

One Baltimore for Jobs (1B4J) Initiative | April 25, 2017

TO: Baltimore City Local Workforce Development Area – Mayor’s Office of Employment Development (MOED) staff
Division of Workforce Development and Adult Learning (DWDAL) staff

FROM: Division of Workforce Development and Adult Learning
Maryland Department of Labor, Licensing and Regulation

SUBJECT: One Baltimore for Jobs (1B4J)

PURPOSE: To provide policy guidance on Baltimore City’s One Baltimore for Jobs initiative

ACTION: The Baltimore City LWDA Director, Baltimore City American Job Center (AJC) Labor Exchange Administrator, and DWDAL central office managers will ensure all employees and 1B4J vendors and community partners are aware of and receive copies of this policy. DWDAL policies are available [on the DLLR website](#).

EXPIRATION: December 31, 2017

QUESTIONS:

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CANCELLATION

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

- Policy Issuance 2016-03, “One Baltimore for Jobs (1B4J) Initiative,” dated February 2, 2016

GENERAL INFORMATION

The One Baltimore for Jobs (1B4J) grant program was jointly established by the U.S. Department of Labor (USDOL), the Maryland Department of Labor, Licensing and Regulation (DLLR), and the Baltimore City Mayor's Office of Employment Development (MOED)¹ in direct response to the civil unrest that Baltimore experienced in April 2015.

The 1B4J Initiative targets unemployed and underemployed individuals in predominately African-American, low-income neighborhoods in Baltimore City, with an emphasis on serving residents between the ages of 16-29 living in areas hard hit by damage cause by the April 2015 events. The grant objective is not only to help residents to receive training and obtain a job—but perhaps more importantly—to build a sustainable infrastructure that more closely partners city and State agencies, nonprofit organizations, and community associations. 1B4J uses three strategies to meet this aim:

1. **Increase Access to Occupational Skills** via training in high-growth sectors of Baltimore's economy, including healthcare, construction, technology, manufacturing, and transportation and logistics;
2. **Reduce Barriers to Employment & Training** by focusing on obstacles that currently deter many City residents, including: lack of educational background, struggles with deteriorating mental health, and barriers related to criminal backgrounds.
3. **Support Community Based Projects & Establish Linkages with Career Opportunities** through developing workforce opportunities, offering career support, and partnering with local philanthropy to help expand efforts and ensure long-term success.

Program participants are served through a locally-based network of workforce development and supportive-service providers, all of which are selected through competitive Request for Proposal (RFP) processes hosted by MOED between Summer 2015 and Winter/Spring 2016. Training participants are recruited through a number of community, organizational and agency-based outlets, including but not limited to Baltimore City's two American Job Centers (AJCs), both of which are staffed with professionals from a variety of governmental and non-profit service providers.

DLLR is the recipient of the 1B4J grant funds awarded by the USDOL. As a recipient, DLLR is held accountable for the federal funds under the provisions of the award.

¹ MOED is the Local Workforce Development Area (LWDA) for Baltimore City.

1B4J PARTICIPATION: JOB SEEKERS & BUSINESSES

TARGET PARTICIPANTS

The 1B4J Initiative serves low-skill Baltimore City residents facing barriers to employment, with a special focus on serving individuals between the ages of 16-29 who face challenges including:

- Unemployment or limited earnings;
- Criminal background;
- Lack of a high school completion;
- Substance abuse and/or mental health concerns;
- Child support arrears;
- Lack of reliable transportation to work, training, or other services; and,
- Lack of reliable child or dependent care.

1B4J occupational skills training vendors are required to mitigate at least three barriers to employment.

Priority of Service

Veteran's Priority of Service provisions shall apply to 1B4J. For additional information on Veterans Priority of Service contact LeRoy Thomas, DLLR Veterans Program Manager, at Leroy.thomas@maryland.gov or 410-767-2015.

Priority must also be given to Baltimoreans who reside in a neighborhood where the poverty rate exceeds 20 percent. **Attachment A –Baltimore City Poverty Rates** maps out data on City poverty levels. Examples of high-poverty neighborhoods include:

Examples of Priority Neighborhoods

Abell	Edmonson Village	Little Italy	Park Circle
Armistead Gardens	Franklinton Road	Madison Park	Patterson Place
Baltimore Highlands	Frankford	McElderry Park	Penrose/Fayette
Barclay	Franklin Square	Middle East	Perkins Homes
Belair-Edison	Gay Street	Mid-Town Belvedere	Pleasant View Gardens
Berea	Govans	Midtown/Edmonson	Poppleton
Better Waverly	Greenmount West	Mill Hill	Remington
Broadway East	Greenspring	Milton-Montford	Reservoir Hill
Brooklyn	Gwynns Falls	Mount Holly	Rosemont
Carroll-South Hilton	Harwood	Northwest Community Action Center	Sandtown/Winchester
Carrollton Ridge	Heritage Crossing	Oakenshawe	Seton Hill
Central Park Heights	Highlandtown	O'Donnell Heights	Shipley Hill
Coldstream-Homestead-Montebello	Hollins Market	Oldtown	Southwest/Mt. Clare
Charles North	Johnston Square	Old Goucher	South Clifton
Charles Village	Jones Falls Area	Oliver	Towanda-Grantley
Cherry Hill	Jonestown	Orchard Ridge	Union Square
Druid Heights	Lake Walker	Panway/Braddish Ave.	Upton
Dunbar-Broadway	Langton Hughes	Parkside	Walbrook
East Baltimore Midway	Liberty Square-Leighton	Parklane	Washington Hill

Source: Baltimore City Mayor's Office of Employment Development

PARTICIPANT OUTREACH METHODS

1B4J occupational skills training vendors must identify potential participants by recruiting in or near identified communities. Providers must partner with community groups and associations to ensure residents from distressed communities are connected to 1B4J training opportunities.

