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Governor  
Daryl E. Bassett  
Director

**DEPARTMENT OF WORKFORCE SERVICES  
ISSUANCE NUMBER PY 17-09**

**Daryl E. Bassett, Director**

**June 8, 2018**

**TO:** Local Workforce Development Board Directors

**SUBJECT:** Applications for Regional Planning and Industry/Sector Partnerships Funding Assistance.

- I. **Purpose:** To solicit proposals for Assistance Funding for Local Workforce Development Boards for the WIOA required activities of: 1. Regional planning and services delivery efforts required under WIOA sec. 106 ( c ). 2. Providing information on and support for the effective development, convening, and implementation of industry and sector partnerships. **NOTE EACH CATEGORY REQUIRES A SEPARATE APPLICATION.**

II. **General Information:**

**A. Regional Planning and services delivery efforts required under WIOA Sec. 106 ( c ). Total funds in the amount of \$150,000.00 will be awarded.**

- In its plan, local boards are to describe (1) their strategies and services for employer engagement, including small employers and employers in in-demand industry sectors and occupations, in workforce programs; (2) how they will support a local system that meets the needs of local employers; (3) how they will coordinate workforce development programs and economic development; and (4) the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of employers in the corresponding region.

**B. Providing information on and support for the effective development, convening, and implementation of industry and sector partnerships. Total funds in the amount of \$150,000.00 will be awarded.**

- Planned activities must be consistent with local and regional plans and build upon previous sector partnership planning and activities. Proposals that include partners will be given a higher priority. It is recommend that the LWDB's include their business partners in completing their proposals. Priority will be given to applications that demonstrate plans to convene meetings with business partners.

III. **Funding Restrictions:**

- A. All expenditures must be in compliance with federal cost principles.
- B. All expenditures and activities must be in compliance with WIOA laws and regulations.

- C. All expenditures must be in compliance with the attached Terms and Conditions, which are provided by the Department of Labor and apply to the federal grants that fund both types of awards made available in this issuance.
- D. Administrative expenditures are limited to no more than 3 percent.
- E. Industry/sector partnership convening expenditures must be a minimum of 25 percent.
- F. All funds must be expended by June 30, 2019.

#### **IV. Part 1: Submit Proposal**

Submit a detailed, separate, proposal using the proposal template provided. Provide specific details and dollar amounts for each type of assistance requested. It is recommended that applicants submit proposals for a maximum of \$15,000.00 per each of the two assistance categories. Final awarded amounts may be increased or decreased based on number of applications, quality of applications, and funds available.

#### **Part 2: Submit Budget and Budget Narrative**

Submit a detailed budget and budget narrative using the template provided.

- V. Action Required:** Questions about the WIOA Assistance Proposals may be submitted to Kris Jones, ADWS EA Assistant Director at [kristopher.jones@arkansas.gov](mailto:kristopher.jones@arkansas.gov) by **June 15, 2018, at 12:00 p.m.**

#### Submission Deadlines:

- WIOA Assistance Proposals are due NLT **July 1, 2018** by **12:00 p.m.**
- Budgets and budget narratives are due on **July 1, 2018** by **12:00 p. m.**

- VI. Inquiries:** Proposals, budgets, and budget narratives should be submitted via email to Doss Burgess, [doss.burgess@arkansas.gov](mailto:doss.burgess@arkansas.gov).

- VII. Attachments:** Terms and Conditions

- VIII. Expiration Date:** June 30, 2019