Commonwealth of Pennsylvania

Department of Labor & Industry

Veterans Employment Program

Notice of Grant Availability

Proposals Due: November 15, 2023 at 4:00 PM ET

Josh Shapiro | Governor
www.pa.gov

Nancy A. Walker | Secretary
www.dli.pa.gov

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

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Key Dates

Date	Description
October 2, 2023	**Notice of Grant Availability (NGA) Release Date**
October 16, 2023 at 11:00 A.M. ET	**Bidder's Conference:** Click the link below to join the meeting: **Click here to join the meeting** Or call in (audio only): Toll Number: 1-267-332-8737 Conference ID: 116239950 A recording of the NGA Overview will be posted on the L&I Grants website.
October 30, 2023 at 4:00 P.M. ET	**Questions Due Date** Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov with the email subject: PY23 VEP Questions A complete list of Q&As will be posted on the L&I Grants website. Questions received after the due date will not be answered.
November 15, 2023 at 4:00 P.M. ET	**Application Due Date** Applications must be submitted to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: "NGA Application – PY23 VEP
April 1, 2024	**Period of Performance Start Date**
June 30, 2025	**Period of Performance End Date**

Eligibility

Eligible Applicants and Minimum Qualifications

Eligible applicants include local workforce development boards, non-profit and non-governmental entities, community-based organizations, education and post-secondary organizations, labor organizations, business associations, and economic development entities. If organizations apply as a partnership, the application must identify a single entity as the lead applicant.

1. The applicant(s) must be capable of bringing together business, education, workforce, community, and other partners to achieve the overall project goals as defined by this NGA.
2. The applicant(s) must demonstrate the ability to coordinate, manage, and implement the design of the project; develop and implement the project budget; implement a strategy to collect, analyze, and report performance outcomes; and coordinate and evaluate the activities of the project.
3. The applicant(s) must be capable of monitoring and administering the fiscal components of the project.
4. The applicant(s) must be capable of submitting the required reporting elements at the required intervals as documented in the NGA.
5. The applicant(s) must have the capacity to work with an evaluator.

Additional Eligibility Criteria

Applicants are required to:

- **Have a PA SAP Vendor Identification Number**
  This may be obtained at no cost online, or by calling the Vendor Data Management Unit at (717)-346-2676 or 1-(877)-435-7363. It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania SAP Vendor Identification Number in a timely fashion, you may submit the application prior to receipt, however **no grant will be fully-executed without documentation of a Pennsylvania Vendor Identification Number**.

- **Comply with the Workforce Grant Agreement**

For more information, including how to obtain this information, refer to the *Links & Resources* section within this document. **Applicants who cannot meet these additional requirements at the time of award will relinquish their award.**

Fiscal Agent

Fiscal agents include eligible applicants, as detailed above. If Local Workforce Development Boards (LWDBs) apply as a region, the region must appoint a single LWDB as the lead applicant who must also act as fiscal agent. The fiscal agent will receive, manage, and disburse grant funds.

Overview

The PA Department of Labor & Industry (L&I) announces the availability of approximately $800,000 in funding for the Veterans Employment Program ("PY23 VEP) to include awards of up to $200,000. One grant will be awarded to the top scoring applicant that proposes serving only Delaware County. The other awards will be awarded to service delivery areas across the Commonwealth based on availability of funds, competitive scoring, and priority.

This Notice of Grant Availability (NGA) describes in detail:

- The requirements to apply for PY23 VEP funding;
- The strategic goals of the PY23 VEP opportunity;
- The criteria that will be used to evaluate proposals; and,
- The grant timeline.

L&I has created this grant opportunity to assist veterans who have received a discharge other than dishonorable, members of the reserves and guard, and spouses of veterans and service members in securing employment that pays a living wage.

The purpose of this grant is to support innovative current or new projects that offer a holistic approach to employment services.

Challenge

According to the Coordination of Veterans Services In Pennsylvania: A Task Force and Advisory Committee Report in March 2021, "almost all veterans use transition resources in the first two years after military separation. Beyond two years, those in high-risk categories need continued supports" (pg. 6). The report revealed that many veterans choose to engage in educational pathways after separation but do not complete the education for two main reasons: PTSD and financial problems (pg. 6). In addition, the report found that veterans' perceptions of underemployment were prevalent and that veterans needed a way to translate their military skills into civilian life. Also, an awareness needs to be raised among employers about the in-demand, transferrable skills, and assets of our veteran population.

Furthermore, according to the Watson Institute at Brown University, nearly 6% of all post 9/11 veterans received a less-than-honorable discharge; up from 1% of post-WWII veterans. Many of these discharges are due to minor disciplinary issues that are symptoms of trauma sustained during military service. These 'bad paper' discharges leave the veteran ineligible for benefits such as education, housing, job training, health care (p. 9). Additionally, these veterans often suffer from personal and social shame which may lead to "self-isolation, entry level positions, lack of healthcare, substance abuse, and decline in both physical and mental health" (p. 9).

In addition, according to the U.S. Department of Labor Office of Federal Contract Compliance Programs[1], active-duty military spouses face a 24% unemployment rate and 31% are working part-time even though they would like to work full-time. Active-duty military spouses earn approximately 26.8% less than their non-military spouse peers and 63% are underemployed. Barriers such as interview bias, gaps in employment, and licensing requirements contribute to these statistics.

This program is intended to build upon some of the recommendations of the Task Force and Advisory Committee to ensure that veterans and reserve and guard members receive the supports needed to find gainful employment. This program also seeks to assist the often-overlooked military spouse whose sacrifice to country is at times just as great as the service member's. Lastly, this program aims to help those that have less than honorable discharges find the resources they may not have access to through the veterans' system.

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[1] 1Lindsey, Sean. (2023, August 17). *Expanding Employment Opportunities for Military Spouses*. [video presentation]. US Department of Labor: Office of Federal Contract Compliance Programs.

Grant Opportunity Goals

Pennsylvania continues to seek ways to assist our veterans. Ensuring access to employment supports is one piece of PA's strategic initiative. VEP funding provides Pennsylvania veterans, reserves and guard members, and spouses with flexible resources to support innovative solutions to address barriers to employment. Many government programs and community initiatives already partner collaboratively to work with veterans; however, VEP funding can provide resources for innovative concepts, fill funding gaps, or supplement existing initiatives to provide more comprehensive services for Pennsylvania's heroes to improve their employment outcomes. This grant aims to take a holistic approach to employment needs by focusing on addressing barriers to finding gainful employment.

A successful program will:

- Have a clear, defined outreach strategy for reaching participants.
- Educate employers on the transferrable skills that veterans possess.
- Connect to or provide participants with mental health, transportation, childcare, and other resources to address these common barriers.
- Collaborate with community partners.
- Offer training that will build upon existing skills or teach new skills.
- Develop and implement courses/soft skill curriculum that will teach participants how to market their unique and highly desirable skills, abilities, and traits.
- Connect participants to local employers who have open positions.

Required Activities

Service Requirements

The required activities for this grant include, but are not limited to, the following:

1. Outreach
2. Assessment services
3. Training services
4. Financial services
5. Employment services

Description of Services

1. **Outreach:** Applicants should have a robust and comprehensive outreach strategy in place, tailored to the targeted population. Research should be done and presented as to the best methods for reaching veterans, guard and reserve members, and military spouses. Outreach to veteran and military organizations, text blasts, bus signs, flyers etc. are examples of some methods that could be used. Applicants are expected to use resources that are currently in place for outreach, such as the PA Department of Military and Veterans Affairs and PA VETConnect. PA VETConnect has been recognized nationally as a "best business practice" that is tailored to Pennsylvania's veteran population. Applicants are highly encouraged to think of innovative ways to reach the target population. Resources are listed in the Links and Resources Table.

Applicants should also detail how they will outreach to and engage with employers about the employers' workforce needs and how the VEP project can assist them. Examples are the forming of employer round tables, focus groups, or one on one discussions.

2. **Assessment:** An assessment to identify unmet needs must be completed on each participant. Required supportive services to be assessed are transportation, childcare, health care, mental health care, technology, food, and shelter. Other supportive services may be assessed as determined by the project. The applicant must show they have the capacity to either provide the supportive service needed or provide a referral to appropriate community partners. Referrals to the PA CareerLink® system for additional services or enrollment into WIOA could be utilized. The applicant will work with the PA Department of Military and Veteran Affairs and other organizations, as deemed necessary, to ensure the participant has the needed supports. A sample of the assessment tool the project is considering must be included in the proposal.

3. **Financial:** Veterans' Benefits and Social Security Disability Benefits training and/or guidance should be available with frequency to meet the demand. For participants receiving Social Security Disability benefits, referral to the Ticket To Work hotline minimally meets this requirement. The project must have take-away information available regarding veterans' benefits. Resources are listed in the Links and Resources Table.

4. **Training:** Build upon participant's current skills and provide the option to learn new skills. Participation in training is not mandatory, however all projects must have an element of training that is offered to all participants. Using the online learning platform SkillUp PA® would minimally meet this requirement; possible skill tracks or course options must be listed. All training outcomes must be documented. If a project is using an existing, in-house training, a description of the curriculum must be included in the proposal.

5. **Employment Services:** Provide individualized employment supports to assist the individual in obtaining employment that pays a living wage. Employment preparation supports could include, but are not limited to, the following: resume preparation, transferrable skills assessment, and interview training. Employment placement supports offered could include, but are not limited to, the following: job search activities, application assistance, networking, and employment follow-up.

General Requirements

Data Collection: To analyze the reach of the Veterans Employment Program Workforce Development Grant, grantees will be required to collect and provide to L&I specific demographic data. L&I reserves the right to adjust the demographic data set as needed. L&I will provide the necessary form for documentation.

Types of data to be collected include the following: gender, age/year of birth, race/ethnicity, zip code, county, employment status, eligibility status, reason for enrollment, barriers to be addressed, and branch of service. This data list can be updated during the period of performance.

Performance Metrics: The Pennsylvania Department of Labor & Industry (L&I) will work collaboratively with the awardee(s) to identify metrics that monitor and improve performance during the period of performance. Below are initial metrics that have been identified. Awardees should ensure accurate and complete record retention on all participants for verification by L&I of compliance of grant requirements.

- Total enrollment numbers
- Outreach methods and outcomes
- Number of participants enrolled in employment services only
- Number of participants enrolled in training services only
- Number of participants enrolled in both employment and training services
- Number and type of financial services provided and referred
- Number and type of support services provided and referred
- Number and type of connections made between participant and employer
- Number of participants who accepted employment while enrolled
- Number of participants who reached their enrollment goals.

Evaluation Criteria

Initial Review Criteria

Prior to comprehensive merit evaluation, L&I will perform an initial review to determine that:
1. The applicant is eligible;
2. The information required by the NGA has been received by the deadline; and
3. All mandatory components have been received.

Merit Review Criteria

Final awards will be based on a merit evaluation. L&I reserves the right to take a prudent approach to ensure the disbursement of awards with the greatest reach. In the case where a single applicant has submitted multiple applications for one or more geographical areas, L&I may equitably award funds to varying awardee(s) throughout the commonwealth.

Projects will be scored on how well the proposal meets the following criteria:

Evaluation Criteria	Total Points
Project Design and Management Plan • Demonstrates a clear understanding of the problem, challenge, and opportunity related to the targeted populations' barriers to employment in the geographical region(s) the applicant is serving. Provides relevant data to support understanding. This data should be independent of the data provided in the NGA. • Describes the activities the project is proposing to offer to meet the **Service Requirements** of employment, training, financial, outreach, and assessment. • Describes how the activities proposed will help the participant with removing barriers and finding gainful employment. • Describes a clear, multi-faceted outreach strategy for the targeted population(s) to be served. The outreach strategy should ensure equitable and diverse access to services and encompass partnering with other agencies/organizations to reach the greatest number of participants. • Describes how the project will outreach to and collaborate with employers.	50

