

WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 12-09 CHANGE 1

DATE: December 27, 2010

TO: Local WIA Grant Recipients, MESP Green Navigators

SUBJECT: Maryland Energy Sector Partnership (MESP) Initiative Resisions

REFERENCES: SGA/DFA PY-08-20 ARRA 2009: State Energy Sector Partnership and Training Grant – Scope of Work

WIFI # 12-09 Maryland Energy Sector Partnership Grant

BACKGROUND INFORMATION:

WIFI # 12-09 provided operating instructions for the Maryland Energy Sector Partnership Grant (MESP). The initiative has provided funds to Maryland's Workforce Investment Areas (WIAs) for an energy sector green jobs training initiative. These funds are to be used for 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.

- One segment of this initiative provides training services to Incumbent Workers. Originally titled Maryland Business Works Green (MBWG), it was discussed on page 15 of the original WIFI. Revisions have been made to this segment including a title change to Maryland Business – Green Incumbent Worker Training (MGWT). Attachment “C” has been added to provide an overview of the MGWT process and also includes a revised employer application. The link is <http://www.mdworkforce.com/mesp/mespmgwtapp.doc>
- It has been determined that, for incumbent worker file retention, the only basic document needed from the MWE registrant will be a copy of the trainee's I-9 form which ideally should be obtained from the employer. Veteran's status and/or disability status are separate issues regarding documentation. Each trainee must be fully registered in the Maryland Workforce Exchange (MWE) and have services documented as they are completed
- In addition, the MESP “Manufacturing Sustainability” Sector has been added to the “Building Trades & Construction” and “Go Solar’ sectors as allowable for MGWT incumbent worker training activity.

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- Finally, the CACHE sector (Institute for Environmental Careers) has modified its allowable activity to allow the option of single-course offerings in situations in which one or two courses would give the student enough knowledge and skills to secure a new job or add/increase an environmental component to their current job. For example, elementary school teachers might take a course in Environmental Science and then add an environmental overlay to their existing classes, supporting the goals of the grant and broadening its reach by engaging students in environmental topics, laying the foundation for the next generation of environmental workers.

**ACTION TO
BE TAKEN:**

Local WIA grant recipients should review Attachment “C”- Maryland Business – Green Incumbent Worker Training, which provides a revised employer application and program overview. Typically, funding comes from the training allocation of the LWIB consortium partner that submits the application. Occasional arrangements might need to be arranged between Consortia members regarding funding. Training costs should consider the average cost per person allowances as defined by the consortia in order to insure that there are adequate training funds to meet participant outcome targets. All other provisions of the Maryland Business Works (MBW) process will remain the same except that individual trainee wage caps have been eliminated to facilitate the process. Please be reminded that training must be in a green occupational skills area to meet approval; employers may receive up to 100% reimbursement for approved projects.

Local WIA grant recipients should also review and implement the various training strategy changes listed in this directive as well as the revision regarding I-9 acceptance for incumbent worker file retention.

**CONTACT
PERSON:**

Bernard Reynolds (410) 767-2017

EFFECTIVE:

Immediately



Paulette Francois
Assistant Secretary
Division of Workforce Development and Adult Learning

Attachment