

**Talent Network NGO Technical Assistance Workshop
New Jersey Department of Labor & Workforce Development's (NJLWD)
May 16, 2011**

Highlights of Questions & Answers

Introductory Remarks:

- Mary Ellen Clark, Assistant Commissioner, Workforce Development, NJLWD
- Michele Horst, Executive Director, State Employment and Training Commission (SETC)

Presenters:

- Aaron Fichtner, Assistant Commissioner, Labor Planning and Analysis, NJLWD
- Robert Grimmie, Executive Director, Center for Occupational Employment Information (COEI), NJLWD

Common Response to Many Questions

A number of questions were asked seeking guidance from NJLWD on specific approaches and ideas. NJLWD has released this NGO to obtain the best thinking from proposing agencies on how to effectively meet the goals of the Talent Network NGO and respond to the unique needs of employers and job seekers in the 6 industries. Organizations should offer their best ideas and use their best judgment when developing a response to this NGO.

The answers to more specific questions follow below.

Industry Focus

- Q: What is the difference between the Life Sciences (Pharmaceuticals, Biotechnology and Medical Devices) and the Health Care industries?
- A: Health Care employers are involved in the provision of health services to individuals. For example, the industry includes hospitals, doctor's offices and long term care facilities. The industry includes occupations involved in direct patient care and those occupations that support these services. Life Sciences employers are involved in research and development, commercialization, marketing and manufacturing of pharmaceutical, biotechnology or medical device products.
- Q: What is the definition used for the Technology / Entrepreneurship industry?
- A: NJLWD has not developed a formal definition of this industry. Instead, NJLWD would like those organizations wishing to manage Technology / Entrepreneurship Talent Network to propose a definition for this industry, based on their knowledge of the state's economy.

Timeframe

- Q: What is the start date of the Talent Network grants?
- A: Funds will be obligated by June 15, 2011. The start date will be July 1, with a full-scale launch of each Network's activities in September 2011.

Q: When will NJLWD make a decision on the grant proposals?
A review panel will meet the week of May 31st, 2011. We expect that proposing organizations will be informed of the decision by June 10, 2011.

Q: Is this a 12-month contract?

A: Yes. The contract will extend from July 1, 2011 through June 30, 2012, with a possible renewal for the second year, contingent on successful performance and on the availability of funds.

Partners and Scope

Q: Can the Talent Networks serve only particular local communities, particular cities or only specific regions of the state?

A: No. Each of the 6 Talent Networks are meant to act statewide. While some of the Talent Network efforts can be piloted in particular communities or regions of the state, the Talent Networks must be able to assist job seekers and employers throughout the state.

Q: What is the Department of Labor & Workforce Development's (NJLWD) role in the Talent Network?

A: The Talent Networks are a critical, foundational element of the state's workforce development strategy. As a result, staff of NJLWD will be heavily involved throughout the entire initiative. NJLWD's Labor Market Analysts and Business Service Representatives are now focusing their efforts on specific key industries and will work closely with the Talent Network in their industry area. NJLWD will convene regular industry-specific meetings with each Talent Network, key NJLWD staff and key stakeholders to coordinate activities in a particular industry. We expect that the State Employment and Training Commission (SETC) and other state government partners will be also involved with each Talent Network.

Q: Can an institution be involved in other grants and still respond to this NGO?

A: Yes.

Q: Can an institution submit a proposal as the lead agency for one industry and also participate in a proposal for a different industry as a partner?

A: Yes.

Q: How will the Talent Network for Healthcare interact with / connect to the SETC's Healthcare Workforce initiative?

A: The SETC will work with NJLWD to ensure that the Healthcare Talent Network works closely with the Healthcare Workforce initiative. Proposals may offer suggestions as to the nature of this collaboration.

Q: Can one institution submit multiple proposals to manage more than one Talent Network?

A: Yes. However, a separate proposal must be submitted for each industry.

Proposals

- Q: The proposal narrative is limited to 10 pages. Can pages be printed double-sided? What font size can we use?
A: Proposal can be printed double-sided. Proposals should use a professional font size (at least 12 point) so that they can be easily read by the reviewers.
- Q: Can letters of support be from partners or external stakeholders?
A: Letters of support are limited to a total of three pages and can include whatever you feel is appropriate for the proposal.
- Q: Academic resumes typically are quite lengthy. Can we include these entire resumes in the proposal?
A: Resumes are limited to a total of three pages and can include whatever you feel is appropriate for the proposal.
- Q: For the additional funding/support, how much disclosure is required?
A: All proposers are asked to identify the amount of funds to be leveraged and the expected sources of those funds. However, there are no specific requirements to what should be disclosed. Proposers should use their best judgment.
- Q: Can you have more than one partner? Can you have more than one partner for more than one grant?
A: Yes.
- Q: Can the Talent Networks serve recent college graduates as job seekers?
A: Yes.
- Q: Which is the more important customer of the Talent Networks: employers or job seekers?
A: Both customers are important. Proposing organizations should use their own judgment when developing their response to this NGO.

Staff

- Q: If staff is not on board or selected yet, can job descriptions be submitted in the proposal?
A: Yes.
- Q: Can a specific Talent Network have more than one main contact person?
A: Each Talent Network will be expected to have one main coordinator, who can represent the Network and serve as a single point of contact for the New Jersey Department of Labor & Workforce Development's (NJLWD).
- Q: Can an organization use a consultant to manage the Talent Network grant?
A: Yes.

Q: Can someone's salary from our staff be reimbursed from the dollars we receive for their function?

A: Yes. Staff salaries are an appropriate expense. Contractors/Grantees who are government or non-profit organizations must comply with federal cost principles as established in OMB Circulars A-87, A-21, or A-122. These circulars establish government wide cost principles, including a requirement that salaries and wages charged to this contract be supported by personnel activity reports.

Expenses

Q: What expenses are allowable under this grant opportunity?

A: Funds expended in this project shall be those as stated in the Agreement for the purposes and functions outlined, unless changed by an approved modification. The Contractor/Grantee shall be entitled only to reimbursement for actual expenses incurred or obligated during the contract/grant period or during an approved extension agreed upon by the Contractor/Grantee and the Department, and only in the amount specified in the Agreement.

Contractors/Grantees who are government or non-profit organizations must comply with federal cost principles as established in OMB Circulars A-87, A-21, or A-122. These circulars establish government-wide cost principles, including a requirement that salaries and wages charged to this contract be supported by personnel activity reports.

Q: Can higher education institutions include indirect costs in their budget?

A: Higher education institutions with indirect cost rates negotiated with a cognizant federal agency can use these approved rates in their proposal budget. However, NJLWD will review these rates to ensure that they are reasonable.

Higher education institutions that do NOT have an indirect cost rates negotiated with a cognizant federal agency must include a justification for any indirect costs included in the proposed budget. NJLWD will review these rates to ensure that they are reasonable.

For Additional Questions, please contact:

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