Performance Outcomes • Describes any other metrics besides the ones listed that will be used to show impact and success of the program such as feedback forms or surveys. Describes why each metric was included and what it hopes to show. • Provides quantifiable goals for the project regarding enrollment, employment, training, supportive services, and financial services offered. Describes how those numbers were calculated. Goals should be detailed in the narrative, and the Goals Action Plan document should accompany the proposal as an overview. • Describes how the applicant will provide the capacity to track performance metrics and describes the process that will be used to collect, track, and report the data. • Describes how outreach to and engagement with potential participants and employers will be tracked and measured. • Provides examples of questions, documents, or surveys the project is considering.	25
Impact and Sustainability • Describes how the project will be sustained after the grant period. • If project is not scheduled to be continued after the grant period, proposal explains why. • Describes the overall impact this project hopes to have through the activities of this grant. • Describes how the project will capture the individual impact of the project from the participant's stated goals.	15
Stakeholder Engagement and Partnership • Identifies and describes collaboration or engagement with veteran and military organizations; community-based and governmental. Provides details on whether these are established relationships or how new relationships are to be created. • Identifies and describes how applicant will partner with State workforce systems such as the PA CareerLink®. • Identifies key partners and additional partners as warranted and the rationale for choosing them. Describes the areas of expertise for each and how their participation will drive the project forward. • Demonstrates an effort by the applicant to develop strong, high quality, and diverse partnerships committed to working collaboratively to implement the project. • At least three (3) **unique** letters of support must be included. Letters should state why the entity supports the project, their understanding of the project, and any resources that the entity will avail.	20
Grant Management • Describes the roles and responsibilities of the staff members of the project, including responsible parties for participant case note completion, referral to community partners, and eligibility documentation verification. • Describes any contractor or referral services being provided or offered. Includes if this is a current partner providing these services.	15

• Describes if any new hiring of staff members needs to take place and if veteran preference will be implemented.	
Priority Considerations Priority consideration will be given to applicants that have: • Projects that have the most innovative and robust outreach strategy for reaching participants. • Projects that show current collaboration and engagement with veteran and military organizations. • Projects that have not received an award under the VEP grant **OR** previous VEP grantees that demonstrated a well-executed use of funding.	15
Budget Form and Justification The Budget Form (summary and details pages) and Budget Justification should tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget Form and Budget Justification. Include the following items: • A detailed list of budget line-items by cost category to reflect requested and leveraged funds. • A detailed Budget Justification narrative for each cost category reflecting the requested and leveraged funds, clearly explaining how each line item in the Budget Form supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified.	20
Total Points Available	**160**

Contract Performance Monitoring

As part of L&I's commitment to improved outcomes, we seek to actively and regularly collaborate with grantees to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform of trends to be monitored, and evaluate results and performance. As such, L&I reserves the right to request/collect other key data and metrics from grantees and sub-recipients.

Application Package Submission Instructions

Application Package Specifications

Applicants must obtain and download the official NGA required documents from the L&I Grants website, listed in the *Links & Resources* section within this document.

Completed application packages must meet the below formatting specifications and include each of the required documents outlined in the table below. Sample documents are included within the appendix section of this NGA for applicants to use as a reference.

Formatting & Contents:

- Single-spaced
- 8.5" by 11" page size
- 1-inch margins
- 11-point Calibri font
- Adobe Portable Document Format (PDF)*
  *with the exception of the Budget Form which must be in Excel
- Page numbers in footer
- Applications may not include hyperlinks
- No proprietary or sensitive business information

Document	Requirements	Appendix
Application Form saved as a single file titled: ApplicantName_Application	• Must be completed in its entirety and submitted with the other required documents	A
Project Summary Cover saved as a single file titled: ApplicantName_Summary	• Maximum length of two (2) pages • Must be filled out completely	B
Project Narrative saved as a single file titled: ApplicantName_Narrative	• Must contain the following headings: a. Project Design and Management Plan b. Performance Outcomes c. Impact and Sustainability d. Stakeholder Engagement and Partnership e. Grant Management f. Priority Considerations, if applicable • Maximum 10 pages The project narrative must be formatted to clearly address the specified evaluation criteria. Provide sufficient information for reviewers to be able to evaluate the application in accordance with these criteria.	C
Letters of Support saved as a single file titled: ApplicantName_Letters	Minimum of three (3) unique letters of support are required to be submitted with your application package.	D
Budget Form & Justification saved as a single Excel file titled: ApplicantName_Budget_Form The Budget Justification tab should be saved in PDF format titled: ApplicantName_Budget_Justification	Applicants must submit a detailed budget that includes: • Expenditures by line item • Requested and leveraged funds • Budget Justification The budget will become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. The budget will be evaluated based on the evaluation criteria above, efficient and effective use	E

	of funding, cost reasonableness, and the relationship to proposed activities. Budgets must be for the period of performance: April 1, 2024 to June 30, 2025. Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. **Budget Justification:** Applicants must justify each expenditure by line item, including the costs proposed in each cost category and any other information to support the budget.	
EO 2021-06 Worker Protection Certification Form saved as a single file titled: ApplicantName_WP	Review and fill out completely	F
Local Board Notification Email Saved as a single file titled: ApplicantName_Notification	Applicants must send an email to their Local Workforce Development Board (LWDB) to notify them of their grant application. This form is not required for LWDB applicants. A copy of the email sent to the LWDB must be included with the grant application. To locate your local office, refer to the *Links & Resources* section within this document.	G
Grant Action Plan saved as a single file titled: ApplicantName_Action	Outline the specific goals of the project. The number of goals can be expanded as needed for the specific project.	H

Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored. Evaluators will only review ten (10) pages of a project narrative even if a narrative exceeds that amount. Please note that Letters of Support, Grants Action Plan, project sample documents, and the Budget documents do not count toward the total number of pages.

Application Submission

Application packages must include the required documents outlined in the **Application Specifications** table above.

Application packages must be submitted electronically to RA-LI-BWDA-GS@pa.gov by the application deadline. The subject line for your email submission must include "PY23 VEP Grant Application." An automatic email response will be sent upon receipt of your application. This is confirmation that the application was received by the application deadline.

Important: If you do not receive an automatic email response, please contact the L&I Bureau of Workforce Development Administration Central Office at 717-783-8050. Be prepared to provide details about your

submission, such as email proof of submission from your Sent Items folder, your contact information, and the name of the grant for which you are applying.

The PY23 VEP NGA and related materials are available on the L&I Grants website. Samples of each required document in the application package can be found in the *Appendices* within this document.

Application Package Deadline

PY23 VEP applications are due by November 15, 2023 at 4:00 PM ET. Late applications will not be accepted.

Grant Award Administration

Estimated Funding and Award Size

Approximately $800,000 is available. Grants will be awarded and funded competitively based on the availability of funds up to $200,000 per application.

Period of Performance

L&I anticipates a performance period beginning April 1, 2024 to June 30, 2025. The period of performance end date has the potential to be voluntarily extended based on individual project performance. This extension is not guaranteed.

Grant Funding

This NGA is 100% state funded with Re-employment and Industry Partnership funds.

This funding will assist with programs and services to help individuals become employed or improve their employment including, without limitation, job-search and placement services, educational enhancement, job training, job readiness and workplace skills training.

Award Notices

Applicants will be notified via email within 30 days following the award determination. L&I shall notify all applicants via email whose applications are not accepted for funding under this NGA. Applicants can request feedback calls within 30 days of their denial notification. Requests must be made by the authorized representative. Feedback requests should be emailed to RA-LI-BWDA-GS@pa.gov using the subject line: PY23 VEP application feedback request.

Grant Agreements/Other

Awardees are required to enter into a workforce grant agreement with L&I. A link to the workforce grant agreement is listed in the *Links & Resources* section within this document. L&I reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

L&I also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. L&I reserves the right to request additional information or modifications to applications for any reason deemed necessary.

PA may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable; (2) only a portion of the application is selected for award; (3) PA needs additional or clarifying information; or (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by PA within a specific period determined by PA may preclude award to the applicant.

PA reserves the right, without qualification, to reject all applications received in response to this announcement. PA reserves the right to award grants on a conditional basis if there are concerns surrounding one or more sections of the application(s). In the instance that a conditional award is made, the awardee is responsible to take immediate and appropriate action to remedy the area of concern in accordance with department guidance.

The L&I contracting officer is the only individual who can make awards or commit PA to the expenditure of public funds. A commitment by other than the contracting officer, either explicit or implied, is invalid. L&I reserves the right to de-obligate funds for those projects that show minimal expenditure or obligation. Any funds not committed may be reallocated to other projects awarded under this NGA.

Reporting and Evaluation

Grantees will be required to submit program and fiscal progress reports monthly, quarterly, annually, and upon conclusion of the funded project to L&I as designated in the terms and conditions of the award. All required forms will be provided by L&I and will be outlined in the award package. All close-out final reports are to be submitted within 60 days after the period of performance end date, or within 60 days of full expenditure, whichever comes first. In addition to report submissions, grantees are required to participate in routine calls with L&I staff, unless otherwise determined, to identify grant progression, share best practices, and receive technical support. Additional information will be provided upon award selection.

Grantees may be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will transfer required data to BWDA. These activities must be performed in accordance with the commonwealth's Information Technology Policy regarding the proper use and disclosure of PII. Information regarding this policy is included in the *Links & Resources* section within this document.

Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support the PY23 VEP initiative. Proposals should demonstrate efficient and effective use of resources.

- **Allowable Costs:** Grant funds can be utilized to support the required and optional activities as outlined in this NGA and administrative costs. Administrative costs must not exceed 10% of total amount requested.

- **Unallowable Costs:** Unallowable costs include pre-award costs, building construction, and procuring lobbying services and all other costs not associated with the direct performance of the award. Pre-award costs are incurred at the applicant's risk. L&I will not reimburse any pre-award costs. L&I reserves the right to disallow any costs that do not align with the approved grant proposal and/or the Notice of Grant Award.

Grant expenses will be paid on a reimbursement basis only. Grant expenses include actual costs that are accompanied by supporting documentation with monthly invoices submitted to BWDA during the life of

the grant. For more information about satisfactory supporting documentation, visit the L&I Grants website listed in the *Links & Resources* section within this document.

Questions/Agency Contacts

Questions regarding the content of this NGA must be submitted via email to RA-LI-BWDA-GS@pa.gov.

Appendices

Appendix A: Application Form Sample
Appendix B: Project Summary Cover Page Sample
Appendix C: Project Narrative Sample
Appendix D: Letters of Support Sample
Appendix E: Budget Form & Justification Sample
Appendix F: EO 2021-06 Worker Protection Certification Form Sample
Appendix G: Local Board Notification Form Sample
Appendix H: Grant Action Plan Sample

Resource	Hyperlink
L&I Grants website (Appendices available here)	L&I Grants
Workforce Grant Agreement	Sample Workforce Grant Agreement
PA SAP Vendor Identification Number	Vendor Registration
Unique Entity ID (Federal)	SAM.gov
Existing Unique Entity ID Lookup	How can I view my Unique Entity ID?
Commonwealth Information Technology Policy PII	Proper Use and Disclosure of PII
Local Workforce Development Board Office List	Local Workforce Development Boards
Information for Military and Veterans	https://www.ssa.gov/people/veterans/
Ticket to Work for America's Veterans	https://choosework.ssa.gov/library/ticket-to-work-for-americas-veterans
VA Outreach Toolkit: 10 Outreach Tips	https://www.va.gov/files/2019-07/EVA-Outreach-Tips-508_0.pdf
Engaging Veterans and Families to Enhance Service Delivery	Engaging Veterans and Families PDF
Virtual VA Benefits Appointments	Available Monday-Friday, 8 a.m.-3 p.m. Pittsburgh Regional VA Office via email at PCU.VBAPIT@va.gov or call 412.360.2832 to schedule

Resources available through the PA Department of Military and Veterans Affairs:

PA VETConnect: Currently has over 2,000 resources providers catalogued within its data base. These resource providers include federal, state, and local government resources as well as community-based providers that include for profit, not for profit, Veteran Service Organizations and faith-based organizations that are dedicated to serving PA Service Members, Veterans, and their Families (SMVF). PA VETConnect leverages a holistic and comprehensive outreach approach.

DMVA Owned Media: Social media that includes Twitter, Linked In and Facebook. The DMVA Digest, which is a weekly publication that is shared with the DMVA distribution list and various press releases that are published on a regular basis. DMVA has published hard and digital copies of various flyers that pertain to veteran programs and benefits and services that are provided by the department. DMVA also conducts a series of Town Hall events every year that focus on veteran needs.

DMVA Earned Media: DMVA has a strong public facing presence and are approached on a regular basis to participate in radio, television, and various on-line shows such as pod casts, etc. DMVA's earned media is a valuable tool that helps to share information to PA service members, veterans, and their families throughout the commonwealth.

DMVA Paid Media: DMVA has a limited paid media budget that is used to highlight important veteran information during targeted media campaigns.

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF WORKFORCE DEVELOPMENT ADMINISTRATION

**APPLICATION
FORM**

Type of Submission: Choose an item		**Type of Project:** Choose an item		**Applicant Type:** Choose an item

Local Workforce Development Board: Choose an item

Grant/Project Title:

Targeted Industry Cluster:		**Sub-Cluster:**	

Counties served by this grant:

☐ Adams	☐ Clarion	☐ Huntingdon	☐ Montgomery	☐ Venango
☐ Allegheny	☐ Clearfield	☐ Indiana	☐ Montour	☐ Warren
☐ Armstrong	☐ Clinton	☐ Jefferson	☐ Northampton	☐ Washington
☐ Beaver	☐ Columbia	☐ Juniata	☐ Northumberland	☐ Wayne
☐ Bedford	☐ Crawford	☐ Lackawanna	☐ Perry	☐ Westmoreland
☐ Berks	☐ Cumberland	☐ Lancaster	☐ Philadelphia	☐ Wyoming
☐ Blair	☐ Dauphin	☐ Lawrence	☐ Pike	☐ York
☐ Bradford	☐ Delaware	☐ Lebanon	☐ Potter	☐ **Statewide**
☐ Bucks	☐ Elk	☐ Lehigh	☐ Schuylkill	
☐ Butler	☐ Erie	☐ Luzerne	☐ Snyder	
☐ Cambria	☐ Fayette	☐ Lycoming	☐ Somerset	
☐ Cameron	☐ Forest	☐ McKean	☐ Sullivan	
☐ Carbon	☐ Franklin	☐ Mercer	☐ Susquehanna	
☐ Centre	☐ Fulton	☐ Mifflin	☐ Tioga	
☐ Chester	☐ Greene	☐ Monroe	☐ Union	

Local Workforce Development Areas (LWDA) affected by this grant:

☐ Allegheny	☐ Lackawanna	☐ Pittsburgh	☐ West Central
☐ Berks	☐ Lancaster	☐ Southern Alleghenies	☐ Southwest Corner
☐ Bucks	☐ Lehigh Valley	☐ Tri-County	☐ Northwest
☐ Chester	☐ Luzerne-Schuylkill	☐ North Central	☐ Central
☐ Delaware	☐ Montgomery	☐ Northern Tier	☐ South Central
☐ Westmoreland-Fayette	☐ Philadelphia	☐ Poconos	☐ **Statewide**

Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32? Choose an item

Applicant Information

Name

Address 1

Address 2

City		**PA**	ZIP Code

Name and contact information of primary person to be contacted on matters involving this application

First name	Last name	Phone
Title		Email

Funding proposal request($):	Labor & Industry: $	Matching Funds $

Authorized representative printed name: Name

Authorized representative signature/date:

Application Form Instructions
Labor & Industry (L&I) Workforce Development Grant

1. **Type of Submission:** Indicate whether this is a new request for funds for a new project or if this is a continuation of a project that was previously funded. There can also be a new request for funds for an existing project.

2. **Type of Project:** Indicate whether this grant is for training or services.

3. **Applicant:** Select Applicant type from drop down menu.

4. **Local Workforce Development Board (LWDB):** Select the name of the LWDB with whom this project will be affiliated from the drop-down menu.

5. **Grant/Project Title:** Enter the name of the project.

6. **Target Industry Cluster/Sub Cluster:** Enter the name of the Industry Cluster and, if applicable, the sub-cluster.

7. **Counties Served:** Include all counties that will be served by the grant.

8. **LWDAs affected:** List all LWDAs involved in the grant.

9. **Small Business:** Select whether your business is a Pennsylvania Qualified Small Business.

10. **Applicant Information:** Enter the applicant's name and address.

11. **Contact Information:** Enter contact information.

12. **Funding Proposal Requests:** Enter the amount requested for the project and include the amount of matching funds (if applicable).

13. **Authorized Representative:** Enter the name of the authorized representative. Sign and date the form.

Veteran Employment Program Workforce Development Grant

Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

Unique Entity Identifier (if applicable):

Project Title:

Project County:

Project Partners:

Project Service Area - Local Township/City/Municipality, and State
House and Senate Legislative Districts to be served:

Brief Project Summary:

Project Point of Contact and Contact Information:

Organization Letterhead

Project Narrative

Name of Applicant:

Grant Name:

Date:

Appendix D: Letters of Support Sample

Organization Letterhead

Date

Recipient's Name
Recipient's Position
Recipient's Address Line 1
Recipient's Address Line 2

Re: [Name of Grant] – Letter of Support

Dear [Recipient],

On behalf of [name of organization offering support], please accept this letter of support to [name of organization applying for grant] in their application for [name of grant].

[Paragraph describing organization offering the support]

[Paragraph describing why organization is offering support]

If you require more information, please contact us via [insert contact details website/phone/email].

