Maryland
DEPARTMENT OF LABOR

POLICY ISSUANCE 2023-04

Maryland Works for Wind | March 21, 2023

TO: Maryland Department of Labor (MD Labor) Division of Workforce Development and Adult Learning (DWDAL) staff, Local Workforce Development Area (Local Area) directors and Maryland Works for Wind Subrecipients

FROM: MD Labor, DWDAL

SUBJECT: Maryland Works for Wind Program

PURPOSE: To provide guidance on the implementation of the Maryland Works for Wind program.

ACTION: Local Area directors, American Job Center (AJC) Directors of State & Reemployment Programs, Maryland Works for Wind subrecipients, and DWDAL Central Office Managers must ensure all employees are aware of and receive copies of this policy. DWDAL policies are available on the MD Labor website.

EXPIRATION: Until canceled or replaced.

QUESTIONS:

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ACRONYMS

AJC	American Job Center
ARPA	American Rescue Plan Act
BNOW	Business Network for Offshore Wind
CESA	Clean Energy States Alliance
CTE	Career and Technical Education
DEWD	Baltimore County Department of Economic and Workforce Development
DWDAL	Division of Workforce Development and Adult Learning
EDA	Economic Development Agency
FERPA	Family Educational Rights and Privacy Act
GJC	Good Jobs Challenge
GWO	Global Wind Organization
JATC	Joint Apprenticeship and Training Committees
Local Area	Local Workforce Development Area
LSWA	Lower Shore Workforce Alliance
MD Labor	Maryland Department of Labor
MITAGS	Maritime Institute of Technology and Graduate Studies
MOED	Baltimore City Mayor's Office of Employment Development
MWW	Maryland Works for Wind
OJL	On-the-Job Learning
OSW	Offshore Wind
PII	Personally Identifiable Information
SDAT	Maryland State Department of Assessments and Taxation
WIOA	Workforce Innovation and Opportunity Act

GENERAL INFORMATION

GOOD JOBS CHALLENGE

The Good Jobs Challenge (GJC) grant program, awarded through the U.S. Department of Commerce Economic Development Agency (EDA) as a component of the American Rescue Plan Act (ARPA), is designed to help Americans recover from the economic effects of the pandemic. By investing $500 million into high-quality, locally led workforce systems, the GJC exists to expand career opportunities and produce a skilled workforce so that the United States is prepared to innovate, compete, and succeed in the 21st century. Through the GJC, EDA has demonstrated its commitment to regional workforce training systems that connect employers with qualified workers and help jobseekers find and keep quality employment to advance along their chosen career path.

MARYLAND WORKS FOR WIND

Through a highly competitive process, EDA selected Maryland as one of 32 GJC recipients and subsequently awarded MD Labor nearly $23,000,000 in August 2022 for the Maryland Works for Wind (MWW) initiative. MWW is a regional consortium committed to establishing Maryland as the country's premiere destination for OSW training, fabrication, and employment. The project includes a robust sectoral partnership inclusive of employers, unions, Local Workforce Development Areas (Local Areas), business alliances, and training providers. Collaboratively, the partners will cultivate a pipeline of skilled talent to support the emerging OSW clean energy industry. Through MWW, MD Labor demonstrates its commitment to drive economic development, connect underrepresented populations to good-paying careers, and build upon existing investments.

The success of MWW hinges on the development of a thriving and diverse ecosystem of Maryland-based partners, including State Agencies, such as the Maryland Energy Administration, employer partners, such as Ørsted and US Wind, as well as a multitude of other partners. MD Labor acknowledges the significant role that each partner plays in the MWW overall project, however, this policy issuance focuses specifically on the role of MD Labor and its subrecipients to provide clear guidance on roles, responsibilities, and other expectations.

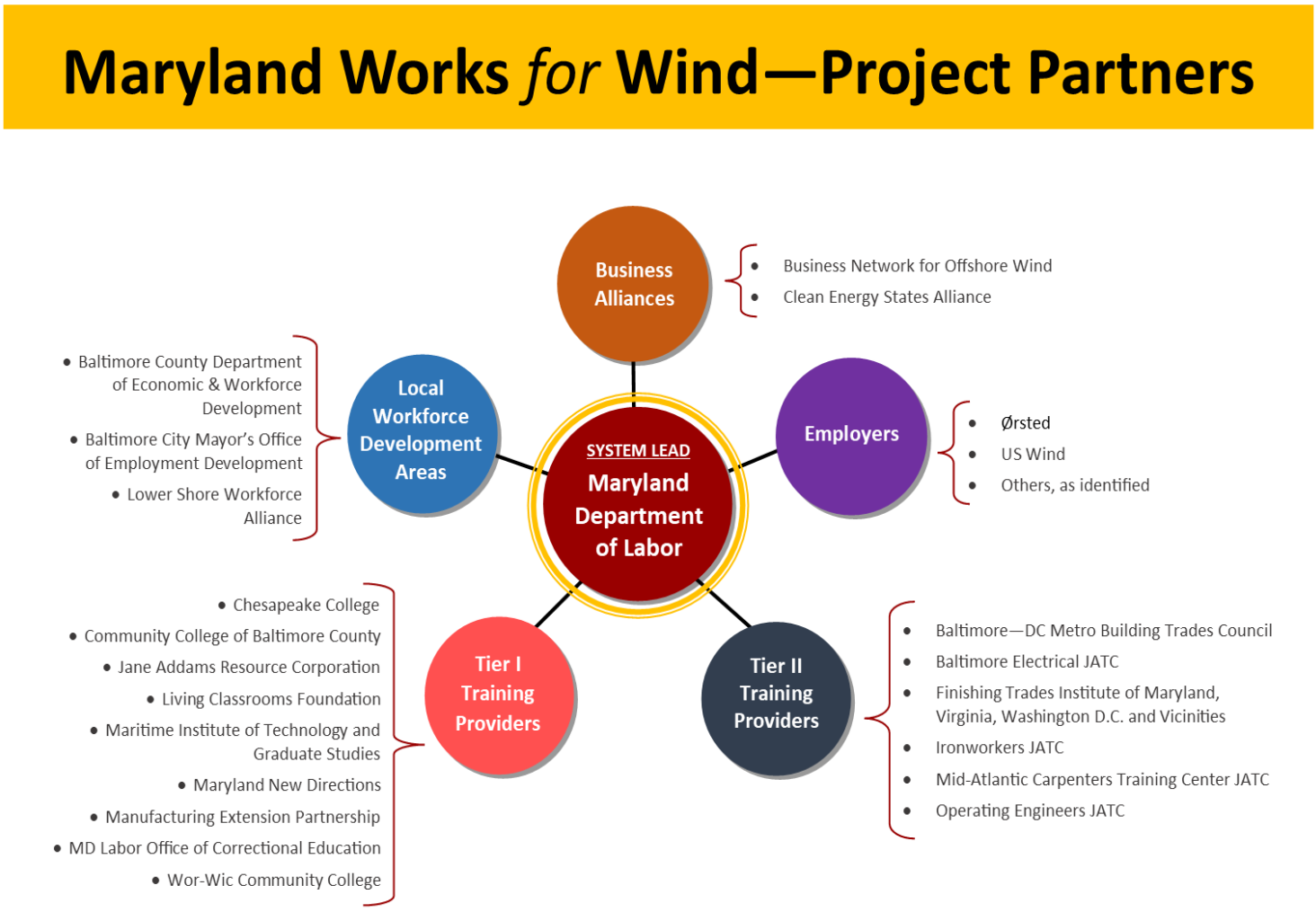
MD Labor prepared this policy using Federal funds under award ED22HDQ3070110 from U.S. Department of Commerce EDA. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of the EDA or the U.S. Department of Commerce.

STAKEHOLDER ROLES AND RESPONSIBILITIES

This section of the policy outlines the responsibilities of the following categories of MWW subrecipients:

1. MD Labor, as the GJC system lead;
2. Local Areas;
3. Tier I training providers;
4. Tier II training providers; and,
5. Business Alliances.

The following graphic illustrates the various partners funded through MWW.



SYSTEM LEAD

MD Labor's Division of Workforce Development and Adult Learning (DWDAL) serves as the System Lead for MWW. As System Lead, DWDAL leads the project by serving as the intermediary between all stakeholders and works to ensure programs get implemented, meet employer needs, are leading to long-term positive outcomes for workers and their communities, and meet agreed-upon milestones.

DWDAL is the primary contact for EDA and for subrecipients and is responsible for the following leadership components:

1. Oversight of budgetary and programmatic activities through reports and site-visits;
2. Provision of programmatic guidance to subrecipients;
3. Convening program partners biannually; and,
4. Monitoring progress against expectations and providing technical assistance.

While numerous DWDAL staff participate in the MWW activities, it is the primary responsibility of MD Labor's GJC Program Manager to oversee this initiative to ensure its success.

LOCAL WORKFORCE DEVELOPMENT AREAS

Local Areas and the overall American Job Center (AJC) system are an essential component of MWW, providing recruitment and referral services, wraparound services, and Workforce Innovation and Opportunity Act (WIOA) co-enrollment opportunities for eligible participants. Three of the state's 13 Local Areas have a subrecipient role in MWW:

1. Baltimore County Department of Economic and Workforce Development (DEWD);
2. Lower Shore Workforce Alliance (LSWA); and,
3. Baltimore City Mayor's Office of Employment Development (MOED).

Expectations for the subrecipients are below.

