



STATE OF NEW JERSEY

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

NOTICE OF GRANT OPPORTUNITY
April 15, 2016 – December 31, 2016

**TRANSPORTATION, LOGISTICS AND DISTRIBUTION
(TLD)
TALENT NETWORK**

Announcement Date: March 4, 2016

Technical Assistance Workshop: March 17, 2016

Application Due Date: April 1, 2016

Harold J. Wirths
Commissioner

NEW JERSEY TALENT NETWORK
Notice of Grant Opportunity

April 15, 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

We have aligned our training investments with these priorities. Potential grantees are expected to:

- Participate in Regional partnerships as required by LWD
- Address workforce needs by focusing on skills that result in industry-valued credentials and advance the skills of the state’s workforce
- Encourage the development of Career Pathways for all of New Jersey’s job-seekers, including industry-specific job readiness training for our hardest-to-serve population

A. Name of Grant Program

Talent Network Grant for one key industry in New Jersey as following:

1. Transportation, Logistics and Distribution: \$250,000 per year

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.

The Talent Networks are a foundational component of this effort. The Talent Network will: gather and disseminate intelligence about the workforce needs of employers, develop high quality employer-driven partnerships in three regions of the state, and support the state's efforts to provide rapid response services.

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 \$250,000 per year for the Transportation, Logistics and Distribution Talent Network. The period of performance is April 15, 2016 to December 31, 2016 contingent on state and federal funds being available and on performance of the grantee. The performance of the Talent Network will be continually assessed.

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 nonprofit organizations including industry associations and any post-secondary educational institution in New Jersey.

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

All grant proposals must identify a lead agency. The lead agency serves as the applicant agency of record, the legally recognized fiscal agent for the grant project and the single point of contact for the LWD. The lead agency 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 the 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.

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	Click on link.
<ul style="list-style-type: none"> • Complete all information • Chief executive officer must sign and date 	
Table of Contents	N/A
<ul style="list-style-type: none"> • List sections of proposal along with page numbers 	
LWD Standard Assurances	Click on link.
LWD General Provisions	Click on link.
Letters of Support	11
Program Narrative	5
Budget Summary	Click on link.
Budget Narrative	11
Budget Template	14
Financial Statements of Lead Agency	12

Applicants must adhere to the following formatting requirements:

- Font – Times New Roman, 12 point;
- Spacing – Double spaced;
- Margins – 1” top and bottom and 1” side margins;
- Pages must be numbered – 1 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; 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 TLD indicating the primary issues that should be addressed by the Talent Network (maximum of two pages); *(15 points)*
- A statement of the organization’s expertise and experience in workforce development in TLD (maximum of two pages); *(10 points)*
- The qualifications and experience of staff contributing to the activities of the Talent Network including the Talent Network director (maximum of three pages). The individual designated as the Talent Network Director must have experience working in TLD or experience providing education and training services to TLD; *(10 points)*
- A strategy detailing how the Talent Network would address the performance deliverables listed in Section F of this NGO (maximum of 10 pages); *(40 points)* and
- Letters of partnership from industry employers, educational institutions, community- and faith-based organizations, Workforce Development Boards, labor unions and other key stakeholders who commit to participate in Talent Network efforts. *(15 points)*

Budget Summary and Budget Narrative: (template plus maximum of three pages of narrative worth 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;
- Calculations are error free.

Performance Deliverables

The Transportation, Logistics and Distribution Talent Network will play three key roles in New Jersey's Workforce Development system and in support of LWD's continuing efforts. However, in this current Notice of Grant Opportunity, additional emphasis will be placed on the role that the Talent Network plays in facilitating the development of high-quality employer-driven partnerships.

Task 1. Serve as a key source of intelligence about the workforce needs of the industry (25%)

- Provide feedback to LWD in the identification of industry-valued credentials upon request.
- Provide feedback to LWD in the development of career awareness materials upon request.
- Convene roundtable discussions with employers and report findings to LWD labor market analysts and staff bi-monthly.
- Host an annual, one-day industry workforce summit to bring together education, workforce and employers to identify opportunities for partnerships, to highlight high-quality partnerships.
- Maintain a website and a presence on social media (with a focus on LinkedIn) to disseminate industry intelligence and labor market information to job seekers, students, employers and education and workforce stakeholders.

