**STATE OF MAINE**

**Department of Labor**

*Bureau of Employment Services*

**RFA# 202406121**

**Tribal Workers Fund**

|  |  |
| --- | --- |
| **RFA Coordinator** | *All communication regarding the RFA must be made through the RFA Coordinator identified below*.**Name:** Angelina Klouthis Jean **Title:** Director of Strategy and Innovation**Contact Information:** Angelina.KlouthisJean@maine.gov |
| **Informational Session** | *An informational session regarding this RFA will be held on:***Date:** August 1, 2024 **Time:** 1:00 PM**Location:** <https://mainestate.zoom.us/j/84454543011>  |
| **Submitted Questions Due** | *All questions must be received by the RFA Coordinator identified above by:***Date:** August 2, 2024, no later than 11:59 p.m., local time |
| **ApplicationSubmission Deadline** | *Applications must be received by the Division of Procurement Services by:***Submission Deadline:** August 19, 2024, no later than 11:59 p.m., local time.*Applications must be submitted electronically to:* Proposals@maine.gov |

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
|  | **Page** |
|  |  |
| **RFA DEFINITIONS/ACRONYMS** | **3** |
|  |  |
| **PART I OVERVIEW OF THE GRANT OPPORTUNITY** | **4** |
| 1. PURPOSE AND BACKGROUND
 |  |
| 1. GENERAL PROVISIONS
 |  |
| 1. ELIGIBILITY TO SUBMIT BIDS
 |  |
| 1. AWARDS
 |  |
| 1. APPEAL OF CONTRACT AWARDS
 |  |
| 1. APPLICABLE LEGISLATION
 |  |
|  |  |
| **PART II ACTIVITIES AND REQUIREMENTS** | **7** |
|  |  |
| **PART III KEY PROCESS EVENTS** | **10** |
| 1. INFORMATIONAL SESSION
 |  |
| 1. SUBMISSION OF QUESTIONS
 |  |
| 1. AMENDMENTS
 |  |
| 1. APPLICATION SUBMISSION
 |  |
|  |  |
| **PART IV APPLICATION EVALUATION AND SELECTION** | **12** |
| 1. EVALUATION PROCESS – GENERAL INFORMATION
 |  |
| 1. SCORING PROCESS
 |  |
| 1. SCORING WEIGHTS
 |  |
| 1. SELECTION AND AWARD
 |  |
| 1. CONDTRACT ADMINISTRATION AND CONDITIONS
 |  |
|  |  |
| **PART V APPLICATION FORM** | **14** |
|  |  |
| **APPENDIX A** – SUBMITTED QUESTIONS FORM | **24** |

**RFA TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **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 |
| **DINAP** | Division of Indian and Native American Programs (DINAP) |
| **Department/MDOL** | Maine Department of Labor |
| **MJRP** | Maine Jobs and Recovery Fund |
| **RFA** | Request for Application |
| **WIOA** | Workforce Innovation and Opportunity Act (WIOA)  |

**PART I OVERVIEW OF THE GRANT OPPORTUNITY**

## Purpose and Background

The Maine Department of Labor (MDOL), referred to in the following as the Department, is grounded in the belief that a career is a major building block of prosperity and is vital to helping Mainers chart their economic future. The COVID-19 pandemic suddenly and dramatically impacted many people’s ability to support themselves and their families. The negative economic impacts of the COVID-19 pandemic were particularly pronounced in low- and moderate-income jobs, which included a substantial portion of the job losses during the pandemic. The COVID-19 pandemic has been particularly severe for workers of color and for those with barriers to employment. Members of tribal communities were deeply impacted by the pandemic.

MDOL is seeking applications for pilot projects or approaches that support tribal communities in connecting to employment, training opportunities, and/or to support workers to retain jobs. The Department is releasing this Request for Applications (RFA) to support tribal communities to address basic needs, connect with individuals disengaged from the workforce, and support employment or training opportunities.

The MDOL Bureau of Employment Services seeks to partner with tribal communities and partners that support tribal communities to:

1. Address basic needs not effectively met by existing Division of Indian and Native American Programs (DINAP), Workforce Innovation Opportunity Act (WIOA) Adult, Dislocated, Youth, National Emergency Grant (NEG) or related programs to support job placement and job retention. This could include, but is not limited to, help with car repairs, childcare, resolution of a housing-related problem, uniforms, broadband access, or other items necessary to assist an individual in obtaining or retaining employment.
2. Connect with individuals disengaged from the workforce not currently supported by existing DINAP, WIOA or Department of Labor (DOL) programs.

