

**Commonwealth of Pennsylvania**  
Department of Labor & Industry

Apprenticeship Building America (ABA) & Pennsylvania  
Notice of Grant Availability

**Proposals Due: 5 P.M. ET on Friday, November 4, 2022**

Tom Wolf, Governor

[www.pa.gov](http://www.pa.gov)

Jennifer Berrier, Secretary

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

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## Apprenticeship Building America & Pennsylvania NGA

### Key Dates

<b>10/05/2022</b>	Application Period Opens
<b>10/12/2022</b> 1 P.M., ET	NGA Bidders Conference for Interested Applicants: <a href="#">Click here to join the meeting</a>
<b>11/04/2022</b> 5 P.M., ET	<b>Applications Due</b> – Applications must be submitted to the <a href="mailto:atogrants@pa.gov">atogrants@pa.gov</a> resource account with the email subject: “Apprenticeship Building America & PA Application”
<b>1/01/2023</b>	Contract Start Date
<b>3/31/2026</b>	Contract End Date

### Overview

#### **The Challenge and Focus**

The Pennsylvania Department of Labor and Industry’s (L&I’s) Apprenticeship and Training Office (ATO) is working to modernize and build Pennsylvania’s apprenticeship system, in order to enable more employers to leverage Registered Apprenticeship Programs (RAPs) to develop a workforce with career paths into quality jobs. Investment in this work is particularly needed now as the state’s economy continues to recover from pandemic-related challenges, including the need to train and onboard workers. The ATO is focused on expanding apprenticeship for occupations and industries in critical supply chains, including logistics, warehouse, manufacturing, and transportation, as well as clean energy, public service, healthcare, childcare, construction, and technology. Additionally, modernizing and building out Pennsylvania’s apprenticeship system will prepare the state for the anticipated increase in demand for apprenticeships due to support over the coming years from Infrastructure Investment and Jobs Act (IIJA) funding.

Many Local Workforce Development Boards (LWDBs) have already started developing strategies for apprenticeship in their regions. Updated guidance on Workforce Innovation and Opportunity Act (WIOA) Regional<sup>1</sup> and Local<sup>2</sup> Plans requires all LWDBs to formalize these plans in the future. These include strategies to connect WIOA-eligible individuals to apprenticeship and pre-apprenticeship opportunities and support them as they complete their training, and strategies to promote Registered Apprenticeship through Business Service Teams (BSTs).

To support these efforts, the ATO applied for and received an Apprenticeship Building America (ABA) grant from the US Department of Labor (USDOL) with a goal of helping to embed a focus on apprenticeship within the Commonwealth’s workforce system. Involvement from LWDBs is vital in this effort, not only in supporting apprentices, but also in providing the leadership necessary to bring key regional partners together to support the group sponsored apprenticeship model. Their sustained commitment to

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<sup>1</sup> <https://www.dli.pa.gov/Businesses/Workforce-Development/Documents/Current-Directives/WIOA-Appendix-B-Regional-Plan-Instructions.pdf>

<sup>2</sup> <https://www.dli.pa.gov/Businesses/Workforce-Development/Documents/Current-Directives/WIOA-Appendix-C-Local-Area-Plan-Instructions.pdf>

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promoting apprenticeship as a service to both employers and job seekers will help accelerate the growth of local apprenticeship ecosystems that are supported by the ATO.

To help unlock this potential, L&I announces the availability of approximately \$2.75 million in funding for up to 15 awards of \$183,333 each to support LWDBs in their efforts to expand apprenticeship and pre-apprenticeship opportunities in their region. Award recipients will also receive technical assistance from the ATO's ABA Grant Coordinator to develop and implement apprenticeship plans for their workforce development areas and meet the required outcomes of this grant opportunity.

This Notice of Grant Availability (NGA) outlines the strategic goals of this *Apprenticeship Building America & Pennsylvania* grant opportunity, the criteria that will be used to evaluate proposals, and the grant timeline.

### 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.

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 the ability to bring together regional partners to support the expansion of apprenticeship. The applicant must also demonstrate the ability to coordinate the project design and implementation of the project, manage the project budget, and implement a strategy to collect, analyze, and report performance outcomes.

LWDBs may apply under this opportunity in three ways:

- 1) **Single WDB Applicant:** A single LWDB applies for a single \$183,333 award.
- 2) **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).
- 3) **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.

