

WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 07-11, Change 2

DATE: March 13, 2013

TO: Local Workforce Investment Act (WIA) Grant Recipients

SUBJECT: Regional Base Realignment and Closure (BRAC) National Emergency Grant, MARC Training Response to BRAC: A Regional Training Approach

REFERENCES: Workforce Investment Act (WIA) Section 173 (29 U.S.C. 2918)
20 CFR Part 671
Training and Employment Guidance Letter (TEGL) No. 16-03 and 16-03 Change 1-5, "National Emergency Grant Policy Guidance"
Training and Employment Guidance Letter (TEGL) No. 22-04 Change 1, "Serving Military Spouses as Dislocated Workers "under the Workforce Investment Act Dislocated Worker Formula Grant
WIFI No. 01-07 and 01-07 Change 1
MWE Alert 2011-080
WIFI No. 16-04
PMGL 2012-017 and PMGL 2012-017 Change 1

BACKGROUND INFORMATION:

In 2007 the U.S. Department of Labor (USDOL) made Workforce Investment Act National Emergency Grant (NEG) funding available to assist states with the planning and implementation of workforce development initiatives related to the 2005 Base Realignment and Closure (BRAC). Based on a regional approach, Maryland's Department of Labor, Licensing and Regulation's (DLLR) Division of Workforce Development and Adult Learning (DWDAL) was awarded a \$4 million grant that addressed workforce challenges created by the 2005 BRAC process. Maryland's Program, Workforce ONE Maryland, provided regional BRAC Project Coordinators that facilitated collaborations between partners and coordinated regional workforce development initiatives.

Continuing in the effort to assist those impacted by the 2005 BRAC, the USDOL has awarded the State of Maryland and District of Columbia (DC) a \$7.6 million NEG to implement an integrated approach to help jobseekers navigate the federal hiring process and compete for BRAC jobs and other federal jobs across the region. This collaborative effort titled "FEDirect" will provide an opportunity to leverage resources, expertise and regional relationships that currently exist between Maryland, the District of Columbia, and Virginia. **This NEG grant has a start date of February 18, 2011 and ends on June 30, 2013.**

Within our region, BRAC workforce transitions included both gaining and losing workers. While the District of Columbia faces a net loss in terms of workforce, Maryland will be the recipient of these and other BRAC impacted workers.

Seven Maryland Project Operators, the Department of Employment Services (DOES), and the SkillSource Group, who will act as Project Operator for the District of Columbia and Virginia Workforce Area 11 will receive NEG funding. The Maryland Project Operators are:

- Anne Arundel Workforce Development Corporation
- Baltimore City, Mayor's Office of Employment Development
- Mid Maryland Workforce Investment Board
- Montgomery County, Division of Workforce Services
- Prince George's Economic Development Corporation, Workforce Services Division
- Tri-County Council for Southern Maryland
- Susquehanna Workforce Network
- The SkillSource Group

PERFORMANCE AND REPORTING GUIDELINES:

ELIGIBLE PARTICIPANTS:

Participation in projects funded with these BRAC NEGs include transitioning workers and family members, veterans, dislocated workers, unemployed workers, the emerging workforce, and local businesses in BRAC direct and indirect jobs. All BRAC NEG participants must be co-enrolled in WIA Dislocated Worker local (WIA DW). (Reference WIFI 16-04)

Standard eligibility for the local formula funded programs must be determined and documented before intensive and or training services are provided, with core services being universally available without program enrollment/ registration (Reference CFR 20 Part 665.340). Local areas must verify that the participant can meet the eligibility requirements under WIA Sect. 101(9) or (10) or TEGL 22-04 change 1, in serving military spouse under certain conditions, before enrollment occurs. (Reference TEGL 16-03, Change 4)

Maryland Workforce Exchange (MWE) Procedures for Tracking the National Emergency Grant BRAC:

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

BRAC NEG customers must be enrolled in the MWE system. As part of the enrollment process it is mandatory to enroll participants under the Statewide NEG/ BRAC project ID. Additionally, a BRAC service must be entered into MWE by selecting the "BRAC NEG" program option from the statewide grants menu.

Steps for assigning BRAC NEG to a participant in MWE (MWE Alert 2011-080)

- Staff must first complete the WIA application to determine eligibility in WIA DW, must select under the NEG/SAA/Statewide Grants section as the 1st NEG grant- **BRAC NEG**, must be made eligible for statewide Dislocated Worker.
 - The WIA statewide DW is currently required in order to have the NEG BRAC grant available to assign services. A service must be assigned using the BRAC NEG grant to count as reportable services received. All NEGs are included in our federal extracts for reporting on a quarterly and annual basis.
 - At least one service must be assigned where funding is WIA DW local to ensure the person is co-enrolled as a WIA DW local.
- Per WIFI 7-11, the following are recommended services that can be funded with BRAC NEG:
- Job Readiness activities, including: Federal application assistance workshops (service number 308-Job Readiness Training);
 - Preparing for Security clearance application (service number 212- Other Intensive Services Not Otherwise Classified) Continue training efforts for Veterans and other job seekers ;
 - Resume assistance (service number 115- Resume Assistance);
 - Training for professional certification programs (service number 328 Occupational Skills Training, Standard);
 - Career assessment and counseling (service number 125 Job Search/Placement Asst., inc. Career Counseling);
 - Job Placement and Retention services (service number 125 Job Search/Placement Asst., inc. Career Counseling).
- All BRAC NEG activities and any service where the grant funding is BRAC NEG, must end by June 30, 2013. A person can continue to receive services (after BRAC NEG end date of 06/30/13) under WIA local formula funding for however long services are provided.

ACTION TO BE TAKEN:

Though standard WIA DW regulations apply, the project emphasis is on dislocated workers and the unemployed. Youth and incumbent workers will not be served in this grant.

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.



DEPARTMENT OF LABOR, LICENSING AND REGULATION

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Please forward completed reports to the attention of:

Fiscal (Attachment A)

Doreen Shahan
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Programmatic (Attachment B)

Frank Skinner
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EFFECTIVE: Immediately

A handwritten signature in blue ink, appearing to read 'Ellen Flowers-Fields', written over a light blue circular stamp.

Ellen Flowers-Fields
Deputy Assistant Secretary
Division of Workforce Development and Adult Learning

Attachments: BRAC Monthly Status Report (Attachment A)
BRAC NEG Monthly Report (Attachment B)

Attachment B

BRAC NEG MONTHLY REPORT

BRAC Project Manager:

Month ending:

Workforce Area:

Participant Category	New Activity	Year To Date Activity	Comments
# of Participants screened for eligibility determination			
# of Participants deemed "eligible" for BRAC			
# of Participants receiving Intensive Services			
# Enrolled In NEG-Funded Training			
# Receiving NEG-Funded Supportive Services			
# Receiving Needs-Related Payments			
# of Participants Exited			
# of Participants Entering Employment At Exit			
# Entered into BRAC Related Employment at Exit			
Total Participants			

Narrative: (Summary of "Best Practices" or "What's Working") - required

Narrative: (Issues, Challenges & Concerns) - required