Baltimore County Department of Economic & Workforce Development

Baltimore County's DEWD is responsible for six primary roles in the MWW initiative:

1. Convene the Central Region's[1] MWW partners on a quarterly basis;
2. Collect, analyze, and report data on the following subrecipients on behalf of MD Labor, and submit reports to MD Labor on a monthly basis:
    a. Central Region Tier I subrecipients; and,
    b. Tier II subrecipients, which include:
        i. Baltimore-DC Metro Building Trades Council;
        ii. Baltimore Electrical Joint Apprenticeship and Training Council (JATC);
        iii. Finishing Trades Institute of Maryland, Virginia, Washington D.C., and Vicinities;
        iv. Ironworkers JATC
        v. Mid-Atlantic Carpenters Training Center JATC; and,
        vi. Operating Engineers JATC.

[1] The Central Region consists of the following Local Areas: Anne Arundel, Baltimore City, Baltimore County, Carroll, Howard, and Susquehanna (Cecil and Harford counties).

3. Ensure adequate staffing for MWW activities;[2]
4. Support employers, specifically those working on OSW projects or in sectors that support OSW, training providers, and jobseekers through targeted activities, as detailed below;
5. Collaborate with the Baltimore City MOED, as needed, to ensure an appropriate level of consistency and connections take place in the region;
6. Collaborate with the Eastern Shore convener, LSWA, as needed, to ensure an appropriate level of consistency and connections take place across the State; and,
7. Evaluate the effectiveness of all activities undertaken in support of MWW by 3/31/2026. Methods of evaluation must include:
    a. Assisting with participant data collection;
    b. Working to determine internal metrics for program success; and,
    c. Analyzing and packaging program data.

Jobseeker Support

At minimum, MD Labor expects DEWD to perform the following activities in support of OSW jobseekers:

1. Regularly conduct outreach to jobseekers about OSW training and employment opportunities, including Registered Apprenticeship careers and other newly developed career pathways, through distribution of both general Labor Market Information and specific information about the range of available occupations and trainings within this emerging industry sector;
2. Raise youth awareness of OSW opportunities through establishing a targeted Offshore Wind Awareness campaign in coordination with Baltimore County Local Education Agency;
3. Develop and implement recruitment activities specifically designed to inform and attract target populations under the WIOA and Maryland's State Workforce Plan (ex. returning citizens, at-risk youth, unemployed, veterans, individuals in recovery, individuals with disabilities, etc.);
4. Collaborate, as needed, with the Central Region's MWW Tier I and Tier II training providers to provide case management and career planning support services to trainees. Training Providers and DEWD should work together to determine how case management services can best be provided to participants; and,
5. Create three career pathway guides for MWW industries. Guides should be developed for the following sectors within the OSW industry:
    a. Manufacturing;
    b. Logistics; and,
    c. Skilled Trades.

Training Provider Support

At minimum, MD Labor expects DEWD to perform the following activities in support of Central Region training providers:

1. Conduct regular outreach to jobseekers on behalf of training providers;
2. Ensure training providers outside of the MWW subrecipient network are aware of the MWW ecosystem and connect entities, as appropriate;
3. Connect OSW employers to Tier I and Tier II training partners to ensure MWW meets their workforce hiring needs. Employer navigators should coordinate efforts with other Local Areas to minimize duplication of efforts; and,

[2] MD Labor has approved DEWD to hire a program coordinator, offshore wind navigator, apprenticeship navigator, and a program analyst. Additionally, MD Labor has approved DEWD for the use of consultants to provide various ad hoc services throughout the course of the project.

4. Collect, analyze, and report data on Central Region Tier I and Tier II subrecipients.

Employer Support

At a minimum, MD Labor expects DEWD to perform the following activities in support of Central Region OSW employers:

1. Raise awareness about MWW amongst Central Region employers that may benefit from participation in the initiative, including employers in:
    - Manufacturing;
    - Transportation and logistics; and,
    - Other skilled trades that are not OSW employers.
2. Understand OSW employers' needs and facilitate connections to Tier I training providers to ensure curriculum meets workforce needs;
3. Connect OSW employers to the MWW network so that they can hire training completers. Employer navigators should coordinate efforts with other Local Areas to minimize duplication of efforts;
4. Host business roundtables to facilitate peer-to-peer connections amongst OSW employers; and,
5. Host recruitment events in partnership with Tier I and II training providers to identify future employees and to showcase the opportunities available to jobseekers in the emerging offshore wind industry.

Lower Shore Workforce Alliance

LSWA is responsible for five primary roles in the MWW initiative:

1. Convene the Eastern Shore's[3] MWW partners on a quarterly basis;
2. Support Eastern Shore jobseekers, training providers, and OSW employers through targeted activities, as detailed below;
3. Collaborate with the Central Region convener, DEWD, as needed, to ensure an appropriate level of consistency and connections take place;
4. Collect, analyze and report data on the following subrecipients on behalf of MD Labor, and submit reports to MD Labor on a monthly basis:
    a. Eastern Shore Tier I subrecipients; and,
    b. Eastern Shore Tier II subrecipients, if applicable; and,
5. Ensure adequate staffing for MWW activities.[4]

Jobseeker Support

At minimum, MD Labor expects LSWA to perform the following activities in support of OSW jobseekers:

1. Regularly conduct outreach to job seekers about OSW training and employment opportunities, including Registered Apprenticeship careers, through distribution of both general Labor Market Information and specific information about the range of available occupations and trainings within this emerging industry sector;
2. Raise youth awareness of OSW opportunities through establishing a targeted Offshore Wind Awareness campaign in coordination with Eastern Shore local school systems;

[3] The Eastern Shore consists of the Lower Shore (Somerset, Wicomico, Worcester counties) and the Upper Shore (Caroline, Dorchester, Kent, Queen Anne's, and Talbot counties).
[4] MD Labor has approved LSWA to hire an OSW program coordinator, navigator, and data specialist.

3. Develop and implement recruitment activities specifically designed to inform and attract target populations under WIOA and Maryland's State Workforce Plan (ex. returning citizens, at-risk youth, unemployed, veterans, individuals in recovery, individuals with disabilities, etc.); and,
4. Collaborate with the Eastern Shore's MWW Tier I and Tier II training providers to provide case management and career planning support services to trainees.

Training Provider Support

At minimum, MD Labor expects LSWA to perform the following activities in support of Eastern Shore training providers:

1. Conduct regular outreach to jobseekers on behalf of training providers;
2. Ensure training providers outside of the MWW subrecipient network are aware of the MWW ecosystem and connect entities, as appropriate;
3. Connect OSW employers to Tier I and Tier II training partners to ensure MWW meets their workforce hiring needs. Employer navigators should coordinate efforts with other Local Areas to minimize duplication of efforts;
4. Collect, analyze, and report data for Eastern Shore Tier I and Tier II subrecipients, as applicable.

Employer Support

At a minimum, MD Labor expects LSWA to perform the following activities in support of Eastern Shore OSW employers:

6. Raise awareness about MWW amongst Eastern Shore employers that may benefit from participation in the initiative, including employers in:
    - Manufacturing;
    - Transportation and logistics; and,
    - Other skilled trades that are not OSW employers.
1. Understand OSW employers' needs and facilitate connections to Tier I training organizations to ensure curriculum meets workforce needs;
2. Connect OSW employers to the MWW network so that they can hire training completers. Employer navigators should coordinate efforts with other Local Areas to minimize duplication of efforts;
3. Host business round tables to facilitate peer-to-peer connections amongst OSW employers; and,
4. Host recruitment events in partnership with Tier I and II training providers to identify future employees and to showcase the opportunities available to jobseekers in the emerging OSW industry.

Baltimore City Mayor's Office of Employment Development

MOED is responsible for three primary roles in the MWW initiative:

1. Support job seekers, training providers, and OSW employers through targeted activities, as detailed below;
2. Collaborate with the Central Region convener, DEWD, as needed, to ensure an appropriate level of consistency and connections take place; and,
3. Ensure adequate staffing for MWW activities.[5]

[5] MD Labor has approved MOED to hire an OSW career navigator.

Jobseeker Support

At minimum, MD Labor expects MOED to perform the following activities in support of prospective OSW jobseekers:

1. Regularly conduct outreach to job seekers about OSW training and employment opportunities, including Registered Apprenticeship careers, through distribution of both general Labor Market Information and specific information about the range of available occupations and trainings within this emerging industry sector;
2. Raise youth awareness of OSW opportunities through establishing a targeted Offshore Wind Awareness campaign in coordination with the Baltimore City Public School system;
3. Develop and implement recruitment activities specifically designed to inform and attract target populations under WIOA and Maryland's State Workforce Plan (ex. returning citizens, at-risk youth, unemployed, veterans, individuals in recovery, individuals with disabilities, etc.); and,
4. Collaborate with the DEWD and MWW Tier I and Tier II training providers to provide case management and career planning support services to trainees.

Training Provider Support

At minimum, MD Labor expects MOED to perform the following activities in support of training providers:

1. Conduct regular outreach to jobseekers on behalf of training providers; and,
2. Connect OSW employers to Tier I and Tier II training partners to ensure MWW meets their workforce hiring needs. Employer navigators should coordinate efforts with other Local Areas to minimize duplication of efforts.

