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

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

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

SUBJECT: One Baltimore for Jobs (1B4J)

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

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

EXPIRATION: December 31, 2017

QUESTIONS:
Lloyd Day
Director, Office of Workforce Development
410.767.2995
lloyd.day@maryland.gov

Chris MacLarion
Project Manager, DWDAL
410-767-3969
christopher.maclarion@maryland.gov

Erin Roth
Director of Policy, DWDAL
410.767.5870
erin.roth@maryland.gov

*****
# TABLE OF CONTENTS

One Baltimore for Jobs (1B4J) Initiative

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANCELLATION</td>
<td>page 3</td>
</tr>
<tr>
<td>GENERAL INFORMATION</td>
<td>page 4</td>
</tr>
<tr>
<td>1B4J PARTICIPATION: JOB SEEKERS &amp; BUSINESSES</td>
<td>pages 4-6</td>
</tr>
<tr>
<td>1. Target Participants</td>
<td>pages 4-5</td>
</tr>
<tr>
<td>2. Priority of Service</td>
<td>page 5</td>
</tr>
<tr>
<td>3. Participant Outreach Methods</td>
<td>page 5</td>
</tr>
<tr>
<td>4. Target Employers &amp; Outreach</td>
<td>pages 5-6</td>
</tr>
<tr>
<td>TRAINING &amp; BARRIER REMOVAL</td>
<td>page 7</td>
</tr>
<tr>
<td>1. Training</td>
<td>page 7</td>
</tr>
<tr>
<td>2. Barrier Removal</td>
<td>page 7</td>
</tr>
<tr>
<td>PERFORMANCE &amp; THE MARYLAND WORKFORCE EXCHANGE (MWE)</td>
<td>page 8</td>
</tr>
<tr>
<td>1. Performance Outcome Expectations</td>
<td>page 8</td>
</tr>
<tr>
<td>2. Performance Tracking</td>
<td>page 8</td>
</tr>
<tr>
<td>3. Program Co-Enrollment</td>
<td>page 8</td>
</tr>
<tr>
<td>REPORTING</td>
<td>page 9</td>
</tr>
<tr>
<td>1. MOED Fiscal Reporting</td>
<td>page 9</td>
</tr>
<tr>
<td>2. MOED Administrative Reporting</td>
<td>page 9</td>
</tr>
<tr>
<td>MONITORING</td>
<td>page 10</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>page 11</td>
</tr>
<tr>
<td>1. Regulation</td>
<td>page 11</td>
</tr>
<tr>
<td>2. U.S. Department of Labor Guidance</td>
<td>page 11</td>
</tr>
<tr>
<td>3. Other References</td>
<td>page 11</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td>pages 12-36</td>
</tr>
<tr>
<td>1. Attachment A – Baltimore City Poverty Rates</td>
<td>page 13</td>
</tr>
<tr>
<td>2. Attachment B – MWE Instructions for the 1B4J Initiative</td>
<td>pages 14-33</td>
</tr>
<tr>
<td>3. Attachment C – Sample of Fiscal Reporting Template</td>
<td>page 34</td>
</tr>
<tr>
<td>4. Attachment D – Sample of Administrative Reporting Template</td>
<td>pages 35-36</td>
</tr>
</tbody>
</table>
CANCELLATION

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

GENERAL INFORMATION

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

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

1. **Increase Access to Occupational Skills** via training in high-growth sectors of Baltimore’s economy, including healthcare, construction, technology, manufacturing, and transportation and logistics;

2. **Reduce Barriers to Employment & Training** by focusing on obstacles that currently deter many City residents, including: lack of educational background, struggles with deteriorating mental health, and barriers related to criminal backgrounds.

3. **Support Community Based Projects & Establish Linkages with Career Opportunities** through developing workforce opportunities, offering career support, and partnering with local philanthropy to help expand efforts and ensure long-term success.

