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**2020-2023 State Apprenticeship expansion**

**2021 Maryland Community College Apprenticeship Initiative**

**Competitive Grant Proposal**

**Attachment A: Narrative Application**

As part of its program funded under the U.S. Department of Labor State Apprenticeship Expansion Grants, the Maryland Department of Labor (MD Labor) has received the *2020-2023 State Apprenticeship Expansion Grant* to invest in programs that support and enhance Registered Apprenticeship expansion strategies. MD Labor’s commitment to innovative practices includes funds for expanded Registered Apprenticeship activities.

**To continue expanding Registered Apprenticeship opportunities into key economic hubs, MD Labor has allocated $750,000 of the *2020-2023 State Apprenticeship Expansion Grant* to increase Community College capacity for Registered Apprenticeship. Through the 2021 Maryland Community College Apprenticeship Initiative Competitive Grant process, MD Labor will distribute three grants of $250,000 each to increase the integration of Community Colleges and Registered Apprenticeships into the workforce system.**

All apprentices served by this grant must be newly registered apprentices and must meet the criteria for Registered Apprentices.

**ELIGIBITY REQUIREMENTS**

Community Colleges in Maryland are eligible to apply for the **2021 Maryland Community College Apprenticeship Initiative**, and will fall in either of two categories:

1. Community Colleges that ***are Registered Apprenticeship Sponsors*** at the time of application ***will propose to register a minimum of two new occupations with one cohort each.***
2. Community Colleges ***that are not Sponsors*** at the time of application must be directly providing Related Instruction to Group Joint or Group Non-Joint Registered Apprenticeships. Such colleges ***will propose to become a new Registered Apprenticeship Sponsor with at least one new occupation and two cohorts of new apprentices.***

Additionally, all awardees must apply to be a part of the USDOL Office of Apprenticeship Registered Apprenticeship College Consortium (RACC).[[1]](#footnote-1)

Applicants are encouraged to focus on connecting Maryland's WIOA target populations to Registered Apprenticeship opportunities. To be eligible for participation in the **2021 Maryland Community College Apprenticeship Initiative** funding, an applicant is not required to provide dollar-to-dollar matching of funds but is encouraged to leverage additional resources for the expansion or creation of Registered Apprenticeship programming. Leveraged resources may include braided funding from other public, private or philanthropic sources.

MD Labor will not fund applicants who are the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.

Eligible entities must complete the following information for consideration for an award under the **2021 Maryland Community College Apprenticeship Initiative**. All sections must be addressed for application to be considered.

Note: Use the TAB key to quickly navigate to each field.

**Completed applications should be submitted electronically to:**

**dlmatpapprenticeshipandtraining-labor@maryland.gov** **or by mail to:**

**Maryland Department of Labor**

**Division of Workforce Development and Adult Learning**

**Attn: Christopher MacLarion, Director of Apprenticeship and Training**

**1100 North Eutaw Street, Room 209**

**Baltimore, MD 21201**

**Applicant must include letters of support as enclosures to the application.**

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| **APPLICANT INFORMATION** |
| Community College Name      |

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| Employer Identification Number (An EIN is written in the form 00-0000000) |
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      | Point of Contact Name      | Point of Contact Title      |
| Organization Street Address      | City, State ZIP Code      | Organization Phone Number      | Point of Contact E-Mail Address      |
| Registered Apprenticeship Sponsor Number (if applicable):  |
| **PROJECT OVERVIEW** |
| 1. Indicate the amount of funds requested, up to a maximum amount of $250,000.00 per project.
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| 1. Indicate the number of Registered Apprentices to be served, should your proposal be granted funding. All awards must register a minimum of 72 apprentices.
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| **APPLICANT EXPERIENCE** |
| 1. Provide a brief profile of the applying organization, highlighting any previous experience related to Registered Apprenticeships. If none, please state N/A. (length not to exceed 650 words)
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| 1. Provide a brief profile of any partner organization(s), highlighting any previous experience related to Registered Apprenticeships. If none, please state N/A. (length not to exceed 325 words)
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| **DESCRIPTION OF PROPOSED USE OF 2021 MARYLAND COMMUNITY COLLEGE APPRENTICESHIP INITIATIVE FUNDING**  |
| 1. Describe your organization’s proposed plan for use of the **2021 Maryland Community College Apprenticeship Initiative**funding. Include a description of the Related Instruction, skills, and/or processes that are included as part of the proposed activities. If non-traditional occupations are a focus area, please be sure to note this and provide details. (length not to exceed 1,000 words)
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| 1. If applicable, indicate the number of new Registered Apprenticeship programs developed under your proposal and provide a description of each program. If applicable, indicate the number of Registered Apprenticeship programs reactivated under your proposal and provide a description of each program. (length not to exceed 650 words)
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| 1. Provide a brief overview of the individuals to be served through your organization’s proposed activities and what approach is being used for recruitment/retention. If historically underrepresented populations are to be served, please indicate how they relate to the WIOA populations facing barriers to employment, which can be found at: <https://www.dllr.state.md.us/wdplan/>. (length not to exceed 650 words)
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| **OVERVIEW OF PROGRAM COSTS** |
| 1. Provide a detailed itemized list of ALL costs associated with your program proposal. This list must account for the full amount of the funds requested by your organization, as indicated in Item #1 above. **Amount of funds requested should not exceed $250,000.**

*NOTE: 2021 Maryland Community College Apprenticeship Initiative funds are prohibited from directly paying participant wages; however, stipends may be allowable as a supportive service, with approval from MD Labor. Awards must register a minimum of 72 apprentices.* |
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| 1. Provide a detailed listing of all leveraged resources that are helping to support your organization’s proposal. These may include: organizational staff salaries, program administrative costs, etc.
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| **PROJECT TIMELINE** |
| 1. Describe the estimated timeframes for all of the proposed project’s key activities. Indicate project START and END dates clearly within this timeline. All projects must conclude by **3/31/2023.**
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| **OVERVIEW OF PROGRAM DELIVERABLES** |
| 1. Please provide a detailed description on how the activities proposed by your organization will enhance the use, availability, and effectiveness of Registered Apprenticeship programs. (length not to exceed 750 words)
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| 1. Please provide a description of how your organization’s proposal supports diversity of Maryland’s Registered Apprenticeship program. (length not to exceed 750 words)
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| **SUSTAINING THE EFFORT** |
| 1. When funds awarded under the **2021 Maryland Community College Apprenticeship Initiative** are exhausted or the project has ended, how will the efforts initiated under your proposal be sustained? (length not to exceed 500 words)
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| 1. On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I affirm and attest that our organization is not under investigation by any federal, State or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
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1. Information on RACC can be found here: <https://www.dol.gov/agencies/eta/apprenticeship/community-colleges>. [↑](#footnote-ref-1)