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In this case, the increase in funding would result in a commensurate increase in expected outcomes (defined below). So for example, two (2) LWDBs applying for a \$366,666 award would help develop 2 RA & 2 Pre-RA programs and serve 54 apprentices, three (3) LWDBs applying for a \$549,999 award would help develop 3 RA & 3 Pre-RA programs and serve 81 apprentices, etc. The ATO will work with each LWDB applying under Option #3 to develop an apprenticeship strategic plan for their workforce development board area.

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

Priority consideration will be given to Single WDB Applicants (Option #1), and Multiple Award Partnerships (Option #3). Single Award Partnerships (Option #2) should provide an explanation for why that partnership type was chosen.

### 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

The purpose of this grant award is to provide additional sources of support to LWDBs as they increase their engagement with and support of apprenticeship in their workforce areas. The majority of funding is intended to support apprenticeship-focused LWDB staff time to manage the completion of grant outcomes.

In addition to funding, the ATO's ABA Grant Coordinator will provide each LWDB awarded with technical assistance aimed at ensuring all grant outcomes are met. Among other roles, the ABA Grant Coordinator will act as a liaison between the board and ATO, assist in formulating regional apprenticeship plans, and provide connections to existing RA and Pre-RA programs in each workforce development area.

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.

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- 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.
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.
  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.
  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 (\$18,333) 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.
    - Per project, 20% of awarded funds (\$36,666) 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 (14) enrolled must come from underrepresented populations.

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- At least a quarter (25%) of new apprentices (7) enrolled must complete their training during the grant period.
- 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 (14) enrolled must come from underrepresented populations.
  - At least a quarter (25%) of new pre-apprentices (7) 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.

If multiple WDBs apply for a **Multiple Award Partnership**, the increase in funding would result in a commensurate increase in expected Outcomes #1, #4 and #5. So for example, two (2) LWDBs applying for a \$366,666 award would help develop 2 RA & Pre-RA programs and serve 54 apprentices, three (3) LWDBs applying for a \$549,999 award would help develop 3 RA & Pre-RA programs and serve 81 apprentices, etc. The ATO will work with each LWDB applying under a Multiple Award Partnership to develop an apprenticeship strategic plan for their workforce development board area.

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 this 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 by an inter-agency team and evaluated based on the following 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>

#### **Project Design and Management Plan (25 points)**

- Describe the need for the development of initiative; (5 points)
- Identify the type of program this initiative will address (include the characteristics of the individual(s) or employer(s) to be served under this initiative), including the number of Registered Apprentices and Pre-Apprentices served. Demonstrate the geographic coverage and extended reach if possible, show reach on map; (5 points)

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- Describe how this project aligns with the goals of the relevant local, regional, and state plans, including the priorities identified in the corresponding WIOA Plans (5 points). *State, Regional, and Local WIOA Plans can be found here:*  
<https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/WIOA.aspx>
- Describe in detail the desired outcomes of the proposed initiatives and how the outcomes will be measured. Include goals, outcomes, services, and numbers to be served; (2 points)
- Provide Goals/Outcomes Table as an attachment. The Goals/Outcomes Table template is included as Appendix F, on page 25 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants); (3 points)
  - **Outcomes must align with the expected outcomes included on pages 5, 6 and 7 of this NGA. Applicants must include specific goals for each outcome listed.** (*note – outcomes should, whenever possible, be quantifiable and measurable in terms of their impact*)
- Describe in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, cohort start and finish dates, milestones, plans for long term sustainability, and ability to scale and replicate; (2 points)
- Provide Timeline as an attachment. The Timeline template is included as Appendix G, on page 26 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants) (3 points)

### Equity Strategy (15 points)

- Project design includes a clear equity strategy, explains how the equity strategy will address disparities and inequities, and reach target population(s) (10 points)
  - Equity strategy uses data to identify and reach a target population(s) such that businesses and workers participating in the partnership reflect the demographics of the community's overall population (e.g., race, ethnicity, gender, disability status, etc.).
  - Equity strategy describes how the approach will address disparities in outcomes for businesses and workers in the target population(s) and the structural inequities that cause disparities in outcomes.
- Partner organizations and project team reflects the demographics of the community's overall population (e.g., race, ethnicity, gender, disability status, etc.). If the project team does not reflect the demographics of the community, the partner organizations and project team have a strategy to build relationships within the community to build a more inclusive project team in the future. (5 points)

