
	DWS POLICY STATEMENT NUMBER: PS 13-2015
	Date: August 10, 2015
	Subject: Sector Partnership Grants for NCWorks Certified Career Pathways serving Dislocated Workers
	From:  <hr/> William H. Collins, Jr., Assistant Secretary for Workforce Solutions

Purpose: To transmit guidelines allowing local Workforce Development Boards (WDBs) to apply for Sector Partnership National Emergency Grant (SPNEG) funds for creation, development and implementation of NCWorks Certified Career Pathways as they relate to dislocated workers as defined in the Workforce Innovation and Opportunity Act Section 3.

Background: North Carolina was awarded an SPNEG grant in the amount of \$5.25 million to serve dislocated workers through the creation and implementation of certified career pathways. Funds awarded through this grant can be used for planning, outreach, staff and professional development, assessment, training and other activities conducive to the creation and implementation of certified career pathways.

Recognizing dislocated workers are unemployed or underemployed through no fault of their own, and that their return to the workforce is key to a thriving state economy, the Division of Workforce Solutions (DWS) has established an opportunity for local Workforce Development Boards to target services toward matching employee training to employer need. DWS is soliciting local WDBs to submit grant applications for the planning and/or implementation of certified career pathways.

Action: Local WDBs may apply for grants of up to \$330,000 and up to 5% administrative funds in accordance with the attached guidelines. A proposal signed by the local WDB Director and Board Chair, should be submitted to Dr. Dion Clark, NCWorks Career Pathways Director, via email at ncworksccp@nccommerce.com. The proposal format is detailed in the attached guidelines.

Proposals will be accepted through March 31, 2017. Awarded projects will receive funds upon approval of grant application. Funds will expire on June 30, 2017.

Effective Date: Immediately

Expiration: June 30, 2017

Contact: Dr. Dion Clark
ncworksccp@nccommerce.com
 919-814-0418

Attachments: 1. Guidelines for Sector Partnership NEG Funds
 2. Application for Sector Partnership NEG Funds

North Carolina Department of
Commerce
**Division of Workforce
Solutions**

*Guidelines for Workforce
Development Boards to Apply
for Sector Partnership Grants for
NCWorks Certified Career
Pathways serving Dislocated
Workers*

August 2015

INTRODUCTION

The Division of Workforce Solutions (DWS) has designated its Sector Partnership grant award for projects that will advance the creation, development and implementation of certified career pathways. Local Workforce Development Boards (WDBs) may apply for grants of up to \$330,000 (and up to 5% administrative funds) during the period of August 10, 2015 – March 31, 2017. DWS will review proposals that are consistent with SPNEG and NCWorks Commission goals to:

1. Develop innovative job-training programs focused on regional and industry-specific collaborations.
2. Build on “sector strategies,” industry-focused approaches to workforce and economic development that align job-training programs to meet the needs of a local or regional labor market.
3. Connect workers who lost a job through no fault of their own and individuals struggling with long-term unemployment to a broad range of services, including on-the-job training, transitional jobs, job search assistance, career planning and job coaching.
4. Establish certified career pathways to meet existing and future workforce needs in a manner that ensures consistency and sustainability within the workforce.

Grants will be awarded based on stated need, anticipated certified career pathway activities and availability of funds. DWS anticipates awarding approximately ten (10) planning grants and twenty-one (21) implementation grants and reserves the right to amend that number based on the quality of applications and availability of funds.

SCHEDULE FOR IMPLEMENTATION OF GRANT APPLICATIONS AND AWARDS

- | | |
|--|--------------------|
| • Announcement of Grant Opportunity | July 10, 2015 |
| • Grant Applications Available | August 10, 2015 |
| • Grant Awards Announced and Distributed | Ongoing |
| • Planning Grant Period Ends | June 30, 2017 |
| • Grant Close-Out Finalized | September 30, 2017 |

APPLICATION SUBMISSION

Local boards may apply for planning (section III) or implementation (section IV and/or section V) funds separately or simultaneously. Completed sections I and II must accompany the initial application and need only be submitted once, unless a local board determines updates are needed. Applications for sections I, II, III and IV must be submitted by June 30, 2016. Applications for section V must be submitted by March 31, 2017.

