



**pennsylvania**  
DEPARTMENT OF LABOR & INDUSTRY

# **Apprenticeship Building America (ABA) & Pennsylvania**

## **Bidders' Conference**

October 12, 2022

1:00 PM



## Overview

- The Pennsylvania Department of Labor and Industry's (L&I's) Apprenticeship and Training Office (ATO) working to modernize and build Pennsylvania's apprenticeship system.
- Goal is to enable more employers to leverage Registered Apprenticeship Programs (RAPs) to develop a workforce with career paths into quality jobs.
- Investment is needed now as the state's economy continues to recover from pandemic-related challenges, including the need to train and onboard workers.
- ATO is focused on expanding apprenticeship for occupations and industries in critical supply chains.
- Modernizing and building out Pennsylvania's apprenticeship system will prepare the state for anticipated increase in demand for apprenticeships due to support over the coming years from Infrastructure Investment and Jobs Act (IIJA) funding.



## Overview

- Many Local Workforce Development Boards (LWDBs) have begun developing strategies for apprenticeship in their regions.
- Guidance on Workforce Innovation and Opportunity Act (WIOA) Regional and Local Plans requires all LWDBs to formalize plans.
- Registered Apprenticeship is one of the most effective strategies for engaging employers and increasing performance outcomes for the public workforce system. Apprentices begin full-time employment right away, so connecting job seekers with registered apprenticeships programs can help local areas meet their targets for the WIOA primary indicators.
- ATO applied for and received an Apprenticeship Building America (ABA) grant from the US Department of Labor (USDOL) with goal of helping to embed a focus on apprenticeship within the Commonwealth's workforce system.



## Overview

- Involvement from LWDBs is vital in this effort, supporting apprentices and bringing key regional partners together to support the group sponsored apprenticeship model.
- LWDBs' sustained commitment to promoting apprenticeship as a service to employers and job seekers will help accelerate the growth of local apprenticeship ecosystems supported by the ATO.
- To help unlock this potential, L&I announces the availability of approximately \$2.75 million in funding to support LWDBs in their efforts to expand apprenticeship and pre-apprenticeship opportunities in their region.
- Award recipients will receive technical assistance from the ATO's ABA Grant Coordinator to develop and implement apprenticeship plans for their workforce development areas and meet required outcomes of this grant opportunity.



# Grant Opportunity Goals and Priorities

The goals of this initiative are to help LWDBs:

- Develop or enhance an actionable Registered Apprenticeship (RA) and Registered Pre-Apprenticeship (Pre-RA) Plan for their workforce development board area.
- Engage Career and Technical Centers (CTCs) within their areas to develop plans for Pre-RA to RA pipelines.
- Develop new and expand existing registered apprenticeship and pre-apprenticeship programs.
- Provide reimbursement funds to support Related Technical Instruction (RTI) and support service costs for apprentices and pre-apprentices recruited as part of the new local plan strategies.



## **Grant Opportunity Goals and Priorities**

A priority of this grant program is reaching underrepresented populations to increase equity through supporting pathways to quality employment.

Applicants are reminded that equity is distinguished from equality; whereas equality means providing the same to all, equity means recognizing that not all start from the same place and steps must be taken to address existing imbalances.



## Eligible Applicants

- Eligible applicants are LWDBs.
- Applicants must demonstrate ability to bring together regional partners to support the expansion of apprenticeship.
- Applicants must also demonstrate ability to coordinate project design and implementation of the project, manage the project budget, and implement a strategy to collect, analyze, and report performance outcomes.



## Eligible Applicants

LWDBs may apply under this opportunity in three ways:

- **Single WDB Applicant:** A single LWDB applies for a single \$183,333 award
- **Single Award Partnership:** Multiple LWDBs may partner to meet the outcomes for a single \$183,333 award. Only one (1) strategic plan will be developed for a Single Award Partnership (e.g. for the Lead Applicant).
- **Multiple Award Partnerships:** Multiple LWDBs may apply jointly for a larger total award to support a larger regional initiative. For instance, multiple WDBs may choose to jointly fund a new apprenticeship-focused FTE that would serve multiple LWDBs and workforce development areas.