Note: Proposals should address how the lead agency will secure the participation of employers in these activities and the strategies to be used to obtain feedback from employers on industry workforce needs.

Task 2. Provide Rapid Response Workforce Services to Jobseekers (10%)

- Participate in all Rapid Response sessions with individuals who have lost their jobs in the industry due to layoffs as needed and at the direction of LWD staff.

Task 3. Build high-quality employer-driven partnerships between employers, educational institutions and workforce organizations in three regions of the state (65%)

- Facilitate the development of high-quality employer-driven partnerships in three regions of the state each year.
- Identify three regions of the state based on labor market information and industry intelligence to be the subject of partnership development efforts. (Each region should include no fewer

than two Workforce areas and should be identified based on industry location and concentration.)

- Engage with employers and industry associations in each region to identify overarching short, medium and long term workforce needs and to identify key workforce and skill shortages.
- Engage with key education and workforce providers / stakeholders in the region including high schools, community colleges, four year colleges and universities, training providers, Workforce Development Boards and community and faith-based organizations to identify the capacity of local partners to meet industry workforce needs.
- Form partnerships that are employer-driven (involving multiple employers and industry associations) and that include at least three key education and workforce providers / stakeholders including high schools, community colleges, four year colleges and universities, training providers, Workforce Development Boards and community and faith-based organizations.
- Facilitate the development of a Strategic Pathways Plan for each region with input from employer and education and workforce stakeholders.
- Each regional Strategic Pathways Plan must:
 - o Identify priority workforce needs of the industry in the region and the key workforce challenges faced by employers in the industry in the region;
 - o Identify career pathways in each region that can form the basis for workforce solutions;
 - o Identify target population to be served by the partnership;
 - o Develop detailed proposed solutions with an implementation timeline and budget;
 - o Identify leveraged resources, including employer commitments and philanthropic investments;
 - o Identify solutions that:
 - Focus on multiple occupations
 - Target a variety of student and job seekers populations
 - Lead to an industry-valued credential or degree
 - Incorporate career pathways concepts into the model
 - Include the participation of multiple education and workforce providers / stakeholders
 - Include an on-going, meaningful role for employers

NOTE: High quality partnerships must meet the criteria adopted by the State of New Jersey in the Blueprint for WIOA Implementation; must lead to the obtainment of industry-valued credentials; and must incorporate the state's career pathway definition.

NJLWD has identified \$4 million from multiple sources to fund the implementation of workforce and training programs that are identified in Strategic Pathways Plans. A panel of NJLWD staff will review each Strategic Pathways Plan and will make further funding recommendations.

Proposals should include initial recommendations for the three regions that will be the focus of the partnership development efforts. LWD will make final decisions on the regions following the review of all Talent Network proposals to ensure that each county of the state is included in at least one partnership effort.

Proposals should identify partners, including employers and education and workforce stakeholders who would be willing to participate in partnership development efforts.

Proposals should also include a strategy for recruiting employer and education and workforce stakeholders to participate in the effort and a strategy for on-going engagement with employer and education and workforce stakeholders throughout the development of each Strategic Pathways Plan.

Capacity Building / Partnership Corps

To support this effort, New Jersey will invest in professional development to strengthen the capacity of key partners to develop and sustain high-quality employer-driven partnerships. This effort will be designed to:

- Build a network of individuals in New Jersey who will work together to build and expand high-quality employer-driven partnerships; and
- Build stronger connections between workforce programs, community- and faith-based organizations community colleges, and other educational institutions.

The Talent Network director will be expected to participate in the New Jersey Partnership Corps, a twelve month intensive training (one day per month with two 2-day retreats). The Corps will also include Business Service Representatives (LWD staff), Workforce Development Board (WDB) Directors, community- and faith-based organizations / labor unions, community college senior staff and other educational institutions selected on a competitive basis. The Corps will include training in components of successful partnerships, an introduction to specific successful partnerships in New Jersey and other states, using labor market information to inform partnerships, identifying employers / conducting effective engagement with employers and overview of funding sources (workforce, philanthropy, education).

Sector-Specific Activities

- Sector-specific activities are to be added by the Talent Network with prior approval by the LWD:
 - The Talent Network must identify and address the core issues of the TLD sector and what they will be doing to address those issues.
 - The Talent Network will describe how they performed their work and the success they attained.

All materials, websites and presentations provided to any contact must use the LWD Talent Network branding and have the content pre-approved by the LWD prior to use.

In addition, the Talent Network lead agency 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.

Audit Compliance

- Maintain all contract documentation (including supporting documentation) in an audit ready manner:
 - Adhere to all audit requirements including procedures and outcomes related to the contract, required reports, proper and timely invoicing, and following the direction given by the LWD.

Reporting Requirements

The Talent Network 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 will be reimbursed.

- An informational report must be submitted to the LWD each quarter. This report should summarize information gathered on the regional high-quality employer-driven partnerships and other activities in the course of providing the performance deliverables including employer needs, hiring needs, training needs, industry trends and supports needed from the State. This report is due on the following dates: June 30, September 30 and December 31.
- Thirty days after the end of the contract period (January 31, 2017), the Talent Network is responsible to submit a closeout report, including a year-end dashboard, compilation of all monthly activity and financial outcomes. The Talent Network director must give a presentation to the LWD on the year-end dashboard.

The Talent Network 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 Talent Network activities (maximum of three pages).

Letters of Support: Proposals can include up to three letters of support (maximum of three pages) that demonstrate the organization’s ability to form partnerships with employers, industry associations, educational institutions, the LWD, One Stop Career Centers, WDBs or other significant workforce partners.

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 Talent Network 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:</p> <p>Written Narrative (maximum of 20 pages) – applicants are required to:</p> <ol style="list-style-type: none"> 1. Provide a statement of the workforce needs of the TLD sector indicating the primary issues that should be addressed by the Talent Network (maximum of two pages); (10 points) 2. Provide a statement of the organization’s expertise and experience in workforce development in the TLD industry sector (maximum of two pages); (10 points) 3. Indicate the qualifications and experience of staff contributing to the activities of the Talent Network including the Talent Network director (maximum of three pages); (10 points) 4. Specify a strategy detailing how the Talent Network would address the performance deliverables listed in Section F of this NGO (maximum of five pages); (20 points); and 5. Include a plan to address the specific metrics listed in Section F of this NGO (maximum of eight pages). (20 points) 	70

Note: Proposals should convey the applicant’s understanding of the industry and the needs of the industry; its capacity to implement activities; and an innovative approach to support the efforts of the workforce development system.	
Applicant Requirements: (maximum of two pages) <ul style="list-style-type: none"> Organizational commitment and capacity describing past experience and partnerships. 	20
Budget Summary and Budget Narrative: (maximum of three pages) <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.*

Financial Statements of Lead Agency: To demonstrate the organization’s capacity to administer the grant, applicants must submit complete financial statements for the three most recently completed fiscal years for the lead organization. (Public Institutions of Higher Education are exempt from this requirement.)

F. 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

G. Application Submission Date

Grant proposals must be received by the LWD by **4 p.m. Friday, April 1, 2016.**

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).

H. Technical Assistance

The LWD will host a technical assistance workshop **Thursday, March 17, 2016 at 10 a.m.** in the LWD Building Auditorium, 1 John Fitch Plaza, 13th Floor, Trenton, New Jersey. [Click here for directions.](#)

You must register to attend the technical assistance workshop by **March 14, 2016**. Go to: <https://lwd.state.nj.us/formsapp/form/168>. Registrants requiring special accommodations for the technical assistance workshop should identify their needs at the time of registration.

*Due to unforeseen circumstances, dates are subject to change. Any changes will be posted on the website.

I. Date By Which Applicants Shall Be Notified

Award Process: The LWD will conduct an internal review of each grant application. An internal review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy and adherence to the guidelines and requirements of this NGO. Applicants are reminded grants will be awarded through a competitive process. LWD cannot fund all applications submitted; therefore, only one application that meets the highest standards will be awarded.

Panel Review Process: All applications are subject to a department panel review and final approval by the Commissioner of the Department of Labor and Workforce Development. The panel review date is expected to occur the week of March 28, 2016. Within 10 business days following the panel review date, applicants will be notified of the status of their application and any requested revisions.

The anticipated start date of the Talent Network contract is **Friday, April 15, 2016**.

Budget Template

Budget Proposal TLD Talent Network		
Grantee Name:		
Street Address, City, State, Zip		
Telephone:	Email Address:	Fax Number:

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
TLD TALENT NETWORK
Notice of Grant Opportunity Application
Calendar 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 CHIEF EXECUTIVE OFFICER

DATE