



STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Community Library Adult Literacy & Career Pathway Grant Program
Notice of Grant Opportunity
Fiscal Year 2020

Announcement Date: October 15, 2019
Proposal Deadline: October 22, 2019

Robert Asaro-Angelo
Commissioner

Community Library Adult Literacy & Career Pathway Grant Program

Notice of Grant Opportunity State Fiscal Year 2020

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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 “LWD”) regularly publishes on its website at <https://nj.gov/labor/> all notices of grant opportunity pertaining to federal or state grant funds, which may be awarded by the Department. The notices of grant opportunity may be found on the Department’s website under the heading “Research & Information” and the subheading “Grant Opportunities”.

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 (CLALCP) is to expand 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 which complement the WIOA Title II system.

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

1. Educational Functioning Level (EFL) advancement based on WIOA Title II metrics;
2. Connection and enrollment to a credential bearing career pathway opportunity;
3. A credential or technical certification.

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.

C. Available Funding and Funding Duration

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 this program in Fiscal Year 2020 (FY20) is estimated to be \$1,200,000. All funding is contingent upon the amount available in the fund.

FY20 awardees will receive grant contracts for a year with the option to renew for two consecutive years contingent upon performance and funding availability. Actual award amounts will be determined by LWD.

The Department will not make grant awards exceeding \$110,000 per proposal application.

D. Entities that can apply for Funding Under this Notice of Grant Opportunity

This CLALCP grant program is open to the following eligible applicants seeking to provide adult literacy services to New Jersey residents in conjunction with the local Workforce Development Board (WDB) and the American Job Center (AJC).

- Any New Jersey state, county or local library.

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 LWD. The library, as lead agency, will be responsible for overseeing the implementation of all aspects of the grant including program development and spending

plan; 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:

- **libraries are not required to partner with a Title II organization; single applicants must demonstrate in their application the training plan and program expectations for participants; and**
- **libraries must demonstrate, in the proposal submitted, that they have consulted with their county Workforce Development Board to align program content with local literacy and/or career pathway needs.**

Applicants will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO. The evaluation criteria (Page 4) detailed in this NGO will be used to review and select applications. Applicants who are missing any portion of the requirements will not be considered for this grant opportunity.

E1. Standard Evaluation Criteria - The Community Library Adult Literacy & Career Pathway Grant Program is competitive and proposals will be reviewed by a selection committee using a pre-established set of requirements:

Evaluation Criteria	Total Points
<p><i>Programmatic:</i></p> <ul style="list-style-type: none"> • Title page signed and dated* • General provisions signed and dated (see attached) * 	<p>0 <i>Required</i></p>
<p><i>Program Narrative</i></p> <p>I. Executive Summary</p> <p>A. Detail the proposed service model and include program rationale and objectives for proposed grant program (limited to two double-spaced pages).</p>	<p>20</p>
<p>Remaining Program Narrative (limited to eight double-spaced pages) must include the following headings with details to follow:</p> <p>II. Statement of Need</p> <p>A. Describe the need for adult literacy services in your local area or state region; include up to date statistics to support the need determination.</p> <p>B. 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>III. Training Plan</p> <p>A. Describe the best practices and innovative instructional methods utilized to meet the needs of all learners.</p>	<p>65</p>

<p>B. Describe the inclusion of technology as it relates to the proposed program.</p> <p>C. * Only to be answered if partnering with a Title II agency: 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 tracked/coordinated by the lead (library).</p> <p>IV. Achievement/Outcome Indicators</p> <p>A. How many individuals do you plan to serve through this grant proposal?</p> <p>B. Describe your organization’s past performance with the proposed population you intend to serve. Detail statistics of those served, including, but not limited to Educational Functioning Level gains obtained, credential attainment or other indicators of student progress.</p> <p>C. Describe the referral process with the local AJC.</p>	
<p>V. Organizational Commitment & Capacity (limited to one double-spaced page)</p> <p>A. Describe the management information system (MIS) to be utilized to track performance under this grant.</p> <p>B. Share the proposed course schedule, including attendance/leave policy for program participants.</p>	5
<p>VI. Budget Narrative & Summary: (limited to two double-spaced pages)</p> <p>A. Budget narrative & separate line- item summary clearly and thoroughly describes the planned line item expenditures and;</p> <ol style="list-style-type: none"> 1. Budget items are reasonable and realistic. 2. Budget is within the cost guidelines of the NGO. 3. Calculations are error free. 	10

****If any of these documents are not submitted, signed and dated your proposal will be considered incomplete and, therefore, will not be reviewed by the selection committee.***

E2. Program Narrative - Your proposal must include all of the program components and planning requirements in the order outlined above. In addition, your program’s proposal must adhere to additional parameters and program policies as described below.