This document provides instructions for submitting applications, the procedure for and criteria by which the awarded Applicant(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Applicant(s).

## 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. Issuance of the RFA does not commit the Department to issue an award or to pay expenses incurred by an Applicant in the preparation of a response to the RFA. This includes attendance at personal interviews or other meetings, where applicable.
3. All applications must adhere to the instructions and format requirements outlined in the RFA and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Applications are to follow the format and respond to all questions and instructions specified in Part III of the RFA.
4. Applicants will take careful note that in evaluating an application submitted in response to this RFA, the Department will consider materials provided in the application, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Applicant (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant’s experience and capabilities.
5. The application must be signed by a person authorized to legally bind the Applicant and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFA and the awarded Applicant’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
7. Following announcement of an award decision, 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.).
8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in applications received in response to the RFA.
9. 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

Eligible organizations include Native American tribal governments (Federally recognized) or Native American tribal organizations (other than Federally recognized tribal governments) or non-profits with demonstrated experience and success in serving tribal communities. Applications that demonstrate partnership with the Houlton Band of Maliseet Indians, the Mi’kmaq Nation, the Passamaquoddy Tribe, and the Penobscot Nation are preferred.

The Grant Review Team shall give priority to Applicants that demonstrate one or multiple of the following attributes:

1. Demonstrate the organizational capacity to reach the target population, execute quickly, produce results in the near term, and achieve the program’s objectives and performance goals.
2. Demonstrate partnership and position as a partner with the Houlton Band of Maliseet Indians, the Mi’kmaq Nation, the Passamaquoddy Tribe, and/or the Penobscot Nation.
3. Demonstrate grant management capabilities or comparable project management experience.
4. Organizations must comply with all controls and allowances on federal American Rescue Plan Act State and Local Fiscal Recovery Funds, accurately and reliably disburse funds to individuals and vendors

The Grant Review Team shall give priority to Applicants that demonstrate one or multiple of the following attributes:

1. Is a tribal community and/or partner of tribal communities
2. Has a proven track record of effective grant management
3. Has experience with workforce and training programs.

## Awards and Period of Performance

The total grant funding available for this initiative is $500,000. The Department anticipates making two (2) to four (4) awards. The maximum award amount $250,000, and the minimum is $75,000. The anticipated period of performance is September 2024 – September 2026.

1. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from this Request for Applications may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [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 contract award.

**PART II ACTIVITIES AND REQUIREMENTS**

#

1. **Required Activities**

The purpose of the Tribal Worker’s Fund is to connect people to work and help them keep their jobs. Successful applications will include a clear, demonstrated linkage to obtaining or retaining employment.

**Proposed projects may include the following:**

1. A partnership strategy with organizations that have trusted networks and connections within tribal and other priority communities including but not limited to women, justice-involved, people in recovery, individuals with disabilities
2. A direct connection between the proposed strategies and supports—and improved employment outcomesof involved individuals (i.e., increased job placement, retention, or wages)
3. A plan to collect and share with MDOL individual-level information like demographics, employment outcomes, training completion rates, and/or others based upon your specific project proposal.

**Proposed projects must include the following:**

1. Number of individuals served/supported/connected during the grant period (September 2024 – October 2026). Recommend an average cost of less than $5,000 per person.
2. Not supplant any existing programs or servicesand have a clear plan for how this funding will reach or serve individuals not currently connected to WIOA, DINAP or DOL programs or create new offerings.

Examples of how these funds may be used include (but are not limited to):

* 1. Cultivate partnerships with local employers to train and employ individuals from priority communities for high-quality jobs
	2. Remove barriers to obtaining or retaining employment for individuals by directly addressing challenges like: transportation, housing, childcare or broadband access (digital equity) issues via on-site support, financial support, or other innovative support models
	3. Provide stipends to workers for work-related activities or experiences (internships, job shadowing, etc.)
	4. Pilot a work-based learning approach that engages disconnected individuals with the workforce system AND addresses key community infrastructure challenges (e.g., solar or broadband installation, home construction, etc.)
	5. Implement a culturally competent recruitment campaign that increases visibility and awareness of DINAP/WIOA programs and resources within priority communities
	6. Meet communities where they are via partnerships, mobile career center approaches, or other innovative methods
	7. Pilot a family-centered approach to employment activities that support both parents and children.
1. **Allowable Use of Funds**

Funds can be used for staffing, training, travel, and program expenses in alignment with the program design.

Allowable use of funds include:

1. Staffing capacity to deliver programming to include wages, benefits and travel
2. Training development and delivery expenses
3. Partnership development and outreach activities
4. Workforce programming expenses to include internal capacity and training
5. 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. Supportive services to job seekers. 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.
7. Indirect costs under a federally negotiated indirect cost rate.
8. **Non-Allowable Use of Funds**

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. Indirect costs not part of a federal negotiated indirect cost rate.
4. No Supplantation. No business/organization or partner receiving an award under this RFA may supplant other funds with funds from this RFA. 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.
5. **Reporting Requirements**

|  |
| --- |
| **Table 1 – Required Reports** |
| **Name of Report** | **Description**  |
| **a.** | Bi-Annual Performance Standards Data Report | KPI data to include number of individuals connected with from priority communities (including demographic info and personally identifiable information (PII) to connect to longer-term employment outcomes), retention/or number of connection points with each customer, referrals made to partners and service providers, successful connection to needed resource (via referral or directly), employment outcomes (to include: job placement, relevant training or education attainment, wage distribution) |
| **b.** | Quarterly Narrative Report | KPI data (above) and narrative on impact, reach, operations, success, and barriers. |
| **c.** | Quarterly Financial Report | Includes information on expenditures, as detailed in the grant application. |
| **d.** | Contract Closeout Report | Includes information on performance metrics met and total expenditures.  |

|  |
| --- |
| **Table 2 – Required Reports Timelines** |
| **Name of Report**  | **Period Captured by Report** | **Due Date** |
| **a.** | Bi-Annual Performance Data Report | Mid-year report: 7/1-12/31Annual report: 7/1-6/30 | Mid-year: January 15th 2025 and 2026Annual: July 15th 2025 and 2026 |
| **b.** | Quarterly Narrative Report | Each quarter | Fifteen (15) days after each quarter |
| **c.** | Quarterly Financial Report | Each quarter | Thirty (30) days after each quarter |
| **d.** | Contract Closeout Report | Entire contract period | Sixty (60) days following the close of the contract period. |

**PART III KEY PROCESS EVENTS**

## Submission of Questions

* 1. **General Instructions:** It is the responsibility of all Applicants and other interested parties to examine the entire RFA and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Applicants and other interested parties should use **Appendix A** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
		2. Questions must be submitted, by e-mail, and received by the RFA Coordinator identified on the cover page of the RFA as soon as possible but no later than the date and time specified on the RFA cover page.
		3. Submitted Questions must include the RFA Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
	2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the State’s 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

All amendments released in regard to this RFA 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.

## Application Submission

* 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.
		1. Any 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.
1. **Delivery Instructions:** Applications must be submitted electronically to the State of Maine Division of Procurement Services at 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.

Application submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.

* 1. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail application submissions that have the requested files attached will be accepted.
	2. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. It is the Applicant’s responsibility to check with its organization’s information technology team to ensure that security settings will not encrypt its application submission.
	3. 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 as described above.
	4. Applicants are to insert the following into the subject line of their e-mail submission: “**RFA# 202406121 Application Submission – [Applicant’s Name]**”.
1. **Submission Contents**
2. Application submissions must include the Applicant’s completed **Application Form** (found in Part V of the RFA) and all required information and attachments as stated in the form.
3. The Application Form must be submitted as a single, typed, PDF file.
4. Applicants are not to provide additional attachments beyond those specified in the RFA or Application Form for the purpose of extending their response. Materials not requested will not be considered part of the application and will not be evaluated.

**PART IV APPLICATION EVALUATION AND SELECTION**

1. **Evaluation Process – General Information**
	1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFA.
	2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the applications and to ensure that all contracts are awarded to the Applicants that provide the best value to the State of Maine.
	3. The Department reserves the right to communicate and/or schedule interviews/presentations with Applicants, if needed, to obtain clarification of information contained in the applications received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to applications, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Applicants must submit proposals that present their rates and other requested information as clearly and completely as possible.
	4. Failure to respond to all questions and instructions throughout the RFA may result in the application being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFA specifications will result either in disqualification or reduction in scoring of a proposal.
2. **Scoring Process:** The evaluation team will use a consensus approach to evaluate and score all sections listed below. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.
3. **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 | 25 |
| Part 3 – Program Design | 25 |
| Part 4 – Equity | 5 |
| Part 5 – Intended Outputs | 10 |
| Part 6 – Sustainability Plan | 5 |
| Part 7 – Budget & Narrative | 30 |
| **Total Points**  | **100 points** |

1. **Selection and Award**
	1. Notification of conditional award selection or non-selection will be made in writing by the Department.
	2. Issuance of this RFA in no way constitutes a commitment by the State to award a contract, to pay costs incurred in the preparation of a response to the RFA, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel, or any other costs incurred by the Applicant.
	3. The Department reserves the right to reject any and all applications or to make multiple awards.
2. **Contract Administration and Conditions**
	1. The awarded Applicants will be required to execute a State of Maine Service Contract with the appropriate riders as determined by the issuing Department.
	2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Applicants. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110)). This provision means that a contract cannot be effective until at least 14 calendar days after award notification.
	3. Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Applicants in the finalization of the contract.
	4. In providing services and performing under the contract, the awarded Applicant must act as an independent contractor and not as an agent of the State of Maine.

