



STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Adult Literacy & Community Library Partnership Program

Notice of Grant Opportunity
Fiscal Year 2018

Announcement Date: April 27, 2017
Application Deadline: May 30, 2017 - 12:00 PM (Noon)

Aaron R. Fichtner, Ph. D.
Commissioner

**ADULT LITERACY & COMMUNITY LIBRARY PARTNERSHIP
GRANT PROGRAM**

Notice of Grant Opportunity
State Fiscal Year 2018

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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 <http://lwd.dol.state.nj.us/labor> 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

Adult Literacy & Community Library Partnership Grant Program (ALCLP)

B. Purpose for Which the Grant Funds Will Be Used

The ALCLP grant program is designed to create and/or expand Adult Basic Education and/or English Language Proficiency services within New Jersey libraries. New Jersey libraries are an essential partner in providing adult literacy services within their communities. LWD views the services provided by New Jersey libraries as complimentary to the WIOA Title II system and as such wants to create new and/or expand existing partnerships between the two groups. The expected outcome is that New Jersey residents will see expanded service opportunities that includes additional locations and time availabilities that meet their needs. This program funding is designed to improve access and instructional opportunities for New Jersey residents to increase their Adult Basic Education and/or English Language proficiency skills through the state’s library system. WIOA Title II providers are envisioned to best provide traditional classroom instruction and the libraries to provide the delivery setting and wrap around support services to achieve success.

**Libraries that are listed as approved on the state’s Eligible Training Provider List (ETPL) are not required to partner with a WIOA Title II instructional service provider.*

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

1. Functional grade level advancement based on WIOA Title II metrics;
2. Increase in the student’s Workplace, Financial, or Health Literacy Skills; or
3. Connection and enrollment to a credential bearing career pathway opportunity.

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

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 2018 (FY18) 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 one-year period of

time, commencing upon notification of grant approval. This funding is meant to supplement existing adult literacy services provided through libraries and is not intended to provide start-up funding for new programs as the funding may not be renewed. To maximize the delivery impact of the grants awarded through this program LWD is actively promoting partnerships between libraries and their local WIOA Title II service provider(s).

Maximum grant awards are as follows:

- Up to \$100,000 per application.

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

The one-year grant program is open to the following eligible applicants seeking to provide adult literacy services to New Jersey residents in conjunction with the state’s One-Stop Career Center (OSCC) system.

- Any state, county or local library; or
- Consortium of libraries.

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

All grant proposals must be led by a local state or county library. The library will 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 lead agency will be responsible for overseeing the implementation of all aspects of the grant including the project 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. Proposals that do not meet the above requirements or whose budgets do not adhere to the maximum potential award amount parameters will not be considered for the grant.

Applicants will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO. The evaluation criteria detailed below will be used to review and select applications. Please refer to Page 4 Section E1 for additional information.

Applicants under this grant program must provide a narrative describing their organizational capacity, resources, commitment and any demonstrated ancillary program successes in similar type of programs. Applicants must detail their experience in providing adult literacy services as part of the applicant’s “Organizational Commitment and Capacity” section of this application. Please refer to Page 5 Section E2e for additional information.

All training providers utilized as parties to a grant proposal must be listed as approved on the state’s Eligible Training Provider List (ETPL).

To check for approved providers utilize the following link: www.njtopps.org

E1. Standard Evaluation Criteria - This Adult Literacy & Community Library Partnership Grant Program is competitive and applications will be reviewed by a selection committee using a pre-established set of requirements, which will include, but are not limited to, the following:

Evaluation Criteria	Total Points
<p>Programmatic:</p> <ul style="list-style-type: none"> • Title page signed and dated • General provisions signed and dated (see attached) • Statement of need (within local area or state region) 	5*
<p>Program Narrative:</p> <ul style="list-style-type: none"> • Executive summary (limited to two pages) • Remaining program narrative (limited to ten pages) and must include the following items: <p>1. Need Determination:</p> <ul style="list-style-type: none"> i. Describe the need for adult literacy services in your local area or state region. (If a needs assessment was conducted to determine the need please provide the results and a sample of the needs assessment that was utilized.) <p>2. Training Plan:</p> <ul style="list-style-type: none"> i. Describe the services and instruction proposed through this grant application including; instructional methodologies, tutor supports, and software supports that will be utilized to determine project success. <p>3. Outcome/Performance Metrics</p> <ul style="list-style-type: none"> i. How many individuals can / will receive services through this grant proposal? ii. What level(s) of adult literacy services will be provided under this grant proposal? iii. What strategies will be employed to retain individuals and promote persistence in and completion of the program? iv. At the completion of the grant, how will you evaluate/measure the grant's success? <p>4. Career Pathway Advancement / Job Retention:</p> <ul style="list-style-type: none"> i. What career pathway connections will be sought/developed as an outcome of the planned instruction? 	75
<p>Applicant Requirements: (limited to two pages)</p> <ul style="list-style-type: none"> • Organizational commitment and capacity describes past experience and partnerships • Organizational commitment and capacity includes information about the management information system (MIS) to be utilized to track performance under this grant 	10

<p>Budget Summary and Budget Narrative: (limited to two pages)</p> <ul style="list-style-type: none"> • Budget items are reasonable and realistic • Budget is within the cost guidelines of the NGO • Budget narrative clearly and thoroughly describes the planned line item expenditures • Calculations are error free 	<p>10</p>
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**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 – 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; 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:

- 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 is in need of remedial instruction.