A lead LWDB applicant must be identified for all partnership applications. It is also highly encouraged that partnering LWDBs have close geographical proximity.



# Eligible Applicants

## Multiple Award Partnerships:

With this option, the increase in funding would result in a commensurate increase in expected outcomes, as follows:

| # of Boards Partnering | Award Total <sup>1</sup> | # of New Apprenticeship Programs Developed and Registered | # of Existing Registered Apprenticeship Programs Expanded | # of Apprentices to be served | # of Apprentices to come from underrepresented populations | # of Apprentices to complete training during grant period | # of New Pre-Apprenticeship Programs Developed and Registered | # of Existing Pre-Apprenticeship Programs Developed and Registered | # of Pre-Apprentices to be served | # of Pre-Apprentices to come from underrepresented populations | # of Pre-Apprentices to complete training during grant period |
|------------------------|--------------------------|---|---|-------------------------------|--|---|---|--|-----------------------------------|--|---|
| 2                      | \$366,666                | 2   | 4   | 54                            | 27   | 14  | 2   | 4  | 54                                | 27   | 14  |
| 3                      | \$549,999                | 3   | 6   | 81                            | 41   | 21  | 3   | 6  | 81                                | 41   | 21  |
| 4                      | \$733,332                | 4   | 8   | 108                           | 54   | 27  | 4   | 8  | 108                               | 54   | 27  |
| 5                      | \$916,665                | 5   | 10  | 135                           | 68   | 34  | 5   | 10   | 135                               | 68   | 34  |
| 6                      | \$1,099,998              | 6   | 12  | 162                           | 81   | 41  | 6   | 12   | 162                               | 81   | 41  |
| 7                      | \$1,283,331              | 7   | 14  | 189                           | 95   | 48  | 7   | 14   | 189                               | 95   | 48  |
| 8                      | \$1,466,664              | 8   | 16  | 216                           | 108  | 54  | 8   | 16   | 216                               | 108  | 54  |

<sup>1</sup>Please note that 10% of award total must be used as one-time incentives for employers to offset On-the-Job Training (OJT) and Related Technical Instruction (RTI) costs for RA participants. In addition, 20% of award total must be used to provide support services to RA and Pre-RA participants.



## **Fiscal Agent**

The LWDB applicant will serve as the Fiscal Agent for the project. Please note for LWDBs that choose to partner and apply under this initiative, a lead must be identified to serve as the Fiscal Agent.

## **Grant Funding Source**

This opportunity is funded by an Apprenticeship Building America (ABA) grant awarded to Pennsylvania by USDOL.



# Project Outcomes Per Grantee

## LWDBs awarded under this initiative must:

1. Develop or enhance an actionable RA and Pre-RA Plan for their workforce development board area. The strategic plans will align with and potentially be used for modification to the recently adopted WIOA 3-Year Local and Regional Plans. Plans will also utilize the latest Labor Market Information (LMI), which will be gathered in partnership with PA's Center for Workforce Information & Analysis (CWIA). At a minimum, each LWDB's apprenticeship strategy document will identify:
  - Sectors/occupations of interest that align with recently completed Local Plans, as well as current LMI.
  - Existing programs and stakeholders already active in RA and Pre-RA in the region, including Group Sponsored programs already engaging multiple employers.
  - Other stakeholders that can be engaged to expand RA and Pre-RA, such as Business Education Partnerships, Industry Partnerships and other Business Associations.
  - Next steps to expanding the local apprenticeship ecosystems, with a particular focus on building capacity of the state's workforce system and developing Career and Technical Center (CTC)-led Pre-RA programs.
  - Recruitment plans for non-traditional and traditional apprentices. This includes development of strategies to recruit women, people of color, limited English Speakers, veterans, older workers, and other under-represented groups into apprenticeship programs.



## Project Outcomes Per Grantee

2. Identify an individual within the local workforce development area who is responsible for and has the support to achieve their apprenticeship goals.
  - The designated individual will work closely with the ABA Grant Coordinator to ensure that all outcomes and deliverables are met.
3. Engage CTCs within their areas to develop plans for Pre-RA to RA pipelines.
  - The ATO is already collaborating with many CTC programs around the Commonwealth. The ABA Grant Coordinator will help LWDBs tap into projects already underway and integrate the boards into these conversations if they are not already participating.



## Project Outcomes Per Grantee

4. Help develop and register at least one (1) RA and one (1) Pre-RA.
  - The LWDB is not expected to serve as the sponsor for RA or Pre-RA programs, but instead provide support during the development and implementation of new programs. Such activities may include convening partners, providing LMI, providing participant recruitment channels through WIOA Title I programs, and other activities that leverage the LWDB's central role as a workforce intermediary within their areas.
  - Pre-RAs must directly lead to RAPs during the grant period of performance. Pre-RAs funded under this grant should ensure that the skills and competencies being developed align with industry needs.



## Project Outcomes Per Grantee

5. Use funding to offset On-the-Job Training (OJT) and/or RTI costs and provide wraparound support services to support the new enrollments of at least 27 RA and 27 Pre-RA participants.
  - Per project, 10% of awarded funds must be used as one-time incentives for employers to offset OJT and RTI costs for RA participants.
  - Reimbursements for OJT and/or RTI will be provided at a maximum rate of \$1,000 per apprentice over the course of the period of performance.



## Project Outcomes Per Grantee

- Per project, 20% of awarded funds must be used to provide support services to RA and Pre-RA participants.
- Incentive and support service funding should support the enrollment of at least 27 apprentices in at least two (2) existing and one (1) new RA program.
  - At least half (50%) of all new apprentices enrolled must come from underrepresented populations.
  - At least a quarter (25%) of new apprentices enrolled must complete their training during the grant period.



## Project Outcomes Per Grantee

- Support service funding should support the enrollment of at least 27 pre-apprentices in at least two (2) existing and one (1) new Pre-RA program.
  - At least half (50%) of all new pre-apprentices enrolled must come from underrepresented populations.
  - At least a quarter (25%) of new pre-apprentices enrolled must complete their training during the grant period.
- An RA Support Services Policy will be required for each workforce development area. The ATO will provide a template for the policy, and the ABA Grant Coordinator will assist LWDBs in implementation.



## Project Outcomes Per Grantee

As a reminder, if multiple WDBs apply under the **Multiple Award Partnership** option, the increase in funding would result in a commensurate increase in expected Outcomes #1, #4 and #5.

For additional information on funding and outcomes associated with applicants applying for a Multiple Award Partnership, please see Appendix J, found on page 30 of the NGA, or on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).



# Evaluation Criteria

Applications will be reviewed and evaluated by an inter-agency team. Please refer to the NGA for specifics on the evaluation criteria.

| Criteria                           | Points            |
|------------------------------------|-------------------|
| Project Design and Management Plan | 25 points         |
| Equity Strategy                    | 15 points         |
| Stakeholder Partnership            | 15 points         |
| Leveraging Resources               | 10 points         |
| Impact and Sustainability          | 15 points         |
| Budget Form and Justification      | 20 points         |
| <b>TOTAL</b>                       | <b>100 points</b> |



# Application Process and Submission Information

The Apprenticeship Building America and Pennsylvania NGA and related materials are available on L&I's grants website: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).

Applications must be complete, including all mandatory components, and submitted by **5:00 P.M. ET on November 4, 2022.**

An electronic copy of the application and all required components **MUST** be emailed to the [atogrants@pa.gov](mailto:atogrants@pa.gov) resource account with the email subject: "Apprenticeship Building America & PA Application."



# Application Process and Submission Information

- Applications must be single spaced on 8.5” by 11” paper, with 1” margins using 11-point Calibri font.
- Application documents must be in Portable Document Format (PDF), with the exception of the “Budget Form,” which must be provided in Excel format.
- Page numbers must be provided in the footer.
- Documents may not include internet addresses (URLs) that provide information necessary to review the application.
- Documents must not include any proprietary or sensitive business information as Pennsylvania may make it available to the public.
- Incomplete applications or applications that do not meet these specifications will not be evaluated or scored. If a project narrative is more than 10 pages, evaluators will only review the first 10 pages.