The narrative portion of the application (section I) should not exceed three (3) pages in a font of 12 point or higher, with 1" margins, and 1.5 line spacing. It is expected that section I will align closely with the narrative contained in the application for NCWorks Certification.

Submit the Application Package in one .pdf file to nworkscpp@ncommerce.com. Electronic mail of the application is required. Applications sent via any other means will be deemed ineligible. All questions must be submitted in writing to Dr. Dion Clark at nworkscpp@ncommerce.com. Those questions and responses will be shared to each Workforce Development Board via email.

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 numbers enrolled, types of enrollment activities, quarterly and cumulative expenditures to date and any expected modifications. Upon closeout of the grant, the grantees will be required to submit a close-out report. Grantees are subject to monitoring by DWS and U.S. Department of Labor representatives.

REVIEW PROCESS

A panel appointed by DWS, including a staff person of a local WDB, will review completed proposals as submitted before the established deadlines. Applicants will be notified of the decision via electronic mail. Grant funds will be awarded through the NC WISE process.

*Sector Partnership National
Emergency Grant*

Application

August 2015

APPLICATION

Section I. Narrative (Must be submitted by June 30, 2016):

The narrative should demonstrate the need for the grant funds as it relates to the development of certified career pathways. Particular focus should be given to demonstrating how the funds will be used to align career pathways with the eight best practice criteria established by the NCWorks Commission. Narratives should detail the evolution of the pathway and how grant funds can support planning, development and implementation. It is expected that the grant application narrative will align closely with the narrative contained in the application for NCWorks Certification. The narrative portion of the application should not exceed three (3) pages in a font of 12 point or higher, with 1” margins, and 1.5 line spacing.

Section II. Team Members and Roles (Must be submitted by June 30, 2016):

Pathways must be developed collaboratively and have input, leadership and commitment from numerous education and workforce partners. Provide a list of team members instrumental in the development of the pathway. Include name, job title, employing agency and role in pathway development. Teams should minimally include a representative from a Local Educational Agency, a Community College and a Workforce Development Board. Note: Team members may be added along the evolution of the pathway. A local team may submit an updated list of team members in year two of the grant. Signatures are not required.

Section III. Planning Grant (Up to \$30,000; Must be submitted by June 30, 2016):

Describe how planning funds will be used. Acceptable uses are convening meetings, staff support, outreach, data collection and analysis, materials and equipment pursuant to federal regulations.

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

**Section IV. Implementation Grant – Year 1
(Up to \$150,000; Must be submitted by June 30, 2016):**

Category	Description	Amount Requested
Work Experience		
Career Readiness Certificate (CRC) - required for each dislocated worker served using SPNEG funds		
Staff Salaries		
Staff Fringe Benefits		
Travel		
Materials and Supplies		
Career Awareness Training/Staff Development		
Outreach		
Other Expenses – please specify		
	Total Amount Requested <i>(up to exceed \$150,000)</i>	
Admin Costs (up to 5% of total award)		
	Total Admin Costs Requested <i>(not to exceed \$7500)</i>	

**Section V. Implementation Grant – Year 2
(Up to \$150,000; Must be submitted by March 31, 2017):**

Category	Description	Amount Requested
Work Experience		
Career Readiness Certificate (CRC) - required for each dislocated worker served using SPNEG funds		
Staff Salaries		
Staff Fringe Benefits		
Travel		
Materials and Supplies		
Career Awareness Training/Staff Development		
Outreach		
Other Expenses – please specify		
	Total Amount Requested <i>(up to \$150,000)</i>	
Admin Costs (up to 5% of total award)		
	Total Admin Costs Requested <i>(not to exceed \$7500)</i>	