**PART V APPLICATION FORM**

## Applicants must use the Application Form on the following pages to submit their application in response to this RFA.

**APPLICATION** **COVER PAGE**

|  |  |
| --- | --- |
| **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:** |  |
| **Street Address:** |  |
| **City/State/Zip:** |  |

* This Application and the pricing structure contained herein will remain firm for a period of 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:** |

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

|  |  |
| --- | --- |
| **Vendor’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors 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 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.*
4. *Have not within a three (3) year period preceding this application had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, 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.*

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

**Tribal Workers Fund RFA**

**FY 2025 Grant Funding**

**Application**

Please keep this application to 15 pages or less.

|  |
| --- |
| **Part I: Eligibility** |
| **Applicant’s Organization Name:**  |   |
| **Applicant’s Organization is a:**  If “Other”, please list.  | ☐ Native American tribal government (Federally recognized) ☐ Native American tribal organization (other than Federally recognized tribal governments)☐ a non-profit with demonstrated experience and success in serving tribal communities. |
| **Site Location:**  |   |
| **What is the intended geographic scope of your program?**  | ☐ Town (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ County (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ Region (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ Statewide  |
| **Estimated number of individuals to be reached through your proposed project pilot:**  |   |
|  |  |  |  |

|  |
| --- |
| **Part II: Applicant Experience** |
| Applicants must describe their qualifications and skills to provide the requested services in the RFA including ability to:* Demonstrate the organizational capacity to reach the target population, execute quickly, produce results in the near term, and achieve the program’s objectives and performance goals.
* Demonstrate partnership and position as a partner with the Houlton Band of Maliseet Indians, the Mi’kmaq Nation, the Passamaquoddy Tribe, and/or the Penobscot Nation.
* Demonstrate grant management capabilities or comparable project management experience.
* Organizations must comply with all controls and allowances on federal American Rescue Plan Act State and Local Fiscal Recovery Funds, accurately and reliably disburse funds to individuals and vendors.

Recommended word count: 500 words or less |
|  |
| Applicants may include up to three (3) examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Applicant’s stated qualifications and skills. Recommended word count: 250 words or less |
| **Project 1** |
| **Organization Name:** |
| **Contact Person:** |
| **Telephone or Email:** |
| **Brief Description of Project** |
|  |
| **Project 2** |
| **Organization Name:** |
| **Contact Person:** |
| **Telephone or Email:** |
| **Brief Description of Project** |
|  |
| **Project 3** |
| **Organization Name:** |
| **Contact Person:** |
| **Telephone or Email:** |
| **Brief Description of Project** |
|  |
| **Subcontractors** |
| If subcontractors are to be engaged, Applicants must describe the application and review process the Applicant will use to evaluate the qualifications and experience of potential subcontractors, and how the Applicant will ensure that debarred, suspended, or otherwise ineligible parties are excluded from all subcontract relationships. |
| **Subcontractor 1** |
| **Subcontractor Name:** |
| **Contact Person:** |
| **Telephone:** |
| **E-Mail:** |
| **Brief Description of Anticipated Role and Qualifications** |
|  |
| **Subcontractor 2** |
| **Subcontractor Name:** |
| **Contact Person:** |
| **Telephone:** |
| **E-Mail:** |
| **Brief Description of Anticipated Role and Qualifications** |
|  |
| **Subcontractor 3** |
| **Subcontractor Name:** |
| **Contact Person:** |
| **Telephone:** |
| **E-Mail:** |
| **Brief Description of Anticipated Role and Qualifications** |
|  |
| **Litigation** |
| Applicants must include a list of all current litigation in which the Applicant is named and a list of all closed cases that have closed within the past five (5) years in which the Applicant paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. |
|  |
| **Certificate of Insurance** |
| Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.The Certificate of Insurance may be included below or may be attached to the application separately and appropriately labeled. |
|  |

|  |
| --- |
| **Part III: Project Design** |
| 1. Please describe your pilot project or approach—and specifically how it will improve employment outcomes among tribal communities by either a) addressing basic needs to overcome barriers to employment and/or, b) connecting with individuals disengaged from the workforce and WIOA, DINAP or DOL programs.
	1. How does this project build on or connect to existing programs?
	2. What partnerships and outreach strategies will you deploy to ensure effective recruitment and support of this community?

