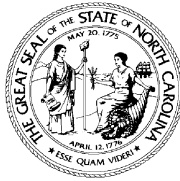


North Carolina
Department of Commerce
Division of Workforce Development



Beverly Eaves Perdue, Governor
J. Keith Crisco, Secretary

Roger Shackelford, Executive Director

October 27, 2009

LOCAL AREA ISSUANCE NO. 2009-19

SUBJECT: Grants for Youth Workforce Development Innovation

PURPOSE: To transmit guidelines allowing Local Workforce Development Boards to apply for Workforce Investment Act (WIA) Statewide Activities funds for competitive demonstration project as it relates to a) low income, out of school youth, ages 16-21, and/or b) out of school youth, ages 16-21, who have a barrier as outlined at Federal Register, Workforce Investment Act, Final Rules, 664.200 (c).

BACKGROUND: The Workforce Investment Act (WIA) sets aside funding to be used for special projects relevant to workforce and labor market conditions that exist in the state. Section 134 (a)(3) of the Act, specifically states that funds available under this section can be used for activities to include exemplary programs and research and demonstration efforts.

Recognizing youth are one of the key drivers in North Carolina's economy since they are the future workforce, the Division has established an opportunity to support youth and encourage Local Area Workforce Development Boards to target services toward youth most in need. The Division is soliciting Local Workforce Development Boards to submit innovative grant applications for a demonstration project as it relates to a) low income, out of school youth, ages 16-21, and/or b) out of school youth, ages 16-21, who have a barrier as identified at Federal Register, Workforce Investment Act, Final Rules, 664.200 (c).


ACTION: Local Workforce Development Boards may apply for a grant of up to \$125,000 in accordance with the attached guidelines. A proposal, signed by the Local Workforce Development Board Director and Workforce Development Board Chair, may be submitted to Elizabeth Kurzer, N. C. Division of Workforce Development, 4316 Mail Service Center, Raleigh, NC 27699-4316. The proposal format, to include a narrative description and detailed budget, is detailed in the attached "Guidelines".

Proposals will be accepted through December 1, 2009, for awards to be announced by December 28, 2009. Awarded projects will receive funds in January 2010, and funds will expire December 31, 2011.

EFFECTIVE DATE: Immediately

EXPIRATION: December 31, 2011

CONTACT: Elizabeth Kurzer


Roger Shackleford

RS/EK

Attachment

**North Carolina Department
of Commerce**

**Division of Workforce
Development**

*Guidelines for Workforce
Development Boards to Apply
for Competitive Youth
Workforce Development
Innovation Grant*

October 2009

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INTRODUCTION

The Workforce Investment Act (WIA) sets aside funding to be used for special projects relevant to workforce and labor market conditions that exist in the state. Section 134 (a)(3) of the Act, specifically states that funds available under this section can be used for activities including exemplary programs and research and demonstration efforts.

The NC Department of Commerce/Division of Workforce Development has designated Workforce Investment Act funds for special statewide projects that will focus on youth most in need for individual awards of up to \$125,000 total during the period January 1, 2010-December 31, 2011. The Division will review innovative applications that are consistent with the US Department of Labor (USDOL) and Commission on Workforce Development's goals:

1. To effectively address the needs of jobseekers, workers and employers by providing oversight and advocacy for the efficient use of all available resources, including stimulus funds from the American Recovery and Reinvestment Act (ARRA) of 2009.
2. To strengthen and expand our knowledge base, using policy and research, to advance skill development and job creation for the long-term needs of the State while responding to the current economic crisis.
3. To promote the services of the workforce delivery system to all citizens and stakeholders using a comprehensive communication plan.
4. To provide training opportunities and job placement assistance programs for America's youth; promote positive and safe work experiences for young workers; and to improve transition outcomes of youth and young adults with disabilities toward successful employment and adulthood.

FOCUS ON YOUTH

Our youth are one of the key drivers in North Carolina's economy since they are the future workforce. The Division has established that the focus for youth discretionary funding is to support youth and encourage Local Area Workforce Development Boards to target services on the youth most in need including: out-of-school youth and those most at risk of dropping out, youth in and aging out of foster care, youth offenders and those at risk of court involvement, homeless and runaway youth, children of incarcerated parents, Indian and Native American youth, and youth with disabilities. This focus is consistent with US DOL Training Employment and Guidance Notice No. 3-04 , No. 28-05, and No. 14-08.

