![Maryland Department of Labor logo]

Supporting Recovery Through Employment Demonstration Grant | November 3, 2023

TO: Supporting Recovery Through Employment grantees

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

SUBJECT: Guidance on the implementation of the Supporting Recovery Through Employment Competitive Demonstration Grant.

PURPOSE: To provide guidance on the Supporting Recovery Through Employment Competitive Demonstration Grant.

ACTION: DWDAL staff will ensure Supporting Recovery Through Employment grantees are aware of and receive copies of this guidance document. This document is available on Maryland Workforce Response to the Addiction and Opioid Epidemic website.

QUESTIONS:

Erin Roth   Mary Keller
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SUPPORTING RECOVERY THROUGH EMPLOYMENT DEMONSTRATION GRANT

GENERAL INFORMATION

Given the prevalence of substance use disorder and its complex array of underlying causes, MD Labor is committed to working collaboratively within a variety of fields to ensure Marylanders receive necessary support. The Supporting Recovery Through Employment (SRTE) Demonstration Grant will focus on building, fostering, or furthering connections between the workforce system and the behavioral health system to support Maryland jobseekers in recovery by eliminating barriers to employment and preparing for, securing, and retaining employment in high-demand industries and occupations.

WORKFORCE INNOVATION & OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner Peyser Act, and the Rehabilitation Act of 1973. To help both businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisions connecting businesses with job seekers through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of job seekers by establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market.

SRTE PROGRAM PARAMETERS

TARGET POPULATIONS AND ELIGIBILITY

The goal of the SRTE Demonstration Grant is to support organizations in developing a pipeline from training to employment for individuals in recovery from a substance use disorder. Funded projects must serve individuals *personally affected* by substance use, addiction, or the overdose epidemic.

"Personally affected" is defined as individuals who themselves have been impacted by substance use disorders <u>and</u> who voluntarily disclose that information. Participants within this population must self-attest to being personally affected in order to be eligible under this program.

Projects funded by the SRTE Demonstration Grant may establish additional eligibility criteria for their participants beyond the minimum eligibility criteria established in this section.

ROLES AND RESPONSIBILITIES

<u>SRTE Grantees</u>

Grantees awarded under the SRTE Competitive Demonstration Grant Program must carry out all of the following functions for the duration of the grant period, as specified in the grant agreement;

1. Meet service delivery, intake, outreach, and recruitment obligations described in their MD Labor-approved grant proposal;
2. Ensure program staff are adequately trained to deliver effective services;
3. Work collaboratively with partners to ensure participants receive integrated services;
4. Meet agreed upon performance outcomes;
5. Communicate with the MD Labor Special Grants Program Manager assigned to the award;
6. Complete all required data collection and reporting in a timely and accurate manner; and,
7. Submitting accurate and timely requests for reimbursement consistent with the grant agreement.

<u>MD Labor</u>

The SRTE Demonstration Grant Program is administered by the Maryland Department of Labor's Division of Workforce Development and Adult Learning (DWDAL). DWDAL is responsible for awarding SRTE funds and carrying out the following activities during the duration of the grant period, as specified in the grant agreement;

1. Collect and review grantee reports and communicate any questions or requests to grantees in a timely manner;
2. Process grant payments in accordance with the grant agreement;
3. Provide technical assistance to grantees, employers, and partners as requested;
4. Promote the SRTE program and foster connections between grantees, employers, and other workforce initiatives, and,
5. Conduct monitoring and program reviews consistent with the grant agreement.

PROJECT REQUIREMENTS

In order to ensure that jobseekers are offered high quality services that connect to meaningful workforce development activities and employment outcomes, grantees must incorporate at least five of the following strategies into their workforce training plan:

1. Career Services;
2. Training Services;
3. Employment Services;
4. Employer Engagement;
5. Screening Services;
6. Individual Employment and Treatment Plans; and
7. Supportive Services.

Career Services

These services, categorized as career services under WIOA, may be available to program participants who are in a pre-employment or pre-training stage of a workforce program:

1. Initial education and skills assessments;
2. Services to promote employability skills, such as punctuality, personal maintenance skills, and professional conduct;
3. In-depth interviewing and evaluation to identify employment barriers and to develop individual employment plans;
4. Career planning that includes career pathways leading to in-demand, high-wage jobs;
5. Job coaching, job matching, and job placement services;
6. Provision of payments and fees for employment and training-related applications, tests, and certifications; and,
7. Any other appropriate career service described in section 134(c)(2) of WIOA (29 U.S.C. § 3174(c)(2)).

Training Services

Training activities must be available to participants. Projects may offer a wide range of training activities, such as:

1. Traditional classroom training, which may be funded through individual training accounts under section 134(c)(3)(G) of WIOA (29 U.S.C. § 3174(c)(3)(G)) for participants who are co-enrolled with WIOA;
2. Work-based learning opportunities with employer partners, including paid work, internships, on-the-job training, and apprenticeships; or,
3. Any other appropriate training service described in section 134(c)(3) of WIOA (29 U.S.C. § 3174(c)(3)).

Employment Services

Employment services describe ongoing support and training aimed at facilitating the connection to employment and retention of program participants. Examples of employment service strategies include:

1. Ongoing case management and supportive services, including a continuation of the pre-employment career and training services described above;
2. A continuation of skills training or career and technical education, or other training described above as pre-employment training services, which is conducted in collaboration with the employers of such participants;

3. Mentorship services and job retention support for such participants; or,
4. Targeted training for managers, human resource representatives, and mentors or other workers working with such participants in the business in which such participants are employed.

Employer Engagement

Employer engagement is a key strategy for establishing lasting connections between programming and sustained employment. Grantees should develop relationships with employers in targeted industries and work to serve both job seekers and employers. Examples of points of employer engagement include:

1. Determining in-demand job skills and certifications, industry standards, employment policies, and workplace culture;
2. Equipping employers with resources and services that will support and accommodate participants' transition to employment; or,
3. Utilizing programming to prepare workers for high turnover and hard to fill positions.

Screening Services

Screening services are program intake processes or assessment tools that allow program staff to better understand the needs, backgrounds, skills, and goals of participants. Screening services inform the kind of programs and support services offered to participants and may be used to match participants with potential careers and employers.

Individual Employment Plans

Individual employment plans are strategically developed roadmaps to a participant's self-identified end goals and employment outcomes. They often include detailed plans for services, programs, outcomes, and clearly organized steps that are developed by program staff in conjunction with the individual participant.

Supportive Services

Supportive services provide important financial assistance to participants who would not otherwise be able to participate in a program. grantees may offer supportive services to eligible participants to assist with transportation, uniforms, tools, work or training equipment, child or dependent care, stipends, graduation fees, union fees, and/or clothing for interviews or job fairs.

The following section details the allowable costs for supportive services for SRTE Demonstration Grants and the specific situations and types of expenses that are permitted to be funded as supportive services.

ALLOWABLE COSTS

Supportive Services

Before a program participant is approved for supportive services, staff should ensure that no other resources are available to pay for the necessary service. Grantees should also ensure that approval forms, receipts, and supporting documentation are collected consistent with the following guidelines:

Assistance Obtaining A Driver's License

Grantees may provide participants assistance with obtaining a driver's license, except for paying legal fees and/or fines. Examples of assistance may include payment for driver's education[1] or the cost of getting the driver's license card.

Transportation Allowance
Transportation allowances are available to participants. The transportation allowance must be related to program participation and can cover the cost of traveling to and from training, job interviews, and job fairs, or, as support during the first two weeks of starting a new job. Transportation allowances require:

1. Documentation to verify the actual distance traveled and/or a receipt for the cost of the transportation service (e.g. public transit); and,
2. Confirmation of the participant's attendance for the program(s) that required travel.

Payment Guidelines: Transportation allowances can be used for public transit users, drivers, and/or rideshare such as Uber, Lyft, or Zipcar.[2] grantees must collect and maintain appropriate documentation to verify the participant's covered transportation allowance. For public transit users, grantees may cover the expenses for bus, light rail, metro subway, MARC train, Washington Transit, or Commuter Choice Maryland. For drivers, grantees may approve a travel allowance at a rate not higher than the official Internal Revenue Service (IRS) mileage rate. The maximum allowable payment is $50 per day, with a maximum cap of $250 per week. Google Maps or MapQuest must be used to determine daily mileage. Mileage is calculated from the participant's home address to the training, interview, job fair, or job site.

