

Registered Apprenticeship for Formerly Incarcerated Individuals (Pilot) | January 12, 2021

TO: Division of Workforce Development and Adult Learning (DWDAL) staff and Local Workforce Development Area Directors

FROM: Division of Workforce Development and Adult Learning
Maryland Department of Labor (MD Labor)

SUBJECT: Registered Apprenticeship for Formerly Incarcerated Individuals (Pilot)

PURPOSE: To provide comprehensive policy guidance on the Registered Apprenticeship for Formerly Incarcerated Individuals (Pilot).

ACTION: Local Workforce Development Area Directors, American Job Center (AJC) MD Labor Exchange Administrators, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available [on the MD Labor website](#).

EXPIRATION: Until cancelled or replaced.

QUESTIONS:

Lauren Gilwee, Director Policy DWDAL lauren.gilwee@maryland.gov	Chris MacLarion, Director Apprenticeship and Training DWDAL christopher.maclarion@maryland.gov
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GENERAL INFORMATION

REGISTERED APPRENTICESHIP

Registered Apprenticeship is a proven model of job preparation that combines paid on-the-job training (OJT)¹ with Related Instruction to progressively increase workers' skill levels and wages. Registered Apprenticeship is also a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an “earn and learn” strategy, Registered Apprenticeship offers jobseekers immediate employment opportunities with sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally recognized, portable credentials, and their training may often be applied towards further post-secondary education.

All Registered Apprenticeship programs consist of the following five core components:

- A. Business Involvement** – Businesses are the foundation of every Registered Apprenticeship program. The skills needed for workforce success, provided through business input, form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
- B. On-the-Job Training** – Every Registered Apprenticeship program includes structured OJT. Companies hire Registered Apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the Registered Apprentice must learn over the course of the program to become fully proficient at the job.
- C. Related Instruction²** – Apprentices receive Related Instruction or classroom style training that complements the OJT. This instruction helps refine the technical and academic skills that apply to the job. A community college, technical school or college, an apprenticeship training school, non-profit, community-based organization (CBO), industry, labor organization, business association, or business may offer Related Instruction. The instruction can be provided at the school, online, or at the work site.
- D. Rewards for Skill Gains** – Registered Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate Registered Apprentices as they advance through training and become more productive and skilled at their job.
- E. National Occupational Credential** – Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a certificate of completion. This portable credential signifies that the Registered Apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs, particularly in high-growth industries such as healthcare, advanced manufacturing, and transportation, also offer interim credentials as Registered Apprentices master skills included in their career pathway.

¹ Also known as “on the job learning” (OJL).

² The U.S. Department of Labor now refers to Related Technical Instruction (RTI) as Related Instruction, see 20 CFR 680.

REGISTERED APPRENTICESHIP IN MARYLAND

The U.S. Registered Apprenticeship System is authorized through the National Apprenticeship Act of 1937. Maryland Department of Labor Division of Workforce Development and Adult Learning (MD Labor DWDAL) serves as the “State Apprenticeship Agency” and, in consultation with the Maryland Apprenticeship and Training Council, is responsible for the following functions:

- A. Registering apprenticeship programs that meet federal and state standards;
- B. Issuing certificates of completion to Registered Apprentices;
- C. Encouraging the development of new programs through outreach and technical assistance;
- D. Protecting the safety and welfare of Registered Apprentices; and,
- E. Assuring that all programs provide high-quality training.

MARYLAND LAW

Under MD Ann. Code, Labor and Employment Article §11-604,³ MD Labor administers a three-year pilot to serve Registered Apprenticeship programs in the construction industry that hire Registered Apprentices that (1) have been formerly incarcerated and (2) live in Baltimore City and Dorchester County. The pilot is for 2020 to 2022.

In 2020, the law was amended to include an annual report on the progress of the pilot program each year to the General Assembly.

MD Labor is developing regulations for this pilot. The regulation will be publicly available once finalized.⁴

³ MD. Ann. Code, Labor and Employment Article §11-604 “[Apprenticeship Career Training Pilot Program for Formerly Incarcerated Individuals](#)”.

⁴ The proposed regulations can be found at 47: 26 Md. R. 1111-1112 (12-18-20): <http://www.dsd.state.md.us/MDR/4726.pdf>.

