NJDOL FY 22 WIOA Title II Notice of Grant Opportunity

Questions and Answers for Public Dissemination

Technical Assistance was held March 26, 2021

Q1. **Can I have a copy of the Letter of Intent and/or Past Performance Data Tables as a stand-alone document?**

A1.   Yes, please email your request for these documents to AdultLiteracy@dol.nj.gov and they will be emailed to you.

Q2. **Do you have new Excel budget templates or are they the same as last year?**

A2.   They are updated from last year to match the FY22 SAGE budget pages. They can be requested by emailing AdultLiteracy@dol.nj.gov. If applying as a single entity, an applicant may find it easier to work directly in SAGE. Programs do not have to use the templates; they were created for applicants who found it easier to use them for collecting and compiling partner information.

Q3. **If I refer to the report card for the exact same time periods, the agency scores 67%. However, when I add these values to the data sheet for the Notice of Grant Opportunity (NGO), our performance drops down to 45%. The NGO worksheet averages actual percentages whereas the report card averages the number of benchmarks that were achieved. Can you let me know if the Performance Data worksheet for the NGO is correct?**

A3.   The Performance Data worksheets in the NGO are correct. Past Effectiveness for the purposes of the competition in regard to Demonstrated Effectiveness and Past Effectiveness for scoring is the average of the actual percentages. The report card and the methodology used in the report card is completely different than the calculations and methodology for the competition. The demonstrated effectiveness process is explained on the last 2 pages of the NGO in the appendix. In addition, additional information can be found in the NGO regarding demonstrated effectiveness and past effectiveness criteria.

Q4. **The hyperlink for the Standard Assurances and Certifications and General Provisions isn't working. Can you please send them in order for me to submit my application?**

A4.   The Standard Assurances and Certifications and General Provisions hyperlink is included in the NGO for review and reference and a PDF version is available via an emailed request to adultliteracy@dol.nj.gov. Incidentally, the Standard Assurances and Certifications and General Provisions are not a required component for your application. They will require acceptances in the event your agency is notified that it

will be awarded a grant. This document is available in SAGE at any time (accessible through the Form Menu) and requires acceptance indicated by authorizing signature at the time of contract.

Q5. **I would appreciate clarification on the Workforce Development Board's (WDB) involvement in the submission of the Title II Adult Education application. As I read the NGO it appears that:**

- **the State will forward the letter of intent to the WDB;**
- **the State will forward the submitted application to the WDB for their comments (Appendix D);**
- **the awardee and the WDB must enter into a Memorandum of Understanding (MOU) and submit that to the State by July 30, 2021.**

A5. The Letter of Intent comes from the applicant to NJDOL. At that point, NJDOL will give the organization access to the SAGE application. Along with proposals from applicants, NJDOL will forward a form to the applicant's local WDB to complete. The purpose of the form is to allow input from the local WDB describing whether the proposal in aligned with the WDB's Local Plan. Yes, the awardee and the WDB must enter into an MOU and submit by July 30, 2021.

Q6. **I was not able to add the information to the Performance Data Tables for NRS Table 5 for 16/17.**

A6. Applicants do not need to enter the information for 16/17. Data from FY18 (17/18), FY19 (18/19), and FY20 (19/20) is required.

Q7. **Are we supposed to send the Past Performance Tables to NJDOL or upload them into SAGE with the application?**

A7. The Performance Data Tables should be uploaded into SAGE on the Miscellaneous Attachments page. A separate table must be included for each individual agency. If applying as a partnership or consortium, each agency must have their own sheet.

Q8. **Do the Performance Data Tables need to be submitted at the same time as the letter of intent?**

A8. No, the data tables should be uploaded into SAGE with the applications on the Misc. Attachments page.

Q9. **Can you share the Rubric with us that will be used by the Panel?**

A9. The evaluation criteria used by the panel are the same criteria outlined in the Notice of Grant Opportunity (NGO).

Q10. **Who is Eligible Provider? Is the applicant the eligible provider?**

A10.   Yes, the applicant is the eligible provider. If there is a partnership or a consortium being proposed, all entities must fall under the definition of an eligible provider to be considered for funding.

Q11.   If there are Infrastructure costs for a One-Stop Career Center (OSCC), is that in- kind?

A11.   Yes, an in-kind contribution may be agreed upon by the Title II provider and the local OSCC. Additionally, in the State funding mechanism, infrastructure costs for the adult education program authorized by Title II of WIOA must be paid from the funds that are available for local administration and may be paid from funds made available by the State or non-Federal resources that are cash, in-kind, or third-party contributions.

Q12.   Do we need separate WDB and ONE STOP MOUs?

A12.   No. The MOU is an agreement developed and executed by the WDB and the One-Stop partners relating to the operation of the One-Stop delivery system. It is the product of local discussion and negotiation and must, include an Infrastructure Funding Agreement (IFA), which in addition to the services provided at the One-Stop Career Center, describes how the costs of services provided by the One-Stop system and the operating costs of such system will be funded.

Q13.   Do we require two Integrated & Education Training (IET) Program's per consortium or the agency applying for Integrated English Literacy and Civics Education (IELCE) funds has to provide the IET program?

A13.   Two DOL approved IETs per consortium, partnership, or held by a single applicant is required at this time. The agency applying does not have to be the one supplying the IET if it is a consortium or partnership.

Q14.   Pg. 9 - One Stop Integration. 1st bullet: Provide access through the one-stop delivery system to such program or activities carried out by the entity, including making the career services that are applicable to the program or activities available at the one-stop centers (in addition to any other appropriate locations)

Does this mean that the title II providers need to provide services at the one stop career center (OSCC) or that we need to promote the one stop services to Title II clients?

A14.   NJ Title II providers may provide services at the OSCC but are not required to do so. If a Title II program is located offsite, a referral should be made between the two agencies. This can be clarified in the MOU.

Q15.   **How much of a cost share must Title II provide to OSCCs? Who decides the amount?**

A15. Please refer to the answer provided in A12 above. If there's more than one OSCC in the local area, then each should be considered in the funding mechanism. If Title II occupies actual physical space in the OSCC then there is a required federal funding formula for reimbursement and the OSCC/WDB should provide that guidance to the Title II provider.

Q16. **Pg. 16 - Role of one stop career center - The One-Stop Career Center (OSCC) will provide information and referrals for all clients to local Title II programs.**

   Do all referrals to Title II programs have to come from the one stop? Or is this saying that the one stop will give info about the Title II programs to all of their clients?

A16. No- the process should work both ways allowing OSCC staff an opportunity to refer to the appropriate Title II program and vice versa. So, the latter in your question is correct.

Q17. **Pg. 18 - word count of 250-500. Is that per 'Consideration' (1-13) or for each part within the Consideration (1.1, 1.2, etc.)?**

A17. The word count is for each subsection or numbered part. The NGO states that each Consideration response should be approximately 250-500 words and that the entire 231 narrative should not exceed 30 pages.

Q18. **Pg. 24 - Section 243 funding IELCE Optional separate application-Does the entire consortium need to do it or can certain agencies participate and not all?**

A18. One application relating to all partners is required if applying as a consortium. Not all partners must deliver an IET though. Applicants do not need to apply for 243 funding. There is a box in SAGE to check if an agency is not interested in applying for 243 funds and instead is only interested in applying for section 231/225 funding.

Q19.   **Pg. 25 - #4. Who is providing the IET? The Title II consortium partners or other WDB area providers? Section 243 or 231 funds?**

A19. The entity applying for the funding is in charge of who is providing the IET. Some Title II providers may want to work with the WDB on career pathways/needs and funding shares to help alleviate any burdens falling on the Title II program. This is where an MOU may be helpful as well.

Q20. **Please clarify if the word count is for each consideration (1, 2, etc.) or for each of the sub-sections (like 3.1, 3.2, etc.)**

A20. The word count is for each sub-section, so a 500 -word count for a sub section (i.e. 3.1, for example, is 500 words or about a typed, single spaced page)

Q21. **Will we have access to the recording of this meeting?**

A21.   Yes, the TA session recording will be posted on the DOL webpage near the NGO soon.

Q22. **Is NJDOL purchasing Burlington English for the state?**

A22.   Yes, we hope to be able to provide Burlington English by later this summer free for our Title II providers.

Q23. **Can we use the Occupational Funds for IET Student's certification test fee?**

A.23.   Yes, as long as the IET is NJDOL approved and the test helps the client transition into a career pathway.

Q24. **Correctional Facilities will be listed under direct student service this year. Can you confirm that the correctional facility is not listed as its own partner? Ex. Salem Vocational provides services within Salem Correctional. The partner is Salem Vocational with direct student services budgeted for Correctional. Thank you,**

A24.   If a correctional facility is a partner and staff employed by the correctional facility provides instruction, then that correctional facility should be listed as a partner in SAGE (Schedules A, B and C should be utilized) and since their legal entity status would be listed in SAGE on the Consortium Partner page as a correctional facility their expenses would populate the report as required for federal reporting purposes (section 225 dollars).

   However, if a non-correctional agency's staff is providing instruction, supplies, LACES data entry, intake, etc. then the expenses would in fact all be recorded on Schedule C – Direct Student Services utilizing the Local Corrections Education line item.