MOED must facilitate communication on the 1B4J Initiative to ensure all MOED and AJC staff know of the program as a potential resource for customers. MOED and AJC staff should help to identify potential participants and refer them to the appropriate 1B4J vendor contact to determine program eligibility.

TARGET EMPLOYERS & OUTREACH

Each occupational skills training vendor participating in the 1B4J Initiative must provide occupational skills training within a sector that may include the following high-growth, high-demand industries:

- Healthcare;
- Construction;
- Technology;
- Manufacturing; or,
- Transportation & Logistics.

Because the 1B4J Initiative uses a sector-based strategy to workforce development, each training program must include strong, direct connection to employers. Employer involvement, and commitment to hire and place participants, is a proven method to help ensure that program participants are developed to meet the needs of employers, and that participants who complete the training will have a real opportunity to move to employment.

MOED and DLLR Business Services staff should refer interested, qualifying businesses to Julie Brooks, 1B4J Project Coordinator at jbrooks@oedworks.com or 410-396-1910 for further direction on how to connect businesses with vendors.

TRAINING & BARRIER REMOVAL

Participants must undergo basic skills assessments to assist in determining interests, capabilities and participant skill levels. 1B4J Case Managers, under hire by the vendors, must administer assessments and results must inform the development of participants' Individual Profiles.

TRAINING

Each 1B4J Initiative occupational skills training vendor must deliver occupational skills training related to a specific sector. The training regimen should also include:

- Job readiness and life skills training;
- One or more industry recognized credential or certification upon completion; and,
- Comprehensive case management services.

BARRIER REMOVAL

1B4J occupational skills training vendors must work with participants to provide personalized assistance to identify and eliminate a wide range of employment barriers including, but not limited to:

- Lack of a high school completion;
- Basic skills deficiencies in literacy or numeracy;
- Criminal background;
- Substance abuse and/or mental health;
- Child support arrears;
- Reliable transportation to work, training, or other services;
- Reliable child or dependent care;
- Uniforms, tools or equipment;
- Union fees; and/or,
- Clothing for interviews;

MOED must ensure that 1B4J vendors follow applicable supportive service policies on submission procedures and payment issuance. MOED must also ensure that approval forms, receipts and supporting documentation are available for review.

PERFORMANCE & THE MARYLAND WORKFORCE EXCHANGE (MWE)

PERFORMANCE OUTCOME EXPECTATIONS

USDOL and DLLR will assess performance based on the following mutually agreed upon outcome measures.

<u>1B4J Initiative - Performance Outcome Expectations</u>	
Outcome	Minimum Performance Expectation
1. Number of participants to be enrolled	700 participants
2. Number of participants receiving industry-recognized training	700 participants
3. Number of participants receiving an industry-recognized credential	525 participants (75 percent)
4. Number of participants placed into unsubsidized employment	455 participants (65 percent)
5. Average hourly wage at placement	\$11.00 per hour
6. Number of participants retaining unsubsidized employment for 60 days after placement	295 (70 percent)

PERFORMANCE TRACKING

To comply with DLLR's reporting requirements and to determine the success of the 1B4J Initiative's investments, MOED **must** report the following data into the Maryland Workforce Exchange (MWE) System:

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

MOED must fully enroll 1B4J participants into the MWE as 1B4J Initiative participants. MOED must ensure that all participant information is entered into the MWE within 14 days of activity, in the manner prescribed in *Attachment B- MWE Instructions for the 1B4J Program*. MOED is responsible for ensuring that the instructions detailed in this attachment are disseminated to staff, reviewed with staff, and followed.

MOED must ensure that all 1B4J Initiative activities end by December 31, 2017. Participants may continue to receive services after the 1B4J Initiative end date under another funding source, such as local Dislocated Worker funding, Wagner Peyser funding, or another source for which the participant qualifies.

Program Co-Enrollment

MOED is encouraged, but not required to co-enroll 1B4J participants in Workforce Innovation and Opportunity Act (WIOA) Title I program services to receive 1B4J services. However, DLLR strongly encourages MOED to refer residents enrolled in WIOA Title 1 services for 1B4J services, when appropriate. DLLR expects MOED to leverage WIOA services for new participants to offset gaps in vendor offerings. When leveraging WIOA Title I funds, MOED shall co-enroll eligible 1B4J participants.

REPORTING

MOED must submit timely fiscal and administrative reports to the appropriate DLLR-DWDAL central office staff person, as prescribed below. The DWDAL staff must provide copies of reports to the DWDAL Monitoring and Compliance Manager within 30 days of receipt.

