Maryland
DEPARTMENT OF LABOR

POLICY ISSUANCE 2020-02

State Apprenticeship Expansion Grant │May 15, 2020

TO: Division of Workforce Development and Adult Learning (DWDAL) staff, Related Instruction Reimbursement Program recipients, and Apprenticeship Innovation Fund (AIF) 2.0 awardees

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

SUBJECT: State Apprenticeship Expansion Grant

PURPOSE: To provide comprehensive policy guidance on the State Apprenticeship Expansion Grant.

ACTION: Local Workforce Development Area Directors, American Job Center (AJC) MD Labor Exchange Administrators, central office managers, Related Instruction Reimbursement Program recipients, and AIF 2.0 awardees 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.

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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 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. By design, the workforce system established under WIOA is integrated to help both businesses and jobseekers. WIOA envisions connecting businesses with jobseekers, 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 jobseekers through establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy. WIOA places an emphasis on serving individuals with barriers to employment that hinder them from entering into a fulfilling and meaningful career.

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 earnings, and emphasis on partnerships, make it an effective strategy to meet workforce system goals. Additionally, the results attained by Registered Apprentices and graduates of Registered Apprenticeship programs can lead to strong outcomes, advancing WIOA performance results.

REGISTERED APPRENTICESHIP

Registered Apprenticeship is a proven model of job preparation that combines paid on-the-job training (OJT)[1] with Related Instruction to progressively increase workers' skill levels and wages. Registered Apprenticeship is also 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 jobseekers immediate employment opportunities with sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally-recognized, portable credentials, and their training may often be applied towards further post-secondary education.

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

A. **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.
B. **On-the-Job Training** – Every Registered Apprenticeship program includes structured OJT. Companies hire Registered Apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the Registered Apprentice must learn over the course of the program to become fully proficient at the job.

[1] Also known as "on the job learning" (OJL).

C. **Related Instruction**[2] – Apprentices receive Related Instruction or classroom style training that complements the OJT. This instruction helps refine the technical and academic skills that apply to the job. A community college, technical school or college, an apprenticeship training school, non-profit, community-based organization (CBO), industry, labor organization, business association, or business may offer Related Instruction. The instruction can be provided at the school, online, or at the work site.
D. **Rewards for Skill Gains** – Registered Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate Registered Apprentices as they advance through training and become more productive and skilled at their job.
E. **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 Registered 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 Registered Apprentice master skills included in their career pathway.

YOUTH APPRENTICESHIP AND SCHOOL-TO-APPRENTICESHIP

Youth Apprenticeship is an "earn and learn" work model available through school systems. This model is for students in 11th and 12th grade and focuses on high-growth, high-demand industries. Youth Apprentices receive supervised, structured OJT from a mentor in a specific in-demand occupation within industries such as:

A. Environmental, Agricultural, and Natural Resources;
B. Business Management and Finance;
C. Construction and Development;
D. Health and Bio Sciences;
E. Information Technology; and
F. 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 in employability skills, interpersonal/social skills, and general knowledge of the world of work.

School-to-Apprenticeship allows youth ages 16 or 17 to be Registered Apprentices with a Registered Apprenticeship Sponsor prior to graduation (with the consent of the youth's parent or guardian). Youth becoming Registered Apprentices will receive the appropriate Related Instruction while in high school and will begin working part-time to accrue OJT hours, as their schedules allow. Upon high school graduation, participants will then be full-time Registered Apprentices. All hours of OJT and Related Instruction accrued during high school are credited towards the required hours to complete the Registered Apprenticeship program.

[2] The U.S. Department of Labor now refers to Related Technical Instruction (RTI) as Related Instruction, as seen in the Workforce Innovation and Opportunity Act; Department of Labor Only Final Rule - https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf.

STATE APPRENTICESHIP EXPANSION GRANT

In May 2019, The United States Department of Labor (USDOL) released Training and Employment Guidance Letter (TEGL) 17-18, "*Availability of Program Year 18 Funding for State Apprenticeship Expansion*" to announce the availability of $73 million in Program Year 2018 funds. The primary goals of the funding opportunity are to:

A. Expand the number of Registered Apprentices in Registered Apprenticeship programs nationwide;
B. Support and encourage the diversification of Registered Apprenticeship programs, including increasing diversity of Registered Apprentices and growing Registered Apprenticeship across industry sectors; and
C. Support the integration of Registered Apprenticeship programs into state workforce development, education, and economic development strategies and programs, ensuring that Registered Apprenticeship is a viable career path for youth, adults, and career seekers, as well as a valuable workforce development strategy for business.

MARYLAND'S STATE APPRENTICESHIP EXPANSION GRANT

REGISTERED APPRENTICESHIP IN MARYLAND

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

A. Registering apprenticeship programs that meet federal and state standards;
B. Issuing certificates of completion to Registered Apprentices;
C. Encouraging the development of new programs through outreach and technical assistance;
D. Protecting the safety and welfare of Registered Apprentices; and
E. Assuring that all programs provide high-quality training.

AWARD AND STRATEGIES

In June 2019, MD Labor received a State Apprenticeship Expansion Grant award of $2,854,797.39 from USDOL for a three year grant period, July 1, 2019 through June 30, 2022. The goal of Maryland's State Apprenticeship Expansion Grant is to expand Registered Apprenticeship and grow capacity by (1) increasing staffing and infrastructure; (2) strategically conducting outreach and education with stakeholders, including the business community and WIOA Partners; and (3) advancing innovative practices.

To meet this goal, MD Labor is applying the following six strategies:

A. **Related Instruction Reimbursement Program**: Grant program available to Registered Apprenticeship sponsors or participating/signatory employers with a Registered Apprenticeship sponsor to cover the actual cost of Related Instruction, up to $3,000 per new Registered Apprentice in their first year of a Registered Apprenticeship. MD Labor funds this program with the State Apprenticeship Expansion Grant and administers it with leveraged staff.
B. **Apprenticeship Innovation Fund (AIF) 2.0**: Competitive grant program that awards up to $250,000 to a minimum of seven separate entities to develop and scale larger Registered Apprenticeship programs. MD Labor funds this program with the State Apprenticeship Expansion Grant and administers it with leveraged staff.
C. **Infusion of Additional Leveraged Staffing Resources**: Cross-training and collaboration between MD Labor's Apprenticeship and Training Program and Business Solutions Unit to increase the State's capacity to conduct outreach, develop Registered Apprenticeship Programs, design curriculum, and provide more in depth business services. MD Labor will leverage existing funding streams and staff to implement this strategy.
D. **Apprenticeship Roundtables**: Quarterly discussion sessions to stimulate future Registered Apprenticeship growth opportunities in a variety of industry sectors and geographic areas. MD Labor will leverage existing funding streams and staff to implement this strategy.
E. **Youth Apprenticeship and School-to-Apprenticeship On-Ramps to Registered Apprenticeship**: Building upon the existing Apprenticeship Maryland Program, the State's Youth Apprenticeship initiative to help employers become their own Registered Apprenticeship Program Sponsors (or alternatively, become a participating employer with a Group Joint or Group Non Joint sponsor) and dually register youth apprentices as Registered Apprenticeships. MD Labor will work with Registered Apprenticeship sponsors to expand the School-to-Apprenticeship model based on pilot success. MD Labor will leverage existing funding streams and staff to implement this strategy.
F. **Prison-to-Apprenticeship On-Ramp to Registered Apprenticeship**: Creating pathways and aligning correctional education occupational programming to Registered Apprenticeship sponsors, providing

incarcerated individuals with a minimum of one year of Related Instruction approved by a Registered Apprenticeship Program Sponsor. The Related Instruction will incorporate work in prison, on work release or through intensive labs as available. The inmates will be registered as apprentices prior to release in order to help facilitate a more seamless connection to new employment.

Maryland's State Apprenticeship Expansion Grant strategies complement each other as well as existing WIOA programming. For example, Registered Apprenticeship sponsors on the Eligible Training Provider List[3] may be able to access job training funds to help cover the actual costs[4] of Related Instruction for new Registered Apprentices that are WIOA-eligible. MD Labor will focus on directly registering participants into Registered Apprenticeship programs. Any pre-apprenticeship activities conducted will be done with leveraged funding. MD Labor must register 850 new Registered Apprentices during this grant period.

The scope of this policy issuance is specific to laying out the processes for the *Related Instruction Reimbursement Program* and the *AIF 2.0*. The two subsequent sections provide information on the application and requirements for the two funding opportunities.

[3] For more information on Maryland's Eligible Training Provider List, see MD Labor's policy issuance at: http://www.labor.maryland.gov/employment/mpi/.

[4] Actual costs refers to the costs that the employer pays for Related Instruction, not to include costs paid by other grant fund streams, by the Registered Apprentice, etc.

RELATED INSTRUCTION REIMBURSEMENT PROGRAM

PURPOSE

MD Labor is allocating $699,226.39 of its State Apprenticeship Expansion Grant to create the *Related Instruction Reimbursement Program*. The program allows Registered Apprenticeship sponsors to offset the cost of registering new Registered Apprentices by allowing a reimbursement for the actual cost of Related Instruction up to a maximum of $3,000 per new Registered Apprentice, until program funds are exhausted.[5] These funds are also accessible for Youth and/or School-to-Apprentices to utilize as a supportive service to pay any actual costs associated with becoming a Registered Apprentice.[6]

ELIGIBILITY AND OUTREACH

To be eligible for the *Related Instruction Reimbursement Program*, an employer must:

A. Be a Registered Apprenticeship sponsor OR a participating/signatory employer with a Registered Apprenticeship sponsor;
B. Be in good standing with the State;
C. Register the Registered Apprentice(s) prior to any award being made;
D. Provide proof of payment for Related Instruction class(es); and
E. Pay the full cost of the Registered Apprentice's Related Instruction.

The *Related Instruction Reimbursement Program* only applies to new Registered Apprentices. Employers may not request reimbursement for previously registered Apprentices. Employers may apply for the *Related Instruction Reimbursement Program* and the Maryland Registered Apprenticeship Tax Credit[7] for the same Registered Apprentice.