Recommended word count: 300-1000 words |
|  |
| 1. What is the challenge that you are addressing with these funds? Why is this need unmet by existing funding?

Recommended word count: 300 or less |
|  |
| 1. Please provide a timeline for how you plan to develop and implement your proposed project within the grant period (September 2024-September 30, 2026).
 |
|  |

|  |
| --- |
| **Part IV: Equity** |
| 1. Describe how your proposal will leverage existing and/or develop new relationships to explicitly meet the needs of tribal communities, in addition to other priority communities, including young adults, older adults, individuals with disabilities, individuals in re-entry or recovery, and women.

Recommended word count: 250 or less |
|  |
| 1. Describe partnerships you currently have or will develop with other organizations (social service providers, housing, childcare, etc.) to address and overcome systemic barriers to accessing needed educational, training and employment resources.

Recommended word count: 250 or less |
|  |

|  |
| --- |
| **Part V: Intended Outcomes** |
| 1. What are your target outcomes for this pilot and your plans to collect and evaluate key metrics—specifically around:
	1. Number of individuals served during the grant period
	2. Number of individuals connected to employment
	3. Number of individuals connected to DINAP, WIOA or other workforce programs
	4. Number of individuals connected to training opportunities
	5. Number of individuals retaining employment

Please fill in the table below. Applicants may also write a narrative. Recommended word count: 300 words or less |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Activity**  | **9/1/24 – 12/31/24** | **1/1/25 – 12/31/25** | **1/1/26 – 9/30/26** | **Totals** |
| **COMMON METRICS****(required by all applicants, if not applicable please write 0)** |
| Number of individuals served  |  |  |  |  |
| Number of individuals obtaining employment  |  |  |  |  |
| Number of individuals connected to DINAP, WIOA or other workforce programs |  |  |  |  |
| Number of individuals connected to training opportunities |  |  |  |  |
| Number of individuals retaining employment |  |  |  |  |
| **ADDITIONAL PROGRAM DEPENDENT METRICS****(please include any of these additional metrics based on your proposed strategy)** |
| **Training** |
| Number of employers engaged   |  |  |  |  |
| Number of individuals reached with marketing/outreach |  |  |  |  |
| Number of workers receiving skills-specific training  |    |    |    |    |
| Number of employees or prospective employees earning a new credential/cert.  |    |    |    |    |
| Number of employees or trainees receiving support services (childcare, transportation, housing)  |    |    |    |    |
| Number of workers enrolled in MDOL programs:  Apprenticeship program, CSSP, WIOA, other  |    |    |    |    |
| **Other** |
|  |    |    |    |    |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |

|  |
| --- |
| **Part VI: Sustainability Plan** |
| 1. How will grant funding result in a long-term relationship/partnership between your organization, community partners, educational institutions, employers, and the workforce system (e.g. CareerCenter partners) that will provide sustainable solutions to addressing workforce needs in your area/the State of Maine?

Recommended word count: 300 or less |
|   |
| 1. How will the project be sustained beyond the grant period?

Recommended word count: 250 or less |
|   |
| 1. What are the risks that might hinder your ability to achieve your stated goals? What supports will you need to mitigate the potential risks?

Recommended word count: 250 or less |
|  |

|  |
| --- |
| **Part VII: Budget and Narrative** |
| **Budget Category** | **TOTAL COST****8/1/2024-9/30/2026** | **Explanation of expense** |
| Personnel (salary and benefits) |  |  |
| Training costs (tuition, books, and fees) |  |  |
| Other program costs (please describe) |  |  |
| Supportive servicesfor participants |  |  |
| Administrative costs including, overhead and supplies |  |  |
| Contractual |  |  |
| Other (specify) |  |  |
| **TOTAL REQUEST** |  |  |
| Narrative |
|  |

**APPENDIX A SUBMITTED QUESTIONS FORM**

This form should be used by Applicants when submitting written questions to the RFA Coordinator.

If a question is not related to any section of the RFA, enter “N/A” under the RFA Section & Page Number. Add additional rows as necessary. Submit this document in WORD format, not PDF.

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFA Section & Page Number** | **Question** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |