



STATE OF NEW JERSEY

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

NOTICE OF GRANT OPPORTUNITY
January 1, 2016 – December 31, 2016

New Jersey Libraries
Career Connections Grant for Uniform
Career Guidance and Job Search Assistance Services

Announcement Date: December 14, 2015

Technical Assistance Workshop: January 5, 2016

Application Due Date: February 5, 2016

Harold J. Wirths
Commissioner

**NEW JERSEY LIBRARIES CAREER CONNECTIONS
GRANT FOR UNIFORM CAREER GUIDANCE AND JOB
SEARCH ASSISTANCE SERVICES**

Notice of Grant Opportunity

January 1, 2016 – December 31, 2016

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Division of Workforce Operations and Business Services Notice of Availability of Grant Program Funds

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.”

New Jersey is committed to the creation of a talent development system, focused on ensuring that all New Jerseyans have the skills, abilities and connections to find jobs and that builds a skilled workforce that drives economic growth. In order to achieve these goals, we have established a framework which includes:

- High-Quality, Employer-Driven Partnerships
- Industry-Valued Credentials
- The Development and Integration of Career Pathways

A. Name of Grant Program

New Jersey Libraries Career Connections Grant for Uniform Career Guidance and Job Search Assistance Services

B. Purpose for Which the Funds will be Used

To keep pace with the rapidly changing, knowledge-driven, global economy, New Jersey is investing in the development of a skilled workforce that will drive the growth of the state’s key industries. New Jersey is also making investments that will help ensure that all individuals have the skills, abilities and connections to find a job and a career. To meet these interconnected goals, New Jersey is aligning its workforce investments to increase the number of individuals with an industry-valued post-secondary degree or credential through the development of high-quality employer-driven partnerships that provide career pathways for New Jersey students and job seekers.

We are continually looking for new, innovative efforts to improve our services to job seekers. As a result, our Department is launching a new partnership with the State Library and local libraries (county and municipal) across the state to provide assistance to an even larger number of job seekers. This \$1.5 million initiative will provide grants to twenty-six libraries (\$50,000/each) across the state, to be selected competitively, that will serve as access points for our workforce services. The libraries will distribute job search information and will assist job seekers in using the Career Connections digital platform on the Jobs4Jersey website to connect them to jobs. Our Department will provide training and support to library staff so that they can effectively help their local residents. Additionally, the State Library will receive a grant of \$200,000 to assist in the implementation of

this initiative.

C. Available Funding

Funding for this Notice of Grant Opportunity (NGO) is available through the Department of Labor and Workforce Development (LWD). The amount of funding available for this program is \$50,000 per applicant for 26 local libraries (county or municipal), selected competitively, and \$200,000 for the State Library to assist in the implementation of this initiative, totaling \$1.5 million. The period of performance is January 1, 2016 through December 31, 2016 contingent on state and federal funds being available and the performance of each grantee. The performance of each library will be formerly assessed in December 2016.

There may be the possibility of renewal for a second year contingent on the successful performance of the program/grantees and on the availability of funds.

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

Entities that can apply for this NGO include all local libraries (county or municipal). Library systems can apply and propose to offer services at multiple libraries within their system.

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

All grant proposals must identify the library or library system applying. The library applying serves as the applicant agency of record, the legally recognized fiscal agent for the grant project and the single point of contact for LWD. The library applying is responsible for overseeing the implementation of all aspects of the grant including the project and spending plan, the monitoring and reporting of the program, and fiscal management. Applicant proposals for this grant opportunity must provide a narrative describing their organizational capacity, resources, commitment and any demonstrated ancillary program successes in similar types of programs.

All applicants will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO.

F. Procedure for Eligible Entities to Apply for Grant Funds

To ensure consistency and fairness of evaluation, each applicant seeking funding under this grant program must submit an application packet that includes the components listed in the checklist below. It is important to note that failure to include the required documentation may result in the application being removed from consideration for funding.

Proposal Content and Checklist: All components in the proposal must be in the order as listed below.

<i>Checklist</i>	<i>Refer to Page</i>
Applicant Title Page <ul style="list-style-type: none"> • Complete all information • Head Librarian must sign and date 	Click on link.
Table of Contents <ul style="list-style-type: none"> • List sections of proposal along with page numbers 	N/A
LWD General Provisions	Click on link.
Program Narrative	7
Budget Narrative/Summary	7
Budget Template	12
Dashboard	Click on link.

Applicants must adhere to the following formatting requirements:

- a. Font – Times New Roman, 12 point;
 - b. Spacing – Double spaced;
 - c. Margins – 1” top and bottom and 1” side margins;
 - d. Pages must be numbered – 1 of X pages, centered at the bottom of the page;
 - e. 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.

