

**Workforce Solutions to Address Maryland's Opioid Crisis Policy | February 14, 2019**

- TO:** Division of Workforce Development and Adult Learning (DWDAL) staff and Local Workforce Development Area (LWDA) directors and Opioid Workforce Innovation Fund (OWIF) grantees
- FROM:** Division of Workforce Development and Adult Learning  
Maryland Department of Labor, Licensing and Regulation (DLLR)
- SUBJECT:** Guidance on the implementation of workforce solutions to address Maryland's opioid crisis.
- PURPOSE:** To support consistency in the quality and content of services delivered under programs funded by the National Health Emergency Dislocated Worker Grant.
- ACTION:** LWDA directors, American Job Center (AJC) Labor Exchange Administrators, and central office managers must ensure all employees are aware of and receive copies of this policy. DWDAL policies are available [on the DLLR website](#).
- EXPIRATION:** Until cancelled or replaced.

**QUESTIONS:**

Mary Keller, Administrator  
Office of the Assistant Secretary  
DLLR, Division of Workforce Development and  
Adult Learning  
410.767.2017  
[mary.keller@maryland.gov](mailto:mary.keller@maryland.gov)

Erin Roth, Deputy Assistant Secretary  
Office of the Assistant Secretary  
DLLR, Division of Workforce Development and  
Adult Learning  
410.767.5870  
[erin.roth@maryland.gov](mailto:erin.roth@maryland.gov)

# TITLE I - OPIOID CRISIS WORKFORCE SOLUTIONS GRANT POLICY

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# GENERAL INFORMATION

## 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. Through the American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy. Given the profound impact of the opioid crisis on Maryland's citizens, the workforce system is a key resource in a larger response to this statewide and nationwide health emergency.

## THE NATIONAL HEALTH EMERGENCY (NHE) DISLOCATED WORKER DEMONSTRATION GRANT PROGRAM

The United States Department of Labor (USDOL) issued [Training and Employment Guidance Letter \(TEGL\) 12-17](#) in March of 2018, announcing a new National Health Emergency (NHE) Dislocated Worker Demonstration Grant program to help communities address the economic and workforce-related impacts of the opioid crisis. Maryland was one of six states selected for NHE awards, winning \$1.9 million through the competitive grant process.

The NHE grant program seeks to counter the workforce development impacts of the opioid crisis and encourage training opportunities for skilled professions positioned to impact the underlying causes of the crisis by focusing on three major goals:

- Provide training and support activities to individuals who are or have been impacted by the opioid crisis;
- Provide training that builds the skilled workforce in professions that could impact the causes and treatment of the opioid crisis, including addiction and substance use disorder (SUD) treatment, behavioral health, and pain management; and
- Test innovative approaches to address the economic and workforce-related impacts of the opioid epidemic.

A core tenet of NHE grants is that career and training services are only one part of a comprehensive set of solutions that address the health and well-being of individuals who have been struggling with addiction issues. Therefore, NHE grants require that appropriate partnerships and strategies are in place to ensure that career and training services are delivered to eligible individuals at a time and in a manner most likely to result in employment.

## MARYLAND'S APPROACH TO ADDRESSING THE OPIOID CRISIS

Heroin and opioid drug dependency surged in Maryland over the last decade, resulting in an urgent and growing public health threat affecting all demographics and geographical settings. In 2016, Maryland saw the third highest increase in the nation in overdose death rates involving synthetic opioids (206.9%)<sup>1</sup> and the second highest increase rate for prescription opioid-involved overdose deaths (19.7%)<sup>2</sup>. Moreover, according to the National

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<sup>1</sup> Seth, Puja. "Overdose Deaths Involving Opioids, Cocaine, and Psychostimulants – United States, 2015-2016." *Centers for Disease Control and Prevention's Morbidity and Mortality Weekly Report*, no. 67 (2018): 349-358.

<sup>2</sup> Seth, Puja. "Overdose Deaths Involving Opioids, Cocaine, and Psychostimulants – United States, 2015-2016." *Centers for Disease Control and Prevention's Morbidity and Mortality Weekly Report*, no. 67 (2018): 349-358.

Survey on Drug Use and Health, Maryland's heroin use was more than double the national average in 2014 to 2016, making it the state with the fifth highest abuse rate for that time period.<sup>3</sup>

In response to the severity of the opioid crisis, including prescription opioids, heroin, fentanyl, etc., ravaging communities in Maryland, Governor Larry Hogan signed and subsequently renewed an [Executive Order](#), declaring a State of Emergency. This declaration activated the governor's emergency management authority and enabled increased and more rapid coordination between the state and local jurisdictions.

## **Maryland Health Resources**

The Governor has made the opioid crisis a top priority, and has a clear understanding that it will take collaboration on many efforts to combat the epidemic. The Opioid Operational Command Center (OOCC) and the Maryland Department of Health Behavioral Health Administration (BHA) are integral partners in helping those directly or indirectly impacted by the crisis to access services, however, it may also be beneficial to engage representatives from other health-focused organizations, such as pain management providers, pharmacists, hospitals, and other key providers of services in order to address issues related to opiates, pain management, employment etc.

Recovery Community Centers (RCCs) and Wellness Recovery Centers (WRCs) are facilities located throughout Maryland that serve local and regional areas by providing a safe haven for those in or seeking recovery to convene and connect with services and supports. Resources available through these centers include 12-step support meetings, peer support, recovery coaching, and education on health and wellness. RCCs and WRCs typically employ the Wellness Recovery Action Plan (WRAP®) therapeutic model, which is a personalized wellness and recovery system born out of and rooted in the principle of self-determination. WRAP® is a wellness and recovery approach that helps people to: 1) decrease and prevent intrusive or troubling feelings and behaviors; 2) increase personal empowerment; 3) improve quality of life; and 4) achieve their own life goals and dreams. Certified Peer Recovery Specialists (CPRSs) are credentialed professionals who may work in RCCs and WRCs to provide recovery support services to individuals living with behavioral health disorders, including SUDs. CPRSs are proven to be an effective support in the path to recovery and employment.

## **Maryland's Workforce System Response**

The NHE grant charges states with creating comprehensive solutions to the opioid crisis that extend beyond the exclusive scope of employment and training services. Consistent with this charge, Maryland's workforce system is partnering with the OOCC and BHA to address the complex needs of individuals struggling with addiction issues.

Maryland's multidimensional approach under the NHE grant encompasses two activities:

1. **Title I - Opioid Crisis Workforce Solutions Grants** - The Title I - Opioid Crisis Workforce Solutions Grant is a non-competitive funding award to certain Local Workforce Development Areas (LWDAs) designed to serve populations directly or indirectly impacted by the opioid crisis. Grant funds may support employment and training services for job seekers who are living and/or working in communities impacted by the opioid crisis. Participating LWDAs may use grant funds to provide customers with employment, training, and supportive services that help them prepare for, secure and retain employment and advance along career pathways in high-demand industries and occupations. LWDAs may also use grant funds to connect customers interested in pursuing employment in careers related to addiction and SUD treatment, behavioral health, and pain management with related training and employment opportunities to build workforce capacity in this area. A key focus of Title I - Opioid Crises Workforce Solutions Grants will be

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<sup>3</sup> SAMHSA, Center for Behavioral Health Statistics and Quality, National Survey on Drug Use and Health, 2014, 2015, and 2016. <https://datafiles.samhsa.gov/>

on leveraging behavioral health system resources, such as CPRSSs, to help jobseekers personally impacted by the opioid crisis to eliminate barriers to employment.

DLLR has granted Title I - Opioid Crisis Workforce Solutions Grant funds to the following LWDA:

- Anne Arundel County;
- Baltimore City;
- Baltimore County;
- Frederick County;
- Mid Maryland (Howard and Carroll counties);
- Susquehanna (Harford and Cecil counties);
- Upper Shore (Dorchester, Kent, Queen Anne's, Talbot, and Caroline counties); and
- Western Maryland (Garrett, Allegany, Washington counties).

The start date for all LWDA awardees is December 1, 2018; the end date is March 31, 2020.

2. **Opioid Workforce Innovation Fund (OWIF).** The OWIF is a competitive grant fund intended to seed the implementation of new and promising ideas or to adapt proven strategies at the systems or service delivery level, to expand workforce capacity to meet industry demands. A wide range of entities can apply for funding to implement innovative, industry-driven workforce solutions serving populations directly or indirectly impacted by the opioid crisis. In addition to employment and training activities, OWIF funding may also be used for supportive services and to connect customers to employment and training resources who are interested in pursuing careers related to behavioral health, SUD treatment, and pain management. Like the Title I - Opioid Crisis Workforce Solutions Grant program, the OWIF will focus on building connections between the workforce system and the behavioral health system to support Maryland jobseekers in eliminating barriers to employment and preparing for, securing and retaining employment in high-demand industries and occupations.

Ultimately, the goal of the two combined funding streams is to serve 300 participants by June 30 of 2020.

# TARGET POPULATIONS AND ELIGIBILITY

## TARGET POPULATIONS

The goal of both the Title I - Opioid Crisis Workforce Solutions Grant program and the OWIF is to counter the negative impacts of the opioid crisis on Maryland's workforce and economy. With this broad charge, grants under either funding stream may serve one or both of the following populations of workers:

**Workers Directly or Indirectly Affected by the Opioid Crisis** - Dislocated workers<sup>4</sup>, new entrants in the workforce, or incumbent workers (currently employed or underemployed) with one of the following characteristics:

- The individual voluntarily answers "Yes" to the following question: *Do you, a friend, or any member of your family have a history of opioid use? Your answer to this question is voluntary.*
- The individual works or resides in a community hard-hit by the opioid crisis or can otherwise demonstrate job loss as a result of the opioid crisis, regardless of any personal impact of the crisis on the individual.

**Workers Seeking to Enter Professions that Could Help in Addressing the Opioid Crisis and Its Causes** - Dislocated workers, new entrants in the workforce, or incumbent workers (currently employed or underemployed) who seek to transition to professions that support individuals struggling with opioid addiction and/or could impact its underlying causes, and who need new or upgraded skills to better serve this population.

## PARTICIPANT ELIGIBILITY

Individuals eligible for service under either the Title I - Opioid Crisis Workforce Solutions Grant program or the OWIF include dislocated workers, new entrants in the workforce, or incumbent workers (currently employed or underemployed) who fall into one of the target populations described above who also:

- Are 18+ years old;
- Are not enrolled or required to be enrolled in secondary school under State law;
- Are a United States citizen or non-citizen authorized to work in the United States;
- Meet Military Selective Service registration, if applicable;

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<sup>4</sup> The National Health Emergency (NHE) Demonstration Grants to Address the Opioid Crisis, are considered National Dislocated Worker Grant (DWGs). Grantees must submit an individual record file quarterly on all participants and exiters, Participant Individual Record Layout, or PIRL. Due to these reporting requirements, in MWE, the Dislocated Worker eligibility must be selected in order to answer the necessary reporting requirements of this grant.

## GRANT ROLES AND RESPONSIBILITIES

The table below explains the roles and responsibilities of the DLLR’s Division of Workforce Development and Adult Learning (DWDAL), LWDAs funded under the Title I - Opioid Crisis Workforce Solutions Grant program, and grantees funded through the OWIF.