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

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

\(^1\) MOED is the Local Workforce Development Area (LWDA) for Baltimore City.
1B4J PARTICIPATION: JOB SEEKERS & BUSINESSES

TARGET PARTICIPANTS

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

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

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

Priority of Service

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

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

<table>
<thead>
<tr>
<th>Examples of Priority Neighborhoods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abell</td>
</tr>
<tr>
<td>Armistead Gardens</td>
</tr>
<tr>
<td>Baltimore Highlands</td>
</tr>
<tr>
<td>Barclay</td>
</tr>
<tr>
<td>Belair-Edison</td>
</tr>
<tr>
<td>Berea</td>
</tr>
<tr>
<td>Better Waverly</td>
</tr>
<tr>
<td>Broadway East</td>
</tr>
<tr>
<td>Brooklyn</td>
</tr>
<tr>
<td>Carroll-South Hilton</td>
</tr>
<tr>
<td>Carrollton Ridge</td>
</tr>
<tr>
<td>Central Park Heights</td>
</tr>
<tr>
<td>Coldstream-Homestead-Montebello</td>
</tr>
<tr>
<td>Charles North</td>
</tr>
<tr>
<td>Charles Village</td>
</tr>
<tr>
<td>Cherry Hill</td>
</tr>
<tr>
<td>Druid Heights</td>
</tr>
<tr>
<td>Dunbar-Broadway</td>
</tr>
<tr>
<td>East Baltimore Midway</td>
</tr>
</tbody>
</table>

Source: Baltimore City Mayor’s Office of Employment Development
PARTICIPANT OUTREACH METHODS

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

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

TARGET EMPLOYERS & OUTREACH

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

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

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

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

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

TRAINING

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

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

BARRIER REMOVAL

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

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

MOED must ensure that 1B4J vendors follow applicable supportive service policies on submission procedures and payment issuance. MOED must also ensure that approval forms, receipts and supporting documentation are available for review.
PERFORMANCE & THE MARYLAND WORKFORCE EXCHANGE (MWE)

PERFORMANCE OUTCOME EXPECTATIONS

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

<table>
<thead>
<tr>
<th>1B4J Initiative - Performance Outcome Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1. Number of participants to be enrolled</td>
</tr>
<tr>
<td>2. Number of participants receiving industry-recognized training</td>
</tr>
<tr>
<td>3. Number of participants receiving an industry-recognized credential</td>
</tr>
<tr>
<td>4. Number of participants placed into unsubsidized employment</td>
</tr>
<tr>
<td>5. Average hourly wage at placement</td>
</tr>
<tr>
<td>6. Number of participants retaining unsubsidized employment for 60 days after placement</td>
</tr>
</tbody>
</table>

PERFORMANCE TRACKING

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

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

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

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

Program Co-Enrollment

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

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

MOED FISCAL REPORTING

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

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

MOED ADMINISTRATIVE REPORTING

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

Chris MacLarion
Project Manager, DWDAL
410.767.3969
Christopher.maclarion@maryland.gov

Lloyd Day
Director of Workforce Development DWDAL
410.767.2995
Lloyd.day@maryland.gov

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

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

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

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

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

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

REGULATION

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

U.S. DEPARTMENT OF LABOR GUIDANCE

- Training and Employment Guidance Letter (TEGL) 3-14, Implementing a Job-Drive Workforce System, dated July 30, 2014;

OTHER REFERENCES

ATTACHMENTS

Attachment A – Baltimore City Poverty Rates
Attachment B – MWE Instructions for the 1B4J Initiative
Attachment C – Sample of Fiscal Reporting Template
Attachment D – Sample of Administrative Reporting Template
One Baltimore for Jobs

Poverty Rate in Baltimore

Percent of People in Poverty

- Under 10%
- 10% - 20%
- 21% - 30%
- 31% - 40%
- 41% - 70%

- Zip Code
- Neighborhood Boundaries
- City Parks
- Water

Poverty Data source: 2009-2013 American Community Survey 5-Year Estimates, by Census Tract
How to enter the BC One Baltimore for Jobs (1B4J) Grant in to the Maryland Workforce Exchange
Creating a **1B4J** Application

- Assist a Jobseeker
- Go to **Staff Profiles**
- Then pick **Case Management**
- Click on **Programs**
- Click on the + to expand the **Generic Program**
- Finally Click **Create Generic Program** to open a new 1B4J application
Generic Application: The Wizard

- The Wizard will take you through the application.

