

Maryland Highway or Capital Transit Construction Skills Training Program | March 17, 2017

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

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

SUBJECT: Maryland Highway or Capital Transit Construction Skills Training (HCCT) Program

PURPOSE: To provide policy guidance on Maryland's HCCT Program

ACTION: LWDA directors, American Job Center (AJC) administrators, and DWDAL central office managers will 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: Jeffrey W. Smith
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CANCELLATION

The following are hereby cancelled, replaced, and archived by this policy issuance:

- Policy Issuance 2015-02, "Maryland Highway or Capital Transit Construction Skills Training Program," dated February 2, 2015;
- Workforce Investment Field Instructions (WIFI), "Highway or Capital Transit Construction Skills Training Project," dated November 6, 2013.

Archived policies are available at: <http://www.dlr.state.md.us/employment/>.

GENERAL INFORMATION

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

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 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner Peyser Act, and the Rehabilitation Act of 1973. By design, the workforce system established under WIOA is integrated to help both businesses and jobseekers. 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 through 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.

Maryland's Highway or Capital Transit Construction (HCCT) Skills Program is fully aligned with the employer-focused, work-based training that WIOA envisions. Maryland's WIOA Combined State Plan¹ draws on labor market information to project which industries will be emerging and high growth for the State for the 2016-2020 time period. Data suggest that construction remains a sector of projected growth in the State; therefore, it has been identified as a Maryland Workforce Targeted Industry Sector for WIOA purposes.

MARYLAND HIGHWAY OR CAPITAL TRANSIT CONSTRUCTION (HCCT) SKILLS PROGRAM

The Maryland Highway or Capital Transit Construction (HCCT) Skills Program is a training program that seeks to address Maryland's workforce needs in highway and capital transit construction. Through the HCCT Program, Maryland's Local Workforce Development Areas (LWDAs) provide local jobseekers with contextualized learning opportunities, training, and supportive services in highway and capital transit construction industries. The goal of the training program is two-fold: to increase access in construction and transportation related careers for Maryland's socially and economically disadvantaged jobseekers, and to meet employer needs by creating a more skilled workforce for the industry. LWDAs receive funding to participate in the HCCT Skills Program through a competitive process.

PROGRAM HISTORY

In 2012, the Maryland General Assembly approved House Bill 457, which added Section 8-508 to the Transportation Article, Annotated Code of Maryland. This Section provides for the Maryland Department of Labor, Licensing and Regulation (DLLR), in collaboration with the Maryland Department of Transportation (MDOT) and the Governor's Workforce Development Board (GWDB), to administer highway or capital transit construction and supportive service projects.

¹ See page 17 for the State Plan link.

JOB SEEKERS: PROGRAM PARTICIPANTS & OUTREACH

TARGET PARTICIPANTS

The State’s HCCT Skills Program is focused on serving Maryland jobseekers that face multiple barriers to employment. HCCT program participants may, for example, face barriers such as: criminal backgrounds, disabilities, lack of high school completion, homelessness, limited English proficiency, low literacy, and/or low income.

In an effort to leverage resources and to further align the HCCT Program with the goals of Maryland’s WIOA workforce system, LWDA’s are encouraged to serve individuals with barriers to employment, as defined in Maryland’s State Plan and shown below:

Maryland’s Target Populations: Individuals with Barriers to Employment
Displaced Homemakers
Eligible migrant and seasonal farmworkers
Ex-offenders
Homeless individuals
Individuals facing substantial cultural barriers
Individuals with disabilities, including youth with disabilities
Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act ²
Individuals who are English language learners
Individuals who are unemployed, including the long-term unemployed
Individuals who have low levels of literacy
Individuals without a High School Diploma
Low income individuals (including TANF and SNAP recipients)
Native Americans, Alaskan Natives, and Native Hawaiians
Older individuals
Single parents (including single pregnant women and non-custodial parents)
Veterans
Youth who are in or have aged out of the foster care system

Target participants for the HCCT Program may vary by LWDA. A LWDA may choose to fill up to 30 percent of its jobseeker training spots with incumbent workers. When serving incumbent workers through the HCCT Skills Training Program, a LWDA should determine that the participating individual: (1) faces multiple barriers to employment and wishes to advance in the company through participation in the program; OR, (2) is underemployed and seeks to participate in the HCCT as a means to advance in a new career pathway.

LWDA’s are chosen for participation through a competitive process. Participating LWDA’s must comply with the terms of the original Competitive Grant Proposal, as provided in **Attachment A – Sample of the Competitive Grant Proposal for HCCT Training Projects**, and their accepted proposal submission to DLLR.

Each participating LWDA must define its target participants and DLLR must approve.

PARTICIPANT OUTREACH METHODS

DLLR and LWDA staff should identify potential participants by building upon existing customer relationships, organization partnerships, and other resources. Examples of resources that could help to identify participants include, but are not limited to: the Maryland Department of Human Resources (DHR) and the Local Departments

² This refers to the TANF program. Each State defines lifetime eligibility for TANF. In Maryland, individuals can receive TANF benefits for up to five years. If individuals reach year four and five of receipt of TANF benefits, these individuals become a targeted population according to WIOA, irrespective of the fact that after year five, individuals may continue to receive TANF benefits due to hardship.

of Social Services, DLLR's Office of Adult Education and Literacy Services (AELS) and the WIOA Title II local adult education service providers, the Jobs for Veterans State Grant Program (JVSG)'s Disabled Veterans Outreach Program (DVOP) staff, the Maryland State Department of Education's Division of Rehabilitation Services (DORS), and dislocated worker programs including Reemployment Services and Eligibility Assessment (RESEA) and the Reemployment Opportunity Workshop (ROW) programs.

American Job Center staff should also help to identify participants and refer them to the appropriate LWDA contact to determine program eligibility. Veterans should receive priority of service.

LWDA STAFF ROLES

Directors of participating LWDA's must ensure that staff roles in the HCCT Program are clearly understood. LWDA directors must designate a LWDA Project Manager to work with appropriate staff on:

- Identifying program candidates;
- Assessing candidates' eligibility for the HCCT Program;
- Facilitating communication on the HCCT Program, to ensure all LWDA and AJC staff know of the program as a potential resource;
- Assisting eligible program participants with obtaining suitable supportive services and training; and,
- Ensuring that all fiscal and administrative reporting is timely and complete.

PARTICIPANT APPROVAL

To approve a candidate for participation in the HCCT Program, a designated LWDA staff person must:

1. Conduct an individual needs assessment OR review an existing employment plan;
2. Determine that the jobseeker meets the LWDA's criteria for an individual with significant barriers to employment; and,
3. Ensure that the program requirements identified by the LWDA in its DLLR-approved proposal are met.

PARTICIPATING BUSINESSES & OUTREACH

TARGET EMPLOYERS

Each LWDA participating in the HCCT Program must provide comprehensive training in highway or capital transit construction trades that have a high potential for employment and job retention of program participants for a minimum of six months.

EMPLOYER OUTREACH METHODS

Business Services staff from participating LWDAs should refer interested, qualifying businesses to the appropriate LWDA staff person for further direction.

TRAINING

Based on a participating LWDA's approved grant proposal and an assessment of a participant's need, the HCCT 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 LWDA's to utilize training options that offer seamless connections to robust career pathways, and in turn, to relevant transportation construction occupations.

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). A quality Pre-Apprenticeship program is one that incorporates training and curriculum based on industry standards, as approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter a Registered Apprenticeship program. Pre-Apprenticeship program participants should, upon completion, meet entry requirements, gain consideration, and be prepared for success in a Registered Apprenticeship program.

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.

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. Participating LWDA's are encouraged to seek out opportunities to leverage HCCT grant funds with other existing apprenticeship-related funding streams (e.g. ApprenticeshipUSA³) to further enhance the program and Maryland's workforce system.

OCCUPATIONAL SKILLS TRAINING

Occupational skills training is delivered to participants through community colleges and/or industry partners to provide them with employer-driven, specific vocational skills at entry, intermediate or advanced levels. Occupational skills training leads participants to proficiency in performing actual tasks and technical functions that are required by certain industries. After completing this training, jobseekers receive industry recognized certificates.

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. Many interns find permanent employment with the organization upon successful completion. Unlike some training programs, employment at the completion of an internship is not guaranteed.

³ For more information on how to leverage existing resources, contact the HCCT Project Manager.

CUSTOMIZED TRAINING

Customized training is designed to meet employers' specific requirements. The training is provided by an employer (or by a training or educational institution on behalf of an employer) and is conducted with a commitment by the employer to employ an individual upon successful training completion. The skills learned are intended to be transferable across the industry. The employer pays a significant portion of the training cost.

CAREER PATHWAYS

Career Pathways provide a combination of rigorous and high-quality education, training and other services that align with the skill needs of industries in the economy of the State or regional economy. Career Pathways are designed to prepare individuals to be successful in any of a full range of secondary or postsecondary education options, including Registered Apprenticeships.

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.

SUPPORTIVE SERVICES

Supportive services provide financial assistance to participants who would not be able to participate otherwise. Participating LWDA may offer supportive services to eligible HCCT Program 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. Other supportive services may be allowable with DLLR's prior approval.

Before a program participant is approved for supportive services, LWDA staff should ensure that other resources have been explored, and no other resource is available to pay for the necessary service. Participating LWDA should ensure that all LWDA supportive service policies on submission procedures and payment issuance are followed. Participating LWDA should also ensure that approval forms, receipts and supporting documentation are available for review. LWDA supervisors must approve supportive services for program participants.

Supportive service payment checks are available to the participant, as long as he or she remains in good standing with the training vendor. OJT participants are only eligible to receive supportive services during the first two weeks of the employment.

The following sections detail the available supportive services for HCCT Program participants.

TRANSPORTATION ALLOWANCE

Transportation allowances are available to participants who are 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 reimbursement must only occur after these elements are confirmed. Advance payment is not allowable.

Payment Guidelines: Transportation allowance can be used for public transit users or for drivers.⁴ Participating LWDA must collect and maintain appropriate documentation to verify the participant's covered transportation allowance.

For public transit users, participating LWDA may cover the expenses for bus, light rail, metro subway, MARC train, Washington Transit, or Commuter Choice Maryland.

For drivers, participating LWDA may approve a travel allowance at a rate not higher than the official 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 53.5 cents per mile for each business mile driven.

The maximum allowable payment is \$20 per day, with a maximum 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.

⁴ In approved circumstances, transportation allowances may also be used for taxi or ride-sharing purposes (i.e., Uber, Lyft, Zipcar). If a LWDA wishes to offer this type of transportation allowance, it must notify DLLR staff and provide a written proposal to explain and justify the allowance. DLLR staff will then review the proposal and make a determination as to whether the allowance would be appropriate for inclusion as a Supportive Service.

UNIFORMS, TOOLS, AND RELATED EQUIPMENT

The HCCT Program may assist eligible participants with the costs of uniforms, tools and/or equipment that are required for participation in approved training programs or new, full-time jobs. Examples of covered items include steel toe boots and worker tools of the trade.

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 Department of Social Services, the HCCT Program assists 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 Department of Social Services;
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. 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 LWDA's must ensure that the payment guidelines identified by the LWDA in its DLLR-approved proposal are followed.

UNION INITIATION FEES

The HCCT Program assists participants with union initiation fees, which are the costs associated with joining a union, to obtain employment.

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

CLOTHING FOR INTERVIEWS AND JOB FAIRS

The HCCT Program assists participants with the costs associated with clothing for job interviews and/or job fairs. Examples of the items that this supportive service covers include: dress shirts, ties, business suits or suit coats, dresses, khaki pants, or dress shoes. Participating LWDA's must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered clothing allowance.

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.

OTHER SUPPORTIVE SERVICES

Other supportive services may be funded through the HCCT Skills Training Program 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 explain and justify the proposed supportive service. DLLR staff will review the proposal and make a determination as to whether the stipend would be 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.

PERFORMANCE & THE MARYLAND WORKFORCE EXCHANGE (MWE)

PERFORMANCE OUTCOME EXPECTATIONS

The State will assess performance based on the following outcome measures:

	Outcome	Minimum Performance Expectation
1.	How many participants completed HCCT training?	At least 75%
2.	Of those who completed the training, how many obtained an industry-recognized credential or certificate of completion?	100%
3.	Of those who completed the training, how many participants have documentation of the removal of at least three significant barriers?	100%
4.	Of those who completed the training, how many were placed in unsubsidized jobs at or above the minimum hourly living wage rate set by law for your applicable Tier area?	At least 80%
5.	Of those placed in unsubsidized employment, how many participants retained that job for at least six consecutive calendar months?	At least 85%
6.	Of those placed in unsubsidized employment, how many participants became eligible for benefits (e.g. medical) within one year of the date of employment?	At least 90%

TRACKING OUTCOMES & THE MARYLAND WORKFORCE EXCHANGE

The Maryland DLLR-DWDAL requires participating LWDAs to enter program participants' information into the Maryland Workforce Exchange (MWE) in a timely manner. Participating LWDAs that do not meet DWDAL's expectations may face consequences and may impact future considerations on competitive funds.

To comply with the State's reporting requirements and to determine the success of the HCCT Program's investments, participating LWDAs **MUST** report the following data into the MWE System:

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

Staff from the participating LWDAs must ensure that all reporting data is entered into the MWE within 14 days of activity. As part of the enrollment process, it is mandatory to enter information using the HCCT program code. **Attachment B - MWE Instructions for the HCCT Program** provides detailed instructions on entering non-WIOA special grant information, specific to the HCCT Program, into the MWE System. Directors from participating LWDAs are responsible for ensuring that the instructions detailed in this attachment are disseminated to staff, reviewed with staff, and followed by the LWDA. When engaging new businesses, staff should also enter services in the MWE, as applicable.

Participating LWDAs must ensure that all HCCT Program activities end by the date identified by the LWDA in its DLLR-approved proposal, as given in the award letter. Participants may continue to receive services after the HCCT Program end date under another funding source, such as local Dislocated Worker funding or another source for which the participant qualifies.

CO-ENROLLMENT

HCCT Skills Training participants should be co-enrolled as WIOA dislocated workers, when applicable. LWDAs are encouraged, but not required, to co-enroll participants as HCCT participants and WIOA dislocated workers. Coordination with partner WIOA organizations is similarly encouraged, but not required. Examples of WIOA partner organizations include: WIOA Title II adult education service providers; Maryland State Department of Education, Division of Rehabilitation Services; and Local Departments of Social Services, which administer the Temporary Assistance for Needy Families (TANF) program.

REPORTING & MONITORING

Participating LWDA's must submit timely fiscal and administrative reports to the appropriate DLLR-DWDAL central office staff person, as prescribed below. The chief executive officer of the service provider(s) organization(s) or a senior level designee must sign off on these reports. There are consequences for noncompliance as detailed in a following section.

LWDA MONTHLY FISCAL REPORTING

Each participating LWDA must submit a monthly financial report on administrative and program costs to the DLLR-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.

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

Romila Stephens
Fiscal Administrator
410.767.2039
Romila.Stephens@maryland.gov

Attachment C – Sample of Monthly Fiscal Reporting Template for Participating LWDA's provides the reporting template for the Fiscal Monthly Status Report.

LWDA MONTHLY ADMINISTRATIVE REPORTING

Participating LWDA's must submit monthly administrative narrative reports by email to the DLLR-DWDAL Project Manager for the HCCT Program. The Director of Apprenticeship and Training should be cc'ed on all administrative reports.

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LWDA monthly reports are due no later than the 10th day of the month following the month of reported activity. These reports are important, for they capture information on the HCCT Program's participating jobseekers, best practices, and challenges within the program.

Attachment D – Sample of Monthly Administrative Reporting Template for Participating LWDA's provides the reporting template for the monthly LWDA administrative report.

DWDAL MONTHLY REPORTING TO THE MD DEPARTMENT OF TRANSPORTATION

As a Maryland Department of Transportation (MDOT) funded program, DLLR-DWDAL is required to submit monthly fiscal and administrative reporting on the HCCT Program. This reporting is submitted by the DWDAL Project Manager and is due to MDOT on the 15th day of each month.

MDOT ANNUAL REPORTING TO THE MARYLAND GENERAL ASSEMBLY

By February 1 of each year, MDOT must submit a report on the HCCT Program's compliance to the Senate Budget and Taxation Committee, Senate Finance Committee, House Appropriations Committee, and House Committee on Ways and Means. The report shall describe the highway or capital transit construction training, supportive services and skill improvement programs that DLLR and MDOT have conducted in each LWDA. The report must:

- Describe any entities, institutions, or organizations used to provide the training and services;
- Describe the individuals and organizations that have received training and services;
- Analyze the results of the training programs in each LWDA;
- State the amount of federal funds available to the HCCT Program; and,
- Identify the amount spent in each LWDA to conduct and administer the programs.

Participating LWDAs are expected to work with the DLLR Project Manager to ensure timely and accurate collection of the above noted elements for the annual report to MDOT.

CONSEQUENCES OF NON-REPORTING

MDOT has expectations that DLLR will allocate the HCCT Program funding responsibly to provide the quality service that has been outlined in this policy. DLLR therefore has expectations that the participating LWDAs will have performance results that demonstrate the program goals are being met, as outlined below.

The State will take corrective action with any LWDA that is not meeting the State's expectations in terms of performance, tracking data in the MWE, and/or in the monthly fiscal and administrative reports. Initially, DLLR-DWDAL will provide increased support and monitoring with the performance area of concern. After receiving increased assistance, if the LWDA is unable to show improvement, the LWDA will be removed from the HCCT and the area will be required to close-out early.

MONITORING

Participating LWDAs should expect DLLR-DWDAL to conduct regular monitoring of the HCCT Program to ensure that policies are being followed and expectations are being met.

REFERENCES

LAW

- [Workforce Innovation and Opportunity Act \(Pub. L 113-128\) Title I](#), dated July 22, 2014;
- [Section 8-508 of the Transportation Article](#), Annotated Code of Maryland;
- [National Apprenticeship Act \(P.L. 75-308\)](#);
- [Section 18-101 et seq. of the State Finance and Procurement Article](#), Annotated Code of Maryland.

REGULATION

- 20 CFR Section 663.800 et seq, "[What are Supportive Services for Adults and Dislocated Workers?](#)"

U.S. DEPARTMENT OF LABOR GUIDANCE

- Training and Employment Guidance Letter (TEGL) 13-16, "[Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act \(WIOA\)](#)," dated January 12, 2017;
- Training and Employment Notice 23-16, "[Announcing the release and publication of the apprenticeship Programs; Equal Employment Opportunity final rule in the Federal Register](#)," dated December 19, 2016;
- TEGL 04-15, "[Expanding Registered Apprenticeships and Pre-Apprenticeships to Create a Pathways to Good Middle Class Jobs for Youth and Adults with Disabilities](#)," dated July 31, 2016;
- TEN 18-13, "[21st Century Registered Apprenticeship: A Shared Vision for Increasing Opportunity, Innovation, and Competiveness for American Workers and Employers](#)," dated January 2, 2014;
- Training and Employment Notice (TEN) 12-13, [Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources](#), dated November 30, 2012;
- TEGL 3-14, [Implementing a Job-Drive Workforce System](#), dated July 30, 2014;
- TEGL 15-10, [Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System](#), dated December 15, 2010;
- TEGL 2-07, [Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System](#), dated July 12, 2007

OTHER RESOURCES

- [Maryland WIOA Combined State Plan](#)
- WIOA Technical Document, "Definitions for WIOA Implementation"

ATTACHMENTS

Attachment A – Sample of the Competitive Grant Proposal for HCCT Training Projects

Attachment B – MWE Instructions for the HCCT Program

Attachment C – Sample of Monthly Fiscal Reporting Template for Participating LWDAs

Attachment D – Sample of Monthly Administrative Reporting Template for Participating LWDAs

**Competitive Grant Proposal (CGP) from
Local Workforce Development Areas
for
Training Projects in**

**Highway or Capital Transit Construction Skills
(HCCT)**



Maryland Department of Labor, Licensing and Regulation

Issue Date: October 25, 2016

KEY INFORMATION SUMMARY SHEET

STATE OF MARYLAND

Competitive Grant Proposal

Highway or Capital Transit Construction Skills Training Program

Issue Date: October 25, 2016

CGP Issuing Office: Department of Labor, Licensing and Regulation
Division of Workforce Development and Adult
Learning

Contact Person: Jeffrey W. Smith
Phone: (410)767-0227
Email: Jeffrey.Smith1@maryland.gov

Proposals are to be sent to: Department of Labor, Licensing and Regulation
Division of Workforce Development and Adult
Learning
1100 North Eutaw Street, Room 209
Baltimore, MD 21201

Attention: Jeffrey W. Smith

Closing Date and Time: November 15, 2016 @ 2:00 PM (Local Time)

Section 1 - General Information

I. Summary Statement

The purpose of this Competitive Grant Proposal (CGP) is to seek proposals from Local Workforce Development Areas (LWDAs) to develop Transportation Skills Training Program that leverages State Highway Administration (SHA) resources to support the training of incumbent and new workers. In 2012, the Maryland Legislature added Section 8-508 to the Transportation Article, Annotated Code of Maryland to provide mandatory funding to address the need for developing workforce skills for highway or capital transit construction and requiring the Department to administer highway or capital construction and supportive services projects in collaboration with the Governor's Workforce Investment Board. SHA and DLLR are partnering to carry out the requirements of the law and develop programs to address these needs and to increase employment of underserved populations.

The program is to provide relevant highway or capital transit construction trades-related training, as well as supportive services, including skill improvement programs, with the goal of serving socially and economically disadvantaged individuals within Maryland. The intention is to increase access to employment and training in construction and transportation related careers for hard to serve groups by providing relevant on the job training and subsidized work experiences leading to unsubsidized job placement.

The Governor's Workforce Development Board (GWDB), which operates under the umbrella of the Department of Labor, Licensing and Regulation (DLLR), is the Governor's chief policy making body for workforce development and is charged in the legislation to coordinate with the Maryland Department of Transportation (MDOT) in carrying out the legislation. The Division of Workforce Development and Adult Learning (DWDAL) at DLLR will administer the program on behalf of GWIB. MDOT has authorized the State Highway Administration (SHA) to carry out the provision of the law.

Pursuant to the law and an MOU with SHA, DLLR has agreed to administrative responsibilities, including the oversight of a competitive process to award funding to LWDA Grantees to conduct training.

II. Funding

This grant is based on reimbursable funding. Funds are reimbursed after the LWDA Grantee provides an invoice with documentation of the work that has been done. Funding for these projects will be available for one year ending September 30, 2017. A no-cost extension beyond this initial funding period may be granted if additional time to reach project goals is needed, significant progress towards goals have been made, and if justification is acceptable and reasonable.

III. Office of Workforce Development

The sole point-of-contact in the State for purposes of this CGP prior to the award of any Grant is the Program Manager as listed below:

Jeffrey W. Smith, Program Manager
Department of Labor, Licensing and Regulation
DWDAL
1100 North Eutaw Street, Room # 209
Baltimore, Maryland 21201
Telephone: (410) 767-0227
Email: Jeffrey.Smith1@maryland.gov

The Department may change the DLLR Project Manager at any time by written notice to the LWDA Grantee.

IV. Revisions to the CGP

If it becomes necessary to revise this CGP before the due date for proposals, amendments will be provided to all prospective Offerors who were sent this CGP or otherwise are known by the Program Manager to have obtained this CGP. Amendments made after the due date for proposals will be sent only to those Offerors who submitted a timely proposal and remain under consideration for award as of the issue date of the Amendment.

Acknowledgment of the receipt of all amendments to this CGP issued before the proposal due date shall accompany the Offeror's proposal in the Transmittal Letter accompanying the Technical Proposal submittal. Acknowledgement of the receipt of amendments to the CGP issued after the proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Offeror from complying with all terms of any such amendment.

V. Proposals Due Date

An original electronic copy of the proposal must be received at the address listed in Section IV, no later than **2:00 PM (local time) on Tuesday, November 15, 2016** in order to be considered.

Requests for extension of the closing date or time shall not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Program Manager. Proposals received by the Program Manager after the due date, **2:00 PM (local time) on Tuesday, November 15, 2016** shall not be considered.

VI. Amendments, Cancellations, Discussions

The State reserves the right to amend or cancel this CGP; accept or reject any and all proposals, in whole or in part, received in response to this CGP; to waive or permit cure of minor irregularities; and to conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the State of Maryland. The State also reserves the right, in its sole discretion, to award a grant based upon the written proposals received without prior discussions or negotiations.

VII. Oral Presentation

Offerors may be required to make oral presentations to DLLR representatives in an effort to clarify information contained in their proposals. Significant representations made by an Offeror during the oral presentation must be put into writing. All such written representations will become part of the Offeror's proposal and are binding if the Grant is awarded. The Program Manager shall notify Offerors of the time and place of oral presentations.

VIII. Offeror Responsibilities

The selected Offeror shall be responsible for rendering services as required by this CGP. Subcontractors or subgrantees shall be identified and a complete description of their role relative to the proposal shall be included in the Offeror's proposal. The Offeror is responsible for ensuring that the subcontractor or subgrantee is aware of the terms and conditions of the grant and has fully agreed to comply with the terms and conditions. The Offeror will be responsible to the Grantee for any breaches of the terms and conditions by its subcontractors or subgrantees.

IX. Grant

By submitting an offer in response to this CGP, an Offeror, if selected for award, shall be deemed to have accepted the terms of the CGP and of the Grant.

X. Compliance with Laws / Arrearages

By submitting a proposal in response to this CGP, the Offeror, if selected for award, agrees that it will comply with all federal, state and local laws applicable to its activities and obligations under the grant.

By submitting a response to this CGP, each Offeror represents that it is not in arrears in the payment of any obligations due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the grant if selected for grant award.

XI. Living Wage Requirements

A solicitation for services under a State contract valued at \$100,000 or more may be subject to Title 18, State Finance and Procurement Article, Annotated Code of Maryland.

Detailed information and reporting obligations may be found by going to the following DLLR Website: <http://dldr.maryland.gov/labor/prev/livingwage.shtml>

Grantees and Sub-grantees subject to the Living Wage Law shall pay each covered employee at least the minimum amount set by law for the applicable Tier Area; currently **\$13.59** per hour in the Tier 1 Area and **\$10.21** per hour in the Tier 2 Area (**effective September 26, 2014**) but subject to an annual adjustment [*increase or decrease*]. The specific Living Wage rate is determined by whether a majority of services take place in a Tier 1 Area or Tier 2 Area of the State. The Tier 1 Area includes Montgomery, Prince George's, Howard, Anne Arundel, and Baltimore Counties, and Baltimore City. The Tier 2 Area includes any county in the State not included in the Tier 1 Area. In the event that the employees who perform the services are not located in the State, the head of the unit responsible for a State contract pursuant to §18-102 (d) shall assign the tier based upon where the recipients of the services are located.

NOTE: Whereas the Living Wage may change annually, the Grant Award may not be changed because of a Living Wage change.

XII. Drug and Alcohol Free Workplace

The LWDA Grantee warrants that they will comply with COMAR 21.11.08 Drug and Alcohol Free Workplace, and that they shall remain in compliance through the term of this Agreement.

XIII. Fair Practices Certification

The LWDA Grantee must certify that they prohibit, and covenant that they will continue to prohibit, discrimination on the basis of (i) political or religious opinion or affiliation, marital status, sexual orientation, gender identification or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

XIV. Assurance of Non-Discrimination, Equal Opportunity and On-the-Job training in DOL-Funded Agreements

If services provided under this grant are funded in whole or in part with monies received from the U.S. Department of Labor, the LWDA Grantee specifically agree that they will comply fully with the non-discrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014, the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights of 1964 as amended;

the Americans With Disabilities Act; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 C.F.R. part 37.

