

**Workforce Solutions to Address Homelessness | November 3, 2023**

**TO:** Workforce Solutions to Address Homelessness subrecipients

**FROM:** Division of Workforce Development and Adult Learning (DWDAL)  
Maryland Department of Labor (MD Labor)

**SUBJECT:** Guidance on the implementation of the Workforce Solutions to Address Homelessness Competitive Demonstration Grant.

**PURPOSE:** To provide guidance on the Workforce Solutions to Address Homelessness Competitive Demonstration Grant.

**ACTION:** DWDAL staff will ensure Workforce Solutions to Address Homelessness subrecipients are aware of and receive copies of this guidance document. This document is available on the [Workforce Solutions to Address Homelessness website](#).

**QUESTIONS:**

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# **GENERAL INFORMATION**

## **WORKFORCE INNOVATION & OPPORTUNITY ACT**

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 Peysner 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. Maryland's Workforce Solutions to Address Homelessness (WS2AH) grant works in concert with WIOA priorities, concentrating programming on removing barriers for a WIOA target population, individuals at-risk of or experiencing homelessness.

## **WORKFORCE SOLUTIONS TO ADDRESS HOMELESSNESS**

A 2021 report by Maryland's Interagency Council on Homelessness (ICH) cited a combination of low wages and a lack of available, affordable, or adequate housing as the primary contributing factors of homelessness. The ICH, which was established in 2014 to examine statewide initiatives aimed at ending homelessness, has diligently aligned the resources of members, who represent state agencies, local Continuums of Care (CoC), and advocates, to ensure that Marylander's experiencing homelessness have access to the services and supports they need to attain and maintain self-sufficiency.

In addition to the work of the larger body, the ICH supports the work of four different subcommittees, which focus efforts on specific populations and/or issue areas, including workforce development. As part of the ICH Workforce Subcommittee's work, committee members surveyed the national landscape for best practices that ensure workforce development opportunities are reaching and supporting individuals experiencing homelessness.

Based upon the subcommittee's findings, the Maryland Department of Labor (MD Labor), in partnership with the Maryland Department of Housing and Community Development (DHCD), dedicated \$1,000,000 of Governor's Set-Aside funds<sup>1</sup> to create the WS2AH grant opportunity, which provides resources to jobseekers experiencing housing instability. WS2AH seeks to bridge the gaps between the workforce and homeless systems to align and coordinate the delivery of employment and related services to individuals at-risk-of or currently experiencing homelessness.

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<sup>1</sup> Section 128(a) of WIOA allows up to 15 percent of funds allocated to the State, known as Governor's Set Aside funds, to be used at the discretion of the Governor to fund innovative, State-led job training initiatives.

# PROGRAM PARAMETERS

## TARGET POPULATIONS AND ELIGIBILITY

The goal of WS2AH is to support organizations in applying strategies to integrate workforce and housing resources to support jobseekers experiencing homelessness. With this charge, funded projects must serve individuals experiencing homelessness or at-risk of becoming homeless, as defined by the United States Department of Housing and Urban Development (HUD), as shown below:

<p><b>Category 1</b></p>	<p>Literally Homeless</p>	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <p>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</p> <p>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or,</p> <p>(iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</p>
<p><b>Category 2</b></p>	<p>Imminent Risk of Homelessness</p>	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <p>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</p> <p>(ii) No subsequent residence has been identified; and,</p> <p>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing.</p>
<p><b>Category 3</b></p>	<p>Homeless under other Federal statutes</p>	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <p>(i) Are defined as homeless under the other listed federal statutes;</p> <p>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</p> <p>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and,</p> <p>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers.</p>

<b>Category 4</b>	Fleeing/Attempting to Flee Domestic Violence	<p>(4) Any individual or family who:</p> <p>(i) Is fleeing, or is attempting to flee, domestic violence;</p> <p>(ii) Has no other residence; and,</p> <p>(iii) Lacks the resources or support networks to obtain other permanent housing.</p>
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Funded projects may have their own eligibility guidelines in addition to those provided in this document.

