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**EARN MARYLAND WINTER 2025 SOLICITATION FOR IMPLEMENTATION GRANT PROPOSALS - RESIDENTIAL LEASING AGENT APPLICATION**

**APPENDIX A**

This application is for Strategic Industry Partnerships seeking funding from the Maryland Department of Labor under the EARN Maryland Program. Please complete all fields of this application and submit with the other required documentation by **11:59 PM on Monday, March 31, 2025. Completed applications should be submitted via email to Brittney Hansen at** [**brittney.hansen@maryland.gov**](mailto:brittney.hansen@maryland.gov)**. Submissions should be submitted as one PDF file in a single email. In addition, the Program Budget should also be submitted as a standalone Excel sheet (.xlsx). Documents should be submitted in the order that they are listed below in the checklist.**

Prior to submission, please review the required documents in the table below to ensure a complete application is submitted. Applicants should carefully review the **EARN Solicitation** prior to completing this application. Incomplete applications will not be considered.

**EARN MARYLAND APPLICATION SUBMISSION CHECKLIST**

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| **REQUIRED DOCUMENTS** |
| **☐ Letter of Application** |
| **☐ Application (Appendix A)**   * + **Cover Page (Section 1)**   + **Executive Summary (Section 2)**   + **Narrative (Section 3)**   + **Assurances (Section 4)** |
| **☐ Strategic Industry Partnership Submission Requirements (Appendix B)**   * **Signed Letter of Commitment from EVERY member of the SIP** * **Signed W9 Form for Lead Applicant** * **Certificate of Good Standing - required for Lead Applicant AND any Subrecipient** |
| **☐ The most recent two years’ Audited, Reviewed, or Compiled Financial Statements for the Lead Applicant (Appendix C)** |
| **☐ Budget (Appendix D)** |

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| **SECTION 1: COVER PAGE** | | | |
| **1** | **Proposed Name of Strategic Industry Partnership** |  | |
| **2** | **What type of Residential Leasing Agent program will this grant cover?** | ☐ Affordable Housing  ☐ Residential Property Management  ☐ Residential Leasing  ☐ Residential Leasing Agent  ☐ Residential Property Management  ☐ Residential Rental Housing  ☐ Real Estate  ☐ Administration  ☐ Multifamily Residential Leasing  ☐Other:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **3** | **Target Region, including U.S. Census tract(s) included in the Project Service Area (i.e., Census Tract GEOIDs)** |  | |
| **4** | **Amount of EARN Funding Requested** |  | |
| **5** | **Total Leveraged Resources (In Kind & Cash)** |  | |
| **6** | **Total Project Budget (Amount of EARN Funding Requested + Total Leveraged Resources)** |  | |
| **7** | **Number of Participants to be Trained** |  | |
| **8** | **Does the applicant intend to serve residents from ENOUGH jurisdictions? (Y/N)** |  | |
| **LEAD APPLICANT INFORMATION** | | | |
| **9** | **Organization Name** |  | |
| **10** | **Main Point of Contact** |  | |
| **11** | **Main Point of Contact Phone Number** |  | |
| **12** | **Main Point of Contact Email Address** |  | |
| **13** | **Organization Street Address** |  | |
|  | |
|  | |
| **14** | **Fiscal Agent Name** |  | |
| **15** | **Fiscal Agent Phone Number** |  | |
| **16** | **Fiscal Agent Email Address** |  | |
| **17** | **Federal Tax ID** |  | |
| **18** | **Is the Lead Applicant an I.R.C. 501(c)?**  **(yes or no)** |  | |
| **STRATEGIC INDUSTRY PARTNERSHIP INFORMATION** | | | |
| **19** | **Industry/Employer Partner Organizations**  **Insert as many fields as needed.** | 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| **20** | **Other Partner Organizations (Diverse Entities)**  **Insert as many fields as needed.** | 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| **21** | **SUBRECIPIENT INFORMATION – Please list any organization that will receive funding from Lead Applicant. Insert as many fields as needed.** | | |
| **Organization Name** | | | **Federal Tax ID** |
| 1. | | |  |
| 2. | | |  |
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**Instructions for Section 2: Executive Summary**

Please provide a clear and concise outline of the Proposal that **does not exceed 400 words** in length.

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| **SECTION 2: EXECUTIVE SUMMARY** |
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**Instructions for Section 3: Narrative**

Please thoroughly review the Solicitation before completing Section 2. Provide a response to every question.

