

**Port of Baltimore Dislocated Worker Grant Policy | June 14, 2024**

**TO:** Maryland Department of Labor (MD Labor) Division of Workforce Development and Adult Learning (DWDAL) staff; Local Workforce Development Area Directors

**FROM:** DWDAL, MD Labor

**SUBJECT:** Port of Baltimore Dislocated Worker Grant Policy

**PURPOSE:** To provide policy guidance for Maryland’s Port of Baltimore Dislocated Worker Grant

**ACTION:** Local Workforce Development Area Directors, American Job Center Labor Exchange Administrators, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available [on the MD Labor website](#).

**EXPIRATION:** Until Canceled.

**QUESTIONS:**

Lauren Gilwee, Director  
Policy  
DWDAL  
410.767.2268  
[lauren.gilwee@maryland.gov](mailto:lauren.gilwee@maryland.gov)

Mary Keller  
Special Grants Administrator  
DWDAL  
410.767.2017  
[mary.keller@maryland.gov](mailto:mary.keller@maryland.gov)

\*\*\*\*\*

## TABLE OF CONTENTS

### PORT OF BALTIMORE DISLOCATED WORKER GRANT POLICY

GENERAL INFORMATION	3
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)	3
FRANCIS SCOTT KEY BRIDGE COLLAPSE AND MARYLAND’S RESPONSE	3
DISASTER RECOVERY DISLOCATED WORKER GRANTS	3
MARYLAND PORT OF BALTIMORE DISLOCATED WORKER GRANT	4
ELIGIBLE PARTICIPANTS	4
ALLOWABLE ACTIVITIES	5
DISASTER RELIEF EMPLOYMENT	5
Worksites	5
Worksite Selection	5
Participant Wages	5
Supervision	6
Limit on Disaster Relief Employment Duration	6
Health and Safety Standards	6
EMPLOYMENT AND TRAINING SERVICES	6
Career Services	6
Training Services	7
SUPPORTIVE SERVICES	7
CO-ENROLLMENT	8
OUTREACH	9
PERFORMANCE AND THE MARYLAND WORKFORCE EXCHANGE	10
PERFORMANCE INDICATORS	10
MARYLAND WORKFORCE EXCHANGE	10
REPORTING, MONITORING AND RECORD RETENTION	11
REPORTING	11
MONITORING	11
RECORD RETENTION	11
REFERENCES	13
LAW	13
REGULATIONS	13
FEDERAL GUIDANCE	13
OTHER RESOURCES	13
ATTACHMENTS	14

# GENERAL INFORMATION

## WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. To help both businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisions connecting businesses with job seekers through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of job seekers by establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through the American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy. The *Port of Baltimore Dislocated Worker Grant* policy fits within WIOA's framework by connecting workers dislocated by the disaster described below to a robust and efficient workforce system.

## FRANCIS SCOTT KEY BRIDGE COLLAPSE AND MARYLAND'S RESPONSE

On March 26, 2024, the Francis Scott Key (FSK) Bridge, which spans the Patapsco River between Baltimore City and Dundalk in Baltimore County, Maryland, collapsed after being struck by a large container vessel, blocking the shipping channel. Six construction professionals working on the FSK Bridge at the time lost their lives and one was seriously injured.

As a result, operations at the Port of Baltimore ("Port") were significantly reduced. Governor Wes Moore declared a State of Emergency to coordinate the response to the incident. Recognizing the potential for significant economic impact for businesses and workers reliant on the FSK Bridge - including employers at the Port of Baltimore, transportation and logistics businesses, and restaurants reliant on Port workers - Maryland acted swiftly to mitigate negative consequences.

## DISASTER RECOVERY DISLOCATED WORKER GRANTS

Recognizing the severe impacts of the FSK bridge collapse, on March 29, 2024 the United States Small Business Administration declared the incident an official economic disaster, allowing the U.S. Department of Labor (USDOL) to make Dislocated Worker Grants (DWG) available to fund disaster relief efforts and support workers dislocated by the event.

DWGs are discretionary grants awarded by the Secretary of USDOL under Section 170 of WIOA to provide employment-related services for dislocated workers. Specifically, Disaster Recovery DWGs provide disaster-relief and humanitarian assistance employment, as well as employment and training services, as appropriate, to minimize the employment and economic impact of declared disasters and emergency situations.<sup>1</sup>

---

<sup>1</sup> Training and Employment Guidance Letter (TEGL) 16-21, "[Updated National Dislocated Worker Grant Program Guidance](#)," dated June 16, 2022.

# MARYLAND PORT OF BALTIMORE DISLOCATED WORKER GRANT

On April 5, 2024, USDOL awarded Maryland up to \$25 million to support disaster recovery efforts. Maryland's *Port of Baltimore Dislocated Worker Grant* is a 24-month project, with the period of performance ending March 25, 2026. The project provides Local Areas funding to support recovery efforts in their jurisdictions. Participating Local Areas include: Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Frederick County, Howard County, and Susquehanna (Cecil and Harford Counties). Additionally, MD Labor will retain a small portion of the grant award for disaster relief employment efforts.

## ELIGIBLE PARTICIPANTS

In order to meet the needs of a disaster area, participation in Disaster Recovery projects is more flexible than what is traditionally permitted under WIOA Title I Dislocated Worker or in the other type of DWGs. Individuals who meet at least one of the following criteria are eligible to be enrolled in Disaster Recovery projects:

1. Temporarily or permanently laid off as a consequence of the disaster;
2. A dislocated worker as defined at 29 U.S.C. 3102(15);
3. A long-term unemployed worker;<sup>2</sup> or,
4. A self-employed individual who became unemployed or significantly underemployed as a result of the disaster or emergency.

While all the above individuals are eligible for support, Maryland will prioritize participants who are most severely impacted by the collapse of the FSK bridge by offering services to individuals who were working directly within the Port, such as longshoremen, warehousing/logistics associates, stevedores, terminal professionals, truck drivers, tug operators, laborers, etc., OR individuals who experienced significant impact as a result of the incident due to the downstream economic effect that the Port's reduction in operations has had across the State's economy.

For the purpose of this project, MD Labor will define "long-term unemployed" as three consecutive months out of the workforce.

---

<sup>2</sup> Defined in TEGL 19-16, Attachment III, "[Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Service \(ES\), as amended by title III of WIOA, and for Implementation of the WIOA Finals Rules,](#)" dated March 1, 2017. as a person who has been unemployed for 27 or more consecutive weeks.

# ALLOWABLE ACTIVITIES

## DISASTER RELIEF EMPLOYMENT

Disaster Recovery DWGs provide funding for the creation of disaster relief employment.<sup>3</sup> To support recovery efforts, Local Areas will recruit individuals into two specific disaster relief occupations:

1. Debris Removal Specialists - Workers to support the bridge debris cleanup efforts, including loading debris materials, such as scrap metal and concrete, onto trucks that will carry materials off-site; and,
2. Debris Removal Drivers - Workers with Commercial Driver's Licenses (CDL) will transport debris materials offsite to waste management facilities.

