

**2020-2024 State Apprenticeship Expansion Grant | September 12, 2022**

- TO:** Division of Workforce Development and Adult Learning (DWDAL) staff, Local Workforce Development Area (Local Area) directors, and Registered Apprenticeship Sponsors
- FROM:** Division of Workforce Development and Adult Learning (DWDAL) Maryland Department of Labor (MD Labor)
- SUBJECT:** Guidance on the implementation of the 2020-2024 State Apprenticeship Expansion Grant.
- PURPOSE:** To provide policy guidance on the 2020-2024 State Apprenticeship Expansion Grant, including updated information on a new program available through the Grant.
- ACTION:** Local Area directors, American Job Center (AJC) Labor Exchange Administrators, central office managers, and Maryland Apprenticeship Training Program staff will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available on the [MD Labor website](#).
- EXPIRATION:** Until cancelled or replaced.

**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-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 (AJC)s, WIOA works to address employer demands by matching them to the skilled workers they need to compete in the global economy. Registered Apprenticeship is fully aligned with the employer-focused, work-based training that WIOA envisions. Features of Registered Apprenticeship, including its flexibility, opportunities for immediate earning, and emphasis on partnerships, make it an effective strategy to meet workforce system goals.

## REGISTERED APPRENTICESHIP

Registered Apprenticeship is a proven model of job preparation that combines paid On-The-Job Learning (OJL)<sup>1</sup> with Related Instruction to progressively increase workers' skill levels and wages. Registered Apprenticeship is a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an "earn and learn" strategy, Registered Apprenticeship offers job seekers immediate employment opportunities that provide sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally recognized, portable credentials, and their training may be applied towards further post-secondary education.

All Registered Apprenticeship programs consist of the following five core components:

1. Business Involvement – Businesses are the foundation of every Registered Apprenticeship program. The skills needed for workforce success, provided through business input, form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
2. OJL – Every Registered Apprenticeship program includes structured OJL. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the apprentice must learn over the course of the program to become fully proficient at the job. In Maryland, OJL must consist of no less than 2,000 hours of full-time, W-2 paid employment per year of the apprenticeship and must take place at the work site under the direction of a highly skilled journeyworker.
3. Related Instruction (classroom style training) – Apprentices receive Related Instruction or classroom style training that complements the OJL. This instruction helps refine the technical and academic skills that apply to the job. Related Instruction may be provided by a community college, technical school or college, an apprenticeship training school, nonprofit, community-based organization, industry, labor organization, business association, or by the business itself. The instruction may be provided at the school, online, or at

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<sup>1</sup> Sometimes also referred to as On-the-Job Training (OJT).

the work site. Registered Apprenticeships must include at least 144 hours of Related Instruction per year of the apprenticeship.

4. Rewards for Skill Gains – Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate Apprentices as they advance through training and become more productive and skilled at their job.
5. National Occupational Credential – Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a Certificate of Completion. This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs, particularly in high-growth industries such as healthcare, advanced manufacturing, and transportation, also offer interim credentials as apprentices master skills as part of their career pathway.

In Maryland, Registered Apprenticeships are approved through the Maryland Apprenticeship and Training Council. More information on requirements for Registered Apprenticeships in Maryland is available at <http://www.labor.maryland.gov/employment/appr/>.

### **Youth Apprenticeship**

The Maryland Department of Labor (MD Labor) defines Youth Apprenticeship, a component of the Apprenticeship Maryland Program,<sup>2</sup> as an “earn and learn” work model available through school systems. This model is for students in 11th and 12th grade, who are at least 16 years of age, and focuses on high-growth, high-demand industries. Youth Apprentices receive supervised, structured OJL from a mentor in a specific in-demand occupation within industries such as:

1. Environmental, Agricultural, and Natural Resources;
2. Business Management and Finance;
3. Construction and Development;
4. Health and Bio Sciences;
5. Information Technology; and,
6. Manufacturing, Engineering, and Technology.

Students in Youth Apprenticeship programs work a minimum of 450 hours with an approved employer while receiving related educational instruction through their high school, community college, online provider, association, or union, as approved by their local school system. Participating students typically work during their junior and senior years with a State-approved employer. They work with a mentor to learn valuable skills and earn industry credentials and high school credit. Students also receive training on employability skills, interpersonal/social skills, and general knowledge of the world of work.

### **School-to-Apprenticeship**

School-to-Apprenticeship (STA), a program within Registered Apprenticeship, is designed to allow high school youth ages 16 – 17 to enter a Registered Apprenticeship while still in high school and continue after graduation with full credit given for the high school portion. The STA apprentices may receive Related Instruction directly

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<sup>2</sup> More information on Apprenticeship Maryland Program can be found on MD Labor’s website: <http://www.labor.maryland.gov/employment/appr/youthappr.shtml>.

from their high school or from a Registered Apprenticeship Sponsor as noted in the Standards of Apprenticeship. All STA apprentices must be properly registered with the Maryland Apprenticeship and Training Program.

## **STATE APPRENTICESHIP EXPANSION GRANTS**

In April 2020, The United States Department of Labor (USDOL) released Training and Employment Guidance Letter (TEGL) 15-19, “*Availability of Program Year 19 Funding for State Apprenticeship Expansion, Building State Capacity to Expand Apprenticeship through Innovation,*”<sup>3</sup> to announce the availability of \$73 million in Program Year 2019 funds. The goal is to expand the national Registered Apprenticeship system by funding baseline activities that improve States’ ability to serve, improve, and strategically scale the Registered Apprenticeship model.

Specifically, States must achieve this by:

1. Engaging in activities to strengthen the structures supporting Registered Apprenticeship in their State; and,
2. Demonstrate improvements and innovations in Registered Apprenticeship in their State that spread the Registered Apprenticeship model, develop infrastructure, and impact other significant policy issues.

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<sup>3</sup> TEGL 15-19 can be found here: [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=7875](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7875).

# MARYLAND'S 2020-2024 STATE APPRENTICESHIP EXPANSION GRANT

## REGISTERED APPRENTICESHIP IN MARYLAND

The U.S. Registered Apprenticeship system is authorized through the National Apprenticeship Act of 1937. MD Labor serves as the “State Apprenticeship Agency” and, in consultation with the Maryland Apprenticeship and Training Council, is responsible for the following functions:

1. Registering apprenticeship programs that meet federal and State standards;
2. Issuing certificates of completion to Registered Apprentices;
3. Encouraging the development of new programs through outreach and technical assistance;
4. Protecting the safety and welfare of Registered Apprentices; and,
5. Assuring that all programs provide high-quality training.

## PREVIOUS STATE APPRENTICESHIP EXPANSION GRANTS

Recognizing the importance of Registered Apprenticeship to Maryland’s workforce system, MD Labor regularly utilizes opportunities to expand capacity and opportunities for Registered Apprenticeship throughout the State, including previous State Apprenticeship Expansion Grants released by USDOL. All previous State Apprenticeship Expansion Grant awards are separate from and independent of the *2020-2024 State Apprenticeship Expansion Grant* policy. Participation in previous grants does not impact ability to access funds through the *2020-2024 State Apprenticeship Expansion Grant*.<sup>4</sup>

## 2020-2024 STATE APPRENTICESHIP EXPANSION GRANT AWARD DETAILS

On June 26, 2020, the USDOL Employment and Training Administration awarded MD Labor \$6,012,294 for a three-year grant period, spanning July 1, 2020 – June 30, 2023.<sup>5</sup> After the initial award, MD Labor applied for a grant modification and extension, approved by USDOL in July 2022, to extend the grant period to June 30, 2024 and to create an additional grant opportunity through this funding stream. In accordance with these expectations, MD Labor is focusing on the following six goals outlined by the grant program:

1. National Apprenticeship System Building;
2. System Alignment for Apprenticeship Expansion;
3. Improving Data Sharing and Data Integrity;
4. General Business Outreach, Technology, and/or Technical Assistance;
5. Apprenticeship Diversification/New Industry Goals; and,
6. Diversity and Inclusion and/or Special Population Goals.

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<sup>4</sup> More information on previous State Apprenticeship Expansion Grants can be found on DWDAL’s Policy Issuance page: <http://www.labor.maryland.gov/employment/mpi/>.

<sup>5</sup> Support for this project is provided by a grant awarded from the U.S. Department of Labor’s Employment and Training Administration. Overall grant funds total \$6,012,294, of which federal funds comprise 100 percent. It does not include any state general, special, and reimbursable funds.

MD Labor will utilize a variety of different approaches to achieve these goals. Activities vary from updating the website and customized State vehicle wrapping with outreach messaging, to integrating the New American's Initiative into Registered Apprenticeship. While the State Apprenticeship Expansion Grant supports all these activities, the scope of this policy is specific to activities aimed at achieving goals 4, 5, and 6. These are the:

1. Employer Incentive Plan<sup>6</sup>;
2. 2021 Maryland Community College Apprenticeship Initiative;
3. 2021 Maryland Youth Apprenticeship Initiative; and,
4. Sponsor Apprentice Incentive Reimbursement plan.

Additionally, as the purpose of the State Apprenticeship Expansion Grant is to expand and diversify Registered Apprenticeship opportunities, MD Labor expects that all Registered Apprentices gained through the above activities will be newly registered apprentices.<sup>7</sup>

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<sup>6</sup> The Employer Incentive Plan ended August 25, 2022.

<sup>7</sup> Apprentices that are re-registered in a new occupation in a new program are considered "newly registered" for the purposes of this grant.



## EMPLOYER INCENTIVE PLAN

As part of the State Apprenticeship Expansion Grant, MD Labor originally allocated \$3,260,957 to increase business participation in Registered Apprenticeship by creating an Employer Incentive Plan (EIP). The EIP was a rolling reimbursement program, where employers receive repayment for a portion of the costs of OJL.

All apprentices served through the EIP were required to newly Registered Apprentices and had to meet the criteria for Registered Apprentices.

**The EIP ended on August 25, 2022. Any applications submitted on or prior to that date will be processed as normal, including any possible appeals.**

## ELIGIBILITY REQUIREMENTS

The following entities were eligible to apply for reimbursement through the EIP:

1. Employers who either sign up to participate in an existing Group Joint<sup>8</sup> or Group Non-Joint<sup>9</sup> Registered Apprenticeship;
2. Employers who register a new Registered Apprenticeship program;
3. Sponsors and/or employers who reactivate a currently inactive Registered Apprenticeship; and,
4. Sponsors and/or employers who register new apprentices after implementation of the EIP.

Employers can be private, public, or non-profit as long as they are a Registered Apprenticeship Sponsor or a signatory or participating employer with a Group Joint or Group Non-Joint Registered Apprenticeship Sponsor approved by MD Labor.

## REIMBURSEMENT REQUIREMENTS

Employers that participated in the EIP were eligible for reimbursement for a portion of the costs of OJL. The breakdown for reimbursement amounts was as follows:

1. Businesses with more than 50 employees (large employers) are eligible for reimbursement of 50 percent of the wage rate of apprentices for a maximum of 30 hours per week; or,
2. Businesses with 49 or fewer employees (small employers) are eligible for reimbursement of 75 percent of the wage rate of apprentices for a maximum of 30 hours per week.

MD Labor calculated reimbursement based on the first 13 weeks of actual employment not to exceed \$3,120 per apprentice for large employers and \$4,680 per apprentice for small employers.

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<sup>8</sup> MD Labor defines “Group Joint Registered Apprenticeships” as an apprenticeship program sponsor in which a bona fide collective bargaining agent does participate. It includes an “individual joint sponsor” which is an apprenticeship program sponsored by one employer with participation of a union.

<sup>9</sup> MD Labor defines “Non-Joint Registered Apprenticeships” as an apprenticeship program sponsor in which a bona fide collective bargaining agent does not participate. It includes an “individual non-joint sponsor” and “group non-joint sponsor,” which is an apprenticeship program sponsored by one employer without participation of a union or an apprenticeship program sponsored by two or more employers without the participation of a union respectively.

Reimbursement became available after an eligible apprentice is registered with an eligible Registered Apprenticeship Sponsor and after six months of retention as a Registered Apprentice.

## **ALLOWABLE USE OF FUNDS**

Reimbursement for an apprentices' wages during OJL was the only permissible use of funds under the EIP. All other costs were not eligible for reimbursement.

# 2021 MARYLAND COMMUNITY COLLEGE APPRENTICESHIP INITIATIVE

To continue expanding Registered Apprenticeship opportunities into key economic hubs, MD Labor has allocated \$750,000 of the State Apprenticeship Expansion Grant to increase community college capacity for Registered Apprenticeship. Through a competitive grant process, MD Labor will distribute three grants of \$250,000 each to increase the integration of community colleges and Registered Apprenticeships into the workforce system.

All apprentices served by this grant must be newly registered apprentices and must meet the criteria for Registered Apprentices.

## ELIGIBILITY REQUIREMENTS

The eligibility requirements to apply for the 2021 Maryland Community College Apprenticeship Initiative are:

1. A Community College must already be an existing Registered Apprenticeship Sponsor; or,
2. If a Community College is not currently a Registered Apprenticeship Sponsor, they must be directly providing Related Instruction to Group Joint or Group Non-Joint Registered Apprenticeships.

