



**NORTH CAROLINA DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS**

**DWS POLICY STATEMENT NUMBER: PS 22-2017**

**Date: December 7, 2017**

**Subject: Workforce Innovation and Opportunity Act (WIOA)  
Program Enhancement Planning Grant Application**

**From:**

*Daniel L. Giddens*

Daniel L. Giddens  
Acting Assistant Secretary for Workforce

**Purpose:** To transmit guidelines for the Workforce Innovation and Opportunity Act (WIOA) Program Enhancement Planning Grant Application that allows Workforce Development Boards (WDBs) to apply for grant funds for the planning and development of WIOA Program Enhancement Grant Applications to support enhanced WIOA services.

**Background:** The Division recently published a grant opportunity for WIOA Program Enhancement Grants to be awarded to Local WDBs in increments of \$200,000. WIOA Program Enhancement grant proposals should be designed to focus on upgrading system design and service delivery program initiatives that support 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.

In an effort to provide additional resources for WDBs to apply for WIOA Program Enhancement Grant funds, the Division is making Planning funds available. Planning grants are to support the development of WIOA Program Enhancement Grant applications which focus on enhancing workforce services for individuals and businesses.

**Action:** North Carolina Workforce Development Boards may apply for planning grants up to \$30,000 which includes up to 5% administrative funds in accordance with the attached guidelines. Planning grants must be expended within six (6) months of receipt.

Please submit the completed application with original signatures. 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 B.

Grant awards are based on funding availability.

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 Work Experience Funding Expenditure rate for Prior Program Year funding
- Not meeting 75% Out of School Youth Expenditure rate requirement for Prior Program Year funding

**Effective Date:** Immediately

**Expiration:** June 20, 2019

**Contact:** Agreta Limerick

**Attachment:** Attachment A: Program Enhancement Planning Grant Application  
Attachment B: WIOA Program Enhancement Planning Grant Signature Page

*WIOA Program Enhancement  
Planning Grant*

*Application*

**Expired**

**December 2017**

## Application Submission

Submit the completed application with original signatures anytime through December 31, 2018. 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 found at [Attachment B](#).

*Submit the Application Package to:*

**Agreta Limerick, [agreta.limerick@nccommerce.com](mailto:agreta.limerick@nccommerce.com)**  
NC Division of Workforce Solutions  
313 Chapanoke Road, Suite 120 (Physical Address)  
4316 Mail Service Center (Mailing Address)  
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.

**Expired**

## APPLICATION

### Section I. Planning Grant Narrative:

The narrative should demonstrate the need for the grant funds as it relates to the development of a WIOA Program Enhancement Grant Application. Particular focus should be given to demonstrating how the funds will be used to convene groups of stakeholders, conducting analysis of Local/Regional Strategic Plans, procuring a grant writer, staff support, outreach, etc. Narratives should detail the plan of how grant funds can support planning, development and implementation. The narrative portion of the application should not exceed two (2) pages in a font of 12 point or higher, with 1" margins, and 1.5 line spacing. Planning grants must be expended within 6 months of receipt.

### Section II. Planning Grant Budget (Up to \$30,000):

Provide detailed budget for all funds.

Category	Description	Amount Requested
Staff Salaries		
Staff Fringe Benefits		
Travel		
Materials and Supplies		
Local Area Administrative Fee*		
Other Expenses – please specify		
Other Expenses – please specify		
	<b>Total Amount Requested</b> <i>(up to \$30,000)</i>	

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

**WIOA Program Enhancement Planning Grant  
Signature Page**

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

**Expired**

\_\_\_\_\_  
**Local Workforce  
 Development Board  
 Chair**  
 (Typed Name)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Local Workforce  
 Development Board  
 Director**  
 (Typed Name)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**