The State will not reimburse an employer via *Related Instruction Reimbursement Program* funds if the business requires the Registered Apprentice to pay for training costs.

MD Labor's business service staff and Apprenticeship Navigators shall conduct outreach to ensure Maryland's Registered Apprenticeships are aware of the opportunities available to them via this program. MD Labor encourages Local Workforce Development Areas (Local Areas) to conduct outreach. Once an interested business is identified, business service staff and Apprenticeship Navigators are available to assist in the completion and submission of the application. Staff may also refer the business to the MD Labor Director of Apprenticeship and Training for additional questions as needed.

ALLOWABLE COSTS

The *Related Instruction Reimbursement Program* only covers employer's actual costs for Related Instruction, not to include costs paid by other grant funding streams, by the Registered Apprentice, etc.

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

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[5] Participants that enter into the second year of Registered Apprenticeship upon registration due to advanced credit are eligible to participate in the *Related Instruction Reimbursement Program*.
[6] See pages 15-17 for more information on supportive services.
[7] More information on the Maryland Registered Apprenticeship Tax Credit can be found at the following link: http://www.labor.maryland.gov/employment/appr/apprtaxcreditinfo.shtml.

APPLYING FOR THE RELATED INSTRUCTION REIMBURSEMENT PROGRAM

Application Submission

To apply for funding through the *Related Instruction Reimbursement Program*, a business must first complete the application provided in ***Exhibit A – Sample Application: Related Instruction Reimbursement Program***. Eligible businesses should submit completed applications electronically to dlmatpapprenticeshipandtraining-labor@maryland.gov for consideration by the Review Team. To be considered for *Related Instruction Reimbursement Program* funding, applications must be submitted at least three weeks prior to the start of training. Applications will be accepted and reviewed on a rolling, first-come, first-served basis.

Application Review

The *Related Instruction Reimbursement Program* Review Team must review submitted applications in a timely manner. The Review Team is comprised of:

A. The Division of Workforce Development and Adult Learning (DWDAL) Director of Apprenticeship and Training (or designee),
B. The DWDAL Manager of the Business Solutions Unit, and
C. The Governor's Workforce Development Board Executive Director (or designee).

The Review Team must ensure that approved applications meet program requirements. The Review Team must not consider training proposals that seek retroactive funding. The Review Team must not consider training proposals unless the business is ready to begin training activities within 180 calendar days of application approval. The Review Team has the right to review the applicant's past use of the *Related Instruction Reimbursement Program* in deciding whether to award future funds.

Application Approval/Denial

MD Labor must inform applicants via email of *Related Instruction Reimbursement Program* approvals or denials within 14 calendar days of application receipt. MD Labor will deny incomplete applications.

If approved, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Award Notification to be signed by the applicant. A sample of this notification is provided through ***Exhibit B – Sample Grant Award Notification: Related Instruction Reimbursement Program***.

Approved programs must enter into contract negotiations, submit completed grant agreements to MD Labor for review within 14 calendar days of award notification by email at dlmatpapprenticeshipandtraining-labor@maryland.gov, and begin implementing programmatic work. After a contract has been formally executed, MD Labor shall provide funds to the approved program on an actual cost reimbursement basis.[8]

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 proposal. A sample of this notification is provided through ***Exhibit C – Sample Grant Denial Notification: Related Instruction Reimbursement Program.*** A denied applicant may appeal the decision. The appeal must be emailed to dlmatpapprenticeshipandtraining-labor@maryland.gov within 14 calendar days of the date of the Grant Denial Notification and (1) be in writing and state the grounds for the appeal; and, (2) state the reasons why the application should be reconsidered and approved. The MD Labor DWDAL Assistant Secretary will consider all appeals and provide a written response

[8] See page 18 for more information on the *Related Instruction Reimbursement Program* fiscal report and invoice.

to the applicant within 14 calendar days of appeal receipt. The MD Labor DWDAL Assistant Secretary's decision is final.[9]

APPRENTICESHIP INNOVATION FUND 2.0

PURPOSE

MD Labor has seen great success in its Apprenticeship Innovation Fund (AIF) model, seeding the implementation of new and promising ideas, adapting proven strategies at the systems or service delivery level, and expanding the reach of Registered Apprenticeship programs in Maryland. The AIF has a cap of $100,000 per project.[10]

MD Labor is allocating $1.75 million of its State Apprenticeship Expansion Grant to create the *AIF 2.0*. The *AIF 2.0* is a larger award opportunity for entities interested in expanding the reach of Registered Apprenticeship in the State of Maryland. The program will award up to $250,000 to a minimum of seven separate entities to:

A. Register a Group Joint or Group Non-Joint Registered Apprenticeship,
B. Scale an existing Registered Apprenticeship program,
C. Register a new single business Registered Apprenticeship, or
D. Allow a Local Area to work with one or more existing Registered Apprenticeship programs to expand their number of Registered Apprentices.

ELIGIBILITY AND OUTREACH

MD Labor considers the following entities to be eligible for *AIF 2.0* funds:

A. For-profit, private sector businesses;
B. Non-profit organizations;
C. Labor organizations;
D. Industry associations;
E. Local and regional economic development entities;
F. Public sector organizations;
G. Local governments;
H. Registered Apprenticeship sponsors;
I. Local Areas; and
J. Institutions of secondary and postsecondary education.

Applicants are encouraged to focus on connecting Maryland's WIOA target populations to Registered Apprenticeship opportunities and are required to have strong employer participation. Maryland's WIOA target populations are listed below.

Maryland's Target Populations: Individuals with Barriers to Employment
Displaced Homemakers
Eligible migrant and seasonal farmworkers
Ex-offenders

[9] Any of the time periods under this section, "Application Approval/Denial," may be extended by the MD Labor DWDAL Assistant Secretary in their sole discretion.
[10] More information on the AIF can be found on MD Labor Division of Workforce Development and Adult Learning Policy Issuance page at: http://www.labor.maryland.gov/employment/mpi/.

Homeless individuals
Individuals facing substantial cultural barriers
Individuals with disabilities, including youth with disabilities
Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act[11]
Individuals who are English language learners
Individuals who are unemployed, including the long-term unemployed
Individuals who have low levels of literacy
Individuals without a High School Diploma
Low income individuals (including TANF and SNAP recipients)
Native Americans, Alaskan Natives, and Native Hawaiians
Older individuals
Single parents (including single pregnant women and non-custodial parents)
Veterans
Youth who are in or have aged out of the foster care system

To be eligible for an *AIF 2.0* award, an applicant **is not** required to provide dollar-to-dollar matching of funds. However, applicants are encouraged to leverage additional resources for the expansion or creation of Registered Apprenticeship programming. Leveraged resources may include braided, blended, or stacked funding from other public, private, or philanthropic sources.

Applicants must have an effective and efficient financial management system that allows for the accurate tracking of award expenditures and obligations by funding source, fund type, cost classification, and budget line item; experienced accounting and/or program staff familiar with federal grants management and reporting; and financial solvency that allows for award payments on a reimbursement basis for actual costs incurred.

Applicants must designate a full-time equivalent staff member as an Apprenticeship Coordinator who will be solely dedicated to the project.

ALLOWABLE COSTS

To receive *AIF 2.0* funding, the costs must be reasonable, necessary, and directly related to the purpose and activities of the project. The following types of activities and items are examples of allowable costs:

A. Convening partners and sponsors for planning;
B. Developing curriculum;
C. Books and training materials;
D. Initial proficiency testing;
E. Project management;
F. Case management;
G. Staffing costs;
H. Funding costs associated with Related Instruction;
I. Supportive services;[12] and

[11] This refers to the Temporary Assistance for Needy Families (TANF) program. Each state defines lifetime eligibility for TANF. In Maryland, individuals can receive TANF benefits for up to five years. If individuals reach year four and five of receipt of TANF benefits, these individuals become a targeted population according to WIOA, irrespective of the fact that after year five, individuals may continue to receive TANF benefits due to hardship.
[12] See pages 15-17 for more information on Supportive Services.

J. Activities related to:
    1. Creating a non-traditional Registered Apprenticeship program;
    2. Creating a pathway for adult learners, including English Language Learners, to Registered Apprenticeship;
    3. Creating Registered Apprenticeship programs that attract Registered Apprentices who fall into Maryland's WIOA target populations;
    4. Reactivating or modernizing of a previously inactive Registered Apprenticeship program;
    5. Registering a Group Joint or Group Non-Joint Registered Apprenticeship;
    6. Scaling an existing Registered Apprenticeship program;
    7. Registering a new single business Registered Apprenticeship; and
    8. Allowing a Local Area to work with one or more existing Registered Apprenticeship programs to expand their number of Registered Apprentices.

PROHIBITED USE OF FUNDS

AIF 2.0 funds are prohibited from directly paying participant wages. The *AIF 2.0* is subject to 2 CFR Part 200, 683, and 2900 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards". Food and drink are not allowable costs under this award. A comprehensive list of unallowable expenses can be found in the regulation.

FUNDING CAPS

MD Labor has established a maximum threshold for training costs ("training caps") for *AIF 2.0* applicants of $250,000 per project. Projects must be completed by April 30, 2022. To the extent allowed under the State Apprenticeship Expansion Grant, MD Labor may consider a training proposal that exceeds this cap if extenuating circumstances warrant. To be considered, applicants must submit additional justification, evidencing substantial wage growth and job creation as an outcome of participation in the program.

APPLYING FOR THE APPRENTICESHIP INNOVATION FUND 2.0

Application Submission

To apply for the *AIF 2.0* funding, the entity must first complete the application attachments provided in ***Exhibit D –Competitive Grant Proposal: AIF 2.0***. Eligible entities should submit completed applications electronically to dlmatpapprenticeshipandtraining-labor@maryland.gov or 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

Applications are due no later than the date listed in the Competitive Grant Proposal solicitation. Applicants mailing proposals should allow sufficient mail delivery time to ensure timely receipt. MD Labor will not grant requests for extensions. MD Labor will not consider applications received after the due date.

