**STATE OF MAINE**

**Department of Labor**

*Bureau of Employment Services*



**RFA# 202111177**

**Maine Apprenticeship Program**

**Grant Funding**

**FY 2022 Application**

|  |  |
| --- | --- |
| **RFA Coordinator** | All communication regarding the RFA must be made through the RFA Coordinator identified below.  **Name:** Joan Dolan **Title:** Director of Apprenticeship & Strategic Partnerships  **Contact Information:** [Joan.M.Dolan@maine.gov](mailto:Joan.M.Dolan@maine.gov) |
| **Bidders’ Conference** | **Date:** Monday, February 7, 2022 **Time:** 1:00pm ET, local time  **Location:** Zoom ([register here](https://mainestate.zoom.us/webinar/register/WN_ZhMAQ1YeTfCtRGhiIqzRFQ)) |
| **Submitted Questions** | All questions must be submitted, by e-mail, to the RFA Coordinator no later than February 11, 2022 at 11:59 pm and must include **“RFA# 202111177 Question”** in the subject line of the e-mail. |
| **Application Submission Period** | *Applications must be received by the Division of Procurement Services by:*  **Initial Submission Deadline: Wednesday, February 23, 2022**, no later than 11:59 p.m., local time. Applications must be submitted electronically to the Division of Procurement Services at [proposals@maine.gov](mailto:proposals@maine.gov) and must include **“RFA# 202111177 Application Submission”** in the subject line of the e-mail. |

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**RFA TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFA, shall have the meanings indicated below:

| **Term/Acronym** | **Definition** |
| --- | --- |
| **Apprentice** | Any individual employed by a Sponsoring Employer, who has signed an Apprenticeship Agreement with the Sponsoring Employer providing for training and related instruction and who is registered with the Maine Apprenticeship Program. |
| **Apprenticeship Navigator** | One who raises awareness regarding the benefits of Apprenticeships to both job seekers and businesses, creates Apprenticeships, registers Apprenticeships, expands Apprenticeships within traditional and non-traditional industries, and connects communities and job seekers to Apprenticeships. |
| **BES** | Bureau of Employment Services |
| **Community-Based Organization (CBO)** | A public or private non-profit organization that is representative of a community or significant segments of a community and serve local community needs, such as providing educational or supportive services. |
| **Department** | Department of Labor |
| **DEI** | Diversity, equity and inclusion |
| **Education Provider** | An institution providing occupation-related education to Apprentices and/or pre-Apprentices. Examples include, but are not limited to, colleges, universities, adult education providers, K-12 schools, career and technical education schools, vocational schools. The education can be delivered to youth, adults, or a combination of both. |
| **Infrastructure** | The facilities and systems needed to enable, sustain, or enhance societal living conditions, such as roads, railways, bridges, tunnels, water supply, sewers, electrical grids, and telecommunications. For the purposes of this grant, infrastructure includes the construction, trades, broadband, and logistics sectors. |
| **Intermediary Agency** | An Intermediary Agency can be a Joint Apprenticeship Training Council, a Group Non-Joint Apprenticeship Training Council comprised of representatives from industry having experience with registered Apprenticeship and industry and education requirements, typically in the form of an Association, Union or Signatory Employers identified through collective bargaining that acts to administer Apprenticeship programs through its members. An Intermediary Agency works directly with the Maine Apprenticeship Program for final registration actions. |
| **MDOL** | Maine Department of Labor |
| **MOU** | Memorandum of Understanding |
| **On-the-Job Learning (OJL)** | Tasks learned on-the-job in which the Apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience. |
| **Pre-Apprenticeship** | A quality pre-Apprenticeship program prepares individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s) and other features as defined in guidance provided by the United States Department of Labor in [Training and Employment Notice No. 13-12](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5842). |
| **Registered Apprenticeship** | A program recognized by the [United States Department of Labor](https://www.apprenticeship.gov/employers/explore-apprenticeship) and administered by the Maine Department of Labor, combining on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations. |
| **Related Instruction** | An organized and systematic form of instruction designed to provide the Apprentice with knowledge of the theoretical and technical subjects related to the Apprentice’s occupation. Such instruction may be given in a classroom, through the program sponsor, a community college’s occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Intermediary or Registration Agencies. |
| **RFA** | Request for Application |
| **Sponsor** | The employer, an association of employers, an organization of employees or a joint Apprenticeship training committee, in whose name the Standards of Apprenticeship will be registered, and which will have the responsibility for administration and operation of the Apprenticeship program. |
| **Sponsoring Employer** | An individual employer that administers an Apprenticeship program registered by the Maine State Office of Apprenticeship through a participation agreement with either an Intermediary Agency or the Maine Apprenticeship Program. |

**Maine Apprenticeship Program**

**FY 2022 Grant Funding**

**Details and Instructions**

## Application Purpose and Background

The Maine Department of Labor (Department) is committed to serving Maine workers and businesses by helping employers recruit and train a talented workforce, providing workers with the skills they need to be competitive in the economy, assisting individuals when jobs are lost, aiding people with disabilities to reach career goals, ensuring safe and fair workplaces for people on the job, and providing research and analysis of employment data to support job growth. The Department’s Bureau of Employment Services (BES) works to build and sustain a skilled workforce. Through this RFA, BES’s Maine Apprenticeship Program is seeking to assist Maine-based businesses, unions, education and training providers, community-based organizations, workforce development organizations, and/or current or potential Apprenticeship intermediaries to adopt and/or expand registered Apprenticeship opportunities in Maine and achieve the following three goals:

1. **Expand the number of high-quality pre and registered Apprenticeships** offered within our priority communities of women, people of color, people with disabilities, and justice involved individuals.
2. **Increase the number of under-represented workers in Apprenticeship** with a focus on women, people of color, people with disabilities, and justice involved individuals.
3. **Develop an integrated, sustainable, and effective statewide Apprenticeship system.**

Registered Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a portable, nationally recognized credential. The Maine Apprenticeship Program assists in setting up structured, yet flexible, training programs designed to meet the specific needs of Maine employers through on-the-job learning and related classroom instruction. Registered Apprenticeship Programs can be sponsored by employers, employer associations, or labor/management groups that can hire and train in a working situation.

The grant funding offered through this RFA process shall help expand awareness of and access to Apprenticeships throughout Maine. To best align our priority communities and key sectors, our overarching goals will be implemented through developing and/or expanding Apprenticeship opportunities in the following sectors: clean energy, agriculture, forestry, and fisheries, healthcare and social assistance, infrastructure (construction, trades, broadband, logistics), leisure and hospitality, manufacturing, education, and retail.

## General Provisions

1. From the time this RFA is issued until award notification is made, all contact with the State regarding this RFA must be made through the RFA Coordinator identified on the cover page of this RFA. No other person/State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the application process, at the State’s discretion.
2. The Applicant shall take careful note that in evaluating its application submitted in response to this RFA, the Department will consider materials provided in the application and internal Departmental information of previous contract history, if any, with the Applicant. The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant’s experience and capabilities.
3. All submissions in response to this RFA will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
4. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## Eligibility to Submit Applications

In order to be considered for Grant funding under this application process, Applicants must:

1. Be a Maine-based business committed to developing or expanding registered Apprenticeship programming or an education provider, union, industry association, or community-based organization (CBO) willing to act as an Apprenticeship intermediary.
   1. Public sector entities may apply though preference will be given to non-governmental applicants
2. Serve one or more of the following industries:
   1. Clean energy,
   2. Agriculture, Forestry, and Fisheries,
   3. Healthcare and social assistance,
   4. Infrastructure (construction, trades, broadband, logistics),
   5. Leisure and hospitality,
   6. Manufacturing,
   7. Education
   8. Retail
      1. If the industry served does not fall into one of these categories, the program must limit participation to one or more of the communities listed below.
3. Focus on one or more of the following communities:
   1. Unemployed or underemployed adults, or low-wage workers, particularly those impacted by the COVID-19 pandemic
   2. In-school youth ages 16-24
   3. Out-of-school youth ages 16-24
   4. Adults ages 55 and older
   5. People without a college degree
   6. Women
   7. People of color
   8. Justice involved individuals
   9. People with disabilities
   10. Rural communities (residents of Aroostook, Franklin, Oxford, Piscataquis, Somerset, and/or Washington counties)
   11. People in recovery
4. Propose to do one or more of the following:
   1. Develop and/or expand pre-Apprenticeship and/or Apprenticeship programming.
   2. Develop new on-the-job learning and/or classroom curriculum to support pre-Apprenticeship and/or Apprenticeship programs.
   3. Expand organizational capacity to develop or expand Apprenticeship programming and recruitment efforts (e.g., hire an Apprenticeship Navigator, on behalf of an industry association(s), union, business(es), and/or community-based organization) to facilitate the following:
      1. Expand Apprenticeship/pre-Apprenticeship programming and reach within priority communities and targeted industry sectors
      2. Raise awareness of Apprenticeship as a viable workforce development tool
      3. Foster stronger employer/education provider partnerships

In addition, proposed pre-Apprenticeship and/or Apprenticeship programs must meet the following criteria:

1. Programs must include a diversity, equity, and inclusion plan to recruit under-represented groups including women, people of color, people with disabilities, and/or justice involved individuals. Partnership with an organization with expertise in this area and/or a specific plan to directly involve individuals from under-represented communities in outreach, program design, and planning efforts is required.
2. Program must include a direct connection to Apprenticeship employer(s) willing and able to hire Apprentices and provide them with mentored, On-The-Job Learning (OJL) and access to classroom training to support the OJL.
3. Funding for the development of pre-Apprenticeship programs must include at least one of the characteristics of a quality pre-Apprenticeship program as described in the United States Department of Labor [Training and Employment Notice No. 13-12](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5842).
4. Training that leads to an occupation on the Maine Department of Labor’s [Center for Workforce Research and Information (CWRI) High Wage In Demand](https://www.maine.gov/labor/cwri/data/oes/hwid.html) list will be given priority consideration for funding.

## Number of Awards

The Department anticipates making multiple awards as a result of this RFA process, including partial awards. The total estimated grant funds available are $12,000,000, with awards ranging from $250,000 to $3,000,000.

The number and size of awards will depend on the number of proposals received, industry sector(s) served, and available funds. The Department reserves the right to eliminate the lowest scoring application(s) and/or make awards at amounts less than that requested, whichever is in the best interest of the State.

Any person aggrieved by the award decision that results from the RFA may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

1. **Contract Terms**

Applicants awarded through this RFA process will be conditionally awarded a contract for up to a nearly three (3) year period. The period of performance is March 1, 2022 – December 31, 2024.

Applicants will initially be awarded funding for one year, with an option to extend for the remaining grant period (through December 2024) pending progress towards Performance Metrics (**Appendix E**). Performance will be evaluated each quarter upon submission of a Quarterly Report. Applicants not making adequate progress towards their Performance Metrics may not have their contracts extended. Funding decisions may be affected by meeting outlined goals or progress to-date.

**Maine Apprenticeship Program**

**FY 2022 Grant Funding**

**Activities and Requirements**

# 

1. **Maine Department of Labor Resources**

The Maine Department of Labor will provide the following resources to grant recipients:

1. Informational webinar for grant recipients to review expectations and processes
2. Ongoing technical assistance on registered Apprenticeship and grant requirements provided quarterly and as requested by grantees
3. Incentive funding for the following:
   1. New sponsor registration: $1,500 available upon registering the first Apprentice.
   2. New sub-sponsor or new occupation for an existing sponsor: $1,000 available upon registering first Apprentice.
   3. Classroom training offset of $500 per Apprentice once the Apprentice has been registered with the Maine Apprenticeship Program for six (6) months.
4. **Allowable Apprenticeship Grant Activities**

Allowable activities can include, but are not limited to:

1. Registration of programs and sponsors
   1. Register new Apprenticeship sponsors and/or sub-sponsors.
   2. Register Apprentices and submit data reports.
2. Training and partnership development
   1. Develop pre-Apprenticeship training with direct entry into Apprenticeship, including MOU’s and/or sub-grantee contracts.
   2. Develop and deliver curriculum in collaboration with education providers and businesses.
   3. Develop or expand opportunities that deliver remote and hybrid learning.
   4. Develop and convene education and employer collaboratives, such as regional sector advisory boards.
3. Generate awareness of Apprenticeship
   1. Conduct industry sector survey to identify in-demand occupations for training programs.
   2. Conduct business outreach, marketing, and community engagement activities to raise awareness of and participation in Apprenticeship.
4. Deliver Apprenticeship programming
   1. Expand or create new internal capacity to support Apprenticeship programming such as employment of Apprenticeship Navigator or instructional staff.
   2. Train/ certify new instructors to increase availability of Apprentice classroom training.
   3. Develop and/or deliver train-the-trainer program.
   4. Purchase of supplies, which include all tangible personal property other than “equipment” with a unit cost of less than $5,000 (see [2 CFR 200.1](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) for the definition of Supplies)
5. Provide supports to improve equitability and accessibility in Apprenticeship
   1. Provide supportive services to Apprentices. This includes, but is not limited to, transportation, childcare, and needs-related payments that are necessary to enable an individual to participate in education and training activities funded through the grant. Funding for supportive services may not exceed 10 percent of the total funding level.
   2. Purchase and delivery of national certifications.
   3. Developing a framework and/or conduct participant assessments to determine skill levels, aptitudes, abilities, interests, competencies, existing barriers, and social service needs of Apprentice applicants.