### Stakeholder Partnership (15 points)

- Identify key partners and additional partners; (3 points)
- Outline the roles and responsibilities of each partner; (3 points)
- Identify ability of the applicant to implement grant responsibilities of identified partners; (3 points)
- Identify applicant's prior track record related to recent workforce grants, if applicable; and (3 points)
- Identify the ability of the key personnel on the grant to foster collaboration and implement programs, including identifying each person by name and how they will support the initiative. (3 points)

### Leveraging Resources (10 points)

- Describe how the project will:
  - Leverage federal and non-commonwealth resources, including, but not limited to, WIOA, Adult Basic Education, Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for

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Needy Families (TANF), philanthropic resources, employer contributions, and other resources to reach the project goals;

- Leverage existing staff, facilities, equipment, and other in-kind resources to reach their project goals; and
- Supplement, not supplant, existing public and private resources (e.g., other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals should demonstrate efficient and effective use of resources. (10 points)

### Impact and Sustainability (15 points)

- Identify any certifications and/or credentials to be obtained by participants; (2 points)
- Identify the impact of the programs and partnerships developed; (4 points)
- Describe how the partnership has the capacity to and will track and report on program data, such as performance metrics on recruitment, participation, accomplishments, impact, and related activities of the partnership; and (4 points)
- Describe how the project partners will sustain the project beyond the grant period; (2 points)
- Please complete the Sustainability Plan template included in the application package. The Sustainability Plan template is included as Appendix H, on page 27 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants) (3 points)

### Budget Form and Justification (20 points)

- Provide a complete budget broken out by line item. The Budget Form is included as Appendix C, on page 19 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants) (10 Points)
- Provide a detailed budget justification, including a detailed breakout of quantity, cost and narrative to support each line item of the budget reflective of the scope of the project and number of participants to be served. If staff will be funded by the grant, provide a description of the duties and responsibilities of each staff person to be funded. *Any salary and fringe being charged, must show the proportion amount being charged and reason for this amount.* (10 Points)

## 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 required documents outlined below, and submitted by **5 P.M. ET on Friday, 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."

All applications must include the completed application requirements below. The appendices and letters of support do not count toward page limit.

- Project Summary Cover Page
- Application Form
- Project Narrative (10 pages maximum)
- Budget Form
- Budget Justification

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- Letters of Support
- Goals/Outcome Table
- Timeline
- Sustainability Plan
- Supportive Service Policy (if applicable)
- EO 2021-06 Worker Protection Certification Form

All applications must be single spaced on 8.5" by 11" paper, with 1" margins using 11-point Calibri font. All 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

1. **Project Summary Cover Page** (saved as a single file titled "Project Summary Cover Page") with the following information:
  - Name of applicant;
  - Name of fiscal agent;
  - Project title;
  - Project partners;
  - Project service area (e.g., counties to be served, and House and Senate legislative districts);
  - Project summary;
  - Project point of contact and contact information.

The Project Summary Cover Page is included as Appendix A, found on page 16 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)

2. **Application Form** (saved as a single file titled "Application Form") The grant application form must be completed in full and submitted with the other required documents. The Application Form is included as Appendix B, found on page 17 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)
3. **Project Narrative** (saved as a single file titled "Project Narrative" and 10 pages max) that includes detailed information in response to all the Evaluation Criteria prompts, including:
  - 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)

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### 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 will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. The Commonwealth of Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. The Budget Form is included as Appendix C, on page 19 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)

For additional information on the completion of the Budget Form, please see the Financial Status Report (FSR) Cost Categories document included as Appendix D, on page 20 of this NGA, and on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)

### **Allowable and Unallowable Costs and Expenses**

Funds available through this NGA must be used to support the activities included herein. Proposals should demonstrate efficient and effective use of resources.

- **Allowable Costs:** Grant funds can be utilized for technology/equipment (software, hardware) purchases, staffing costs, furniture purchases and administrative costs (admin costs must not exceed 10 percent of the total amount requested). All costs must follow federal uniform guidance, 2 CFR Part 200. All other components of the project must be leveraged by the grantee. **Equipment purchases as defined by uniform guidance must be pre-approved by L&I and procured according to federal guidelines.**
- **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. The Commonwealth of Pennsylvania is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected. 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.