Organization	Role	Responsibilities
DWDAL	NHE Project Manager must:	<ul style="list-style-type: none"> <li>• Coordinate and participate in the review of OWIF grant applications;</li> <li>• Promote the Title I - Opioid Crisis Workforce Solutions Grant program and the OWIF throughout local areas and among workforce partners and entities, to build program enrollment;</li> <li>• Participate in staff meetings;</li> <li>• Promote system integration by facilitating communication and information sharing between employment and training providers, other supportive service providers and RCCs/WRCs;</li> <li>• Support the coordination and delivery of staff training;</li> <li>• Provide technical assistance and monitoring of grantees; and</li> <li>• Ensure that all fiscal and administrative reporting is timely, accurate, and completed.</li> </ul>
LWDAs funded through Title I - Opioid Crisis Workforce Solutions Grants	LWDA staff must:	<ul style="list-style-type: none"> <li>• Conduct customer intake and assessment;</li> <li>• Provide customers with basic and individualized career services, follow-up services, and supportive services, etc., as appropriate, to help them reach their employment goals;<sup>5</sup></li> <li>• Refer AJC customers to RCCs, WRCs, and/or CPRSs when health-related services are needed;</li> <li>• Work closely with behavioral health partners to ensure services are integrated and coordinated;</li> <li>• Meet agreed upon performance outcomes;</li> <li>• Communicate with the NHE Project Manager; and</li> <li>• Complete required data collection and reporting.</li> </ul>
OWIF Grantees	OWIF grantees must:	<ul style="list-style-type: none"> <li>• Conduct customer intake and assessment;</li> <li>• Meet the obligations spelled out in their DLLR-approved grant proposal to recruit and serve participants;</li> <li>• Work collaboratively with partners to ensure participants receive integrated services, including, as appropriate, the services of behavioral health professionals;</li> <li>• Meet agreed upon performance outcomes;</li> <li>• Communicate with the NHE Project Manager; and</li> <li>• Complete required data collection and reporting.</li> </ul>

Grant Awardees under the Title I - Opioid Crisis Workforce Solutions Grant program and the OWIF must ensure staff in administrative and service delivery positions are fully trained in their roles and responsibilities. Training should focus on promoting efficient and effective delivery of coordinated, integrated services that assist participants in preparing for, securing, and successfully maintaining employment and advancing along career pathways in high demand industries and occupations.

<sup>5</sup> Detailed descriptions of the types of services available to referred job seekers is provided on pages 9-13 of this policy.

# ALLOWABLE ACTIVITIES

## Title I - OPIOID CRISIS WORKFORCE SOLUTIONS FUND SERVICES

LWDAs must meet participants where they are, providing them with an individualized plan of career services and supportive services that help them meet their employment goals. As appropriate, LWDAs are encouraged to refer participants to RCCs, WRCs, and/or CPRSs for behavioral health-related services and barrier removal assistance. Similarly, CPRSs are encouraged to refer their customers to AJCs, where the robust menu of services may include career services, training services, supportive services, and work-based learning activities as described in this section.

### Career Services

#### *Basic Career Services*

- Eligibility assessment;
- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs;
- Job search and placement assistance, and, when needed, career counseling,
- Provision of referrals to and coordination of activities with other programs and services;
- Provision of workforce and labor market employment statistics information;
- Job vacancy listings in labor market areas; and/or
- Provision of information relating to the availability of supportive services or assistance and appropriate referrals to those services and assistance.

#### *Individualized Career Services*

If AJC staff determine that individualized career services are appropriate for an individual to obtain or retain employment, these services should be made available to the individual. These services are available in all AJCs.

These services include:

- Comprehensive and specialized assessments of the skill levels and service needs;
- Group and/or individual counseling and mentoring;
- Career planning (e.g. case management);
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, in some instances pre-apprenticeship programs may be considered as short-term prevocational services;
- Traditional classroom training;
- Customized training;
- Internships and work experiences that are linked to careers;
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment;
- Financial literacy services; and
- English language acquisition and integrated education and training programs.



## **Training and Work-Based Learning Models**

Based on an approved grant proposal and an assessment of a participant's need, grantees may provide participants with meaningful, quality work-based learning opportunities. The following work-based learning activities are allowable options while assisting this population during the period of performance:

- Transitional Jobs - Transitional Jobs are time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Transitional jobs should be combined with comprehensive employment and supportive services and they are designed to assist the individuals establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.
- Traditional Classroom training - Training funded through Individual Training Accounts.
- Connecting businesses through customized training.
- Incumbent Worker Training - Incumbent Worker training for existing employees provides both workers and employers with the opportunity to build and maintain a quality workforce. Incumbent Worker training can be used to help avert potential layoffs of employees, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers.
- On-the-Job Training (OJT) - OJT is training conducted by an employer that occurs while a participant is engaged in productive work. OJT optimizes the resources available under workforce development initiatives to meet the needs of employers and job seekers.
- Paid Internships - A paid internship is a method of paid OJT for professional careers that, in some ways, is similar to apprenticeships, but is different in that it lacks much of the Registered Apprenticeship standardization and oversight. Generally, an internship consists of an exchange of services for experience between an intern and an organization.
- Pre-Apprenticeships - Pre-apprenticeship programs are designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. Pre-Apprenticeship programs should have a documented partnership with at least one, if not more, Registered Apprenticeship program(s).
- Registered Apprenticeships - Registered Apprenticeship programs combine work-based learning and classroom training to help successful program completers obtain secure, full-time journeyman positions. DLLR's Apprenticeship and Training Program, offers over 130 active Registered Apprenticeship programs.

## **Supportive Services**

Supportive services provide financial assistance to participants who would not otherwise be able to participate in a program. Participating LWDA's 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. Other supportive services may be allowable with DLLR's prior approval.

Before a program participant is approved for supportive services, staff should ensure that no other resources are available to pay for the necessary service. Participating LWDA's should ensure that all WIOA state supportive service policies on submission procedures and payment issuances are followed. If LWDA's have approved local policies on supportive services, these may be applied in lieu of state guidance.

Participating LWDA's should also ensure that approval forms, receipts, and supporting documentation are available for review. LWDA supervisors must approve supportive services for program participants. Supportive services must be recorded as services in the Maryland Workforce Exchange (MWE) and documented in case notes.

Supportive service payments are available to participants as long as they remain in good standing with the WIOA Title I providers and the training vendor. Funding must be used in accordance with DLLR approved grant agreements. OJT participants are only eligible to receive supportive services during the first two weeks of their employment.

The following section provides information on several types of supportive services, the conditions under which they can be made available, and the payment guidelines for each. Local WIOA Title I staff are encouraged to leverage other funding streams to cover any supportive service needed by participants that are not approved under the grant agreement.

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

Transportation allowances require:

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

Participant payments must only occur after these elements are confirmed.

*Payment Guidelines:* Transportation allowance can be used for public transit users or for drivers. Participating LWDAs must collect and maintain appropriate documentation to verify the participant's covered transportation allowance. For public transit users, participating LWDAs may cover the expenses for bus, light rail, metro subway, MARC train, Washington Transit, or Commuter Choice Maryland.

For drivers, participating LWDAs may approve a travel allowance at a rate not higher than the official Internal Revenue Service (IRS) mileage rate. At the date of this policy issuance, for example, the standard IRS mileage rate for the use of a car is a maximum of 54.5 cents per mile for each business mile driven.

The maximum allowable payment is \$20 per day, with a maximum cap of \$100 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 Equipment** - Participating LWDAs may assist eligible participants with the costs of uniforms, tools, and/or equipment required for participation in approved training programs or new, full-time jobs. Examples of covered items include but are not limited to: steel toe boots and worker tools.

*Payment Guidelines:* Participating LWDAs 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. Participating LWDAs must collect and maintain appropriate documentation to verify the participant's covered allowance for uniforms, tools, and related equipment.

**Child or Dependent Care** - When daycare costs for a child or dependent exceed the amount subsidized by the Local Department of Social Services (LDSS), the NHE grant 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:* Participating LWDAs may provide this supportive service payment to actively engaged program participants or to those who are in the first two weeks of new, full-time employment. The maximum allowable payment is \$20 per day, with a maximum of \$100 per week. Participating LWDAs must only approve daycare costs for days that the participant is in training or at work. Before submitting a payment request, participating LWDAs must determine that all of the following conditions are met.

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

1. Apply for purchase of care subsidy through the LDSS;
2. Provide application results to LWDA staff;
3. Provide proof that participant has contracted with a state-approved child care provider;
4. Demonstrate evidence of need; 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 LWDA has a substantiated reason to believe that the payment is necessary to the program participant's successful completion of program activities. If a LWDA wishes to implement stipends, it must notify DLLR staff and provide a written proposal to explain and justify the proposed stipend component. DLLR staff will then review the proposal and make a determination as to whether the stipend would be appropriate for inclusion as a supportive service.

*Payment Guidelines:* Participating LWDAs must ensure that the payment guidelines identified by the LWDA in its DLLR-approved proposal are followed.

**Union Initiation Fees** - Participating LWDAs may assist participants with union initiation fees, which are the costs associated with joining a union, to obtain employment.<sup>6</sup>

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

**Clothing for Interviewing and Job Fairs** - Participating LWDAs 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. Participating LWDAs must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered clothing allowance.

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<sup>6</sup> Union initiation fees are different than regular, recurring union fees. Recurring union fees are not an allowable cost under this grant.

*Payment Guidelines:* Participating LWDA's 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.

**Work Incentives Counseling (also referred to as “formal benefits counseling”)** – Many individuals with disabilities want to work, earn more or start a career, but fear that doing so will lead to a loss of needed medical benefits or even a loss in total income. There are incentives available that make it possible to earn more while keeping needed benefits. Work incentives counseling, also known as formal benefits counseling, is a service that helps individuals receiving public support such as monthly checks from Social Security (ie Supplement Security Income/SSI, or Social Security Disability Income/SSDI) or Medical Assistance (Medicaid), understand how they can increase their household income by earning money through work without losing those critical benefits. Work Incentives Counseling must only be provided by individuals who are certified after completing a rigorous training program and exam.

**Other Supportive Services** - Other supportive services may be funded through the NHE grant with DLLR approval. If a LWDA 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 a LWDA has the option to notify DLLR and provide a written proposal to justify the proposed supportive service. DLLR staff will review the proposal and make a determination as to whether the stipend is appropriate for inclusion as a supportive service.

*Payment Guidelines:* Participating LWDA's must ensure that the payment guidelines identified by the LWDA in its DLLR-approved proposal are followed.

### **Referral to Behavioral Health Resources**

Maryland's Public Behavioral Health System (PBHS) is a comprehensive system of care for individuals with behavioral health conditions and substance related disorders, managed by the BHA. The PBHS offers both treatment and rehabilitation services for eligible individuals.

Outpatient Psychiatric Treatment services may include psychiatric or clinical assessment and evaluation, individual therapy, group therapy, family therapy, family psychoeducation, or medication management. Rehabilitation services are also available to eligible individuals with serious and persistent mental illness (SPMI) and may include a combination of Residential Rehabilitation Program services, Psychiatric Rehabilitation Program services, Targeted Case Management and Supported Employment. For those individuals with SPMI who may be without a home or for whom more traditional forms of outpatient treatment have been ineffective, the PBHS offers Mobile Treatment/Assertive Community Treatment as an intensive, community-based service which provides assertive outreach, treatment, rehabilitation, and support.

In addition to services offered for individuals with behavioral health conditions, the PBHS offers a host of services for individuals with substance related disorders, providing integrated, comprehensive care. These are provided in correlation with the American Society of Addiction Medicine Levels of Care and may include early intervention, outpatient treatment, opioid treatment, residential treatment, and inpatient care.

These behavioral health and SUD services are managed through Maryland's contracted Administrative Services Organization and implemented on a local level through Maryland's 24 Local Behavioral Health Authorities, Local Addictions Authorities, and Core Service Agencies.

## **THE OPIOID WORKFORCE INVESTMENT FUND (OWIF)**

The OWIF is intended to offer grantees maximum flexibility in developing innovative solutions to support improved employment outcomes for dislocated workers, under or unemployed individuals, new entrants to the workforce, or incumbent workers seeking upskilling. Applicants for OWIF grants must demonstrate strong partnerships between behavioral health services and those available through the AJCs. They must also provide services aligned with and designed to support the goals of the region's economic development strategy, as well as the applicable WIOA Local Workforce Plan(s) for the area(s), thus ensuring participants have the skills and competencies necessary to compete for jobs in emerging or targeted industry sectors.

In addition to career services, training and work-based learning models and supportive services described on pages 9 – 14 of this policy, OWIF grantees may also use funds to provide outpatient behavioral health services addressing behavioral health treatment, rehabilitation services, and recovery support services, and should consider a broad range of options when considering the design of proposals.

Examples of behavioral health and related services that may be funded under OWIF include, but are not limited to:

- Health, mental health, addiction, or other forms of outpatient treatment that may impact opioid addiction and related, underlying, or complicating conditions;
- Human Resources staff training around protections afforded under the Americans with Disabilities Act of 1990;
- Support for linkages to community services, including services offered by partner organizations designed to support grant participants;
- Referrals to health care, including referrals to drug treatment and mental health services; and,
- Payments and fees for employment and training-related applications, tests, and certifications.

