	NORTH CAROLINA DEPARTMENT OF COMMERCE DIVISION OF WORKFORCE SOLUTIONS
	DWS POLICY STATEMENT NUMBER: PS 16-2017, Change 1
	Date: April 9, 2019
	Subject: Workforce Innovation and Opportunity Act (WIOA) Program Enhancement Grant Application
	From: *Daniel L. Giddens* (signature) **Daniel L. Giddens** **Assistant Secretary for Workforce**

Purpose: To transmit updated guidelines including new report forms for the Workforce Innovation and Opportunity Act (WIOA) Program Enhancement Grant Application and to change expiration date to indefinite. The Division of Workforce Solutions (DWS) has developed a systematic approach to reviewing and approving Local Workforce Development Board requests for funding to support enhanced WIOA services. This Policy Statement rescinds PS 16-2017.

Background: WIOA provides flexibility for states and local Boards to provide enhanced services for customers – both jobseekers and businesses. WIOA offers an opportunity to continue to modernize the workforce and achieve key outcomes of a customer centered workforce system.

The Division supports system design and service delivery program initiatives that endeavor to address the workforce needs of businesses, to expand education and training opportunities for citizens, and assist disadvantaged, unemployed, and under-employed adults and youth make connections to employment in growth sectors of the economy.

This Program Enhancement Grant Application presents an opportunity for local Workforce Development Boards to apply for funding, build capacity, create systemic change within their workforce system, and improve career development access and workforce services to individuals and businesses.

Action: North Carolina Workforce Development Boards are to follow the attached instructions/ application for the development of projects that will enhance ways to provide services to individuals and businesses.

Rescinded

Staff will review and award applications that are consistent with the Division's commitment to providing NCWorks Career Center system access that brings together workforce development, educational, and other human resource services to improve local communities.

Please submit the completed application with original signatures. Applicants must address all sections. Electronic mail of the application is acceptable with a scanned copy of the signatory page. However, the original signature page must be submitted by standard mail or in-person within one week of the grant submission. The signature page can be found at Attachment A.

Note:
Prior to funding any grant proposal, the Division will consider the following items:

- Failure to meet one or more Federal Performance Measures (beginning PY2018)
- Unresolved findings from the Division's most recent Annual Monitoring
- Prior Year formula funding expenditures equaling less than 50% in any funding category. (Based on most recent Quarterly Expenditure Report)
- No approved current Local Area Plan
- Not meeting 20% Youth Funding Expenditure rate for Prior Program Year funding
- Not meeting 75% Out of School Expenditure rate requirement for Prior Program Year funding

Effective Date: Immediately

Expiration: Indefinite

Contact: Agreta Limerick

Attachment: Program Enhancement Grant Application

NC Department of Commerce

Division of Workforce Solutions

WIOA Program Enhancement
Grant Guidelines

Rescinded

Table of Contents

Introduction

The Workforce Innovation and Opportunity Act (WIOA) allows funding to be used for special projects relevant to workforce and labor market conditions that exist in the state. WIOA implementation gives states and local governments huge opportunities to design services that help Local Areas better serve their customers and offers an opportunity to continue to modernize the workforce and achieve key hallmarks of a customer centered workforce system.

This grant presents an opportunity for local Workforce Development Boards to build capacity and create systemic change within their workforce system and improve career development access and services to individuals and businesses.

The Division will review and award applications that encourage innovative WIOA services and are consistent with the US Department of Labor's (USDOL) commitment to providing NCWorks Career Center system access that brings together workforce development, educational, and other human resource services. These services will enhance access to the programs and services that communities may not have access to through traditional career centers. These awards will provide additional resources for the Local Workforce Development Board to provide services in their local region.

Grants will be reviewed on the strength and viability of the conceptual framework, substantive involvement of strong partnerships and indications that projects are innovative in nature, with measurable outcomes and clarity of the budget.

When Program Enhancement grant funds are expended for an individual; i.e. WEX Wages, tuition, CRC, etc., the individual must be Workforce Innovation and Opportunity Act (WIOA) eligible as a youth, adult, or dislocated worker. Eligibility information for each training participant, including specific information identified for the project, must be entered in NCWorks Online.

Schedule for Implementation Grant Applications and Awards

- Full Grant Applications Submitted   Ongoing
- Grant Awards Announced   Ongoing
- Monitoring/Follow-up and Reporting   Quarterly

North Carolina Workforce Development Boards may apply for funds in increments of up to $200,000.

Application Submission

Submit the completed application with original signatures. Applicants must address all sections. Electronic mail of the application is acceptable with a scanned copy of the signatory page. However, the original signature page must be submitted by standard mail or in-person within one week of the grant submission. The signature page can be found at Attachment A.

Submit the Application Package to:

Agreta Limerick, agreta.limerick@nccommerce.com
NC Division of Workforce Solutions
313 Chapanoke Road, Suite 120
4316 Mail Service Center
Raleigh, NC 27699

Review Process

A panel appointed by the Division of Workforce Solutions will review and rate only those proposals that include all required proposal components.

Grant Reporting

Grant recipients will be required to submit status reports and financial updates quarterly during the life of the grant. Reports will cover areas such as solutions implemented, challenges encountered, partnership updates, expenditures and other subjects. An actual report may be viewed at Attachment D. Changes to the report format may be provided after the implementation process is underway.

Upon closeout of the grant, the grant awardees must submit a summary of promising practices developed as a result of the project and information on how the project could be sustained locally and replicated in other regions, if it was determined a success.

Resources

WorkforceGPS https://strategies.workforcegps.org/ provides a library of promising practices and workforce system strategies that can be browsed for resources using the **Workforce**GPS by clicking through on the tabs. Items listed with numbers next to them indicate how many resources are tagged with that term.

WIOA Program Enhancement Grant Application

Application

    I.   Project Name:

   II.   Area Served (Counties/Cities/Region):

 III.   Workforce Development Board(s):

 IV.   Funding Level Requested:

   V.   Requested Duration of the Grant:

 VI.   Brief Description of the Project:

VII.   Project Contact Person (Name/Title/Phone Number/Email):

Application Contents

NOTE: The percentages in parentheses are the weight values given to the questions and will be used by staff to score the proposal.

1. **Problems and Challenges (10%):**
   a. Describe the problems and challenges this grant will address.
   b. Describe how current gaps in available services or funding fails to address the identified need of job seekers and businesses in the defined region.

2. **Enhancement Grant Framework/Strategic Approach (50%):**
   In this section, describe the outcomes to be achieved and the strategic approach to be used to achieve those outcomes and address the problem(s) or issue(s) identified above.
   a. Identify how the project is an enhancement of the current programs/services delivered in the area.
   b. Demonstrate the appropriateness of the method to be used to address the issue/opportunity.

3. **Goals, Outcomes, and Measures (25%):**
   a. Provide a summary of each goal of the WIOA *Program Enhancement Grant*, showing its relationship to the issues identified in #1.
   b. Identify measurable and quantifiable outcomes of the project. Complete the Implementation Goals, Outcomes, and Measures form (Attachment B).

4. **Partnerships and Collaboration (5%):**
    Identify any partners in the project and briefly describe their roles and responsibilities by completion of the chart (may be expanded as needed). The information on this chart should be clearly explained in the narrative.

Partner/Organization/ Agency	Role & Responsibility	Resources Contributed	Timeline

5. **Budget and Budget Narrative (10%):**
    Provide a line-item budget (similar to Attachment C) and narrative with justification for the resources necessary to accomplish the goals and objectives set forth in the scope of work. The narrative should explain all costs associated with the project and should reflect any leveraged resources set forth in the budget and how the planned expenses support the overall goals and activities of the *WIOA Program Enhancement Grant*.

    Indicate if additional existing resources may be leveraged from grants or funds. Please include any in-kind contributions. This information must be contained in the narrative *and* on the budget form.

6. **Match Opportunities - <u>Optional</u> (10%):**
    Additional points may be awarded for proposals that demonstrate and incorporate matching cash funds. *Please identify the agency(ies) providing matching funds/resources (space, technology, or other resources) in narrative and in the budget outline.* Specify whether the resources are in-kind or monetary and the source of these funds.

Project Evaluation
All grant recipients must provide a final evaluation and summary of the project to include an analysis of the project's challenges, successes, expenditures, and a template on how to replicate, if deemed appropriate. The evaluation will also identify each goal and whether the measures were met, exceeded, or not and an explanation of successes and failures.

Full Application Budget Outline

Budgets should reflect the total amount requested. Budgets and budget narratives must clearly justify costs of the project and be as specific as possible.

The following list provides possible components of the budget:

    A. Contracted Services

    B. Staff Salaries

    C. Staff Fringe Benefits

    D. Travel

    E. Materials and Supplies

    F. Local Workforce Development Board Administrative Fees*

    G. Supportive Services

    H. Training Components

    I. Direct Participant Expenses

    J. Other Expenses – please specify

*Up to 5% of the total grant award can be used for the Local Workforce Development Board Administration Fee.

Attachment C is to be used for budget completion. The "Leveraged Resources" column should include all leveraged funds that will be used to support the grant. State whether they are in-kind or monetary, and the source of these funds. Examples of leveraged resources may include facilities, in-kind training, and professional development.

A budget narrative is required in Section 5 and should match the Budget Form. It must explain all costs associated with the project and should reflect any leveraged resources set forth in the budget and how the planned expenses support the overall goals and activities.

Note: The following should be carefully considered before inclusion into the budget:

    Equipment. Use of funds for equipment-related purposes is allowable. However, **if** it is necessary to include an expense for equipment, there should be a *compelling* case for purchase. The cost should be included in the "Other Expenses".

All accounting records should be maintained in accordance with the NC Local Government Budget and Fiscal Control Act, State Policies, applicable Office of Management and Budget (OMB) Circulars, and generally accepted accounting practices.

Application Checklist

☐ Abstract ☐ Signatory Page
☐ Problems and Challenges ☐ Letter(s) of Support (if needed)
☐ Framework/Strategic Approach ☐ Goals/Outcomes/Measures Narrative
☐ Partnership Chart ☐ Budget Chart
☐ Budget Narrative ☐ Pages in each section are numbered

Rescinded

WIOA Program Enhancement Grant
Signature Page

Local Workforce Development Board(s) Name	
Application Contact Person	
Address	
Telephone Numbers	
Email	
Date	
Amount Requested in Grant Application	

Rescinded

_____   _____

Local Workforce Development Board Chair
(Typed Name)

Signature   **Date**

_____   _____

Local Workforce Development Board Director
(Typed Name)

Signature   **Date**

Implementation Goals, Outcomes, and Measures

Project Name:

Goals	Outcome	Tools Used to Measure	Timeline

WIOA Program Enhancement Grant
Application Budget

Category	Grant Funds Requested	Leveraged Resources* (specify)	Other Resources: in-kind or cash (specify)	TOTAL
A. Contracted Services				
B. Staff Salaries				
C. Staff Fringe Benefits				
D. Travel				
E. Materials and Supplies				
F. Local Area Administrative Fee*				
G. Supportive Services				
H. Training Components				
I. Direct Participant Expenses				
J. Other Expenses – please specify				
TOTAL				

*Up to 5% of the total grant award can be used for the Local Workforce Development Board Administration Fee.

Program Enhancement Grant
Quarterly Report

Project Name: WIOA Enhancement Grant **Report Date:**

Local Workforce Board: **Project Dates:**

Category	Grant Funds Awarded/Approved	Current Quarter Expenditures	Other Resources in-kind or cash** (specify)	Year-to-Date Expenditures	Balance Remaining
A. Contracted Services					
B. Staff Salaries					
C. Staff Fringe Benefits					
D. Travel					
E. Materials and Supplies					
F. Local Area Administrative Fee*					
G. Supportive Services					
H. Training Components					
I. Direct Participant Expenses					
J. Other Expenses – please specify					
TOTAL					

*Up to 5% of the grant award can be used for Local Workforce Development Board Administration Fee. **Do not include this in the Year-to-Date Expenditures column.

**WIOA Service Delivery Innovation Grant
Quarterly Report**

1.) Please provide an update on the status of the goals and outcomes: (these fields are expandable)

Goals	Outcome	Timeline	Status

Please provide narrative in the following categories:

2.) Highlights:

3.) Number of participants served without duplication this quarter: _____Cumulative number served to date: _____

4.) Challenges:

5.) Additional Information about the implementation of the Service Delivery Innovation Grant:

Reporting Schedule

Quarter Ending	**Report Date**
December 31	January 31
March 31	April 30
June 30	July 31
September 30	October 31