Maryland's Job Driven National Emergency Grant (JD NEG) Program │ December 11, 2014

TO: Division of Workforce Development and Adult Learning (DWDAL) staff and Local Workforce Investment Area (LWIA) directors

FROM: Julie Ellen Squire, Assistant Secretary
Division of Workforce Development and Adult Learning
Maryland Department of Labor, Licensing and Regulation

SUBJECT: Maryland's Job Driven National Emergency Grant (JD NEG) Program

PURPOSE: To provide policy guidance on the Job-Driven National Emergency Grant (JD NEG) Program.

ACTION: Local Workforce Investment Area (LWIA) directors, American Job Center (AJC) administrators, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available on the DLLR website.

EXPIRATION: September 16, 2016

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MARYLAND'S JOB DRIVEN NATIONAL EMERGENCY GRANT (JD NEG) PROGRAM

CANCELLATION

The following policy is hereby cancelled and replaced by this policy issuance:

- POLICY ISSUANCE 2014-13, Maryland's Job Driven National Emergency Grant (JD NEG) Program

GENERAL INFORMATION

NATIONAL EMERGENCY GRANTS

National Emergency Grants (NEGs) are discretionary grants awarded by the United States Department of Labor (USDOL) to provide employment-related services for dislocated workers. NEGs are intended to temporarily expand service capacity to state and local levels by providing time-limited funding assistance in response to large, unexpected economic events that cause significant job loss. By affording workers the opportunity to acquire the occupational skills that they need to pursue in-demand jobs, NEGS are key to helping workers, communities and the U.S. economy to quickly recover from down times.

DISLOCATED WORKERS

By definition, according to the Workforce Investment Act (WIA), a dislocated worker is an individual who:

1. Has been terminated or laid off, or received a notice of termination or layoff from employment;
2. Is eligible for, or has exhausted, unemployment insurance (UI) benefits;
3. Has demonstrated an appropriate attachment to the workforce, but is not eligible for UI and is unlikely to return to a previous industry or occupation;
4. Has been terminated or laid off, or received notification of termination or layoff from employment as a result of a permanent closure or substantial layoff;
5. Is employed at a facility where the employer has made the general announcement that the facility will close within 180 days;
6. Was self-employed, but is unemployed as a result of general economic conditions in the community or because of a natural disaster; or,
7. Is a displaced homemaker who is no longer supported by another family member.

JOB DRIVEN NATIONAL EMERGENCY GRANTS

Despite recent economic growth, long-term unemployment continues to strain the U.S. workforce investment system's capacity to provide the breadth of reemployment services needed to get people back to work. At the same time, businesses are reporting difficulty in finding and hiring workers with the right skills for jobs that they need to fill. USDOL developed the Job Driven National Emergency Grant (JD NEG) opportunity to address these challenges. Nationally, the JD NEG invests in workforce and industry partnerships to provide workers with the skills necessary to fill in-demand jobs.

In Maryland, the Job Driven National Emergency Grant (JD NEG) Program provides quality employment and training services to dislocated workers to help them find, and qualify for, meaningful employment. Maryland's JD NEG Program is also designed to help employers find the skilled workers they need to compete and succeed in business. Because partnering with employers is key to Maryland's success, the JD NEG Program enhances and expands dislocated worker services by focusing on industry-driven partnerships with the business community. Employer partnerships create job opportunities for dislocated workers through work based learning, on-the-job training, and customized and occupational skills training.

Maryland's JD NEG Grant Program started in the summer of 2014. It is expected to close out on September 30, 2016.

JOB SEEKERS: PROGRAM PARTICIPANTS AND OUTREACH

TARGET JOB SEEKERS

The State's JD NEG Program is focused on serving three specific job seeker populations:

1. *Long-term Unemployed-* Dislocated workers who have been unemployed for 27+ weeks;
2. *Early Intervention Candidates-* Unemployment Insurance (UI) recipients that have been profiled by the Worker Profiling and Reemployment Services (WPRS) System as likely to exhaust UI benefits; and,
3. *Foreign Trained Immigrant Workers-* Immigrant workers who fit the dislocated worker definition and have faced barriers to employment in their trained field or profession.

JOB SEEKER OUTREACH METHODS

DLLR and Local Workforce Investment Area (LWIA) staff should identify potential participants by building upon existing customer relationships, organization partnerships, and other resources. Examples of resources that could help to identify participants include, but are not limited to: Employment Advancement Right Now (EARN) partners, Pre-Apprenticeship program partners (ex. Project JumpStart), Apprenticeship program partners, Maryland Adult Education, and the Maryland Department of Human Resource (DHR)'s Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) customers, non-profit, and faith-based organizations.

In addition, to help identify long-term unemployed Marylanders, the JD NEG Project Manager will work with DLLR's Division of Unemployment Insurance. To identify foreign trained immigrant workers, the JD NEG Project Manager will facilitate partnerships with DHR's Maryland Office for Refugees and Asylees (MORA) and non-profit groups, such as Casa de Maryland, FIRN, and the International Rescue Committee.

American Job Center staff, including those working with the Trade Adjustment Assistance (TAA) Program, Veterans Programs, Wagner-Peyser (WP), Early Intervention (EI), and the Reemployment and Eligibility Assessment (REA) Program, should identify eligible participants and refer them to the JD NEG facilitator to determine program eligibility. Veterans should receive priority of service.

