Wisconsin Librarian Community Workforce Access Partnership (WiLCWAP)

Continuing Education in Workforce Resources for Community Anchors

The Wisconsin Department of Public Instruction (DPI) – Lead Applicant – seeks a **project grant** of $235,000 from the Laura Bush 21st Century Librarian Program for a one-year initiative to provide librarians across the state with the workforce services training, partnerships, and tools to enhance their knowledge of systems that support patrons utilizing the library for workforce development related purposes.

The DPI will work in partnership with the Wisconsin Library Association (WLA), the Wisconsin Department of Workforce Development (DWD), and the Wisconsin Workforce Development Association (WWDA) to scale a model of collaboration developed by Lakeshores Library System (LLS) and Racine County Workforce Solutions (RCWS) statewide. This model connects the local library to the local workforce board.

The partnership will develop curriculum that will provide ongoing **continuing education** to Wisconsin librarians, create meaningful community partnerships with local workforce development organizations, and support community economic vitality as a **community anchor** by providing increased access to workforce resources for their patrons, particularly underserved populations.

Statement of Need and Impact

The 21st Century Librarian is required to wear many hats, including acting as front-line support for the unemployed and underemployed as they seek employment services. Libraries recognize this demand.

- The Director of IMLS wrote in 2014 that "Ninety-six percent of libraries offer online job and employment resources and 78 percent offer programs to help people apply for jobs."
- At the height of the recession, a report by the U.S. Impact Study showed that more than 30 million Americans reported using library computers for workforce related needs.

Wisconsin's well positioned libraries are convenient access points for job seekers, particularly in rural communities. In Wisconsin, there are more than 380 public libraries and more than 80 additional branch locations. With a coordinated approach, these locations can supplement the access and expertise of Wisconsin Job Centers (22 Comprehensive Job Centers) and affiliates (32 Affiliate Sites). Job centers can be large distances from more rural populations or difficult to get to by populations with transportation challenges, while 80% of Wisconsin libraries are in communities with less than 10,000 people.

The U.S. Employment and Training Administration cited the U.S. Impact Study's usage figure in a May 2016 memorandum that encouraged deeper collaboration between public libraries and the workforce investment system. Many other states and regions have instituted customized programs for their localities to improve economic vitality by increasing access to workforce resources through collaborative library and workforce systems.

Librarians seek greater training and access to workforce expertise to service this large demand. Anticipated results of the WiLCWAP project include: increase in targeted referrals to education and skills programs, increase in patron outcomes, and alignment of library and workforce system services. The WiLCWAP project supports IMLS Performance Goals by providing a connecting point to community services (IMLS Performance Goal 2: Community) and ensuring equitable access to information for everyone (IMLS Performance Goal 4: Access). The program tools will include partnership models between local libraries and workforce boards.

The WiLCWAP project will educate librarians across the state through training delivered by local workforce professionals, connect librarians with workforce expertise through deeper partnerships, and implement a shared online portal to disseminate a common workforce services curriculum while tracking outcomes for the effort through a transparent metrics dashboard.

Project Design and Work Plan
This project adapts a model achieving success and support between LLS and RCWS while scaling the model statewide. Over a 1-year project period, the partnership between library and workforce institutions will identify needs, develop curriculum, resource training, and deliver materials and tools to enhance the libraries' role in supporting their community's economic vitality.

For the proposed project, a dedicated Project Coordinator (PC) staff position is required to maintain the milestone timeline, manage logistics, and act as a liaison to and resource for the 16 Wisconsin Library Systems, 11 Workforce Boards, WLA, DWD, and DPI. The project is segmented into four (4) overlapping phases: 1) partnership development; 2) curriculum development; 3) implementation and training; and, 4) evaluation and refinement. The PC will operate under the WWDA with support from its Association Manager.

The partnership development phase will require the PC to identify partner libraries within the 17 Wisconsin Library Systems, collect distribution pathways and contact information, and support peer-to-peer relationship building between individual librarians and their respective workforce board counterparts.

