



WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 03-13

DATE: November 6, 2013
TO: Maryland Workforce Investment Act (WIA) Grant Recipient
Mayor's Office of Employment Development (MOED)
SUBJECT: Highway or Capital Transit Construction Skills Training Project
REFERENCES: Training and Employment Guidance Letter (TEGL) No. 16-03, and Changes 1-5
Workforce Investment Act (WIA), as amended
Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1,
'Guidance on the Workforce Investment Act (WIA) Management Information and
Reporting System,' dated November 19, 2001
Training and Employment Notice (TEN) No. 8-02, 'Implementation of Common
Measures for Job Training and Employment Programs,' dated March 2, 2003
Training and Employment Guidance Letter (TEGL) No. 17-05, 'Common
Measures Policy for the Employment and Training Administration's (ETA)
Performance Accountability System and Related Performance Issues.'
Transportation Article, Annotated Code of Maryland Section 8-805
RFP DWDAL Solicitation 2013-001T - Pilot Training Projects in Highway or
Capitol Transit Construction Skills
MOED Response to RFP Solicitation 2013-001T

BACKGROUND INFORMATION:

The grant is to assist Local Workforce Investment Boards (LWIBs) in bringing together Local Consortiums to develop a pilot Transportation Skills Training Program that leverages State Highway Administration (SHA) resources to support the training of incumbent and new workers. In 2012, the Maryland Legislature added Section 8-508 to the Transportation Article, Annotated Code of Maryland to address the need for developing workforce skills for highway and capital transit construction and approved House Bill 457, requiring the department to administer certain highway construction and supportive services programs in collaboration with the Governor's Workforce Investment Board. SHA and DLLR are partnering to carry out the requirements of the law and develop a program to address these needs and increase employment of underserved populations.

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PURPOSE: The pilot program provides relevant highway and capital transit construction trades-related training, as well as workplace-life skills, for socially and

economically disadvantaged individuals within Maryland. The goal is to increase access to employment and training in construction and transportation related careers for hard to serve groups by providing relevant on the job training and subsidized work experiences leading to unsubsidized job placement.

The Mayor's Office of Employment Development (MOED), has formed a consortium with three workforce partners; the Job Opportunities Task Force (JOTF), Associated Builders and Contractors (ABC), and Catholic Charities, to pilot an enhanced version of JOTF's JumpStart+ construction trades pre-apprenticeship program that incorporates specialized transportation related training and certifications, job readiness and life skill training, intensive case-management and employment services. This JumpStart+ program will equip participants with the skills and resources they need to qualify for employment in the transportation/construction industry.

The JumpStart+ project will target training to unemployed, and under-employed individuals with barriers to employment, with a special focus on ex-offenders.

ACTION TO BE TAKEN:

Eligibility

The Mayor's Office of Employment Development has elected to use the following criterion to qualify and select participants for the JumpStart+ project:

- All participants must be a Baltimore City resident
- All participants must possess a high school diploma or GED
- All participants must be at least 18 years of age
- All participants must have at least some work history
- All participants must be drug free
- If male, must have registered for Selective Service
- All participants must have an interest in and general understanding of construction trades

* Eligible individuals will be invited to submit an application and take the required math assessment which will be offered every Friday morning at Catholic Charities' Our Daily Bread Employment Center. Individuals that do not pass the initial math assessment must attend a six hour math refresher course prior to starting the JumpStart+ program.

Project Participant Selection Process

- The consortium members will review all applications
- 40 - 50 individuals will be chosen from applicant pool for interviews to assess their suitability for the program
- Drug tests will be given on the day of the interview appointment
- 30 applicants will be selected from the interview pool to participate in the JumpStart+ pilot program (2 classes with 15 students per class)

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~~Maryland Workforce Exchange (MWE) Procedures for Tracking~~

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To comply with regulatory reporting requirements and determine the success of the training program, grantees must report characteristics, services received, and outcomes of participants served. Such information is critical to determine the success of these investments.

Grant customers must be enrolled in the MWE system. As part of the enrollment process, it is mandatory to enter the assigned grant code into the WIA application within the MWE. A Wagner Peyser (WP) application will be created first as customers self-enroll in the MWE completing self-assessments, resume(s) and job search. When training seems suitable, potential candidates will be referred to MOED staff who will determine WIA eligibility and collect supporting documentation.

The functionality in MWE under WIA application for Non-WIA Special Grant is forthcoming and not yet available. Functionality may change slightly when available.

The Workforce Investment Act Program (WIA) application will be completed for all SHA participants. In order to assign SHA, you must select under the NEG/SAA/Statewide/Non-WIA Special Grants section as Non-WIA Special Grant equal to YES. Under the First Non-WIA Special Grant field, select SHA-BM JumpStart. All who are determined eligible for WIA, meet the definition of low income, and have not received WIA training in the last 12 months will be co-enrolled in Service 321- SHA Construction Skills Training Program (a new training service in MWE); assigned to the SHA-BM JumpStart grant and have a service assigned to either the WIA Adult and/or WIA Dislocated Worker program. To co-enroll, staff needs to assign Dislocated Worker (DW) services to local DW and/or Adult services to Adult local funding; services assigned can be the same services linked to the SHA-BM JumpStart program.

To assign services to this Non-WIA Special Grant, under customer group, within service enrollment, you will choose Non-WIA Special Grant. You will then choose SHA- BM JumpStart. Proceed with choosing activity code and service dates.

Anyone who is not WIA eligible, or cannot produce the required WIA eligibility documents, or received WIA training in the last 12 months can be enrolled in the Non-WIA Special Grant only. They will still receive SHA-BM JumpStart services including service 321-SHA Construction Skills Training Program, but not be co-enrolled into WIA. Co-enrollment in WIA is preferred but not mandatory.

Allowable services under this grant include training services, development of IEP, supportive services and job search activities. All trainees are to receive Initial Assessment Service, (service 102) and Other Intensive Service, (service 212).

All follow-up for placement and retention is to be entered in MWE for DLLR/SHA.

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Employment at Exit

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In MWE, the use of service 122 "Employment During Participation" must be used to show the start date of employment following the grant funded services. This will allow the number of participants employed at exit or who received employment after SHA services to be accurately recorded.

Timely Reporting in MWE

Accurate and timely data entry is essential for the reliability and integrity of reported activities and performance. All data related to services provided to eligible participants, including outcomes, case notes, must be recorded in MWE within fifteen (15) business days of the occurrence of such activity.

Performance Measures

- 13 of 15 students enrolled per class will complete JumpStart+ training and obtain an industry-recognized credential or certificate of completion, and secure placement in unsubsidized jobs at or above minimum hourly rate per the Living Wage Law.
- At least 11 of 13 graduates per class will retain unsubsidized employment for six consecutive calendar months.
- At least 90% of customers in subsidized jobs are eligible for benefits (e.g. medical) within one year of the date of employment.
- Documentation of the removal of three or more significant barriers to employment as identified in the customer's IEP.

Reporting for Fiscal and Programmatic Reports (MSR)

Project Operators are required to submit monthly Status Reports for all program activity, including financial reporting of Administrative and Program costs (see Attachments A and B). Monthly status reports must be received by DLLR no later than the 10th of the month following the month of reported activity.

Please forward completed reports to the attention of:

Fiscal

Doreen Shahan
Fiscal Specialist
1100 North Eutaw, Room 209
Baltimore, MD 21201

Programmatic

Grace Fendlay
Director, Discretionary Grants
1100 North Eutaw, Room 209
Baltimore, MD 21201

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CONTACT

PERSON: **Grace Fendlay, Director of Discretionary Grants**
(410) 767-0044 or gfendlay@dllr.state.md.us

EFFECTIVE: IMMEDIATELY

ATTACHMENT B

SHA MONTHLY REPORT

SHA Project Manager:

Month Ending:

Workforce Area:

Participant Category	Current Month	Cumulative To Date	Comments
# of Participants receiving Intensive Services			
# Enrolled In SHA-Funded Training			
# Receiving SHA-Funded Supportive Services			
# of enrolled customers completed training			
# of customers placed in unsubsidized jobs at or above the living wage			
# of customers who have retained their jobs for over 6 months			
# of customers in unsubsidized employment eligible for benefits within (1) year of date of employment			
# of customers who have obtained credentials or certifications			
# of participants with at least three documented barriers removed			
# of participants with documented literacy and numeracy gains			
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Narrative: (Summary of "Best Practices" or "What's Working") - Required

Narrative: (Issues, Challenges & Concerns) - Required

Summary of Grant Activities: (Ex. Performed outreach, testing, interviews, etc.)