YOUTH WORKFORCE DEVELOPMENT INNOVATION OBJECTIVES

- Identify a youth workforce development issue/opportunity in Local Area Workforce Development Board Areas.
- Involve local agencies, organizations, businesses and/or industry-related organizations/associations in the process. This can include a regional focus to represent more than one Local Workforce Development Board Area.
- Document the cause and effect of the issue/opportunity on the local workforce and community.
- Identify how the creation of a specific project, with additional funding, will help address the local youth workforce needs. Address how this resource will enhance the local workforce region in achieving WIA performance indicators, and which system goal it advances.

Grants will be reviewed on the strength and viability of the conceptual framework, substantive involvement of a strong partnership to include non-profits and government agencies, indications that projects are 'green' in nature, measurable outcomes, and the clarity of the budget.

SCHEDULE FOR IMPLEMENTATION GRANT APPLICATIONS AND AWARDS

- | | |
|--|-------------------|
| • Announcement of Planning Grant Opportunity | October 28, 2009 |
| • Questions & Answers Teleconference | November 5, 2009 |
| • Written Questions Deadline | November 13, 2009 |
| • Final Questions & Answers Distributed | November 18, 2009 |
| • Full Grant Applications Submitted | December 1, 2009 |
| • Grant Awards Announced | December 28, 2009 |
| • Award Funds Distributed | January 4, 2010 |
| • Planning Grant Period Ends | December 31, 2011 |

ELIGIBLE APPLICANTS

North Carolina Workforce Development Boards may apply for funds (up to \$125,000) that will address current youth workforce issues/opportunities as it relates to:

- a) low income, out of school youth, ages 16-21, and/or
- b) out of school youth, ages 16-21, who have a barrier as identified at Federal Register, Workforce Investment Act, Final Rules, 664.200 (c).

The Division anticipates awarding approximately four grants and reserves the right to amend that number based on the quality of applications and funds available.

APPLICATION SUBMISSION

Submit the completed application with original signatures by **5:00 pm on Tuesday, December 1, 2009**. Applicants must address all sections. Electronic mail of the application is acceptable; however, the original signature page must be submitted by standard mail or in-person by the due date. The signature page can be found at [Attachment A](#). The narrative portion of the application should not exceed eight (8) pages in a font of 12 points or higher, with 1" margins, and 1.5 line spacing. (Cover Page; Implementation Goals, Outcomes and Measures form, Partnership chart; and Budget and Budget Narrative are not part of the 8-page limit.)

Submit the Application Package to:

Elizabeth Kurzer, ekurzer@nccommerce.com
NC Division of Workforce Development
313 Chapanoke Road, Suite 120
Raleigh, North Carolina 27603

*Applications submitted through FAX will **not** be accepted.*

All questions following the November 5, 2009, Questions & Answers Teleconference must be submitted in writing to Elizabeth Kurzer at ekurzer@nccommerce.com by **November 13, 2009**.

GRANT REPORTING

Grant recipients will be required to submit status reports and financial updates twice a year during the life of the grant. Reports will cover areas such as solutions implemented, challenges encountered, partnership updates and other subjects. A sample 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.

REVIEW PROCESS

A panel appointed by the Division of Workforce Development, which will include Local Workforce Development Board representation, will review and rate only those proposals that are submitted on time and include all required proposal components.

*North Carolina Youth Workforce
Development Innovation Grant*

**Application
October 2009**

APPLICATION

(Scoring Weight)

1. Problems and Challenges (10 Percent):

- a. Describe the problems and challenges affecting youth in the defined region. Identify the data sources used.
- b. Describe how current programming, or lack thereof, fails to address the identified needs.
- c. Describe the solution(s) that the *Youth Workforce Development Innovation Grant* will implement during this grant period that will address the needs of the youth. Describe the impact the solution will have on identified population and challenges.

2. Innovation Grant Framework (25 Percent)

- a. Provide a clear identification of the issue(s) and opportunity, with the cause and effect on the local workforce.
- b. Identify how the project is innovative and set apart from the current programs that are being used to address youth workforce issues.
- c. Demonstrate the appropriateness of the method to be used to address the issue/opportunity. For example, will a program design that is supported by evidence-based research and/or age-appropriate youth development research be used?
- d. Provide a *description* of the goals and objectives of the project. (*The goals, measures, and objectives will become part of Attachment B*).
- e. Provide a description of the scope of work and the tasks involved in accomplishing the project, and indicate how this project may be coordinated with other programs, funds, and grants existing in the local area.
- f. Define the role that partnerships with local non-profits, youth serving agencies, and government members had in the development of the proposal and the relationship that will exist if the project is approved. Describe what resources are available within the community for referral and additional collaboration purposes. (Coordination with the Youth Council members is acceptable and expected).
- g. The period of performance must be defined (Cannot be outside the timeline of January 1, 2010-December 31, 2011).