During the curriculum development phase, a coordinating committee composed of DPI staff, DWD staff, WWDA members, and WLA members will be created. The PC and WWDA staff will facilitate workshops that will refine the LLS/RCWS model while identifying shared and unique needs of each library system and workforce region. These workshops will also identify shared metrics that will test or demonstrate impact for measurement under the evaluation and refinement phase on: targeted referrals to additional education and skills training for job seekers; increase in job seeker outcomes, such as, wage and duration of unemployment; and, reduction in system duplication and waste. The PC will leverage existing regular meetings of all Workforce Board Executive Leaders and the WLA for convening workshops.

Four (4) training modules are anticipated based on the existing model from LLS and RCWS. These modules may grow or refine based on the outcomes of the curriculum development phase.

● Module 1. Workforce Services 101
● Module 2. Resumé Development - Templates
● Module 3. Unemployment Insurance 101
● Module 4. Job Center of Wisconsin - Exploring the tools

The implementation and training phase will largely be completed by the local workforce boards at local libraries where representatives from the workforce board will deliver on-site presentations of the developed modules and will be available for discussion.

The evaluation and refinement phase requires a continuous feedback loop between partners which will supply information to an online portal to track outcomes and warehouse training tools and materials. The online portal will be a website to support transparency and distribution of training tools and materials. The PC will coordinate development of the online portal and an outcome metrics dashboard as well as institute a system of data collection from partners.

Estimated Budget
A total direct cost of $235,000 is requested from IMLS for the 1-year WiLCWAP project. The proposed budget will: resource the new Project Coordinator position over the 1-year project duration at $75,000 (salary and benefits); fund a curriculum development contractor $37,000; partially reimburse costs of workshops and workforce board staff-led training at $10,000 per workforce region (11 regions total $110,000); and, contribute to the creation of the online portal at $13,000.

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

* 1. NAME OF FEDERAL AGENCY:

Institute of Museum and Library Services

2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

45.313

CFDA TITLE:

Laura Bush 21st Century Librarian Program

* 3. DATE RECEIVED: 01/31/2018   **SYSTEM USE ONLY**

* 4. FUNDING OPPORTUNITY NUMBER:

LB21-FY18-2

* TITLE:

Laura Bush 21st Century Librarian Program

5. APPLICANT INFORMATION

* a. Legal Name:

Wisconsin Department of Public Instruction

b. Address:

* Street1:	Street2:
125 South Webster Street	
* City:	County/Parish:
Madison	
* State:	Province:
WI: Wisconsin	
* Country:	*** Zip/Postal Code:**
USA: UNITED STATES	53703-3477

c. Web Address:

http://

* d. Type of Applicant: Select Applicant Type Code(s):	*** e. Employer/Taxpayer Identification Number (EIN/TIN):**
A: State Government	39-6006487
Type of Applicant:	*** f. Organizational DUNS:**
	8096112540000
Type of Applicant:	*** g. Congressional District of Applicant:**
	WI 2nd
* Other (specify):	

6. PROJECT INFORMATION

* a. Project Title:

Wisconsin Librarian Community Workforce Access Partnership (WiLCWAP)

* b. Project Description:

The Wisconsin Department of Public Instruction (DPI) - Lead Applicant - seeks a project grant of $235,000 from the Laura Bush 21st Century Librarian Program for a one-year initiative to provide librarians across the state with the workforce services training, partnerships, and tools to enhance their knowledge of systems that support patrons utilizing the library for workforce development related purposes.

c. Proposed Project: *** Start Date:** 10/01/2018   *** End Date:** 09/30/2019

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

7. PROJECT DIRECTOR

Prefix: Ms.

* First Name: Martha

Middle Name:

* Last Name: Berninger

Suffix:

* Title: Director, DPI Div. for Libraries & Technology

* Email: martha.berninger@dpi.wi.gov

* Telephone Number: 608-224-6161

Fax Number:

* Street1: 2109 South Stoughton Road

Street2:

* City: Madison

County/Parish:

* State: WI: Wisconsin

Province:

* Country: USA: UNITED STATES

* Zip/Postal Code: 53703-3477

8. PRIMARY CONTACT/GRANTS ADMINISTRATOR

☐ Same as Project Director (skip to item 9):

Prefix: Mr.