## Completed Application

Completed applications must include the following components:

1. **Project Summary Cover Page** (saved as a single file titled “Project Summary Cover Page”)

**The Project Summary Cover Page is available in Appendix A of the NGA.**

2. **Application Form** (saved as a single file titled “Application Form”)

**The Application Form is available in Appendix B of the NGA.**

3. **Project Narrative** (saved as a single file titled “Project Narrative” and 10 pages max)

**The complete and detailed Evaluation Criteria can be found on pages 7 through 9 in the NGA.**



## Completed Application

### 4. Budget Form (saved as a single file titled “Budget Form”):

Applicants must submit a detailed budget that includes expenditures by line item. The budget will be evaluated based on the Evaluation Criteria above, and in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the period covering the contract start date to March 31, 2026.

**The Budget Form is available in Appendix C of the NGA and includes examples.**

**Use Appendix D of the NGA, FSR Cost Categories, as an additional resource when completing the budget form to assist with titling and defining each available cost category.**

**In addition, information on Allowable and Unallowable Costs can be found on page 11 of the NGA, and information on Program Expenses can be found on page 12 of the NGA.**



# Budget Form:

## Budget Form

| Activity Code                         | Type    | Sub Category  | Details - Be specific with each cost item | Unit Qty or Percentage | Unit Price | Total Budget  |
|---------------------------------------|---------|---|---|------------------------|------------|---------------|
| <b>Administration</b>                 |         |   |   |                        |            | <b>\$0.00</b> |
| A1                                    | Admin   | Admin Staff Salaries & Fringe Benefits                              |   |                        |            |               |
| A2                                    | Admin   | Operational Expenses (e.g. travel, postage, etc.)                   |   |                        |            |               |
| <b>Career and Supportive Services</b> |         |   |   |                        |            | <b>\$0.00</b> |
| B1                                    | Program | Program Staff Salaries & Fringe Benefits                            |   |                        |            |               |
| B2                                    | Program | Operational Expenses (e.g. travel, postage, etc.)                   |   |                        |            |               |
| B3                                    | Program | Other Program Expenses  |   |                        |            |               |
| D2                                    | Program | Supportive Service/Incentive Funds                                  |   |                        |            |               |
| <b>Training</b>                       |         |   |   |                        |            | <b>\$0.00</b> |
| C1                                    | Program | Tuition Payments/ITAs   |   |                        |            |               |
| C2                                    | Program | Related Technical Instruction (RTI)/On The Job (OJT) Reimbursements |   |                        |            |               |
| C5                                    | Program | Other Training Expenses   |   |                        |            |               |
| C8                                    | Program | Apprenticeship Training   |   |                        |            |               |
| <b>Total Budget</b>                   |         |   |   |                        |            | <b>\$0.00</b> |

EXAMPLES: \*See Appendix D for more detail on each category

| Details = Be detailed, list EACH Cost Item requested                         | Unit, Quantity or Percentage - Include Details | Unit Price = Cost of single item | Total Budget = Cost of total items |
|--|--|----------------------------------|------------------------------------|
| Dell Laser Jet Printer 1600  | 1  | \$1,000                          | \$1,000                            |
| Salary and Fringe – must include position, staff name and proportion charged | % of salary to charge                          | Total Salary/Fringe              | Total charged to grant             |
| Project Manager Jane Doe   | 5%   | \$50,000                         | \$2,500                            |
| Fringe; Healthcare Costs - break down  | 1%   | \$10,000                         | \$100                              |
| Training - Name of Training  | 4 participants at \$100 ea.                    | \$100                            | \$400                              |
| Cellphone/Rent/Etc   | 10% of \$100 monthly bill times 12 mo          | \$10                             | \$120                              |



## Completed Application

- 5. Budget Justification** (saved as a single file titled “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.  
**The Budget Justification instructions are available in Appendix E of the NGA.**
- 6. Letters of Support** (saved as a single file titled “Letters of Support”):  
Each application must have no more than 5 letters of support specific to this grant application. Each letter should state how the proposal will help address the problem and goals of this NGA and its impact on the target population(s) and community.