LWIA STAFF ROLES

Directors of participating Local Workforce Investment Areas (LWIAs) must ensure that staff roles in the JD NEG Program are clearly understood. LWIA directors should designate some or all of the LWIA staff to:

- Identify program candidates;
- Assess candidates' eligibility for the JD NEG Program;
- Facilitate communication on the JD NEG program, to ensure all LWIA staff know of the program as a potential resource;
- Assist eligible program participants with obtaining suitable intensive services, wraparound services, supportive services, and training.

Participating LWIA directors must ensure that the JD NEG Project Manager is provided with the appropriate staff contact(s).

PARTICIPANT APPROVAL

To approve a candidate for participation in the JD NEG Program, a designated LWIA staff person must:

1. Conduct an individual needs assessment OR review an existing employment plan;
2. Determine whether the individual meets the definition of a WIA dislocated worker; and,
3. Ensure that the candidate is a job seeker who meets the qualifications of a JD NEG target population.

EMPLOYERS: PARTICIPATING BUSINESSES AND OUTREACH

TARGET EMPLOYERS

Based on evidenced regional and statewide economic need, Maryland's JD NEG Program focuses on sector partnerships with five key industries:

1. *Healthcare*;
2. *Information Technology* (IT);
3. *Transportation and Logistics*;
4. *Construction*; and,
5. *Manufacturing*.

EMPLOYER OUTREACH METHODS

Participating LWIAs should enlist Business Service Representatives (BSRs) and Business Resource Representatives (BRRs) to conduct outreach to local businesses in healthcare, IT, transportation and logistics, construction, and manufacturing industries. BSRs and BRRs should introduce the JD NEG Program, using the JD NEG Program Factsheet given in *Attachment A*, and then identify interest for participation in on-the-job (OJT) training, work based learning (WBL) and other opportunities.

BSRs and BRRs should then refer interested, qualifying businesses to the Anne Arundel Workforce Development Corporation (AAWDC)'s JD NEG Industry Navigators for placement and further direction.

JD NEG Industry Navigators should:

- Assist companies with completing applications;
- Work with companies to gain a clear understanding of job requirements;
- Coordinate with LWIAs and other partners to identify qualified jobseeker candidates to participate in training;
- Help to prepare and submit OJT training plans, for review by the AAWDC's OJT Contract Administrator; and,
- Support contract preparation between participating employers and JD NEG Program jobseekers.

JOB SEEKER TRAINING

Based on an assessment of a participant's need, the JD NEG Program provides meaningful, quality training opportunities, which could include: on-the-job training (OJT), occupational skills training, customized training, career pathways, pre-apprenticeship, or apprenticeship opportunities. *Attachment B* provides clarification on the types of activities that are fundable by the JD NEG Program.

ON-THE-JOB TRAINING (OJT)

On-the-job training (OJT) is training conducted by an employer that occurs while a participant is engaged in productive work. OJT optimizes the resources available under workforce development initiatives to meet the needs of employers and job seekers. Employers match JD NEG Program funding to employ participants, while they train for the job. *Attachment A* provides additional details on OJTs.

OCCUPATIONAL SKILLS TRAINING

Occupational skills training is delivered to participants through community-college and/or industry partners to provide them with employer-driven, specific vocational skills at entry, intermediate or advanced levels. Occupational skills training leads participants to proficiency in performing actual tasks and technical functions that are required by certain industries. After completing this training, jobseekers receive industry recognized certificates.

CUSTOMIZED TRAINING

Customized training is designed to meet employers' specific requirements. The training is provided by an employer (or by a training or educational institution on behalf of an employer) and is conducted with a commitment by the employer to employ an individual upon successful training completion. The skills learned are intended to be transferable across the industry. The employer pays a significant portion of the training cost. *Attachment A* provides additional details on customized training options.

CAREER PATHWAYS

Career Pathways provide a combination of rigorous and high-quality education, training and other services that align with the skills an employer needs to fill in-demand positions. Career Pathways are designed to prepare individuals to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships. Often, the program includes counseling to support the participant in achieving his or her education and career goals. Community colleges, employers, community-based organizations, Workforce Investment Board (WIB) staff and DLLR adult education providers work together to assist Marylanders with pathways to advancement and expertise in industries like information technology (IT), manufacturing, and healthcare.

APPRENTICESHIPS & PRE-APPRENTICESHIPS

Apprenticeship programs combine WBL and classroom training to help successful program completers obtain secure, full-time journeyman positions. DLLR's Apprenticeship and Training Program offers over 100 active apprenticeship programs.

Pre-Apprenticeship Programs are also available to participants to help them gain new skills to obtain employment or to qualify for a registered apprenticeship program.

WRAP-AROUND SERVICES

Maryland's JD NEG Program offers wrap-around services to eligible participants. Wrap-around services are designed to help job seekers obtain the necessary skills to re-enter employment. These services include, but are not limited to: academic and career planning, specialized resume creation, mock interview skill sessions, boot-camp reemployment services, mentoring, and other activities that help to increase a participant's "personal agency."

Attachment B provides clarification on the types of activities that are fundable by the JD NEG Program.

SUPPORTIVE SERVICES

Supportive services provide financial assistance to participants who would not be able to participate otherwise. Maryland's JD NEG Program offers supportive services to eligible participants with transportation, uniforms, tools, work or training equipment, child or dependent care, graduation fees, union fees, and clothing for interviews or job fairs. *Attachment B* provides clarification on the types of activities that are fundable by the JD NEG Program.

Before a JD NEG Program participant is approved for supportive services, LWIA staff should ensure that other resources have been explored and no other resource is available to pay for the necessary service. Participating LWIAs should ensure that all LWIA supportive service policies on submission procedures and payment issuance are followed. Participating LWIAs should also ensure that approval forms, receipts and supporting documentation are available for review. LWIA supervisors must approve supportive services for JD NEG Program participants.