Depending on which eligibility criteria applicants fall within, they must also commit to the following requirements:

1. Community Colleges that are Registered Apprenticeship Sponsors must register a minimum of two new occupations with one cohort each; or,
2. Community Colleges that are not Sponsors at the time of application must commit to becoming a new Registered Apprenticeship Sponsor with at least one new occupation and two cohorts of new apprentices.

Additionally, all awardees must join the USDOL Office of Apprenticeship Registered Apprenticeship College Consortium (RACC).<sup>10</sup>

## ALLOWABLE ACTIVITIES

MD Labor allows the following activities for the 2021 Maryland Community College Apprenticeship Initiative:

1. Offsetting the cost of Related Instruction for new apprentices;
2. Curriculum development; and,
3. Recruitment of new participating employers.

Related Instruction costs may include tuition, fees, and books. Food and drink are not allowable costs under this grant.

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<sup>10</sup> Information on RACC can be found here: <https://www.dol.gov/agencies/eta/apprenticeship/community-colleges>.

## **FUNDING REQUIREMENTS**

Awardees must serve at least 71 new apprentices. Projects may spend a maximum of \$3,500 per apprentice, per year.

## **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. All courses/classes must be a part of the Registered Apprenticeship's approved program of Related Instruction to be eligible. Funds cannot be utilized for continuing education to maintain current certifications unless required in the Registered Apprenticeship Sponsor's Related Instruction, an occupation skill certification is obtained, or it results in a salary increase for the Registered Apprentice.

# **2021 MARYLAND YOUTH APPRENTICESHIP INITIATIVE**

MD Labor is expanding on the success of the Apprenticeship Maryland Program by allocating \$750,000 of the State Apprenticeship Expansion Grant to create the 2021 Maryland Youth Apprenticeship Initiative. The funding is designed for local school systems and Registered Apprenticeship Sponsors to partner in order to increase youth apprenticeship opportunities in schools throughout the State. Expansion of School-to-Apprenticeship opportunities is also eligible under this grant.

All apprentices served by this grant must be newly registered apprentices and must meet the criteria for Youth Apprenticeship or School-to-Apprenticeship.

## **ELIGIBLE ENTITIES**

The eligible entities for this grant include:

1. A Maryland local public-school system;<sup>11</sup> or,
2. An existing Registered Apprenticeship Sponsor.

While either of the above-mentioned entities may apply for the 2021 Maryland Youth Apprenticeship Initiative, MD Labor expects that all awardees will establish a partnership between a local public-school system and a Registered Apprenticeship Sponsor.

## **FUNDING REQUIREMENTS**

Awardees must adhere to following requirements:

1. Local school systems and Registered Apprenticeship Sponsors must establish a Memoranda of Understanding (MOU) or other agreement allowing for the schools to directly provide Related Instruction or facilitate transportation of apprentices to a Registered Apprenticeship Sponsor's location; and,
2. The maximum cost per apprentice per year is \$3,500.

## **ALLOWABLE ACTIVITIES**

MD Labor allows the following activities for the 2021 Maryland Youth Apprenticeship Initiative:

1. Offsetting the cost of Related Instruction for new apprentices;
2. Curriculum development;
3. Recruitment of new participating employers; and,
4. Supportive Services.

## **SUPPORTIVE SERVICES**

MD Labor recognizes that youth often face increased barriers to access services. Therefore, MD Labor encourages awardees of the 2021 Maryland Youth Apprenticeship Initiative to utilize supportive services to provide

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<sup>11</sup> Charter schools are eligible partners within the local public-school systems.

assistance to individuals who would not otherwise be able to participate and to ensure the success of new apprentices once they are enrolled. The list of allowable supportive services is as follows:

### **Assistance Obtaining a Driver's License**

Awardees 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>12</sup> or the cost of getting the driver's license card.

### **Transportation Assistance**

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>12</sup> Awardees must collect and maintain appropriate documentation to verify the participant's covered transportation allowance. For public transit users, awardees may cover the expenses for bus, light rail, metro subway, MARC train, Washington Transit, or Commuter Choice Maryland. For drivers, Local Areas 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 home address to the training, interview, job fair, or job site.

### **Uniforms, Tools, and Related Equipment**

Awardees 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:* Awardees must base payments on the curriculum requirements of the training program or on the requirements of the participant's new job. Payments must be made based on the market value for uniforms, tools, and/or related equipment. Awardees 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, awardees may assist participants with the additional costs. To receive this payment, the dependent needing daycare must be:

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<sup>12</sup> "Behind-the-Wheel" hours are eligible as long as they are included as part of the driver's education course. <sup>12</sup> Other forms of transportation assistance, such as utilizing school buses to transport large numbers of students to Apprenticeship locations, may be funded with MD Labor prior approval.

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

*Payment Guidelines:* Awardees 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>13</sup> Payments may cover some, or all, of the costs of care. Awardees 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 awardee's staff;
3. Provide proof that participant has contracted with a State-approved child care provider;
4. Demonstrate evidence of need;<sup>14</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.

### **Union Initiation Fees**

Awardees may assist participants with union initiation fees,<sup>15</sup> which are the costs associated with joining a union, to obtain employment.

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

### **Application Fees**

Awardees may assist participants with application fees for participation in Registered Apprenticeship programs. Any application fees reimbursed must occur only after the participant is successfully registered as a Registered Apprentice.

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<sup>13</sup> Local child care rates can be found here: <https://earlychildhood.marylandpublicschools.org/families/child-carescholarship-program/child-care-scholarship-rates>.

<sup>14</sup> Need is demonstrated if after all other funding sources are applied the cost of care is not covered.

<sup>15</sup> Union initiation fees are different than regular, recurring union fees.

## **Clothing for Interviews and Job Fairs**

Awardees 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, and dress shoes. Grantees must collect and maintain appropriate documentation (receipts or invoices) to verify the participant's covered clothing allowance.

*Payment Guidelines:* Awardees 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.

## **Other Supportive Services**

Other supportive services may be funded with MD Labor approval. If an awardee 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 awardee 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:* Awardees must follow the payment guidelines identified by the Awardee in their MD Labor approved proposal.<sup>16</sup>

## **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. All courses/classes must be a part of the Registered Apprenticeship's approved program of Related Instruction to be eligible. Funds cannot be utilized for continuing education to maintain current certifications unless required in the Registered Apprenticeship Sponsor's Related Instruction, an occupation skill certification is obtained, or it results in a salary increase for the Registered Apprentice.

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<sup>16</sup> Supportive Services must fall within definition under 20 CFR 651, "[General Provisions Governing the Wagner-Peyser Act Employment Service.](#)"



# **SPONSOR APPRENTICESHIP INCENTIVE REIMBURSEMENT PROGRAM**

MD Labor, recognizing the need to remain flexible to changing industry demands throughout the State, submitted a Request for Modification and Expansion of the 2020-2024 State Apprenticeship Expansion Grant to combine the current unencumbered balances of the Employer Incentive Plan, the Community College Apprenticeship Initiative, and the Youth Apprenticeship Initiative, to create the Sponsor Apprenticeship Incentive Reimbursement (SAIR) program. The program, approved by the U.S. Department of Labor on July 29, 2022, encourages Sponsors to sign more Apprenticeship agreements and submit them for registration by MD Labor.

SAIR is a rolling reimbursement program where Sponsors can be granted up to \$2,500 to offset the costs of OJL or Related Instruction. Specifically, funds may be used to:

1. Offset a portion of the Sponsor's own related instruction costs; or,
2. Offset a portion of the Apprentice's employer's OJL or related instruction costs. Funds used in this manner will be granted to the Sponsor, who will then reimburse the employer.

All apprentices served through SAIR must be newly registered apprentices registered on or after August 26, 2022 and must meet the criteria for Registered Apprentices.

## **ELIGIBLE ENTITIES**

Registered Apprenticeship Sponsors approved by MD Labor are the only eligible entity for SAIR. Sponsors can be private, public, Individual, Group Joint, Group Non-Joint, or non-profit.

## **ALLOWABLE USE OF FUNDS**

Reimbursement towards the cost of an apprentice's OJL or related instruction are the only permissible use of funds under the SAIR plan. All other costs are not eligible for reimbursement.

# APPLICATION PROCESSES

## EMPLOYER INCENTIVE PLAN

During its original period of availability, to apply for reimbursement through the EIP, Registered Apprenticeship Sponsors had to first submit the application provided in *Exhibit A – Employer Incentive Plan Application*. Registered Apprenticeship Sponsors had to submit completed applications either electronically to [dmatpapprenticeshipandtraininglabor@maryland.gov](mailto:dmatpapprenticeshipandtraininglabor@maryland.gov) or by mail to the following address for consideration:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

**The EIP ended on August 25, 2022. Any applications submitted on or prior to that date will be processed as normal, including any possible appeals.**

## APPLICATION REVIEW

The 2020-2023 State Apprenticeship Expansion Grant Project Manager reviewed applications for the EIP. The reviewer had to approve or deny submitted applications within 14 calendar days and ensure that approved applications meet eligibility requirements.

## APPLICATION APPROVAL/DENIAL

MD Labor informed applicants via email of approvals or denials within 14 calendar days of application receipt.

If approved, the MD Labor Office of Workforce Development provided the applicant with a Grant Award Notification to be signed by the applicant. *Exhibit B – Sample EIP Grant Award Notification* provides a sample of the award notification.

MD Labor will deny incomplete applications. If a grant application is denied, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Denial Notification containing feedback on the application. A sample of this notification is provided through *Exhibit C – Sample EIP Grant Denial Notification*. A denied applicant may request reconsideration of the decision. The appeal must be either emailed to [dmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dmatpapprenticeshipandtraining-labor@maryland.gov) or sent by mail within 14 calendar days of the date of the Grant Denial Notification and (1) state the grounds for the request; and, (2) state the reasons why the application should be reconsidered and approved. Appeals sent by mail must be sent to the following address:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

The DWDAL Assistant Secretary (or designee) will consider all requests for reconsideration and provide a written response to the applicant within 30 calendar days of request receipt. The DWDAL Assistant Secretary (or designee)'s decision is final.<sup>17</sup>

## **2021 MARYLAND COMMUNITY COLLEGE APPRENTICESHIP INITIATIVE**

To apply for the 2021 Maryland Community College Apprenticeship Initiative, applicants must first submit the application provided in the 2021 Maryland Community College Apprenticeship Initiative Competitive Grant Proposal.<sup>18</sup> Organizations interested in receiving the proposal should contact [dmatpapprenticeshipandtraininglabor@maryland.gov](mailto:dmatpapprenticeshipandtraininglabor@maryland.gov) and monitor the MD Labor website for posted grant opportunities. Applicants must submit completed applications either electronically to [dmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dmatpapprenticeshipandtraining-labor@maryland.gov) or by mail to the following address for consideration:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

Applications are due no later than the date listed in the 2021 Maryland Community College Apprenticeship Initiative Competitive Grant Proposal solicitation. MD Labor will not grant requests for extensions and will not consider applications received after the due date.

**The application period for the 2021 Maryland Community College Apprenticeship Initiative has closed.**

### **APPLICATION REVIEW**

The 2021 Maryland Community College Apprenticeship Initiative Review Team must review applications in a timely manner. The review team is comprised of the:

1. DWDAL Director of Apprenticeship and Training (or designee);
2. DWDAL Program Manager for Apprenticeship and Training (or designee); and,
3. DWDAL Manager of the Business Solutions Unit (or designee).

The Review Team must ensure that approved applications meet program requirements.

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.

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<sup>17</sup> Any of the time periods under this section, "Application Approval/Denial," may be extended by the MD Labor DWDAL Assistant Secretary at their sole discretion.

<sup>18</sup> The 2021 Maryland Community College Apprenticeship Initiative Competitive Grant Proposal is provided separately from this policy issuance.

## 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 Workforce Development shall provide the applicant with a Grant Award Notification to be signed by the applicant. *Exhibit D – Sample 2021 Maryland Community College Apprenticeship Initiative Grant Award Notification* provides a sample of the award notification.

Approved programs must be prepared to enter into contract negotiations and begin implementing programmatic work. Approved programs must submit completed award agreements to MD Labor for review within 14 calendar days of notification by email at [dmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dmatpapprenticeshipandtraining-labor@maryland.gov). MD Labor also requires approved programs to submit two original copies of the award agreement by mail to the following address:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

After an award agreement has been formally executed, MD Labor shall provide funds to the approved program on a cost reimbursement basis. The awardee will invoice MD Labor via the monthly fiscal report and invoice.<sup>19</sup>

If the review team denies an application, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Denial Notification containing feedback on the application. A sample of this notification is provided through *Exhibit E – Sample Competitive Grant Denial Notification*. A denied applicant may not request reconsideration of the decision as the 2021 Maryland Community College Apprenticeship Initiative is a one-time funding opportunity. Additional feedback on how to improve future applications is available to denied applicants upon request.<sup>20</sup>

## **2021 MARYLAND YOUTH APPRENTICESHIP INITIATIVE**

To apply for the 2021 Maryland Youth Apprenticeship Initiative, applicants must first submit the application provided in the 2021 Maryland Youth Apprenticeship Initiative Competitive Grant Proposal.<sup>21</sup> Organizations interested in receiving the proposal should contact [dmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dmatpapprenticeshipandtraining-labor@maryland.gov) and monitor the MD Labor website for posted grant opportunities. Applicants must submit completed applications electronically to [dmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dmatpapprenticeshipandtraining-labor@maryland.gov) or by mail for consideration. Requests submitted by mail must be sent to the following address:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning

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<sup>19</sup> See page 22 for more detailed information on reporting.

