

WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 12-09

DATE: June 17, 2010
TO: Local WIA Grant Recipients
SUBJECT: Maryland Energy Sector Partnership (MESP) Initiative
REFERENCES: SGA/DFA PY-08-20 ARRA 2009: State Energy Sector Partnership and Training Grant – Scope of Work

BACKGROUND INFORMATION:

The Governor's Workforce Investment Board, in partnership with DLLR/DWDAL has received a U.S. Department of Labor (USDOL) ARRA funded grant in the amount of \$5,793,000 for an energy sector green jobs training initiative. These funds are available to Maryland's Workforce Investment Areas (WIAs) to provide training, job placement, and related activities. The initiative is designed to lead to increased employment in energy efficiency and renewable energy which cuts across a wide range of industries including construction, manufacturing, power generation, and those that are environmentally related.

Under the USDOL grant, DLLR/GWIB has created a Maryland Energy Sector Partnership (**MESP**) designed to provide entry-level, new worker, and incumbent worker training through four regional consortia. Each consortium will be led by a designated local WIA project team leader who will work in partnership with other WIAs, the One-Stop Career Centers, training providers, and other necessary partners. The consortia will implement comprehensive projects that include: (a) robust recruitment strategies; (b) seamless integration of supportive service strategies where necessary to help the targeted individuals succeed; (c) use of the One-Stop Career Center system to provide case management; and (d) high-quality training that leads to an industry certificate or credential as appropriate.

ACTION TO TO BE TAKEN:

Local WIA grant recipients must also review Attachment "A" – "MARYLAND ENERGY SECTOR PARTNERSHIP POLICIES AND PROCEDURES". This attachment provides more detailed background information on the four consortia: "Green Training for Energy Efficient Achievement" (Green TEEA); "Environmental Tech Training";

“Green Tech Workers”; and “Go Solar”. It also outlines the following: Eligibility and Target Criteria; Training Requirements and Allowable Use of Funds; Expected Outcomes and Benefits; and Administrative Procedures. The administrative section provides detailed information related to: Fund Distribution; Training Providers / Contractors; Reimbursement Procedures; MIS & Performance Procedures; and Reporting Requirements. It is important to note that since the federal funding source for this initiative is through ARRA, monthly expenditure reporting is required.

Local WIA grant recipients should review Attachment “B” - “TRAINING ALLOCATION BY LWIB”. This document outlines the various total and initial local funding levels which vary based upon their participation and leadership levels in the four consortia. Local WIA grant recipients must submit the necessary applications to initiate funding for this initiative. Required application will be a brief narrative describing the general program plan consistent with the purpose of the award and three (3) signed signature sheets. Initial grants will be effective January 29, 2010 and run through January 28, 2013. This paperwork must be sent to Bernard Reynolds at GWIB, 1100 North Eutaw Street, Room 108, Baltimore, MD 21201.

CONTACT PERSON: Bernard Reynolds (410) 767-2017

EFFECTIVE DATE: Immediately



Andy Moser
Assistant Secretary
Division of Workforce Development and Adult Learning

ATTACHMENT “A” – POLICIES AND PROCEDURES

MARYLAND ENERGY SECTOR PARTNERSHIP (MESP) MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION

INTRODUCTION AND BACKGROUND INFORMATION

The Maryland Energy Sector Partnership (MESP) will provide job training, job placement, and related activities that lead to employment in energy efficiency and renewable energy which cuts across a wide range of industries: construction, manufacturing, power generation, and the environment.

MESP is designed to provide entry level, new worker and incumbent worker training through four regional consortia, each lead by a designated local WIB project team leader. The regional consortia will be partnerships of other local WIAs, their One-Stop Career Centers’ delivery systems, and other team members. Consortia partners are sub-grantees under the MESP grant. The four MESP consortia, representing occupations that are projected to show growth over the next several years, are:

Manufacturing Sustainability

The Baltimore Regional Green Tech Workers Program – Its goal is to increase sustainability and energy efficiency competencies for Maryland’s manufacturing workforce through new and entry-level Green Worker Training Program, and incumbent or skilled worker Green Workforce Certification.

Building Trades & Construction

The Green Training for Energy Efficiency Achievement (Green TEEA) – Its goal is to provide new and incumbent workers training in green construction including energy-efficiency, insulation training, building information and modeling, electrical generation/Smart Grid Technology; green building maintenance, residential retrofitting and deconstruction.

Environmental Technology

CACHE Institute for Environmental Careers - Its goal is to provide environmental tech training for new and incumbent workers that meets the needs of industries, government agencies, land management companies, developers and other firms use, protect and restore natural resources in and around the Chesapeake Bay.

Renewable Technology

Go Solar! Consortia - Its goal is to provide electricity basics and PV installation training for entry-level workers, and incumbent worker certification in NABCEP’s Entry Level Certificate of Knowledge of Solar PV Systems and Solar PV Installer Certification examination.

PARTICIPANT ELIGIBILITY AND TARGET CRITERIA

Projects funded under the MESP Grant must give priority for training and other services to target populations which are defined in the MESP grant scope of work and this field instruction.¹ This includes:

- Individuals in need of updated training related to the energy efficiency and renewable energy industries;
- Incumbent Workers;
- Unemployed individuals and dislocated workers;
- Veterans, or past and present members of reserve components of the Armed Forces;
- Individuals, including at-risk youth, seeking employment pathways out of poverty and into economic self sufficiency;
- Individuals with a criminal record;
- Workers impacted by national energy and environmental policy; and
- Individuals Impacted by Automotive-Related Restructuring.

Other individuals that do not fit into the categories above may also be served through these projects:

Persons with a Disability;
High School Dropouts; and/or
Disadvantaged Workers within Areas of High Poverty.

Grantees are responsible for determining that participants are eligible for MESP consortia programs. The following information relates to selected populations that are eligible to be served by the MESP grant, highlighting specific aspects of determining eligibility for these individuals.

- Grantee should note that an individual may satisfy more than one criterion (e.g. Incumbent, veteran).
- Grantees will note that some of the criteria/definitions utilized here, taken from the ARRA HGEI eligibility guidelines, may differ from definitions found in the Workforce Investment Act (WIA).
- Grantees might also note that requested verification of program eligibility might differ from that required in WIA. (Source: Documentation Protocol and the Eligibility Crosswalk of ARRA HGEI Guidelines and Source Documentation – TA/ April 5, 2010)

¹ Energy Training Partnership and State Energy Sector Partnership and Training Grantees should note that their crosswalks only identify some of the populations whom these grantees may have determined are eligible to be served through their grants, as grantees may have included other populations in their statements of work that are not included in the crosswalks. (Source: Documentation Protocol and the Eligibility Crosswalk of ARRA HGEI Guidelines and Source Documentation – TA/ April 5, 2010)

Guidance on Determining Eligibility for Specific Types of Individuals

Criteria by Employment Status

Individuals in need of updated training related to the energy efficiency and renewable energy industries - For the purposes of this grant, this term refers to individuals who are currently employed (incumbent worker) ; or were terminated or laid-off or have received a notice of termination or lay-off from employment (dislocated worker) ; or were self-employed but are now unemployed; and can benefit from training that will help them enter or advance in the energy efficiency and renewable energy industries served by the four consortia (based on industries identified in WIA section 171(e)(1)(B)(ii)), and/or will enable them to acquire or enhance skills needed to enter occupations within one or more of the “growth, enhanced, and emerging” green industries reflected in the consortia.

Incumbent Workers are individuals who need training to advance in their careers, retain their current occupations or simply acquire additional transferable skills that make them more valuable to their employer.

Unemployed individuals (and dislocated workers) - For the purposes of this SGA, an individual who is without a job and who wants and is available to work.

Workers impacted by national energy and environmental policy - For the purposes of this grant, ETA defines this term as individuals who:

- Are currently employed in an occupation in the utilities; transportation and warehousing; manufacturing; construction; mining, quarrying, and oil and gas extraction; or other sectors that have been adversely affected by national energy and environmental policies; and have received a notice of termination or lay-off from employment; or
- Were employed in an occupation in the utilities; transportation and warehousing; manufacturing; construction; mining, quarrying, and oil and gas extraction; or other sectors that have been adversely affected by national energy and environmental policies; and are now unemployed

Individuals Impacted by Automotive-related Restructuring – are individuals who reside in one of the 312 counties impacted by automotive-related restructuring as identified by The Center for Automotive Research. Only residents of the communities included on The Center for Automotive Research list will qualify for this status: MD - Baltimore City and Washington County.

Criteria by Socio-economic Status

Veterans, or past and present members of reserve components of the Armed Forces - For the purposes of this grant, ETA follows the WIA definition of veteran under 29 U.S.C. 2801(49)(A), which defines the term “veteran” as “an individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable.” Active military service includes full-time duty (other than full-time duty for training purposes) in Reserve components ordered to active duty, or in National Guard units called to Federal Service by the President. The Jobs for Veterans Act (Pub. L. 107–288) provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. Grantees are required to provide priority of services for veterans and eligible spouses pursuant to 20 CFR part 1010, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act published at 73 FR 78132 on December 19, 2008.

Individuals, including at-risk youth, seeking employment pathways out of poverty and into economic self-sufficiency - Grantees should use established, objective guidelines to determine individuals who reside in high poverty areas within their region. These individuals need to demonstrate that they could benefit from skill training that will help them enter or advance in the energy efficiency and renewable energy industries served by the four consortia (identified in WIA section 171(e)(1)(B)(ii), and/or will enable them to acquire or enhance skills needed to enter occupations within one or more of the “growth, enhanced, and emerging” green industries.

Individuals with a criminal record - For the purposes of this SGA, ETA defines this term as an individual who is or has been subject to any stage of the juvenile or criminal justice process, for whom services under this Act may be beneficial; or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. ETA includes individuals with a juvenile or criminal record in the definition for this term. (Source: 30125 Federal Register/Vol 74. No. 120 / Wednesday, June 24, 2009 / Notices)

TRAINING REQUIREMENTS AND ALLOWABLE USE OF FUNDS

During the planning phase of the grant development, consortia partners identified appropriate training providers who had the capacity to begin training under the grant scope of work. In some cases, and mainly in the **Green Training for Energy Efficiency Achievement (Green TEEA)**, consortia partners may solicit for training partnerships under a Request for Proposal, and/or (where appropriate) may enter into contractor agreements to provide training. Training providers may also be approved under the MBW-Green strategy (see page 13).

As noted in the grant solicitation, consortia are not limited in the specific training and placement strategies and activities they may utilize. However, all are designed to lead to placement in

employment and must: (a) teach skills and competencies demanded by the targeted sector(s); and (b) support participants' long term career growth along a defined career pathway such as an articulated career ladder and/or lattice, if such a pathway exists in the targeted sector. The degree or certificate awarded to participants should be based on the type of training provided through the grant and the requirements of the targeted occupation, and should be selected based on consultations with regional industry partners.

Training methods defined the consortia includes contract training with an institution of higher education, ITA's, on-the-job training, OJT blended with classroom training, customized training with an existing registered apprenticeship program or labor-management partnership, technology-based learning, incumbent worker training, or other appropriate training strategies. In order to increase efficiencies, every effort should be made to conduct group training classes or contract training with an institution of higher education, apprenticeship program, or other training provider. In addition, training courses should be offered at alternate times (such as evening and weekend programs) and in locations that are most convenient and accessible to participants; and provide follow-up and retention services, ensuring individuals the resources necessary to attain economic self-sufficiency.

Training costs allocations have been determined for each consortia and LWIB partner. Any new training (solicited under an RFP, or granted under MBW-Green) should conform to the average per person cost allowances defined by the consortia in order to insure that the consortia has adequate training funds to meet its participant outcome targets. (See Appendix B for average cost per participant guidelines.) Training costs that are directly related to the provision of training for participants may include the following: Faculty/instructors, including salaries and fringe benefits; in-house training staff; support staff such as lab or teaching assistants; classroom space, including laboratories, mock-ups or other facilities used for training purposes; classroom-supported internship programs; and books, materials, and supplies used in the training course, including specialized supplies

EXPECTED OUTCOMES

The MESP initiative will outreach to approximately 4,000 training candidates, selecting and enrolling 2,160 over the three-year grant period. This will include approximately 1,525 new workers to be trained and 740 incumbent workers to be "up-skilled". Projected results are noted on the following outcomes chart:

Total Number of Participants						
	Beginning Education/Training	Completing Education/Training	Receive a Degree or Certificate	Placed into Unsubsidized Employment	Placed into Training-Related Unsubsidized Employment	Placed into Unsubsidized Employment who Retain an Employed Status
Baltimore Regional Green Tech						
	600	510	510	491	453	450
Baltimore Washington GREEN TEEA						
	850	765	765	688	650	584
CACHE Environmental Tech						
	230	184	184	158	102	130
Go Solar Regional Partnership						
	480	320	160	377	210	320

* includes incumbent workers

ADMINISTRATIVE PROCEDURES

Distribution of Funds - The Department of Labor, Licensing and Regulation (DLLR) is the fiscal agent for the MESP grant. DLLR will make funds available to local WIAs who are designated partners of one or more the MESP consortia on a regular basis to cover projected personnel, supplies, and training costs. LWIAs shall use the existing requisition for cash procedures, for the MESP grant. Since the source of funds for these grants are from the American Recovery and Reinvestment Act, monthly financial reports will be required rather than the quarterly reporting procedures from past years.

Management Information Requirements (case management) - The MESP, working with DLLR, will use the Maryland Workforce Exchange (MWE) for participant data collection, case management, and performance reporting. All participants receiving training dollars under the consortia must be enrolled and registered on the MWE through their local WIA.

DLLR has created an MESP Program in the MWE which is based on current participant case record formats used by local WIAs. Consortia WIA partners must designate one or more persons authorized to access and enter data using the MESP Program. The MESP Program will track the following participant-level data: SSN, demographic and socioeconomic characteristics, and services provided. Green navigators, with access to the MESP Program, are instructed to assign service code “290 - Occupational Skills Training (MESP)” to successfully track training specific to the MESP grants.

In addition to registering participants on the MESP Program in the MWE, local WIA consortia partners must ensure that minimal, but appropriate documentation that supports the eligibility criteria is in the participant file. The attached chart lists (1) the specific participant eligibility criteria and (2) acceptable documentation sources to verify eligibility. If a participant is being registered into the MESP program under more than one criteria, a copy of any one source of eligibility verification for that criteria should be acquired and will satisfy USDOL documentation requirements.

Target Population	Eligibility Criteria	Acceptable Documentation (only one of following is required)
Individuals in Need of Updated Training Related to the Energy Efficiency and Renewable Energy Industries	Individuals who are currently employed; or were terminated or laid-off or have received a notice of termination or lay-off from employment; or were self-employed but are now unemployed; and can benefit from training that will help them enter or advance in the energy efficiency and renewable energy industries served by the four consortia, identified in WIA section 171(e)(1)(B)(ii), and/or will enable them to acquire or enhance skills needed to enter occupations within one or more of the “growth, enhanced, and emerging” green industries.	<ul style="list-style-type: none"> ● Pay Stub ● Employer Verification ● State MIS ● Case Notes for Current WIA Participants ● Rapid Response List ● Notice of Layoff ● Public Announcement with Follow-up Cross-Match with UI Records ● Public Assistance Records ● Applicant Self Attestation
Incumbent Worker	Individuals who are incumbent workers that need training to retain full-time employment, advance in their careers, or acquire new transferable skills that make them more valuable to their employer	<ul style="list-style-type: none"> ● Pay Stub ● Employer Verification
Unemployed Individuals – Dislocated Worker	Individuals who are without a job and who want and are available to work.	<ul style="list-style-type: none"> ● Verification from Employer Rapid Response List ● Notice of Layoff ● Public Announcement with follow-up cross-match with UI Records ● UI Records ● Public Assistance Records ● Applicant Self Attestation
Workers Impacted by National Energy and Environmental Policy	Individuals who: 1) are currently employed in an occupation in the utilities; transportation and warehousing; manufacturing; construction; mining, quarrying, and oil and gas extraction; or other sectors that have been adversely affected by national energy and environmental policies; and have received a notice of termination or lay-off from employment; or	<ul style="list-style-type: none"> ● Pay Stub ● Employer Verification ● State MIS ● Case Notes for Current WIA Participants ● Rapid Response List ● Notice of Layoff ● Public Announcement with Follow-up Cross-Match with UI Records ● Public Assistance Records ● Applicant Self Attestation

	<p>2) Were employed in an occupation in the utilities; transportation and warehousing; manufacturing; construction; mining, quarrying, and oil and gas extraction; or other sectors that have been adversely affected by national energy and environmental policies; and are now unemployed.</p>	
<p>Individuals Impacted by Automotive-Related Restructuring</p>	<p>Individuals who reside in one of the 312 counties impacted by automotive-related restructuring as identified by The Center for Automotive Research. Only residents of the communities included on The Center for Automotive Research list will qualify for this status: MD – Baltimore City and Washington County. A list of the counties impacted by automotive-related restructuring at: http://www.doleta.gov/grants/pdf/Amend-01-SGA-DFA-PY-08-20.pdf</p>	<ul style="list-style-type: none"> ● Proof of Residence in One of the Counties Impacted by Automotive-Related Restructuring: ● Utility Bill ● Pay Check ● Government Check ● Mortgage Document ● Voter Registration Card ● Property Tax Receipt ● Housing Rental Contract ● Bank Statement
<p>Eligible Veteran</p>	<p>An individual who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2).</p> <p>Active service includes full-time Federal service in the National Guard or a Reserve Component. OR</p> <p>An individual who is:</p> <p>a) the spouse of any veteran who died of a service-connected disability;</p> <p>b) the spouse of any member of the Armed Forces serving on active duty, who at the time of application for the priority, is listed in one of more of the following categories</p>	<ul style="list-style-type: none"> ● DD-214 Cross Match with Veterans Data, State MIS records ● DD-214 – Report of Transfer or Discharge ● Acknowledgment Letter ● Contact the Selective Service at 708-688-6888 ● SDA/State Registration Process ● Selective Service Advisory Opinion Letter ● Selective Service Registration Card ● Selective Service Registration Record (Form 3A) ● Selective Service Verification Form ● Stamped Post Office Receipt of Registration

	<p>and has been so listed for a total of more than 90 days: i) missing in action; ii) captured in the line of duty by a hostile force; or iii) forcibly detained or interned in the line of duty by a foreign government or power;</p> <p>c) the spouse of any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or d) the spouse of a veteran who died while a disability so evaluated was in existence</p> <p>The Jobs for Veterans Act (Pub. L. 107–288) provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL</p>	
<p>Individuals Seeking Employment Pathways Out of Poverty and into Economic Self-Sufficiency</p>	<p>Grantees should use established, objective guidelines to determine individuals who reside in high poverty areas within their region.</p> <p>These individuals need to demonstrate that they could benefit from skill training that will help them enter or advance in the energy efficiency and renewable energy industries served by the four consortia (identified in WIA section 171(e)(1)(B)(ii), and/or will enable them to acquire or enhance skills needed to enter occupations within one or more of the “growth, enhanced, and emerging” green industries.</p> <p>Grantees should use established, objective guidelines for determining participants who qualify for these criteria.</p>	<ul style="list-style-type: none"> ● Verification of Poverty Rate <u>areas in which they reside</u> Using Qualified Census Tract Data (http://qct.huduser.org/index.html) ● Verification of All Age Poverty Rate from U.S. Census Bureau’s Small Area Income and Poverty Estimates (SAIPE) Program State and County Data Files (http://www.census.gov/did/www/saipe/data/statecounty/data/index.html) ● Proof of Residence in One of the Public Use Microdata Areas PUMA Where the Poverty Rate is 15% or Greater (Post PUMAs Online and Add URL Here): <ul style="list-style-type: none"> ● Pay Stub ● Employer Verification ● State MIS ● Case Notes for Current WIA Participants ● Rapid Response List ● Notice of Layoff ● UI Records ● Public Assistance Records ● Applicant Self Attestation

<p>Individuals with a Criminal Record</p>	<p>Individuals who are or have been subject to any stage of the juvenile or criminal justice process, for whom services under this Act may be beneficial; or who require assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. ETA includes individuals with a juvenile or criminal record in the definition for this term.</p>	<ul style="list-style-type: none"> • Documentation from Juvenile or Adult Criminal Justice System • Documentation Phone Call with Court Representatives • WIA Registration Form • Applicant Self Attestation • Applicant Statement • Court Documents • Halfway House Resident • Letter of Parole • Letter from Probation Officer • Police Records
<p>Disadvantaged individuals_within areas of high poverty</p>	<p>In making determinations as to whether individuals have no income or low incomes, grantees must use the WIA definition of a low-income individual and are responsible for developing and applying objective guidelines for determining whether participants are low income, and for utilizing objective source documentation to verify low income status.</p>	<p>In making determinations as to whether individuals have no income or low incomes, grantees must use the WIA definition of a low-income individual.</p>
<p>High school drop-outs</p>	<p>For the purposes of this SGA, ETA defines “high school drop-out” as an individual who is no longer attending any secondary school and who has not received a secondary school diploma or its recognized equivalent.</p>	<ul style="list-style-type: none"> • Applicant Statement • Attendance Record • Dropout Letter

Participants will either self-enroll or be enrolled by a Green Navigator into the Maryland Workforce Exchange. Here is guidance about sensitive data requested from participants.

Other Data Requested		Acceptable Documentation (only one of following is required)
	<p>SOCIAL SECURITY NUMBER</p> <p>Participants are not legally required to provide it as a condition for participation in programs. However, every effort should be made to acquire a SSN –</p> <p>Grantees should make clear that in requesting this information the intention is not to exclude participation in the program, but rather to identify characteristics of the individual that may be a factor in determining an individual’s eligibility for a program or service and adhering to the program’s reporting requirements.</p> <p>All data is confidential.</p>	<ul style="list-style-type: none"> • DD-214 • Report of Transfer or Discharge • Driver's License • Employment Records • IRS Form Letter 1722 (See Appendix A) • Letter from Social Services Agency • Pay Stub • Social Security Administration NUMI Printout • Social Security Benefits • Social Security Card • W-2 Form
	<p>CITIZENSHIP/ALIEN STATUS</p>	<ul style="list-style-type: none"> • Alien Registration Card indicating Right to Work (INS Forms I-151, I-551, I-94, I-688A, I-197) • I-179) • Baptismal Certificate (If Place of Birth is Shown) • Birth Certificate • DD-214 Report of Transfer or Discharge (If Place of Birth is Shown) • Food Stamp Records • Foreign Passport Stamped Eligible to Work • Hospital Record of Birth • Naturalization Certification • Public Assistance Records • Social Security Administration NUMI Printout • U.S. Passport

	<p>BIRTHDATE/AGE</p>	<p>Self-attestation will be acceptable unless the participant is registering as an at-risk Youth.</p> <ul style="list-style-type: none"> • Birth Certificate • Cross Match with Department of Vital Statistics • DD-214 Report of Transfer or Discharge Paper • Driver's License or Government Identification Card • Federal, State or Local Government Identification Card • Hospital Birth Record • Native American Tribal Records • Naturalization Certificate • Public Assistance/Social Service Records • School Records/Identification Card • Social Security Administration NUMI Printout • U.S. Passport • Work Permit
	<p>INDIVIDUALS WITH DISABILITIES</p> <p>For requests regarding disability status, the intake form or grantee staff should make clear to potential participants that providing information regarding disability status is voluntary, that the information will be kept confidential, that declining to disclose whether they have a disability will not cause the applicant to receive unfavorable treatment, and that the information will only be used in accordance with the law.</p>	<ul style="list-style-type: none"> • Letter from Drug or Alcohol Rehabilitation Agency • Letter from Child Study Team Stating Specific Disability • Medical Records • Observable Condition (Applicant Statement Needed-See Part III) • Physician's Statement • Psychiatrist's Diagnosis • Psychologist's Diagnosis • Rehabilitation Evaluation • School Records • Sheltered Workshop Certification • Social Service Records/Referral • Social Security Administration Disability Records • Veterans Administration Letter/Records • Vocational Rehabilitation Letter • Workers Compensation Records

MBW – GREEN (MBWG) – MBWG is designed for employers who wish to provide their incumbent workers with green training that might be provided outside the mainstream set-up of the four regional consortia. MBWG will follow the current procedures of Maryland Business Works (MBW). Training proposals must be submitted to DLLR for review / approval on a weekly basis. Training must be in a green occupational skills area to meet approval. Training costs must be reasonable and existing individual tuition and salary caps are applicable. (See Appendix B for average cost per participant guidelines.)

The current MBW Application will be slightly modified for use with this initiative. The only variance from MBW is that the employer may receive a 100% reimbursement from the referring LWIA. MBWG is not a separately funded program. Funding comes from the training allocation of the LWIB consortia partner who submits the application. Training costs should conform to the average per person cost allowances defined by the consortia in order to insure that the consortia has adequate training funds to meet its participant outcome targets..

Green Navigation Services for Case Management - Local WIAs' consortia partners will be provided funds for personnel providing a range of green navigation services to participants enrolled in consortia training. These services include providing case management, recruitment, placement, and retention activities, as well as training recommendations, and referrals.

LWIA staff providing green navigation services will:

- Use the MWE, Maryland's automated support system for WIA programs, to enroll/register MESP consortia training participants;
- Assess candidates based on interests, aptitudes, skill levels, and transferable skills. Most assessments will be conducted via an interview with a workforce specialist, but LWIA's may use other assessment instruments at their disposal, if deemed appropriate;
- Once participants are referred to a consortium, community colleges and other training providers may use tests (COMPASS and ACCUPLACER) to assess academic skills in Math, English and Reading. The results of the assessment, in conjunction with the student's academic background, goals, and interests, will be used by academic advisors to determine course selection. It is expected that the emphasis on up-front assessments will result in appropriate placement and long-term retention.
- Evaluate the participant's job search skills and will ensure that those skills are developed. Upon completion, unemployed (non-incumbent) participants and Navigation staff will plan and implement a job search strategy.

- Maintain their relationship with program trainees throughout the training period and beyond the date of employment to offer resources to ensure training completion and job retention.

Training providers who enroll students in a consortia training program may keep separate participant records as required by their institution, but must submit copies of those records, or provide the required participant information to the home LWIB and assigned personnel providing green navigation services.

Data Security - LWIA consortia partners will maintain modified case-management files (paper or electronic) on each participant. These records are essential for the monthly/quarterly reports prepared by DLLR/GWIB for the USDOL. Every effort must be made by the Local WIA home base to maintain the security and confidentiality of the records.

Record Retention - Applicants should be aware of Federal guidelines on record retention, which require grantees to maintain all records pertaining to grant activities for a period of not less than three years from the time of final grant close-out.

Reporting Requirements - DLLR is responsible for submitting quarterly program and financial reports (9130, 1512) on the MESP grant. LWIAs will follow existing processes - as defined by WIFI 05-09 and 05-09 Change 1, by which this information will be reported monthly to DLLR in sufficient time to meet the reporting deadlines.

As noted in the WIFI 05-09 Change 1, LWIAs are required to submit a separate copy of the 1512 report template for each ARRA grant: WIA Adult, Youth and Dislocated Worker; Maryland business Works; Other Statewide Grants – including the MESP grant.

MARYLAND ENERGY SECTOR PARTNERSHIP STEERING COMMITTEE

Under the grant, the GWIB organized the Maryland Energy Sector Partnership (MESP) which serves as the strategic steering committee throughout the life of the grant. The MESP's purpose is to create and implement Maryland's energy sector strategy, aligning the Governor's workforce vision and State energy policies with regional training activities that lead to employment and careers in targeted industry sectors in Maryland's green economy.

The MESP's role is to select project teams (consortia) who will conduct the regional training, job placement, and related activities that lead to employment; oversee the implementation and

successful operation of Maryland’s Energy Sector (workforce) Plan; and to review status, performance and fiscal reports in matters relating to schedules, budget, resources and technical performance.

The MESP will meet quarterly. The MESP membership includes representatives from industry, state and local workforce, education, labor, and community organizations. The steering committee’s co-chairs are:

Gino Gemignani,	Senior Vice President Whiting-Turner Contracting Company, Inc.
Katherine Magruder,	Executive Director Maryland Clean Energy Center

MESP Members:

Barry Williams,	Baltimore County Office of Workforce Development
James Rzepkowski,	Constellation Energy
Eric Seleznow,	Governor’s Workforce Investment Board
Brian Cavey,	Heat & Frost Insulationors & Allied Workers 24
Christian Johansson,	Secretary, Maryland Department of Business & Economic Development
Raymond Skinner,	Secretary, Maryland Department of Housing & Community Development
Alexander Sanchez,	Secretary, Maryland Department of Labor, Licensing and Regulation
Malcolm Woolf,	Maryland Energy Administration
Jeff Niesz,	Pepco Energy Services
Peter Lowenthal,	Solar Energy Industries Association Maryland
Stan Seidel,	Veterans Program Officer, U.S. Department of Labor – Veterans Employment
Daniel Mosser,	Prince George’s Community College
Andy Moser,	Assistant Secretary, Maryland Department of Labor, Licensing and Regulation
Jim Pierobon,	Standard Solar Inc
Greg Fox,	Constellation Energy Projects and Services Group
Carole Jacolick,	SunEdison
Frank Lee,	Services and Performance, Terralogos Energy Group
Frank Greenfield,	BP Solar
Alan Kutz,	College of Southern Maryland
Rick Barrett,	Johnson Controls
Katherine Oliver,	Assistant State Superintendent, Maryland State Department of Education
Roger Lash,	Director Apprenticeship and Training, Maryland DLLR
Fred Mason,	Maryland State AFL-CIO
Faith Tennent,	Associated Builders & Contractors-Chesapeake
Dr. Daraius Irani,	RESI Towson University

CONSORTIA PROJECT TEAMS

The purpose of the consortia project teams is to identify, assess, and refer candidates for training, and connect and place workers with employers that have existing job openings. Each project team is expected to identify appropriate training providers that have the capacity to begin training expeditiously upon award and effectively train a substantial number of participants.

Project teams are strongly encouraged to develop and/or strengthen relationships with the various partner organizations that include representatives from the energy efficiency and renewable energy business and industries, labor organizations, state and local government, and community based organizations and the education and training community.

Local and regional project teams funded through this SGA must implement comprehensive projects that include: (a) Robust recruitment strategies; (b) seamless integration of supportive service strategies where necessary to help the targeted individuals succeed; (c) use of the One Stop Career Center delivery system to provide case management; (d) high-quality training that leads to a degree or certificate, as appropriate. Training should use methods such as on-the-job training blended with classroom training, customized training with an existing registered apprenticeship program or labor-management partnership, technology-based learning, or other appropriate training strategies. In addition, training courses should be offered at alternate times (such as evening and weekend programs) and in locations that are most convenient and accessible to participants; and (e) follow-up and retention services, providing individuals the resources necessary to attain economic self-sufficiency.

OUTREACH AND RECRUITMENT STRATEGIES

Maryland Business Roundtable for Education (MBRT)

MESP has selected Maryland Business Roundtable for Education (MBRT) to develop a state-wide outreach program to provide support and facilitate the success of the grant. Founded in 1992, MBRT is a coalition of more than 100 leading Maryland employers that have made a long-term commitment to support education and workforce development. It has the access, expertise, tools and partnerships necessary to create a statewide campaign to promote the green jobs training consortia messages.

Construction and Energy Technologies Education Consortium (CETEC)

MESP had selected the Construction and Energy Technologies Education Consortium (CETEC) to address the training and workforce recruitment needs of Maryland businesses through the collaborative efforts of Maryland's Community Colleges. CETEC will take the lead on identifying appropriate curriculum, and sharing best practices among its members. Where appropriate, the colleges will offer standardized courses so that companies with employees in different parts of the state will get consistently high-quality classes from different training providers. CETEC will provide

a single point of contact for programs statewide; a rapid response to workforce demand; and training for both new and incumbent workers provided when and where employers and the construction consortia need it.

Regional Manufacturing Institute of Maryland (RMI)

MESP has selected the Regional Manufacturing Institute of Maryland (RMI) to develop a Green Manufacturing Exchange for the manufacturing consortia to provide a forum among manufacturing companies to develop criteria for energy efficiency training in the regional manufacturing industry sector. Networking software will be acquired under this grant to facilitate communication and collaboration among the Exchange. The Exchange will communicate specific employment needs with the Green Navigators at the One-Stops and Case Managers will find qualified applicants through the One-Stop delivery system and those already working in the industry.

ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

All grantees will be subject to all applicable Federal laws, regulations, and the applicable OMB Circulars. The grant(s) awarded under this SGA will be subject to the following administrative standards and provisions:

Non-Profit Organizations—OMB Circulars A-122 (Cost Principles) and 29 CFR part 95 (Administrative Requirements).

Educational Institutions—OMB Circulars A-21 (Cost Principles) and 29 CFR part 95 (Administrative Requirements).

State and Local Governments—OMB Circulars A-87 (Cost Principles) and 29 CFR part 97 (Administrative Requirements).

Profit Making Commercial Firms—Federal Acquisition Regulation (FAR)—48 CFR part 31 (Cost Principles), and 29 CFR Part 95 (Administrative Requirements).

All entities must comply with 29 CFR Parts 93 and 98, and, where applicable, 29 CFR parts 96 and 99.

29 CFR part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.

29 CFR part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.

29 CFR part 32—Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.

29 CFR part 33—Enforcement of Nondiscrimination on the Basis of Handicap in Programs or

Activities Conducted by the Department of Labor.

29 CFR part 35— Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.

29 CFR part 36— Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

The following administrative standards and provisions may be applicable:

The American Recovery and Reinvestment Act of 2009, Public Law 111–5, 123 Stat. 115, Division A, Title VIII (February 17, 2009).

The Green Jobs Act of 2007, Public Law 110–140, 121 Stat. 1748 (codified at 29 U.S.C. 2916).

The Workforce Investment Act of 1998, Public Law 105–220, 112 Stat. 939 (codified as amended at 29 U.S.C. 2801 et seq.) and 20 CFR part 667 (General Fiscal and Administrative Rules).

29 CFR part 29 and 30— Apprenticeship and Equal Employment Opportunity in Apprenticeship and Training; and

29 CFR Part 37—Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998.

Under WIA section 181(a)(4), health and safety standards established under Federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of participants engaged in training and other activities. Applicants that are awarded grants through this SGA are reminded that these health and safety standards apply to participants in these grants.

In accordance with section 18 of the Lobbying Disclosure Act of 1995 (Pub. L. 104–65) (2 U.S.C. 1611) non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive Federal funds and grants. Except as specifically provided in this SGA, ETA’s acceptance of a proposal and an award of Federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Circulars require that an entity’s procurement procedures must ensure that all procurement transactions are conducted, as much as practical, to provide open and free competition. If a proposal identifies a specific entity to provide services, ETA’s award does not provide the justification or basis to sole source the procurement, i.e., avoid competition, unless the activity is regarded as the primary work of an official partner to the application.

SPECIAL CONDITIONS

Outreach Materials

MESP and the consortia who engage in outreach activities to support the mission of the grant may produce printed and electronic materials (which we refer to as “workforce solutions.”) All such workforce solutions should include one of the following attributions:

Maryland Energy Sector Partnership Grant

<http://www.gwib.maryland.gov>

410-767-2017

This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor.

Or

This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor.

Maryland Energy Sector Partnership Grant

<http://www.gwib.maryland.gov>

410-767-2017

All grantees are responsible for ensuring that the public is aware of and has access to the full Intellectual Property Rights Disclaimer (see below) in a manner of the grantee’s choosing, including but not limited to electronic access to the full disclaimer, via the internet, email or telephone. DLLR will post this full disclaimer on the GWIB website.

”This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. The solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.”

Public Announcements

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing project or programs funded in whole or part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.

ATTACHMENT “B” – MESP TRAINING ALLOCATION BY LWIB

MARYLAND ENERGY SECTOR PARTNERSHIP									
This chart highlights allowable training activities by consortia. It also provide a detailed breakout of training funds and anticipated training slots by LWIB.									
BALTIMORE REGIONAL GREEN TECH WORKERS PROGRAM (Manufacturing Sustainability)									
LWIB	Training Allocation Includes tuition and certification	New Workers to be Served/Approximate Costs Per Person			Incumbent Workers to be Served/Approximate Costs Per Person			Allowable Training Activities	
		Target Svd	Cost/PP	Allocation	Target Svd	Cost/PP	Allocation		
			\$1,765			\$330			For New Workers: ITAs
Anne Arundel	\$145,464	50		\$ 88,250	100		\$32,970		OJT
Baltimore City	\$145,464	60		\$ 105,900	120		\$39,564		Classroom Training
Baltimore County	\$145,464	60		\$ 105,900	120		\$39,564		For Incumbent Workers:
Mid-Maryland		10		\$ 17,650	20		\$6,594		Purdue Training Offered By M-Tech
Susquehanna	\$48,489	20		\$ 35,300	40		\$13,188		
Totals:	\$484,881	200		\$ 353,001	400		\$131,880		
CACHE INSTITUTE FOR ENVIRONMENTAL CAREERS (Environmental Technology)									
LWIB	Training Allocation	New Workers to be Served/Approximate Cost Per person			Incumbent Workers to be Served/Approximate Cost Per Person			Allowable Training Activities	
		Target Svd	Cost/PP	Allocation	Target Svd	Cost/PP	Allocation		
				\$ 1,478					
Anne Arundel	\$ 339,999	110		\$162,608					Community college classroom
Southern Maryland		60		\$88,695					training offered by CACHE
Lower Shore		30		\$44,348					members (Anne Arundel
Upper Shore		30		\$44,348					Community College, College of
									Southern Maryland, and Wor-Wic
									Community College)
									Community college-funded
									scholarships for credit-based
									classroom training at the
									institutions identified above.
Totals:	\$ 339,999	230							
GREEN TRAINING FOR ENERGY EFFICIENCY ACHIEVEMENT – GREEN TEEA (Building Trades & Construction)									
LWIBS	Training Allocation	New Workers to be Served/Approximate Cost per Person			Incumbent Workers to be Served/Approximate Cost Per Person			Allowable Training Activities	
		Target Svd	Cost/PP	Allocation	Target Svd	Cost/PP	Allocation		
				\$1,980					
Anne Arundel	\$ 198,000	60		\$118,800					ITAs
Baltimore City	\$ 158,400	80		\$158,400					OJT
Mid-Maryland		40		\$79,200					CETEC Classroom Trng. or ITAs
Montgomery County	\$ 316,800	160		\$316,800					Other Classroom Training
Prince Georges	\$ 158,400	80		\$158,400					w/Appropriate Training Providers
Southern Maryland	\$ 79,200	40		\$79,200					Pre-apprenticeships w/community
Susquehanna	\$ 79,200	40		\$79,200					colleges
STTL	\$ 990,000	500		\$990,000					Apprenticeships (Associated
									Building Contractors, International
									Brother of Electrical Workers
									(IBEW), etc.)
									Insulators Union
									Maryland Business Works Green
Totals:	\$ 1,173,000								
Go Solar! Regional Partnership (Renewable Technology)									
LWIB	Training Allocation	New Workers to be Served/Approximate Cost per Person			Incumbent Workers to be Served/Approximate Cost per Person			Allowable Training Activities	
		Target Svd	Cost/PP	Allocation	Target Svd	Cost/PP	Allocation		
				\$ 2,316			\$ 566		
Anne Arundel	\$586,680	126		\$ 291,816	210		\$ 118,860		Classroom Training for Incumbent
Prince Georges		36		\$ 83,376	60		\$ 33,960		Workers by the Independent
Upper Shore		18		\$ 41,688	30		\$ 16,980		Electrical Contractors (IEC)
									Classroom Training for New or
									Incumbent Workers from Anne
									Arundel Community College
									Classroom Training from IBEW
									Maryland Business Works Green at
									the discretion of the consortia
Totals:	\$586,680	180		\$ 416,880	300		\$ 169,800		