



2024 Summer Youth Internship Program

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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/>

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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

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Panelists

- **Melanie Johnson** – Grant Administrator (assists with questions during application process, manages subrecipients post-award)
- **Patrick Rice** – Grant Manager (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)

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Where do I apply?

www.lowagrants.gov

Applications Open in IowaGrants:

Thursday, January 18, 2024

Application Due Date:

Wednesday, February 21, 2024, at 2pm CST

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Grant Intent

To encourage businesses to develop programs that 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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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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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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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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Performance Measures

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

- Anticipated number of youth served.
- Anticipated number of participants facing barriers related to the priorities (see Participant Target Audience in previous slide).
- Credentials or certifications available for participants
- Exposure to new career opportunities for participants
- Anticipated attendance and completion rates for participants

See Appendix A for detailed descriptions of information reviewers are looking for.

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Definitions

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

- High Demand Job [High Demand Jobs | Future Ready Iowa](#)
- 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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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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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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WIOA Title I Partnerships

To be considered in partnership with WIOA Title I, proof of partnership in the form of a written Letter of Support is required (to be uploaded as an attachment to your application). **Your local area contact has the Letter of Support Template to be used.**

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

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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 area 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.

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Partnership Responsibilities

Grant Applicant:

- Recruitment of Youth to intended program
- Providing opportunities to connect youth to Title I staff

Local Area:

- Title I Enrollment Process
- Providing information to potential participants (i.e., job fairs, site visits, classroom visits, etc.)

Both:

- Collaboration on partnership (Letter of Support)
- Communication on participant progress/supports

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Award Information

Funding:

Approximately \$250,000 available

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

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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.

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Project and Award Periods

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

- Start Date: May 1, 2024
- End Date: August 31, 2024

The estimated **award period** is April 1, 2024 through August 31, 2024.

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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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Use of Grant Funds

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

- Participant wages (gross wages)
 - 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 gross 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 coordination (gross wages) (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% of total award)

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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
- Travel expenses including vehicle purchase or lease
- Program transportation
- Reimbursement of worker's compensation insurance coverage
- Fringe benefits
- Capital expenditures, building rental, utility expenses and equipment over \$5,000
- Gift certificates, cards, or vouchers

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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 area contact to verify eligible use of funds.

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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 area contact to verify eligible use of funds.

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Procurement Policy

All successful applicants may 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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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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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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Monthly 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. An executed application/agreement between the employer and participant, showing the agreed upon hourly rate, work hours and job duties.

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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:
 - Hours worked of youth, separated by training and service
 - Description of services/training provided
- c. Number of youth served
- d. Name, address and positions of youth served
- e. Remaining available grant funds, specifically those available to provide support for internship programs
- f. Certifications and credentials earned by youth

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.

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Monthly Project Report

2024 SUMMER YOUTH INTERNSHIP PROGRAM PROJECT REPORT

Grantees receiving 2024 Summer Youth Internship Program awards are required to submit a Monthly Project Report per the following schedule:

Month	Report	Due Date (no later than)
May	Participant & Monthly	June 14, 2024
June	Monthly	July 12, 2024
July	Monthly	August 9, 2024
August	Monthly	September 6, 2024
	Final	September 30, 2024

Please indicate the month you are reporting on in the header at the top of this report. Please provide the following information about your project (ALL questions require a response):

Legal Grantee Name: Click or tap here to enter text.

Date: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Telephone #: Click or tap here to enter text.

Email: Click or tap here to enter text.

1. **Total Award Amount:** Click or tap here to enter text.

2. **Amount of Remaining Grant Funds Available (specifically those available to provide support for internship programs):** Click or tap here to enter text.

3. **Please describe any/all service/resource costs for program participants this month:** Click or tap here to enter text.

4. **Please provide a list of all participants this month including:**

- First and last name
- Home address
- Positions of youth served

5. **Please provide timesheets for all staff receiving wages from program funding, describing:**

- Hours worked of youth participants, separated by training and service
- Description of services/training provided

6. **Total number of youth participants this month:** Click or tap here to enter text.

7. **Of those participants identified in #5 above, how many are co-enrolled in WIOA Title I?** Click or tap here to enter text.

8. **List any certifications and credentials earned by youth participants**

9. **If you have any new participants who were not previously included on the Participant Report, please complete another Participant Report for any additional new participants this month.**

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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 cleared check, credit card statement, bank statement, etc. Screenshots from the financial or accounting system are not considered adequate proof of payment.

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Reimbursement Requests (continued)

- 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 supervisor approving the timesheet
 - Dates of employment
 - Proof of payment for wages (employee paystub or detailed pay registry) for work completed within the period of performance. Payment of wages must be completed prior to close out (September 30, 2024). Additional wage documentation may be requested.
 - Employee contract agreement stating name of organization, name of employee, position title and hourly wage signed by the employee.

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Final Project Report

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

- Amount and date(s) State funds were received
- Number of employer partners, educational partners, and non-profit partners
- Description of partnership activities and responsibilities
- 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)

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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 challenges
- Share a success story
- Number of youth successfully co-enrolled in WIOA Title 1
- Description of WIOA Title I supported expenses

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Final Project Report

2024 SUMMER YOUTH INTERNSHIP PROGRAM FINAL PROJECT REPORT

Grantees receiving 2024 Summer Youth Internship Program awards are required to submit a Final Project Report by September 30, 2024. Please provide the following information about your project (ALL questions require a response):

Legal Grantee Name: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

Contact Person: [Click or tap here to enter text.](#)

Telephone #: [Click or tap here to enter text.](#)

Email: [Click or tap here to enter text.](#)

1. **Were you able to successfully complete the program:** YES NO
(if "no" please explain): [Click or tap here to enter text.](#)

2. **Amount of State funds received:** [Click or tap here to enter text.](#)

3. **Date(s) State funds received:** [Click or tap here to enter text.](#)

4. **Please indicate the number of project partners involved (do not include the grantee as a partner)**

WIOA Title I	Employer	Educational Institutions	Non-Profit

5. **Describe partnership activities:** [Click or tap here to enter text.](#)

6. **Describe the activities paid for with grant funds, including support to participants:** [Click or tap here to enter text.](#)

7. **Please complete the table below related to Project Participants**

Total # of Youth Participants	# of Participants Identified as At Risk for Not Graduating or Facing Multiple Barriers	# of Participants Co-Enrolled with WIOA Title I	# of Participants Completing the Project	Attendance Rate of Completing Participants (%)	# of Participants Employed Due to Participation in Program	Average Hourly Rate of Employed Participants

8. **Credential Attainment** – If participants obtained credentials please indicate below:

Credential/Program	Number of Participants Earning Credential	Total Number of Credentials Earned

9. **Program Elements** - Place an "X" in each area included as part of your Summer Youth Internship Program:

Career Exploration	Employment Skills - development (accountability, communication, teamwork, etc.)	On-the-Job Training	Coaching/ Mentoring
Financial Literacy Education	Hard Skills Development (please list)	Goal Setting and Evaluation	Other (please describe)

10. **Describe any program innovations:** [Click or tap here to enter text.](#)

11. **Share a success story from your project that involves the development of career pathways with a link to post-secondary education or trainings:** [Click or tap here to enter text.](#)

12. **Share lessons learned you believe will be helpful to other organizations:** [Click or tap here to enter text.](#)

13. **Program suggestions for future programming:** [Click or tap here to enter text.](#)

Please feel free to send any additional pictures or video (we must have an IWD photo consent form completed for any pictures).

Thank you for your responses! Please email completed reports to frigrants@iwd.iowa.gov and melanie.johnson@iwd.iowa.gov

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Where do I apply?

www.lowagrants.gov

Applications Open in IowaGrants:

Thursday, January 18, 2024

Application Due Date:

Wednesday, February 21, 2024, at 2pm CST

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- **Applicants need to register and complete their application at lowagrants.gov**
- **Online application**
- **Utilize the Appendices for guidance**
 - **Appendix A – Application guidance and Scoring Rubric**
 - **Appendix B – Frequently Asked Questions**
 - **Appendix C – lowagrants.gov New User Registration Instructions**

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Questions?

Opportunity Questions:

Contact Melanie Johnson

Melanie.Johnson@iwd.iowa.gov

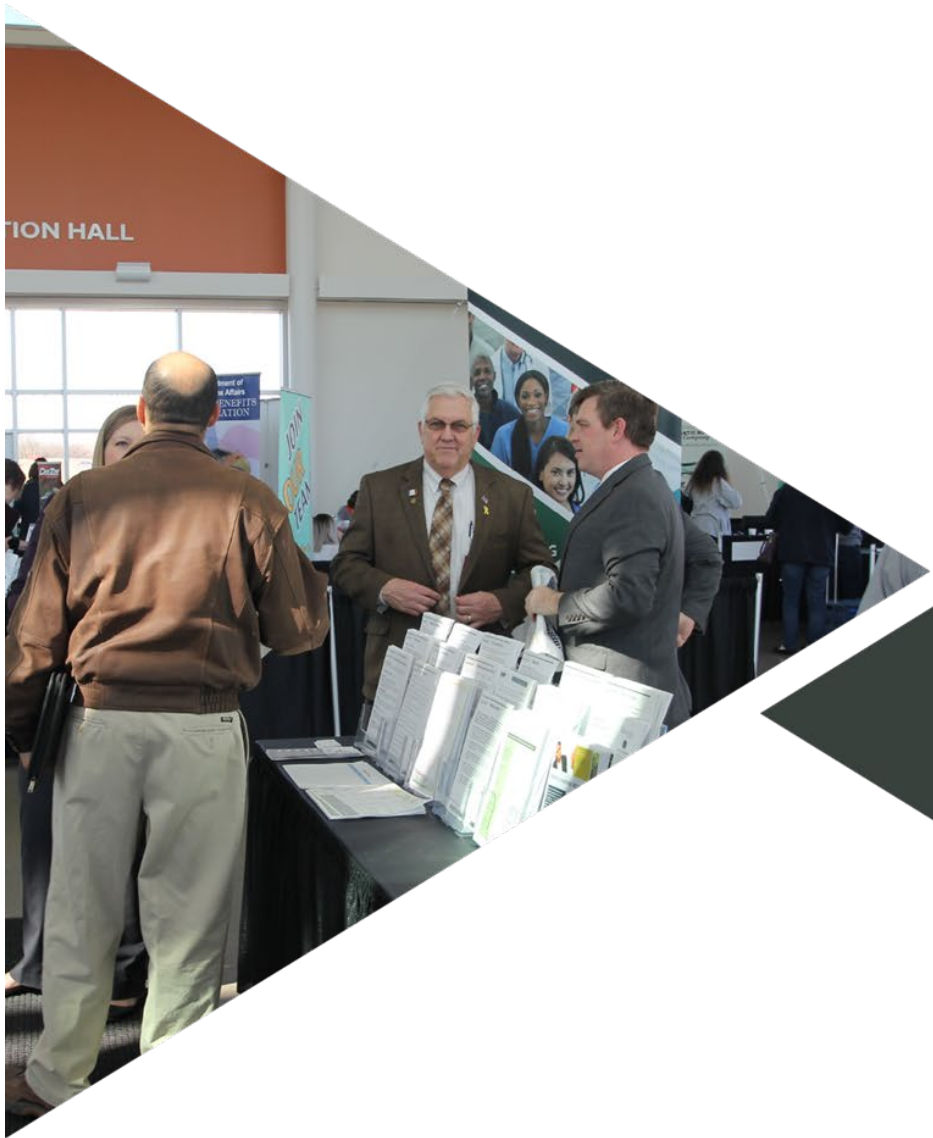
Please also see Appendix B (Frequently Asked Questions)

IowaGrants/Application Questions:

Contact Patrick Rice

patrick.rice@iwd.iowa.gov

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



UNLEASHING OPPORTUNITIES TO GET
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