



**North Carolina
Department of Commerce**

***NC Commission on Workforce Development
Division of Workforce Development***

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

**Christopher C. Rolfe, Chairman
Roger Shackelford, Executive Director**

November 9, 2011

Mr. Kevin Dick, Director
Durham Workforce Development Board
302 E. Pettigrew Street
Durham, NC 27701

Dear Mr. Dick:

The Commission on Workforce Development is pleased to announce that the following Incumbent Workforce Development Program proposal submitted by Durham Workforce Development Board has been reviewed and approved under PY 2011 (2031):

The following has been reviewed and approved under PY 2011 (2031) funds:

Company	Grant Amount	Administrative Fee	Total
Sustainable Building, LLC dba Green Horizon	\$ 2,400.00	\$ 120.00	\$ 2,520.00

Total Award Amount PY 2011 (2031): \$2,520.00

Office of Economic & Workforce Development
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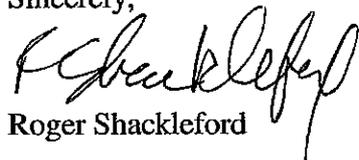
A Notice of Fund Availability will be issued to you. Upon receipt of the NFA, the Local Area should then enter into a contractual agreement with each approved company and submit an administrative adjustment to the Division to incorporate these funds into the current year's Local Area Plan. Please note that the Incumbent Workforce Development Program Guidelines specify that:

- Training must be completed and funds expended within 12 months
- The Local Area must submit a Final Report to the Division of Workforce Development
- All Incumbent Worker participants must be tracked in **WorkforcePlus**

Refer to the attachments of Local Area Issuance No. 2011-05 for full details.

Please extend our congratulations to the funded company. If you have any questions or concerns contact Brandon Comeaux at (919) 329-5576 or bcomeaux@nccommerce.com

Sincerely,



Roger Shackleford

cc: Ms. Denise Motley-Johnson, Chair

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