**STATE OF MAINE**

**Department of Labor**

State Workforce Board



**RFA# 202204054**

**Maine Industry Partnerships for Workforce Development Initiative**

**Grant Funding**

**FY 2022 Application**

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.  **Name:** Christopher Quint **Title:** RFA Manager  **Contact Information:** [Christopher.Quint@maine.gov](mailto:Christopher.Quint@maine.gov) |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:*  **Date:** **June 13, 2022**, no later than 11:59 p.m., local time |
| **Proposal Submission** | *Proposals must be received by the Division of Procurement Services by:*  **Submission Deadline:** **June 28, 2022** no later than 11:59 p.m., local time.  *Proposals must be submitted electronically to the following address:*  **Electronic (e-mail) Submission Address:** [Proposals@maine.gov](mailto:Proposals@maine.gov) |

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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** | | --- | --- | | **ARPA** | American Rescue Plan Act | | **DEI** | Diversity, Equity and Inclusion | | **Department** | Department of Labor | | **Education Provider** | An institution providing occupation-related education. Examples include, but are not limited to, colleges, universities, adult education providers, K-12 schools, career and technical education schools, vocational schools. | | **Industry Partnership** | Industry partnerships (often called sector strategies) are groups of employers, sometimes including a trade association, and possibly including labor unions, training providers, educational institutions, community organizations, and other entities engaged in workforce development activities. Industry Partnerships are becoming effective structures for aligning employers in a growing industry cluster or subsector and helping them develop an advanced career pathway. The approach brings together the interests of employers and educators by communicating employer needs to public systems. It provides a coordinator to organize programs into systems that meet those needs. Advanced sector strategies create career pathway systems to meet an industry’s workforce needs, and for workers they establish clear paths to good jobs and careers. | | **MDOL** | Maine Department of Labor | | **MOU** | Memorandum of Understanding | | **RFA** | Request for Application | | **SWB** | Maine State Workforce Board | | **State Workforce Board** | The Maine State Workforce Board, formerly the State Workforce Investment Board, is responsible for assisting the Governor in performing the duties and responsibilities required by the federal Workforce Innovation and Opportunity Act of 2014. All members of the Board are appointed by the Governor and represent the many facets of workforce development - business, labor, public education, higher education, economic development, youth activities, employment and training, as well as the Legislature. The Board meets on a regular basis and the public is encouraged to attend the meetings. | |  |
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**Maine Industry Partnerships for Workforce Development Initiative**

**FY 2022 Grant Funding**

**Details and Instructions**

1. **Purpose and Background**

The Maine Department of Labor (Department) is committed to serving Maine employers and workers by helping employers recruit, hire, train and retain a talented workforce.

To assist employers and workers in recovering from the crushing effects of the COVID pandemic, in March 2021, Congress passed the American Rescue Plan Act (ARPA). It injects $1.9 trillion into the economy, including $350 billion in State and Local Fiscal Recovery Funds. This is a once-in-a-generation opportunity to build back stronger than before. For many, the American Rescue Plan Act’s (ARPA) state and local funds represent the largest positive fiscal jolt to their budgets in decades.

Understanding that the stakes are high, Maine’s Governor proposed the Maine Jobs & Recovery Plan (MJRP) which draws upon the recommendations of the Governor’s Economic Recovery

Committee and the bold vision for Maine in the State’s 10-Year Economic Development Strategy. As a result, the Plan incorporates the insight of economic, business and community leaders in Maine, a data-driven understanding of Maine’s economy before and during the pandemic, and the experiences of Maine people whose lives were disrupted by COVID-19. MDOL’s overarching workforce goals are aligned with the goals of the Maine Jobs and Recovery Plan:

1. Increase the labor pool by breaking down employment barriers and attracting talent
2. Increase the number of Mainers with a credential of value through training and education
3. Increase average wages by supporting individuals in connecting to and employers in offering high-quality jobs

Creating Industry Partnerships for Workforce Development can help to identify and address the specific challenges facing business sectors related to their workforce and is a cornerstone of the state’s strategy. For more information and links about industry partnerships, see additional resources, page 19 of this document.