## **REFERRAL PROCESS**

To facilitate continuity and integration of services and track activities conducted under the Title I - Opioid Crisis Workforce Solutions Grant program and the OWIF, certain information should be collected from customers and shared by service providers as part of a strong referral process. Minimally, the referral information listed below should be collected, however grantees may choose to include additional data points beyond the following core list at their discretion. Referral information should include:

- Date of Referral;
- Name of Referring Agency;
- Name of Staff Making Referral;
- Contact Information for Staff Making Referral;
- Customer Name;
- Customer Email Address;
- Customer Phone Number;
- *Either* Customer MWE identification number or last four digits of Social Security Number;
- Name of Receiving Agency;
- Name of Staff Receiving Referral;
- Contact Information for Staff Receiving Referral;
- Purpose of Referral;
- Referral Results;
- Release of Information, with Customer Signature; and
- Additional Information, as appropriate.

Grant recipients should be mindful that effective referrals flow in both directions between partners to optimize service integration for participants. Participant confidentiality practices must be in place at all times.

## **NOTICE ABOUT DISABILITY AND MEDICAL INFORMATION PROTECTIONS AND FOR NHE GRANT PARTICIPANTS**

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, secured 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 this grant, 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.

## **OWIF APPLICATION PROCESS**

The OWIF grant is modeled on, and inspired by, Maryland's highly successful Apprenticeship Innovation Fund.<sup>7</sup> As noted earlier in this policy, the OWIF is a competitive grant fund, intended to seed the implementation of new and promising ideas or to adapt proven strategies at the systems or service delivery level. The goals of the OWIF are to expand workforce capacity to meet industry demands, and also to expand the reach of opioid addiction and overdose programs in Maryland. The OWIF opens broader connections to customers that have not historically visited AJCs. Such customers may lack the ability to access traditional WIOA services, and/or may have developed a rapport with local organizations providing workforce development opportunities in communities impacted by the opioid crisis.

## **OWIF REQUIREMENTS AND FUNDING**

### **Applicant Eligibility**

The following entities are eligible to apply for OWIF funds:

- For-profit, private sector businesses;
- Non-profit organizations;
- Labor organizations;
- Industry associations;
- Local and regional economic development entities;
- Registered Apprenticeship sponsors;
- LWDAs;
- Institutions of postsecondary education; and
- State and local government agencies.

To be eligible for the OWIF, applicants are not required to provide dollar-for-dollar matching of funds, but are encouraged to leverage additional resources for the expansion or creation of programming. Leveraged resources may include braided funding from other public, private, or philanthropic sources.

DLLR requires applicants to agree to collect data on participants for performance metrics and identify how the efforts will be sustained beyond the funding period.

DLLR will not fund applicants who are 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.

### **Uniform Administrative Requirements**

Invoicing and payments typically operate on a reimbursement basis. Grantees cannot be provided cash by DLLR (advance payments are not allowable). All grants are subject to the Uniform Guidance: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200 and OMB's approved exceptions for the Department at 2 CFR Part 2900.](#)

### **Prohibited Use of Funds**

Grants must not be used to pay costs of in-patient drug treatment and rehabilitation programs.

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<sup>7</sup> Policy Issuance 2018-07, Apprenticeship Innovation Fund, August 28, 2018, available at <https://www.dllr.state.md.us/employment/mpi/mpi7-18.pdf>



## **Funding Caps**

The funding cap per grant is \$75,000. The funding cap per participant is \$6,000. No more than 10 percent of the grant may be used to cover supportive services. Similarly, no more than 10 percent of the grant may be used to cover administrative costs.

## **COORDINATION OF OWIF GRANT SERVICES WITH CAREER AND TRAINING SERVICES**

Integration of workforce system services is key to the success of OWIF grant activities. Implementation must include coordination and partnerships with LWDAs or AJCs and the behavioral health system.

# APPLYING FOR THE OPIOID WORKFORCE INNOVATION FUND (OWIF)

## APPLICATION SUBMISSION

To apply for OWIF awards, applicants must first complete the required application, available on request via email from [dllr.owif@maryland.gov](mailto:dllr.owif@maryland.gov). DLLR will accept and review applications on a rolling first-come, first-served basis.

*Attachment A – Sample - OWIF Application* provides the application template.

## APPLICATION REVIEW

Submitted applications shall be reviewed in a timely manner by a State Review Team comprised of:

1. A Maryland Department of Health representative;
2. The DLLR Director of the Office of Workforce Development (or designee); and
3. The NHE Grants Project Manager.

The Review Team must ensure that approved applications meet minimum program requirements, including fiscal requirements.

## APPLICATION APPROVAL/DENIAL

DLLR must inform applicants via email when OWIF grant requests have been approved or denied within 14 calendar days of application receipt. DLLR will deny incomplete applications.

If approved, the DLLR Office of Workforce Development shall provide the applicant with a Grant Award Notification to be completed by the applicant.

*Attachment B – Sample – OWIF Notice of Grant Award* provides an example of the Grant Award Notification letter.

Approved programs must be prepared to enter into contract negotiations and should begin implementing programmatic work. Approved programs must submit completed grant agreements to the NHE Grants Project Manager to review within 14 calendar days of notification by email at [dllr.owif@maryland.gov](mailto:dllr.owif@maryland.gov). DLLR also requires approved programs to submit two original copies of the grant agreement by mail to the following address:

DLLR, DWDAL  
Attn: NHE Project Manager  
1100 North Eutaw Street, Room 108  
Baltimore, MD 21201  
[dllr.owif@maryland.gov](mailto:dllr.owif@maryland.gov)

DLLR, DWDAL  
Attn: Dorothee Schlotterbeck  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201  
410-767-2283  
[Dorothee.schlotterbeck@maryland.gov](mailto:Dorothee.schlotterbeck@maryland.gov)

After a contract has been formally executed, DLLR must provide funds to the approved program on a cost reimbursement basis.

If a grant application is denied, DLLR must provide the applicant with a Grant Denial Notification containing feedback on the proposal. A denied applicant may appeal the decision. The appeal must be emailed to DLLR's Assistant Secretary for DWDAL, at [dllr.owif@maryland.gov](mailto:dllr.owif@maryland.gov) within 14 calendar days of the date of the Grant Denial Notification and (1) state the grounds for the appeal; and, (2) state the reasons why the application should

be reconsidered and approved. The DLLR DWDAL Assistant Secretary (or designee), will consider all appeals and provide written response to the applicant within 14 calendar days of appeal receipt. The DLLR-DWDAL Assistant Secretary (or designee) is the final decision maker.<sup>8</sup>

***Attachment C – Sample – OWIF Grant Denial Notification*** provides an example of the Grant Denial Letter.

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<sup>8</sup> Any of the time periods under this section, “Application Approval/Denial” may be extended by the DLLR DWDAL Assistant Secretary at his or her sole discretion.

# PERFORMANCE ACCOUNTABILITY

## PERFORMANCE METRICS

To determine the success of investments in both the Title I - Opioid Crisis Workforce Solutions Grant and the OWIF, grantees must collect data on the following measures:

- The number of individuals served;
- The number of participants placed into training;
- The number of participants receiving a work-related credential;
- The number of participants entering unsubsidized employment; and
- The number of participants accessing career services.

## Title I – OPIOID CRISIS WORKFORCE SOLUTIONS FUND

Staff from the participating LWDAs funded under the Opioid Crisis Workforce Solutions Fund must ensure that all reporting data is entered into the MWE within 14 calendar days of activity. Participating LWDAs must also ensure that all participants are fully enrolled in the MWE System. As part of the enrollment process, it is mandatory to enter information using the Grant ID.

*Attachment D – Sample - Title I – Opioid Crisis Workforce Solutions Fund MWE Data Entry Instructions* provides detailed instructions for entering performance data into the MWE System. LWDAs are responsible for ensuring that the instructions detailed in this attachment are disseminated to staff, reviewed with staff, and followed in the LWDAs.

## OWIF GRANTS

Grantees working under OWIF grants are also accountable for the grant-specific performance measures and WIOA common measures described in the “Performance Metrics” section. However, since OWIF grantees may not have access to MWE, information on how to track performance is provided in the Reporting section of this policy, on pages 21 and 22.

## REPORTING

Participating LWDA's must submit timely fiscal and program reports to the appropriate DLLR central office staff person, as prescribed below. If reporting requirements are not met by a grantee, DLLR may take corrective action, and future funding may be impacted.

### FISCAL REPORTING

#### **Title I - Opioid Crisis Workforce Solutions Grants**

Participating LWDA's must submit a monthly financial report on administrative and program costs to the DWDAL central office no later than the 10th day of the month following the month of reported activity. If there is a significant change in fiscal information between the 10th and the 30th days of the month, then the LWDA must submit a revised monthly report. LWDA's must also submit a cash requisition for reimbursement of funds.

Participating LWDA's must provide all signed fiscal reports electronically to the following:

DLLR, DWDAL  
Attn: NHE Project Manager  
1100 North Eutaw Street, Room 108  
Baltimore, MD 21201  
dllr.owif@maryland.gov

DLLR, DWDAL  
Attn: Dorothee Schlotterbeck  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201  
410-767-2283  
Dorothee.schlotterbeck@maryland.gov

*Attachment E – Sample - Title I – Opioid Crisis Workforce Solutions Fund: Monthly Financial Report and Invoice Template for Participating LWDA's* provides the reporting template for the Fiscal Monthly Status Report LWDA's must complete.

*Attachment F – Sample - Title I – Opioid Crisis Workforce Solutions Fund: Cash Requisition Template for Participating LWDA's* provides the template for cash requisitions.

#### **OWIF Grants**

OWIF grant recipients must submit monthly fiscal reports to the DLLR central office no later than the 10th of the month following the month of reported activity.

*Attachment G - Sample – OWIF Monthly Fiscal Report and Invoice Template* provides an example of the required report. Grant recipients must provide all signed reports by email along with all fiscal supporting documentation to the following:

DLLR, DWDAL  
Attn: NHE Project Manager  
1100 North Eutaw Street, Room 108  
Baltimore, MD 21201  
dllr.owif@maryland.gov

DLLR, DWDAL  
Attn: Dorothee Schlotterbeck  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201  
410-767-2283  
Dorothee.schlotterbeck@maryland.gov

### PROGRAM REPORTING

Participating grantees of the Title I - Opioid Crisis Workforce Solutions Grant program and the OWIF must submit monthly program reports by email to the individuals listed below:

DLLR, DWDAL  
Attn: NHE Project Manager  
1100 North Eutaw Street, Room 108  
Baltimore, MD 21201  
dllr.owif@maryland.gov

DLLR, DWDAL  
Attn: Dorothee Schlotterbeck  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201  
410-767-2283  
Dorothee.schlotterbeck@maryland.gov

Monthly program reports are due no later than the 10th day of the month following the month of reported activity. These reports are important because they capture information on performance metrics, participating jobseekers, best practices, lessons learned, and challenges within the project.

***Attachment H – Sample – ALL GRANTEES: National Health Emergency Grant Monthly Program Report*** provides an example of the program reports that must be submitted.

# **MONITORING AND RECORD RETENTION**

## **MONITORING**

The state of Maryland acknowledges that the USDOL has the authority to monitor fiscal and/or programmatic performance related to both the Title I - Opioid Crisis Workforce Solutions Grant and the OWIF grant. To ensure that policies are being followed and expectations are being met, the state, LWDAs, and all grantees should expect DLLR to conduct monitoring.

## **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.

## REFERENCES

### LAW

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

[The Americans with Disabilities Act and the ADA Amendments Act of 2008](#), Americans With Disabilities Act of 1990 (ADA and ADAA). 42 USC § 12101 et seq., as amended (1990 and 2008).

[Executive Order 01.01.2018.20](#), Renewal of Executive Order Regarding the Heroin, Opioid, and Fentanyl Overdose Crises, Declaration of Emergency.

### REGULATION

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200 and OMB's approved exceptions for the Department at 2 CFR Part 2900.

[29 C.F.R. 38.41\(b\)\(3\)](#), Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act, a rule by the Labor Department on December 2, 2016.

[29 C.F.R. 38.5 General Prohibitions on Discrimination](#), U.S. Code of Federal Regulations.

### USDOL GUIDANCE

[TEGL 12-17](#), National Health Emergency Dislocated Worker Demonstration Grants to Address the Opioid Crisis, March 20, 2018.