Supportive service payment checks are available to the customer, as long as he or she remains in good standing with the training vendor. Supportive services are not available for customers enrolled in online training. OJT participants are only eligible to receive supportive services during the first two weeks of the employment.

The following section details the available supportive services for JD NEG Program participants and the related guidelines.

TYPES OF JD NEG SUPPORTIVE SERVICES

Transportation Allowance

Transportation allowances are available to participants who are in approved training programs. The transportation allowance must cover the cost of traveling to and from job interviews or job fairs, or as support during the first two weeks of starting a new, full-time job.

Payment Guidelines: Transportation allowance can be used for public transit users or for drivers.

For public transit users, participating LWIAs may cover the expenses for bus, light rail, metro subway, MARC train, Washington Transit, or Commuter Choice Maryland.

For drivers, participating LWIAs must base travel allowance on the following rate:

Per Day: $0.56 per mile X the round trip miles

The maximum allowable payment is $20 per day, with a maximum of $100 per week. Google Maps or MapQuest must be used to determine daily mileage. Mileage is calculated from the participant's home address to the training, interview or job fair, or job site.

Uniforms, Tools, and Related Equipment

The JD NEG Program assists eligible participants with the costs of uniforms, tools and/or equipment that are required for participation in approved training programs or new, full-time jobs. Examples of covered items include: steel toe boots, nursing scrubs, stethoscopes, blood pressure cuffs, and worker tools.

NOTE: The JD NEG Program <u>must not</u> cover costs for participants who are also enrolled in the Trade Adjustment Assistance (TAA) Program or dual enrolled in the Statewide National Emergency Grant (NEG) Program. If, for example, a JD NEG Program participant was provided with steel toe boots from the TAA Program, he/she can not also receive steel-toe boots from the JD NEG Program.

Payment Guidelines: Participating LWIAs must base payments on the curriculum requirements of the training program, or for requirements of the participant's new, full-time job. Payments must be made based on the market value for uniforms, tools and/or related equipment. The maximum allowable payment is $100 for uniforms, $100 for tools and/or $100 for related equipment.

Graduation Fees

The JD NEG Program assists its participants with graduation fees, upon successful degree or certificate program completion.

Payment Guidelines: Participating LWIAs must make payments based on the costs of graduation fees for the participant's degree or certificate program.

Union Fees

The JD NEG Program assists participants with union fees, which are the costs associated with joining a union, to obtain employment.

Payment Guidelines: Participating LWIAs must make payments based on the costs of union fees. The maximum allowable payment is $100.

Clothing for Interviews and Job Fairs

The JD NEG Program assists participants with the costs associated with clothing for job interviews and/or job fairs. Examples of the items that this supportive service covers include: dress shirts, ties, business suits or suit coats, dresses, khaki pants, or dress shoes.

Payment Guidelines: Participating LWIAs should base the supportive service payment on documentation of an upcoming interview or job fair. The payment must be made on the market value of the item. The maximum allowable payment is $100 per participant.

Child or Dependent Care

When daycare costs for a child or dependent exceed the amount subsidized by the Department of Social Services, the JD NEG Program assists participants with the additional costs.

To receive this payment, the dependent needing daycare must be:

1. Under the age of 13;
2. Under the age of 18 and physically or mentally incapable of self-care;
3. A spouse who is physically or mentally incapable of self-care and has the same principal address of the program participant; or,
4. A parent who is physically or mentally incapable of self-care.

Payment Guidelines: Participating LWIAs may provide this supportive service payment to actively engaged JD NEG Program participants or to those who are in the first two weeks of new, full-time employment. The maximum allowable payment is $20 per day, with a maximum of $100 per week. Participating LWIAs must only approve daycare costs for days that the participant is in training or at work. Before submitting a payment request, participating LWIAs must determine that all of the following conditions are met.

To receive child care payments, the participant must complete ALL of the following steps:

1. Apply for purchase of care subsidy through the department of social services;
2. Provide application results to Career Consultant or Career Navigator;
3. Provide proof that participant has contracted with a State-approved child care provider;
4. Demonstrate evidence of need; AND,
5. Document relationship to person in care.

To receive dependent care payments, the participant must complete ALL of the following steps:

1. Provide legal proof of adult dependent's condition that causes the need for care;
2. Provide proof that participant has contracted with a with a State-approved daycare provider;
3. Demonstrate evidence of need; AND,
4. Document relationship to person in care.

PERFORMANCE & THE MARYLAND WORKFORCE EXCHANGE (MWE)

The Division of Workforce Development and Adult Learning (DWDAL) requires participating LWIAs to enter program participants' information into the Maryland Workforce Exchange (MWE) in a timely manner. Participating LWIAs that do not meet DWDAL's expectations will face consequences, as detailed in a following section.

To comply with regulatory reporting requirements and to determine the success of JD NEG Program's investments, the participating LWIAs **MUST** report the following data into the MWE System:

- Participant characteristics;
- Participant services received;
- Participant outcomes.

Staff from the participating LWIAS must ensure that all reporting data is entered into the MWE within 14 days of activity.

Participating LWIAs must also ensure that all JD NEG Program participants are fully enrolled in the MWE System. As part of the enrollment process, it is mandatory to enter information using the JD NEG project ID. *Attachment C* provides detailed instructions on entering NEGs into the MWE System. Directors from participating LWIAs are responsible for ensuring that the instructions detailed in this attachment are disseminated to staff, reviewed with staff, and followed in the LWIA.