XV. Assurance of Non-Discrimination and Equal Opportunity in Federal-Aid Construction Contracts

Grantees will comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination based upon race, color, and national origin. Grantees will follow Federal provisions as outlined in Title VI (23 CFR §200), DBE requirements (49 CFR §26), required contract provisions of federally-aided construction contracts as outlined in FHWA-1273, attached hereto as (“**ATTACHMENT E**”), and any other nondiscrimination provisions (23 CFR §230 and Equal Employment Opportunity Executive Order No. 11246), and all appropriate requirements of the Americans with Disability Act of 1991, the Americans with Disabilities Amendments Act of 2008, and the Rehabilitation Act of 1973 Section 504. These Federal provisions should be incorporated in any subcontract or subgrant agreement.

XVI. Implementation of Supportive Services:

Services provided under this grant are subject to the availability of funds under [23 CFR 230.113](#), for the provision of supportive services in support of training projects approved under this directive. Funds made available to implement this paragraph shall not be used to finance the training of State highway agency employees or to provide services in support of such training. State highway agencies are not required to match funds allocated to them under this section.

Section 2 - Scope of Work

I. Introduction

The Division of Workforce Development and Adult Learning (DWDAL) of the Department of Labor, Licensing and Regulation (DLLR) is seeking applications from LWDA Applicants to develop a one-year skills training program to provide relevant highway or capital transit construction trades-related training, that incorporates workplace-life skills, for socially and economically disadvantaged (disabled, ex-offenders, recipients of social services and dislocated workers) individuals within Maryland. The goal is to increase employment potential to underserved groups by providing training and exposure to employers through temporary placements, job fairs, internships and permanent job placements.

II. General Provisions and Other Requirements

- A. The LWDA Applicant must provide a comprehensive training program which provides for skills training in highway or capital transit construction trades and for workplace-life skills. The Applicant must provide all of the following:
1. A clear description of the type of training to be provided (e.g., customized, on the job, class size occupational, incumbent worker training, pre-apprenticeship/apprenticeship, etc.);
 2. A curriculum for the training program to be provided including specified tasks, amount of time required to teach tasks for each proposed cycle or a schedule of activities and the number of hours of each activity that each customer will receive;
 3. An identification of any outside training to be conducted and methodology for supporting that training;
 4. A methodology for recruiting and training candidates and employees, including targeting specific populations, then screening, selecting and assessing candidates; include program's entry requirements, minimum age and academic/basic skill requirements; and
 5. A process that will ensure the continuity of the training program beyond the contract period.
- B. The LWDA Applicant must target hard to serve populations such as individuals with low literacy, high-school dropouts, disabled, TANF, ex-offenders, low income (defined by lower level standards for income table), minorities, and veterans.
- C. The LWDA Applicant's project must:
1. Demonstrate a clear career pathway and/or stackable credentialing options for participants and integrate the development of work readiness and job search skills leading to unsubsidized employment and retention of employment.
 2. Provide occupational skills training in the sectors of transportation, and highway construction that have a high potential for employment and job retention;

The following is a list of the principal occupations related to highway and capital transit, as defined by the North American Industry Classification System (NAICS). NAICS is the standard used by Federal statistical agencies in classifying business establishments for the purpose of

collecting, analyzing, and publishing statistical data related to the U.S. business economy.

http://www.bls.gov/oes/current/naics4_237300.htm

- Brickmasons and Blockmasons - Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures.
- Carpenters - Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.
- Cement Masons and Concrete Finishers - Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints.
- Construction Laborers - Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers.
- Construction Equipment Operators--Paving, Surfacing, and Tamping Operators - Operate equipment used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways and taxiways, or equipment used for tamping gravel, dirt, or other materials. Includes concrete and asphalt paving machine operators, form tampers, tamping machine operators, and stone spreader operators.
- Construction Equipment Operators --Pile-Driver Operators - Operate pile drivers mounted on skids, barges, crawler treads, or locomotive cranes to drive pilings for retaining walls, bulkheads, and foundations of structures, such as buildings, bridges, and piers.

- Construction Equipment Operators--Operating Engineers and Other Construction Equipment Operators - Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties.
- Construction Equipment Operators--Crane and Tower Operators - Operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions.
- Electricians - Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.
- Painters, Construction and Maintenance - Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.
- Pipelayers - Lay pipe for storm or sanitation sewers, drains, and water mains. Perform any combination of the following tasks: grade trenches or culverts, position pipe, or seal joints.
- Reinforcing Iron and Rebar Workers - Position and secure steel bars or mesh in concrete forms in order to reinforce concrete. Use a variety of fasteners, rod-bending machines, blowtorches, and hand tools. Includes rod busters.
- Structural Iron and Steel Workers - Raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings.
- Construction and Building Inspectors - Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing.
- Highway Maintenance Workers - Maintain highways, municipal and rural roads, airport runways, and rights-of-way. Duties include patching broken or eroded pavement, repairing guard

rails, highway markers, and snow fences. May also mow or clear brush from along road or plow snow from roadway.

- Maintenance and Repair Workers, General - Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.
- Surveyors - Make exact measurements and determine property boundaries. Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes.
- Rail-Track Laying and Maintenance Equipment Operators - Lay, repair, and maintain track for standard or narrow-gauge railroad equipment used in regular railroad, light rail, subway service or in plant yards, quarries, sand and gravel pits, and mines. Includes ballast cleaning machine operators and railroad bed tamping machine operators.
- Bus and Truck Mechanics and Diesel Engine Specialists - Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.
- Electrical and Electronic Equipment Mechanics, Installers, and Repairers - Electrical and electronics installers and repairers install or repair a variety of electrical equipment in telecommunications, transportation, utilities, and other industries.
- Welding, Soldering, and Brazing Workers - Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.
- Coating, Painting, and Spraying Machine Setters, Operators, and Tenders - Set up, operate, or tend machines to coat or paint any of a wide variety of products including, glassware, cloth, ceramics, metal, plastic, paper, or wood, with lacquer, silver, copper, rubber, varnish, glaze, enamel, oil, or rust-proofing materials.

- Painting, Transportation Equipment - Operate or tend painting machines to paint surfaces of transportation equipment, such as automobiles, buses, trucks, trains, boats, and airplanes. Includes painters in auto body repair facilities.
- Industrial Truck and Tractor Operators - Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.
- Heavy and Tractor-Trailer Truck Drivers - Drive a tractor-trailer combination, bus, or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.
- Pre-Apprenticeship Programs related to any of the above noted occupations, leading to Apprenticeship Programs.

3. Deliver employment services to participants leading to unsubsidized employment at a living wage.

- D. The proposal may include both new hire and incumbent worker training as long as the eligibility criteria of population is met. Incumbents must still come from within the targeted population and be able to meet all performance expectations. No more than 30% of enrolled participants may be incumbent workers.
- E. Projects that include on the job training, paid internships, and work experiences are highly preferred. Applications that do not have on the job training components must clearly demonstrate the ability of the program to transition applicants to training related employment.

The following list summarizes the types of acceptable training available to participants that must be directly related to one or more of the above noted highway and capital transit construction occupations.

- 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).
- 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.

- 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, housed within DLLR/DWDAL, offers over 100 active apprenticeship programs.
- Occupational skills training is delivered to participants through community colleges and/or industry partners to provide them with employer-driven, specific vocational skills at entry, intermediate or advanced levels. Occupational skills training leads participants to proficiency in performing actual tasks and technical functions that are required by certain industries. After completing this training, jobseekers receive industry recognized certificates.
- 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.
- Customized training is designed to meet employers' specific requirements. The training is provided by an employer (or by a training or educational institution on behalf of an employer) and is conducted with a commitment by the employer to employ an individual upon successful training completion. The skills learned are intended to be transferable across the industry.
- Career Pathways provide a combination of rigorous and high-quality education, training and other services that align with the skill needs of industries in the economy of the State or regional economy. Career Pathways are designed to prepare individuals to be successful in any of a full range of secondary or postsecondary education options, including Registered Apprenticeships.

F. Administrative costs may be no more than 10% of the total program costs.

G. The proposal must:

1. Describe the process to be utilized for assessment of participant experience, skills and individual employability development needs and indicate the testing that will be used;
2. Describe the process to be utilized for ensuring that data is entered timely and promptly into the Maryland Workforce Exchange to track individuals from recruitment through job placement and retention for the provision of reporting to DLLR and SHA on program outcomes;
3. Implement a co-enrollment strategy that identifies suitability for co-enrollment in WIA funded programs. Plan must detail criteria that will be used to conduct documented suitability, and attest that those found suitable will be co-enrolled;
4. Provide job search and placement assistance to individuals as they complete training;
5. Develop business relationship with employers;
6. Convene employer groups to determine workforce needs, identifying skills requirements, and determine appropriate training;
7. Identify appropriate training providers, customizing training to meet the needs of employers as well as trainees, select and monitor training;
8. Create careers pathways for individuals who demonstrate a commitment to training and successful employment.

H. The LWDA Applicant may provide services in collaboration with a local or regional consortium with the following recommended types of members:

- Local Workforce Development Area,
- Occupational skills training provider,
- Representative industry, and
- Community Based Organization (CBO) or faith based organization with track record of serving hard to serve populations.

I. Accept the following performance expectations:

- At least 75% of enrolled customers will complete training.
- At least 80% of enrolled customers completing training will be placed in unsubsidized jobs at or above the minimum hourly living wage rate specified in this competitive grant proposal.

- At least 85% of the customers placed in unsubsidized employment will retain employment for a minimum of six (6) consecutive calendar months.
- At least 90% of customers placed in unsubsidized jobs are eligible for benefits (e.g. medical) within one (1) year of the date of employment.
- All customers completing training will obtain an industry-recognized credential or a certificate of completion.
- All customers completing training will have documentation of the removal of three (3) or more significant barriers as identified in the customers IEP.

J. Data Collection Requirements

1. The LWDA Grantee selected as a result of this request shall be responsible for tracking outcomes on all participants served including:
 - a) All services provided;
 - b) Basis for eligibility, i.e. disabled, veterans, low income, low literacy, ex- offenders;
 - c) Completion of services;
 - d) Job placement, job retention, and earnings;
 - e) Participant demographics
 - Age
 - Race
 - Gender
 - Marital Status
 - Education Level
 - Driver's License
 - Number of people living in household
 - Court ordered child support
 - Criminal Background
 - Veteran Status
 - Ever attended drug/alcohol counseling
2. The LWDA Grantee shall ensure that their customer information is properly recorded within timeframes to be determined by DWDAL. DWDAL will provide technical guidance related to data collection, recording, and reporting to the service providers during the term of the grant.
3. DWDAL will conduct regular programmatic and fiscal monitoring to ensure that activities of its service providers are on target to meet grant goals.

K. Reporting Requirements

1. The LWDA Grantee shall submit monthly financial and narrative program progress reports to DWDAL. Templates for these reports will be provided by the DWDAL as an attachment to the formal award.

2. Reports are due by the **Tenth** (10th) day of each month following the month of service during the grant period. The chief executive officer of the service provider(s) organization(s) or his/her authorized senior level designee must sign the monthly financial and narrative program progress reports.

L. Invoice Requirements

1. Requisitions for Cash should be submitted monthly based on current cash needs. Requisitions are to be for actual cash expenditures incurred during the reporting cycle.

III. Grantee Staffing and Management

The LWDA Grantee shall assign a Project Manager and appropriate staff to carry out the training program.

SECTION 3 - Proposal Format

I. Proposals

An original by mail or one (1) electronic copy of the proposal must be received by the Program Manager, at the address listed in Section IV, no later than **2:00 PM (local time) on Tuesday, November 15, 2016** in order to be considered.

II. Submission

The proposal must include the Competitive Grant Proposal Narrative (**Attachment A**). All sections of the CGP Narrative form must be completed with as much detail as possible.

LINE ITEM BUDGET

The Offeror must submit a detailed line item budget using the forms provided as **Attachment B** for their project's period of performance. Also include either a detailed cost analysis of each line item or a budget narrative that explains the costs reflected in each of the line items. Discuss here any items that need explanation. The budget must reflect the cost per trainee. Administration costs may not exceed 10% of program costs.

Match is not required; however, proposals that include committed cash and in-kind match are preferred.



ATTACHMENT B

Department of Labor, Licensing and Regulation

**Division of Workforce Development
and Adult Learning**

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Maryland Workforce Exchange HCCT

Creating a **WIOA** Application

The screenshot displays the Workforce Innovation and Opportunity Act (WIOA) application management interface. The interface is divided into several sections:

- Navigation Menu (Left):** Includes sections for "My Staff Workspace", "Services for Workforce Staff", and "Reports".
- Top Navigation Bar:** Contains links for "Home", "My Dashboard", "Sign Out", "Services for Individuals", "Services for Employers", and "Labor Market Analysis".
- Main Content Area:**
 - Filter Applications:** Includes a dropdown menu set to "All".
 - Filter Activities:** Includes checkboxes for "Open", "Closed", and "Voided", all of which are checked.
 - Filter Programs:** Includes a dropdown menu set to "All Programs".
 - Program List:** Shows a table of programs with columns for Program Name and Applications (Apps).


Program Name	Applications (Apps)
Wagner Peysner (WP) Program	Apps: 1
Workforce Innovation and Opportunity Act (WIOA) Program	Apps: 1
- Bottom Section:** Contains a link to "Create Workforce Innovation and Opportunity Act (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, LWIA and Office location
 - When  is selected the system saves and applies the program rules
 - To quit the application, click on [Exit Wizard](#)
-

WIOA Application: Start (Eligibility)

Web Slice Gallery | Free Hotmail | Workforce Innovation and...