For additional information on program expenses, please see page 12 of this NGA.

### 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. For information and instructions on the completion of the budget justification, please use the General Instructions for the Completion of a Budget Justification document included as Appendix E, on page 23 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)

### 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.

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7. **Goals/Outcomes Table** (saved as a single file titled “Goals/Outcomes Table”)  
Applicants must 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. The Goals/Outcomes Table template is included as Appendix F, on page 25 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)
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. The Timeline template is included as Appendix G, on page 26 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)
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, on page 27 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)
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
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, on page 29 of this NGA, and as part of the application package on the L&I grants page: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)

### 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. Grantees who do not make adequate progress toward their registration may have funds de-obligated. Additional information will be provided to each awarded applicant.

Due to the limited amount of funding, only items and activities directly related to eligible programs and activities covered in this request will be funded. All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals.

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- Eligible expenses must be outlined in detail in the budget form, included as Appendix C, on page 19 of this NGA, and as part of the application package on the L&I grants page ([www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)), and budget justification.
- The cost of tuition for registered apprentices and registered pre-apprentices.
- Outreach and marketing materials and campaigns to attract apprentices and pre-apprentices.
- Operational expenses as they relates directly to the participant such as travel, cellphone, rent, video conferencing services, postage, printing/copying, and other similar expenses.
- Supplies for participants and supplies to remain with program provider for program use. No one supply item to exceed more than \$5,000. (i.e. one laptop cannot exceed \$5,000 for one individual).
- Equipment for apprenticeship training or related activities.
- Program staff and instructor salaries and fringe benefits.
- Reimbursements for OJT and RTI, at a rate of \$1,000 per apprentice, over the course of the period of performance.
- Supportive Services, which, by definition, are services that enable an individual to participate in training, including, but not necessarily limited to, assistance with linkages to community services, transportation, child care and dependent care, housing, educational testing, reasonable accommodations for individuals with disabilities, legal aid services, referrals to health care, assistance with work attire and work related tools, assistance with books, fees, school supplies and payments and fees for employment and training related applications, tests and certifications.  
**PLEASE NOTE: 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.
- Contractor Services Grantees, sub-grantees, and contractors are to adhere to standards of conduct and be vigilant to prevent conflicts of interest. Grantees must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations by officers, employees, agents, or by contractors of their agents. The grantee's procurement system must ensure that contractors perform in accordance with terms, conditions, and specifications of their contracts or purchase orders. Services are subject to financial and programmatic monitoring, careful analysis of performance, and the review of documentation and reports.

This is not an exhaustive list of eligible expenses that may be funded. Applicants are encouraged to create customized proposals to meet their regional needs; however, only items and activities directly related to eligible programs and activities covered in this request for application will be funded.

All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals. **Indirect costs, building construction, and procuring lobbying services are expressly disallowable.**

## **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. The Commonwealth of Pennsylvania reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

The Commonwealth of Pennsylvania also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. The Commonwealth of Pennsylvania reserves the right to request additional information or modifications to applications for any reason deemed necessary. The Commonwealth of Pennsylvania shall notify all applicants whose applications are not accepted for funding under this NGA.

The Commonwealth of Pennsylvania 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) L&I needs additional or clarifying information; (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by the Commonwealth of Pennsylvania within a specific period may preclude award to the applicant.

The Commonwealth of Pennsylvania reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award. The Commonwealth of Pennsylvania 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 applicant is responsible to take immediate and appropriate action to remedy the area of concern in accordance with L&I guidance.

The Commonwealth of Pennsylvania's contracting officer is the only individual who can make awards or commit to the expenditure of public funds. A commitment by other than the contracting officer, either explicit or implied, is invalid.

The Commonwealth of Pennsylvania 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.

Grant costs will be paid by reimbursement only.

### **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). In addition to report submissions, awardees are required to participate in routine calls with L&I staff, unless otherwise determined, to identify grant

## Apprenticeship Building America & Pennsylvania NGA

progression, share best practices and receive technical support. These can include, but are not limited to, the following:

- Community of practice calls;
- Monthly check-in calls;
- Quarterly reports; and
- Annual reports

Additional information will be provided upon award selection.