CO-ENROLLMENT

JD NEG participants should be co-enrolled as WIA dislocated workers, when applicable. However, co-enrollment is only required for non-OJT training. For OJT participants, LWIAs are encouraged, but not required, to co-enroll participants as JD NEG participants and WIA dislocated workers.

If LWIAs do not co-enroll OJT participants, then LWIAs are instead required to document coordination with and leveraging funds of at least two other federal, State, or local programs such as: Unemployment Insurance, Wagner-Peyser Employment Service, WIA Adult and Dislocated Worker programs, Trade Adjustment Assistance, Jobs for Veterans State Grants, Careers and Technical Education, Adult Education, Vocational Rehabilitation, Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), economic development programs, Employment Advancement Right Now (EARN), and/or transportation infrastructure grants.

Participating LWIAs that do not co-enroll OJT participants must complete an assessment to determine eligibility as a dislocated worker and to ensure a match for the OJT. This assessment must be documented as staff assisted core services. Services such as self-enrollment, which are not done with the assistance of staff, do not meet requirements.

All JD NEG Program activities must end by 9/30/2016. Participants may continue to receive services after the JD NEG end date under another funding source, such as local Dislocated Worker funding or another source for which the participant is co-enrolled and qualifies.

REPORTING

Participating LWIAs should submit timely fiscal and administrative reports to the DWDAL central office. There are consequences for noncompliance, as detailed in a following section.

FISCAL REPORTING

Participating LWIAs must submit monthly and quarterly financial reports on administrative and program costs to the DLLR central office no later than the 10th of the month following the month of reported activity. The following chart provides detailed information on reporting expectations:

FISCAL REPORT TYPE	MONTH OR QUARTER REPORT END DATE	DUE DATE
Quarterly	9/30/2014	10/10/2014
Monthly	9/30/2014	10/10/2014
Monthly	10/31/2014	11/10/2014
Monthly	11/30/2014	12/10/2014
Quarterly	12/31/2014	1/10/2015
Monthly	12/31/2014	1/10/2015
Monthly	1/31/2015	2/10/2015
Monthly	2/28/2015	3/10/2015
Quarterly	3/31/2015	4/10/2015
Monthly	3/31/2015	4/10/2015
Monthly	4/30/2015	5/10/2015
Monthly	5/31/2015	6/10/2015
Quarterly	6/30/2015	7/10/2015
Monthly	6/30/2015	7/10/2015
Monthly	7/31/2015	8/10/2015
Monthly	8/31/2015	9/10/2015
Quarterly	9/30/2015	10/10/2015
Monthly	9/30/2015	10/10/2015
Monthly	10/31/2015	11/10/2015
Monthly	11/30/2015	12/10/2015
Quarterly	12/31/2015	1/10/2015
Monthly	12/31/2015	1/10/2016
Monthly	1/31/2015	2/10/2015
Monthly	2/28/2015	3/10/2015
Quarterly	3/31/2015	4/10/2015
Monthly	3/31/2015	4/10/2015
Monthly	4/30/2015	5/10/2015
Monthly	5/31/2015	6/10/2015
Quarterly	6/30/2015	7/10/2015
Monthly	6/30/2015	7/10/2015
Monthly	7/31/2015	8/10/2015
Monthly	8/31/2015	9/10/2015
Quarterly	9/30/2015	10/10/2015
Monthly	9/30/2015	10/10/2015
Quarterly	12/31/2015	1/10/2015

Attachment D provides the reporting template for the Fiscal Monthly Status Report and *Attachment E* provides the Fiscal Quarterly Report's template.

If there is a significant change in fiscal information between the 10th and the 30th of the month, then the LWIA must submit a revised monthly report.

Participating LWIAs must provide all signed fiscal reports by mail to the following:

Romila Stephens
Fiscal Administrator
1100 North Eutaw Street
Room 209
Baltimore MD 21201
romila.stephens@maryland.gov

ADMINISTRATIVE REPORTING

Participating LWIAs and the AAWDC must submit monthly administrative reports by email to the Project Manager for the JD NEG Program. The Special Programs Manager should be cc'ed on all administrative reports.

Chris MacLarion	Carl Reavis
Project Manager, JD NEG Program	Special Programs Manager
christopher.maclarion@maryland.gov	carl.reavis@maryland.gov

Both LWIA and AAWDC monthly reports are due no later than the 10th of the month following the month of reported activity. These reports are important, for they capture information on the JD NEG Program's participating jobseekers and business, best practices and challenges within the program.

Attachment F provides the reporting template for the monthly LWIA administrative report. *Attachment G* provides the reporting template for the monthly AAWDC administrative report.

CONSEQUENCES OF NON-PERFORMANCE

The U.S. Department of Labor has expectations that the State of Maryland will use the JD NEG Program funding to provide the quality service that has been outlined within this policy. The JD NEG is a state-driven grant, and as such, DLLR also has expectations that the participating LWIAs will have performance results that demonstrate that the grant goals are being met.

The State will take corrective action with any LWIA that is not meeting the State's expectations in terms of performance, tracking data in the MWE, in the weekly and monthly administrative reports, or in the monthly and quarterly fiscal reports. Initially, DWDAL will provide increased support and monitoring with the performance area of concern. After receiving increased assistance, if the LWIA is unable to show improvement, the LWIA will be removed from the JD NEG Program and the area will be required to close-out early. In this case, remaining funds, along with the remaining participants to be served, will be reallocated.

MONITORING

The State of Maryland acknowledges that the USDOL's Employment and Training Administration (ETA) may conduct an independent evaluation of the outcomes and benefits of the Maryland JD NEG Program.