Sincerely,

[Name]
[Position/Title]
[Name of Organization]

The Budget Form is an Excel Workbook consisting of multiple tabs that contain instructions and formulas to help create a grant budget. A Budget Preparation Manual and Quick Reference Guide (QRG) are stored within the Budget Form to assist grant applicants when completing a budget for a grant. Detailed explanations of each cost category, along with budget justification instructions, are available in Appendix A of the Budget Prep Manual.

			Budget	%	Leveraged Funds
	Grantee Name:				
	Grant Program:	Veterans Employment Program			
	Funding Period:	March 1, 2024 - June 30, 2025			
					Total Leveraged Funds
		Requested Award	$ -		$ -
			Budget	**%**	**Leveraged Funds**
	ADMINISTRATION		$ -	#DIV/0!	$ -
A1	Admin Staff Salaries & Fringe Benefits		$ -		$ -
A2	Operational Expenses (e.g. travel, postage, printing, etc.)		$ -		$ -
A3	Admin Indirect Costs		$ -		$ -
	CAREER & SUPPORTIVE SERVICES		$ -	#DIV/0!	$ -
B1	Program Staff Salaries & Fringe Benefits		$ -		$ -
B2	Operational Expenses (e.g. travel, postage, printing, etc.)		$ -		$ -
B3	Other Program Expenses		$ -		$ -
B4	Needs Related Payments		$ -		$ -
B5	Supportive Service Funds		$ -		$ -
B6	Program Indirect Costs		$ -		$ -
	TRAINING		$ -	#DIV/0!	$ -
C2	On The Job (OJT) Reimbursements		$ -		$ -
C3	Skill Upgrade and Retraining/Customized Training		$ -		$ -
C4	Adult Education and Literacy Training		$ -		$ -
C5	Other Training Expenses		$ -		$ -
C7	Other Training		$ -		$ -
C8	Apprenticeship Training		$ -		$ -
C9	Incumbent Worker Training		$ -		$ -
C10	Customized Training		$ -		$ -
	TOTAL BUDGET		$ -		$ -

The Budget Justification (and instructions on how to complete a Budget Justification) are contained on separate tabs stored within the Budget Form. Provide a narrative that justifies the budget for each cost category identified in the grant budget. Each projected line item and cost on the Budget Form must be explained. Administrative Costs cannot exceed 10 percent of the requested funding.

Administrative Staff Salaries (A1 Cost Category)

Name	Title		Salary		% to Grant	Total Annual		# Yrs	Total Budget		Leveraged Funds
0	0	$		-	0%	$	-	0	$	-	
0	0	$		-	0%	$	-	0	$	-	
0	0	$		-	0%	$	-	0	$	-	
0	0	$		-	0%	$	-	0	$	-	
0	0	$		-	0%	$	-	0	$	-	
0	0	$		-	0%	$	-	0	$	-	
0	0	$		-	0%	$	-	0	$	-	
0	0	$		-	0%	$	-	0	$	-	
0	0	$		-	0%	$	-	0	$	-	
0	0	$		-	0%	$	-	0	$	-	
Total Admin Staff Salaries						$	-		$	-	$ -

- How does each identified position contribute to the operation of the grant?
- How is each person's annual salary and percentage of time devoted to the project determined?

Use the above prompting questions to provide justification for the cost category in the highlighted space below:

<Enter justification here>

WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee's compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

Signature	*Date*
Name (Printed)	
Title of Certifying Official (Printed)	
Contractor/Grantee Name (Printed)	

BOP-2201
Published: 02/07/2022

This document serves to advise you where and how funding is being pursued in your area.

[Insert Name of Applicant], is applying for funding from the Pennsylvania Department of Labor & Industry for a [Insert Grant Name] Grant in the amount of $ [Insert Amount]. This project will serve [Insert Project County/Service Area] and will:

[Insert Brief Summary]

For more information regarding this project, please contact [Insert Name, Address, Phone number and Email].

Grant Action Plan

The Action Plan should be completed by addressing the guiding question: Does the action plan align with the goals of the Veterans Employment Program Grant as described in the NGA and in the proposal?

Applicants should add as many Goals as needed to fully illustrate their plans for their project.

Goal 1:

Activity 1:

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

Activity 2 (etc., continue as needed):

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

Goal 2:

Activity 1:

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

Activity 2 (etc., continue as needed):

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

Goal 3: (etc., continue as needed)