**STATE OF MAINE**

**Department of Labor**

*Bureau of Employment Services*



**RFA# 202307161**

**Teacher Apprenticeship Pilot Program**

**Grant Funding**

**FY 2024 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:** Tuesday, August 28, 2023 **Time:** 2:00pm ET  **Location:** Zoom ([Register here](https://mainestate.zoom.us/meeting/register/tZUqcu-pqz8vHtev6AO_6_Y494CnuBkZlwBC)) |
| **Submitted Questions** | All questions must be submitted, by e-mail, to the RFA Coordinator no later than September 1, 2023 11:59 pm and must include **“RFA# 202307161 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: Monday, September 25, 2023**, 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# 202307161 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. |
| **ARPA** | American Rescue Plan Act—federal funding allocated to state and disseminated against the Maine Jobs and Recovery Plan in Maine |
| **BES** | Bureau of Employment Services |
| **Competency-based** | A framework for teaching and assessment of learning that focuses on outcomes and real-world performance. |
| **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** | Maine Department of Labor |
| **DEIA** | Diversity, equity, inclusion, and accessibility |
| **DOE** | Maine Department of Education |
| **Educator** | Generally refers to professionals who work in school settings. This includes teachers, administrators, educational technicians, and related service providers. |
| **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. |
| **Educational Technician** | An individual who provides supportive educational services as defined in [20-A M.R.S. §13001-A(8)](https://www.mainelegislature.org/legis/statutes/20-A/title20-Asec13001-A.html) and [Maine DOE Rule Chapter 115- Part 1 Update](https://www.maine.gov/doe/cert/requirements). |
| **Extended Learning Opportunities (ELO)** | Hands-on, for credit courses outside of the traditional classroom with an emphasis on community-based career exploration. |
| **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 |
| **MAP** | Maine Apprenticeship Program |
| **MOU** | Memorandum of Understanding |
| **Mentor** | An apprenticeship mentor is someone who provides a support system for the apprentice. Typically separate from the apprentice’s supervisor. Apprentice mentors help guide the apprentice to orientate into the workplace, provide information and guidance related to the skills and competencies required for success in the apprentices’ chosen occupation. |
| **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. |
| **Certified Pre-Apprenticeship Program** | A certified pre-Apprenticeship program prepares individuals (adults and/or youth ages 16 – 24) 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 [Chapter 3 rules by the Maine Apprenticeship program](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.maine.gov%2Fsos%2Fcec%2Frules%2F12%2F181%2F181c003.docx&wdOrigin=BROWSELINK). |
| **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, accredited institutions of higher education, 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 |
| **Rural Counties** | Aroostook, Franklin, Oxford, Piscataquis, Somerset, and/or Washington counties |
| **SAU** | School Administrative Unit means a state-approved unit of school administration, composed of one or more municipalities which must provide public education to all public school students in the district as defined in [20-A M.R.S. §1(26)](https://www.mainelegislature.org/legis/statutes/20-A/title20-Asec1.html).  Includes Career and Technical Education Centers as defined in [20-A M.R.S. §8301-A (3)](https://www.mainelegislature.org/legis/statutes/20-A/title20-Asec8301-A.html). |
| **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. |

**Teacher Apprenticeship Pilot Program**

**FY 2024 Grant Funding**

**Details and Instructions**

## Application Purpose and Background

The Maine Department of Education (DOE) and Maine Department of Labor (MDOL) are committed to supporting, expanding, and retaining Maine’s skilled educator workforce. Prior to the pandemic, Maine's educator pipeline was faced with challenges including an aging workforce, increased turnover, and declining educator preparation program completion rates. The COVID-19 pandemic exacerbated these existing challenges within education settings across Maine, leading to educator shortages felt throughout the state.

In 2022, DOE released the [TeachMaine plan](https://www.maine.gov/doe/exploreeducation/teachmaine) as a result of contributions from education stakeholders throughout Maine, who provided feedback via multiple channels, including regional think tanks, focus groups, surveys, organizational meetings, and informal conversations. TeachMaine outlines four key themes to develop, support and sustain a robust educator workforce: Recruitment and Retention Efforts; Diversify Educator Workforce Efforts; Support Educator Development, Growth, and Leadership; and Elevate Educators and the Education Profession. Recommended strategies include increasing educator recruitment efforts, increasing high retention pathways into teaching, and diversifying Maine’s educator workforce.

In 2022, the U.S. Departments of Education and Labor issued a [joint letter](https://www.apprenticeship.gov/sites/default/files/22-0119-joint-dcl-signed-ed.pdf) encouraging states to establish high-quality Registered Apprenticeship programs to address educator shortages. Registered Apprenticeship programs are an effective, high-quality “earn and learn” model that provides structured, paid on-the-job learning experiences combined with job-related technical instruction with a mentor that leads to a nationally-recognized credential. [Case studies](https://www.apprenticeship.gov/employers/explore-apprenticeship) across multiple sectors have highlighted key benefits of establishing a Registered Apprenticeship program (RAP), including developing a more skilled and diverse workforce, retaining workers through reduced turnover, and improving productivity. Registered Apprenticeships remove potential barriers to early-level careers for qualified workers by providing paid on-the-job learning experiences, helping to make their pathway into the profession more affordable.

Over the last several months, 15+ states across the United States have launched Registered Apprenticeship in educator occupations—including a program in Gorham School District, in partnership with Southern Maine Community College and University of Southern Maine as well as a program through Washington County Community College (see details in appendix). MDOL’s 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.

The Maine Departments of Education and Labor are committed to supporting educator recruitment efforts, increasing high-retention pathways into teaching, and diversifying Maine’s educator workforce. Through this RFA, MDOL’s Maine Apprenticeship Program, in partnership with DOE, is seeking to assist Maine school administrative units (SAUs), adult education program, CTE regions and centers, accredited institution of higher education, education industry associations, workforce development entities, community-based organization (CBO), and/or current or potential Apprenticeship intermediaries **to pilot educator pre-apprenticeship and Registered Apprenticeship programs to advance the following three goals:**

1. Expand the number of certified pre and registered Apprenticeship programs in order to support educator recruitment and retention efforts;
2. Increase the number of under-represented workers in educator Apprenticeship programs with a focus on recruiting and training people of color, multilingual individuals, people with disabilities, and individuals in rural communities;
3. Develop an integrated, sustainable, and effective statewide Apprenticeship system.

## 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 application(s) 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 be willing to act as an Apprenticeship intermediary and must be one of the following:

* A Maine-based school administrative unit (SAU), or group of SAUs collaborating for the purposes of this grant\* committed to developing or expanding registered Apprenticeship programming;
* An accredited institution of higher education;
* An adult education program;
* A CTE school; or
* An education industry association, workforce development entity, or community-based organization (CBO).

No existing projects funded under RFA 202111177: Maine Apprenticeship Program Grant can receive additional funding through this grant.

\* If a group of SAUs collaborate to submit a single grant application, one SAU must be designated as the lead applicant and fiscal agent.

## Number of Awards

The Department intends to issue multiple grant awards between $75,000 to $250,000 for this RFA. The Department anticipates having $750,000 of total funds for this grant but may choose to issue grants awards less than, or in excess, of the total funding.

The number and size of awards will depend on the number of proposals received, 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 two (2) year period. The period of performance is September 1, 2023 – June 30, 2025, with an option to extend through June 30, 2026 pending availability of funds and performance.

Applicants will initially be awarded funding for one year, with an option to extend for the remaining grant period (through June 2025) 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.

