

**DEPARTMENT OF WORKFORCE SERVICES  
ISSUANCE NUMBER PY 16-16**

**Daryl E. Bassett, Director**

**March 20, 2017**

**TO:** Local Workforce Development Board Directors/Area Administrators/  
Service Providers

**SUBJECT:** Sector Strategies Implementation Funding Issuance

- I. **Purpose:** To issue funding allocations for sector strategies implementation in the Local Workforce Development Areas across the state.
- II. **General Information:** Industry sector strategies and the sector partnerships that guide and drive them are designed to aggregate the needs of multiple employers in critical regional industries and ensure the coordinated delivery of responsive workforce solutions by workforce development, economic development, education, and other partners. Sector strategies seek to align diverse regional partners and their resources and expertise around the need to engage employers in a meaningful and sustainable way, thoroughly assess employers' workforce needs and challenges, and leverage services and investments to address those needs at all stages of the business cycle. Best-practice sector strategies are industry- and data-driven, have as their foundation a shared regional vision, seek to align strategic priorities and service delivery across partners, and feature a prominent focus on continuous improvement and long-term sustainability.

**Part 1: Background**

In 2015, the Arkansas Department of Workforce Services (ADWS) received a Sector Partnership National Emergency Grant from the U.S Department of Labor's Employment and Training Administration. As part of the grant project, funding is being made available to local workforce areas to support them in implementing their key industry sector strategy priorities. The purpose of this issuance is to provide information about the funding opportunity and describe grant funding application requirements. This section provides a summary of the funding opportunity; please see the sections that follow for further detail on grant application requirements.

1. **Types of grants awarded:** Local Workforce Development Areas will receive funding under this issuance to implement sector strategies planning efforts, employer partnership development and input, research and data analysis relevant to targeted industry sector workforce needs, working with educational providers for developing workforce training for groups of employers in target industry sectors; and other relevant workforce development initiatives.

- 2. Funding amount:** Through the Arkansas Sector Partnership (ASP) grant, a total of \$150,000.00 is available for Local Workforce Development Area (LWDA) implementation grants. LWDA's will receive up to a maximum of \$15,000 in grant funding under this issuance.

Little Rock	\$15,000.00
Central	\$15,000.00
North Central	\$15,000.00
Northeast	\$15,000.00
Northwest	\$15,000.00
Southeast	\$15,000.00
Southwest	\$15,000.00
West Central	\$15,000.00
Western	\$15,000.00
Eastern	\$15,000.00

- 3. Grant period:** LWDA implementation grants must be expended incrementally and consistently from date of award, and must be fully expended by May 31, 2017.

Local Workforce Development Boards are the lead applicants and fiscal/administrative agents for the sector strategies implementation grants. Required partners in grant applications include employers from target industry sectors, economic development entities, and educational institutions (preferably both secondary and post-secondary). Grant applications must discuss the roles of these partners in the proposed project and also include as attachments letters of commitment from involved partners.

**Part 3: Required, Allowable, and Unallowable Grant-Funded Activities**

- 1. Required grant activities:** All applicants are required to identify participating employer partners that will be involved in sector strategies implementation efforts.
- 2. Allowable grant activities:** Allowable grant-funded activities include:
  - a. Development or enhancement of sector partnerships
  - b. Research and data analysis to better understand the needs of target industry sectors
  - c. Convening employers in target industry sectors to discuss their workforce needs
  - d. Mapping of career pathways in target industry sectors
  - e. Development of work-based learning models
  - f. Workforce training for groups of employers in target industry sectors
  - g. Other initiatives may be allowable; consult with ADWS prior to developing application to confirm
- 3. Unallowable grant activities:** Grant funding may not be used for the following activities and costs
  - a. Equipment purchase or rental
  - b. Administrative costs in excess of 10 percent [10%] ( 7% Locals and 3% ADWS)
  - c. Food and beverage purchase
  - d. Indirect costs

#### **Part 4: Matching Requirements**

Cash matching is not required under the sector strategies implementation grant funding opportunity. Leveraged resources and in-kind matching contributions are encouraged but not required. Cash and in-kind matching contributions and leveraged resources should be clearly delineated on the grant application budget form and discussed in the accompanying budget narrative.

