



Short-term workforce training through Maine's community colleges

DRAFT Memorandum of Agreement

THE MAINE WORKFORCE DEVELOPMENT COMPACT

Memorandum of Agreement Between
Harold Alfond Center for the Advancement of Maine's Workforce
A division of the Maine Community College System
&
Company/Organization Name

Purpose and Background

Maine is facing, and is projected to continue to face, a skilled worker shortage. The Maine Workforce Development Compact (MWDC) offers a coordinated and comprehensive approach to ensure investments are made in Maine's workforce. The goals of the MWDC are to improve frontline workers' skills so they may find employment, upgrade their skills while employed, and/or enroll in community college courses to earn a degree.

MWDC will benefit workers looking to advance their careers and wanting greater job security while also assisting businesses to succeed in a competitive marketplace. The MWDC will target Maine's frontline workers, who represent 86% of Maine's workforce. Frontline workers are defined as those directly involved in or supporting production or services of an organization, including part-time supervisors engaged in such tasks. However, Executive-level staff, elected officials, and board members are not eligible. National research shows that only 19% of non-managerial personnel receive professional development opportunities, a gap this program aims to address.

Eligible Funding Requests

Professional development provides frontline workers with opportunities to enhance their skills and advance their careers. Eligible training can occur through Maine's community college, in-house training programs, or with third-party training vendors. The goal is to upskill workers in their current roles, making them more effective and prepared for future advancement, while ensuring that businesses remain competitive in a rapidly changing market.

Ineligible funding requests include but are not limited to the following: reimbursement for travel expenses (airfare, hotels, food, mileage), employee wages, publication subscriptions, and non-professional development training.

Memorandum of Agreement

This Memorandum of Agreement (MOA) is not intended to be a legally binding agreement, but rather a document explaining a collaborative arrangement that is mutually beneficial for both parties.

Funding is based on availability. The Center reserves the right to limit or adjust the allocation of training funds based on its annual projections and training goals. An annual cap of \$250,000 will apply to each Compact Member. All data collected is for the use of the grant and reported only in aggregate. To view MCCS's data policy, please visit <https://www.mccs.me.edu/privacy-policy/>.

Terms and Conditions

The Center agrees to:

1. Online Application Process:

- Offer an online application process allowing employers to submit a request for training.

2. Financial Support:

- Support 50% of MWDC members' training program expenses up to \$1,200 per trainee per calendar year, including up to 10% in administrative fees, while funding is available (1/1/2025 – 6/30/2030).
- All funding requests must be submitted before the start of training.

3. Scholarship Opportunities:

- Offer scholarships of up to \$212 per course (max of two scholarships per semester and six classes per year) for frontline employees toward Maine community college courses. Eligibility requirements apply. Compact funding cannot be used to pay for the remainder of the course.

4. Training and College Course Management:

- Create and manage a website that posts details of available training and scholarships.
- Maintain a comprehensive learner record for trainees and records of compact-member funding requests for employers.

5. Evaluation and Feedback:

- Evaluate the training offered and provide feedback to both training providers and employers.

6. Disbursement of Payments:

- Disburse payments, based on the approved funding amount, to Compact Members at the end of training pending the submission of required documentation, including student demographics, registration, course completion data, and exit surveys.

7. Communication:

- Communicate with employers and employees about grant benefits, changes, and additional regional or industry opportunities.

8. Support:

- Workforce coordinators will provide regional support to Compact Members.

- Registration and finance teams will provide support for funding requests and payments.

Company/Organization agrees to:

1. Company Liaisons:

- Appoint an organization official to communicate with the Center on all matters related to this MOA and a billing contact for approved training.

2. Funding Requests:

- Submit funding and requests before the start of training or course enrollment.
- Revisions to funding requests must be submitted via the funding request portal.
- Completion information must be submitted within 45 days of the last day of training. Failure to provide information within 45 days will result in nonpayment of training, and the program will be considered unfunded and closed.

3. Participant Information:

- Provide The Center with required demographic information, contact details, course completion documentation, and participation in exit and follow-up surveys.

4. Employee Communication:

- Inform employees that funding is provided by The Center and ensure that they complete exit surveys and follow-up surveys three to six months after training.

5. Records Maintenance:

- Maintain records of each approved training program for three years after completion.

6. Billing and Match Requirements:

- Authorize invoicing for approved community college training courses that require an employer match when an outstanding balance exists.

Agreement

The Center and the Company/Organization agree to explore best practices to enhance the professional and skill development of new hires and incumbent workers. The terms and conditions accepted by the Company/Organization in the program application are incorporated into this agreement. Any modifications to this agreement must be made in writing between the parties.

This MOA will remain in effect until the grant expires or either party wishes to terminate the agreement.