



**STATE OF NEW JERSEY
DEPARTMENT OF LABOR**

**Work First New Jersey, SNAP, and SNAP/GA
PARTICIPANT IT RESOURCES**

**NOTICE OF FUNDS AVAILABILITY
SUPPLEMENTAL FUNDING OPPORTUNITY**

State Fiscal Year 2022

Announcement Date: October 1, 2021
Technical Assistance Workshop: October 8, 2021. 1:00 PM

Robert Asaro-Angelo
Commissioner

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Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the New Jersey Department of Labor (hereinafter "the Department" or "NJDOL") regularly publishes on its website, at <http://nj.gov/labor>, all notices of fund availability pertaining to federal or state grant funds which may be awarded by the NJDOL. The Notice 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."

SECTION A: NAME OF GRANT PROGRAM

WFNJ, SNAP, and SNAP/GA participant information technology resources

SECTION B: BACKGROUND AND PURPOSE OF THE GRANT

BACKGROUND

The Supplemental Nutrition Assistance Program (SNAP), formerly the Food Stamp Program, and the Temporary Assistance for Needy Families (TANF) program puts healthy food on the table and provides cash assistance for millions of low-income Americans on a monthly basis. The SNAP program supplements the food budgets of low-income individuals and families by providing benefits via an electronic benefit card, which is used as a debit card at most food retailers. The TANF program provides a monthly cash allotment and several vital supplemental services catered to the customer's needs. In New Jersey, the programs are called NJ SNAP and WFNJ; both programs are administered by the New Jersey Department of Human Services (NJ DHS) through the Division of Family Development (DFD) and have a mandatory education and training component administered by the New Jersey Department of Labor and Workforce Development.

PURPOSE

The Department of Labor and Workforce Development and the Department of Human Services seeks to provide supplemental funding to existing WDB's within our workforce development system, to support the acquisition, allocation, and administration of IT resources for our program participants. The emergence of the COVID-19 global pandemic has presented our State agencies, local partners, and clients with significant engagement challenges in this new virtual environment. A digital divide is ever-present amongst our service agencies and the people we serve; our goal is to decrease this gap. The economy is changing as a result of market conditions, and it is our responsibility to assess, assist, educate, train, and empower individuals within our system so that they may be prepared to secure the careers of the future.

SECTION C: FUNDING AND DISBURSEMENT

1. Total Available Funding: \$ 6,000,000

The total amount of available funding is \$ 6,000,000 comprised of \$ 3,000,000 in WFNJ funds and \$ 3,000,000 in SNAP funding. Participants must be served through the funding source associated with their familial or individual benefits.

2. **Disbursement Vehicle:**

- A. The NJDOL will award supplemental WFNJ and SNAP funding to Workforce Development Boards (WDBs).
- B. Funding and awards associated with this solicitation ultimately are contingent upon the availability of funding.
- C. The NJDOL assumes no responsibility or liability for costs incurred by an applicant in preparing a proposal in response to this solicitation.

SECTION D: ELIGIBLE ENTITIES/APPLICANTS

Workforce Development Boards that have been awarded a WFNJ/SNAP/GA FY 2022 funding allocation.

SECTION E: PROGRAM IMPLEMENTATION PLAN

Agencies applying for this grant are required to address the following subject matter in preparing and submitting their Implementation Plan:

1. **Fiscal Responsibility** - Identify the entity that will be financially liable for the IT equipment if it is not returned.
2. **Maintenance and Security Features** - Provide a detailed explanation describing the maintenance procedures and security features such as but not limited to up-to-date software, schedule and process for system upgrades, helpdesk/technical support capabilities, procedures for handling damages, and the ability to disable the device if it is not returned or is stolen from a program participant.
3. **Device and Utilization Tracking** - Provide details that delineate a process of tracking the geo-location of the equipment, managing inventory, and a system that tracks participants' activities while in possession of the device.
4. **Vendor Participation** - Applicants that plan to incorporate local vendors or contracted training providers must provide an individual project plan that clarifies the extent of cooperation and expectations and includes a revised or initial MOU that memorializes each entity's responsibilities.
5. **Participant Prioritization and Selection Criteria** - Describe a methodology and process by which clients will be selected to receive IT resources, focusing on participant need, engagement, compliance, and enrollment in program components. Describe the process by

which participants will be notified of selection and oriented to use, including digital literacy, training, and responsibilities for the proper use and return of the IT equipment.

6. **Cost Allocation** – Describe your methods to ensure that the IT resources will be allocated to the appropriate participants based on funding source and the type of program beneficiary.

SECTION F: APPLICATION PROCESS

1. PROPOSAL FORMAT

- A. **Presentation:** Applicants must adhere to the following application format. The proposal application must be typed on 8 ½ X 11" pages with margins of at least 1-inch on all sides. The proposal application, not including attachments, shall not exceed 10 double-spaced pages with a 12-point size, using Times New Roman font. Proposal pages must be numbered.
- B. **Cover Sheet:** The one-page cover sheet should include, at a minimum:
 - i. Applicant's name and mailing address;
 - ii. Primary contact's name, job title, phone number, and e-mail address; and
 - iii. Grant program title and subprogram title (if applicable).
- C. **Table of Contents:** The one-page table of contents must list relevant page numbers with topics.
- D. **Executive Statement:** This section should provide an overview of the program participant needs in the area where the program will operate and discuss the target population's virtual engagement barriers. Not to exceed 2 pages.
- E. **Implementation Plan:** The implementation plan should clearly identify what the Applicant is proposing and how it will address a need, the expected results and benefits of the proposed activities, and how it will meet the program scope and objectives of this solicitation. Not to exceed 13 pages.
- F. **Budget Summary and Narrative:** The Applicant must provide a one-page application budget and an accompanying budget narrative. The budget must be segregated by funding source (TANF and SNAP) and identify the total cost of the project including the price of the IT devices (laptop or tablets), WIFI connection device, IT administration (if applicable), equipment protection/service plan, and auxiliary equipment (carrying cases and external mouse). The budget narrative should correspond with the proposed project narrative and application budget; and the narrative must justify the actual needs of the budget's direct costs. The budget cannot include indirect costs.

2. Application Due Date

This solicitation has a monthly rolling deadline from October 2021 – April 2022. **Completed applications must be emailed to WFNJ@dol.nj.gov** no later than **12 o'clock noon; on the last day of each month to be considered for the funding within 30 days**. Applications received after the deadline will not be considered for a supplemental allocation until the next month's round of funding is being considered. NJDOL will only consider any additions or revisions to applications in the technical assistance period, by which the NJDOL staff and the applicant review, revise (if applicable), and mutually agree on a feasible and effective Implementation Plan. If the implementation plan or budget and budget narrative exceed the prescribed page limits, the NJDOL will only review and consider up to the page limit and discard any excess.

Applicant Workshop

NJDOL will convene an Applicant Technical Assistance Workshop via zoom to answer questions related to this solicitation. Please use the following meeting information to attend the workshop:

WFNJ and SNAP/GA IT Participant Resources NOFA Technical Assistance Workshop

Oct 8, 2021 @ 01:00 PM

<https://us02web.zoom.us/j/85891217266?pwd=M1g1NXhGLzBPZnBtQThUVGFpQjN0Zz09>

Meeting ID: 858 9121 7266

Passcode: 1234

While encouraged, participation in the workshop is not required in order to submit a proposal.

SECTION G: GRANT APPLICATION EVALUATION PROCESS

1. Grant Application Evaluation

The NJDOL will pre-screen all requests for funding to ensure they contain the required documents and information. Applications submitted without the required supporting documents will be deemed non-responsive and eliminated from consideration.

After initial screening, the NJDOL will convene an evaluation panel to consider each grant application's merit. Each application that passes the initial screening will be given to a review panel to be evaluated and scored according to how well it addresses the evaluation criteria provided in this solicitation.

