


Maryland Workforce Issuance

Policy Issuance No. PI-OFC-2014-06 Policy Information Guidance

Original Change: # Rescissions: none

To: WIA Directors
WIA Fiscal Managers
Maryland Workforce Investment Grant Recipients

cc: Local WIA Fiscal Staff

From: Julie Squire, Assistant Secretary,
Department of Workforce Development and Adult Learning 

Date: May 7, 2014

Effective Date: Immediately

Expiration Date: June 30, 2015

GWIB Approval Date: N/A

Authority: Approved with the FY'15 State Budget

Subject: PY'14 Maryland Summer Youth Connections Grant

Purpose: To issue the PY'14 Maryland Summer Youth Connections Funding

Background: Governor Martin O'Malley included \$120,000 in the State Fiscal Year budget plus an additional \$840,000 in the State Supplemental budget for a total of \$960,000 for the Department of Labor, Licensing and Regulation (DLLR) to operate a Program Year 2014 Summer Youth Program. These State General funds will be awarded to local Workforce Investment Areas (LWIAs) effective July 1, 2014, using the federal WIA formula allocation methodology. LWIAs will be responsible for providing summer employment opportunities for youth within the parameters outlined by DLLR.

Policy: PY 14 Maryland Summer Youth Connection Program Guidelines

The Maryland Summer Youth Connection Program will primarily serve youth who are 14 to 17 years old and who are low-income or experience a barrier. Some of the barriers may be, but are not limited to:

- Deficient in basic literacy skills;
- School dropout;
- Homeless, runaway or foster child;
- Pregnant or parenting;
- Offender; or

- Require additional assistance to complete an educational program, or to secure and hold employment (including a youth with a disability).

The funds may be used to develop, match, monitor, and evaluate job placement of eligible youth. Additionally, these funds may be used as an incentive or match to encourage the private sector to hire eligible youth during the summer months.

A local area's allowable program costs can include staff costs for supervision and training, materials and supplies related to the work provided, wages paid to participants, and reasonable transportation costs as well as administrative costs. Administrative costs are not to exceed 10% of the total program cost. Participating youth must not be paid less than the state minimum wage of \$7.25 per hour, and must have a valid Work Permit on file.

Requirements

The Local Workforce Investment Areas must:

- Develop meaningful and well-supervised work experiences for youth in the program,
- Provide activities to enhance job skills and career-exposure,
- Submit a narrative to DLLR on the Grant Request Template (Attached form is to be used.) detailing the local area's plan for summer activities, including a Statement of Planned Outcomes for the program. This statement will include targeted outcomes such as: number of job placements, number of program completers, and number of enhancement activities (resume development, interview techniques, career exposure, etc.),
- Complete a mid-summer report by August 1 updating the status of the program including number of job placements, number of program participants and status of funds expended, and (Attached form is to be used for this reporting.)
- Complete an end-of-summer report by October 15, 2014, that includes the number of youth served, distribution of age groups of youth served, activities provided, and an accounting of expenditures. (Attached form is to be used for this reporting.)
- Submit quarterly financial reports 30 days after the end of the quarter.

These funds must be expended between July 1, 2014 and June 30, 2015. A minimum of 85% of the funding must be expended by September 30, 2014. Any remaining funds may be used beginning March 1, 2015 through June 30, 2015 for activities related to gearing up for Summer of 2015.

If you are unable to accept the allocation (see attached chart), then contact Ms. Doreen Shahan (410-767-2812) no later than May 15, 2014. Please contact Doreen if you are interested in a reduced or increased allocation, as it is possible to move funds between jurisdictions with the consent of each jurisdiction.

Action Required

By Local: Doreen Shahan will e-mail signature sheets with the local allocation amounts to the WIA Directors and WIA Fiscal Managers. The LWIA should obtain the needed signatures and narratives (use attached form), and submit the following to the attention of Doreen Shahan, Fiscal Administrator.

By May 20, 2014: A Program Narrative (form attached) on the Grant Request Template, which includes the above requirements. Please include the number of Youth to be served with this allocation.

Inquiries: Doreen Shahan (410) 767-2812 or doreen.shahan@maryland.gov

Attachments: (4) PY'14 Maryland Summer Youth Connections Allocations
Grant Narrative Template
Mid-Summer Report Template
Final Summer Report Template

PY14 LOCAL SUMMER YOUTH ALLOCATIONS

	Initial Allocation	Supplemental Allocation	Total Allocation
Anne Arundel	\$8,028	\$56,196	\$64,224
Baltimore City	\$28,812	\$201,684	\$230,496
Baltimore County	\$16,716	\$117,012	\$133,728
Frederick	\$3,552	\$24,864	\$28,416
Lower Shore	\$5,616	\$39,312	\$44,928
Mid Maryland	\$6,312	\$44,184	\$50,496
Montgomery	\$12,348	\$86,436	\$98,784
Prince George's	\$17,856	\$124,992	\$142,848
Southern Maryland	\$4,812	\$33,684	\$38,496
Susquehanna	\$6,084	\$42,588	\$48,672
Upper Shore	\$3,552	\$24,864	\$28,416
Western Maryland	\$6,312	\$44,184	\$50,496
TOTAL	\$120,000	\$840,000	\$960,000

Notes: The allocations above are based on the percentage share of the local WIA Youth Formula Allocations.

GRANT PROPOSAL FORM
To Be Submitted to
THE DEPARTMENT OF LABOR LICENSING & REGULATION
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING

NAME & ADDRESS OF GRANTEE: TELEPHONE:	Grant Action: ___x___ Initial Request _____ Modification Request # _____ _____ Grant Request Number	
	GRANT PERIOD	
LWIB/AREA:	FROM 07/01/14	TO 06/30/15
FUNDING SOURCE: <input type="checkbox"/> WIA <input type="checkbox"/> Wagner-Peyser <input type="checkbox"/> Rapid Response <input checked="" type="checkbox"/> Other <u>Maryland Summer Youth Connection</u>	CONTRACT AWARD VALUE: Program \$ _____ Admin \$ _____ Total \$ _____	
SCOPE OF WORK (a brief justification for your project. Why are you doing this project? What benefit will this project have on your area? What specific population/entity will be served?) 		
DELIVERABLES (Items that will be delivered as part of the project. What tangible items will be delivered at the end of the project—documentation? Training?) 		

Important Definitions:

Participant/Placement – The Summer Youth

Hired – After the Summer Program has ended was the Participant/Placement offered a Full-time or Part-time position with their Summer Youth Employer.

PROJECTED OUTCOMES:

PROJECTED FINAL OUTCOMES:

Final Number of Participants/Placements by Age

Total Actual Expenditures To Date:

Age 14		\$0.00
Age 15		
Age 16		
Age 17		
Total		

Total Number of Participants HIRED after Program Ended by Age and School Status

	In-School		Out-of-School		Attending College	
	Full	Part	Full	Part	Full	Part
Age 14						
Age 15						
Age 16						
Age 17						
Total						

MID-SUMMER REPORT FORM

MID-SUMMER MD SUMMER YOUTH CONNECTIONS REPORT

Local Workforce Area: _____

MID-SUMMER TOTAL EXPENDITURES:

Actual Number of Participants/Placements by Age:

Age 14	_____
Age 15	_____
Age 16	_____
Age 17	_____
Total	_____ 0

WORKSITES:

YOUTH WORKFORCE TRAININGS: (example: Orientation, Job Readiness, etc.)

JOB TITLE EXAMPLES:

MID-SUMMER PERFORMANCE EVALUATION OUTCOMES:

FINAL SUMMER REPORT FORM

FINAL SUMMER MD SUMMER YOUTH CONNECTIONS GRANT NARRATIVE

Local Workforce Area: _____

FINAL SUMMER TOTAL EXPENDITURES:

Actual Number of Participants/Placements by Age:

Age 14 _____

Age 15 _____

Age 16 _____

Age 17 _____

Total _____ 0

WORKSITES:

YOUTH WORKFORCE TRAININGS: (example: Orientation, Job Readiness, etc.)

JOB TITLE EXAMPLES:

FINAL SUMMER PERFORMANCE EVALUATION OUTCOMES:

Total Number of Participants Hired after Program Ended by Age and School Status:

	In School		Out of School		Attending College	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
Age 14						
Age 15						
Age 16						
Age 17						
Total						