**2020-2023 State Apprenticeship Expansion**

**Competitive Grant Proposal**

**2021 MARYLAND COMMUNITY COLLEGE APPRENTICESHIP INITIATIVE**



**Maryland Department of Labor**

**Issue Date: August 9, 2021**

**Proposal Due Date: September 10, 2021**

**Section 1 – General Information**

**1.1 SUMMARY STATEMENT**

This Competitive Grant Proposal (CGP) supports Goal #3 of Maryland’s *2020-2023 State Apprenticeship Expansion Grant:*

*“Goal #3: The Maryland Department of Labor (MD Labor) will strengthen the Maryland Apprenticeship Training Partnership (MATP) presence in key economic hubs. MD Labor will expand partnerships into Community Colleges (e.g. co-locate Apprenticeship Navigators at Community Colleges). MD Labor will award funds to three Community Colleges to support these partnerships and to apply to the USDOL OA Registered Apprenticeship College Consortium. Colleges may utilize funding to offset the cost of Related Instruction for new apprentices, curriculum development, and recruitment of new participating employers.”*

**To continue expansion of Registered Apprenticeship opportunities into key economic hubs, MD Labor has allocated $750,000 of the *2020-2023 State Apprenticeship Expansion Grant* for the 2021 Maryland Community College Apprenticeship Initiative. Through a Competitive Grant Process (CGP), MD Labor will distribute three grants of $250,000 each to increase the integration of Community Colleges and Registered Apprenticeships into the workforce system.**

All apprentices served by this grant must be newly registered apprentices and must meet the criteria for Registered Apprentices.

## 1.2 ELIGIBILITY REQUIREMENTS

Community Colleges in Maryland are eligible to apply for the **2021 Maryland Community College Apprenticeship Initiative** as described in one of the two categories as noted below.

* + 1. Community Colleges that are Registered Apprenticeship Sponsors at the time of application will propose to register a minimum of two new occupations with one cohort each.
    2. Community Colleges that are not Sponsors at the time of application must be directly providing Related Instruction to Group Joint or Group Non-Joint Registered Apprenticeships. Such colleges will propose to become a new Registered Apprenticeship Sponsor with at least one new occupation and two cohorts of new apprentices.
    3. All awardees must apply to be a part of the USDOL Office of Apprenticeship Registered Apprenticeship College Consortium (RACC).[[1]](#footnote-2)
  1. **ALLOWABLE ACTIVITIES**

MD Labor allows the following activities for the **2021 Maryland Community College Apprenticeship Initiative** as noted below:

* Offsetting the cost of Related Instruction for new apprentices;
* Curriculum development; and,
* Recruitment of new participating employers.

For a detailed description of Allowable Activities, please refer to pages 11-12 of the *2020-2023 State Apprenticeship Expansion Grant* policy, which can be found at: <https://www.labor.maryland.gov/employment/mpi/mpi5-21.pdf>.

* 1. **FUNDING REQUIREMENTS**

Awardees must serve at least 72 new apprentices. Projects may spend a maximum of $3,500 per apprentice, per year.

* 1. **PROHIBITED USE OF FUNDS**

MD Labor prohibits the use of funds for capital costs, the purchase of equipment, the payment of employee wages and/or benefits while in training, or wage subsidies. All courses/classes must be a part of the Registered Apprenticeship’s approved program of RI to be eligible. Funds cannot be utilized for continuing education to maintain current certifications unless required in the Registered Apprenticeship Sponsor’s Related Instruction, an occupation skill certification is obtained, or it results in a salary increase for the Registered Apprentice.

* 1. **INCORPORATION OF THE 2020-2023 STATE APPRENTICESHIP EXPANSION POLICY DOCUMENT**

The *2020-2023 State Apprenticeship Expansion* policy provides the authoritative guidance and reference for this CGP, is incorporated into this proposal, and can be found at: <https://www.labor.maryland.gov/employment/mpi/mpi5-21.pdf>.