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

[TEGL 19-16](#), Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA and the Wagner-Peyser Act Employment Service, as amended by title III of WIOA, and for Implementation of the WIOA Final Rules, March 1, 2017.

### OTHER RESOURCES

[Maryland WIOA Combined State Plan](#)

Seth, Puja. "Overdose Deaths Involving Opioids, Cocaine, and Psychostimulants – United States, 2015-2016." *Centers for Disease Control and Prevention's Morbidity and Mortality Weekly Report*, no. 67 (2018): 349-358.

[Maryland Policy Issuance 2018-07](#), "Apprenticeship Innovation Fund", August 28, 2018.

U.S. Department of Health and Human Services. (2016) *Facing Addiction in America: The Surgeon General's Report on Alcohol, Drugs, and Health*

SAMHSA, Center for Behavioral Health Statistics and Quality, National Survey on Drug Use and Health, 2014, 2015, and 2016. <https://datafiles.samhsa.gov/>



WorkforceGPS. (October 18, 2018) Implications of Substance/Opioid Misuse and Addiction for the Workforce Development System

Maryland Addiction and Behavioral Health Professionals Certification Board. *Certified Peer Recovery Specialist Position Classification*

## **ATTACHMENTS**

Attachment A – Sample - OWIF Application

Attachment B – Sample - OWIF Notice of Grant Award

Attachment C – Sample - OWIF Grant Denial Notification

Attachment D – Title I - Opioid Crisis Workforce Solutions: MWE Data Entry Instructions

Attachment E – Sample - Title I – Opioid Crisis Workforce Solutions: Monthly Financial Reporting Template for Participating LWDAs

Attachment F – Sample - Title I – Opioid Crisis Workforce Solutions: Cash Requisition Template

Attachment G - Sample - OWIF: Monthly Fiscal Report and Invoice TEMPLATE for Other Grantees

Attachment H – Sample - ALL GRANTEES: National Health Emergency Grant Monthly Program Report Template



## OPIOID WORKFORCE INNOVATION FUND APPLICATION

As part of its program funded under the U.S. Department of Labor National Health Emergency Dislocated Worker Demonstration Grants, the Maryland Department of Labor, Licensing and Regulation (DLLR) has established an Opioid Workforce Innovation Fund (OWIF). The OWIF will invest in programs that support and enhance the efforts to address opioid crisis response strategies. The OWIF is a competitive grant fund intended to seed the implementation of new and promising ideas, or to adopt proven strategies at the systems or service delivery level, to address the health and economic effects of widespread opioid use disorder with innovative workforce programs in Maryland.

DLLR considers the following entities to be eligible for OWIF funds:

- For-profit, private sector businesses, or Registered Apprenticeship sponsors;
- Non-profit organizations;
- Labor organizations;
- Industry associations;
- Local and regional economic development entities;
- Registered Apprenticeship sponsors;
- Local Workforce Development Areas;
- Institutions of postsecondary education; and
- State and local government agencies.

To be eligible for participation in the OWIF, an applicant is not required to provide dollar-for-dollar matching of funds but is encouraged to leverage additional resources for the expansion or creation of programming. Leveraged resources may include braided funding from other public, private, or philanthropic sources. DLLR also requires applicants to agree to collect data on applicants for performance metrics and identify how the efforts will be sustained beyond the funding period.

DLLR will not fund applicants who are 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.

At a minimum, all proposals must address the number of customers served in the following areas:

- The number of individuals served;
- The number of participants placed into training;
- The number of participants receiving a work-related credential;
- The number of participants entering unsubsidized employment; and
- The number of participants accessing career services.

### ALLOWABLE COSTS

To receive funding, the needs and costs must be reasonable, necessary, and clearly related to the purpose and activities of the project. The following types of activities and items are examples of allowable costs:

- Career Services (Basic Career Services, Individualized Career Services, Follow-up Services, as described in policy);
- Training Services;
- Follow-up Services;
- Work-based Learning Activities; and/or
- Behavioral health services (unless prohibited).

## PROHIBITED USE OF FUNDS

Grants may not be used to pay costs of in-patient drug treatment and rehabilitation programs. Grantees may not expend more than 10% of their total grant award on the provision of supportive services to participants. No more than 10% of funding may be used to cover administrative costs.

## TARGET POPULATION, OUTREACH, AND ENROLLMENT

DLLR encourages applicants to focus on connecting target populations to training and employment opportunities, where applicable, as stated in [Training and Employment Guidance Letter 17-02](#) including dislocated workers, new entrants in the workforce, or incumbent workers, who:

- Have been directly or indirectly impacted by the opioid crisis;; OR
- Seek to transition into a profession that supports people struggling with opioid addiction, AND
- Who need new upgraded skills to better serve this population, in the areas of:
  - Addiction treatment services;
  - Prevention services aimed at preventing prescription misuse; or
  - Mental health treatment for disorders that may also be present in someone who has an opioid use disorder.

Maryland's workforce system offers a wide-array of resources to the state's job seekers. Alongside grantees, DLLR will work with its existing state, local, and community based partners to identify potential referrals to program partners and to assist with job seeker outreach.

## COORDINATION WITH CAREER AND TRAINING SERVICES

Applicants need to demonstrate partnerships with a Local Workforce Development Area or an American Job Center (AJC). DLLR encourages applicants to focus on connecting target populations to training and employment opportunities, where applicable, as stated in [Training and Employment Guidance Letter 17-02](#).

Partnering with AJCs provides opportunities for OWIF grantees to access WIOA employment and training services and resources provided in AJCs otherwise unavailable to potential impacted job seekers. Sharing information with local grant partners provides opportunities for co-enrollment and case management. Grantees will ensure no duplication of effort will occur by describing how they will partner with an AJC or other entities delivering career services under the grant.

## COORDINATION WITH BEHAVIORAL HEALTH SERVICES

In addition to career and training services, OWIF grantees must demonstrate partnerships with outpatient behavioral health services addressing behavioral health treatment, rehabilitation services, and recovery support services.

Maryland's Public Behavioral Health System (PBHS) is a comprehensive system of care for individuals with behavioral health conditions and substance related disorders, managed by the Behavioral Health Administration (BHA) under the Maryland Department of Health (MDH). The PBHS offers both treatment and rehabilitation services for eligible individuals.

Outpatient Psychiatric Treatment services may include psychiatric or clinical assessment and evaluation, individual therapy, group therapy, family therapy, family psychoeducation, or medication management. Rehabilitation services are also available to eligible individuals with serious and persistent mental illness (SPMI) and may include a combination of Residential Rehabilitation Program services, Psychiatric Rehabilitation Program services, Targeted Case Management and Supported Employment. For those individuals with SPMI who may be without a home or for whom more traditional forms of outpatient treatment have been ineffective, the PBHS offers Mobile Treatment/Assertive Community Treatment as an intensive, community-based service which provides assertive outreach, treatment, rehabilitation, and support.

In addition to services offered for individuals with behavioral health conditions, the PBHS offers a host of services for individuals with substance related disorders, providing integrated, comprehensive care. These are provided in

correlation with the American Society of Addiction Medicine Levels of Care and may include early intervention, outpatient treatment, opioid treatment, residential treatment, and inpatient care.

These behavioral health and substance use disorder services are managed through Maryland's contracted Administrative Services Organization and implemented on a local level through Maryland's 24 Local Behavioral Health Authorities, Local Addictions Authorities, and Core Service Agencies.

## SUGGESTED STRATEGIES FOR OWIF IMPLEMENTATION

### Basic Career Services

- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs;
- Job search and placement assistance, and, when needed, career counseling;
- Provision of referrals to and coordination of activities with other programs and services;
- Provision of workforce and labor market employment statistics information;
- Job vacancy listings in labor market areas; and/or
- Provision of information relating to the availability of supportive services or assistance and appropriate referrals to those services and assistance.

### Individualized Career Services

- Comprehensive and specialized assessments of the skill levels and service needs;
- Group and/or individual counseling and mentoring;
- Career planning (e.g. case management);
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, in some instances pre-apprenticeship programs may be considered as short-term prevocational services;
- Internships and work experiences that are linked to careers;
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment;
- Financial literacy services; and
- English language acquisition and integrated education and training programs.

Based on an approved grant proposal and an assessment of a participant's need, the Program provides meaningful, quality training opportunities, which could include: Registered Apprenticeship, Pre-Apprenticeship, on-the-job training (OJT), occupational skills training, customized training, career pathways, transitional jobs, or paid internships. DLLR strongly encourages participating grantees to utilize training options that offer seamless connections to robust career pathways. The following work-based learning activities are allowable options while assisting this population during the period of performance:

### Incumbent Worker Training

Incumbent Worker training for existing employees provides both workers and employers with the opportunity to build and maintain a quality workforce. Incumbent Worker training can be used to help avert potential layoffs of employees, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers.

### On-the-Job Training (OJT)

On-the-job training (OJT) is training conducted by an employer that occurs while a participant is engaged in productive work. OJT optimizes the resources available under workforce development initiatives to meet the needs of employers and job seekers.

**Paid Internships**

A paid internship is a method of paid OJT for professional careers that, in some ways, is similar to apprenticeships, but is different in that it lacks much of the Registered Apprenticeship standardization and oversight. Generally, an internship consists of an exchange of services for experience between an intern and an organization.

**Transitional Jobs**

Transitional Jobs are time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Transitional jobs should be combined with comprehensive employment and supportive services

**Pre-Apprenticeships**

Pre-apprenticeship programs are designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. Pre-Apprenticeship programs should have a documented partnership with at least one, if not more, Registered Apprenticeship program(s).

**Registered Apprenticeships**

Registered Apprenticeship programs combine work-based learning and classroom training to help successful program completers obtain secure, full-time journeyman positions. DLLR's Apprenticeship and Training Program, offers over 130 active Registered Apprenticeship programs.

and they are designed to assist the individuals establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

**Supportive Services**

Supportive services provide financial assistance to participants who would not be able to participate otherwise. Participating grantees may offer supportive services to eligible participants with transportation, uniforms, tools, work or training equipment, child or dependent care, stipends, graduation fees, union fees, and clothing for interviews or job fairs. Before a program participant is approved for supportive services, grantees should ensure that other resources have been explored, and no other resource is available to pay for the necessary service.

Grant recipients' partner organizations may deliver the majority of supportive services provided to participants, particularly those services related to health and related services. However, as individuals are determined ready to participate in workforce development services as part of the overall service strategy laid out in the grant application, the OWIF grant may provide necessary supportive services, which may include, but are not limited to:

- Health, mental health, addiction, or other forms of outpatient treatment that may impact opioid addiction and related, underlying, or complicating conditions;
- Linkages to community services, including services offered by partner organizations designed to support grant participants;
- Referrals to health care, including referrals to drug treatment and mental health services; and/or,
- Payments and fees for employment and training-related applications, tests, and certifications.

**APPLICATION PROCEDURES**

Note: Use the TAB key to quickly navigate to each field.

Applications will be accepted and reviewed on a rolling first-come, first-served basis.

Applicants must agree to be part of U.S. DOL's evaluation should the Department decide to perform an evaluation - this means agreeing to the possibility of Randomized Control Trials. Applicants must also be sure their activities

are connected to the work of the CPRS and the RCCs and the American Job Centers, so Maryland can benefit from this multi-layered interventional approach.

**Completed applications should be submitted electronically to [dllr.owif@maryland.gov](mailto:dllr.owif@maryland.gov). Applicant should include letters of support as enclosures to the application.**

<b>APPLICANT INFORMATION</b>			
Organization Name	Employer Identification Number (An EIN is written in the form 00-0000000)	Point of Contact Name	Point of Contact Title
Organization Street Address	City, State ZIP Code	Organization Phone Number	Point of Contact Email Address
Registered Apprenticeship Sponsor Number (if applicable):			
<b>PROJECT OVERVIEW</b>			
1. Indicate the amount of funds requested, up to a maximum amount of \$75,000.00.			
2. Indicate the number of individuals that will be served, should your proposal be granted funding.			
<b>APPLICANT EXPERIENCE</b>			
3. Provide a brief profile of the applying organization, highlighting any previous experience related to workforce development or to serving individuals impacted by the opioid crisis. If none, please state N/A. (length not to exceed 750 words)			
4. Provide a brief profile of partner organization(s) – including your strategies to connect to nearby American Job Centers – highlighting any previous experience related to workforce development or to serving individuals impacted by the opioid crisis. (length not to exceed 425 words)			
5. Describe your strategies for connecting participants with behavioral health service providers, organizations, and resources.			
<b>DESCRIPTION OF PROPOSED USE OF OWIF</b>			
6. Describe your organization’s proposed plan for use of OWIF. Include a description of the training, skills, and/or processes that are included as part of the proposed activities. Please also discuss which industries and occupations are a focus area for training in preparation for actual employment and provide details. (length not to exceed 1,500 words)			

7. Indicate which of the suggested workforce strategies (see Pages 2-4 above) you propose to utilize and why. Please describe how these selected services will interact and how participants will move through this chain of services, with the ultimate goal of attaining employment. (length not to exceed 950 words)

8. Provide a brief overview of the individuals to be served through your organization’s proposed activities. Please note which populations are being served (see Page 2 above), and indicate which ones and what approach is being used for recruitment/retention. **Please indicate the total number of individuals to be served.** (length not to exceed 950 words)

**OVERVIEW OF PROGRAM COSTS**

9. Provide an itemized list of ALL costs associated with your program proposal. This list must account for the full amount of the funds requested by your organization, as indicated in Item #1 above. **Amount of funds requests should not exceed \$75,000, with a \$6000 per participant cap. No more than 10% of grant funds may be spent on supportive services. Similarly, no more than 10% of funds may be spent on administration costs.**

*NOTE: OWIF funds are prohibited from directly paying participant wages.*

10. Provide a listing of all leveraged resources that are helping to support your organization’s proposal. These may include: organizational staff salaries, program administrative costs, etc.

**TIMELINE**

11. Describe the estimated timeframes for all of the proposed project’s key activities. Indicate project START and END dates clearly within this timeline. All projects must conclude by **3/30/2020**.

**OVERVIEW OF PROGRAM DELIVERABLES**

12. Please provide a brief description on how the activities proposed by your organization will successfully achieve the number of customers served in the following areas:

- The number of individuals served;
- The number of participants placed into training;
- The number of participants receiving a work-related credential;
- The number of participants entering unsubsidized employment; and
- The number of participants accessing career services. (length not to exceed 950 words)

13. Please provide a description of how your organization’s proposal supports innovation of Maryland’s response to the workforce implications associated with the opioid crisis. (length not to exceed 750 words)

**SUSTAINING THE EFFORT**

14. When funds awarded under the OWIF are exhausted or the project has ended, how will the efforts initiated under your proposal be sustained? (length not to exceed 500 words)

**AFFIRMATION**



15. On behalf of INSERT APPLICANT NAME I affirm that INSERT APPLICANT NAME is not under investigation by any federal, State or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities. Affirm

Yes

No

### SPECIAL FUNDING OPPORTUNITY FOR MARYLAND'S WESTERN REGION

The Appalachian Regional Commission (ARC) has funding to support pilot projects in the Western region of Maryland, (including Washington, Allegany and Garrett Counties), to address the opioid crisis with workforce-focused solutions. If your service area is in the Western Region and you would like to learn more about the ARC's funding opportunity, contact:

Bill Atkinson, ARC Program Manager  
Maryland Department of Planning  
Western Maryland Regional Office  
113 Baltimore Street Suite 302  
Cumberland, Maryland 21502  
301-777-2161

**DEPARTMENT OF LABOR, LICENSING AND REGULATION  
OPIOID WORKFORCE INNOVATIONS FUND  
GRANT AGREEMENT**

**THIS OPIOID WORKFORCE INNOVATIONS FUND GRANT AGREEMENT** (this "**Agreement**") is entered into as of the Effective Date (as defined herein) by and between the **DEPARTMENT OF LABOR, LICENSING AND REGULATION**, a principal department of the State of Maryland (the "**Department**"), and **[INSERT GRANTEE]** (the "**Grantee**").

RECITALS

A. This Agreement is issued pursuant to the Maryland's Opioid Workforce Innovations Fund ( "OWIF") grant funded by the United States Department of Labor's National Health Emergency (NHE) Dislocated Worker Demonstration Grant and the policies adopted thereunder.

B. The purpose of the Opioid Workforce Innovations Fund is to counter the workforce development impacts of the opioid crisis and encourage training opportunities for skilled professions positioned to impact the underlying causes of the crisis.

C. In reliance upon the representations and certifications contained in the **[INSERT PROPOSAL]** (the "**Proposal**") the Department has approved the award of funds to Grantee to carry out a workforce training plan.

AGREEMENT

**IN CONSIDERATION** of the Recitals, the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Department and Grantee agree as follows:

1) Grant.

- a) In consideration of the various obligations to be undertaken by Grantee pursuant to this Agreement, the Department agrees to provide Grantee with funds up to the amount of **[INSERT TOTAL AWARD]** (the "**Grant**") to be used for the purposes of funding the Grantee's Proposal, including the Workforce Training Plan, related implementation, budgets and appendices, as amended and approved by the Department (herein collectively referred to as the "**Project**"), on file at DLLR.
- b) Grantee agrees to use the Grant only for the approved Project. Grantee agrees that it will use the Grant and operate the Project in accordance with the provisions of the OWIF, the Grantee Guide and any other guidance provided by the Department.
- c) Grantee agrees that the Grant will be expended in conformity with the requirements and provisions of the OWIF, this Agreement, the Grantee's Project on file at DLLR, and any amendments thereto, and any programmatic, financial, or other implementation policies determined by DLLR.
- d) DLLR reserves the right to amend or revise the requirements if necessary for the effective administration of the Opioid Workforce Innovation Fund Program.

2) Expenditure of Grant Funds.

- a) All Grant funds shall be expended on or before **[INSERT END DATE]**.
  - b) Grantee shall expend the Grant in accordance with the Approved Project Budget as agreed to between the parties. Grantee may not expend more than the amount allocated for any category in the Approved Project Budget without the prior written consent of the Department.
  - c) All costs incurred by Grantee before the date of this Agreement and before approval by the Department of the release of Grant funds are incurred voluntarily, at Grantee's risk and upon its own credit and expense.
  - d) If, upon completion of the Project, there are cost savings, unspent disbursements, and/or undisbursed funds, Grantee shall return any remaining Grant funds to the Department.
  - e) Grantee shall establish and maintain fiscal control of all Grant funds and shall comply with generally accepted accounting procedures for tracking of funds.
  - f) Grantee shall be subject to financial review or audit by Program Monitors or other Department designees throughout the duration of the Grant Period and up to three years following the conclusion of the Grant.
  - g) By accepting State funds, the Grantee hereby agrees to repay any funds that have been determined by the Department, after review by the Grant Monitor and opportunity to cure by the Grantee, to have been misspent, misapplied or otherwise not properly accounted for, and further agrees to pay any collections fees that may subsequently be imposed by the State Government.
- 3) Commencement and Completion of the Project; Inspection and Supervision; Licensing, Approval, and Compliance; Subgrantees; Changes.
- a) The parties shall develop a detailed Project Schedule, including specific benchmarks throughout the course of the Grant Period, promptly upon execution of this Agreement (the “**Project Schedule**”).
  - b) Grantee shall commence the Project on the date specified in the Project Schedule to be determined between the parties (the “**Commencement Date**”).
  - c) Grantee shall complete the Project on the date set forth in the Project Schedule (the “**Completion Date**”), but not later than **[INSERT END DATE]**.
  - d) The Project shall commence and conclude within the Grant award period.
  - e) The Department may, as it deems necessary, supervise, evaluate and provide guidance and direction to Grantee in the conduct of activities performed under this Grant. However failure of DLLR 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.
  - a) The Department must approve all changes to the Project, the Project Schedule, the Approved Project Budget, or any other term of this Agreement, including, but not limited to, modifications to the scope of work of the Project, modifications to the Approved Project Budget, and modifications to the Project Schedule and Completion Date.

- f) Requests for Grant extension must be submitted in writing at least 90 days prior to the end of the Grant period, and are determined at the sole discretion of DLLR.
  - g) Grantee ensures that all Partners, Training Providers, and/or Subgrantees involved in the Grant possess and maintain any and all necessary licenses and 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:
    - i) Maryland Unemployment Insurance
    - ii) Maryland Occupational Safety and Health (*MOSH*)
    - iii) The Comptroller of Maryland
    - iv) Maryland Home Improvement Commission
    - v) Maryland Higher Education Commission
  - h) Grantee shall ensure that all necessary approvals for the commencement of Project have been obtained, including all applicable certificates, permits and licenses. Grantee shall maintain all certifications, licenses, permits, and approvals necessary to operate the Project, and shall otherwise satisfy all requirements necessary to operate the Project throughout the duration of the Project.
  - i) Grantee must provide prior notice to the Department of any proposed subgrant under this Grant award. Grantee shall ensure that any Partners, Training Providers, and/or Subgrantees who become involved in the OWIF subsequent to the date of this Agreement possess and maintain any and all necessary licenses, approvals, certifications, and are in compliance with all applicable State laws and regulations. Failure to comply with this provision could result in denial of Grant funding or the required repayment of Grant funds.
- 4) Conditions Precedent to Disbursement of the Grant. The Department shall not disburse Grant funding until Grantee has complied with all other terms and conditions of the Grant as required by the Department to the Department's satisfaction.
- 5) Records, Inspections and Reports.
- a) Records.
    - i) Grantee shall make the Grantee's administrative offices, its personnel, whether full time, part time, consultants or volunteers, and the Records available to the Department for inspection upon request, during the term of the Agreement and for a period of three (3) years following the date the Department approves the Final Report. The Grantee shall permit the Department and the U.S. Department of Labor to perform program monitoring, evaluation and audit activities as determined to be necessary, at the discretion of the Department throughout the Grant period and through the subsequent record retention period.
    - ii) Grantee shall cause to be maintained for the Department's inspection the books, accounts, and records of contractors and Subgrantees in connection with the Project for three (3) years past the date of termination of the contractual relationship between the contractor and Grantee.
  - b) Inspections. During the term of this Agreement and for a period of three (3) years following the date the Department approves the Final Report, Grantee shall permit the Department and the U.S. Department of

Labor to monitor the Project to ensure that the Project is being carried out in accordance with the terms of this Agreement. This provision shall survive the term of this Agreement.

c) Reports.

Grantee agrees to comply with guidelines issued by the Department.

6) Default and Remedies.

- a) A default shall consist of: (i) the breach by Grantee of any term, condition, covenant, agreement, or certification contained in this Agreement; (ii) the expenditure of Grant funds for any use other than as provided in the Approved Project Budget or in the approved scope of work for the Project; (iii) the failure to commence or complete the Project by the dates set forth in the Project Schedule, or otherwise unsatisfactory performance or completion of the Project, in the Department's sole determination; (iv) Grantee's bankruptcy, insolvency, or the dissolution or liquidation of Grantee's business organization or assets; or (v) a change in Grantee's staffing capacity that adversely affects Grantee's ability to carry out the Project, in the Department's sole discretion.
- b) The Department shall give Grantee written notice of default, and Grantee shall have thirty (30) days from the date of such notice to cure the default. Upon the occurrence of a default that continues beyond the cure period, the Department shall have the right to terminate this Agreement by written notice to Grantee. Notwithstanding the above, upon the occurrence of a default under this Agreement involving Grantee's bankruptcy, insolvency, or the dissolution or liquidation of Grantee's business organization or assets, the Department's right to terminate this Agreement shall be immediate.
- c) In the event of termination by the Department:
  - i) The Department may withhold disbursement of Grant funds. Grantee shall have no right, title, or interest in or to any of the undisbursed Grant funds.
  - ii) The Department may demand repayment from Grantee of any portion of the Grant proceeds that the Department, in its sole discretion, determines were not expended in accordance with this Agreement, plus all costs and reasonable attorneys' fees incurred by the Department in recovery proceedings; or
  - iii) The Department, in its sole discretion, may demand repayment of all Grant funds disbursed to Grantee, plus all costs and reasonable attorneys' fees incurred by the Department in recovery proceedings.
- d) The Parties may mutually agree to terminate this Agreement without cause. Termination of the Agreement will not release the party(ies) from any prior commitments, obligations, or transactions occurring prior to the effective date of termination or any non-cancellable obligations that may extend beyond the termination date.
- e) In addition to the rights and remedies contained in this Agreement, the Department at any time may proceed to protect and enforce all rights available to the Department by suit in equity, action at law, or by any other appropriate proceedings, all of which shall survive the termination of this Agreement.
- f) Grantee agrees to return any remaining proceeds of the Grant to the Department upon termination of the Agreement, whether due to default, mutual agreement, or completion of the Project.

7) Grantee's Certifications.

Grantee certifies that:

- a) Grantee has all requisite power and authority to enter into and carry out the transactions contemplated by this Agreement.
  - b) The acceptance of the Grant and the entering into of the Agreement have been duly authorized, executed, and delivered by Grantee, and are the valid and legally binding acts and agreements of Grantee.
  - c) The representations, statements, and other matters contained in the Approved Proposal and any amendments thereto are and remain true and complete in all material respects.
  - d) Grantee has not been, nor currently is, 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.
  - e) Grantee will operate this Project in compliance with State and federal laws and regulations.
- 8) Liability. Grantee shall hold harmless and indemnify the Department and the State of Maryland (State) 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 or 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 or to the Grantee or 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 or its Subgrantees or subcontractors as a result of or relating to the Grantees performance under this Grant. 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.
- 9) Indemnification. 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. Any assumption of liability or indemnification is not to be deemed as a waiver to any immunity that may exist in law, regulation or otherwise. Grantee's obligation to indemnify the Department shall survive the term of this Agreement.
- 10) Applicability to Subgrantees, Contractors, and Agents. Where performance of the Project is to be carried out by any Subgrantee, contractor, or agent of Grantee, Grantee shall make the provisions of this Agreement binding on such Subgrantee, contractor, or agent. This shall be accomplished by a written agreement or contract between Grantee and any Subgrantee, contractor, or agent. The term "**Grantee**" as used in this Agreement, shall be interpreted to include any Subgrantee, contractor, or agent of Grantee. Grantee

acknowledges and agrees that Grantee has the ultimate legal responsibility for ensuring compliance with the requirements of this Agreement.

11) Intellectual Property. To the extent practicable and consistent with the law, any intellectual property developed as a result of a Grant award shall remain in the public domain.

12) Nondiscrimination and Drug and Alcohol Free Workplace; Fair Practices Certification.

- a) Grantee certifies that they prohibit, and covenant that they will continue to prohibit, discrimination on the basis of: (a) political or religious opinion or affiliation, marital status, sexual orientation, gender identification or expression, race, color, creed, national origin, veteran's status or genetic information; (b) sex or age, or except when age or sex constitutes a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
- b) Grantee shall comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, and credit practices, including:
  - i) Titles VI and VII of the Civil Rights Act of 1964;
  - ii) Title VIII of the Civil Rights Act of 1968, as amended;
  - iii) The Americans with Disabilities Act of 1990;
  - iv) Maryland Annotated Code, State Government Article, § 20-601 *et seq.*
- c) Grantee shall 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 and COMAR 21.11.08 and 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.
- d) Grantee agrees 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, Lab & Empl. Art. 8-625, COMAR 09.01.04, 09.33.01, and 42 U.S.C. 503.

13) Non-Sectarian Certifications.

- a) Grantee certifies 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.
- b) Grantee certifies that it will provide services of the Project to clients on a nondiscriminatory basis, including (but not limited to) the provision of services without regard to the creed, religion, or religious affiliation of the clients.

14) Notices.

All notices, requests, approvals, and consents of any kind made pursuant to this Agreement shall be in writing. 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:

Department of Labor, Licensing and Regulation  
Division of Workforce Development and Adult Learning  
1100 North Eutaw Street, Room 108  
Baltimore, MD 21201  
Attn: NHE Grants Project Manager

- c) Communications to Grantee shall be directed to the party identified in the Proposal as the Lead Applicant.

- 15) Amendment. This Agreement may not be amended except by a written instrument executed by the Department and Grantee.
- 16) Assignment. This Agreement may not be assigned without the prior written approval of the Department.
- 17) Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements not otherwise incorporated into this Agreement between the parties hereto with respect to the Grant.
- 18) Governing Law. This Agreement shall be governed by, subject to, and construed according to the laws of the State of Maryland. The Grantee, Subgrantees, and their contractors shall comply with all applicable federal, State, and local laws.
- 19) Term of Agreement. Unless sooner terminated pursuant to the terms of this Agreement or extended by an amendment to the Agreement, this Agreement shall be effective as of the date it is executed by the Department (the "**Effective Date**") and shall remain in effect until the Department's receipt and approval of the Final Report.
- 20) Further Assurances and Corrective Instruments. Grantee agrees that it will, from time to time, execute and deliver, or cause to be delivered, such amendments hereto and such further instruments as may be required by the Department to comply with any existing or future State regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.
- 21) Delay Does Not Constitute Waiver. No failure or delay of the Department to exercise any right, power or remedy consequent upon default shall constitute a waiver of any such term, condition, covenant, certification or agreement of any such default or preclude the Department from exercising any right, power or remedy at any later time or times.
- 22) Progress of the Project. If the Project is not being completed in a manner satisfactory to the Department, or Grantee has violated a provision of this Agreement, prior to the Department declaring a default, the Department may require Grantee to accept additional technical assistance the Department feels is necessary for the Project to proceed in a manner acceptable to the Department.
- 23) Due Credit. Grantee shall give due credit to DLLR. DLLR shall be credited on all media announcements, billboards, and educational materials produced under the scope of this Grant award by the inclusion, where feasible, of the following language: "This project was funded in whole or in part by funds received from the



Opioid Workforce Innovations Fund, a Grant program of the Maryland Department of Labor, Licensing and Regulation. 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 grant funds total \$104 million, of which federal but funds comprise 69 percent. The remaining 31 percent is comprised of state general, special, and reimbursable funds. The US Department of Labor makes no guarantees, warranties, or assurances of any kind, expressed or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.”

- 24) Waiver of Maryland's Public Information Act. The Department 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 U.S. Department of Labor and may desire to disclose such information to other State officials or their staff, local government officials or their staff, and 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 Project; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; use of funds; 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, Section 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.

- 25) Contingent Upon Appropriations. If the Federal and/or State government fail to appropriate funds or if funds are not otherwise made available for continued performance for any period of this Agreement, this Agreement must be cancelled automatically as of the beginning of the period for which funds were not appropriated or otherwise made available. Cancellation does not affect either the State's rights or either Party's right under any termination clause in this Agreement. The effect of cancellation of the Agreement hereunder will be to discharge both Parties and the State agencies from future performance of the Agreement, but not from their rights and obligations existing at the time of termination.

WITNESS the hands and seals of the Department and the Grantee.

WITNESS/ATTEST:

\_\_\_\_\_

GRANTEE:

By: \_\_\_\_\_ (SEAL)

Name:

Title:

\_\_\_\_\_  
Date

**DEPARTMENT OF LABOR, LICENSING AND  
REGULATION**, a principal department of the State of  
Maryland

By: \_\_\_\_\_ (SEAL)

James Rzepkowski, Acting Secretary

\_\_\_\_\_  
Date Executed on behalf of Department

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

This \_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Assistant Attorney General, DLLR

Dear Mr./Ms.:

The Department of Labor, Licensing and Regulation's Division of Workforce Development and Adult Learning (DLLR DWDAL) has denied your request for funds under the Opioid Workforce Innovation Fund. The reason for denial is

\_\_\_\_\_. Our office can assist with your application to create an opportunity that meets the parameters of the grant should you wish to re-apply.

Through the Opioid Workforce Innovation Fund (OWIF), DLLR invests in sustainable programs that strengthen workforce development services for individuals impacted by the opioid crisis and/or individuals interested in pursuing careers that address the opioid crisis. The OWIF is a competitive grant fund intended to seed the implementation of new and promising ideas, or to adapt proven strategies at the systems or service delivery level in Maryland.

If you wish to file an appeal, please submit a request within 14 calendar days from the notice of denial. The appeal must be emailed to [dllr.owif@maryland.gov](mailto:dllr.owif@maryland.gov) and: (1) be in writing and state the grounds for the appeal and (2) state the reasons why the appellant should be approved. The DLLR DWDAL Assistant Secretary (or designee) will consider all appeals and provide written response to the applicant within 14 calendar days of appeal receipt.

Thank you for your interest in the OWIF. Should you have additional questions or concerns, please contact the OWIF Project Manager at [dllr.owif@maryland.gov](mailto:dllr.owif@maryland.gov).

Sincerely,

OWIF Project Manager, Office of the Assistant Secretary  
Division of Workforce Development and Adult Learning  
Department of Labor, Licensing and Regulation

Attachment D



Department of Labor, Licensing and Regulation

**Division of Workforce Development  
and Adult Learning**

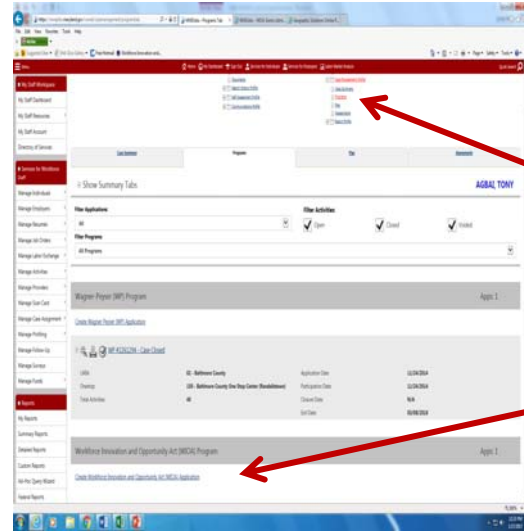


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**How to enter the National Health  
Emergency Dislocated Worker Grant  
(Maryland Workforce Response to the  
Opioid Crisis) Grant in to the Maryland  
Workforce Exchange**

## Creating a **WIOA** Application



- Assist a Jobseeker
- Go to **Staff Profiles**
- Then pick **Case Management**
- Click on **Programs**
- Click in the Grey Area to expand the [Workforce Innovation and Opportunity Act Program](#)
- Finally Click [Create Workforce Innovation and Opportunity Act Program](#) to open a new WIOA application

## WIOA Application: The Wizard

- The Wizard will take you through the application. It is **lengthy** and **time consuming**.
- \* 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 [Exit Wizard](#)

## WIOA Application: Start (Eligibility)

- Dislocated Worker Eligibility must be checked and a date added. This is needed to add the grant later on in the application
- Other programs may also be selected for eligibility.

## WIOA Application: Contact Information

- 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

## WIOA Application: Demographics

Home | My Dashboard | Sign Out | Services for Individuals | Services for Employers | Labor Market Analysis

Received services from a State Developmental Disabilities Agency (SDDA) is a required field.  
 Received services from a State or Local mental health agency (LMA) is a required field.  
 Received services from a Home & Community Based Service Provider (HCBSP) is a required field.  
 Disability Work Settings is a required field.  
 State Medicaid (MCO) or State Medicaid (MCO) Waiver is a required field.  
 Type of customized Employment Services Received is a required field.  
 Received Disability Financial Capability is a required field.  
 Section 504 Plan is a required field.  
 Received Services from Vocational Rehabilitation is a required field.

**Demographic Information**

- Date of Birth:  | Verify | Scan | Upload | Link

Age at Earliest Eligibility: 48 (Today's Age: 44)

- Gender:  Male  Female  Did not self-identify

Selective Service Website:

Registered for the Selective Service:  | Verify | Scan | Upload | Link

Selective Service Registration Number:

Selective Service Registration Date:

- Authorization to Work in US:  | Verify | Scan | Upload | Link

- Complete all mandatory fields
- If there is a problem on the app after hitting "Next", Red text will appear at the top of the screen
- Some common reasons would be missing a mandatory field or missing a verify (verification document).