2. Evaluation Criteria

The following selection criteria will be used to evaluate the applications for this NOFA:

Criteria	Points
Executive Statement	15
Implementation Plan	55
Application Budget and Budget Narrative	30
Total	100

3. Technical Assistance Period

Once proposals have been evaluated and scored, the review panel will recommend qualifying proposals to the Commissioner for final approval.

4. Proposal Outline

A. EXECUTIVE STATEMENT (15 points)

This section should provide an overview of the program participant needs in the area where the program will operate and discuss the target population's virtual engagement barriers. The statement should lay the groundwork for the project design, linking clients to E&T components and virtual services rendered by the applicant agency.

B. IMPLEMENTATION PLAN (55 points)

This section should outline the virtual E&T approach, partnerships, collaborative efforts, outreach, referral, reporting processes, assessment, and the system of allocating IT equipment. The project plan and activities therein must reflect compliance with governing legislation and the applicable regulations, except where expressly provided by the Act and guidance in this RFP.

i. Project Plan

- a. The timeline with key dates for planning, implementation, and evaluation is reasonable and realistic.
- b. The project plan must also address the subject matter listed in Section E – Program Implementation plan of this RFP.

ii. Organizational Capacity

- a. Applicant demonstrates the capacity to operate a high-quality E&T program through virtual service delivery models.
- b. The plan must include a program staffing plan that clearly describes critical personnel and partners' roles and responsibilities (if applicable).

- c. Application attaches resumes that demonstrate that the proposed project staff has the appropriate competencies and expertise for their proposed roles. If the Applicant is unable to identify the project director or manager and key staff, the application must include job descriptions for positions that must be advertised.

C. APPLICATION BUDGET /BUDGET NARRATIVE (30 points)

The budget narrative should correspond with the proposed implementation plan and application budget. The narrative must justify and support the needs of the budget's direct cost. The budget and budget narrative are excluded from the overall 15-page limit.

- i. The budget narrative corresponds with the proposed implementation plan and application budget. Therefore, the narrative must justify and support the needs of the budget's direct cost.
- ii. The budget narrative includes language identifying how the provider will maintain the cash flow necessary to manage delays in federal reimbursements and continue program operations.; and how the provider will manage federal grants, track expenditures, and ensure that non-federal resources and program expenditures qualify for federal reimbursements.
- iii. The total funding amount requested is appropriate for the scope of the project.
- iv. Proposed costs are reasonable, necessary, and allocable to carry out the project's goals and objectives.
- v. The budget includes a line-item description for every allowable cost and shows how it supports the project goals.
- vi. Budget calculations and documentation must substantiate how the budget components were developed and costs estimated.

NOTE: The budget and budget narrative must be in line with the proposed program description. The NJDOL reserves the right to request additional information not clearly discussed in the initial application.

SECTION H: NOTICES AND REQUIREMENTS

1. CONFIDENTIALITY OF AN APPLICATION

When an application results in an award, it becomes a part of the record of NJDOL transactions, available to the public upon specific request. Information that the Commissioner determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the Applicant wishes to have considered confidential, privileged, or proprietary should be marked within the application. The original copy of an application that does not result in an award will not be released to the public. An application may be withdrawn at any time before the final action.

2. **CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS**

The NJDOL requires all panel reviewers to sign a conflict of interest and confidentiality form to prevent any actual or perceived conflicts of interest that may affect the application review and evaluation process. Names of applicants will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of the reviewers will remain confidential throughout the entire process. Therefore, the names of the reviewers will not be released to applicants.

3. **AWARD NOTICE**

Unless an applicant receives a signed award document with terms and conditions, any contact from NJDOL personnel should not be considered as a notice of a grant award. In addition, no pre-award or pre-agreement costs incurred before the effective start date are allowed unless approved and stated on the NJDOL's signed award document.

Neither the State of New Jersey nor the NJDOL is obligated to make any award as a result of this solicitation. Only the NJDOL Commissioner's authorized signature can bind the NJDOL to the expenditure of funds related to an award's approved budget.

For any subsequent questions or requests for technical assistance, contact:

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