MOED FISCAL REPORTING

MOED must submit quarterly financial reports on administrative and program costs to Dorothee Schlotterbeck of the DLLR-DWDAL central office at dorothee.schlotterbeck@maryland.gov no later than the 30th of the month following the end of the quarter. (Example: The quarterly report for October-December is due January 30th.)

Attachment C – Sample of Fiscal Reporting template provides the fiscal report’s template.

MOED ADMINISTRATIVE REPORTING

MOED must submit monthly administrative reports by email to the DLLR-DWDAL Project Manager for the 1B4J Initiative. The Director of the DLLR-DWDAL Office of Workforce Development should be cc’ed on all administrative reports.

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Project Manager, DWDAL
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Lloyd Day
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Vendors must submit administrative reports to the 1B4J Project Coordinator no later than the 10th of the month following the month of reported activity.

In turn, MOED must submit its monthly administrative reports to DLLR no later than the 15th of the month following the month of reported activity. These reports are important, for they capture information on progress, accomplishments, challenges, best practices, and lessons learned of the 1B4J Initiative.

MOED must also submit quarterly administrative reports to DLLR no later than the 30th of the month following the month of reported activity. Quarterly reports must be more substantive and contain a more robust narrative for each vendor’s activities for the quarter. NOTE: DLLR does not require MOED to also submit monthly reports when quarterly reports are due and capture the same information.

Attachment D – Sample of Administrative Reporting Template provides the reporting template for the monthly LWDA administrative report. DLLR will compile information contained in MOED’s monthly administrative reports and send to USDOL on a quarterly basis.

MONITORING

DLLR is the recipient of the 1B4J grant funds awarded by the USDOL. As a recipient, DLLR is held accountable for the federal funds under the provisions of the award. Therefore, as the recipient of those funds, DLLR-DWDAL's Monitoring and Compliance Unit will conduct annual on-site monitoring and oversight of MOED. In turn, MOED shall conduct annual monitoring of the vendors to which funds have been awarded. Performance of this task is to ensure that the Terms and Conditions are adhered to and that all parties are in compliance with applicable regulations set out under 2 Code of Federal Regulations (CFR) § 200.101(b)(1).

DLLR will require prompt corrective action if any substantial violations are identified. MOED may face consequences if expectations are not met and it may impact future considerations on competitive funds obtained and/or administered by DLLR. The consequences for noncompliance are further outlined under USDOL laws and regulations (see References).

REFERENCES

REGULATION

- [Part 97](#) of Title 29: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (29 CFR Part 97);
- [Section 200.23](#) of Title 2: Grants and Agreements of the Code of Federal Regulations (definition of Contractor) (2 CFR § 200.23);
- [Section 200.101](#) of Title 2: Grants and Agreements of the Code of Federal Regulations (applicability of uniform administrative requirements, cost principles, and audit requirements for federal awards);
- [Section 200.330](#) of Title 2: Grants and Agreements of the Code of Federal Regulations (subrecipient and contractor determinations) (2 CFR § 200.330);

U.S. DEPARTMENT OF LABOR GUIDANCE

- Training and Employment Guidance Letter (TEGL) 3-14, [Implementing a Job-Drive Workforce System](#), dated July 30, 2014;
- TEGL 13-12, “[ETA-9130 Quarterly U.S. Department of Labor Employment and Training Financial Report Instructions](#),” dated February 8, 2013;
- U.S. Department of Labor Dislocated Worker Demonstration Grant: One Baltimore for Jobs Terms and Conditions,” dated August 10, 2015.

OTHER REFERENCES

- Baltimore City Mayor’s Office of Employment Development (MOED), “[One Baltimore for Jobs: Request for Proposals](#),” issued July 8, 2015 and revised July 27, 2015.
- Baltimore City MOED, “[One Baltimore for Jobs: Frequently Asked Questions](#),” issued July 30, 2015.