## WIOA Application: Veteran

Home | My Dashboard | Sign Out | Services for Individuals | Services for Employers

**Transitioning Service Member**

- Transitioning Service Member:  Yes  No

Type of Transitioning Service Member:

Estimated Discharge Date:  Today

**Veteran Information**

- Eligible Veteran Status:  Yes <= 180 days  Yes, Eligible Veteran  Yes, Other Eligible Person  No | Verify | Scan | Upload | Link

Obtain DD214

- Served more than 1 tour of duty:  Yes  No

Military Service Entry Date:  Today

Military Service Discharge Date:  Today

- Disabled Veteran:

Homeless Veteran:  Yes  No

- Section should only be filled out if jobseeker is a veteran
- If jobseeker is not a veteran then jobseeker should press **Next >>** at the bottom of the screen

## WIOA Application: Employment Information

Jobseeker should complete all fields that are required (\*) or applicable

## WIOA Application: Education

Be sure to complete all fields and **Verify** if needed

If applicant is currently receiving **Title II Adult Education services** make sure to select **"Yes"**



## WIOA Application: Public Assistance

**Public Assistance**

Individual or member of a family that is receiving, or in the past 6 months has received, the following:

- Temporary Assistance for Needy Families (TANF):  Yes  No  
 TANF Recipient:  Applicant  Family Member  Not Applicable  
[Verify](#) [Scan](#) [Upload](#) [Link](#)

- Supplemental Security Income (SSI):  Yes  No  
 SSI Recipient:  Applicant  Family Member  Not Applicable  
[Verify](#) [Scan](#) [Upload](#) [Link](#)

- General Assistance (GA):  Yes  No  
 GA Recipient:  Applicant  Family Member  Not Applicable  
[Verify](#) [Scan](#) [Upload](#) [Link](#)

- Supplemental Nutrition Assistance Program (SNAP):  Yes  No  
[Verify](#) [Scan](#) [Upload](#) [Link](#)

- Refugee Cash Assistance (RCA):  Yes  No  
 RCA Recipient:  Applicant  Family Member  Not Applicable  
[Verify](#) [Scan](#) [Upload](#) [Link](#)

Individual receives, or in the last 6 months, received:

- Social Security Disability Insurance Income (SSDI):  Yes  No  
[Verify](#) [Scan](#) [Upload](#) [Link](#)

Individual currently meets the following:

- Receiving services under SNAP Employment & Training Program:  Yes  No

- Receiving, or has been notified will receive, Pell Grant:  Yes  No

- Ticket to Work Holder issued by the Social Security Administration:  Yes  No

- Complete all fields that have an \*, these are required

## WIOA Application: Barriers

**Additional Barriers**

- English language learner:  Yes  No  
[Verify](#) [Scan](#) [Upload](#) [Link](#)

- Basic Skills Deficiency/Low Levels of Literacy:  Yes  No  
[Verify](#) [Scan](#) [Upload](#) [Link](#)

Add/View Basic skills scores: [Click Here](#)

- Homeless:  Yes  No  
[Verify](#) [Scan](#) [Upload](#) [Link](#)

- Ex-Offender: Individual has been arrested/convicted of a crime:  Yes  No  Did not disclose  
[Verify](#) [Scan](#) [Upload](#) [Link](#)

---

**Barriers to Employment**

Disability: Yes  No   
 Disabled/ Homeless:  Yes   
[Verify](#) [Scan](#) [Upload](#) [Link](#)

Meets long term unemployment definition: Yes  No

Within 2 years of exhausting TANF welfare eligibility:  Yes  No  
[Verify](#) [Scan](#) [Upload](#) [Link](#)

Other individual age 55 and older: Yes  No

- Homeless: Yes  No

Homeless or Pacific Islander is not selected as a Race for this individual. Please update the Demographics section if this is not accurate.

- American Indian/Alaskan Native: Yes  No

- Single Parent (including single pregnant women):  Yes  No  Participant and not self-identify

- Cultural Barriers:  Yes  No  Participant and not self-identify

- English Migration Status Participant as defined in WIOA Sec. 34.700:  Yes  No

- Meets Governor's special barriers to employment:  Yes  No

- Make a selection for each required field (\*)
- Be sure to **Verify** if needed

## WIOA Application: Family Income

Individual Details | Employment | **Family Income** | Public Assistance

Due to the individual's disability, they qualify as a Family of 1:  Yes  No

Low Income has not been established based on previous entries. Therefore, low income will be based on family size and income. Family size and income are required entries.

Family Size:  [Verify](#) [Scan](#) [Upload](#) [Link](#)

Annualized Family Income:  [Verify](#) [Scan](#) [Upload](#) [Link](#)

[Income Table](#)

Check here to allow saving of a partial application  
[Exit Wizard](#)

- Complete required fields. If any of the public assistance section is yes, family size and income will not be required

## WIOA Application: Federal Initiative

Demographic | Contact | Responsibilities | Values | Employment | Education | Public Assistance | **Federal Initiative**

Priority Employment Initiative (PEI)

Prevalent Barriers to Employment (Check all that the individual perceives as a barrier to employment):

- Limited Education
- Limited Work History Experience
- No Children
- Substance Abuse
- Language Barrier
- No Child Care
- Unemployed
- Disability
- None

Wanted to Work Participant:  Yes  No

Does an Supplemental Security Income (SSI) or Social Security Disability Insurance Income (SSDI):  Yes  No

Currently or Previously Employed:  Yes  No

Current or Most Recent Hourly Rate of Pay:

Most Recent Job Title:

Begin Date of Most Recent Job:

End Date of Most Recent Job:

Hours Per Week of Most Recent Job:

Reasons for Most Recent Job (Check all that apply):

- None
- Health Insurance
- Unemployed
- Sick Leave
- Vacation
- Paid/Work Schedule
- Discretion
- Compensated Employment
- Job Training
- Other

If Other is checked, please provide a description:

- Make a selection for each required field (\*)
- Be sure to **Verify** if needed
- Screen only shows if Disability is yes on Demographic Tab

## WIOA Application: Eligibility and Grants

**Applicant Eligibility**

Applicant meets the definition for low income:  Yes

**Income Table:**

Program	Eligible	Priority	Calculated (Exception/Inclusion)	Residency Not Eligible	Action
Adult	Yes	LI			<input type="checkbox"/> Inactive
Dislocated Worker	Undetermined		No DW Eligibility Date		<input type="checkbox"/> Inactive
Youth	Undetermined		No Youth Eligibility Date		<input type="checkbox"/> Inactive

VET = Veteran, RDD = Basic Skills Deficient, FA = Public Assistance, LI = Low Income, SLP = Additional Priorities

---

**WIOA Grant Eligibility**

**Incumbent Worker Eligibility:**  Yes  No  Not Applicable  Inactive  
Applicant meets the basic requirements for Incumbent Worker eligibility, but staff must manually set this to "Yes" and add a grant, when appropriate.

**National Dislocated Worker Grant NDWG:**  Yes  No  Not Applicable  Inactive

**Statewide Adult Eligibility:**  Yes  No  Not Applicable  Inactive

**Statewide Dislocated Worker Eligibility:**  Yes  No  Not Applicable  Inactive  
Applicant does not meet the requirements for Statewide Dislocated Worker eligibility.

**Statewide Youth Eligibility:**  Yes  No  Not Applicable  Inactive  
Applicant does not meet the requirements for Statewide Youth eligibility.

**Statewide Rapid Response Additional Assistance Eligibility:**  Yes  No  Not Applicable  Inactive  
Applicant does not meet the requirements for Statewide Rapid Response Additional Assistance eligibility.

- National Dislocated Worker Grant NDWG must be YES

## WIOA Application: Grant

**Grants**

No grants have been added.

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
National DW Grant (NDWG)	149	National Health Emergency Dislocated Worker Grant (Maryland Workforce Response to the Opioid Crisis)	32364	10/15/2018	<a href="#">Add</a>

Current Case Manager: Case currently not assigned to a Case Manager. Available Case Manager: Available Site. Previous Case Manager: Available Site.

- Next to the National Health Emergency Dislocated Worker Grant (Maryland Workforce Response to the Opioid Crisis), you press [Add](#)

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
National DW Grant (NDWG)	149	National Health Emergency Dislocated Worker Grant (Maryland Workforce Response to the Opioid Crisis)	32364	10/15/2018	<a href="#">Remove</a>

- Click [Next >>](#) to proceed to Participation

## WIOA Application: Participation

Enter a Participation Date and Click **Next >>** to proceed to Service Enrollment

## Activity Enrollment: General Information

Under General Information go to the **Customer Group** pull down and pick National Dislocated Worker Grant (NDWG)

Under **Grant** select National Health Emergency Dislocated Worker Grant

Select an Activity Code by clicking on the link

Click **Next >>** to proceed

## Activity Creation

General Information	Service Provider	Enrollment Cost	Financial Aid	Location Budget
<b>General Information</b>				
Participant User Name:	dan323			
Participant State ID:	208763			
Last Name, First Name MI:	Smith, Dan			
Social Security Number:	9257			
Address:	222 Main Street Reisterstown, MD 21136-0302			
Application Summary:	Program: Title I - Workforce Development (WIDA) Application Date: 10/15/2018 Earliest Eligibility Date: 10/15/2018			
Participation Date:	10/15/2018			
* Customer Program Group:	80 - National Dislocated Worker Grant (NDWG)			
* LWDB:	Baltimore City			
* Office Location:	Baltimore City One Stop Center (Sutaw Street)			
<b>Enrollment Information</b>				
Grant:	National Health Emergency Dislocated Worker Grant (Maryland Workforce Response to the Opioid Crisis)			

Under General Information go to the **Customer Group** pull down

Using the pull down select **national Dislocated Worker Grant (NDWG)**

Under the Enrollment Information go to the Grant question

In the pull down choose National Health Emergency Dislocated Worker Grant. Select an Activity Code by clicking on the link

Click **Next >>** to proceed, Then go to Closure

## Activity Enrollment: Service Provider

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget	Enrollment Plan	Closure Information
<b>Enrollment Service Provider Information</b>						
Enrollment Summary:	Enrollment ID: 9222960 Username: WICA TEST WICA Application ID: 2407894 Activity Code: 102 Activity Dates: 7/7/2015 - 6/1/2015					
* Provider:	<input type="text"/> <a href="#">[Select Provider]</a>					
* Service, Course or Contract:	<input type="text"/> <a href="#">[Select Service, Course or Contract]</a>					
Provider Locations:	<input type="text"/> <a href="#">[Select Provider Locations]</a>					
Provider Contacts:	<input type="text"/> <a href="#">[Select Provider Contacts]</a>					
* Occupational Training Code:	Not Applicable					

Next is the **Service Provider** screen

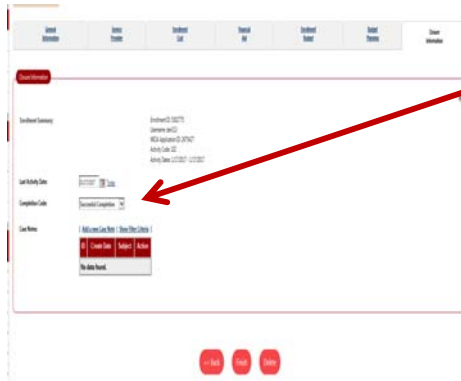
This tab is **not required** for National Health Emergency Dislocated Worker Grant. If you have this information you may fill it out by clicking on the links under each entry.

To proceed to the next section hit

**Next >>**

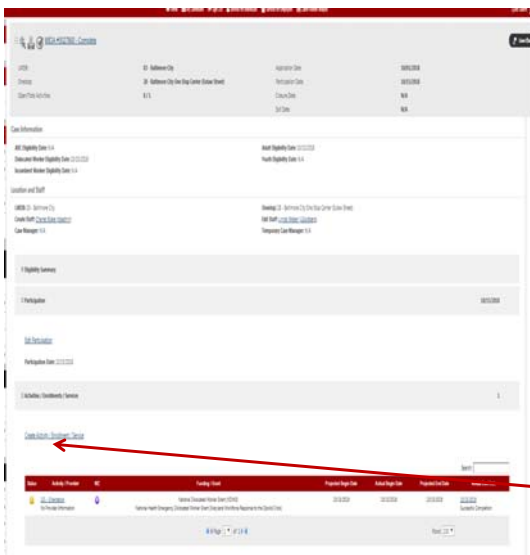
To proceed straight to the "Closure" click on the **Closure Information** tab

## Activity Closure Information



- 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 WIOA app and Activities/ Enrollment/ Services +
- The activities you created now displays in the activities list
- Click **“Create Activity”** to add additional services

## Back to the WIOA App

The screenshot displays the WIOA App interface for a case in Baltimore City. It includes sections for Case Information, Location and Staff, Eligibility Summary, and a table of Activities / Enrollments / Services. The table lists two activities: 'Dislocated Worker' and 'National Health Emergency Dislocated Worker Grant (NHWG)', both with successful completion dates of 10/15/2018.

Status	Activity / Provider	NC	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
Success	101 - Dislocated Worker No Provider Information		Dislocated Worker	10/15/2018	10/15/2018	10/15/2018	10/15/2018 Successful Completion
Success	101 - Dislocated Worker No Provider Information		National Health Emergency Dislocated Worker Grant (NHWG) National Health Emergency Dislocated Worker Grant (Maryland Workforce Response to the Opioid Crisis)	10/15/2018	10/15/2018	10/15/2018	10/15/2018 Successful Completion

Notice the difference in the funding/grant for each service. Ensure service has the correct funding attached when assigning services. Add any other services that you provided.

## NHE Performance

- The number of individuals served
- The number of participants placed into training
- The number of participants receiving a work-related credential
- The number of participants entering unsubsidized employment
- The number of participants accessing career services

## Reporting Information

- The 122 service code, Employment During Participation, will be used to establish Placed in Unsubsidized Employment after training completion and during participation period. Employer name and employer wage will be entered into the comment section of the 122 service assignment.
- *All participants of this grant will be automatically subjected to the federal reporting measures under WIOA Title I*

## Tips:

- Remember that case notes can be added directly from the application and during service assignment
- Your area may wish to set up a Case Management Group for National Health Emergency Dislocated Worker Grant
- Here is one example of a tracking report:  
Go to **Detailed Reports** → Then pick **Enrolled Individual** →  
Choose **List** and **Filter by Program WIOA, and Available Grant**  
National Health Emergency Dislocated Worker Grant



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### 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, if available, after closing a training activity. The credential will be entered under Create Credential.
- 

---

### 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](mailto:pmhelp@dllr.state.md.us)

If you have technical issues or question about creating the WIOA application  
please contact the Help Desk at  
[wehelp@dllr.state.md.us](mailto:wehelp@dllr.state.md.us)

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**MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION  
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING  
MONTHLY FINANCIAL STATUS REPORT**

Revised 8/30/2016

SECTION I - GRANT AWARD INFORMATION		(If Applicable) REVENUE SOURCE	PY18 NHE Opioid Grant
GRANT TITLE/YEAR (FY or PY)	NHE OPIOID Grant	CFDA#	17.280
GRANTEE NAME		FEDERAL CONTRACT #	MI-32364-18-60-A-24
GRANTEE ADDRESS		STATE GRANT #	
CITY/STATE/ZIP		LOCAL GRANT #	
REPORT PERIOD	From _____ To _____	TOTAL AWARD	\$ -

**SECTION II - SUMMARY OF EXPENDITURES**

ADMINISTRATIVE EXPENDITURES	TOTAL ADMINISTRATIVE BUDGET/ ADJUSTMENTS	TOTAL ADMIN ACCRUED EXPENDITURES	VARIANCE UNDER (OVER)
Staff Salary/Wages	-	-	\$ -
Staff Fringes	-	-	\$ -
Staff Travel/Training	-	-	\$ -
Equipment	-	-	\$ -
Supplies and Materials	-	-	\$ -
Contractual	-	-	\$ -
Other*	-	-	\$ -
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

Admin Unliquidated	-	% OF TOTAL GRANT	
TOTAL ADMIN	\$ -	#DIV/0!	\$ -

PROGRAM EXPENDITURES	TOTAL PROGRAM BUDGET/ ADJUSTMENTS	TOTAL PROGRAM ACCRUED EXPENDITURES	VARIANCE UNDER (OVER)
Staff Salary/Wages	-	-	\$ -
Staff Fringes	-	-	\$ -
Staff Travel/Training	-	-	\$ -
Participant Training	-	-	\$ -
Participant Wages & Fringes	-	-	\$ -
Supportive Services	-	-	\$ -
Equipment	-	-	\$ -
Supplies and Materials	-	-	\$ -
Contractual	-	-	\$ -
Other*	-	-	\$ -
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

Program Unliquidated	-	
TOTAL PROGRAM	\$ -	\$ -

	Budget	Accrued Exp.	Unliquidated	Total Obligations	Variance
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -

OTHER INCOME		PROGRAM INCOME	
Program Income Earned	\$ -	BALANCE	
Program Income Expense	\$ -	\$ -	
Leveraged Funds	\$ -	Source	
Leveraged Funds	\$ -	Source	
Leveraged Funds	\$ -	Source	
Local Stand-In Costs	\$ -		

**SECTION III - SUMMARY OF RECEIPTS**

TOTAL FUNDS AVAILABLE	TOTAL CASH RECEIVED	TOTAL CASH DISBURSEMENTS	CASH ON HAND	Note/Explanation for Cash on Hand
\$ -	\$ -	\$ -	\$ -	

**REMARKS:**

\*Explanation for 'Other' categories

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 #

\*\*\*Closeout packages are due 90 days after fully expended or 60 days after expiration date, whichever comes first\*\*\*

**STATE of MARYLAND  
DEPARTMENT OF LABOR, LICENSING AND REGULATION  
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING  
OFFICE OF FISCAL ADMINISTRATION  
REQUISITION FOR CASH FOR PARTICIPATING LWDA's**

<b>GRANTEE NAME AND ADDRESS:</b>  <b>TYPE OF PROGRAM:</b>  	<b>REQUISITION #:</b>  <b>GRANT #</b>  <b>FEDERAL ID#:</b>  <b>GRANT AMOUNT:</b>  																
<b>1) CASH EXPENDITURES AS OF</b>  <b>2) FORECASTED CASH EXPENDITURES THROUGH PERIOD ENDING</b> <small>(Only needed when on a CASH ADVANC basis)</small> <small>(No More than 1 Month Out)</small>  <b>3) TOTAL CASH EXPENDITURES</b> <small>(SUM OF LINES 1 &amp; 2)</small>  <b>4) CASH RECEIVED TO DATE</b>  <b>5) REQUISITIONS IN TRANSIT #</b>  <b>6) TOTAL CASH</b> <small>(Sum of Lines 4 &amp; 5)</small>  <b>7) CASH ON HAND</b> <small>(LINES 4 &amp; 5 MINUS LINE 1)</small>  <b>8) ADDITIONAL CASH NEEDED</b> <small>(LINE 3 MINUS LINE 7)</small>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: right;"><b>\$0.00</b></td> <td style="width:50%;"></td> </tr> <tr> <td style="text-align: right;"><b>\$0.00</b></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td style="text-align: right;"><b>\$0.00</b></td> <td></td> </tr> <tr> <td style="text-align: right;"><b>\$0.00</b></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td style="text-align: right;"><b>\$0.00</b></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table>	<b>\$0.00</b>		<b>\$0.00</b>			<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>			<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>
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	<b>\$0.00</b>																
<b>REMARKS:</b>  	<b>FOR STATE ONLY:</b> WIOA Invoice Number: _____  FMIS Invoice Number _____  FMIS Voucher Number _____  Final PO Payment Y / N																

**CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED ON THIS REQUISITION FOR CASH IS CORRECT AND THAT THE ADDITIONAL CASH NEEDED WILL BE DISBURSED ONLY IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE GRANT AGREEMENT.**

\_\_\_\_\_  
Signature and Title of Authorized Grantee Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Signature and Title of Authorized DLLR Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone #



**NHE OPIOID GRANT OR CONTRACT  
MONTHLY FINANCIAL REPORT and INVOICE**

This form must be completed by the 10<sup>th</sup> of each month by OWIF grantees who are not LWDA's. Signed forms must be scanned and submitted via email to:

DLLR, DWDAL  
 Attn: NHE Project Manager  
 1100 North Eutaw Street, Room 108  
 Baltimore, MD 21201  
 dllr.owif@maryland.gov

DLLR, DWDAL  
 Attn: Dorothee Schlotterbeck  
 1100 North Eutaw Street, Room 209  
 Baltimore, MD 21201  
 Dorothee.schlotterbeck@maryland.gov

DATE: \_\_\_\_\_  
 Month Ending: \_\_\_\_\_

Grantee: \_\_\_\_\_  
 Award #: \_\_\_\_\_

**SECTION A. FINANCIAL REPORT - please complete the blue shaded sections**

<b>SUMMARY OF EXPENDITURES</b>				
<b>EXPENDITURES</b>	<b>Approved Budget</b>	<b>Monthly Net (= invoice)</b>	<b>Total Accrued Expenditures (cumulative amount)</b>	<b>Variance (over/under budget)</b>
Staff Salary/Wages				
Staff Fringes				
Contractual				
Other				
Other				
Other/Indirect/Admin				
<b>Total Expenditures and Monthly Invoice Amount</b>				

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

<b>SUMMARY OF RECEIPTS</b>				
<b>Total Cash Received</b>	n/a	n/a		n/a
<b>Total Cash Disbursements</b>	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 #

**SECTION B. MONTHLY INVOICE**

**PLEASE ADD COMPANY LETTERHEAD**

DATE: \_\_\_\_\_  
 Month Ending: \_\_\_\_\_

Grantee: \_\_\_\_\_  
 Award #: \_\_\_\_\_

**INVOICE**

**Remit Payment To:**

Company Name:  
 Address:  
 Address:

**Bill To:**

Department of Labor, Licensing and Regulation  
 DWDAL Fiscal Administration  
 1100 N Eutaw Street, Room 209  
 Attn: Dorothee Schlotterbeck  
 Baltimore, Maryland 21201

Award # \_\_\_\_\_  
 Award Amount: \_\_\_\_\_  
 Invoice No.: \_\_\_\_\_  
 Invoice Date: \_\_\_\_\_

Description	Amount

TOTAL Due

Authorized Signature

Date

Printed Name

Date



**National Health Emergency Grant**

**MONTHLY PROGRAM REPORT**

This Monthly Program Report report must be completed by both Title I – Opioid Workforce Crisis Solutions Fund grantees as well as grantees under the Opioid Workforce Innovation Fund. Monthly program reports are due no later than the 10<sup>th</sup> day of the month following the month of reported activity.

Month Ending: **XXXXXX**

Grantee:

**SECTION A. PROGRAM REPORT**

Grant Narrative:

Briefly describe your grant and the activities being performed:
---

<b>Participant/Activity Category</b>	<b>New Activity</b>	<b>Cumulative Activity to Date</b>	<b>Comments</b>
The number of individuals served			
The number of participants placed into training			
The number of participants receiving a work-related credential			
The number of participants entering unsubsidized employment			
The number of participants accessing career services			
<b>TOTAL PARTICIPANTS</b>			

The below fields are mandatory and a narrative must be supplied;

**I. Summary of Grant Progress**

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

- services supported by the grant;
- key activities completed, including partnership development and coordination;
- performance improvement efforts being undertaken to meet goals for the performance year if projected goals for the quarter are not currently being met; and
- additional activities performed by both the grantee and any sub-grantees, if applicable.

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

**II. For grantees that are providing supportive services and specialized participant services, please report on the following:**

- a description of the type(s) of services offered in the quarter,
- how they were delivered, and
- how they contributed to a participant's ability to fully participate in grant-funded activities.

**III. 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 quarter and in future quarters for broad dissemination to the workforce system, if applicable. This includes identifying products and deliverables available for broad distribution via ETA- hosted web sites 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 emphases planned for the project in the next quarter.

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.

#### **IV. 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. Examples may include developing and implementing an outreach campaign, designing education and training programs, identifying industry sectors and engaging employers, aligning policies and programs, measuring systems change and performance, developing new or enhancing existing curriculum or industry training, and creating new career assistance tools and resources.

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

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

#### **V. Status Update on Strategic Partnership Activities (if applicable)**

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 is not intended to be a list of every partner meeting or communication, but rather should reflect the results and outcomes from such 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.

#### **VI. 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).

## **VII. 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.

## **VIII. 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.

Describe in detail promising approaches, innovative processes, lessons learned, and grant- and participant-level success stories in this section each quarter, as appropriate.

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 grantees of the Opioid Crisis Workforce Solutions Fund and the OWIF must submit monthly program reports by email to the individuals listed below:

DLLR, DWDAL  
Attn: NHE Project Manager  
1100 North Eutaw Street, Room 108  
Baltimore, MD 21201  
dllr.owif@maryland.gov

DLLR, DWDAL  
Attn: Dorothee Schlotterbeck  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201  
Dorothee.schlotterbeck@maryland.gov

LWDA monthly program reports are due no later than the 10th day of the month following the month of reported activity.