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SECRETARY OF COMMERCE
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DIVISION OF WORKFORCE SERVICES

**DIVISION OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 21-03**

November 2, 2021

FROM: Charisse Childers, Ph.D., Director

TO: Local Workforce Development Board Directors

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

I. Purpose:

To solicit proposals for Funding Assistance for Local Workforce Development Boards for the WIOA required activities:

- A. Regional planning and services delivery efforts required under WIOA sec. 106(c).**
- B. 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)2. Total funds in the amount of \$125,000.00 will be awarded. (Estimated award date 01/03/2022)

In its plan, local boards are to describe (1) their strategies and services for employer engagement, including small employers and employers within 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, registered apprenticeships, career pathways initiatives, utilization of effective business intermediaries, and other business services strategies designed to meet the needs of employers in the corresponding region. The regional planning and sector partnerships strategy should incorporate and describe the utilization of the region's Business Services Team.

B. Providing information on and support for the effective development, convening, and implementation of industry and sector partnerships. Total funds in the amount of \$125,000.00 will be awarded. (Estimated award date of 01/03/2022)

- 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 recommended that the LWDB's include their business partners with descriptions of industry sectors being engaged in completing their proposals.
- Priority will be given to applications that demonstrate plans to convene meetings with business partners. Virtual meetings are permissible. Employer engagement tends to be more effective in-person.
- Proposals should provide information that addresses overall goals and anticipated outcomes of regional planning and sector partnership activities.
- **Proposals will be scored by a review committee using a scoring matrix. Scores and recommendations will be submitted to the assistant director for final awards and amounts.**

III. Funding Restrictions:

- All expenditures must be in compliance with federal cost principles.
- All expenditures and activities must be in compliance with WIOA laws and regulations.
- 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.
- Administrative expenditures are limited to no more than three percent.
- Industry/sector partnership convening expenditures must be a minimum of 25 percent.
- All funds must be obligated by March 31, 2023 and expended by June 30, 2023.
- Awards will be based on available funding.

IV. Reporting Requirements:

Participating local boards will be required to submit monthly reports to ADWS describing regional planning and sector partnership activities that are occurring during the reported period. Monthly reporting should include items such as:

- A listing of attendees related to any convenings occurring during the month.
- Description of meeting topics discussed (i.e., meeting agenda) related to any convenings occurring during the month.
- Descriptive information on “next steps” and outcomes associated with regional planning and sector partnership activities.
- ADWS will provide a template to be used for monthly reporting.

Monthly reports should be submitted to ADWS by no later than the 15th of each month reporting previous month activities.

V. Proposal; Budget and Budget Narrative Submission:

Part 1: Submit Proposal

Submit a detailed, separate, proposal using the proposal template provided. Provide specific details and dollar amount for each type of assistance requested. It is recommended that applicants submit proposals for a maximum of \$12,500.00 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.

VI. Action Required:

- Questions about the WIOA Assistance Proposals may be submitted to wioata@arkansas.gov by November 16, by 12:00 p.m. Please include the following emails in carbon copy line of your message: shalon.bogard@arkansas.gov and doss.burgess@arkansas.gov.
- ADWS will host a webinar on November 18 at 10:00 am to discuss the details of this funding assistance opportunity. All local areas are encouraged to attend.

VII. Submission Deadlines:

- WIOA Assistance Proposals are due NLT December 2, 2021 by 12:00 p.m. to wioa@arkansas.gov.
- Budgets and budget narratives are due NLT December 2, 2021 by 12:00 p.m. to wioa@arkansas.gov.

VIII. Inquiries: Proposals, budgets, and budget narratives should be submitted by December 2, 2021, at 12:00 p. m., via email to wioa@arkansas.gov and Eddie Thomas, ADWS Assistant Director, Employment Assistance, at eddie.thomas@arkansas.gov.

IX. Attachments:

- Proposal template
- Budget and budget narrative

X. Expiration Date: Continuing