



Maryland Department of Transportation
The Secretary's Office

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Darrell B. Mobley
Acting Secretary

Leif A. Dormsjo
Acting Deputy Secretary

February 11, 2013

The Honorable Edward J. Kasemeyer
Chairman, Senate Budget and Taxation Committee
3W Miller Senate Building
Annapolis MD 21401-1991

The Honorable Thomas M. Middleton
Chairman, Senate Finance Committee
3 East Miller Senate Building
Annapolis MD 21401

The Honorable Norman Conway
Chairman, House Appropriations Committee
131 Lowe House Office Building
Annapolis MD 21401-1991

The Honorable Sheila E. Hixson
Chairman, House Ways and Means Committee
131 House Office Building
Annapolis MD 21401

Dear Chairmen:

Please see the attached report concerning *Highway and Capital Transit Training and Supportive Services Program* which was prepared by the State Highway Administration. This is the first annual report prepared in accordance with House Bill 457, Chapter 664, Acts of 2012 that directs:

“(d) (1) By February 1 of each year, the Department and Board shall submit to the Senate Budget and Taxation Committee, Senate Finance Committee, House Appropriations Committee, and House Committee on Ways and Means, in accordance with § 2-1246 of the State Government Article, a report on the Department’s and Board’s compliance with subsections (b) and (c) of this section with respect to each of the 2 previous calendar years.

(2) The report shall:

(i) Describe the highway or capital transit construction training, supportive services, and skill improvement programs the Department and Board have conducted and administered in each workforce investment area, including a description of:

1. Any entities, institutions, or organizations used by the Department and Board to provide the training and services; and

2. The individuals and organizations that have received training and services;

(ii) Analyze the results of the training programs in each workforce investment area;

(iii) State the amount of federal funds available to the State under 23 U.S.C. § 140(b); and

(iv) Identify the amount spent in each workforce investment area to conduct and administer the programs.”

The Honorable Edward J. Kasemeyer
The Honorable Thomas M. Middleton
The Honorable Norman Conway
The Honorable Sheila E. Hixson
Page Two

If you have additional questions or concerns, please do not hesitate to contact Ms. Melinda Peters, State Highway Administrator, at 410-545-0400. Of course, you should always feel free to contact me directly.

Sincerely,

A handwritten signature in cursive script, appearing to read "Darrell B. Mobley", with a long, sweeping flourish extending to the right.

Darrell B. Mobley
Acting Secretary

Attachment

cc: Members of the Budget Committees
Ms. Melinda Peters, Administrator, State Highway Administration

A Report to the Maryland General Assembly
Senate Budget and Taxation Committee,
Senate Finance Committee, House Appropriations Committee
and
House Committee on Ways and Means
regarding

Highway and Capital Transit Training and
Supportive Services Program
(House Bill 457, Chapter 664, Acts 2012)

The Maryland Department of Transportation

February 2013

Highway and Capital Transit Training and Supportive Services Program (House Bill 457, Chapter 664, Acts of 2012)

This is the first annual report prepared in accordance with House Bill 457, Chapter 664, Acts of the 2012 Maryland General Assembly, which specifically directs:

“(d) (1) By February 1 of each year, the Department and Board shall submit to the Senate Budget and Taxation Committee, Senate Finance Committee, House Appropriations Committee, and House Committee on Ways and Means, in accordance with § 2-1246 of the State Government Article, a report on the Department’s and Board’s compliance with subsections (b) and (c) of this section with respect to each of the 2 previous calendar years.

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2. The individuals and organizations that have received training and services;

(ii) Analyze the results of the training programs in each workforce investment area;

(iii) State the amount of federal funds available to the State under 23 U.S.C. § 140(b); and

(iv) Identify the amount spent in each workforce investment area to conduct and administer the programs.”

INTRODUCTION

Chapter 664 of the Acts of 2012 Maryland General Assembly requires the Maryland Department of Transportation (MDOT) and the Governor’s Workforce Investment Board (Board) to submit a report containing information on the program administered in each workforce investment area (WIA)¹ (Anne Arundel County; Baltimore County; Baltimore City; Frederick County; Lower Shore [Somerset, Wicomico and Worcester Counties]; Mid-Maryland [Carroll and Howard Counties]; Montgomery County; Prince George’s County; Southern Maryland [Calvert, Charles and St. Mary’s counties];

¹ A Workforce Investment Area (WIA) is a region with 200,000 or more residents and a common labor pool. Maryland has 12 local WIAs across the State. For each WIA there is a Local Workforce Investment Board (LWIB). By law, each LWIB is chaired by a business person and comprised of a majority of private sector representatives; business owners; chief executives; managers and policy makers. Other LWIB members are drawn from public job service, education, social services, rehabilitation, and economic development agencies as well as from organized labor, and community based organizations. The local boards in Maryland develop job training programs for implementation in their respective WIAs, oversee the operation of those programs and determine which companies, educational institutions, and community organizations will receive funding for program operation. The WIA cooperates with local employers and government to select the workforce development programs most beneficial to the region, and to tailor programs to meet the local employment training needs.

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Susquehanna Region [Cecil and Harford Counties]; Upper Shore [Caroline, Dorchester, Kent Queen Anne's and Talbot Counties]; and Western Maryland [Washington, Allegany and Garret Counties]), as well as entities, institutions, or organizations used by MDOT and the Board to provide, and individuals and organizations that received the training and services. The report herein will provide this required information, as well as an analysis of the results of the training programs in each WIA, the amount of federal funds available to the State and spent in each WIA for the program, and information on demographics, course information, trainee statistics and trainee success stories.

GENERAL INFORMATION

Background: Consistent with Governor Martin O'Malley's goal to create and sustain job growth in Maryland, MDOT committed to supporting On-the-Job Training (OJT) programs related to the State's highway construction and transportation industries. In support of this commitment, the Maryland State Highway Administration's (SHA), in close partnership with the Maryland Department of Labor, Licensing and Regulation (DLLR) and its local partners, developed and implemented the OJT program known as "*BuildUP*". *BuildUP* complements and expands upon existing federal OJT initiatives and Support Services programs administered by SHA that focus on skill building, partnering and joint venturing in the minority business community.

Purpose: The purpose of *BuildUP* is to provide eligible Maryland residents with highway construction and transportation industry-related technical skills and training by way of introducing individuals to new skills and/or building upon existing skills. The goal of the program is to provide entry-level employment skills training to the underserved citizens of Maryland.

Program Scope: *BuildUP* was initially intended to be one year in length from the date of approval subject to funding availability. The program started in the Baltimore metropolitan region with the goal of expanding training to other parts of the state. The enactment of H.B. 457 during the 2012 legislative session not only permanently commits 0.5 percent of the State's federal surface transportation and bridge funds to workforce development, but also ensures coordination with the Board to help facilitate the projected program expansion for future classes.

Partners/Stakeholders: SHA partnered with DLLR from the *BuildUP* program's outset, starting with press releases to assist in advertising and marketing the program. DLLR's Division of Workforce Development and Adult Learning (DWDAL) advised on and designed the process for applicant recruitment and screening, the identification of performance benchmarks and alignment of existing one-stop career center resources to train and place people in jobs.

BuildUP has also utilized the assistance of community stakeholders including the Job Opportunities Task Force (JOTF), CASA of Maryland, and Baltimore City's BUILD Coalition. The program's evolution and achievements, as well as passage of H.B. 457 during the 2012 legislative session, would not have been possible without their partnership.

Highway and Capital Transit Training and Supportive Services Program (House Bill 457, Chapter 664, Acts of 2012)

In collaboration with SHA, Baltimore City's WIA, and Prince George's and Baltimore Counties' WIAs, DLLR conducted an outreach and referral fair for individuals who applied for but were not selected for participation in the *BuildUP* program in April 2012. Attendees received referrals to DLLR's local area one-stop career centers, community-based organizations, community college training programs and human services providers. Those individuals that subsequently engaged with the one-stop career system are receiving job search assistance and their progress towards gainful employment is being tracked via the State's job board, the Maryland Workforce Exchange (MWE).

On September 28, 2012, in coordination with the Board, and the Maryland Center for Construction Education Innovation (MCCEI), DLLR hosted a construction industry focus group. Industry leaders provided insightful and meaningful information about the existing and emerging workforce needs facing the construction industry. MCCEI is a 501(c)(3) not-for-profit entity focused on advancing Maryland's construction industry and preparing Maryland's construction workforce for the jobs of the future. The construction sector is an industry in transition as new technology and green building techniques are changing employers desired skills set. MCCEI, its Board, and its staff are focused on increasing awareness of the many career opportunities in construction and positioning the industry in the Maryland and regional economy. Combining the resources of industry, education, and government, MCCEI strives to enhance existing organizations and create a nonpartisan, adaptive environment which will conducive to the future needs of the construction industry. Its partnership with *BuildUP* is key to the viability and effectiveness of the desired outcomes of the program.

The Board is responsible for developing policies and strategies to form a coordinated workforce system from a variety of education, and employment and training programs. It brings together and focuses various workforce development partners and stakeholders on two key outcomes: (1) a properly prepared workforce that meets the current and future demands of Maryland employers; and (2) providing opportunities for all Marylanders to succeed in the 21st century workforce. As such, GWIB is a critical partner in the development of high-growth, high-demand training initiatives that meet the needs of the existing and emerging workforce.

DLLR is additionally responsible for providing follow-up services to all program completers. Program completers were invited to participate in a "Jump Start" job club in December 2012. Job searches today require new skills, new strategies and an entrepreneurial approach to career management. The job market today is radically different from past years, with a burgeoning number of employers using a contingency (temporary) workforce, augmented by contractual and part-time workers. Jump Start is a multi-day training program for the job seeker designed for the job acquisition in the new millennium. The methodology used in the delivery of this program has a research base of more than 10 years and has been updated with the knowledge and experiences gained in the more than eight years of collaborative employment programs. It encompasses the collective knowledge of several of the most well respected career coaches in the region, who during their careers have provided career guidance and training to well over 150,000 workers.

For a full list of program stakeholders, see Appendix A.

Highway and Capital Transit Training and Supportive Services Program (House Bill 457, Chapter 664, Acts of 2012)

PROGRAM INFORMATION

Target Audience: The program focused on traditionally underserved groups, including women, veterans, ethnic minorities, as well as socially- and economically-disadvantaged individuals (e.g., underemployed, unemployed, ex-offenders).

Eligibility Requirements: Program participants were required to:

- Be 18 years of age or older (21 years of age or older for CDL training programs);
- Have a High school diploma, GED or certificate;
- Pass a background and drug test;
- Have a valid Maryland Driver's License, Maryland Identification or Military Identification Card;
- Be a US citizen or eligible to work in the U.S.;
- Be a Maryland resident; and
- Not currently be an MDOT employee.

Course Design: Participants received classroom-style hands-on learning from highly-qualified instructors. The amount of hours spent in class ranged from 36 to 45 hours, but sometimes up to 80 hours, of technical instruction. The length of instruction varied from four hour, half-day sessions to eight hour, full-day sessions. These sessions, depending on the course and community college provider, ran continuously Monday through Friday or on alternative days (i.e., Monday, Wednesday and Friday).

Program Implementation Process: SHA worked with various State agencies and local community organizations to recruit candidates for the program. This allowed SHA to provide concentrated outreach and recruitment. Below are the major implementation steps used to move an applicant through the screening process and ultimately becoming a trainee:

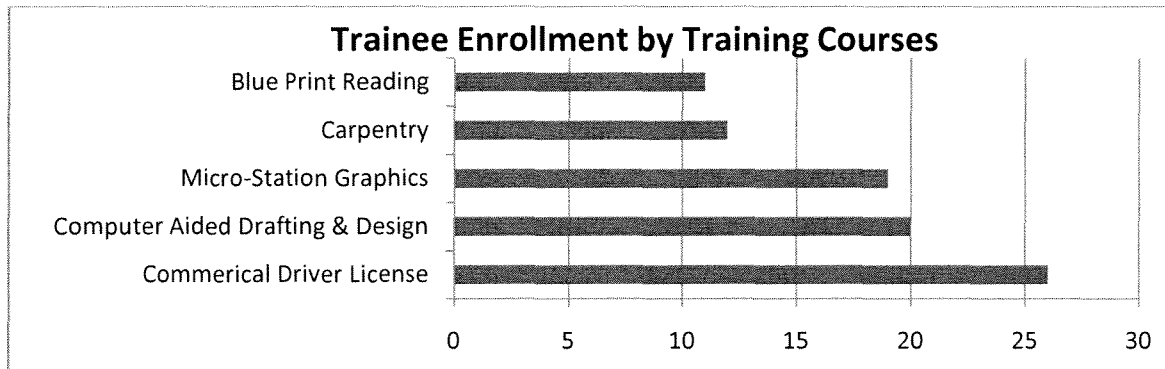
- Recruitment Process/Stakeholder Council/Partnerships;
- Assessment of Applicants;
- Conducted General Information Sessions (GIS);
- Drug Testing/Background Checks of Applicants;
- Enrollment of Eligible Applicants; and
- Training Delivery.

PROGRAM DETAILS

Course Enrollment: The *BuildUP* training courses served a total of 88 enrollments in its first year. Once an applicant was selected and enrolled, he or she was then identified as a trainee. Trainees were enrolled into classes based on training preference, length of unemployment and previous training credentials, as reported on their application. The program did not impose any restrictions on the number of training classes in which each trainee was enrolled. Because the *BuildUP* curriculum was developed to provide an entry-level orientation to highway construction and the transportation industry, program officers sought to provide trainees with a full set of complementary skills through multiple enrollments to enhance their employability. A number of trainees were invited to enroll in multiple training classes

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based on class and trainee/applicant availability. There were not any cases in which trainees were simultaneously enrolled in courses. The chart below shows the types of training that certain numbers of trainees were enrolled in. For information on program demographics, see Appendix B.



Withdrawals: The program did not establish a formal withdrawal process. However, constant encouragement and communication with program administrators and trainees assisted in efforts to collect information on why certain trainees withdrew from the program. Additionally, trainees were advised against strategic withdrawals in order to gain access to a more favorable training class. In all, eighteen trainees withdrew from the *BuildUP* program due to failure to advance,² health issues, employment opportunity, or other unknown reasons.

Participant Benefits/Supportive Services: In addition to the technical and skilled craft training offered, participants received the following employment supportive services and benefits:

- Paid training stipend (based on the federal minimum wage rate of \$7.25 per hour);
- Free bus passes (transportation assistance);
- Free training by *BuildUP*'s training partners -
 - Anne Arundel Community College (AACC),
 - Community College of Baltimore County (CCBC), and
 - Prince George's Community College (PGCC);
- Connection to community resources/services (i.e., DLLR Resource Fair); and
- Free shuttle transportation to classroom and field training sites by *BuildUP*'s transportation providers –
 - Dynasty Enterprises, and
 - Just4U Inc.

Training Courses: Training courses were offered in the five areas (detailed below) related to the highway construction and transportation industry. Course schedules were developed based on input from the program's community college partners.

² Trainees who withdrew due to a "failure to advance" were, for the most part, enrolled in the two-part Commercial Driver Licensing course. Trainees that failed to pass the learner's permit portion of the course could not advance to the driving range portion, thereby precluding them from obtaining a CDL-B license and ultimately having to withdraw from the program. Trainees were given multiple opportunities to take and pass the learner's permit exam.

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1. **Introduction to Computer Aided Design and Drafting (CADD)** was offered to introduce trainees to certain basic concepts of CADD used in the highway construction and transportation industry. Trainees received lecture, lab practice, and skill development tasks designed to expose trainees to entry-level skill and trade vernacular.
2. **Blue Print Reading** was offered as a pre-requisite to understanding CADD in the construction industry. Trainees learned the concept and application of construction measurements, forms, reading blue prints, and planning for execution. This course served as a foundation in the industry trades.
3. **Introduction to Carpentry** was an introductory course to basic carpentry. Trainees learned carpentry terminology, the proper use of hand tools, power tools and building materials used in carpentry. Additionally, trainees learned practical techniques during several class projects through skill-building in project planning, measurements, materials, equipment, cutting, nailing and more.
4. **Commercial Driving Licensing (CDL)** was separated into two parts: Part 1 - Learner's Permit Preparation; and Part 2 - Driving Range. Part 1 provided trainees with guided study and preparation designed to assist trainees with successfully obtaining their learner's permit. During this portion of the instruction, general knowledge, air brakes, transporting passengers and combination vehicles was covered. Additionally, the CDL-B course covered the requirements of the Federal Motor Carrier Safety Regulations. During Part 2 of the training, trainees were introduced to the necessary skills needed to obtain a Class-B CDL.
5. **Micro-Station Graphics** was an introductory and intermediate level course designed to increase knowledge and ability using Micro Station Graphics software to reinforce the concepts of reference files, cells, and level symbology. Trainees explored customizing techniques used to increase productivity and the software's modeling and rendering tools.

PROGRAM EXPENDITURES

Summary of Program Expenditures: The tables below provide a summary of funds available for the program and the amount spent to conduct and administer the programs during calendar year 2012.

PROGRAM EXPENDITURES		
Training Course Costs (see p. 7)	\$126,095.00	70.5%
Drug and Background Testing (see p. 8)	\$3,108.00	1.7%
Transportation – MTA Bus Passes (see p. 8-9)	\$3,233.50	1.8%
Transportation – Shuttle Service (see p. 9)	\$21,840.00	12.2%
Trainee Stipends (see p. 10)	\$24,532.28	13.7%
TOTAL	\$178,808.78	--

Highway and Capital Transit Training and Supportive Services Program (House Bill 457, Chapter 664, Acts of 2012)

BALANCE	
Beginning Budget	\$1,000,000 ³
Program Expenditures	\$178,808.78
Remaining Budget	\$821,191.22 (17.9%)