   All articulation/partner agreements must be consistent with the information that is entered into SAGE.

Q25. **Are data entry staff considered Admin or Program staff?**

A25.   LACES data entry staff responsible for entering student and class demographic and performance data required to populate the NRS tables are considered program staff.

Q26. **We have been offering ServSafe as an IET with a credential at the end. Can we continue to offer this as an approved IET?**

A26.   As ServSafe is a food handling certificate it can be the training piece of IET. It fits into a career pathway that ends in a food protection manager certification and this

should be noted on the Title II provider's required IET forms. Food handler certificate is not considered a WIOA credential; however, Certified Food Protection Manager (CFPM) is a WIOA credential. We have allowed ServSafe as an IET in NJ and are asking programs to offer the next steps so that a full career pathway/credential is available.

Q27. Are you planning to send out a clean budget Excel sheet?

A27. Yes, updated budget sheets will be emailed once the Letter of Intent is received and the organization is given access to the Title II SAGE application. The budget forms are Excel sheets with formulas that are not locked, so do be careful.

Q28. GEPA link does not work when I tried to upload it.

A28. Upon NJDOL staff review, the GEPA is functioning. You may need to check your browser settings. Otherwise, please email for the forms you require.

Q29. Can one agency per county apply for ABE and another agency apply for IELCE?

A29. Yes, there are no restrictions on who can apply for the funding streams as long as they are eligible. Please note the highest scoring applicant will get the awards.

Q30. How will issues of not meeting some outcomes due to COVID in 2020 and 2021 effect the panel review scores?

A30. The Demonstrated Effectiveness and Past Performance Data Tables do not take into account the FY 21 (current state fiscal year) as that data is not finalized for current grantees until the LACES data freeze and rollover in late summer. When the decision was made to include FY 20 performance data the minimum demonstrated effectiveness percentage criteria was established after a careful review of national and state data trends including averages (it was almost the last quarter of the fiscal year when the pandemic hit programs).

Q31. What is the expectation for Lead Agencies for budgeting for Aztec and Burlington English? Will the State provide or are we expected to budget?

A31. Aztec will be funded and paid for by NJDOL for FY22 for all Title II providers. Burlington English (BE) can be budgeted for and if the state agrees to pay Title II providers will be allowed to modify budgets. We recommend that you delay ordering BE until the end of Summer 2021.

Q32. IETPs: May we develop Pre-Apprenticeships to submit and attach as one or more of the IETP submissions? (We are currently teaching a Medical Terminology Course with the intention of clients applying to either the One Stop ITAs or colleges in the medical field).

A32. Yes. Please be sure to submit the required IET forms to regional coordinators if your area is awarded those funds.

Q33. How long before 04/23 will we know about NJDOL providing Burlington English?

A33. Please see the NJDOL response to Q31. above for details and timing.

Q34. For Appendix A do you want one form completed for each partner AND the consortium as a whole?

A34. Please complete one for each partner and the lead.

Q35. If you apply as an individual organization, can you go for a portion of the grant?

A35. An entity may choose to apply for either 231/225 or 243 funds or; they can choose to apply for both. Neither the 231/225 monies, nor the 243 monies will be split between multiple agencies that are not a single entity applicant or part of a partnership or consortium. There will be one legal entity responsible for managing each funding stream or both funding streams if an entity applied for and was awarded both types of funding. The agency with the highest score will be offered the award for either 231/225 funding or 243 funding or both.

Q36. Statement of Need separate and in ABE/ESL and IELCE. Different or same?

A36. Since they are different populations they should be different. Of course, there will be some similarities in each statement.

Q37. While completing the Past Performance Data Table for NRS Data Option – 1 the median earnings 2nd quarter after exit entry is requested as a percentage. Please clarify if data should be a dollar amount or percentage calculation.

A37. It should be a dollar amount, you can change the % to currency on the spreadsheet or you can request revised performance tables by emailing AdultLiteracy@dol.nj.gov.

Q38. With the NJ Department of Labor contracting with Metrix Learning, I was wondering whether their programs might qualify as being acceptable IET training programs. It seems to me to be a good fit as they are all delivered virtually and many offer certificates. Please let me know as I'm sure all the areas are working on their NGO responses now.

A38. IET's must include **one of each of** the following **three bolded** sections as described in rule §463.30:

Adult Education and Literacy Activities:

1. Adult education 2. Literacy 3. Workplace adult education and literacy activities 4. Family literacy activities 5. English language acquisition activities 6. Integrated English literacy and civics education 7. Workforce preparation activities.

