

**Competitive Grant Proposal (CGP) for Demonstration  
Projects in**

**Workforce Solutions to Address Homelessness**



**Maryland Department of Labor**

**Issue Date: Monday, February 14, 2022**

**Proposal Due Date: Friday, June 17, 2022**

**KEY INFORMATION SUMMARY SHEET**

**STATE OF MARYLAND**

**Competitive Grant Proposal**

**Demonstration Project: Workforce Solutions to Address Homelessness**

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<b>Purpose:</b>	To support organizations in applying strategies to integrate workforce and housing resources to support jobseekers experiencing homelessness.
<b>Issue Date:</b>	<b>February 14, 2022</b>
<b>CGP Issuing Office:</b>	Maryland Department of Labor Division of Workforce Development and Adult Learning
<b>Submission To:</b>	Via email to <a href="mailto:casey.tiefenwerth1@maryland.gov">casey.tiefenwerth1@maryland.gov</a>
<b>Pre-Proposal Conference:</b>	A Pre-Proposal Conference will be held virtually on Wednesday, March 2nd at 10:00 a.m. For call-in information, please contact Casey Tiefenwerth at <a href="mailto:casey.tiefenwerth1@maryland.gov">casey.tiefenwerth1@maryland.gov</a> .
<b>Proposals Due:</b>	<b>June 17, 2022 by 5:00 PM (Eastern Time)</b>
<b>Application Size</b>	Application Proposal Narratives are limited to 20 pages. Applicant should be aware that submission inbox has a 20 megabyte limit.
<b>Selection Announcement:</b>	<b>September 2022</b>
<b>Funding Available:</b>	\$500,000 grant. MD Labor will consider up to \$200,000 per project, at the discretion of the Department.
<b>Period of Performance:</b>	Start date of <b>October 1, 2022</b> . 3 year project, with option for 6 months of planning and 30 months of performance
<b>Eligibility:</b>	Local Workforce Development Areas (Local Areas); Non-Profit Organizations; For-profit, private sector businesses; Local Continuums of Care; Community Action Agencies; Labor organizations; Industry associations; Local and regional economic development entities; Registered Apprenticeship Sponsors; Institutions of postsecondary education; and, Local government agencies.
<b>Labor Contact:</b>	<a href="mailto:casey.tiefenwerth1@maryland.gov">casey.tiefenwerth1@maryland.gov</a>

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## Definitions

**Coordinated Entry** – “Coordinated Entry is... [a] process through which people experiencing or at risk of experiencing homelessness can access the crisis response system in a streamlined way, have their strengths and needs quickly assessed, and quickly connect to appropriate, tailored housing and mainstream services within the community or designated region.”<sup>1</sup>

**On-the-Job Training** - The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

1. Provides knowledge or skills essential to the full and adequate performance of the job;
2. 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,
3. 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.<sup>2</sup>

**Rapid Rehousing** – Rapid Rehousing rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services.<sup>3</sup>

**Subsidized Employment** – Subsidized employment is any employment for which the employer receives a subsidy or other public funds to offset some or all of the wages and costs of employing an individual. Examples include on-the-job training and transitional jobs, among others.

**Transitional Jobs** - Transitional jobs are time-limited, wage-paid work experiences that are subsidized up to 100 percent. Transitional jobs provide individuals with work experience and an opportunity to develop important workplace skills within the context of an employee-employer relationship.<sup>4</sup>

**Unsubsidized Employment** – Unsubsidized employment is employment in the private sector or public sector for which the employer does not receive a subsidy from public funds to offset all or a part of the wages and costs of employing an individual.

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<sup>1</sup> <https://files.hudexchange.info/resources/documents/Coordinated-Entry-Core-Elements.pdf>

<sup>2</sup> 29 U.S.C.A. § 3102, 29 USCA § 3102(44) <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>

<sup>3</sup> <https://www.hudexchange.info/resource/3891/rapid-re-housing-brief/>

<sup>4</sup> <https://ion.workforcegps.org/-/media/Communities/ion/Files/Guidance-on-WIOA/Transitional-Jobs-Desk-Reference-1,-d-,3,-d-,2017.ashx>

## **Section 1 – Goals of the Pilot**

The goal of this pilot is to bridge the gap between Workforce and Homeless services on both a system and provider level. Contrary to social biases, people who experience homelessness or housing instability want to work, often do work, and can be valuable employees to a business or organization. The experience of homelessness and securing long-term stable housing are often barriers to individuals for obtaining and maintaining quality jobs to support themselves and their families, especially in an era of volatile, rapidly evolving labor markets. This pilot intends to fund projects that connect individuals either at-risk of or experiencing homelessness with opportunities that lead to employment with family sustaining wages.

Consistent with MD Labor’s commitment to operating an integrated workforce system by working collaboratively within a variety of fields, awardees must approach their projects with a holistic perspective to ensure program participants receive necessary supports. With that, projects funded through *Workforce Solutions to Address Homelessness* must include comprehensive partnerships to align and coordinate the form and delivery of employment and related services that best meet the needs of impacted individuals and create opportunities for reemployment.

## **Section 2 – General Information**

### **I. Summary Statement**

The Maryland Department of Labor (MD Labor), in partnership with the Maryland Interagency Council on Homelessness (ICH), is releasing this *Workforce Solutions to Address Homelessness* Competitive Grant Proposal (CGP) to seek innovative proposals from organizations seeking to support jobseekers experiencing homelessness or in need of eviction prevention. These demonstration projects will support jobseekers by engaging with employers from in-demand industries to ensure program participants are provided training and employment opportunities that lead to economic security and family-sustaining wages. In addition to employer engagement, projects will implement interventions selected off a menu of promising practices that have been identified by the ICH (see Section 3(II)(D) of this CGP for a more detailed description of these intervention strategies), including:

1. Co-locating resources and supportive services for homeless jobseekers at a dedicated location or within a mobile unit;
2. Embedding workforce-oriented case managers in spaces with individuals experiencing homelessness;
3. Implementing a Supportive Case Management model;

4. Leveraging a “systems approach;”<sup>5</sup>
5. Partnering with the criminal justice system; and,
6. Workforce training as a component of Rapid Rehousing.

It is important to note that this is not an exhaustive list. Projects are strongly encouraged to utilize models and best practices that meet the needs of their identified population, age range, and geographic scope. Applicants who are already offering one or more of these strategies should note them in their application in addition to any newly proposed interventions.

The ICH was established in 2014 to examine statewide initiatives and recommend policy solutions to end homelessness in Maryland. As a result of the aligned resources of the ICH, the vision is that Marylander’s experiencing homelessness, or at-risk of becoming homeless, will have access to services, emergency shelter and long-term housing options to assist them in attaining self-sufficiency and prevent a return to homelessness. Goal 6 of the ICH’s Homeless Services Framework is to reduce or eliminate workforce barriers, as well as increase training opportunities, sustainable employment options and earning potential to ensure those experiencing homelessness can become self-sufficient.<sup>6</sup> This CGP is the result of the ICH Workforce Subcommittee’s efforts to achieve this goal.

MD Labor’s Division of Workforce Development and Adult Learning (DWDAL) will administer this grant on behalf of the State of Maryland. MD Labor will manage the administrative responsibilities, including the oversight of a competitive process to award funding to Grantees to conduct these interventions. MD Labor’s commitment to innovative practices includes funds for expanded supports for jobseekers experiencing homelessness or at risk of eviction.

## **II. Eligible Entities**

Organizations that are eligible for the *Workforce Solutions to Address Homelessness* are:

1. Local Workforce Development Areas (Local Areas);
2. Non-Profit Organizations;
3. For-profit, private sector businesses;
4. Local Continuums of Care;
5. Community Action Agencies;
6. Labor organizations;
7. Industry associations;
8. Local and regional economic development entities;
9. Registered Apprenticeship Sponsors;
10. Institutions of postsecondary education; and,

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<sup>5</sup> A “system’s approach” is defined as a collaborative partnership among a diverse group of stakeholders that seeks to understand the interconnectedness of a problem and develop solutions that treat the problem holistically rather than as several, unrelated factors.

<sup>6</sup> More information can be found in the ICH’s 2017 Annual Report:  
<https://dhcd.maryland.gov/HomelessServices/Documents/2017AnnualReport.pdf>

11. Local government agencies.

Partnerships help to create and implement strategic plans that work to the strengths of each specific organization to better serve program participants. Recognizing the holistic needs of jobseekers experiencing or at risk of homelessness, MD Labor requires applicants to establish partnerships that bring together at least two organizations that have documented expertise in 1.) Serving individuals experiencing homelessness and 2.) Workforce development. In addition, the project must also include at least three employer partners and proposals should include a Letter of Support from each partner.

As homelessness is a statewide issue, Labor encourages applicants from a variety of jurisdictions and demographics to apply.

**III. Funding**

This grant is based on reimbursable funding. Funds are reimbursed after the Grantee provides a fiscal invoice of the work that has been completed. Funding for these projects will be available for three years beginning on **October 1, 2022**. 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.

**IV. Office of Workforce Development**

Prior to the award of a grant, all questions, correspondences, etc. of this CGP are to be sent to [casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov).

MD Labor may change the Program Manager at any time by written notice to prospective Applicants.

**V. 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

## **VI. Proposal Webinar Dates**

MD Labor will offer a webinar in preparation for application to this CGP opportunity to review the application process, answer applicant's questions, and provide general technical assistance. This webinar will take place on **March 2, 2022 at 10:00 a.m. (Eastern Time)**. Questions related to this opportunity may be sent to [casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov). All questions must be submitted by April 22, 2022, and will be posted on Labor's website at: <http://www.labor.maryland.gov/employment/wdresponsehomelessness.shtml>.

## **VII. Proposals Due Date**

An electronic copy of the proposal must be submitted to Casey Tiefenwerth, Special Grants Program Manager at [casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov). Proposals must be submitted no later than **5:00 PM (Eastern Time)** on **Friday, June 17, 2022** in order to be considered. Applications that are missing the required components as outlined in this Solicitation will not be considered.

Requests for extension of the closing date or time shall not be granted. Proposals received by the Program Manager after the due date, **5:00 PM (Eastern Time)** on **Friday, June 17, 2022** shall not be considered.

## **VIII. 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.

## **IX. Oral Presentation**

Applicants may be required to make oral presentations to MD Labor 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.

## **X. 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

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and has fully agreed to comply with the terms and conditions. The Applicant will be responsible to the MD Labor for any breaches of the terms and conditions by its subcontractors or sub-grantees.

**XI. 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.

**XII. 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 Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and Program Year 21/Fiscal Year 22 WIOA Terms and Conditions.

**XIII. Drug and Alcohol Free Workplace**

The Awardee 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.

**XIV. Fair Practices Certification**

The Awardee must certify that they prohibit, and covenant that they will continue to prohibit, discrimination on the basis of race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status, political affiliation or belief, or on the basis of citizenship status.

## **Section 3 – Scope of Work**

**I. Introduction**

MD Labor’s DWDAL is seeking applications to develop demonstration projects that will implement interventions, based off a menu of strategies, and/or rooted in promising models or other best practices, to support jobseekers experiencing homelessness. The goal is to create

workforce opportunities that assist individuals experiencing homelessness or at risk of eviction to access and maintain stable housing.

The aim of this CGP is aligned with Governor Hogan’s strategic vision for Maryland, including improving quality of life. In serving Marylanders experiencing or at risk of homelessness, 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 community. This CGP targets those individuals that are historically underserved by Maryland’s Workforce System.

Individuals experiencing homelessness often face unique and complex barriers when attempting to access workforce opportunities. Recognizing the varying backgrounds and needs of these jobseekers, this CGP encourages applicants to utilize innovative practices to best support program participants. While applications must be grounded in the menu of services provided in Section 3(II)(D), MD Labor invites applicants to think “outside-the-box” in how they apply those services to meaningfully engage with jobseekers.

## **II. General Provisions and Other Requirements**

### **A. In their application, all applicants must:**

1. Identify the target population:
  - a. Jobseekers experiencing homelessness; and/or
  - b. Jobseekers who are facing eviction.
2. Identify the targeted age range, if applicable, of the project (ages 16+ are eligible).
3. Identify the target industry for the project and explain how the project will be focused on meeting industry needs.
4. Identify the geographic scope of your project by listing what jurisdiction(s) will be targeted;
5. Demonstrate a clear plan for the development of a project that supports jobseekers experiencing homelessness and assists those individuals in working towards housing stability through engagement in pathways that lead to economic stability. Plans should be as detailed as possible and should include (as applicable), but not be limited to:
  - a. Recruitment;
  - b. Screening;
  - c. Barrier removal/wraparound services;
  - d. Program length;
  - e. Program curriculum;
  - f. Industry-recognized certifications offered;
  - g. Connection from training to employers; and,
  - h. Retention and follow-up support, among others.
6. Describe how the project will engage businesses and employers with jobseekers experiencing homelessness. Examples may include

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employers' willingness to participate in job fairs, offering working interviews, providing mentorship opportunities, subsidized employment (such as on-the-job training and transitional jobs), and/or jobs/careers in in-demand occupations, among others. Applicants should include at least three Letters of Support from employer partners. Applicants are encouraged to utilize Labor Market Information to target in-demand industries and/or occupations based on their area's Local Plan. Local Plans can be found here: <https://www.labor.maryland.gov/wdplan/wioalocalplans.shtml>.

7. Demonstrate a history of expertise in workforce services. If a partner is being included to provide expertise, then elaborate on their role and expertise.
8. Demonstrate a history of expertise in homeless services. If a partner program is being included in the project to provide this expertise, then elaborate on their role and expertise.
9. Identify any leveraged resources (either monetary or in-kind) that will contribute to the success of this project. Note that leveraged resources are not required, but are strongly encouraged.
10. Select at least one item from the menu of strategies provided below to implement as an intervention. Allowable intervention strategies include:
  - a. Co-locating resources and supportive services for homeless jobseekers at a dedicated location or within a mobile unit
  - b. Embedding workforce-oriented case managers in spaces with individuals experiencing homelessness;
  - c. Implementing a Supportive Case Management model;
  - d. Leveraging a "systems approach;"
  - e. Partnering with the criminal justice system; and,
  - f. Workforce training as a component of Rapid Rehousing.

In addition to at least one of the practices identified above, projects may also utilize other models/best practices as desired. If multiple intervention strategies are being utilized, projects should note them in the application.

11. Define the project's proposed performance measures and outcomes. More details on performance can be found on pages 16-17 of this document.
  12. Create a sustainability plan for once grant funds are exhausted or the project has ended.
- B. Applicants must serve individuals experiencing homelessness or at-risk of becoming homeless, as defined by the United States Department of Housing and Urban Development (HUD), and shown below:

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<b>Category 1</b>	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <p>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</p> <p>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or,</p> <p>(iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</p>
<b>Category 2</b>	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <p>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</p> <p>(ii) No subsequent residence has been identified; and,</p> <p>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing.</p>
<b>Category 3</b>	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <p>(i) Are defined as homeless under the other listed federal statutes;</p> <p>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</p> <p>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and,</p> <p>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers.</p>
<b>Category 4</b>	Fleeing/ Attempting to Flee Domestic Violence	<p>(4) Any individual or family who:</p> <p>(i) Is fleeing, or is attempting to flee, domestic violence;</p>

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		<p>(ii) Has no other residence; and,</p> <p>(iii) Lacks the resources or support networks to obtain other permanent housing.</p>
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- C. If including housing outcomes in performance measures, applicants must ensure that all program participants are enrolled in Coordinated Entry by the end of the grant period. As the main access point for housing services throughout Maryland, Coordinated Entry is an essential component of providing necessary housing resources to participants.
- D. The following list summarizes the types of acceptable interventions/services applicants must choose from when creating their projects:

**Menu of Interventions    Brief Description**

- |  |   |
|--|---|
| <p><b>1. Co-locating resources and supportive services for homeless jobseekers at a dedicated location or within a mobile unit</b></p> | <p>Create a dedicated resource center that co-locates various supportive services and resources for jobseekers experiencing homelessness and provides opportunities for basic skills and adult education, training, paid work programs, supportive housing, etc., to ensure that jobseekers are stably housed while working toward employment and self-sufficiency.</p> |
| <p><b>2. Embedding workforce-oriented case managers in spaces with individuals experiencing homelessness</b></p>                       | <p>Embed case managers who provide one-on-one workforce services in shelters and other places individuals experiencing homelessness go.</p>   |
| <p><b>3. Implementing a Supportive Case Management model</b></p>   | <p>Embed an evidence based supportive case management model<sup>7</sup> that supports individuals in accessing employment.</p>  |
| <p><b>4. Leveraging a “Systems Approach”</b></p>   | <p>Leverage a “systems approach” that meets the various needs of jobseekers experiencing homelessness through establishing dynamic partnerships with providers and organizations that offer supportive services.</p>  |

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<sup>7</sup> Examples of evidence based supportive case management models include [Guided Group Discovery](#) or [Critical Time Intervention](#), among others.

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- 5. Partnering with the criminal justice system** Partner with the criminal justice system to create alternate pathways that avoid incarceration (ex. treatment) and also help to facilitate the expungement of records to reduce barriers for jobseekers experiencing homeless with criminal records.
- 6. Workforce training as a component of Rapid Rehousing** Incorporate workforce training as a component of Rapid Rehousing or other subsidized housing programs and allow individuals who have opted to participate in a workforce training to maintain housing so long as they are active participants in the workforce program.

E. Applicants should form a consortium of stakeholders in order to provide holistic services to the individuals served. Examples of different types of stakeholders an applicant may choose to partner with are listed below:

1. Local Workforce Development Areas;
2. Non-Profit Organizations;
3. For-profit, private sector businesses;
4. Local Continuums of Care;
5. Community Action Agencies;
6. Labor organizations;
7. Industry associations;
8. Local and regional economic development entities;
9. Registered Apprenticeship Sponsors;
10. Institutions of postsecondary education; and,
11. Local government agencies.

F. Applicants must include relevant letters of support and/or commitment from all partners identified in the proposal (Note: these letters do not count against the proposal page count of 20 pages).

G. Supportive services provide financial assistance to participants who would not be able to participate otherwise. Individuals experiencing homelessness or at risk of homelessness often face higher barriers to entry; therefore, supportive services are essential to ensuring an individual's success in a program. Applicants are encouraged to include funding in their proposed budget to offer supportive services to eligible participants.

1. Eligible supportive services are as follows:

**Assistance Obtaining a Driver's License**

Awardees may provide participants assistance with obtaining a driver's license, except for paying legal fees and/or fines. Examples of assistance may include payment for driver's education<sup>8</sup> or the cost of getting the driver's license card.

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<sup>8</sup> "Behind-the-Wheel" hours are eligible as long as they are included as part of the driver's education course.

### **Transportation Assistance**

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

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

*Payment Guidelines:* Transportation allowances can be used for public transit users, drivers, and/or rideshare such as Uber, Lyft, or Zipcar.<sup>9</sup> Awardees must collect and maintain appropriate documentation to verify the participant's covered transportation allowance. For public transit users, Awardees may cover the expenses for bus, light rail, metro subway, MARC train, Washington Transit, or Commuter Choice Maryland. For drivers, 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 \$50 per day, with a maximum cap of \$250 per week. Google Maps or MapQuest must be used to determine daily mileage. Mileage is calculated from the participant's home address to the training, interview, job fair, or job site.

### **Uniforms, Tools and Related Equipment**

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

*Payment Guidelines:* Awardees 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. Awardees must collect and maintain appropriate documentation to verify the participant's covered allowance.

### **Child or Dependent Care**

When daycare costs for a child or dependent exceed the amount subsidized by the Local Departments of Social Services, Awardees 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.

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<sup>9</sup> Other forms of transportation assistance may be funded with MD Labor prior approval.

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*Payment Guidelines:* Awardees provide this supportive service payment to actively engaged program participants or to those who are in the first two weeks of new employment. Payments must be made based on the average cost of child or dependent care in the jurisdiction for which the participant is accessing care.<sup>10</sup> Payments may cover some, or all of, the costs of care. Awardees must only approve daycare costs for days that the participant is in training or at work.

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

1. Apply for a Purchase of Care Subsidy through the Local Departments of Social Services;
2. Provide application results to Awardee staff;
3. Provide proof that participant has contracted with a State-approved child care provider;
4. Demonstrate evidence of need;<sup>11</sup> 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.

### **Union Initiation Fees**

Awardees may assist participants with union initiation fees,<sup>12</sup> which are the costs associated with joining a union, to obtain employment.

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

### **Application Fees**

Awardees may assist participants with application fees for participation in MD Labor approved Registered Apprenticeship programs. Any application fees reimbursed must occur only after the participant is successfully registered as a Registered Apprentice.

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<sup>10</sup> Local child care rates can be found here:

<https://earlychildhood.marylandpublicschools.org/families/child-care-scholarship-program/child-care-scholarship-rates>.

<sup>11</sup> Need is demonstrated if after all other funding sources are applied the cost of care is not covered.

<sup>12</sup> Union initiation fees are different than regular, recurring union fees.

**Clothing for Interviews and Job Fairs**

Awardees 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. Local Areas must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered clothing allowance.

*Payment Guidelines:* Awardees 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.

**Stipends**

Stipends, which offer program participants a fixed cash payment, are an allowable supportive service when the awardee has a substantiated reason to believe that the payment is necessary to the program participant's successful completion. Applicants must specifically note in their proposal if they intend to utilize stipends in their projects.

**Other Supportive Services**

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

H. Prohibited Use of Funds

1. MD Labor prohibits the use of funds for capital costs, the purchase of equipment, the payment of participant wages and/or benefits while in training, or wage subsidies.

I. Cost Per Participant

1. The maximum cost per participant is \$7500.

J. Performance Outcomes

1. MD Labor requires the following performance measures:
  - a. Total number of individual's served; and,
  - b. Projected employment outcomes (for example, number to obtain unsubsidized employment, number to obtain subsidized employment such as on-the job-training or transitional jobs, etc.).
2. Recognizing the varied types of services provided by potential Applicants, including both housing and workforce services, MD Labor is allowing Applicants to propose their own performance measures and outcomes for this project, in addition to the required measures above. When considering applications, MD Labor recognizes that projects

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intended to support higher barrier individuals may result in lower performance outcomes.

- a. *As examples, the following are the types of performance measures for projects commonly funded by MD Labor:*
  - i. Total number of participants placed into training;
  - ii. Total number of participants who earn industry-recognized credentials;
  - iii. Total number of participants that completed training;
  - iv. Employment 6 months after exit;
  - v. Employment 12 months after exit.
3. Projects may choose to include both housing and workforce performance measures in their project, as well as just workforce performance measures. Applications that only include housing performance measures will not be considered.

**K. Reporting Requirements**

1. Awardees must submit monthly financial and narrative program progress reports to DWDAL. Templates for these reports will be provided by 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.
3. DWDAL will conduct regular programmatic and fiscal monitoring to ensure that activities of its service providers are on target to meet grant goals.

**L. Invoice Requirements**

1. Invoicing will be required as part of this grant. Invoice formats will be provided with the grant awards.

**III. Grant Staffing and Management**

The Awardee shall assign a Project Manager and appropriate staff to carry out the demonstration project.

**Section 4 – Proposal Format**

**I. Proposals**

Proposals must be submitted via email to the Program Manager, at [casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov), no later than **5:00 PM (Eastern Time) on Friday, June 17, 2022** in order to be considered.

**II. Submission**

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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 partnership letters of commitment or letters of support.

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 must not exceed 10 percent of program costs.

## **Section 5 – Federal Funding Details**

### **I. Funding Source**

The total cost of the Workforce Solutions to Homelessness program is \$500,000 for Fiscal Year 2022. \$500,000 (100%) is funded through a U.S. Department of Labor –Employment and Training Administration grant.