To ensure that policies are being followed and expectations are being met, LWIA participants should also expect DWDAL to conduct monitoring of the JD NEG Program.

REFERENCES

- Training and Employment Guidance Letter (TEGL) 3-14, *Implementing a Job-Driven Workforce System*, dated July 30, 2014;

- Training and Employment Notice (TEN) 29-13, *Job-Driven National Emergency Grants*, dated April 28, 2014;

- *Maryland Occupational Wage Estimates,* updated April, 2014.

- *Presidential Memorandum on Job-Driven Training for Workers*, dated January 30, 2014;

- *Maryland American Job Centers - Approved Waiver*, dated January 7, 2014;

- TEGL 16-12, *On-the-Job Training and National Emergency Grants (OJT NEGs) Funded with Workforce Investment Act Dislocated Worker Reserve Funds,* dated March 7, 2013;

- *OJT NEG Program and Policy Questions and Answers*, updated February 11, 2011;

- TEGL 4-10, *On-the-Job Training National Emergency Grants (OJT NEGs) Funded with American Recovery and Reinvestment Act of 2009 Resources*, dated August 6, 2010;

- TEGL 15-10, *Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System*, dated December 15, 2010;

- TEGL 10-09, *Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor*, date November 10, 2009;

- TEGL 2-07, *Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System*, dated July 12, 2007;

- TEGL 17-05, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues*, dated February 17, 2006;

- TEGL 22-04, *Serving Military Service Members and Military Spouses under the WIA Dislocated Worker Formula Grant*, dated March 22, 2005;

- Federal Register Notice, Vol. 69, No. 81, *Workforce Investment Act: National Emergency Grant – Application Procedures*, dated April 27, 2004;

- TEGL 16-03, "*National Emergency Grant (NEG) Policy Guidance*," dated January 26, 2004;

- WIA regulations at 20 CFR Part 663, "*Adult and Dislocated Worker Activities Under Title 1 of the Workforce Investment Act*," dated August 11, 2000;

- WIA regulations at 20 CFR Part 671, "*National Emergency Grants for Dislocated Workers*," dated August 11, 2000.

- Workforce Investment Act (WIA), section 173 (29 U.S.C. 2918), "*National Emergency Grants*," dated August 7, 1998.

ATTACHMENTS

1. Attachment A – JD NEG Program Fact Sheet
2. Attachment B – Fundable JD NEG Program Activities
3. Attachment C – MWE Instructions for the JD NEG Program
4. Attachment D – Sample of Monthly Fiscal Reporting Template
5. Attachment E – Sample of Quarterly Fiscal Reporting Template
6. Attachment F – Sample of Monthly Administrative Reporting Template for Participating LWIAs
7. Attachment G – Sample of Monthly Administrative Reporting Template for AAWDC

Job Driven National Emergency Grant (JD NEG) Program: Fact Sheet

> **The Jobs Driven National Emergency Grant (JD NEG)** is available to help provide dislocated workers and businesses with the opportunity to participate in work-based and occupational training programs that result in industry-recognized credentials leading to employment.

On-the-Job Training

JD NEG funding for On-the-Job (OJT) Training is available to businesses which hire participants who are enrolled in the grant. Businesses can be reimbursed for a portion of the wages for each participant hired and enrolled in an OJT. The portion of the wages to be reimbursed is based upon a sliding scale according to the size of the business:

- Reimburse up to 90% for a business with 50 or fewer employees;
- Reimburse up to 75% for a business with 51-200 employees; or
- Reimburse up to 50% for a business with 200 or more employees.

An OJT contract and wage reimbursement must be limited to the period of time required for the employee to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the OJT contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan, with a maximum training time limit of six months. The key here is that the length of training is appropriate for the job/skills requirements and the individual's capacity, so the OJT plans should be well-documented and reasonable.

Reimbursement Cap: Under the JD NEG Program, the business reimbursement for OJT is capped, so as not to exceed the state's average hourly wage rate. A business may pay an OJT employee more than $25.75 per hour but OJT wages cannot be reimbursed at greater than $25.75. For instance, a worker may enter OJT at an hourly wage of $28.75 which is $3 above the wage cap. Since the average hourly wage for Maryland is $25.75, the business may only be reimbursed up to that level. Regardless of the reimbursement amount, the business must compensate the participant at the same rate as other workers performing the same job with similar levels of training, experience, and skills (Refer to chart below for example.).

OJT Wage Reimbursement Example:

Hourly Wage Paid to Employee by the Employer	Hourly Amount Reimbursed to Employer (Based on 50% Reimbursement)	Hourly Amount Reimbursed to Employer (Based on 75% Reimbursement)	Hourly Amount Reimbursed to Employer (Based on 90% Reimbursement)
$10.00	$5.00	$7.50	$9.00
$15.00	$7.50	$11.25	$13.50
$20.00	$10.00	$15.00	$18.00
$22.00	$11.00	$16.50	$19.80
$25.00	$12.50	$18.75	$22.50
$25.75	$12.88	$19.31	$23.18
$28.00	$12.88	$19.31	$23.18
$30.00	$12.88	$19.31	$23.18
$35.00 +	$12.88	$19.31	$23.18

Customized Training

Customized training is available to an individual company or groups of companies. This training is designed to meet the special requirements of a business, with a commitment from the company to employ the individual upon successful completion of the training. This training can be conducted for an individual employee or group of employees. The JD NEG will pay a minimum of 50% of the cost of this training, based on a sliding scale.

The business-match sliding scale ranges from 10% to 50% based upon the following business size:

- Match up to 90% for a business with 50 or fewer employees;
- Match up to 75% for a business with 51-200 employees; or
- Match up to 50% for a business with 200 or more employees.