**Section 2 – History and Authority**

**2.1 BACKGROUND AND CONTEXT**

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. By design, the workforce system established under WIOA is integrated to help both businesses and jobseekers. WIOA envisions connecting businesses with jobseekers, through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of jobseekers through establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy. WIOA places an emphasis on serving individuals with barriers to employment that hinder them from entering into a fulfilling and meaningful career.

Registered Apprenticeship is fully aligned with the employer-focused, work-based training that WIOA envisions. Features of Registered Apprenticeship, including its flexibility, opportunities for immediate earnings, and emphasis on partnerships, make it an effective strategy to meet workforce system goals. Additionally, the outcomes attained by apprentices and graduates of Registered Apprenticeship programs can lead to strong WIOA performance results. Adopting Registered Apprenticeship as a workforce strategy can help advance the goals of WIOA.

MD Labor’s Division of Workforce and Adult Learning will administer this award on behalf of the State of Maryland. MD Labor has agreed to administrative responsibilities, including the oversight of a competitive process to award funding. MD Labor’s commitment to innovative practices includes funds for expanding Registered Apprenticeship in the State of Maryland.

**2.2 FUNDING**

This award is based on reimbursable funding as performance benchmarks are met. Funds are reimbursed after the Awardee provides an invoice with documentation of the work that has been completed. Funding for these projects will be available through March 31, 2023.

**2.3 OFFICE OF WORKFORCE DEVELOPMENT**

Prior to the award of this opportunity, all questions, correspondences, etc. of this CGP are to be sent to [dlmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dlmatpapprenticeshipandtraining-labor@maryland.gov).

**2.4 REVISIONS TO THE COMPETITIVE GRANT PROPOSAL**

If it becomes necessary to revise this CGP before the due date for proposals, amendments will be publicly posted on the MD Labor’s website and forwarded to all prospective Applicants who received this CGP or otherwise are known by the Program Manager to have obtained this CGP. Amendments made after the due date for proposals will be sent only to those Applicants who submitted a timely proposal and remain under consideration for award as of the issue date of the amendment.

Acknowledgment of the receipt of all amendments to this CGP issued before the proposal due date shall accompany the Applicant’s proposal in the Transmittal Letter accompanying the Technical Proposal submittal. Acknowledgement of the receipt of amendments to the CGP issued after the proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Applicant from complying with all terms of any such amendment.

**Section 3 – Important Details for Applicants**

**3.1 PROPOSAL DUE DATE**

MD Labor must receive an original mail or electronic copy of the proposal at the address or email address listed below, no later than **5:00 PM (Eastern Time) on Friday, September 10, 2021** in order to be considered.

Maryland Department of Labor

Division of Workforce Development and Adult Learning

Attn: Christopher MacLarion, Director of Apprenticeship and Training

1100 North Eutaw Street, Room 209

Baltimore, MD 21201 **OR** email to [dlmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dlmatpapprenticeshipandtraining-labor@maryland.gov)

Requests for extension of the closing date or time shall not be granted. Applicants mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Program Manager. Proposals received by the Program Manager after the due date and time, **5:00 PM (Eastern Time) on Friday, September 10, 2021** shall not be considered.

**3.2 AMENDMENTS, CANCELLATIONS, AND DISCUSSIONS**

The State reserves the right to amend or cancel this CGP; accept or reject any and all proposals, in whole or in part, received in response to this CGP; to waive or permit cure of minor irregularities; and to conduct discussions with all qualified or potentially qualified Applicants in any manner necessary to serve the best interests of the State of Maryland. The State also reserves the right, in its sole discretion, to grant an award based upon the written proposals received without prior discussions or negotiations.

**3.3 ORAL PRESENTATION**

Applicants may be required to make oral presentations to MD Labor representatives in an effort to clarify information contained in their proposals. Significant representations made by an Applicant during the oral presentation must be put into writing. All such written representations will become part of the Applicant’s proposal and are binding if the Award is granted. The Program Manager shall notify Applicants of the time and place of oral presentations.