#### **Part 5: Recordkeeping, Reporting, and Monitoring**

LWDA sector strategies implementation grant awardees will be required to submit monthly Narrative reports to ADWS describing sector strategies planning implementation activity. The reports will be due by the 15<sup>th</sup> of each month. ADWS will provide a Narrative Report template to be used for monthly reporting purposes. Also, awardees will be required to submit monthly expenditure information associated with sector strategies implementation activities via the AWIS system by the 15<sup>th</sup> of each month.

#### **Part 6: Subaward Contents and Format Checklist**

##### **1. General guidelines for grant:**

- a. Submission format:** Grant applications (which include a Project Narrative, Budget and Budget Narrative) and attachments must be submitted via email to Discretionary Grants Coordinator, Lisa Ferrell, [lisa.ferrell@arkansas.gov](mailto:lisa.ferrell@arkansas.gov) by March 24, 2017 at 12:00 p.m.
- b. Page format and limits:** Project Narratives will be submitted using the ADWS Notice of Subaward template provided. The Budget Narrative is limited to 3 pages and will need to include descriptions of standard 424a form budget categories that include: personnel, fringe benefits, travel, supplies, contractual, other, and indirect charges.
- c. Subaward organization:** Applications must be organized according to the format provided below.

##### **2. Subaward format:**

- a. Project Narrative:** The project narrative should describe the primary areas of focus for the LWDA's sector strategies implementation activities. The project narrative will need to summarize sector strategies planning efforts conducted to date as well as points of emphasis moving forward. The project narrative will need to identify the primary point of contact (provide name, email address, and phone number) for the sector strategies implementation grant. Subsections of the project narrative will need to consist of the following components:
  - ✓ **Executive summary:** The executive summary should provide a brief summary of the proposed grant project focus and scope, participating required and other partners, desired outcomes, deliverables, and timelines.
  - ✓ **Analysis of need:** This section should include a discussion of the regional economy, its critical industries, industry workforce needs and challenges as identified through data and employer input, key regional trends (e.g. aging workforce, out-migration, etc.) impacting workforce issues, and any other factors that demonstrate the need for implementation grant funding assistance.
  - ✓ **Project design:** This section should include a detailed discussion of the project mission and goals, scope of project activities, roles and contributions of required and other partners, anticipated outcomes, project deliverables, timeline, and plans for sustaining project activities and outcomes post-funding.

- ✓ **Evidence of alignment:** This section should demonstrate the proposed project's alignment with existing regional workforce development, economic development, and education priorities, including those outlined in the local and regional WIOA plans, as well as identified regional workforce needs/challenges.
- ✓ **Grant oversight and management capacity:** This section should discuss the local workforce area's financial and administrative grant management capacity and project management capacity.
- ✓ **Timeline:** Include a month-by-month timeline detailing key project activities and associated timeframes.
- ✓ **Attachments:** Required attachments include: identification of employer partners, education/training provider partners, and economic development partners.

**b. Budget and Budget Narrative:** The Budget Narrative is limited to 3 pages and will need to include descriptions of standard 424a form budget categories that include: personnel, fringe benefits, travel, supplies, contractual, other, and indirect charges. The budget narrative description will need to include a breakdown of personnel that will be involved in the effort.

**III. Action Required:** Questions about the funding opportunity may be submitted to Discretionary Grants Coordinator, Lisa Ferrell at [lisa.ferrell@arkansas.gov](mailto:lisa.ferrell@arkansas.gov) by **March 23, 2017, at 12:00 p.m.**

Subgrant Deadlines

- Subgrant award packages are due on **March 24, 2017 by 12:00 p.m.**
- Subgrant funds *expended* by **May 31, 2017.**

**IV. Inquiries:** Grant-related questions and subawards should be submitted via email to Lisa Ferrell, Discretionary Grants Coordinator, [lisa.ferrell@arkansas.gov](mailto:lisa.ferrell@arkansas.gov).

**V. Resources:**

- ADWS Notice of Subgrant Award Template
- Subgrant Award Terms and Conditions

**VI. Expiration Date:** May 31, 2017