All participants receiving services as a result of this grant program are to be registered with an OSCC and offered appropriate services such as interviewing skills, resume writing, and career exploration. To find a listing of the statewide OSCC go to:

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

E2b. Statement of Need - The applicant must clearly define the need for the adult literacy training services proposed within the selected community / state region of proposed service delivery. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Information should include a demographic description of your targeted geographic area relating to the populations of qualified disadvantaged and qualified displaced workers, and the adult literacy needs of residents in the selected local area / proposed region in New Jersey.

E2c. Organizational Commitment and Capacity - Applicants should describe their commitment to addressing the adult literacy needs identified, including the organizational support that exists for implementing the proposed project and strategic partnerships that will be leveraged. The applicant must also state they have the MIS equipment and capacity needed to properly track and report participant demographic and performance data to the LWD and complete all required monthly reports and requests for information in accordance with protocol and timelines established by the LWD. Please refer to Page 8 Section E2f.

E2d. 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. The maximum training cost for each participant must not exceed \$1,200.

E2e. One-Stop Career Centers - Grantees will be charged with ensuring that all participant information is kept up-to-date with the local OSCC. Each OSCC will designate staff which will have completed the registration and eligibility determination for each participant. The adult literacy counselor will ensure that all available 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 OSCC system.

E2f. 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 mailed and electronically sent 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 OSCC(s) and training providers during the reporting period.
- 2) A monthly invoice is due 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 and reviewed and approved by the LWD. Reimbursement will be made for each participant, as they meet the benchmarks detailed earlier.
- 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.

E2g. 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.

E3. Budget Summary and Budget Narrative - A budget summary and budget narrative reflecting the entire cost of the program must be submitted. 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.

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 9	Applicant Title Page
✓	Page 9	Table of Contents

✓	Page 9	LWD General Provisions
✓	Page 7	Statement of Need
✓	Page 6	Program Narrative
✓	Page 7	Organizational Commitment / Capacity
✓	Page 8	Budget Summary & Budget Narrative

E4a. Applicant Title Page – A sample of the applicant title page can be found on page 19. Complete all sections of the form and attach it to the front of the application, two original signature pages are required. This is the first page of your application package. Insert the name of the WIB area(s) / 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 X of X.

E4c. LWD General Provisions - The General Provisions can be found on pages 13 through 18 of this NGO. Please carefully review all pages and then sign off in the appropriate space. Include only the signature page of the general provisions in your grant proposal. The signature of the chief executive officer or position responsible for encumbering funds on behalf of the organization indicates the organization’s acceptance of these provisions.

F. Procedure for Eligible Entities to Apply for Grant Funds

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

Please note as a condition of receiving funding all approved applicants must commit to sending all staff dedicated to this project to LWD sponsored training for our newly developed Career Connections service products. These labor exchange services have been developed to provide consumers with the most up to date information on career opportunities and how to connect with these opportunities. It is expected that all funded service providers will be able to support and direct customers to these resources. Further information on this training requirement will be supplied upon any contract award.

Due to unforeseen circumstances, dates may be subject to changes. Any changes will be posted on the LWD website at:

http://lwd.dol.state.nj.us/labor/employer/training/incentives_training_index.html.

Technical Resource Contact Information

Kelsey Williams
 Email: Kelsey.Williams@dol.nj.gov
 Phone: 609-777-1994

G. Address to Which Proposals Must be submitted

Two originals and three copies of the application must be delivered to the following 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

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. Application Submission Date

Submit Completed Application By 12:00 PM (Noon):	Panel Review (Week Of):*
May 30, 2017	June 5, 2017

Dates are subject to change due to unforeseen circumstances. Any changes will be posted on the department's webpage.

I. Date by Which Applicants Shall Be Notified

All applications are subject to a department panel review and final approval by the Commissioner of the Department of Labor and Workforce Development. 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 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

Adult Literacy & Community Library Partnership Grant Program

Fiscal Year 2018

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Adult Literacy & Community Library Partnership Grant Program - Title Page

SECTION I:

FY 18

TITLE OF NGO: Adult Literacy & Community Library Partnership 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: _____ APPLICATIONS MUST BE RECEIVED BY: _____
NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
JOHN FITCH PLAZA
ATTN: PATRICIA MORAN, ASSISTANT COMMISSIONER
P.O. BOX 055, 7TH FLOOR
TRENTON, NJ 08625-0055 **12:00 pm on May 30, 2017**

NO FACSIMILE SUBMISSIONS WILL BE ACCEPTED.

