



Solicitation for Implementation Grants – Clean Energy Workforce Account

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- What is EARN Maryland?
- Clean Energy Jobs Act
- Important Definitions
- Proposal Format and Submission
- Reporting Requirements
- Questions

- Please mute your phone
- Type questions into the “chat” feature – they will be answered at the end of the presentation
- Questions that come up after the presentation may be emailed to Mary Keller
- All questions and answers will be posted on the EARN website: <http://www.labor.maryland.gov/earn/>
- If you choose not to submit a proposal, please consider completing the *Prospective Applicant Feedback Form* on Page 3 of the Solicitation

- A **paradigm shift** – Industry collaboration with critical and diverse partners to meet changing workforce needs and skills shortages
- Targets low and no-skilled workers as well as incumbent workers to eliminate barriers and create responsive career pathways
- Organizes formal sector partnerships in collaboration with the public workforce system, higher education, and community service organizations
- State-funded grant program meant to be flexible and nimble to meet industry demand

- Established through the Clean Energy Jobs Act, passed by the Maryland State Legislature
- Provides up to \$8 million until funds are exhausted
- Must be used to fund Pre-Apprenticeship, Registered Apprenticeship, Youth Apprenticeship programs that prepare Marylanders for careers in Clean Energy industry jobs
 - These programs **must** be registered with the Maryland Apprenticeship and Training Council
- A Project Labor Agreement (PLA) must be initiated
 - Also known as a Community Workforce Agreement, this is a pre-hire collective bargaining agreement with one or more labor organizations that establishes the terms and conditions of employment for a specific construction project

- Strategic Industry Partnerships *must* include:
 - At least 5 employer and industry partners, and;
 - 2 “diverse entities”
 - Higher Education, Non-Profit or Community Based Organization, Local Workforce Development Boards, Local Government
- Collaboration is key – each partner plays a unique role in program’s success
- If an industry association or Registered Apprenticeship Sponsor is a member of your SIP, five employers must be identified

- From the SIP, a Lead Applicant must be identified.
- The Lead Applicant **must** be the Fiscal Agent for the grant.
- The Lead Applicant will be responsible for managing the grant and all aspects of implementing the Workforce Training Plan.

Role of Employers

- Identify common workforce and skills needs and challenges
- Participate in training
 - Teaching, Mock Interviews, Job Shadowing, Tour of Facility
- Commit to interviewing trainees
 - Provide interview feedback
 - Be involved in placement
 - Identify strengths and weaknesses of training program

- Participant Management
 - Recruitment to Placement
 - Pipeline Development, Recruitment and Screening, Case management, Job Coaching, Wrap Around Services, Placement
- Job Readiness/Essential Skills Training
- Partnership Management
 - Entity/individual lead – credibility with industry, trust of diverse set of partners
 - Coordination and accountability among partners
 - Continuous feedback loop with employers – success of training graduates, training modules, screening design

Eligible Occupations

- This Solicitation targets clean energy industry jobs, including careers in:
 - Renewable energy
 - Energy storage
 - Solar
 - Resource Conservation
 - Energy efficiency
 - Geothermal
 - Wind
 - Advanced Transportation
- The *Clean Energy Industry* is defined as a group of employers that are associated by their promotion of:
 - Products and services that improve energy efficiency and conservation, including products and services provided by:
 - Electricians, HVAC, Plumbers, Energy Auditors
 - Renewable and Clean Energy Resources

Definitions

- **Registered Apprenticeship** – an “earn and learn” model
 - While working on the job, the apprentice receives one-on-one full time training from a skilled craftsman, as well as related classroom instruction
 - An apprentice is hired and is “sponsored” by an employer or association and is paid according to a progressive wage scale
 - After completing an apprenticeship program, the worker’s journey-level status provides an additional benefit of nationwide mobility at journey-level scale
- Registered Apprenticeship programs must be registered with the Maryland Apprenticeship and Training Council.

Definitions - continued

- **Pre-Apprenticeship** is a program or set of strategies meant to prepare individuals to enter and succeed in a Registered Apprenticeship program
 - Must have a documented partnership with at least one Registered Apprenticeship program
 - Must include training and curriculum based on national best practices
 - Must include a documented strategy for increasing apprenticeship opportunities for unemployed and underemployed individuals
 - Extra points are given to proposals that include strategies for recruitment of veterans and formerly incarcerated individuals
 - Must be registered with the Maryland Apprenticeship and Training Council

Definitions - continued

- **Youth Apprenticeship** targets students, ages 16 and up, and is designed to lead to sustainable employment and further education based on career pathways within the Clean Energy industry
 - Youth Apprenticeship programs should comply with all rules and regulations for the establishment of a Registered Apprenticeship and Youth Apprenticeship standard for sponsorship with the Maryland Apprenticeship and Training Program
 - Programming should prepare workers for careers in energy efficiency, geothermal, solar, and wind sectors of the clean energy industry

Grant Awards and Duration

- Funding requests should not exceed **\$150,000**
 - Extra points will be awarded to proposals that include specific strategies for the recruitment of veterans and formerly incarcerated individuals
 - This may include targeted recruitment, educational and pre-vocational services, or supportive services and shall not exceed \$50,000
 - Grantees may receive up to \$3,000 per completed apprentice. This should **NOT** be included in the budget for this Solicitation. More information will be communicated upon award.
- The grant period will be from January 1, 2021 to December 31, 2022.