Activities that are **not** allowable under this grant include:

1. Purchase of equipment, defined as an item with an acquisition cost of $5,000 or more per unit and a useful lifetime of more than one year (see [2 CFR 200.1](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) for the definition of Equipment).
2. Construction costs
3. Paying wages for Apprentices and/or pre-Apprentices
4. **Collaboration Requirements**
5. Must be an employer or collaborate and establish formal partnership agreements with one or more employers to deliver on-the-job training.
6. Must provide required related technical instruction in-house or collaborate and establish formal partnership agreements with at least one of the following: high schools, Career and Technical Education Centers, Maine Community College System, Adult Education, Joint Apprenticeship Training Committee (JATC), and/or other education provider.
7. Establish partnerships with one or more of the following organizations to recruit new pre-Apprentices and/or Apprentices: high schools, Career and Technical Education Centers, Maine Community College System, Adult Education, community-based organization, and/or similar entity.
8. Partner with an organization with expertise in diversity, equity, and inclusion and/or establish a plan to engage with the identified priority communities.
9. Letters of support from proposed partner organizations are encouraged. If partnering with an organization to support financial management of the grant or sub-granting to a partner organization, letters of support are required.
10. Directly or through partnerships, must provide access to interpersonal supports (e.g., mentorship) and access to wraparound supports to address other needs (e.g., transportation, childcare, etc.)
11. **Applicant and Staffing Requirements**
12. Applicants shall be expected to:
    1. Establish and track metrics in **Appendix E**.
    2. Engage and sustain employer engagement in Apprenticeship.
    3. Participate in MDOL grant orientation activities.
    4. Participate in quarterly grantee meetings to share best practices and voice challenges.
    5. Prepare and submit quarterly narrative, metrics, and financial reports inclusive of diversity, equity, and inclusion plan progress to MDOL.
    6. Provide, at minimum, two (2) success stories for publication and promotion by the Maine Apprenticeship Program through social media, printed stories, annual report to the legislature, or other forms of publication.
13. Program must demonstrate fiscal capacity, including ability to manage large grants, and/or partner with an organization to assist in managing grant funding.
    1. If partnering with an organization to assist with financial management, applicant must provide a letter of support from the financial management organization outlining their qualifications.
14. Business associations, unions, and individual businesses applying for grant funds are required to register either as an Apprenticeship Sponsor or as a sub-sponsor with the Maine Department of Labor if chosen as a grant recipient.
15. Funding may be used to support the employment of staff dedicated to developing and registering Apprenticeship and pre-Apprenticeship programs within the customer base/ service base of the organization.
    1. Staff hired using grant funds must become Subject Matter Experts in Registered Apprenticeship through technical assistance provided by MDOL as applicable to the organization.

# **Reports**

* 1. Track and record all data/information necessary to complete the required reports listed in **Table 1**:

|  |  |  |
| --- | --- | --- |
| **Table 1 – Required Reports** | | |
| **Name of Report** | | **Description** |
| **a.** | Quarterly Narrative Report | Includes information on performance metrics, operations, successes, and barriers, including DEI implementation plan progress. |
| **b.** | Quarterly Financial Report | Includes information on expenditures, as detailed in the grant application. |
| **c.** | Contract Closeout Report | Includes information on performance metrics met and total expenditures. |

# Submit all the required reports to the Department in accordance with the timelines established in **Table 2**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 2 – Required Reports Timelines** | | | |
| **Name of Report** | | **Period Captured by Report** | **Due Date** |
| **a.** | Quarterly Narrative Report | Each quarter | Thirty (30) days after each quarter |
| **b.** | Quarterly Financial Report | Each quarter | Thirty (30) days after each quarter |
| **c.** | Contract Closeout Report | Entire contract period | Sixty (60) days following the close of the contract period |

**Maine Apprenticeship Program**

**FY 2022 Grant Funding**

**Key Process Events**

## Submitting Questions about the Request for Applications

Any questions must be submitted by e-mail and received by the RFA Coordinator identified on the cover page of this RFA, as soon as possible but no later than the date and time specified on the RFA cover page. Submitted Questions must include the subject line: “RFA# 202111177 Questions”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## Amendments to the Request for Applications

All amendments (if any) released in regard to this Request for Applications will be posted on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## Submitting an Application

* 1. **Applications Due:** Applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFA. E-mails containing original application submissions, or any additional or revised application files, received after the 11:59 p.m. deadline will be rejected without exception.

If the need arises, the Department may reopen this RFA to fund additional Apprenticeship Program opportunities.

1. **Submission Instructions:** Applications are to be submitted electronically to the State of Maine Division of Procurement services, via e-mail, to [proposals@maine.gov](mailto:proposals@maine.gov).
   1. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
   2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the actual requested files attached will be accepted.
   3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organizations Information Technology team to ensure your security settings will not encrypt your proposal submission.
   4. File size limits are 25MB per e-mail. Applicants may submit files across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   5. Applicants are to insert the following into the subject line of their e-mail submission: “**RFA# 202111177 Application Submission – [Applicant’s Name]**”.
   6. Applications are to be submitted as a single, typed, PDF or WORD file and must include:
2. Application Cover Page (**Appendix A**);
3. Debarment, Performance and Non-Collusion Certification (**Appendix B**);
4. Maine Apprenticeship Grant Application (**Appendix C**); and
5. Maine Apprenticeship Program Performance Metrics (**Appendix E**)

**Maine Apprenticeship Program**

**FY 2022 Grant Funding**

**Application Evaluation and Selection**

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Points Available** |
| Part 1 – Eligibility | Pass/Fail |
| Part 2 – Applicant Experience | 10 |
| Part 3 – Program Design: Expand the Number of High-Quality Pre-Apprenticeship & Apprenticeship Offerings | 20 |
| Part 4 – Equity: Increase the Number of Under-represented Workers in Apprenticeship | 20 |
| Part 5 – Sustainability: Develop an Integrated, Sustainable, and Effective Apprenticeship System | 20 |
| Part 6 – Budget and Budget Narrative | 20 |
| Part 7 – Partnerships Table | 10 |
| **Total Points** | **100** |

1. **Scoring Process:** The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to the assignment of points for each of those sections. All eligible applications will be rated, and rank-ordered according to the rating score in each allocation category. Applications will be funded in descending order, highest to lowest score, subject to funding availability.

**APPENDIX A**

**State of Maine**

**Department of Labor**

*Bureau of Employment Services*

**GRANT FUNDING APPLICATION – COVER PAGE**

**RFA# 202111177**

**Maine Apprenticeship Program**

**FY 2022 Grant Funding**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant’s Organization Name:** | |  | | | |
| **Chief Executive - Name/Title:** | |  | | | |
| **Tel:** |  | | **E-mail:** | |  |
| **Headquarters Street Address:** | |  | | | |
| **Headquarters City/State/Zip:** | |  | | | |
| ***(Provide information requested below if different from above)*** | | | | | |
| **Lead Point of Contact for Application - Name/Title:** | | | |  | |
| **Tel:** |  | | **E-mail:** | |  |
| **Headquarters Street Address:** | |  | | | |
| **Headquarters City/State/Zip:** | |  | | | |

* This Application and the pricing structure contained herein will remain firm for a period of one hundred eighty (180) days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s Application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an Application.
* The above-named organization is the legal entity entering into the resulting contract with the Department should they be awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Labor**

*Bureau of Employment Services*

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

**RFA# 202111177**

**Maine Apprenticeship Program**

**FY 2022 Grant Funding**

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors and/or consultants named in this application:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three (3) years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
   3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
   4. *Have not within a three (3) year period preceding this application had one (1) or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, contract, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification will result in the disqualification of the Applicant’s Application.**

|  |  |
| --- | --- |
| Name (Print): | Title: |
| Authorized Signature: | Date: |

**APPENDIX C**

**State of Maine**

**Department of Labor**

*Bureau of Employment Services*

## APPLICATION FORM

**RFA# 202111177**

**Maine Apprenticeship Program**

**FY 2022 Grant Funding**

## The Application may be obtained in a Word (.docx) format by double clicking on the document icon below.

****

**APPENDIX D**

**State of Maine**

**Department of Labor**

*Bureau of Employment Services*

## FUNDING GUIDELINES

**RFA# 202111177**

**Maine Apprenticeship Program**

**FY 2022 Grant Funding**

Funding for Apprenticeship programming is based on the total number of new Apprentices and or pre-Apprentices served through the grant opportunity. Total funding requested may not exceed $6,000 per Apprentice or pre-Apprentice served.

Minimum award is $250,000, serving at least 40 new Apprentices and/or pre-Apprentices.

Maximum award is $3,000,000, serving at least 500 new Apprentices and/or pre-Apprentices.

Funding for this grant opportunity must be expended by December 31, 2024.

## APPENDIX E

**STATE OF MAINE**

**Department of Labor**

*Bureau of Employment Services*

**MAINE APPRENTICESHIP PROGRAM (MAP) PERFORMANCE METRICS**

**RFA# 202111177**

**Maine Apprenticeship Program**

**FY 2022 Grant Funding**

## The MAP Performance Metrics may be obtained in a Word (.docx) format by double clicking on the document icon below.



## 

## APPENDIX F

**STATE OF MAINE**

**Department of Labor**

*Bureau of Employment Services*

**APPRENTICESHIP SPONSOR DUTIES AND RESPONSIBILITIES**

**RFA# 202111177**

**Maine Apprenticeship Program**

**FY 2022 Grant Funding**

## The Maine Apprenticeship Program Sponsor Duties and Responsibilities may be obtained in a Word (.docx) format by double clicking on the document icon below.

## Single Sponsor / Employer:

## 

## Intermediary Sponsor:

## 

## Unions and Associations with an Apprenticeship Training Council (ATC):

## 

## APPENDIX G

**STATE OF MAINE**

**Department of Labor**

*Bureau of Employment Services*

**ADDITIONAL RESOURCES**

**RFA# 202111177**

**Maine Apprenticeship Program**

**FY 2022 Grant Funding**

## Apprenticeship Resources:

## Apprenticeship Employer Readiness Checklist: <https://nationalfund.org/wp-content/uploads/2020/02/Apprenticeship-Employer-Readiness-Checklist.pdf>

## Equal Employment Opportunity Resources for Apprenticeship Sponsors: [https://www.Apprenticeship.gov/eeo/sponsors](https://www.apprenticeship.gov/eeo/sponsors)

## Growing Equity and Diversity Through Apprenticeship: Business Perspectives: [https://www.jff.org/resources/growing-equity-and-diversity-through-Apprenticeship-business-perspectives/](https://www.jff.org/resources/growing-equity-and-diversity-through-apprenticeship-business-perspectives/)

## Equity in Apprenticeship: Case studies of Apprenticeship programs with equity focus [https://equityinApprenticeship.org/](https://equityinapprenticeship.org/)

## Maine Department of Labor’s Apprenticeship Website: [https://www.maine.gov/labor/jobs\_training/Apprenticeship/](https://www.maine.gov/labor/jobs_training/apprenticeship/)

## U.S. Department of Labor’s Apprenticeship Website: [https://www.Apprenticeship.gov/](https://www.apprenticeship.gov/)

## Pre-Apprenticeship Resources

## Employers Guide to Youth Employment: <https://www.maine.gov/labor/docs/2021/laborlaws/EmployersGuidetoYouthEmployment92021.pdf>

## Principles for a High-Quality Pre-Apprenticeship: A Model to Advance Equity

## https://www.clasp.org/publications/report/brief/principles-high-quality-pre-Apprenticeship-model-advance-equity

## JFF’s Framework for a High-Quality Pre-Apprenticeship Program: [https://www.jff.org/resources/jffs-framework-high-quality-pre-Apprenticeship-program/](https://www.jff.org/resources/jffs-framework-high-quality-pre-apprenticeship-program/)

## Pre-Apprenticeship MOU Template:

## 