The State Workforce Board, as the entity charged with overall workforce system coordination, will oversee $3.7 million in APRA funds to launch the Maine Industry Partnerships for Workforce Development Initiative. Through this funding, we are seeking proposals, from all regions of the state, that expand/create industry-driven partnerships via workforce intermediaries—to include industry associations, groups of employers, and other collaborations-- that organize and address the employment needs of industries impacted by COVID-19 through accessing funding, training and education in the public workforce system and that leverages private sector interests and capacity, resulting in improved staffing for employers and a coordinated approach to developing talent for workers and jobseekers.

With significant ARPA funding across the workforce and economic development systems, partnerships will be expected to access and leverage other ARPA funds (and other funds/resources), in addition to those available under the Industry Partnership Initiative.

Sector-based strategies have been shown to improve employer approaches to staffing, training, and advancing workers, resulting in reduced vacancies and increased employment of residents. By taking a sector-based workforce development approach that organizes industries in Maine disrupted by COVID-19, and which are vital to economic recovery in communities impacted by COVID, the SWB supports these industries’ recovery and enables employers and industries to leverage ARPA and other funds across Maine’s workforce system to create pathways to quality jobs.

The Industry Partnerships for Workforce Development initiative will focus exclusively on industries that fit within the guidance from the U.S. Treasury for utilization of ARPA funding, which requires a focus on industries that endured significant negative economic impacts due to COVID-19. The approved industries are:

1. Clean Energy
2. Agriculture, Forestry, and Fisheries
3. Healthcare and social assistance
4. Information
5. Infrastructure (construction, building trades, broadband, logistics)
6. Leisure and hospitality
7. Manufacturing
8. Education
9. Retail
10. **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.
11. **Eligibility to Submit Applications**
12. **Identify a Targeted Industry. Must be one of the following:**

clean energy, agriculture, forestry and fisheries, healthcare and social assistance, information, infrastructure (construction, building trades, broadband and logistics), leisure and hospitality, manufacturing, education, and retail

1. **Select a Lead Applicant**. All proposals require a Lead Applicant. This person is the lead contact and administrator for all grant-related activities.
2. **Identify Other Industry Partners. Eligible partners include:**
   1. Employers,
   2. Nonprofit & community-based organizations,
   3. Local workforce boards,
   4. Industry associations,
   5. Labor unions,
   6. Apprenticeship organizations,
   7. Local governments,
   8. Local or regional economic development entities,
   9. Chambers of commerce,
   10. Small business development centers,
   11. WIOA service providers & partners,
   12. Human service organizations,
   13. Criminal justice organizations,
   14. K-12/local education,
   15. Career & technical education,
   16. Colleges and universities,
   17. Adult education, and
   18. Public libraries

(*Please see description of eligibility of each partner to receive funding).*

1. **Meet Minimum Threshold for Acceptable Partnership**. Applicant(s) must partner with at least four employers from the target industry in addition to partnering with at least one education and training provider, workforce system partner, and/or community-based organization. Employers must include representatives from at least 2 small employers (< 50 employees) must be included.
2. **Meet Collaboration Requirements and Partner Roles (see page 8)**

**D**. **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 $3,700,000, with awards ranging from an estimated $300,000 to $700,000. We will consider proposal requests for less than $300,000 if they meet all of the eligibility requirements and make a strong justification for the request. Proposal requests over $700,000 will not be considered. Proposal requests are limited to one per applicant/industry partnership.

Awards will be provided based on the likely impact of the proposed work in mitigating the labor market challenges experienced by employers.

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.

**E. Contract Terms**

Applicants awarded through this RFA process will be conditionally awarded a contract for up to a two and a half (2.5) year period. The period of performance is August 1, 2022 – December 31, 2024.