<sup>20</sup> Any of the time periods under this section, “Application Approval/Denial,” may be extended by the MD Labor DWDAL Assistant Secretary at their sole discretion.

<sup>21</sup> The 2021 Maryland Youth Apprenticeship Initiative Competitive Grant Proposal is provided separately from this policy issuance.

Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

Applications are due no later than the date listed in the 2021 Maryland Youth Apprenticeship Initiative Competitive Grant Proposal solicitation. MD Labor will not grant requests for extensions and will not consider applications received after the due date.

**The application period for the 2021 Maryland Youth Apprenticeship Initiative has closed.**

### **APPLICATION REVIEW**

The 2021 Maryland Youth Apprenticeship Initiative Review Team must review applications in a timely manner. The review team is comprised of the:

1. DWDAL Director of Apprenticeship and Training (or designee);
2. DWDAL Program Manager for Apprenticeship and Training (or designee); and,
3. MSDE Career Programs and Apprenticeship Specialist (or designee).

The Review Team must ensure that approved applications meet program requirements.

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 Workforce Development shall provide the applicant with a Grant Award Notification to be signed by the applicant. *Exhibit F – Sample 2021 Maryland Youth Apprenticeship Initiative Grant Award Notification for Sponsors* and *Exhibit G – Sample 2021 Maryland Youth Apprenticeship Initiative Grant Award Notification for Local School Systems* provide samples of the award notifications.

Approved programs must be prepared to enter into contract negotiations and begin implementing programmatic work. Approved programs must submit completed award agreements to MD Labor for review within 14 calendar days of notification by email at [dmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dmatpapprenticeshipandtraining-labor@maryland.gov). MD Labor also requires approved programs to submit two original copies of the award agreement by mail to the following address:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

After an award agreement has been formally executed, MD Labor shall provide funds to the approved program on a cost reimbursement basis. The awardee will invoice MD Labor via the monthly fiscal report and invoice.<sup>22</sup>

If the review team denies an application, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Denial Notification containing feedback on the application. A sample of this notification is provided through *Exhibit E – Sample Competitive Grant Denial Notification*. A denied applicant may not request reconsideration of the decision as the 2021 Maryland Youth Apprenticeship Initiative is a one-time funding opportunity. Additional feedback on how to improve future applications is available to denied applicants upon request.

## **SPONSOR APPRENTICESHIP INCENTIVE REIMBURSEMENT PROGRAM**

To apply for reimbursement through SAIR, Registered Apprenticeship Sponsors must first submit the application provided in *Exhibit L – Sponsor Apprenticeship Incentive Reimbursement Application*. Registered Apprenticeship Sponsors must submit completed applications either electronically to [dlnatpapprenticeshipandtraininglabor@maryland.gov](mailto:dlnatpapprenticeshipandtraininglabor@maryland.gov) or by mail to the following address for consideration:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

Applications will be accepted beginning August 26, 2022 and will be reviewed on a rolling, first-come, first-served basis until program funds are exhausted.

### **APPLICATION REVIEW**

The 2020-2024 State Apprenticeship Expansion Grant Project Manager will review applications for the SAIR. The reviewer must approve or deny submitted applications within 14 calendar days and must ensure that approved applications meet eligibility requirements.

### **APPLICATION APPROVAL/DENIAL**

MD Labor must inform applicants via email of approvals or denials within 14 calendar days of application receipt.

If approved, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Award Notification to be signed by the applicant. *Exhibit M – Sample SAIR Grant Award Notification* provides a sample of the award notification.

MD Labor will deny incomplete applications. If a grant application is denied, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Denial Notification containing feedback on the application. A sample of this notification is provided through *Exhibit N – Sample SAIR Grant Denial Notification*. A denied applicant may request reconsideration of the decision. The appeal must be either emailed to

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<sup>22</sup> See page 22 for more detailed information on reporting.

[dlmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dlmatpapprenticeshipandtraining-labor@maryland.gov) or sent by mail within 14 calendar days of the date of the Grant Denial Notification and (1) state the grounds for the request; and, (2) state the reasons why the application should be reconsidered and approved. Appeals sent by mail must be sent to the following address:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

The DWDAL Assistant Secretary (or designee) will consider all requests for reconsideration and provide a written response to the applicant within 30 calendar days of request receipt. The DWDAL Assistant Secretary (or designee)'s decision is final.<sup>23</sup>

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<sup>23</sup> Any of the time periods under this section, "Application Approval/Denial," may be extended by the MD Labor DWDAL Assistant Secretary at their sole discretion.

# REPORTING AND THE MARYLAND WORKFORCE EXCHANGE

Awardees must submit timely administrative and fiscal reports to MD Labor. If reporting requirements are not met, MD Labor may not approve applications submitted by that organization in the future.

All data collection and reporting must adhere to MD Labor's policy on privacy and data security.<sup>24</sup>

## EMPLOYER INCENTIVE PLAN

Because the EIP is a one-time reimbursement model, regularly monthly reporting is not a requirement for awardees of this program. Information on inputting participants into the Maryland Workforce Exchange (MWE) can be found in the Maryland Workforce Exchange section below.

## 2021 MARYLAND COMMUNITY COLLEGE APPRENTICESHIP INITIATIVE

2021 Maryland Community College Apprenticeship Initiative recipients must submit monthly reports on administrative and program costs to MD Labor no later than the 10<sup>th</sup> of the month following the month of reported activity. See *Exhibit H – Sample 2021 Maryland Community College Apprenticeship Initiative Monthly Administrative Report* and *Exhibit I – Sample 2021 Maryland Community College Apprenticeship Initiative Monthly Fiscal Report* for an example of the monthly reports.

Grantees must submit reports to [dlmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dlmatpapprenticeshipandtraining-labor@maryland.gov).

## 2021 MARYLAND YOUTH APPRENTICESHIP INITIATIVE

2021 Maryland Youth Apprenticeship Initiative recipients must submit monthly reports on administrative and program costs to MD Labor no later than the 10<sup>th</sup> of the month following the month of reported activity. See *Exhibit J – Sample 2021 Maryland Youth Apprenticeship Initiative Monthly Administrative Report* and *Exhibit K – Sample 2021 Maryland Youth Apprenticeship Initiative Monthly Fiscal Report* for an example of the monthly reports.

Reports should be sent to [dlmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dlmatpapprenticeshipandtraining-labor@maryland.gov).

## SPONSOR APPRENTICESHIP INCENTIVE REIMBURSEMENT PROGRAM

Because the SAIR is a one-time reimbursement model, regularly monthly reporting is not a requirement for awardees of this program. Information on inputting participants into the Maryland Workforce Exchange (MWE) can be found in the Maryland Workforce Exchange section below.

## MARYLAND WORKFORCE EXCHANGE

MD Labor requires awardees to direct all participants to self-enroll into the MWE in a timely manner. If participants do not self-enroll, awardees must enroll the participant into the MWE. Awardees selected as a result

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<sup>24</sup> DWDAL's Policy Issuance on privacy and data security can be found here:  
<http://www.labor.maryland.gov/employment/mpi/>.



of these various sub-award opportunities shall be responsible for tracking outcomes and collecting source documents to validate data on all participants served, including:

1. All services provided;
2. Completion of services;
3. Job placement, job retention, and earnings; and,
4. Participant Identification Verification Elements used (MD Driver's License/Passport, or Birth Certificate/Social Security Number/I-9/Date of Birth/Residence Address, etc.)

Additionally, organizations must collect the following demographic information:

1. Age;
2. Race;
3. Gender;
4. Education Level;
5. Driver's License; and,
6. Veteran Status.<sup>25</sup>

Awardees shall ensure that their customer information is properly recorded within timeframes to be determined by MD Labor. MD Labor will provide technical guidance related to data collection, recording, required supporting documentation, and reporting to the service providers during the term of the grant. If any awardee/participant experiences difficulty when enrolling in the MWE, they should contact the MWE Help Desk<sup>26</sup> or MD Labor Director of Apprenticeship and Training via email at [Christopher.maclarion@maryland.gov](mailto:Christopher.maclarion@maryland.gov) for support.

MD Labor will conduct regular programmatic and fiscal monitoring to ensure that awardees are on target to meet grant goals.

MD Labor Director of Apprenticeship and Training (or designee) must enter reporting data in the MWE. Additionally, the MD Labor Director of Apprenticeship and Training (or designee) must report award activities in the Registered Apprenticeship Partners Information management Data System (RAPIDS 2.0) for each grantee. MD Labor may require awardees to provide additional data and/or information if it relates to one or more of MD Labor's grant strategies.

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<sup>25</sup> Data requirements are in accordance with federal guidance from TEGL 7-18, "[Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act \(WIOA\)](#)," dated December 19, 2018; TEGL 17-18, "[Availability of Program Year 18 Funding for State Apprenticeship Expansion](#)," dated May 3, 2019; TEGL 17-18, Change 1, "[Change 1 to TEGL 17-18: Availability of Program Year 18 Funding for State Apprenticeship Expansion](#)," dated May 21, 2019; TEGL 17-18, Change 2, "[Change 2 to Training and Employment Guidance Letter \(TEGL\) 17-18, Availability of Program Year \(PY\) 18 Funding for State Apprenticeship Expansion](#)," dated October 10, 2019; and TEGL 23-19, "[Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#)," dated June 18, 2020.

<sup>26</sup> The MWE Help Desk contact information can be found here: <https://mwejobs.maryland.gov/gsipub/index.asp?docid=431>

# MONITORING, AND RECORD RETENTION

## MONITORING

The State acknowledges that USDOL may conduct fiscal and/or programmatic monitoring of the State Apprenticeship Expansion Grant. Therefore, MD Labor may conduct annual fiscal and programmatic monitoring of the project to ensure that grantees are following policies and meeting expectations, including nondiscrimination and equal opportunity provisions. Monitoring may include desk and/or on-site monitoring. Failure of MD Labor to supervise, evaluate, or to provide guidance and direction shall not relieve the grantee of any liability to comply with the terms of the grant or award agreement.<sup>27</sup>

## RECORD RETENTION

In accordance with the Standards of Apprenticeship, Maryland requires participating Registered Apprenticeship Sponsors to maintain records for at least five years of all persons applying for the apprenticeship program indicating whether or not the applicant:

1. Completed the application process;
2. Met the apprenticeship program qualifications;
3. Was placed on the eligibility list; and,
4. Was registered.

All records, both electronic and physical, must be maintained in accordance with TEGl 39-11, “Guidance on the Handling and Protection of Personally Identifiable Information (PII),” as well as DWDAL’s policy concerning privacy and data security. 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 awardees 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>27</sup> DWDAL’s Policy Issuance on monitoring can be found here: <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. Grantees working with participants in need of accommodations are responsible for securing the necessary support. Grantees may refer to MD Labor's Nondiscrimination Plan<sup>28</sup> and Language Access Plan<sup>29</sup> for more information on accommodations and services.

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<sup>28</sup> MD Labor's Nondiscrimination Plan is available at the following link:

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

<sup>29</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);
- [National Apprenticeship Act of 1937](#), 29 U.S.C. § 50;
- MD Code Ann., Educ. § 18-1802 "[Youth Apprenticeship Program](#);" and,
- MD Code Ann., Labor & Emp. § 11-401 et seq. "[Planned Apprenticeship Standards and Activities](#)."

### REGULATION

- 2 CFR §§[200](#) and [2900](#) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 20 CFR 651, "[General Provisions Governing the Wagner-Peyser Act Employment Service](#)"
- 29 CFR § 29-30, "[Apprenticeship Programs; Equal Employment Opportunity](#);"
- 29 CFR § 97.42, "[Retention and Access Requirements for Records](#);"
- COMAR 09.01.12 "[Apprenticeship Maryland](#);"
- COMAR 09.12.42, "[Equal Employment Opportunity](#);" and,
- COMAR 09.12.43, "[Maryland Apprenticeship and Training](#)."

