One Baltimore for Jobs (1B4J) Initiative │ February 2, 2016

TO: Baltimore City Local Workforce Development Area – Mayor's Office of Employment Development (MOED) staff
Division of Workforce Development and Adult Learning (DWDAL) staff

FROM: Division of Workforce Development and Adult Learning
Maryland Department of Labor, Licensing and Regulation

SUBJECT: One Baltimore for Jobs (1B4J)

PURPOSE: To provide policy guidance on Baltimore City's One Baltimore for Jobs initiative

ACTION: The Baltimore City LWDA Director, Baltimore City American Job Center (AJC) Labor Exchange Administrator, and DWDAL central office managers will ensure all employees and 1B4J vendors and community partners are aware of and receive copies of this policy. DWDAL policies are available on the DLLR website.

EXPIRATION: July 10, 2017

QUESTIONS:

Lloyd Day
Director, Office of Workforce Development
410.767.2995
lloyd.day@maryland.gov

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Project Manager, DWDAL
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One Baltimore for Jobs (1B4J) Initiative

GENERAL INFORMATION

The One Baltimore for Jobs (1B4J) grant program was jointly established by the U.S. Department of Labor (USDOL), the Maryland Department of Labor, Licensing and Regulation (DLLR), and the Baltimore City Mayor's Office of Employment Development (MOED)[1] in direct response to the civil unrest that Baltimore experienced in April 2015.

The 1B4J Initiative targets unemployed and underemployed individuals in predominately African-American, low-income neighborhoods in Baltimore City, with an emphasis on serving residents between the ages of 16-29 living in areas hard hit by damage caused by the April 2015 events. The grant objective is not only to help residents to receive training and obtain a job—but perhaps more importantly—to build a sustainable infrastructure that more closely partners city and State agencies, nonprofit organizations, and community associations. 1B4J uses three strategies to meet this aim:

1. **Increase Access to Occupational Skills** via training in high-growth sectors of Baltimore's economy, including healthcare, construction, technology, manufacturing, and transportation and logistics;
2. **Reduce Barriers to Employment & Training** by focusing on obstacles that currently deter many City residents, including: lack of educational background, struggles with deteriorating mental health, and barriers related to criminal backgrounds.
3. **Support Community Based Projects & Establish Linkages with Career Opportunities** through developing workforce opportunities, offering career support, and partnering with local philanthropic organizations to help expand efforts and ensure long-term success.

Program participants will be served through a locally-based network of workforce development and supportive-service providers, all of which will be selected through competitive Request for Proposal (RFP) processes hosted by MOED between Summer 2015 and Winter/Spring 2016. This provider network will include 12 occupational skills training vendors selected via competitive process in Summer/Fall 2015, as well as additional vendors selected through subsequent bid processes/RFPs. Training participants will be recruited through a number of community, organizational and agency-based outlets, including but not limited to Baltimore City's two American Job Centers (AJCs), both of which are staffed with professionals from a variety of governmental and non-profit service providers.

As of this policy's issuance, the occupational skills training vendors are, as follows:

1B4J Occupational Skills Training Vendors
1. Biotechnical Institute of Baltimore
2. Bon Secours
3. Caroline Center
4. Catholic Charities
5. City Life Community Builders
6. Civic Works
7. Humanim
8. Jane Addams Resource Corporation
9. Job Opportunities Taskforce
10. Maryland New Directions
11. New Pathways
12. Vehicles for Change

DLLR is the recipient of the 1B4J grant funds awarded by the USDOL. As a recipient, DLLR is held accountable for the federal funds under the provisions of the award.

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[1] MOED is the Local Workforce Development Area (LWDA) for Baltimore City.

1B4J PARTICIPATION: JOB SEEKERS & BUSINESSES

TARGET PARTICIPANTS

The 1B4J Initiative serves low-skill Baltimore City residents facing barriers to employment, with a special focus on serving individuals between the ages of 16-29 who face challenges including:

- Unemployment or limited earnings;
- Criminal background;
- Lack of a high school completion;
- Substance abuse and/or mental health concerns;
- Child support arrears;
- Lack of reliable transportation to work, training, or other services; and,
- Lack of reliable child or dependent care.

1B4J occupational skills training vendors are required to mitigate at least three barriers to employment.

Priority of Service

Veteran's Priority of Service provisions shall apply to 1B4J. For additional information on Veterans Priority of Service contact LeRoy Thomas, DLLR Veterans Program Manager, at Leroy.thomas@maryland.gov or 410-767-2015.

Priority shall also be given to Baltimoreans who reside in a neighborhood where the poverty rate exceeds 20 percent. ***Attachment A –Baltimore City Poverty Rates*** maps data on City poverty levels. Examples of high-poverty neighborhoods include:

Examples of Priority Neighborhoods

Abell	Edmonson Village	Little Italy	Park Circle
Armistead Gardens	Franklintown Road	Madison Park	Patterson Place
Baltimore Highlands	Frankford	McElderry Park	Penrose/Fayette
Barclay	Franklin Square	Middle East	Perkins Homes
Belair-Edison	Gay Street	Mid-Town Belvedere	Pleasant View Gardens
Berea	Govans	Midtown/Edmonson	Poppleton
Better Waverly	Greenmount West	Mill Hill	Remington
Broadway East	Greenspring	Milton-Montford	Reservoir Hill
Brooklyn	Gwynns Falls	Mount Holly	Rosemont
Carroll-South Hilton	Harwood	Northwest Community Action Center	Sandtown/Winchester
Carrollton Ridge	Heritage Crossing	Oakenshawe	Seton Hill
Central Park Heights	Highlandtown	O'Donnell Heights	Shipley Hill
Coldstream-Homestead-Montebello	Hollins Market	Oldtown	Southwest/Mt. Clare
Charles North	Johnston Square	Old Goucher	South Clifton
Charles Village	Jones Falls Area	Oliver	Towanda-Grantley
Cherry Hill	Jonestown	Orchard Ridge	Union Square
Druid Heights	Lake Walker	Panway/Braddish Ave.	Upton
Dunbar-Broadway	Langton Hughes	Parkside	Walbrook
East Baltimore Midway	Liberty Square-Leighton	Parklane	Washington Hill

Source: Baltimore City Mayor's Office of Employment Development

PARTICIPANT OUTREACH METHODS

1B4J occupational skills training vendors must identify potential participants by recruiting in or near identified communities. Providers must partner with community groups and associations to ensure residents from distressed communities are connected to 1B4J training opportunities.

MOED must facilitate communication on the 1B4J Initiative to ensure all MOED and AJC staff know of the program as a potential resource for customers. MOED and AJC staff should help to identify potential participants and refer them to the appropriate 1B4J vendor contact to determine program eligibility.

TARGET EMPLOYERS & OUTREACH

Each occupational skills training vendor participating in the 1B4J Initiative must provide occupational skills training within a sector that may include the following high-growth, high-demand industries:

- Healthcare;
- Construction;
- Technology;
- Manufacturing; or,
- Transportation & Logistics.

Because the 1B4J Initiative uses a sector-based strategy for workforce development, each training program must include strong, direct connection to employers. Employer involvement and commitment to hire and place participants is a proven method to help ensure that program participants are developed to meet the needs of employers, and that participants who complete the training will have a real opportunity to connect to employment.

MOED and DLLR Business Services staff should refer interested and qualifying businesses to Danielle Torain, 1B4J Project Coordinator at dtorain@oedworks.com or 410-396-1910 for further direction on how to connect businesses with vendors.

TRAINING & BARRIER REMOVAL

Participants must undergo basic skills assessment to assist in determining interests, capabilities and participant skill levels. 1B4J Case Managers, under hire by the vendors, must administer assessments and results must inform the development of participants' Individual Profiles.

TRAINING

Each 1B4J Initiative occupational skills training vendor must deliver occupational skills training related to a specific sector. The training regimen should also include:

- Job readiness and life skills training;
- One or more industry recognized credential or certification upon completion; and,
- Comprehensive case management services.

BARRIER REMOVAL

1B4J occupational skills training vendors must work with participants to provide personalized assistance to identify and eliminate a wide range of employment barriers including, but not limited to:

- Lack of a high school completion;
- Basic skills deficiencies in literacy or numeracy;
- Criminal background;
- Substance abuse and/or mental health;
- Child support arrears;
- Lack of reliable transportation to work, training, or other services;
- Lack of reliable child or dependent care;
- Lack of uniforms, tools or equipment;
- Expense of union fees; and/or,
- Lack of clothing for interviews.

MOED must ensure that 1B4J vendors follow applicable supportive service policies on submission procedures and payment issuance. MOED must also ensure that approval forms, receipts and supporting documentation are available for review.

PERFORMANCE & THE MARYLAND WORKFORCE EXCHANGE (MWE)

PERFORMANCE OUTCOME EXPECTATIONS

USDOL and DLLR will assess performance based on the following mutually agreed upon outcome measures.

1B4J Initiative - Performance Outcome Expectations	
Outcome	Minimum Performance Expectation
1. Number of participants to be enrolled	700 participants
2. Number of participants receiving industry-recognized training	700 participants
3. Number of participants receiving an industry-recognized credential	525 participants (75 percent)
4. Number of participants placed into unsubsidized employment	455 participants (65 percent)
5. Average hourly wage at placement	$11.00 per hour
6. Number of participants retaining unsubsidized employment for 60 days after placement	295 (70 percent)

PERFORMANCE TRACKING

To comply with DLLR's reporting requirements and to determine the success of the 1B4J Initiative's investments, MOED **must** report the following data into the Maryland Workforce Exchange (MWE) System:

- Participant characteristics;
- Participant services received; and,
- Participant outcomes.

MOED must fully enroll 1B4J participants into the MWE as 1B4J Initiative participants. MOED must ensure that all participant information is entered into the MWE within 14 days of activity, in the manner prescribed in *Attachment B- MWE Instructions for the 1B4J Program*. MOED is responsible for ensuring that the instructions detailed in this attachment are disseminated to staff, reviewed with staff, and followed.

MOED must ensure that all 1B4J Initiative activities end by June 30, 2017. Participants may continue to receive services after the 1B4J Initiative end date if qualified for another funding source, such as local Dislocated Worker funding, Wagner Peyser funding, or another source.

Program Co-Enrollment

MOED is encouraged, but not required to co-enroll 1B4J participants in Workforce Innovation and Opportunity Act (WIOA) Title I program services to receive 1B4J services. However, DLLR strongly encourages MOED to refer residents enrolled in WIOA Title 1 services for 1B4J services, when appropriate. DLLR expects MOED to leverage WIOA services for new participants to offset gaps in vendor offerings. When leveraging WIOA Title I funds, MOED shall co-enroll eligible 1B4J participants.

REPORTING

MOED must submit timely fiscal and administrative reports to the appropriate DLLR-DWDAL central office staff person, as prescribed below. The DWDAL staff must provide copies of reports to the DWDAL Monitoring and Compliance Manager within 30 days of receipt.

MOED FISCAL REPORTING

MOED must submit quarterly financial reports on administrative and program costs to Dorothee Schlotterbeck of the DLLR-DWDAL central office at dorothee.schlotterbeck@maryland.gov no later than the 30th of the month following the end of the quarter. (Example: The quarterly report for October-December is due January 30th.)

Attachment C – Sample of Fiscal Reporting template provides the fiscal report's template.

MOED ADMINISTRATIVE REPORTING

MOED must submit monthly administrative reports by email to the DLLR-DWDAL Project Manager for the 1B4J Initiative. The Director of the DLLR-DWDAL Office of Workforce Development should be copied on all administrative reports.

Chris MacLarion	Lloyd Day
Project Manager, DWDAL	Director of Workforce Development DWDAL
410.767.3969	410.767.2995
Christopher.maclarion@maryland.gov	Lloyd.day@maryland.gov

Vendors must submit administrative reports to Danielle Torain, 1B4J Project Coordinator, no later than the 10th of the month following the month of reported activity.

In turn, MOED must submit its monthly administrative reports to DLLR no later than the 15th of the month following the month of reported activity. These reports are important, for they capture information on progress, accomplishments, challenges, best practices, and lessons learned of the 1B4J Initiative.

MOED must also submit quarterly administrative reports to DLLR no later than the 30th of the month following the month of reported activity. Quarterly reports must be more substantive and contain a more robust narrative for each vendor's activities for the quarter. NOTE: DLLR does not require MOED to also submit monthly reports when quarterly reports are due and capture the same information.

Attachment D – Sample of Administrative Reporting Template provides the reporting template for the monthly LWDA administrative report. DLLR will compile information contained in MOED's monthly administrative reports and send to USDOL on a quarterly basis.

MONITORING

DLLR is the recipient of the 1B4J grant funds awarded by the USDOL. As a recipient, DLLR is held accountable for the federal funds under the provisions of the award. Therefore, DLLR-DWDAL's Monitoring and Compliance Unit will conduct annual on-site monitoring and oversight of MOED. In turn, MOED shall conduct annual monitoring of the vendors to which funds have been awarded. Performance of monitoring is to ensure that the Terms and Conditions are adhered to and that all parties are in compliance with applicable regulations set out under the Code of Federal Regulations, 2 CFR § 200.101(b)(1).

DLLR will require prompt corrective action if any substantial violations are identified through monitoring. MOED may face consequences if expectations are not met and it may impact future considerations on competitive funds obtained and/or administered by DLLR. The consequences for noncompliance are further outlined under USDOL laws and regulations (see References).

REFERENCES

REGULATION

- Part 97 of Title 29: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;
- Section 200.23 of Title 2: Grants and Agreements of the Code of Federal Regulations (definition of Contractor);
- Section 200.101 of Title 2: Grants and Agreements of the Code of Federal Regulations (applicability of uniform administrative requirements, cost principles, and audit requirements for federal awards);
- Section 200.330 of Title 2: Grants and Agreements of the Code of Federal Regulations (subrecipient and contractor determinations);

U.S. DEPARTMENT OF LABOR GUIDANCE

- Training and Employment Guidance Letter (TEGL) 3-14, *Implementing a Job-Drive Workforce System,* dated July 30, 2014;
- TEGL 13-12, "ETA-9130 Quarterly U.S. Department of Labor Employment and Training Financial Report Instructions," dated February 8, 2013;
- U.S. Department of Labor Dislocated Worker Demonstration Grant: One Baltimore for Jobs Terms and Conditions," dated August 10, 2015.

OTHER REFERENCES

- Baltimore City Mayor's Office of Employment Development (MOED), "One Baltimore for Jobs: Request for Proposals," issued July 8, 2015 and revised July 27, 2015.
- Baltimore City MOED, "One Baltimore for Jobs: Frequently Asked Questions," issued July 30, 2015.

ATTACHMENTS

Attachment A – Baltimore City Poverty Rates
Attachment B – MWE Instructions for the 1B4J Initiative
Attachment C – Sample of Fiscal Reporting Template
Attachment D – Sample of Administrative Reporting Template

