

PRINCE GEORGE’S COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD

Grant Application Support Policy

POLICY NUMBER:	1.4000.100.009
EFFECTIVE:	April 21, 2021
APPROVING AUTHORITY:	Board Chair Prince George’s County Workforce Development Board
RESPONSIBLE STAFF:	Executive Director, Board Administrator, Policy & Compliance Director
RESPONSIBLE OFFICE:	Office of the President, Employ Prince George’s, Inc.

SUMMARY:

The Prince George’s County Public Workforce System, branded as the Prince George’s County American Job Center Community Network (AJCCN), is the workforce system for the Prince George’s County Workforce Development Area, which is one of 12 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 County Executive is Prince George’s County’s Chief Local Elected Official, and the Local Workforce Development Board is the Prince George’s County Workforce Development Board (PGCWDB). Based on the Prince George’s County Local Workforce Area agreement between the County Executive, the Prince George’s County Workforce Development Board and Employ Prince George’s (EPG), EPG serves as the administrative staff and fiscal agent of the PGCWDB.

POLICY:

This policy applies to government entities, businesses, nonprofits, and other organizations that request a letter from the PGCWDB in support of their grant application for grant funding. The process below shall be followed for all requests. Failure to adhere to the process may result in denial of the request.

PROCESS:

Entities requesting a letter of support from the PGCWDB for a grant application must be a member, in good standing, of the AJCCN. Requestors must submit a written request to the PGCWDB Administrator at EPGCD2@co.pg.md.us. Request for a letter of support must be received at least fifteen (15) business days prior to the application is due to back to the requester. The request should contain details of the funding opportunity, including the grant application, an overview of the requesters proposed programming, period of performance, and the applicant’s capacity and expertise in performing the proposed programming.

The PGCWDB Executive Director, PGCWDB Chair, and PGCWDB Vice Chair will discuss the request, including any appropriate due diligence, and may reach out to the requestor for additional clarifications. This discussion may take place via meeting or email. The PGCWDB Executive Director, PGCWDB Chair, and PGCWDB Vice Chair, with a majority vote, will decide to approve a PGCWDB letter of support or deny a letter of support on behalf of the PGCWDB. Written notice of the decision must be presented to the PGCWDB at the next available meeting of the PGCWDB.

Once a request for a letter of support has been approved, the Policy Director will draft the letter, obtain the necessary signatures, and deliver the signed letter to the entities designated representative via email, carbon copying the PGCWDB Administrator.

If the PGCWDB Executive Director, PGCWDB Chair, and PGCWDB Vice Chair decline the request for a letter of support, the applicant will be notified by the PGCWDB Administrator, via email, within fifteen (15) days of the PGCWDB Administrator receiving the request.

POLICY VIOLATIONS:

N/A

EXCLUSIONS TO THE POLICY:

None

FORMS:

None

APPROVING SIGNATURES:


Charnetia Young (Apr 29, 2021 09:35 EDT)

Apr 29, 2021

Board Chair
Prince George's County Workforce Development Board

Date