

# Workforce Enhancement Grant Procedures Guide

Revision, June 11, 2014  
Changes

Page 3, Administration: Revises Division person receiving applications

Page 8, Equipment/Supplies Donation or Discount Match: Modifies verbiage for clarification on Part c.

**Was:** Equipment and supplies donation or discount that was received more than 12 months prior to use for the project must be revalued at the time it is applied as match to the project.

**Now:** Donation of equipment or supplies received more than 12 months prior to use for the project must be revalued at the time it is applied as match to the project.

## Section I Grant Information

### A. Background

The Workforce Enhancement Grant Program was enacted during the 2007 Legislative Session in an effort to address the emerging workforce training needs of North Dakota business and industry. Statute and funding provide a demand driven response to business need through development of curriculum, purchase of equipment and technology and instructor preparation.

Funding for Workforce Enhancement Grants is determined by the legislature on a biennial basis. While there is no guarantee of funding each biennium, statute provides for continuing appropriation. This means that appropriated funds can be carried across biennia, eliminating the need to end all grants with the biennium end.

### B. Purpose

NDCC 54-60-22 provides a picture of the intent of Workforce Enhancement Grants, through its description of the Workforce Enhancement Council:

*The Workforce Enhancement Council consists of the private sector member of the North Dakota Workforce Development Council, the director of the Department of Career & Technical Education and the Director of the Division of Workforce Development, who shall serve as the chairman.*

*The workforce enhancement council shall recommend to the commissioner the approval of grants to institutions of higher education assigned primary responsibility for workforce training in this state to be used to create or enhance training programs that address workforce needs of private sector companies. **A grant made under this section may be used for curriculum development, equipment, recruitment of participants, and training and certification for instructors but may not be used to supplant funding for current operations.** The department may distribute funds under this section after:*

- 1. The division of workforce development certifies that a proposed training program **meets a critical workforce shortage in a target industry or other high-demand occupation and is expected to lead to employment in this state;** and*
- 2. The proposed recipient provides the department with detailed documentation of **private sector participation, including the availability of one dollar of matching funds for each dollar of state funds.***

### C. Eligibility

Eligible institutions include Bismarck State College, Lake Region State College, North Dakota State College of Science and Williston State College

## D. Administration

The Workforce Enhancement Grant is administered by the Workforce Development Division of the Department of Commerce. References to 'division' throughout the guide mean the Workforce Development Division.

Send proposals to:

→ Kerri Kraft  
ND Department of Commerce  
P.O. Box 2057  
Bismarck, North Dakota 58502-2057  
Phone: 701-328-7263  
E-mail: [kkraft@nd.gov](mailto:kkraft@nd.gov)

## Section II Grant Proposals

### A. Proposal Requirements

Grant proposals should follow the format shown in Section B, Proposal Format (below). Proposals that fail to meet the criteria set in Part B will not be rated until clarification or additional information is sufficient for the proposal rating process.

### B. Proposal Format

Ensure a concise proposal that clearly explains the project, training demand, and population served.

Grant requesters should complete the Workforce Enhancement Grant cover sheet, Attachment I to this guide, to identify the proposal and provide signature by the president of the requesting institution and the agent designated to sign form SFN 59313, *Request for Funds*. Proposal elements must include the following:

#### 1. Project Description

Describe the project in general, the training involved, and demand:

- a. Identify the skills in which individuals will be trained and the target industries/demand occupations in the grantee's region that require those skills.
- b. Indicate whether the project leads to worker upgrade training, stackable credentials, a new certificate or degree program, and/or serves to enhance an existing program.
- c. Explain the demand in North Dakota for the training in meeting a critical workforce shortage in a target industry or other high-demand occupation (NDCC 54-60-22.1) and how that demand was determined. This information will be used to determine whether the proposed project meets criteria required in statute. Cite information such as:
  - Identification of the occupations for which training prepares workers, and the fit of those occupations into the category of:
    - Governor's target industries (advanced manufacturing, energy, value-added agriculture, technology-based business and tourism); or
    - High demand occupations

- Job Service North Dakota Labor Market Information (LMI) can be found online ([NDWIN - Home Page](#)). LMI provides 2-year and 10-year projections by occupation. Demand data must reflect the geographic area served by the institution/program. Local industry studies may also provide demand data. **Data must not be percent-based alone. Include actual job numbers when providing data on job demand.**
  - A letter from the respective advisory board confirming the need and supporting the training
  - Letters of support from area employers
- d. Explain how and where the training will be provided.
  - e. Identify wage information for the occupations served through the training.
  - f. Explain the need for this project, such as upgrading an existing program to align with new technology; meeting an unmet or under-met employer demand; or to provide employer recognized certification that previously did not exist.
  - g. Demonstrate business and industry involvement in the determination of need for the training.
  - h. Identify partnership efforts that coordinate training, expand access to training and recruit trainees.

## 2. Project Impact

Show project responsiveness to employer demand:

- a. Identify the number of individuals projected to receive training for the first two full years of the resulting courses/programs
- b. Identify the projected start date for the first training session.
- c. Identify the training length.
- d. Explain accessibility to training such as expanded/non-traditional locations, hours and delivery methods.

## 3. Budget Proposal

The budget section will include a narrative and a budget breakout.

**NOTE:** Projects will require a least one dollar of matching funding for each dollar of state funding requested.

**NOTE:** Match should be identified in the proposal. In some instances, match may not be fully obtained at the time the proposal is made. This is allowable, however in that instance, once match is identified, it must be approved by the Division and the contract will be modified to describe the match.

**NOTE:** Funds under the Workforce Enhancement Grant may not be used to supplant funding for current programs and current operations.

**NOTE:** Grant funds may only be applied to equipment, curriculum development, trainee recruitment costs and instructor training as shown in the budget breakout format show below.

Budget Narrative:

- a. Identify total project cost, grant funds requested, match obtained, match pending
- b. Provide a description of the match (equipment donations or discounts, in-kind activities, cash donations) and the private sector entities supplying the match
- c. Describe how the match and match provider relate to the proposed training
- d. Explain any fund-leveraging and activities beyond match

Budget Breakout:  
 The budget breakout will be formatted as shown below.

**Total Project Cost: \$\_\_\_\_\_**

**Grant Funds Requested**

<b>Equipment Breakout</b>	<b>Cost</b>
Equipment Item	\$
Equipment Item	\$
<b>Curriculum Development</b>	<b>\$</b>
<b>Trainee Recruitment Costs</b>	<b>\$</b>
<b>Instructor Training Breakout</b>	
Training Item	\$
Training Item	\$
<b>Total Funds Requested</b>	<b>\$</b>

**Match Description**

<b>Equipment Breakout</b>	<b>Match Value</b>
Equipment Item – donation or discount	\$
Equipment Item – donation or discount	\$
<b>In-Kind Services Breakout</b>	
In-kind description	\$
In-kind description	\$
<b>Cash – Business Providing Donation</b>	<b>\$</b>
<b>Total Match</b>	<b>\$</b>

## Section III Proposal Review and Approval

### A. Proposal Review and Rating

Review and rating of proposals is conducted by the Workforce Development Division. The division will work with designated individuals to clarify proposals, verify match requirement, and to ensure completeness.

1. Proposals will be rated by the division, utilizing the SFN 59314, *Project Rating Form* (Attachment II)
  - a) Division can certify as meeting target industry/high-demand occupation requirements set forth in NDCC 54-60-22.1 (Pass-Fail)
  - b) Project Description (35 Points)
  - c) Project Impact (35 points)
  - d) Budget Proposal (30 points)

Total Points = 100

2. The division will certify demand in accordance with NDCC 54-60-22.1 in the review and rating process.
3. The division will rate proposals and provide them to the Workforce Enhancement Council in preparation for meeting.
4. The Division will present proposals to the Workforce Enhancement Council for recommendation. Final approval decisions are made by the Commissioner of the Department of Commerce.
5. The division will call a meeting of the Workforce Enhancement Council as needed, based on receipt of proposals.
6. The council will recommend funding to the Commissioner of the Department of Commerce.

### B. Grant Approval

When the Commissioner approves grant requests, the division will notify the Workforce Enhancement Council and the grantee of the award. The Department of Commerce will work with the Governor's Office to determine the method of publicizing the information.

The division will officially notify the grantee by letter to the respective college president. The letter will contain:

1. Amount awarded
2. Request that the president name an authorized agent as the contact with the division on the specific grant
3. Request that the college not publicize the award, pending a press release/press conference

## Section IV Contract

### A. Contract Development

Upon approval of a grant proposal, the division will develop a contract. The division will work with the authorized agent to finalize contract details.

The budget breakout section of the grant proposal will be inserted into the contract under Section 3, Compensation.

### B. Match Requirements

#### 1. General Match Requirements

- a) Cash, equipment, supplies and/or in-kind may be used as match under the Workforce Enhancement Grant.
- b) All match contributions must be properly valued by the donator and clearly identifiable from the contractor's records, and have adequate supporting documentation.
- c) Match must be from the private sector.
- d) Match must be approved by the Division and must be directly related to the approved project.
- e) Project records must include documentation to demonstrate that match was used to support acquisition or provision of the approved grant project.
- f) All match used to support grant reimbursement must be match used solely for this project during the contract period.

#### 2. Cash Match

- a) All cash match reported must be supported by documentation of the day the cash was received and the related accounting records that show the cash was used for the project.
- b) Cash match must be applied to the project and must be spent within the contract dates of the project.

#### 3. Equipment/Supplies Donation or Discount Match

- a) All equipment and supplies donation or discount match must be appropriately documented and valued at the time of use for the project.
- b) Match from equipment or supplies donation or discount must include documentation to support valuation of the donated/discounted item(s). The match contributor must describe the item(s), state the value, and explain how the value was determined. The match contributor must sign and date the document containing this information. **Note:** If the match contributor is unwilling to provide this information, the requestor will contact the Division for assistance in determining an alternate method.