One Baltimore for Jobs

Poverty Rate in Baltimore

Percent of People in Poverty
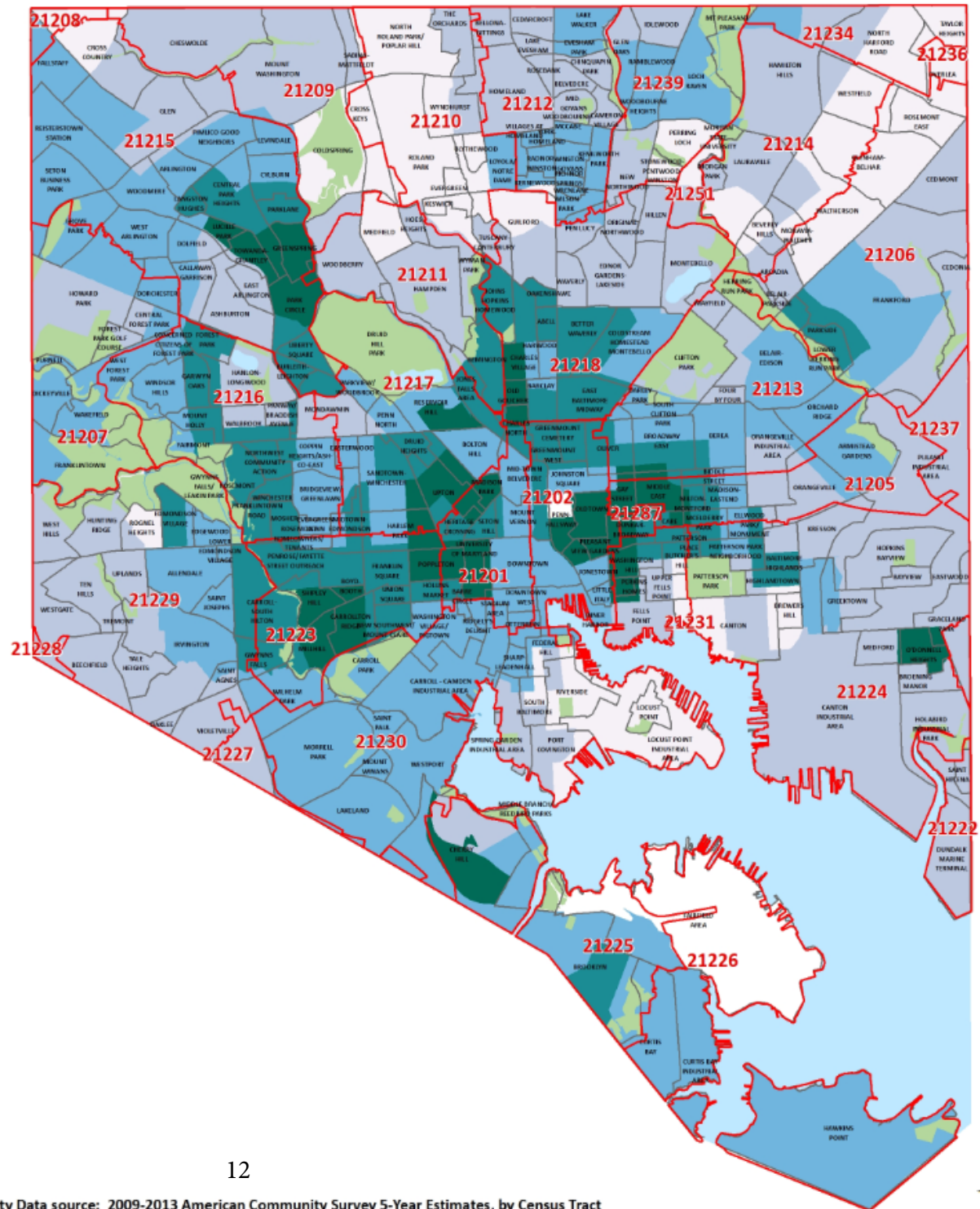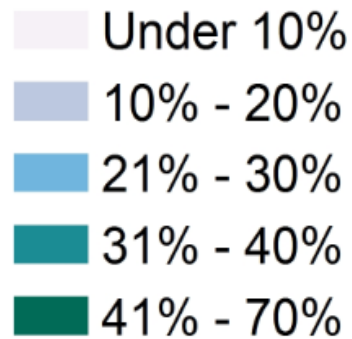
- Under 10%
- 10% - 20%
- 21% - 30%
- 31% - 40%
- 41% - 70%

- Zip Code
- Neighborhood Boundaries
- City Parks
- Water

Poverty Data source: 2009-2013 American Community Survey 5-Year Estimates, by Census Tract

Department of Labor, Licensing and Regulation

Division of Workforce Development and Adult Learning

A proud partner of the americanjobcenter networks

How to enter the BC One Baltimore for Jobs (1B4J) Grant in to the Maryland Workforce Exchange

Creating a **1B4J** Application

- Assist a Jobseeker
- Go to **Staff Profiles**
- Then pick **Case Management**
- Click on **Programs**

- Click on the + to expand the Generic Program
- Finally Click Create Generic Program to open a new 1B4J application

Generic Application: The Wizard

- The Wizard will take you through the application.

- * A Red Asterisk indicates mandatory fields such as Application dates, LWDA and Office location

- When **Next >>** is selected the system saves and applies the program rules

- To quit the application, click on <u>Exit Wizard</u>

1B4J Application: 4 Steps To Completing A Generic Application

- Please note there are 4 steps to completing the 1B4J Application, steps include:

    - Start Page
    - Contact Information
    - Application Questions
    - Staff Information
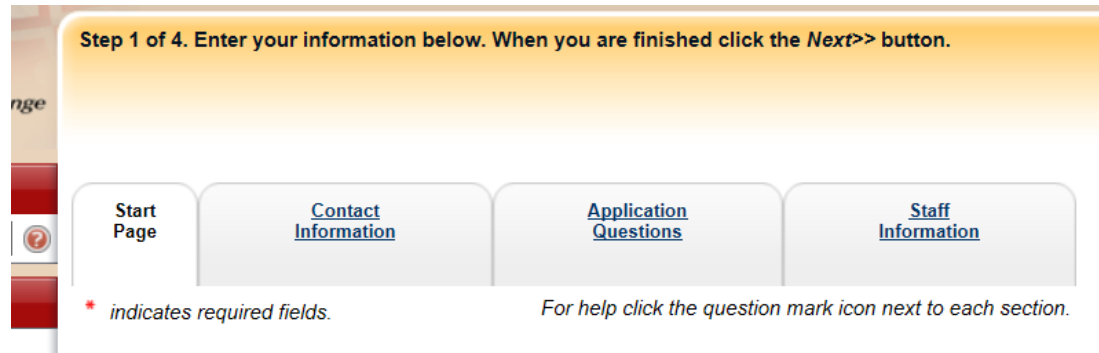
Step 1 of 4. Enter your information below. When you are finished click the *Next*>> button.

nge

Start Page	Contact Information	Application Questions	Staff Information

* *indicates required fields.*   *For help click the question mark icon next to each section.*

Start Tab

- Complete all mandatory fields

For Meets Program Eligibility, select BC-One Baltimore For Jobs

Contact Information

Start Page	Contact Information	Application Questions	Staff Information

* *indicates required fields.*

② *For help click the question mark icon.*

Name

* First Name: Dan

M.I: J

* Last Name: Smith
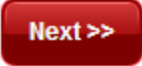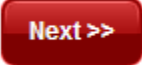
Residential Address

* Address 1: 222 Main Street

Address 2:

* City: Reisterstown

* State: Maryland

* Zip: 21136

* County / Parish: Baltimore County

Country: United States

- Complete all mandatory fields

19

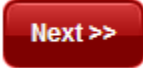# Contact Information (Continued)

- When complete, click **Next >>**
- If there is a problem on the app after hitting **Next >>** , Red text will appear at the top of the screen

Application Questions

- Complete all mandatory fields

- Select [Verify] to open the list of valid verification documents and choose the appropriate

- When completed, a ✔ will display beneath [Verify] with the name of the field to its right

- When completed with screen click **Next >>**

- If there is a problem on the app after hitting **Next >>**, Red text will appear at the top of the screen

Staff Information

- Complete all mandatory fields

- Click **Finish** to complete 1B4J application

One Baltimore for Jobs Application Is Completed

‒ **Generic Programs - 24 Applications**

Create Generic Programs

‒ Ⓦ ✅ 🖨 BC One Baltimore for Jobs #2465846, App Date 10/26/2015, Eligibility Date 10/26/2015 (Complete)

Case Manager: None Assigned

Create Activity

- Now that the application is completed and generic program appears, to create an Activity, click Create Activity

Activity Enrollment: General Information

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget	Budget Planning	Closure Information

General Information

Participant User Name:	dan313
Last Name, First Name MI:	Smith, Dan J
Social Security Number:	9257
Address:	222 Main Street Reisterstown, MD 21136
Application Summary:	**Program:**Generic Program **Application Date:**10/26/2015 **Eligibility Date:**10/26/2015
* Customer Program Group:	568A - BC One Baltimore for Jobs ⌄
* LWIA Region:	Baltimore City ⌄
* Office Location:	None Selected ⌄

- Under General Information go to the **Customer Group** pull down
- Customer Group should be preset to BC One Baltimore for Jobs
- Complete all mandatory fields

- Select an Activity Code by clicking on the link
- Complete all mandatory fields
- Click **Next >>** to proceed

Enrollment Information

* Activity Code:	[Select Activity Code]
Projected Begin Date:	🔲 Today
Actual Begin Date:	🔲 Today
* Projected End Date:	🔲 Today

Activity Enrollment: Service Provider

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget	Budget Planning	Closure Information

Enrollment Service Provider Information

Enrollment Summary:
 Enrollment ID: 5204135
 Username: dan313
 Not Applicable Application ID: 2356266
 Activity Code: 602
 Activity Dates: 11/20/2015 - 11/20/2015

*Provider:
[Select Provider]

*Service, Course or Contract:
[Select Service, Course or Contract]

Provider Locations:
[Select Provider Locations]

Provider Contacts:
[Select Provider Contacts]

*Occupational Training Code:
[Occupational Training Code]

<< Back Next >>

[Exit Wizard]

- Next is the **Service Provider** screen

- This tab is **not required** for 1B4J. If you have this information you may fill it out by clicking on the links under each entry.

- To proceed to the next section hit **Next >>**

- To proceed straight to the "Closure" click on the **Closure Information tab**

Activity Closure Information

Closure Information

Enrollment Summary:

Username: WIOATEST
WIOA Application ID: 2407664
Activity Code: 102
Activity Dates: 7/7/2015 - 8/1/2015

Last Activity Date: [   ] 📅 Today

Completion Code: None Selected ▼

Received Credential: Not Applicable.

Case Notes: [Add a new Case Note | Show Filter Criteria]

ID	Create Date	Subject	Action
No data found.			

- Enter a Completion code (if appropriate)

- If you missed your chance previously to enter a case note, you may do so here

- When you are ready Click **Finish**

Creating Additional Activities:

- Head back in the **Programs** under Case Management

  Expand your Newly created 1B4J app

  The activities you created now display in the activities list

- Click "**Create Activity**" to add additional services

Reporting Information:

- Credentials will be recorded at the completion of the 602 1B4J Occupational Skills training service. The credential may also be recorded at program closure.

- The 122 service code, Employment During Participation, will be used to establish Placed in Unsubsidized Employment either during training or during participation period. Employer name and employer wage will be entered into the comment section of the 122 service assignment.

- The 629 service code, Retention Period 2, will be utilized to record retention with employer for 60 days. Employer may be same employer of initial placement or different employer. Employer name and wage will be listed in comment associated to this service.

- Once the customer has reached 60 day retention, MOED will create a closure and exit, recording the employer information and other job placement data including wage.

Tips:

- Remember that case notes can be added directly from the application and during service assignment

- MOED may wish to set up a Case Management Group for 1B4J

- Here is one example of a tracking report:

Go to **Detailed Reports**. Then pick **Enrolled Individual**. Choose **List.** Program is BC One Baltimore for Jobs (**1B4J)**

For the Future...

- Remember to list the Actual Start Date for your customer's activity(s) after you verify they have started

- Remember to update and/or close your activities. Do not let the system close an activity for you. Good case managers keep track of when services actually end!

- List any Credential received when you close a training activity if available, otherwise enter it in at case closure.

Thank you for your time!

Here are some important emails to remember

Contact the PM help desk with any performance related questions at
pmhelp@dllr.state.md.us

If you have technical issues or question about creating the 1B4J application please contact the Help Desk at
wehelp@dllr.state.md.us

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
QUARTERLY STATUS REPORT
Effective July 1, 2015

GRANT NUMBER:	P00P64BI030
GRANT TITLE:	One Baltimore-Job Initiative PY15
REPORT PERIOD:	
GRANTEE NAME AND ADDRESS:	

Mayor's Office of Employment Development
417 E. Fayette Street, Suite 468
Baltimore MD 21202

TOTAL FEDERAL FUNDS AVAILABLE	$	4,899,073.00
TOTAL CASH RECEIVED	$	0.00
TOTAL CASH DISBURSEMENTS	$	0.00
TOTAL CASH ON HAND	$	0.00
FEDERAL PROGRAM ACCRUED EXPENDITURES	$	0.00
FEDERAL ADMIN ACCRUED EXPENDITURES (not to exceed 8% of total award)	$	0.00

	Prgm Budgeted Expenditures	Prgm Accrued Expenditures	Prgm Budget v. Actual Variance
a. Salary	$ 0.00	$ 0.00	$ 0.00
b. Fringe	$ 0.00	$ 0.00	$ 0.00
c. Travel	$ 0.00	$ 0.00	$ 0.00
d. Participant Training	$ 0.00	$ 0.00	$ 0.00
e. Supportive Services	$ 0.00	$ 0.00	$ 0.00
f. OJT training	$ 0.00	$ 0.00	$ 0.00
g. Equipment	$ 0.00	$ 0.00	$ 0.00
h. Supplies	$ 0.00	$ 0.00	$ 0.00
i. Contractual	$ 0.00	$ 0.00	$ 0.00
j. Other *	$ 0.00	$ 0.00	$ 0.00

(Itemize "Other" in "Remarks" Section Below)

	Admin Budgeted Expenditures	Admin Accrued Expenditures	Admin Budget v. Actual Variance
a. Salary	$ 0.00	$ 0.00	$ 0.00
b. Fringe	$ 0.00	$ 0.00	$ 0.00
c. Travel	$ 0.00	$ 0.00	$ 0.00
d Equipment	$ 0.00	$ 0.00	$ 0.00
e Supplies	$ 0.00	$ 0.00	$ 0.00
f Contractual	$ 0.00	$ 0.00	$ 0.00
g Other *	$ 0.00	$ 0.00	$ 0.00

(Itemize "Other" in "Remarks" Section Below)

TOTAL FEDERAL CASH EXPENDITURES (This is a sub-set of the Accrued Expenditures)	$	0.00
TOTAL FEDERAL ACCRUED EXPENDITURES	$	0.00
TOTAL PROGRAM UNLIQUIDATED OBLIGATIONS	$	0.00
TOTAL ADMIN UNLIQUIDATED OBLIGATIONS	$	0.00
TOTAL FEDERAL UNLIQUIDATED OBLIGATIONS	$	0.00
TOTAL FEDERAL OBLIGATIONS	$	0.00
PROGRAM INCOME EARNED	$	0.00
PROGRAM INCOME EXPENDED	$	0.00
TOTAL OTHER FEDERAL FUNDS EXPENDED (LEVERAGED)	$	0.00
LOCAL STAND-IN COSTS	$	0.00

REMARKS:

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE.

_____
SIGNATURE AND TITLE

_____ _____
DATE   TELEPHONE#

Monthly & Quarterly Reporting Template
Quarterly Reports should be more substantive and contain a more robust narrative for each Grantees activities for the Quarter.

DLLR-MOED One Baltimore for Jobs Initiative

Reporting Month/Period: _____

Date of Report Submission: _____

Submitted By: _____

Performance Update:

Chart 1 – Performance Numbers – Cumulative To Date	
Measure	**Outcome**
Total # - Participants Enrolled	
Total # - Participants Receiving Industry Recognized Training	
Total #- Participants Receiving and Industry Recognized Credential	
Total # - Participants Placed into Unsubsidized Employment	
Average Wage at Initial Placement	
Total #- Participants retaining unsubsidized employment for 60 days after placement	

Chart 2 – Performance Numbers – Segmented By Vendor							
	Vendor	**Industry**	**RFP**	**Enrollment**	**Completion**	**Placement**	**Average Wage**
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

19						
20						

Key (Chart 2)

RFP 1 – Targeted Training for In-Demand Careers for Baltimore City Residents (Sector-Based Training)
RFP 2 – Neighborhood-Based Outreach Services & Youth/Young Adult On-Ramps to Work (Community Connections)
RFP 3 – TBD (Sector-Based Training)

Chart 3 – Performance Numbers – Citywide Work-Related Barrier Removal Demonstration Pilots

	Pilot	Total # Served (Month)	Total # Served (Cumulative)
1	**Adult Education** [Partner(s) TBD]		
2	**Child Support** [MD DHR Partnership]		
3	**Legal Services** [Maryland Legal Services Corp. Partnership]		
4	**Mental Health** [Baltimore City Dept. of Health & BHSB Partnership]		

Narrative
Performance Notes & General Project Updates
Include Best Practices & Challenges