This application is for organizations seeking grant funding from the Maryland Department of Labor under the *Maryland Works for Wind Program*, funded by the United States Department of Commerce Economic Development Administration (EDA). Complete all fields of this application and submit with the other required documentation by **11:59 PM on October 7, 2024. Completed applications should be submitted via email to Chanel Viator at** [**chanel.viator@maryland.gov**](mailto:chanel.viator@maryland.gov)**. Submissions must include all required documents listed below and 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).**

**KEY INFORMATION SUMMARY SHEET**

**Purpose:** To support the development of an inclusive offshore wind workforce in

Maryland.

**Issue Date:** Wednesday, July 31, 2024

**Issuing Office:** Maryland Department of Labor

Division of Workforce Development and Adult Learning (DWDAL)

**Funding Source:** U.S. Department of Commerce

Economic Development Administration (EDA)

American Rescue Plan: [Good Jobs Challenge](https://www.eda.gov/arpa/good-job-challenge)

**Submission To:** Via email to [chanel.viator@maryland.gov](mailto:chanel.viator@maryland.gov)

**Proposals Due:** October 7, 2024 by 11:59 PM

**Pre-Proposal Conference:** A Pre-Proposal Conference will be held virtually on Wednesday, August 7

at 1:00 p.m. For call-in information, contact Chanel Viator at

[chanel.viator@maryland.gov](mailto:chanel.viator@maryland.gov).

**Funding Cap:**  MD Labor will consider up to $400,000 per program, at the discretion of

the Department.

**Cost Per Participant:**  The maximum cost per participant is $7,500.

**Selection Announcement:** December 2024

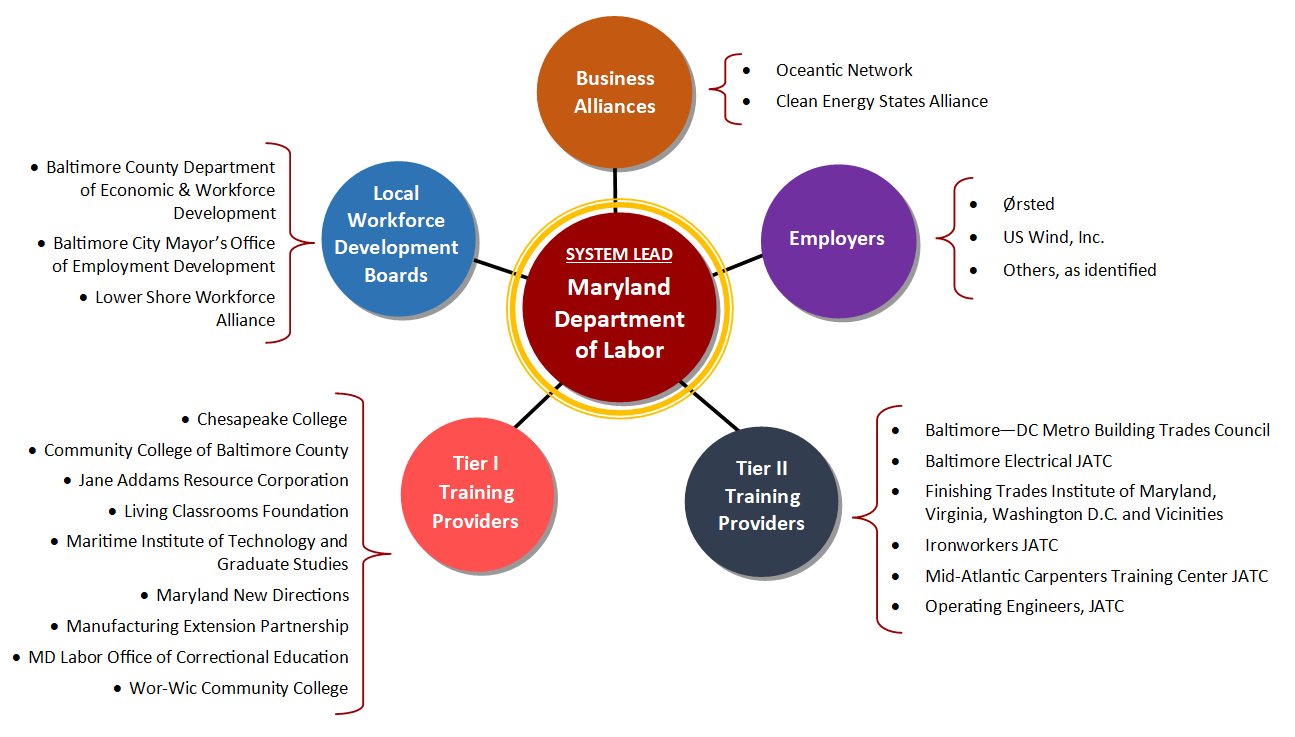
**Period of Performance:**  January 1, 2025 - September 30, 2026

**General Information**

Successful applicants will become part of the Maryland Works for Wind (MWW) initiative, a regional consortium committed to establishing Maryland as the country’s premier destination for offshore wind training, fabrication, and employment. Grantees will provide occupational training, supportive services, and job placement to Marylanders within key industries that will support the offshore wind industry, including the skilled trades, manufacturing, and transportation and logistics sectors. Because equity is a hallmark of the MWW initiative, preference will be given to applicants who plan to deploy creative strategies for recruiting and serving traditionally underserved populations, such as women and individuals of color.

**Background**

In fall of 2022, the United States Department of Commerce awarded the Maryland Department of Labor $22.9 million dollars under the Good Jobs Challenge grant program to foster the development of a workforce to support the emerging offshore wind industry. The program includes a robust sectoral partnership inclusive of employers, unions, local workforce development areas, business alliances, and training providers. The initiative consists of 19 subrecipients who are reflected in the infographic below. The [Maryland Works for Wind policy](https://www.dllr.state.md.us/employment/mpi/mpi4-23.pdf) was created as guidance for those selected subrecipients. Through this competitive solicitation, MD Labor is looking to expand the list of training providers in the MWW initiative. The period of performance for MWW ends on September 30, 2026.



**Eligible Entities for Funding\***

1. Institution of higher education or a consortium of institutions of higher education (this includes community colleges, Historically Black Colleges and Universities, Tribal Colleges and Universities, or Minority-Serving Institutions)
2. Public or private non-profit organization or association, including labor unions, acting in cooperation with officials of a political subdivision of a State.
3. Indian Tribe or a consortium of Indian Tribes;
4. State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions;
5. District Organization of an EDA-designated Economic Development District (EDD);

*\*Individuals, small businesses, or for-profit entities, including for-profit institutions of higher education, are not eligible for funding under EDA’s Good Jobs Challenge initiative. Applications from such entities will not be considered for funding under this solicitation.*

**Lead Applicant**

The lead applicant must be an eligible entity for funding. The lead applicant is responsible for managing the grant and all aspects of the subrecipient reporting requirements. Any entity that will receive Maryland Works for Wind funds through the lead applicant and is not a direct employee of the lead applicant, must do so as either a subrecipient or a contractor. A subrecipient must be an eligible entity for funding. If the entity does not meet eligibility status for funding, they would be a contractor. Contracts must be procured in accordance with the federal procurement standards. Procurement guidance can be found in the existing [Maryland Works for Wind policy](https://www.dllr.state.md.us/employment/mpi/mpi4-23.pdf).

**Grant Evaluation**

All proposals will undergo an initial technical review to ensure that submission requirements were met, and all required sections were included. Proposals that do not meet the initial requirements of the technical review will not be read. Proposals that meet technical requirements will be evaluated by a Review Committee established by Labor.

Labor will prioritize applications whose identified geographic scope aligns with where much of the manufacturing, construction, and operations are expected to occur for the offshore wind industry in Maryland.

**Tier I Training Providers**

Under MD Labor’s MWW initiative, Tier I training providers provide essential entry-level occupational training, coupled with supportive services and barrier removal. Entry-level programming must cover occupational “hard skills” and essential “soft skills.” MD Labor requires Tier I training providers to conduct outreach to prospective training participants with a focus on diversity, equity, inclusion, and accessibility. Tier I training providers play a key role in Maryland’s equity approach to growing and sustaining the State’s offshore wind workforce. Tier I training providers are expected to connect program graduates to employers for employment or Tier II training opportunities for further training along the relevant career pathway. While Tier I occupational training varies from welding and manufacturing to logistics and Commercial Driver’s License training, all Tier I training is interconnected with the overarching mission of creating a prepared and reliable workforce for the emerging offshore wind industry.