## PROJECT REQUIREMENTS

MD Labor requires that one or more of the following intervention strategies be utilized throughout the grant period:

1. Co-locating resources and supportive services for homeless jobseekers at a dedicated location or within a mobile unit;
2. Embedding workforce-oriented case managers in spaces with individuals experiencing homelessness;
3. Implementing a Supportive Case Management model;
4. Leveraging a “systems approach;”
5. Partnering with the criminal justice system; and,
6. Workforce training as a component of Rapid Rehousing.

In addition to at least one of the practices identified above, projects may also utilize other models/best practices as desired. Throughout the grant period, subrecipients will be required to report on progress made towards implementing the intervention strategies described in their application.

Additionally, applicants are required to demonstrate the following:

1. Partnership with an entity with expertise in workforce development and/or homeless services; and
2. Partnership with at least three employers.

Throughout the grant period, subrecipients will be required to report on progress made towards the cultivation and fostering of these partnerships.

### Allowable Costs

All grants are subject to the Uniform Guidance for Federal Awards.<sup>2</sup> Subrecipients must follow the budget in their approved MD Labor proposal. Any modifications to the budget require written approval from the Special Grants Manager. MD Labor will release funds to subrecipients on a reimbursement basis.

Projects may include Career Services, Training Services, Employment Services, and Supportive Services, as described below.

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<sup>2</sup> 2 CFR Part 200, “[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#),” and 2 CFR Part 2900, “[Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards](#).”

### *Career Services*

These services, categorized as career services under WIOA, may be available to program participants who are in a pre-employment or pre-training stage of the program, and may include:

1. Initial education and skills assessments;
2. Services to promote employability skills, such as punctuality, personal maintenance skills, and professional conduct;
3. In-depth interviewing and evaluation to identify employment barriers and to develop individual employment plans;
4. Career planning that includes career pathways leading to in-demand, high-wage jobs;
5. Job coaching, job matching, and job placement services;
6. Provision of payments and fees for employment and training-related applications, tests, and certifications; and,
7. Any other appropriate career service described in section 134(c)(2) of WIOA (29 U.S.C. § 3174(c)(2)).

### *Training Services*

Training activities must be available to participants. Projects may offer a wide range of training activities, such as:

1. Traditional classroom training, which may be funded through individual training accounts under section 134(c)(3)(G) of WIOA (29 U.S.C. § 3174(c)(3)(G)) for participants who are co-enrolled with WIOA;
2. Work-based learning opportunities with employer partners, including paid work, internships, on-the-job training, and apprenticeships; or,
3. Any other appropriate training service described in section 134(c)(3) of WIOA (29 U.S.C. § 3174(c)(3)).

### *Employment Services*

1. Case management and support services, including a continuation of the pre-employment career and training services described above;
2. A continuation of skills training or career and technical education, or other training described above as pre-employment training services, which is conducted in collaboration with the employers of such participants;
3. Mentorship services and job retention support for such participants; or,
4. Targeted training for managers, human resource representatives, and mentors or other workers supporting such participants in the business in which such participants are employed.

### **Supportive Services**

Supportive services provide financial assistance to participants who would not otherwise be able to participate in a program. Subrecipients may offer supportive services to eligible participants to assist with transportation, uniforms, tools, work or training equipment, child or dependent care, stipends, graduation fees, union fees, and/or clothing for interviews or job fairs. Other supportive services may be allowable with MD Labor's prior approval.

Before a program participant is approved for supportive services, staff should ensure that no other resources are available to pay for the necessary service. Subrecipients should also ensure that approval forms, receipts, and supporting documentation are available for review.

The following section provides information on several types of supportive services, the conditions under which they can be made available, and the payment guidelines for each. Subrecipients are encouraged to leverage other funding streams to cover any supportive service needed by participants that are not approved under the grant agreement.

**Assistance Obtaining A Driver’s License** - Subrecipients may provide participants assistance with obtaining a driver’s license, except for paying legal fees and/or fines. Examples of assistance may include payment for driver’s education<sup>3</sup> or the cost of getting the driver’s license card.

**Transportation Allowance** - Transportation allowances are available to participants. The transportation allowance must be related to program participation and can cover the cost of traveling to and from training, job interviews, and job fairs, or, as support during the first two weeks of starting a new job. Transportation allowances require:

1. Documentation to verify the actual distance traveled and/or a receipt for the cost of the transportation service (e.g. public transit); and,
2. Confirmation of the participant's attendance for the program(s) that required travel.

*Payment Guidelines:* Transportation allowances can be used for public transit users, drivers, and/or rideshare such as Uber, Lyft, or Zipcar.<sup>4</sup> Subrecipients must collect and maintain appropriate documentation to verify the participant's covered transportation allowance. For public transit users, Subrecipients may cover the expenses for bus, light rail, metro subway, MARC train, Washington Transit, or Commuter Choice Maryland. For drivers, subrecipients may approve a travel allowance at a rate not higher than the official Internal Revenue Service (IRS) mileage rate. The maximum allowable payment is \$50 per day, with a maximum cap of \$250 per week. Google Maps or MapQuest must be used to determine daily mileage. Mileage is calculated from the participant’s starting address to the training, interview, job fair, or job site.

**Uniforms, Tools, and Related Equipment** - Subrecipients may assist eligible participants with the costs of uniforms, tools, and/or equipment required for participation in approved training programs or new jobs. Examples of covered items include but are not limited to: steel toe boots and worker tools of the trade.

*Payment Guidelines:* Subrecipients must base payments on the curriculum requirements of the training program or on the requirements of the participant’s new, full-time job. Payments must be made based on the market value for uniforms, tools, and/or related equipment. Subrecipients must collect and maintain appropriate documentation to verify the participant's covered allowance.

**Child or Dependent Care** - When daycare costs for a child or dependent exceed the amount subsidized by the Local Departments of Social Services, subrecipients may assist participants with the additional costs. To receive this payment, the dependent needing daycare must be:

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

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<sup>3</sup> “Behind-the-Wheel” hours are eligible as long as they are included as part of the driver’s education course.

<sup>4</sup> Other forms of transportation assistance may be funded with MD Labor prior approval.

*Payment Guidelines:* Subrecipients provide this supportive service payment to actively engaged program participants or to those who are in the first two weeks of new employment. Payments must be made based on the average cost of child or dependent care in the jurisdiction for which the participant is accessing care<sup>5</sup>. Payments may cover some, or all of, the costs of care. Subrecipients must only approve daycare costs for days that the participant is in training or at work.

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

1. Apply for a Purchase of Care Subsidy through the Local Departments of Social Services;
2. Provide application results to Subrecipient's staff;
3. Provide proof that participant has contracted with a State-approved child care provider;
4. Demonstrate evidence of need;<sup>6</sup> and,
5. Document relationship to person in care.

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

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

**Stipends** - Stipends, which offer program participants a fixed cash payment, are an allowable supportive service when the subrecipient has a substantiated reason to believe that the payment is necessary to the program participant's successful completion of program activities. If a Subrecipient wishes to implement stipends, it must notify MD Labor staff and provide a written proposal to explain and justify the proposed stipend. MD Labor staff will then review the proposal and make a determination as to whether the stipend would be appropriate for inclusion as a supportive service.

**Union Initiation Fees** - Subrecipients may assist participants with union initiation fees<sup>7</sup>, which are the costs associated with joining a union, to obtain employment.

*Payment Guidelines:* Subrecipients should make payments based on the costs of union initiation fees. The maximum allowable payment is \$200. Subrecipients must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered union fee allowance.

**Clothing for Interviewing and Job Fairs** - Subrecipients may assist participants with the costs associated with clothing for job interviews and/or job fairs. Examples of items that this supportive service covers include: dress shirts, ties, business suits or suit coats, dresses, khaki pants, or dress shoes. Subrecipients must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered clothing allowance.

