



North Carolina Department of Health and Human Services
Division of Social Services

2407 Mail Service Center • 325 North Salisbury Street • Raleigh, North Carolina 27699-2407
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

March 16, 2007

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

SUBJECT: Work First Demonstration Grants

It is important that we hear your success in order to document the good work being done in your counties. This is important to the viability of year two and year three funding of our Work First Demonstrations Grants.

Work First Demonstration Grant Reports show that for various reasons most counties got off to a slow start in implementing their proposals. This has resulted in very low spending of grant expenditures this State Fiscal Year (SFY). A written request for remaining allocation awards is required. Requests must include a revised budget and verification of spending the first allocation. All requests must be signed by the county's director. Work First Demonstration Grant Funds not spent by **May 31, 2007** must be returned to the Division. However, if you report any June 2007 expenditures with verification, a reallocation will be made to your county through a Funding Authorization.

Because grant spending was less than anticipated in the first year, grant award funds are available for the SFY 2007-2008. Non Work First Demonstration Grant counties are invited to submit plans for a demonstration project for SFY 2007-2008. All new proposal requests must be received by **May 31, 2007** and signed by the director.

Counties who are applying for grant awards in the SFY 2007-2008 will need to make sure their budget needs accommodate the reimbursement process should their plan be funded. All grant awards for the SFY 2007-2008 will be made through Funding Authorizations. Information will be forthcoming regarding new application codes required beginning with June services for July reimbursement.

Grants awards may be extended by request each SFY during the three year grant period. All grant projects are required to end no later than the end of the SFY 2008-2009. Work First Demonstration Grant counties extensions are contingent upon that county making sufficient progress towards meeting its established participation goals. A written request signed by the Director is required by **May 31, 2007** for grant extensions for **SFY 2007-2008**.

If you have an interest in submitting a new grant proposal, your agency will need to submit a plan that details how you will increase the work participation rates in your county, which in turn will help North Carolina meet our required participation rates. Please be very detailed in providing information to ensure that we can identify the best practices and be able to report them to the General Assembly. In addition to the narrative outline requirement, a detailed budget of expenditures is needed.

March 16, 2007

Attached you will find the Terms and Conditions, which is an integral part of your local grant plan. If community partners and consumers are part of your action steps or strategies, they will need to review the Terms and Conditions and sign it as a part of applying for the grant. No maximum or minimum amount has been set for grant awards. Your proposed local plan must include a budget to determine the amount needed to accomplish your work. In the event that plans exceed the amount of funding, negotiations may occur to accommodate all approved plans. We will request monthly documentation in order to assure that we are moving forth with meeting our participation rates. Consideration will be given to counties who submit grant proposals that can have a positive impact on meeting the State's participation rates.

Recommended guidelines for grant proposal and budget formatting will be provided by your Work First Demonstration Grant Consultant mid April. **Please direct all Work First Demonstration Grant requests and questions to Demonstration Grant Consultants, Serena Westra or Judy Lawrence based on the assignment of counties attached.** Serena's mailing address is: 110 Ridge Lane, Youngsville, NC 27596, office number is (919)562-7259, and email address is Serena.Westra@ncmail.net. Judy's mailing address is: 2943 Council Drive, P.O. Box 131, Alamance, NC 27201, office number is (336) 227-2063 and email address is Judy.Lawrence@ncmail.net. Please mail three (3) original hard copies with the director's signature and email (1) soft copy of all required information.

We thank you for your assistance and support as we meet the challenge to increase Work First Participation Rate for our State.

Sincerely,



Esther T. High, Acting Chief
Family Support and Child Welfare Section

Attachments:

[WF Demonstration Grant Proposal Outline Terms Conditions](#)

[Work First Demonstration Grant County Assignments](#)

cc: Sherry Bradsher
Jo Ann Lamm
Sarah Barham
Hank Bowers
Debbie Hawkins
Family Support & Child Welfare Services Team Leaders
Children's Program Representatives
Work First Representatives
James B. Clark, LBL Supervisor

FSCWS-18-07