Applicants will initially be awarded funding for one year, with an option to extend for the remainder of the grant period 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 Industry Partnerships for Workforce Development Initiative**

**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, including information about grant requirements and reporting.

## Eligible and Ineligible Expenses.

## All expenses to be paid using ARPA Funds (specific to the Maine Industry Partnerships with Workforce Initiative), must be related to the goals that the partnership develops and its implementation.

## Eligible expenses may include reasonable project management costs, including contracts with partners for specific roles or services.

## MDOL/SWB may limit the percentage of grant funds that may be used for administrative or indirect costs but recognizes the need for partnerships to build capacity to achieve broader workforce gains.

## The need for and reasonableness of all costs must be fully justified and detailed in the Budget Narrative (Appendix D).

* + - 1. Expenses that are **not** allowable under this grant include:

1. Construction costs
2. Industry Partnership Initiative funds will not be used to supplant other grant or ARPA funded program including, but not limited to, training programs

**No** **Supplantation.** No business/organization receiving ARPA Maine Industry Partnership (MIP) funds may supplant other funds with ARPA MIP funds that assist with similar services. Grantees must use ARPA Funds in a way that is complementary to other available resources and supplements, expands, and creates new opportunities vs. supplants existing activities.

1. **Collaboration Requirements**
2. **Be Clear about Required Partner Roles**. All Maine Industry Partnership members should be aware of the goals, outcomes, and responsibilities set forth in their application, which will include the roles and responsibilities, financial commitments and contributions and the expectations of each member.
   1. **Lead Applicant.** The Lead Applicant will be responsible for implementing the Partnership’s goals, coordinating meetings and performance reporting. It is important that the Lead Applicant have the capacity to conduct ongoing management and administration of the Partnership to meet performance targets and achieve goals.
   2. **Fiscal Agent.** The Fiscal Agent will be responsible for expense reporting, receipt of funds, and the disbursement of funds to appropriate entities. It is important that the Fiscal Agent have the capacity to manage funds and maintain fiscal records.
   3. **Employer Partners.** Employer members of the Maine Industry Partnership are expected to make specific contributions and performance commitments to support the Partnership and implementation of the application goals. Commitments may include financial and in-kind contributions, including but not limited to:
      1. Providing staff time, faculty or subject matter experts,
      2. Facilities,
      3. Data analysis,
      4. On-the-job-training,
      5. Supplies, etc.
   4. Strategic Partners & Other Partnership members are also expected to make specific commitments and contributions to support the Partnership and implementation of the workforce solution. Strategic partners may include education and educational providers, employer groups/associations and community-based organizations, including those with specific diversity, equity, and inclusion expertise.
   5. Letters of support from proposed partner organizations detailing specific roles and experience are required. If partnering with an organization to support financial management of the grant or sub-granting to a partner organization, letters of support are also required.
3. **Required Activities**
4. **Leverage resources whenever possible**.
   * + - 1. Applicants are required to leverage resources whenever possible and must be specific about which additional ARPA funded initiatives or other public, or private dollars they are expecting to leverage.
         2. If training and education is proposed as an expense, the applicant must demonstrate no other funds, including APRA funds, are available for the training.
5. **Development of Career Pathways.** 
   1. To support the development of the state’s new workforce system portal for job seekers and employers, each industry partnership must commit to developing career pathway maps for the industry that detail occupations with significant numbers of workers, the skill/education/licensing requirements for each position, the training and education available in the state for those occupations, and the career progressions possible.
   2. This information will be utilized by the state of Maine in creating a uniform set of career pathways maps with linkages that will be a main feature of the new portal.
   3. Technical assistance will be made available to support partnerships in this work.
6. **Include a Diversity, Equity, and Inclusion Plan (DEI).** 
   1. Proposals must include a DEI plan focused on increasing the number of under-represented workers working in high-wage jobs among Industry Partnership employers[(see CWRI’s 2019 definition of “high-wage” here](https://www.maine.gov/labor/cwri/data/oes/hwid.html)).