Application Review

The *AIF 2.0* Review Team must review submitted applications in a timely manner. The Review Team is comprised of:

A. The DWDAL Director of Apprenticeship and Training (or designee),
B. The DWDAL Manager of the Business Solutions Unit,
C. The DWDAL Manager of the Office of Fiscal Administration, and
D. The Governor's Workforce Development Board Executive Director (or designee)

The Review Team must ensure that approved applications meet program requirements. The Review Team must not consider training proposals that seek retroactive funding.

Application Approval/Denial

MD Labor must inform applicants via email of *AIF 2.0* approvals or denials. MD Labor will deny incomplete applications.

If approved, the MD Labor Office of Workforce Development shall provide the applicant with an Award Notification to be completed by the applicant. A sample of this notification is provided through ***Exhibit E – Sample Award Notification: AIF 2.0***.

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 dlmatpapprenticeshipandtraining-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.[13]

If the Review Team denies an application, the MD Labor Office of Workforce Development shall provide the applicant with an Award Denial Notification containing feedback on the proposal. A sample of this notification is provided through ***Exhibit F – Sample Award Denial Notification: AIF 2.0.*** A denied applicant may appeal the decision. The appeal must be emailed to dlmatpapprenticeshipandtraining-labor@maryland.gov within 14 calendar days of the date of the Award Denial Notification and (1) be in writing and state the grounds for the appeal; and, (2) state the reasons why the application should be reconsidered and approved. The MD Labor DWDAL Assistant Secretary will consider all appeals and provide a written response to the applicant within 14 calendar days of appeal receipt. The MD Labor DWDAL Assistant Secretary's decision is final.[14]

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[13] See page 19 for more information on the fiscal report and invoice for the *AIF 2.0*.
[14] Any of the time periods under this section, "Application Approval/Denial," may be extended by the MD Labor DWDAL Assistant Secretary in their sole discretion.

PERFORMANCE

AIF 2.0 projects must register a minimum of 100 new Registered Apprentices.[15] Additionally, *AIF 2.0* should reach the following outcomes, where applicable:

A. New businesses engaged;
B. New non-traditional Registered Apprenticeship programs in the State;
C. New Registered Apprenticeship programs in the State;
D. Existing Registered Apprenticeship programs expanded;
E. Registered Apprenticeship programs that engage traditionally underrepresented populations;
F. Increase the number of services provided to participants;
G. Increase in Registered Apprentices;
H. Increase in women who are Registered Apprentices;
I. Increase in youth (16-24 year olds) who are Registered Apprentices; and
J. Increase the number of connections to Maryland WIOA workforce system.

Outcome target levels will be established between MD Labor and the awardees. Funding is on a reimbursement basis as performance benchmarks are met.

[15] Participants that enter into the second year of Registered Apprenticeship upon registration due to advanced credit are eligible to participate in the *AIF 2.0*.

SUPPORTIVE SERVICES

Supportive services provide financial assistance to participants who would not otherwise be able to participate in a program. Participating *Related Instruction Reimbursement Program* grantees may offer supportive services to eligible Youth Apprentices or School-to-Apprentices to assist with becoming a Registered Apprentice. *AIF 2.0* recipients may offer supportive services to newly Registered Apprentices under this award. Supportive services include: transportation, uniforms, tools, work or training equipment, child or dependent care, stipends, graduation fees, union fees, and/or clothing for interviews or job fairs. Other supportive services may be allowable with MD Labor's prior approval.

Before approving a program participant for supportive services, staff should ensure that no other resources or funding streams are available to pay for the necessary service. Grantees/Awardees must follow all WIOA State supportive service policies on submission procedures and payment issuances, as laid out in this section. Grantees/Awardees must also ensure that approval forms, receipts, and supporting documentation are available for review. Project Managers must approve supportive services for program participants. Participating Local Area Grantees/Awardees must record supportive services as services in the Maryland Workforce Exchange (MWE)[16] and document in case notes. Other documentation methods may also be appropriate (e.g. mileage calculation for transportation allowance and quotes for tool cost).

Supportive service payments are available to participants as long as they remain in good standing with the training vendor. Registered Apprentices are only eligible to receive supportive services during the first two weeks of their employment.

The following sections provide information on several types of supportive services, the conditions under which they are available, and the payment guidelines for each. Participants must become a Registered Apprentice to receive a supportive service.

Funding made possible via the *Related Instruction Reimbursement Program* and the *AIF 2.0* must be used in accordance with the MD Labor-approved grant or award agreements.

ASSISTANCE WITH OBTAINING A DRIVER'S LICENSE

Grantees/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 or the cost of getting the driver's license card. Participants must be registered as Registered Apprentices to receive this supportive service.

TRANSPORTATION ALLOWANCE

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

Transportation allowances require:

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

[16] Or applicable data system

Participants can only be reimbursed after the expenditure has occurred and been confirmed.

Payment Guidelines: Transportation allowance can be used for public transit users or for drivers.[17] Grantees/Awardees must collect and maintain appropriate documentation to verify the participant's covered transportation allowance.

For public transit users, Grantees/Awardees may cover the expenses for bus, light rail, metro subway, MARC train, Washington Transit, or Commuter Choice Maryland. For drivers, Grantees/Awardees may approve a travel allowance at a rate not higher than the official Internal Revenue Service (IRS) mileage rate.

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

UNIFORMS, TOOLS, AND RELATED EQUIPMENT

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

Payment Guidelines: Grantees/Awardees must base payments on the curriculum requirements of the training program or on the requirements of the participant's new, full-time job. Payments must be made based on the market value for uniforms, tools, and/or related equipment. Grantees/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, the *Related Instruction Reimbursement Program* and the *AIF 2.0* may assist participants with the additional costs.

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

A. Under the age of 13;
B. Under the age of 18 and physically or mentally incapable of self-care;
C. A spouse who is physically or mentally incapable of self-care and has the same principal address of the program participant; or
D. A parent who is physically or mentally incapable of self-care.

Payment Guidelines: Grantees/Awardees may provide this supportive service payment to actively engaged program participants or to those who are in the first two weeks of new, full-time employment. The maximum allowable payment is $20 per day, with a maximum of $100 per week. Grantees/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:

A. Apply for a Purchase of Care Subsidy through the Local Departments of Social Services;

[17] In approved circumstances, transportation allowances may also be used for taxi or ride-sharing purposes (i.e., Uber, Lyft, and Zipcar). If a Grantee/Awardee wishes to offer this type of transportation allowance, they must notify MD Labor staff and provide a written proposal to explain and justify the allowance. MD Labor staff will review the proposal and make a determination as to whether the allowance would be appropriate for inclusion as a supportive service.

B. Provide application results to Grantee/Awardee staff;
C. Provide proof that participant has contracted with a State-approved child care provider;
D. Demonstrate evidence of need; and
E. Document relationship to person in care.

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

A. Provide legal proof of adult dependent's condition that causes the need for care;
B. Provide proof that participant has contracted with a State-approved daycare provider;
C. Demonstrate evidence of need; and
D. Document relationship to person in care.

UNION INITIATION FEES

Grantees/Awardees may assist participants with union initiation fees, which are the costs associated with joining a union, to obtain employment as a Registered Apprentice.[18]

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

CLOTHING FOR INTERVIEWS AND JOB FAIRS

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

Payment Guidelines: Grantees/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 through the *Related Instruction Reimbursement Program* and the *AIF 2.0* with MD Labor approval. If a Grantee/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 a Grantee/Awardee has the option to notify MD Labor and provide a written proposal to justify the prospective supportive service. The Grantee/Awardee may submit the written proposal in their application narrative or separately after the award has been approved. MD Labor staff will review the proposal and make a determination as to whether the stipend is appropriate for inclusion as a supportive service.

Payment Guidelines: Grantees/Awardees must follow the payment guidelines identified by the Grantee/Awardee in its MD Labor-approved proposal.

[18] Union initiation fees are different than regular, recurring union fees.

REPORTING, MONITORING, AND RECORD RETENTION

REPORTING

Participating programs must submit timely reports to MD Labor's Division of Workforce Development and Adult Learning (DWDAL). If reporting requirements are not met by a participating applicant, the review team shall not approve subsequent *Related Instruction Reimbursement Program* applications for that applicant, and the existing grant may be terminated.

After the project is completed, the authorized representative of the Grantee/Awardee must provide follow-up information on all of the employees participating in the *Related Instruction Reimbursement Program* and/or the *AIF 2.0* including programs/courses successfully completed, certifications/credentials acquire, promotions/wage increases received, etc. MD Labor may require additional data as necessary to comply with federal reporting requirements for the State Apprenticeship Expansion Grant.

Related Instruction Reimbursement Program

Fiscal Reporting and Invoicing

To receive reimbursement for Related Instruction, participating businesses must provide MD Labor with the following documentation no later than 30 days after the training completion date:

A. Proof of full payment by the employer for the approved Related Instruction actual costs, and
B. Returned invoice, documenting payment in full, signed, dated, and on company letterhead for billing showing the costs that MD Labor and the participating business agreed upon.

Grant recipients must provide all signed reports by email to the Director of Apprenticeship and Training, as provided below:

Chris MacLarion, Director
Apprenticeship and Training
410.767.3969
christopher.maclarion@maryland.gov

Administrative Reporting

MD Labor may require additional reporting information from participating businesses, beyond the initial fiscal reporting and invoicing, upon approval. Awardees must respond to reporting requests within seven calendar days of receipt or forfeit the grant.

Once a participating business has submitted the required information to the Office of Workforce Development, it is the responsibility of that office to ensure that all required data are entered into the Maryland Workforce Exchange within 14 calendar days of receipt.

Apprenticeship Innovation Fund 2.0

AIF 2.0 recipients must submit timely fiscal and program reports to the appropriate MD Labor central office staff person, as prescribed below. The chief executive officer of the service provider(s) organization(s) or a senior level designee must sign off on these reports.

