



**Montgomery County Division of Workforce Services
Policy Memorandum #01-11
Maryland Business Works (MBW) Policy
November 17, 2010**

Date: November 17, 2010
Policy: # 01-FY11

Purpose: To provide MontgomeryWorks WIA staff with policy and procedures for the provision of Maryland Business Works.

I. REFERENCES:

Workforce Investment Field Instructions #14-08
Workforce Investment Field Instruction #10-09, Changes 1 and 2
Workforce Investment Field Instructions #3-03, Changes 1 through 6

II. BACKGROUND:

MBW is a Maryland program to support existing Maryland businesses in the retention and growth of their workforce. The program is for training incumbent workers. MBW projects are employer-based, targeted at specific demand occupations, and require a dollar-for-dollar match from the employer.

III. ACTION:

On behalf of the Montgomery County local workforce investment area, MontgomeryWorks Business Services Team Leader may submit MBW applications to the State of Maryland using the following criteria and process.

A. Eligibility Criteria

1. Maryland companies that operate under the provision of Maryland law.
2. For-profit and non-profit private sector employers.

B. Priority Focus Areas.

1. Businesses with 50 employees or less and/or other industries listed in item 4 below.
2. Preference will be given to projects directed at employees on the lower end of the wage spectrum. The proposed trainee's wage should not exceed \$80,000 per year with the following exceptions:
 - a. If the majority of the employees involved in training are making less than \$80,000 per year, and are involved in the same training, a limited number of additional employees can make over \$80,000 and receive the same training.
 - b. A small company is expanding and can document training will result in significant expansion and/or jobs creation.

3. Montgomery County priority includes Adult Education; English as a Second Language; and/or any training that leads to the worker's acquisition of transferable skills or an industry-recognized certification or credential.
4. Industry Priorities include:
 - a. Health care
 - b. Manufacturing
 - c. Aerospace
 - d. Bioscience
 - e. Construction
 - f. Education
 - g. Finance/Insurance
 - h. Hospitality & Tourism
 - i. Information Technology
 - j. Transportation & Warehousing
 - k. Retail
 - l. Professional/Business Service
 - m. Administrative Services
 - n. Any Green Industry/Occupation

C. Training Requirements

1. Training provided must:
 - a. Increase the occupational skills level of existing workers;
 - b. Be specific to the job of the worker; and
 - c. Relate to the strategic goals and objectives of the company.
2. Needs and costs must be reasonable and clearly related to the project as described in the training plan.

D. Allowable Training Costs

1. Classroom-based training, including training that is designed to meet the specific requirements of a business; college courses that are specific to the individual's job duties are allowable but must not exceed (in total) six months in duration.
2. In-house staff training.
3. Instruction provided by consultants.
4. Books and training materials.
5. Initial proficiency testing (for approved curriculum).

E. Disallowed Costs and Limitations

1. Maryland Business Works' funds may not be used for introductory classes, safety, first aid, or leadership skills.
2. Cost of books and training materials may not exceed the actual training cost.
3. In-house staff training salary may not exceed \$50 /hour.
4. Awards for Sales & Marketing may not exceed \$500.
5. "Soft" training required on an annual basis for recertification will not be approved (i.e. CPR training in hospitals).

6. Conferences and seminars will be capped at 25% or \$300 maximum – (whichever is lower).
7. DLLR has established a \$4,500 funding cap level that may be awarded to a specific trainee for a project or series of projects during the program year. In extenuating circumstances, the MBW review team will consider training proposals that exceed the \$4,500 level but strong documentation must be provided by the local area to support such a request.
8. An employer may receive up to \$50,000 in funding when there is job creation and wage increases as a direct result of MBW funding. Otherwise, employers' annual cap is set at \$30,000.

F. Grant application process

1. At least three weeks before training begins, businesses are to request, complete and submit the Maryland Business Works Application to MontgomeryWorks.
2. Completed applications will then be sent to the Maryland Business Works approval panel at the Maryland Department of Labor, Licensing, and Regulation. If approved, MontgomeryWorks Business Services Representative will send the necessary documentation to business to receive the reimbursement.
3. Once the training is complete, the documentation must be completed and returned to MontgomeryWorks Business Services Representative within 60 days.
4. Documentation includes proof of successful completion of the approved training, proof of payment by the employer for approved training, a request for reimbursement on company letterhead and a completed customer survey.
5. MontgomeryWorks will contact businesses who do not submit documentation within 60 days and inform them if the documentation is not received within 30 days, the business will no longer be eligible for reimbursement.

G. Reporting Requirements

1. MontgomeryWorks is required to track and report the following information regarding trainees and training activities:
 - a. Names and SS#'s of trainees, last 4 digits only are acceptable;
 - b. Type(s) of training programs/courses taken by each individual;
 - c. Training completion information for each individual including the acquisition of a recognized certification, credential and/or other positive outcomes such as promotion/wage increase information);If applicable as part of the business training plan, the LWIA shall document and report the following outcome information:
 - d. Number of trainees receiving job promotions;
 - e. Number of trainees retaining jobs as a result of training program;
 - f. Pre-wage and post-wage information by individual;
 - g. Other jobs created as a result of training program; and
 - h. Other economic benefits of the training program.

H. Exceptions

1. Any exceptions to the above are to be approved by the director of the local workforce investment area.
2. Changes to cost limitations due to reduced grant allocation can be implemented without WIB approval of the changes.

IV. IMPLEMENTATION:

Ongoing

Barbara Kaufmann

Date

Montgomery County Department of Economic Development, Division of Workforce Services