RFA 202204069

Higher Education Workforce Grants

Work-Based Learning Experiences

Application

# Application Details and Instructions

1. **Overview of Grant Opportunity**

## While the COVID-19 pandemic has had broad economic impacts, several Maine industries have suffered disproportionate negative economic consequences caused by the pandemic. Through this application, the Maine Department of Education intends to provide funding to higher education institutions in Maine to prepare students for employment in industries harmed by the COVID-19 pandemic.

## Grants awarded through this program will be limited to supporting the following industries:

## Education and the public sector;

## Healthcare & social assistance;

## Construction, trades & logistics;

## Agriculture, aquaculture, fishing & forestry;

## Information;

## Manufacturing; and

## Clean energy.

## These industries and sectors have experienced workforce challenges caused by COVID-19, including high rates of employment loss and unemployment.

***Education and the Public Sector***

During the COVID-19 recession, reductions in staffing were prevalent in public and private schools and colleges, due to the suspension or curtailment of in-person learning. Public sector workers also reported significant negative impacts and according to recent reports state and local workforces are at high risk for attrition due to retirements, job changes, and workers leaving the workforce entirely. Both education and public sector workforces need revitalization in order to serve the needs of communities across the state.

***Health Care and Social Assistance***

In 2020 and 2021, the healthcare and social assistance sector experienced the highest net job loss of nearly any sector in Maine. In addition, healthcare, medical research and related life sciences training and education programs were interrupted due to COVID-related school and facility closures, lack of clinical sites, and available nurse educators, exacerbating the significant workforce shortages among our healthcare providers.

***Construction, Trades & Logistics***

The construction, trades, and logistics industries are facing acute workforce shortages that have been made worse by the COVID-19 pandemic. According to industry surveys construction firms are having a hard time hiring at all levels, including both salaried and hourly positions and across skilled labor specialties. Without those critical skills in the workforce, the state will struggle to complete infrastructure projects, address housing needs, and encourage business growth.

***Agriculture, Aquaculture, Fishing & Forestry***

Maine’s Agriculture, Aquaculture, Fishing, Forestry, and Hunting industries are subject to sizable seasonal changes in employment, with growth during the warm months and declines in the winter. Employers in these industries report that they cannot hire the workers they need to recover from the pandemic. Maine’s forest economy was similarly impacted by the COVID-19 pandemic. It faced pandemic-related product shifts as well as supply chain and workforce disruptions. These economically and culturally important industries need the workforce to support innovations that will carry them through the challenges of the current pandemic and support critical food supply.

***Information***

The information industry includes data processing/hosting services, telecommunications, media, and other services. The shift to virtual and hybrid work demonstrated the need for robust telecommunications statewide, and statewide initiatives to encourage remote workers to move to Maine will be hindered without reliable technology.

***Manufacturing***

According to national surveys, workforce shortages are seen as the number one risk to manufacturing firms’ economic outlook. As older workers age out of the workforce, manufacturing is on trend to face ever more severe labor shortages.

***Clean Energy***

A 2020 study from the Governor’s Energy Office, included a survey of businesses in the clean energy and energy efficiency fields, demonstrated that companies identified workforce scarcity as a primary concern for their business viability in navigating the pandemic and for their successful recoveries as the economy emerges from the pandemic.

## The best proposals will:

1. Address critical needs in Maine’s economy and workforce by advancing strategies identified in [Maine's 10-year economic development strategic plan;](https://www.maine.gov/decd/strategic-plan)
2. Prioritize supports for disadvantaged students, students with disabilities, and individuals such as new Mainers; Black, Indigenous, and people of color; low-income students; students seeking work in rural communities and unemployed and underemployed workers;
3. Demonstrate the likelihood of supporting the advancement of students and workers to achieve higher paying jobs in Maine;
4. Use funding for one-time investments that will produce lasting benefits or propose a feasible funding strategy for sustaining activities after grant funds have been exhausted.

Any grant awarded must meet [Federal State Fiscal Recovery Funds](https://www.federalregister.gov/documents/2022/01/27/2022-00292/coronavirus-state-and-local-fiscal-recovery-funds) allowability guidance. Applicants must attest that they will agree to meet the requirements of the award as outlined in [Appendix A – Sample Subaward Agreement](#AppendixASampleSubawardAgreement). (Appendix A is found at the end of this RFA).

## **Allowable Uses**

Funding must be used to:

1. Provide internship, [Registered Apprenticeship](https://www.apprenticeship.gov/employers/registered-apprenticeship-program), career mentoring, and other work experience support for students or graduates to connect them to careers in one of the following industries:
	1. Healthcare and social assistance
	2. Education or public sector;
	3. Agriculture, fishing & forestry;
	4. Construction;
	5. Information
	6. Manufacturing; or
	7. Clean energy
2. Indirect costs are not an allowable expense under this grant.
3. Additionally, no Supplantation.
4. No business/organization receiving an award under this RFA may supplant other funds with these funds that assist with similar services.
5. 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.
6. Funding provided under this RFA can be used for supportive services to address students' needs to participate & complete programs.

## **Eligibility to Submit Bids**

To be eligible the applicant’s institution must:

* Be a private college or private university in Maine; or
* The Maine Maritime Academy

## **Awards**

1. The Department anticipates making multiple awards for up two years as a result of this Request for Applications.
2. Eligible institutions may submit applications for up to two (2) distinct projects.
3. The number and size of awards will depend on the number of proposals received and available funds. The Department reserves the right to eliminate the lowest scoring application(s) and/or make awards at amounts less than that requested, whichever is in the best interest of the State.
4. The range of awards is up to $200,000.
5. The Department has $1 million available in funding for this RFA.
6. Issuance of this RFA in no way constitutes a commitment by the State of Maine to make grant awards.
7. Applications will be evaluated after the due date, and a Selection Package will be posted to the Division of Procurement Services website. The Department reserves the right to issue partial 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.

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# KEY PROCESS EVENTS

## **Submitting Questions about the Request for Applications**

Any questions must be submitted by e-mail to the Grant Coordinator identified on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) by May 17, 2022 at 11:59 p.m. local time. Submitted Questions must include the subject line: “RFA# 202204069 Questions” and be on the Submitted Questions form in Appendix B, which is found at the end of this RFA. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

Question & Answer Summary: Responses to all questions will be compiled in writing and posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). 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 to the Request for Applications**

All amendments (if any) released in regard to this Request for Applications will be posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). 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.

## **Submitting your application**

1. **Applications Due:** Applications must be received by June 2, 2022, 11:59 p.m. local time. Applications received after the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.
2. **Submission Instructions:** Applications are to be submitted to the State of Maine Division of Procurement Services, via email, to 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.
	2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the actual requested files attached will be accepted.
	3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
	4. File size limits are 25MB per e-mail. Applicants may submit files separately 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 listed above.
	5. Applicants are to insert the following into the subject line of their email submission: **“RFA# 202204069 Application Submission – [Applicant’s Name]”**
	6. Applications are to be submitted as a single, typed, PDF or WORD file and must include pages 9-14 of this RFA document.

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# APPLICATION EVALUATION AND SELECTION

## **Scoring Weights and Process**

1. 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** | **Maximum Points Available** |
| **Criteria 1: Eligibility and Allowable Uses*** Is:
* A private college or private university in Maine; or
* The Maine Maritime Academy
* Project supports internship, Registered Apprenticeship, career mentoring, and other work-based learning experiences to prepare students for employment in one of the following industries:
* Healthcare and social assistance
* Education or public sector;
* Agriculture, aquaculture, fishing & forestry;
* Construction;
* Information;
* Manufacturing; or
* Clean energy
* Attests to following the requirements as outlined in Appendix A – Sample Subaward Agreement. (Appendix A is found at the end of this RFA)
 | Pass/Fail |
| **Criteria 2: Proposal*** Proposal
	+ Addresses critical needs in Maine’s economy and workforce by advancing strategies identified in Maine’s 10-year economic development strategic plan;
	+ Prioritizes supports for disadvantaged students, students with disabilities, and individuals such as new Mainers; Black, Indigenous, and people of color; low-income students; and unemployed workers;
	+ Demonstrates likelihood of supporting the advancement of students and workers to achieve higher paying jobs in Maine.
* Needs Assessment
* Project Narrative
* Key Personnel
 | 50 points |
| **Criteria 3: Outcomes and Evaluation*** Articulates intended outcomes, provides evidence base for proposed use(s); and
* Has a reasonable and detailed plan to evaluate the program
 | 25 points |
| **Criteria 4: Budget Proposal*** Budget Narrative & Budget Forms
* Sustainability
 | 25 points |
| **Total Points** | * + 1. **points**
 |

1. Scoring Process: The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. 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.