- * A Red Asterisk indicates mandatory fields such as Application dates, LWDA and Office location

- When is selected the system saves and applies the program rules

- To quit the application, click on Exit Wizard
1B4J Application: 4 Steps To Completing A Generic Application

Please note there are 4 steps to completing the 1B4J Application, steps include:

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

- Complete all mandatory fields

For Meets Program Eligibility, select BC-One Baltimore For Jobs
# Contact Information

- Complete all mandatory fields

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Dan</td>
</tr>
<tr>
<td>M.I.</td>
<td>J</td>
</tr>
<tr>
<td>Last Name</td>
<td>Smth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residential Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1</td>
<td>222 Main Street</td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Reisterstown</td>
</tr>
<tr>
<td>State</td>
<td>Maryland</td>
</tr>
<tr>
<td>Zip</td>
<td>21136</td>
</tr>
<tr>
<td>County / Parish</td>
<td>Baltimore County</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
</tbody>
</table>
Contact Information (Continued)

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

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

- Complete all mandatory fields
- Click to complete 1B4J application

Staff Information

- Staff Attestation:
  - I certify that all the entries made by me are true, complete and accurate, supported by written documentation, which I have in my possession. I have checked the application against the relevant eligibility rules and this individual is eligible for the program selected.
  - Further, I understand that any fraudulent or irregular entries on this document may be punishable by law (U.S. Code - Title 18 - Crimes and Criminal Procedure 665, Theft or Embezzlement from Manpower Funds, Improper Inducement 33, Department of Employment Services)

Staff Position: Staff
Staff Created ID: dookele
Date Created: 10/25/2015
Staff Edited ID: LGoldberg
Date Last Edited: 11/13/2015
Current Case Manager: Case currently Not Assigned to a Case Manager
Previous Case Manager:
Case Note:

Exit Wizard

<< Back Finish Print
One Baltimore for Jobs Application Is Completed

- Generic Programs - 24 Applications

Create Generic Programs

BC One Baltimore for Jobs #2485846, App Date 10/28/2015, Eligibility Date 10/28/2015 (Complete)

Case Manager: None Assigned

Create Activity

- Now that the application is completed and generic program appears, to create an Activity, click Create Activity
Activity Enrollment: General Information

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

- Select an Activity Code by clicking on the link
- Complete all mandatory fields
- Click [Next >>] to proceed
Next is the **Service Provider** screen.

- This tab is **not required** for 1B4J. If you have this information you may fill it out by clicking on the links under each entry.

To proceed to the next section hit **Next >>**

To proceed straight to the “Closure” click on the **Closure Information** tab.
Activity Closure Information

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

- Head back in the Programs under Case Management
- Expand your Newly created 1B4J app
- The activities you created now display in the activities list
- Click “Create Activity” to add additional services
Reporting Information:

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

- Remember that case notes can be added directly from the application and during service assignment.

- MOED may wish to set up a Case Management Group for 1B4J.

- Here is one example of a tracking report:

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

- Remember to list the Actual Start Date for your customer’s activity(s) after you verify they have started.

- Remember to update and/or close your activities. Do not let the system close an activity for you. Good case managers keep track of when services actually end!

- List any Credential received when you close a training activity if available, otherwise enter it in at case closure.
Thank you for your time!