Attachment C: Dashboard Template

Report Date: XX

Adult Literacy & Community Library Partnership Sample Dashboard

Report Month: XX

Grant Leader: Name of Library/Applicant & Contact Person		Grant Start Date:		
Allocation Award: \$ - list amount of award		Grant End Date:		
Purpose:	The program is designed to benefit			
Status Comments:	As of xx date assessment of progress			
Budget				
		Achievement to Date		% of GRANT UTILIZED TO DATE <i>(Based on courses both delivered & invoiced)</i>
		Total amount invoiced for the month	Year-to-Date Expended	
Funding Spend down	Total \$ amount available to spend for the reporting month			
Explanation				
<i>Describe any issues/concerns</i>				
<i>Status of invoices and receipts</i>				

Activities

List of Class Offering

Class Name	Achievement to Date					Explanation
	Number of Classes Provided	Number of Clock Hours	Number of Students Started	Number of Students Completed	Class Completed Yes/No	
<i>Ex. CLASS 1</i>						
<i>Ex. CLASS 2</i>						
<i>ETC.</i>						

Return on Investment

Program Outcomes	Achievement to Date			Comments
	Number of	Number of	Number of	
Total Monthly Status of Trainee Activities				

Reportable benchmarks are subject to individual proposals

**Directions to the NJ Department of Labor and Workforce Development
1 John Fitch Plaza
Trenton, N.J. 08625**

Note: When you arrive, please proceed to the front of the building and obtain a temporary parking permit from the lobby guard on the 1st floor. Place the sticker in your front window and park in the rear parking lot. **DO NOT PARK IN THE LOT WITHOUT A PERMIT. YOU MAY BE TICKETED OR TOWED.**

Guard Desk/Receptionist Desk contact number: (609) 292-2405.

Via New Jersey Turnpike

From North, take Exit 7A. Get on I-95 West. After you pass the interchange with I-295, highway becomes state Route 29 North. Follow Route 29 North through tunnel, after 2 traffic lights, keep to the right, and take the second right exit on to Route 33/Market Street. Turn left at the first light into the Labor Building parking lot. Labor lot is on your left.

From South, take Exit 7. Get on U.S. Route 206 North. Stay on 206 North until the intersection with I-195 West. After you pass the interchange with I-295, highway becomes state Route 29 North. Follow Route 29 North through tunnel, after 2 traffic lights, keep to the right, and take the second right exit onto Route 33/Market Street. Turn left at the first light into the Labor Building parking lot. Labor lot is on your left.

Via I-95 from Pennsylvania

Take I-95 North to Exit 46 (old #29A). Get on U.S. Route 1 North toward Morrisville. After about 4 ½ miles the road splits. Take the right lanes, staying on Route 1 to Trenton. As you cross the bridge over the Delaware River, get into the right lane. Take the second right exit onto Route 33/Market Street. Turn left at the first light into the Labor Building parking lot. Labor lot is on your left.

Via Garden State Parkway

Southbound: take Exit 129 to the NJ Turnpike South. From the NJ Turnpike South take Exit 7A to 195 West. Get on I-195 West. After you pass the interchange with I-295, highway becomes state Route 29 North. Follow Route 29 North through tunnel, after 2 traffic lights, keep to the right, and make the second right exit onto Route 33/Market Street. Turn left at the first light in to the Labor Building parking lot. Labor lot is on your left.

Northbound: take Exit 98 to I-195 West. Take I-195 West. After you pass the interchange with I-295, highway becomes state Route 29 North. Follow Route 29 North through tunnel, after 2 traffic lights, keep to the right, and take the second right exit onto Route 33/Market Street. Turn left at the first light into the Labor Building parking lot. Labor lot is on your left.

Via Northwestern New Jersey

Take Route 31 South to I-95 South. From I-95 South, take exit for Route 29 South (last exit in New Jersey). Bear to the left through a series of yield signs. From Route 29 South, take left exit for Market Street (Justice Complex) Labor Building is on the left. Turn left at the first light into the Labor Building parking lot. Labor lot is on your left.

Via U.S. Route 1 from the North

Take U.S. Route 1 South to the last exit in New Jersey. About six miles north of Trenton, Route 1 splits. Stay in the left lanes (right lanes will say "Business Route 1"). About 4 ½ miles after this split you will see signs for state offices. Take the last exit, marked "Capitol Complex-Last Exit before Toll" and "Warren Street." Make a right onto Warren St. Go to next traffic light (Warren & Market St) and make a left. Proceed to next traffic light (you'll be behind the Labor Building, make a right into Labor parking lot. Labor lot is on your left.

Via I-295 from South Jersey

Take I-295 North to I-195 West. After you pass the interchange with I-295, highway becomes state Route 29 North. Follow Route 29 North through tunnel, after 2 traffic lights, keep to the right, and take the second right exit onto Route 33/Market Street. Turn left at the first light into the Labor Building parking lot. Labor lot is on your left.