REGISTERED APPRENTICESHIP FOR FORMERLY INCARCERATED INDIVIDUALS GRANT PILOT

PURPOSE

MD Labor may receive an allocation of up to \$100,000 each year for three years from the annual State budget to distribute as grants for the *Registered Apprenticeship for Formerly Incarcerated Individuals (Pilot)*.⁵ This pilot awards Registered Apprenticeship Sponsors and employers flexible funding to offset the cost of registering new apprentices by granting a maximum of \$1,000 per new eligible Registered Apprentice, until program funds are exhausted. Eligible Registered Apprenticeship Sponsors and employers may receive up to \$25,000 per year. The goals of this program are:

- A. To develop a well-trained, productive construction workforce which meets the needs of the State's economy;
- B. To encourage employers to hire formerly incarcerated individuals in the construction industry; and,
- C. To help employers offset additional costs, if any, associated with hiring Registered Apprentices.

ELIGIBILITY AND OUTREACH

To be eligible for the *Registered Apprenticeship for Formerly Incarcerated Individuals (Pilot)*, a Registered Apprenticeship Sponsor or employer must be engaged in the building and construction trade and have hired formerly incarcerated Registered Apprentices who:

- A. Have been employed by the Registered Apprenticeship Sponsor or employer for at least seven months;
- B. Are enrolled in the first year of a Registered Apprenticeship program registered with DWDAL; and,
- C. Live in Baltimore City or Dorchester County.

Registered Apprenticeship Sponsors and employers can only apply for and receive one grant award per Registered Apprentice.

MD Labor's business service staff, Local Veteran Employment Representatives (LVER), Apprenticeship Navigators, and Reentry Navigators shall conduct outreach to ensure Maryland's Registered Apprenticeships and participating businesses are aware of the opportunities available to them via this pilot. MD Labor encourages Local Workforce Development Areas (Local Areas) to conduct outreach. Once an interested business is identified, local business service, Regional Business Navigators, Apprenticeship Navigators, and Reentry Navigators are available to assist in the completion and submission of the application. Staff may also refer the business to the MD Labor Director of Apprenticeship and Training for additional questions as needed.

In 2019, the Maryland General Assembly enacted House Bill 994, "Labor and Employment - Criminal Record Screening Practices (Ban the Box)," under Maryland Constitution, Chapter 8 of 2020.⁶ This Chapter prohibits employers who employ 15 or more full-time employees from requiring an applicant for employment, before the first in-person interview, to disclose information regarding the criminal record of the applicant except under certain circumstances. Local jurisdictions may have additional restrictions regarding obtaining criminal record information during the hiring process. While Registered Apprenticeship Sponsors and employers cannot ask for

⁵ In Fiscal Year 2020, MD Labor received \$50,000 for this purpose as a result of budget restraints due to the COVID-19 pandemic.

⁶ MD Ann. Code, Labor and Employment §3-1501 et seq. "[Criminal History Screening](#)".

criminal background information on applications, the Maryland Workforce Exchange (MWE) can provide referrals of eligible jobseekers to help connect with a Registered Apprenticeship program.

The MWE serves as the data system for a number of MD Labor programs. It is used for reporting as well as labor market information needs for its job candidates, workforce professionals, and employers. Currently, Personally Identifiable Information (PII) and sensitive information are stored and protected through the MWE, where partners can only see information that is pertinent to their work.

MD Labor and Local Area staff may alert Registered Apprenticeship Sponsors and employers that a jobseeker has a criminal background if the jobseeker selects “Yes” to the question “Have you been arrested / convicted of a crime?” in the Maryland Workforce Exchange (MWE).⁷ The MWE contains the following notice to alert jobseekers of this function:

“Please note: You are not required to reveal your criminal background information. State law and some local laws limit when and if certain employers, or a person acting on behalf of employers, may ask you about your criminal background. If you share your criminal background history here, please be aware that you may be entitled to additional services and programs and that the Department and its partners may reveal your criminal background history to potential employers seeking to hire you.”

APPLYING FOR THE REGISTERED APPRENTICESHIP FOR FORMERLY INCARCERATED INDIVIDUALS GRANT PILOT

Application Submission

To apply for funding through the *Registered Apprenticeship for Formerly Incarcerated Individuals (Pilot)*, a Registered Apprenticeship sponsor or business must first complete the application provided in ***Attachment A – Sample Application*** and submit the U.S. Citizenship and Immigration Services I-9 “Employment Eligibility Verification” form.⁸ Eligible businesses should submit completed applications electronically to dmatpapprenticeshipandtraining-labor@maryland.gov for consideration by the reviewer. Applications will be accepted and reviewed on a rolling, first-come, first-served basis.

Application Review

The DWDAL Director of Apprenticeship and Training (or designee) is the application reviewer for the pilot. The reviewer for the pilot must review submitted applications in a timely manner. The reviewer must ensure that approved applications meet eligibility requirements.

⁷ “Have you been arrested / convicted of a crime?” is a required question in the MWE. Options include: “Yes”, “No”, and “I do not wish to answer.” Employers in the MWE do not have access to jobseekers’ responses to this question.

⁸ The U.S. Citizenship and Immigration Services I-9 form “Employment Verification” can be found here: <https://www.uscis.gov/i-9>.

Application Approval/Denial

MD Labor must inform applicants via email of approvals or denials within 14 business days of application receipt.

If approved, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Award Notification to be signed by the applicant. A sample of this notification is provided through ***Attachment B – Sample Grant Award Notification***.

Approved Registered Apprenticeship Sponsors and employers must submit completed grant agreements and a completed W-9 to MD Labor for review within 14 business days of award notification by email at dmatpapprenticeshipandtraining-labor@maryland.gov. After the agreement has been formally executed, MD Labor shall provide funds to the approved grantee.

MD Labor will deny incomplete applications. If a grant application is denied, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Denial Notification containing feedback on the application. A sample of this notification is provided through ***Attachment C – Sample Grant Denial Notification***. A denied applicant may request for reconsideration of the decision. The request must be emailed to dmatpapprenticeshipandtraining-labor@maryland.gov within 15 calendar days of the date of the Grant Denial Notification and (1) be in writing and state the grounds for the request; and, (2) state the reasons why the application should be reconsidered and approved. The DWDAL Assistant Secretary (or designee) will consider all requests for reconsideration and provide a written response to the applicant within 14 business days of request receipt. The DWDAL Assistant Secretary (or designee)'s decision is final.⁹

⁹ Any of the time periods under this section, "Application Approval/Denial," may be extended by the MD Labor DWDAL Assistant Secretary in their sole discretion.

REPORTING, MONITORING, AND RECORD RETENTION

REPORTING

MD Labor must submit an annual report to the Maryland General Assembly by September 30th of 2020-2022. The report shall include, in accordance with § 2–1257 of the State Government Article, the following information for the immediately preceding calendar year:

- A. The number and types of employers that received grants under the pilot;
- B. The grant amount received by each employer;
- C. The total number of Registered Apprentices and number of Registered Apprentices that participated in the pilot; and,
- D. The progress in achieving the purposes of the pilot.

MONITORING

MD Labor, as it deems necessary, may supervise, evaluate, and provide guidance or direction on the eligibility terms under which this grant is awarded. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve the grantee of any liability for failure to comply with the terms of the grant award.

RECORD RETENTION

Maryland requires participating programs to retain grant fiscal records for at least three years, or until all audit and litigation issues are resolved, whichever is later. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

All records, both electronic and physical, must be maintained in accordance with DWDAL's policy concerning security¹⁰ to maintain confidentiality and protect PII. PII is participant-level and employee data that either by itself, or combined with other data, can link to a specific individual or identity.

When emailing documents containing PII, all grantees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

¹⁰ DWDAL's current and archived policies are available at the following link:
<http://www.labor.maryland.gov/employment/mpi/>.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or veteran status. Grantees working with Registered Apprenticeship Sponsors or Registered Apprentices in need of accommodations are responsible for securing the necessary support, in compliance with 29 CFR Parts 29 and 30 and with Code of Maryland Regulations 9.12.42. Grantees may refer to MD Labor's Nondiscrimination Plan¹¹ and Language Access Plan¹² for more information on accommodations and services.

¹¹ MD Labor's Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

¹² The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

REFERENCES

LAW

- MD Ann. Code, Labor and Employment, §§ 11-401 *et seq.* “Planned Apprenticeship Standards and Activities”;
- MD Ann. Code, Labor and Employment Article §11-604 “Apprenticeship Career Training Pilot Program for Formerly Incarcerated Individuals”; and
- MD Ann. Code, Labor and Employment §3-1501 *et seq.* “Criminal History Screening”.

REGULATION

- 29 CFR Parts 29 and 30, “Apprenticeship Programs; Equal Employment Opportunity: Final Rule,” dated December 19, 2016;
- 29 CFR 95.53, “Retention and access requirements for records”;
- 29 CFR 97.42, “Retention and access requirements for records”;
- Code of Maryland Regulations 09.12.43, “Maryland Apprenticeship and Training”;
- Code of Maryland Regulations 9.12.42, “Equal Employment Opportunity”; and
- Code of Maryland Regulations 21.11.12, “Socioeconomic Policies”.

FEDERAL GUIDANCE

- TEGL 13-16, “Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA),” dated January 12, 2017;
- TEN 23-16, “Announcing the release and publication of the Apprenticeship Programs; Equal Employment Opportunity final rule in the Federal Register,” dated December 19, 2016;
- TEN 04-15, “Expanding Registered Apprenticeships and Pre-Apprenticeships to Create a Pathway to Good Middle Class Jobs for Youth and Adults with Disabilities,” dated July 31, 2015;
- TEN 18-13, “21st Century Registered Apprenticeship: A Shared Vision for Increasing Opportunity, Innovation, and Competitiveness for American Workers and Employers,” dated January 2, 2014;
- TEN 02-12, “Release and Availability of the Final Report Titled An Effectiveness Assessment and Cost-Benefit Analysis of Registered Apprenticeship in 10 States,” dated July 31, 2012;
- TEGL 39-11, “Guidance on the Handling and Protection of Personally Identifiable Information (PII),” dated June 28, 2012;
- TEN 44-11, “Encouraging Enhanced Partnerships and Collaboration between the Workforce Investment System and Registered Apprenticeship Programs,” dated May 10, 2012;
- TEN 48-08, “Release and Availability of Report Titled, The Benefits and Challenges of Registered Apprenticeship: The Sponsors’ Perspective,” dated June 1, 2009;
- TEGL 02-07, “Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System,” dated July 12, 2007; and
- TEN 17-06, “Vision for 21st Century Apprenticeship,” dated November 22, 2006.

OTHER RESOURCES

- American Institute for Innovative Apprenticeship, “Starting a Registered Apprenticeship Program: A Guide for Employers or Sponsors,” dated June 2017;
- American Institute for Innovative Apprenticeship, “National Occupational Frameworks”;
- Division of Workforce Development and Adult Learning and Division of Unemployment Insurance, “Language Access Plan”;
- Maryland Policy Issuances can be accessed at: <http://www.labor.maryland.gov/employment/mpi/>;

- MD Labor, “[Maryland’s Nondiscrimination Plan under the Workforce Innovation and Opportunity Act](#)”;
and
- USDOL, “[A Quick-Start Toolkit Building Registered Apprenticeship Programs](#)”.

ATTACHMENTS

- Attachment A – Sample Application
- Attachment B – Sample Grant Award Notification
- Attachment C – Sample Grant Denial Notification

**Registered
Apprenticeship for
Formerly Incarcerated
Individuals (Pilot)
Application**

To expedite approval please complete all requested information on the application.

Amount of Funds Requested _____ Date _____

Number of Registered Apprentices involved in the pilot _____

Business Profile

Legal Business Name _____ Federal Taxpayer ID# _____

Mailing Address _____

City, State, Zip Code _____

Name and Title of Company Contact Person _____

Telephone Number _____ Email Address _____

Nature of Business _____

Information Concerning Registered Apprentice(s) Involved in the Pilot

List all Registered Apprentices who will be involved in the Related Instruction. Attach additional sheets if necessary.

Registered Apprentice Name	First Day of Work
Registered Apprentice resides in:	
<input type="checkbox"/> Baltimore City	
<input type="checkbox"/> Dorchester County	
<input type="checkbox"/> Other: _____	
Has the Registered Apprentice been previously incarcerated?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Registered Apprentice Name	First Day of Work
Registered Apprentice resides in:	
<input type="checkbox"/> Baltimore City	
<input type="checkbox"/> Dorchester County	
<input type="checkbox"/> Other: _____	
Has the Registered Apprentice been previously incarcerated?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Registered Apprentice Name	First Day of Work
Registered Apprentice resides in:	
<input type="checkbox"/> Baltimore City	
<input type="checkbox"/> Dorchester County	
<input type="checkbox"/> Other: _____	
Has the Registered Apprentice been previously incarcerated?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

FOR OFFICE USE ONLY

**Approval of Training by Maryland Department of Labor
Division of Workforce Development and Adult Learning**

Name and Title of Maryland Department of Labor Representative

Telephone Number

Email Address

Date Submitted to Maryland Department of Labor

Date Approved by Maryland Department of Labor

DATE

Dear **PERSON OF CONTACT**,

On behalf of the Maryland Department of Labor (MD Labor), I would like to thank you for your interest in the *Registered Apprenticeship for Formerly Incarcerated Individuals (Pilot)*. Our team has reviewed your application and agrees to fund your proposal in the amount of \$**xxxxx**. The award number is **XXX**.

By accepting the grant award, you, as the Grantee, are agreeing to the following terms:

- 1) You acknowledge that grant funds are subject to the availability of State funds.
- 2) You agree to establish and maintain records related to the receipt of grant funds for no less than three (3) years from the completion of the activities. You further agree to allow MD Labor, if requested, access to these records for the purpose of monitoring.
- 3) MD Labor, as it deems necessary, may supervise, evaluate, and provide guidance or direction on the eligibility terms under which this grant is awarded. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve Grantee of any liability for failure to comply with the terms of the grant award.
- 4) You certify that you possess and maintain any and all necessary licenses, approvals, certifications, and are in compliance with all applicable State and federal laws and regulations. Such approvals, licensing, certifications, and compliance include, but are not limited to, the laws, regulations, and policies of:
 - a) Maryland Unemployment Insurance;
 - b) Maryland Occupational Safety and Health (*MOSH*);
 - c) Maryland Apprenticeship and Training Council; and,
 - d) The Comptroller of Maryland.
- 5) The representations, statements, and other matters contained in the approved Application and any amendments thereto are and remain true and complete in all material respects.
- 6) You have not been found guilty or liable of any criminal or civil violations of any federal or State law. You further certify that you are not currently the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
- 7) You certify that you prohibit, and covenant that you will continue to prohibit, discrimination on the basis of: race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.
- 8) You will comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment and credit practices, including:
 - a) Titles VI and VII of the Civil Rights Act of 1964;

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- b) Title VIII of the Civil Rights Act of 1968, as amended;
 - c) The Americans with Disabilities Act of 1990; and
 - d) Maryland Annotated Code, State Government Article, § 20-601 *et seq.*
- 9) You will comply with the State of Maryland’s policy concerning drug and alcohol free workplaces as set forth in the Governor's Executive Order 01.01.1989.18, COMAR 21.11.08, the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F.I. The Grantee must remain in compliance with these policies throughout the term of this Agreement.
- 10) You agree to maintain confidentiality of records as required by applicable law and regulation, including but not limited to Md. Code. Ann., Gen’l Prov. Art. § 4-201, Md. Code. Ann., Lab & Empl. Art. §8-625, COMAR 09.01.01, 09.33.01, and 42 U.S.C. §503.
- 11) You certify that no part of the grant funds, no part of the project, and no part of the Property, shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.
- 12) Subject to the limitations contained in the Maryland Tort Claims Act, Grantee shall hold harmless and indemnify the Department and the State of Maryland from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys’ fees and disbursements of any character that arise from, are in connection with, or are attributable to the performance or nonperformance of the Grantee, its Subgrantees, or subcontractors under this Grant. This indemnification clause shall not be construed to mean that the Grantee shall indemnify the Department or the State against liability for any losses, damages, claims, suits, actions, liabilities, and/or expenses that are attributable to the sole negligence of the Department or the State or the State’s employees. The Department and the State have no obligation to provide legal counsel or defense to the Grantee, its Subgrantees, or subcontractors in the event that a suit, claim, or action of any character is brought by any person as a result of or relating to the Grantees performance under this Grant. The State has no obligation for the payment of any judgments or the settlement of any claims against the Grantee, its Subgrantees, or subcontractors as a result of or relating to the Grantees performance under this Grant. Grantee agrees that all costs incurred by the Department or State as a result of such liabilities, suits, actions, claims, demands, losses, expenses, or costs, including reasonable attorney's fees, shall be immediately, and without notice, due and payable by Grantee to the Department. The Department and State are not deemed to have waived any immunity that may exist in law, regulation, or otherwise. This Section shall survive the term of this Agreement.
- 13) All notices, requests, approvals, and consents of any kind made pursuant to this Agreement shall be in writing. Communications to Grantee shall be directed to the party identified in the Proposal as the Lead Applicant. Any such communication, unless otherwise specified, may be delivered:
- a) Via electronic mail to the Grantee’s assigned Grant Advisor, or
 - b) By mail to:

Maryland Department of Labor
Division of Workforce Development and Adult Learning
Attn: Christopher MacLarion, Director of Apprenticeship and Training
1100 North Eutaw Street, Room 209
Baltimore, MD 21201

14) This Agreement shall be governed by, subject to, and construed according to the laws of the State of Maryland. The Grantee shall comply with all applicable federal, State, and local laws.

MD Labor intends to make available to the public certain information regarding the Project and the Grantee. In addition, the Department is required to disclose information about the Project to the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, other lenders, and funding sources. Such information that may be disclosed to any of the foregoing, including the public, may include the name of the Grantee; the name, location, and description of the pilot; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; information contained in the Application; and the sources, amounts, and terms of other funding used to complete the Project, including capital contributions from the Grantee. This information may be confidential under Maryland's Public Information Act, General Provisions Article § 4-101 *et seq.* of the Annotated Code of Maryland (the "**Public Information Act**"). If Grantee does not want this information made available to the above referenced parties, Grantee must attach a written objection to this Agreement. If an objection is received, the Department will notify Grantee if a request is received pursuant to the Public Information Act and will review the listed objections to make a determination if disclosure is required by law.

Should you or any member of your staff have any questions regarding this grant, please contact Mr. Christopher MacLarion, Director of Apprenticeship and Training at 410-767-3969 or Christopher.MacLarion@maryland.gov.

Sincerely,

James E. Rzepkowski
Assistant Secretary
Division of Workforce Development and Adult Learning

Enclosure – *Registered Apprenticeship for Formerly Incarcerated Individuals (Pilot)*

Grant Information

Grantee Name	
Grantee DUNS Number	Federal Taxpayer ID#
Amount of Funds Obligated by this Action	
Total Amount Obligated to the Grantee	
Awarding Official	James E. Rzepkowski, Assistant Secretary

IN WITNESS WHEREOF, the undersigned have executed this to the Grant Agreement on or before the date first set forth herein.

Witness/Attest:

FOR GRANTEE:

By: _____ (SEAL)

Name: _____

Title: _____

Date

MARYLAND DEPARTMENT OF LABOR, a principal department of the State of Maryland

By: _____ (SEAL)

James E. Rzepkowski

Date Executed on behalf of Department



Dear Mr./Ms.:

The Maryland Department of Labor (MD Labor)'s Division of Workforce Development and Adult Learning (DWDAL) has denied your request for funds under the *Registered Apprenticeship for Formerly Incarcerated Individuals (Pilot)*. The reason for denial is

Though we are denying your current application, our office can assist you with your application to create an opportunity that meets the parameters of the grant. Should you wish to have additional assistance please do not hesitate to contact us.

Through this *Registered Apprenticeship for Formerly Incarcerated Individuals (Pilot)*, MD Labor invests in a well-trained, productive construction workforce which meets the needs of the State's economy. The pilot encourages Registered Apprenticeship employers to hire formerly incarcerated individuals in the construction industry, and it helps employers offset additional costs, if any, associated with hiring Registered Apprentices.

If you wish to file a request for reconsideration, please submit a request within 15 calendar days from the notice of denial. The request for reconsideration must be emailed to dmatpapprenticeshipandtraining-labor@maryland.gov and: (1) be in writing and state the grounds for the request for reconsideration; and, (2) state the reasons why the request should be approved. The MD Labor DWDAL Assistant Secretary (or designee) will consider all requests for reconsideration and provide written response to the applicant within 14 calendar days of request receipt. The MD Labor DWDAL Assistant Secretary (or designee) may extend before mentioned time periods in their sole discretion.

Thank you for your interest in the *Registered Apprenticeship for Formerly Incarcerated Individuals (Pilot)*. Should you have additional questions or concerns, please contact me at 410.767.3969 or Christopher.MacLarion@maryland.gov.

Sincerely,

Chris MacLarion
Director, Apprenticeship and Training
Maryland Department of Labor