Training Courses

Training Class	Class Start Date	Class End Date	Training Provider	Cost
Commercial Driver Licensing B	March 12, 2012	May 11, 2012	Community College of Baltimore County	\$12,750
Introduction to Computer Aided Design and Drafting	March 16, 2012	May 12, 2012	Anne Arundel Community College	\$6,297
Commercial Driver Licensing B	April 16, 2012	June 8, 2012	Community College of Baltimore County	\$12,750
Introduction to Carpentry	April 16, 2012	April 27, 2012	Community College of Baltimore County	\$6,898
Computer Aided Design and Drafting	April 30, 2012	April 23, 2012	Community College of Baltimore County	\$14,300
Blueprint Reading	May 14, 2012	May 23, 2012	Community College of Baltimore County	\$2,500
Introduction to Micro-Station Graphics	May 30, 2012	June 11, 2012	Community College of Baltimore County	\$14,300
Commercial Driver Licensing B	June 11, 2012	August 3, 2012	Community College of Baltimore County	\$12,750
Commercial Driver Licensing B	June 27, 2012	August 23, 2012	Prince George's Community College	\$16,500
Commercial Driver Licensing B	July 16, 2012	August 31, 2012	Community College of Baltimore County	\$12,750
Micro-Station Graphics II	August 13, 2012	August 17, 2012	Community College of Baltimore County	\$14,300
Total				\$126,095

³ The amount of federal funds available to the State under 23 U.S.C. § 140(b) under the prior federal surface transportation authorization bill (SAFETEA-LU) was approximately \$1 million annually. However, due to passage of the Moving Ahead for Progress in the 21st Century (MAP-21) federal authorization bill in July 2012, the amount of funds available for the same program has been reduced to approximately \$750,000 annually through September 30, 2014.

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Drug Testing/Background Checks

Service Provider	Invoice Date	Invoice #	Total Paid
White Glove Drug and Alcohol Testing	03/31/2012	2220	\$1,260
White Glove Drug and Alcohol Testing	03/31/2012	2307	\$210
White Glove Drug and Alcohol Testing	04/30/2012	2330	\$630
White Glove Drug and Alcohol Testing	05/31/2012	2452	\$630
White Glove Drug and Alcohol Testing	06/30/2012	2659	\$168
White Glove Drug and Alcohol Testing	07/31/2012	2765	\$210
	Total		\$3,108

Transportation

MTA Bus Passes

Date of Purchase	Item Purchased	Cost
March 13, 2012	5 Weekly Bus Passes	\$82.50
March 20, 2012	5 Weekly Bus Passes	\$82.50
March 30, 2012	9 Weekly Bus Passes	\$148.50
April 13, 2012	9 Charm Cards	\$22.50
April 16, 2012	17 Weekly Bus Passes	\$280.50
April 20, 2012	17 Weekly Bus Passes	\$280.50
April 27, 2012	10 Weekly Bus Passes	\$165.00
April 30, 2012	11 Weekly Bus Passes	\$181.50
May 4, 2012	11 Weekly Bus Passes	\$181.50
May 14, 2012	10 Weekly Bus Passes	\$165.00
May 15, 2012	1 Weekly Bus Pass	\$16.50
May 18, 2012	10 Weekly Bus Passes	\$165.00
May 29, 2012	15 Weekly Bus Passes	\$247.50
June 1, 2012	12 Weekly Bus Passes	\$198.00
June 8, 2012	11 Weekly Bus Passes	\$181.50

Continued...

Highway and Capital Transit Training and Supportive Services Program
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Date of Purchase	Item Purchased	Cost
June 8, 2012	11 Weekly Bus Passes	\$181.50
June 14, 2012	5 Weekly Bus Passes	\$82.50
June 14, 2012	5 Weekly Bus Passes	\$82.50
18-Jun-12	5 Weekly Bus Passes	\$82.50
16-Jul-12	5 Weekly Bus Passes	\$82.50
19-Jul-12	5 Weekly Bus Passes	\$82.50
27-Jul-12	2 Weekly Bus Passes	\$33.00
10-Aug-12	12 Weekly Bus Passes	\$198.00
14-Aug-12	4 Charm Cards	\$10.00
Total		\$3,233.50

Shuttle Service

Training Course	Class Start Date	Class End Date	Transportation Provider	Transportation Cost
Commercial Driver Licensing B	March 12, 2012	May 11, 2012	Dynasty Enterprise	\$3,750
Introduction to Computer Aided Design and Drafting	March 16, 2012	May 12, 2012	Dynasty Enterprise	\$3,800
Commercial Driver Licensing B	April 16, 2012	June 8, 2012	Dynasty Enterprise	\$1,200
Introduction to Carpentry	April 16, 2012	April 27, 2012	Dynasty Enterprise	\$2,890
Computer Aided Design and Drafting	April 30, 2012	April 23, 2012	Dynasty Enterprise	\$1,400
Blueprint Reading	May 14, 2012	May 23, 2012	Dynasty Enterprise	
Introduction to Micro-Station Graphics	May 30, 2012	June 11, 2012	Dynasty Enterprise	\$1,800
Commercial Driver Licensing B	June 11, 2012	August 3, 2012	Just 4 You Transit, LLC	\$1,350
Commercial Driver Licensing B	June 27, 2012	August 23, 2012	Just 4 You Transit, LLC	\$900
Commercial Driver Licensing B	July 16, 2012	August 31, 2012	Dynasty Enterprise	\$3,750
Micro-Station Graphics II	August 13, 2012	August 17, 2012	Dynasty Enterprise	\$1,000
Total				\$21,840