   2. Specific communities of focus may include people of color, women, veterans, persons who are economically disadvantaged, people with disabilities, youth, older workers, and justice-involved individuals.
   3. Partnerships should include strategies to advance this goal including integrating DEI into recruitment, retention, training, career development, organizational culture and/or research activities.
   4. Partnerships 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.
7. **Convene and conduct industry research to identify common workforce needs**
   1. Organize businesses, employers, workers, labor organizations and industry associations into a collaborative structure that supports the sharing of workforce development information, ideas, and challenges common to their industry cluster, and secures public and private funding to meet skill needs for priority industries.
   2. Collaborate to address common organizational and human resource challenges, including
8. **Develop strategies and implement activities to address identified workforce challenge***: Propose to do one or more of the following, in alignment with MDOL’s overarching goals:*
9. **Recruitment Activities: Increase the Labor Pool**
   * 1. Create a more inclusive and welcoming workplace to attract and retain potential employees from a diverse pool of persons seeking jobs, including:
        1. People of color,
        2. Women,
        3. Veterans,
        4. Persons who are economically disadvantaged,
        5. New Mainers,
        6. People with disabilities,
        7. Youth,
        8. Older workers,
        9. Justice involved individuals, and others.
        10. Rural communities
   1. Recruit new workers through innovative, inclusive activities (e.g., implementing new recruitment strategies or hiring foreign-trained professionals)
10. **Training and Education Activities: Increase the Number of Credentials of Value**
11. Identify the workforce training needs of multiple businesses.
12. Develop and deliver specific trainings (with credentials including but not limited to Registered Apprenticeship) that will address shortage of skills that are critical to the competitiveness and innovation of the industry cluster and leverage existing ARPA or other funding streams to address those needs.
13. Implement other training activities (e.g., retraining dislocated workers, adopting new technologies, fostering experiential and contextualized on-the-job learning
14. **Employer Education and Retention Activities: Increase Average Wages**
15. Develop and strengthen career ladders within and across companies, enabling entry-level workers to improve skills and advance to higher-wage jobs through creating a continuum of training and education across partners, identifying, and addressing gaps in pathways, etc.
16. Retain incumbent workers through innovative, inclusive activities
17. **Applicant and Staffing Requirements**
18. Lead applicant is expected to:
    1. Establish and track metrics in **Appendix E**.
    2. Participate as an employer in MaineJobLink (i.e., post job openings for duration of contract).
    3. Engage and sustain employer engagement in the partnership.
    4. Participate in MDOL grant orientation activities.
    5. Participate in quarterly grantee meetings to share best practices and voice challenges.
    6. Share industry, employer, and participant level data (if applicable) with MDOL to track and capture longer term employment outcomes.
    7. Prepare and submit quarterly narrative, metrics, and financial reports (unless there is also a fiscal agent) inclusive of diversity, equity, and inclusion plan progress (if applicable) to MDOL.
    8. Provide, at a minimum, two success stories for publication and promotion by the Maine Industry Partnerships for Workforce Initiative through social media, printed stories, annual report to the legislature, or other forms of publication.
    9. Participate in relevant State Workforce Board efforts such as workforce system branding and integration efforts.
19. 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.
20. Funding may be used to support the employment of staff dedicated to developing and maintaining the partnership.
    1. Staff hired using grant funds will become subject matter experts in Maine Industry Partnerships and must be willing to contribute to shared learning and further development of the MIP Program.
21. **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 operations, successes, and barriers, including DEI implementation, if applicable, and progress toward proposed outcomes and report on technical assistance utilized during the reporting period |
| **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. |

1. 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 Industry Partnerships for Workforce Development Initiative**

**FY 2022 Grant Funding**

**Key Process Events**

1. **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# 202204054 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.

1. **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.