### USDOL GUIDANCE

- TEGL 23-19, "[Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor \(DOL\) Workforce Programs](#)," dated June 18, 2020;
- Training and Employment Guidance Letter (TEGL) 15-19, "[Availability of Program Year 19 Funding for State Apprenticeship Expansion, Building State Capacity to Expand Apprenticeship through Innovation](#)," dated April 14, 2020;
- TEGL 17-18, Change 2, "[Change 2 to Training and Employment Guidance Letter \(TEGL\) 17-18, Availability of Program Year \(PY\) 18 Funding for State Apprenticeship Expansion](#)," dated October 10, 2019;
- TEGL 17-18, Change 1, "[Change 1 to TEGL 17-18: Availability of Program Year 18 Funding for State Apprenticeship Expansion](#)," dated May 21, 2019;
- TEGL 17-18, "[Availability of Program Year 18 Funding for State Apprenticeship Expansion](#)," dated May 3, 2019;
- TEGL 7-18, "[Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act \(WIOA\)](#)," dated December 19, 2018;
- TEGL 13-16, "[Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act \(WIOA\)](#)," dated January 12, 2017;
- Training and Employment Notice (TEN) 31-16, "[Framework on Registered Apprenticeship for High School Students](#)," dated January 17, 2017;
- TEN 44-11, "[Encouraging Enhanced Partnerships and Collaboration between the Workforce Investment System and Registered Apprenticeship Programs](#)," dated May 10, 2012;
- TEGL 39-11, "[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#)," dated June 28, 2012;

- TEN 48-08, “[Release and Availability of Report Titled, The Benefits and Challenges of Registered Apprenticeship: The Sponsors’ Perspective](#),” dated June 1, 2009; and
- TEGL 02-07, “[Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System](#),” dated July 12, 2007.

## **OTHER RESOURCES**

- American Institute for Innovative Apprenticeship, “[National Occupational Frameworks](#);”
- American Institute for Innovative Apprenticeship, “[Starting a Registered Apprenticeship Program: A Guide for Employers or Sponsors](#),” dated June 2017;
- [DWDAL Policy Issuance Page](#);
- [Maryland Public Charter Schools Model and Policy Resource Guide](#).
- [Maryland WIOA Combined State Plan](#);

## **ATTACHMENTS**

- Exhibit A – Employer Incentive Plan Application
- Exhibit B – Sample EIP Grant Award Notification
- Exhibit C – Sample EIP Grant Denial Notification
- Exhibit D – Sample 2021 Maryland Community College Apprenticeship Initiative Grant Award Notification
- Exhibit E – Sample Competitive Grant Denial Notification
- Exhibit F – Sample 2021 Maryland Youth Apprenticeship Initiative Grant Award Notification for Sponsors
- Exhibit G – Sample 2021 Maryland Youth Apprenticeship Initiative Grant Award Notification for Local School Systems
- Exhibit H – Sample Community College Competitive Grant Monthly Administrative Report
- Exhibit I – Sample Community College Competitive Grant Monthly Fiscal Report
- Exhibit J – Sample Youth Apprenticeship Competitive Grant Monthly Administrative Report
- Exhibit K – Sample Youth Apprenticeship Competitive Grant Monthly Fiscal Report
- Exhibit L – Sponsor Apprenticeship Incentive Reimbursement Application
- Exhibit M – Sample SAIR Grant Award Notification
- Exhibit N – Sample SAIR Grant Denial Notification







**FOR OFFICE USE ONLY**

**Approval of Training by Maryland Department of Labor  
Division of Workforce Development and Adult Learning**

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Name and Title of Maryland Department of Labor Representative

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Telephone Number

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Email Address

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Date Submitted to Maryland  
Department of Labor

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Date Approved by Maryland  
Department of Labor

DATE

SALUTATION FIRST LAST  
BUSINESS  
STREET ADDRESS  
CITY, STATE ZIP

Dear SALUTATION LAST NAME:

On behalf of the Maryland Department of Labor (“Labor” or “Department”), I would like to thank you for your interest in the *2020-2023 State Apprenticeship Expansion Grant, Employer Incentive Plan* (“Sub-award”). Staff from Labor have reviewed your proposal and agreed to fund your apprenticeship training in the amount of \$ AWARD. The award number is XXX

By accepting the sub-award, you, as the Awardee, are agreeing to the following terms:

- 1) The funds provided by Labor will be used solely for the purposes of registering apprentices as outlined in the *2020-2023 State Apprenticeship Expansion Grant, Employer Incentive Plan* application.
- 2) The funds awarded to you will only be spent on the Registered Apprentices as specifically identified in the original *2020-2023 State Apprenticeship Expansion Grant, Employer Incentive Plan* application.
- 3) You acknowledge that grant funds must be expended in conformity with the requirements and provisions of this Agreement, those outlined in the Department’s Policy for this Sub-award, the approved Application, and any amendments thereto. You further acknowledge that you will comply with any programmatic, financial, or other implementation policies determined by Labor, as may be required by Labor to comply with any existing or future State or federal regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Sub-award agreement.
- 4) Labor reserves the right to amend or revise the requirements if necessary, for the effective administration of the Sub-award.
- 5) The date of this award letter is the start date of this Sub-award. All sub-award funds shall be expended on or before <DATE>.
- 6) You acknowledge that Sub-award funds are subject to the availability of federal funds.
- 7) You agree to provide Labor with the following information as a prerequisite to payment of Sub-award funds:
  - a) Copies of any wage and employment records,
  - b) An invoice in the form provided in the Sub-award policy,
  - c) All required fiscal and programming reports as described in the Sub-award policy, and
  - d) A completed W-9.

- 8) You agree to provide Labor with information regarding apprentices who were registered for the express purpose of allowing the Department to report performance information to the United States Department of Labor in the format directed by the Department.
- 9) You agree to invoice MD Labor only for your actual costs paid for wages, not to include costs paid by other grant fund streams.
- 10) You agree to establish and maintain records related to the registration for a period of no less than five (5) years from the completion of the apprenticeship. You further agree to allow Labor and/or the United States Department of Labor, if requested, access to these records for the purpose of monitoring.
- 11) Labor, as it deems necessary, may supervise, evaluate and provide guidance in the conduct of activities performed under this Sub-award. However, failure of Labor to supervise, evaluate, or provide guidance and direction shall not relieve Awardee of any liability for failure to comply with the terms of the Sub-award.
- 12) You certify that you and any providers or vendors possess and maintain any and all necessary licenses and approvals, certifications, and are in compliance with all applicable State and federal laws and regulations.
- 13) You certify that all necessary approvals for the commencement of the apprenticeship have been obtained, including all applicable certificates, permits and licenses. You also maintain all certifications, licenses, permits, and approvals necessary to operate the training, and shall otherwise satisfy all requirements necessary to operate the training throughout its duration.
- 14) You further certify that:
  - a) You have all requisite power and authority to enter into and carry out the transactions contemplated by this Agreement.
  - b) The acceptance of the Sub-award and the entering into of the Agreement serves as the valid and legally binding acts and agreements of Awardee.
  - c) The representations, statements, and other matters contained in the approved Application and any amendments thereto are and remain true and complete in all material respects.
  - d) You have not been, nor currently are, the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
  - e) You will operate the activities funded by this Sub-award in compliance with State and federal laws and regulations.
  - f) You will operate the activities funded by this Sub-award in compliance with the standards of your apprenticeship program and the relevant law and regulations regarding Registered Apprenticeship programs in Maryland.
  - g) You certify that you prohibit, and covenant that you will continue to prohibit, discrimination on the basis of: (a) political or religious opinion or affiliation, marital status, sexual orientation, gender identification

or expression, race, color, creed, national origin, veteran's status or genetic information; (b) sex or age, or except when age or sex constitutes a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.

- h) You will comply with all applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, and credit practices, including but not limited to:
  - i) Titles VI and VII of the Civil Rights Act of 1964;
  - ii) Title VIII of the Civil Rights Act of 1968, as amended;
  - iii) The Americans with Disabilities Act of 1990
  - iv) 29 CFR 30;
  - v) COMAR 09.12.42; and
  - vi) Maryland Annotated Code, State Government Article, § 20-601 *et seq.*
- i) You will comply with the State of Maryland's policy concerning drug and alcohol free workplaces, as set forth in the Governor's Executive Order 01.01.1989.18 and COMAR 21.11.08 and the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F.I. The Awardee must remain in compliance with these policies throughout the term of this Agreement.
- j) You agree to maintain confidentiality of records as required by applicable laws and regulations, including but not limited to Md. Ann. Code, Gen'l Prov. Art. § 4-101 *et. seq.*, Lab. & Empl. Art. §8-625, COMAR 09.01.01, 09.33.01, and 42 U.S.C. § 503.
- k) You certify that no part of the sub-award funds shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.

15) Awardee shall hold harmless and indemnify the Department and the State of Maryland ("State") from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys' fees and disbursements of any character that arise from, are in connection with or are attributable to the performance or nonperformance of the Awardee or its Sub Awardees or subcontractors under this Sub-award. The Department and the State have no obligation to provide legal counsel or defense or to the Awardee or its Sub Awardees or subcontractors in the event that a suit, claim, or action of any character is brought by any person as a result of or relating to the Awardees performance under this Sub-award. The State has no obligation for the payment of any judgments or the settlement of any claims against the Awardee or its Sub Awardees or subcontractors as a result of or relating to the Awardees performance under this Sub-award. Awardee agrees that all costs incurred by the Department or State as a result of such liabilities, suits, actions, claims, demands, losses, expenses, or costs, including reasonable attorney's fees, shall be immediately, and without notice, due and payable by Awardee to the Department. The Department and State are not deemed to have waived any immunity that may exist in law, regulation or otherwise.

16) All notices, requests, approvals, and consents of any kind made pursuant to this Sub-award shall be in writing. Any such communication, unless otherwise specified, may be delivered:

- a) Via electronic mail to the Awardee's assigned Sub-award Advisor, or

b) By mail to:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

c) Communications to Awardee shall be directed to the party identified in the Application as the Lead Applicant.

- 17) You agree that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with this Sub-award the following statement will be included: "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 grant funds total \$6,012,294 million, of which federal funds comprise 100 percent. The remaining 0 percent is comprised of state general, special, and reimbursable funds."
- 18) This Agreement shall be governed by, subject to, and construed according to the laws of the State of Maryland. The Awardee shall comply with all applicable federal, State, and local laws.
- 19) Labor intends to make available to the public certain information regarding the Sub-award and the Awardee. In addition, the Department may be required to disclose information about the Sub-award to the United States Department of Labor and may desire to disclose such information to other State or federal officials or their staff, local government officials or their staff, and other lenders and funding sources. Such information that may be disclosed to any of the foregoing, including the public, may include the name of the Awardee; the name, location, and description of the Sub-award; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; use of funds; information contained in the Application, and the sources, amounts and terms of other funding used to complete the Sub-award, including capital contributions from the Awardee. This information may be confidential under Maryland's Public Information Act, General Provisions Article, § 4-101 *et seq.* of the Annotated Code of Maryland (the "Public Information Act"). If Awardee does not want this information made available to the above referenced parties, Awardee must attach a written objection to this agreement for consideration by the Department.

Should you or any member of your staff have any questions regarding this sub-award, please contact Mr. Christopher MacLarion, Director of Apprenticeship and Training at 410-767-3969 or [Christopher.MacLarion@maryland.gov](mailto:Christopher.MacLarion@maryland.gov).

Sincerely,

Assistant Secretary  
Division of Workforce Development and Adult Learning

Enclosure – *Approved 2021 State Apprenticeship Expansion Grant, Employer Incentive program Application*

Sub-award Information

Awardee Name	TBD
Awardee DUNS Number	Federal Taxpayer ID #
Federal Award Identification	
Federal Award Identification Number	
Federal Award Date	
Sub-Award Number	
Sub-award Period of Performance	
Amount of Funds Obligated by this Action	\$x,xxx.xx
Total Amount Obligated to the Awardee	\$x,xxx.xx
Total Amount of Federal Award	\$
Federal Award Project Description	Federal Funds are awarded to facilitate the development and expansion of Registered Apprenticeship Programs.
Federal Awarding Agency	U.S. Department of Labor, ETA Division of Federal Assistance
Pass-Through Entity	Maryland Department of Labor, Division of Workforce Development and Adult Learning
Awarding Official	James E. Rzepkowski, Assistant Secretary
CFDA Number and Name	
Sub-recipient's Approved Indirect Cost Rate	N/A

IN WITNESS WHEREOF, the undersigned have executed this to the Grant Agreement on or before the date first set forth herein.

Witness/Attest:

\_\_\_\_\_

FOR AWARDEE:

By: \_\_\_\_\_ (SEAL)

Name:

Title:

\_\_\_\_\_  
Date

**MARYLAND DEPARTMENT OF LABOR**, a principal department of the State of Maryland

By: \_\_\_\_\_ (SEAL)

Assistant Secretary

\_\_\_\_\_  
Date Executed on behalf of Department



---

DATE

SALUTATION FIRST LAST  
BUSINESS  
STREET ADDRESS  
CITY, STATE ZIP

Dear **SALUTATION LAST NAME**:

Thank you for submitting your application to the Maryland Department of Labor's (MD Labor) Division of Workforce Development and Adult Learning (DWDAL) for funds under the 2020-2023 State Apprenticeship Expansion Grant, Employer Incentive Plan. At this time, we cannot approve your request because

Although we are currently unable to approve your request, we can assist with your application to create an opportunity that meets the purposes of the grant that is intended to expand access to Registered Apprenticeship programs in Maryland. MD Labor's commitment to innovative practices includes funds for expanded and Registered Apprenticeship activities.

