



Division of Workforce Development and Adult Learning
1100 North Eutaw Street, Room 209
Baltimore, MD 21201

DEPARTMENT OF LABOR, LICENSING AND REGULATION

WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 14-12

DATE: May 17, 2013

TO: Maryland Workforce Investment Act (WIA) Grant Recipients

SUBJECT: Maryland Summer Youth Connection PY 2013

REFERENCES: NONE

BACKGROUND INFORMATION:

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 2013 Summer Youth Program. These State General funds will be awarded to local Workforce Investment Areas (LWIAs) effective July 1, 2013, 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, 2013

Julie Ellen Squire
Assistant Secretary
Division of Workforce Development and Adult Learning

Attachment

PY 13 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 (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.),
- 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
- Complete an end-of-summer report by October 15, 2013, that includes the number of youth served, distribution of age groups of youth served, activities provided, and an accounting of expenditures.
- Submit quarterly financial reports 30 days after the end of the quarter.

These funds must be expended between July 1, 2013 and June 30, 2014. A minimum of 85% of the funding must be expended by September 30, 2013. Any remaining funds may be used beginning March 1, 2014 through June 30, 2014 for activities related to gearing up for Summer of 2014.

PHONE: 410-767-2173 • FAX: 410-333-5162 • EMAIL: det@state.md.us • INTERNET: dllr.maryland.gov

ATTACHMENT C

If you are unable to accept the allocation (see attached chart), then contact Ms. Doreen Shahan (410-767-2812) no later than June 10, 2013. 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.

In order to receive these funds, you must submit the following to Ms. Doreen Shahan by June 20, 2013:

- Two signed original Signature Sheets
- A **Program Narrative** on the Grant Request Template, which includes the above requirements. Please include the number of Youth to be served with this allocation

PY13 LOCAL SUMMER YOUTH ALLOCATIONS

	Initial Allocation	Supplemental Allocation	Total Allocation
Anne Arundel	\$ 7,728	\$ 54,096	\$ 61,824
Baltimore City	31,680	221,760	253,440
Baltimore County	15,900	111,300	127,200
Frederick	3,420	23,940	27,360
Lower Shore	6,156	43,092	49,248
Mid Maryland	5,964	41,748	47,712
Montgomery	11,592	81,144	92,736
Prince George's	17,112	119,784	136,896
Southern Maryland	4,644	32,508	37,152
Susquehanna	5,856	40,992	46,848
Upper Shore	3,648	25,536	29,184
Western Maryland	6,300	44,100	50,400
TOTAL	\$120,000	\$840,000	\$960,000

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

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

ITEMIZED BUDGET *(Please provide an itemized budget)*