Highway and Capital Transit Training and Supportive Services Program (House Bill 457, Chapter 664, Acts of 2012)

Stipends: Stipends earned by program participants ranged from \$29.00 up to a maximum \$802.94 per participant. The impact of stipends is unknown. However, it is clear that, because the training required participants to spend time that could otherwise be spent at a job, stipends were expected and needed by program participants who reportedly used the income to address personal finances. Below is a summary of stipends paid to all program participants who completed training from March 2012 to August 2012.

Description	# of Participants	Total Paid
Total Earned Stipends	52	\$24,532.28

RESULTS OF TRAINING PROGRAMS

Success Stories⁴

Sara Aura: Ms. Aura is a graduate of Morgan State University and was unemployed when she applied to *BuildUP*. Sara requested training in Auto-CADD and Micro Station Graphics and was enrolled in the Blue Print Reading and Auto CADD classes at CCBC. Sara excelled in both courses and accepted an invitation from the Micro Station Graphics instructor, Mr. Tom Barrett, to attend his regular class at no cost. Sara has accepted the invitation and has been recommended for continued studies and possible employment.

Gary Barclay: When Mr. Barclay applied to the *BuildUP* he was unemployed and homeless. Mr. Barclay attended the second Baltimore City General Information Session held in April 2012. During that session, candidates were asked to disclose what they hope to gain from participating in *BuildUP*. Mr. Barclay did not hesitate in responding and clearly stated that he felt he needed to improve his leadership skills. Mr. Barclay took on the challenge and earned acknowledgements and recommendations from instructors in Carpentry, Blue Print Reading & Auto CADD, and Micro Station Graphics.

Toney Collins: Mr. Collins applied to the *BuildUP* Training Program while he was in the process of transitioning from incarceration. He was enrolled in the Auto-CADD class at Anne Arundel County Community College. Although not the strongest student, his instructor recognized his unbridled enthusiasm and strong desire to learn. Mr. Collins was always the first student in class and conducted himself with the highest level of professionalism. Mr. Collins successfully completed the course and obtained employment with Dietz and Watson in Baltimore City.

Alan P. Haines: Mr. Haines is a middle-aged Caucasian male veteran. He was enrolled in the first Auto-CADD class at Anne Arundel Community College (AACC) and successfully completed the course. Due to the strong learning relationship between Auto-CADD and Micro Station Graphics, Mr. Haines was subsequently enrolled in the Micro Station course at the Community College of Baltimore County. While Mr. Haines is not currently employed, he shared that his positive experience with SHA that *BuildUP* increased his confidence to seek employment in the design field.

⁴ Permission was obtained to print the names and background of the individuals mentioned in this section.

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Glenn Marks: Glen Marks is an honored Veteran of the United States Military. He applied to the *BuildUP* Training Program having been unemployed for more than 7 months. After a slow start, Mr. Marks completed CDL – B Training and is now employed in the highway construction industry.

Challenges: The primary challenge faced in administering the *BuildUP* program and ensuring trainees' success were the transient lifestyle of the program's target population, and the resources required to adequately analyze the skills and abilities of potential trainees.

Recommendations: The following recommendations are made to ensure the success of the *BuildUP* program and its trainees in the future –

1. Conduct an assessment of trainee knowledge, skill level, and ability in critical subject areas, such as, math, reading, and industry;
2. Include soft skill enrichment and development throughout the duration of the program;
3. Be prepared to deal with external trainee issues (e.g., family, childcare, domestic violence, legal obligations/barriers);
4. Utilize industry mentoring and apprenticeship/internship programs;
5. Conduct field trips and/or site visits to expose trainees to the construction industry;
6. Conduct pre-screening (informal interview); and
7. Conduct construction industry seminars to expose trainees to real life experiences.

NEXT STEPS

Lessons learned from the *BuildUP* initiative, and a cross-examination of the individual and collective strengths of the GWIB, DLLR, SHA and MCCEI are driving the development of a comprehensive service delivery design to be managed by DLLR and deployed statewide. A memorandum of understanding (MOU) between SHA and DLLR for the deployment of the new program is currently under review and is anticipated to be executed shortly with delivery of services within fiscal year 2013.