### **Questions/Agency Contacts**

Questions regarding the content of this NGA must be submitted in writing to [atogrants@pa.gov](mailto:atogrants@pa.gov).

**Appendix A**

**Apprenticeship Building America (ABA) & Pennsylvania  
Project Summary Cover Page**

Name of Applicant:	
Name of Fiscal Agent:	
Project Title:	

Local workforce development boards (LWDBs) may apply for this opportunity in three ways (see page 4 of the NGA for additional information). Please select the appropriate application method below:

- Single LWDB Applicant: \$183,333 award**
- Single Award Partnership: \$183,333 award** (Please provide explanation as to why this option was selected within project narrative.)
- Multiple Award Partnerships: Number of Partnering LWDBs                      Total award amount**

Project Partners:

Project Service Area (*e.g., counties to be served and House and Senate legislative districts*):

Project Summary:

Project Point of Contact (including Phone Number and Email Address):



# APPLICATION FORM

<b>Type of Submission:</b>	Choose an item	<b>Type of Project:</b>	Choose an item	<b>Applicant Type:</b>	Choose an item
<b>Local Workforce Development Board:</b>		Choose an item			
<b>Grant/Project Title:</b>					
<b>Targeted Industry Cluster:</b>			<b>Sub-Cluster:</b>		
<b>Counties served by this grant:</b>					
<input type="checkbox"/> Adams	<input type="checkbox"/> Clarion	<input type="checkbox"/> Huntingdon	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Venango	
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Indiana	<input type="checkbox"/> Montour	<input type="checkbox"/> Warren	
<input type="checkbox"/> Armstrong	<input type="checkbox"/> Clinton	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Northampton	<input type="checkbox"/> Washington	
<input type="checkbox"/> Beaver	<input type="checkbox"/> Columbia	<input type="checkbox"/> Juniata	<input type="checkbox"/> Northumberland	<input type="checkbox"/> Wayne	
<input type="checkbox"/> Bedford	<input type="checkbox"/> Crawford	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Perry	<input type="checkbox"/> Westmoreland	
<input type="checkbox"/> Berks	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Wyoming	
<input type="checkbox"/> Blair	<input type="checkbox"/> Dauphin	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Pike	<input type="checkbox"/> York	
<input type="checkbox"/> Bradford	<input type="checkbox"/> Delaware	<input type="checkbox"/> Lebanon	<input type="checkbox"/> Potter	<input type="checkbox"/> <b>Statewide</b>	
<input type="checkbox"/> Bucks	<input type="checkbox"/> Elk	<input type="checkbox"/> Lehigh	<input type="checkbox"/> Schuylkill		
<input type="checkbox"/> Butler	<input type="checkbox"/> Erie	<input type="checkbox"/> Luzerne	<input type="checkbox"/> Snyder		
<input type="checkbox"/> Cambria	<input type="checkbox"/> Fayette	<input type="checkbox"/> Lycoming	<input type="checkbox"/> Somerset		
<input type="checkbox"/> Cameron	<input type="checkbox"/> Forest	<input type="checkbox"/> McKean	<input type="checkbox"/> Sullivan		
<input type="checkbox"/> Carbon	<input type="checkbox"/> Franklin	<input type="checkbox"/> Mercer	<input type="checkbox"/> Susquehanna		
<input type="checkbox"/> Centre	<input type="checkbox"/> Fulton	<input type="checkbox"/> Mifflin	<input type="checkbox"/> Tioga		
<input type="checkbox"/> Chester	<input type="checkbox"/> Greene	<input type="checkbox"/> Monroe	<input type="checkbox"/> Union		
<b>Local Workforce Development Areas (LWDA) affected by this grant:</b>					
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Pittsburgh	<input type="checkbox"/> West Central		
<input type="checkbox"/> Berks	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Southern Alleghenies	<input type="checkbox"/> Southwest Corner		
<input type="checkbox"/> Bucks	<input type="checkbox"/> Lehigh Valley	<input type="checkbox"/> Tri-County	<input type="checkbox"/> Northwest		
<input type="checkbox"/> Chester	<input type="checkbox"/> Luzerne-Schuylkill	<input type="checkbox"/> North Central	<input type="checkbox"/> Central		
<input type="checkbox"/> Delaware	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Northern Tier	<input type="checkbox"/> South Central		
<input type="checkbox"/> Westmoreland-Fayette	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Poconos	<input type="checkbox"/> <b>Statewide</b>		
<b>Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32?</b>					Choose an item
<b>Applicant Information</b>					
Name					
Address 1					
Address 2					
City			<b>PA</b>	ZIP Code	
<b>Name and contact information of primary person to be contacted on matters involving this application</b>					
First name		Last name		Phone	
Title				Email	
<b>Funding proposal request(\$):</b>		Labor & Industry: \$		Matching Funds \$	
<b>Authorized representative printed name:</b>		Name			

