



Internal Memorandum

To: Lonnie Robbins, Chief Administrative Officer

From: Francine Trout, Administrator, Office of Workforce Development

Re: SAO for grant to provide Incumbent worker training to local businesses

Date: September 9, 2009

The Howard County Office of Workforce Development is requesting a Supplemental Appropriation Ordinance in order to have adequate spending authority to receive additional grant funds as part of the Maryland Business Works (MBW) program. Additional grant funding is made available through the American Recovery and Reinvestment Act. Through the MBW program we are able to reimburse eligible businesses for up to 50% of the cost of training for incumbent workers. As of July 1, 2009, we had approximately \$28,000 allocated to us from DLLR and we have requested and will receive an additional \$125,000 from DLLR. For Fiscal Year 2010, we included \$45,000 of spending authority for the MBW program and would like to increase our spending authority to a total of \$153,000 to account for the total funding to be received from DLLR. The funding we receive covers both Howard and Carroll counties. The parameters for the MBW program are as follows:

The MBW program is a workforce training initiative to encourage worker promotion, create additional job opportunities, and improve worker retention by increasing the skill level of the existing workforce. The employer may be reimbursed for up to 50% of the cost of training eligible employees.

Main Eligibility Criteria*

- Maryland companies that operate under the provision of Maryland law.
- For-profit and non-profit private sector employers.
- Staff must work in a Maryland facility and be full time benefited employees.
- Annual salary of individual staff participating in training should be less than \$80,000 per year.

Priority Focus Areas

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|--|---------------------------------------|
| ➤ Healthcare | ➤ Transportation |
| ➤ Education | ➤ Small Business (under 50 employees) |
| ➤ Professional/Business Services | |
| ➤ Manufacturing | |
| ➤ Finance/Insurance | |
| ➤ Warehousing | |
| ➤ Hospitality & Tourism | |
| ➤ Retail | |
| ➤ Bioscience | |
| ➤ Information Technology | |
| ➤ Green Industries/Occupational Skills | |
| ➤ Construction | |

Initiatives directed at English as a Second Language (ESL) courses or activities designed to improve Workplace Literacy.

Highlights of Training Requirements

- Training will directly result in the enhancement of job-related, occupational skills that can lead to an industry recognized certification or credential, and/or is a transferable skill.
- Training will result job advancement in the specific career path of the participant
- Training will help the organization reach its strategic goals and objectives, be more productive, profitable and competitive.
- Training will be under 6-months in duration.
- Priority will be given to training leading to job creation and/or wage gain.

If you require any additional information, please let me know.

cc: John Pettebone
Jennifer Sager
Shelia Little



HOWARD COUNTY DEPARTMENT OF FINANCE

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September 18, 2009

To: Lonnie R. Robbins
Chief Administrative Officer

From: Sharon F. Greisz
Director of Finance

Re: **SAO No. 7 Certification**

I hereby certify that funds are unencumbered and available for transfer as follows:

FROM:

051-490-8903-1000-0607	Grants Fund, Contingency Reserve	\$108,000
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TO:

051-002-0813-2000-0420	Office of Workforce Development – Maryland Business Works Program	\$108,000
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