If you wish to file an appeal, please submit a request within 14 calendar days from the date of this notice. The appeal must be either emailed to [dmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dmatpapprenticeshipandtraining-labor@maryland.gov) or sent by mail within 14 calendar days of the date of the Grant Denial Notification and (1) state the grounds for the request; and, (2) state the reasons why the application should be reconsidered and approved. Appeals sent by mail must be sent to the following address:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

DWDAL's Assistant Secretary will consider all appeals and provide written response within 30 calendar days of appeal receipt.

Thank you for your interest in the 2020-2023 State Apprenticeship Expansion Grant, Employer Incentive Plan. Please contact me at 410-767-3969 or [christopher.maclarion@maryland.gov](mailto:christopher.maclarion@maryland.gov) if you have any questions or concerns.

Sincerely,

Chris MacLarion  
Director, Apprenticeship and Training

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[dldwdworkforcedevelopment-labor@maryland.gov](mailto:dldwdworkforcedevelopment-labor@maryland.gov) | 410-767-2608 | [www.labor.maryland.gov](http://www.labor.maryland.gov)



**DATE**

Dear **PERSON OF CONTACT**,

On behalf of the Maryland Department of Labor (MD Labor), I would like to thank you for your interest in the *2020-2023 State Apprenticeship Expansion Grant, 2021 Maryland Community College Apprenticeship Initiative* (“Sub-award”). Our team has reviewed your application and agrees to fund your proposal in the amount of \$**XXXXX**. The award number is **XXX**.

By accepting the Sub-award you, as the Awardee, are agreeing to the following terms:

- 1) The funds provided by MD Labor will be used solely for the purpose of costs as outlined in the *2020-2023 State Apprenticeship Expansion Grant, 2021 Maryland Community College Apprenticeship Initiative* Application. The effective date of this Sub-award is the date of this letter.
- 2) You acknowledge that award funds must be expended in conformity with the requirements and provisions of this Agreement; those outlined in the Requirements available on the Department’s website; the submitted Application; any amendments thereto; and any programmatic, financial, or other implementation policies determined by MD Labor as may be required by MD Labor to comply with any existing or future State or federal regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.
- 3) MD Labor reserves the right to amend or revise the requirements if necessary for the effective administration of the *2020-2023 STATE APPRENTICESHIP EXPANSION GRANT, 2021 Maryland Community College Apprenticeship Initiative*.
- 4) All Sub-award funds shall be expended on or before **<DATE>**.
- 5) You acknowledge that Sub-award funds are subject to the availability of federal funds.
- 6) You agree to provide MD Labor with information required monthly reporting regarding the *2020-2023 STATE APPRENTICESHIP EXPANSION GRANT, 2021 Maryland Community College Apprenticeship Initiative* for the express purpose of allowing MD Labor to report performance information to the United States Department of Labor. The monthly reporting format is included in the policy and may be updated from time to time.
- 7) You acknowledge that funding is on a reimbursement basis as performance benchmarks are met or appropriate documentation of approved expenses is provided to the Department.
- 8) You agree to establish and maintain records related to the Sub-award for a period of no less than five (5) years from the completion of the activities. You further agree to allow MD Labor and/or the United States Department of Labor, if requested, access to these records for the purpose of monitoring.
- 9) MD Labor, as it deems necessary, may supervise, evaluate, and provide guidance in the conduct of activities performed under this Sub-award. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve Awardee of any liability for failure to comply with the terms of the Sub-award.

- 10) You certify that you possess and maintain any and all necessary licenses, approvals, certifications, and are in compliance with all applicable State and federal laws and regulations, including but not limited to any requirements of the Maryland Apprenticeship and Training Program.
- 11) You certify that all necessary approvals for the commencement of the *2020-2023 STATE APPRENTICESHIP EXPANSION GRANT, 2021 Maryland Community College Apprenticeship Initiative* have been obtained, including all applicable certificates, permits, and licenses. You also maintain all certifications, licenses, permits, and approvals necessary to operate, and shall otherwise satisfy all requirements necessary to operate throughout its duration.
- 12) You further certify that:
- a) You have all requisite power and authority to enter into and carry out the transactions contemplated by this Agreement.
  - b) The acceptance of the Sub-award and the entering into of the Agreement serves as the valid and legally binding acts and agreements of Awardee.
  - c) The representations, statements, and other matters contained in the approved Application and any amendments thereto are and remain true and complete in all material respects.
  - d) You have not been, nor currently are, the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
  - e) You will operate this Sub-award in compliance with State and federal laws and regulations.
  - f) You will operate the activities funded by this Sub-award in compliance with the standards of your apprenticeship program and the relevant law and regulations regarding Apprenticeship programs in Maryland.
  - g) You certify that you prohibit, and covenant that you will continue to prohibit, discrimination on the basis of: (a) political or religious opinion or affiliation, marital status, sexual orientation, gender identification or expression, race, color, creed, national origin, veteran's status or genetic information; (b) sex or age, or except when age or sex constitutes a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
  - h) You will comply with all applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, and credit practices, including but not limited to:
    - i) Titles VI and VII of the Civil Rights Act of 1964;
    - ii) Title VIII of the Civil Rights Act of 1968, as amended;
    - iii) The Americans with Disabilities Act of 1990
    - iv) 29 CFR 30;
    - v) COMAR 09.12.42; and
    - vi) Maryland Annotated Code, State Government Article, § 20-601 *et seq.*
  - i) You will comply with the State of Maryland's policy concerning drug and alcohol free workplaces as set forth in the Governor's Executive Order 01.01.1989.18, COMAR 21.11.08, the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F.I. The Awardee must remain in compliance with these policies throughout the term of this Agreement.

- j) You agree to maintain confidentiality of records as required by applicable law and regulation, including but not limited to Md. Code. Ann., Gen'l Prov. Art. § 4-201, Md. Code. Ann., Lab & Empl. Art. §8-625, COMAR 09.01.01, 09.33.01, 20 U.S.C. § 1232g; 34 CFR Part 99, and 42 U.S.C. §503.
- k) You certify that no part of the Sub-award funds shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.
- 13) Awardee shall hold harmless and indemnify the Department and the State of Maryland ("State") from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys' fees and disbursements of any character that arise from, are in connection with or are attributable to the performance or nonperformance of the Awardee or its Sub Awardees or subcontractors under this Sub-award. The Department and the State have no obligation to provide legal counsel or defense or to the Awardee or its Sub Awardees or subcontractors in the event that a suit, claim, or action of any character is brought by any person as a result of or relating to the Awardees performance under this Sub-award. The State has no obligation for the payment of any judgments or the settlement of any claims against the Awardee or its Sub Awardees or subcontractors as a result of or relating to the Awardees performance under this Sub-award. Awardee agrees that all costs incurred by the Department or State as a result of such liabilities, suits, actions, claims, demands, losses, expenses, or costs, including reasonable attorney's fees, shall be immediately, and without notice, due and payable by Awardee to the Department. The Department and State are not deemed to have waived any immunity that may exist in law, regulation or otherwise.
- 14) All notices, requests, approvals, and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, may be delivered:
- a. Via electronic mail to the Awardee's assigned Sub-Award Advisor, or
  - b. By mail to:  
  
Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201
  - c. Communications to Awardee shall be directed to the party identified in the Proposal as the Lead Applicant.
- 15) You agree that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with this Sub-award the following: "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 grant funds total \$6,012,294, of which federal funds comprise 100 percent. The remaining 0 percent is comprised of state general, special, and reimbursable funds."
- 16) This Agreement shall be governed by, subject to, and construed according to the laws of the State of Maryland. The Awardee shall comply with all applicable federal, State, and local laws.

17) Labor intends to make available to the public certain information regarding the Sub-award and the Awardee. In addition, the Department may be required to disclose information about the Sub-award to the United States Department of Labor and may desire to disclose such information to other State or federal officials or their staff, local government officials or their staff, and other lenders and funding sources. Such information that may be disclosed to any of the foregoing, including the public, may include the name of the Awardee; the name, location, and description of the Sub-award; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; use of funds; information contained in the Application, and the sources, amounts and terms of other funding used to complete the Sub-award, including capital contributions from the Awardee. This information may be confidential under Maryland's Public Information Act, General Provisions Article, § 4-101 *et seq.* of the Annotated Code of Maryland (the "Public Information Act"). If Awardee does not want this information made available to the above referenced parties, Awardee must attach a written objection to this agreement for consideration by the Department.

Should you or any member of your staff have any questions regarding this Sub-award, please contact Mr. Christopher MacLarion, Director of Apprenticeship and Training at 410-767-3969 or [Christopher.MacLarion@maryland.gov](mailto:Christopher.MacLarion@maryland.gov).

Sincerely,

James E. Rzepkowski  
Assistant Secretary  
Division of Workforce Development and Adult Learning

Enclosure – *2020-2023 STATE APPRENTICESHIP EXPANSION GRANT, 2021 Maryland Community College Apprenticeship Initiative Application*

Sub-Award Information

Sub-Awardee Name	
Awardee DUNS Number	<b>Federal Taxpayer ID#</b>
Federal Award Identification	
Federal Award Identification Number	
Federal Award Date	
Sub-Award Number	XXX
Sub-Award Period of Performance	From _____ to _____
Amount of Funds Obligated by this Action	
Total Amount Obligated to the Subgrantee	
Total Amount of Federal Award	
Federal Award Project Description	
Federal Awarding Agency	U.S. Department of Labor, Employment and Training Administration Division of Federal Assistance
Pass-Through Entity	Maryland Department of Labor Division of Workforce Development and Adult Learning
Awarding Official	James E. Rzepkowski, Assistant Secretary
CFDA Number and Name	
Sub-awardee's Approved Indirect Cost Rate	N/A

IN WITNESS WHEREOF, the undersigned have executed this to the Agreement on or before the date first set forth herein.

Witness/Attest:

\_\_\_\_\_  
\_\_\_\_\_

FOR SUB-AWARDEE:

By: \_\_\_\_\_ (SEAL)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

**MARYLAND DEPARTMENT OF LABOR**, a principal  
department of the State of Maryland

By: \_\_\_\_\_ (SEAL)  
James E. Rzepkowski

\_\_\_\_\_  
Date Executed on behalf of Department



DIVISION OF WORKFORCE DEVELOPMENT & ADULT LEARNING  
OFFICE OF THE ASSISTANT SECRETARY  
1100 N. Eutaw St., Suite 209  
Baltimore, MD 21201

---

DATE

SALUTATION FIRST LAST  
BUSINESS  
STREET ADDRESS  
CITY, STATE ZIP

Dear **SALUTATION LAST NAME**:

Thank you for submitting your application to the Maryland Department of Labor's (MD Labor) Division of Workforce Development and Adult Learning (DWDAL) for competitive grant funds under the 2020-2023 State Apprenticeship Expansion Grant. At this time, we cannot approve your request because

\_\_\_\_\_.

MD Labor is not accepting appeals of this decision. Although we are currently unable to approve your request, we can provide feedback on your application to assist you in future opportunities that are intended to expand access to Registered Apprenticeship programs in Maryland.

Thank you for your interest in the competitive grants under the 2020-2023 State Apprenticeship Expansion Grant. Please contact me at 410-767-3969 or [christopher.maclarion@maryland.gov](mailto:christopher.maclarion@maryland.gov) if you have any questions or concerns.

Sincerely,

Chris MacLarion  
Director, Apprenticeship and Training

**DATE**

Dear **PERSON OF CONTACT**,

On behalf of the Maryland Department of Labor (MD Labor), I would like to thank you for your interest in the *2020-2023 State Apprenticeship Expansion Grant, 2021 Maryland Youth Apprenticeship Initiative* (“Sub-award”). Our team has reviewed your application and agrees to fund your proposal in the amount of \$**xxxxx**. The award number is **XXX**.

By accepting the Sub-award you, as the Awardee, are agreeing to the following terms:

- 1) The funds provided by MD Labor will be used solely for the purpose of costs as outlined in the *2020-2023 State Apprenticeship Expansion Grant, 2021 Maryland Youth Apprenticeship Initiative* Application. The effective date of this Sub-award is the date of this letter.
- 2) You acknowledge that award funds must be expended in conformity with the requirements and provisions of this Agreement; those outlined in the Requirements available on the Department’s website; the submitted Application; any amendments thereto; and any programmatic, financial, or other implementation policies determined by MD Labor as may be required by MD Labor to comply with any existing or future State or federal regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.
- 3) MD Labor reserves the right to amend or revise the requirements if necessary for the effective administration of the *2020-2023 STATE APPRENTICESHIP EXPANSION GRANT, 2021 Maryland Youth Apprenticeship Initiative*.
- 4) All Sub-award funds shall be expended on or before **<DATE>**.
- 5) You acknowledge that Sub-award funds are subject to the availability of federal funds.
- 6) You agree to provide MD Labor with information required monthly reporting regarding the *2020-2023 STATE APPRENTICESHIP EXPANSION GRANT, 2021 Maryland Youth Apprenticeship Initiative* for the express purpose of allowing MD Labor to report performance information to the United States Department of Labor. The monthly reporting format is included in the policy and may be updated from time to time.
- 7) You acknowledge that funding is on a reimbursement basis as performance benchmarks are met.
- 8) You agree to establish and maintain records related to the Sub-award for a period of no less than five (5) years from the completion of the activities. You further agree to allow MD Labor and/or the United States Department of Labor, if requested, access to these records for the purpose of monitoring.
- 9) MD Labor, as it deems necessary, may supervise, evaluate, and provide guidance in the conduct of activities performed under this Sub-award. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve Awardee of any liability for failure to comply with the terms of the Sub-award.
- 10) You certify that you possess and maintain any and all necessary licenses, approvals, certifications, and are in compliance with all applicable State and federal laws and regulations, including but not limited to any requirements of the Maryland Apprenticeship and Training Program.