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| **SECTION 3: NARRATIVE** | | | | | | | | | | | | | | |
| **1** | **Strategic Goals and Statement of Innovation** | | | | | | | | | | | | | |
| **1A** | **Describe your Strategic Industry Partnership’s overarching strategy and the main goals of the Workforce Training Plan. Please address how key programmatic components, including training and other project activities work together and how this is an innovative approach to addressing the Residential Leasing industry’s workforce challenges.** | | | | | | | | | | | | | |
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| **2** | **Strategic Industry Partnership (SIP)** | | | | | | | | | | | | | |
| **2A** | **Who is the Lead Applicant for the SIP? Please provide a brief profile of the Lead Applicant, how they were selected, and any experience they have convening partners and leading projects of similar type and scope.** | | | | | | | | | | | | | |
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| **2B** | **Please identify in the chart below each Employer or Industry Partner included in the SIP. Please note each entity included below must submit a Letter of Commitment and should be listed in Section 1 (Cover Page). Additional rows may be added if necessary.** | | | | | | | | | | | | | |
| **Name of Employer** | | **Target Occupations** | | | **Number of Current Openings for Occupation** | | **Number of Openings for Occupation Expected Over Life of Grant** | | **Average Hourly Wage for Target Occupation at Entry** | **Commitment to Grant (curriculum development, hiring, tours, mock interviews, etc.)** | | | | **Has a Letter of Commitment been included with application?**  **(Yes/No)** |
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| **2C** | **Please identify in the chart below each Diverse Entity included in the SIP. Please note each entity included below must submit a Letter of Commitment and should be listed in Section 1 (Cover Page). Additional rows may be added if necessary.** | | | | | | | | | | | | | |
| **Name of Organization** | | | | **Organization Type (non-profit, higher education, LWDB)** | | | | **Commitment to grant (recruitment, screening, training, job development** | | | | **Has a Letter of Commitment been included with application?**  **(Yes/No)** | | |
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| **2D** | **Briefly describe the projected role, if any, of the local workforce board and/or any regional or local economic development entities. Please insert N/A if not applicable.** | | | | | | | | | | | | | |
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| **2E** | **Describe how the SIP will work together if awarded funding. This should be inclusive of all members of the SIP, including the lead applicant, employers, and diverse entities.** | | | | | | | | | | | | | |
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| **3** | **Industry Engagement and Assessment of Critical Workforce Needs** | | | | | | | | | | | | | |
| **3A** | **Describe how employer and industry partners have participated in defining the actual and projected critical workforce and skills shortages of the Residential Leasing industry (e.g. focus groups, surveys, data collection, facilitated workgroup sessions with groups of employers).** | | | | | | | | | | | | | |
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| **3B** | **Describe how the SIP will engage employer and industry partners to provide feedback on:**   1. **Continuing or additional critical workforce needs and skills;** 2. **The success of training in terms of participants having industry-identified skills; and** 3. **The value of training and the partnership generally.** | | | | | | | | | | | | | |
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| **3C** | **Describe any plans to add employer and industry partners and/or collect additional data on employer’s workforce needs.** | | | | | | | | | | | | | |
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| **3D** | **Outline the critical workforce and skills needs which will be addressed through the Workforce Training Plan, as defined by employer and industry partners.** | | | | | | | | | | | | | |
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| **3E** | **The Workforce Training Plan must be both data and experience-driven. Please list all data sources, in proper citation format, that were used to support the development of the Workforce Training Plan. This should include published studies, reports, and similar research. For unpublished data sources, including those compiled by the SIP, clearly explain the source and/or data collection process. This may include Labor Market Information described in Section 4 below. Additional rows may be added if necessary.** | | | | | | | | | | | | | |
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| **3F** | **Briefly describe any other relevant workforce issues that may have arisen in evaluating the workforce needs and any steps the SIP will take to address these needs. This may include:**   1. **Human resources issues (better aligning occupation descriptions with actual skills, competencies, and knowledge)** 2. **Individual and structural barriers preventing prospective employees from obtaining employment in the leasing industry (job readiness programming, transportation barriers)** 3. **Demographic challenges facing the Residential leasing industry, such as replacing an aging workforce, working with populations with English as a Second Language** | | | | | | | | | | | | | |
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| **4** | **Identification of Target Region** | | | | | | | | | | | | | |
| **4A** | **Identify the target region and provide basic industry and labor market analysis that supports the importance of the Residential Leasing industry sector to the region. Include the rationale for selecting the specific region.** | | | | | | | | | | | | | |
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| **5** | **Recruitment, Assessment, and Selection** | | | | | | | | | | | | | |
| **5A** | **Describe any target groups identified for training (unemployed/underemployed individuals, veterans, returning citizens, GED recipients, long-term unemployed, incumbent workers). Include an explanation of why your chosen population is appropriate for the target occupations selected.** | | | | | | | | | | | | | |
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| **5B** | **Which organizations in your SIP will be responsible for recruitment? What methods will be utilized (community-based organizations, social media, information sessions, etc.)?** | | | | | | | | | | | | | |
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| **5C** | **Describe the assessment, screening, and selection process. What criteria will be used to determine candidates’ readiness and fit with the proposed program and target occupation (interviews, TABE test, for incumbent workers – supervisor recommendation, etc.)?** | | | | | | | | | | | | | |
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| **5D** | **Describe how employers will be involved in designing and/or implementing the assessment and selection processes to promote alignment with the requirements of the targeted occupation.** | | | | | | | | | | | | | |