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

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<sup>5</sup> Local child care rates can be found here: <https://earlychildhood.marylandpublicschools.org/families/child-care-scholarship-program/child-care-scholarship-rates>

<sup>6</sup> Need is demonstrated if after all other funding sources are applied the cost of care is not covered.

<sup>7</sup> Union initiation fees are different than regular, recurring union fees.



**Housing Support** – Subrecipients may assist participants with the costs associated with housing. These costs include, but are not limited to:

1. Security deposit assistance, including double security deposits;
2. Monthly rental payments;
3. Eviction prevention payments; and,
4. Time-limited hotel or motel stays.

*Payment Guidelines* – Payments must be made directly to the housing provider, for example the landlord or rental management company. Subrecipients must obtain appropriate documentation confirming the housing, such as a lease or a declaration of intent to rent, among others.

**Other Supportive Services** - Other supportive services may be funded with MD Labor approval. If a Subrecipient has a substantiated reason to believe that a supportive service payment, outside of what has already been identified in this policy issuance, would be appropriate and necessary to a program participant’s successful completion, then the Subrecipient has the option to notify MD Labor and provide a written proposal to justify the prospective supportive service. MD Labor staff will review the proposal and determine whether the cost is appropriate for inclusion as a supportive service.

*Payment Guidelines:* Subrecipients must follow the payment guidelines identified by the Subrecipient in their MD Labor-approved proposal.<sup>8</sup>

### **Funding Cap**

The maximum cost per participant is \$7,500. Administration costs must not exceed 10 percent of total program costs.

### **Prohibited Use of Funds**

MD Labor prohibits the use of funds for capital costs, the purchase of equipment, the payment of employee wages and/or benefits while in training, or wage subsidies. Additionally, grants must follow guidelines for Title I prohibited use of funds, as defined in 29 CFR 683 subpart b.<sup>9</sup>

## **STEVENS AMENDMENT**

Subrecipients shall include the following when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing the projects or programs funded in whole or in part with this grant award:

“Support for Maryland’s workforce programs is provided by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. Overall PY22 WIOA Set Aside grant funds total \$6,161,308.00, of which federal funds comprise 100 percent. The remaining 0 percent is comprised of state general, special, and reimbursable funds.”

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<sup>8</sup> Supportive Services must fall within definition under 20 CFR 651, “[General Provisions Governing the Wagner-Peyser Act Employment Service](#)”

<sup>9</sup> 29 CFR 683 subpart b, “[Administrative Provisions under Title I of the Workforce Innovation and Opportunity Act](#)”

## APPLICATION PROCESSES

The WS2AH grant program is a competitive funding opportunity. Organizations interested in receiving updates about the WS2AH solicitation should contact [casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov) and/or monitor the WS2AH webpage for when MD Labor posts the next solicitation opportunity. The webpage can be found at <https://www.labor.maryland.gov/employment/wdresponsehomelessness.shtml>. Information including the due date, eligibility requirements, and application requirements can be found within the solicitation. **As of June 17, 2022, WS2AH is no longer accepting new applications.**

### APPLICATION REVIEW

Dedicated review teams will review submitted applications in a timely manner. MD Labor will ensure review teams are comprised of staff with subject matter expertise in the areas of workforce development and homeless services.

To ensure compliance with the Public Ethics law, MD Code Ann. Gen'l Provisions, Title 5, all staff who participate in discretionary grant reviews are required to complete the DWDAL Reviewer Confidentiality and Conflict of Interest Form. Should a conflict of interest exist, staff must recuse themselves from application review and if staff becomes aware that a conflict may exist during the process, that person must immediately notify the DWDAL Assistant Secretary.

### APPLICATION APPROVAL/DENIAL

MD Labor must inform applicants via email of approvals or denials at the conclusion of the internal review process.

If approved, the MD Labor Office of the Assistant Secretary must provide the applicant with a Grant Award Notification to be signed by the applicant.

Approved applicants must be prepared to enter into contract negotiations and begin implementing programmatic work. In addition, Grantees must submit completed award agreements to MD Labor for review within 14 calendar days of notification by email at [casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov).

After an award agreement has been formally executed, MD Labor must provide funds to the approved program on a cost reimbursement basis. The Grantee must invoice MD Labor via the monthly fiscal report and invoice.<sup>10</sup>

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<sup>10</sup> See page 12 for more detailed information on reporting.

# PERFORMANCE ACCOUNTABILITY, REPORTING, MONITORING AND RECORD RETENTION

## PERFORMANCE METRICS

To determine the success of investments in the projects, MD Labor will assess performance of *Workforce Solutions to Address Homelessness* subrecipients using the following measures:

1. Total number of individuals served; and,
2. Projected employment outcomes (e.g. number to obtain unsubsidized employment, number to obtain subsidized employment such as on-the-job-training or transitional jobs, etc.).

Recognizing the varied types of services provided by subrecipients, including both housing and workforce services, MD Labor allowed applicants to propose their own performance measures and outcomes for this project, in addition to the required measures above, during the application process. Some examples include:

1. Total number of participants placed into training;
2. Total number of participants who earn industry-recognized credentials;
3. Total number of participants that completed training;
4. Employment 6 months after exit; and
5. Employment 12 months after exit.

Subrecipients must report on the performance measures and outcomes described in their MD Labor approved proposal.

## REPORTING

Subrecipients must submit timely fiscal and program reports via email to the appropriate MD Labor central office staff person, as prescribed below. If reporting requirements are not met by a subrecipient, MD Labor may take corrective action, and future funding may be impacted.

Grant recipients must submit monthly fiscal and program reports via email no later than the 10th of the month following the month of reported activity.

***Attachment A –Monthly Fiscal Report and Invoice Template*** provides the required monthly fiscal report for subrecipients.

***Attachment B –Monthly Program Report Template*** provides the required monthly program report for subrecipients.

Subrecipients must submit ***Attachments A and B*** to the following staff:

Casey Tiefenwerth  
[casey.tiefenwerth1@maryland.gov](mailto:casey.tiefenwerth1@maryland.gov)

Dorothee Schlotterbeck, cc Linda Madison  
[Dorothee.schlotterbeck@maryland.gov](mailto:Dorothee.schlotterbeck@maryland.gov)  
[Linda.madison@maryland.gov](mailto:Linda.madison@maryland.gov)

## MONITORING

The State of Maryland recognizes that organizations, such as USDOL, have the authority to monitor fiscal and/or programmatic performance related to funds awarded through the *Workforce Solutions to Address Homelessness* grant. To ensure that policies are being followed and expectations are being met, the State and all subrecipients should expect MD Labor to conduct monitoring.

## RECORD RETENTION

In accordance with the Code of Federal Regulations, Maryland requires participating programs to retain 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.

Both medical and disability related information must be kept confidential. Additionally, pursuant to 29 CFR 34.41(b)(3), this type of information must be collected on separate forms and maintained in separate, secure files (hard copy, electronic, or both) away from other information regarding the individual. Those entitled to access the information are limited to program staff responsible for documenting eligibility, where disability is an eligibility criterion, first aid and safety personnel in the event of a medical emergency, and government officials charged with enforcing the civil rights regulations. In addition, supervisors, managers and other personnel may be informed regarding reasonable accommodations provided to individuals with a disability.

Due to the nature of these grants, participant's information may contain both disability and medical related information. Staff should not collect confidential information unless it is relevant to eligibility or to a request for a reasonable accommodation.

All records, both electronic and physical, must be maintained in accordance with Training and Employment Guidance Letter (TEGL) 39-11, "Guidance on the Handling and Protection of Personally Identifiable Information (PII)" as well as DWDAL's policy concerning security<sup>11</sup> to maintain confidentiality and protect Personally Identifiable Information (PII). PII is participant-level and employee data that either by itself, or combined with other data, can link to a specific individual or identity.