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

Identifying Information

Case ID:	2675427
Username/Login Name:	dan313
User ID:	1901624
State ID:	208761
Create Date:	1/5/2017 3:13:51 PM
Created By Staff:	Okeefe, Daniel (dokeefe)
Last Edit Date:	1/5/2017 3:14:27 PM
Staff Last Edited:	Okeefe, Daniel (dokeefe)
User Account Create Date:	6/2/2009 12:00:00 AM
WIA Converted Application ID:	Not applicable

Currently Participating In

Currently participating in the following programs:

Wagner Peysen:	Application Date: 12/14/2016 Participation Date: 12/14/2016
----------------	--

Application/Registration Information

Application Closed Never Enrolled: Close application, never enrolled

Application Date: 01/05/2017 (mm/dd/yyyy) Today

Incumbent Worker Eligibility:

Incumbent Worker Eligibility Date: 01/17/2017 (mm/dd/yyyy) Today

Adult Eligibility:

Adult Eligibility Date: 01/05/2017 (mm/dd/yyyy) Today

Dislocated Worker Eligibility:

Youth Eligibility:

Location Information

Local Area/Region: State Contractor

Office Location of Responsibility: Office of Employment Training - Central

Office Location: Office of Employment Training - Central

[Exit Wizard](#)

Date Adult and/or DW Eligibility is displayed with checked Adult or DW is checked

WIOA Application: Contact Information

WIOA Wizard

Step 1: Contact

Contact Information

• First Name:

• Middle Initial:

• Last Name (including suffix e.g. Jr., Sr., PhD, etc.):

• SSN (do not enter dashes, eg. 999999999): [\[Edit SSN\]](#)

[\[Verify\]](#) [\[Scan\]](#) [\[Upload\]](#) [\[Link\]](#)

✓ Employment Records

Current Address

• Address 1:

• Address 2:

• City:

• State:

• County/Parish:

• Zip Code: [\[Find Zip Code\]](#)

• Country:

• Primary Phone Number: Ext.

• Primary Phone Type:

Alternative Phone: Ext.

Alternative Phone Type:

• Fax:

• Email:

- 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

Family Information Personal Information Employment Information

- Received services from a State Development Disabilities Agency (SDDA) is a required field.
- Received services from a State or Local mental health agency (LSMHA) is a required field.
- Received services from a Home & Community Based Service Provider (HCBS) Waiver is a required field.
- Disability Work Setting 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: 44 (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.

WIOA Application: Veteran

Transitioning Service Member

* **Transitioning Service Member:** Yes No

Type of Transitioning Service Member:

Estimated Discharge Date: (mm/dd/yyyy)  Today


Veteran Information


* **Eligible Veteran Status:** Yes <= 180 days
 Yes, Eligible Veteran
 Yes, Other Eligible Person
 No

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

[Obtain DD214](#)

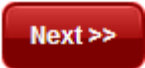
* **Served more than 1 tour of duty:** Yes No

Military Service Entry Date: (mm/dd/yyyy) 

Military Service Discharge Date: (mm/dd/yyyy) 

* **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  at the bottom of the screen

WIOA Application: Employment Information

Free Hotmail Workforce Innovation and...

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

Employment Information

Employment Status:

Not Employed

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

✓ Self Attestation

Employment Status Verification

- Self Attestation
 UI Records
 Employer Contact
 Other Applicable Documentation, (specify)

Reset

If Employed, Individual is Under-Employed:

Yes No Not Applicable

Unemployment Eligibility Status:

Eligible Claimant referred by WPRS

UI Referred By Status:

WPRS

Claimant has been exempted from work search:

Yes No

Date claimant was exempted from work search:

Today

Unemployment Compensation Verify

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

✓ UI records (Benefit History, Wage Record)

Jobseeker should complete all required fields

WIOA Application: Education

Be sure to complete all fields and Verify if needed

WIOA Education Information

- **Highest School Grade Completed:**
- **High School Diploma or equivalent received:** Yes No
- **Highest Education Level completed:**
- **Highest Grade and Educational Level** [\[Verify \]](#) [\[Scan \]](#) [\[Upload \]](#) [\[Link \]](#)
 Other Applicable Documentation, (specify)
- **School Status:**
[\[Verify \]](#) [\[Scan \]](#) [\[Upload \]](#) [\[Link \]](#)

Education Partner Services

- **Receiving services from Adult Education (WIOA Title II):** Yes No Did not self-identify
- **Receiving services from YouthBuild:** Yes No Did not self-identify
YouthBuild Grant Number (If unknown, enter all 9s.):
Format: AA-99999-99-99-A-99
- **Receiving services from Job Corps:** Yes No Did not self-identify
- **Receiving Services from Vocational Education (Carl Perkins):** Yes No Did not self-identify
- **Individualized Education Program Participant:**

Check here to allow saving of a partial application

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 has a *

WIOA Application: Barriers

Individual Barriers

- English language learner Yes No
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
- Basic Skills Deficient/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

Disabled: Yes

- Displaced Homemaker
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Meets long term unemployment definition: No

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

Older individual (age 55 and older): No

- Hawaiian Native: Yes No
Hawaiian 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
- Single Parent (including single pregnant women): Yes No Participant did not self-identify
- Cultural Barriers: Yes No Participant did not self-identify
- Eligible Migrant Season Farmworker as defined in WIOA Sec 167(i): Yes No
- Meets Governor's special barriers to employment: Yes No

- Make a selection for each field that has a *
- Be sure to [Verify](#) if needed

WIOA Application: Family Income

[Individual Details](#) [Preferences](#) * indicates required fields.

Start [Contact](#) [Demographics](#) [Veteran](#) [Employment](#) [Education](#) [Public Assistance](#) W

Family Income

+ 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 all sections that are needed, if any of the public assistance section is yes, family size and income will not be required

WIOA Application: Federal Initiative

WIOA WIZARD

Start Contact Demographics Veteran Employment Education Public Assistance Barriers Family Income Federal Initiatives

Disability Employment Initiative (DEI)

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

- Limited Education
- Limited Work History/Experience
- Ex-Offender
- Substance Abuse
- Language Barrier
- No Child Care
- Homeless
- Disability
- None

Ticket To Work Participant: Yes No

Ever on 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: Today

End Date of Most Recent Job: Today

Hours Per Week at Most Recent Job:

Benefits at Most Recent Job
(Check all that apply):

- None
- Health Insurance
- Vacation
- Sick Leave
- Flexible Work Schedule
- Telework
- Customized Employment
- Job Sharing
- Other

If Other is checked, please provide a description:

- Make a selection for each field that has a *
- 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: [Income Table](#)

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) 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, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

- The green highlight indicates programs for which a participant may be eligible

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

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.

WIOA Application: Eligibility and Grants

Non-WIOA Grants

Non-WIOA Special Grants:

Yes No Not Applicable

Inactive

Grants

Non WIOA Special Grant must be set to yes

WIOA Application: Grant

Grants

Grant Type	Grant ID	Grant Name	ETA/Local Grant Code	Date Added	Action
No records found					

[View Available Grants](#)

Grants

Grant Type	Grant ID	Grant Name	ETA/Local Grant Code	Date Added	Action
Statewide Incumbent Worker (Adult)	139	MBW	Not Defined	01/17/2017	Delete

[Select from the list of available grants.](#)

Grant Type	Grant ID	Grant Name	ETA/Local Grant Code	Action
NonWIOA Special Grant	136	Maryland Tech Connection (MTC)	NA	Add
NonWIOA Special Grant	141	HCCT PY2016	NA	Add

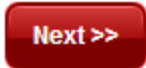
Grants

Grant Type	Grant ID	Grant Name	ETA/Local Grant Code	Date Added	Action
NonWIOA Special Grant	141	HCCT PY2016	Not Defined	01/17/2017	Delete

[View Available Grants](#)

- By selecting [View Available Grants](#), HCCT can be chosen.

- Next to the HCCT, you press [Add](#)

- Click  to proceed to Participation

Activity Enrollment [General Information]

General Information

Participant User Name: dan313

Participant State ID: 208761

Last Name, First Name MI: Smith, Dan

Social Security Number: 9257

Address: 222 Main Street
Reisterstown, MD 21136

Application Summary: Program:WIOA
Application Date:1/5/2017
Earliest Eligibility Date:01/05/2017

Participation Date: 01/17/2017

* Customer Program Group: 97 - Non-WIOA Special Grant

* LWIA Region: Baltimore City

* Office Location: Baltimore City One Stop Center (Southwest-Eutaw)

Enrollment Information

Grant: HCCT PY2016

WIOA Title II Partner Program: Yes, service is a WIOA Title II Partner Program.

* Activity Code: [\[Select Activity Code \]](#)

Projected Begin Date: Today

Actual Begin Date: Today

* Projected End Date: Today

Any classes attended through Distance Learning: Yes No

Participant has been issued an ITA and the ITA will pay for this service: None Selected

- Under General Information go to the **Customer Group** selection
- Using the pull down select **Non WIA Special Grant**
- Under the Enrollment Information go to the Grant selection
- In the pull down choose HCCT for the grant
- Select an Activity Code by clicking on the link

Activity Enrollment [Service Provider]

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

Enrollment Service Provider Information

For help click the question mark.

Enrollment Summary: Enrollment ID: 2990632
Username: TESTINDIVD
WIA Application ID: 828273
Activity Code: 102
Activity Dates: 7/22/2011 - 7/22/2011

* Provider:
[\[Select Provider\]](#)

* Service, Course or Contract:
[\[Select Service, Course or Contract\]](#)

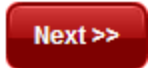
Provider Locations:
[\[Select Provider Locations\]](#)

Provider Contacts:
[\[Select Provider Contacts\]](#)

* Occupational Training Code: Not Applicable

<< Back | Next >>

[Exit Wizard]


- Next is the **Service Provider** screen
- This tab is **not required** for HCCT. 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

[General Information](#) | [Service Provider](#) | [Enrollment Cost](#) | [Financial Aid](#) | [Enrollment Budget](#) | [Budget Planning](#) | **Closure Information**

Closure Information

Enrollment Summary: ? For help click the question mark.
Enrollment ID: 2990632
Username: TESTINDIVD
WIA Application ID: 828273
Activity Code: 102
Activity Dates: 7/22/2011 - 7/22/2011

Last Activity Date:  Today

Completion Code:

Received Credential: Not Applicable.

Case Notes:
[\[Add a new Case Note | Show Filter Criteria \]](#)

ID	Create Date	Subject	Action
No data found.			

Credential History

Education/Credential History:

[<< Back](#) [Finish](#)

[Exit Wizard](#) [Finish and Start a New Enrollment](#)





- Enter Completion code (if appropriate)
- Click Finish

Programs folder [updated]

- The activity now displays in the activities list
- Click "[Create Activity](#)" to add additional services

[Create Activity / Service / Enrollment](#)

Search:

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	101 - Orientation No Provider Information		Non-WIOA Special Grant	01/17/2017	01/17/2017	01/17/2017	01/17/2017 Successful Completion
	102 - Initial Assessment No Provider Information		Statewide Incumbent Worker - Adult	N/A	01/17/2017	01/17/2017	01/17/2017 Successful Completion

For the Future...

- Remember to list the Actual Start Date for your customer's activity(s) after you verify they have started
 - The MWE allows staff to create a voucher for funded activities that have an Actual Start Date
 - Remember to update and/or close your activity, as needed
 - List any Credential received when you close the training activity
-

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 HCCT
 - Reports: Enrolled Individual List
-

This spreadsheet is designed to assist you in developing your budget for the Highway or Capital Transit Construction (HCCT) Skills proposal. The spreadsheet helps breakdown the various line items costs and rolls them up into the format needed by DWDAL.

DWDAL
 Highway or Capital Transit Construction Skills (HCCT)
 Budget Detail - (Please Provide Beginning Date) through 9/30/2017

Total Budget by Expenditure Category							
		Annual Salary	Percent Time spent		Year One	Year Two	TOTAL
A	Personnel:						
	Position Title:						
	List all staff needed to successfully complete this project		0%		\$0	\$0	\$0
			0%		\$0	\$0	\$0
			0%		\$0	\$0	\$0
			0%		\$0	\$0	\$0
			0%		\$0	\$0	\$0
			0%		\$0	\$0	\$0
	Total				0	0	0
B	Fringe Benefits ENTER Fringe Benefits % in Cell C18				0	0	0
C	Travel - conference/out-of-town				0	0	0
	Total				0	0	0
D	Supplies						
	Item						
	Item						0
	Item						0
	Item						0
	Item						0
	Item						0
	Item						0
	Total				0	0	0
E	Equipment						
	Item						
	Item						0
	Item						0
	Item						0
	Item						0
	Item						0
	Item						0
	Total				0	0	0
F	Contractual						

D. Supplies: Please indicate the supplies you will need to purchase. Please note that supplies do not include any materials you will need to develop for training. Those should be placed in the training line.

E. Equipment: Please list any equipment you will need to purchase. Equipment is defined at both 29 CFR 97.3 and 95.2 as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit, including all costs related to the property's final intended use.

F. Contractual: Please list any services you will need to contract out to bid. This includes training and IT. NOTE if there are any.

G. Training: Please include any cost of training that will be provided through your staff and NOT contracted out to bid. These costs include any materials or supplies needed to complete that specific training.

H. Other: Please list any cost pertaining to the grant that does not fit into any of the provided line items.

I. ADMIN: Please place your administrative cost percentage in cell C82.

HCCT TRAINING - REPORT TEMPLATE (ATTACHMENT D)

	LIST PARTICIPANTS ENROLLED IN HCCT TRAINING	RECEIVING HCCT SUPPORTED SERVICES	LIST HCCT SERVICES BEING RECEIVED	LIST 1ST BARRIER REMOVED & DATE	LIST 2ND BARRIER REMOVED & DATE	LIST 3RD BARRIER REMOVED & DATE	OTHER BARRIERS REMOVED	OBTAINED CREDENTIALS OR CERTIFICATIONS (List type and date earned)	DATE COMPLETED HCCT TRAINING	DATE PLACED IN UNSUBSIDIZED JOBS AT OR ABOVE LIVING WAGE	RETAINED EMPLOYMENT FOR OVER 6 MONTHS	IN UNSUBSIDIZED EMPLOYMENT ELIGIBLE FOR BENEFITS WITHIN 1 YEAR OF DATE OF EMPLOYMENT	ADDITIONAL COMMENTS	DATE OF PROJECT OPERATOR FILE AUDIT (To be Completed by DLLR Project)	COMMENTS (To be completed by DLLR Project Manager only)
1															
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25															
	Narrative: (Summary of "Best Practices" or "What's Working")														
	Narrative: (Issues, Challenges & Concerns)														
	Summary of Grant Activities: (Ex. Performed outreach, testing, interviews, etc.)														