Introduction

DHR's SNAP E&T Program sees a future where SNAP recipients obtain marketable and in-demand skills that result in stable employment or entrepreneurship opportunities. To that end, this program will seek to provide SNAP recipients with job-driven training, tools and access to career pathways that lead to family and individual supporting and sustainable jobs.

In DHR's effort to realize this vision, we are in the process of strategically growing our SNAP Employment & Training (E&T) Third Party Partner Program. We are interested in learning more about your employment and training services and programs. This assessment is designed:
1) to assess the workforce training and support services currently available in Baltimore City and;
2) to better understand the organizations providing those services.

DHR will evaluate the results from this assessment to choose our first cadre of 5-7 SNAP E&T third party partners that will provide Baltimore City SNAP residents (who are not on TCA/TANF), to include a concentration on non-custodial parents, with workforce development and supportive services. Over time, we will continue adding on more partners as we grow capacity to manage the program.

The information you provide here is confidential and will only be shared with the leadership at the Department of Human Resources (DHR) and our technical assistance partners.

We strongly recommend that you begin by reviewing the full PDF version of this assessment sent to you by e-mail. Some questions may require you to consult with other colleagues.

Once you begin the assessment online, you cannot save your answers and return to the assessment later.

If you have any questions about this assessment, please contact Sara Muempfer, DHR Director of Workforce Development, at sara.muempfer@maryland.gov.

Thank you for your participation!

Organization Type

Please offer some general information about your organization and provide the name and information of the person we should contact to follow-up on your survey responses, as necessary.

* 1. Organization Name

[   ]

* 2. Organization Type. Please select all that apply.

☐ Provider of Job Readiness Training

☐ Provider of Occupational Skills Training

☐ Community College

☐ Provider of wrap-around supportive services for education and training participants

☐ Provider of workforce training and wrap-around supportive services

☐ Other (please specify)

[   ]

* 3. Name of Organization Contact

[   ]

* 4. Title of Organization Contact

[   ]

* 5. E-mail Address of Organization Contact

[   ]

* 6. Phone Number of Organization Contact

[   ]

Services and Training Provided

The following questions are designed to help us better understand your service model. This includes the customers you serve, the variety of services you provide, how services are integrated, and the partners you collaborate with.

* 7. What are your formal processes for assessing customers' skills, strengths, educational background, and supportive services needed prior to the start of training and/or education?

☐ Not applicable

☐ Interview

☐ Questionnaire

☐ Written test

☐ Group activity

☐ Other strategies (please describe)

* 8. Does your organization provide any of the following educational and training services? Please select all that apply.

	Directly Provide	Contract Out	Refer Out
Basic education (ESL, literacy, basic math)	☐	☐	☐
Vocational education	☐	☐	☐
Training in global/workplace skills (soft skills)	☐	☐	☐
Pre-apprenticeship programs	☐	☐	☐
Internships	☐	☐	☐
Post-secondary education/non-degree	☐	☐	☐
Post-secondary education/degree	☐	☐	☐
Industry recognized certificates/credentials	☐	☐	☐
Entrepreneurship	☐	☐	☐
Access to labor market information	☐	☐	☐
Job search assistance	☐	☐	☐
Job placement assistance	☐	☐	☐
Job retention services (e.g., coaching)	☐	☐	☐
Not applicable (N/A)	☐	☐	☐

Other (please specify)

* 9. Does your organization provide any of the following supportive services for your customers? Please select all that apply.

	Directly Provide	Contract Out	Refer Out
Career counseling/navigation	☐	☐	☐
Transportation assistance	☐	☐	☐
Child care assistance	☐	☐	☐
Housing assistance (including transitional housing)	☐	☐	☐
Mental health services	☐	☐	☐
Substance abuse services	☐	☐	☐
Assistance with training or pre-employment costs	☐	☐	☐
Health care assistance	☐	☐	☐
Case management	☐	☐	☐
Legal assistance	☐	☐	☐
Financial literacy/management	☐	☐	☐
Parenting assistance	☐	☐	☐

Other (please specify)

[   ]

* 10. Does your organization offer non-degree, industry recognized credentials or certificates in any of the following areas? Please select all that apply.