When emailing documents containing PII, all subrecipients and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

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<sup>11</sup> DWDAL's current and archived policies are available at the following link:  
<http://www.labor.maryland.gov/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), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status or political affiliation or belief. Subrecipients working with participants in need of accommodations are responsible for securing the necessary support. Providers may refer to MD Labor's Nondiscrimination Plan<sup>12</sup> and Language Access Plan<sup>13</sup> for more information on accommodations and services.

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<sup>12</sup> MD Labor's Nondiscrimination Plan is available at the following link:

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

<sup>13</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

- [Workforce Innovation and Opportunity Act](#) (WIOA), 29 U.S.C. § 3101 et. seq (2015);
- [Definitions](#), 10 U.S.C. §\_101 (d)(1).

### REGULATION

- 2 CFR Part 200, “[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;](#)”
- 2 CFR Part 2900, “[Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards;](#)”
- 29 CFR Part 38 “[Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act,](#)” dated December 2016;”
- 20 CFR 651, “[General Provisions Governing the Wagner-Peyser Act Employment Service](#)” and,
- 29 CFR 683 subpart b, “[Administrative Provisions under Title I of the Workforce Innovation and Opportunity Act.](#)”

### USDOL GUIDANCE

- TEGL 39-11, “[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\),](#)” dated June 28, 2012.

### OTHER RESOURCES

- [DWDAL Policy Issuances;](#)
- [HUD Coordinate Entry Core Elements Guidebook](#)
- [HUD Exchange Rapid Re-Housing Brief](#), dated July 2014
- Maryland Interagency Council on Homelessness, [2021 Annual Report](#)
- [Maryland WIOA Combined State Plan;](#)
- [Local childcare rates](#)

## **ATTACHMENTS**

- Attachment A –Monthly Fiscal Report and Invoice Template
- Attachment B –Monthly Program Report Template

**MONTHLY FINANCIAL REPORT and INVOICE**

**[INSERT GRANT NAME]**

This form must be completed by the **tenth** (10th) day of the month following the end of the quarter by grantees. Signed forms must be scanned and submitted via email to:  
 Maryland Department of Labor, DWDAL Attn: [INSERT NAMES ] 1100 North Eutaw Street, Room 209, Baltimore, MD 21201  
[\[INSERT EMAIL ADDRESS\]](#)  
[\[INSERT EMAIL ADDRESS\]](#)

<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**

<b>Remit Payment To:</b>			
<b>Company Name:</b>		<b>Award #</b>	
<b>Address:</b>		<b>Award Amount:</b>	
<b>Address:</b>		<b>Invoice No.:</b>	
		<b>Invoice Date:</b>	

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

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

<b>Authorized Signature:</b>		<b>Date:</b>	
<b>Printed Name:</b>			

# ATTACHMENT B

WSAH

## MONTHLY PROGRAM REPORT

This Monthly Program Report must be completed by WSAH grantees. Monthly program reports are due no later than the 10<sup>th</sup> day of the month following the month of reported activity.

Month Ending: XXXXXX Grantee:

### SECTION A. PROGRAM REPORT

Grant Narrative

Briefly describe your grant and the activities being performed:
-----------------------------------------------------------------

<b>Participant/Activity Category</b>	<b>New Activity</b>	<b>Cumulative Activity to Date</b>	<b>Comments</b>
Total number of participants served			
Total number of participants placed into training			
Total number of participants to complete training			
Total number of participants who received work related credentials			
Total number of participants to enter subsidized employment			
Total number of participants to enter unsubsidized employment			
Total number of participants to enter subsidized housing			
Total number of participants to enter unsubsidized housing			
<b>TOTAL PARTICIPANTS</b>			

*The below fields are mandatory and a narrative must be supplied unless the grantee indicates there is nothing to report for a particular section;*

### **1) Summary of Grant Progress**

For the current month, please include a description of all:

- Services supported by the grant;
- Key activities completed, including partner development and coordination;
- Performance improvement efforts being undertaken to meet foals for the performance year if projected goals are not currently being met; and
- Additional activities performed by both the grantee, sub-grantees (if applicable), and any partners.

Those grantees who have no changes to report on the above items relative to their previous reports should indicate so, in addition to indicating the reason for their lack of changes.

### **2) Supportive Services**

For grantees that are providing supportive services and specialized participant services, including housing referrals or placement, please report in the following:

For the current month, please include a description of all:

- A description of the types of services offered in the month;
- How they were delivered; and
- How they contributed to a participant's ability to fully engage in grant-funded activities.

### **3) Progress of Grant Timeline**

Provide any updates for the progress of the approved grant timeline/work plan, including program activities, key deliverables and products available this month and in the future months for broad dissemination to the workforce system, if applicable. This includes identifying products and deliverables available for broad distribution via USDOL ETA- hosted websites and other communication vehicles.

- Include 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 intends to resolve them.
- Describe the next steps or key areas of emphases planned for the project in the coming months.
- Also use this section to collect additional information that details the status of capacity building activities and/or the development of deliverables occurring under the grant (if applicable), highlighting those that have been completed, and assessing how well the capacity building strategies of the program are meeting the training needs of the targeted industries through previously identified impact measures.

Grantees who have nothing to report should indicate so.

### **4) Development and Implementation of Effective Practices and Program Model Strategies**

Describe how your program model is working towards/has realized the program's intended purpose as well as the goals/objectives and activities outlined in your grant application and work plan.

Grantees may also describe any lessons learned and how those lessons learned will be integrated into ongoing grant activities.

Those grantees who have no progress to report on the above items should indicate so.

### **5) Status Update on Strategic Partnership Activities**

The purpose of this section is to describe how the partnership is working together to implement the project and to communicate the dynamic growth and development of the strategic partnership, including cross-agency partnerships. This section should reflect the results and outcomes from interactions and their impact on the project. Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions among grantees on partnership development and management.

Report the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships, during the reporting period.

This section may:

- discuss how partners have been engaged during the current phase of the project;
- outline specific roles and contributions of each partner during this quarter;
- identify any challenges encountered/resolved in the development and management of the partnership; and report new partners that may have been brought into the project or identify any previous partners that may have left the project.

Grantees who have nothing to report should indicate so.

#### **6) Status Update on Employer Engagement Strategies.**

A key element of the Workforce Innovation and Opportunity Act and affiliated workforce programs is to strengthen employer engagement in the workforce system and to ensure employers have an active role in workforce system activities. The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships.

Report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants. Examples may include:

- increased employer involvement including employers serving as mentors,
- program staff and employers identifying ways to encourage continuous improvement to hire program participants;
- new employer partnerships (e.g., increased number of employers); and
- positive employment outcomes for program participants (e.g., employers support the hiring and advancement of program participants).

#### **7) Key Issues and Technical Assistance Needs.**

Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered during the period and any resolution of issues and challenges identified in previous periods.

Furthermore, describe actions taken or plans to address issues,

- Describe questions you have, as well any technical assistance needs.

Grantees who have nothing to report should indicate so.

#### **8) Significant Activities, Accomplishments, and Success Stories**

This section is intended to provide additional, more in-depth information than the summary section about promising approaches, new processes, and/or lessons learned.

Report on any other significant activities and accomplishments, including promising approaches, and innovative processes.

Additionally, if appropriate, please highlight one or two grant- or participant-level “success stories” from the grant per quarter, with the participant’s express permission (if providing a participant success story).

In documenting success stories, please describe:

- background, problem, issue, or concern prior to project involvement;

- response or intervention provided by the project;
- results and outcomes, including who benefited and what changed or improved; and
- evidence of the success, including how the data was obtained and the methods used to measure success.

Grantees can also include promising practices and success stories as additional documents for upload. Grantees who have nothing to report should indicate so.

**SUBMISSION INSTRUCTIONS:**

Participating WSAH grantees must submit monthly program reports by email to the individuals listed below:

Casey Tiefenwerth  
Specialist Grants Program Manager  
Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
casey.tiefenwerth1@maryland.gov

Monthly program reports are due no later than the 10th day of the month following the month of reported activity.