- 11) You certify that all necessary approvals for the commencement of the *2020-2023 STATE APPRENTICESHIP EXPANSION GRANT, 2021 Maryland Youth Apprenticeship Initiative* have been obtained, including all applicable certificates, permits, and licenses. You also maintain all certifications, licenses, permits, and approvals necessary to operate, and shall otherwise satisfy all requirements necessary to operate throughout its duration.
- 12) You further certify that:
- a) You have all requisite power and authority to enter into and carry out the transactions contemplated by this Agreement.
  - b) The acceptance of the Sub-award and the entering into of the Agreement serves as the valid and legally binding acts and agreements of Awardee.
  - c) The representations, statements, and other matters contained in the approved Application and any amendments thereto are and remain true and complete in all material respects.
  - d) You have not been, nor currently are, the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
  - e) You will operate this Sub-award in compliance with State and federal laws and regulations.
  - f) You will operate the activities funded by this Sub-award in compliance with the standards of your apprenticeship program and the relevant law and regulations regarding Youth Apprenticeship programs in Maryland.
  - g) You certify that you prohibit, and covenant that you will continue to prohibit, discrimination on the basis of: (a) political or religious opinion or affiliation, marital status, sexual orientation, gender identification or expression, race, color, creed, national origin, veteran's status or genetic information; (b) sex or age, or except when age or sex constitutes a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
  - h) You will comply with all applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, and credit practices, including but not limited to:
    - i) Titles VI and VII of the Civil Rights Act of 1964;
    - ii) Title VIII of the Civil Rights Act of 1968, as amended;
    - iii) The Americans with Disabilities Act of 1990
    - iv) 29 CFR 30;
    - v) COMAR 09.12.42; and
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  - j) You agree to maintain confidentiality of records as required by applicable law and regulation, including but not limited to Md. Code. Ann., Gen'l Prov. Art. § 4-201, Md. Code. Ann., Lab & Empl. Art. §8-625, COMAR 09.01.01, 09.33.01, 20 U.S.C. § 1232g; 34 CFR Part 99, and 42 U.S.C. §503.

- k) You certify that no part of the Sub-award funds shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.
- 13) Awardee shall hold harmless and indemnify the Department and the State of Maryland (“State”) from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys’ fees and disbursements of any character that arise from, are in connection with or are attributable to the performance or nonperformance of the Awardee or its Sub Awardees or subcontractors under this Sub-award. The Department and the State have no obligation to provide legal counsel or defense or to the Awardee or its Sub Awardees or subcontractors in the event that a suit, claim, or action of any character is brought by any person as a result of or relating to the Awardees performance under this Sub-award. The State has no obligation for the payment of any judgments or the settlement of any claims against the Awardee or its Sub Awardees or subcontractors as a result of or relating to the Awardees performance under this Sub-award. Awardee agrees that all costs incurred by the Department or State as a result of such liabilities, suits, actions, claims, demands, losses, expenses, or costs, including reasonable attorney’s fees, shall be immediately, and without notice, due and payable by Awardee to the Department. The Department and State are not deemed to have waived any immunity that may exist in law, regulation or otherwise.
- 14) All notices, requests, approvals, and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, may be delivered:
- a. Via electronic mail to the Awardee’s assigned Sub-Award Advisor, or
  - b. By mail to:  
  
Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201
  - c. Communications to Awardee shall be directed to the party identified in the Proposal as the Lead Applicant.
- 15) You agree that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with this Sub-award the following: “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 grant \$6,012,294, of which federal funds comprise 100 percent. The remaining 0 percent is comprised of state general, special, and reimbursable funds.”
- 16) This Agreement shall be governed by, subject to, and construed according to the laws of the State of Maryland. The Awardee shall comply with all applicable federal, State, and local laws.
- 17) Labor intends to make available to the public certain information regarding the Sub-award and the Awardee. In addition, the Department may be required to disclose information about the Sub-award to the United States Department of Labor and may desire to disclose such information to other State or federal officials or their staff, local government officials or their staff, and other lenders and funding sources. Such information that may be disclosed to any of the foregoing, including the public, may include the name of the Awardee;

the name, location, and description of the Sub-award; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; use of funds; information contained in the Application, and the sources, amounts and terms of other funding used to complete the Sub-award, including capital contributions from the Awardee. This information may be confidential under Maryland's Public Information Act, General Provisions Article, § 4-101 *et seq.* of the Annotated Code of Maryland (the "Public Information Act"). If Awardee does not want this information made available to the above referenced parties, Awardee must attach a written objection to this agreement for consideration by the Department.

Should you or any member of your staff have any questions regarding this Sub-award, please contact Mr. Christopher MacLarion, Director of Apprenticeship and Training at 410-767-3969 or [Christopher.MacLarion@maryland.gov](mailto:Christopher.MacLarion@maryland.gov).

Sincerely,

James E. Rzepkowski  
 Assistant Secretary  
 Division of Workforce Development and Adult Learning

Enclosure – 2020-2023 STATE APPRENTICESHIP EXPANSION GRANT 2021 Maryland Youth Apprenticeship Initiative Application

Sub-Award Information

Sub-Awardee Name	
Awardee DUNS Number	<b>Federal Taxpayer ID#</b>
Federal Award Identification	
Federal Award Identification Number	
Federal Award Date	
Sub-Award Number	XXX
Sub-Award Period of Performance	From _____ to _____
Amount of Funds Obligated by this Action	
Total Amount Obligated to the Subgrantee	

Total Amount of Federal Award	
Federal Award Project Description	
Federal Awarding Agency	U.S. Department of Labor, Employment and Training Administration Division of Federal Assistance
Pass-Through Entity	Maryland Department of Labor Division of Workforce Development and Adult Learning
Awarding Official	James E. Rzepkowski, Assistant Secretary
CFDA Number and Name	
Sub-awardee's Approved Indirect Cost Rate	N/A

IN WITNESS WHEREOF, the undersigned have executed this to the Agreement on or before the date first set forth herein.

Witness/Attest:

\_\_\_\_\_

FOR SUB-AWARDEE:

By: \_\_\_\_\_ (SEAL)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

**MARYLAND DEPARTMENT OF LABOR**, a principal  
department of the State of Maryland

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)

James E. Rzepkowski

\_\_\_\_\_  
Date Executed on behalf of Department

**DATE**

Dear **PERSON OF CONTACT**,

On behalf of the Maryland Department of Labor (MD Labor), I would like to thank you for your interest in the *2020-2023 State Apprenticeship Expansion Grant, 2021 Maryland Youth Apprenticeship Initiative* (“sub-award”). Our team has reviewed your application and agrees to fund your proposal in the amount of \$**xxxxx**. The award number is **XXX**.

By accepting the sub-award you, as the Awardee, are agreeing to the following terms:

- 1) The funds provided by MD Labor will be used solely for the purpose of costs as outlined in the *2020-2023 State Apprenticeship Expansion Grant, 2021 Maryland Youth Apprenticeship Initiative* Application. The effective date of this Sub-award is the date of this letter.
- 2) You acknowledge that award funds must be expended in conformity with the requirements and provisions of this Agreement; those outlined in the Requirements available on the Department’s website; the submitted Application; any amendments thereto; and any programmatic, financial, or other implementation policies determined by MD Labor as may be required by MD Labor to comply with any existing or future State or federal regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.
- 3) MD Labor reserves the right to amend or revise the requirements if necessary for the effective administration of the *2020-2023 STATE APPRENTICESHIP EXPANSION GRANT, 2021 Maryland Youth Apprenticeship Initiative*.
- 4) All Sub-award funds shall be expended on or before **<DATE>**.
- 5) You acknowledge that Sub-award funds are subject to the availability of federal funds.
- 6) You agree to provide MD Labor with information required monthly reporting regarding the *2020-2023 STATE APPRENTICESHIP EXPANSION GRANT, 2021 Maryland Youth Apprenticeship Initiative* for the express purpose of allowing MD Labor to report performance information to the United States Department of Labor. The monthly reporting format is included in the policy and may be updated from time to time.
- 7) You acknowledge that funding is on a reimbursement basis as performance benchmarks are met.
- 8) You agree to establish and maintain records related to the sub-award for a period of no less than five (5) years from the completion of the activities. You further agree to allow MD Labor and/or the United States Department of Labor, if requested, access to these records for the purpose of monitoring.
- 9) MD Labor, as it deems necessary, may supervise, evaluate, and provide guidance in the conduct of activities performed under this sub-award. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve Awardee of any liability for failure to comply with the terms of the sub-award.
- 10) You certify that you possess and maintain any and all necessary licenses, approvals, certifications, and are in compliance with all applicable State and federal laws and regulations, including but not limited to any requirements of the Maryland Apprenticeship and Training Program.

- 11) You certify that all necessary approvals for the commencement of the *2020-2023 STATE APPRENTICESHIP EXPANSION GRANT, 2021 Maryland Youth Apprenticeship Initiative* have been obtained, including all applicable certificates, permits, and licenses. You also maintain all certifications, licenses, permits, and approvals necessary to operate, and shall otherwise satisfy all requirements necessary to operate throughout its duration.
- 12) You further certify that:
- a) You have all requisite power and authority to enter into and carry out the transactions contemplated by this Agreement.
  - b) The acceptance of the sub-award and the entering into of the Agreement serves as the valid and legally binding acts and agreements of Awardee.
  - c) The representations, statements, and other matters contained in the approved Application and any amendments thereto are and remain true and complete in all material respects.
  - d) You have not been, nor currently are, the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
  - e) You will operate this Project in compliance with State and federal laws and regulations.
  - f) You will operate the activities funded by this Grant in compliance with the standards of your apprenticeship program and the relevant law and regulations regarding Youth Apprenticeship programs in Maryland.
  - g) You certify that you prohibit, and covenant that you will continue to prohibit, discrimination on the basis of: (a) political or religious opinion or affiliation, marital status, sexual orientation, gender identification or expression, race, color, creed, national origin, veteran's status or genetic information; (b) sex or age, or except when age or sex constitutes a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
  - h) You will comply with all applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, and credit practices, including but not limited to:
    - i) Titles VI and VII of the Civil Rights Act of 1964;
    - ii) Title VIII of the Civil Rights Act of 1968, as amended;
    - iii) The Americans with Disabilities Act of 1990
    - iv) 29 CFR 30;
    - v) COMAR 09.12.42; and
    - vi) Maryland Annotated Code, State Government Article, § 20-601 *et seq.*
  - i) You will comply with the State of Maryland's policy concerning drug and alcohol free workplaces as set forth in the Governor's Executive Order 01.01.1989.18, COMAR 21.11.08, the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F.I. The Awardee must remain in compliance with these policies throughout the term of this Agreement.
  - j) You agree to maintain confidentiality of records as required by applicable law and regulation, including but not limited to Md. Code. Ann., Gen'l Prov. Art. § 4-201, Md. Code. Ann., Lab & Empl. Art. §8-625, COMAR 09.01.01, 09.33.01, 20 U.S.C. § 1232g; 34 CFR Part 99, and 42 U.S.C. §503.

k) You certify that no part of the sub-award funds shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.

13) To the extent permitted by Maryland law and the extent of available appropriations, each party shall be responsible for the conduct of its employees, agents, volunteers, and assigns. Notwithstanding anything to the contrary, nothing herein is to be deemed a waiver of any governmental immunity to which any party may be entitled under Maryland law, or otherwise. No party to this agreement shall assume any obligation to indemnify, hold harmless, or pay attorney's fees that may arise from or in any way be associated with the any other parties' performance or operation of this MOU.

14) All notices, requests, approvals, and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, may be delivered:

a. Via electronic mail to the Awardee's assigned sub-Award Advisor, or

b. By mail to:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

c. Communications to Awardee shall be directed to the party identified in the Proposal as the Lead Applicant.

15) You agree that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with this Sub-award the following: "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 grant funds "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 grant \$6,012,294, of which federal funds comprise 100 percent. The remaining 0 percent is comprised of state general, special, and reimbursable funds."

16) This Agreement shall be governed by, subject to, and construed according to the laws of the State of Maryland. The Awardee shall comply with all applicable federal, State, and local laws.

Should you or any member of your staff have any questions regarding this sub-award, please contact Mr. Christopher MacLarion, Director of Apprenticeship and Training at 410-767-3969 or [Christopher.MacLarion@maryland.gov](mailto:Christopher.MacLarion@maryland.gov).