1. **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 Industry Partnerships for Workforce Development Initiative 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# 202204054 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 Industry Partnerships with Workforce Initiative Application (**Appendix C**) Please limit the application submission to 20 pages or less.
5. Maine Industry Partnerships with Workforce Initiative Metrics (**Appendix E**)
6. Letters of Support from Partners in Partnership (not included in the 20 page limit)

**Maine Industry Partnerships for Workforce Development Initiative**

**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 – **Statement of Need** | 10 |
| Part 4 - **Program Design** | 20 |
| Part 5 – **Diversity, Equity and Inclusion (DEI) Plan** | 10 |
| Part 6 **– Proposed Outcomes/Metrics** | 15 |
| Part 7 – **Sustainability** | 5 |
| Part 8 – **Budget and Budget Narrative** | 20 |
| Part 9 - **Partnership Table** | 10 |
| **Total Points** | **100** |

1. **Scoring Process:** The grant review team(s) will use a consensus approach to evaluate and score all sections listed above. Members of the review team(s) 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 total rating score. Applications will be funded in descending order, highest to lowest score, subject to funding availability.

**APPENDIX A**

**State of Maine**

**Department of Labor**

*State Workforce Board*

**GRANT FUNDING APPLICATION – COVER PAGE**

**RFA# 202204054**

**Maine Industry Partnership for Workforce Development Initiative**

**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**

**State Workforce Board**

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

**RFA# 202204054**

**Maine Industry Partnerships for Workforce Development Initiative**

**FY 2022 Grant Funding**

*By signing this document, I certify to the best of my knowledge and belief that the 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**

**State Workforce Board**

**APPLICATION FORM**

**RFA# 202204054**

**Maine Industry Partnerships for Workforce Development Initiative**

**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**

**State Workforce Board**

**FUNDING GUIDELINES**

**RFA# 202204054**

**Maine Industry Partnerships for Workforce Development Initiative**

**FY 2022 Grant Funding**

The Department anticipates making multiple awards as a result of this RFA process, including partial awards. The total estimated grant funds available are $3,700,000, with awards ranging from an estimated $300,000 to $700,000.

Funding for Maine Industry Partnerships with Workforce Initiative is based on the total number of Industry Partnerships that are funded/served through the grant opportunity.

Minimum award is $300,000. Maximum award is $700,000.

The Department will consider proposal requests for less than $300,000 if they meet all of the eligibility requirements and make a strong justification for the request.

Proposal requests over $700,000 will not be considered.

Proposal requests are limited to one per applicant/industry partnership.

Awards will be provided based on the likely impact of the proposed work in mitigating the labor market challenges experienced by employers.

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.

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

**APPENDIX E**

**STATE OF MAINE**

**Department of Labor**

**State Workforce Board**

**PERFORMANCE METRICS**

**RFA# 202204054**

**Maine Industry Partnerships for Workforce Development Initiative**

**FY 2022 Grant Funding**

**The Maine Industry Partnerships Performance Metrics may be obtained in a Word (.docx) format by double clicking on the document icon below.**

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**APPENDIX F**

**STATE OF MAINE**

**Department of Labor**

*State Workforce Board*

**ADDITIONAL RESOURCES**

**RFA# 202204054**

**Maine Industry Partnerships for Workforce Development Initiative**

**FY 2022 Grant Funding**

**Sector Strategies**

Sector strategies (often referred to as industry partnerships) are becoming effective structures for aligning employers in a growing industry cluster or subsector and helping them develop an advanced career pathway. The approach brings together the interests of employers and educators by communicating employer needs to public systems. It provides a coordinator to organize programs into systems that meet those needs. Advanced sector strategies create career pathway systems to meet an industry’s workforce needs, and for workers they establish clear paths to good jobs and careers.