Workforce Preparation Activities as cited in §463.34 are a required component of an IET program and may include the following: 1. Activities, programs, or services that are designed to help an individual acquire a combination of basic academic skills, critical thinking, digital literacy, and self-management skills 2. Employability skills that address competencies in using resources and information, working with others, understanding systems, and obtaining skills necessary to successfully transition to and complete postsecondary education, training, and employment. 3. Other employability skills that increase an individual's preparation for the workforce.

Workforce Training must include at least one of the following as described in WIOA law section 134 (c) (3) (D): 1. Occupational skills training, including training for nontraditional employment 2. On-the-job training. 3. Incumbent worker training 4. Programs that combine workplace training with related instruction, which may include cooperative education programs 5. Training programs operated by the private sector 6. Skill upgrading and retraining 7. Entrepreneurial training 8. Transitional jobs 9. Job readiness training 10. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described in 1 – 7 above 11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

The term "integrated" (§463.37) means services must be provided <u>concurrently and contextually</u> such that:

Within the overall scope of the integrated education and training program, the adult education and literacy activities, workforce preparation activities, and workforce training: a. are each of sufficient intensity and quality, and based on the most rigorous research available, particularly with respect to improving reading, writing, mathematics, and English proficiency of eligible individuals; b. occur simultaneously; and c. use occupationally relevant instructional materials. The integrated education and training program has a single set of learning objectives that identifies: a. specific adult education content; b. workforce preparation activities; and c. workforce training competencies, and the program activities are organized to function cooperatively.

With that, it is the position of the NJ DOL Adult Education (AE) unit that Metrix Learning <u>may</u> be a viable component to the IET. It is the responsibility of the applicant

to understand the associated career pathways and the amount and duration of offerings to determine if Metrix if a "good fit." Additionally, all IET's must meet DOL AE guidelines and first be approved, and then subsequently monitored for the duration of the offering.

Q39: **Can you post the link to the recorded TA session?**

A39:   https://youtu.be/0WDPJJarYRw

Q40. **When answering the 13 Considerations are we to note each answer separately, i.e. 3.1, 3.2 etc. Or is it one paragraph that includes all the sub-questions?**

A40.   They need to be answered separately and labeled accordingly as per the NGO directions on page 18 next to **Basic 231 instructions**.

Q41. **According to the NGO, even if we are only applying for Section 243 funds we must answer the questions pertaining to the 231 application and upload the answers/narrative into SAGE. Where do we upload the responses to the 231 questions?**

A41.   The answers to the 231/225 questions would be uploaded to the Section 231/225 – ABE/ESL Program Narrative section (as seen below) in the SAGE snippet and the check box should be checked off indicating that you are not applying for Section 231/225 funds.

Program Narrative:

Section 231/225 – ABE/ESL Program Narrative - Upload a narrative of your program according to the NGO?
Choose File | No file chosen   *
☐ Not applying for Section 231/225 funds.

Section 243 – IELCE Program Narrative
Choose File | No file chosen   *
☐ Not applying for Section 243 funds.

Q42. **The college is going to be bringing on a local LVA as a partner this round. Data is available from some of their other Title II sites. How does this work when completing the past performance data tables? Would they use NRS data from already existing sites?**

A42.   Yes, if they have NRS data, then they can submit that on the past performance data table for agencies with NRS data.

Q43. **Would you be able to inform me if members of the consortium and myself can offer the same subject matter for our IET this year, like we did last year, or if it will have to be a different topic?**

A43.   You must offer 2 IETs for programs funded with section 243 funds but they can be the same for FY22. Section 231/225 funded programs are not required to offer IETs but it is encouraged. IET planning forms are required to be submitted in SAGE for all planned IET programs and must be reviewed and approved by NJDOL adult education staff.

Q44.   As noted on page 13 of the NGO "Individual awards must provide adult basic skills instruction or services to adults within their county/multicounty area and will be based upon the following per client amount for ABE/ASE/ELA and IELCE: a cost per participant fee of $1,500 for Adult Basic Skills and a cost per participant fee of $2,000.00 for Integrated English Literacy and Civics Education for all educational functioning levels (EFL) will be paid".

One of our partners is opting for the $1,500.00 and the remaining partners so far, will keep the old fee of $1,000.00. We are willing to serve the difference with the same funding allocation.

How is this entered SAGE? It appears we all need to take the $1,500.00 to make this work? We will serve much less students with an already long waitlist.

A44.   Agencies can serve and enter into SAGE as many clients as they want/are able to as long as their cost per client **does not exceed** $1,500 for section 231/225 dollars and $2,000 for section 243 dollars. $1,500 and $2,000 are *maximum* allowed amounts.