Sincerely,

James E. Rzepkowski  
Assistant Secretary  
Division of Workforce Development and Adult Learning

Enclosure – 2020-2023 STATE APPRENTICESHIP EXPANSION GRANT 2021 Maryland Youth Apprenticeship Initiative Application

Sub-Award Information

Sub-Awardee Name	
Awardee DUNS Number	<b>Federal Taxpayer ID#</b>
Federal Award Identification	
Federal Award Identification Number	
Federal Award Date	
Sub-Award Number	XXX
Sub-Award Period of Performance	From _____ to _____
Amount of Funds Obligated by this Action	
Total Amount Obligated to the Subgrantee	
Total Amount of Federal Award	
Federal Award Project Description	
Federal Awarding Agency	U.S. Department of Labor, Employment and Training Administration Division of Federal Assistance
Pass-Through Entity	Maryland Department of Labor Division of Workforce Development and Adult Learning
Awarding Official	James E. Rzepkowski, Assistant Secretary
CFDA Number and Name	
Sub-awardee’s Approved Indirect Cost Rate	N/A

IN WITNESS WHEREOF, the undersigned have executed this to the Agreement on or before the date first set forth herein.



Witness/Attest:

\_\_\_\_\_

FOR SUB-AWARDEE:

By: \_\_\_\_\_ (SEAL)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

**MARYLAND DEPARTMENT OF LABOR**, a principal  
department of the State of Maryland

By: \_\_\_\_\_ (SEAL)

James E. Rzepkowski

\_\_\_\_\_  
Date Executed on behalf of Department



**2021 Maryland Community College Apprenticeship Initiative**

**MONTHLY PROGRAM REPORT**

Month Ending: **XXXXXX 20XX**

**Awardee:**

**SECTION A. PROGRAM REPORT**

Award Narrative:

Briefly describe your Award and the activities being performed:

Please note your project’s progress in meeting the goals for your grant below. Note “not applicable” if field is irrelevant to your specific project.

<b>Participant/Activity Category</b>	<b>New Activity</b>	<b>Cumulative Activity to Date</b>	<b>Comments</b>
Total number of participants that are male			
Total number of participants that are female			
Total number of participants that did not self-identify their gender			
Total number of participants ages 16-24			
Total number of participants ages 25-54			
Total number of participants ages 55+			
Total number of participants with a disability			
Total number of participants without a disability			

Total number of participants who did not self-identify their disability status			
Total number of participants that are veterans			
Total number of participants that are not veterans			
Total number of participants that did not self-identify their veteran status			
Total number of participants that are Hispanic			
Total number of participants that are not Hispanic			
Total number of participants that did not self-identify if they are Hispanic			
Total number of participants that are Black/African American			
Total number of participants that are Asian			
Total number of participants that are American Indian/Alaska Native			
Total number of participants that are Native Hawaiian/Other Pacific Islander			
Total number of participants that are White			
Total number of participants that did not self-identify their race			
Total number of participants who completed On-the-Job Learning (OJL) programs <sup>1</sup>			
Total number of participants who completed Related Instruction programs <sup>2</sup>			
Total number of Registered Apprentices			
Total number of new businesses engaged			
Total number of new RA programs			

<sup>1</sup> Every Registered Apprenticeship program includes structured OJL. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge the apprentice must learn over the course of the program to become fully proficient at the job.

<sup>2</sup> Apprentices receive Related Instruction or classroom style training that complements the OJL. This instruction helps refine the technical and academic skills that apply to the job. Related Instruction may be provided by a community college, technical school or college, an apprenticeship training school, or by the business itself. The instruction can be provided at the school, online, or at the work site.



V. Technical Assistance Needs (If Any) –

**MARYLAND DEPARTMENT OF LABOR  
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING  
MONTHLY FINANCIAL STATUS REPORT**

Revised 7/30/2020

SECTION I. - GRANT AWARD INFORMATION		(If Applicable)	REVENUE SOURCE
GRANT TITLE/YEAR (FY or PY)	2021 Maryland Community College Apprenticeship Initiative	CFDA#	
GRANTEE NAME		FEDERAL CONTRACT #	
GRANTEE ADDRESS		STATE GRANT #	
CITY/STATE/ZIP		LOCAL GRANT #	
REPORT PERIOD	From _____ To _____	TOTAL AWARD	\$ -

**SECTION II. - SUMMARY OF EXPENDITURES**

ADMINISTRATIVE EXPENDITURES	TOTAL ADMINISTRATIVE BUDGET/ ADJUSTMENTS	TOTAL ADMIN ACCRUED EXPENDITURES	VARIANCE UNDER (OVER)
Staff Salary/Wages	-	-	\$ -
Staff Fringes	-	-	\$ -
Staff Travel/Training	-	-	\$ -
Equipment	-	-	\$ -
Supplies and Materials	-	-	\$ -
Contractual	-	-	\$ -
Other*	-	-	\$ -
<b>Totals</b>	\$ -	\$ -	\$ -

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

Admin Unliquidated	-	% OF TOTAL GRANT	
TOTAL ADMIN	\$ -	#DIV/0!	\$ -

PROGRAM EXPENDITURES	TOTAL PROGRAM BUDGET/ ADJUSTMENTS	TOTAL PROGRAM ACCRUED EXPENDITURES	VARIANCE UNDER (OVER)
Staff Salary/Wages	-	-	\$ -
Staff Fringes	-	-	\$ -
Staff Travel/Training	-	-	\$ -
Participant Training	-	-	\$ -
Participant Wages & Fringes	-	-	\$ -
Supportive Services	-	-	\$ -
Equipment	-	-	\$ -
Supplies and Materials	-	-	\$ -
Contractual	-	-	\$ -
Other*	-	-	\$ -
<b>Totals</b>	\$ -	\$ -	\$ -

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

Program Unliquidated	-	
TOTAL PROGRAM	\$ -	\$ -

	Budget	Accrued Exp.	Unliquidated	Total Obligations	Variance
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -

OTHER INCOME		PROGRAM INCOME	
Program Income Earned	\$ -	BALANCE	
Program Income Expense	\$ -	\$ -	
Leveraged Funds	\$ -	Source	
Leveraged Funds	\$ -	Source	
Leveraged Funds	\$ -	Source	
Local Stand-In Costs	\$ -		

**SECTION III. - SUMMARY OF RECEIPTS**

TOTAL FUNDS AVAILABLE	TOTAL CASH RECEIVED	TOTAL CASH DISBURSEMENTS	CASH ON HAND	Note/Explanation for Cash on Hand
\$ -	\$ -	\$ -	\$ -	

REMARKS:

\*Explanation for 'Other' categories

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: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Telephone #

\*\*\*\*Closeout packages are due 90 days after fully expended or 60 days after expiration date, whichever comes first\*\*\*\*



**2021 Maryland Youth Apprenticeship Initiative**

**MONTHLY PROGRAM REPORT**

Month Ending: **XXXXXX 20XX**

**Awardee:**

**SECTION A. PROGRAM REPORT**

Award Narrative:

Briefly describe your Award and the activities being performed:

Please note your project’s progress in meeting the goals for your grant below. Note “not applicable” if field is irrelevant to your specific project.

<b>Participant/Activity Category</b>	<b>New Activity</b>	<b>Cumulative Activity to Date</b>	<b>Comments</b>
Total number of participants that are male			
Total number of participants that are female			
Total number of participants that did not self-identify their gender			
Total number of participants ages 16-24			
Total number of participants with a disability			
Total number of participants without a disability			
Total number of participants who did not self-identify their disability status			
Total number of participants that are veterans			



Total number of participants that are not veterans			
Total number of participants that did not self-identify their veteran status			
Total number of participants that are Hispanic			
Total number of participants that are not Hispanic			
Total number of participants that did not self-identify if they are Hispanic			
Total number of participants that are Black/African American			
Total number of participants that are Asian			
Total number of participants that are American Indian/Alaska Native			
Total number of participants that are Native Hawaiian/Other Pacific Islander			
Total number of participants that are White			
Total number of participants that did not self-identify their race			
Total number of participants who completed On-the-Job Learning (OJL) programs <sup>1</sup>			
Total number of participants who completed Related Instruction programs <sup>2</sup>			
Total number of participants who received Supportive Services <sup>3</sup>			
Total number of Registered Apprentices			
Total number of new businesses engaged			
Total number of new RA programs			
Total number of new time-based RA programs			

<sup>1</sup> Every Registered Apprenticeship program includes structured OJL. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge the apprentice must learn over the course of the program to become fully proficient at the job.

<sup>2</sup> Apprentices receive Related Instruction or classroom style training that complements the OJL. This instruction helps refine the technical and academic skills that apply to the job. Related Instruction may be provided by a community college, technical school or college, an apprenticeship training school, or by the business itself. The instruction can be provided at the school, online, or at the work site.

<sup>3</sup> Refers to services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities.



V. Technical Assistance Needs (If Any) –

**MARYLAND DEPARTMENT OF LABOR  
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING  
MONTHLY FINANCIAL STATUS REPORT**

Revised 7/30/2020

SECTION I - GRANT AWARD INFORMATION		(If Applicable)	REVENUE SOURCE
GRANT TITLE/YEAR (FY or PY)	2021 Maryland Youth Apprenticeship Initiative	CFDA#	
GRANTEE NAME		FEDERAL CONTRACT #	
GRANTEE ADDRESS		STATE GRANT #	
CITY/STATE/ZIP		LOCAL GRANT #	
REPORT PERIOD	From _____ To _____	TOTAL AWARD	\$ -

**SECTION II - SUMMARY OF EXPENDITURES**

ADMINISTRATIVE EXPENDITURES	TOTAL ADMINISTRATIVE BUDGET/ ADJUSTMENTS	TOTAL ADMIN ACCRUED EXPENDITURES	VARIANCE UNDER (OVER)
Staff Salary/Wages	-	-	\$ -
Staff Fringes	-	-	\$ -
Staff Travel/Training	-	-	\$ -
Equipment	-	-	\$ -
Supplies and Materials	-	-	\$ -
Contractual	-	-	\$ -
Other*	-	-	\$ -
<b>Totals</b>	\$ -	\$ -	\$ -

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

Admin Unliquidated	-	% OF TOTAL GRANT	
TOTAL ADMIN	\$ -	#DIV/0!	\$ -

PROGRAM EXPENDITURES	TOTAL PROGRAM BUDGET/ ADJUSTMENTS	TOTAL PROGRAM ACCRUED EXPENDITURES	VARIANCE UNDER (OVER)
Staff Salary/Wages	-	-	\$ -
Staff Fringes	-	-	\$ -
Staff Travel/Training	-	-	\$ -
Participant Training	-	-	\$ -
Participant Wages & Fringes	-	-	\$ -
Supportive Services	-	-	\$ -
Equipment	-	-	\$ -
Supplies and Materials	-	-	\$ -
Contractual	-	-	\$ -
Other*	-	-	\$ -
<b>Totals</b>	\$ -	\$ -	\$ -

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

Program Unliquidated	-	
TOTAL PROGRAM	\$ -	\$ -

	Budget	Accrued Exp.	Unliquidated	Total Obligations	Variance
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -

OTHER INCOME		PROGRAM INCOME	
		BALANCE	
Program Income Earned	\$ -		
Program Income Expense	\$ -	\$ -	
Leveraged Funds	\$ -		Source
Leveraged Funds	\$ -		Source
Leveraged Funds	\$ -		Source
Local Stand-In Costs	\$ -		

**SECTION III. - SUMMARY OF RECEIPTS**

TOTAL FUNDS AVAILABLE	TOTAL CASH RECEIVED	TOTAL CASH DISBURSEMENTS	CASH ON HAND	Note/Explanation for Cash on Hand
\$ -	\$ -	\$ -	\$ -	

REMARKS:

\*Explanation for 'Other' categories

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:

Print Name and Title:

Date

Telephone #

\*\*\*\*Closeout packages are due 90 days after fully expended or 60 days after expiration date, whichever comes first\*\*\*\*

**Sponsor Apprenticeship Incentive Reimbursement  
Application**

To expedite approval please complete all requested information on the application.