**Tier II Training Providers**

Under MD Labor’s MWW initiative, Tier II training providers are organizations who provide advanced skills training through a Registered Apprenticeship program. MD Labor has included Tier II training providers in the MWW initiative to ensure upward mobility along a career pathway is prioritized. It is essential that Marylanders, especially those who complete entry-level training through Tier I MWW opportunities, have access to Registered Apprenticeship careers in the offshore wind industry. Tier II training providers are expected to conduct outreach to prospective training participants with a focus on diversity, equity, inclusion, and accessibility and to assist individuals in need of supportive services.

**Allowable Use of Funds**

This award is governed by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as set forth in 2 C.F.R. part 200. A cost is allowable if it is necessary and reasonable for the performance of the award and allocable to that award. The cost must also conform to any other applicable requirements in 2 CFR 200 or the award's terms and conditions. Subrecipients must follow the budget in their approved MD Labor proposal. Any modifications to the budget require written approval from the MD Labor. MD Labor will release funds to subrecipients on a reimbursement basis.

Examples of allowable costs include, but are not limited to:

1. *Tuition or training costs*

Both tuition and training costs are eligible components of an overall operating budget (including instructor salary and benefits). However, no funds may be paid directly to individuals; awarded funds should be used to offset the costs of tuition and training. Tuition or training costs unrelated to the training program are ineligible.

1. *Training supplies and/or equipment*

Costs incurred for materials, supplies, and fabricated parts necessary to carry out the training program are allowable. Procurement of property or services must adhere to federal procurement standards 2 CFR 200.320(a).

1. *Wraparound/Supportive services*

Wraparound/supportive services or “participant support costs” are important services that mitigate barriers to training and employment for trainees and bolster the likelihood of training completion and success in the workplace. Examples of supportive services include, but are not limited to, transportation, uniforms, tools, work or training equipment, child or dependent care, graduation fees, union initiation fees, and/or clothing for interviews or job fairs. Other supportive services may be allowable with MD Labor’s prior approval. **Work stipends or wage subsidies are not allowable under this grant.** Before a program participant is approved for supportive services, staff should ensure that no other resources are available to pay for the necessary service. Applicants should also ensure that approval forms, receipts, and supporting documentation are available for review.

1. *Personnel costs and fringe benefits*

Compensation for program support personnel, such as wages, salaries, and fringe benefits, are allowable under this grant.

**Prohibited Use of Funds**

Examples of unallowable costs include, but are not limited to:

1. *Wages or stipends to program participants*

MWW grant funds cannot be used to provide wages or stipends to participants of the program. Applicants are encouraged to provide stipends to participants, but must identify and utilize other funding sources to do so.

1. *International travel*

Requirements for travel costs can be found in 2 CFR 200.475. International travel is not allowable under this grant.

1. *Construction*

Building-based construction projects (i.e., any activity that disturbs the ground or modifies a structure) are ineligible under this grant.

1. *Pre-award costs*

MD Labor will not reimburse pre-award program costs and will not be held responsible for application preparation expenditures.

**Subrecipient Reporting Requirements**

MD Labor requires MWW subrecipients to submit quarterly program and fiscal reports. All subrecipient reports must be sent via email to Chanel Viator at [chanel.viator@maryland.gov](mailto:chanel.viator@maryland.gov), Dorothee Schlotterbeck at [dorothee.schlotterbeck@maryland.gov](mailto:dorothee.schlotterbeck@maryland.gov), and their respective Local Workforce Development Area (LWDA) contact. The LWDA contact will be assigned and provided upon award. Quarterly program reports are due no later than the 10th day of the month following the quarter of reported activity (*e.g. January-March Quarterly Report due April 10th*). Templates for these reports will be provided by DWDAL as an attachment to the formal award.

Subrecipients must capture and report the following information on program participants:

1. Legal name (first, middle, last);
2. Date of birth;
3. Physical address of residence;
4. Training start and end date;
5. Completed training (Y/N);
6. Job start date;
7. Employment type;
8. Name of employer;
9. Occupation;
10. Hourly wage;
11. Employment status six months after program completion; and
12. Any additional data required to measure performance and outcomes for this grant.

**Monitoring**

MD Labor recognizes that the U.S. Department of Commerce has the authority to monitor fiscal and/or programmatic performance related to funds awarded via the MWW program. MD Labor may conduct desk and/or on-site monitoring on MWW subrecipients to ensure that policies are being followed, expectations are being met, quarterly program and fiscal reports are accurate, and to review the back-up documentation for the sampled reports.

Additionally, any subrecipient that expends $750,000 or more of Federal awards during the fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200.501.

**Maryland Works for Wind Application**

Prior to submission, review the required and optional documents table below to ensure a complete application.

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| **REQUIRED DOCUMENTS** | **OPTIONAL DOCUMENTS** |
| * **Maryland Works for Wind Grant Application** | * **Additional Letter(s) of Commitment** |
| * **Maryland Works for Wind Program Budget (.xlsx)** | * **Sample Program Curriculum** |
| * **Letters of Commitment from Five Employers (5)** | * **Special Promotional Materials** |
| * **Signed W-9 Form** |  |
| * **Maryland State Department of Assessments and Taxation (SDAT) Certificate of Good Standing** |  |
| * **IRS Tax Exempt Status Affirmation Letter** |  |
| * **Articles of Incorporation** |  |
| * **Bylaws** |  |

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| **SECTION 1: LEAD APPLICANT INFORMATION** | | |
| **1** | **Organization Name** |  |
| **2** | **Employer Identification Number (FEIN)** |  |
| **3** | **Unique Entity ID (UEI): *Note that a UEI is required to receive federal funding and is assigned to an entity by SAM.gov.*** |  |
| **4** | **Point of Contact Name** |  |
| **5** | **Point of Contact Title** |  |
| **6** | **Point of Contact Email Address** |  |
| **7** | **Point of Contact Phone Number** |  |
| **8** | **Organization Street Address** |  |
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| **SECTION 2: APPLICANT, PARTNERS, & EMPLOYERS** | | | | | | |
| **9** | **Indicate if you are applying as a Tier I or Tier II training provider.** | | | | | |
| * Tier I * Tier II | | | | | | |
| **10** | **Provide a brief profile of the applicant. Highlight previous experience related to workforce development.** | | | | | |
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| **11** | **Subrecipient Information: List any organization that will receive funding from the Lead Applicant. Insert as many fields as needed. If none, insert N/A.** | | | | | |
| **Organization Name** | | | | **Unique Entity ID (UEI)** | | |
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| **12** | **List all partners who will work with the Lead Applicant on the implementation of the grant. Identify employers in the first chart below and all other organizations in the second chart. For each partner, detail their commitment to the grant. This list should include at least five employers. The employers listed should match the letters of commitment submitted with this application. Be sure to highlight any partnerships the Lead Applicant has with Registered Apprenticeship Sponsors. Additional rows may be added if necessary.** | | | | | |
| **Employers** | | | | | | |
| **Name of Employer** | | **Target Occupation(s)** | **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 the application?**  **(Yes/No)** |
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| **Other Organizations** | | | | | | |
| **Name of Organization** | | | **Organization Type (non-profit, higher education, Local Workforce Development Area, etc.)** | | **Commitment to grant (recruitment, screening, training, job development, etc.)** | **Has a Letter of Commitment been included with the application?**  **(Yes/No)** |
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| **13** | **Job placement is a key performance indicator for this federal grant. Describe how you will ensure that participants will be successfully upskilled or placed in employment, including a detailed description of how the employer and industry partners noted above will participate in that process.** | | | | | |
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| **SECTION 3: DESCRIPTION OF PROPOSED USE OF FUNDING (PROJECT PLAN)** | |
| **14** | **Indicate what industry, or industries, the training program will be supporting.** |
| * Manufacturing * Transportation and Logistics * Skilled Trades * Other: Describe below. | |
| **15** | **Describe the proposed plan for the use of funding. Identify and provide a description of training programs that will be offered.** |
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| **16** | **Describe the geographic scope of the workforce to be served by the project.** |
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| **17** | **Equity: Maryland Works for Wind seeks to bolster representation of historically underserved populations in the target industry, including women and individuals of color. Describe what strategies the project will deploy to reach these key populations. How will the Lead Applicant ensure that the outreach and recruitment strategy is equitable? If the organization works with other groups to support the outreach and recruitment of underserved populations, note that below.** |
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| **18** | **Describe any supportive services that will be provided to participants. Who will provide these supportive services? Explain how these services will support retention in employment upon completion of training.** |
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| **19** | **Describe how the applicant will collect and submit required data outcomes.** |
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| **20** | **Describe the estimated timeline for all project’s key activities. This should include, but is not limited to planning, recruitment efforts, training schedules, and follow-up activities.**  *Grants will begin on January 1, 2025, and end on September 30, 2026. Applicants are not required to write a budget for the entire time period.* |
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| **21** | **When funds awarded under the grant are exhausted or the project has ended, how will the efforts initiated under the proposal be sustained?** |
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| **SECTION 4: PAST PERFORMANCE** | | | | | |
| **22** | **Has the proposed training, or similar training been previously offered before by the Lead Applicant or Training Provider? If so, 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, insert N/A.** | | | | |
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| **23** | **Complete the chart below to document past performance on the Lead Applicant’s most-recent grant. If not applicable, insert N/A.** | | | | |
| **Number of individuals to enroll** | | **Number of individuals to complete** | **Number of individuals to earn an industry-recognized credential** | **Number of individuals to be upskilled and/or placed into employment** | **Average wage at time of placement or wage increase** |
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| **24** | **In reviewing the data provided in the chart above, as well as other performance metrics, was the program successful? If yes, why? If no, why, and what steps will be taken to mitigate any future challenges?** | | | | |
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| **SECTION 5: PROGRAM EVALUATION AND REPORTING TARGETS** | | |
| **25** | **Complete the chart below to identify the program’s targeted key performance outcomes.** | |
| **A** | Number of individuals to enroll |  |
| **B** | Number of individuals to graduate or complete training |  |
| **C** | Number of individuals to earn an industry-recognized credential |  |
| **D** | Number of individuals to be upskilled and/or placed into employment |  |
| **E** | Average wage at time of placement or wage increase |  |
| **F** | Retention rate 6 months after entering employment |  |
| **G** | Retention rate 12 months after entering employment |  |
| **26** | **Describe how the applicant will track and evaluate each of the performance outcomes identified above in questions A-G on a quarterly basis**. **Specify how the applicant will evaluate participant and employer satisfaction with programming.** | |
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**Instructions for Section 6: Program Financial Information**

