

## **WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 07-11**

**DATE:** December 7, 2011

**TO:** Local Workforce Investment Act (WIA) Grant Recipients

**SUBJECT:** Regional Base Realignment and Closure (BRAC) National Emergency Grant, MARC Training Response to BRAC: A Regional Training Approach

**REFERENCES:** Workforce Investment Act (WIA) Section 173 (29 U.S.C. 2918)  
20 CFR Part 671  
Training and Employment Guidance Letter (TEGL) No. 16-03 and 16-03 Change 1-5, "National Emergency Grant Policy Guidance"  
WIFI No. 01-07 and 01-07 Change 1

### **BACKGROUND INFORMATION:**

In 2007 the U.S. Department of Labor (USDOL) made Workforce Investment Act National Emergency Grant (NEG) funding available to assist states with the planning and implementation of workforce development initiatives related to the 2005 Base Realignment and Closure (BRAC). Based on a regional approach, Maryland's Department of Labor, Licensing and Regulation's (DLLR) Division of Workforce Development and Adult Learning (DWDAL) was awarded a \$4 million grant that addressed workforce challenges created by the 2005 BRAC process. Maryland's Program, Workforce ONE Maryland, provided regional BRAC Project Coordinators that facilitated collaborations between partners and coordinated regional workforce development initiatives.

Continuing in the effort to assist those impacted by the 2005 BRAC, the USDOL has awarded the State of Maryland and District of Columbia (DC) a \$7.6 million NEG to implement an integrated approach to help jobseekers navigate the federal hiring process and compete for BRAC jobs and other federal jobs across the region. This collaborative effort titled "FEDirect" will provide an opportunity to leverage resources, expertise and regional relationships that currently exist between Maryland, the District of Columbia, and Virginia.

Within our region, BRAC workforce transitions included both gaining and losing workers. While the District of Columbia faces a net loss in terms of workforce, Maryland will be the recipient of these and other BRAC impacted workers.

To address this dual need a diverse range of services are provided by this grant. These services include:

- Job Readiness activities including
  - Federal application assistance workshops
  - Preparing for Security clearance application
- Continue training efforts for veterans and other job seekers
- Resume assistance
- Training for professional certification programs
- Career assessment and counseling
- Job Placement and Retention services

Seven Maryland Project Operators and the Department of Employment Services (DOES), who will act as Project Operator for the District of Columbia, will receive NEG funding. Virginia will participate via a Regional Training Agreement that has been in place for the past year between Maryland and the District. However, they are not requesting funding under this grant. The Maryland Project Operators are:

- Anne Arundel Workforce Development Corporation
- Baltimore City, Mayor's Office of Employment Development
- Mid Maryland Workforce Investment Board
- Montgomery County, Division of Workforce Services
- Prince George's Economic Development Corporation, Workforce Services Division
- Tri-County Council for Southern Maryland
- Susquehanna Workforce Network

## **PERFORMANCE AND REPORTING GUIDELINES:**

### **ELIGIBLE PARTICIPANTS:**

Participants in projects funded with these BRAC NEGs include transitioning workers and family members, veterans, dislocated workers, unemployed workers, the emerging workforce, and local businesses in BRAC direct and indirect jobs. These populations may also qualify under programs such as WIA Dislocated or WIA Adult.

### **Maryland Workforce Exchange (MWE) Procedures for Tracking the National Emergency Grant BRAC:**

To satisfy statutory and regulatory recordkeeping and reporting requirements, DWDAL must report characteristics, services received, and outcomes of participants served with WIA funds, including the BRAC NEG. Such information is critical to determine the success of these investments.

To track performance and participation of the BRAC NEG, customers must be enrolled in the MWE system. The customer must be made a participant, by enrolling them in the NEG program. As part of the enrollment process it is mandatory to enter the NEG/ BRAC project ID. Additionally, all NEG/ BRAC participants may be co-enrolled in the WIA Programs. A BRAC service must be entered into MWE by selecting the "BRAC NEG" option from the statewide grants menu. All co-enrolled participants will count in the WIA performance measures after program exit.

**ACTION TO BE  
TAKEN:**

Local WIA Grant Recipients have been advised under separate correspondence regarding their Program Year 2011-2012 grant award amounts and available funding period. These grant awards will include funding for salary, fringe benefits, travel, supplies, equipment, training and administration. Grant recipients will need to submit 2 signed signature sheets, a brief narrative, and budget (DLLR will provide) as soon as possible for a transfer of funds. The funding period is through 12/31/2012 with possible continued funding depending upon performance.

Local WIA Grant Recipients should proceed with the hiring process for grant staff as soon as possible. Ideally, Local WIA Grant Recipients should interview and hire their grant staff within thirty (30) days. Local WIA Grant Recipients may hire new staff, utilize/promote current staff or contract with a consultant to fill their Coordinator position.

Though standard WIA regulations apply, the project focus is on dislocated workers and the unemployed. Youth and incumbent workers will not be served in this grant.

Project Operators are required to submit monthly Status Reports for all program activity, including financial reporting of Administrative and Program costs (see Attachments A and B). Monthly status reports must be received by DLLR no later than the 10<sup>th</sup> of the month following the month of reported activity.

Please forward completed reports to the attention of:

Fiscal (Attachment A)

Doreen Shahan  
Fiscal Specialist  
1100 North Eutaw, Room 209  
Baltimore, MD 21201

Programmatic (Attachment B)

Frank Skinner  
Program Manager  
1100 North Eutaw, Room 209  
Baltimore, MD 21201

**CONTACT:** Grace Fendlay (410) 767-0044 or [gfendlay@dllr.state.md.us](mailto:gfendlay@dllr.state.md.us)

**EFFECTIVE:** December 1, 2011

Paulette Francois  
Assistant Secretary  
Division of Workforce Development  
and Adult Learning

Attachment A

**MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION  
DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING  
WORKFORCE INVESTMENT ACT(WIA)  
BRAC MONTHLY STATUS REPORT**

GRANT NUMBER:	
GRANT TITLE:	BRAC
REPORT PERIOD:	
GRANTEE NAME AND ADDRESS:	

TOTAL FEDERAL FUNDS AVAILABLE	\$ <u>0.00</u>
TOTAL CASH RECEIVED	\$ <u>0.00</u>
TOTAL CASH DISBURSEMENTS	\$ <u>0.00</u>
TOTAL CASH ON HAND	\$ <u>0.00</u>
TOTAL FEDERAL ACCRUED EXPENDITURES	\$ <u>0.00</u>
FEDERAL PROGRAM ACCRUED EXPENDITURES	\$ <u>0.00</u>
FEDERAL ADMIN ACCRUED EXPENDITURES	\$ <u>0.00</u>
TOTAL FEDERAL CASH EXPENDITURES	\$ <u>0.00</u>

	Admin Accrued Expenditures	Prgm Accrued Expenditures	Total Accrued Expenditures
a. Salary	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>
b. Fringe	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>
c. Travel	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>
d. Training	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>
e. Equipment	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>
f. Supplies	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>
g. Contractual	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>
h. Other *	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>

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

TOTAL PROGRAM UNLIQUIDATED OBLIGATIONS	\$ <u>0.00</u>
TOTAL ADMIN UNLIQUIDATED OBLIGATIONS	\$ <u>0.00</u>
TOTAL FEDERAL UNLIQUIDATED OBLIGATIONS	\$ <u>0.00</u>
TOTAL FEDERAL OBLIGATIONS	\$ <u>0.00</u>
PROGRAM INCOME EARNED	\$ <u>0.00</u>
PROGRAM INCOME EXPENDED	\$ <u>0.00</u>
TOTAL OTHER FEDERAL FUNDS EXPENDED (LEVERAGED)	\$ <u>0.00</u>
LOCAL STAND-IN COSTS	\$ <u>0.00</u>

REMARKS:

Please provide remarks for item "h" above.

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE.

\_\_\_\_\_  
SIGNATURE AND TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TELEPHONE#

**Attachment B**

**BRAC NEG MONTHLY REPORT**

BRAC Project Manager:

Month ending:

Workforce Area:

<b>Participant Category</b>	<b>New Activity</b>	<b>Year To Date Activity</b>	<b>Comments</b>
#of participants screened for eligibility determination			
# of participants deemed "eligible" for BRAC			
# of Participants receiving Intensive Services			
# Enrolled In NEG-Funded Training			
# Receiving NEG-Funded Supportive Services			
#Receiving Needs-Related Payments			
# of Participants Exited			
# of Participants Entering Employment At Exit			
# Entered into BRAC Related Employment at Exit			
<b>Total Participants</b>			

Narrative: (Summary of "Best Practices" or "What's Working") - required

Narrative: (Issues, Challenges & Concerns) - required