Regarding the proposed funds requested and the proposed work, the Grant Review Team will consider the degree to which the project represents a good return for the investment (money, time) as well as whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services.

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APPLICATION COVER PAGE

**Handwritten Applications Will Not Be Accepted**

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** | Click or tap here to enter text. |
| **Type of Organization:** | Choose an item. |
| **Name of Application:** | Click or tap here to enter text. |
| **Superintendent’s Name** | Click or tap here to enter text. |
| **Tel:** | Click or tap here to enter text. | **E-mail:** | Click or tap here to enter text. |
| **Headquarters’ Street Address:** | Click or tap here to enter text. |
| **Headquarters’ City/State/Zip** | Click or tap here to enter text. |
| ***Provide information requested below if different from above*** |
| **Point of Contact for Application- Name and Title** | Click or tap here to enter text. |
| **Tel:** | Click or tap here to enter text. | **E-mail:** | Click or tap here to enter text. |
| **Headquarters’ Street Address:** | Click or tap here to enter text. |
| **Headquarters’ City/State/Zip** | Click or tap here to enter text. |
| **Dollar Amount of Application:** | Click or tap here to enter text. |

* 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 agreement with the Department should they be awarded a 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):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

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DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** | Click or tap here to enter text. |

*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; and*
	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*.
3. *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.*

**Failure to provide this certification may result in the disqualification of the Applicant’s application, at the discretion of the Department.**

|  |  |
| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

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APPLICATION

The Applicant is asked to be brief and concise in providing written information required in the application.

|  |
| --- |
| **Project Title** Provide a descriptive project title in 15 words or less |
| Click or tap here to enter text. |
| **School Years during which Grant Funding will be Utilized**  |
| [ ] School Year 2022-23[ ] School Year 2023-24 |  |
| **Attestation of Award Requirements** |
| [ ]  By checking this box, the Applicant agrees to meet the requirements of the award as outline in [Appendix A – Sample Subaward Agreement](#AppendixASampleSubawardAgreement). (Appendix A is found at the end of this RFA) |
| **Project Type – Check that the project meets the requirement and select industry**  |
| [ ]  By checking this box, the Applicant agrees that the proposed project is to provide internship, Registered Apprenticeship, career mentoring, and other work experience support for students or graduates to connect them to careers in one or more of the following industries: *(check all that apply)*[ ] Healthcare and social assistance[ ] Education or public sector[ ] Agriculture, aquaculture, fishing & forestry[ ] Construction[ ] Information[ ] Manufacturing [ ] Clean energy |
| **Overview of the Project** |
| *The project overview should clearly describe the project’s intended goals and how it will:* 1. *Address critical needs in Maine’s economy and workforce by advancing strategies identified in Maine's 10-year economic development strategic plan;*
2. *Prioritize supports for disadvantaged students and individuals such as new Mainers; Black, Indigenous, and people of color; low-income students; and unemployed workers;*
3. *Support the advancement of students and workers to achieve higher paying jobs in Maine;*

*program eligibility and best interest placement decisions.* |
| Click or tap here to enter text. |
| **Identification of Need** |
| *The proposal should include a description of the needs of the applicant related to the program. The applicant should explain how the needs have been identified and will be re-evaluated on a regular basis.* *The applicant should build a case for how the proposed project will address identified needs and increase support of the advancement of students and workers to achieve higher paying jobs in Maine.* |
|  |
| Click or tap here to enter text. |
|  |
| **Project Narrative**Please provide a narrative of the project you are proposing in order to address these needs and include any proposed activities. |
| *The narrative must include the following:****Program Design****The proposal will include a description of the academic program and how it will comply with responsibilities of the grant. The description will include, but not necessarily be limited to, inclusion of the following:*1. *Number of additional students estimated to be served.*
2. *Number of additional staff/faculty members to be hired*
3. *Description of where the program will be housed and benchmarks that articulate academic progress.*
4. *Description of how the proposed program aligns with any programmatic or industry-recognized standards.*

***Recruitment and Enrollment****Proposals should include a description of the methods the higher education institute will use to recruit students for the programs, including strategies for attracting, retaining, and supporting economically disadvantaged,* *new Mainers; Black, Indigenous, and people of color; low-income students; and unemployed workers. Provide the student recruitment plan that includes advising, retention strategies, placement strategies, and list any partnerships with community-based organizations to recruit and support these communities.* |
| Click or tap here to enter text. |
|  |
| **Identification of Key Personnel** |
| *List and describe the role of the key personnel who will oversee the program. If the position is vacant, put “vacant” in place of a name. Add lines as needed.*

|  |  |  |
| --- | --- | --- |
| **Name** | **Title**  | **Role** |
|  |  |  |
|  |  |  |
|  |  |  |

 |
| ***Outcomes*** |
| *List the expected outcomes of the program* |
|  |
| Click or tap here to enter text. |
|  |
| ***Evaluation*** |
| *Provide a description of how the implementation and effectiveness of the program will be evaluated. This plan should include methods for collecting information that will be useful to program development and ongoing improvement, tracking student’s growth across degree programs.* |
|  |
| Click or tap here to enter text. |
| **Project Budget**  |

*Reminder: Indirect Costs are not an allowable expense.*

|  |  |  |
| --- | --- | --- |
| **Budget Category** | **Amount Requested** | **Explanation of expense** |
| Personnel (salary and benefits) | Click or tap here to enter text. | Click or tap here to enter text. |
| Instructional materials and supplies | Click or tap here to enter text. | Click or tap here to enter text. |
| Non-instructional materials and supplies | Click or tap here to enter text. | Click or tap here to enter text. |
| Contracted services | Click or tap here to enter text. | Click or tap here to enter text. |
| Technology access | Click or tap here to enter text. | Click or tap here to enter text. |
| Transportation | Click or tap here to enter text. | Click or tap here to enter text. |
| Other (specify) | Click or tap here to enter text. | Click or tap here to enter text. |
| Other (specify) | Click or tap here to enter text. | Click or tap here to enter text. |
| **TOTAL REQUEST** | Click or tap here to enter text. |  |

|  |
| --- |
| **Budget Narrative (one page maximum)** |

In the space below, please provide a detailed explanation of your anticipated grant-supported expenses in each of the above budget categories and will support the proposed activities in the Narrative.

Click or tap here to enter text.

|  |
| --- |
| ***Sustainability*** |

*Provide a description about whether there is any sustainability plan to continue the program following the grant period. Include an explanation of how the applicant will work to secure necessary funding.*

Click or tap here to enter text.

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Appendix A – Sample Subaward Agreement

*This is just a sample, please do not fill out*

**Subaward**

**Between**

**The State of Maine Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AND**

**Subrecipient’s Name**

1. This Subaward is made by and between the State of Maine, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Recipient) and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Subrecipient[[1]](#footnote-2)), relating to the United States Department of the Treasury (the US Treasury), State and Local Fiscal Recovery Funds, Assistance Listing 21.027.
2. Whereas, the Recipient and Subrecipient understand and agree that the funds disbursed under this subaward may only be used for the purposes set forth in the Subrecipient’s approved American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Business Plan, Parts 1 & 2 as follows:
	1. Include Purpose of Subaward (description/narrative located in Approved Business Case Parts 1 & 2 (Performance Indicator section should also be included)):
* Control Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Reporting Codes (include applicable FYs): \_\_\_\_\_\_\_\_\_\_\_\_\_
* Advantage Account Coding: 05A-XXX-XXXXX-XXXX.
	1. This project/program fits into the following statutory category (select one): \_\_\_\_\_\_\_
1. To respond to the COVID-19 public health emergency or its negative economic impacts.
2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work.
3. For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID–19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency.
4. To make necessary investments in water, sewer, or broadband infrastructure.
5. Federal Award Information:
	1. AWARD Identification #: [SLFRP0144](https://www.usaspending.gov/award/ASST_NON_SLFRP0144_2001)
	2. Subrecipient name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Subrecipient's unique entity identifier: DUNS #
	4. Federal Award Date: 3/3/2021
	5. Subaward Period of Performance and Budget Period Start and End Date: March 3, 2021 through December 31, 2024[[2]](#footnote-3).
	6. Amount of Federal Funds Obligated by this action by the pass-through entity (the Recipient) to the Subrecipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
	7. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
	8. Total Amount of the Federal Award committed to the subrecipient by the pass- through entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
	9. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity: US Treasury and the State of Maine Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of Maine Contact Name Here.
	10. Assistance Listing and Name: 21.027, US Treasury State and Local Fiscal Recovery Funds.
	11. This award is not a R&D award.
	12. Indirect costs are not allowed.
6. Now, therefore, for subaward amount received or to be received, including but not limited to the performance by the Recipient and the Subrecipient (the Parties) of their respective obligations under this Subaward, the Parties hereby agree as follows:
7. This agreement is a subaward and it is not a contract for good or services. The Recipient is the pass-through entity.
8. This agreement is for costs incurred between March 3, 2021 and December 31, 2024. The period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with payments from the Fiscal Recovery Funds. See footnote 2.
9. The Recipient will:
10. Perform a Risk Evaluation over the Subrecipient as required by the Federal Uniform Guidance. Depending on the outcome of the Risk Evaluation, the Recipient may add additional requirements and or restrictions for the use of this funding.
11. Communicate Federal Guidance references to the Subrecipient. Communicate changes in guidance or requirements as relevant to the Subrecipient’s Business Case when notified by the US Treasury.
12. Transfer funding to the Subrecipient upon receipt of a proper invoice supported by requirements as set forth by the Recipient.
13. Monitor the Subrecipient.
14. Fulfill federal reporting responsibilities with information furnished by the subrecipient.
15. Add additional items to this agreement as necessary to satisfy the Recipient’s responsibilities to the US Treasury.
16. Update this document if additional funding is approved for same purpose.
17. Verify the Subrecipient is audited as required by Subpart F of the Uniform Guidance when it is expected that the Subrecipients Federal awards expended during the respective fiscal year equal or exceeded $750,000.
18. Will follow the Closeout requirements in Uniform Guidance 2 CFR Part 200.344.
19. The Subrecipient will:
	1. Use the SLFRF only for the eligible and permitted uses as included in the SLFRF statute, US Treasury’s Interim Final Rule and specifically for the purpose as outlined in the Subrecipient’s approved grant application
	2. Use the SLFRF for eligible costs incurred between March 3, 2021 and December 31, 2024. With funds obligated by December 31, 2024 and expended by December 31, 2026. See footnote 2.
		1. A cost shall be considered to have been incurred for purposes of this section if the recipient has incurred an obligation with respect to such cost by December 31, 2024.
		2. A subrecipient must return any funds not obligated by December 31, 2024, and any funds not expended to cover such obligations by December 31, 2026.
	3. Follow the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) (the Uniform Guidance), including the cost principles and restrictions on general provisions for selected items of cost.
	4. Not use SLFRF as non-Federal match for other Federal programs whose statute or regulations bar the use of Federal funds to meet matching requirements.
	5. Will allow Recipient and auditors to audit records as necessary.
	6. Will furnish Recipient with expenditure documentation on a quarterly basis.
		1. To continue to receive funding, the Subrecipient must submit to the Recipient reporting information as requested
		2. Additionally, a quarterly progress report may be requested of the Subrecipient.
	7. Will comply with Infrastructure Project requirements if applicable (see 8.c.).
	8. Will follow the procurement standards in Uniform Guidance 2 CFR Part 200.317 through 200.327.
	9. Will follow the Closeout requirements in Uniform Guidance 2 CFR Part 200.344.
20. Other Information for Reporting Purposes: (The Recipient will complete section 7 - information can be obtained from the Agency’s associated Business Case.)
	1. Is this project serving an economically disadvantaged community[[3]](#footnote-4)?
		1. Recipients may assume that the funds for a project count as being targeted towards economically disadvantaged communities if the project funds are spent on:
			1. A program or service is provided at a physical location in a Qualified Census Tract (for multi-site projects, if a majority of sites are within QCTs);
			2. A program or service where the primary intended beneficiaries live within a QCT;
			3. A program or service for which the eligibility criteria are such that the primary intended beneficiaries earn less than 60 percent of the median income for the relevant jurisdiction (e.g., State, county, metropolitan area, or other jurisdiction); or
			4. A program or service for which the eligibility criteria are such that over 25 percent of intended beneficiaries are below the federal poverty line.
	2. Is this an Infrastructure or Non-infrastructure program?
		1. If yes, reporting requirements for Infrastructure Projects are included in Section 8 of this subaward. The Subrecipient will need to furnish the Recipient with this information.
21. Infrastructure projects must report detailed project level information, location, and expenditure data. Informational Section.