3. Goals, Outcomes, and Measures (25 Percent):

- a. Provide a summary of each goal of the *Youth Workforce Development Innovation Grant*, showing its relationship to the issues identified in #1.
- b. Identify measurable and quantifiable outcomes of the project.
- c. Provide a chart detailing activity goals and performance outcome goals if clients are receiving direct services from the grant. If clients are not receiving direct services, provide a chart of achievements or benchmarks for the project.
- d. Complete the **Implementation Goals, Outcomes and Measures** form ([Attachment B](#)).

4. Partnerships and Collaboration (15 Percent):

Identify all partners and describe their roles and responsibilities by completion of the chart (may be expanded as needed). Add additional narrative about the partners, if applicable.

Partner/Organization/ Agency	Role & Responsibility	Resources Contributed	Timeline

5. Budget and Budget Narrative (15 Percent):

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 *Youth Workforce Development Innovation Grant*.

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

6. Demonstration of Green and/or Match Opportunities (10 Percent):

- a. Additional points may be awarded for proposals that demonstrate and incorporate matching cash funds of **equal to or greater than 10%**. *Please identify the agency(ies) providing matching funds in narrative and in budget outline.* The “Leveraged Resources” column should include all leveraged funds the *Youth Workforce Development Innovation Grant* has identified and/or realized for the grant period. Specify whether resources are in-kind or monetary, and the source of these funds.

- b. Additional points may be awarded for proposals that demonstrate a “green” effort. *Please define how project is considered “green”.*

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.

A local Workforce Development Board may request up to \$125,000. All funds will be disbursed at time of the award.

The following 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 Area Administrative Fees*
- G. Supportive Services
- H. Training Components
- I. Direct Participant Expenses
- J. Other Expenses – please specify

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

Attachment C is to be used for budget completion. The “Grant Funds Requested” column should include the budget for the grant funds not to exceed a total of \$125,000. The “Leveraged Resources” column should include all leveraged funds the *Youth Workforce Development Innovation Grant* has identified and/or realized for the grant period. State whether they are in-kind or monetary, and the source of these funds.

A budget narrative is required. 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 of the *Youth Workforce Development Innovation Grant*.

Note: The following should be carefully considered before including them in 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 using the funds in this manner. The cost should be included in the “Training Components” or “Other Expenses” category, whichever is applicable.

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

**YOUTH WORKFORCE DEVELOPMENT INNOVATION GRANT
SIGNATURE PAGE**

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

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

Signature

Date

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

Signature

Date

Implementation Goals, Outcomes and Measures Instructions

In the **Implementation Goals, Outcomes and Measures** section, applicants are asked to consider the strategies and activities necessary to meet the overall goals and use that information to complete the following forms. Use the forms provided.

Note: Use additional forms as needed for each additional goal and/or strategy.

You may use short and long-term goals as appropriate. State the strategy(ies) and describe the activities to accomplish each. Also, indicate the responsible parties (individuals, committees, etc.) and time frames associated with each activity. Goals should be straightforward and emphasize what you want to accomplish.

Goals should follow the SMART outline below.

S = Specific: Specifics help focus efforts **and** clearly define what to do.

M = Measurable: "If you can't measure it, you can't manage it".

A = Attainable

R = Realistic: Realistic, in this case, means "do-able."

T = Timely: What can be accomplished during grant period.

IMPLEMENTATION GOALS, OUTCOMES AND MEASURES

Project Name:

Goals	Outcome	Tools used to measure	Timeline

**Youth Workforce Development Innovation Grant
APPLICATION BUDGET**

Project Name:

Category	Grant Funds Requested	Leveraged Resources ⁺ (specify)	Other Resources: in-kind or cash (specify)	Timeline (annual, monthly, etc)	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 grant award can be used for Local Workforce Development Area Administration Fee.**

⁺Demonstrate partner contributions here.

Youth Workforce Development Innovation Grant Sample Report

I. Project Status - Briefly describe the project and the accomplishments of your project goals to date.

II. Describe any challenges or successes that you have encountered or want to share as “best practices”.

III. Demonstrate progress toward stated goals and accomplishments. Use *Goals and Measures* Chart as appropriate.

IV. Provide a Participant Count (if applicable) and Expenditure Goals.

Quarter Ending:	Planned (cumulative)	Actual (cumulative)	% of Plan
Total Enrollments (if applicable)			
Total Terminations			

A. Category (should match application form)	B. Budget Amount	C. Actual Expenditures	Balance (B-C)
Total			

V. Signature

Workforce Development Board Director: _____

Date: _____