Amount of Funds Requested \_\_\_\_\_ Date \_\_\_\_\_

Number of Registered Apprentices involved in On the Job Learning and/or Related Instruction \_\_\_\_\_

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***Sponsor Profile***

Legal Sponsor Organization Name \_\_\_\_\_ Federal Taxpayer ID# \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name and Title of Sponsor Organization Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Apprentice Occupation(s) supported by Sponsor: \_\_\_\_\_

Briefly describe the On the Job learning/technical training costs to be reimbursed, and whether the Sponsor or Employer is providing it. \_\_\_\_\_

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**Note - Per the terms of this grant, Maryland Department of Labor will consider a maximum of \$2,500.00 per apprentice to partially reimburse the initial On the Job Learning/technical training expense incurred by either the Sponsor or Employer during the first 45 days of Registered Apprenticeship.**

**Information Concerning Registered Apprentices Involved in Training**

List all Registered Apprentices who will be involved in On the Job Learning. Additional demographic data, including Social Security Number per participating Registered Apprentice, will be requested upon award. Data is collected for federal performance reporting required under the funding award. *Please copy/insert/paste the blank information lines for additional apprentices.*

Registered Apprentice Name	First Day of Training/School	Average OJL/RI Hours/Week
	\$	\$
Est. Total Hours of On the Job Learning and/or Related Instruction over 6 weeks	Hourly Wage	Total Reimbursement Requested

Registered Apprentice Name	First Day of Training/School	Average OJL/RI Hours/Week
	\$	\$
Est. Total Hours of On the Job Learning and/or Related Instruction over 6 weeks	Hourly Wage	Total Reimbursement Requested

Registered Apprentice Name	First Day of Training/School	Average OJL/RI Hours/Week
	\$	\$
Est. Total Hours of On the Job Learning and/or Related Instruction over 6 weeks	Hourly Wage	Total Reimbursement Requested

**After the project is completed, the authorized representative of the sponsor organization agrees to provide follow-up information on all of the apprentices participating in On the Job Learning/technical training.**

**FOR OFFICE USE ONLY**

**Approval of Training by Maryland Department of Labor  
Division of Workforce Development and Adult Learning**

\_\_\_\_\_  
Name and Title of Maryland Department of Labor Representative

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date Submitted to Maryland Department

\_\_\_\_\_  
Date Approved by Maryland Department of Labor



DIVISION OF WORKFORCE DEVELOPMENT  
AND ADULT LEARNING  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

---

MONTH DAY, YEAR

NAME  
TITLE  
COMPANY  
STREET ADDRESS  
CITY, STATE ZIP CODE

Dear NAME:

On behalf of the Maryland Department of Labor (“Labor” or “Department”), I would like to thank you for your interest in the *2020-2024 State Apprenticeship Expansion Grant, Sponsor Apprenticeship Incentive Reimbursement program* (“Sub-award”).

We have reviewed your proposal and agree to fund your apprenticeship training in the amount of **\$AWARD**. The sub-award number is **XXX**.

By accepting the Sub-award, you, as the Subrecipient, are agreeing to the following terms:

- 1) The funds provided by Labor will be used solely for the purposes of registering and training apprentices as outlined in the *2020-2024 State Apprenticeship Expansion Grant, Sponsor Apprenticeship Incentive Reimbursement program* application.
- 2) The funds awarded to you will only be spent on the Registered Apprentices as specifically identified in the original *2020-2024 State Apprenticeship Expansion Grant, Sponsor Apprenticeship Incentive Reimbursement program* application.
- 3) You acknowledge that grant funds must be expended in conformity with the requirements and provisions of this Agreement, those outlined in the Department’s Policy for this Sub-award, the approved Application, and any amendments thereto. You further acknowledge that you will comply with any programmatic, financial, or other implementation policies determined by Labor, as may be required by Labor to comply with any existing or future State or federal regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Sub-award agreement.
- 4) Labor reserves the right to amend or revise the requirements if necessary, for the effective administration of the Sub-award.
- 5) The date of this award letter is the start date of this Sub-award. All sub-award funds shall be expended on or before March 31, 2024.
- 6) You acknowledge that Sub-award funds are subject to the availability of federal funds.

[dldworkforcedevelopment-dllr@maryland.gov](mailto:dldworkforcedevelopment-dllr@maryland.gov) | 410-767-2173 | [www.labor.maryland.gov](http://www.labor.maryland.gov)

---

LARRY HOGAN, GOVERNOR | BOYD K. RUTHERFORD, LT. GOVERNOR | TIFFANY P. ROBINSON,  
SECRETARY



- 7) You agree to provide Labor with the following information as a prerequisite to payment of Subaward funds:
- a) Copies of any wage records for On the Job Learning hours, training costs/invoices or other records which verify the cost of apprenticeship training,
  - b) An invoice in the form provided in the Sub-award policy,
  - c) All required fiscal and programming reports as described in the Sub-award policy, and
  - d) A completed W-9.
- 8) You agree to provide Labor with information regarding apprentices who were registered for the express purpose of allowing the Department to report performance information to the United States Department of Labor in the format directed by the Department.
- 9) You agree to invoice Labor only for your actual costs, not including costs paid by other grant fund streams.
- 10) You agree to establish and maintain records related to the registration for a period of no less than five (5) years from the completion of the apprenticeship. You further agree to allow Labor and/or the United States Department of Labor, if requested, access to these records for the purpose of monitoring.
- 11) Labor, as it deems necessary, may supervise, evaluate and provide guidance in the conduct of activities performed under this Sub-award. However, failure of Labor to supervise, evaluate, or provide guidance and direction shall not relieve Subrecipient of any liability for failure to comply with the terms of the Sub-award.
- 12) You certify that you and any employers, training providers or vendors possess and maintain any and all necessary licenses and approvals, certifications, and are in compliance with all applicable State and federal laws and regulations.
- 13) You certify that all necessary approvals for the commencement of the apprenticeship have been obtained, including all applicable certificates, permits, and licenses. You also maintain all certifications, licenses, permits, and approvals necessary to operate the training, and shall otherwise satisfy all requirements necessary to operate the training throughout its duration.
- 14) You further certify that:
- a) You have all requisite power and authority to enter into and carry out the transactions contemplated by this Agreement.
  - b) The acceptance of the Sub-award and the entering into of this Agreement serves as the valid and legally binding acts and agreements of Subrecipient.
  - c) The representations, statements, and other matters contained in the approved Application and any amendments thereto are and remain true and complete in all material respects.
  - d) You have not been, nor currently are, the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
  - e) You will operate the activities funded by this Sub-award in compliance with State and federal laws and regulations.
  - f) You will operate the activities funded by this Sub-award in compliance with the standards of your apprenticeship program and the relevant law and regulations regarding Registered Apprenticeship programs in Maryland.

- g) You certify that you prohibit, and covenant that you will continue to prohibit, discrimination on the basis of: (a) political or religious opinion or affiliation, marital status, sexual orientation, gender identification or expression, race, color, creed, national origin, veteran's status or genetic information; (b) sex or age, or except when age or sex constitutes a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
  - h) You will comply with all applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, and credit practices, including but not limited to:
    - i) Titles VI and VII of the Civil Rights Act of 1964;
    - ii) Title VIII of the Civil Rights Act of 1968, as amended;
    - iii) The Americans with Disabilities Act of 1990;
    - iv) 29 CFR 30;
    - v) COMAR 09.12.42; and
    - vi) Maryland Annotated Code, State Government Article, § 20-601 et seq.
  - i) You will comply with the State of Maryland's policy concerning drug and alcohol free workplaces, as set forth in the Governor's Executive Order 01.01.1989.18 and COMAR 21.11.08 and the Drug Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F.I. The Subrecipient must remain in compliance with these policies throughout the term of this Agreement.
  - j) You agree to maintain confidentiality of records as required by applicable laws and regulations, including but not limited to Md. Ann. Code, Gen'l Prov. Art. § 4-101 *et. seq.*, Md. Ann. Code, Lab. & Empl. Art. §8-625, COMAR 09.01.01, 09.33.01, and 42 U.S.C. § 503.
  - k) You certify that no part of the Sub-award funds shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.
- 15) Subrecipient shall hold harmless and indemnify the Department and the State of Maryland ("State") from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys' fees and disbursements of any character that arise from, are in connection with or are attributable to the performance or nonperformance of the Subrecipient or its subrecipients or subcontractors under this Sub-award. The Department and the State have no obligation to provide legal counsel or defense or to the Subrecipient or its subrecipients or subcontractors in the event that a suit, claim, or action of any character is brought by any person as a result of or relating to the Subrecipient's performance under this Sub-award. The State has no obligation for the payment of any judgments or the settlement of any claims against the Subrecipient or its subrecipients or subcontractors as a result of or relating to the Subrecipients performance under this Sub-award. Subrecipient agrees that all costs incurred by the Department or State as a result of such liabilities, suits, actions, claims, demands, losses, expenses, or costs, including reasonable attorney's fees, shall be immediately, and without notice, due and payable by Subrecipient to the Department. The Department and State are not deemed to have waived any immunity that may exist in law, regulation or otherwise.
- 16) All notices, requests, approvals, and consents of any kind made pursuant to this Sub-award shall be in writing. Any such communication, unless otherwise specified, may be delivered:
- a) Via electronic mail to the Subrecipient's assigned Sub-award Advisor, or
  - b) By mail to:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

c) Communications to Subrecipient shall be directed to the party identified in the Application as the Lead Applicant.

17) You agree that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with this Subaward the following statement will be included: "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 grant funds total \$6,012,294 million, of which federal funds comprise 100 percent. The remaining 0 percent is comprised of state general, special, and reimbursable funds."

18) This Agreement shall be governed by, subject to, and construed according to the laws of the State of Maryland. The Subrecipient shall comply with all applicable federal, State, and local laws.

19) Labor intends to make available to the public certain information regarding the Sub-award and the Subrecipient. In addition, the Department may be required to disclose information about the Sub-award to the United States Department of Labor and may desire to disclose such information to other State or federal officials or their staff, local government officials or their staff, and other lenders and funding sources. Such information that may be disclosed to any of the foregoing, including the public, may include the name of the Subrecipient; the name, location, and description of the Sub-award; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; use of funds; information contained in the Application, and the sources, amounts and terms of other funding used to complete the Sub-award, including capital contributions from the Subrecipient. This information may be confidential under Maryland's Public Information Act, General Provisions Article, § 4-101 *et seq.* of the Annotated Code of Maryland (the "Public Information Act"). If Subrecipient does not want this information made available to the above referenced parties, Subrecipient must attach a written objection to this agreement for consideration by the Department.

Should you or any member of your staff have any questions regarding this Sub-award, please contact Mr. Christopher MacLarion, Director of Apprenticeship and Training at 410-767-3969 or Christopher.MacLarion@maryland.gov.

Sincerely,

Assistant Secretary  
Division of Workforce Development and Adult Learning

Enclosure – *Approved State Apprenticeship Expansion Grant, Sponsor Apprenticeship Incentive Reimbursement program Application*

Sub-award Information

Subrecipient Name	TBD
Subrecipient DUNS Number	Federal Taxpayer ID #
Federal Award Identification	
Federal Award Identification Number	
Federal Award Date	July 1, 2020
Sub-Award Number	
Sub-award Period of Performance	
Amount of Funds Obligated by this Action	\$x,xxx.xx
Total Amount Obligated to the Subrecipient	\$x,xxx.xx
Total Amount of Federal Award	\$
Federal Award Project Description	Federal Funds are awarded to facilitate the development and expansion of Registered Apprenticeship Programs.
Federal Awarding Agency	U.S. Department of Labor, ETA Division of Federal Assistance
Pass-Through Entity	Maryland Department of Labor, Division of Workforce Development and Adult Learning
Awarding Official	James E. Rzepkowski, Assistant Secretary
CFDA Number and Name	
Sub-recipient's Approved Indirect Cost Rate	N/A

IN WITNESS WHEREOF, the undersigned have executed the Grant Agreement on or before the date first set forth herein.

**Witness/Attest: FOR SUBRECIPIENT**

**MARYLAND DEPARTMENT OF LABOR,**  
a principal department of the State of Maryland

By: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_ (SEAL)

Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

James E. Rzepkowski, Assistant Secretary

Date: \_\_\_\_\_

Date Executed on behalf of the Department:

\_\_\_\_\_



DATE

SALUTATION FIRST LAST  
BUSINESS  
STREET ADDRESS  
CITY, STATE ZIP

Dear SALUTATION LAST NAME:

Thank you for submitting your application to the Maryland Department of Labor's (MD Labor) Division of Workforce Development and Adult Learning (DWDAL) for funds under the *2020-2024 State Apprenticeship Expansion Grant, Sponsor Apprenticeship Incentive Reimbursement* application. At this time, we cannot approve your request because \_\_\_\_\_.

Although we are currently unable to approve your request, we can assist with your application to create an opportunity that meets the purposes of the grant that is intended to expand access to Registered Apprenticeship programs in Maryland. MD Labor's commitment to innovative practices includes funds for expanded and Registered Apprenticeship activities.

If you wish to file an appeal, please submit a request within 14 calendar days from the date of this notice. The appeal must be either emailed to [dlmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dlmatpapprenticeshipandtraining-labor@maryland.gov) or sent by mail within 14 calendar days of the date of the Grant Denial Notification and (1) state the grounds for the request; and, (2) state the reasons why the application should be reconsidered and approved. Appeals sent by mail must be sent to the following address:

Maryland Department of Labor  
Division of Workforce Development and Adult Learning  
Attn: Christopher MacLarion, Director of Apprenticeship and Training  
1100 North Eutaw Street, Room 209  
Baltimore, MD 21201

DWDAL's Assistant Secretary will consider all appeals and provide written response within 30 calendar days of appeal receipt.

Thank you for your interest in the 2020-2024 State Apprenticeship Expansion Grant, Employer Incentive Plan. Please contact me at 410-767-3969 or [christopher.maclarion@maryland.gov](mailto:christopher.maclarion@maryland.gov) if you have any questions or concerns.

Sincerely,

Chris MacLarion  
Director, Apprenticeship and Training