

New Jersey Department of Labor

Community Library Adult Literacy & Career Pathway Grant Program Technical Assistance Questions & Answers October 28, 2021

1. For a public library would the "highest official" be the Library Director or the Board President...Or is it up to us/our boards? **It is the responsibility of each library to ensure they have whomever is deemed the authorized official listed in order to digitally sign the contract.**
2. Is it possible to have two agency administrators? **Yes, the organization can add/remove as needed.**
3. NGO has "Functional grade level advancement based on WIOA Title II metrics" as a deliverable but it's not on the Deliverables page. Will you add a field for it or do we just put it in the narrative? **Please include that as part of the narrative. As the program grows we may add a field in SAGE for collection of that data.**
4. Under Required Documents of SAGE sections I-IV under the NGO's narrative are all present except for V. Budget and instead there is Curriculum Online and Proposed Class Schedule. Are there limits/formatting for the Curriculum Online and Proposed Class Schedule? **Please be mindful of the page limits as specified in the NGO.** Will there be a V. Budget upload button? **The budget schedules in SAGE (A, B) must be utilized. DOL will not accept a copy of your organization's budget page.**
5. Do we go to Ann for SAGE issues? **No, email Danielle.Jubanyik@dol.nj.gov**
6. We are applying for \$\$ for year one only - correct? **Yes, DOL fiscal will determine year two funding amounts based on the State budget.**
7. Will we be using your Budget Summary form? **Yes, schedules A and B must be completed fully in SAGE; a budget narrative may be added to the Misc. documents tab.**
8. In NJ SAGE, where do we submit health insurance under Personnel because it is not the same percent for each full-time employee? **Please review the schedules in SAGE and adjust accordingly for each employee listed. Documentation is not required at this time but should be kept on file or uploaded to the Misc. attachments page for future audits.**
9. Will the reporting requirement for clients require proof of work eligibility? **Not at this time.**
10. In prior programs we've been able to use Digital Literacy testing in place of CASAS for intake assessment if it's a digital literacy course of training. Is that still true? **Yes, but it must be first justified in a conversation with the State Director and approved.**
11. Can we mandate clients be vaccinated to receive in person service? **Each library organization is held to their organizational/county standards at this time.**
12. If a client meets multiple benchmarks can we exceed the 1500/client. I.E. they get an industry recognized cert and also go up an educational functioning level or they gain multiple Industry Recognized certs, etc. **Yes, but please send an email justification to the State Director before billing to explain the rationale.**

13. 100% of my time will not be spent on the grant. Should only the portion of my salary, say 5% of my time, be entered in SAGE? **The full salary is required to be entered in SAGE. The percentage of Time on Project will calculate the cost.**
14. What do we submit with the invoice to show that fringe benefits including health insurance were paid? **An invoice as proof is not required at this time, but can be filed on site for future DOL audits and/or uploaded to the SAGE misc. attachments page.**
15. Under Required Documents of SAGE sections I-IV under the NGO's narrative are all present except for V. Budget and instead there is Curriculum Online and Proposed Class Schedule. Are there limits/formatting for the Curriculum Online and Proposed Class Schedule? Will there be a V. Budget upload button? **Be mindful of the page limits specified within the NGO. Be concise.**
16. Is there anything you can share about the Department of Labor's mission with regard to what aspects of these programs the department is most focused on? **The Department is focused on opportunities for all adults in NJ, whether it involves training, education, program funding and/or other forms of assistance. The Department has made it very clear that the CLALCP grant award is a fundamental aspect to a well-rounded literacy program within the State and provides unique opportunities for the citizens of New Jersey.**