## Completed Application

- 7. Goals/Outcomes Table** (saved as a single file titled “Goals/Outcomes Table”): Describe in detail the desired outcomes of the proposed initiatives and how the outcomes will be measured. Include measurable goals, outcomes, services, performance indicator, evaluation method, target numbers to be served or results, and a timeline to meet the goal or outcome.

**Use Appendix F of the NGA, Goals/Outcomes Table, to clearly illustrate each category.**



## Goals/Outcomes Table:

| Goal and Outcomes Table |                                     |                       |                   |                      |                               |         |
|-------------------------|-------------------------------------|-----------------------|-------------------|----------------------|-------------------------------|---------|
| No.                     | Measurable Performance Goal/Outcome | Performance Indicator | Evaluation Method | Target Number/Result | Timeline to Meet Goal/Outcome | Comment |
| 1                       |                                     |                       |                   |                      |                               |         |
| 2                       |                                     |                       |                   |                      |                               |         |
| 3                       |                                     |                       |                   |                      |                               |         |
| 4                       |                                     |                       |                   |                      |                               |         |
| 5                       |                                     |                       |                   |                      |                               |         |
| 6                       |                                     |                       |                   |                      |                               |         |
| 7                       |                                     |                       |                   |                      |                               |         |
| 8                       |                                     |                       |                   |                      |                               |         |
| 9                       |                                     |                       |                   |                      |                               |         |
| 10                      |                                     |                       |                   |                      |                               |         |



## Completed Application

### 8. **Timeline** (saved as a single file titled “Timeline”):

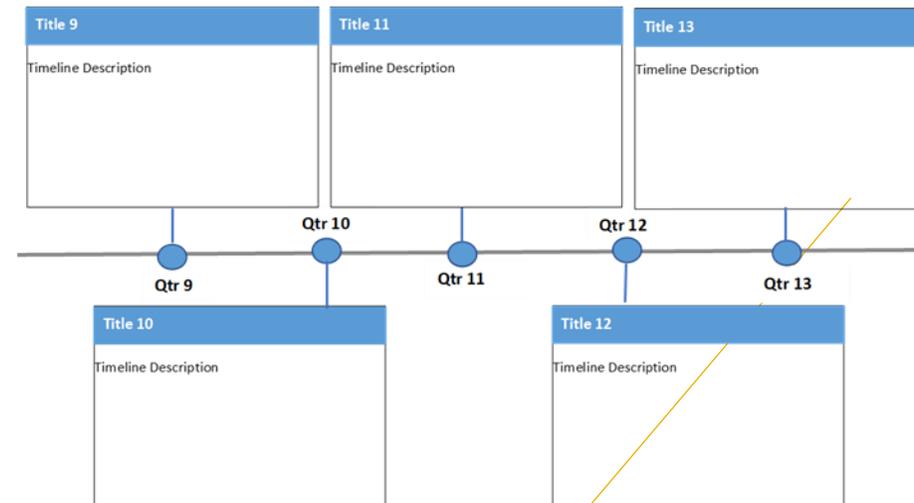
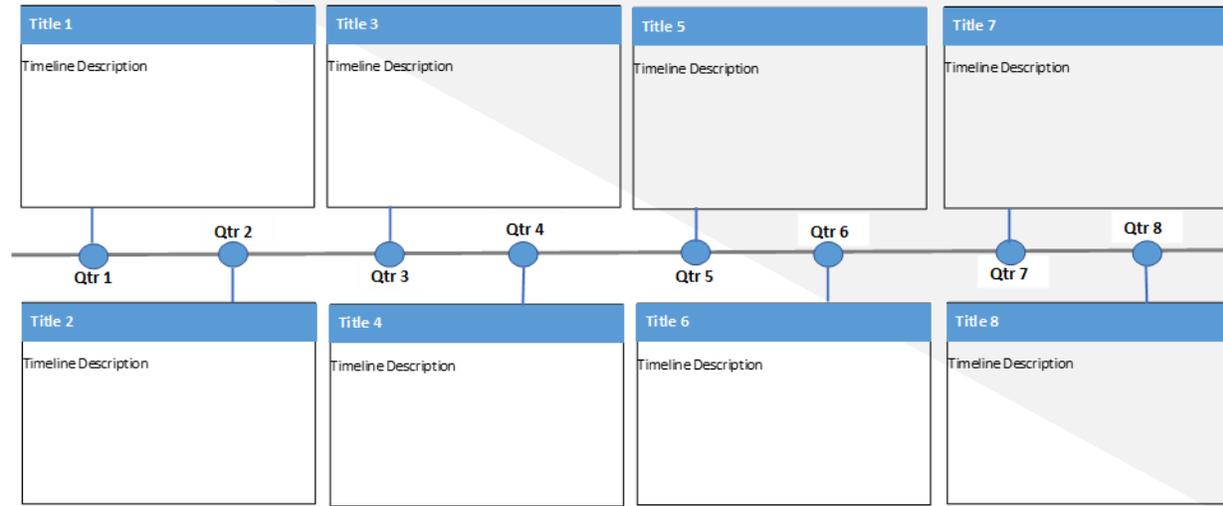
Applicants must provide a project timeline including implementation steps, deliverables, and how those deliverables address the desired outcomes of the project. The timeline should be broken down by each quarter within the grant period.

**Use Appendix G of the NGA, Timeline, as a guide to creating a roadmap of the project.**



## TIMELINE TEMPLATE

### Timeline:





## Completed Application

- 9. Sustainability Plan** (saved as a single file titled “Sustainability Plan”):  
Applicants must describe how the project partners will sustain the project beyond the grant period.  
**The Sustainability Plan template is included as Appendix H of the NGA.**
- 10. Supportive Services Policy** (if applicable – saved as a single file titled “Supportive Services Policy”):  
Submitted with proposal, the local program must have written policies and procedures in place specifying the types of supportive services allowed, the maximum amount per person, governing the award of supportive services, and must ensure that such supportive service payments are:

  - (a) Tied to the goals of the specific program;
  - (b) Align with the local program’s organizational policies



## Completed Application

**11. EO 2021-06 Worker Protection Certification Form** (saved as a single file titled “Worker Protection Certification Form”):

Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), contractors and grantees of the Commonwealth of Pennsylvania 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.

**The EO 2021-06 Worker Protection Certification Form is included as Appendix I of the NGA.**



## Program Expenses

Apprenticeship programs funded by this grant must be registered in the commonwealth. Non-Registered Apprenticeships Programs will have until September 2023 to finalize their registration or show progress towards the finalization of the registration. The ATO will define “making progress” towards registration on a case-by-case basis.

Additional information on Program Expenses can be found on pages 12 and 13 of the NGA.



# **Grant Award Administration**

## **Period of Performance**

L&I anticipates a performance period beginning January 1, 2023 and ending on March 31, 2026.

## **Grant Agreements**

Awardees are required to enter into a workforce grant agreement with the Commonwealth of Pennsylvania. Local workforce development board awardees will be funded under their LWDA grant agreement with dates of July 1, 2021 through June 30, 2024.

Additional information can be found on page 14 of the NGA.



# Grant Award Administration

## Reporting and Evaluation

Grantees will be required to submit program and fiscal progress reports during and upon conclusion of the funded project. All projects will be required to do a pre-evaluation and post-evaluation of the project. All required forms will be supplied by the Apprenticeship and Training Office (ATO) and will be outlined in the award package. All close-out final reports are to be submitted no later than May 30, 2026 or within 60 days of full award expenditure (whichever occurs first).

For additional information on Reporting and Evaluation, please see page 15 of the NGA.



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## Questions & Answers



# Thank you!

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-  [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)