Monthly Fiscal Reporting and Invoicing

Each *AIF 2.0* recipient must submit a monthly financial report on administrative and program costs to MD Labor no later than the 10th day of the month following the month of reported activity. If there is a significant change in fiscal information between the 15th and the 30th days of the month, the *AIF 2.0* recipient must submit a revised monthly report. *AIF 2.0* recipients must provide all signed fiscal reports electronically to the following:

Chris MacLarion, Director
Apprenticeship and Training
410.767.3969
christopher.maclarion@maryland.gov

Exhibit G – Sample Monthly Fiscal Report and Invoice Template: AIF 2.0 provides the reporting template for the Fiscal Monthly Status Report.

Monthly Programmatic Reporting

AIF 2.0 recipients must submit monthly program narrative reports, including overall program activities as well as participant-level data, by email to the Director of Apprenticeship and Training, as provided below:

Chris MacLarion, Director
Apprenticeship and Training
410.767.3969
christopher.maclarion@maryland.gov

Monthly program reports are due no later than the 15th day of the month following the month of reported activity. These reports are important, for they capture information on participating jobseekers, best practices, lessons learned, and project challenges.

Exhibit H – Sample Monthly Program Reporting Template: AIF 2.0 provides the reporting template for the monthly program report.

MD Labor may require additional reporting information from *AIF 2.0* recipients, beyond the sample monthly program report. Awardees must respond to reporting requests within seven calendar days of receipt or forfeit the grant.

Awardees must complete all project activities by the date identified in its MD Labor-approved proposal, as specified in the award letter. Participants may continue to receive services after the demonstration project end date under another funding source, such as local Dislocated Worker funding or another source for which the participant qualifies.

Local Areas participating in the *AIF 2.0* must enter program participants' information in the MWE within 14 calendar days of activity.

State Reporting

The MD Labor Director of Apprenticeship and Training (or designee) must enter reporting data in the MWE for *AIF 2.0* recipients that do not have access to the MWE. 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 must report outcomes for all six grant strategies, beyond the limit of the *Related Instruction Reimbursement Program* and the *AIF 2.0* to the USDOL. MD Labor may require Grantees/Awardees of these two programs to provide additional data and/or information if they relate to one or more of MD Labor's grant strategies.

MONITORING

As Maryland's *Related Instruction Reimbursement Program* and the *AIF 2.0* are funded by USDOL ETA, the State acknowledges that the USDOL may conduct fiscal and/or programmatic monitoring. MD Labor, as it deems necessary, may supervise, evaluate, and provide guidance in the conduct of activities performed under this grant. MD Labor may conduct annual fiscal and programmatic monitoring of the demonstration project to ensure that policies are being followed and expectations are being met, 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/Awardee of any liability to comply with the terms of the grant or award agreement.

RECORD RETENTION

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

All records, both electronic and physical, must be maintained in accordance with Training and Employment Guidance Letter (TEGL) 39-11, "*Guidance on the Handling and Protection of Personally Identifiable Information (PII)*" as well as DWDAL's policy concerning security[19] to maintain confidentiality and protect Personally Identifiable Information (PII). PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all Grantees/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.

[19] DWDAL's current and archived policies are available at the following link: http://www.labor.maryland.gov/employment/mpi/.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or veteran status. Grantees and Awardees working with sponsors or participants in need of accommodations are responsible for securing the necessary support. Grantees/Awardees may refer to MD Labor's Nondiscrimination Plan[20] and Language Access Plan[21] for more information on accommodations and services.

[20] MD Labor's Nondiscrimination Plan is available at the following link: http://www.labor.maryland.gov/employment/ndp/.

[21] 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 (P.L. 75-308);
- Labor and Employment Article, Annotated Code of Maryland, § 11-401 *et seq*.

REGULATION

- 2 CFR Part 200, 683, and 2900 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards";
- 29 CFR Part 38 "Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act";
- 29 CFR Parts 29 and 30, "Apprenticeship Programs; Equal Employment Opportunity: Final Rule," dated December 19, 2016;
- 29 CFR 95.53, "Retention and access requirements for records";
- 29 CFR 97.42, "Retention and access requirements for records";
- WIOA Final Regulations (Federal Register Vol. 81, No. 161, August 19, 2016);
- Code of Maryland Regulations 09.12.43, "Maryland Apprenticeship and Training"; and
- Code of Maryland Regulations 21.11.12, "Socioeconomic Policies".

FEDERAL GUIDANCE

- Training and Employment Guidance Letter (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;
- Training and Employment Notice (TEN) 31-16, "Framework on Registered Apprenticeship for High School Students," dated January 17, 2017;
- TEGL 13-16, "Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA)," dated January 12, 2017;
- TEN 23-16, "Announcing the release and publication of the Apprenticeship Programs; Equal Employment Opportunity final rule in the Federal Register," dated December 19, 2016;
- TEN 04-15, "Expanding Registered Apprenticeships and Pre-Apprenticeships to Create a Pathway to Good Middle Class Jobs for Youth and Adults with Disabilities," dated July 31, 2015;
- TEN 18-13, "21st Century Registered Apprenticeship: A Shared Vision for Increasing Opportunity, Innovation, and Competitiveness for American Workers and Employers," dated January 2, 2014;
- TEN 02-12, "Release and Availability of the Final Report Titled An Effectiveness Assessment and Cost-Benefit Analysis of Registered Apprenticeship in 10 States," dated July 31, 2012;
- TEGL 39-11, "Guidance on the Handling and Protection of Personally Identifiable Information (PII)," dated June 28, 2012;
- TEN 44-11, "Encouraging Enhanced Partnerships and Collaboration between the Workforce Investment System and Registered Apprenticeship Programs," dated May 10, 2012;
- TEN 10-09, "Toolkit and White Paper on Improving Transition Outcomes of Youth with Disabilities through Apprenticeship," dated September 21, 2009;
- TEN 48-08, "Release and Availability of Report Titled, The Benefits and Challenges of Registered Apprenticeship: The Sponsors' Perspective," dated June 1, 2009;
- TEGL 02-07, "Leveraging Registered Apprenticeship as a Workforce Development Strategy for the Workforce Investment System," dated July 12, 2007; and

- TEN 17-06, "Vision for 21st Century Apprenticeship," dated November 22, 2006.

OTHER RESOURCES

- American Institute for Innovative Apprenticeship, "Starting a Registered Apprenticeship Program: A Guide for Employers or Sponsors," dated June 2017;
- American Institute for Innovative Apprenticeship, "National Occupational Frameworks";
- Division of Workforce Development and Adult Learning and Division of Unemployment Insurance, "Language Access Plan";
- Maryland Policy Issuances can be accessed at: http://www.labor.maryland.gov/employment/mpi/;
- MD Labor, "Maryland's Nondiscrimination Plan under the Workforce Innovation and Opportunity Act"; and
- USDOL, "A Quick-Start Toolkit Building Registered Apprenticeship Programs".

EXHIBITS

- Exhibit A – Sample Application: *Related Instruction Reimbursement Program*
- Exhibit B – Sample Grant Award Notification: *Related Instruction Reimbursement Program*
- Exhibit C – Sample Grant Denial Notification: *Related Instruction Reimbursement Program*
- Exhibit D –Competitive Grant Proposal: *AIF 2.0*
- Exhibit E – Sample Award Notification: *AIF 2.0*
- Exhibit F – Sample Award Denial Notification: *AIF 2.0*
- Exhibit G – Sample Monthly Fiscal Report and Invoice Template: *AIF 2.0*
- Exhibit H – Sample Monthly Program Reporting Template: *AIF 2.0*

Exhibit A

Related Instruction Reimbursement Program

Application

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

Amount of Funds Requested $ _____ - _____ Date _____

(from page 3)

Number of Registered Apprentices involved in Related Instruction _____

Business Profile

_____ _____

Legal Business Name Federal Taxpayer ID#

_____

Mailing Address

_____

City, State, Zip Code

_____

Name and Title of Company Contact Person

_____ _____

Telephone Number Email Address

Nature of Business _____

Number of Full Time Employees _____

Company's Annual Training Budget $ _____

Related Instruction Plan - Information Concerning the Related Instruction

Please supply the name of the Registered Apprenticeship Program and the Related Instruction provider. _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Related Instruction provided by_____

_____ _____

Related Instruction start date Related Instruction completion date

Number of Related Instruction hours _____

Skills, credentials and/or certifications resulting from Related Instruction

_____

Total Training Costs

(Company pays for 100% of total Related Instruction costs initially and then receives reimbursement)

A. Tuition, Fees, and Books per Registered Apprentice $ _____

List of individual courses/program offerings

_____

_____

_____

_____

NOTE: The *Related Instruction Reimbursement Program* can reimburse up to a maximum of $3,000 per Registered Apprentice.

Number of Registered Apprentices involved in Related Instruction	0
Total Cost of Related Instruction	#VALUE!
Other Leveraged Funds*	$
Requested amount of Related Instruction costs	#VALUE!

*Leveraged funds may include costs above the $3,000 per Registered Apprentice threshold, costs paid by other grant funding streams, by the Registered Apprentice, etc.

Is there any other economic impact from the Related Instruction? Yes ☐ No ☐

If yes, describe. _____

_____

_____

Information Concerning Employee(s) Involved in Training

List all Registered Apprentices who will be involved in the Related Instruction. Attach additional sheets if necessary. Additional demographic data, including Social Security Number per participating employee, will be requested upon award. Data is collected for federal performance reporting required under the funding award.

Registered Apprentice Name _____ First Day of Work _____

Present Position _____ Present Wage $ _____ Present Benefits _____

Registered Apprentice Name _____ First Day of Work _____

Present Position _____ Present Wage $ _____ Present Benefits _____

Registered Apprentice Name _____ First Day of Work _____

Present Position _____ Present Wage $ _____ Present Benefits _____

Registered Apprentice Name _____ First Day of Work _____

Present Position _____ Present Wage $ _____ Present Benefits _____

Registered Apprentice Name _____ First Day of Work _____

Present Position _____ Present Wage $ _____ Present Benefits _____

After the project is completed, the authorized representative of the business agrees to provide follow-up information on all of the employees participating in Related Instruction including programs/courses successfully completed, certifications/credentials acquire, promotions/wage increases received, etc.

