



# 2023 Summer Youth Internship Program

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# Future Ready Iowa

## Summer Youth Internship Program

Please put questions in the chat.

We will answer any questions live that we are able to today. A complete Q&A, as well as this slideshow and a webinar recording, will be posted on the Future Ready Iowa webpage in a few days.

<https://www.futurereadyiowa.gov/>

# Future Ready Iowa

## Summer Youth Internship Program

### Agenda

- Introductions
- Grant Overview
- Workforce Innovation and Opportunity Act (WIOA) \ 'We-Oh-Uh\ - Title I Youth Program Partnership
- Requirements for Successful Applicants
- IowaGrants.gov Video
- Q&A

# Future Ready Iowa

## Summer Youth Internship Program

### Panelists

- **Karen Evans** – Grant Manager (assists with questions during application process, manages subrecipients post-award)
- **Patrick Rice** – Grant Administrator (assists with application process in IowaGrants, responsible for application review process)
- **Ashley Sinnwell** – Workforce Program Coordinator, Title I Youth Program (serves as liaison between Summer Youth Internship and Title I Youth Program)
- **Steve Rater** – Grant Accountant (reviews procurement policy and submitted expenses for validity, performs audits)
- **Brooke Axiotis** - Legal

# **Future Ready Iowa**

## **Summer Youth Internship Program**

**Where do I apply?**

[www.lowagrants.gov](http://www.lowagrants.gov)

**Applications Open in IowaGrants:**

Monday, January 16, 2023

**Application Due Date:**

Tuesday, February 28, 2023, at Noon

# Future Ready Iowa

## Summer Youth Internship Program

### Grant Intent

To provide high school students and youth between the ages of 14 and 24 internship opportunities that allow youth to explore and prepare for high-demand careers, gain work experience, and develop personal attributes necessary to succeed in the workplace.

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## Summer Youth Internship Program

### Participant Target Audience

- High school youth who are at risk of not graduating
- Youth who are from low-income households
- Youth who are from communities under represented in the Iowa workforce
- Youth who otherwise face barriers to success and upward mobility in the labor market
- Youth enrolled in WIOA Title I Youth Program

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## Summer Youth Internship Program

### Eligible Applicants

Eligible applicants include:

- non-profits
- educational institutions
- employers
- community organizations
- other entities that are in good standing with the State of Iowa

Applicants are strongly encouraged to co-enroll Summer Youth Internship participants with the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program in their local area.



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## Summer Youth Internship Program

### Conflict of Interest

Applicants will be required to disclose in their application if any conflicts of interest exist.

A conflict of interest includes payments for goods, services, rent, or work to another company owned by applicant or any company applicant has an interest in, a family member of applicant, or a friend of applicant.

Conflicts of interest can be real, perceived, potential or apparent.

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## Summer Youth Internship Program

### Performance Measures

All applications **must** include performance measures that logically connect a project's goal(s) with proposed activities that include:

- Number of youth served.
- Number of participants facing barriers related to the priorities (see Participant Target Audience in previous slide).
- Success stories that involve the development of career pathways with a link to post-secondary education or training.
- Program innovations.
- Credentials or certifications attained by youth participants.
- Program elements.
- Attendance and completion.
- Partnership activities.

**See Appendices A and C for detailed descriptions of information reviewers are looking for.**

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## **Summer Youth Internship Program**

### **Definitions**

**Please be sure to familiarize yourself with the Definitions outlined in the Notice of Funding Opportunity:**

- High Demand Job
- Internship
- Internship (WIOA Title I Youth Program)
- Participant
- Priority Funding
- Program Coordination
- Youth
- Youth (Out-of-School Youth (OSY) Eligibility)
- Youth (In-School Youth (ISY) Eligibility)

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## **Summer Youth Internship Program**

### **WIOA Title I Partnerships**

#### **What is the Title I Youth Program?**

The Title I Youth Program is designed to prepare youth (ages 14-24), who face significant barriers to success, for employment and/or post-secondary education through strong linkages between academic and occupational learning, by providing resources and supports to overcome those barriers and successfully transition to self-sufficient adulthood.

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## Summer Youth Internship Program

### WIOA Title I Partnerships

WIOA Title I is landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

For more information, please visit:

<https://www.dol.gov/agencies/eta/wioa>

The purpose of WIOA Title I is to empower individuals with significant barriers to maximize employment, economic self-sufficiency, independence, and inclusion in and integration into society.

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## Summer Youth Internship Program

### WIOA Title I Partnerships

To be considered in partnership with WIOA Title I, proof of partnership in the form of a written partnership agreement is required (to be uploaded as an attachment to your application). **Your local IowaWORKS office will provide you with the agreement.**

Please refer to the Notice of Funding Opportunity for a listing of local IowaWORKS contacts.

# Future Ready Iowa Summer Youth Internship Program

## WIOA Title I Partnership Benefits

By partnering with WIOA Title I, applicants are able to identify the participants most in need and those who meet the intended target audience to be served by the grant.

Partnership with WIOA Title I may allow applicants to use Title I funds to cover the cost of items not allowed to be reimbursed with Summer Youth Internship grant funds. **Be sure to check with your local IowaWORKS office on what are/aren't allowable costs.**

Applicant saves time by not having to recruit participants.

Other benefits of partnership include continuing to support youth to achieve their employment and education goals in the WIOA Title I Youth program after the Future Ready Iowa Summer Youth Internship concludes.

# Future Ready Iowa Summer Youth Internship Program

## Award Information

### Amount of Funding Available

\$379,000

### Source of Funds

Summer Youth Intern Pilot Program appropriated by the State of Iowa Legislature under House File 2564

### Program Authority

Iowa Code §84A.12

### Minimum/Maximum Award Amounts

N/A



# Future Ready Iowa Summer Youth Internship Program

## Award Information

IWD anticipates awarding grants to multiple applicants. Grant awards may vary in amounts as determined by the scope of the project. Funding decisions are made as funding is available, and IWD is not obligated to provide the maximum grant amount requested. IWD will seek to maximize grant awards to those programs which demonstrate the most significant programming and project responses, and for those whose projects indicate the possibility of the most significant community impacts.

Priority funding will be given to applicants co-enrolling Summer Youth Internship participants with their local WIOA Title I Youth program.

# Future Ready Iowa Summer Youth Internship Program

## Project and Award Periods

The **project period** is a **minimum** of six weeks within the timeframe below:

- Start Date: May 1, 2023
- End Date: August 25, 2023

The estimated **award period** is April 1, 2023 through August 25, 2023.

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## Summer Youth Internship Program

### Type of Award

- IWD will pay out grant funds to successful applicants on a monthly reimbursement basis after receipt of completed monthly project reports.
- Advance payments will not be allowed.
- Costs must be incurred within the award period; participant wages are reimbursable within the project period.
- There is no cost sharing or matching amount for this award.
- Applicants are strongly encouraged to have legal representation and an accountant/bookkeeper to help manage any potential award and review agreements/procurement policy/etc.

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## Summer Youth Internship Program

### Use of Grant Funds

Award funds **may be** used for the following:

- Participant wages (net wages only)
  - Participants to be paid a minimum of \$12/hour
  - Participants to fill out W-4 forms (no W-9s or independent contractors)
- Participant compensation as a result of completing the program (paid as reportable net wages)
- Training resources (i.e., curriculum, internet access, software)
- Program supplies and materials (i.e., uniforms, computers, books, tools, consumable items) (less than \$5,000 per category)
- Program transportation (participants being transported from location A to location B to participate in the program)
- Program coordination (net wages only) (defined as “Staff overseeing the day-to-day administration of the project whose primary job responsibilities involve direct participant contact hours.”)
- Administrative costs (limited to 10%; net wages only)

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## Summer Youth Internship Program

### Use of Grant Funds

Award funds **may not be** used for the following:

- Participant stipends
- Reimbursement of food or drink
- Award/graduation ceremonies
- Marketing/promotional materials
- Vehicle purchase
- Fringe benefits
- Capital expenditures
- Gift certificates/vouchers

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## Summer Youth Internship Program

### Use of Title I Youth Funds

WIOA Title I Youth Funds can generally be used for the following services:

- Tutoring, Study Skills Training, and dropout prevention
- Alternative secondary school services
- Paid and unpaid work experiences
- Occupational skills training
- Education offered concurrently with workforce preparation
- Leadership Development
- Supportive Services (*detailed information on next slide*)
- Adult Mentoring
- Follow-up Services
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Labor Market Information
- Postsecondary education and training

Please check with your local IowaWORKS office contact to verify eligible use of funds.

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## Summer Youth Internship Program

### Use of Title I Youth Funds

#### Supportive Services:

- Youth Incentive Payments
- Stipends
- Dependent Care
- Transportation Assistance
- Healthcare
- Clothing
- Financial Assistance
- Miscellaneous Services
- Services for Individuals with Disabilities
- Supported Employment and Training
- Educational Testing
- Educational Assistance
- Needs Related Payments

Please check with your local IowaWORKS office contact to verify eligible use of funds.

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## Summer Youth Internship Program

### Procurement Policy

All successful applicants will be required to provide a copy of their procurement policy to IWD along with the return of their executed agreement.

A procurement policy template will be provided upon request; however, it is the successful applicant's responsibility to consult with qualified and knowledgeable legal counsel to determine any specific rules or requirements that apply to their individual circumstances.



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## Summer Youth Internship Program

### Procurement Policy

#### What does a Procurement Policy do?

The purpose of a procurement policy is to ensure that best value – the most advantageous balance of price, quality, and performance – is obtained when purchasing business-related products and services, and to minimize fraud, waste, and abuse in purchasing.

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## Summer Youth Internship Program

### Procurement Policy

The procurement policy should outline the following purchases:

- Micro-purchases - purchase of supplies or services under \$10,000
- Small Purchases - purchase of supplies or services over \$10,000 but under \$250,000
- Purchases \$250,000 and over

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## Summer Youth Internship Program

# SAM.gov Registration & Activation

All awarded applicants will be required to have an active SAM.gov unique code (previously the DUNS Number). If you do not have a SAM.gov code, you will be required to register and activate a SAM.gov code before your agreement will be fully executed. Please visit SAM.gov for more information:



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

### **The unique entity identifier used in SAM.gov has changed.**

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

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## Summer Youth Internship Program

### Monthly Project Reports

IWD will be using IowaGrants or other online grant management programs for subrecipients to submit monthly and final project reports. Upon submission of the first monthly project report and reimbursement request, successful applicants will be required to provide the following reporting information:

- a. Documentation substantiating the ages of all participants (i.e., school ID, driver's license, I-9 form, birth certificate, passport, etc.)
- b. An executed application/agreement between the employer and participant, showing the agreed upon hourly rate, work hours and job duties.

# Future Ready Iowa

## Summer Youth Internship Program

### Monthly Project Reports

When requesting monthly grant reimbursements, successful applicants will also submit monthly reports documenting the progress of the project and financial status of the grant, to include:

- a. Service/resource costs for program participants
- b. Timesheets for all staff receiving wages from program funding, describing the hours spent working with youth and services/training provided
- c. Number of youth served
- d. Name and address of youth served
- e. Remaining available grant funds, specifically those available to provide support for internship programs

**Monthly progress reports must be submitted and approved prior to the approval of monthly reimbursements. No funds will be disbursed until monthly reports are reviewed and approved.**

# Future Ready Iowa

## Summer Youth Internship Program

### Reimbursement Requests

IWD will be using IowaGrants or other online grant management programs for subrecipients to submit reimbursement requests. IWD will require the following support for **ALL** expenses submitted for reimbursement:

- Receipt or invoice with name of vendor, organization's name, date that falls within the award period, and description of goods or services provided.
- Proof of payment that includes the name of vendor, organization's name, amount that matches receipt/invoice and proof payment. Acceptable proof of payment includes:
  - Front and back of cancelled check, credit card statement, bank statement, etc. Screenshots from the financial or accounting system are not considered adequate proof of payment.

# Future Ready Iowa

## Summer Youth Internship Program

### Reimbursement Requests

- If providing support for wages, IWD requires the following:
  - Timesheet for applicable pay period (within award period) that includes:
    - Employee ID/name
    - Total hours worked
    - Signature from employee and person approving the timesheet
    - Payroll report/register that matches timesheet and shows pay rate
  - Proof of payment for wages

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## Summer Youth Internship Program

### Final Project Report

Within 30 days of project completion, a final project report is required and must include:

- Amount of State funds received and the date(s) State funds received
- Number of employer partners, educational partners, and non-profit partners
- Description of partnership activities
- Description of activities paid for with grant funds, including support to participants
- Number of youth served by the program (including those at risk of not graduating or facing multiple barriers)



# Future Ready Iowa

## Summer Youth Internship Program

### Final Project Report (continued)

- Number of youth completing the program
- Attendance rate of completing participants
- Number and hourly rate of youth employed due to participation in the program
- Name of credentials/program attained, number of participants earning a credential, and total number of credentials earned
- Identify program elements
- Describe program innovations
- Share a success story
- Share lessons learned
- Provide program suggestions

# **Future Ready Iowa**

## **Summer Youth Internship Program**

### **Where do I apply?**

[www.lowagrants.gov](http://www.lowagrants.gov)

### **Applications Open in IowaGrants:**

Monday, January 16, 2023

### **Application Due Date:**

Tuesday, February 28, 2023, at Noon

# **Future Ready Iowa**

## **Summer Youth Internship Program**

- **Applicants need to register and complete their application at [lowagrants.gov](http://lowagrants.gov)**
- **Online application**
- **Utilize the Appendices for guidance**
  - **Appendix A – Application guidance**
  - **Appendix B – Frequently Asked Questions**
  - **Appendix C – Scoring rubric**
  - **Appendix D – [lowagrants.gov](http://lowagrants.gov) New User Registration Instructions**

# Appendix A

## APPENDIX A: Future Ready Iowa Youth Summer Internship Program Application Guidance

Please review the following guidance when preparing your grant application in IowaGrants.gov. The application gathers general information, narratives, budget information, and attachments. Each section includes prompts that must be addressed.

### General Information

Complete Cover Sheet-General Information. On this form, applicants will enter basic information about their organization including:

- Contact information of your organization's Authorized Representative.
- Contact information of your organization's Fiscal Officer/Agent.
- Identification of County(ies) participating, involved, or affected by the proposal.
- Identification of Congressional District(s), Iowa Senate District(s), and Iowa House District(s) involved or affected by the proposal.

Complete Project Information. On this form, applicants will enter basic information about their application including:

- Legal organization name (must match W-9).
- Organization type (Government, Nonprofit, Institute of Higher Education, Business, etc.)
- Business Address.
- Contact information of person for program matters.
- A descriptive project title.
- Your project's proposed start and end dates.
- Estimated grant funding.
- Indicate whether the applicant is partnering with WIOA.

# Appendix B

## APPENDIX B: Future Ready Iowa Summer Youth Intern Program Frequently Asked Questions (FAQ)

### 1. Who can apply?

Eligible applicants include non-profits, educational institutions, employers, community organizations, and other entities that are in good standing with the State of Iowa.

### 2. Who will decide which applications receive funding?

Iowa Workforce Development will identify panelists to review and score proposals.

### 3. What are the criteria for selection?

- a. Participants are between the ages of 14 and 24.
- b. Quality of internship program over a minimum of six weeks.
- c. Programs that include high demand jobs.
- d. Number of participants receiving high school or college credit through dual enrollment.
- e. Applicant's history and experience in the community to be served.
- f. Capacity to serve a substantial number of youth.
- g. Suitability of the available facilities.
- h. Provider's contacts and partnerships in the community that can be leveraged to maximize opportunity for project participants.
- i. Capacity to provide employability skills, including but not limited to training relating to soft skills, financial literacy, and career development.
- j. Projects will be evaluated on their ability to be scaled around the state after the first successful year.
- k. Cost per participant.
- l. Applicant's past award performance with IWD.
- m. [See Appendix C](#) – scoring rubric for additional criteria.

## APPENDIX C: Summer Youth Internship Program

### Scoring Rubric

**These are the specifics for how your grant applications will be scored. We will utilize this scoring rubric in all awarding/funding decisions.**

**Target population:** Youth between the ages of 14 and 24 years old who are at risk of not graduating, are from low-income households, are from communities under-represented in the Iowa workforce; or otherwise face barriers to success and upward mobility in the labor market.

#### Project Design Narrative - 50 points

- Identify and justify which high-demand occupation(s) the project intends to support.
- Describe the need for the project and how it will lead to increased skilled workers to fill high-demand occupation(s). Relate the need to the barriers provided in priorities.
- Describe the proposed project, activities, and goals. Include connections to areas such as: Career Exploration, Employment Skill Development, Coaching/Mentoring, Financial Literacy Education, and Development of Hard and Soft Skills
- Describe the On-the-Job Training aspect of your project and how your project will expand opportunities for credit and/or non-credit post-secondary education leading to high-demand jobs for Iowans. |
- Describe key partners, roles, responsibilities, and how they will contribute to the success of the project.
- Describe the community or geographic region served. Describe how the project will address areas of workforce needs throughout the region.
- Describe the demographics of participants.

# Appendix C

# Appendix D

## APPENDIX D: IowaGrants.gov New User Registration Instructions

Are you new to IowaGrants.gov? Follow these basic instructions to create an account and begin your grant application.

1. Watch this quick 4 min video: <https://dom.iowa.gov/iowa-grants-login>
2. Go to [www.iowagrants.gov](http://www.iowagrants.gov)
3. Always select the blue button "Click Here to Access Single Sign On Tool" no matter if this is your first time accessing the system or you're already registered.
4. Do not use the "enter your user ID and password" options.
5. If you do not have an account, select "Sign Up" at the bottom of the screen.
6. Enter your first name, last name and valid email address.
7. Complete the Set Up for security methods, including setting your password.
8. Verify your email and enter the verification code that was sent by the system. This email is sent by [Admin@id.iowa.gov](mailto:Admin@id.iowa.gov). This provides you with a one-time code to complete the verification process.
9. Complete your registration by entering your contact information on the Registration page. Enter your basic information and select your Program Area of Interest. While the system instructions do not make this clear, it is important that you select a program area of interest from the drop-down list. This will expedite registration.

Your registration is now pending final system approval. You will receive a confirmation email once approval is complete.

If you have any questions regarding these instructions or want additional assistance, please contact Patrick Rice at [patrick.rice@iwd.iowa.gov](mailto:patrick.rice@iwd.iowa.gov) or 515-725-3666.

# Future Ready Iowa Summer Youth Internship Program

## Questions?

Opportunity Questions:

Contact Karen Evans

[karen.evans@iwd.iowa.gov](mailto:karen.evans@iwd.iowa.gov)

Please also see Appendix B (Frequently Asked Questions)

IowaGrants/Application Questions:

Contact Patrick Rice

[patrick.rice@iwd.iowa.gov](mailto:patrick.rice@iwd.iowa.gov)

Future Ready Iowa Website: <https://www.futurereadyiowa.gov/>





UNLEASHING OPPORTUNITIES TO GET  
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