* First Name: Jon

Middle Name:

* Last Name: Kranz

Suffix:

* Title: Director of Business Services

* Email: jon.kranz@dpi.wi.gov

* Telephone Number: 608-266-3320

Fax Number:

* Street1: 125 South Webster Street

Street2:

* City: Madison

County/Parish:

* State: WI: Wisconsin

Province:

* Country: USA: UNITED STATES

* Zip/Postal Code: 53703-3477

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

9. * By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 218, Section 1001)

** I Agree ☒

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

AUTHORIZED REPRESENTATIVE

Prefix:	* First Name:	Middle Name:
Mr.	Mike	

* Last Name:	Suffix:
Thompson	

* Title:	* Email:
Deputy State Superintendent	michael.thompson@dpi.wi.gov

* Telephone Number:	Fax Number:
608-266-1771	

* Signature of Authorized Representative:	* Date Signed:
Michael Thompson	01/31/2018

IMLS PROGRAM INFORMATION SHEET

PLEASE NOTE: Information contained within this form may be made publicly available.

1. Applicant Information

a. Legal Name as it appears in SAM.gov (5a from SF424S):

PUBLIC INSTRUCTION, WISCONSIN DEPT OF

b. Organizational D-U-N-S® Number (5f from SF-424S):

8	0	9	6	1	1	2	5	4

c. Expiration date of your SAM.gov registration

12/22/2018

d. Organizational Unit Name (if different from Legal Name):

e. Organizational Unit Address (if different from Legal Name address)

Street 1: PO Box 7841

Street 2:

City: Madison   County: Dane

State: Wisconsin   Zip+4/Postal Code: 5 3 7 0 7 - 7 8 4 1

f. Organizational Unit Type (check one):

- ○ Academic Library
- ○ Aquarium
- ○ Arboretum/Botanical Garden
- ○ Art Museum
- ○ Children's/Youth Museum
- ○ Community College
- ○ Digital Library
- ○ Four-year College
- ○ General Museum*
- ○ Graduate School of Library and Information Science
- ○ Historic House/Site
- ○ Historically Black College or University (HBCU)
- ○ History Museum

- ○ Library Association
- ○ Library Consortium
- ○ Museum Library
- ○ Museum Services Organization/Association
- ○ Native American Tribe/Alaska Native/Native Hawaiian Organization
- ○ Natural History/Anthropology Museum
- ○ Nature Center
- ○ Planetarium
- ○ Public Library
- ○ Research Library/Archives

- ○ School Library or School District applying on behalf of a School Library or Libraries
- ○ Science/Technology Museum
- ○ Special Library
- ○ Specialized Museum**
- ○ State Library
- ○ State Museum Agency
- ○ State Museum Library
- ○ Zoo
- ○ Institution of higher education other than listed above
- ⦿ Other | State Agency Administering Public Libraries

* A museum with collections representing two or more disciplines equally (e.g., art and history)
** A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

IMLS PROGRAM INFORMATION SHEET

2. Organizational Financial Information

a. Please complete the following table for the Organizational Unit for the three most recently completed fiscal years.

Fiscal Year	Total Revenue*	Total Expenses**	Surplus or Deficit
2017	$887,824,718	$6,643,134,444	($5,755,309,726)
2016	$822,444,924	$6,137,408,533	($5,314,963,609)
2015	$920,986,522	$6,312,109,479	($5,391,122,956)

* For nonprofit tax filers, Total Revenue can be found on Line 12 of the IRS Form 990.

** For nonprofit tax filers, Total Expenses can be found on Line 18 of the IRS Form 990.

b. If you had a budget surplus or deficit greater than 10% of your annual operating budget for two or more of the three fiscal years listed above, please explain the circumstances of this surplus or deficit in the box below.