All Water, Sewer, and Broadband infrastructure projects over $10 million must also report:

1. Number of employees/contractors
2. Number of direct or third-party hires
3. Wages/benefits by worker classification
4. Whether wages are at prevailing rate.
	1. Recipients must also report
		1. Detailed information on the wages and benefits provided, and how they will ensure a ready supply of skilled and unskilled labor, minimize the risk of labor disputes, and ensure a safe and healthy workplace.
		2. Some additional reporting requirements may be waived for recipients who can certify compliance with Davis-Bacon or certify they have entered into a Project Labor Agreement.
5. Please note that failure to comply with the restrictions on use contained in the federal guidance may result in recoupment of funds.
6. Additionally, please note that recipients and subrecipients are the first line of defense, and responsible for ensuring the SLFRF award funds are not used for ineligible purposes, and there is no fraud, waste, and abuse associated with their SLFRF award.
7. Signatures

For the State of Maine, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Commissioner Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subrecipient Representative’s Name Here Date

RFA 202204069

Higher Education Workforce Grants

Work-Based Learning Experiences

Appendix B – Submitted Questions Form

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| Organization Name: |  |

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| **RFA Section & Page Number** | **Question** |
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*\* If a question is not related to any section of the RFA, state “N/A” under “RFA Section & Page Number”.*

*\*\* Add additional rows, if necessary.*

1. State, local, territorial, and Tribal governments that receive a Federal award directly from a Federal awarding agency, such as Treasury, are ‘‘recipients.’’ A transferee receiving a transfer from a recipient under sections 602(c)(3) and 603(c)(3) will be a subrecipient. Subrecipients are entities that receive a subaward from a recipient to carry out a program or project on behalf of the recipient with the recipient’s Federal award funding. The recipient remains responsible for monitoring and overseeing the subrecipient’s use of Fiscal Recovery Funds and other activities related to the award to ensure that the subrecipient complies with the statutory and regulatory requirements and the terms and conditions of the award. Recipients also remain responsible for reporting to Treasury on their subrecipients’ use of payments from the Fiscal Recovery Funds for the duration of the award. Transfers under sections 602(c)(3) and 603(c)(3) must qualify as an eligible use of Fiscal Recovery Funds by the transferor. Once Fiscal Recovery Funds are received, the transferee must abide by the restrictions on use applicable to the transferor under the ARPA and other applicable law and program guidance. For example, if a county transferred Fiscal Recovery Funds to a town within its borders to respond to the COVID–19 public health emergency, the town would be bound by the eligible use requirements applicable to the county in carrying out the county’s goal. This also means that county A may not transfer Fiscal Recovery Funds to county B for use in county B because such a transfer would not, from the perspective of the transferor (county A), be an eligible use in county A. [↑](#footnote-ref-2)
2. US Department of Treasury’s Reporting and Compliance document, Part 1, C. 2, Eligible Costs Timeframe. [↑](#footnote-ref-3)
3. Identify whether or not the project is serving an economically disadvantaged community, based if program or service is: a. provided at a physical location in a Qualified Census Tract (QCT); b. Primary intended beneficiaries live within a QCT; c. Eligibility criteria are such that the primary intended beneficiaries earn less than 60 percent of the median income; or, d. eligibility criteria are such that over 25 percent of intended beneficiaries are below the federal poverty line. [↑](#footnote-ref-4)