Training may be conducted by a company or by a training or educational institution on behalf of the company.

Fundable JD NEG Program Activities

Employment at Exit:

In MWE-VOS, the use of Service 122 "Employment During Participation" must be used to show the start date of employment following the NEG funded services. Using this code will allow the number of participants employed at exit or who received employment after NEG services to be accurately recorded.

Services:

The following are recommended services that can be funded with the NEG: Intensive Services (any appropriate 200 level service) and Training Services (any appropriate 300 level service), with a focus on On-the-Job Training (301), Customized Training (304), or enrollment in Apprenticeship Training (314) in MWE-VOS. Funds may not be used to pay for any costs of Core Services

STATE OF MARYLAND
DLLR
DEPARTMENT OF LABOR, LICENSING AND REGULATION

Department of Labor, Licensing and Regulation

Division of Workforce Development and Adult Learning

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JD NEG Grant

Creating a **WIA** Application
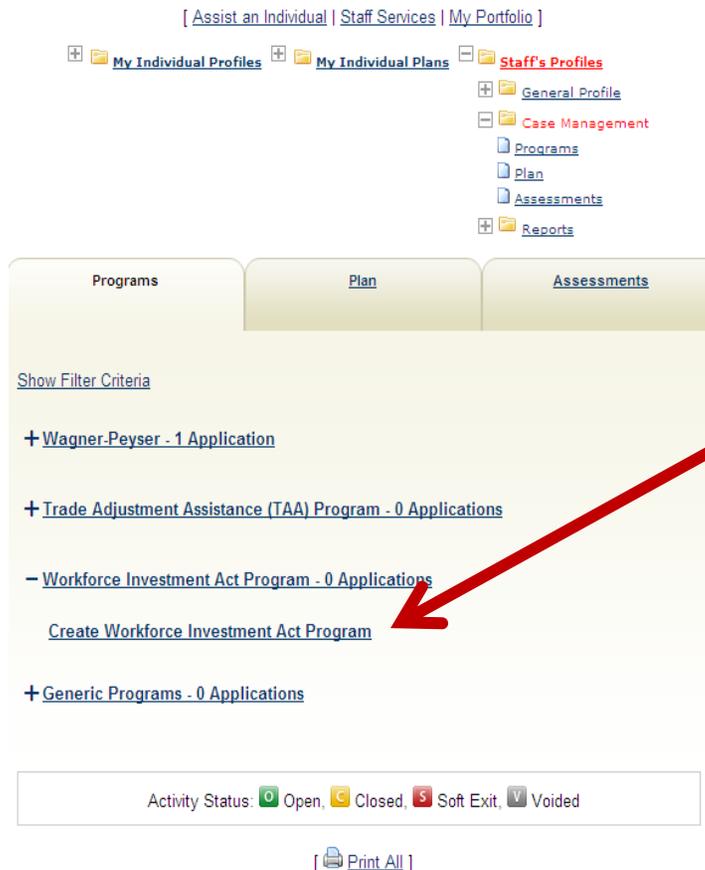
- *Click on the + to expand the* Workforce Investment Act Program

- *Click* Create Workforce Investment Act Program *to open a new WIA application*

WIA Application

- The wizard will take you through the application
- * indicates mandatory fields
- When "Next" is selected the system saves and applies the programmatic rules

WIA Application

- *When completing the* General Information *section, list an* Application Date *and a* Date of Eligibility

- When Appling for Intensive Eligibility is checked, "Date of Eligibility for Adult/Dislocated Worker/ Intensive Application" is displayed

- *Select the* LWIA/Region, Office Location *and* Office Location of Responsibility *from drop-down*

- *When completed, click on*

- *To quit the application, click on* Exit Wizard

WIA Application [Contact Information]

- *Complete mandatory fields*
- *Select [Verify] to record the data verification document*
- *The screen expands to display the selections*
- *When completed, a ✓ will display beneath [Verify] with the name of the field to its right*

WIA Application [Contact Information]

This page will help you gather WIA information on the selected Individual. Please fill in the required fields and then click the Next button to proceed through each step.

- Verify Date Of Birth: is a required field.
- Verify Citizenship: is a required field.

* *indicates required fields.*

(?) *For help click the question mark.*

Demographic Information

* Date of Birth:	01/01/1971
* Verify Date Of Birth:	[**Verify**] !
* Age:	40 (Today's Age: 40)
* Gender:	○ Male ● Female
* Have you registered for the Selective Service?	Not applicable ▾ [**Selective Services Web Site**]
Verify Selective Service Registration:	[**Verify**] ✔ Not Applicable
* Re-Verify Selective Service:	[**Re-Verify Selective Service**]
Selective Service Registration Number:	
Selective Service Registration Date:	
* Citizenship:	Citizen of U.S. or U.S. Territory ▾
* Verify Citizenship:	[**Verify**] ✔ School/State or Federal ID Card

Red text will prompt you if you have overlooked a mandatory field or Verify

WIA Application [Application Eligibility]

- The application eligibility page will show the Eligible WIA funding streams

- Select Statewide Dislocated Worker For JD NEG grant

WIA Application [Application Eligibility]

- *Assign Case Manager, and enter a Case Note, if desired*
- Select the "Grants" button to record the JD NEG Grant

WIA Application [Grants]

Step 12 of 12. This page will help you gather WIA information on the selected Individual. Please fill in the required fields and then click the Next button to proceed through each step.