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| **6** | **Training** | | | | | | | | | | | | | |
| **6A** | **Who is the training provider? Please provide a brief profile of their experience implementing the proposed or similar training.** | | | | | | | | | | | | | |
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| **6B** | **Briefly describe the major topics/components of each training offered and any industry-recognized certification or credential that participants will be prepared to earn as a result of training.** | | | | | | | | | | | | | |
| **Name of Training** | | | | **Major Topics/Components** | | | | **Name of Industry-Recognized Certification or Credential** | | | | **Length of Training**  **(in hours)** | | |
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| **Description of Training:** | | | | | | | | | | | | | | |
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| **Description of Training:** | | | | | | | | | | | | | | |
| **6C** | **How will the SIP monitor and assess participant and program progress?** | | | | | | | | | | | | | |
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| **6D** | **Describe how employer partners will be involved in providing input and regular feedback about the training and education components to ensure they are aligned with the technical and non-technical job requirements and lead to successful job placement or advancement in the Residential Leasing industry.** | | | | | | | | | | | | | |
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| **6E** | **How will essential skills and job readiness training be incorporated into the curriculum?** | | | | | | | | | | | | | |
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| **7** | **Supportive Services** | | | | | | | | | | | | | |
| **7A** | **Which organizations in your SIP will be responsible for providing supportive services and coaching to participants?** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **7B** | **Which supports will be made available to participants, particularly those with barriers to employment, to help them overcome personal and structural barriers to successful completion and employment/advancement?** | | | | | | | | | | | | | |
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| **8** | **Job Placement, Retention, and Advancement Strategies** | | | | | | | | | | | | | |
| **8A** | **Which organization(s) in your SIP will be responsible for job development, placement/advancement?** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **8B** | **Training should lead to job placement or advancement. Describe your planned job search, job development and job placement/advancement activities.** | | | | | | | | | | | | | |
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| **8C** | **How will the skill level of training participants be assessed upon completion of training?** | | | | | | | | | | | | | |
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| **8D** | **How will employers be engaged as part of the job placement process?** | | | | | | | | | | | | | |
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| **8E** | **What services will be available to participants/graduates after they have been hired/promoted to promote retention?** | | | | | | | | | | | | | |
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| **8F** | **In partnership with employers, how will you work with program graduates to help them take advantage of specific opportunities for advancement within the Residential Leasing occupational track?** | | | | | | | | | | | | | |
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| **9** | **Past Performance** | | | | | | | | | | | | | |
| **9A** | **Has this training, or similar training, been offered before by the Lead Applicant or Training Provider? If so, please provide information about the funding source (if applicable) and the dates the program was offered. If this training or a similar training has not been offered, please insert N/A.** | | | | | | | | | | | | | |
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| **9B** | **If the training was grant-funded, please provide the organization, name, and contact information for the Grant Officer. If not applicable, please insert N/A.** | | | | | | | | | | | | | |
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| **9C** | **Please complete the chart below to document past performance on the organization’s most-recent grant. If not applicable, please insert N/A.** | | | | | | | | | | | | | |
| **Number to enroll** | | | **Number to complete** | | | **Number to earn an industry-recognized certification or credential** | | **Number to be placed into unsubsidized employment** | | | **Average Starting Wage** | | **If serving incumbents, number to earn a wage increase or title promotion** | |
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| **9D** | **In reviewing the data provided in the chart above, as well as other performance metrics, did you consider the program successful? If yes, why? If no, why, and what steps will be taken to mitigate any challenges experienced that hindered success?** | | | | | | | | | | | | | |
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| **10** | **Expected Outcomes** | | | | | | | | | | | | | |
| **10A** | **Please complete the chart below to include anticipated outcomes should the SIP be awarded funding.** | | | | | | | | | | | | | |
| **Number of individuals trained** | | | | | | **Unemployed/Underemployed** | | | | |  | | | |
| **Incumbent Workers** | | | | |  | | | |
| **Number of individuals to complete** | | | | | | **Unemployed/underemployed** | | | | |  | | | |
| **Incumbent Workers** | | | | |  | | | |
| **Number of individuals to earn an industry-recognized certification or credential** | | | | | |  | | | | | | | | |
| **Number of individuals to obtain a new employment position** | | | | | |  | | | | | | | | |
| **Average Starting Wage** | | | | | |  | | | | | | | | |
| **Number of incumbent workers to earn a wage increase or title promotion** | | | | | |  | | | | | | | | |
| **Any other deliverables the partnership will track** | | | | | |  | | | | | | | | |
| **11** | **Timeline** | | | | | | | | | | | | | |
| **11A** | **Please include a detailed timeline of all activities related to implementation of the Workforce Training Plan. This should include, but is not limited to planning, recruitment efforts, training schedules, and follow-up activities.** | | | | | | | | | | | | | |
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| **12** | **Equity** | | | | | | | | | | | | | |
| **12A** | **Please describe how your SIP will infuse and advance equity in the implementation of the project.** | | | | | | | | | | | | | |
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| **13** | **Sustainability** | | | | | | | | | | | | | |
| **13A** | **Please describe how the SIP will remain sustainable in the absence of state funding.** | | | | | | | | | | | | | |
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| **SECTION 4: ASSURANCES** |

The Lead Applicant hereby affirms and certifies that it will comply with all applicable regulations, policies, guidelines, and requirements of the Maryland Department of Labor (Labor) and the State of Maryland as they relate to the application, acceptance, and use of Maryland Employment Advancement Right Now (EARN) funding in this project. The Lead Applicant further affirms and certifies that:

1. It possesses legal authority to apply for the grant, i.e., an official act of the Lead Applicant’s governing body has been duly adopted or passed, authorizing filing of the application, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the Lead Applicant and to provide such additional information as may be required.
2. It will comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, and credit practices, including:

* Titles VI and VII of the Civil Rights Act of 1964;
* Title VIII of the Civil Rights Act of 1968, as amended;
* The Americans with Disabilities Act of 1990; and
* Maryland Annotated Code, State Government Article, § 20-601 et seq.

1. It will expend funds to supplement new and/or existing funds and not use these funds to supplant non-grant funds.
2. It will participate in any statewide assessment program or other evaluation program as required by Labor.
3. It will give Labor, or an authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the grant.
4. It will assure that quarterly status reports will be submitted to Labor, as required.
5. It will comply with all requirements imposed by Labor concerning special requirements of law and other administrative requirements.
6. The Fiscal Agent acts on behalf of the Lead Applicant by performing all financial management duties of the grant and accepting responsibility for the proper use of grant funds. The Fiscal Agent is responsible for maintaining separate records of disbursements made on the Applicant’s behalf and disbursing those funds in accordance with the restrictions related to the grant. The Fiscal Agent takes full responsibility for managing and documenting grant expenditures, as well as submitting financial reports for the grant.

The Fiscal Agent is responsible for receiving and safeguarding grant funds. Furthermore, the Fiscal Agent is legally obligated to:

* Maintain separate records of disbursements related to the grant;
* Keep receipts for at least three years following closing of the grant;
* Make financial records available to the State of Maryland and its representatives upon request;
* Disburse funds in accordance with the purpose of the grant application; and
* File the final financial report at the conclusion of the grant.

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| **Strategic Industry Partnership Name** |  |
| **Signature of Authorized Authority from Lead Applicant Organization** |  |
| **Printed Name and Title** |  |
| **Date** |  |