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 of Labor

Date Approved by Maryland Department of Labor

DIVISION OF WORKFORCE DEVELOPMENT
AND ADULT LEARNING
1100 North Eutaw Street, Room 108
Baltimore, MD 21201

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 *Related Instruction Reimbursement Program*. 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 grant award you, as the Grantee, are agreeing to the following terms:

1) The funds provided by MD Labor will be used solely for the purpose of related instruction and/or supportive services as outlined in the *Related Instruction Reimbursement Program* Application.

2) You acknowledge that grant 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 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 *Related Instruction Reimbursement Program*.

4) All grant funds shall be expended on or before XX/XX/XXXX.

5) You acknowledge that grant funds are subject to the availability of federal funds.

6) You agree to invoice MD Labor only for your actual costs paid for Related Instruction, not to include costs paid by other grant fund streams, by the Registered Apprentice, etc.

7) If requested, you agree to provide MD Labor with reporting data regarding the *Related Instruction Reimbursement Program* for the express purpose of allowing MD Labor to report performance information to the United States Department of Labor. The monthly reporting format is attached.

8) You agree to establish and maintain records related to the training for a period of no less than three (3) 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 grant. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve Grantee of any liability for failure to comply with the terms of the grant 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. Such approvals, licensing, certifications, and compliance include, but are not limited to, the laws, regulations, and policies of:

    i) Maryland Unemployment Insurance;
    ii) Maryland Occupational Safety and Health (*MOSH*);

iii) Maryland Apprenticeship and Training Council; and
iv) The Comptroller of Maryland.

11) You certify that all necessary approvals for the commencement of the *Related Instruction Reimbursement Program* project 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 grant and the entering into of the Agreement serves as the valid and legally binding acts and agreements of Grantee.

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 found guilty or liable of any criminal or civil violations of any federal or State law. You further certify that you are not currently, 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 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.

g) You will comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, and credit practices, including:

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; and
iv) Maryland Annotated Code, State Government Article, § 20-601 *et seq.*

h) 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 Grantee must remain in compliance with these policies throughout the term of this Agreement.

i) 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, and 42 U.S.C. §503.

j) You certify that no part of the grant funds, no part of the project, and no part of the Property, 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) Subject to the limitations contained in the Maryland Tort Claims Act, Grantee shall hold harmless and indemnify the Department and the State of Maryland 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 Grantee, its Subgrantees, or subcontractors under this Grant. This indemnification clause shall not be construed to mean that the Grantee shall indemnify the Department or the State against liability for any losses, damages, claims, suits, actions, liabilities, and/or expenses that are attributable to the sole negligence of the Department or the State or the State's employees. The Department and the State have no obligation to provide legal counsel or defense to the Grantee, its Subgrantees, 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 Grantees performance under this Grant. The State has no obligation for the payment of any judgments or the settlement of any claims against the Grantee, its Subgrantees, or subcontractors as a result of or relating to the Grantees performance under this Grant. Grantee 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 Grantee to the Department. The Department and State are not deemed to have waived any immunity that may exist in law, regulation, or otherwise. This Section shall survive the term of this Agreement.

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 Grantee's assigned Grant 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 Grantee shall be directed to the party identified in the Proposal as the Lead Applicant.

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

    MD Labor intends to make available to the public certain information regarding the Project and the Grantee. In addition, the Department is required to disclose information about the Project to the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, 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 Grantee; the name, location, and description of the Project; 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 Project, including capital contributions from the Grantee. 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 Grantee does not want this information made available to the above referenced parties, Grantee must attach a written objection to this Agreement. If an objection is received, the Department will notify Grantee if a request is received pursuant to the Public Information Act and will review the listed objections to make a determination if disclosure is required by law.

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

Sincerely,

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

Enclosure – *Related Instruction Reimbursement Program*

Grant Information

Grantee Name	
Grantee DUNS Number	**Federal Taxpayer ID#**
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 Grantee	
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-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 GRANTEE:

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

Exhibit C

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

LAB

Dear Mr./Ms.:

The Maryland Department of Labor's (MD Labor's) Division of Workforce Development and Adult Learning (DWDAL) has denied your request for funds under the *Related Instruction Reimbursement Program*. The reason for denial is

_____.

Though we are denying your current application, our office can assist you with your application to create an opportunity that meets the parameters of the grant. Should you wish to have additional assistance please do not hesitate to contact us.

Through this *Related Instruction Reimbursement Program*, MD Labor invests in sustainable programs that support and engage in Registered Apprenticeship expansion strategies. The *Related Instruction Reimbursement Program* allows Registered Apprenticeship sponsors to offset the cost of registering new apprentices by allowing a reimbursement for the cost of Related Instruction for new Registered Apprentices. These funds are also accessible for Youth and/or School-to-Apprentices to utilize as a supportive service to pay any costs associated with becoming a registered apprentice. MD Labor's commitment to innovative practices includes funds for expanded Registered Apprenticeship activities.

If you wish to file an appeal, please submit a request within 14 calendar days from the notice of denial. The appeal must be emailed to dlmatpapprenticeshipandtraining-labor@maryland.gov and: (1) be in writing and state the grounds for the appeal; and, (2) state the reasons why the appellant should be approved. MD Labor DWDAL Assistant Secretary will consider all appeals and provide written response to the applicant within 14 calendar days of appeal receipt.

Thank you for your interest in the *Related Instruction Reimbursement Program*. Should you have additional questions or concerns, please contact me at 410.767.2995 or Lloyd.day@maryland.gov.

Sincerely,

Chris MacLarion
Director, Apprenticeship and Training
Maryland Department of Labor

Competitive Grant Proposal (CGP)

Apprenticeship Innovation Fund (AIF) 2.0

Maryland Department of Labor

Issue Date May 15, 2020

Proposal Due Date June 15, 2020

KEY INFORMATION SUMMARY SHEET

STATE OF MARYLAND
Competitive Grant Proposal
Apprenticeship Innovation Fund (AIF) 2.0

Purpose:	To develop and scale larger Registered Apprenticeship programs.
Issue Date:	**May 15, 2020**
CGP Issuing Office:	Maryland Department of Labor (MD Labor) Division of Workforce Development and Adult Learning
Submission To:	Maryland Department of Labor Division of Workforce Development and Adult Learning 1100 North Eutaw Street, Room 209 Baltimore, MD 21201 **Or** email to dlmatpapprenticeshipandtraining-labor@maryland.gov
Attention:	Christopher MacLarion, Director of Apprenticeship and Training
Webinar Dates:	Application Webinar: **May 22, 2020, 10:00 – 11:00 AM** **Email jeffrey.smith1@maryland.gov to register**
Proposals Due:	**June 15, 2020, 5:00 PM (Eastern Time)**
Application Size	Application Proposal Narratives are limited to 20 pages. If application is sent by email, Applicant should be aware that submission inbox has a 20 megabyte limit.
Selection Announcement:	**June 29, 2020**
Funding Available:	MD Labor will consider up to $250,000 per project to a minimum of seven separate entities, up to the discretion of the Department.
Period of Performance:	Start date of **June 30, 2020**. End date of **April 30, 2022.**
Eligibility:	All for-profit, private sector businesses; non-profit organizations; labor organizations; industry associations; local and regional economic development entities; public sector organizations; local governments; Registered Apprenticeship sponsors; Local Workforce Development Areas; and institutions of secondary and postsecondary education in the State of Maryland.
MD Labor Contact:	dlmatpapprenticeshipandtraining-labor@maryland.gov

Section 1 – General Information

I. Summary Statement

The purpose of this Competitive Grant Proposal (CGP) is to seek innovative proposals from eligible entities for the purpose of:

A. Registering a Group Joint or Group Non-Joint Registered Apprenticeship,
B. Scaling an existing Registered Apprenticeship program,
C. Register a new single business Registered Apprenticeship, or
D. Allowing a Local Area to work with one or more existing Registered Apprenticeship programs to expand their number of Registered Apprentices.

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 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. By design, the workforce system established under WIOA is integrated to help both businesses and jobseekers. WIOA envisions connecting businesses with jobseekers, 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 jobseekers through establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy. WIOA places an emphasis on serving individuals with barriers to employment that hinder them from entering into a fulfilling and meaningful career.

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 earnings, and emphasis on partnerships, make it an effective strategy to meet workforce system goals. Additionally, the outcomes attained by apprentices and graduates of Registered Apprenticeship programs can lead to strong WIOA performance results. Adopting Registered Apprenticeship as a workforce strategy can help advance the goals of WIOA.

The Division of Workforce Development and Adult Learning (DWDAL) at the Department of Labor (MD Labor) will administer this award on behalf of the State of Maryland. MD Labor has agreed to administrative responsibilities, including the oversight of a competitive process to award funding. MD Labor's commitment to innovative practices includes funds for expanding Registered Apprenticeship in the State of Maryland.

II. Funding

This award is based on reimbursable funding as performance benchmarks are met. Funds are reimbursed after the Awardee provides an invoice with documentation of the work that has been completed. Funding for these projects will be available for 2 years beginning on **June 30, 2020**.

III. Office of Workforce Development

Prior to the award of this opportunity, all questions, correspondences, etc. of this CGP are to be sent to dlmatpapprenticeshipandtraining-labor@maryland.gov.

The Department may change the MD Labor Program Manager at any time by written notice to the Awardee.

IV. Revisions to the CGP

If it becomes necessary to revise this CGP before the due date for proposals, amendments will be provided to all prospective Applicants who were sent this CGP or otherwise are known by the Program Manager to have obtained this CGP. Amendments made after the due date for proposals will be sent only to those Applicants who submitted a timely proposal and remain under consideration for award as of the issue date of the amendment.

Acknowledgment of the receipt of all amendments to this CGP issued before the proposal due date shall accompany the Applicant's proposal in the Transmittal Letter accompanying the Technical Proposal submittal. Acknowledgement of the receipt of amendments to the CGP issued after the proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Applicant from complying with all terms of any such amendment.