The Wisconsin Department of Public Instruction (WI DPI) is the State Education Agency for the State of Wisconsin. The majority of the WI DPI expenditures are pass through aids to school districts, day cares and other facilities who receive State aid from Wisconsin and Federal aid, mostly from the US Dept of Education and US Dept of Agriculture. The State education aids are not received by the WI DPI as revenue, rather those funds are appropriated through the biennial budget. The WI DPI did not have a deficit in operations. The deficit shown is due to the payment of pass through State aids.

c. Were there any material weaknesses identified in your prior year's audit report?

◯ Yes   ⦿ No   ◯ Not applicable

A **material weakness** is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

If **yes**, please explain.

d. Has your organization had an A-133 audit in the past three years?

⦿ Yes   ◯ No

IMLS PROGRAM INFORMATION SHEET

Refer to the Notice of Funding Opportunity for descriptions of these options and instructions for how to make selections.

3. Grant Program

☑ a. Laura Bush 21st Century Librarian Program

1. Select one:
- ○ Planning Grant
- ○ National Forum Grant
- ◉ Project Grant
- ○ Research Grant

2. Select one:
- ○ Pre-professional
- ○ Masters-level and Doctoral-level Programs
- ○ Early Career Development
- ◉ Continuing Education

3. Select one
- ◉ Community Anchors
- ○ National Digital Platform
- ○ Curating Collections

☐ b. National Leadership Grants for Libraries

1. Select one:
- ○ Sparks Grant
- ○ Planning Grant
- ○ National Forum Grant
- ○ Project Grant
- ○ Research Grant

2. Select one:
- ○ Community Anchors
- ○ National Digital Platform
- ○ Curating Collections

☐ c. Native American/Native Hawaiian Library Services

1. Select one:
- ○ Native American Basic Grant
- ○ Native American Enhancement Grant
- ○ Native Hawaiian Library Services

☐ d. Museums for America

1. Select one:
- ○ Learning Experiences
- ○ Community Anchors
- ○ Collections Stewardship

2. Select one:
- ○ $5,000–$25,000 with no cost share permitted.
- ○ $25,001–$250,000 with cost share required.

☐ e. Museums Empowered (an MFA Special Initiative)

1. *Select one:*
- ○ Digital Technology
- ○ Diversity and Inclusion
- ○ Evaluation
- ○ Organizational Management

2. Select one:
- ○ $5,000–$25,000 with no cost share permitted.
- ○ $25,001–$250,000 with cost share required.

☐ f. National Leadership Grants for Museums

1. Select one:
- ○ Advancing Digital Assets and Capacity
- ○ Collection Care and Access
- ○ Diversity and Inclusion
- ○ Professional Development

2. Select one:
- ○ Non-research grant, $50,000–$1,000,000 with cost share required.
- ○ Research grant, $50,000–$1,000,000 with no cost share required.
- ○ Rapid prototyping grant, $5,000–$50,000 with no cost share required.

☐ g. Museum Grants for African American History and Culture

1. Select one:
- ○ $5,000–$25,000 with no cost share permitted.
- ○ $25,001–$150,000 with cost share required.

☐ h. Native American/Native Hawaiian Museum Services

4. Performance Goals

Select one of the following three IMLS agency-level goals: (a) Learning, (b) Community, or (c) Content and Collections. Then select at least one of the performance goals listed beneath it:

○ a. Learning
- ☐ Train and develop museum and library professionals
- ☐ Support communities of practice
- ☐ Develop and provide inclusive and accessible learning opportunities

◉ b. Community
- ☑ Strengthen museums and libraries as essential partners in addressing the needs of their communities

○ c. Content and Collections
- ☐ Broaden access and expand use of the Nation's content and collections
- ☐ Improve management of the Nation's content and collections
- ☐ Improve preservation, conservation, and care of the Nation's content and collections

If you select a performance goal listed beneath Learning or Community for your project, please review in the NOFO the specific performance measure statement choices and the information you will be required to collect for each.