Individual Employment	Highest Education	Individual Barriers	Public Assistance
Start Page	Contact Information	Demographic Information	Veteran Information
Individual Income	Miscellaneous	Application Eligibility	Grants

* indicates required fields.   For help click the question mark icon.

NEG/SAA/Statewide Grants

NEG Grants

First National Emergency Grant Number:
None Selected
- None Selected
- MD14 - NEG OJT
- MD15 - BRAC NEG
- MD16 - RG Steel - Dual Enrollment
- MD17 - JD NEG

Third National Emergency Grant Number:
None Selected

Received Disaster Relief Assistance: ○ Yes ○ No

SAA Grants

First Statewide Assistance Grant Number:
Not Applicable

Second Statewide Assistance Grant Number:
Not Applicable

Third Statewide Assistance Grant Number:
Not Applicable

Statewide Grants

First Statewide Grant Number:
None Selected

Manage Alerts ›

■ Manage Schedules

Appointment Calendar

Events Calendar

TO PROCEED DIRECTLY TO ENROLLMENT CLICK THE NEXT BUTTON

TO NOT ENROLL AT THIS TIME CLICK THE FINISH BUTTON

Exit Wizard   << Back Finish Next >>

- *Select JD NEG from the NEG Grants section*

- *Click on* **Next >>** *to proceed to the enrollment*

- *Click on* **<< Back** *to go to the previous screen*

- *If you do not wish to enroll the individual in the WIA program at this time, click on* **Finish**

Enrollment [General Information]

- **General Information** is the first section and should be prefilled
- Enter Participation Information

Activity Enrollment [General Information]

- Select the Customer Program Group for the Activity/Service

- Choose a Statewide funding for NEG Grants

Activity Enrollment [General Information]

- Next, is the **Staff Information** section, which is prefilled
- *Staff may change information in this sectioned, if needed*
- *Click on* **Next >>** *to proceed to the next section*
- *To quit the application, click on* Exit Wizard

Activity Enrollment [Service Provider]

- Next is the **Service Provider** screen

- All entries on this page will be made by clicking on the provided link to open the selection screen or site for that field

- Click on **Next >>** to proceed to the next section

- If you do not wish to record a provider, select the next appropriate tab

Activity Enrollment [Enrollment Cost]

- Next is the **Enrollment Cost** screen

- The line items are prefilled

- If a cost has been modified, staff can correct it

- Click on [Add] to enter a new line item and its associated cost

- Click on [Next >>] to proceed to the next section

- Click on [<< Back] to return to the previous screen

Activity Enrollment [Financial Aid]

- Next is the **Financial Aid** *screen*
- Select "Yes" *or* "No" for Financial Aid Applicable
- If yes, [Click here to view the Financial Aid Web Site]
- When completed, click on **Next >>** to proceed to the next section
- Click on **<< Back** to return to the previous screen

Activity Enrollment [Enrollment Budget]

Activity Enrollment - Budget Planning
This page displays planning information for the specified participant.

| General Information | Service Provider | Enrollment Cost | Financial Aid | Enrollment Budget | Budget Planning | Closure Information |

Budget Plan Information

For help click the question mark.

Enrollment Summary:

Enrollment ID: 2989284
Username: CHARLESTAA
TAA Application ID: 1235450
Activity Code: 300
Activity Dates: 7/5/2011 - 12/22/2011

Total Funded Costs:	$4,550.00
Total Obligations:	$0.00
Total Paid Obligations:	$0.00
Total Outstanding Obligations:	$0.00
Total Funded Costs to be Obligated:	$4,550.00

Default TAA Allocation

Budget Location: Baltimore County One Stop Center (Eastpoint)

Funded Amount: $4,550.00   Obligated Amount: $0.00   Current Balance: $4,550.00
Total Payments: $0.00   Total Refunds: $0.00   Total Paid: $0.00

[Add a Voucher]

You have no records

<< Back   Next >>

[Exit Wizard]

- Next is the **Budget Planning** screen, which is prefilled
- To create a voucher, click on [Add a Voucher] [not applicable without an Actual Begin Date]
- When completed, click on Next >> to proceed to the next section
- Click on << Back to return to the previous screen

Activity Closure Information

- Enter Completion code (if appropriate)
- Click Finish

Programs folder [updated]

- The training activity now displays in the activities list
- Click "Create Activity" to add additional services

For the Future...

- Remember to list the Actual Start Date for your customer's activity(s) after you verify they have started
- The MWE allows staff to create a voucher for funded activities that have an Actual Start Date
- Remember to update and/or close your activity, as needed
- List any Credential received when you close the training activity

Tips:

- Remember that case notes can be added directly from the application and during service assignment

- Your area may wish to set up a Case Management Group for JD NEG

- Reports: Enrolled Individual List or choose by NEG Grant

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING
WORKFORCE INVESTMENT ACT (WIA)
MONTHLY STATUS REPORT
Revised 1/24/2014, Effective 7/1/14

GRANT NUMBER:	
GRANT TITLE:	
REPORT PERIOD:	
GRANTEE NAME AND ADDRESS:	

TOTAL FEDERAL FUNDS AVAILABLE	$ 0.00
TOTAL CASH RECEIVED	$ 0.00
TOTAL CASH DISBURSEMENTS	$ 0.00
TOTAL CASH ON HAND	$ 0.00
FEDERAL PROGRAM ACCRUED EXPENDITURES	$ 0.00
FEDERAL ADMIN ACCRUED EXPENDITURES	$ 0.00

