



DEPARTMENT OF LABOR

POLICY ISSUANCE 2019-12

Older Worker Demonstration Grant | October 7, 2019

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

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

SUBJECT: Older Worker Demonstration Grant

PURPOSE: To provide comprehensive policy guidance on the Older Worker Demonstration Grant initiative.

ACTION: WIOA Title I Local Workforce Development Area Directors, American Job Center (AJC) Labor Exchange Administrators, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available [on the Labor website](#).

EXPIRATION: Until cancelled or replaced.

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GENERAL INFORMATION

WORKFORCE INNOVATION & OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 (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 jobseekers, 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 jobseekers through establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through 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. WIOA places an emphasis on serving individuals with barriers to employment that hinder them from entering into a fulfilling and meaningful career, including older workers.

MARYLAND'S APPROACH TO SERVING OLDER WORKERS

Maryland seeks to strengthen and enhance its workforce system, through the implementation of WIOA, and recognizes that success requires a commitment to collaboration and a true systems approach among the State's many workforce partners, including the WIOA Title I Local Workforce Development Areas (Local Areas) and nonprofits such as Senior Service America, Inc. As detailed in the State Workforce Plan,¹ Maryland aims to focus its efforts on several key target populations under WIOA, including older workers who:

- Are a displaced homemaker;
- Are an eligible migrant and seasonal farmworker;
- Are an ex-offender;
- Are homeless or at risk of homelessness;
- Face substantial cultural barriers;
- Have a disability;
- Are within two years of exhausting lifetime eligibility under Part A of the Social Security Act;
- Are English language learners;
- Are unemployed;
- Lack a substantial employment history;
- Have basic skills or low levels of literacy;
- Lack a High School Diploma;
- Are low income individuals (including TANF and SNAP recipients);
- Are a Native American, Alaskan Native, or Native Hawaiian;
- Are a single parent;
- Are a veteran; and/or
- Reside in socially and economically isolated rural or urban areas where employment opportunities are limited.

Older workers often struggle with entering a new industry and/or experiencing reductions in pay after periods of unemployment. The above listed barriers often make it challenging for older workers to access occupational

¹ The Maryland State Workforce Plan can be found at: <http://www.dllr.maryland.gov/wdplan/>

training opportunities that lead to economic security and family sustaining wages. To support this target population, the state envisions a workforce system that embraces nationally recognized best practices for older workers. Maryland's *Older Worker Demonstration Grant* projects are a collaborative stride towards maximizing WIOA resources for this population. The career pathways developed through this project will create integrated education and training opportunities that ensure accelerated access to industry credentials and work opportunities for older workers.

WIOA Title I and Senior Community Service Employment Program in Maryland

The Maryland Department of Labor (Labor)'s Division of Workforce Development and Adult Learning (DWDAL) oversees the WIOA Title I job training and employment programs as well as some of the state's Senior Community Service Employment Program (SCSEP). WIOA Title I programs are administered by Local Areas, and offerings include the:

- Adult Program;
- Dislocated Worker Program; and,
- Youth Program.

There are two SCSEP providers in Maryland: DWDAL and Senior Service America, Inc. Providers may subcontract services to other organizations at the local level. Maryland's SCSEP services are designed to assist older workers to develop workplace skills that enable them to attain permanent, unsubsidized employment, either with host agencies or other nonprofits, government or private sector employers. SCSEP services are available to jobseekers, ages 55 and older, who are unemployed, meet established low-income guidelines, and desire an opportunity for training and employment. Program participants are given a training assignment that most closely matches their personal goals for employment.

MARYLAND’S INVESTMENT IN OLDER WORKERS

Through the *Older Worker Demonstration Grant* initiative, Labor is committed to investing over \$1 million of federal recaptured, unobligated SCSEP funds into innovative career pathway demonstration projects. Recognizing the importance of supporting older workers in increasing their earning capacity, Labor released a Competitive Grant Proposal in November 2018 to solicit demonstration projects focused on this important population. WIOA Title I Local Areas were encouraged to apply for funds in coordination and partnership with service partners and the local business community.

In 2019, Labor awarded *Older Worker Demonstration Grant* funds to the WIOA Title I partners in the following Local Areas: Anne Arundel County, Baltimore County, Montgomery County, and Prince George’s County.

PROJECT GOALS: OLDER WORKER DEMONSTRATION GRANT

In keeping with the WIOA regulations’ focus on serving individuals with barriers to employment, including older workers, Labor developed the *Older Worker Demonstration Grant* initiative with the following goals in mind:

- Expand the capacity of the public workforce system to serve low-income older workers;
- Develop (if not already in place) and implement a replicable and innovative model for service delivery for this population;
- Document the model and identify lessons learned for sharing with other states; and
- Achieve sustainability once grant funds are exhausted or the project has ended through connecting to the Maryland Eligible Training Provider List² or by other means.

To ensure projects are set up for success, Labor requires each participating Local Area to identify a target industry and to include partner engagement.³

IMPLEMENTATION STRATEGIES

To ensure Maryland’s investment in older workers builds upon proven best practices, Labor provided applicants with an optional menu of interventions. The following section details the menu of interventions that Labor provided to its eligible applicants, including:

- Integrated Education and Training (IET);
- Distance Learning;
- On-the-Job Training (OJT).
- Registered Apprenticeship; and/or
- Pre-Apprenticeship.

Each of the optional implementation strategies are described below.

Integrated Education and Training

IET is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster, for the

² More information on Maryland’s Eligible Training Provider List can be found at: <http://www.dllr.state.md.us/employment/mpi/>.

³ At a minimum, Labor required “partner engagement” to include one employer and one other type of partner, including but not limited to: AARP, the Department of Aging, WIOA Title II adult education providers, other DHS programs for older persons, a Local Chamber of Commerce, a healthcare provider, a local agency providing services to seniors at community centers, etc.

purpose of educational and career advancement. The program must be a part of a career pathway and have a single set of learning objectives. The three components that need to be offered concurrently are:

- Adult education and literacy;
- Workforce preparation activities; and,
- Workforce training.

Examples of IET models include:

- **Integrated Basic Education and Skills Training (I-BEST)** – This model pairs two instructors in the same classroom at the same time in a co-teaching model. One instructor is responsible for the delivery of workforce content and is likely an industry subject matter expert. The second instructor oversees basic education or English Language support. This model also introduces basic academic skills to students in context to the vocational pathway they have chosen and provides opportunities for them to access and improve their soft skills;
- **Alternating Instructor / Companion Courses** – This model involves two classes (a basic skills class and a technical skills class) with two different instructors, a basic skills instructor and technical skills instructor. The basic skills or English language class is typically taught concurrently with vocational training, but the instruction is delivered separately (not through co-teaching like the I-BEST model). Students may attend this contextualized support session once per week or do a morning/afternoon schedule;
- **Vocational English as a Second Language/Vocational Adult Basic Education (VESL/VABE) specific classes** – This model involves specific classes that have the students focus on targeted content, use contextualized English, and prepare students to work in a specific field; and,
- **Cluster VABE/VESL** - Cluster VESL/VABE classes have a greater variety of student goals in a single class. First, all students are together, and the class has a general workplace focus with a general use of Adult Basic Education and/or English as a Second language methods. Then, the students break off into groups based on their career fields and use vocationally-specific materials.

Distance Learning

Distance Learning is a type of educational process that leverages technology, such that the majority of the learning takes place with the teacher and student at different locations. In distance learning, teaching and learning are not conducted in a traditional classroom setting. Instruction is individually differentiated to appropriate students with anticipation of educational gain and goal attainment. Teachers must be highly qualified in their instructional area. Distance learning can be used to overcome transportation barriers, the high costs of traditional or in-person post-secondary education, and irregular schedules.

On-the-Job Training

“On-the-job training” is defined by WIOA Section 134(c)(3)(H) as “training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training; and is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.”

Registered Apprenticeship

Registered Apprenticeship is a proven model of job preparation that combines paid OJT⁴ with related instruction to progressively increase workers' skill levels and wages. Registered Apprenticeship is also a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an “earn and learn” strategy, Registered Apprenticeship offers jobseekers immediate employment opportunities that offer sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally-recognized, portable credentials, and their training may often be applied towards further post-secondary education.

All Registered Apprenticeship programs consist of the following five core components:

1. Business Involvement – Businesses are the foundation of every Registered Apprenticeship program. The skills needed for workforce success, provided through business input, form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.

2. On-the-Job Training – Every Registered Apprenticeship program includes structured OJT. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the apprentice must learn over the course of the program to become fully proficient at the job.

3. Related Instruction⁵ – Apprentices receive Related Instruction or classroom style training that complements the OJT. This instruction helps refine the technical and academic skills that apply to the job. Related Instruction may be provided by a community college, technical school or college, an apprenticeship training school, non-profit, community-based organization (CBO), industry, labor organization, business association, or by the business itself. The instruction can be provided at the school, online, or at the work site.

4. Rewards for Skill Gains – Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate apprentices as they advance through training and become more productive and skilled at their job.

5. National Occupational Credential – Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a Certificate of Completion. This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs, particularly in high-growth industries such as healthcare, advanced manufacturing, and transportation, also offer interim credentials as apprentices master skills as part of their career pathway.

Pre-Apprenticeship

Pre-Apprenticeship programs provide instruction and training to increase math, literacy, and other vocational and pre-vocational skills needed to gain entry into a Registered Apprenticeship program. Implementing Registered Apprenticeship and Pre-Apprenticeship models that are aligned with the needs of key industry sectors creates opportunities for students, jobseekers, and workers along the talent pipeline. To meet the official USDOL

⁴ Also known as “on the job learning” (OJL)

⁵ The U.S. Department of Labor now refers to Related Technical Instruction (RTI) as Related Instruction, as seen in the Workforce Innovation and Opportunity Act; Department of Labor Only Final Rule - <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>.

definition of Pre-Apprenticeship⁶, a program must have a documented partnership with at least one Registered Apprenticeship to ensure Pre-Apprenticeship graduates are able to successfully enroll in a Registered Apprenticeship program upon completion.

Pre-Apprenticeship programs generally consist of the following:

- Training and curriculum that aligns with the skill needs of employers in the local economy;
- Access to educational and career counseling and other supportive services, directly or indirectly;
- Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
- Opportunities to attain at least one industry-recognized credential; and,
- A partnership with at least one Registered Apprenticeship program that assists in placing individuals who complete the Pre-Apprenticeship program into a Registered Apprenticeship program.

⁶ As defined in Training and Employment Notice (TEN) 13-12, “[Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources](#),” dated November 30, 2012.

JOBSEEKERS: PROGRAM PARTICIPANTS AND OUTREACH

ELIGIBILITY

The state's *Older Worker Demonstration Project* focuses on serving Maryland jobseekers who are older workers. In order to be eligible for participation in the demonstration project, participants must be, at a minimum:

- At least 55 years old,
- Unemployed, and
- Have a family income of no more than 125 percent of the federal poverty level.⁷

An individual earning subsidized employment, e.g. a SCSEP participant, may be eligible for participation in this grant. The eligibility determinant of family income of no more than 125 percent of the federal poverty level is measured for the six months prior to.⁸ This determinant includes all income except for Unemployment Insurance benefits.

Local Areas are chosen for participation in the *Older Worker Demonstration Grant* project through a competitive process. Each participating Local Area must define its target population for participation. Participating Local Areas and partners must comply with the terms of the original Competitive Grant Proposal, as provided in *Exhibit A – Sample Competitive Grant Proposal for Older Worker Demonstration Grant*.

OUTREACH AND RECRUITMENT

Participating Local Areas should identify potential participants primarily by building upon existing customer relationships. Participating Local Areas may determine participant eligibility by conducting an individual needs assessment or reviewing the individual's existing employment plan and determining that the jobseeker meets eligibility.

Local Areas should leverage partnerships within Maryland's workforce system to identify participants. Partner programs to consider include: the Maryland Department of Human Services (DHS) and the Local Departments of Social Services (LDSSs); the Maryland State Department of Education's Division of Rehabilitation Services (DORS); dislocated worker programs that support unemployment insurance (UI) claimants, including Reemployment Services and Eligibility Assessment (RESEA) and Reemployment Opportunity Workshop (ROW) programs; and the Department of Housing and Community Development (DHCD) and the local Community Action Agencies.

STAFF ROLES & RESPONSIBILITIES

WIOA Title I Directors of participating Local Areas must ensure that staff and organizational roles in the *Older Worker Demonstration Grant* are clearly defined and understood.

Participating Local Areas must designate a Project Manager to work with appropriate staff to:

- Facilitate communication on the project between local WIOA Title I and local workforce system partners, in addition to One-Stop Operators, to ensure all staff know of the program as a potential resource;

⁷ Each year, Labor releases a policy issuance on the federal poverty guidelines and lower living standard income level. Current and archived policy issuances can be found at: <http://www.dllr.state.md.us/employment/mpi/>.

⁸ Participants whose family incomes were evaluated for a different measurement of time and deemed eligible prior to this Policy Issuance remain eligible and can continue to receive services under this grant project.

- Identify program candidates;
- Assess candidates' program eligibility;
- Assist eligible program participants with obtaining suitable supportive services and training;⁹
- Deliver instruction and training, as described in the state-approved proposal; and,
- Ensure that all fiscal and program reporting is timely, accurate, and complete.¹⁰

EMPLOYERS: PARTICIPATING BUSINESSES AND OUTREACH

TARGET EMPLOYERS

Each of the approved *Older Worker Demonstration Grant* projects must target sector partnerships that align with the industries and occupational needs identified in their approved WIOA Local plans and approved grant proposal.

Because this demonstration project uses a career pathways approach to workforce development, each training program must include a strong, direct connection to employers or Registered Apprenticeship sponsors. Employer or Registered Apprenticeship sponsor involvement, and commitment to hire and place participants, is a proven program element that supports participants in preparing to meet the needs of employers or Registered Apprenticeship sponsors. Participants who complete the training will have the opportunity to access employment opportunities that lead to self-sustaining wages and careers.

EMPLOYER OUTREACH METHODS

Business Services staff from participating Local Areas must be familiar with the demonstration project. Business Services staff must understand the target industry and project parameters for the Local Area, so they can refer interested, qualifying businesses to the appropriate local staff person for further direction and potential participation.

⁹ See pages 11-13 for more information on supportive services.

¹⁰ See pages 16-17 for details on performance reporting expectations.

SUPPORTIVE SERVICES

Supportive services provide financial assistance to participants who would not otherwise be able to participate in a program. Participating Local Areas may offer supportive services to eligible project participants to assist with transportation, uniforms, tools, work or training equipment, child or dependent care, stipends, graduation fees, union fees, and/or clothing for interviews or job fairs. Other supportive services may be allowable with Labor's prior approval.

Before a program participant is approved for supportive services, staff should ensure that no other resources are available to pay for the necessary service. Participating Local Areas must follow all WIOA State supportive service policies on submission procedures and payment issuances, as laid out in this section. Participating Local Areas must also ensure that approval forms, receipts, and supporting documentation are available for review. Locally-designated Project Managers must approve supportive services for program participants. Supportive services must be recorded as services in the Maryland Workforce Exchange (MWE)¹¹ and documented in case notes. Other documentation methods may also be appropriate (e.g. mileage calculation for transportation allowance and quotes for tool cost).

Supportive service payments are available to participants as long as they remain in good standing with the WIOA Title I provider and the training vendor. OJT participants are only eligible to receive supportive services during the first two weeks of their employment.

The following sections provide information on several types of supportive services, the conditions under which they are available, and the payment guidelines for each.

Funding made possible via the *Older Worker Demonstration Grant* projects must be used in accordance with the Labor-approved grant agreements. Project staff are encouraged to leverage other funding streams to cover any supportive service needed by participants that are not approved under the grant agreement.

TRANSPORTATION ALLOWANCE

Transportation allowances are available to participants. The transportation allowance must be related to program participation and can cover the cost of traveling to and from training, job interviews, 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.