Information in this section **must** be consistent with the itemized Maryland Works for Wind Budget provided with the application. The Program Budget should be completed and submitted as an Excel document (.xlsx) along with this application. Reconcile Section 6 of this application with the associated Program Budget prior to submission.

Cost per participant (Question 27B) should be calculated as total amount requested (27A) divided by total number of individuals to enroll (25A). Note that the award cap is $400,000 and the maximum cost per participant is $7,500.

Matching funds are not a requirement for this funding opportunity.

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| **SECTION 6: PROGRAM FINANCIAL INFORMATION** | | | | |
| **27** | **Provide the following financial information about the funding requested.** | | | |
| **A** | Total grant amount requested (not to exceed $400,000) | | | $ |
| **B** | Cost per participant (not to exceed $7,500) | | | $ |
| **C** | Total amount of any other leveraged resources | | | $ |
| **28** | **Detail other leveraged resources below, if any, that will support the program. Include the source of this funding and whether it is cash or in-kind. Additional rows may be added, if necessary. If none, insert N/A.** | | | |
| **Amount** | | **Source** | **Type (Cash or in-kind)** | |
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| **29** | **Grantees have upto 21 months to spend funds awarded from the Maryland Works for Wind Program. Indicate the requested period of performance for the grant (for instance, six months, one year, etc.).** | | |  |

**Applicant Affirmations and Submission**

Prior to signing below, review all sections of this application for completion and accuracy. Ensure that all required attachments and any desired optional attachments are included in the final submission.

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|  | **AFFIRMED** |
| The undersigned affirms that the applicant organization is in good standing with the Comptroller of Maryland and the Maryland Department of Labor. | |  | | --- | |  | |
| The undersigned affirms that the contents of this application are true and verifiable. | |  | | --- | |  | |

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| **Applicant Full Name** |  |
| **Applicant Title** |  |

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| **Applicant Signature** | **Date** |
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