



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

March 5, 2007

**MEMORANDUM**

**TO:** Career Readiness Certification (CRC) Primary Contacts

**FROM:** Stephanie Deese, Director  
Workforce Initiatives

**SUBJECT:** EWD – CRC Policy Issuance

As with any grant funds, there are specific guidelines concerning the use of CRC funds. In an effort to answer the questions and clarify allowable/non-allowable items to be charged to the CRC grant budgets, we have developed a list of guidelines. Please see the attached EWD-CRC Policy Issuance concerning CRC Grant budgets.

If you should have any questions, please contact Pam Gobel, Director of Career Readiness Certification at 919.807.7215 or e-mail to: [gobelp@nccommunitycolleges.edu](mailto:gobelp@nccommunitycolleges.edu)

PG/bl  
Attachment

c: Business Officers, Deans of Continuing Education

CC07-056  
Paper copy  
E-mail



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

March 5, 2007

**EWD-CRC POLICY ISSUANCE**

- SUBJECT:** Career Readiness Certification (CRC) Grant Budgets
- PURPOSE:** To clarify allowable/non-allowable budget items.
- BACKGROUND:** CRC Grant periods are January 1, 2006-June 30, 2007 and February 1, 2007-January 31, 2007. As with any grant funds, there are specific guidelines concerning the use of CRC funds. In an effort to answer the questions and clarify allowable/non-allowable items to be charged to the CRC grant budgets, we have developed a list of guidelines to assist the colleges in determining allowable expenditures against the grant funds.
- ACTION:** All CRC sites are to use these guidelines for determining allowable expenditures against the CRC grants.

**Allowable Expenditures:**

Purchase of skills upgrade software (WIN/KeyTrain),  
Travel, Salaries, Scoring Assessments, Profiler Training.

**Selected Profiles** – For purposes of promoting the CRC within our industry base, grant funds may be used on a selective basis to cover the cost of a WorkKeys profile for a business or industry. A plan should be in place to tie the profile results to the CRC initiative.

Food for Industry meetings as long as business attendees are in the majority of attendance

**Marketing Materials – to include the following:** Print, Radio/Television ads, Billboards – *submit as early as possible in the grant period.*

**Not Allowable Expenses:**

Equipment

Food for internal staff meetings

**EFFECTIVE DATE:** March 1, 2007

**EXPIRATION DATE:** Indefinite

**CONTACT:** Pamela Gobel, Director, Career Readiness Certification  
919.807.7152, or e-mail to  
[gobelp@nccommunitycolleges.edu](mailto:gobelp@nccommunitycolleges.edu)

**DISTRIBUTION:** CRC Site Primary Contacts, CRC Site Budget Offices