



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

**NOTICE OF GRANT OPPORTUNITY  
STATE FISCAL YEAR 2024**

**COMMUNITY LIBRARY ADULT LITERACY & CAREER PATHWAY  
GRANT PROGRAM (CLALCP)  
2 YEAR CONTINUATION MAY 15, 2024- MAY 15, 2025**

**Announcement Date: March 28, 2024**

**Mandatory Technical Assistance Workshop: April 8, 2024**

**Application Due Date: April 19, 2024**

**Robert Asaro-Angelo  
Commissioner**

**Community Library Adult Literacy & Career Pathway Program (CLALCP)  
Continuation  
Notice of Grant Opportunity – Fiscal Year 2024**

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Attachments:

[Standard Assurances and Certifications and General Provisions](#)  
[FY24 Community Library Program Requirements Document](#)

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 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**

Community Library Adult Literacy & Career Pathway Program (CLALCP)

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

The purpose of the Community Library Adult Literacy & Career Pathway Grant Program (CLALCP) is to complement existing Adult Literacy services by providing an additional avenue for adult literacy, including digital literacy and access, as well as career pathway training throughout New Jersey public libraries. New Jersey public libraries are easily accessible to residents and offer a unique learning environment. The CLALCP grant program is designed to provide instruction, credentials, or certification that aligns with the New Jersey Title II system. Awarded programs are required to serve one of the three targeted populations outlined within this NGO.

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. Additionally, priority will be afforded to programs developed to increase digital literacy and access for residents.

**C. AVAILABLE FUNDING**

The CLALCP program is expected to be funded by The NJ Supplemental Fund for Basic Skills. The amount of funding expected to be available for year one for Fiscal Year (FY) 2024 (May 15, 2024 – May 15, 2025) is \$1,500,000. All funds must be fully expended by May 15, 2025.

**Eligible current CLALCP grantees may apply for up to \$200,000 for FY24.**

Final awards are contingent upon State allocation of Supplemental Workforce funds. The applicant’s budget must be well considered, necessary for the implementation of the program, and within the funding parameters. Final amounts will be determined at the time of pre-contract revisions and may be reduced if deemed necessary. Ineligible, inappropriate or undocumented costs will be removed from the funding request. Failure to meet performance goals and expenditure of funds may impact current, continuation, and future grant funding opportunities. NJDOLE 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**

- New Jersey public libraries receiving CLALCP funding in FY2023, who have met both program and fiscal requirements, are eligible to apply.

All applications must be completed by the applicant library regardless of partnerships or collaborations. The applicant library organization 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 applicant library will be expected to coordinate all aspects of the grant, i.e., outreach and recruitment; program services; project and spending plan; performance, grant project monitoring and reporting; and fiscal management.

Applicants must demonstrate their experience serving the identified target population and their capacity to provide adult literacy services, digital literacy, and/or and career pathway services as outlined in the FY24 Community Library Program Requirements attachment.

All applicants must be in good standing with NJDOL's Division of Employer Accounts. An organization that has an outstanding liability to NJDOL will not have a contract executed by NJDOL until the liability is resolved.

## **E. TARGETED POPULATIONS**

The Targeted Population for the CLALCP grant includes:

- Any client who has not attained a high school diploma;
- A client with a high school diploma *may* be served if enrolled in a credential bearing pathway or an English Language Learning program;
- A client who demonstrates a need for digital literacy skills;
- Additional targeted populations for this grant may include 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.

## **F. PERFORMANCE DELIVERABLES**

All CLALCP grantees are expected to track client progress monthly via the CLALCP dashboard in IGX. Pretest scores and posttest scores from approved testing instruments, attainment of high school equivalency, and certification or credentials must be documented monthly in IGX. NJDOL staff will provide technical assistance to grantees.

Additional, non-traditional ways to track client progress, including use of a portfolio, resume and job applications, digital literacy tests are acceptable and should be documented with OAL staff.

## **G. APPLICATION PROCESS**

NJDOL will accept, review, approve, and manage all CLALCP grants electronically using the System for Administering Grants Electronically (IGX). Applicants must first submit a letter of intent to apply. The letter of intent should be submitted via email to [Kelly.Beirne@dol.nj.gov](mailto:Kelly.Beirne@dol.nj.gov) by 3:00 p.m. on Friday, April 5, 2024, and must include:

- Applicant library organization name & address
- Name of person responsible for submitting application (Agency Official)
- Federal Employee Identification Number (FEIN)
- Unique Entity Identifiers (UEIs) and
- Names, titles, and e-mails of the mandatory technical assistance workshop attendees.

To receive access to the application in IGX, applicants must register at: <https://njdol.intelligrants.com>. It is imperative that registration be submitted at the time the letter of intent is completed. You 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. Technical requirements for IGX can be viewed at <https://njdol.intelligrants.com>.

Applicants must agree to the terms and conditions as outlined in the Standard Assurances and Certifications and General Provisions to begin completing the application.

The application must consist of the following components:

Required	Component
✓	Applicant Information
✓	Project Location
✓	Previous Funding
✓	Performance Deliverables
✓ (upload to Required Attachments)	Statement of Need
✓ (upload to Required Attachments)	Organizational Commitment and Capacity
✓ (upload to Required Attachments)	Program Narrative
✓	Budget Forms (Schedules A-C) • Schedule A Personnel Justification Page(s)
✓	Cost Summary

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

The forms described below must be accessed and submitted through the “Forms” menu in IGX:

**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 CLALCP library site location and select the counties and municipalities the proposed program will serve.

### **3. Previous Funding**

Applicants previously funded by NJDOL within the last three years must complete the required information.

### **4. Statement of Need (Uploaded to Required Attachments)**

A need is defined as the difference between the status and the outcomes and/or standard(s) that the applicant would like to achieve. Demonstrate the need for CLALCP funding in relation to the NGO and provide documentation that substantiates the need. Documentation must include demographics, description of target population(s), student data, personnel data and research.

*Note: The Statement of Need document should include page numbers and must not exceed 2 typed double-spaced pages.*

### **6. Organizational Commitment and Capacity (Uploaded to Required Attachments)**

Applicants should describe the extent of their organizational commitment to the program. The applicant should include their experience(s) and successes working with the targeted population and implementing services similar to the program services described within this NGO. Applicants should make the connection to how their capacities will support enrolling the proposed number of participants.

*Note: The Organizational Commitment and Capacity document should include page numbers and must not exceed 2 typed double-spaced pages.*

### **7. Program Narrative (Uploaded to Required Attachments)**

Applicants must submit a program narrative which outlines a comprehensive plan of recruitment, activities, services, and strategies to implement to successfully meet the CLALCP program for the organization. Any planned partnerships must be detailed within the narrative to demonstrate program planning and execution..

*Note: The Program Narrative document should include page numbers and must not exceed 5 typed double-spaced pages.*

### **8. Budget Forms (Schedules A-C)**

Following the attached Cost Guidelines, complete Budget Schedules A through C to identify personnel costs, non-personnel costs and direct student services costs.

NJDOL has limited the cost categories to the following areas:

#### **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. All personnel designated as administrative staff will count towards your administrative cap which is 10% of your total grant funds requested.

- **Justification Page-** Each page of Schedule A has a Justification Page attached. A justification for all personnel/positions listed on Schedule A must include a designation as an administrative role (if applicable), number of work hours per week, programmatic roles and responsibilities, and relevant education and experience.

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

This budget category includes cost categories that are NOT considered direct participant services or expenses and are further detailed in the Cost Guidelines. Each non-personnel cost category selected must have a clear justification or description of the selection. All costs included on Schedule B will count towards the administrative cap which is 10% of your total grant funds requested.

Applicants should strive to select from the existing cost categories provided within the schedule's dropdown list. Line items that fall within the same cost category should be entered as one row when possible, and should identify the specific items and their cost breakdowns within the justification

- **Schedule C – Direct Services**

This budget category includes cost categories that are considered to directly benefit program participants and are further detailed in the Cost Guidelines. Each direct service cost category selected must have a clear justification or description of the selection.