V. Proposal Webinar Dates

MD Labor will host a webinar to review the application process and answer Applicants' questions. This webinar will take place on **May 22, 2020, 10:00 – 11:00 AM. Email Jeffrey Smith at jeffrey.smith1@maryland.gov to register for this webinar.**

VI. Proposals Due Date

MD Labor must receive an original mail or electronic copy of the proposal at the address or email address listed below, no later than **5:00 PM (Eastern Time)** on **June 15, 2020** in order to be considered.

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 **Or** email to dlmatpapprenticeshipandtraining-labor@maryland.gov

Requests for extension of the closing date or time shall not be granted. Applicants mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Program

Manager. Proposals received by the Program Manager after the due date, **5:00 PM (Eastern Time)** on **June 15, 2020**, shall not be considered.

VII. Amendments, Cancellations, and Discussions

The State reserves the right to amend or cancel this CGP; accept or reject any and all proposals, in whole or in part, received in response to this CGP; to waive or permit cure of minor irregularities; and to conduct discussions with all qualified or potentially qualified Applicants in any manner necessary to serve the best interests of the State of Maryland. The State also reserves the right, in its sole discretion, to grant an award based upon the written proposals received without prior discussions or negotiations.

VIII. Oral Presentation

Applicants may be required to make oral presentations to MD Labor representatives in an effort to clarify information contained in their proposals. Significant representations made by an Applicant during the oral presentation must be put into writing. All such written representations will become part of the Applicant's proposal and are binding if the Award is granted. The Program Manager shall notify Applicants of the time and place of oral presentations.

IX. Applicant Responsibilities

The selected Applicant shall be responsible for rendering services as required by this CGP. Subcontractors or sub-grantees shall be identified and a complete description of their role relative to the proposal shall be included in the Applicant's proposal. The Applicant is responsible for ensuring that the subcontractor or sub-grantee is aware of the terms and conditions of the sub-award and has fully agreed to comply with the terms and conditions. The Applicant will be responsible to the Awardee for any breaches of the terms and conditions by its subcontractors or sub-grantees.

X. Award

By submitting an offer in response to this CGP, an Applicant, if selected for award, shall be deemed to have accepted the terms of the CGP and of the award.

XI. Compliance with Laws / Arrearages

By submitting a proposal in response to this CGP, the Applicant, if selected for award, agrees that it will comply with all federal, State and local laws applicable to its activities and obligations under the award.

By submitting a response to this CGP, each Applicant represents that it is not in arrears in the payment of any obligations due and owing the State of Maryland, including the payment of taxes

and employee benefits, and that it shall not become so in arrears during the term of the award if selected for award.

This CGP and subsequent awards are subject to the Uniform Guidance Terms and Conditions.

XII. Living Wage Requirements

A solicitation for services under a State contract valued at $100,000 or more may be subject to Title 18, State Finance and Procurement Article, Annotated Code of Maryland.

Detailed information and reporting obligations may be found by going to the following MD Labor Website: http://labor.maryland.gov/labor/prev/livingwage.shtml

Awardees and Sub-grantees subject to the Living Wage Law shall pay each covered employee at least the minimum amount set by law for the applicable Tier Area, subject to an annual adjustment [*increase or decrease*]. The specific Living Wage rate is determined by whether a majority of services take place in a Tier 1 Area or Tier 2 Area of the State. The Tier 1 Area includes Montgomery, Prince George's, Howard, Anne Arundel, and Baltimore Counties, and Baltimore City. The Tier 2 Area includes any county in the State not included in the Tier 1 Area. In the event that the employees who perform the services are not located in the State, the head of the unit responsible for a State contract pursuant to §18-102 (d) shall assign the tier based upon where the recipients of the services are located.

NOTE: Whereas the Living Wage may change annually, the Award may not be changed because of a Living Wage change.

XIII. Drug and Alcohol Free Workplace

The Awardee warrants that they will comply with COMAR 21.11.08 Drug and Alcohol Free Workplace, and that they shall remain in compliance through the term of this Agreement.

XIV. Fair Practices Certification

The Awardee must certify that they prohibit, and covenant that they will continue to prohibit, discrimination on the basis of (i) political or religious opinion or affiliation, marital status, sexual orientation, gender identification or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

XV. Assurance of Nondiscrimination and Equal Opportunity in USDOL-Funded Agreements

If services provided under this award are funded in whole or in part with monies received from the U.S. Department of Labor, the Awardee specifically agree that they will comply fully with the non-discrimination and equal opportunity provisions and Terms and Conditions of the Workforce

Innovation and Opportunity Act of 2014, the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights of 1964 as amended; the Americans With Disabilities Act; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 C.F.R. part 38.

Section 2 – Scope of Work

I. Introduction

The Division of Workforce Development and Adult Learning (DWDAL) of the Maryland Department of Labor (MD Labor) is seeking applications develop and scale larger Registered Apprenticeship programs in the State of Maryland.

Registered Apprenticeship is a proven model of job preparation that combines paid on-the-job training (OJT) with Related Instruction to progressively increase workers' skill levels and wages. Registered Apprenticeship is also 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 jobseekers immediate employment opportunities with sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally-recognized, portable credentials, and their training may often 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. **On-the-Job Training**[1] – Every Registered Apprenticeship program includes structured OJT. 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.
3. **Related Instruction**[2] – Apprentices receive Related Instruction or classroom style training that complements the OJT. This instruction helps refine the technical and academic skills

[1] Also known as "on the job learning" (OJL).
[2] The U.S. Department of Labor now refers to Related Technical Instruction (RTI) as Related Instruction, as seen in the Workforce Innovation and Opportunity Act; Department of Labor Only Final Rule - https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf.

that apply to the job. A community college, technical school or college, an apprenticeship training school, non-profit, community-based organization (CBO), industry, labor organization, business association, or business may offer Related Instruction. The instruction can be provided at various locations, to include: the school, online, or at the work site.

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 included in their career pathway.

Youth Apprenticeship is an "earn and learn" work model available through school systems. This model is for students in 11th and 12th grade, focused on high-growth, high-demand industries. Youth Apprentices receive supervised, structured, OJT 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 a certified employer, while receiving related educational training through their high school. Participating students typically work during the summer after their junior year and during their senior year 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 in employability skills, interpersonal/social skills, and general knowledge of the world of work.

School-to-Apprenticeship allows youth ages 16 or 17 to be registered as apprentices with a Registered Apprenticeship Sponsor prior to graduation (with the consent of the youth's parent or guardian). Youth becoming Registered Apprentices will receive the appropriate Related Instruction while in high school and will begin working part-time to accrue OJT hours, as their schedules allow. Upon high school graduation, these youth will then be full-time Registered Apprentices. All hours of OJT and Related Instruction accrued during high school are part of their required hours to complete the Registered Apprenticeship program.

II. General Provisions and Other Requirements

A. Eligible Applicants include:

1. For-profit, private sector businesses;
2. Non-profit organizations;
3. Labor organizations;
4. Industry associations;
5. Local and regional economic development entities;
6. Public sector organizations;
7. Local governments;
8. Registered Apprenticeship sponsors;
9. Local Areas; and
10. Institutions of secondary and postsecondary education.

B. The Applicant's project must:

1. Expand Registered Apprenticeship in the State of Maryland through one or more of the following strategies:
   a. Register a Group Joint or Group Non-Joint Registered Apprenticeship,
   b. Scale an existing Registered Apprenticeship program,
   c. Register a new single business Registered Apprenticeship, and/or
   d. Allow a Local Workforce Development Area (Local Area) to work with one or more existing Registered Apprenticeship programs to expand the number of apprentices that they have.
2. Demonstrate a strong relationship and commitment from employers from a target industry sector(s).
3. Create a sustainability plan for once award funds are exhausted or the project has ended.

C. The Applicant is encouraged to serve individuals facing barriers to employment, as defined in Maryland's State WIOA Plan and shown on the next page:

Maryland's Target Populations: Individuals with Barriers to Employment
Displaced Homemakers
Eligible migrant and seasonal farmworkers
Ex-offenders
Homeless individuals

Individuals facing substantial cultural barriers
Individuals with disabilities, including youth with disabilities
Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act[3]
Individuals who are English language learners
Individuals who are unemployed, including the long-term unemployed
Individuals who have low levels of literacy
Individuals without a High School Diploma
Low income individuals (including TANF and SNAP recipients)
Native Americans, Alaskan Natives, and Native Hawaiians
Older individuals
Single parents (including single pregnant women and non-custodial parents)
Veterans
Youth who are in or have aged out of the foster care system

D. To be eligible to receive an *AIF 2.0 award*, an Applicant is not required to provide dollar-to-dollar matching of funds. However, Applicants are encouraged to leverage additional resources for the expansion or creation of Registered Apprenticeship programming. Leveraged resources may include braided, blended, or stacked funding from other public, private or philanthropic sources.
E. MD Labor will not fund Applicants who 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.
F. Applicants must have an effective and efficient financial management system that allows for the accurate tracking of award expenditures and obligations by funding source, fund type, cost classification, and budget line item; experienced accounting and/or program staff familiar with federal grants management and reporting; and

[3] This refers to the TANF program. Each State defines lifetime eligibility for TANF. In Maryland, individuals can receive TANF benefits for up to five years. If individuals reach year four and five of receipt of TANF benefits, these individuals become a targeted population according to WIOA, irrespective of the fact that after year five, individuals may continue to receive TANF benefits due to hardship.

financial solvency that allows for award payments on a reimbursement basis for actual costs incurred.

G. Allowable costs include:
    1. Convening partners and sponsors for planning;
    2. Developing curriculum;
    3. Books and training materials;
    4. Initial proficiency testing;
    5. Project management;
    6. Case management;
    7. Funding costs associated with Related Instruction;
    8. Supportive services; and
    9. Activities related to:
        a. Creating a non-traditional Registered Apprenticeship program;
        b. Creating a pathway for adult learners, including English Language Learners, to Registered Apprenticeship;
        c. Creating Registered Apprenticeship programs that attract apprentices who fall into Maryland's WIOA target populations,
        d. Reactivating or modernizing of a previously inactive Registered Apprenticeship program;
        e. Registering a Group Join or Group Non-Joint Registered Apprenticeship;
        f. Scaling an existing Registered Apprenticeship program;
        g. Registering a new single business Registered Apprenticeship; and
        h. Allowing a Local Area to work with one or more existing Registered Apprenticeship programs to expand the number of apprentices that they have.

H. *AIF 2.0* awards are prohibited from directly paying participant wages; however, stipends may be allowable as a supportive service, with approval from MD Labor.

I. MD Labor has established a maximum threshold for training costs ("training caps") for *AIF 2.0* Applicants of up to $250,000 per project. Projects must be completed by April 30, 2022. To the extent allowed under the Apprenticeship Expansion Grant, MD Labor may consider a training proposal that exceeds this cap if extenuating circumstances warrant. Consideration will require additional justification to be submitted by the Applicant, evidencing substantial wage growth and job creation as an outcome of participation in the program.

J. The proposal must:
    1. Describe the process to be utilized for assessment of participant experience, skills, and individual employability development needs and indicate the testing that will be delivered.
    2. Describe which award activity(ies), will be implemented.

3. Describe the process to be utilized for ensuring that data is collected and reported to DWDAL in a timely manner.
4. Develop a business relationship with employers.
5. Identify the targeted industry sector(s) identified.
6. Create a sustainability plan for once award funds are exhausted or the project has ended.
7. Include relevant letters of support and/or commitment (Note: these letters do not count against the proposal page count of 20 pages).

K. The Applicant may provide services in collaboration with a local or regional consortium with the following recommended types of members:
   1. Local Workforce Development Area,
   2. WIOA Title II adult education provider,
   3. Sponsor(s) of Registered Apprenticeship programs,
   4. Representative industry, and
   5. Community Based Organization (CBO) or faith based organization with track record of serving hard-to-serve populations.

L. The Applicant must provide a description of how it will meet the required outcome of registering a minimum of 100 new apprentices.

M. The Applicant must provide a description of how it will meet applicable outcomes relevant to the proposal. MD Labor funds this CGP in an effort to reach the following outcomes, where applicable.
   1. New businesses engaged;
   2. New non-traditional Registered Apprenticeship programs in the state;
   3. New Registered Apprenticeship programs in the state;
   4. Existing Registered Apprenticeship programs expanded;
   5. Registered Apprenticeship programs that engage traditionally underrepresented populations;
   6. Number of services provided to participants;
   7. Increase in Registered Apprentices;
   8. Increase in women who are Registered Apprentices;
   9. Increase in youth (16-24 year olds) who are Registered Apprentices; and
   10. Number of connections to Maryland WIOA workforce system.

N. Supportive services provide financial assistance to participants who would not be able to participate otherwise. Applicants may include funding, in their proposed budget, to offer supportive services to eligible participants with transportation, education or training equipment, uniforms, tools, child or dependent care, stipends, graduation fees, union fees, and clothing for interviews or job fairs. Other supportive services may be allowable with MD Labor's prior approval. All participants must be Registered Apprentices.

O. The use of funds awarded in the CGP is governed by associated Federal regulations, State and Federal directives, and the Federal Office of Management and Budget (OMB) Guidance for Grants and Agreements (Uniform Guidance for Federal Awards 2 CFR Part 200). Funds awarded under this CGP cannot be used to purchase real property or construct buildings. A maximum of 10% of the total project budget will be allowed for administrative costs.

P. Data Collection Requirements

1. After the project is completed, the authorized representative of the business agrees to provide follow-up information on all of the employees participating in Related Instruction including programs/courses successfully completed, certifications/credentials acquire, promotions/wage increases received, etc.
2. MD Labor may require additional reporting information from *AIF 2.0* recipients, beyond the sample monthly program report, upon approval. Awardees must respond to reporting requests within seven calendar days of receipt or forfeit the grant.
3. The Awardee shall ensure that their customer information is properly recorded within timeframes to be determined by DWDAL. DWDAL will provide technical guidance related to data collection, recording, required supporting documentation, and reporting to the service providers during the term of the award.
4. DWDAL will conduct regular programmatic and fiscal monitoring to ensure that activities of its service providers are on target to meet award goals.

Q. Reporting Requirements

1. The Awardee shall submit monthly financial and narrative program progress reports to DWDAL. Templates for these reports will be provided by the DWDAL as an attachment to the formal award.
2. Reports are due by the **Tenth** (10th) day of each month following the month of service during the award period. The chief executive officer of the service provider(s) organization(s) or his/her authorized senior level designee must sign the monthly financial and narrative program progress reports.

R. Invoice Requirements

1. Invoices should be submitted monthly based on current cash needs. Requisitions are to be for actual cash expenditures incurred during the reporting cycle.

III. Award Staffing and Management

The Awardee shall designate a full-time equivalent as an Apprenticeship Coordinator who will be solely dedicated to the project.

Section 3 – Proposal Format

I. Proposals

MD Labor must receive an original mail or electronic copy of the proposal at the address or email address listed below, no later than **5:00 PM (Eastern Time)** on **June 15, 2020** in order to be considered.

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 Or email to dlmatpapprenticeshipandtraining-labor@maryland.gov.

II. Submission

The proposal must include the Competitive Grant Proposal Narrative **(*Attachment A*)**. All sections of the CGP Narrative form must be completed with as much detail as possible, and must include all required partnership letters of commitment. Proposal Narratives must be limited to 20 pages. Applications must include relevant letters of support and/or commitment; the letters do not count against the 20 page limit.

The Applicant must submit a detailed line item budget using the forms provided as ***Attachment B*** for their project's period of performance. Also include either a detailed cost analysis of each line item or a budget narrative that explains the costs reflected in each of the line items. Discuss here any items that need explanation. The budget must reflect the cost per participant. Administration costs may not exceed 10% of program costs.

Match is not required; however, proposals that include committed cash and in-kind match are preferred. Applicants are expected to leverage staff in the completion of this award.

APPRENTICESHIP INNOVATION FUND 2.0

ATTACHMENT A: NARRATIVE APPLICATION

As part of its program funded under the U.S. Department of Labor State Apprenticeship Expansion Grants, the Maryland Department of Labor (MD Labor) has established an *Apprenticeship Innovation Fund (AIF) 2.0* to invest in programs that support and enhance Registered Apprenticeship (RA) expansion strategies. MD Labor's commitment to innovative practices includes funds for expanded Registered Apprenticeship activities.

MD Labor considers the following entities to be eligible for *AIF 2.0* funds:

- For-profit, private sector businesses;
- Non-profit organizations;
- Labor organizations;
- Industry associations;
- Local and regional economic development entities;
- Public sector organizations;
- Local governments;
- Registered Apprenticeship sponsors;
- Local Workforce Development Areas; and
- Institutions of secondary and postsecondary education.

Applicants are encouraged to focus on connecting Maryland's WIOA target populations to Registered Apprenticeship opportunities. To be eligible for participation in the *AIF 2.0*, an applicant is not required to provide dollar-to-dollar matching of funds, but is encouraged to leverage additional resources for the expansion or creation of Registered Apprenticeship programming. Leveraged resources may include braided funding from other public, private or philanthropic sources.

MD Labor will not fund applicants who 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.

Eligible entities must complete the following information for consideration for an award under Maryland's Apprenticeship Innovation Fund. All sections must be addressed for application to be considered.

Note: Use the TAB key to quickly navigate to each field.

Completed applications should be submitted electronically to dlmatpapprenticeshipandtraining-labor@maryland.gov or 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

Applicant must include letters of support as enclosures to the application.

APPLICANT INFORMATION

Organization Name	Employer Identification Number (An EIN is written in the form 00-0000000)	Point of Contact Name	Point of Contact Title
Organization Street Address	City, State ZIP Code	Organization Phone Number	Point of Contact E-Mail Address

Registered Apprenticeship Sponsor Number (if applicable):

PROJECT OVERVIEW

1. Indicate the amount of funds requested, up to a maximum amount of $250,000.00 per project.

2. Indicate the number of Registered Apprentices that will be served, should your proposal be granted funding. All awards must register a minimum of 100 apprentices.

APPLICANT EXPERIENCE

3. Provide a brief profile of the applying organization, highlighting any previous experience related to Registered Apprenticeships. If none, please state N/A. (length not to exceed 650 words)

Provide a brief profile of any partner organization(s), highlighting any previous experience related to Registered Apprenticeships. If none, please state N/A. (length not to exceed 325 words)

DESCRIPTION OF PROPOSED USE OF AIF 2.0

4. Describe your organization's proposed plan for use of *AIF 2.0* funding. Include a description of the Related Instruction, skills, and/or processes that are included as part of the proposed activities. If non-traditional occupations are a focus area, please be sure to note this and provide details. (length not to exceed 1,000 words)

5. If applicable, indicate the number of new Registered Apprenticeship programs developed under your proposal and provide a description of each program. If applicable, indicate the number of Registered Apprenticeship programs reactivated under your proposal and provide a description of each program. (length not to exceed 650 words)

6. Provide a brief overview of the individuals to be served through your organization's proposed activities. If historically underrepresented populations are being served, please indicate which ones and what approach is being used for recruitment/retention. (length not to exceed 650 words)

Please contact dlmatpapprenticeshipandtraining-labor@maryland.gov if you have questions about this form.

OVERVIEW OF PROGRAM COSTS

7. Provide a detailed itemized list of ALL costs associated with your program proposal. This list must account for the full amount of the funds requested by your organization, as indicated in Item #1 above. **Amount of funds requests should not exceed $250,000.**

NOTE: AIF 2.0 funds are prohibited from directly paying participant wages; however, stipends may be allowable as a supportive service, with approval from MD Labor. Awards must register a minimum of 100 apprentices.

8. Provide a detailed listing of all leveraged resources that are helping to support your organization's proposal. These may include: organizational staff salaries, program administrative costs, etc.

