*NC Job Ready*

*Workforce Investment Grants*

*Application*

**July 2021**

Application Submission

Submit the completed application with original signatures and supporting documents (DocuSign® or similar software is acceptable), including employer training proposal and approved training vendor quote. Electronic mail of the application is acceptable with a scanned copy of the signatory page and scanned documents. The signature page can be found at Attachment A.

*Submit the Application Package to:*

Jennifer Thomas

[jennifer.thomas@nccommerce.com](mailto:jennifer.thomas.nccommerce.com)  
NC Division of Workforce Solutions

Review Process

NC Department of Commerce’s assigned Division of Workforce Solutions (DWS) staff will complete a review of all state economic development project Briefing Memos with the appropriate Workforce Development Boards (WDB(s)) staff to determine eligibility and level of support for the project. Since economic development projects are time sensitive, the review will be completed within one business day of receiving the project Briefing Memo. A compilation of all supporting state and Local Area WDB investments will be outlined in a formal support letter from the DWS and addressed to the state economic development project manager. Included in that letter will be an additional amount of supplemental funds from the NC Job Ready Workforce Investment Grant, as agreed upon between the DWS and the Local Area WDB(s), not to exceed $50,000 per economic development project. All investment grants will be awarded based on eligibility and availability of funds and as approved by the DWS Assistant Secretary.

Introduction

In some sectors, employers are struggling to find qualified workers because applicants may need additional technical or occupational skills to meet minimum requirements for jobs. When businesses are choosing to locate or expand in North Carolina, their stability as a viable business can be compromised if they cannot find and hire the employees they need. NC Governor Roy Cooper has established three clear and concise priorities in his NC Job Ready initiative to making North Carolina’s economy and workforce stronger – education, employer leadership, and innovation. Employer engagement is critical to the implementation of this initiative since it is the employer who will be taking the leadership of investing in their current and future employees.

One million dollars will be available for competitive NC Job Ready Workforce Investment Grants to address common workforce issues. These grants are awarded to Local Area WDBs, in conjunction with economic development projects seeking state incentives, to be used specifically for On-the-Job Training (OJT) of new employees of a relocating or expanding business, based on qualifying requirements. Incumbent Worker Training (IWT) can be used for current employees of an expanding business, based on qualifying requirements.

Award amounts are determined by the DWS and are dependent on availability of funds, capital investment, net job growth, WIOA regulations, and Local Area WDB policy eligibility. The Local Area WDB will serve as grant administrator and provide required reporting to the DWS. In addition, other incentives may be available, including Work Opportunity Tax Credits and Federal Bonding, which will be specified within the formal support letter from the DWS addressed to the state economic development project manager.

Each economic development project must have a total capital investment that exceeds the NC Job Ready Workforce Investment Grant amount. The DWS anticipates awarding grants annually depending on the availability of funding. DWS reserves the right to amend this policy based on the availability of funds.

**APPLICATION**

**Section I. Grant Narrative:** 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. Grants must be expended within 18 months of receipt of the Notice of Funding Availability and WDBs are responsible for returning unexpended funds on the approved project.

The narrative should demonstrate the need for the grant funds as it relates to Local Area WDBs supporting local and regional economic development projects in priority industry sectors as indicated by state economic development leaders, such as manufacturing, aviation, textiles, information technology and biopharmaceuticals. The grants are intended to address common talent recruitment challenges that employers face related to skills gaps or workforce shortages and to show further commitment to employers who are investing in North Carolina by moving to or expanding within the state.

Narratives shall detail recruitment strategies, how grant funds will be used to implement training, and detail the collaboration with economic development partners for the approved economic development project.

**Section II. NC Job Ready Grant Budget:**

Provide a detailed budget for all funds. Attach OJT and/or IWT employer training proposal and approved training vendor quote(s).

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| --- | --- | --- | --- | --- |
| **Category** | **Quantity** | **Job Title** | **Eligible %\*** | **Total Amount Requested** |
| Company Employee Wages (please list as job titles, quantities of each job title and annual salaries for each. This list should total the number of employees trained)1 |  |  |  |  |
| **Total receiving OJT** |  |  |  |  |
| Company Employee Wages (please list as job titles, quantities of each job title, and annual salaries for each. This list should total the number of employees trained) |  |  |  |  |
| **Total receiving IWT** |  |  |  |  |
| Approved Vendor Travel (if applicable) |  |  |  |  |
| Company Employee Travel (if applicable) |  |  |  |  |
| Approved Vendor Materials and Supplies |  |  |  |  |
| Local Area Administrative Fee\*\* |  |  |  |  |
| Other Expenses – please specify |  |  |  |  |
| **Totals** |  |  |  |  |

\* **NOTES**: WDBs will utilize local OJT / IWT policies in the expenditure of these funds and should state  
 if the OJT is for 50% or 75% of the salary.

\*\*Up to 5% of the total grant award can be used for the Local Area WDB’s Administrative Fee.

1 All individual participants must be registered in the NCWorks Online system per WIOA laws and policies. In addition, all employers must be recorded as receiving OJT, IWT, and economic development services within an appropriate online reporting system.

**Grant awards are based on funding availability.**

**NC Job Ready**

## **Signature Page**

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| **Local Area Workforce Development Board Name** |  |
| **Application Contact Person** |  |
| **Address** |  |
| **Telephone Numbers** |  |
| **Email** |  |
| **Date** |  |
| **Amount Requested in Grant Application** |  |

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Type Name) **Local Area Workforce Development Board Director** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature Date** |