



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

**NOTICE OF GRANT OPPORTUNITY**  
**Fiscal Year 2025**

**Digital Equity Training**

**Announcement Date: April 7, 2025**  
**Application Due Date: May 2, 2025**

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

**Digital Equity Training**  
**Notice of Grant Opportunity – FY 2025**

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**Digital Equity Training**  
**Notice of Grant Opportunity – FY 2025**  
**NJ Department of Labor and Workforce Development**  
**Notice of Availability of Grant Program Fund**

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the New Jersey 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**

**Digital Equity Training** is a competitive grant offered by the New Jersey Department of Labor and Workforce Development (NJDOLE).

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

NJDOLE is managing the execution of a grant to overcome barriers towards digital literacy within the State of New Jersey. The primary intent of this funding is to offer digital literacy training to the WorkFirst New Jersey (WFNJ) population to overcome the digital divide and empower participants by improving skills with technology-based learning and resources. See link for additional information regarding digital literacy: [Digital Literacy and Resilience Resources](#).

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). Successful respondents to this NGO will be responsible for managing the recruitment, selection, onboarding and training of program participants.

**Goals of The Digital Equity Training Program**

The primary aim of this Notice of Grant Opportunity is to foster equal opportunities, enhance upward mobility, and ensure economic fairness by providing individuals with digital literacy skills. This competitive NGO is being made available to accomplish the following goals:

- **Partnership:** Establish collaborations between public and private entities to enhance digital learning methods and increase enrollment in training programs that result in certification/credentials and employment.
- **Assessment and Plan Development:** Conduct assessment activities to precisely identify digital skill gaps and develop a comprehensive digital development plan

to strategically address and close those gaps.

- **Training:** Provide individuals with the necessary skills to proficiently navigate the digital landscape, including but not limited to safeguarding online safety, conducting effective information searches, and utilizing diverse applications, thereby narrowing the digital literacy gap.
- **Supportive Services:** Offer a comprehensive range of supportive services aimed at removing barriers to digital fluency. These services may include personalized mentoring, access to necessary technology and internet connectivity, flexible scheduling to accommodate various needs, and tailored resources that address specific learning challenges. By addressing these obstacles, individuals can more effectively develop the skills needed to thrive in the digital world.
- **Outcomes:** Assist participants in achieving successful outcomes by guiding them toward obtaining certifications, earning industry-recognized credentials, and securing entry and advancement in employment opportunities.

### C. AVAILABLE FUNDING

The amount of funding available for this program in Fiscal Year 2025 (FY2025) is estimated to be \$6,000,000 through WFNJ State Appropriation, and contingent upon the availability of funds. Grantees may apply for funding up to \$1,000,000 for the grant period.

The grant period is June 1, 2025 through May 31, 2026.

See chart below of recommended costs:

GRANT FUNDING ALLOCATIONS	MAXIMUM FUNDING
Administrative Costs (10%)	\$100,000
Participant Supportive Services	\$290,000
Participant Digital Learning Training	\$600,000
Outreach and Marketing	\$10,000
TOTAL	\$1,000,000

**This grant operates on a cost reimbursement basis, meaning that expenses will be reimbursed after they are incurred and documented.**

Applicants are required to submit a thoughtfully prepared budget that is essential for the program's implementation. Final budget amounts will be established during the pre-contract revision stage. Any costs that are deemed ineligible, inappropriate, or lacking proper documentation will be excluded from the funding request.

Grantees are encouraged to integrate this funding and services with other workforce programs to enhance participation and service opportunities. However, funds from this grant must be used exclusively for services related to this specific award and cannot replace existing funding sources. The actual funding amounts will be contingent upon the availability of funds.

**Failure to meet performance goals and expend funds will impact future grant opportunities.**

**NJDOL 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**

To be eligible for this NGO, the applicant(s) must satisfy the following requirements:

- Must be a non-profit, for-profit entity, governmental entity (including state or municipal agencies) or an institution of higher education.
- Pursuant to N.J.S.A. 52:32-44, a for-profit applicant and each proposed subcontractor must have a valid Business Registration Certificate on file with the Division of Revenue. (This statutory requirement does not apply to non-profit organizations, private colleges and universities, or state and municipal agencies.).
- Required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336).

**Public Libraries are strongly encouraged to apply.**

In addition, as a precondition to any award of grant funds under this NGO, the applicant must be in full compliance with all laws enforced by NJDOL. Specifically, the applicant must not have any outstanding liabilities to NJDOL, including but not limited to, for unpaid contributions to the unemployment compensation fund or the State disability benefits fund; to any individual on whose behalf the Department has issued a final order for the payment of wages or benefits; or for any penalties, fees or interest due to the Department pursuant to a final order issued under any of the statutes or rules that NJDOL enforces. Further, the applicant must not be on a debarment list, or any other list that prohibits them from public contracting, administered by NJDOL and the applicant must not be serving a suspension or revocation of their license, certificate, or registration issued by the NJDOL. Please be aware that under N.J.S.A. 34:15-34D and N.J.A.C. 12:9-1.3., NJDOL will be cross-checking applicants against NJDOL records for any of these issues as part of the evaluation process. To avoid delay in the processing of applications,

if applicants are aware of any outstanding liabilities they may owe NJDOL, or of any of the above issues that could impact their ability to do business with NJDOL, they are advised to reach out to NJDOL or the relevant Division thereof to resolve such issues promptly prior to submitting their application.

#### **E. TARGETED POPULATION**

Participants must be WFNJ (TANF, GA, SNAP, ABAWD) recipients and must reside in the state of New Jersey.

In accordance with program requirements, each grantee is expected to serve a minimum of **125 individuals**, that meet the following criteria:

- Current recipient or eligible for benefits under WFNJ
- Resident of county where program services will be provided by the grantee
- Age 18 or older
- Ability and willingness to attain identified training and/or employment

#### **F. GRANTEE RESPONSIBILITIES**

The grantee will be the lead agency and overall coordinator of the grant. Specific duties include, but are not limited to:

- Recruit and enroll adult (age 18 and over) participants into program within the designated region
- Maintain and update participant files with digital literacy plans, case notes, employment verification, follow- ups, training start/end dates, credentials/certifications, signed supportive service forms, and exit forms
- Participant files must be secured in a locked case if being transported to other sites
- Provide template of digital literacy plans to NJDOL prior to start of program
- Complete assessments and digital literacy plans during the first 30 days of participant enrollment and update regularly
- Ensure no services are provided prior to digital literacy plan completion
- Provide and track all services, including training, and supportive services based on barriers and goals identified in participant digital literacy plans
- Ensure all training vendors are approved and published on the Eligible Training Provider List (ETPL)
- Provide digital literacy training aimed at bridging the digital divide and promoting equitable access to increase training and employment opportunities.

#### **G. PROCEDURES FOR ELIGIBLE APPLICANTS TO APPLY**

The grantee 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 grantee is expected

to coordinate all aspects of the grant, i.e. project spending plan; grant project monitoring and reporting; outreach and recruitment; and grant fiscal management.

It is essential that the applicant carefully construct result-oriented goals and objectives, together with the program description and budget, providing a comprehensive plan for the successful accomplishment of the program.

The standard evaluation criteria will be used to review and select applications. Applicants under this grant program must provide a narrative describing their organizational capacity, resources, commitment, and any demonstrated employment, retention, and employer relationship successes in working with the targeted population of this grant. Such information is to be included as part of the applicant's "Narrative" section of the application.

## **H. APPLICATION GUIDELINES & SUBMISSION**

The completed, signed application must be received by 2:00 PM on, May 2, 2025. Faxed and/or mailed copies will not be accepted. All completed applications must be electronically submitted via email to [WFNJ@dol.nj.gov](mailto:WFNJ@dol.nj.gov) utilizing MS Word, MS Excel, and PDF only.

### **Mandatory Grant Application Technical Assistance Workshop**

NJDOL will provide a grant application technical assistance (TA) session via Microsoft Teams to potential applicants. General guidance on completing the required documents and budget forms will be provided. It is important that both the Program Director and Fiscal Officer attend this session. The technical assistance workshops will be held April 21, 2025 at 10 AM. Should you be interested in attending the TA session, please send an email with your name, email address, and organization to [WFNJ@dol.nj.gov](mailto:WFNJ@dol.nj.gov).

**Please adhere to deadline dates noted below.**

**Grant Application T/A**

April 21, 2025 @ 10 AM

**Application Due**

May 2, 2025 @ 2 PM

## **I. AWARD PROCESS**

To be eligible for funding, the applicant must have satisfactorily completed the required elements of the NGO. NJDOL reserves the right to reject all applications when conditions 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; indication of misrepresentation of information and/or non-compliance with State and Federal laws and regulations; and/or existing NJDOL contracts and procedures.

Panel Review Process - All applications are subject to a panel review and final approval by the Commissioner of the Department of Labor. 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 with the required timelines, applicants will be notified of the final determination of their application.

## **J. REPORTING AND ON-SITE TECHNICAL ASSISTANCE VISITS**

Grant recipients are required to maintain progress data and submit monthly program and fiscal reports documenting grant-related activities by the 15<sup>th</sup> of every month. The report will be reviewed to ascertain the grantee's progress within the scope of work and its conformance with program regulations and enabling legislation.

The format of the monthly reports is determined by NJDOL, and the report form will be provided with the contract in dashboard format.

Monthly financial reports must be submitted as required in the contract and are due no later than the 15<sup>th</sup> of each month unless prior approval is provided by NJDOL. In addition, they must contain the following:

- Status of all expenditures listed in the budget detail and the amount expended each month along with supporting documents; and
- A State of New Jersey payment voucher submission for expenditures incurred during the month

In addition to the above monthly reports, quarterly payments reports are required by the grantee.

All programs will receive a minimum of one on-site technical assistance visit. The purpose of the visit will be to assess progress toward the program goals and objectives, and the integrity of the program model. Grantees may be required to submit additional reports as requested by NJDOL.

## **K. PROGRAM OUTCOMES**

Grantees are expected to attain the following outcomes during the funding period:

A minimum of **125** individuals enrolled in the program who must be provided:

- Assessments/Registration
- Digital literacy plan
- Digital literacy training



- Supportive services
- At least 80% of **ALL** participants must receive an industry-recognized certification or credential
- At least 30% employment placement rate

## L. PROPOSAL CONTENT AND CHECKLIST


To ensure consistency and fairness of evaluation, NJDOL requires that each applicant seeking funding under this digital literacy training grant program submit an application that includes, at a minimum, the components listed below.

It is important to note that failure to upload the required documentation may result in the application being removed from consideration for funding. By submitting the application, the applicant implicitly agrees to the terms and conditions as outlined in the:

[Standard Assurances and Certifications and General Provisions.](#)

The Program Narrative must be produced using the following formatting requirements:

- Font – Times New Roman, 12-points
- 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
- Proposals including attachments should not exceed 10 pages

Required	Form Description
	<p><b>Letter(s) of Commitment</b></p> <p>A letter of commitment from the applicant’s local Workforce Development Board is required. Letters of commitment from other partners such as training providers, supportive service providers, and employers are encouraged. The letter(s) should indicate the specific activities in which the partner(s) will be involved and address digital skill gaps, how they will promote workforce development, and create sustainable career pathways for underserved populations in New Jersey. Any applicant not providing direct services must include letters of commitment from any partners.</p>

✓	<p><b>Statement of Need</b></p> <p>Demonstrate the need for Digital Literacy training in relation to the NGO. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation may include a demographic description of your targeted area, including labor market information related to training and</p>
	<p>employment.</p> <ul style="list-style-type: none"> <li>• Describe the digital divide and workforce challenges faced by the targeted WFNJ population.</li> <li>• Include relevant data, research and community insights supporting the need for digital literacy training in your service area.</li> <li>• Explain how this program will fill a critical gap in digital education and employment readiness.</li> </ul>
✓	<p><b>Narrative</b></p> <p>Provide an overview of how the services detailed in the scope of work will be implemented and the timeframes involved, specifically addressing the following:</p> <ol style="list-style-type: none"> <li>a. How the applicant's approach satisfies the requirements as stated in the NGO</li> <li>b. The applicant's understanding of the program expectations and outcomes as stated in the NGO</li> <li>c. All anticipated collaboration/partnership with other entities in the course of fulfilling the requirements of the contract resulting from this NGO</li> <li>d. Resolutions to anticipated barriers and potential problems the applicant foresees itself and/or the State encountering in the successful realization of the initiative described herein</li> <li>e. All other resources needed by the grantee to satisfy the requirements of this NGO</li> <li>f. Best practice(s) and curricula that will be used in the design and implementation of the program.</li> <li>g. Provide a detailed training outline covering topics such as basic computer skills, internet navigation, cybersecurity, and industry-recognized software (e.g., Microsoft Office, Google Workspace.)</li> <li>h. Explain the training model (in-person, hybrid and/or online)</li> <li>i. Detail type of certifications/credentials</li> <li>j. Describe plans to provide technological access (loaner devices, free Wi-Fi hotspots, community-based learning centers.)</li> </ol>

✓	<p><b>Organizational Commitment and Capacity</b></p> <p>Applicants need to describe their commitment to address the conditions and needs identified in this NGO, including the organizational support that exists for implementing the proposed project.</p> <ol style="list-style-type: none"> <li>Please include charts of staff names, titles, duties/responsibilities, and allocation of time to this grant.</li> <li>The applicant must verify they have the management information system (MIS), equipment and capacity needed to serve applicants (virtually or in-person), properly track and report individual demographic and performance data to NJDOL and demonstrate the ability to complete all required monthly reports and requests for information in accordance with protocol and timelines established by NJDOL.</li> <li>The applicant should describe how they will establish networking, mentoring, and leadership opportunities during and after the project particularly, creating a workforce development infrastructure and possible continued employment for recipients.</li> <li>Description and/or name of the software and/or credential included to curricula for digital literacy attainment.</li> <li>Highlight past successes, partnerships and relevant initiatives that demonstrates your organization's ability to implement and sustain this digital literacy training program.</li> <li>Provide clear, measurable goals to include expected outcomes in participants trained, percentage earning industry recognized certificates/credentials and job placement and retention rates</li> <li>Describe how success will be measured through data collections, assessments and participant feedback.</li> </ol>
✓	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>This section must be completed, and the Narrative must also include all monetary and non-monetary funding sources within the budget.</li> <li>Amounts reported in the Budget must be fully supported by information provided on the Budget Narrative.</li> <li>Note: Budgets will be reviewed using the State of New Jersey policies and regulations as guidelines.</li> </ul> <p><b>Note: Fee for service is not allowable</b></p>

## Evaluation Criteria

This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements, which will include, but not be limited to the following:

Evaluation Criteria	Total Points
<b>Program Narrative:</b> <ul style="list-style-type: none"><li>• Addresses all narrative summary items</li><li>• Compelling statement of need</li><li>• Summary of training curriculum and alignment with the NGO</li><li>• Strategy to ensure individual training completion, job placement, and retention</li></ul>	50
<b>Applicant Requirements:</b> <ul style="list-style-type: none"><li>• Organizational commitment and capacity</li><li>• Information about MIS system and ability to conduct virtual training and counseling services</li><li>• Digital literacy plan</li><li>• Letters of support</li></ul>	20
<b>Budget and Budget Narrative:</b> <ul style="list-style-type: none"><li>• Budget is completed</li><li>• Budget is reasonable</li><li>• Budget is within the cost guidelines of the NGO</li><li>• Budget aligns with Budget Narrative</li><li>• No calculation errors</li></ul>	30