

### WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 12-09 CHANGE 3

**DATE:** November 1, 2011

**TO:** Local WIA Grant Recipients

**SUBJECT:** Maryland Energy Sector Partnership (MESP) Initiative Scope of Services Modification

**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). This initiative has provided funds to Maryland's Local Workforce Investment Areas (LWIAs) 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.

DLLR recently received federal approval of a grant modification request from the USDOL. We shall implement the MESP training grant as a statewide initiative. The most important implication of this change is that all 12 LWIAs may receive direct grant funds without limitations on the training sector as proposed in the initial submission. LWIAs, including our nine original partners, will no longer be restricted to or assigned to one or more consortia. LWIAs will be able to provide training in any of the four consortia areas. At present, certain LWIAs partner in just one or two consortia. Under this revision, county residents and business clients may be served with in-demand training in manufacturing, solar, construction, or any of the emerging energy efficiency and renewable energy industry sectors. Please see Attachments A-2 and A-4. This will require some modifications of your sub-grant agreement with DLLR.

Please note that MESP is funded through Section 171 of WIA (DEMONSTRATION, PILOT, MULTISERVICE, RESEARCH, AND MULTISTATE PROJECTS). All LWIAs may vet and elect training providers not originally outlined in the initial grant and not currently on the training provider list. MESP is a discretionary, innovation grant. It encourages the exploration of new strategies and training that will serve the emerging green industries. LWIAs have the autonomy to identify, target and use training providers in and outside of their WIA-box.

#### ACTION TO BE TAKEN:

Local WIA grant recipients should review this policy update and four section attachment which address participant and training provider eligibility provisions under the MESP Grant. While local program registration policies will still take precedence, LWIAs must ensure that, at a minimum, Maryland Workforce Exchange (MWE) registrations are fully completed and any MESP services and/or training are properly documented. In addition, DLLR is strongly encouraging service provision to groups other than "Incumbent Workers." A list of eligible populations is included in Attachment A-3.

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LWIAs may fund any training that leads to employment in any of the energy efficiency and renewable energy industry sectors. LWIAs are encouraged to identify and engage training that meets real-demand of businesses and the needs of workers. Targeted training must be data-driven. Fortunately, we can now leverage real-time regional Green Labor Market Information – an option that was unavailable at the time of the original grant submission – using:

- Green Jobs Gap Analysis;
- Recent Labor Market Research in Green Jobs to help guide training activities;
- A brand new (published in 2011) Green Jobs Related Education and Training Provider Catalog;
- The CETEC catalogue of MESP fundable courses; and
- A real-time Green Related Jobs Portal targeting MD, DC, and VA employers and workers ([www.marccgreenworks.com](http://www.marccgreenworks.com)).

LWIAs are encouraged to access all appropriate training providers regardless of their inclusion on the MHEC Training Provider List. OJT in MESP is fully defined as allowable training costs; however, under no circumstance should LWIAs apply trainee wages as an OJT expense. LWIAs are to follow the WIA definition of OJT, and not that which is applicable with the other OJT NEG grant. Please refer to Attachment A-1.

We are removing per consortium training metrics (number served) to allow each LWIA the flexibility to assist in meeting the overall MESP program goals. In its place, every LWIA partner will be required to develop an implementation plan with quarterly enrollment, placement and expenditure goals per their sub-grant agreement. In addition, LWIAs no longer need to submit Incumbent Worker training proposals to DLLR for approval. Local approval will be deemed acceptable for future activity. LWIAs must be mindful of the nature and documentation of training, acquisition of a credential or certificate, reasonable cost, documentation of trainee registration, and avoidance of retroactive proposal approval.

The administrative structure of the grant remains in place. This refers to Green Navigators, Maryland Workforce Exchange, 1512 reports, monthly and quarterly expenditure reports, intake procedures, eligibility and documents. I have revised the Workforce Investment Field Instruction (WIFI) No. 12-09 to reflect the changes described in this letter. DLLR/GWIB will continue to provide technical assistance and field monitoring. Finally, LWIAs will be notified, under separate correspondence, of revised procedures to modify existing MESP grants and apply (where appropriate) for new MESP grants. These procedures will require quarterly enrollment, placement and expenditure goals for both Incumbent and other participants. DLLR is establishing a requirement that 70% of remaining training funds be used for new hire training. This revised activity level will be effective 11/1/11; DLLR will closely monitor activities to ensure compliance and proper documentation. As needed, funds will be reallocated to LWIAs in need of additional funding. LWIAs are responsible for distributing these changes in guidance to all internal staff and vendors as appropriate to ensure proper implementation of programs.

**CONTACT  
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**EFFECTIVE:**

Immediately



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## **WIFI 12-09 Change # 3 Attachment A**

### **A-1 Allowable Training Costs**

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 equipment. Applicants are not limited in the specific training and placement strategies and activities they may utilize.

However, all activities must 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.

### **A-2 Energy and Energy Efficiency Industries**

The purpose of this green job training grant is to teach workers the skills required in emerging energy efficiency and renewable energy industries. These efforts will lead program participants to job placement and retention of jobs through up-skilling.

*The Targeted Emerging Energy Efficiency and Renewable Energy Industry Sectors are:*

- The energy-efficient building, construction, and retrofit industries;
- The renewable electric power industry;
- The energy efficient and advanced drive train vehicle industry;
- The biofuels industry;
- The deconstruction and materials use industries;
- The energy efficiency assessment industry serving residential, commercial, or industrial sectors;
- Manufacturers that produce sustainable products using environmentally sustainable processes and materials; and
- Additionally, USDOL is interested in green industries and jobs that clean and enhance our environment (green construction; environmental protection; sustainable agriculture including healthy food production; forestry; and recycling and waste reduction.)

USDOL defined "renewable energy" as electric energy generated from solar, wind, biomass, landfill gas, ocean (including tidal, wave, current, and thermal), geothermal, municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project. "Energy efficiency" can be broadly defined as programs/systems aimed at mitigating the use of energy, reducing harmful emissions, and decreasing overall energy consumption.

### **A-3 MESP Eligibility**

#### **Populations to Be Served Under This Grant<sup>1</sup>**

Priority populations served include dislocated workers, new entrants, incumbent workers in need of updated skills, veterans, or past or present member of the Armed Forces reserve components; unemployed individuals, at risk youth, low-income individuals seeking pathways out of poverty, and ex-offenders. Priority of service will be given to veterans and eligible spouses of veterans.

#### **Basic criteria**

All participants must:

- I. Be 18-years of age or older;

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<sup>1</sup> Defined in the MESP scope of work and consistent with the grant specifications.

2. A Maryland resident or (for incumbent worker training) working for a Company headquartered in Maryland;
3. Citizen of the United States or Legal Alien;
4. Authorized to work in the U.S.;
5. Registered with Social Security; and
6. Registered with the Selective Services System, if applicable.

Please note that the MESP grant does not have an income criterion.

#### Other criteria specific to an MESP Consortium

CACHE – environmental technology is a credit program provided by four community colleges- Anne Arundel Community College, College of Southern Maryland, Chesapeake College and Wor-WIC. Candidates must:

- Apply to the community college (online or in person). (CACHE website has links to the admissions office of each CACHE college); and
- Complete a College Testing/Advising assessment arranged according to local One-Stop and college agreement.

#### Go Solar

- Incumbents must be electricians; and
- New Worker (pre-apprenticeship training) candidates must have a driver's license, and pass a basic math assessment test given at orientation.

#### Manufacturing

- New Worker training – candidates must achieve 10th grade reading and math level on an assessment evaluation provided by the One-Stop Career Center.

### **A-4 MESP Consortia by Targeted Industry Sector**

There are four MESP consortia partnerships, each focused on one or more of the emerging energy efficiency and renewable energy industries.

**Building Trades & Construction:** **GreenTEEA** will meet the need for skilled green construction and trades workers in the energy-efficient building construction, and retrofit industries.

- The energy-efficient building, construction, and retrofit industries;
- The deconstruction and materials use industries;
- The energy efficiency assessment industry serving residential, commercial, or industrial sectors; and
- Green industries and jobs that clean and enhance our environment (green construction).

**Renewable Technology:** **Go Solar!** will provide training needed to enter or advance in the emerging solar installation industry.

- The energy-efficient building, construction, and retrofit industries; and
- The renewable electric power industry.

**Manufacturing Sustainability:** **Green TECH** will increase sustainability and energy efficiency competencies for Maryland's manufacturing workforce.

- Manufacturers that produce sustainable products using environmentally sustainable processes and materials.

**Environmental Technology:** **CACHE** offers a new set of skills and competencies to meet a variety of needs with government agencies, land management companies, developers and other firms that support conservation practices surrounding the Chesapeake Bay, including jobs that clean and enhance our environment.

- Green industries and jobs that clean and enhance our environment (green construction; **environmental protection**; sustainable agriculture including healthy food production; forestry; and **recycling and waste reduction**.)