



**North Carolina**  
**Department of Commerce**  
*Division of Workforce Solutions*

**Beverly Eaves Perdue, Governor**  
**J. Keith Crisco, Secretary**

**Roger Shackelford, Assistant Secretary**

September 26, 2012

LOCAL AREA ISSUANCE NO. 2012- 07

**SUBJECT:** Special Activities Funds to Augment Workforce Services

**PURPOSE:** To support Local Workforce Development Areas' services to employers through the provision of special activities funds.

**BACKGROUND:** The Division has in the past been able to provide Local Workforce Development Areas with Workforce Investment Act (WIA) Statewide Activity funds to enhance service delivery. The federal reduction in available WIA Statewide Activity funds has restricted the opportunity to offer universal population pilot, demonstration and special projects. Recognizing that some Local Workforce Development Areas may have varying levels of local funding for these purposes, the Division is initiating a flexible method for special activities assistance during PY 2012 from North Carolina's Employment Security Reserve Fund resources.

**ACTION:** Local Workforce Development Areas may apply for PY 2012 Special Activities funds by submitting the attached application (Attachment 1) electronically to their Division Planner on or before October 15, 2012. The application should request only funds that will be expended by June 30, 2013. All funds requested for the year must be included on the original application.

The Division will evaluate each application and determine award amounts, not to exceed \$40,000 per Local Workforce Development Area, to support local special activities. Funds availability will expire on June 30, 2013.

Special Activities may include, but are not limited to: outreach and recruitment of employers and of participants to meet employers' needs, Career Readiness Certificate programs and supports, One-Stop Career Center projects, regional collaboration projects, jobs profiling, applicant drug testing, and assessment tools. While the focus of the projects funded by these resources is to improve services to employers, other activities that are proposed will be reviewed and must be approved.

These Special Activities funds may not be available in future program years. The funds may not be used to supplant or as a supplement to WIA formula funds to serve participants and all procurement associated with these funds must follow standard procedures. A final report of activities funded by these resources is to be submitted electronically to the Local Workforce Development Area's Planner by August 31, 2013. A Special Activities Funds Results Report form is provided as Attachment 2.

EFFECTIVE DATE: Immediately  
EXPIRATION DATE: August 31, 2013  
CONTACT: Division Planner



Roger Shackleford

Attachments:  
Attachment 1 - Request Form  
Attachment 2 - Report Form



SPECIAL ACTIVITIES FUNDS for PY 2012  
FINAL REPORT – due by August 31, 2013

Provide results from Special Activities funding. Include comments on any pilot/demonstration activities recommended for replication, if applicable. Provide actual expenditures and designate expenditures per each project activity.

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Local Area Workforce Development  
Director Signature

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Date