**STATE OF MARYLAND**

# DLLR

**DEPARTMENT OF LABOR, LICENSING AND REGULATION**

DIVISION OF WORKFORCE DEVELOPMENT
AND ADULT LEARNING
1100 N. Eutaw Street
Room 209
Baltimore, MD 21201

**WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 01-11**

**DATE:** September 6, 2011

**TO:** Maryland Workforce Investment Act (WIA) Grant Recipients

**SUBJECT:** Maryland Summer Youth Connection PY 11/FY 12

**REFERENCES:** NONE

**BACKGROUND INFORMATION:** Governor Martin O'Malley included $120,000 in the State Fiscal Year budget for the Department of Labor, Licensing and Regulation (DLLR) to operate a Fiscal Year 2012 Summer Youth Program. These State General funds will be awarded to local Workforce Investment Areas (LWIAs) effective July 1, 2011, using the federal WIA formula allocation methodology. LWIAs will be responsible for providing summer employment opportunities for youth within the parameters outlined by DLLR.

**ACTION TO BE TAKEN:** Local Workforce Investment Areas must follow the attached guidelines and procedures for requesting these funds, and incorporate the attached funding amount in their grant requests.

**CONTACT PERSON:** Dorothee Norton
(410) 767-2283 or dnorton@dllr.state.md.us

**EFFECTIVE:** July 1, 2011

Paulette Francois
Assistant Secretary
Division of Workforce Development and Adult Learning

Attachment

# PY 11 MARYLAND SUMMER YOUTH CONNECTION PROGRAM GUIDELINES

The Maryland Summer Youth Connection Program will primarily serve youth who are 14 and 15 years old and who are low-income, have a disability, or a special need.  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 include wages paid to participants, supervision and training, materials and supplies related to the work provided, reasonable transportation costs and other administrative costs.  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 (included with this mailing) 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.), and
> ➢ Complete an end-of-summer report by October 15, 2011, that includes the number of youth served, age group of youth served, activities provided, and an accounting of expenditures.

These funds must be expended between July 1, 2011, and September 30, 2011, for authorized activities only.
Three local areas have communicated to DWDAL that they are unable to accept the allocation. These funds were re-distributed to the remaining areas.
If additional areas are unable to accept the allocation (see attached chart), then contact Ms. Doreen Shahan no later than September 15, 2011.

In order to receive these funds, you must submit the following to Ms. Doreen Shahan by September 15, 2011:

> ➢ Two signed original WIA Signature Sheets
> ➢ Program Narrative on the Grant Request Template, which includes the above requirements

# Summer Youth Connection

PY 11  Allocations

| | |
|---|---|
| ANNE ARUNDEL | $ 7,222 |
| BALTIMORE CITY | $41,841 |
| BALTIMORE COUNTY | $17,502 |
| FREDERICK | $ 3,114 |
| LOWER SHORE | $ 8,192 |
| MID-MARYLAND - unable to accept | |
| MONTGOMERY | $ 10,256 |
| PRINCE GEORGE'S | $22,526 |
| SOUTHERN MD - unable to accept | |
| SUSQUEHANNA | $5,740 |
| UPPER SHORE | $ 3,607 |
| WESTERN MD – unable to accept | |
| **TOTALS** | **$120,000** |

# GRANT REQUEST FORM

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

**CLIENT'S CONTACT INFORMATION:**

NAME: _____

ADDRESS: _____

_____

TELEPHONE: _____

**GRANTEE'S CONTACT INFORMATION:**

NAME: _____

ADDRESS: _____

_____

EMAIL: _____

TELEPHONE: _____

_____

| GRANT PERIOD | |
|---|---|
| FROM | TO |

**LWIB/AREA:**

**FUNDING SOURCE:**

[ ] WIA
[ ] Wagner-Peyser
[ ] OJT-NEG
[ ] BRAC
[ ] Rapid Response
[ ] Other  _____

**CONTRACT AWARD VALUE:**

Program  $ _____
Admin     $ _____
Total       $ _____

**SCOPE OF WORK** *(Define the details of the project.)*

**DELIVERABLES** *(Items that will be delivered as part of the project.)*
What tangible items will be delivered at the end of the project?

Documentation?

(4)

Training?

JUSTIFICATION *(Please provide a justification as to "why this project is a sole source?")*

Why are you doing this project?

What benefit will this project have on your area?

What specific population/entity will be served?

**ITEMIZED BUDGET** *(Please provide an itemized budget)*

STATE OF MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION