

# Maryland Energy Sector Partnership (MESP) Maryland Business Green Worker Training (MGWT)

Maryland Business Green Worker Training (MGWT) is designed for employers who wish to provide their incumbent workers with green training within the scope of the MESP Grant. Employers must apply for the funds through their local workforce investment areas (LWIAs). An employer may be reimbursed for up to 100% of the cost of approved training for eligible employees<sup>1</sup>.

**Eligibility Criteria:** Maryland companies that operate under the provision of Maryland law.

- Full-time or part-time staff must work in a Maryland facility.
- For-profit and non-profit private sector employers.
- Maryland companies must be in one of the two targeted industry sectors.

## **Targeted Industry Sectors<sup>2</sup>**

**Building Trades & Construction:** Provide 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.

**Renewable Technology:** Provide electricity basics and PV installation training for entry-level worker, and incumbent worker certification in NABCEP's Entry Level Certificate of Knowledge of Solar PV Systems and Solar PV Installer Certification examination.

**Manufacturing Sustainability:** Increase sustainability and energy efficiency competencies for Maryland's manufacturing workforce through entry-

level Green Worker Training Program, and incumbent or skilled worker Green Workforce Certification.

## **Basic Requirements for the Training Program**

This grant is designed for employers who wish to provide:

- In-house training or on the job training
- A train the trainer program
- On-line training
- Training using a consultant or a third party vendor hired by the employer

The training can be conducted at any venue but may fund training costs only; retroactive approval is not allowable. The training program must:

- Be 6-months or less in duration
- Teach skills and competencies demanded by the targeted industry sector(s)
- Priority will be given to training resulting in one or more of the following: an increase of wages, or change in job title, or change in job description or duties.

## **What are the next steps?**

### **Step 1 – Employers Apply for Training Funds**

Employers should contact their LWIA representative to discuss their training needs, determine if the MGWT grant is right for them, and submit an application form with information about the business, and a description of the training and costs.

## **Step 2 – Employers Provide a List of Workers to be Trained**

Upon approval of the Business Green Incumbent Worker Training grant and before training begins, your LWIA will send an approval confirmation. The confirmation will include a form titled **Participant Enrollment List**: the employer must submit a final list of workers to be trained. For businesses receiving ARRA funds for training we must have their full name, home address and other demographic information.

### **GreenTech (Manufacturing Sustainability)**

#### **Anne Arundel County**

Samantha Stallybrass, [sstallybrass@aawdc.org](mailto:sstallybrass@aawdc.org)

#### **Baltimore County**

Karen Edsell, [kredsell@baltimorecountymd.gov](mailto:kredsell@baltimorecountymd.gov)

#### **Baltimore City**

Michael Miller, [mmiller@oedworks.com](mailto:mmiller@oedworks.com)

#### **Howard County**

Jeryl Baker, [jbbaker@howardcountymd.gov](mailto:jbbaker@howardcountymd.gov)

#### **Susquehanna**

Linda Siegel, [lsiegel@swnetwork.org](mailto:lsiegel@swnetwork.org)

Joe Ricci, [jricci@swnetwork.com](mailto:jricci@swnetwork.com)

### **Go Solar**

#### **Anne Arundel County,**

Samantha Stallybrass, [sstallybrass@aawdc.org](mailto:sstallybrass@aawdc.org)

#### **Prince Georges County**

Tina Sinclair, [tsinclair@pgcedc.com](mailto:tsinclair@pgcedc.com)

#### **Upper Shore**

Pat Murphy

[helenmurphy@skipjack.chesapeake.edu](mailto:helenmurphy@skipjack.chesapeake.edu)

## **Step 3 – LWIB complete registration with participants**

Shortly before or on the day of the training, a MGWT green navigator, an employee of the LWIA, will complete the registration process with each employee. The green navigator will request documentation to be used as a record of the basis for determining eligibility of the incumbent worker. All information provided by employers and employees will be kept secure and confidential.

### **GreenTEEA (Construction)**

#### **Anne Arundel County**

Samantha Stallybrass, [sstallybrass@aawdc.org](mailto:sstallybrass@aawdc.org)

#### **Baltimore City**

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#### **Howard County**

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#### **Montgomery County**

Dennis Favilla, [dfavilla@montgomeryworks.com](mailto:dfavilla@montgomeryworks.com)

#### **Southern Maryland**

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#### **Susquehanna**

Linda Siegel, [lsiegel@swnetwork.org](mailto:lsiegel@swnetwork.org)

#### **Prince Georges County**

Tina Sinclair, [tsinclair@pgcedc.com](mailto:tsinclair@pgcedc.com)

### **Maryland Energy Sector Partnership**

**Grant** <http://www.mdworkforce.com/mesp/>

### **For Further information**

Contact Ron Windsor, DLLR

[rwindsor@dllr.state.md.us](mailto:rwindsor@dllr.state.md.us)

<sup>1</sup> This workforce solution is funded by a grant under the American Recovery and Reinvestment Act (ARRA) of 2009 which was awarded by the U.S. Department of Labor's Employment and Training Administration. Restriction on and requirements for the use of these funds are listed in the application document.

<sup>2</sup> Not sure your company fits one of the two sectors, or if the training you are seeking fits the definitions? Please contact your LWIA to discuss your needs.

<sup>3</sup> The training provider does not need to be a Maryland company. The training event does not need to be conducted in Maryland.

**BUSINESS APPLICATION –  
MARYLAND BUSINESS GREEN INCUMBENT WORKER TRAINING**

**Step 1 – Business Applies for training funds.**

**Amount of Funds Requested \$ (FROM PAGE THREE) Date:**

**Number of Employees involved in Training:**

***Business Profile***

Legal Business Name

Federal Taxpayer ID #

Mailing Address

City, State, Zip Code

Name and Title of Company Contact Person

Telephone Number

Fax Number

Email Address

Nature of Business:

Total # of Employees:

Company's Annual Training Budget \$

## Training Provider

### Targeted Industry Sectors

Please check the industry sector that most closely matches your company's line of work.

- Building Trades & Construction (NAICS Sector 230)
- Renewable Technology (NAICS Sector 23)
- Manufacturing (NAICS Sector 31-33)

### Training Plan - Information Concerning the Training

Training provided by:

Name of the instructor

In-house Training Provided by Staff – attach resume or biography

Training Provider's Business Name

Federal Taxpayer ID #

Mailing Address

City, State, Zip Code

Training start date

Training completion date

Number of instruction hours:

As a result of this training:

How many of those attending will receive an increase in pay/salary? (A for all):

How many will have a change in job title? (A for all):

How many will have a change in job description or duties? (A for all):

How many new jobs will be created (as a result of training)?

Provide a description of the training, including purpose, learning objectives, target audience, schedule or agenda, texts, training materials and tests, and information about, equipment and/or processes. List any green skills, credentials or certification that will result from this training, the description should address the needs defined in the scope of work of the MESP grant and the applicable consortium (see Targeted Industry Sectors.)  
Attach any relevant coursework curriculum materials and/or information about the trainer.

## Training Budget

A company may receive up to 100% reimbursement of their Total Training Costs. The percentage reimbursed will depend on a number of factors including the availability of funds at the time of the request. For the purpose of this application, the employer should list all costs directly related to the provision of training for participants. This may include the following: Faculty/instructors, including salaries; in-house training staff; books, materials, and supplies used in the training course.

*\*No retroactive training proposals will be considered*

Tuition and Fees (Training Vendors)		
# People	\$ Per Person =	\$
In-House Staff Training/consultant Fees		\$
Books and Materials		\$
Supplies		\$
Other:		\$
Requested Reimbursement		\$

If you entered a dollar amount for "Other, please attach details

Comments:

*LWIA REPRESENTATIVE CONTACT INFORMATION*