	Prgm Budgeted Expenditures	Prgm Accrued Expenditures	Prgm Budget v. Actual Variance
a. Salary	$ 0.00	$ 0.00	$ 0.00
b. Fringe	$ 0.00	$ 0.00	$ 0.00
c. Travel	$ 0.00	$ 0.00	$ 0.00
d. Participant Training	$ 0.00	$ 0.00	$ 0.00
e. Supportive Services	$ 0.00	$ 0.00	$ 0.00
f. Equipment	$ 0.00	$ 0.00	$ 0.00
g. Supplies	$ 0.00	$ 0.00	$ 0.00
h. Contractual	$ 0.00	$ 0.00	$ 0.00
i. Other *	$ 0.00	$ 0.00	$ 0.00

(Itemize "Other" in "Remarks" Section Below)

	Admin Budgeted Expenditures	Admin Accrued Expenditures	Admin Budget v. Actual Variance
a. Salary	$ 0.00	$ 0.00	$ 0.00
b. Fringe	$ 0.00	$ 0.00	$ 0.00
c. Travel	$ 0.00	$ 0.00	$ 0.00
d Equipment	$ 0.00	$ 0.00	$ 0.00
e Supplies	$ 0.00	$ 0.00	$ 0.00
f Contractual	$ 0.00	$ 0.00	$ 0.00
g Other *	$ 0.00	$ 0.00	$ 0.00

(Itemize "Other" in "Remarks" Section Below)

TOTAL FEDERAL CASH EXPENDITURES (This is a sub-set of the Accrued Expenditures)	$ 0.00
TOTAL FEDERAL ACCRUED EXPENDITURES	$ 0.00
TOTAL PROGRAM UNLIQUIDATED OBLIGATIONS	$ 0.00
TOTAL ADMIN UNLIQUIDATED OBLIGATIONS	$ 0.00
TOTAL FEDERAL UNLIQUIDATED OBLIGATIONS	$ 0.00
TOTAL FEDERAL OBLIGATIONS	$ 0.00
PROGRAM INCOME EARNED	$ 0.00
PROGRAM INCOME EXPENDED	$ 0.00
TOTAL OTHER FEDERAL FUNDS EXPENDED (LEVERAGED)	$ 0.00
LOCAL STAND-IN COSTS	$ 0.00

REMARKS:

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE.

SIGNATURE AND TITLE	DATE	TELEPHONE#

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING
WORKFORCE INVESTMENT ACT (WIA)
QUARTERLY STATUS REPORT
Revised 1/24/2014, Effective 7/1/14

GRANT NUMBER:	
GRANT TITLE:	
REPORT PERIOD:	
GRANTEE NAME AND ADDRESS:	

TOTAL FEDERAL FUNDS AVAILABLE	$ 0.00
TOTAL CASH RECEIVED	$ 0.00
TOTAL CASH DISBURSEMENTS	$ 0.00
TOTAL CASH ON HAND	$ 0.00
FEDERAL PROGRAM ACCRUED EXPENDITURES	$ 0.00
FEDERAL ADMIN ACCRUED EXPENDITURES	$ 0.00

	Prgm Budgeted Expenditures	Prgm Accrued Expenditures	Prgm Budget v. Actual Variance
a. Salary	$ 0.00	$ 0.00	$ 0.00
b. Fringe	$ 0.00	$ 0.00	$ 0.00
c. Travel	$ 0.00	$ 0.00	$ 0.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00
f. Contractual	$ 0.00	$ 0.00	$ 0.00
g. Other *	$ 0.00	$ 0.00	$ 0.00

(Itemize "Other" in "Remarks" Section Below)

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TOTAL FEDERAL CASH EXPENDITURES	$ 0.00
(This is a sub-set of the Accrued Expenditures)	
TOTAL FEDERAL ACCRUED EXPENDITURES	$ 0.00
TOTAL PROGRAM UNLIQUIDATED OBLIGATIONS	$ 0.00
TOTAL ADMIN UNLIQUIDATED OBLIGATIONS	$ 0.00
TOTAL FEDERAL UNLIQUIDATED OBLIGATIONS	$ 0.00
TOTAL FEDERAL OBLIGATIONS	$ 0.00
PROGRAM INCOME EARNED	$ 0.00
PROGRAM INCOME EXPENDED	$ 0.00
TOTAL OTHER FEDERAL FUNDS EXPENDED (LEVERAGED)	$ 0.00
LOCAL STAND-IN COSTS	$ 0.00

TRANSFERRED EXPENDITURES FROM DLW:	0.00
REMARKS:	

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE.

SIGNATURE AND TITLE	DATE	TELEPHONE#

JD NEG MONTHLY REPORT

Month Ending: **** , 2014   Workforce Area:

Participant Category	New Activity	Cumulative To Date Activity	Comments
# of participants receiving Wrap Around Services			
# of participants enrolled In NEG-Funded Occupational Skills Training			
# of participants enrolled in NEG-Funded Customized Skills Training			
# of participants receiving certifications			
# of participants receiving NEG-Funded Supportive Services			
# of participants enrolled in an Apprenticeship/Pre-Apprenticeship			
# of participants Exited			
# of participants Entering Employment At Exit			
Total Participants			

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

Narrative: (Issues, Challenges & Concerns) – required

State of Maryland

Division of Workforce Development & Adult Learning

OJT Monthly Programmatic Report

Workforce Area Statewide for period ending: September 2014

Participants Section: cumulative number	Local Area Project Goal	Year to Date	Cumulative Expenditures
Totals			

	Project Narrative **(please provide a brief narrative of any pending projects/contracts, outreach efforts, projected activities and challenges)**
	Total Enrollments = **OJT Activity**
	Total Enrollments = **OJT Activity**

	Total Enrollments =
	OJT Activity
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