ATTACHMENTS

Attachment A – Baltimore City Poverty Rates

Attachment B – MWE Instructions for the 1B4J Initiative

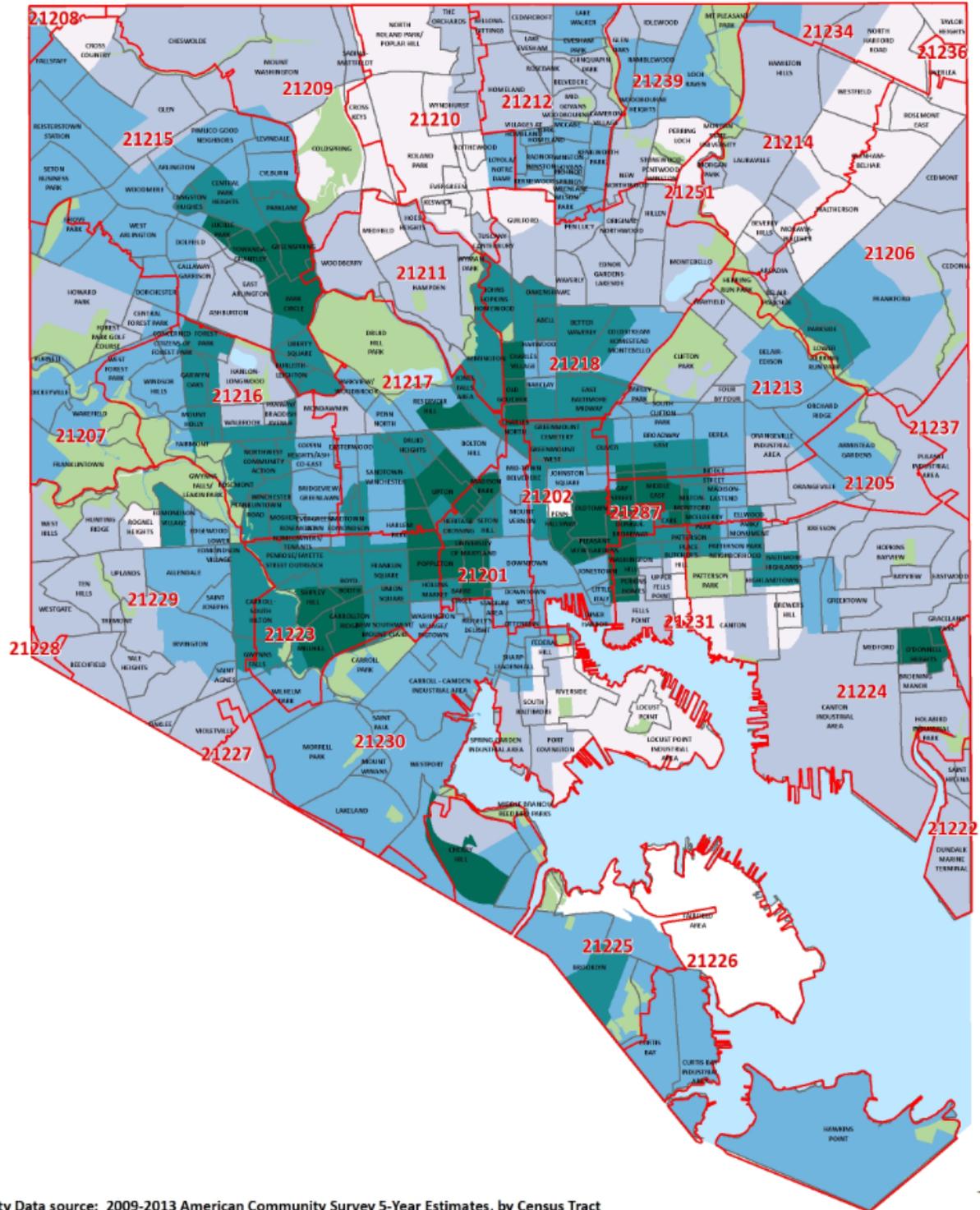
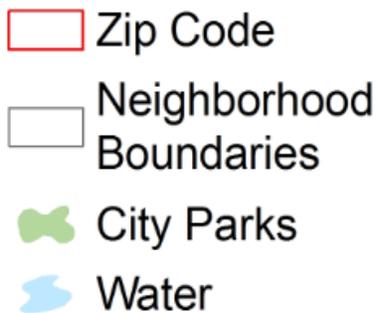
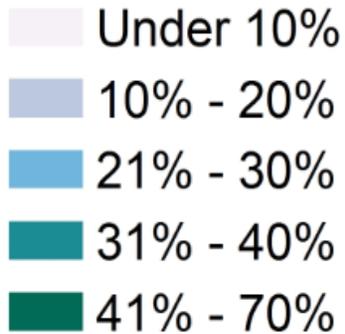
Attachment C – Sample of Fiscal Reporting Template

Attachment D – Sample of Administrative Reporting Template

One Baltimore for Jobs

Poverty Rate in Baltimore

Percent of People in Poverty



Poverty Data source: 2009-2013 American Community Survey 5-Year Estimates, by Census Tract





Department of Labor, Licensing and Regulation

**Division of Workforce Development
and Adult Learning**

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How to enter the BC One Baltimore for Jobs (1B4J) Grant in to the Maryland Workforce Exchange

Creating a 1B4J Application

The screenshot shows a web application interface for creating a 1B4J application. The interface is divided into a sidebar on the left and a main content area. The sidebar contains navigation options such as 'Release Individual', 'Assist a new Individual', 'My Staff Workspace', 'My Staff Dashboard', 'My Staff Resources', 'My Staff Account', 'Directory of Services', 'Services for Workforce Staff', and 'Reports'. The main content area displays a tree view of 'Case Management Profile' with sub-items like 'Case Summary', 'Programs', 'Plan', and 'Assessments'. A red arrow points to the 'Programs' link. Below this, there are tabs for 'Case Summary', 'Programs', 'Plan', and 'Assessments'. The 'Programs' tab is active, showing a list of applications including 'Wagner-Peyser - 1 Application', 'Trade Adjustment Assistance (TAA) Program - 0 Applications', 'Workforce Innovation and Opportunity Act (WIOA) Program - 1 Application', and 'Generic Programs - 0 Applications'. A red arrow points to the 'Create Generic Programs' link.

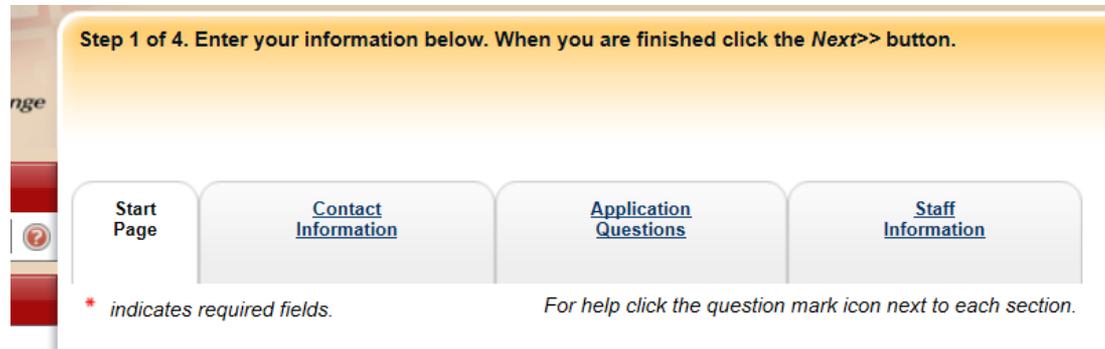
- Assist a Jobseeker
- Go to **Staff Profiles**
- Then pick **Case Management**
- Click on **Programs**
- Click on the + to expand the Generic Program
- Finally Click [Create Generic Program](#) to open a new 1B4J application

Generic Application: The Wizard

- The Wizard will take you through the application.
- * A Red Asterisk indicates mandatory fields such as Application dates, LWDA and Office location
- When  is selected the system saves and applies the program rules
- To quit the application, click on [Exit Wizard](#)

1B4J Application: 4 Steps To Completing A Generic Application

- Please note there are 4 steps to completing the 1B4J Application, steps include:
 - Start Page
 - Contact Information
 - Application Questions
 - Staff Information



Start Tab

Enter Search... ?

Start Page [Contact Information](#) [Application Questions](#) [Staff Information](#)

* indicates required fields. For help click the question mark icon next to each section.

Identifying Information

Username: dan313

User ID: dan313

Staff Created ID: LGoldberg

Date App Created:

Staff Last Edited: LGoldberg

Date Last Edited:

Currently Participating In

Currently participating in the following programs:

Wagner Peyser: Application Date: 04/17/2015
Participation Date: 04/17/2015

Workforce Innovation and Opportunity Act: Application Date: 07/08/2015
Participation Date: 09/21/2015

Generic Programs: [Maryland Youth Connection Program](#)
Application Date: 06/20/2014
Eligibility Date: 06/20/2014

General Information

Participant Name: Smith, Dan

* Application Date: (mm/dd/yyyy)

* Date of Eligibility: (mm/dd/yyyy)

* LWIA/Region:

* Office Location:

Attended a Rapid Response group orientation? Yes No

Event Search: [Click Here](#)

Rapid Response Event Number:

* Meets Program Eligibility:

- Complete all mandatory fields

For Meets Program Eligibility, select BC-One Baltimore For Jobs

Rapid Response Event Number:

* Meets Program Eligibility:

Contact Information

Start Page	Contact Information	Application Questions	Staff Information
----------------------------	----------------------------	---------------------------------------	-----------------------------------

* indicates required fields.

 For help click the question mark icon.

Name

* First Name:	<input type="text" value="Dan"/>
M.I.:	<input type="text" value="J"/>
* Last Name:	<input type="text" value="Smith"/>

Residential Address

* Address 1:	<input type="text" value="222 Main Street"/>
Address 2:	<input type="text"/>
* City:	<input type="text" value="Reisterstown"/>
* State:	<input type="text" value="Maryland"/>
* Zip:	<input type="text" value="21136"/>
* County / Parish:	<input type="text" value="Baltimore County"/>
Country:	<input type="text" value="United States"/>

- Complete all mandatory fields

Contact Information (Continued)

Manage Activities >	Mailing Address
Manage Providers >	<input type="checkbox"/> Check here to use residential address information
Manage Scan Card >	Mailing Address 1: 222 MAIN ST
Manage Case Assignment >	Mailing Address 2:
Manage Profiling >	Directions:
Manage Follow-Up	
Manage Funds >	
Reports	
My Reports	Mailing City: REISTERSTOWN
Summary Reports	Mailing State: Maryland
Detailed Reports	Mailing Zip/Postal: 21136
Custom Reports	Mailing County: Baltimore County
Ad-Hoc Query Wizard	Mailing Country: United States
Federal Reports	
Communications	
Messages	Phone Numbers
Correspondence	Primary Phone: 410 - 555 - 5555 Ext <input type="text"/> Type Home
Alerts >	Alternate Phone: <input type="text"/> - <input type="text"/> - <input type="text"/> Ext <input type="text"/> Type None Selected
Virtual Recruiter	Fax: <input type="text"/> - <input type="text"/> - <input type="text"/>
Email Log	
Templates	E-mail Address
Job Order Skill Sets	Primary E-mail: <input type="text"/>
Job Order Templates	
Communication Templates	
Case Note Templates	
Search List	
Document Management	Exit Wizard

- When complete, click 
- If there is a problem on the app after hitting  , Red text will appear at the top of the screen

Application Questions

Quick Search
Enter Search...

