submitted, signed and dated, your proposal may be considered incomplete and, therefore, may not be reviewed by the selection committee.*

**H. Standard Evaluation Criteria & Competitive Application Instructions**

The CLALCP is competitive and applications will be reviewed by a selection committee using a pre-established set of requirements:

*The forms described below must be uploaded and submitted through the “Forms Menu” in SAGE:*

1. Applicant Information- Applicants must complete all the required information for the primary contact, chief executive officer, application organization, project director and business manager.
2. Project Location- Applicants must enter the address of the proposed site location for services and select the counties and municipalities the proposed CLALCP program will serve.
3. Previous Funding- Applicants previously funded by NJDOL within the last three years must complete the required information.

<b>Evaluation Criteria</b>	<b>Total Points</b>
<ul style="list-style-type: none"> <li>• Applicant Information, Project Location, Previous Funding (SAGE Forms Menu)</li> <li>• General provisions signed and dated and uploaded into SAGE</li> </ul>	0 <i>Required</i>
<p><b>Narrative Instructions</b></p> <ul style="list-style-type: none"> <li>• Double spaced, size 12 font created in Microsoft Word only;</li> <li>• Library applicant name as a footer on each page;</li> <li>• Each page should be numbered at the bottom;</li> <li>• Each section needs to be labeled with Roman Numeral and Corresponding Letter</li> <li>• Maximum Narrative Page Limit is 10 pages. Overage will not be read/scored past page 10.</li> </ul> <p><b><u>Narrative Requirement Sections</u></b></p> <p><b>I. Statement of Need</b></p> <p>A. Detail the proposed service model and include program rationale and objectives for proposed grant program</p>	70

<p>B. Describe the need for adult literacy services in your local area or state region; include statistics and research to support the need determination.</p> <p>C. Describe how this library literacy or career pathway program is aligned to the local and regional education needs as established by the Workforce Development Board for that county.</p> <p><b>II. Training Plan</b></p> <p>A. Describe the best practices and innovative instructional methods instructors will utilize to meet the needs of all learners.</p> <p>B. Describe the use of technology in curriculum and instruction.</p> <p>C. Describe the ways in which the library has utilized remote instruction previously and will continue to implement remote instruction as an option if needed.</p> <p>D. Include a curriculum outline, including listing of proposed texts, software, and testing instruments.</p> <p><i>*E. Only to be answered if partnering with another agency to provide services: If partnering, share the name/location of the partner, describe the rationale for the partnership, share what value the partner brings to the program, and how the activities of the partner will be monitored/coordinated by the library applicant.</i></p> <p><b>III. Achievement/Outcome Indicators</b></p> <p>A. How many estimated individuals will receive services through this grant proposal during the fiscal year?</p> <p>B. What level(s) of adult literacy services will be provided under this grant proposal? If credentials are offered, please explain offerings.</p> <p>C. Describe the attendance policy for program participants.</p> <p>D. Describe the referral process with the local OSCC.</p>	
<p><b>IV. Organizational Commitment &amp; Capacity</b> <i>(limited to two double-spaced pages)</i></p> <p>A. Applicant must discuss past experience in providing adult literacy instruction and/or workforce activities.</p>	20
<p><b>V. Budget Summary</b></p> <p>A. Budget separate line- item summary clearly and thoroughly describes the planned line item expenditures and;</p> <ol style="list-style-type: none"> <li>1. Budget items are reasonable and realistic.</li> <li>2. Budget is within the cost guidelines of the NGO/Fund requests do not exceed 150k.</li> </ol>	10

***\*If any of these documents are not submitted by the due date & time the proposal will be considered incomplete and will not be reviewed by the selection committee.***

**I. Fee Structure for Participant Services** - The library applicant must coordinate all adult literacy training, retention, and referral services. Budgets should be prepared based on a monthly draw down reimbursement model. The maximum training cost for each participant must not exceed \$1,500. At no time may clients be charged for instruction. High school equivalency and career certification credentials may be paid for with grant funds. Please budget accordingly if this is the intention of the applicant agency.

**J. One Stop Career Centers** - The library grantee will be charged with ensuring that all participant information is kept up-to-date with the local One Stop Career Center (OSCC). A referral system should be established prior to instruction.

**K. Program Outcomes/Reporting Requirements** - All library providers will be required to utilize the SAGE system for continuation year applications, mid-term/final year reporting, and monthly reimbursement requests. Training on the SAGE system will be provided by NJDOL periodically throughout the year as needed.

A monthly dashboard activity report is due by the 10<sup>th</sup> of each month, that lists all the activities of the program including, but not limited to:

- demographic information on participants;
  - performance metrics; and
  - the activities and interaction with the OSCC and training providers during the reporting period.
- 1) A monthly invoice is due to NJDOL Adult Literacy staff by the 10<sup>th</sup> of each month that details expenses incurred for the prior month. Reimbursements must be submitted via SAGE.
  - 2) Bulk purchases totaling \$999.99 or more must first be presented to NJDOL electronically with a justification. If approved, the lead agency must submit proof of purchase via receipt or PO in a timely manner for approval. Expenses under \$999.99 are still subject to NJDOL approval. All invoices will be submitted electronically through the SAGE system.
  - 3) A closeout report, due within 30 days from the end of the grant period, shall include a compilation of all the monthly reports, including a full-year financial report and demographic information on trainees and benchmarks achieved. Final reimbursement will be subject to the submission and approval of the final report(s) and acceptance by the NJDOL.
  - 4) Occasionally, on short notice, the NJDOL may require grantees to submit ad hoc reports. The reporting forms will be provided and explained upon awarding of a contract.

