

CITY OF MIDDLETOWN

Department of Planning, Conservation & Development



Community Development Division

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Launching Jobs Grants Program Guidelines

This strategy would seek to provide services to meet the needs unemployed and underemployed residents through a comprehensive program to help prepare clients for work, find employment and stay employed.

Services that would be included would be, but not limited to; helping clients create effective resumes, preparing for job interviews, job coaching, employment retention training and on the job monitoring.

I. Participating Organizations

- The City of Middletown will issue a request for interested organizations to be authorized participating partners in the Middletown Launching Jobs program. Organizations will be authorized to participate for the 2010-2015 Consolidated Plan period, and would not need to be re-authorized during this timeframe.
- The program will be limited to no more than 5 participating organizations, due to limited funds. The selection process will be based on the following, if more than 5 organizations apply to participate:
- Scoring System
 - a. Have offices or facilities located in Middletown (8 point for yes; 0 points for no)
 - b. Can document an expertise in training tailored to the needs of local businesses and/or providing services to pair prospective employees with employers (8 points for yes; 0 points for no)
 - c. Committee vote (each member can allot 5 points for the organizations they feel deserve to participate)

II. Eligible For-Profit Businesses

Any for-profit small business as defined by the U.S. Dept. of Small Business Administration Size Standards. General they are:

- \$0.75 million for most agricultural industries
- \$33.5 million for heavy construction industries
- \$14.0 million for specialty trade contractors
- 500 employees for most manufacturing and mining industries
- 100 employees for all wholesale trade industries
- \$7.0 million for most retail and service industries.

III. Eligible Activities

- a) Job creation associated with the establishment, and/or expansion of a small business (fewer than 500 workers)
- b) The provision of public services concerned with employment: screening of applicants and necessary job training for persons filling those positions.
- c) All activities participants must be low or moderate income.

FY 2010

Household Size	1	2	3	4	5	6	7	8
Ext. Low (30% AMI)	\$17,800	\$20,350	\$22,900	\$25,400	\$27,450	\$29,500	\$31,500	\$33,550
Very Low (50% AMI)	\$29,650	\$33,900	\$38,150	\$42,350	\$45,750	\$49,150	\$52,550	\$55,950
Low (80% AMI)	\$45,100	\$51,550	\$58,000	\$64,400	\$69,600	\$74,750	\$79,900	\$85,050
Moderate (100% AMI)	\$56,375	\$64,437	\$72,500	\$80,500	\$87,000	\$93,437	\$99,875	\$106,312

IV. Launching Jobs Grant Program Process

- a) Project Evaluation - A company's operations are reviewed and an assessment of the workforce skills that are needed.
- b) Workforce Solutions Plan - A draft workforce training plan and recommended media, classes and activities needed.
- c) Material Development - An instructional plan is developed along with materials, course descriptions, syllabus and any additional services.
- d) Pre-Employment Identification - Provide candidates screening, including classroom and job simulation exercises.
- e) Course Delivery - Conduct classes wherever and whenever needed to provide the best experience for the company, the candidates and the newly hired team members.
- f) Evaluation & Feedback - Obtain feedback from the company and participants to determine any additional needs or improvements.

V. Grant Amounts

- a) \$2,000 per full-time equivalent jobs (40 hour week)
- b) \$1,500 per full-time equivalent jobs (30 hour week)
- c) \$1,000 per part-time equivalent jobs (20 hour week)
- d) \$500 per part-time equivalent jobs (10 hour week)