



HAROLD ALFOND CENTER
FOR THE ADVANCEMENT OF
MAINE'S WORKFORCE

Short-term workforce training through Maine's community colleges

Frequently Asked Questions

Why a new MOA?

The new Memorandum of Agreement (MOA) reflects updates to the grant program for the funding period from January 1, 2025 to June 30, 2030. These changes ensure compliance with new funding guidelines, streamline processes, and improve service delivery for Compact Members.

While it is not a legally binding contract, the Compact MOA serves as a framework for how the Alfond Center and Compact Members will work together to support workforce development initiatives. It specifies details such as eligibility requirements, funding processes, and program guidelines, ensuring clarity and alignment of goals for all participants.

When will I receive the new MOA?

MOAs will be sent to designated company representatives on December 4th. To ensure the MOA is sent to the correct person at your organization, please complete the form at <https://alfondcenter.mccs.me.edu/compact-moa-signer-list>.

The MOA must be returned before Compact Members can become eligible for 2025 funding. A draft copy is available for review at <https://www.mccs.me.edu/workforce-training/grant-funded-training/> to help you prepare before the official release.

What are the benefits of the Maine Workforce Development Compact?

Joining the Compact offers businesses a unique opportunity to invest in their workforce and enhance their competitive edge. Through the Compact, members gain access to funding that covers 50% of eligible training costs, up to \$1,200 per frontline employee per year. This support makes professional development more accessible and affordable, ensuring your employees have the skills needed to help your organization thrive.

Members can work closely with Workforce Development Coordinators and Maine's community colleges to design customized training solutions tailored to their specific needs, or they can access training offered by third-party training vendors.

Additionally, employees interested in pursuing a certificate or associates degree through Maine's community colleges are eligible for scholarships, helping them advance their education while remaining engaged in their roles.

By joining the Compact, businesses can upskill their frontline workers, enhancing productivity and retention while preparing employees for advancement within. These

efforts not only improve job satisfaction but also give businesses a competitive edge in a rapidly changing economic landscape.

What remains the same in the new grant?

The grant continues to build on the foundation that has made the Compact a valuable resource for employers and frontline workers alike. Many of the program's key features remain unchanged, ensuring consistency and reliability for Compact Members as they plan and execute their workforce development strategies.

- **The same funding.** A \$1,200 match per frontline worker per year.
- **Employer driven.** You tell us what training your employees need.
- **Same request process.** Request funds prior to the start of training and submit completion data at the end of training.
- **Dedicated support.** Dedicated regional support from your Workforce Development Coordinator.
- **Data collection.** Data points and exit and follow-up surveys remain a requirement of the grant.

What are the grant updates?

Key updates include:

- **Program extension.** Funding availability extended through June 30, 2030.
- **Single payment.** The Center will be moving to a single payment to be issued after training completion, reducing administrative steps. Compact Members will have up to 45 days to submit completion data.
- **Regulated funding.** Review of available funding on a quarterly basis to guarantee the sustainability of the program through 2030. Compact Members are encouraged to apply for funding early.
- **Employer cap.** A \$250,000 annual cap for employers will be implemented.
- **Administration fee.** Compact Members will have the opportunity to add a 10% administration fee to account for time spent managing grant data.

When can I put in a funding request for 2025 training?

Funding requests for training starting in 2025 will go live mid-December and will be open to those who have signed the new MOA.

We will notify Compact Members by email when the 2025 application is live.

What kind of training can I use these funds for?

Eligible training enhances a frontline worker's skills and advances their careers. Examples of training include:

- Industry specific training
- Role specific training
- Professional development for career advancement

- Training required for certification or licensure
- A companywide training
- Core/soft skills training
- Customized training for whatever your company needs to meet skills gaps
- Project management, LEAN, Six Sigma, Kaizen methodologies

What is the process for requesting funding?

The process is outlined at <https://www.mccs.me.edu/workforce-training/grant-funded-training/>.

You will need your W9, an excel file of trainees (template on the request form), training info, workers to be trained, and your training vendor information.

Why are there multiple systems to get us to one grant funding request?

The transition to a simplified portal is underway. The current approach ensures all data and reporting requirements are met for the grant. We expect the new grant management system to be implemented in Q1 2025.

How will these process changes impact payment for approved training that is underway, but cross the calendar year?

Training that has already been approved in 2024 is covered under the provisions of the original MOA. The remaining 20% of funding will be issued upon completion of training and submission of completion data.

How do I submit a request for internal training with our organization?

You can submit requests for internal training through the funding request form. Training must meet professional development criteria.

Are these funds only to be used at Community Colleges or can they be used anywhere?

Funds can be used for training programs through Maine's community colleges, in-house training programs, or third-party training vendors, provided the training meets eligibility requirements.

What is required once training is completed?

Within 45 days after completion of training through a third-party training vendor or an in-house training, submit your training roster with confirmation of who completed training to mccstrainingrecords@mainecc.edu. The Center will review and approve payments to be issued in a single disbursement.

If your training is through the workforce divisions of Maine's community colleges, the college will submit completion data.