



EARN Maryland Winter 2021 Solicitation for Implementation Grants

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- What is EARN Maryland?
- Proposal Format and Submission
- Reporting Requirements
- Questions

- Please mute yourself 😊
- If you joined by phone, please drop your name and organization in the chat
- Type questions into the “chat” feature – they will be answered at the end of the presentation
- All questions and answers will be posted on the EARN website: <https://www.labor.maryland.gov/earn/>
- If your organization decides to move forward with developing a proposal, please submit an *Intent to Apply* notification to Mary Keller – an informal email is fine
- If you choose not to submit a proposal, please consider completing the *Prospective Applicant Feedback Form* on Page 3 of the Solicitation

- Established in 2014, a state funded, industry-driven program
- Close to 90 Strategic Industry Partnerships funded
- Nearly 7,000 individuals have obtained employment
- More than 9,500 incumbent workers have been trained
- Governor Hogan has doubled the budget since taking office, with targeted investments in Cyber/IT, Green and Clean jobs, and Opportunity Zones
- Nationally-recognized by organizations like the Urban Institute, National Skills Coalition, Deloitte, Harvard Business Review

- Industry collaboration with critical and diverse partners to meet changing workforce needs and skills shortages
- Organizes formal sector partnerships in collaboration with the public workforce system, higher education, and community service organizations
- Targets low and no-skilled workers as well as incumbent workers to eliminate barriers and create responsive career pathways
- State-funded grant program meant to be flexible and nimble to meet industry demand

- Strategic Industry Partnerships *must* include:
 - At least 5 employer and industry partners, and;
 - 2 “diverse entities”
 - Higher Education, Non-Profit or Community Based Organization, Local Workforce Development Boards, Local Government
- Collaboration is key – each partner plays a unique role in program’s success
- If an industry association or Registered Apprenticeship Sponsor is a member of your SIP, five employers must be identified

- From the SIP, a Lead Applicant must be identified.
- The Lead Applicant **must** be the Fiscal Agent for the grant.
- The Lead Applicant will be responsible for managing the grant and all aspects of implementing the Workforce Training Plan.

- Identify common workforce and skills needs and challenges
- Participate in training
 - Teaching, Mock Interviews, Job Shadowing, Tour of Facility
- Commit to interviewing trainees
 - Provide interview feedback
 - Be involved in placement
 - Identify strengths and weaknesses of training program

- Participant Management
 - Recruitment to Placement framework
 - Pipeline Development, Recruitment and Screening, Case management and Wraparound Services, Job Coaching/Job Readiness, Essential Skills, Placement and advancement strategies
- Partnership Management
 - Entity/individual lead – credibility with industry, trust of diverse set of partners
 - Coordination and accountability among partners
 - Continuous feedback loop with employers – success of training graduates, training modules, screening design

- Grant Management and Implementation
 - Direct grant management (preparing invoices, maintaining financial records, outcome reporting)
 - Training plan implementation (curriculum tracking and development, trainer selection, all logistics related to training implementation)
 - This person must be an employee of Lead Applicant*

- It is strongly suggested that grant requests do not exceed \$150,000.

| Date | Key Activity |
|--|--|
| December 6, 2021 | Solicitation Released |
| December 15, 2021 | Pre-Proposal Webinar– 10:00 am |
| March 7, 2022 | Deadline for Submission of Proposals – 4:00 pm |
| March – May 2022 | Review of Proposals |
| May 2022 | Award of Implementation Grants |
| June 1, 2022 to May 31, 2024 or July 1, 2022 to June 30, 2024 | Funding Period |

Appendix A – Cover Page Template

Appendix B – Proposal Narrative

Appendix C – Data Source List

Appendix D – Strategic Industry Partnership Membership List and Subgrantee Information

Appendix E – Strategic Industry Partnership Workforce Training Module Overview

Appendix F – Workforce Training Module Template

Appendix G – Participant Management Template

Appendix H – Budget Summary and Narrative Form

Appendix I – Characteristics of a Strong Workforce Training Plan

Appendix J – Assurances Form

Appendix K – Fiscal Agent Form

4.1.1 Cover Page (Appendix A)

- Proposal should have a unique name
- “Region” is flexible – can be Statewide, County, or identified using definition in 1.2.t
- Lead Applicant Contact Info: 1.) Authorized Authority (typically CEO, Executive Director, etc.), 2.) Program POC, 3.) Fiscal POC
- Subgrantee is defined as any person or entity that will receive EARN Maryland funding that is not affiliated with the Lead Applicant
- Proposals **must** include leveraged resources
- All partners listed in Appendix A should be listed in Appendix D

4.1.2. Letter of Application

4.1.3. Table of Contents

4.1.4 Executive Summary

- Should clearly and concisely explain proposal
- Should not exceed one page

EARN MARYLAND Proposal Format

4.1.5 Proposal Narrative – Appendix B

- Strong proposals will respond thoroughly to each prompt
- Keeping prompts in document is recommended

4.1.6 Supporting Documents

- Résumé(s) of project manager, key personnel, faculty, instructors
- Data Source List (Appendix C)
 - May be quantitative or qualitative
- Workforce Training Module Overview (Appendix E)
- Workforce Training Module Template (Appendix F)
 - Should be completed for **each** module listed in Appendix E
 - Respond below dotted line

4.1.6 Supporting Documents - continued

- Participant Management Template (Appendix G)
 - Respond below dotted line
- Budget Summary and Narrative Form (Appendix H)
 - *Project Activity Name* and *Budget Expense Categories* are examples and can be changed
 - Budget **must** include leveraged resources
 - All expenses must be fully explained in budget narrative
 - Ineligible costs: 1) building construction, and 2) website development or maintenance
 - Equipment will be considered on a case-by-case basis

4.1.7 Information and Documentation for SIP Members

- SIP Membership List and Subgrantee Information (Appendix D)
 - Every member of SIP should be listed and should include all organizations listed in Appendix A
- Lead Applicant must submit:
 - Certificate of Good Standing
 - The most recent two years' Audited, Reviewed, or Compiled Financial Statements
 - Federal Tax ID Number
- Subgrantees must submit:
 - Certificate of Good Standing
 - Federal Tax ID Number
- Any MOUs for the SIP should be submitted

4.1.8 Assurances Form

4.1.9 Fiscal Agent Form

Proposal Submission

- Proposals should be submitted via email to Mary Keller by **Monday, March 7th by 4:00 pm.**
- Proposals must include each of the requirements outlined in Section 4 of the Solicitation.
- Submissions should include
 - One PDF of the entire application
 - Each appendix as a standalone document
- Table of Contents, Executive Summary, and Proposal Narrative should not exceed 20 pages.

If awarded funding, all grantees are required to track the following:

- Demographic data for **every** trainee
 - Sex, Race, Income, National Origin, County of Residence, Educational Attainment
- Outcome data for **every** trainee
 - Employment and Wage Status, both pre- and post-training
 - Training outcomes, including certification, credential, and skill attainment post- training
- Grantees should include detailed plan for ascertaining all required data.
- Grantees must submit programmatic and fiscal reports on a quarterly basis.

Reminders

- Questions that come up after the presentation may be emailed to Mary Keller (mary.keller@maryland.gov)
- All questions and answers will be posted on the EARN website: <https://www.labor.maryland.gov/earn/>
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Contact Information

For questions related to EARN or this Solicitation:

Mary Keller

Special Grants Administrator

mary.keller@maryland.gov

443-690-9159

Thank you!

Questions?