Participants can only be reimbursed after the expenditure has occurred and been confirmed.

Payment Guidelines: Transportation allowance can be used for public transit users or for drivers.¹² Participating Local Areas must collect and maintain appropriate documentation to verify the participant's covered transportation allowance.

¹¹ Or the applicable data system

¹² In approved circumstances, transportation allowances may also be used for taxi or ride-sharing purposes (i.e., Uber, Lyft, Zipcar). If a Local Area wishes to offer this type of transportation allowance, it must notify Labor staff and provide a written proposal to explain and justify the allowance. Labor staff will then review the proposal and make a determination as to whether the allowance would be appropriate for inclusion as a supportive service.

For public transit users, participating Local Areas may cover the expenses for bus, light rail, metro subway, MARC train, Washington Transit, or Commuter Choice Maryland. For drivers, participating Local Areas may approve a travel allowance at a rate not higher than the official Internal Revenue Service (IRS) mileage rate.

The maximum allowable payment is \$20 per day, with a maximum cap of \$100 per week. Google Maps or MapQuest must be used to determine daily mileage. Mileage is calculated from the participant's home address to the training, interview, job fair, or job site.

UNIFORMS, TOOLS, AND RELATED EQUIPMENT

Participating Local Areas may assist eligible participants with the costs of uniforms, tools, and/or equipment required for participation in approved training programs or new, full-time jobs. Examples of covered items include but are not limited to: steel toe boots and worker tools of the trade.

Payment Guidelines: Participating Local Areas 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 Local Areas must collect and maintain appropriate documentation to verify the participant's covered allowance.

CHILD OR DEPENDENT CARE

When daycare costs for a child or dependent exceed the amount subsidized by the LDSS, the *Older Worker Demonstration Grant* initiative may assist participants with the additional costs.

To receive this payment, the dependent needing daycare must be:

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

Payment Guidelines: Participating Local Areas 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 Local Areas must only approve daycare costs for days that the participant is in training or at work. Before submitting a payment request, participating Local Areas must meet all of the following conditions.

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

1. Apply for a Purchase of Care Subsidy through the LDSS;
2. Provide application results to Local Area 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 Local Area has a substantiated reason to believe that the payment is necessary to the program participant's successful completion. If a Local Area wishes to implement stipends, it must notify Labor staff and provide a written proposal to explain and justify the proposed stipend component. Labor staff will then review the proposal and make a determination as to whether the stipend would be appropriate for inclusion as a supportive service.

Payment Guidelines: Participating Local Areas must follow the payment guidelines identified by the Local Area in its Labor-approved proposal.

UNION INITIATION FEES

Participating Local Areas may assist participants with union initiation fees, which are the costs associated with joining a union, to obtain employment.¹³

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

CLOTHING FOR INTERVIEWS AND JOB FAIRS

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

Payment Guidelines: Participating Local Areas 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 *Older Worker Demonstration Grant* with Labor approval. If a Local Area 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 Local Area has the option to notify Labor and provide a written proposal to justify the prospective supportive service. Labor staff will review the proposal and make a determination as to whether the stipend is appropriate for inclusion as a supportive service.

Payment Guidelines: Participating Local Areas must follow the payment guidelines identified by the Local Area in its Labor-approved proposal.

¹³ Union initiation fees are different than regular, recurring union fees.

PERFORMANCE AND THE MARYLAND WORKFORCE EXCHANGE

PERFORMANCE OUTCOME EXPECTATIONS

Labor will assess performance based on the Local Area negotiated outcome measures. Labor requires participating Local Areas' grant program staff to enter program participants' information in the MWE within 14 days of activity. To comply with the State's reporting requirements, and to determine the success of the demonstration project's investments, participating Local Areas MUST report the following data into the MWE:

- Participant characteristics, including the basis for eligibility;
- Participant services received (i.e., occupational training, Registered Apprenticeship, etc.); and
- Participant outcomes, including:
 - Increase by 10 percent the number of older workers receiving WIOA-funded services;
 - At least 70 percent of the customers placed in unsubsidized employment by quarter two after exit will still be employed quarter four following exit;
 - At least 60 percent of customers enrolled in training will complete training; and
 - At least 70 percent of enrolled customers will be placed in unsubsidized jobs at or above the minimum hourly living wage rate;¹⁴
- Employment indicators, including:
 - Employment Rate- 2nd Quarter After Exit: The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program;
 - Employment Rate- 4th Quarter After Exit: The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program; and
 - Median Earnings- 2nd Quarter After Exit: The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

Exhibit B – How to Enter Older Worker Demonstration Grant Data into the MWE provides detailed instructions on entering data, specific to the demonstration project into the MWE System. As part of the enrollment process, it is mandatory for participating Local Areas to enter information into the MWE using the Older Worker Demonstration Grant code. WIOA Title I Directors from participating Local Areas are responsible for ensuring that the instructions detailed in this exhibit are disseminated to staff, reviewed with staff, and followed by the Local Area. When engaging new businesses, staff must also enter services in the MWE, as applicable.

Participating Local Areas must complete all demonstration project activities by the date identified by the Local Area in its Labor-approved proposal, as specified in the award letter. Participants may continue to receive services after the demonstration project end date under another funding source, such as local Dislocated Worker funding or another source for which the participant qualifies.

¹⁴ The current living wage rate can be found at the following link:
<https://www.dllr.state.md.us/labor/prev/livingoverview.shtml#current>

CO-ENROLLMENT

Participating Local Areas are encouraged to co-enroll participants in partner programs to maximize the resources and services available to participants. Coordination with partner organizations is encouraged, but not required. Examples of WIOA partner organizations include: the LDSSs; DORS, and the local Community Action Agencies.

CONSEQUENCES OF NON-PERFORMANCE

Labor expects participating Local Areas to generate performance results that demonstrate project goals are being met. The State will take correction action with any participating organization not meeting the State's expectations for performance, data tracking, and/or compliance with monthly fiscal and program reporting requirements.

Corrective action will include technical support and monitoring in the performance area of concern. If a participating organization fails to improve performance, the State may elect to remove the Local Area from the demonstration project and the Local Area could be required to close-out early.

Participating Local Areas that do not meet Labor's expectations may face consequences that may impact future considerations on competitive funds.

REPORTING, MONITORING, AND RECORD RETENTION

LOCAL REPORTING

Participating Local Areas must submit timely fiscal and program reports to the appropriate Labor 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.

Monthly Fiscal Reporting

Each participating Local Area must submit a monthly financial report on administrative and program costs to the Labor 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 15th and the 30th days of the month, then the Local Area must submit a revised monthly report. Participating Local Areas must provide all signed fiscal reports electronically to the following:

Romila Stephens, Administrator

Fiscal

410.767.2039

Romila.Stephens@maryland.gov

Exhibit C – Sample Monthly Fiscal Reporting Template for the Older Worker Demonstration Grant provides the reporting template for the Fiscal Monthly Status Report.

Monthly Programmatic Reporting

Participating Local Areas must submit monthly program narrative reports by email to both the DWDAL Project Manager for the demonstration project in addition to the DWDAL Director of Workforce, as provided below:

Lloyd Day, Director

Office of Workforce Development

410.767.2995

lloyd.day@maryland.gov

Roslyn Rice, Project Manager

Older Worker Demonstration Grant

410.767.0071

roslyn.rice@maryland.gov

Local Area monthly program reports are due no later than the 15th day of the month following the month of reported activity. These reports are important, for they capture information on the demonstration project's participating jobseekers, best practices, lessons learned, and challenges within the project.

Exhibit D – Sample Monthly Program Reporting Template for the Older Worker Demonstration Grant provides the reporting template for the monthly Local Area program report.

STATE REPORTING

Labor will submit to United States Department of Labor Employment and Training Administration (USDOL ETA) one interim and one final report assessing the impact of the demonstration on outcomes and highlighting challenges and successes for use by other states. Labor will submit the interim report to ETA no later than October 21, 2019 and the final report to ETA no later than 90 days after the period of performance ends.

Labor will submit and certify to USDOL ETA quarterly financial reports no later than 45 calendar days after the end of each quarter. The quarterly financial reports will include all required data on the online 9130 Financial Report. When the grant has ended, Labor will submit and certify to USDOL ETA the required Closeout forms via the online Closeout System.

Labor will submit to USDOL ETA quarterly narrative reports documenting the sub-awards made, the number of individuals served, and the general nature of the services provided no later than 45 calendar days after each quarter's close during the entire cooperative agreement period of performance. The quarterly narrative reports will include data on three employment indicators in alignment with WIOA, including:

- Employment Rate- Second Quarter After Exit: The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program;
- Employment Rate- Fourth Quarter After Exit: The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program; and
- Median Earnings- Second Quarter After Exit: The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

MONITORING

As Maryland's *Older Worker Demonstration Grant* demonstration projects are funded by USDOL ETA, the State acknowledges that the USDOL may conduct fiscal and/or programmatic monitoring. Labor, as it deems necessary, may supervise, evaluate, and provide guidance in the conduct of activities performed under this grant. Participating Local Areas should expect Labor to conduct annual fiscal and programmatic monitoring of the demonstration project to ensure that policies are being followed and expectations are being met, including the nondiscrimination and equal opportunity provisions as laid out in WIOA Section 188 and 29 CFR Part 38. Monitoring may include desk and/or on-site monitoring. Failure of Labor to supervise, evaluate, or to provide guidance and direction shall not relieve the grantee of any liability to comply with the terms of the grant agreement.

RECORD RETENTION

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

REFERENCES

LAW

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

REGULATION

- 29 CFR Part 38 “[Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act](#)” and
- 2 CFR Part 200, 683, and 2900 “[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)”.

FEDERAL GUIDANCE

- Training and Employment Guidance Letter (TEGL) 12-06, “[Service to Minority Populations by National and State Senior Community Service Employment Program \(SCSEP\) Grantees](#),” dated September 14, 2006;
- TEGL 12-06, “[Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program \(SCSEP\) Eligibility](#),” dated December 28, 2006;
- TEGL 39-11, “[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#),” dated June 28, 2012;
- U.S. Department of Labor- Employment & Training Administration (USDOL ETA) Training and Employment Notice (TEN) 13-12: “[Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources](#),” dated November 30, 2012;
- DoED OCTAE Program Memorandum OCTAE/DAEL, “[Integrated English Literacy and Civics Education under the Workforce Innovation and Opportunity Act – Frequency Asked Questions](#),” dated January 11, 2016;
- TEGL 19-16, “[Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act and the Wagner-Peyser Act Employment Service, as amended by title III of WIOA, and for Implementation of the WIOA Final Rules](#),” dated March 1, 2017;
- TEGL 11-18, “[2019 Federal Poverty Guidelines for Senior Community Service Employment Program \(SCSEP\) Grants](#),” dated February 27, 2019;
- TEGL 18-18, “[Program Year \(PY\) 2019 Planning Instructions and Allotments for Senior Community Service Employment Program \(SCSEP\) State, Territorial, and National Grantees](#),” dated May 10 2019; and
- TEGL 17-17, Change 1, “[Change 1, Revised Program Year \(PY\) 2018 Planning Instructions and Allotments for Senior Community Service Employment Program \(SCSEP\) State, Territorial, and National Grantees](#),” dated May 24, 2019.

FEDERAL RESOURCES

- USDOL, “[Career Pathways Toolkit: A Guide for System Development](#),” posted October, 2016;
- USDOL, “[Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development](#),” posted October 2016;
- “[Career Pathways Checklist](#),” funded by the DoED OCTAE and dated June 2017;
- DoED OCTAE, “[Building Opportunities: “Integrated Education and Training \(IET\) Guide”](#)”;
- U.S. Department of Health and Human Services –Administration for Children & Families (HHS ACF): “[Career Pathways Catalog of Toolkits](#)”; and
- USDOL, “[A Quick-Start Toolkit Building Registered Apprenticeship Programs](#)”.

OTHER RESOURCES

- Abt Associates, “[Policy Brief: Building Career Pathway Systems for Education, Training, and Employment](#),” dated October 2016;
- American Institute for Innovative Apprenticeship, “[Starting a Registered Apprenticeship Program: A Guide for Employers or Sponsors](#),” dated June 2017;
- Coalition on Adult Basic Education (COABE), webinar on “[Integrated Education & Training: A Service Model for Adult Education Across the Spectrum](#),” dated August 2017;
- National College Transition Network, “[Integrated Education and Training: Implementing Programs in Diverse Contexts](#),” dated September 2017;
- American Institute for Innovative Apprenticeship, “[National Occupational Frameworks](#)”;
- CLASP, “[Integrated Education and Training: Model Programs for Building Career Pathways for Participants at Every Skill Level](#)”;
- LINCS Project of American Institute for Research, “[Preparing English Learners for Work and Career Pathways: Companion Learning Resource](#)”;
- Maryland Policy Issuances can be accessed at: <http://www.dllr.state.md.us/employment/mpi/>; and
- Penn State, “[Integrated Education and Training \(IET\) Library](#)”.

EXHIBITS

- Exhibit A – Sample Competitive Grant Proposal for Older Worker Demonstration Grant
- Exhibit B – How to Enter Older Worker Demonstration Grant Data into the MWE
- Exhibit C – Sample Monthly Fiscal Reporting Template for the Older Worker Demonstration Grant
- Exhibit D – Sample Monthly Program Reporting Template for the Older Worker Demonstration Grant

**Competitive Grant Proposal (CGP) for Local Workforce
Development Areas for Demonstration Projects
for Older Workers**



Maryland Department of Labor, Licensing and Regulation

Issue Date Friday, November 02, 2018

Proposal Due Date Friday, December 07, 2018

KEY INFORMATION SUMMARY SHEET

**STATE OF MARYLAND
Competitive Grant Proposal
Demonstration Project: Older Workers**

Purpose: To support Local Areas to expand the capacity of the public workforce system to serve low-income older workers.

Issue Date: **Friday, November 02, 2018**

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

Submission To: Department of Labor, Licensing and Regulation
Division of Workforce Development and Adult Learning
1100 North Eutaw Street, Room 108
Baltimore, MD 21201
Or email to DLWDALWIOA_DLLR@maryland.gov

Attention: Office of the Assistant Secretary

Proposals Due: **Friday, December 07, 2018, 5:00 PM (Eastern Time)**

Application Size Applications Proposal Narratives are limited to 20 pages. If application is sent by email, applicant should be aware that submission inbox has a 20 megabyte limit.

Selection Announcement: **Monday, January 07, 2019**

Funding Available: \$1,000,000 grant. DLLR will consider up to \$250,000 per project, up to the discretion of the Department.

Period of Performance: **Start date of Friday, February 01, 2019. (12 month project)**

Eligibility: All Local Workforce Development Areas (Local Areas) in the State of Maryland.

DLLR Contact: DLWDALWIOA_DLLR@maryland.gov

Section 1 – General Information

I. Summary Statement

The purpose of this Competitive Grant Proposal (CGP) is to seek innovative proposals from Local Workforce Development Areas (LWDAs) to:

1. Expand the capacity of the public workforce system to serve low-income older workers;
2. Develop (if not already in place) and implement a replicable and innovative model for service delivery for this population; and
3. Document their model and identify lessons learned for sharing with local workforce operators and other states.

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and went into effect July 1, 2015. 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. Under WIOA, Maryland puts “people before performance,” addressing individuals’ barriers to employment while placing them in meaningful education and employment opportunities. This CGP is being used to announce up to \$1 million in U.S. Department of Labor Funds received by Maryland for LWDAs to serve older workers.

For the purposes of this grant, an eligible participant is defined as:

1. At least 55 years old,
2. Unemployed, and
3. Have a family income of no more than 125% of the federal poverty level.

Many low-income older workers face unique barriers to employment and require specialized services to prepare them for entry or reentry into the labor market; some common barriers include:

- Having a disability;
- Basic skills, or English-language proficiency;
- Homeless or at risk of homelessness,
- Lacking a substantial employment history,
- Lacking a high school diploma or GED;
- Reside in socially and economically isolated rural or urban areas where employment opportunities are limited

The Division of Workforce Development and Adult Learning (DWDAL) at the Department of Labor, Licensing and Regulation (DLLR) will administer this grant on behalf of the State of Maryland. DLLR has agreed to administrative responsibilities, including the oversight of a competitive process to award funding to LWDA Grantees to conduct these interventions. DLLR’s

commitment to innovative practices includes funds for building more robust job services for older workers.

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 completed. Funding for these projects will be available for 12 months beginning on **Friday, February 01, 2019**. 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. The review process will consider applications that are geographically diverse across the State of Maryland.

III. Office of Workforce Development

Prior to the award of a grant, all questions, correspondences, etc. of this CGP are to be sent to DLWDALWIOA_DLLR@maryland.gov.

The Department may change the DLLR Program 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 Applicants 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 Applicants 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 Applicant'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 Applicant from complying with all terms of any such amendment.

V. Proposals Due Date

An original mail or electronic copy of the proposal must be received at the address or email address listed on Page 2, no later than **5:00 PM (Eastern Time) on Friday, December 07, 2018**, in order to be considered.

Requests for extension of the closing date or time shall not be granted. Applicants 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, **5:00 PM (Eastern Time) on Friday, December 07, 2018**, shall not be considered.

VI. Amendments, Cancellations, and 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 Applicants 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

Applicants 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 Applicant during the oral presentation must be put into writing. All such written representations will become part of the Applicant's proposal and are binding if the Grant is awarded. The Program Manager shall notify Applicants of the time and place of oral presentations.

VIII. Applicant Responsibilities

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

IX. Grant

By submitting an offer in response to this CGP, an Applicant, 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 Applicant, 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 Applicant 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.

This CGP and subsequent grant awards are subject to the Uniform Guidance and PY19 WIOA Terms and Conditions.

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://dllr.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 **\$13.96** per hour in the Tier 1 Area and **\$10.49** per hour in the Tier 2 Area (**effective September 28, 2018**) 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 Nondiscrimination and Equal Opportunity 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 38.

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 demonstration projects that will implement interventions and expand the capacity of the public workforce system to serve low-income older workers. The goal is to develop (if not already in place) and implement a replicable and innovative model for service delivery for this population.

The aim of this CGP is in harmony with Governor Hogan’s strategic vision for Maryland, including improving quality of life. In the end, the primary goal of the workforce system must be to serve the person above serving only performance measures. This is not to say that performance measures are not important. However, when the workforce system focuses on the needs of our fellow Marylanders, and not just the prescribed goals of a particular program, performance will naturally increase. In serving Marylanders, the State’s workforce system will not only change the lives of those jobseekers it serves, but it will also affect the lives of that individual’s family and that their community. By placing people before performance, the State workforce system will truly be changing Maryland for the better. This CGP targets those individuals that are historically underserved by Maryland’s Workforce System.

Recognizing the varying backgrounds of Maryland’s jobseekers, a robust system for older workers provides participants with multiple entry points to accommodate varying education levels, and multiple exit points as the jobseeker obtains the necessary skill or credential. This CGP aims to meet older workers where they are and set them on a sustainable occupational pathway.

II. General Provisions and Other Requirements

A. The LWDA Applicant’s project must:

1. The project **must** have the following required activities:
 - Expand the capacity of the public workforce system to serve low-income older workers;
 - Develop (if not already in place) and implement a replicable and innovative model for service delivery for this population; and
 - Document the model and identify lessons learned for sharing with other states.
2. The project **must** serve older workers who meet the following criteria:
 - The participant must be at least 55 years old,
 - The participant must be unemployed, and
 - The participant must have a family income of no more than 125% of the federal poverty level.

3. The project proposed by a LWDA applicant **must** have at least **two (2)** of the following partners:

- Employers (at least one required),
- The Association for Retired Persons (AARP),
- The Department of Aging,
- DLLR Adult Education (ESL or GED),
- Community colleges (may already see older workers through leisure programming and have relationships with aging centers),
- A business or industry trade association,
- A representative of the Department of Human Services (DHS) SNAP pilot, Elderly Simplified Application Project (ESAP), and/or other DHS programs for older persons,
- A Local Chamber of Commerce,
- A healthcare provider Hospitals (e.g. Johns Hopkins), and
- A local agency providing services to seniors at community centers.

4. The project may have the following allowable activities:

- Outreach recruitment and selection;
- Intake orientation;
- Assessments;
- Performance and data analysis;
- On-the-job training or work experience;
- Other participant training (including the payment for reasonable costs to instructors, classroom rental, training supplies, materials, equipment, and tuition);
- Job placement assistance (including job development and job search assistance); and
- Participant supportive services (including the payment of reasonable costs of transportation, health care and medical services, special job-related or personal counseling, incidentals, child and adult care, temporary shelter, and follow-up services);

B. Applicants are encouraged to provide interventions that serve as innovative best practices for the target population. The following list summarizes the types of suggested interventions to create career pathways for older workers. Please note that the **goal is to foster innovation**. None of the following suggestions are a requirement:

Menu of Interventions Brief Description

**1. On-the-job
Training**

On-the-Job Training (OJT) is a "hire-first" program that reimburses a company for the cost of training a new employee. Companies can use OJTs to hire and train promising job candidates who have some - but not all - of the skills necessary for the job. A rigorous training plan is put in place to ensure that the employee has the skills needed to be successful, contributing to long term retention. The OJT program is an efficient way to move unemployed workers more quickly into jobs and provide them with transportable skills and a cost effective way to help local businesses develop and retain the workers that they need.

**2. Integrated
Education and
Training**

Integrated Education and Training (IET) is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement. The three components that need to be offered concurrently are adult education and literacy, workforce preparation activities, and workforce training. The program must be a part of a career pathway and have a single set of learning objectives. Examples of IET models include Integrated Basic Education and Skills Training (I-BEST), alternating teachers, Vocational English as a Second Language/Vocational Adult Basic Education (VESL/VABE) specific classes, and cluster VABE/VESL. I-BEST pairs two instructors in the same classroom at the same time; introduces basic academic skills to students in context to the vocational pathway the student has chosen; and provides opportunities for the students to access and improve their soft skills. Alternating teachers involves two classes, a basic skills class and a technical skills class, together with two different instructors, a basic skills instructor and technical skills instructor. VESL/VABE-specific classes have the entire class focus on targeted content, use contextualized English, and prepare students to work in a specific field. Cluster VESL/VABE classes have a greater variety of student goals in a single class. First, all students are together, and the class has a general workplace focus with a general use of Adult Basic Education and/or English as a Second language methods. Then, the students break off into groups based on their career fields and use vocationally specific materials.

3. Registered Apprenticeship or Pre-Apprenticeship Registered Apprenticeship (RA) programs are formal training programs approved and registered by a State Apprenticeship Agency or the federal Office of Apprenticeship under the U.S. Department of Labor. RAs are used for occupations requiring independent judgment and the application of manual, technical, or professional skills best learned through an organized system of On-the-Job Training together with related and supplemental instruction. RAs can be time-based, competency-based, or a hybrid of the two. A pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a RA program. This type of program involves industry-based training and classroom instruction, is based on industry standards, and is approved by a RA partner.

4. Distance Learning Distance Learning is a type of educational process where the majority of the learning takes place with the teacher and student at different locations. In distance learning, teaching and learning are not conducted in a traditional classroom setting. Instruction must be individually prescribed to appropriate students with anticipation of educational gain and goal attainment. Teachers must be highly qualified in their instructional area. Distance learning can be used to overcome transportation barriers, the high costs of traditional or in-person post-secondary education, and irregular schedules

C. 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 delivered.
2. Describe which intervention strategy(ies), will be implemented.
3. Identify how a job ready participant will be served.
4. 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 placement for the provision of reporting to DLLR on program outcomes.
5. Provide job search and placement assistance to individuals.
6. Develop a business relationship with employers.
7. Convene employer groups to determine workforce needs, identifying skills requirements, and determine appropriate career pathways.
8. Identify the targeted industry sector(s) identified, in accordance with the Local Area's plan to implement WIOA. According to US Census Bureau, Longitudinal Employment Household Data, 2016-2017 data, the industries in Maryland with the highest employment of workers age 55+ are: health

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care and social assistance, educational services, retail trade, and professional, scientific and technical services. The chart below, from that report, is provided for reference purposes and shows the specific breakdown for Maryland.

	2016	2017
Agriculture, Forestry, Fishing and Hunting	1501	1510
Mining, Quarrying, and Oil and Gas Extraction	349	368
Utilities	2753	2780
Construction	36799	38180
Manufacturing	31030	31741
Wholesale Trade	22603	23020
Retail Trade	59326	60982
Transportation and Warehousing	20699	21133
Information	8607	8519
Finance and Insurance	21627	21949
Real Estate and Rental and Leasing	12005	12626
Professional, Scientific, and Technical Services	56858	58038
Management of Companies and Enterprises	5773	5896
Administrative and Support and Waste Management and Remediation Services	35876	37407
Educational Services	75165	75156
Health Care and Social Assistance	85501	87718
Arts, Entertainment, and Recreation	8639	8928
Accommodation and Food Services	30778	32570
Other Services (except Public Administration)	25477	26303
Public Administration	37279	38370

9. Create a sustainability plan for once grant funds are exhausted or the project has ended.
 10. Include relevant letters of support and/or commitment (Note: these letters do not count against the proposal page count of 20 pages). Please note that these letters will be evaluated based upon the specific description of the commitment(s) made by the partner to actively participate in defined activities in furtherance of the goals of the LWDA applicant.
 11. Describe population’s employment needs and barriers to employment, and identify ways they will meet needs and address barriers.
- A. The Applicant must provide a description of how it will meet applicable outcomes relevant to the proposal. DLLR funds this CGP in an effort to reach the following outcomes.
1. Increase by 10% the number of older workers receiving WIOA-funded services;
 2. At least 70% of the customers placed in unsubsidized employment by quarter two after exit will still be employed quarter four following exit.
 3. At least 60% of customers enrolled in Title I training will complete training.

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4. At least 70% of enrolled customers will be placed in unsubsidized jobs at or above the minimum hourly living wage rate specified in this competitive grant proposal.
- B. Supportive services provide financial assistance to participants who would not be able to participate otherwise. LWDA Applicants may include funding, in their proposed budget, to offer supportive services to eligible participants with transportation, education or training equipment, uniforms, tools, child or dependent care, stipends, graduation fees, union initiation fees, and clothing for interviews or job fairs. Other supportive services may be allowable with DLLR's prior approval.
1. As a general policy, 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. Applicants choosing to offer supportive services should ensure that all LWDA supportive service policies on submission procedures and payment issuance are followed. Participating LWDAs should also ensure that approval forms, receipts and supporting documentation are available for review. LWDA supervisors must approve supportive services for program participants.
- C. The use of funds awarded in the CGP is governed by the WIOA and its associated Federal regulations, State and Federal directives, and the Federal Office of Management and Budget (OMB) Guidance for Grants and Agreements (Uniform Guidance for Federal Awards 2 CFR Part 200). Funds awarded under this CGP cannot be used to purchase real property or construct buildings. A maximum of 10% of the total project budget will be allowed for administrative costs.
- D. 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:
 - i. Basis for eligibility;
 - ii. Completion of WIOA services based on needs and assessment,
 - iii. Job placement, job retention, and earnings; and
 - iv. Participant demographics:
 - 1.Age
 - 2.Race
 - 3.Gender

4. LEP Status
5. Preferred Language
6. Marital Status
7. Education Level
8. Driver's License
9. Number of people living in household
10. Criminal Background
11. Veteran Status

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, required supporting documentation, 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.

E. 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.
3. A final report will be due with the last monthly report. The report will provide an overview of the project and activities, final activities, lessons learned, and document the success of the model for sharing with local workforce operators and other states.

F. 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.

II. Grant Staffing and Management

The LWDA Grantee shall assign a Project Manager and appropriate staff to carry out the demonstration project. The Project Manager's assigned duties include:

- Plan, execute and monitor grant programs targeted at defined populations to provide guidance and technical assistance to field staff in order to meet grant performance standards;
- Develop short and long range plans for program operations and resources;
- Interpreting and explaining departmental policies to staff, customers, and the general public to increase awareness of programs and services;
- Investigating problems and complaints and developing, modifying and/or implementing procedures to resolve issues;
- Ensuring compliance with all applicable federal, state and local laws as well as departmental and programmatic regulations and policies including those established by the Office of Equal Opportunity and Program Equity, Office of Personnel Services, and the Office of General Services;
- Develop reporting schemas and guidance to assure compliance with state and federal funding requirements.
- Prepare quarterly or monthly progress reports for division management to assess program progress and develop and approve modifications, as necessary.
- Supervise technical assistance to local areas, either by request or as the result of deficiencies identified through program monitoring.
- Coordinate efforts of local staff and partners to achieve program goals and objectives.
- Develop and deliver training and technical assistance related to success in achieving program goals and performance standards.
- Provide data reports as needed.

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 1(III), no later than **5:00 PM (Eastern Time) on Friday, December 07, 2018** 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, and must include all required partnership letters of commitment.

The Applicant 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 participant. 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. Applicants are expected to leverage Local Area staff in the completion of this grant.

COMPETITIVE GRANT PROPOSAL NARRATIVE

Please complete the following information for the Older Workers Service Integration Competitive Grant Proposal (CGP).

This fillable form has been created to assist you in capturing the information needed to comply with CGP requirements. The fields in gray need your input. You can use the TAB key to quickly navigate to each field. **Please refer to Section 2 of the CGP – Scope of Work-** for guidance. All sections related to the scope of work in the CGP must be addressed.

LOCAL AREA INFORMATION			
Local Area: <small>Choose an item.</small>	Point of Contact NAME:	Phone:	Email:
Start Date:	End Date:	Amount Requested:	
PROJECT OVERVIEW			
1. Describe the project to be provided within your Local Area. (Include the curriculum, if applicable, including specified tasks). See the General Provisions and other requirements in the Scope of Work for guidance.			
2. Will you be leveraging other resources for the project? If so, please explain.			
3. What is the targeted industry sector(s)?			
STATEMENT OF NEED			
4. What is your project's title and what is its relevance?			
5. List the methodology for recruiting and placing participants. (Include targeting specific populations, screening, selecting and assessing participants).			
6. Which intervention strategy(ies), selected Section 2(B) for Menu of Strategies in the CGP (explained on pages 8-11 of the CGP), or other strategies will you implement? Describe the process for implementation of this strategy.			
Geography			
7. What is the need identified in the Local Area?			
Labor Market Information			
8. What sources or data have been used to determine the need?			
SUB-GRANTEES			
9. If using a sub-grantee in the project, please list their name/s including their role, location, and reason for selection.			

10. How will the sub-grantee/s be integrated into the project, and how will they be monitored?
PERFORMANCE OUTCOMES
Performance Information and Measures
11. What outcomes does this project expect to achieve (See the list of relevant outcomes on Section 2(C)(A), pages 11-12 of the CGP).
12. Projected total number to be served?
13. Describe the business relationship with and/or plan to recruit employers.
14. Describe the business plan to work with employers and other partners to meet item 3 in Section 2(A)3, page 8 of the CGP
15. Projected total number of eligible persons to be enrolled programs?
PROJECT TIMELINE
16. What are the estimated timeframes for all of the project's key activities?
17. What are the estimated timeframes for all of the projects' deliverables?
18. Provide a brief description of each activity and deliverable.
SUSTAINING THE EFFORT
19. When grant funds are exhausted, or the project has ended, how will the efforts be sustained?

Attachment B

DLLR-DWDAL
Demonstration Projects for Older Workers
Budget Detail - (Please Provide Beginning Date) thru (Please Provide Ending Date)

Total Budget by Expenditure Category						
	Annual Salary	Percent Time spent				TOTAL
A	Personnel:	Position Title:				
Total						0
B	Fringe Benefits % in Cell C18	ENTER Fringe Benefits 20%				
C	Travel - conference/out-of-town	Item				
Total						0
D	Supplies	Item				
Total						0
E	Equipment	Item				
		Item				
		Item				
		Item				
		Item				
		Item				
Total						0
F	Contractual	Item				
		Item				
		Item				
		Item				
		Item				
Total						0
G	Training	Item				
		Item				
		Item				
		Item				
		Item				

	Item				
Total				0	0

H.	Other				
	Item				
	Item				
	Item				
	Item				
	Item				
Total				0	0

Subtotal				0	0
-----------------	--	--	--	----------	----------

I	Admin Cost				
	ENTER Admin. Cost % in Cell C82	10%		0	0

TOTAL				0	0
--------------	--	--	--	----------	----------

Cost Per Participant:

Start Date: Please indicate the date in which you can start the program

A. Personnel: Please list anyone on your staff who whose salaries will be charged against this grant. In addition, please indicate the percentage of time they will be working towards the grant. Also indicate if you are planning on hiring additional staff.

B. Fringe Benefits: Please enter the Fringe benefits percent in cell C18

C. Travel: Please estimate the cost for the travel needed on behalf of this grant

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 cost 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. Admin costs can not exceed 10% of the actual Program expenses.



Maryland Department of Labor

**Division of Workforce Development
and Adult Learning**

MARYLAND JOBS NOW

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How to enter the Older Worker Demonstration Grant to the Maryland Workforce Exchange (MWE)

Note: The Older Worker Demonstration Grant MWE code is
“Older Worker Service Integration (OWSI)”

Creating a **WIOA** Application

The screenshot displays the MVEJobs - WIOA Grants Administration web application. The interface includes a navigation menu on the left, a top navigation bar, and a main content area. Two red arrows highlight key steps in the process:

- The first arrow points to the **Programs** link in the top navigation bar.
- The second arrow points to the **Create Workforce Innovation and Opportunity Act (WIOA) Application** link in the application list.


The main content area shows a list of applications with the following details:

LWIA:	02 - Baltimore County	Application Date:	11/24/2014
Onestop:	150 - Baltimore County One Stop Center (Randallstown)	Participation Date:	11/24/2014
Total Activities:	40	Closure Date:	N/A
		Exit Date:	09/08/2016

The application list also includes a section for the **Workforce Innovation and Opportunity Act (WIOA) Program** with 1 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, Local Area, 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 Peysler:	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

The date for Adult and/or DW Eligibility and/ or Youth is displayed when either Adult, DW, or Youth is checked.

For this grant, Adult or DW must be used.

[Exit Wizard](#)

WIOA Application: Contact Information

WIOA Wizard

Start Contact Demographics Veterans Employment Education Public Assistance Business Family Doctor Federal Initiatives Disability and Grants

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 document.
- When completed, a ✓ will display beneath [[Verify](#)] with the name of the field to its right.

WIOA Application: Demographics

The screenshot shows the 'Demographic Information' section of the WIOA application. At the top, a navigation bar includes links for Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. Below the navigation bar, a progress indicator shows three steps: 'Primary Information', 'Additional Information', and 'Company and Services'. A list of mandatory fields is displayed in red text:

- 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 under State Medicaid (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.

The form below contains the following fields:

- Date of Birth:** 11/16/1972 [Verify | Scan | Upload | Link]
- Age at Earliest Eligibility:** 44 (Today's Age: 44)
- Gender:** Male Female Did not self-identify
- Selective Service Website:** [Link]
- Registered for the Selective Service:** Yes [Verify | Scan | Upload | Link]
- Selective Service Registration Number:** 875654328
- Selective Service Registration Date:** [Date Picker]
- Authorization to Work in US:** U.S. Permanent Resident [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 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](#)

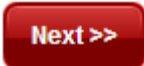
* **Served more than 1 tour of duty:** Yes No

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

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

* **Disabled Veteran:**

Homeless Veteran: Yes No

- This section should only be filled out if the jobseeker is a veteran.
- If the jobseeker is not a veteran, then the jobseeker or staff member 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:

[[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:

UI Referred By Status:

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)

The jobseeker or staff should complete all fields with an *.

WIOA Application: Education

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

Be sure to complete all fields and [\[Verify\]](#) if needed.

WIOA Application: Public Assistance

Public Assistance

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

- **Temporary Assistance for Needy Families (TANF):** Yes No
TANF Recipient: Applicant Family Member Not Applicable
[\[Verify | Scan | Upload | Link \]](#)
- **Supplemental Security Income (SSI):** Yes No
SSI Recipient: Applicant Family Member Not Applicable
[\[Verify | Scan | Upload | Link \]](#)
- **General Assistance (GA):** Yes No
GA Recipient: Applicant Family Member Not Applicable
[\[Verify | Scan | Upload | Link \]](#)
- **Supplemental Nutrition Assistance Program (SNAP):** Yes No
[\[Verify | Scan | Upload | Link \]](#)
- **Refugee Cash Assistance (RCA)** Yes No
RCA Recipient: Applicant Family Member Not Applicable
[\[Verify | Scan | Upload | Link \]](#)

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

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

Individual currently meets the following:

- **Receiving services under SNAP Employment & Training Program:** Yes No
- **Receiving, or has been notified will receive, Pell Grant:** Yes No
- **Ticket to Work Holder issued by the Social Security Administration:** Yes No

■ Complete all fields that have an *.

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 an *.
- Be sure to [Verify](#), if needed.

WIOA Application: Family Income

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

W

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

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”, then 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
- Ev-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:

End Date of Most Recent Job:

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 an *.
- Must be completed for jobseekers co-enrolled in the DEI Grant.
- Questions will only appear if disability is “yes” on the 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

- Programs' eligibility criteria are indicated in green highlight.

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

Non-WIOA Special Grants: Yes No Not Applicable Inactive

Grants

No grants have been added.

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	136	Maryland Tech Connection (MTC)	NA		Add
NonWIOA Special Grant	147	HCCT CY2018	NA		Add
NonWIOA Special Grant	151	Older Worker Service Integration Grant (OWSI)	NA		Add

Grants

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	151	Older Worker Service Integration Grant (OWSI)	Not Defined	03/07/2019	Remove

Select from the list of available grants.

Next to the OWSI Grant, click **Add**.

Click to proceed, and click

Finish

Proceed to Participation.

WIOA Application: Participation

- Click “Next” to proceed to Activity Enrollment.

The screenshot shows a web application interface for the WIOA (Workforce Innovation and Opportunity Act) application. At the top, there is a navigation bar with links for Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. Below the navigation bar, the Maryland Workforce Exchange logo is displayed, followed by the instruction: "Fill out the information below regarding the individual's participation." The form is divided into two sections: "General Information" and "Participation Information".

General Information

State ID:	208761
Name:	Dan Smith
Date of Birth:	11/16/1972
Application Date:	03/07/2019
Eligibility Date:	03/07/2019

Participation Information

* Participation Date:	<input type="text" value="03/07/2019"/> (mm/dd/yyyy) <input type="button" value="Today"/>
Participation Age:	46

At the bottom of the form, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red border, indicating it is the next step in the process.

Activity Enrollment: General Information

General Information

Participant User Name: WIOATEST
Participant State ID: 1494322
Last Name, First Name MI: Test, WIOA
Social Security Number: 9999
Address: 1100 North Eutaw Street
Baltimore, MD 21201
Application Summary: Program:WIOA
Application Date:7/6/2015
Earliest Eligibility Date:07/06/2015
Participation Date: 07/06/2015

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

* LWIA Region: Baltimore City

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

Under General Information, go to the Customer Group pull down.

- The jobseeker or staff must select a Customer Program Group.
- For this grant, select "OWSI".

Enrollment Information

Grant: None Selected

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

- Select an activity code by clicking on the link.

- Click **Next >>** to proceed.

Activity Enrollment: Service Provider



Enrollment Service Provider Information

Enrollment Summary: Enrollment ID: 5222360
Username: WIOATEST
WIOA Application ID: 2407684
Activity Code: 102
Activity Dates: 7/7/2015 - 8/1/2015

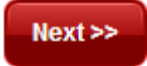
• Provider:
[Select Provider]

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

Provider Locations:
[Select Provider Locations]

Provider Contacts:
[Select Provider Contacts]

• Occupational Training Code: Not Applicable


- Next is the Service Provider screen.
- This tab is not required. 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  .
- To proceed straight to the “Closure”, click on the Closure Information tab.

Activity Closure Information

Closure Information

Enrollment Summary:

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


Last Activity Date:  Today

Completion Code:

Received Credential: Not Applicable.

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

ID	Create Date	Subject	Action
No data found.			

- Enter a Completion code (if appropriate).
- If you missed your chance previously to enter a case note, you may do so here.
- When you are ready, click  .

Creating Additional Activities

Location and Staff

LWIA: 01 - Anne Arundel
Create Staff Username: GSISA0
Case Manager: N/A

Onestop: 1 - Anne Arundel County One Stop Center (Glen Burnie)
Edit Staff Username: LGoldberg
Temporary Case Manager: N/A

Eligibility Summary

Participation

01/19/2017

Activities / Enrollments / Services

1

[Create Activity / Service / Enrollment](#)

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	01/20/2017	01/19/2017	01/20/2017	01/20/2017 Successful Completion

Page 1 of 1

- Head back in the Programs under Case Management.
- Expand your newly created WIOA app.
- The activities you created now display in the activities list.
- Click “Create Activity” to add additional services.

Activity Creation: Revisited

Under General Information, go to the Customer Group pull down.

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 21136-0301

Application Summary: Program:Title I - Workforce Development (WIOA)
Application Date:3/7/2019
Earliest Eligibility Date:03/07/2019

Participation Date: 03/07/2019

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

* LWDB: Baltimore County

* Office Location: Baltimore County One Stop Center (Eastpoint)

Enrollment Information

Grant: Older Worker Service Integration Grant (OWSI)

WIOA or Non-WIOA Partner Program: Yes, service is a WIOA or Non-WIOA Partner Program.

- Using the pull down, select “Non-WIOA Special Grant”.

Under the Enrollment Information, go to the Grant question.

- In the pull down choose “Older Worker Service Integration (OWSI)”.
- Select an activity code by clicking on the link.
- Click [Next >>](#) to proceed, then go to “Closure”.

Services

Open/Total Activities: 0 / 1
Closure Date: N/A
Exit Date: N/A

Case Information
ABC Eligibility Date: N/A
Dislocated Worker Eligibility Date: N/A
Incumbent Worker Eligibility Date: N/A
Adult Eligibility Date: 03/07/2019
Youth Eligibility Date: N/A

Location and Staff
LWDB: 02 - Baltimore County
Create Staff: Lynda.Weber.(Goldberg)
Case Manager: N/A
Onestop: 16 - Baltimore County One Stop Center (Hunt Valley)
Edit Staff: Lynda.Weber.(Goldberg)
Temporary Case Manager: N/A

Eligibility Summary

Participation 03/07/2019

Activities / Enrollments / Services 1

[Create Activity / Enrollment / Service](#)

Search:

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	102 - Initial Assessment No Provider Information		Non-WIOA Special Grant Older Worker Service Integration Grant (OWSI)	03/07/2019	03/07/2019	03/07/2019	03/07/2019 Successful Completion

Page 1 of 1
Rows: 100

- Notice the difference in the funding/grant for each service.
- Add any other services that you provided.

Performance

- 1. Increase by 10% the number of older workers receiving services.
 - 2. At least 70% of the customers placed in unsubsidized employment by quarter two after exit will still be employed quarter four following exit.
 - 3. At least 60% of customers enrolled in training will complete training.
 - 4. At least 70% of enrolled customers will be placed in unsubsidized jobs at or above the minimum hourly living wage rate specified in this competitive grant proposal (\$13.96 per hour -Tier 1 Area and \$10.49 per hour - Tier 2).
-

Reporting Information

- The 122 service code, “Employment During Participation”, will be used to establish “Placed in Unsubsidized Employment” after training completion and during participation period. Employer name and employer wage will be entered into the comment section of the 122 service assignment as “Wage, Employer Name”.
 - Follow-up in MWE can be used to record placement information after exit in the appropriate quarters.
 - *Participants of this grant will also be held to the WIOA measures of Employment Rate QTR2, Employment Rate QTR4, and Median Wage.*
-

Tips

- Remember that case notes can be added directly from the application and during service assignment.
- Your Local Area may wish to set up a Case Management Group for this grant.

- Here is one example of a tracking report:

Go to Detailed Reports → Then pick Enrolled Individual →
Choose either List or by Non-WIOA Special Grant, OWSI.

For the Future...

- Remember to list the actual start date for your customer's activity(s) after you verify that they have started.
 - Remember to update and/or close your activities. Do not let the system close an activity for you. Case managers must keep track of when services actually end!
 - Remember to list any credential received when you close a training activity, if available; otherwise, enter it in at case closure.
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Further Information or Guidance

If you need further assistance.....

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

Contact the MWE Help Desk if you have technical issues or question about creating the WIOA app at wehelp@dllr.state.md.us.

**MARYLAND DEPARTMENT OF LABOR
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING
MONTHLY FINANCIAL STATUS REPORT**
Revised 8/30/2016

SECTION I. - GRANT AWARD INFORMATION		(If Applicable)	REVENUE SOURCE	PY17/PY18 Older American Grant
GRANT TITLE/YEAR (FY or PY)	OLDER WORKERS DEMONSTRATION GRANT	CFDA#	17.235	
GRANTEE NAME		FEDERAL CONTRACT #	MI-31829-18-75-A-24	
GRANTEE ADDRESS		STATE GRANT #		
CITY/STATE/ZIP		LOCAL GRANT #		
REPORT PERIOD From	To	TOTAL AWARD	\$	-

SECTION II. - SUMMARY OF EXPENDITURES

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

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

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

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

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

Program Unliquidated -
TOTAL PROGRAM \$ -

TOTALS	Budget	Accrued Exp.	Unliquidated	Total Obligations	Variance
	\$ -	\$ -	\$ -	\$ -	\$ -

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

SECTION III. - SUMMARY OF RECEIPTS

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

REMARKS:

*Explanation for 'Other' categories

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

Authorized Signature: _____
Print Name and Title: _____

Date

Telephone #

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



Older Workers Demonstration Grant

MONTHLY PROGRAM REPORT

Month Ending: **XXXXXX 20XX**

Grantee: **Xxxxxx** Local Area

SECTION A. PROGRAM REPORT

Grant Narrative:

Briefly describe your grant and the activities being performed:

Please note your Local Area’s progress in meeting the goals below. Note “not applicable” when field is irrelevant to your specific Local Area project.

Participant/Activity Category	New Activity	Cumulative Activity to Date	Comments
Increase by 10% the number of older workers receiving WIOA-funded services;			
At least 70% of the customers placed in unsubsidized employment by quarter two after exist will still be employed quarter four following exit;			
At least 60% of customers enrolled in Title I training will complete training; and			
At least 70% of enrolled customers will be places in unsubsidized jobs at or above the minimum hourly living wage rate.			
TOTAL PARTICIPANTS			

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

I. Summary of "Best Practices" or "What's Working" –

II. Summary of Issues, Challenges, & Concerns –

III. Summary of Grant Activities: (Ex. Engaged employers, Registered Programs, Registered New Apprentices, Under-represented populations connected to Registered Apprenticeships)

IV. Narrative Describing Program or Participant Success Stories –

V. Technical Assistance Needs (If Any) –

PLEASE E-MAIL THE COMPLETED AND SIGNED MONTHLY REPORT TO:

roslyn.rice@maryland.gov and lloyd.day@maryland.gov

The report is due no later than the 10th day of the month following the month of reported activity.