#### **L. Program Evaluation**

Program evaluation and grant close-out information must be submitted within 30 days from the contract end date. Examples of the types of information required to be submitted within the program evaluation include, but are not limited to: performance metrics/outcomes, barriers to meeting goals, and, if applicable, best practices.

Program monitoring will consist of monthly desk audits for each grantee and remote and/or in-person visits by NJDOL Adult Literacy staff to each library location over the course of the program year. Site visits may include more detailed auditing of accounting practices, instructional observation, and curriculum/credential review.

## **M. Budget Details**

All budget details must be entered into SAGE on the appropriate schedules.

Complete Budget Schedules A through B to identify personnel costs and non-personnel costs.

### Schedule A - Personnel Costs

This budget category includes salaries for program staff and fringe benefits. For personnel who are administrative staff only, you must check the administrative box to the left of the position title.

### Schedule B – Non-Personnel Costs (Indirect/Administrative)

This budget category includes cost categories that are NOT considered direct participant services.

*Cost Summary* - Once all budget schedule costs have been entered in their respective schedules, the information will carry to the Cost Summary page.

*Budget Modifications*- All budget modifications must be sent to the Adult Literacy Supervisor for review. If approved, grantees will submit all associated documents for the modification within 7 business days from the Supervisor approval. NJDOL reserves the right to deny a modification due to insufficient justification and/or incomplete documentation.

## **N. NJDOL General Provisions**

NJDOL's Standard Assurances and Certifications and General Provisions is expected to be read, signed and uploaded into SAGE as an attachment with the application submission.

[https://www.nj.gov/labor/forms\\_pdfs/Programs/NGO/FY21/StandardAssurancesandCertificationsandGeneralProvisions\\_NGO\\_revised.pdf](https://www.nj.gov/labor/forms_pdfs/Programs/NGO/FY21/StandardAssurancesandCertificationsandGeneralProvisions_NGO_revised.pdf)

## **O. Contact Information**

Dr. Danielle Jubanyik, State Director for Adult Education & Literacy Services

NJ Department of Labor, Adult Literacy Unit

[Danielle.Jubanyik@NJDOL.nj.gov](mailto:Danielle.Jubanyik@NJDOL.nj.gov)

Phone: 609-292-6640

Kelsey Williams, Employment & Training Specialist

NJ Department of Labor, Adult Literacy Unit

[Kelsey.Williams@NJDOL.nj.gov](mailto:Kelsey.Williams@NJDOL.nj.gov)

Phone: 609-777-1994

## **P. Important Information and Technical Assistance**

NJDOL will provide a virtual information session / technical assistance workshop on Thursday, October 28, 2021 from 10:00 am - noon via a Microsoft TEAMS conference call. Invites to the TA meeting will be sent to the emails provided in the applicant's letter of intent. Attendance of this TA webinar is mandatory for applicants to be considered eligible to apply and will not be granted access to the application unless the letter of intent is received. Applicants planning to attend the workshop must submit letters of intent, as described in section G, to [Danielle.Jubanyik@dol.nj.gov](mailto:Danielle.Jubanyik@dol.nj.gov) & CC [Kelsey.Williams@dol.nj.gov](mailto:Kelsey.Williams@dol.nj.gov) no later than 11 am, Monday October 25, 2021.

Applicants are expected to read the NGO in its entirety prior to attending the workshop.

**Q. Submission Date**

**Applications must be complete & received in SAGE by Tuesday, November 30, 2021 at 1:00 pm.**

NJDOL will reject any application received after the submittal deadline. Incomplete applications will be rejected and not reviewed. Responsibility for timely and complete submission in SAGE is the sole responsibility of the applicant.

**R. Award Process**

Each application will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy, and the adherence to the guidelines and requirements of this NGO and its attachments by a diverse panel. All applications are subject to review, pre-contract revisions, and approval by the NJDOL Commissioner. Final amounts will be determined at the time of pre-contract revisions and are subject to the availability of funds.

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 and indication of misrepresentation of information. Any incidence of plagiarism in any application will result in immediate disqualification.

**STATE OF NEW JERSEY**  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
**Community Library Adult Literacy & Career Pathway Grant Program**  
**Notice of Grant Opportunity **Letter of Intent (LOI)** to Apply**  
**State Fiscal Years 2022 & 2023**

**DIRECTIONS:**

Please complete this form in its entirety and email as an attachment to [Danielle.Jubanyik@dol.nj.gov](mailto:Danielle.Jubanyik@dol.nj.gov) and CC [Kelsey.Williams@dol.nj.gov](mailto:Kelsey.Williams@dol.nj.gov). **The due date for the LOI is Monday October 25, 2021 @ 11 am via email only.** Completion and submittal of this form is required in order to gain access to SAGE in order to apply for this grant and to receive the Technical Assistance Webinar invitation held via TEAMS. A maximum of two (2) attendees are permitted at the virtual TA meeting on October 28, 2021.

Name of Proposed Applicant Library:

Address:

City, State, Zip:

Website/Email:

Federal Employee Identification Number (FEIN):

Dun and Bradstreet (D-U-N-S) Number:

Concise List of Proposed Services:

First/Last Name of Library Director/Agency Official Signing Off:

Phone:

Email:

**First/Last Name & Title of Technical Assistance Workshop Attendee 1 on 10/28:**

Phone:

Email:

**First/Last Name & Title of Technical Assistance Workshop Attendee 2 on 10/28:**

Phone:

Email: