

# PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD

## AMERICAN RESCUE PLAN ACT ELIGIBLE USES AND BENEFICIARY ELIGIBILITY POLICY

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<b>POLICY NUMBER:</b>	1.4000.100.033
<b>EFFECTIVE:</b>	January 1, 2023
<b>APPROVING AUTHORITY:</b>	Board Chair Prince George's County Workforce Development Board
<b>RESPONSIBLE STAFF:</b>	Contracted Services Providers
<b>RESPONSIBLE OFFICE:</b>	Office of the President, Employ Prince George's, Inc.

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### BACKGROUND:

The Prince George's County Public Workforce System, modeled as a free membership network and branded as the Prince George's County American Job Center Community Network, is the workforce system for the Prince George's County Local Workforce Development Area. The Prince George's County Local Workforce Development Area is one of 13 Local Workforce Development Areas in Maryland. Each Local Workforce Development Area is led by a Chief Local Elected Official and governed by a Local Workforce Development Board. The Prince George's County Executive is the Chief Local Elected Official for Prince George's County, and the Local Workforce Development Board is the Prince George's County Workforce Development Board. Based on the Prince George's County Local Workforce Area WIOA Local Governance Agreement between the Prince George's County Executive, the Prince George's County Workforce Development Board, and Employ Prince George's, Inc. (EPG), EPG serves as the administrative staff and fiscal agent of the Prince George's County Workforce Development Board (WDB).

### PURPOSE:

The American Rescue Plan Act was passed by Congress on March 10, 2021 and signed into law on March 11, 2021. The Act includes \$350 billion in funding to state, local, and Tribal governments through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program to support the response to and recovery from the COVID-19 public health emergency. Use of the funds is subject to the requirements specified in the Final Rule released by US Treasury on January 6, 2022. The Prince George's County Workforce Development Board is the recipient of multiple grants originating from the SLFRF and is therefore subject to using the funds in compliance with the SLFRF. The final rule provides a non-exhaustive list of enumerated uses that respond to pandemic impacts. The purpose of this policy is to set forth the WDB's expectation for the appropriate use of SLFRF funds.

### POLICY:

#### Eligible Uses

Funds awarded to the WDB and awarded subrecipients or contractors may be used for a variety of activities designed to respond to the negative economic impact of the COVID-19 pandemic. Programs and initiatives may be implemented at the discretion of the Executive Director, Prince George's County Workforce Development Board as long as they comply

with the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Final Rule and the regulations outlined in the Grant Award from the funding agency.

Eligible Workforce Development (and adjacent) activities include a range of allowable programming designed to address the workforce needs of Prince George's County residents.

- Public Jobs programs, including job fairs and job readiness activities;
- Subsidized employment, including grants and incentives to hire underserved workers;
- Work-based learning programs which combine education and real-life work<sup>1</sup>;
- Occupational skills training which may be provided by a trainer listed on the Local Eligible Training Provider List (LTPL);
- Entrepreneurship training;
- Supportive services designed to enable a participant to engage in allowable activities, such as transportation, childcare, dependent care, housing and other services or payments that are deemed necessary to enroll in or successfully complete an apprenticeship or employment training program; and
- Other qualifying activities that meet the requirements of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Final Rule ([Title 31 Code of Federal Regulations Subtitle A Part 35](#)).

Programming funded by SLFRF received from the State of Maryland must be centered on the provision of expanding apprenticeship and employment training programs unless otherwise affirmed by MD Labor.

In order to provide high-quality, relevant occupational skills training opportunities to residents, the Prince George's County Workforce Development Board maintains a list of vetted training opportunities that align with the region's in-demand career pathways and economic needs. The WDB approves employment training and apprenticeship providers through the Local Training Provider List (LTPL) application process. Only approved training providers and programs listed on the LTPL are eligible to receive SLFRF funds and other funding sources other than WIOA Title I training funds. The LTPL provides customers with a full array of approved training and apprenticeship programs designed to meet their needs to enter or advance in their chosen career pathway. The LTPL promotes informed customer choice, quality job driven training and apprenticeship programs and monitors provider performance and continuous improvement. The LTPL is utilized by customers, training providers, staff and program partners when researching career and training options. The WDB's policy regarding the LTPL can be found at <https://pgcajc.com/policy-guidance/>

Although capital expenditures are not explicitly identified in HB 588 as an enumerated use of funds, the final rule and related guidance identify such expenditures as an allowable usage of SLFRF funds. Capital improvements, such as improvements to job training centers and one stop facilities may be allowable using SLFRF funds with prior approval from the Executive Director, Prince George's County Workforce Development Board and MD Labor before such projects and related expenditures can be undertaken.

#### Individual Eligibility

Individuals are eligible for ARPA programs when they 1) reside in Prince George's County, 2) are unemployed or underemployed, and 3) have been impacted by the pandemic.

An individual is unemployed when they are not actively engaged in paid work but are looking for a job and available for work.

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<sup>1</sup> Work-based learning is a collective group of training options used to serve the needs of both businesses and job-seekers by delivering training to job-seekers and trained employees to businesses. These strategies include paid and unpaid work experience, transitional jobs, on-the-job training, customized training, and incumbent worker training, pre-apprenticeship, and apprenticeship and are often referred to as "earn and learn"

Underemployed means that an individual is currently employed but is seeking greater opportunities for economic advancement, such as higher wages or better career advancement opportunities are also eligible. The WDB further clarifies that this group includes:

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed but their family income is less than 150% of the most recent Lower Living Income Standard Level<sup>2</sup>;
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.

### Impacted Households and Communities

Households<sup>3</sup> are considered to be impacted and therefore presumed to be eligible to receive support from activities aimed at responding to negative economic impacts of the public health emergency when they are members of one of the identified groups:

- Experienced Unemployment
  - Unemployed individuals include both those who lost their job during the public health emergency and related recession, as well as those who were previously unemployed and saw their job prospects decline further as a result of the public health emergency.
- Experienced increased food or housing insecurity
  - Applied for SNAP for the first time or visited a food bank in the period 3/1/2020-present.
  - Missed one or more rent or mortgage payments in the period 3/1/2020-present.
- Qualify for Children's Health Insurance Program
- Qualify for Child Care Scholarship through the Maryland Department of Education's Division of Early Childhood<sup>4</sup>
- Qualify for Medicaid
- Low- or moderate-income
  - Income at or below 300 percent of the Federal Poverty Guidelines<sup>5</sup> for the size of the household based on the most recently published poverty guidelines; or
  - Income at or below 65 percent of the area median income<sup>6</sup> for the county and size of household based on the most recently published data.
  - Federal Poverty Guidelines and area median income levels have been compiled at <https://home.treasury.gov/system/files/136/SLFRF-LMI-tool.xlsx>

### Disproportionately Impacted Households and Communities

In recognition of the long-standing disparities in health and economic outcomes in underserved communities, additional categories qualify as Disproportionately Impacted.

- Low-income

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<sup>2</sup> Lower Living Standard Income Guidelines are updated annually and are available at <https://www.dol.gov/agencies/eta/llsil>

<sup>3</sup> A household is inclusive of all individuals who occupy a housing unit, whether they are related to each other or not. If a family and an unrelated individual, or two unrelated individuals, are living in the same housing unit, they would constitute two family units, but only one household. A family (or family unit) is a group of two or more persons related by birth, marriage, or adoption who live together.

<sup>4</sup> Administered by Child Care Scholarship Central 2 <https://earlychildhood.marylandpublicschools.org/child-care-providers/child-care-scholarship-program>

<sup>5</sup> Federal Poverty Guidelines are updated annually and are available at <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>

<sup>6</sup> HUD's Office of Policy Development and Research (PD&R) publishes Area Median Income annually at <https://www.huduser.gov/portal/datasets/il.html>

- Income at or below 185 percent of the Federal Poverty Guidelines for the size of its household based on the most recently published poverty guidelines; or
- Income at or below 40 percent of area median income for its county and size of household based on the most recently published data.
- Federal Poverty Guidelines and area median income levels have been compiled at <https://home.treasury.gov/system/files/136/SLFRF-LMI-tool.xlsx>
- Those residing within Qualified Census Tracts: A Qualified Census Tract (QCT)<sup>7</sup> is any census tract in which at least 50% of households have an income less than 60% of the Area Median Gross Income (AMGI). The U.S. Department of Housing and Urban Development (HUD) has defined 60% of AMGI as 120% of HUD's Very Low-Income Limits (VLILs), which are based on 50% of area median family income, adjusted for high cost and low-income areas. Individuals living in a QCT are not required to document their household income. To identify the Census Tract for a specific address, visit Census Geocoder at <https://geocoding.geo.census.gov/geocoder/geographies/address?form>
- Households that qualify for certain federal benefits:
  - Temporary Assistance for Needy Families (TANF),
  - Supplemental Nutrition Assistance Program (SNAP),
  - Free- and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs,
  - Medicare Part D Low-Income Subsidies,
  - Supplemental Security Income (SSI),
  - Head Start and/or Early Head Start,
  - Special Supplemental Nutrition Program for Women, Infants, and Children (WIC),
  - Section 8 Vouchers,
  - Low-Income Home Energy Assistance Program (LIHEAP), and
  - Pell Grants.

#### Documentation

If a recipient or subrecipient elects to determine eligibility on an individual basis, they must retain documentation demonstrating the negative economic impact experienced by this person (for example: documentation of a job loss, a reduction in hours worked, proof of residence establishing they live in a QCT, an attestation that an individual has experience housing or food insecurity etc.). Such documentation could be provided through a self-attestation process or by providing related documentary evidence during an initial intake process.

#### Audit Process

In order to comply with audit requirements related to the use of the funds, the WDB will engage a third-party auditor to conduct monitoring of SLFRF-funded activities.

#### **EXCLUSIONS TO THE POLICY:**

None.

#### **RESOURCES:**

US Department of the Treasury, [Coronavirus State and Local Fiscal Recovery Funds](#) (SLFRF) Final Rule

National Association of Workforce Boards American Rescue Plan Act [Workforce Development Program Training Guide](#)

<sup>7</sup> The National Association of Workforce Boards (NAWB) maintains a tool which identifies Qualified Census Tracts. The tool can be found at [https://www.google.com/maps/d/u/0/viewer?mid=1CB9sDCbMkKXEF\\_V1PwPoHa-ov6lA6ds&ll=38.12951337685749%2C-77.9022864723748&z=7](https://www.google.com/maps/d/u/0/viewer?mid=1CB9sDCbMkKXEF_V1PwPoHa-ov6lA6ds&ll=38.12951337685749%2C-77.9022864723748&z=7)

**FORMS:**

N/A

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**APPROVING SIGNATURE(S):**

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Board Chair  
Prince George's County Workforce Development Board

Dec 7, 2022

Date