- [ ] Not applicable
- [ ] GED
- [ ] ESL
- [ ] Healthcare
- [ ] Culinary
- [ ] Manufacturing
- [ ] Construction
- [ ] Office Occupations
- [ ] Information Technology
- [ ] Logistics/Transportation
- [ ] Customer Service
- [ ] Other (please specify)

[   ]

* 11. Of the population served by your organization, how many are in low-income households (200% below federal poverty level)? Please estimate.

- ( ) 0-25%
- ( ) 26-50%
- ( ) 51-75%
- ( ) 76-100%

Tracking Data

SNAP E&T programs require multiple organizations to collaborate and share defined data sets about the customers they are collectively serving. It is also critical to quantify the impact and outcomes of these programs. In the interest of these two objectives, we want to better understand the data that you already collect about your customers.

* 12. Does your organization's database track the following information about your customers' socioeconomic, parental and background status?

☐ Income level

☐ Eligibility for or receipt of SNAP

☐ Eligibility for or receipt of TANF

☐ Eligibility for or receipt of Medical Assistance

☐ Criminal background status

☐ Child Support Owed

☐ Pre-employment status and wages

☐ Parental status

☐ Parental custodial or noncustodial status

☐ Other (please specify)

* 13. Does your organization's database currently or have the capacity to track any of the following program participation and outcome data?

☐ Program participation (attendance, adequate progress, completion)

☐ Support services provided

☐ Job placement (type, industry)

☐ Wages

☐ Job with Medical Benefits

☐ Job Retention

☐ Measurable gain in skills

☐ Non-degree academic achievement (college credits, credentials, certificates)

☐ Not applicable

Other (please specify)

[   ]

* 14. Is your organization able to add fields and design custom reports in your customer database?

○
Yes ○

○
　Not sure

Tracking and Allocating Costs

Maryland DHR is moving it's SNAP E&T programs to a 50-50 program model. Organizations must be able to "front" services for low income individuals on SNAP with non-federal funding sources (i.e. state, local, community based organizations, community colleges, foundations, social enterprise dollars). Further, non-federal funds must meet all 3 of the following criteria: 1) Non-federal funds; 2) Not committed as match for other federally funded programs; and 3) Available throughout the federal fiscal year (October 1 through September 30).

Once services have been rendered to eligible individuals on SNAP, organizations invoice for their allowable SNAP E&T expenses (see Appendices A-C in the SNAP E&T toolkit for allowable expenses). Upon review and approval of the invoice, organizations will be reimbursed for 50% of the invoice amount. This reimbursement will be new money for organizations to expand and sustain programs for SNAP E&T recipients.
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This model requires significant knowledge about cost allocation methodology and close monitoring of funds. Therefore, we want to better understand your organization's experience in tracking and allocating costs for a program that has multiple funding streams with restrictions - allowable and non-allowable costs.

Please note that the information provided here is confidential.

* 15. Does your organization have experience with allocating expenses for programs with multiple funding streams?

[   ]

* 16. How much experience does your organization have in allocating expenses for programs with multiple funding streams?

	Extensive (over 5 streams)	Moderate (3-4 streams)	Limited (1-2 streams)	None
Level of Experience	○	○	○	○

* 17. How many grants has your organization received in the last 3 fiscal years?

○ 0

○ 1-5

○ 6-10

○ 11-20

○ 20+

* 18. Please describe a federal or state grant that your organization managed exceptionally well.

[text box]

* 19. Does your organization already allocate costs to other federal, state, or local grants?

○
Yes ○

No

○ Not sure

* 20. Has your organization calculated the cost per person for your training programs?

○
Yes ○

No

○ Not sure

* 21. If your organization has calculated a cost per person, what is it?

[text box]

Partnerships

Because SNAP E&T requires a collaborative service model, we want to identify the partnerships that are already in place in Maryland.

* 22. Has your organization established education, training, employment and support services partnerships with any of the following organizations? Please check all that apply.