Uniforms, Tools, and Related Supplies
grantees may assist eligible participants with the costs of uniforms, tools, and/or supplies required for participation in approved training programs or new jobs. Examples of covered items include but are not limited to: steel toe boots and worker tools of the trade.

Payment Guidelines: grantees must base payments on the curriculum requirements of the training program or on the requirements of the participant's new, full-time job. Payments must be made based on the market value for uniforms, tools, and/or related equipment. grantees must collect and maintain appropriate documentation to verify the participant's covered allowance.

Child or Dependent Care
When daycare costs for a child or dependent exceed the amount subsidized by the Local Departments of Social Services, grantees may assist participants with the additional costs. To receive this payment, the dependent needing daycare must be:

1. Under the age of 13;
2. Under the age of 18 and physically or mentally incapable of self-care;
3. A spouse who is physically or mentally incapable of self-care and has the same principal address of the program participant; or,
4. A parent who is physically or mentally incapable of self-care.

Payment Guidelines: grantees provide this supportive service payment to actively engaged program participants or to those who are in the first two weeks of new employment. Payments must be made based on the average cost

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[1] "Behind-the-Wheel" hours are eligible as long as they are included as part of the driver's education course.
[2] Other forms of transportation assistance may be funded with MD Labor prior approval.

of child or dependent care in the jurisdiction for which the participant is accessing care[3]. Payments may cover some, or all of, the costs of care. grantees must only approve daycare costs for days that the participant is in training or at work.

To receive child care payments, the participant must complete ALL of the following steps:

1. Apply for a Purchase of Care Subsidy through the Local Departments of Social Services;
2. Provide application results to grantee' s staff;
3. Provide proof that participant has contracted with a State-approved child care provider;
4. Demonstrate evidence of need;[4] and,
5. Document relationship to person in care.

To receive dependent care payments, the participant must complete ALL of the following steps:

1. Provide legal proof of adult dependent's condition that causes the need for care;
2. Provide proof that participant has contracted with a State-approved daycare provider;
3. Demonstrate evidence of need; and,
4. Document relationship to person in care.

Stipends
Stipends, which offer program participants a fixed cash payment, are an allowable supportive service when the grantee has a substantiated reason to believe that the payment is necessary to the program participant's successful completion of program activities. If a grantee wishes to modify their approved plan and budget to include stipends, it must notify MD Labor staff and provide a written proposal to explain and justify the proposed stipend. MD Labor staff will then review the proposal and make a determination as to whether the stipend would be appropriate for inclusion as a supportive service.

Union Initiation Fees
Grantee may assist participants with union initiation fees[5], which are the costs associated with joining a union, to obtain employment.

Payment Guidelines: grantee should make payments based on the costs of union initiation fees. The maximum allowable payment is $200. grantees must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered union fee allowance.

Clothing for Interviewing and Job Fairs
Grantees may assist participants with the costs associated with clothing for job interviews and/or job fairs. Examples of items that this supportive service covers include: dress shirts, ties, business suits or suit coats, dresses, khaki pants, or dress shoes. grantee must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered clothing allowance.

Payment Guidelines: grantee should base the supportive service payment on documentation of an upcoming interview or job fair. The payment must be made on the market value of the item. The maximum allowable payment is $100 per participant.

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[3] Local child care rates can be found here: https://earlychildhood.marylandpublicschools.org/families/child-care-scholarship-program/child-care-scholarship-rates
[4] Need is demonstrated if after all other funding sources are applied the cost of care is not covered.
[5] Union initiation fees are different than regular, recurring union fees.

Other Supportive Services
Other supportive services may be funded with MD Labor approval. If a grantee has a substantiated reason to believe that a supportive service payment, outside of what has already been identified in this policy issuance, would be appropriate and necessary to a program participant's successful completion, then the grantee has the option to notify MD Labor and provide a written proposal to justify the prospective supportive service. MD Labor staff will review the proposal and determine whether the cost is appropriate for inclusion as a supportive service.

Payment Guidelines: grantee must follow the payment guidelines identified by the grantee in their MD Labor-approved proposal.[6]

FUNDING CAP

The maximum cost per participant for SRTE Demonstration Grants is $7,500.

Program administrative costs must not exceed 10 percent of total program costs.

PROHIBITED USE OF FUNDS

MD Labor prohibits the use of funds for capital costs, the purchase of equipment, the payment of employee wages and/or benefits while in training, or wage subsidies. Additionally, grants must follow guidelines for Title I prohibited use of funds, as defined in 29 CFR 683 subpart b.[7]

All grants are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.[8]

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[6] Supportive Services must fall within definition under 20 CFR 651, "General Provisions Governing the Wagner-Peyser Act Employment Service"
[7] 29 CFR 683 subpart b, "Administrative Provisions under Title I of the Workforce Innovation and Opportunity Act"
[8] 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," and 2 CFR Part 2900, "Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards."

PERFORMANCE ACCOUNTABILITY, REPORTING, MONITORING AND RECORD RETENTION

PERFORMANCE METRICS

To determine the success of investments in the projects, MD Labor will assess grantee performance according to the following measures:

1. The number of participants placed into training;
2. The number of participants to complete training;
3. The number of participants receiving a work-related credential or certificate of completion; and
4. The number of participants entering unsubsidized employment.

REPORTING

Grantees must submit timely invoices and fiscal and program reports. Sample reports and an invoice template are attached to this policy.

When beginning an SRTE award, grantees must choose to submit program reports, fiscal reports, and invoices on <u>either</u> a monthly <u>or</u> a quarterly basis. Complete and accurate program and fiscal reports must be submitted no later than the tenth (10th) day of the month immediately following the end of the chosen reporting period (monthly or quarterly).

Each submission must be accompanied by an invoice corresponding to the reporting period's expenses. Invoices and reimbursements cannot be processed without accurate and complete program and fiscal reports.

Reports and Invoices should be submitted as attachments to a single email addressed to all of the following DWDAL staff:

Casey Tiefenwerth
casey.tiefenwerth1@maryland.gov

Dorothee Schlotterbeck, cc: Linda Madison
Dorothee.schlotterbeck@maryland.gov
Linda.madison@maryland.gov

Failure to meet reporting requirements may result in payment delays or discontinuation of funding.

MONITORING

MD Labor, as it deems necessary, will monitor grantees, both fiscally and programmatically, on the 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

In accordance with the Code of Federal Regulations, Maryland requires participating programs to retain records for at least three years following the date on which the final cost report charged to a program year's allotment is submitted, 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 then must be retained until all litigation, claims, or audit findings involving the records have been resolved, and final action has been taken.

Both medical and disability related information must be kept confidential. Additionally, pursuant to 29 CFR 34.41(b)(3), this type of information must be collected on separate forms and maintained in separate, secure files (hard copy, electronic, or both) away from other information regarding the individual. Those entitled to access the information are limited to program staff responsible for documenting eligibility, where disability is an eligibility criterion, first aid and safety personnel in the event of a medical emergency, and government officials charged with enforcing the civil rights regulations. In addition, supervisors, managers and other personnel may be informed regarding reasonable accommodations provided to individuals with a disability.

Due to the nature of these grants, participant's information may contain both disability and medical related information. Staff should not collect confidential information unless it is relevant to eligibility or to a request for a reasonable accommodation.

All records, both electronic and physical, must be maintained in accordance with Training and Employment Guidance Letter (TEGL) 39-11, "Guidance on the Handling and Protection of Personally Identifiable Information (PII)" as well as DWDAL's policy concerning security[9] to maintain confidentiality and protect Personally Identifiable Information (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.

STEVENS AMENDMENT

Grantees shall include the following when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing the projects or programs funded in whole or in part with this Subaward:

> "Support for Maryland's workforce programs is provided by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. Overall PY21 WIOA Set Aside grant funds total $5,207,838, of which federal funds comprise 100 percent."

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[9] 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 (including pregnancy, childbirth and related medical conditions, transgender status, gender identity), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status or political affiliation or belief. grantees working with participants in need of accommodations are responsible for securing the necessary support. Providers may refer to MD Labor's Nondiscrimination Plan[10] and Language Access Plan[11] for more information on accommodations and services.

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[10] MD Labor's Nondiscrimination Plan is available at the following link:
http://www.labor.maryland.gov/employment/ndp/.
[11] 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

- [Workforce Innovation and Opportunity Act](#) (WIOA), 29 U.S.C. § 3101 et. seq (2015);

REGULATION

- 2 CFR Part 200, "[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#);"
- 2 CFR Part 2900, "[Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards](#);"
- [29 CFR Part 38](#) "[Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act](#)," dated December 2016;"
- 20 CFR 651, "[General Provisions Governing the Wagner-Peyser Act Employment Service](#)" and,
- 20 CFR 683 Subpart b, "[Administrative Provisions under Title I of the Workforce Innovation and Opportunity Act](#)."

USDOL GUIDANCE

- TEGL 39-11, "[Guidance on the Handling and Protection of Personally Identifiable Information (PII),](#)" dated June 28, 2012.

OTHER RESOURCES

- [DWDAL Policy Issuances](#);
- [Maryland WIOA Combined State Plan](#);

ATTACHMENTS

- Attachment A – SRTE Sample Financial Report
- Attachment B – Sample Invoice
- Attachment C – Sample SRTE Program Report

ATTACHMENT A

SRTE
SAMPLE FINANCIAL REPORT

This form must be completed by the **tenth** (10th) day of the month following the end of the reporting period. Signed forms must be scanned and submitted via email to:

DATE: _____   Grantee:

Period Ending: _____   Award #:

SECTION A. FINANCIAL REPORT – please complete the blue shaded sections

SUMMARY OF EXPENDITURES

EXPENDITURES	Approved Budget	Period Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages	$			
Staff Fringes	$			
Contractual	$			
Training	$			
Other	$			
Other/Indirect/Admin	$			
Total Expenditures and Monthly Invoice Amount	$			

Unliquidated Obligations	n/a	n/a		n/a
Total Obligation (sum of expenditures and unliquidated obligations)	n/a	n/a		n/a

SUMMARY OF RECEIPTS				
Total Cash Received	n/a	n/a		n/a
Total Cash Disbursements	n/a	n/a		n/a

CERTIFICATION: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award document. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

Authorized Signature: Date

Print Name and Title: Telephone #

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ATTACHMENT B
SAMPLE INVOICE

DATE: _____   grantee: _____
Period Ending: _____   Award #: _____

INVOICE

Remit Payment To:

Company Name:
Address:
Address:

Award #	_____
Award Amount:	_____

Bill To:

Maryland Department of Labor

DWDAL Fiscal Administration

1100 N Eutaw Street, Room 209

Attn: Dorothee

Schlotterbeck/Linda Madison

Baltimore, Maryland 21201

Award #	_____
Award Amount:	_____
Invoice No.:	_____
Invoice Date:	_____

Description	Amount

TOTAL Due _____

_____
Authorized Signature

_____
Date

_____
Printed Name

_____
Date

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ATTACHMENT C

<h1 style="text-align:center">SAMPLE SRTE</h1>

<h1 style="text-align:center">PROGRAM REPORT</h1>

This Program Report must be completed by SRTE grantees. Program reports are due no later than the 10th day of the month following the end of the reporting period.

Period Ending: XXXXXX   Grantee:

SECTION A. PROGRAM REPORT

Grant Narrative

Briefly describe your grant and the activities being performed:

Participant/Activity Category	New Activity	Cumulative Activity to Date	Comments
Total number of participants served			
Total number of participants placed into training			
Total number of participants to complete training			
Total number of participants who received work related credentials			
Total number of participants to enter unsubsidized employment			
TOTAL PARTICIPANTS			

1) **Summary of Grant Progress**

   For the current period, please include a description of all:

   ● Services supported by the grant;

   ● Key activities completed, including partner development and coordination;

   ● Performance improvement efforts being undertaken to meet goals for the performance year if projected goals are not currently being met; and

   ● Additional activities performed by both the grantee, grantees (if applicable), and any partners.

   Those grantees who have no changes to report on the above items relative to their previous reports should indicate so, in addition to indicating the reason for their lack of changes.

2) **Supportive Services**
   For grantees who are providing supportive services and specialized participant services, please report on the following:
   a. a description of the type(s) of services offered in the reporting period,
   b. how they were delivered, and
   c. how they contributed to a participant's ability to fully participate in grant-funded activities.

3) **Progress of Grant Timeline**

   Provide any updates for the progress of the approved grant timeline/work plan, including program activities, key deliverables and products available this period and in the future periods for broad dissemination to the workforce system, if applicable. This includes identifying products and deliverables available for broad distribution via USDOL ETA- hosted websites and other communication vehicles.

   ● Include any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project intends to resolve them.

   ● Describe the next steps or key areas of emphasis planned for the project in the coming reporting periods.

   ● Also use this section to collect additional information that details the status of capacity building activities and/or the development of deliverables occurring under the grant (if applicable), highlighting those that have been completed, and assessing how well the capacity building strategies of the program are meeting the training needs of the targeted industries through previously identified impact measures.

   grantees who have nothing to report should indicate so.

4) **Development and Implementation of Effective Practices and Program Model Strategies**

   Describe how your program model is working towards/has realized the program's intended purpose as well as the goals/objectives and activities outlined in your grant application and work plan.

   Grantees may also describe any lessons learned and how those lessons learned will be integrated into ongoing grant activities.

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Those grantees who have no progress to report on the above items should indicate so.

5) Status Update on Strategic Partnership Activities

The purpose of this section is to describe how the partnership is working together to implement the project and to communicate the dynamic growth and development of the strategic partnership, including cross-agency partnerships. This section should reflect the results and outcomes from interactions and their impact on the project. Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions among grantees on partnership development and management.

Report the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships, during the reporting period.

This section may:

● discuss how partners have been engaged during the current phase of the project;

● outline specific roles and contributions of each partner during this quarter;

● identify any challenges encountered/resolved in the development and management of the partnership; and report new partners that may have been brought into the project or identify any previous partners that may have left the project.

grantees who have nothing to report should indicate so.

6) Status Update on Employer Engagement Strategies.

A key element of the Workforce Innovation and Opportunity Act and affiliated workforce programs is to strengthen employer engagement in the workforce system and to ensure employers have an active role in workforce system activities. The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships.

Report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants. Examples may include:

● increased employer involvement including employers serving as mentors,

● program staff and employers identifying ways to encourage continuous improvement to hire program participants;

● new employer partnerships (e.g., increased number of employers); and

● positive employment outcomes for program participants (e.g., employers support the hiring and advancement of program participants).

7) Key Issues and Technical Assistance Needs.

Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered during the period and any resolution of issues and challenges identified in previous periods. Furthermore, describe actions taken or plans to address issues,

- Describe questions you have, as well any technical assistance needs.

Grantees who have nothing to report should indicate so.

8) **Significant Activities, Accomplishments, and Success Stories**

This section is intended to provide additional, more in-depth information than the summary section about promising approaches, new processes, and/or lessons learned.

Report on any other significant activities and accomplishments, including promising approaches, and innovative processes.

Additionally, if appropriate, please highlight one or two grant- or participant-level "success stories" from the grant per quarter, with the participant's express permission (if providing a participant success story).

In documenting success stories, please describe:

- background, problem, issue, or concern prior to project involvement;

- response or intervention provided by the project;

- results and outcomes, including who benefited and what changed or improved; and

- evidence of the success, including how the data was obtained and the methods used to measure success.

grantees can also include promising practices and success stories as additional documents for upload.

grantees who have nothing to report should indicate so.

SUBMISSION INSTRUCTIONS:
Participating SRTE grantees must submit program reports, fiscal reports, and invoices by email to the individuals listed below:

Casey Tiefenwerth
Special Grants Program Manager
Maryland Department of Labor
Division of Workforce Development and Adult Learning
casey.tiefenwerth1@maryland.gov

Dorothee Schlotterbeck, cc: Linda Madison
Dorothee.schlotterbeck@maryland.gov
Linda.madison@maryland.gov

Program reports are due no later than the 10th day of the month following the period of reported activity.

Reports should be submitted on either a quarterly or monthly basis according to the reporting plan agreed upon with the Special Grants Program Manager.