Applicants must comply with the following format requirements:

- Font – Times New Roman, 12 point;
- Spacing – Double spaced;
- Margins – 1” top and bottom and 1” side margins;
- Pages must be numbered – e.g., *X of X pages*, centered at the bottom of the page;
- Do not print on both sides 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; and
- Binders shall not be utilized for application submissions.

E2a. Targeted Population - 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:

- Is unemployed;
- 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
- Is certified by the Department of Human Services as:
 - Currently receiving public assistance;
 - Having been recently removed from the public assistance rolls because of gross income exceeding the grant standard for assistance; or
 - 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:

- Is unemployed, and:
 - Is currently receiving unemployment benefits pursuant to R.S.43:21-1 et seq. or any federal or state unemployment benefit extension; or
 - Has exhausted eligibility for the benefits or extended benefits during the preceding 52 weeks; or
- 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.

All participants receiving services as a result of this grant program are to be registered with an American Job Center before, during, or after the program activities and offered appropriate services such as interviewing skills, resume writing, and career exploration. To find a listing of the statewide AJCs go to:

http://careerconnections.nj.gov/careerconnections/plan/support/njccsites/one_stop_career_centers.shtml

E2b. Fee Structure for Participant Services - The lead agent must coordinate all adult literacy training, retention, and referral services. Budgets should be prepared based on a monthly draw down reimbursement model. At no time may clients be charged for instruction; lead agencies may determine a cost-structure (to be approved by NJ LWD) for testing and/or testing certifications.

E2c. American Job Centers - The grantee will be charged with ensuring that all participant information is kept up-to-date with the local AJC. Each AJC will designate staff which will have

completed the registration and eligibility determination for each participant. The Adult Literacy counselor within the AJC will ensure that all applicable resources are made available to the participants while also ensuring that program participants are knowledgeable of any additional services that may be available through the AJC.

E2d. Program Outcomes/Reporting Requirements - Applicants must demonstrate their ability to track and report program outcomes, participant data and monthly activity. Applicants must provide assurances that they own the proper MIS to report results. Monthly reports are required in Microsoft (MS) Word and MS Excel programs. All reports must be sent electronically to the LWD, as listed below. In addition, any issues or concerns between the grantee and any partner(s) should be promptly communicated to the LWD.

Grantees will be required to complete and submit the following documents on a monthly basis:

- 1) A monthly dashboard activity and financial report, due by the 10th of each month, that lists all the activities of the program including, but not limited to:
 - (a) Demographic information on participants; and
 - (b) The activities and interaction with the AJC and training providers during the reporting period.
- 2) A monthly invoice is due to LWD staff by the 10th of each month that details expenses incurred for the prior month. Grantees will be reimbursed monthly, after an invoice has been submitted to, reviewed and approved by the LWD. Bulk purchases totaling \$999.99 or more must first be presented to LWD electronically with a justification. If approved, the lead agency must submit proof of purchase via receipt or purchase order in a timely manner for approval. Expenses under \$999.99 are still subject to LWD approval.
- 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 LWD.
- 4) Occasionally, on short notice, the LWD may require grantees to submit ad hoc reports. The reporting forms will be provided and explained upon awarding of a contract.

E2e. 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: outcomes, barriers to meeting goals, and, if applicable, best practices. More detail will be provided at the technical assistance workshop.

E2f. Program Monitoring - Program monitoring will consist of monthly desk audits for each grantee and a yearly site visit. Site visits may include more detailed auditing of accounting practices, classroom observation, technical assistance and curriculum review.

E3. Budget Summary and Budget Narrative - A budget summary and budget narrative reflecting the entire cost of the program must be submitted within the grant proposal. The budget summary and budget narrative must also include all monetary and non-monetary funding sources or resources such as in-kind amounts within the budget, if appropriate. All amounts reported on the budget summary must be fully

supported by information provided in the budget narrative. The budget narrative must have a demonstrated cost basis. All items in the budget narrative must be listed in the same order as they appear on the budget summary. Applicants must provide justification for all aspects of the budget. State of New Jersey policies and regulations will be used as a guideline in the review of budget submissions.

E3a. Budget Modifications- All budget modifications must be sent to the LWD Supervisor for review. If approved, grantees will submit all associated documents for the modification within 5 business days from the Supervisor approval. LWD reserves the right to deny a modification due to insufficient justification and/or incomplete documentation.

E4. Proposal Content and Checklist - To ensure consistency and fairness of evaluation, each applicant seeking funding under this grant program must submit an application that includes the components listed below. All components in the proposal must be in the order as listed below. It is important to note that failure to include the required documentation may result in the application not being considered for funding.

<i>Required</i>	<i>Page</i>	<i>Checklist</i>
✓	Page 11	Applicant Title Page
✓	Page 2	Table of Contents
✓	Page 4	Statement of Need
✓	Page 5	Program Narrative
✓	Page 7	Budget Summary & Budget Narrative

E4a. Applicant Title Page – A sample of the applicant title page can be found on page 11. Complete all sections of the form and attach it to the front of the proposal; two original signature pages are required. This is the first page of your proposal package. Insert the name of the WDB area/ region(s) your proposal covers in “Program Region.” Ensure Sections I and II are complete and all information is accurate on the form. The chief executive officer of the lead agent must sign and date the form.