Start Page | Contact Information | Application Questions | Staff Information

Currently Managing
SMITH, DAN
Service Tracking: ON
Release Individual
Assist a new Individual

My Staff Workspace
My Staff Dashboard
My Staff Resources
My Staff Account
Directory of Services

Services for Workforce Staff
Manage Individuals
Manage Employers
Manage Resumes
Manage Job Orders
Manage Labor Exchange
Manage Activities
Manage Providers
Manage Scan Card
Manage Case Assignment
Manage Profiling
Manage Follow-Up
Manage Funds

Reports
My Reports
Summary Reports
Detailed Reports
Custom Reports
Ad-Hoc Query Wizard

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

BC One Baltimore for Jobs

Please answer of the following questions:

* Date of Birth: 01/01/1980 (mm/dd/yyyy) Today
[Verify] [Scan] [Upload] [Link] [View]
✓ Driver's License

* Age at Registration: 35

* Address: 100 main street
[Verify] [Scan] [Upload] [Link] [View]
✓ Utility Bill

* Lives in a Baltimore City identified distressed neighborhood?
○ Yes
● No

If yes - which neighborhood?
no where

* Employed, Unemployed or Under employed?
 Employed
 Unemployed
 Under employed

* Registered for the Selective Service:
 Yes
 No
 Documented exemption from registration
 Not Applicable
[Verify] [Scan] [Upload] [Link] [View]
✓ Contact Selective Service (847) 688-6888

* Citizenship Status:
 Citizen of U.S. or U.S. Territory
 U.S. Permanent Resident
 Alien/Refugee Lawfully Admitted to U.S.
 None of the above
[Verify] [Scan] [Upload] [Link] [View]
✓ Alien Registration Card (USCIS Forms I-551, I-94, I-197, I-179, I-94A, I-766)

Exit Wizard

<< Back | Next >>

- Complete all mandatory fields
- Select **[Verify]** to open the list of valid verification documents and choose the appropriate
- When completed, a ✓ will display beneath **[Verify]** with the name of the field to its right
- When completed with screen click **Next >>**
- If there is a problem on the app after hitting **Next >>**, Red text will appear at the top of the screen

Staff Information

Quick Search
Enter Search... ?

Currently Managing
SMITH, DAN
Service Tracking: ON
Release Individual
Assist a new Individual

My Staff Workspace
My Staff Dashboard
My Staff Resources
My Staff Account
Directory of Services

Services for Workforce Staff
Manage Individuals
Manage Employers
Manage Resumés
Manage Job Orders
Manage Labor Exchange
Manage Activities
Manage Providers
Manage Scan Card
Manage Case Assignment

[Start Page](#) | [Contact Information](#) | [Application Questions](#) | **Staff Information**

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

Staff Information

* Staff Attestation:
 I certify that all the entries made by me are true, complete and accurate; supported by written documentation, which I have in my possession. I have checked the application against the relevant eligibility rules and this individual is eligible for the program selected. Further, I UNDERSTAND THAT ANY FRAUDULENT OR IRREGULAR ENTRIES ON THIS DOCUMENT MAY BE PUNISHABLE BY LAW (U.S. CODE - TITLE 18 - CRIMES AND CRIMINAL PROCEDURE 665. THEFT OR EMBEZZLEMENT FROM MANPOWER FUNDS, IMPROPER INDUCEMENT.) ,33, Department Of Employment Services.

Staff Position: Staff

Staff Created ID: dokeefe

Date Created: 10/26/2015

Staff Edited ID: LGoldberg

Date Last Edited: 11/13/2015

Current Case Manager: Case currently Not Assigned to a Case Manager
[Assign Case Manager](#)
[Assign Me](#)
[Remove Case Manager Assignment](#)

Previous Case Manager:

Case Note: [[Add a new Case Note](#) | [Show Filter Criteria](#)]

ID	Create Date	Subject	Action
No data found.			

Exit Wizard

<< Back | **Finish** | Print

- Complete all mandatory fields

- Click **Finish** to complete 1B4J application

One Baltimore for Jobs Application Is Completed

- Generic Programs - 24 Applications

Create Generic Programs



BC One Baltimore for Jobs #2465846, App Date 10/26/2015, Eligibility Date 10/26/2015 (Complete)

Case Manager: None Assigned

Create Activity

- Now that the application is completed and generic program appears, to create an Activity, click **Create Activity**

Activity Enrollment: General Information

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

General Information

Participant User Name: dan313

Last Name, First Name MI: Smith, Dan J

Social Security Number: 9257

Address: 222 Main Street
Reisterstown, MD 21136

Application Summary: Program:Generic Program
Application Date:10/26/2015
Eligibility Date:10/26/2015