☐ Local Department of Social Service

☐ Community college

☐ Colleges and universities

☐ Community-based providers of workforce training

☐ Providers of wrap-around supportive services

☐ Local Workforce Investment Board (WIB)

☐ Trade Unions

☐ Industry Associations

☐ Apprenticeship programs

☐ Other

Comments

* 23. How does your agency identify local labor market needs? Please select all that apply:

☐ Advisory council of business leaders

☐ Partnerships with large organizations in specific industries (e.g., hospital, airport, manufacturer)

☐ Partnerships with small and minority business organizations

☐ Research and analysis of local labor market data

☐ Research and analysis of U.S. Department of Labor labor market information

☐ Partnership with your local Workforce Investment Board

☐ Partnerships with Trade Unions

☐ Partnerships with industry trade groups/associations

☐ Not applicable

☐ Other (please specify)

[   ]

* 24. What are your primary industry sectors?

☐ Healthcare

☐ Manufacturing

☐ Culinary

☐ Hospitality

☐ Construction

☐ Information Technology

☐ Transportation and Logistics

☐ Office Occupations

Other (please specify)

[   ]

* 25. How would you rate your typical level of employer engagement?

Level 1 (Receive job postings, cold calling)	Level 2 (Provide mock interviews, resume critique, hired once)	Level 3 (Participate in presentations, multiple hires, job shadowing, mentoring, employer panels)	Level 4 (Provides advice on program development, advisory council meetings, in-kind/fiscal support)
○	○	○	○

Other (please specify)

[   ]

* 26. Please share how employers contribute to your programming:

	Yes	No
Hire graduates (more than one time)	◯	◯
Host internships/externships	◯	◯
Conduct mock interviews	◯	◯
Serve as mentors/coaches	◯	◯
Provide industry tours	◯	◯
Serve on advisory boards	◯	◯
Provide linkages to other employer partners	◯	◯
Participate in on-going program design/continuous improvement	◯	◯
Contribute financially to program	◯	◯
Contribute In-kind donations	◯	◯

Other (please specify)

[   ]

* 27. Please share a sampling of your successful business partnerships:

[   ]

* 28. Please rate your organization's program participant involvement with program design and feedback.

	Yes	No
Serve on advisory board(s)	○	○
Give back through mentorship, coaching, recruitment outreach	○	○
Provide ongoing program participant feedback	○	○

Other (please specify)

Outcomes

* 29. Please share your outcomes in serving low income individuals over the past, full program year (i.e. enrollees, completers, credential attainment, employment, wages, retention) in programs in which you would apply these funds for SNAP E&T.

Sources of Non-Federal Funding

Many SNAP E&T programs are funded through a 50/50 federal match. The 50 percent may come from a state agency like DHR or from a 3rd party:
- State, county, or city funds
- Donations from private firms or non-profits
- Foundation funds
- Social venture funds
- In-kind donations (*government entities only)
- Community Development Block Grants (CDBG)
- State Need Grants
- State Worker Retraining Dollars
- State Opportunity Grants
- Tuition set-aside resources
- Other state training funds (ex-offender, homeless, non- custodial parents)

If a foundation, for example, is already funding a workforce development program that meets all of the criteria for SNAP E&T, its investment could be used as match to receive the 50% reimbursement from FNS. This reimbursement will expand the capacity of that program.

Please indicate whether your organization receives non-federal funds that are potentially available for a federal match. In addition, keep in mind that funding that originates from the federal government and is passed through a State or local entity can not be used as match.

Please note that the information provided here is confidential.

* 30. Does your organization have funding useable for employment and training services that meet all 3 of following criteria: 1) Non-federal funds; 2) Not committed as match for other federally funded programs; and 3) Available throughout the federal fiscal year (October 1 through September 30)?

☐ Yes

☐ No

☐ Not sure

* 31. If "Yes" to the above question, what are those specific funding streams? Please check all that apply.

☐ Grants from foundations

☐ State grants

☐ Local grants

☐ Agency's general fund

☐ Social enterprise funds

☐ Other (please specify)

[   ]

32. Provide an estimate of the non-federal dollars that could be used for a potential SNAP E&T program.

[   ]

* 33. What do those non-federal funding streams pay for? Please select all that apply.

☐ Administrative costs

☐ Tuition or Program Fees

☐ Books and Supplies

☐ Case management

☐ Supportive services

☐ Other (please specify)

[   ]

* 34. Does your organization also run a foundation?

◯

Yes ◯

No

If yes, please list the name

[   ]

Thanks for completing this assessment tool! If you have any questions, please contact Sara Muempfer at sara.muempfer@maryland.gov.