PROJECT TIMELINE

9. Describe the estimated timeframes for all of the proposed project's key activities. Indicate project START and END dates clearly within this timeline. All projects must conclude by **4/30/2022.**

OVERVIEW OF PROGRAM DELIVERABLES

10. Please provide a detailed description on how the activities proposed by your organization will enhance the use, availability, and effectiveness of Registered Apprenticeship programs. (length not to exceed 750 words)

11. Please provide a description of how your organization's proposal supports diversity of Maryland's Registered Apprenticeship program. (length not to exceed 750 words)

SUSTAINING THE EFFORT

12. When funds awarded under the *AIF 2.0* are exhausted or the project has ended, how will the efforts initiated under your proposal be sustained? (length not to exceed 500 words)

13. On behalf of _____, I affirm and attest that our organization is not under investigation by any federal, State or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.

Please contact dlmatpapprenticeshipandtraining-labor@maryland.gov if you have questions about this form.

Attachment B

MD LABOR DWDAL
Apprenticeship Innovation Fund (AIF) 2.0
Budget Detail - (Please Provide Beginning Date) through (Please Provide Ending Date)

Total Budget by Expenditure Category						
		Annual Salary	Percent Time Spent			TOTAL COST charged to the grant
A	Personnel (add rows if needed): Position Title:					
	Total					$ -
B	Fringe Benefits ENTER Fringe Benefits % in Column C 35%					$ -
C	Travel - conference/out-of-town Item					
	Total					$ -
D	Supplies Item					
	Total					$ -
E	Equipment Item					
	Total					$ -
F	Contractual Item					
	Total				0	$ -
G	Training Item					
	Total				0	$ -
H.	Other Item					
	Total				0	$ -
	Subtotal				0	$ -
I.	Admin Cost ENTER Admin. Cost % in Column C 10%				0	$ -
	GRANT TOTAL				0	$ -
J.	NUMBER OF PARTICIPANTS:					
	COST PER PARTICIPANT:					#DIV/0!

AIF 2.0 - Budget Detail Instructions (for Excel)

Start Date: Please indicate the date in which you can start the program.

A. Personnel: Please list anyone on your staff whose salaries will be charged against this grant. In addition, please indicate the percentage of time they will be working towards the grant. Also indicate if you are planning on hiring additional staff.

B. Fringe Benefits: Please enter the fringe benefits percentage (percentage of salary) in Column C. The total fringe will calculate automatically in Column H.

C. Travel: Please estimate the cost for the travel needed on behalf of this grant.

D. Supplies: Please indicate the supplies you will need to purchase. Please note that supplies do not include any materials you will need to develop for training. Those should be placed in the training line.

E. Equipment: Please list any equipment you will need to purchase. Equipment is defined in Uniform Guidance 200.33 as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of $5,000 or more.

F. Contractual: Please list any services you will need to contract out to bid. This includes training and

G. Training: Please include any cost of training that will be provided through your staff and NOT contracted out to bid. These costs include any materials or supplies needed to complete that specific

H. Other: Please list any cost pertaining to the grant that does not fit into any of the provided line items, with an explanation.

I. Administrative Cost: Please place your administrative cost percentage in Column C. Administrative costs can not exceed 10% of the total grant amount.

J. Cost Per Participant: Enter the number of participants in Column H. The Cost Per Participant will be automatically calculated in Column H.

Exhibit E
DIVISION OF WORKFORCE DEVELOPMENT
AND ADULT LEARNING
1100 North Eutaw Street, Room 108
Baltimore, MD 21201

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 *Apprenticeship Innovation Fund (AIF) 2.0*. 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 *AIF 2.0* Application.

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 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 *AIF 2.0*.

4) All award funds shall be expended on or before 04/30/2022.

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 *AIF 2.0* for the express purpose of allowing MD Labor to report performance information to the United States Department of Labor. The monthly reporting format is attached.

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 training for a period of no less than three (3) 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. Such approvals, licensing, certifications, and compliance include, but are not limited to, the laws, regulations, and policies of:

    i) Maryland Unemployment Insurance;
    ii) Maryland Occupational Safety and Health (*MOSH*);
    iii) Maryland Apprenticeship and Training Council; and
    iv) The Comptroller of Maryland.

11) You certify that all necessary approvals for the commencement of the *AIF 2.0* project 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 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.

g) You will comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, and credit practices, including:

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; and
iv) Maryland Annotated Code, State Government Article, § 20-601 *et seq.*

h) 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.

i) 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, and 42 U.S.C. §503.

j) You certify that no part of the sub-award funds, no part of the project, and no part of the Property, 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) Liability and Indemnification. Subject to the limitations contained in the Maryland Tort Claims Act, Awardee shall hold harmless and indemnify the Department and the State of Maryland 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, its Subgrantees, or subcontractors under this Sub-Award. This indemnification clause shall not be construed to mean that the Awardee shall indemnify the Department or the State against liability for any losses, damages, claims, suits, actions, liabilities, and/or expenses that are attributable to the sole negligence of the Department or the State or the State's employees. The Department and the State have no obligation to provide legal counsel or defense to the Awardee, its Subgrantees, 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, its Subgrantees, 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. This Section shall survive the term of this Agreement.

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) 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.

MD Labor intends to make available to the public certain information regarding the Project and the Awardee. In addition, the Department is required to disclose information about the Project to the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, 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 Project; 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 Project, 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. If an objection is received, the Department will notify Awardee if a request is received pursuant to the Public Information Act and will review the listed objections to make a determination if disclosure is required by law.

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,

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

Enclosure – *AIF 2.0*

Sub-Award Information

Awardee Name	
Awardee DUNS Number	**Federal Taxpayer ID#**
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 Awardee	
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-recipient's Approved Indirect Cost Rate	N/A

IN WITNESS WHEREOF, the undersigned have executed this to the Sub-Award 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)
James E. Rzepkowski

_____
Date Executed on behalf of Department

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

Dear Mr./Ms.:

The Maryland Department of Labor's (MD Labor's) Division of Workforce Development and Adult Learning (DWDAL) has denied your request for funds under the *Apprenticeship Innovation Fund (AIF) 2.0*. The reason for denial is

_____.

Though we are denying your current application, our office can assist you with your application to create an opportunity that meets the parameters of the grant. Should you wish to have additional assistance please do not hesitate to contact us.

Through this *Apprenticeship Expansion Sub-Award*, MD Labor invests in sustainable programs that support and engage in Registered Apprenticeship expansion strategies. The *Apprenticeship Expansion Sub-Award* is a competitive sub-award fund intended to scale, diversify, and register new programs, so as to expand the reach of Registered Apprenticeship programs in Maryland. MD Labor's commitment to innovative practices includes funds for expanded Registered Apprenticeship activities.

If you wish to file an appeal, please submit a request within 14 calendar days from the notice of denial. The appeal must be emailed to dlmatpapprenticeshipandtraining-labor@maryland.gov and: (1) be in writing and state the grounds for the appeal; and, (2) state the reasons why the appellant should be approved. MD Labor DWDAL Assistant Secretary will consider all appeals and provide written response to the applicant within 14 calendar days of appeal receipt.

Thank you for your interest in the *Apprenticeship Expansion Sub-Award*. Should you have additional questions or concerns, please contact me at 410.767.2995 or Lloyd.day@maryland.gov.

Sincerely,

Chris MacLarion
Director, Apprenticeship and Training
Maryland Department of Labor

Exhibit G

Maryland
DEPARTMENT OF LABOR

Apprenticeship Innovation Fund (AIF) 2.0

MONTHLY FISCAL REPORT and INVOICE TEMPLATE

SECTION A. FINANCIAL REPORT

Award #: XXX___ Awardee: _____ Month Ending: XXXXXX 20XX

Please complete the blue shaded areas.

SUMMARY OF EXPENDITURES				
EXPENDITURES	Approved Budget	Monthly Net (= invoice)	Total Accrued Expenditures (cumulative amount)	Variance (over/under budget)
Staff Salary/Wages				
Staff Fringes				
Contractual				
Other/Indirect/Admin				
Total Expenditures and Monthly Invoice Amount				

Unliquidated Obligations	n/a	n/a		n/a
Total Obligation (sum of expenditures and unliquidated obligations)	n/a	n/a		n/a

SUMMARY OF RECEIPTS				
Total Cash Received	n/a	n/a		n/a
Total Cash Disbursements	n/a	n/a		n/a

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

Authorized Signature: Date

Print Name and Title: Telephone #

PLEASE E-MAIL THE COMPLETED AND SIGNED MONTHLY REPORT TO:
Christopher.maclarion@maryland.gov
The report is due on the 10th of each month.

SECTION B. MONTHLY INVOICE

INVOICE

Remit To:

Company Name
Address
Address

Award # XXX-FYXX-
Award Amount:
Invoice No.:
Invoice Date:

Bill To:

Maryland Department of Labor
AIF 2.0
1100 N Eutaw Street, Room 209
Attn: Christopher MacLarion
Baltimore, Maryland 21201

Description	Amount

TOTAL Due

Authorized Signature

Date

Printed Name

Date

Exhibit H

Apprenticeship Innovation Fund (AIF) 2.0

MONTHLY PROGRAM REPORT

Month Ending: XXXXXX 20XX Awardee:

SECTION A. PROGRAM REPORT

Award Narrative:

Briefly describe your Award and the activities being performed:

Participant/Activity Category	New Activity	Cumulative Activity to Date	Comments
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 On-the-Job Training (OJT) programs (as part of RA programs only)[1]			
Total number of Related Instruction (RTI) programs[2]			
Total number of Supportive Services[3]			
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			

[1] Every Registered Apprenticeship program includes structured OJT. 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.

[2] Apprentices receive Related Instruction or classroom style training that complements the OJT. 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.

[3] 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.

Total number of new competency-based RA programs			
Total number of new hybrid RA programs			
Total number of existing RA programs expanded			
TOTAL PARTICIPANTS			

The below fields are mandatory and a narrative must be supplied;

I. Summary of "Best Practices" or "What's Working" –

II. Summary of Issues, Challenges, & Concerns –

III. Summary of Award Activities: (Ex. Engaged employers, Registered Programs, Registered New Apprentices, Under-represented populations connected to Registered Apprenticeships)

IV. Narrative Describing Program or Participant Success Stories –

V. Technical Assistance Needs (If Any) –