Date	Key Activity
July 13, 2020	Solicitation Released
July 23, 2020	Pre-Proposal Webinar
October 2, 2020	Deadline for Submission of Proposals – 5:00 pm
October – December 2020	Review of Proposals
December 2020	Award of Implementation Grants
January 1, 2021 – December 31, 2022	Funding Period

Appendix A – Cover Page Template

Appendix B – Proposal Narrative

Appendix C – Data Source List

Appendix D – Strategic Industry Partnership Membership List and Subgrantee Information

Appendix E – Workforce Training Module Overview

Appendix F – Workforce Training Module Template

Appendix G – Participant Management Model

Appendix H – Budget Summary and Narrative Form

Appendix I – Characteristics of a Strong SIP Workforce Training Plan

Appendix J – Assurances Form

Appendix K – Fiscal Agent Form

4.1.1 Cover Page (Appendix A)

- Proposal should have a unique name
- Workforce Training Plan may focus on more than one service delivery model
- “Region” is flexible – can be Statewide, County, or identified using definition in 1.2.y
- Subgrantee is defined as any person or entity that will receive EARN Maryland funding and is not an employee of Lead Applicant
- Proposals must include leveraged resources

4.1.2. Letter of Application

4.1.3. Table of Contents

4.1.4 Executive Summary

- Should clearly and concisely explain proposal
- Should not exceed one page

4.1.5 Proposal Narrative – Appendix B

- Strong proposals will respond thoroughly to each prompt
- Keeping prompts in document is recommended

4.1.6 Supporting Documents

- Resumes of project manager, key personnel, faculty, instructors
- Documentation of necessary training approval – i.e. from MATC
- Data Source List (Appendix C)
 - May be quantitative or qualitative
- Workforce Training Module Overview (Appendix E)
- Workforce Training Module Template (Appendix F)
 - Should be completed for **each** module
 - Both tabs should be completed
 - Remove examples before responding

4.1.6 Supporting Documents - continued

- Participant Management Template (Appendix G)
 - If seeking extra points for targeted recruitment, include strategies here
 - Remove examples before responding
- Budget Summary and Narrative Form (Appendix H)
 - *Project Activity Name* and *Budget Expense Categories* are examples and can be changed
 - Budget **must** include leveraged resources
 - All expenses must be fully explained in budget narrative
 - Ineligible costs: 1) building construction and equipment that will outlive the grant, and 2) website development or maintenance
 - Funding proposed for increasing opportunities for veterans and formerly incarcerated individuals should be bolded and included in the *Participant Management* section of the budget

EARN **MARYLAND** **Proposal Format**

4.1.7 Information and Documentation for SIP Members

- SIP Membership List and Subgrantee Information (Appendix D)
 - Every member of SIP should be listed and should include all organizations listed in Appendix A
 - Subgrantee information should be included in Tab 2
- Lead Applicant must submit:
 - Certificate of Good Standing
 - The most recent two years' Audited, Reviewed, or Compiled Financial Statements
 - Federal Tax ID Number
- Subgrantees must submit:
 - Certificate of Good Standing
 - Federal Tax ID Number
- Any MOUs for the SIP should be submitted

4.1.8 Assurances Form

4.1.9 Fiscal Agent Form

Proposal Submission

- Proposals due on **Friday, October 2 by 5:00 pm** to 1100 N. Eutaw Street, Baltimore 21201
- Proposals must include each of the requirements outlined in Section 4 of the Solicitation.
- One original with signature and five (5) copies of the proposal should be submitted in hard copy with tabbed dividers within each section (see 4.1)
- The use of two or three inch binders are recommended.
- One electronic copy should be submitted on a USB flash drive with stand alone files (vs. one large PDF).
- Table of Contents, Executive Summary, and Proposal Narrative should not exceed 20 pages.

If awarded funding, all grantees are required to track the following:

- Industry Return on Investment metrics
- Demographic data for **every** trainee
 - Sex, Race, Income, National Origin, County of Residence, Educational Attainment
 - Employment and Wage Status, both pre- and post training
 - Training outcomes, including certification, credential, and skill attainment post- training
- Grantees must submit programmatic and fiscal reports on a quarterly basis.
- Grantees who receive funding for the specific purpose of increasing opportunities for veterans or formerly incarcerated individuals may be required to submit additional reporting.

Contact Information

For questions related to EARN or this Solicitation:

Mary Keller

Special Grants Administrator

mary.keller@maryland.gov

443-690-9159

For questions related to Registered Apprenticeship:

Chris MacLarion

Director, Maryland Apprenticeship and Training Program

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Thank you!

Questions?