DLLR has 12 local WIAs. Its One-Stop Career Centers are located throughout Maryland to serve businesses and job seekers providing a full range of job readiness assistance. The Centers are staffed with qualified professionals who can assist with training referrals, career counseling, job listings and other employment-related services. This existing job placement infrastructure will provide the vehicle for the strategic deployment of programs and services designed to meet the requirements of HB 457 in the provision of relevant technical and highway construction trades-related training, as well as workplace-life skills, for socially- and economically- disadvantaged individuals within Maryland.

Annually, as funds are appropriated, DLLR will release a competitive application for funding. Local WIAs will be required to submit a comprehensive project plan and budget that includes employment forecasts, labor market needs, planned training, employer commitments, recruitment strategies, and planned placement and wage goals. These applications will be reviewed and ranked by an identified panel, and available program funds will be allocated based upon the comprehensive, responsive and cost effectiveness of the plan. The initial request for proposals (RFP) will be released in the first quarter of calendar year 2013.

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APPENDIX A
LIST OF STAKEHOLDERS

Department and Public Safety and Correctional Services
Department of Human Resources
Community College of Baltimore County
Prince George's Community College
Anne Arundel Community College
University of Baltimore
Job Opportunities Task Force
Department of Labor Licensing and Regulation
Safe and Sound
Casa de Maryland
Mayor's Office of Employment Development
Housing Authority of Baltimore City
Jobs Housing Recovery Baltimore
Montgomery Works
Montgomery County
Job Corps
Home Builders Institute
Catholic Charities of Baltimore

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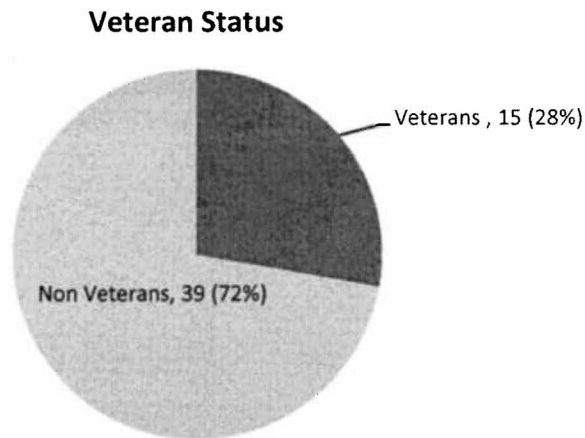
APPENDIX B **PROGRAM DEMOGRAPHICS**

Trainees

Fifty-two (52) applicants became *BuildUP* trainees. Below is a demographic breakout of the 52 trainees that completed course(s) in *BuildUP*.

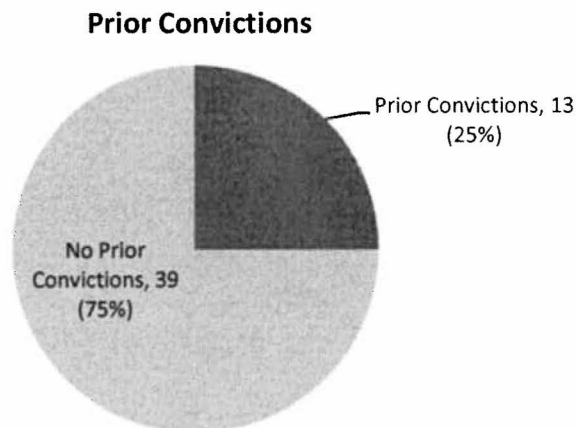
Veteran Status

Applicants were asked to indicate whether they served in any branch of the United States Armed Forces.



Prior Convictions

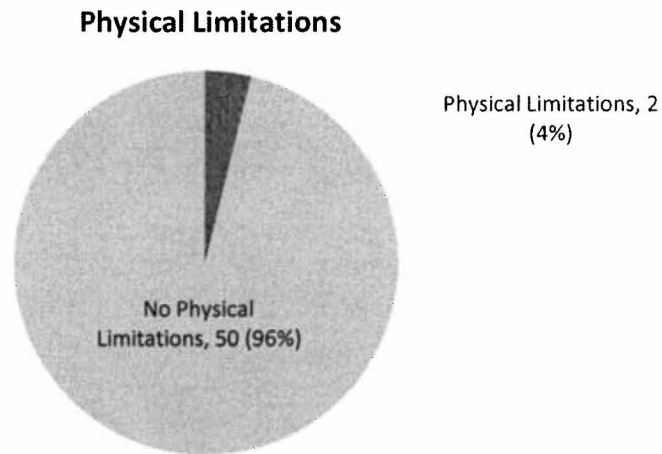
Applicants were asked to report if they had any prior convictions (i.e., misdemeanor or felony) other than a minor traffic violation. An applicant with a prior conviction was not automatically precluded from participating in the program.