Program Narrative: All applicants must submit a written narrative (maximum of 20 pages worth a total of 70 points) including:

- A statement of the workforce needs of the area served by the library and how the library will transition to the Career Connections digital platform on Labor and Workforce Development’s website and integrate it as the exclusive guidance and job search assistance tool of the library (maximum of two pages); (20 points)
- A statement of the library’s expertise and experience in providing career guidance and job search assistance in the area (maximum of two pages); (20 points)
- The qualifications and experience of staff contributing to the activities of the library. The individual designated as the Library Career Connections Staff must have experience providing career guidance and job search assistance to job seekers (maximum of three pages); (10 points)
- A strategy detailing how the library will address the performance deliverables listed in Section F of this NGO (maximum of 10 pages); (20 points)

Applicant Requirements: (maximum of two pages)

- A statement of the library's organizational commitment and capacity describing past experience and partnerships; (20 points)

Budget Summary and Budget Narrative: (template plus maximum of three pages of narrative); (10 points)

- Budget is reasonable;
- Budget is within the cost guidelines of the NGO;
- Budget summary and budget narrative are clearly and accurately aligned;
- Budget narrative clearly and thoroughly describes the planned line item expenditures and;
- Calculations are error free.

Performance Deliverables

Libraries will play a key role in New Jersey's Workforce Development system and in support of LWD's continuing efforts. Specifically, libraries will do as follows:

- Libraries will designate staff to provide assistance to job seekers
- LWD will provide training to library staff in how to provide career guidance and job search assistance to unemployed individuals utilizing the department's Career Connections digital platform on LWD's website and following LWD's reemployment service delivery model
- Libraries will make designated staff providing career connections assistance available to the public for that purpose for a minimum of twenty-five hours per week
- Libraries will make LWD's website available to individuals in their computer labs
- Libraries will use LWD's reemployment services signage/branding
- Libraries can organize Jersey Job Club sessions led by library staff. LWD will provide materials and provide training to staff
- Library staff will be familiar with other workforce services offered by LWD and local partners, and will be able to refer individuals who are in need of more intensive reemployment services to the local One-Stop Career Center
- LWD will promote the library sites through LWD's website
- Libraries will be selected to ensure geographic distribution across the state, with an emphasis on communities with high levels of unemployment
- Library systems can apply and propose to offer services at multiple libraries in their system

All materials, website and presentations provided to any contact must use the LWD's reemployment service branding and have the content pre-approved by the LWD prior to use.

In addition, the library or library system will also be monitored quarterly on the following performance deliverables relating to finance and audit compliance below:

Finance

- Submit monthly invoices for reimbursement and expend all funds within the contract

year:

- Submit monthly invoices no later than the 15th of the month for all expenses incurred for the prior month (budget line item adherence will be monitored).
- Produce supporting documentation to justify expenditures in monthly invoices.
- Expend all funds within the contract year in accordance with the contract budget and/or modified budget.

Reporting Requirements

The library or library system is responsible to complete all reporting requirements as indicated below:

- A monthly activity report, known as a dashboard, due no later than the 5th of the following month must be submitted detailing program status including achievement, funding spend-down, compliance and outcome details.
- Monthly payment invoices must be submitted for reimbursement of expenditures no later than the 15th of the following month. The New Jersey State Payment Voucher form, as well as the LWD financial form must be fully completed, signed and dated. Supporting documents, such as receipts, must be included for payment to be processed. Only allowable costs be reimbursed.
- An informational report must be submitted to the LWD each quarter. This report should summarize information about reemployment services delivered and job seekers served, as well as other activities in the course of providing the performance deliverables. This report is due on the following dates: March 31, June 30, September 30 and December 31.
- Thirty days after the end of the contract period (January 31, 2017), the library or library system is responsible to submit a closeout report, including a year-end dashboard, compilation of all monthly activity and financial outcomes. The Library Career Connections Staff must give a presentation to the LWD on the year-end dashboard.

The library or library system will be provided technical assistance, including templates, to complete reporting and activity requirements. Grantees will be paid on a monthly reimbursement method after the payment invoice has been submitted and approved by the LWD. Final reimbursement will be subject to the submission and acceptance of the closeout report and year-end dashboard by the LWD.

Other Important Requirements and Restrictions

- The contractor/grantee shall act as a separate entity and avoid any and all conflicts of interest with the contractor/grantee lead agency.
- The contractor/grantee may not use contract funds to subcontract the execution of performance deliverables to an outside vendor or any entity not party to this contract without prior written approval from the LWD.
- The contractor/grantee may not use contract funds to enter into partnerships with any other entity for purposes of this contract.
- All property purchased from contract funds belong to the LWD and must be returned at the end of the contract period (including items such as equipment and major supplies).
- All reimbursement of travel mileage will be at the state rate. Out-of-state travel is only allowable upon prior written approval from the LWD.
 - All travel must follow the state's current [travel regulation guidelines](#) set by the New Jersey Department of the Treasury, Office of Management and Budget (OMB).
 - Attendance at conferences is only allowable upon prior written approval from the LWD.
 - There is no reimbursement for meals or hotel expenses for travel within the state.