Applicants should strive to select from the existing cost categories provided within the schedule's dropdown list. Line items that fall within the same cost category should be entered as one row when possible, and should identify the specific items and their cost breakdowns within the justification

## **9. Cost Summary**

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

## **10. Required Attachments**

The below attachments must be uploaded/completed in IGX:

- Statement of Need (referenced in section G.5.)
- Organizational Commitment and Capacity
- Program Narrative
- Achievement/Outcome Indicators
- Budget



## 11. Miscellaneous Documents

The miscellaneous attachment page in IGX shall be utilized to upload any additional information or documents that will support your grant application, or are required by your organization or special circumstance, such as:

- Proposed class schedules/locations
- Software
- Hardware
- Textbooks

## H. Evaluation Criteria

All applications will be evaluated by a committee for selection based on quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO, and will use the standard evaluation criteria listed below:

<b>Evaluation Criteria</b>	<b>Total Points (100)</b>
<b>Statement of Need</b> <ul style="list-style-type: none"><li>• Gaps in the current practices and systems serving the targeted population to be served are clearly identified.</li><li>• Documentation and data substantiate the identified gaps.</li></ul>	10
<ul style="list-style-type: none"><li>• Organizational Commitment and Capacity:</li><li>• The applicant's commitment to the CLALCP project is well documented and possesses the organizational capacity, including necessary resources and relevant experiences working with their selected target population, to support successful implementation of this program.</li></ul>	10
<b>Program Narrative</b> <ul style="list-style-type: none"><li>• The program narrative is comprehensive and reasonable, addresses the identified needs of the community/clients and will contribute to the achievement of the intended benefits of the grant program.</li><li>• The processes for recruitment and client tracking/performance is well planned.</li><li>• The program services, career pathways, and educational instruction are clearly addressed in and are in accordance with CLALCP Program requirements and detail the types of adult literacy services provided, any credentials/certifications offered, and a connection to career pathway.</li></ul>	50

<p><b>Achievement/Outcome Indicators</b></p> <ul style="list-style-type: none"> <li>• How many estimated individuals will receive services through this estimated number of clients (clients may be served at \$2000.00 per client for a level of service model) and a description of the metrics used to track progress.</li> <li>• The attendance policy is provided.</li> <li>• Share the referral process with the local One Stop Career Center and Title II providers.</li> <li>• Describe the pretest and posttest mechanisms/instruments to ensure continuous student progress is assessed. *Conversational English classes must be tracked to show client gains regardless of pre/posttest. Please share how client progress will be measured, i.e. portfolio, alt. assessments.</li> </ul>	10
<p><b>Budget Details and Budget Narrative</b></p> <ul style="list-style-type: none"> <li>• The project budget adheres to the described program services and the proposed expenditures are reasonably necessary for their effective implementation.</li> <li>• Programs have estimated an approximate number of clients at \$2,000 per client to be served/tracked.</li> </ul>	20

*\*If any of the required documents are not submitted in IGX by the required due date and time, the organization's application will be considered incomplete and, therefore, may not be reviewed by the selection committee.*

**Mandatory Technical Assistance Meeting Via Microsoft Teams**

NJDOL Adult Literacy staff will provide a **mandatory** virtual information session / technical assistance workshop for eligible applicants on Monday, April 8, 2024, 10:30 a.m. to 12:00 p.m. via Microsoft TEAMS. Invites will be sent to the emails provided in the applicant's letter of intent. Attendance is mandatory for applicants to be considered eligible to apply. Applicants planning to attend the workshop must submit a letter of intent, as described in Section G, to [Kelly.Beirne@dol.nj.gov](mailto:Kelly.Beirne@dol.nj.gov) by 3:00 pm on Friday, April 5, 2024.

**I. APPLICATION SUBMITTAL PROCESS**

CLALCP continuation applications must be completed in IGX and received by NJDOL by 12:00 p.m. Friday, April 19, 2024. NJDOL will not accept any application received after the submittal deadline. Responsibility for timely submission is the sole responsibility of the applicant. Incomplete applications in IGX will not be considered.

All inquiries regarding the application process should be directed to the Office of Adult Literacy via email to [Kelly.Beirne@dol.nj.gov](mailto:Kelly.Beirne@dol.nj.gov) and [Danielle.Jubanyik@dol.nj.gov](mailto:Danielle.Jubanyik@dol.nj.gov)

**J. NJDOL AWARD PROCESS**

All applications are subject to panel 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.