The following are guidelines and examples of workforce sector strategies/industry partnerships across the country:

* General guide on workforce partnerships:

[https://commcorp.org/wp-content/uploads/2016/07/resources\_2013-05-workforce-development-practitioners-guide.pdf](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommcorp.org%2Fwp-content%2Fuploads%2F2016%2F07%2Fresources_2013-05-workforce-development-practitioners-guide.pdf&data=04%7C01%7CAuta.Main%40maine.gov%7C6f1dc6484ce84359409f08d9f255b822%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637807273285438810%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=HQCO1MgPQTH0dOrqqOG5wVsgGOQuh4WB9nEsZge3KQA%3D&reserved=0)

* Pennsylvania’s Industry Partnerships page:

[https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Industry-Partnerships.aspx](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dli.pa.gov%2FBusinesses%2FWorkforce-Development%2FPages%2FIndustry-Partnerships.aspx&data=04%7C01%7CAuta.Main%40maine.gov%7C6f1dc6484ce84359409f08d9f255b822%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637807273285438810%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=UlzIo8dXMqYzLRf9aV3RDw%2FaSBhua1J0RWfEFq5m7tI%3D&reserved=0)

* New Jersey Industry Partnerships page:

[https://www.nj.gov/labor/employer-services/industry-partnerships/about.shtml](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nj.gov%2Flabor%2Femployer-services%2Findustry-partnerships%2Fabout.shtml&data=04%7C01%7CAuta.Main%40maine.gov%7C6f1dc6484ce84359409f08d9f255b822%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637807273285438810%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=Dg0vzGKGATtp9gnCBO0tGGO74%2BVF3jTjrji9XPuUqMc%3D&reserved=0)

* National Fund for Workforce Solutions, which sponsors industry partnerships nationwide:

[https://nationalfund.org](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnationalfund.org%2F&data=04%7C01%7CAuta.Main%40maine.gov%7C6f1dc6484ce84359409f08d9f255b822%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637807273285438810%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1yTkrr3d%2FBdbWLU90mz9MRsP7QbOy%2FxUjdDqMDLdMYc%3D&reserved=0)

* Ohio Manufacturing Industry Partnership description:

[https://www.ohiomfg.com/wp-content/uploads/Industry\_Sector\_Partnerships\_What\_They\_Are\_and\_Why\_They\_Work.pdf](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ohiomfg.com%2Fwp-content%2Fuploads%2FIndustry_Sector_Partnerships_What_They_Are_and_Why_They_Work.pdf&data=04%7C01%7CAuta.Main%40maine.gov%7C6f1dc6484ce84359409f08d9f255b822%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637807273285438810%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=TbcBi%2FO57e1ZsUYUPsIYp3Ed4cUErGh7ldke9MzPKRg%3D&reserved=0)

**APPENDIX G**

**STATE OF MAINE**

**Department of Labor**

**State Workforce Board**

**EXAMPLES OF ARPA FUNDS AWARDED IN MAINE**

**RFA# 202204054**

**Maine Industry Partnerships for Workforce Development Initiative**

**FY 2022 Grant Funding**

ARPA FUNDS IN MAINE – Maine Jobs and Recovery Plan (MJRP)

When developing proposals and partnerships, please be aware of/consider additional ARPA funding that is available for a broad range of workforce activities. This includes, but is not limited to, grant funding listed below. For more information on these and other MJRP initiatives, visit [maine.gov/jobsplan](http://www.maine.gov/jobsplan)

* **Apprenticeship & Career Exploration ($40 M)**
  + Expand apprenticeship & pre-apprenticeship
  + Expand the Maine Career Exploration Program
* **Career Navigation ($15 M)**
  + - Connect Workers with Job Opportunities
* **Advance Equity ($5 M)**
  + - Expand Progressive Employment
    - Promote Diversity, Equity, and Inclusion
* **Childcare & Pre-k ($25 M)**
  + - Expand Childcare & Early Childhood Infrastructure
* **Education and Training ($121 M)**
  + - Train Workers through Maine’s Career and Technical Education system, Higher Education Systems, and Adult Education
    - Health Workforce Initiative
* **Housing, Internet, Transportation ($78 M)**
  + - Build More Affordable Housing for Maine’s Workforce
    - Expand Childcare & Early Childhood Infrastructure

* **Worker Attraction ($17 M)**
  + - Attract and Retain Workers
    - Create the Remote Worker Welcome