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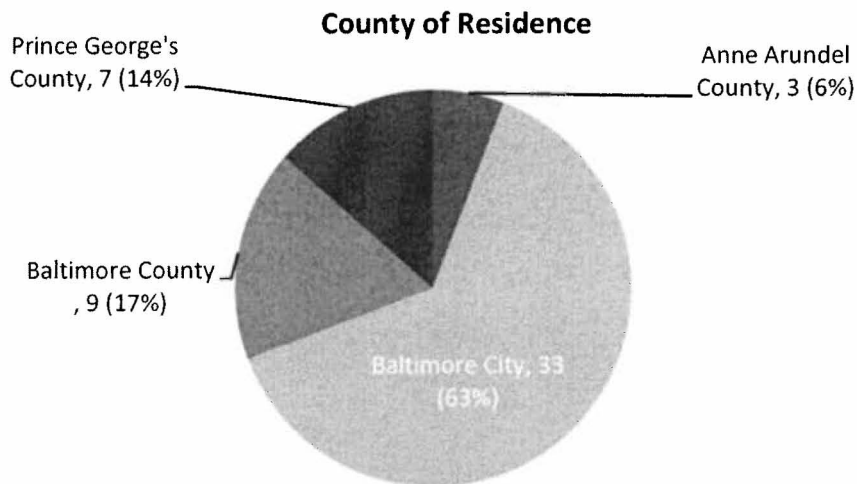
Physical Limitations or Restrictions

Applicants were asked to report whether they had any physical limitations or restrictions in order to ensure equitable access to training classes. Based on the reported limitations, none of the trainees required special accommodations.



County of Residence

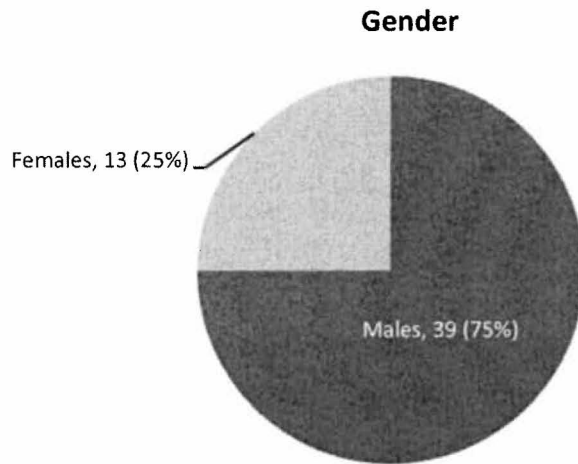
Applicants indicated their county of residence in Maryland. The largest number of trainees resided in Baltimore City.



Highway and Capital Transit Training and Supportive Services Program (House Bill 457, Chapter 664, Acts of 2012)

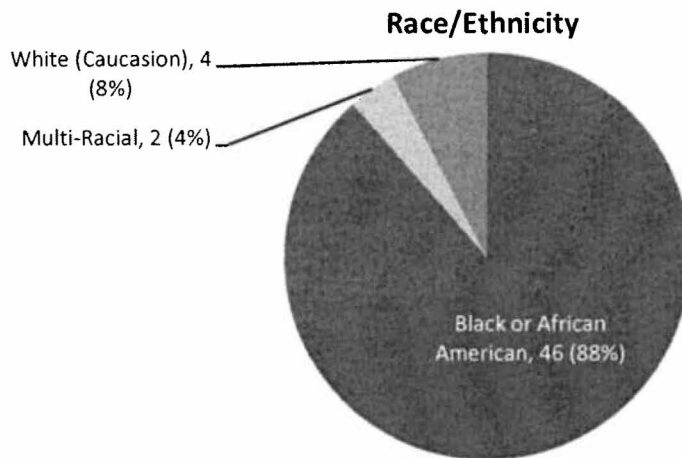
Trainee Gender

Though the majority of applicants and trainees were male, the program made significant efforts to include female trainees in training courses to ensure diversity and equal opportunity.



Trainee Race/Ethnicity

Applicants voluntarily reported their race/ethnicity. SHA program officials did not use this information as a qualifier for admission or enrollment, but only for demographic inventory.



Highway and Capital Transit Training and Supportive Services Program (House Bill 457, Chapter 664, Acts of 2012)

Length of Unemployment

Applicants reported the length of time they have been unemployed on their applications. The majority of the applicants that reported were unemployed for 1 to 6 months.