- c) Donation of equipment and supplies received more than 12 months prior to use for the project must be revalued at the time it is applied as match to the project.

#### 4. In-Kind Match

- a) In-kind match is defined as temporary use of equipment, space or personal services.  
**Reminder: Match must come from the private sector; space and other resources of the institution will not qualify.**
- b) Documentation of in-kind match must include a description of the process for determining the value of the services.
- c) If in-kind personal service is provided on a fixed contract amount, the documentation must include the services to be provided, the name of individual(s) providing the services and the time period in which the services are to be provided.
- d) If the in-kind personal service is provided based on an hourly amount the documentation must include a description of the services provided, the name of individual(s) providing the in-kind personal services, the hourly rate for the service and a time sheet with a hourly log reflecting the time services were provided.
- e) In-kind space must be valued at market rate for the area. Documentation must include the methodology for determining the rate and proof of rates for the market.

### C. Reporting Requirements

#### 1. Performance Reporting

Performance reporting for the Workforce Enhancement Grant program is required under the Common Accountability Measures established by the Division of Workforce Development in compliance with NDCC 54-60-19.2. CONTRACTOR will submit the performance data as required in Attachments VII and VII A, WEG Performance Accountability Reporting. CONTRACTOR will send separate notification of delivery (exclusive of data) to the Department of Commerce via email to: [ndworkforce@nd.gov](mailto:ndworkforce@nd.gov) . **The subject line must read: Workforce Enhancement Grant.**

#### 2. Progress Narrative

**By the 30<sup>th</sup> day following the end of each quarter for all quarters within the contract period**, the contractor will submit electronically, a brief narrative of implementation progress and basic demographic information, which will include: number of students enrolled per course/program, completion numbers to date, and early program departures. Narratives will be sent via email to: [ndworkforce@nd.gov](mailto:ndworkforce@nd.gov) . **The subject line must read: Workforce Enhancement Grant.**

#### 3. Expenditure Report/Request for Funds

A complete SFN 59313, *ND Workforce Enhancement Grant Request for Funds* will be submitted by the **30<sup>th</sup> day following the end of each quarter of the contract period**. Request for funds will include a clear description and valuation of match received to date.

Request for Funds forms will be sent via email to the following email address: [ndworkforce@nd.gov](mailto:ndworkforce@nd.gov) . **The subject line must read: Workforce Enhancement Grant**

When no expenses have been incurred, resulting in no request for reimbursement, the contractor will send an email message indicating such. A brief summary status report on the progress of the project must be included.

Requests for funds must include invoices to support proof of match spent, documentation that match item was received, or in-kind applied, to support the amount being requested. This will ensure expenditures and match are being applied and track accurately, mitigating audit exception and reducing grantee and administrator monitoring workload.

Requests for funds must include supporting invoices for related expenses.

#### **D. Contract Modification**

The grantee will contact the division to get prior approval on changes to match, authorized use of grant funds, contract term, or funding. Approved requests may be denied if not appropriate to the grant, or may require contract modification prior to implementation. A line item deviation from contract budget of no more than 10% will be accepted without prior permission, and will not require contract modification. This deviation allowance does not include total contract amount.

Contract modifications should be completed during the contract period.

As chair of the Workforce Enhancement Council, the Director of the Workforce Development Division shall have the authority to modify approved grants without recommendation from the Council, with some limitations. Examples of common modifications that do not require council involvement include changes in grant term, reductions in grant amount, and changes in match. Changes to the use of the grant funds may require modification and council approval if they result in change to the intent of the grant.

The Council will provide recommendations on modification requests to the Commissioner under the following criteria:

1. The intent of the grant is significantly altered by the modification
2. The grant amount is increased by more than 25% or \$20,000, whichever is greater

#### **E. Contract Closeout**

Near the end of the contract, the Division will provide the form SFN 59999, *Contractor's Release*, to the Contractor for completion and return. This form signifies the end of the contract and releases the administrator and the contractor from any further obligations under the contract.

### **Section V Monitoring**

The division will monitor at least 50% of all grants during the grant term. Monitoring via desk review is allowable if documentation can satisfactorily support the review. Monitoring times will be targeted to

allow the grantee to have submitted at least one request for funds. This gives the monitor and grantee an opportunity to review the process more completely. Monitoring targets:

- Monitor within 5-6 months of the start of the grant
- If the grant is less than one year in length, monitor at the midpoint of the grant term
- Monitor when issues with administration of the grant suggest such a need
- Establish follow-up monitoring when a prior monitor resulted in significant findings

Attachment I – SFN 59971 *Workforce Enhancement Grant Application*

Attachment II – SFN 59314 *Proposal Rating Sheet*

Attachment III – SFN 59313 *WEG Request for Funds*

Attachment IV – *Contract Template*

Attachment V – *Addendum Template*

Attachment VI – SFN 59999 *Contractor's Release*

Attachment VII – *WEG Performance Accountability Reporting*