IMLS PROGRAM INFORMATION SHEET

5. Funding Request

a. IMLS funds requested: | $235,000

b. Cost share amount: |

6. Population Served

Please select the target population(s) served by the proposed project:

- ☐ General Population
- ☐ Early Childhood/Preschool (0-5 years)
- ☐ Middle Childhood/Primary School (6-12 years)
- ☐ Adolescents/High School (13-19 years)
- ☐ Adults
- ☐ Aging, Elderly, Senior Citizens (65+ years)
- ☐ Ethnic or Racial Minority Populations other than Native Americans/Native Hawaiians
- ☐ Families/Intergenerational
- ☐ Immigrants/Refugees
- ☐ Military Families

- ☑ Museum and/or Library Professionals
- ☐ Native Americans/Alaska Natives/Native Hawaiians
- ☐ People with Mental or Physical Challenges/Disabilities
- ☑ People Who Are Low Income/Economically Disadvantaged
- ☑ Rural Populations
- ☐ Scholars/Researchers
- ☑ Unemployed
- ☐ Urban Populations
- ☐ Other

If other, please specify:

7. Museum Profile (Museum Applicants Only)

a. Is your institution organized on a permanent basis for essentially educational or aesthetic purposes, and is it **either** a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code **or** a unit of state or local government? ○ Yes ○ No

b. Does your institution own or use tangible objects, either animate or inanimate? ○ Yes ○ No

c. Does your institution care for these objects? ○ Yes ○ No

d. Does your institution exhibit these objects to the general public at least 120 days a year through facilities your institution owns or operates? ○ Yes ○ No

e. Your institution's attendance for the 12-month period prior to the application

f. Year your institution was first open and exhibiting to the public:

g. Total number of days your institution was open to the public for the 12-month period prior to application:

h. Does your institution employ at least one professional staff member, or the full-time equivalent, whether paid or unpaid, who is primarily engaged in the acquisition, care, or exhibition to the public of tangible objects owned or used by your institution? ○ Yes ○ No

i. Number of full-time paid institution staff:

j. Number of full-time unpaid institution staff:

k. Number of part-time paid institution staff:

l. Number of part-time unpaid institution staff:

IMLS PROGRAM INFORMATION SHEET

8. Project Elements (Museums for America Only)

Your response to this question will help us match your application to reviewers with appropriate experience. Make your choice under the project category that you selected in Question 3 (Grant Program).

LEARNING EXPERIENCES

If you are applying in the Learning Experiences Project Category, select the *primary* element that is core to your proposed project from the list below **(check only one)**:

- ○ Adult Programs
- ○ Digital Media
- ○ Early Learning
- ○ Exhibitions
- ○ Family Programs

- ○ Interpretation
- ○ K-12 Programs, With Schools
- ○ K-12 Programs, Out of School
- ○ Professional Development/Training
- ○ Public Programs

COMMUNITY ANCHORS

If you are applying in the Community Anchors Project Category, select the *primary* element that is core to your proposed project from the list below **(check only one)**:

- ○ Audience Research and Evaluation
- ○ Civic Engagement
- ○ Community-Driven Exhbitions and Progams
- ○ Community-Focused Planning Activities

- ○ Community Outreach/Audience Development
- ○ Digital Media
- ○ Professional Development/Training

COLLECTIONS STEWARDSHIP

If you are applying in the Collections Stewardship Project Category, select the **primary** element that is core to your proposed project from the list below **(check only one)**:

Access and Use	**Collections Management**	**Conservation**
○ Database Management	○ Cataloguing, Inventorying, Registration	○ Conservation Environmental Improvement/Rehousing
○ Digitization	○ Collections Information Management	○ Conservation Survey
○ Software Applications		○ Conservation Treatment
○ Website Development	○ Collections Planning	○ Professional Development/Training

Please identify the material type(s) that will be affected by your project:

- ☐ Animals, living
- ☐ Animals, preserved
- ☐ Architecture
- ☐ Books and Paper
- ☐ Electronic Media
- ☐ Objects
- ☐ Paintings

- ☐ Photographic Materials
- ☐ Plants, living
- ☐ Plants, preserved
- ☐ Sculpture
- ☐ Textiles
- ☐ Wooden Artifacts