



# Solicitation for Implementation Grants – Clean Energy Workforce Account

**James Rzepkowski**  
*Assistant Secretary*  
DWDAL

**Erin Roth**  
*Deputy Assistant Secretary*  
DWDAL

**TIFFANY P. ROBINSON**  
SECRETARY  
MARYLAND DEPARTMENT OF LABOR



- 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.

- 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

- **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.

- **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



# EARN MARYLAND Proposal Format

## 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

# EARN MARYLAND Proposal Format

## 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

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*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*

Chris.maclarion@maryland.gov

# Thank you!

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## Questions?