Additionally, MD Labor will utilize disaster relief workers for the following occupations:

1. Working Support Program (WSP) Claims Processors - Workers to assist in processing claims for MD Labor's WSP,<sup>4</sup> which provides financial aid to individuals impacted by the FSK Bridge collapse; and,
2. WSP Monitors - Workers to assist in monitoring the program.

Should the situation further evolve, MD Labor will consider other occupations for approval, with the input of USDOL.

### Worksites

#### *Worksite Selection*

Disaster-relief worksites must be located within a participating Local Area's jurisdiction. Additionally, Local Areas must complete and submit **Attachment A – Worksite Approval Form**<sup>5</sup> before placing participants at a worksite. Forms must be submitted to MD Labor, via e-mail, to Casey Tiefenwerth at [casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov).

MD Labor will process worksite approval forms within 14 calendar days of receipt.

#### *Participant Wages*

The worksite employer that provides participants temporary disaster-relief employment under a Disaster Recovery DWG is required to pay the higher of the Federal, State, or local minimum wage, or the comparable rates of pay for other individuals employed in similar occupations by the same employer. Where applicable, fringe benefits should be paid in accordance with the policies of the worksite employer.

Wages paid by a worksite employer may only be used for disaster relief work done at the worksite specified in **Attachment A – Worksite Approval Form**.

Through this project, MD Labor will subaward funds to Anne Arundel Workforce Development Corporation, who will act as the fiscal payroll agent for all Local Areas participating in disaster relief employment.

---

<sup>3</sup> Employment here is defined as temporary employment of eligible individuals for the purposes described in WIOA Section 170(b)(1)(B) and (d), as well as 20 CFR 687.180 (b) and (c), "[What are the allowable activities under National Dislocated Worker Grants](#)."

<sup>4</sup> More information on the Worker Support Program can be found here: <https://labor.maryland.gov/portworkersupport/>.

<sup>5</sup> The worksite approval form is only related to worksites for disaster relief employment. Projects placing participants into trainings do not need to submit a form.

### *Supervision*

All participating Local Areas must assign a dedicated program manager to oversee participants placed at worksites and to develop clear work plans and employment expectations. Program managers must conduct periodic site visits, maintain regular communication with the placed employee and supervisor, and document progress and challenges.

### *Limit on Disaster Relief Employment Duration*

Participants in disaster-relief positions must not be employed for over 12 months or 2,080 hours, whichever is longer.

### *Health and Safety Standards*

Participating Local Areas must ensure that project participants follow the same health and safety standards established under federal and State law applicable to working conditions of permanent employees.

To the extent that State workers' compensation law applies, workers' compensation shall be provided to project participants on the same basis as individuals in similar employment, as required by WIOA Section 181(b)(4). In cases in which a project participant is not covered under a State workers' compensation law, the project participant must be provided with adequate on-site medical and accident insurance for work-related activities. The grantee must also ensure that project participants receive appropriate safety training in accordance with the Occupational Safety and Health Act (OSHA) of 1970<sup>6</sup> and assure safe working conditions.

## **EMPLOYMENT AND TRAINING SERVICES**

In addition to Disaster Relief Employment, the Port of Baltimore DWG may also support workers dislocated by the disaster in upskilling or retraining for a new career. Funding may be used to support workforce development efforts to ensure the State has access to the trained workforce necessary to rebuild the FSK bridge.

More details on the specific employment and training services allowed are below.

### **Career Services**

Career services include several services and activities to help support dislocated workers in making informed decisions based on local and regional economic demand for the purpose of achieving reemployment and education goals. These include, but are not limited to:

1. Outreach;
2. Intake;
3. Labor exchange services;
4. Initial and comprehensive assessments;
5. Development of an individual employment plan;
6. Referral;
7. Provision of labor market information;
8. Provision of information on eligible training providers; and,
9. Provision of information on the availability of supportive services.

---

<sup>6</sup> Full OSHA text can be found here: <https://www.osha.gov/laws-regs/oshact/toc>

## **Training Services**

Examples of possible training services include, but are not limited to:

1. Occupational skills training;
2. On-the-job training (OJT);
3. Registered Apprenticeships and pre-apprenticeships;
4. Career pathways; and,
5. Customized training.

DWG funds may be used to reimburse up to 50 percent of the wage rate for OJT or up to the reimbursement percentage the Governor or Local Workforce Development Board has approved for OJT for WIOA formula programs according to the criteria outlined in WIOA Section 134(c)(3)(H) and [20 CFR 680.730](#).<sup>7</sup>

In order to be responsive to the evolving nature of the disaster, MD Labor strongly encourages, but does not require, trainings to be from providers on the Eligible Training Provider List (ETPL).<sup>8</sup>

## **SUPPORTIVE SERVICES**

Local Areas planning to utilize supportive services may provide services based on their own local supportive services policy during the project period. All supportive services spending must be in accordance with Uniform Guidance.<sup>9</sup>

Applicants that do not plan to use their own supportive services policy may use MD Labor's policy. Supportive services will be approved at the discretion of MD Labor. Examples include, but are not limited to:

1. Transportation allowances;
2. Childcare or Dependent Care fees;
3. Housing costs;
4. Mental health services;
5. Assistance obtaining a driver's license;
6. Purchasing uniforms tools, and other related equipment;
7. Union initiation fees;
8. Clothing for interviews/job fairs; and
9. Any other supportive service approved by MD Labor.

If a Local Area intends to cover participant supportive services through the issuance of Gift Cards, they must document the process in policy.

---

<sup>7</sup> The use of DWG funds for training is subject to the limitations or requirements as applicable to the WIOA Dislocated Worker formula program delineated in 20 CFR 680, "[Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act](#)" and TEGL 19-16, "[Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Service \(ES\) as amended by title III of WIOA, and for Implementation of the WIOA Final Rules.](#)"

<sup>8</sup> DWDAL policy on the ETPL can be found on DWDAL Policy Issuances Page:

<http://www.labor.maryland.gov/employment/mpi/>

<sup>9</sup> 2 CFR §§200 and 2900 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

## **CO-ENROLLMENT**

MD Labor allows and encourages co-enrollment in Disaster Recovery DWG activities with other programs, such as WIOA Title I services, Supplemental Nutrition Assistance Program, Temporary Assistance for Needy Families, among others. Partners must communicate effectively to ensure that trainings align with DWG goals. Enrollment in programming can occur concurrently or consecutively.<sup>10</sup>

---

<sup>10</sup> A Local Area with its own National Dislocated Worker Grant may also chose to co-enroll participants in both the State's and a Local Area project.



## OUTREACH

Participating Local Areas should identify potential participants for Disaster Recovery DWG activities by building upon existing customer relationships, as well as engaging with the entities most closely impacted by the disaster. These include, but are not limited to:

1. Port of Baltimore;
2. International Longshoreman Association;
3. Steamship Trade Association;
4. Stevedoring companies;
5. Maryland Port Administration; and,
6. The Maryland Department of Transportation.

Additionally, Local Areas should leverage partnerships within Maryland's workforce system to identify participants. Partner programs to consider include, but are not limited to:

1. Dislocated worker programs that support unemployment insurance (UI) claimants, including Reemployment Services and Eligibility Assessment (RESEA) and Reemployment Opportunity Workshop (ROW) programs;
2. Maryland Department of Human Services (DHS) and the Local Departments of Social Services (LDSSs);
3. Maryland State Department of Education's Division of Rehabilitation Services (DORS);
4. Department of Housing and Community Development (DHCD), Continuums of Care (CoC), and local Community Action Agencies; and,
5. Maryland Department of Health (MDH) and local health departments.

# PERFORMANCE AND THE MARYLAND WORKFORCE EXCHANGE

## PERFORMANCE INDICATORS<sup>11</sup>

MD Labor will assess performance based on negotiated Title I Dislocated Worker performance outcomes and those identified by Local Areas specific to this project. The performance indicators are as follows:

1. Employment Rate – Second Quarter after exit;
2. Employment Rate – Fourth Quarter after exit;
3. Median Earnings;
4. Credential rate;
5. Measurable Skill Gains; and,
6. Effectiveness in Serving Employers.<sup>12</sup>

## MARYLAND WORKFORCE EXCHANGE

MD Labor requires Local Areas to record participants' information into the Maryland Workforce Exchange (MWE) in a timely manner. To comply with regulatory reporting requirements and to determine the success of the DWGs, Local Areas must ensure that the following data is reported into the MWE System:

1. Participant characteristics,<sup>13</sup>
2. Participant services received; and,
3. Participant outcomes.<sup>14</sup>

Local Area Directors, or their designee, must ensure that data is entered into the MWE within 14 days of activity and that all participants are fully enrolled in the MWE System. Details on reporting for *Port of Baltimore DWG* in MWE can be found in ***Attachment B – Port of Baltimore DWG MWE Reporting***.

---

<sup>11</sup> More details can be found in TEGL 14-18, "[Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\)](#)," Attachment Six, "[National Dislocated Worker Grants](#)," dated March 25, 2019, as well as TEGL 10-16, "[Performance Accountability Guidance for Workforce Innovation and Opportunity Act \(WIOA\) Title I, Title II, Title III, and Title IV Core Programs](#)," dated August 23, 2017.

<sup>12</sup> MD Labor will only be using the employment rate indicator to determine Effectiveness in Serving Employers. Projects do not need to report on Effectiveness in Serving Employers as it is determined by MD Labor.

<sup>13</sup> Per in TEGL 14-18, "[Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\)](#)," individuals who receive only self-services or information only services or activities are considered reportable individuals, not participants, in the DWG program. Only participants count for performance.

<sup>14</sup> Information for entering outcomes in MWE can be found in the standard [MWE manual](#).

# REPORTING, MONITORING AND RECORD RETENTION

## REPORTING

Participating programs must submit timely fiscal and administrative reports to MD Labor. If reporting requirements are not met, MD Labor may not approve subsequent DWG applications for that organization.

DWG grant recipients must submit monthly reports on administrative and program costs to MD Labor no later than the 10th of the month following the month of reported activity. See *Attachment C–Sample Template for Port of Baltimore DWG Monthly Fiscal Report and Invoice* and *Attachment D – Sample Template for Port of Baltimore DWG Monthly Administrative Report* for an example of the required reports. Grant recipients must provide all signed reports by email to Casey Tiefenwerth at [casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov).

Specific data collection requirements are dependent on the services participants receive. These categories are:

1. Disaster relief employment only;
2. Employment and training services only; or,
3. Both disaster relief employment AND employment and training services.

MD Labor may change reporting requirements as necessary to comply with updated federal guidelines. All data collection and reporting must adhere to MD Labor’s policy on privacy and security.<sup>15</sup>

## MONITORING

In order to comply with federal requirements and grant terms, DWDAL will provide general fiscal oversight. DWDAL’s Fiscal Unit will collect and analyze quarterly financial reports and documentation from Local Areas to monitor expenditures. The Division’s Monitoring and Compliance Unit may conduct on-site and desk review activities to ensure adherence to Federal and State requirements.

## RECORD RETENTION

In accordance with the Code of Federal Regulations, Maryland requires participating programs to retain DWG records for at least three years following the date on which the final cost report charged to a program year’s allotment is submitted, or until all audit and litigation issues are resolved, whichever is later. If any litigation, claim, or audit is started before the expiration of the three-year period, the records then must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action has been taken. MD Labor encourages Local Areas to keep records electronically.

---

<sup>15</sup> DWDAL’s Policy Issuance on privacy and data security can be found here:  
<https://www.dllr.state.md.us/employment/mpi/>

## **FAIR PRACTICES AND ACCESSIBILITY**

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status or political affiliation or belief. Entities working with participants in need of accommodations are responsible for securing the necessary support. Entities may refer to MD Labor's Nondiscrimination Plan<sup>16</sup> and Language Access Plan<sup>17</sup> for more information on accommodations and services.

---

<sup>16</sup> MD Labor's Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

<sup>17</sup> The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

## REFERENCES

### LAW

- [Declaration of State of Emergency](#), dated March 26, 2024;
- [Stafford Act](#), FEMA P-592, May 2019; and,
- [Workforce Innovation and Opportunity Act \(WIOA\)](#), 29 U.S.C. § 3101 et. seq (2015);

### REGULATIONS

- 20 CFR 651, “[General Provisions Governing the Wagner-Peyser Act Employment Service](#);”
- 20 CFR 680, “[Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act](#);”
- 20 CFR 680.730, “[Under what conditions may a Governor or Local Workforce Development Board raise the on-the-job training reimbursement rate up to 75 percent of the wage rate?](#);”
- 20 CFR 687.110 (a), “[What are the major economic dislocations or other events which may qualify for a National Dislocated Worker Grant?](#);” and,
- 20 CFR 687.180 (b) and (c), “[What are the allowable activities under National Dislocated Worker Grants.](#)”

### FEDERAL GUIDANCE

- Training and Employment Guidance Letter (TEGL) 16-16, “[One-Stop Operations Guidance for the American Job Center \(AJC\) Network](#),” dated January 18, 2017;
- TEGL 19-16, “[Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Service \(ES\), as amended by title III of WIOA, and for Implementation of the WIOA Finals Rules](#),” dated March 1, 2017;
- TEGL 19-16, Attachment III, “[Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act \(WIOA\) and the Wagner-Peyser Act Employment Service \(ES\), as amended by title III of WIOA, and for Implementation of the WIOA Finals Rules](#),” dated March 1, 2017
- TEGL 10-16, Change 1, “[Performance Accountability Guidance for Workforce Innovation and Opportunity Act \(WIOA\) Title I, Title II, Title III, and Title IV Core Programs](#),” dated August 23, 2017;
- TEGL 14-18, “[Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\)](#),” March 25, 2019;
- TEGL 14-18, Attachment 6, “[National Dislocated Worker Grants](#),” March 25, 2019; and,
- TEGL 12-19, Change 1, “[National Dislocated Worker Grant Program Guidance](#),” dated November 2, 2020.

### OTHER RESOURCES

- [DWDAL Policy Issuances](#);
- [MWE manual](#); and,
- [OSHA](#).

## **ATTACHMENTS**

- Attachment A – Worksite Approval Form;
- Attachment B – Port of Baltimore DWG and MWE;
- Attachment C – Sample Template for Port of Baltimore DWG Monthly Fiscal Report; and,
- Attachment D – Sample Template for Port of Baltimore DWG Monthly Administrative Report.

**Worksite Approval Form**

Per requirements of the *Port of Baltimore DWG Policy*, all Local Areas placing disaster re worksites must submit the Worksite Approval Form to MD Labor prior to beginning work

Please answer the following questions:

Name of Employer:	
Address of Employer:	
Type of Work (Industry):	
Number of Anticipated Physical Worksites:	
Name (if applicable) and Address of Physical Worksites:	
Number of Anticipated Employees:	
Job Titles of Anticipated Employees:	
Date Range of Work:	
Is Work Temporary?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is Work a Necessary Result of the FSK Bridge Collapse?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is Physical Worksite Public or Private?	Public: <input type="checkbox"/> Private: <input type="checkbox"/>
If Private, Please Provide Justification for Project on Private Worksite:	
Other Information:	

I attest that the proposed project meets MD Labor guidelines and requirements:

Print Name of Local Area Staff: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of MD Labor Staff: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Department of Labor

**Division of Workforce Development  
and Adult Learning**

---







# How to enter the Port of Baltimore Dislocated Worker Grant into the Maryland Workforce Exchange

---


# Creating a **WIOA** Application

The screenshot displays the WIOA application management interface. The top navigation bar includes links for Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, Labor Market Analysis, and a Quick Search field. The left navigation menu is organized into sections: My Staff Workspace, Services for Workforce Staff, and Reports. The main content area shows a summary of applications with filters for Applications (All) and Activities (Open, Closed, Voided). A table lists applications, including one for the Wagner-Peyser (WP) Program and another for the Workforce Innovation and Opportunity Act (WIOA) Program. Red arrows highlight the 'Programs' link in the top navigation bar and the 'Create Workforce Innovation and Opportunity Act (WIOA) Application' link in the main content area.

- Assist a Jobseeker
- Go to **Staff Profiles**
- Then pick **Case Management**
- Click on **Programs**
  
- Click in the Grey Area to expand the [Workforce Innovation and Opportunity Act Program](#)
  
- Finally Click [Create Workforce Innovation and Opportunity Act Program](#) to open a new WIOA application

---

# WIOA Application: The Wizard

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

# WIOA Application: Start (Eligibility)

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

## Title I - Workforce Development (WIOA)

1/11 Live Chat

Intro Contact Demographic

- Intro
  - Veteran
  - Public Assistance
  - Federal Initiatives
- Contact
  - Employment
  - Barriers
  - Eligibility Summary
- Demographic
  - Education
  - Household and Income

Hide All Steps

WIOA + Add Program(s)

Smith, Dan

Individual Detail Case Notes Comments To Bottom

### Workforce Innovation and Opportunity Act (WIOA)

Application is Closed Never Enrolled

Case Application ID: 3027860

WIA Converted Application ID: Not Applicable

\* Application Date: 10/02/2018 Today

Adult Eligibility Date: 10/15/2018 Today

Dislocated Worker Eligibility Date: 10/15/2018 Today

Youth Eligibility Date:

The individual's age does not meet the requirements for Youth Eligibility (14-24).

Incumbent Worker Eligibility Date:  Today

\* LWDB: None Selected

\* Office Location: None Selected

\* Office Location of Responsibility: Baltimore City One Stop Center (Eutaw Street)

- Dislocated Worker Eligibility must be checked and a date added. This is needed to add the grant later on in the application
- Other programs may also be selected for eligibility.

# WIOA Application: Contact Information

WIOA Wizard

Start **Contact** Demographics **Verify** Employment Education Public Assistance Benefits Family Income Federal Initiatives Disability and Grants

Contact Information

• First Name:

Middle Initial:

• Last Name (including suffix e.g. Jr., Sr., PhD, etc.):

• SSN (do not enter dashes, eg. 999999999):  [\[Edit SSN\]](#)

[\[Verify\]](#) [\[Scan\]](#) [\[Upload\]](#) [\[Link\]](#)

✓ Employment Records

Current Address

• Address 1:

Address 2:

City:

State:

• County/Parish:

• Zip Code:  [\[Find Zip Code\]](#)

• Country:

• Primary Phone Number:    Ext.

• Primary Phone Type:

Alternative Phone:   Ext.

Alternative Phone Type:

Fax:

Email:

- 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


# WIOA Application: Demographics

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

Family Income Federal Initiatives Employment and Status

- Received services from a State Development Disabilities Agency (SDDA) is a required field.
- Received services from a State or Local mental health agency (LSMH) is a required field.
- Received services from a Home & Community Based Service Provider and a State Medicaid (HCBS) Waiver is a required field.
- Disability Work Setting is a required field.
- Type of customized Employment Services Received is a required field.
- Received Disability Financial Capability is a required field.
- Section 504 Plan is a required field.
- Received Services from Vocational Rehabilitation is a required field.


### Demographic Information

• **Date of Birth:**    
[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)


**Age at Earliest Eligibility:** 44 (Today's Age: 44)


• **Gender:**  Male  Female  Did not self-identify

[Selective Service Website](#)

**Registered for the Selective Service:**    
[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)

**Selective Service Registration Number:**

**Selective Service Registration Date:**  

• **Authorization to Work in US:**    
[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)


- Complete all mandatory fields
- If there is a problem on the app after hitting “**Next**”, Red text will appear at the top of the screen
- Some common reasons would be missing a mandatory field or missing a verify (verification document).

# WIOA Application: Veteran

## Transiting Service Member

• **Transiting Service Member:**  Yes  No

**Type of Transiting Service Member:**

**Estimated Discharge Date:**  (mm/dd/yyyy)  Today


## Veteran Information


• **Eligible Veteran Status:**  Yes <= 180 days  
 Yes, Eligible Veteran  
 Yes, Other Eligible Person  
 No

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

[Obtain DD214](#)


• **Served more than 1 tour of duty:**  Yes  No

**Military Service Entry Date:**  (mm/dd/yyyy) 

**Military Service Discharge Date:**  (mm/dd/yyyy) 

• **Disabled Veteran:**

**Homeless Veteran:**  Yes  No

- Section should only be filled out if jobseeker is a veteran
- If jobseeker is not a veteran then jobseeker should press  at the bottom of the screen

# WIOA Application: Employment Information

Free Hotmail Workforce Innovation and...

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

### Employment Information

**Employment Status:**

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

Self Attestation

**Employment Status Verification**

Self Attestation  
 UI Records  
 Employer Contact  
 Other Applicable Documentation, (specify)

**If Employed, Individual is Under-Employed:**  Yes  No  Not Applicable

**Unemployment Eligibility Status:**

**UI Referred By Status:**

**Claimant has been exempted from work search:**  Yes  No

**Date claimant was exempted from work search:**

**Unemployment Compensation Verify** [ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

UI records (Benefit History, Wage Record)

Jobseeker should complete all fields that are required (\*) or applicable



# WIOA Application: Employment Information

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

## Dislocated Worker

• Employment Status at Dislocated Worker Eligibility:

• Under-Employed at Dislocated Worker Eligibility:  Yes  No  Not Applicable

Dislocated Worker Category:

- Category 1:** Terminated or laid off, or has received notice of termination or layoff, **and is eligible for or has exhausted entitlements to UC, and is unlikely to return to previous industry or occupation.**
- Category 2:** Terminated or laid off, or has received notice of termination or layoff, **and has been employed for sufficient duration (based on state policy) to demonstrate workforce attachment, but is not eligible for UC due to insufficient earnings, or the employer is not covered under the state UC law, and is unlikely to return to previous industry or occupation.**
- Category 3:** Individual is terminated or laid off, or has received notice of termination or layoff, from employment as a result of the **Permanent closure of or substantial layoff** at a plant, facility or enterprise.
- Category 4:** Individual is **employed** at a facility at which the employer has made a **general announcement that the facility will close**. Enter the date the facility will close (if known) in the Projected Layoff Date below.
- Category 5:** Individual was **previously self-employed** (including farmers, ranchers and fishermen), but is **unemployed** due to general **economic conditions** in the community of residence or because of **natural disaster**. Record the last date of self-employment in the Actual Layoff Date.
- Category 6: Displaced Homemaker:** An individual who has been providing **unpaid services to family members** in the home **and** has been dependent on the income of another family member but is **no longer supported by that income**; **or** is the **dependent spouse** of a member of the Armed Forces on active duty and whose **family income is significantly reduced** because of a deployment, or a call or order to active duty, or a permanent change of station, or the service-connected death or disability of the member; **and is unemployed or underemployed and** is experiencing difficulty in obtaining or upgrading employment.
- Category 7:** The **spouse of a member of the Armed Forces** on active duty, **and** who has experienced a **loss of employment as a direct result of relocation to accommodate a permanent change in duty station** of such member.
- Category 8:** The **spouse of a member of the Armed Forces** on active duty and who is **unemployed or underemployed and** is experiencing difficulty in obtaining or upgrading employment.
- Category 12: Dislocated Worker Grant (DWG) eligibility:** Individual does not meet criteria outlined for Dislocated Workers in categories 1 - 8 above, but is an individual that meets **DWG** eligibility outlined under WIOA Title ID National programs, Sec. 170 National dislocated worker grants, relating to Sec 170(b)(1)(A) workers affected by major economic dislocations OR Sec 170(b)(1)(B) workers affected by an emergency or major disaster.
- Category 13:** State-Defined Dislocated Worker Eligibility
- None of the above.** Individual does not meet the definition of Dislocated Worker.

- Under Dislocated Worker, select the category that fits participant's situation

# WIOA Application: Education

Be sure to complete all fields and [Verify](#) if needed

## WIOA Education Information

- **Highest School Grade Completed:**
- **High School Diploma or equivalent received:**  Yes  No
- **Highest Education Level completed:**
- **Highest Grade and Educational Level** [\[ Verify | Scan | Upload | Link \]](#)  
 Other Applicable Documentation, (specify)
- **School Status:**   
[\[ Verify | Scan | Upload | Link \]](#)

## Education Partner Services

- **Receiving services from Adult Education (WIOA Title II):**  Yes  No  Did not self-identify
- **Receiving services from YouthBuild:**  Yes  No  Did not self-identify  
**YouthBuild Grant Number (If unknown, enter all 9s.):**   
Format: AA-99999-99-99-A-99
- **Receiving services from Job Corps:**  Yes  No  Did not self-identify
- **Receiving Services from Vocational Education (Carl Perkins):**  Yes  No  Did not self-identify
- **Individualized Education Program Participant:**

Check here to allow saving of a partial application

# WIOA Application: Public Assistance

## Public Assistance

*Individual or member of a family that is receiving, or in the past 6 months has received, the following:*

• **Temporary Assistance for Needy Families (TANF):**  Yes  No

TANF Recipient:  Applicant  Family Member  Not Applicable

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

• **Supplemental Security Income (SSI):**  Yes  No

SSI Recipient:  Applicant  Family Member  Not Applicable

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

• **General Assistance (GA):**  Yes  No

GA Recipient:  Applicant  Family Member  Not Applicable

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

• **Supplemental Nutrition Assistance Program (SNAP):**  Yes  No

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

• **Refugee Cash Assistance (RCA):**  Yes  No

RCA Recipient:  Applicant  Family Member  Not Applicable

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

*Individual receives, or in the last 6 months, received:*

• **Social Security Disability Insurance Income (SSDI):**  Yes  No

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

*Individual currently meets the following:*

• **Receiving services under SNAP Employment & Training Program:**  Yes  No

• **Receiving, or has been notified will receive, Pell Grant:**  Yes  No

• **Ticket to Work Holder issued by the Social Security Administration:**  Yes  No

- Complete all fields that have an \*, these are required

# WIOA Application: Barriers

**Individual Barriers**

• English language learner  Yes  No  
[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

• Basic Skills Deficient/Low Levels of Literacy  Yes  No  
[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

Add//View Basic skills scores: [Click Here](#)

• Homeless:  Yes  No  
[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

• Ex-Offender - individual has been arrested/convicted of a crime:  Yes  No  Did not disclose  
[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

**Barriers to Employment**

Disabled: Yes

• Displaced Homemaker    
[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

Meets long term unemployment definition: No

• Within 2 years of exhausting TANF lifetime eligibility:  Yes  No  
[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

Older individual (age 55 and older): No

• Hawaiian Native:  Yes  No  
*Hawaiian or Pacific Islander is not selected as a Race for this individual. Please update the Demographics section if this is not accurate.*

• American Indian/Alaskan Native: Yes

• Single Parent (including single pregnant women):  Yes  No  Participant did not self-identify

• Cultural Barriers:  Yes  No  Participant did not self-identify

• Eligible Migrant Season Farmworker as defined in WIOA Sec 167(i):  Yes  No

• Meets Governor's special barriers to employment:  Yes  No

- Make a selection for each required field (\*)
- Be sure to [Verify] if needed

# WIOA Application: Family Income

[Individual Details](#) [Preferences](#) \* indicates required fields.

Start [Contact](#) [Demographics](#) [Veteran](#) [Employment](#) [Education](#) [Public Assistance](#)

**Family Income**

**+ Due to the individual's disability, they qualify as a Family of 1:**  Yes  No

Low income has not been established based on previous entries. Therefore, low income will be based on family size and income. Family size and income are required entries.