Here are some important emails to remember

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

If you have technical issues or question about creating the 1B4J application
please contact the Help Desk at
wehelp@dllr.state.md.us
| GRANTEE NAME AND ADDRESS: | Mayor's Office of Employment Development  
417 E. Fayette Street, Suite 468  
Baltimore MD 21202 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL FEDERAL FUNDS AVAILABLE</td>
<td>$ 4,899,073.00</td>
</tr>
<tr>
<td>TOTAL CASH RECEIVED</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>TOTAL CASH DISBURSEMENTS</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>TOTAL CASH ON HAND</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>FEDERAL PROGRAM ACCRUED EXPENDITURES</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>FEDERAL ADMIN ACCRUED EXPENDITURES (not to exceed 8% of total award)</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a. Salary</th>
<th>b. Fringe</th>
<th>c. Travel</th>
<th>d. Participant Training</th>
<th>e. Supportive Services</th>
<th>f. OJT training</th>
<th>g. Equipment</th>
<th>h. Supplies</th>
<th>i. Contractual</th>
<th>j. Other *</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>a. Salary</th>
<th>b. Fringe</th>
<th>c. Travel</th>
<th>d. Equipment</th>
<th>e. Supplies</th>
<th>f. OJT training</th>
<th>g. Equipment</th>
<th>h. Supplies</th>
<th>i. Contractual</th>
<th>j. Other *</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

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

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE.
Monthly & Quarterly Reporting Template
*Quarterly Reports should be more substantive and contain a more robust narrative for each Grantees activities for the Quarter.*

DLLR-MOED One Baltimore for Jobs Initiative

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

Performance Update:

<table>
<thead>
<tr>
<th>Chart 1 – Performance Numbers – Cumulative To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure</td>
</tr>
<tr>
<td>Total # - Participants Enrolled</td>
</tr>
<tr>
<td>Total # - Participants Receiving Industry Recognized Training</td>
</tr>
<tr>
<td>Total # - Participants Receiving and Industry Recognized Credential</td>
</tr>
<tr>
<td>Total # - Participants Placed into Unsubsidized Employment</td>
</tr>
<tr>
<td>Average Wage at Initial Placement</td>
</tr>
<tr>
<td>Total # - Participants retaining unsubsidized employment for 60 days after placement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chart 2 – Performance Numbers – Segmented By Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>11</td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>14</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>16</td>
</tr>
<tr>
<td>17</td>
</tr>
<tr>
<td>18</td>
</tr>
</tbody>
</table>
Key (Chart 2)

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

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

<table>
<thead>
<tr>
<th>Pilot</th>
<th>Total # Served (Month)</th>
<th>Total # Served (Cumulative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Partner(s) TBD]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[MD DHR Partnership]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Maryland Legal Services Corp. Partnership]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Baltimore City Dept. of Health &amp; BHSB Partnership]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Narrative

Performance Notes & General Project Updates
*Include Best Practices & Challenges*
ONE BALTIMORE FOR JOBS (1B4J) GRANT PROGRAM
MONTHLY PERFORMANCE NARRATIVE REPORT

Reporting period: ________________  Date Report Submitted: ________________

1B4J Grant Identifying Information
Grant Awardee Name: Maryland Department of Labor, Licensing and Regulation
Grant Number: MI-27399-15-60-A-24
Grant Award Amount: $5,000,000
Period of Performance: July 1, 2015 through December 31, 2017

1B4J Grantee Contact Information
Contact Person: ____________________________________________________________
Telephone: ______________________________________________________________
Email: ______________________________________________________________________

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

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

1B4J GRANT CHALLENGES
Include information about the roadblocks impacting the project’s progress, as well as the proposed strategies to address them. Summarize any significant issues or problems encountered this quarter and resolution of previous issues and challenges identified in previous quarters. Describe any actions taken or plans for addressing issues. This section should include challenges around:

1) Implementation issues, such as service providers maintaining fidelity to the service delivery design, or participant follow-up;
2) Project implementation, such as issues recruiting eligible participants and data collection and tracking of participants; and/or
3) Partnership building such as issues in the strategic planning and collaboration.
1B4J Grant Monthly Performance Narrative

1B4J GRANT TECHNICAL ASSISTANCE NEEDS
Include any questions or technical assistance requests for DLLR staff, USDOL staff, the evaluator, or others. If grantees have nothing to report, that should be specified. Include requests for technical assistance, such as:

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

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