**Teacher Apprenticeship Pilot Program**

**FY 2024 Grant Funding**

**Activities and Requirements**

# 

1. **Maine Department of Labor Resources**

The Maine Departments of Labor and Education 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. Mentor training;
4. Certification technical assistance during program development to ensure alignment with current teacher certification standards;
5. Following is a chart that outlines the current incentive funding and reimbursement rates available to sponsors and/or apprentices. The incentive funding can be used by the sponsor in any way they see fit and is intended to defray startup costs associated with new program development. The reimbursement funding is meant to offset the cost of classroom training, though may be used to incentivize the apprentices to complete their apprenticeship training programs.

|  |  |  |
| --- | --- | --- |
| MAP Reimbursement Schedule | First reimbursement | Second Reimbursement |
| Per Apprentice For < 2-year programs | $500 1X at 6 months | n/a |
| Per Apprentice for 2-year programs | $750 at 6 months | $750 at completion |
| Per Apprentice for 3+ year programs | $1,250 at 6 months | $1,250 at completion |
| New Program and New Occupation Incentives | Details | |
| New Program Registration | $1,500 once first apprentice is registered in new program | |
| New Occupation Registration for Existing Sponsor | $1,000 for each new occupation when first apprentice registered | |

1. **Program requirements**

Proposed pre-apprenticeship and/or Registered Apprenticeship programs must:

1. Select one or more of the following target audiences for whom to build an educator apprentice pipeline:
   1. High school students;
   2. Adult learners or career changers, including adults currently working within or outside of an education setting.
2. Focus on increasing representation of individuals with disabilities, rural communities, and racially, ethnically and linguistically diverse communities within the educator workforce.
3. Propose to do one or more of the following:
   1. Develop and/or expand ***educator*** certified pre-Apprenticeship and/or Apprenticeship programming.
   2. Develop new on-the-job learning and/or classroom curriculum to support ***educator*** pre-Apprenticeship and/or Apprenticeship programs.
   3. Expand organizational capacity to develop or expand ***educator*** Apprenticeship programming and recruitment efforts (e.g., hire an Apprenticeship Navigator on behalf of an SAU, education association(s), higher ed institution, workforce development entity, and/or community-based organization) to facilitate the following:
   4. Expand educator Apprenticeship/certified pre-Apprenticeship programming and reach within priority communities:
      1. Raise awareness of Apprenticeship as a viable educator preparation development tool;
      2. Foster stronger SAU/education provider partnerships;
      3. Facilitate mentor training, professional development, and supports;
      4. Support educator apprentice retention efforts through assessing and connecting apprentices to needed supportive services.
4. Total funding requested may not exceed $6,000 per Apprentice or pre-Apprentice served.

Proposed pre-apprenticeship and/or Registered Apprenticeship programs must meet the following criteria:

1. Programs must comply with current Maine certification requirements.
2. Funding for development of Registered Apprenticeship programs must include a minimum of 2,000 hours of on the job learning and 144 hours of classroom-based training aligned with and working toward state identified licensing certification.
3. Funding for the development of certified pre-Apprenticeship programs must comply with pre-apprenticeship certification standards as outlined in Maine Apprenticeship Programs’ [Chapter 3 Rules](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.maine.gov%2Fsos%2Fcec%2Frules%2F12%2F181%2F181c003.docx&wdOrigin=BROWSELINK).
4. Participants in Registered Apprenticeship programs must be employed and receive wages during their Registered Apprenticeship programs. Grantees are encouraged to provide financial compensation to participants in certified pre-apprenticeship programs though compensation is not required if the pre-apprentice is not employed.
5. 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.
6. Identify and award college credit(s) for demonstrated competency of required classroom learning outcomes through the apprenticeship schedule of work.
7. Provide related supports for mentors, including but not limited to dedicated mentor training, and compensation.
8. Provide related supports for apprentices.
9. Training that leads to certifications in teacher shortage areas based on the 2022-23 teacher shortage areas and recently identified shortage areas ([Update to Teacher Shortage Areas – Maine DOE Newsroom](https://mainedoenews.net/2022/01/31/update-to-teacher-shortage-areas/)) will be given priority consideration for funding.
10. Programs must include a diversity, equity, and inclusion plan to recruit under-represented groups including people of color, multilingual individuals and people with disabilities. 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.

Though not required, the following practices are encouraged and recommended best practices to include within program design:

1. Building a pathway for variety of settings with multiple entry points to potentially include: Early college, dual enrollment, CTE, K-12 with Extended Learning Opportunities (ELO).
2. **Allowable Apprenticeship Grant Activities**

Allowable activities can include, but are not limited to:

1. Registration of new 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 certified pre-Apprenticeship training with direct entry into Apprenticeship, including MOU’s and/or sub-grantee contracts.
   2. Align certified pre-apprenticeship and Registered apprenticeship training within existing apprenticeship programming and DOE certification requirements.
   3. Develop and deliver on-the-job learning and classroom curriculum in collaboration with post-secondary education providers and schools.
   4. Develop or expand opportunities that deliver remote and hybrid learning.
   5. Develop and convene education and employer collaboratives, such as regional sector advisory boards.
3. Provide dedicated mentorship supports to apprentices to include:
   1. Mentor training;
   2. Mentor compensation;
   3. Other mentor supports as needed.
4. Generate awareness of educator pre-Apprenticeship or Apprenticeship:
   1. Conduct school outreach, marketing, and community engagement activities to raise awareness of and participation in Apprenticeship.
5. 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 programming.
   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).
6. 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 5 percent of the total funding level.
   2. Purchase and delivery of national certifications when applicable.
   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 and pre-apprentice applicants.

Activities that are **not** allowable with this grant funding 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. Indirect costs are not an allowable expense under this grant.
5. No Supplantation. No business/organization or partner receiving an award under this RFA may supplant other funds with these 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.
6. No existing projects funded under RFA 202111177: Maine Apprenticeship Program Grant can receive additional funding through this grant.
7. **Collaboration Requirements**
8. Must be an SAU or collaborate and establish formal partnership agreements with one or more SAUs to deliver on-the-job training.
9. Must provide required related technical instruction in-house or collaborate and establish formal partnership agreements with at least one of the following: high schools, CTE schools, Maine Community College System, Adult Education, University of Maine System, and/or other education provider.
   1. If proposing a “high school student” pathway approach, school counselors and administrators should be included within program design to ensure alignment with existing programs (e.g., ELO, early college).
10. Establish partnership with association(s) that represents educators.
11. Establish partnerships with one or more of the following organizations to recruit new pre-Apprentices and/or Apprentices: high schools, CTE schools, Maine Community College System, adult education programs, community-based organization, and/or similar entity.
12. Intentionally engage and incorporate direct feedback from target apprentice or pre-apprentice audience into program design.
13. Partner with an organization with expertise in diversity, equity, and inclusion and/or establish a plan to engage with the identified priority communities.
14. 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.
15. Directly or through partnerships, must provide access to interpersonal supports (e.g., mentorship) and access to wraparound supports to address other pre-apprentice and apprentice needs (e.g., transportation, childcare, etc.)
16. **Applicant and Staffing Requirements**
17. Applicants shall be expected to:
    1. Register either as an Apprenticeship Sponsor or as a sub-sponsor with the Maine Department of Labor if chosen as a grant recipient.
    2. Establish and track metrics in **Appendix E**.
    3. Engage and sustain employer engagement in Apprenticeship.
    4. Participate in MDOL grant orientation activities.
    5. Participate in quarterly grantee meetings to share best practices and voice challenges.
    6. Prepare and submit quarterly narrative, metrics, and financial reports inclusive of diversity, equity, and inclusion plan progress to MDOL.
    7. 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.
18. 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.
19. 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 as apprenticeship navigators 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 |

**Teacher Apprenticeship Pilot Program**

**FY 2024 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# 202307161 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# 202307161 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**)

**Teacher Apprenticeship Pilot Program**

**FY 2024 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 | 30 |
| Part 4 – Equity: Increase the Number of Under-represented Workers in Apprenticeship | 15 |
| Part 5 – Sustainability: Develop an Integrated, Sustainable, and Effective Apprenticeship System | 15 |
| 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# 202307161**

**Teacher Apprenticeship Pilot Program**

**FY 2024 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# 202307161**

**Teacher Apprenticeship Pilot Program**

**FY 2024 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**

**Teacher Apprenticeship Pilot Program**

**FY 2024 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# 202307161**

**Teacher Apprenticeship Pilot Program**

**FY 2024 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 $75,000, serving at least 12 new Apprentices and/or pre-Apprentices.

Maximum award is $250,000, serving at least 42 new Apprentices and/or pre-Apprentices.

Funding for this grant opportunity must be expended by June 30, 2025, pending contract extensions based on performance and availability of funds.

## APPENDIX E

**STATE OF MAINE**

**Department of Labor**

*Bureau of Employment Services*

**RFA# 202307161**

**Teacher Apprenticeship Pilot Program**

**FY 2024 Grant Funding**

**Performance Metrics Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Activity** | **9/1/23 – 8/31/24** | **9/1/24 – 6/30/25** | **Totals** |
| New apprentices registered with MAP |  |  |  |
| New pre-apprentices enrolled with MAP |  |  |  |
| Apprentices completing programs |  |  |  |
| Pre-apprentices completing programs |  |  |  |
| Successful pre-apprentices entering apprenticeship |  |  |  |
| New sponsors registered with MAP |  |  |  |
| New sub-sponsors registered with MAP |  |  |  |
| New occupations registered with MAP |  |  |  |
| Number of mentors trained |  |  |  |
| Number of current education technicians upskilled |  |  |  |
| Number of youth  (ages 16-24) served |  |  |  |
| Number of women served |  |  |  |
| Number of individuals in rural counties served |  |  |  |
| Number of people with disabilities served |  |  |  |
| Number of people of color served |  |  |  |
| Number of multilingual individuals served |  |  |  |
| Number of unemployed workers served |  |  |  |
| Average entry level wage |  |  |  |
| Average completion wage |  |  |  |

## APPENDIX F

**STATE OF MAINE**

**Department of Labor**

*Bureau of Employment Services*

**APPRENTICESHIP SPONSOR DUTIES AND RESPONSIBILITIES**

**RFA# 202307161**

**Teacher Apprenticeship Pilot Program**

**FY 2024 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# 202307161**

**Teacher Apprenticeship Pilot Program**

**FY 2024 Grant Funding**

## Federal Resources

## [Joint letter from federal Departments of Labor and Education on teacher apprenticeship](https://www.apprenticeship.gov/sites/default/files/22-0119-joint-dcl-signed-ed.pdf)

* [Educators resource page on DOL’s Apprenticeship.gov website](https://www.apprenticeship.gov/educators)
* [White House fact sheet on actions to strengthen the teaching profession and help schools fill staff vacancies](https://www.whitehouse.gov/briefing-room/statements-releases/2022/08/31/fact-sheet-biden-harris-administration-announces-public-and-private-sector-actions-to-strengthen-teaching-profession-and-help-schools-fill-vacancies/)
* [Leveraging Registered Apprenticeships for K–12 Teacher Careers (December 2022 DOL-DoE joint webinar)](https://usdolee.webex.com/recordingservice/sites/usdolee/recording/06f8ae1b589c103bb9ff00505681e9e0/playback)
* [DOL-approved K–12 teacher time-based, competency-based, and hybrid work process schedules](https://www.apprenticeship.gov/apprenticeship-occupations/listings?occupationCode=25-2022.00)
* [Scaling the Teacher Pipeline and Career Pathways through Registered Apprenticeships (May 2022 DOL webinar)](https://usdol.webex.com/recordingservice/sites/usdol/recording/23e2170bb454103abe5b00505681f366/playback)

**Maine K–12 Teacher RAP Work Process Schedules**

 

**K–12 Teacher RAP Peer Resources**: *Please note that the RAPs below have been approved by the U.S. Department of Labor (DOL) or relevant State Apprenticeship Agency; however, these resources have not been reviewed or endorsed by the Maine Departments of Education and Labor, and are shared to facilitate knowledge sharing.*

* [IA’s work process schedule and related instruction outline for Teacher RAP](https://www.earnandlearniowa.gov/sites/default/files/2022-06/WPS%20K-12%20Teacher%20Registered%20Apprenticeship.pdf) and [Teacher Aide RAP](https://www.earnandlearniowa.gov/sites/default/files/2022-06/WPS%20Paraeducator%20%28Teacher%20Aide%29%20Registered%20Apprenticeship.pdf)
* [NY’s work process schedule and related instruction outline for Teacher RAP](https://drive.google.com/file/d/1i39dcnVjMntyxrLUhkVz94ZnrBHFRjTu/view)
* Urban Institute’s competency-based occupational frameworks for [Early Childhood Educator](https://www.apprenticeship.gov/sites/default/files/early-childhood-educator.docx), [K–12 Teacher](https://www.apprenticeship.gov/sites/default/files/k-12-teacher.docx), and [Teacher Aide I](https://www.apprenticeship.gov/sites/default/files/teacher-aide-i.docx)
* [AR Teacher Residency Apprenticeship](https://adecm.ade.arkansas.gov/ViewApprovedMemo.aspx?Id=5339), including [Teacher Residency Guidebook](https://drive.google.com/file/d/1seplMezNbvuQDsHviTsdUeTteVlDP1rd/view)
* [IA Teacher and Paraeducator RAP](https://www.earnandlearniowa.gov/funding#:~:text=The%20Teacher%20%26%20Paraeducator%20Registered%20Apprenticeship%20Program%20is%20a%20new%20grant,and%20working%20in%20the%20classroom.), including [frequently asked questions (FAQs)](https://www.earnandlearniowa.gov/sites/default/files/2022-07/TPRA%20Q%20%26A%20-%20%231.docx) and state funding information
* [NY Teacher RAP](https://www.classroomacademy.org/apprenticeship.html), including [case study](https://drive.google.com/file/d/1PtPT3mwKscm8J34maWS1fq2kr3R1U9NS/view)
* [TN Grow Your Own Teacher RAP](https://www.tn.gov/education/grow-your-own.html), including [models](https://www.tn.gov/content/dam/tn/education/grow-your-own/TDOE_GYO_Models_Overview.pdf), [playbook](https://www.tn.gov/content/dam/tn/education/grow-your-own/TDOE-GYO-Playbook.pdf), and [application](https://www.tn.gov/content/dam/tn/education/grow-your-own/Teacher_Apprenticeship_Application_TDOE.pdf)
* [WV Grow Your Own Pathway](https://teachwv.com/grow-your-own/) to Teaching pilot, including [fact sheet](https://teachwv.com/static/files/teachwv-grow-your-own-apprenticeships.pdf)
* [WY Teacher RAP](https://edu.wyoming.gov/for-district-leadership/wyoming-teacher-apprenticeship-initiative/), including FAQs for [apprentices](https://edu.wyoming.gov/wp-content/uploads/2022/10/WTA-FAQ-Apprentice-1.pdf), [mentors](https://edu.wyoming.gov/wp-content/uploads/2022/10/WTA-FAQ-Mentor.pdf), and [school districts](https://edu.wyoming.gov/wp-content/uploads/2022/10/WTA-FAQ-School-District.pdf)

## 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 certification standards as outlined in Maine Apprenticeship Programs’ [Chapter 3 Rules](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.maine.gov%2Fsos%2Fcec%2Frules%2F12%2F181%2F181c003.docx&wdOrigin=BROWSELINK)

## Pre-Apprenticeship MOU Template:

## 