* Customer Program Group: 568A - BC One Baltimore for Jobs

* LWIA Region: Baltimore City

* Office Location: None Selected

- Under General Information go to the **Customer Group** pull down
- Customer Group should be preset to BC One Baltimore for Jobs
- Complete all mandatory fields

- Select an Activity Code by clicking on the link
- Complete all mandatory fields
- Click **Next >>** to proceed

Enrollment Information

* Activity Code: [Select Activity Code]

Projected Begin Date: Today

Actual Begin Date: Today

* Projected End Date: Today

Activity Enrollment: Service Provider

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

Enrollment Service Provider Information

Enrollment Summary: Enrollment ID: 5204135
Username: dan313
Not Applicable Application ID: 2356266
Activity Code: 602
Activity Dates: 11/20/2015 - 11/20/2015

* Provider:
[\[Select Provider \]](#)

* Service, Course or Contract:
[\[Select Service, Course or Contract \]](#)

Provider Locations:
[\[Select Provider Locations \]](#)

Provider Contacts:
[\[Select Provider Contacts \]](#)

* Occupational Training Code:
[\[Occupational Training Code \]](#)

[\[Exit Wizard \]](#)

[<< Back](#) [Next >>](#)

- Next is the **Service Provider** screen
- This tab is **not required** for 1B4J. If you have this information you may fill it out by clicking on the links under each entry.
- To proceed to the next section hit [Next >>](#)
- To proceed straight to the "Closure" click on the **Closure Information** tab

Activity Closure Information

Closure Information

Enrollment Summary:

Username: WIOATEST
WIOA Application ID: 2407664
Activity Code: 102
Activity Dates: 7/7/2015 - 8/1/2015

Last Activity Date:

 Today

Completion Code:

None Selected ▼

Received Credential:

Not Applicable.

Case Notes:

[[Add a new Case Note](#) | [Show Filter Criteria](#)]

ID	Create Date	Subject	Action
No data found.			

- Enter a Completion code (if appropriate)
- If you missed your chance previously to enter a case note, you may do so here
- When you are ready Click

Finish

Creating Additional Activities:

The screenshot shows a software interface with tabs for Case Summary, Programs, Plan, and Assessments. Under the Programs tab, there are several expandable sections for different programs: Wagner-Peyser (2 Applications), Trade Adjustment Assistance (TAA) Program (0 Applications), Workforce Innovation and Opportunity Act (WIOA) Program (1 Application), and Generic Programs (24 Applications). Below these is a section for 'Create Generic Programs' with a link for 'BC One Baltimore for Jobs #2356266, App Date 11/20/2015, Eligibility Date 11/20/2015 (Complete)'. A 'Case Manager: None Assigned' message is visible. A red arrow points to a 'Create Activity' link above a table of activities.

Status	Activity / Provider	WZ	Funding	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
C	602 - 1B4J Occupational Skills Training No Provider Information	W	BC One Baltimore for Jobs	11/20/15	11/20/15	11/20/15	11/20/15 Successful Completion

- Head back in the **Programs** under Case Management

Expand your Newly created 1B4J app

The activities you created now display in the activities list

- Click "**Create Activity**" to add additional services

Reporting Information:

- Credentials will be recorded at the completion of the 602 1B4J Occupational Skills training service. The credential may also be recorded at program closure.
 - The 122 service code, Employment During Participation, will be used to establish Placed in Unsubsidized Employment either during training or during participation period. Employer name and employer wage will be entered into the comment section of the 122 service assignment.
 - The 629 service code, Retention Period 2, will be utilized to record retention with employer for 60 days. Employer may be same employer of initial placement or different employer. Employer name and wage will be listed in comment associated to this service.
 - Once the customer has reached 60 day retention, MOED will create a closure and exit, recording the employer information and other job placement data including wage.
-

Tips:

- Remember that case notes can be added directly from the application and during service assignment
- MOED may wish to set up a Case Management Group for 1B4J
- Here is one example of a tracking report:

Go to **Detailed Reports**. Then pick **Enrolled Individual**. Choose **List**. Program is BC One Baltimore for Jobs (1B4J)

For the Future...

- Remember to list the Actual Start Date for your customer's activity(s) after you verify they have started
 - Remember to update and/or close your activities. Do not let the system close an activity for you. Good case managers keep track of when services actually end!
 - List any Credential received when you close a training activity if available, otherwise enter it in at case closure.
-

Thank you for your time!

Here are some important emails to remember

Contact the PM help desk with any performance related questions at
pmhelp@dllr.state.md.us

If you have technical issues or question about creating the 1B4J application
please contact the Help Desk at
wehelp@dllr.state.md.us

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
QUARTERLY STATUS REPORT

Effective July 1, 2015

GRANT NUMBER:	P00P64B1030		
GRANT TITLE:	One Baltimore-Job Initiative PY15		
REPORT PERIOD:			
GRANTEE NAME AND ADDRESS:	Mayor's Office of Employment Development 417 E. Fayette Street, Suite 468 Baltimore MD 21202		
TOTAL FEDERAL FUNDS AVAILABLE		\$	4,899,073.00
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 (not to exceed 8% of total award)		\$	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. OJT training	\$ 0.00	\$ 0.00	\$ 0.00
g. Equipment	\$ 0.00	\$ 0.00	\$ 0.00
h. Supplies	\$ 0.00	\$ 0.00	\$ 0.00
i. Contractual	\$ 0.00	\$ 0.00	\$ 0.00
j. 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#

Monthly & Quarterly Reporting Template

Quarterly Reports should be more substantive and contain a more robust narrative for each Grantees activities for the Quarter.

 DLLR-MOED One Baltimore for Jobs Initiative

Reporting Month/Period: _____
 Date of Report Submission: _____
 Submitted By: _____

Performance Update:

Chart 1 – Performance Numbers – Cumulative To Date	
Measure	Outcome
Total # - Participants Enrolled	
Total # - Participants Receiving Industry Recognized Training	
Total #- Participants Receiving and Industry Recognized Credential	
Total # - Participants Placed into Unsubsidized Employment	
Average Wage at Initial Placement	
Total #- Participants retaining unsubsidized employment for 60 days after placement	

Chart 2 – Performance Numbers – Segmented By Vendor							
	Vendor	Industry	RFP	Enrollment	Completion	Placement	Average Wage
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

19							
20							

Key (Chart 2)

RFP 1 – Targeted Training for In-Demand Careers for Baltimore City Residents (Sector-Based Training)
 RFP 2 – Neighborhood-Based Outreach Services & Youth/Young Adult On-Ramps to Work (Community Connections)
 RFP 3 – TBD (Sector-Based Training)

Chart 3 – Performance Numbers – Citywide Work-Related Barrier Removal Demonstration Pilots

	Pilot	Total # Served (Month)	Total # Served (Cumulative)
1	Adult Education [Partner(s) TBD]		
2	Child Support [MD DHR Partnership]		
3	Legal Services [Maryland Legal Services Corp. Partnership]		
4	Mental Health [Baltimore City Dept. of Health & BHSB Partnership]		

Narrative

Performance Notes & General Project Updates

Include Best Practices & Challenges

**ONE BALTIMORE FOR JOBS (1B4J) GRANT PROGRAM
MONTHLY PERFORMANCE NARRATIVE REPORT**

Reporting period: _____ **Date Report Submitted:** _____

1B4J Grant Identifying Information

Grant Awardee Name: Maryland Department of Labor, Licensing and Regulation
Grant Number: MI-27399-15-60-A-24
Grant Award Amount: \$5,000,000
Period of Performance: July 1, 2015 through December 31, 2017

1B4J Grantee Contact Information

Contact Person: _____
Telephone: _____
Email: _____

1B4J GRANT PROGRESS AND ACCOMPLISHMENTS

This section serves as an overview of the quarterly grant activities. Please provide a summary of all activities supported by the 1B4J grant for the current month, highlighting key activities, as well as any important upcoming events in the next month or quarter. This section is not intended to be a list of every partner meeting or communication. At a minimum, MOED should include the following information:

- 1) *Status of project's timeline, milestones, outputs, goals, and/or deliverables;*
- 2) *Status of evaluation implementation including updates on evaluation workplan activities and deliverables;*
- 3) *Current monthly AND cumulative performance outcomes:*
 - *Number of participants enrolled;*
 - *Number participants receiving industry-recognized training;*
 - *Number of participants receiving an industry-recognized credential;*
 - *Number of participants places into unsubsidized employment;*
 - *Average hourly wage at placement; and,*
 - *Number of participants retaining employment for 90 days.*
- 4) *Description of new or modified processes for managing program activities and funds;*
- 5) *Updates on coordination and communication with partners and stakeholders;*
- 6) *Status of grant fund utilization; and*
- 7) *Description of plans and highlights for the next month or quarter.*

1B4J GRANT CHALLENGES

Include information about the roadblocks impacting the project's progress, as well as the proposed strategies to address them. Summarize any significant issues or problems encountered this quarter and resolution of previous issues and challenges identified in previous quarters. Describe any actions taken or plans for addressing issues. This section should include challenges around:

- 1) *Implementation issues, such as service providers maintaining fidelity to the service delivery design, or participant follow-up;*
- 2) *Project implementation, such as issues recruiting eligible participants and data collection and tracking of participants; and/or*
- 3) *Partnership building such as issues in the strategic planning and collaboration.*

1B4J GRANT TECHNICAL ASSISTANCE NEEDS

Include any questions or technical assistance requests for DLLR staff, USDOL staff, the evaluator, or others. If grantees have nothing to report, that should be specified. Include requests for technical assistance, such as:

- 1) Clarification of grant requirements by the FPO, Grant Officer, or National Office Program Leads;*
- 2) Requests for implementation support from the FPO or National Technical Assistance Coordinator; and/or*
- 3) Requests for evaluation support from the National Evaluation Coordinator.*

SUCCESS STORIES AND LESSONS LEARNED

Describe promising approaches, innovative processes, and grant-level and participant-level success stories. Examples may include developing and implementing an outreach campaign, developing new or enhancing existing curriculum, and creating new career assistance tools and resources. Grantees may also describe any lessons learned and how those lessons learned will be implemented. Please provide contact information for staff members who submitted the success stories for vetting purposes.