**+ Family Size:**    
[\[ Verify \]](#) [\[ Scan \]](#) [\[ Upload \]](#) [\[ Link \]](#)

**+ Annualized Family Income:**   
[\[ Verify \]](#) [\[ Scan \]](#) [\[ Upload \]](#) [\[ Link \]](#)

[Income Table](#)

- Complete required fields. If any of the public assistance section is yes, family size and income will not be required

Check here to allow saving of a partial application

[Exit Wizard](#)

# WIOA Application: Federal Initiative

WIOA WIZARD

Start Contact Demographics Veteran Employment Education Public Assistance Barriers Family Income Federal Initiatives

Disability Employment Initiative (DEI)

**Perceived Barriers to Employment**  
*(Check all that the individual perceives as a barrier to employment.):*

- Limited Education
- Limited Work History/Experience
- Ex-Offender
- Substance Abuse
- Language Barrier
- No Child Care
- Homeless
- Disability
- None

**Ticket To Work Participant:**  Yes  No

**Ever on Supplemental Security Income (SSI) or Social Security Disability Insurance Income (SSDI):**  Yes  No

**Currently or Previously Employed:**  Yes  No

**Current or Most Recent Hourly Rate of Pay:**

**Most Recent Job Title:**

**Begin Date of Most Recent Job:**  Today

**End Date of Most Recent Job:**  Today

**Hours Per Week at Most Recent Job:**

**Benefits at Most Recent Job**  
*(Check all that apply):*

- None
- Health Insurance
- Vacation
- Sick Leave
- Flexible Work Schedule
- Telework
- Customized Employment
- Job Sharing
- Other

If Other is checked, please provide a description:

- Make a selection for each required field (\*)
- Be sure to **[Verify]** if needed
- Screen only shows if Disability is yes on Demographic Tab

# WIOA Application: Eligibility and Grants

Unemployment Insurance Questions call: 410-949-0022 or Email: UI.Inquiry@maryland.gov

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

## Workforce Innovation and Opportunity Act (WIOA) Eligibility Information

### Applicant Eligibility

Applicant meets the definition for low income:  Yes

Income Table: [Income Table](#)

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Yes	LI			<input type="checkbox"/> Inactive
Dislocated Worker	Yes				<input type="checkbox"/> Inactive
Youth	Undetermined			No Youth Eligibility Date.	<input type="checkbox"/> Inactive

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

### WIOA Grant Eligibility

*Changes in this section will create immediate updates to the record.*

**Incumbent Worker Eligibility:**  Yes  No  Not Applicable  Inactive  
*Applicant does not meet the requirements for Incumbent Worker eligibility.*

**National Dislocated Worker Grant NDWG:**  Yes  No  Not Applicable  Inactive

**Statewide Adult Eligibility:**  Yes  No  Not Applicable  Inactive

**Statewide Dislocated Worker Eligibility:**  Yes  No  Not Applicable  Inactive

**Statewide Youth Eligibility:**  Yes  No  Not Applicable  Inactive  
*Applicant does not meet the requirements for Statewide Youth eligibility.*

**Statewide Rapid Response:**  Yes  No  Not Applicable  Inactive

- National Dislocated Worker Grant NDWG must be **YES**



# WIOA Application: Grant

Currently Managing: Test, Dan(test) - Service Tracking: ON

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
National DW Grant (NDWG)	159	Fostering Opioid Recovery Through Workforce Development	MI35481		<a href="#">Add</a>
National DW Grant (NDWG)	163	2023 QUEST Disaster Recovery DWG	DW00011		<a href="#">Add</a>
National DW Grant (NDWG)	165	Port of Baltimore Dislocated Worker Grant	DW00028		<a href="#">Add</a>

- Next to the **Port of Baltimore Dislocated Worker Grant** you press Add

## Grants

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
National DW Grant (NDWG)	165	Port of Baltimore Dislocated Worker Grant	DW00028	05/29/2024	<a href="#">Remove</a>

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
National DW Grant (NDWG)	159	Fostering Opioid Recovery Through Workforce Development	MI35481		<a href="#">Add</a>
National DW Grant (NDWG)	163	2023 QUEST Disaster Recovery DWG	DW00011		<a href="#">Add</a>

### Current Case Manager:

Case currently Not Assigned to a Case Manager

[Assign Case Manager](#)

[Assign Me](#)

[Remove Case Manager Assignment](#)

- Click **FINISH** to proceed to Participation



# WIOA Application: Participation

Unemployment Insurance Questions call: 410-949-0022 or Email: [UI.Inquiry@maryland.gov](mailto:UI.Inquiry@maryland.gov)

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

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 Résumés

Manage Job Orders

Manage Labor Exchange

Manage Activities

Manage Providers

Manage Case Assignment

Manage Profiling

Manage Funds

Manage Scan Card

Manage Visitors

Manage Help Desk

Manage Follow-Up

Manage Surveys

Manage Online Forms

Reports

My Reports

Fill out the information below regarding the individual's participation.

### General Information

State ID:	208761
Name:	Dan Smith
Date of Birth:	11/16/1972
Application Date:	07/14/2020
Eligibility Date:	07/14/2020

### Participation Information

* Participation Date:	<input type="text" value="07/14/2020"/> (mm/dd/yyyy) <input type="button" value="Today"/>
Participation Age:	47

Cancel Next >>

Return to Programs Tab

Services Portfolio Site Map Site Search Page Preferences Assistance

Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About t

Home Sign Out

Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved.  
19.0

Enter a Participation Date and Click **Next >>** to proceed to Service Enrollment

# Activity Enrollment: General Information

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollme Budget
<b>General Information</b>				
Participant User Name:	dan313			
Participant State ID:	208761			
Last Name, First Name MI:	Smith, Dan			
Social Security Number:	9257			
Address:	222 Main Street Reisterstown, MD 21136-0301			
Application Summary:	Program: Title I - Workforce Development (WIOA) Application Date: 10/1/2018 Earliest Eligibility Date: 10/15/2018			
Participation Date:	10/15/2018			
* Customer Program Group:	80 - National Dislocated Worker Grant (NDWG)			
* LWDB:	Baltimore City			
* Office Location:	Baltimore City One Stop Center (Eutaw Street)			
<b>Enrollment Information</b>				
Grant:	National Health Emergency Dislocated Worker Grant (Maryland Workforce Response to the Opioid Crisis)			

Under General Information go to the **Customer Group** pull down and pick National Dislocated Worker Grant (NDWG)

Under **Grant** select **Port of Baltimore Dislocated Worker Grant**

## Enrollment Information

Grant: Port of Baltimore Dislocated Worker Grant

WIOA or Non-WIOA Partner Program:  Yes, service is a WIOA or Non-WIOA Partner Program.

\* Activity Code:    
[\[Select Activity Code \(?\)\]](#)

\* An actual begin date or a projected begin date is required.

Projected Begin Date:  (mm/dd/yyyy)  Today

Actual Begin Date: 05/29/2024  
Actual begin date may not be modified on the first activity.

\* Projected End Date:  (mm/dd/yyyy)  Today

Service Provided [Virtual/Online \(?\)](#): No Virtual/Online, In-person Only

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

Select an Activity Code by clicking on the link

Click **Next >>** to proceed

# Activity Creation

## General Information

Participant User Name: dan313  
Participant State ID: 208761  
Last Name, First Name MI: Test, Dan(Test)  
Address: 222 Main Street  
Baltimore, MD 21201  
Application Summary: Program: Title I - Workforce Development (WIOA)  
Application Date: 05/29/2024  
Earliest Eligibility Date: 05/29/2024  
Participation Date: 05/29/2024

\*Customer Program Group: 80 - National Dislocated Worker Grant (NDWG) ▼

[\[ Select program enrollment template \(2\) \]](#)

\*LWDB: Baltimore City ▼

\*Office Location: Baltimore City One Stop Center (Eutaw Stree ▼

## Enrollment Information

Grant: Port of Baltimore Dislocated Worker Grant ▼

WIOA or Non-WIOA Partner Program:  Yes, service is a WIOA or Non-WIOA Partner Program.

\*Activity Code:

[\[ Select Activity Code \(2\) \]](#)

Under General Information go to the **Customer Group** pull down

■ Using the pull down select **National Dislocated Worker Grant (NDWG)**

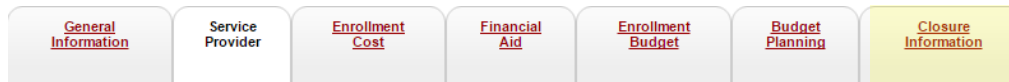
■ Under the Enrollment Information go to the Grant question

■ In the pull down choose **Port of Baltimore Dislocated Worker Grant**

■ Select an Activity Code by clicking on the link

■ Click  to proceed, Then go to Closure

# Activity Enrollment: Service Provider



**Enrollment Service Provider Information**

Enrollment Summary: Enrollment ID: 5222360  
Username: WIOATEST  
WIOA Application ID: 2407664  
Activity Code: 102  
Activity Dates: 7/7/2015 - 8/1/2015

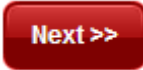
\* Provider:   
[\[Select Provider\]](#)

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

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

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

\* Occupational Training Code: Not Applicable

- Next is the **Service Provider** screen
- This tab is **not required** for **Port of Baltimore Dislocated Worker Grant**
- 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 
- To proceed straight to the “Closure” click on the **Closure Information** tab

# Activity Closure Information

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

**Closure Information**

Enrollment Summary: Enrollment ID: 5302775  
Username: dan213  
WIOA Application ID: 2975427  
Activity Code: 102  
Activity Dates: 1/17/2017 - 1/17/2017

Last Activity Date: 01/17/2017

Completion Code:

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

ID	Create Date	Subject	Action
No data found.			

<< Back | Finish | Delete

■ 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:

- Head back into **Programs** under Case Management
- Expand your Newly created WIOA app and Activities/ Enrollment/Services
- The activities you created now displays in the activities list
- Click **“Create Activity”** to add additional services

The screenshot displays a web application interface for WIOA case management. At the top, there is a navigation bar with a logo and several icons. Below the navigation bar, the main content area shows a case summary for WIOA #4024703. The summary includes details such as the case name, location (Northwest American Job Center), and various dates. A red arrow points from the 'Create Activity' button in the table below to the 'Create Activity' link in the summary section.

PI #	II #	Status	ID #	Activity / Provider	Actions	Funding / Grant	Projected Begin Date	Actual Begin Date	Actual End Date
			508032	<a href="#">WIOA Activities</a>		National Dislocated Worker Grant FDCMG 2012 QEST Disaster Recovery DMS	01/01/2024	01/01/2024	01/01/2024

# Back to the WIOA App

Eligibility Summary

Participation 05/29/2024

Activities / Enrollments / Services 2

[Create Activity / Enrollment / Service](#)



Search:

PE	EE	Status	ID #	Activity / Provider	Actions	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
			5702748	<a href="#">102 - Initial Assessment</a> No Provider Information		Dislocated Worker	05/29/2024	05/29/2024	05/29/2024	<a href="#">Close</a>
			5702744	<a href="#">102 - Initial Assessment</a> No Provider Information		National Dislocated Worker Grant (NDWG) Port of Baltimore Dislocated Worker Grant	05/29/2024	05/29/2024	05/29/2024	<a href="#">Close</a>

- Notice the difference in the funding/grant for each service. Ensure service has the correct funding attached when assigning services
- Add any other services that you provided

# Reporting Information

- *All participants of this grant will be automatically subjected to the federal reporting measures under WIOA Title I*
  
- **Service 260 Disaster Relief Service (is mapped as Disaster Relief Employment Only)**
  - When individual received this new “NDWG disaster related employment only” service funded by NDWG Grant that is flagged as Disaster and no other Basic, individualized or Training services provided >> then it will be reported as 2004 = 1, Disaster Relief Employment Only
  - When individual received any Basic, individualized or Training services funded by NDWG Grant that is flagged as Disaster AND no “NDWG disaster related employment only” service is the application >> then it will be reported as 2004 = 3, Employment and Training Only
  - When individual received both: “NDWG disaster related employment only” service AND at least one Basic, individualized or Training service funded by NDWG Grant that are flagged as Disaster >> then it will be reported as 2004 = 2, Disaster Relief Employment and Training Services

Service 260 will only be used if grant is Disaster Relief Employment Only or Disaster Relief Employment and Training Services



---

## 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 **Port of Baltimore Dislocated Worker Grant**
  - Here is one example of a tracking report:  
Go to **Detailed Reports** → Then pick **Enrolled Individual** →  
Choose **List** and **Filter by Program WIOA, and Available Grant**  
**Port of Baltimore Dislocated Worker Grant**
-

---

## 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, if available, after closing a training activity. The credential will be entered under Create Credential.
-

---

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](mailto:pmhelp@dllr.state.md.us)

If you have technical issues or question about creating the WIOA application  
please contact the MWE Help Desk at  
[wehelp@dllr.state.md.us](mailto:wehelp@dllr.state.md.us)

---

**MONTHLY FINANCIAL REPORT and INVOICE**

**PORT OF BALTIMORE DISLOCATED WORKER GRANT**

This form must be completed by the tenth (10th) day of the month following the end of the preceding month by grantees. Signed forms must be submitted via email to:  
 Maryland Department of Labor, DWDAL Attn: Alex Sackey-Ansah Cc: Casey Tiefenwerth  
[alex.sackey-ansahl@maryland.gov](mailto:alex.sackey-ansahl@maryland.gov)  
[casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov)

<b>GRANTEE NAME:</b>	
<b>GRANT NUMBER:</b>	
<b>MONTH ENDING:</b>	
<b>DATE:</b>	

**SECTION A. FINANCIAL REPORT – please complete the blue shaded sections**

<b>SUMMARY OF EXPENDITURES</b>					
<b>EXPENDITURES</b>	<b>Approved Budget</b>	<b>Prior Month Expenditures (cumulative amount)</b>	<b>Monthly Net (= invoice)</b>	<b>Total Accrued Expenditures (cumulative amount)</b>	<b>Variance (over/under budget)</b>
Staff Salary/Wages				-	-
Staff Fringes				-	-
Contractual				-	-
Travel	-				-
Supplies				-	-
Equipment				-	-
Training				-	-
Other				-	-
Other/Indirect/Admin				-	-
<b>Total Expenditures and Monthly Invoice Amount</b>	-		-	-	-
<b>Unliquidated Obligations</b>	n/a		n/a		n/a
<b>Total Obligation (sum of expenditures and unliquidated obligations)</b>	n/a		n/a	-	n/a

<b>SUMMARY OF RECEIPTS</b>					
<b>Total Cash Received</b>	n/a		n/a		n/a
<b>Total Cash Disbursements</b>	n/a		n/a		n/a

**CERTIFICATION:** By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award document. I am aware that any false, fictitious or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

**Authorized Signature and Date:**

**Print Name and Title:**

**SECTION B. MONTHLY INVOICE**

**PLEASE ADD COMPANY LETTERHEAD**

DATE:	
GRANTEE:	
MONTH ENDING:	

**INVOICE**

Remit Payment To:			
Company Name:		Award #	
Address:		Award Amount:	
Address:		Invoice No.:	
		Invoice Date:	

**Bill To:**  
 Maryland Department of Labor  
 DWDAL Fiscal Administration  
 1100 N Eutaw Street, Room 209, Baltimore MD 21201  
 Attn: [ INSERT NAME(S) ]

Description			
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
Item:		Amount:	
<b>TOTAL INVOICE:</b>			-

Authorized Signature:		Date:	
Printed Name:			

# Port of Baltimore Dislocated Worker Grant

## Monthly Program Report Form

Subawardees of the *Port of Baltimore Dislocated Worker Grant* must submit monthly program reports to the Maryland Department of Labor. Please complete all fields of this document and submit it with all other required documents no later than **11:59PM on the 10th day following the end of the month of reported activity**. Prior to submission, review the items listed below that are required for monthly reporting and all instructions in this document to ensure a complete and accurate submission.

Failure to submit timely and accurate Monthly Reports can result in delayed reimbursements and potential disqualification from future grant funding.

### Recovery Friendly Workplace Pilot Program Monthly Report Checklist

REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
<ul style="list-style-type: none"> <li>Monthly Program Report Form</li> </ul>	<ul style="list-style-type: none"> <li>Photos, Video, Program Collateral</li> </ul>
<ul style="list-style-type: none"> <li>Monthly Fiscal Report and Invoice (submitted separately)</li> </ul>	

### Submission Instructions

Completed reports should be submitted via email to:

Casey Tiefenwerth ([casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov))  
cc: Alex Sacker-Ansah ([alex.sackey-ansah1@maryland.gov](mailto:alex.sackey-ansah1@maryland.gov)).

Questions can be sent to:

Casey Tiefenwerth  
Special Grants Manager  
[casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov)  
443-425-2182 (mobile)

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.

## Port of Baltimore Dislocated Worker Grant

Monthly Program Report Form

SECTION 1: AWARD INFORMATION					
<b>1</b>	<b>Organization Name</b>				
<b>2</b>	<b>Point of Contact Name</b>				
<b>3</b>	<b>Point of Contact Title</b>				
<b>4</b>	<b>Point of Contact Email Address</b>				
<b>5</b>	<b>Point of Contact Phone Number</b>				
<b>6</b>	<b>Organization Street Address</b>				
<b>7</b>	<b>Month</b>		<b>8</b>	<b>Fiscal Year</b>	

SECTION 2: GRANT NARRATIVES	
<b>9</b>	<b>Briefly describe the program and the activities performed over the month.</b> <i>Use this section to provide a description of both Disaster Relief Employment activities, if applicable, and Employment and Training activities.</i>
<b>10</b>	<b>Provide a description of employer outreach activities.</b>
<b>11</b>	<b>Provide a description of participant recruitment and outreach activities.</b>

## Port of Baltimore Dislocated Worker Grant

Monthly Program Report Form

<b>12</b>	Describe any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project attempted to resolve them. Please include any areas that may require specific technical assistance from Labor staff.
<b>13</b>	Describe the next steps or key areas of emphasis planned for the project in the next month.

**Instructions for Reporting Program Activity**

NOTE: Only subawardees serving individuals in Disaster Relief Employment must complete Section 3 of this report.

SECTION 3: PROGRAM ACTIVITY – DISASTER RECOVERY EMPLOYMENT			
<b>14</b>	<b>Complete the chart below to identify the program’s targeted key performance outcomes.</b>		
<b>A</b>	Number of participants enrolled in Disaster Relief Employment	This Month	Year to Date
<b>B</b>	Number of participants to complete Disaster Relief Employment		
<b>C</b>	Number of participants that receive supportive services		
<b>D</b>	Number of Disaster Relief Employment participants to co-enroll in employment and training activities		
<b>E</b>	Number of employers participating in Disaster Relief Employment		
<b>F</b>	Median monthly earnings for individuals in Disaster Relief Employment		



## Port of Baltimore Dislocated Worker Grant

Monthly Program Report Form

All subawardees must complete Section 4 of this report.

SECTION 4: PROGRAM ACTIVITY – EMPLOYMENT AND TRAINING			
15	Complete the chart below to identify the program’s targeted key performance outcomes.	This Month	Year to Date
<b>A</b>	Number of individuals reached via outreach activities		
<b>B</b>	Number of individuals enrolled in employment and training activities		
<b>C</b>	Number of participants enrolled in training		
<b>D</b>	Number of participants to complete training		
<b>E</b>	Number of participants to earn a credential		
<b>F</b>	Number of participants to demonstrate Measurable Skill Gains		
<b>G</b>	Number of participants that receive supportive services		
<b>H</b>	Number of participants placed into unsubsidized employment		
<b>I</b>	Median monthly earnings for individuals placed into unsubsidized employment		

## Instructions for Section 5: Significant Activities, Accomplishments, & Success Stories

This section is intended to provide more in-depth information than the previous sections about promising approaches, new processes, major accomplishments, and/or lessons learned from the program. In answering the following questions, subawardees should describe background information on the participant or issue, include an analysis of any interventions used, and use evaluation data where appropriate. Participant-level stories and data may only be reported with the consent of the participant.

### SECTION 4: SIGNIFICANT ACTIVITIES, ACCOMPLISHMENTS, & SUCCESS STORIES

**16** Describe in detail any promising approaches, innovative processes, lessons learned, or major programmatic milestones.

**17** Describe in detail any participant-level accomplishments or success stories from the month. *Photos, videos, web content, and other program collateral can be submitted as an attachment with the submission of this report.*

Completed reports should be submitted via email to:

Casey Tiefenwerth ([casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov)),  
cc: Alex Sackey-Ansah ([alex.sackey-ansah1@maryland.gov](mailto:alex.sackey-ansah1@maryland.gov)).

Submissions should include all required documents listed above and should be submitted as a file transfer or as attachments to a single email.