Employer Support

At a minimum, MD Labor expects LSWA to perform the following activities in support of OSW employers:

1. Raise awareness about MWW amongst employers that may benefit from participation in the initiative, including employers in:
    - Manufacturing;
    - Transportation and logistics; and,
    - Other skilled trades that are not OSW employers. And,
2. Connect OSW employers to the MWW network so that they can hire training completers. Employer navigators should coordinate efforts with other Local Areas to minimize duplication of efforts

TIER I TRAINING PROVIDERS

MD Labor has included Tier I training providers in MWW to help develop the initiative with an equity lens, ensuring that those negatively impacted by the COVID-19 pandemic, individuals with barriers to employment, individuals currently incarcerated, and traditionally underserved populations have equal opportunity to launch careers in this lucrative field. It is of paramount importance that Marylanders of all skill levels and backgrounds have meaningful access to entry points into OSW career opportunities. Through the provision of high quality occupational training that is industry-driven, coupled with supportive services and barrier removal, Tier I training providers play a key role in Maryland's equity approach to growing and sustaining the State's OSW workforce. Tier I training providers are encouraged to apply to the Maryland Eligible Training Provider List (ETPL) to better leverage other sources of federal workforce funding.

While Tier I occupational training varies from welding and manufacturing to logistics and Commercial Driver's License training, all Tier I training is interconnected with the overarching mission of creating a prepared and reliable workforce for the emerging OSW industry. The following chart provides information on Maryland's MWW initiative Tier I training partners:

Tier I Organization	**Region**	**MWW Occupational Training Type**
Chesapeake College	Eastern Shore	● Welding; and, ● Fabrication.
Community College of Baltimore County	Central Region	● Transportation, distribution, and maritime logistics; ● Supply chain management; ● Certified logistics associate/technician; ● Bookkeeping; ● Administrative Assistant; and, ● Other industry specific training to meet the evolving needs of the industry.
Jane Addams Resource Corporation (JARC) - Baltimore	Central Region	● Computer Numerical Control manufacturing; and, ● Welding.
Living Classrooms Foundation	Central Region	● Production, Warehousing, and Distribution
Maryland Manufacturing Extension Partnership	Central Region	● Manufacturing
Maritime Institute of Technology and Graduate Studies (MITAGS)[6]	Central Region	● Global Wind Organization (GWO) basic safety training to include, but not limited to: ○ Service Operations Vessel; ○ Walk to Work; and, ○ Crane Simulator training.
Maryland New Directions	Central Region	● Maritime Transportation, Distribution, and Logistics; ● Commercial Transportation; and, ● Other industry specific training to meet the evolving needs of the industry.
MD Labor's Office of Correctional Education	Central Region Western MD Eastern Shore	● Heavy equipment operator; and, ● Welding.
Wor-Wic Community College	Eastern Shore	● Welding; and, ● Other industry specific training to meet the evolving needs of the industry.

[6] MITAGS is considered a "specialized Tier I provider" as this organization will not focus exclusively on entry-level occupations. Rather, they will provide specialized OSW training for both Tier I and Tier II participants. MITAGS currently acts as the only specialized Tier I training organization, however, MD Labor may include additional specialized organizations as industry needs evolve.

MD Labor requires all Tier I training providers to perform the following duties:

1. Provide essential entry-level programming that is informed by industry requirements and covers necessary occupational "hard skills" and essential "soft skills;"
2. Address barriers on an individual basis through appropriate supportive services and wraparound supports;
3. Conduct outreach to prospective training participants with a focus on diversity, equity, and inclusion;
4. Provide intensive case management to participants in coordination with the relevant Local Area(s);
5. Provide retention supports to all participants in coordination with Local Areas. Retention services should include support connecting interested Tier I training completers with relevant Tier II training opportunities;[7]
6. Connect program graduates to employers for employment or Tier II training opportunities for further training along the relevant OSW career pathway;
7. Report data to the relevant Local Area in accordance with the reporting requirements of this policy;
8. Participate in professional development opportunities presented by MD Labor and the business alliances to ensure Tier I training provider staff understand the existing, future, and evolving needs of the OSW industry employers and Registered Apprenticeship Sponsors; and,
9. Adhere to organization specific requirements, as documented in the subrecipient's grant award, and approved by MD Labor and EDA.

TIER II TRAINING PROVIDERS

MD Labor has included Tier II training providers in the MWW initiative to ensure upward mobility along a career pathway is prioritized. It is essential that Marylanders, especially those who complete entry-level training through Tier I MWW opportunities, have access to Registered Apprenticeship careers in the OSW industry. It is also critical that MWW supports the existing skilled trades and Registered Apprenticeship programs to evolve in ways that meet the needs of the OSW industry. Because OSW is a new and emerging industry in Maryland, some of the work on these projects will require skillsets and training outside of the normal work performed by Apprentices in these existing skilled trade industries, including, but not limited to:

1. Specialized rigging training due to the size of OSW turbines and propellers;
2. Specialized welding training for components subject to saltwater exposure; and,
3. GWO Basic Safety Training (to be provided by an external partner).

Tier II training providers will provide advanced skills training through enhancements to existing Registered Apprenticeship career opportunities, leveraging the skills training centers of several Maryland Joint Apprenticeship and Training Committees (JATCs).

Tier II Training Provider	Affiliated Union(s) & Employer Associations	Registered Apprenticeship Occupation(s)	New Offerings for OSW
Baltimore-DC Metro Building Trades Council	The Baltimore-D.C. Building Trades is the Local Affiliate of North America's Building Trades Unions that	• Boilermakers • Bricklayers • Carpenters • Cement Masons • Electrical Workers	• American Welding Society welding certification; • High voltage splicing training;

[7] Tier I training completers are not required to move into Tier II training programs, however, a pipeline should exist so that interested participants are aware of and connected with relevant Tier II training opportunities.

	supports the 28 local unions in the greater Baltimore/Washington, DC/Northern Virginia region	• Elevator Constructors • Gasfitters • Insulators • Ironworkers • Laborers • Operating Engineers • Painters • Plumbers • Roofers • Sheet Metal Workers • Steamfitters	• Occupational Safety and Health Administration, Cardiopulmonary Resuscitation, and first aid; and, • Rigging certification.
Baltimore Electrical JATC	• International Brotherhood of Electrical Workers Local 24 • National Electrical Contractors Association	• Electrician	• Cable splicing; • Confined space training; • Fall arrest and rescue; and, • Welding.
Finishing Trades Institute of Maryland, Virginia, Washington D.C. and Vicinities	• International Union of Painters and Allied Trades District Council 51	• Bridge/Industrial Painter	Marine Structure coating and protective painting
Ironworkers JATC	• Ironworkers Local 5	• Ironworker (Structural Steel Worker) • Reinforcing Ironworker	• Cable fall arrest; • Fall arrest; • Rail fall arrest; and, • Submerged arc welding.
Mid-Atlantic Carpenters Training Center JATC	• Carpenters Local Unions	• Carpenter • Millwright • Pile Driver • Commercial Diver/Tender • Wind Turbine Technician	• Remotely Operated Vehicle training; • Rigging training; • Upgraded Seamanship training; and, • Welding.
Operating Engineers JATC	• Operating Engineers Local 37	• Operating Engineer	• Crane Operator training; • Fall Safe training; and, • Rigging training.

MD Labor requires the following of all Tier II training organizations:

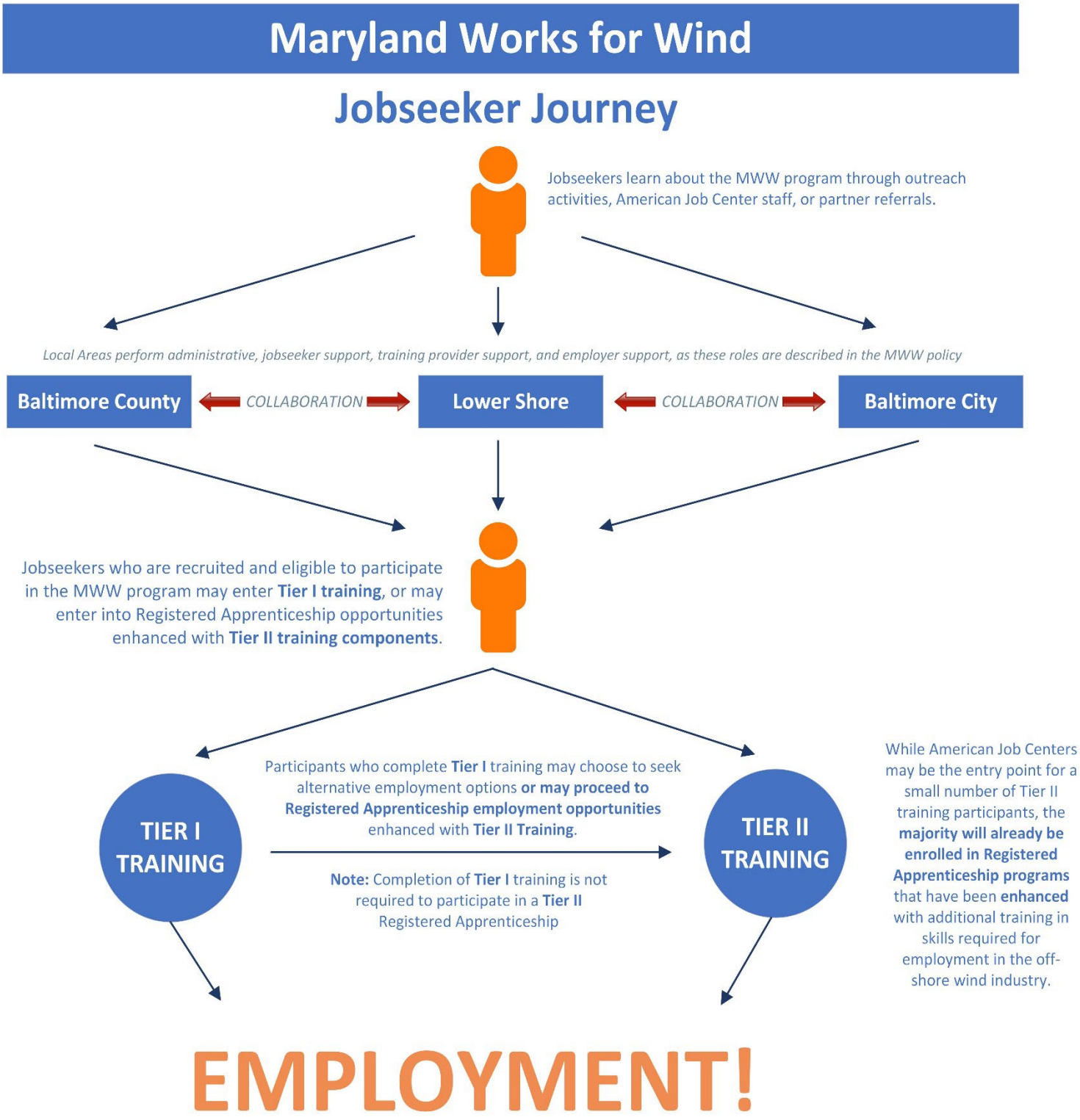
1. Enhance existing Registered Apprenticeship program's curriculum to include new OSW specific training components, as required by employers, such as US Wind and Ørsted;
2. Assist individuals in need of supportive services, as appropriate;[8]
3. Conduct outreach to prospective training participants with a focus on diversity, equity, and inclusion;
4. Connect program graduates to continuing employment or for further training along the relevant OSW career pathway;
5. Provide retention supports to all participants in coordination with Local Areas;
6. Report data to the relevant Local Area in accordance with the reporting requirements of this policy;
7. Participate in professional development opportunities presented by MD Labor and the business alliances to ensure Tier II training provider staff understand the existing, future, and evolving needs of the emerging OSW industry employers;
8. Adhere to organization specific requirements as documented in the subrecipient's grant award, as approved by MD Labor and EDA.[9]

[8] Assistance may include referring participants to Local Areas and Tier I training providers to address barriers and provide case management and wraparound supports, rather than the Tier II training organization providing the services in-house

[9] This includes rules for procurement and purchasing equipment as outlined in the "Use of Funds and Timeline of Activities" section below.

JOBSEEKER JOURNEY

The following graphic outlines the path a potential jobseeker may take when they participate in MWW.



BUSINESS ALLIANCES

MD Labor understands the importance of engaging industry experts and employers throughout the course of MWW to ensure that training curriculum aligns with the needs of OSW employers. MD Labor has included two business alliances in the MWW initiative:

1. Business Network for Offshore Wind (BNOW)
2. Clean Energy States Alliance (CESA).

These business alliances are responsible for the following MWW activities:

1. Provide professional development and learning opportunities to MWW stakeholders to ensure all partners are adapting and responsive to current and evolving demands by providing valuable industry expertise;
2. Submit reports directly to MD Labor, as required in this policy issuance;
3. Fulfill specific organizational deliverables, as follows:
    - BNOW: To ensure the continued growth of OSW in Maryland throughout the course of the MWW project and beyond, BNOW must:
        - Provide industry training through the Foundation 2 Blade training program. Trainings must offer a comprehensive review of the industry, including the latest on technology, policy, supply chain, and workforce needs, as well as how local companies can participate in the industry.
    - CESA: To ensure MWW leaders and related stakeholders are well-connected with peers in the region and are fully informed on evolving OSW trends and needs, CESA must:
        - Convene an in-person, two-day meeting for Mid-Atlantic state policy makers; and,
        - Facilitate quarterly virtual meetings for State policy makers.

USE OF FUNDS AND TIMELINE OF ACTIVITIES

USE OF FUNDS

MD Labor will release funds to subrecipients on a reimbursement basis. If a subrecipient requires an advanced payment, they must make a formal request to MD Labor in writing stating the need for the advance. If approved, subrecipients must have the cash on hand for as short a time as possible, not to exceed 30 calendar days, prior to being spent. Funds must be held in a non-interest bearing account.

Subrecipient funds must be spent by September 30, 2025. Services must be received and goods delivered by September 20, 2025, but invoices can be paid/liquidated within the next 60 days.

All subrecipients must follow their pre-approved budget for spending, training, and activities. Any subrecipient that wishes to create new activities and/or expenses outside of their initial budget must first consult with MD Labor. Any alterations are subject to approval by both MD Labor and EDA.

In addition, all purchases of both physical items and services are subject to federal procurement guidelines. Procurements must be competitive and comply with standards in 2 CFR §§ 200.318 through 200.327.[10] Additional details on procurement guidelines can be found in ***Attachment A – EDA Procurement Guidance***.

TIMELINE OF ACTIVITIES

Per EDA's GJC requirements, MD Labor's MWW project consists of three distinct phases:

1. System Development;
2. Program Design; and,
3. Program Implementation.

These phases are described in greater detail below.

EDA releases project funds to MD Labor at the beginning of each phase. MD Labor cannot receive funds from EDA for subsequent MWW phases until all grant activities associated with that phase are complete. If an individual subrecipient wishes to begin its activities for the next phase prior to the whole MWW project moving forward, they may request an exception from MD Labor to begin activities early. MD Labor requires that all exception requests are submitted in writing to the MWW program manager. In turn, MD Labor will review requests timely and communicate them to EDA to seek approval. EDA has made it clear to all GJC grantees that they will only approve exceptions in rare circumstances. Otherwise, MD Labor and subrecipients must only perform activities within the pre-approved, designated timeframe/phase. This means that projects are not able to complete activities in multiple phases concurrently.

Phase 1: System Development

MWW's system development phase addresses the challenge of ensuring there is a skilled workforce available to meet the unique demands of OSW employers. To fulfill EDA's requirements of Phase 1, the following must occur:

[10] 2 CFR 200.313-200.327, "General Procurement Standards."

Responsible Stakeholder(s)	Activity to be Completed
• MD Labor	Engage all partners, both individually and collectively, to ensure maximum collaboration and coordination
• MD Labor	Release policy and programmatic guidance
• MD Labor	Provide technical assistance to stakeholders, as needed
• MD Labor • Baltimore County DEWD • Lower Shore Workforce Alliance • Baltimore City MOED	Hire and onboard pre-approved job postings to support MWW
• BNOW	Host a statewide convening on OSW

Phase 2 - Program Design

The focus of Phase 2 - Program Design is to finalize the critical components of Maryland's regional OSW training system to ensure a seamless transition into the program implementation phase. To fulfill EDA's requirements of Phase 2, the following must occur, at a minimum:

Responsible Stakeholder(s)	Activity to be Completed
• Tier I training providers • Tier II training providers	Finalize training curriculum and begin outreach and recruitment activities.
• Tier I training providers • Tier II training providers	Procure equipment, materials, and supplied required for implementing training.
• MD Labor • Baltimore County DEWD • LSWA • Baltimore City MOED • Business Alliances	Ongoing technical assistance

Equipment Purchases

All Tier I and II training providers must procure equipment in accordance with 2 CFR. 200.313[11] or 2 CFR 200.439,[12] comply with EDA property requirements at 13 C.F.R. part 314,[13] and follow the procurement guidelines outlined in this policy.

[11] 2 CFR 200.313, "Equipment."
[12] 2 CFR 200.439, "Equipment and other capital expenditures."
[13] 13 CFR part 314, "PROPERTY."

Subrecipients must agree to provide EDA with a Security Agreement on any equipment for which the unit cost is $5,000 or greater.[14] Subrecipients are further required to execute and record a UCC-1 form that maintains a lien for the benefit of EDA for any and all equipment purchased. Subrecipients must file this form with the Maryland State Department of Assessments and Taxation (SDAT) throughout the useful life of the equipment.[15] If the equipment is a vehicle, subrecipients may list EDA as a secured party on the certificate of title in order to secure the lien. EDA must remain listed as a secured party throughout the Estimated Useful Life on any equipment. Subrecipients must provide proof of lien to MD Labor, who must submit to EDA, prior to the disbursement of funds.

Subrecipients must maintain and submit to MD Labor a list of all equipment purchased that includes:

1. The brand name and model number;
2. The unit's unique serial number;
3. The location where the equipment will be housed; and,
4. The estimated Useful Life.

MD Labor requires that subrecipients update the list with every purchase and request for reimbursement in a timely manner. This list must be reported via ***Attachment B – Monthly Participant and Equipment Information Report***. Subrecipients must be insured and maintain all equipment in accordance with Federal Property Standards.[16]

If a subrecipient would like to purchase equipment that was not included in the original grant application, it must first be approved by MD Labor and EDA.

Phase 3 - Program Implementation

The program implementation phase, which consists of the bulk of MWW's activities, showcases a fully operational OSW workforce training system in Maryland. To fulfill EDA's requirements of Phase 3, the following must occur:

Responsible Stakeholder(s)	Activity to be Completed
• Tier I training providers • Tier II training provider	Delivery of training, including: 1. Recruitment and screening; 2. Retention support; 3. Employer engagement.
• Baltimore County DEWD • LSWA • Baltimore City MOED • Tier I training providers • Tier II training providers	Referral into trainings for jobseekers interested in joining the emerging OSW industry.

[14] This includes all fiber optic cable and appurtenances purchased with funds from this Award, the aggregate cost of which exceeds $5,000.
[15] More information can be found on SDATs website: https://egov.maryland.gov/sdat/uccfiling/uccmainpage.aspx.
[16] More information on Federal Property Standards can be found here: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR8feb98c2e3e5ad2.

• Baltimore County DEWD • LSWA • Baltimore City MOED • Tier I training providers • Tier II training providers	Barrier removal for participants entering into training, including supportive services.
• Baltimore County DEWD • LSWA • Baltimore City MOED • Tier I training providers • Tier II training providers	Referral into employment, including for training completers or individuals ready for employment, when applicable.
• MD Labor • Baltimore County DEWD • LSWA • BNOW • CESA	Ongoing convenings and technical assistance.

Supportive Services

As a part of the program implementation phase, MD Labor requires subrecipients to work with MWW partners to provide individualized supportive services, as needed and as appropriate, to ensure participants are able to complete training activities and successfully maintain employment. This may include referring participants to other MWW entities for support or providing those services in-house.

Examples of supportive services include, but are not limited to:

1. Assistance obtaining a driver's license;
2. Transportation assistance;
3. Purchase of uniforms, tools, or other related equipment;
4. Child or dependent care;
5. Union initiation fees;
6. Basic skills assessment and basic skills coursework;
7. English for Speakers of Other Language classes; and,
8. Clothing for job interviews/job fairs.

REPORTING, MONITORING AND RECORD RETENTION

REPORTING

Subrecipient Reporting Requirements

MD Labor requires MWW subrecipients to submit monthly program and fiscal reports, as detailed below. MD Labor will utilize information provided in the subrecipient's monthly reports for all reporting requirements to EDA. All subrecipient reports should be sent via email to Mary Keller at mary.keller@maryland.gov, Dorothee Schlotterbeck at dorothee.schlotterbeck@maryland.gov, and their respective Local Area contact.

Program Reports

MD Labor requires MWW subrecipients to submit monthly program reports no later than the 10th of the month following reported activity. These reports include:

1. ***Attachment B – Monthly Participant and Equipment Information Report***;[17] and,
2. ***Attachment C – Subrecipient Monthly Program Report***.

MD Labor utilizes information provided in the subrecipient's monthly reports for all reporting requirements to EDA.

Fiscal Reports

In addition to program reporting, MD Labor requires subrecipients submit monthly fiscal reports and invoices no later than the 10th of the month following reported activity. This report can be found in ***Attachment D – Subrecipient Monthly Fiscal Report and Invoice***.

The costs on the monthly fiscal report must match the costs on the invoice.

Subrecipients must submit both parts of the report in order to be reimbursed for any costs incurred for the project.

Confidentiality and Waiver

All program participants must sign a consent to release data for the purpose of reporting and program evaluation. The Consent will permit the disclosure of data protected under relevant confidentiality laws. A sample release can be found in ***Attachment E – Consent to Release Participant Information***.

DEWD and LSWA Reporting Requirements

MD Labor requires DEWD and LSWA submit combined subrecipient reports no later than the 20th of the month following reported activity. MD Labor makes subrecipient level data available to DEWD and LSWA as needed.

[17] Business Alliances are not required to submit Attachment B, as they are not providing direct services to program participants.

MD Labor's Reporting Requirements

EDA requires MD Labor to submit the following reports:

1. Quarterly program reports;
2. Semi-annual progress and fiscal reports; and,
3. End of Project program and fiscal reports.

Quarterly Reports/Check-Ins

MD Labor must submit quarterly reports to EDA via the EDA Workforce Data Collection Instrument. This report includes data from MD Labor as well as data submitted to MD Labor via subrecipients' monthly reports, as outlined in the previous section. An example of the quarterly report can be found in ***Attachment F – EDA Workforce Data Collection Instrument Template***. In addition to written reports, EDA will conduct quarterly progress report calls and/or site visits to receive updates on program progress.

Semi-Annual Reports

In addition to the quarterly reporting, MD Labor must submit two semi-annual reports:

1. Performance Progress Report; and,
2. Federal Financial Reports.

These reports describe the progress on MD Labor's performance metrics, as well as the current financial status of the project Semi-Annual reports are due 30 days after the reporting period closes.

End of Project Reports

Lastly, at the conclusion of the project MD Labor must submit the following to EDA 120 after the award end date:

1. Final Progress report; and,
2. Federal Financial Report.

MONITORING

MD Labor recognizes that the U.S. Department of Commerce has the authority to monitor fiscal and/or programmatic performance related to funds awarded via the MWW program. MD Labor may conduct desk and/or on-site monitoring on MWW subrecipients to ensure that policies are being followed, expectations are being met, monthly program and fiscal reports are accurate, and to review the back-up documentation for the sampled reports.

Additionally, any subrecipient that expends $750,000 or more of Federal awards during the fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200.501.

RECORD RETENTION

MD Labor requires subrecipients of MWW to retain records for at least five years following the award end date 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 five-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.

All records, both electronic and physical, must be maintained in accordance with Training and Employment Guidance Letter 39-11, "Guidance on the Handling and Protection of Personally Identifiable Information (PII)"[18] as well as DWDAL's policy concerning security[19] to maintain confidentiality and protect PII. PII is participant-level and employee data that either by itself, or combined with other data, can link to a specific individual or identity.

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

[18] Training and Employment Guidance Letter 39-11, "Guidance on the Handling and Protection of Personally Identifiable Information (PII)"

[19] DWDAL's current and archived policies are available at the following link: http://www.labor.maryland.gov/employment/mpi/.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status, political affiliation or belief, for the beneficiaries, applicants, and participants only, on the basis of citizenship status. Individuals may refer to MD Labor's Nondiscrimination Plan,[20] Language Access Plan,[21] and the Registered Apprenticeship Equal Opportunity Plan for more information on accommodations and services.

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

[21] The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link: http://www.labor.maryland.gov/employment/wioa-access.pdf.

REFERENCES

LAW

- Public Works and Economic Development Act of 1965, Public Law 89–136 As Amended Through P.L. 116–192, Enacted October 30, 2020;
- Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et. seq (2015);
- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g (1974), as amended; and,
- Maryland Public Information Act (MPIA), Md. Code Ann., Gen. Prov. §§ 4-401 *et seq*.

REGULATION

- 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;"
- 13 CFR Part 314, "Property;" and,
- 34 CFR Part 99, "Family Educational Rights and Privacy".

OTHER RESOURCES

- DWDAL Policy Issuances;
- Language Access Plan;
- MD Labor's Nondiscrimination Plan;

ATTACHMENTS

- Attachment A – EDA Procurement Guidance
- Attachment B – Monthly Participant and Equipment Information Report
- Attachment C – Subrecipient Monthly Program Report
- Attachment D – Subrecipient Monthly Fiscal Report and Invoice
- Attachment E – Consent To Release Participant Information
- Attachment F – EDA Workforce Data Collection Instrument Template

PROCUREMENT GUIDANCE FOR EDA AWARDS

Procurement of property and services is a common post-award activity, and this resource is intended to support EDA staff in communicating compliance requirements. All EDA recipients must adhere to federal procurement standards in procurements under an EDA award. As with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements (Uniform Guidance), these rules also apply to subrecipients, and recipients are responsible for monitoring subrecipients to ensure compliance with all award conditions and requirements. **Importantly**, per 2 C.F.R. § 200.317, States (and entities that are required by State law to follow State procurement requirements) are required to follow their own procurement requirements; therefore, the below guidance **does not** apply to State recipients. EDA retains the right to request and review award documentation at any point in the period of performance.[1]

To see the full text of the Procurement Standards of the Uniform Guidance, refer to 2 C.F.R. 200.317 – 200.327.

Informal procurement methods – for procurements up to $250,000 2 CFR 200.320(a)		
Procurement amount	**Type of procurement**	**Requirements**
$10,000 and under Please note that if the Recipient or Subrecipient maintains appropriate documentation, the Recipient or Subrecipient may increase the micro-purchase threshold to $50,000 in accordance with the requirements at 2 CFR 200.320(a)(1)(iv).	*Micro-purchase*	Micro-purchases may be awarded without soliciting competitive price or rate quotations if the Recipient or Subrecipient considers the price to be reasonable based on research, experience, purchase history or other information and documents the Recipient or Subrecipient's files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.
Between $10,000 and $250,000	*Small purchase*	If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity. In general, at least three qualified sources are considered "an adequate number of qualified sources."

[1] Please note that this document is a summary of the Procurement Standards set out in the Uniform Guidance (2 C.F.R. 200.217 – 200.327) and is for information only. It does not constitute EDA guidance and does not supersede the language of the Uniform Guidance. Please contact EDA with questions.

CLEARED FOR EXTERNAL DISTRIBTION -- 1/12/2022

PROCUREMENT GUIDANCE FOR EDA AWARDS

Formal procurement methods – for procurements over $250,000 Formal procurements require one of the following methods as appropriate to the type of procurement 2 CFR 200.320(b)		
Procurement amount	**Type of procurement**	**Requirements**
Over $250,000	***Sealed bids*** – a procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. Preferred in the following conditions: A. A complete, adequate, and realistic specification or purchase description is available; B. Two or more responsible bidders are willing and able to compete effectively for the business; and C. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.	If sealed bids are used, the following requirements apply: A. Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; B. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; C. All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; D. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and E. Any or all bids may be rejected if there is a sound documented reason.

Over $250,000	***Proposals*** – a procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Generally used when conditions are not appropriate for the use of sealed bids.	They are awarded in accordance with the following requirements: A. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; B. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; C. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and D. The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.

PROCUREMENT GUIDANCE FOR EDA AWARDS

Noncompetitive procurements – applicable to noncompetitive procurements of any amount 2 CFR 200.320(c)		
Procurement amount	**Type of procurement**	**Requirements**
Any amount	***Non-competitive*** ***Please note***: noncompetitive procurements are rarely approved.	Noncompetitive procurement can only be awarded if one or more of the following circumstances apply: A. The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see 2 CFR 200.320(a)(1)); B. The item is available only from a single source; C. The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; D. The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or E. After solicitation of a number of sources, competition is determined inadequate.

Attachment B

Monthly Participant Information Report

Month Ending: _____ **Subrecipient: _____**

First Name	Middle Name	Last Name	Date of Birth	Age	Sex	Race/Ethnicity

Attachment B

Monthly Participant Information Report Continued

Month Ending: _____ **Subrecipient: _____**

Street Address	City	Zip Code	Completed Train	Training Start Date	Training End Date	Job Start Date

Attachment B

Monthly Equipment Information Report

Brand Name	Model Number	Serial Number	Location Where Housed	Estimated Useful Life

Maryland Works for Wind

MONTHLY PROGRAM REPORT

This Monthly Program Report must be completed by MWW subrecipients. Monthly program reports are due no later than the 10th day of the month following the month of reported activity.

Month Ending: XXXXXX Subrecipient:

SECTION A. Training Provider Questionnaire

This section only needs to be completed by subrecipients that are delivering training.

Name of Training Provider	Name
Name of Training Program	Name
County	County where training is taking place
Training Site Address	Address where training is taking place
Training Site City	City where training is taking place
Length of Program	Less than 3 months ☐ 3-6 months ☐ 7 – 12 months ☐ 13 – 24 months ☐ 25 – 36 months ☐ 37 – 48 months ☐ 48 – 60 months ☐
Training Site Zip Code	Zip Code where training is taking place
Environment Type	In-person ☐ Hybrid in-person and remote ☐ Permanently remote ☐ Remote only due to Covid ☐
Program Hours	Full time program ☐ Part time program ☐ Program has the option to take breaks and return ☐
Job Prep Supports Provided (pre- or post-training)	Career coaching ☐ Resume review ☐ Interview prep ☐ Other: *Please describe here*
Does your training program include soft skill training?	Yes ☐ No ☐
Does your training program include new credentials/ certifications obtained by participants through program	Yes ☐ No ☐ If Yes, list below: _____

Does your training program include job prep support?	Yes ☐ No ☐
Does your program include work-based learning opportunities as defined as on-the-job training for more than 6 weeks?	Yes ☐ No ☐
Does your training program provide a stipend/salary to every participant?	Y/N
Median stipends/salary for training program participant	#
Job Benefits during training program	__ Health/Medical Insurance __ Paid Leave __ 401k __ Disability Insurance/Worker's Compensation __ Other
Program Tuition Cost	*Actual cost*
Other Supplementary Costs	*Actual cost*
Type of Credential Attained (based on WIOA statutory definitions)	Choose All ☐ Title IV Degree (Post-secondary educational degrees and certifications) ☐ Title IV Certificate (Post-secondary educational degrees and certifications) ☐ Non-Title IV Degree (Post-secondary educational degrees and certifications) ☐ Non-Title IV Certifications (Post-secondary educational degrees and certifications) ☐ Micro-credentials (MOOC Providers) ☐ Degrees from Foreign Universities (MOOC Providers) ☐ Course Completion Certifications (MOOC Providers) ☐ Occupational Licenses (Non-Academic Organizations) ☐ Occupational Certificates (Non-Academic Organizations) ☐ Registered Apprenticeships (Non-Academic Organizations) ☐ Unregistered Apprenticeships (Non-Academic Organizations) ☐ Coding Bootcamp Course Completion Certificate (Non-Academic Organizations) ☐ Online Course Completion Certificate (Non-Academic Organizations) ☐ Public School District Diplomas (Secondary Schools) ☐ Private School Diplomas (Secondary Schools) ☐
How many of your participants report using new skills acquired (from activities sponsored under the EDA grant)?	# of participants using new skills: Types of new skills acquired (multi-select): Data analytics ☐ Management/Leadership ☐ Project management ☐

	Marketing/sales ☐ Engineering/computer science ☐ Finance/investment ☐ Product development ☐ Business analytics ☐ Business development ☐ Information technology ☐ Other (place specify); if industry specific, please provide NAICS code(s) or descriptions:
How many participants currently hold a separate occupation outside of this training program?	(Y/N) or %
How many participants support one or more dependents?	(Y/N)
Average number of dependents support by participants?	#

SECTION B. Participant Information

Admissions:

How many Participants were **recruited** this month?	#
How many Participants were **admitted** this month?	#
How many Participants were **enrolled** this month?	#

Training Completion:

How many Participants completed training?	#
How many Participants completed training on-time?	#
How many Participants completed training, but training was not continuous?	#
How many Participants did not complete training in the program?	#
What was the reason for non-completion?	Provide the numerical total per non-completion reason: __ Participant(s) could not meet the technical requirements for graduation __ Participant(s) withdrew due to family obligations __ Participant(s) withdrew due to physical health reasons __ Participant(s) withdrew due to mental health reasons __ Participant(s) withdrew due to lack of adequate transportation __ Participant(s) withdrew due to lack of childcare __ Participant(s) withdrew due to financial obligations e.g., had to get a full-time job

	__ Participant(s) were dismissed due to behavior __ Participant(s) did not meet attendance requirements __ Participant(s) withdrew because they started a new job during training __ Participant(s) withdrew because they were dissatisfied with the program __ Other_____

Employment:

What is the employment status of Participants 6 months after program completion?	Provide the numerical total per graduated Participant: __Employed In-field by an employer who partners with your training program __Employed In-field by an employer who doesn't partner with your training program __Still seeking employment in-field __Not seeking employment in-field __Could not contact
Employment Type	Provide the numerical total per graduated GJC Participant: __ Full-time employment __ Part-time employment __ Seasonal employment __ Earn and Learn employment __ Other
Employment in related field following training program	__ Full-time employment __ Part-time employment __ Seasonal employment __ Earn and Learn employment __ Other
If Earn and Learn employment, provide the number of the type of Earn and Learn model	__ Registered Apprenticeship __ Non-registered Apprenticeship __ Internship __ Customized Training __ Incumbent Worker Training __ Transitional Jobs __ Cooperatives __ Practicums, Residences, or Fellowships __ Other
Job Benefits (6 months after program)	__ Health/Medical Insurance __ Paid Leave __ 401k __ Disability Insurance/Worker's Compensation __ Other
List the top three job occupations graduated Participants are employed in after 6 months. *Please use NAICS codes of the occupations, if possible.*	

List the top three employers where Participants are employed after 6 months.	
Salaries of participants	Provide the median for each: __ Median salary for full-time employment __ Median salary for part-time employment __ Median salary for Seasonal Employment __ Median salary for Earn and Learn employment __ Other
What percent of employed Participants reported their salaries?	#
What career and job preparation does your program provide during the training program?	Rank the effectiveness of the services you provide to participants seeking employment, from 1 being most effective to 10 being least effective: ___ Mock Interviews ___ Mentors ___ Coaching ___ Job Referrals ___ Networking Opportunities ___ Direct employment onramps/pathways to hire ___ Resume and Portfolio Support ___ Job Shadow Opportunities Other_____
What career and job preparation does your program provide after completion of the program?	Rank the effectiveness of the services you provide to participants seeking employment, from 1 being most effective to 10 being least effective: ___ Mock Interviews ___ Mentors ___ Coaching ___ Job Referrals ___ Networking Opportunities ___ Direct employment onramps/pathways to hire ___ Resume and Portfolio Support ___ Job Shadow Opportunities Other_____

Wraparound Services

What wraparound services/non-technical services do you directly provide?	Transportation ☐ Childcare ☐ Health Services ☐ Legal Services ☐ Counseling ☐ Education Services ☐

	Clothing ☐ Laptops ☐ Wi-Fi ☐ Other learning equipment ☐ Work Supplies ☐ Financial and budgeting resources ☐ Other_____
How many Participants used these services?	#
What was the total cost of these services provided?	Actual
What was the median cost per person of these services?	Median
What wraparound services/non-technical services did you partner or fund with other organizations?	Transportation ☐ Childcare ☐ Health Services ☐ Legal Services ☐ Counseling ☐ Education Services ☐ Clothing ☐ Laptops ☐ Wi-Fi ☐ Other learning equipment ☐ Work Supplies ☐ Financial and budgeting resources ☐ Other_____
How many Participants used these services?	#
What was the total cost of these services provided?	Estimate

Overview

1. **What is the total institutional cost spent per Participant from recruitment to placement?**
    a. **Total people that successfully completed the program:**
    b. **Total people that successfully placed into a job 6 months after completion:**
    c. **Total people that successfully placed into a job 12 months after completion:**
    d. **Total program cost:**

SECTION C. Narrative Information

Please provide a brief narrative description for the following prompts:

1) **Provide a summary of the monthly activities for the reporting period.**

2) **Provide a projection of the activities to be provided in the coming months.**

3) **Provide a description of any success stories or best practices from the reporting period.**

4) **Provide a description of any challenges encountered during the reporting period.**

Please also fill out the Monthly Participant and Equipment Information Report excel sheet as part of the Monthly Program Report. This document is provided separately.

SUBMISSION INSTRUCTIONS:
Participating MWW subrecipients must submit monthly program reports by email to Mary Keller at mary.keller@maryland.gov, Dorothee Schlotterbeck at dorothee.schlotterbeck@maryland.gov, and their Local Workforce Development Board contact.

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

Attachment D

MWW GJC
FINANCIAL REPORT and INVOICE

This form must be completed by the **tenth** (10th) day of each month. Signed forms must be scanned and submitted via email to:
Maryland Department of Labor, DWDAL Attn: Dorothee Schlotterbeck/Linda Madison 1100 North Eutaw Street, Room 209
Baltimore, MD 21201
Dorothee.schlotterbeck@maryland.gov
Linda.madison@maryland.gov

GRANTEE NAME:	
GRANT NUMBER:	
MONTH ENDING:	
DATE:	

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

SUMMARY OF EXPENDITURES

EXPENDITURES	Approved Budget	Prior Month Cumulative Expenditures	Monthly Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				-	-
Staff Fringes				-	-
Contractual				-	-
Travel				-	-
Supplies				-	-
Equipment				-	-
Training				-	-
Other				-	-
Other/Indirect/Admin				-	-
Total Expenditures and Monthly Invoice Amount	-	-	-	-	-
Unliquidated Obligations	n/a	n/a	n/a		n/a
Total Obligation (sum of expenditures and unliquidated obligations)	n/a	n/a	n/a	-	n/a

SUMMARY OF RECEIPTS					
Total Cash Received	n/a	n/a	n/a		n/a
Total Cash Disbursements	n/a	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 and Date:

Print Name and Title:

SECTION B. MONTHLY INVOICE

PLEASE ADD COMPANY LETTERHEAD

DATE:	
GRANTEE:	
MONTH ENDING:	

INVOICE

Remit Payment To:			
Company Name:		**Award #**	
Address:		**Award Amount:**	
Address:		**Invoice No.:**	
		Invoice Date:	

Bill To:

Maryland Department of Labor
DWDAL Fiscal
1100 N Eutaw Street, Room 209
Attn: Dorothee Schlotterbeck/Linda Madison
Baltimore, Maryland 21201

Description			
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
TOTAL INVOICE:			-

Authorized Signature:		**Date:**	
Printed Name:			

Attachment E

Sample Release of Information

[ORGANIZATION'S LETTERHEAD]

CONSENT TO RELEASE PARTICIPANT INFORMATION

I, _____, [print name] am a participant in training and other programming sponsored and funded by the Maryland Works for Wind (MWW) Initiative presented by _____ ("the Organization").

I understand that information regarding my participation in this training is necessary for reporting and evaluation of this Initiative. I hereby consent to the Organization's release of any of my training and participation records, including Personally Identifiable Information, specifically: student and participant demographic data; training and academic course progression, grades, and completion; data related to internship and mentorship placements; employment information through FY 2028, including place and dates of employment, salary, success indicators (promotion, accolades, disciplinary data) to Maryland's Department of Labor, the United States Department of Commerce, Economic Development Agency, the Baltimore County Department of Economic and Workforce Development, and/or the Lower Shore Workforce Alliance. I understand that my participation in this program is not conditioned upon my execution of this release.

I understand that the Organization will not share the information except in accordance with the law. This consent, unless revoked by me in writing, expires upon the expiration of MD Labor's MWW grant with U.S. Department of Commerce's Economic Development Agency.

_____ _____

Name Signature

_____

Date

The collection and use of all personal information is guided by strict standards of confidentiality. Please note this is a guide and should be customized to the needs of your organization.

EDA Workforce Data Collection Instrument

Notes to Inform the Reasoning of Questionnaires Design

- Reasonable opportunity to measure quality and mobility job metrics with individual tracking vs inclusion in the survey
- It is important we measure demographics against outcomes, over time to see equity variables. We would do this at the individual level. Very hard to do at the training provider level.
- Ideally, we use a data survey platform that would store permanent answers to data fields e.g., core characteristics and use pipe text/auto fill from grant applicant information we already have

Good Jobs Challenge: Draft Questionnaires for System(s), Training Provider(s), and Participant(s)

Basic Definitions
System Lead: Lead entity of a regional workforce system.
Training Provider: all organizations/institutions training and preparing participants for successful employment and direct placement into jobs
Participants: all individuals participating in training and employment opportunities funded directly through GJC
Backbone Organization: Entity that manages each sectoral partnership

System Questionnaire – Good Jobs Challenge

Cadence: Every 6 months

System Lead Characteristics

System Lead	Organization Name
Key Point of Contact	Name
Executive Team	Number and Demographic Makeup (% - race, ethnicity, and gender)
Board Members	Number and Demographic Makeup (% - race, ethnicity, and gender)
Type of Organization	*Drop down:* Special District Government

	City or Township Government County Government State Government Chamber of Commerce Workforce Development Board Local Economic Development Agency Other Regional Organization Public/State Controlled Institution of Higher Education Private Institution of Higher Education Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) Other nonprofit or community-based organization Indian/Native American Tribal Government (Federally Recognized) Indian/Native American Tribally Designated Organization Part B Institution (a historically Black college or university) Hispanic-serving institution Tribal College or University Alaska Native-serving institution or a Native Hawaiian-serving institution Predominantly Black institution Asian American and Native American Pacific Islander-serving institution Native American-serving nontribal institution Other
How does your organization's mission align to the stated outcomes of the Good Jobs Challenge?	*{text box, 100-character limit)*
FIPS Code	
- If not included optional question to provide counties served	
Good Jobs Program Budget Total	*Actual $*
What was the number of loans, grants, or contracts (**excluding** from government sources) obtained in support of this program (as a result of the assistance under the EDA grant)?	** Total sum of funding secured from a non-government source(s):* *Number of loans:* *Number of grants:* *Number of contracts:*

What was the number of grants, contracts, or other funding obtained from government sources (including EDA)?	** Total sum of funding secured from a government source(s):* *Number of grants/contracts/other funding:* *Type of government funding secured (multi-select):* *Federal* *State* *Local*
Did EDA help you to identify federal sources of financing over the past year?	*Yes/No/NA*
Did you assist your stakeholders in any of the following efforts to build regional economic resilience?	*Multi-select:* • *Broaden the industrial base with diversification initiatives (e.g., development of emerging clusters or industries)* • *Pan for a resilient workforce (e.g., through skills strategies in growing industries)* • *Conduct pre- or post-disaster recovery planning* • *Establish a process for regular communication, monitoring, and updating of business community needs and issues* • *N/A* • *Other (please specify)*

What is the status of the system's overall development?

System Development	Not Started, In Progress, Complete
Program Design	Not Started, In Progress, Complete
Program Implementation	Not Started, In Progress, Complete

For each sectoral partnership in the system, provide the following characteristics:

Sectoral Partnership Name	Name
Backbone Organization	Organization Name
Key Point of Contact	Name, email, phone number
Executive Team	Number and Demographic Makeup (% - race, ethnicity, and gender)
Board Members	Number and Demographic Makeup (% - race, ethnicity, and gender)
Type of Organization	*Drop down:* Special District Government City or Township Government County Government State Government Chamber of Commerce Workforce Development Board Local Economic Development Agency Other Regional Organization Public/State Controlled Institution of Higher Education Private Institution of Higher Education Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) Other nonprofit or community-based organization Indian/Native American Tribal Government (Federally Recognized) Indian/Native American Tribally Designated Organization Part B Institution (a historically Black college or university) Hispanic-serving institution Tribal College or University Alaska Native-serving institution or a Native Hawaiian-serving institution Predominantly Black institution Asian American and Native American Pacific Islander-serving institution Native American-serving nontribal institution Other
How does the sectoral partnership's mission align to the stated outcomes of the Good Jobs Challenge?	*{text box, 100-character limit)*
Status of Sectoral Partnership Select phase and enter the estimated time frame before entering the next phase.	*Dropdown (multi-select):* System Design Program Design

	Program Implementation
FIPS Code of Area Served	
- If not included optional question to provide counties served or Native American reservation/trust land/area names	
Good Jobs Program Budget Total	*Actual $*
Participants Targeted	*Dropdown (multi-select):* COVID-impacted workers Underemployed workers Long-term unemployed Short-term unemployed individuals Incumbent workers Women Black or African American American Indian or Alaska Native Asian Native Hawaiian or Other Pacific Islander People living in rural communities People living in coal communities Veterans Military spouses Persons with disabilities Disconnected youth Individuals in substance abuse recovery Individuals participating in TANF, SNAP, WIC Individuals with past criminal records (e.g., justice impacted, reentry participants) Other *(25-character text box)*
Industry Supporting	*Dropdown (multi-select):* Aerospace and Defense Agriculture or Food Production Construction

	Manufacturing Retail or Wholesale Trade Transportation, Distribution, and Logistics Leisure and Hospitality (including food service) Education Healthcare and Health Services Information Services (Publishing and Media) Professional Services (Legal, Accounting, Finance, Architecture) IT & Digital Skills (Programming, Systems)Cybersecurity Blue Economy Energy & Resilience Other (*25-character text box)*
Recruitment Strategy	*Rank the most effective recruitment strategies for general enrollment:* Community Partnerships Union Membership Non-profit Partnerships Partnerships with Institutions of Higher Education Traditional Advertisement Events Employer-Sponsored Social Media Friends/Family Referrals Third Party Referrals Faith-based institutions Alumni Referrals Other (*25-character text box)*
Recruitment Strategy	*Rank the most effective recruitment strategies in serving underserved workers:* Community Partnerships Union Membership Non-profit Partnerships Partnerships with Institutions of Higher Education Traditional Advertisement

	Events Employer-Sponsored Social Media Friends/Family Referrals Third Party Referrals Alumni Referrals Other (*25-character text box)*
What is the current staffing capacity for recruitment?	*Text Box (100-word limit)*

For each sectoral partnership in the system, provide the following:

Sectoral Partnership Name	Name

For each sectoral partnership in the system: Out of the stakeholders that are part of your system, in the past 6 months, how many:

Were added to the system?	Name of partner
Dropped out of the system?	Name of partner
- Primary reasons for dropping out?	*Dropdown, choose all that apply:* Lack of staff capacity Lack of time Not aligned with program efforts Cannot deliver services needed Coordination efforts are not feasible/strong Change in organization priorities Financial trouble in the organization Other (text box, 25-character limit)
Invested financial resources in the partnership/system efforts	*Estimated $*

Invested in-kind resources in the partnership/system efforts (excludes the lead grantee or backbone organizations, includes employers)	*Estimated $*

For each sectoral partnership in the system: Proposed good job opportunities

Target number of new job placements (at end of grant period). *New job placements are defined as any work placement across hiring pathways and industries during the grant period.*	#
Have you had to change strategies in the last 6 months to hit your job placement goals? If so, why and what have you changed?	Text box
In the last 6 months, are your employer partners committed to hire and/or are actively hiring GJC participants?	Y/N
Has this target number changed over the last 6 months? - If Y, why?	Y/N Text box (100-word limit)
What are the top industries for job placements in the last 6 months?	*Dropdown, choose all that apply:* Aerospace and Defense Agriculture or Food Production Construction Manufacturing Retail or Wholesale Trade Transportation, Distribution, and Logistics Leisure and Hospitality (including food service) Education Healthcare and Health Services Information Services (Publishing and Media)

	Professional Services (Legal, Accounting, Finance, Architecture) IT & Digital Skills (Programming, Systems) Cybersecurity Blue Economy Energy & Resilience Other (text box 25-character limit)
For each industry selected, provide the top five expected job titles and wages in the last 6 months	*Job; Wage* *Job; Wage* *Job; Wage* *Job; Wage* *Job; Wage*

Training Provider Questionnaire – Good Jobs Challenge

Cadence: Quarterly, Collected in aggregate for all training providers by the EDA Grantee (System Lead Entity or Backbone Organization) using a unique and consistent identifier for each training provider

Institutional Information – Provide for every training program in the system, even if led by the same provider

Name of Training Provider	Name
Name of Training Program	Name
Length of Program	*Dropdown:* Less than 3 months 3-6 months 7 – 12 months 13 – 24 months 25 – 36 months 37 48 months
Environment Type	*Dropdown:*

	In-person Hybrid in-person and remote Permanently remote Remote only due to Covid
Program Hours	*Dropdown (choose all that apply):* Full time program Part time program Program has the option to take breaks and return
Job Prep Supports Provided (pre- or post-training)	*Dropdown (choose all that apply):* Career coaching Resume review Interview prep Other
Does your training program include soft skill training?	Y/N
Does your training program include job prep support?	Y/N
Does your program include work-based learning opportunities as defined as on-the-job training for more than 6 weeks?	Y/N
Program Tuition Cost	*Actual cost*
Other Supplementary Costs	*Actual cost*
Type of Credential Attained (based on WIOA statutory definitions)	*Dropdown:* Title IV Degree (Post-secondary educational degrees and certifications) Title IV Certificate (Post-secondary educational degrees and certifications) Non-Title IV Degree (Post-secondary educational degrees and certifications) Non-Title IV Certifications (Post-secondary educational degrees and certifications) Micro-credentials (MOOC Providers) Degrees from Foreign Universities (MOOC Providers) Course Completion Certifications (MOOC Providers) Occupational Licenses (Non-Academic Organizations) Occupational Certificates (Non-Academic Organizations) Registered Apprenticeships (Non-Academic Organizations) Unregistered Apprenticeships (Non-Academic Organizations)

	Coding Bootcamp Course Completion Certificate (Non-Academic Organizations) Online Course Completion Certificate (Non-Academic Organizations) Public School District Diplomas (Secondary Schools) Private School Diplomas (Secondary Schools)
How many of your participants report using new skills acquired (from activities sponsored under the EDA grant)?	*# of participants using new skills* *Types of new skills acquired (multi-select):* Data analytics Management/Leadership Project management Marketing/sales Engineering/computer science Finance/investment Product development Business analytics Business development Information technology Other (place specify); if industry specific, please provide NAICS code(s) or descriptions

Participant Information

Admissions:

How many GJC Participants were **recruited** this quarter?	#
How many GJC Participants were **admitted** this quarter?	#
How many GJC Participants were **enrolled** this quarter?	#

Training Completion:

How many Participants were funded through the GJC completed training in the program?	#
How many GJC Participants completed training on-time?	#

How many GJC Participants completed training, but training was not continuous?	#
How many GJC Participants did not complete training in the program?	#
What was the reason for non-completion?	Provide the numerical total per non-completion reason: __ Participant(s) could not meet the technical requirements for graduation __ Participant(s) withdrew due to family obligations __ Participant(s) withdrew due to physical health reasons __ Participant(s) withdrew due to mental health reasons __ Participant(s) withdrew due to lack of adequate transportation __ Participant(s) withdrew due to lack of childcare __ Participant(s) withdrew due to financial obligations e.g., had to get a full-time job __ Participant(s) were dismissed due to behavior __ Participant(s) did not meet attendance requirements __ Participant(s) withdrew because they started a new job during training __ Other_____

Employment:

What is the employment status of Good Jobs Challenge-funded Participants after 6 months of program completion?	Provide the numerical total per graduated GJC Participant: __Employed In-field by an employer who partners with your training program __Employed In-field by an employer who doesn't partner with your training program __Still seeking employment in-field __Not seeking employment in-field __Could not contact
Employment Type	Provide the numerical total per graduated GJC Participant: __ Full-time employment __ Part-time employment __ Seasonal employment __ Earn and Learn employment __ Other
If Earn and Learn employment, provide the number of the type of Earn and Learn model	__ Registered Apprenticeship __ Non-registered Apprenticeship

	__ Internship __ Customized Training __ Incumbent Worker Training __ Transitional Jobs __ Cooperatives __ Practicums, Residences, or Fellowships __ Other
List the top three job occupations graduated GJC Participants are employed in after 6 months. *Please use NAICS codes of the occupations, if possible*.	
List the top three employers of Good Jobs Challenge-funded Participants are employed with after 6 months.	
Salaries of participants	Provide the median for each: __ Median salary for full-time employment __ Median salary for part-time employment __ Median salary for Seasonal Employment __ Median salary for Earn and Learn employment __ Other
What percent of employed Participants reported their salaries?	#
What career and job preparation does your program provide during the training program?	Rank the effectiveness of the services you provide to participants seeking employment, dropdown: Mock Interviews Mentors Coaching Job Referrals Networking Opportunities Direct employment onramps/pathways to hire Resume and Portfolio Support Job Shadow Opportunities

	Other_____
What career and job preparation does your program provide after completion of the program?	Rank the effectiveness of the services you provide to participants seeking employment, dropdown: Mock Interviews Mentors Coaching Job Referrals Networking Opportunities Direct employment onramps/pathways to hire Resume and Portfolio Support Job Shadow Opportunities Other_____

Wraparound Services

What wraparound services/non-technical services do you directly provide?	*Dropdown (multi-select):* Transportation Childcare Health Services Legal Services Counseling Education Services Clothing Laptops Wi-Fi Other learning equipment Work Supplies Financial and budgeting resources Other_____
How many GJC Participants used these services?	#
What was the total cost of these services provided?	Actual

What was the median cost per person of these services?	Median
What wraparound services/non-technical services did you partner or fund with other organizations?	*Dropdown*: Transportation Childcare Health Services Legal Services Counseling Education Services Clothing Laptops Wi-Fi Other learning equipment Work Supplies Financial and budgeting resources Other_____
How many GJC Participants used these services?	#
What was the total cost of these services provided?	Estimate

Overview

1. **What is the total institutional cost spent per Participant from recruitment to placement?**
    a. **Total people that successfully completed the program:**
    b. **Total people that successfully placed into a job 6 months after completion:**
    c. **Total people that successfully placed into a job 12 months after completion:**
    d. **Total program cost:**

2. **For each student in your program:**

- Training start date
- Training end date
- Completed training (Y/N)
- Job start date
- Legal Name (First)
- Legal Name (Middle)
- Legal Name (Last)
- Date of Birth
- Physical Address of Residence