Applicants must submit resumes or backgrounds of key staff members or job descriptions for which you will be hiring or staffing with internal employees who will contribute to the library's reemployment service delivery activities (maximum of three pages).

Budget Summary and Budget Narrative: All applicants must include a detailed budget using the included template (Attachment A). A budget summary and accompanying budget narrative must reflect all funding related to the Library including funding sources, resources and expenditures. All amounts reported on the budget summary must be fully supported by information provided on the budget narrative. Fringe benefits must be broken down into separate components (e.g., unemployment insurance, disability, pension, health care, and the like). Budgets will be reviewed using the State of New Jersey and federal (USDOL) policies and regulations, including negotiated indirect cost rate agreements.

Evaluation Criteria: This NGO is competitive and will be reviewed by a selection committee using a pre-established set of requirements as listed below:

Criteria	Total Points (100)
<p>Programmatic:</p> <ul style="list-style-type: none"> • Title page is signed and dated • General Provisions signed and dated (see link) 	0*
<p>Program Narrative: Written Narrative (maximum of 20 pages) – applicants are required to:</p> <ol style="list-style-type: none"> 1. A statement of the workforce needs of the area served by the library and how the library will transition to the Career Connections digital platform on LWD’s website and integrate it as the exclusive guidance and job search assistance tool of the library (maximum of two pages); (20 points) 2. A statement of the library’s expertise and experience in providing career guidance and job search assistance in the area (maximum of two pages); (20 points) 3. The qualifications and experience of staff contributing to the activities of the library. The individual designated as the Library Career Connections Staff must have experience providing career guidance and job search assistance to job seekers (maximum of three pages); (10 points) and 4. A strategy detailing how the Library will address the performance deliverables listed in Section F of this NGO (maximum of 10 pages); (20 points) 	70
<p>Applicant Requirements: (maximum of two pages)</p> <ul style="list-style-type: none"> • Organizational commitment and capacity describing past experience and partnerships. 	20
<p>Budget Summary and Budget Narrative: (maximum of three pages)</p> <ul style="list-style-type: none"> • Budget is reasonable; • Budget is within the cost guidelines of the NGO; • Budget summary and budget narrative are clearly and accurately aligned; • Budget narrative clearly and thoroughly describes the planned line item expenditures; and • Calculations are error free. 	10

**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.*

G. Address to Which Proposals Must Be Submitted

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

New Jersey Department of Labor and Workforce Development
Catherine Starghill, Executive Director
Workforce Operations and Business Services
1 John Fitch Plaza – 7th Floor
P.O. Box 055
Trenton, New Jersey 08625- 0055

H. Application Submission Date

Grant proposals must be received by the LWD by 12:00 pm (noon) to LWD by Friday, February 5, 2016. The LWD will host a technical assistance workshop Tuesday, January 5, 2016 at 10:00 a.m. in the LWD Building Auditorium, 1 John Fitch Plaza, 13th Floor, Trenton, New Jersey. [Click here for directions](#). To register for the technical assistance workshop please go to: <https://lwd.state.nj.us/formsapp/form/167>.

Technical Assistance Workshop	Submit Completed Application by 12:00 pm (noon)	Panel Review (Week of)
January 5, 2016	February 5, 2016	February 15, 2016

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

The LWD will not accept and cannot evaluate for funding consideration an application received after the submittal deadline. The responsibility for timely submission is the sole responsibility of the applicant.

Postmarks are not acceptable evidence of timely submission; receipt by the due date and time is required. Applicants are encouraged to hand-deliver the application to the address above, send the application by certified mail, return receipt requested or arrange for delivery by an overnight delivery service to ensure timely delivery and receipt of the application.

Note: Applicants 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).

I. Date by Which Applicant Will Be Notified

All application are subject to 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.

Budget Description	Amount \$ (TOTAL)
Salaries <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Administrative Costs <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Travel <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Materials, Supplies and Printing <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Office Supplies <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Website/Social Media/Networking <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Talent Network Events <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)

Budget Description (continued)	
Telephone <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Office Space <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Independent Fiscal Audit <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Fiscal Administration <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Professional/Consultant Services <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Other <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)
Other <ul style="list-style-type: none"> • Item 1 (\$) • Item 2 (\$) • Item 3 (\$) 	\$ (TOTAL)

Please include a Budget Narrative no greater than three pages that further explains all items on the Budget Description.

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

(County, Municipal or System) Library Career

**Connections Notice of
Grant Opportunity Application**

Fiscal Year 2016

SECTION I:

CONTACT NAME:	
APPLICANT AGENCY:	
ADDRESS:	
CITY: STATE: ZIP:	
COUNTY OF ORGANIZATION:	
Telephone Number:	Email Address
Fax Number:	

SECTION II:

PREVIOUS FUNDING: Above named agency received funding from the New Jersey Department of Labor and Workforce Development within the last two years of submission of this application. (circle one)

YES NO

SECTION III:

Grant Period:	Total Amount of Funds Requested:
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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 HEAD LIBRARIAN

DATE