E4b. Table of Contents: List the various sections of the proposal along with the page numbers. Number the pages of the proposal using the format Page X of X.

E4c. LWD General Provisions: LWD’s Standard Assurances and Certifications and General Provisions is expected to be read prior to application submission.

http://www.nj.gov/labor/forms_pdfs/Programs/NGO/FY20/StandardAssurancesandCertificationsandGeneralProvisionsFederalFundedPrograms.pdf

F. Procedure for Eligible Entities to Apply for Grant Funds

All applicants must provide a proposal in accordance with the requirements listed within this NGO. All proposals must be submitted to the address listed below in section G by the deadline date listed in section H below.

Technical Resource Contact Information

Technical assistance in regards to this NGO will be provided via telephone or email. Please submit Technical Assistance questions to:

Kelsey Williams

Email: Kelsey.Williams@dol.nj.gov

Phone: 609-777-1994

G. Address to Which Proposals Must be submitted

Two original signed proposals and two copies of the signed proposal must be postmarked and received on or before October 22, 2019 at 4:00 pm EST at his address:

NJ Department of Labor and Workforce Development
Division of Workforce Grant & Economic Opportunity
Office of Adult Literacy Services
P.O. Box 055, 7th floor
1 John Fitch Plaza
Trenton, NJ 08625-0055
Attention: Dr. Danielle Jubanyik

The applicant must also have prepared and have available upon request by the LWD an electronic version of the application package (utilizing MS Word and MS Excel).

H. Important Dates for Consideration

1. Proposal announcement October 15, 2019
2. Proposal due date: October 22, 2019.

I. Date by Which Applicants Shall Be Notified

All proposals are subject to a department panel review and final approval by the Commissioner of the Department of Labor and Workforce Development. Within 14 business days following the panel review date, applicants will be notified of the status of their proposal and any requested revisions. Upon completion of all requested revisions and re-submission of completed proposals within the required timeframes, applicants will be notified of the final determination of their request within 10 business days.

Notice of Grant Opportunity

**Appendix
Proposal Forms**

**Community Library Adult Literacy & Career Pathway
Grant Program**

Fiscal Year 2020

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Community Library Adult Literacy & Career Pathway Grant Program - Title Page

SECTION I:

FY 20

TITLE OF NGO: Community Library Adult Literacy & Career Pathway Grant Program
 DIVISION: Workforce Grant and Economic Opportunity
 OFFICE: Adult Literacy Services
 PROGRAM REGION: _____

SECTION II:

CONTACT NAME: _____ COUNTY OF ORGANIZATION: _____
 APPLICANT AGENCY: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____

PREVIOUS FUNDING: Agency received funding from the NJ Department of Labor and Workforce Development within the last two years of submission of this application.

YES NO

PROJECT DIRECTOR (Please print or type name): _____
 TELEPHONE NUMBER: _____ FAX NUMBER: _____
 E-MAIL: _____
 BUSINESS MANAGER: _____ PHONE NUMBER: _____
 E-MAIL: _____
 DURATION OF PROJECT: FROM: _____ TO: _____
 TOTAL AMOUNT OF FUNDS REQUESTED: \$ _____

APPLICATION CERTIFICATION: *To the best of my knowledge and belief, the information contained in the application is true and correct. The document has been duly authorized by the governing body of this agency, and we will comply with the attached assurances if funding is awarded.*

 SIGNATURE OF CHIEF EXECUTIVE OFFICER TITLE DATE

(Please print or type name)

***FAILURE TO INCLUDE A REQUIRED APPLICATION COMPONENT CONSTITUTES A VIOLATION AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.**

SECTION III:

SEND OR DELIVER PROPOSALS TO: **NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**
1 JOHN FITCH PLAZA
ATTN: Dr. Danielle Jubanyik, State Director for Adult Ed.
P.O. BOX 055, 7TH FLOOR
TRENTON, NJ 08625-0055

APPLICATIONS MUST BE RECEIVED BY: **4:00 pm on October 22, 2019**

NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.

Attachment B: Budget Template

Budget Summary		
Community Libraries are Pathways Grant Program		
Grantee Name:		
Street Address, City, State, Zip		
Telephone:	Email Address:	Fax Number:
BUDGET CATEGORIES		Budget Amount
A. Personnel Cost		
<i>Total</i>		\$
B. Non-Personnel		
<i>Total</i>		\$

Budget Description	Annual Amount
Materials, Supplies and Printing <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) 	\$ (TOTAL)
Administrative Costs <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) 	\$ (TOTAL)
Salaries <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) 	\$ (TOTAL)
Other <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) 	\$ (TOTAL)

(ADD ROWS AND ITEMS AS NEEDED)