**Authorized representative signature/date:**

*Auxiliary aids and services are available upon request to individuals with disabilities.*

# APPLICATION FORM

## Application 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.
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. **LWDA's affected** — List all LWIA's 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.

## Appendix C

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 <u>EACH</u> 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

## Appendix D

### FSR Cost Categories

Category	Description
<b>A1 - Admin Staff Salaries &amp; Fringe Benefits</b>	<p style="text-align: center;"><b>Administration Cost Category</b></p> <p><b>Admin Staff Salaries &amp; Fringe Benefits:</b>  Wage and Fringe costs for staff when performing administrative functions such as:</p> <ul style="list-style-type: none"> <li>(i) Accounting, budgeting, financial and cash management functions;</li> <li>(ii) Procurement and purchasing functions;</li> <li>(iii) Property management functions;</li> <li>(iv) Personnel management functions;</li> <li>(v) Payroll functions;</li> <li>(vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;</li> <li>(vii) Audit functions;</li> <li>(viii) General legal services functions;</li> <li>(ix) Developing systems and procedures, including information systems, required for these administrative functions; and</li> <li>(x) Fiscal agent responsibilities;</li> </ul> <p>(2) Performing oversight and monitoring responsibilities;  (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;  (4) Travel costs incurred for official business in carrying out administrative activities; and  (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development and operating costs of such systems.</p> <p>Examples Include all time charges for administrative duties completed and the corresponding fringe benefits that compliment those time charges (e.g. sick time, vacation, medical, etc).</p>
<b>A2 - Admin Operational Costs</b>	<p><b>Operational Expenses: Non-personnel expenses incurred to support the following functions:</b></p> <p>(1) Performing the following overall general administrative functions and coordination of those functions:</p> <ul style="list-style-type: none"> <li>(i) Accounting, budgeting, financial and cash management functions;</li> <li>(ii) Procurement and purchasing functions;</li> <li>(iii) Property management functions;</li> <li>(iv) Personnel management functions;</li> <li>(v) Payroll functions;</li> <li>(vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;</li> <li>(vii) Audit functions;</li> <li>(viii) General legal services functions;</li> <li>(ix) Developing systems and procedures, including information systems, required for these administrative functions; and</li> <li>(x) Fiscal agent responsibilities;</li> </ul> <p>(2) Performing oversight and monitoring responsibilities;  (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;  (4) Travel costs incurred for official business in carrying out administrative activities; and  (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development and operating costs of such systems.</p>

<b>Career and Supportive Services Cost Category</b>	
<b>B1 - Program Staff Salaries &amp; Fringe Benefits</b>	<p><b>Allowable costs by function include, but are not limited to, the following:</b></p> <ol style="list-style-type: none"> <li>1. Personnel costs for individuals directly engaged in non-administrative activity;</li> <li>2. Other personnel costs for individuals whose time has been properly allocated among benefitting cost categories.</li> </ol> <p>Examples include all time charges for programmatic duties completed and corresponding fringe benefits that compliment those time charges (e.g. sick time, vacation, medical, etc).</p>
<b>B2 - Program Operational Costs</b>	<p><b>Program Operational Expenses:</b></p> <p>Non-personnel, non-administrative costs incurred for the direct purpose of meeting a grant's objectives.</p>
<b>B3 - Other Program Expenses</b>	<p><b>Costs incurred to meet the objectives of the grant that do support the granted entity.</b> Example: Wages paid to participants for participating in an internship.</p>
<b>D2 – Incentives or Supportive Services Funds</b>	<p><b>INCENTIVES</b> - Incentives are provided as a result of a completed activity. