

September 22, 2020

Notice of Availability of Funds and Funding Opportunity Announcement for:  
**2020 National Career Readiness Certificate (NCRC) Funding Announcement**

**Grant Timeline**

Event	Dates
Method to Submit Proposal	Proposals must be submitted in electric copy, indicating the project title: <b>(LWDA: 2020 National Career Readiness Certificate)</b> through <b>Grants4TN</b> .
Submission Date:	<b>October 21, 2020</b> <i>(by close of business)</i>
Contact	Tennessee Department of Labor and Workforce Development <a href="mailto:workforce.board@tn.gov">workforce.board@tn.gov</a> <b>Subject: WFS:2020 NCRC Proposal</b>
Grant Performance Period	<b>November 1, 2020 -June 30,2021</b>
Date Services are to be Completed	Services are required to be completed on or before Wednesday, <b>June 30, 2021</b>

## 2020 National Career Readiness Certificate Announcement

**Our Vision:** Be a national leader in developing an employable workforce and safe workplace environments.

**Purpose:** The Tennessee Department of Labor and Workforce Development, Workforce Services Division, would like to support the local efforts that support the State Workforce Development Board's 2020 strategic focus points of creating a trained workforce that meets industry needs.

Local Boards have the opportunity to use funds on The ACT WorkKeys National Career Readiness Certificate ([ACT WorkKeys NCRC®](#)). The WorkKeys NCRC is an assessment issued at four levels. The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupation. TDLWD will support the efforts of local areas who can demonstrate this public service is inclusive to all eligible participants.

**Eligible Applicants:** Eligible applicants are Local Workforce Development Boards (LWDB) ready to offer WorkKeys and can begin to identify employers with the potential to hire participants. LWDBs must also be able to demonstrate the local or regional industry benefit in offering this assessment with promising commitments and/or outcomes.

### Award Information:

- Funding allocation in the amount of \$5,000 to \$10,000 per local workforce development area.
- **Allowable activities:** Grant funds must be directed to support the administering of the WorkKeys assessment for eligible participants.
- Applicants are encouraged to work with local economic and community development representatives and industry partners as part of the planning component for the proposal.

### Grant Application Requirements:

- Applicants must submit a brief project narrative outlining the strategy, target population, and key outcomes for the proposal.
- The narrative must include a clear alignment and partnership with industry employers and demonstrates a connection to local economy needs. Project narrative must show how local areas will provide support through partners, and other resources to promote certification level progression to meet industry demands.
- Provide a budget that shows the number of Youth (OSY/ISY), Adult, and Dislocated Workers to be supported and the amounts of funds needed to support this effort, including the estimated expenditures at the end of June 30, 2021.
- Awardees will be required to submit an evaluation report that outlines outcomes, expenditures and sustainability efforts.

**Eligible Participants:** Eligible participants are any individuals who have met Adult, Dislocated Worker, or Youth eligibility requirements, and be tracked as participants outlined in federal, state and local policy and guidance. Please see [Utilization of Workforce Innovation and Opportunity Act \(WIOA\) NCRC Memo](#) attached.

**Period of Program:** Funds received for this project must be expended by June 30,2021.

**Submission:** Any submission received outside of date and time indicated above will not be considered.