**3.4 APPLICANT RESPONSIBILITIES**

The selected Applicant shall be responsible for rendering services as required by this CGP. Subcontractors or sub-grantees shall be identified and a complete description of their role relative to the proposal shall be included in the Applicant’s proposal. The Applicant is responsible for ensuring that the subcontractor or sub-grantee is aware of the terms and conditions of the sub-award and has fully agreed to comply with the terms and conditions. The Applicant will be responsible to the Awardee for any breaches of the terms and conditions by its subcontractors or sub-grantees.

**3.5 AWARD**

By submitting an offer in response to this CGP, an Applicant, if selected for award, shall be deemed to have accepted the terms of the CGP, the *2020-2023 State Apprenticeship Expansion Grant* policy*,* and of the award.

**3.6 COMPLIANCE WITH LAWS/ARREARAGES**

3.6.1 By submitting a proposal in response to this CGP, the Applicant, if selected for award, agrees that it will comply with all federal, State and local laws applicable to its activities and obligations under the award.

3.6.2 By submitting a response to this CGP, each Applicant represents that it is not in arrears in the payment of any obligations due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the award if selected for award.

3.6.3 This CGP and subsequent awards are subject to the Uniform Guidance Terms and Conditions 2 CFR Part 200.

3.6.4 The requirements described in the *2020-2023 State Apprenticeship Expansion* policy are incorporated into this proposal and may be found at: [https://www.labor.maryland.gov/employment/mpi/mpi5-21.pdf](https://www.labor.maryland.gov/employment/mpi/mpi5-21.pdf%20).

**Section 4 – Scope of Work**

**4.1 INTRODUCTION**

MD Labor’s Division of Workforce Development and Adult Learning is seeking applications from Community Colleges to develop and scale Registered Apprenticeship programs in the State of Maryland through the **2021 Maryland** **Community College Apprenticeship Initiative**.

Registered Apprenticeship is a proven model of job preparation that combines paid On-the-Job Learning (OJL) with Related Instruction to progressively increase workers’ skill levels and wages. Registered Apprenticeship is also a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an “earn and learn” strategy, Registered Apprenticeship offers jobseekers immediate employment opportunities with sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally recognized, portable credentials, and their training may often be applied towards further post-secondary education.

All Registered Apprenticeship programs consist of the following five core components:

**Business Involvement** – Businesses are the foundation of every Registered Apprenticeship program. The skills needed for workforce success, provided through business input, form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.

**On-the-Job Learning** **(OJL) –** Every Registered Apprenticeship program includes structured OJL. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the apprentice must learn over the course of the program to become fully proficient at the job.

**Related Instruction** – Apprentices receive Related Instruction or classroom style training that complements the OJL. This instruction helps refine the technical and academic skills that apply to the job. A Community College, technical school or college, an apprenticeship training school, non-profit, community-based organization (CBO), industry, labor organization, business association, or business may offer Related Instruction. The instruction can be provided at various locations, including the school, online, or at the work site.

**Rewards for Skill Gains** – Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate apprentices as they advance through training and become more productive and skilled at their job.

**National Occupational Credential** – Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a certificate of completion. This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs, particularly in high-growth industries such as healthcare, advanced manufacturing, and transportation, also offer interim credentials as apprentices master skills included in their career pathway.

**4.2 GENERAL PROVISIONS AND OTHER REQUIREMENTS**

Please refer to Section 1.2 above for applicant eligibility requirements.

4.2.1 The Applicant will create a sustainability plan for once award funds are exhausted or the project has ended.

4.2.2 The Applicant is encouraged to serve individuals facing barriers to employment, as defined in Maryland’s State WIOA Plan: <https://www.dllr.state.md.us/wdplan/>

4.2.3 To be eligible to receive a **2021 Maryland Community College Apprenticeship Initiative** award, an Applicant is not required to provide dollar-to-dollar matching of funds. However, Applicants are encouraged to leverage additional resources for the expansion or creation of Registered Apprenticeship programming. Leveraged resources may include braided, blended, or stacked funding from other public, private or philanthropic sources.

4.2.4 Applicants must provide a description and assurance of an effective and efficient financial management system that allows for the accurate tracking of award expenditures and obligations by funding source, fund type, cost classification, and budget line item; experienced accounting and/or program staff familiar with federal grants management and reporting; and financial solvency that allows for award payments on a reimbursement basis for actual costs incurred.

**4.3 DATA COLLECTION REQUIREMENTS**

After the project is completed, the authorized representative of the Community College agrees to provide follow-up information on all of the apprentices participating in Related Instruction including programs/courses successfully completed, certifications/credentials acquire, promotions/wage increases received, etc.

MD Labor may require additional reporting information from the 2021 Maryland Community College Apprenticeship Initiative recipients, beyond the sample monthly program report. Awardees must respond to reporting requests within seven calendar days of receipt or forfeit the grant.

The Awardee shall ensure that their apprentice information is properly recorded within timeframes to be determined by DWDAL. DWDAL will provide technical guidance related to data collection, recording, required supporting documentation, and reporting to the service providers during the term of the award.

DWDAL will conduct regular programmatic and fiscal monitoring to ensure that activities of its service providers are on target to meet award goals.

**4.4 REPORTING REQUIREMENTS**

The Awardee shall submit monthly financial and narrative program progress reports to DWDAL. Templates for these reports will be provided by the DWDAL as an attachment to the formal award.

Reports are due by the Tenth(10th) day of each month following the month of service during the award period. The President of the Community College or his/her authorized senior level designee must sign the monthly financial and narrative program progress reports.

**4.5 INVOICE REQUIREMENTS**

Invoices should be submitted monthly based on current cash needs. Reimbursements are to be for actual cash expenditures incurred during the reporting cycle.

Invoices must also include relevant documentation to support expenses for which reimbursement is requested, such as: documentation of expenses (paid invoices, receipts, or staff time sheets), or other items to demonstrate costs incurred associated with award activities.

**4.6 AWARD STAFFING AND MANAGEMENT**

The Awardee shall designate a full-time equivalent as an Apprenticeship Coordinator who will be solely dedicated to the project.

**Section 5 – Proposal Format**

**5.1 PROPOSALS**

MD Labor must receive an original mail or electronic copy of the proposal at the address or email address listed below, no later than **5:00 PM (Eastern Time) on Friday, September 10, 2021** in order to be considered.

Maryland Department of Labor

Division of Workforce Development and Adult Learning

Attn: Christopher MacLarion, Director of Apprenticeship and Training

1100 North Eutaw Street, Room 209

Baltimore, MD 21201 OR email to [dlmatpapprenticeshipandtraining-labor@maryland.gov](mailto:dlmatpapprenticeshipandtraining-labor@maryland.gov).

**5.2 SUBMISSION**

The proposal must include the **2021 Maryland** **Community College Apprenticeship Initiative** **Competitive Grant Proposal Narrative (Attachment A)**. All sections of the CGP Narrative form must be completed with as much detail as possible and must include all required partnership letters of commitment. Proposal Narratives are limited to 20 pages. Applications must include relevant letters of support and/or commitment; the letters do not count against the 20-page limit.

The Applicant must submit a detailed line item budget using the **2021 Maryland Community College Apprenticeship Initiative Competitive Grant Proposal Budget (Attachment B)** for their project’s period of performance. Also include either a detailed cost analysis of each line item or a budget narrative that explains the costs reflected in each of the line items. The budget must reflect the cost per participant. Administration costs may not exceed 10% of program costs.

Support for Maryland’s workforce programs is provided by the *2020-2023 State Apprenticeship Expansion Grant* awarded by the U.S. Department of Labor’s Employment and Training Administration. This overall grant award is $6,012,294, of which federal funds comprise 100 percent. The remaining 0 percent is comprised of state general, special, and reimbursable funds.

1. Information on RACC can be found here: <https://www.dol.gov/agencies/eta/apprenticeship/community-colleges>. [↑](#footnote-ref-2)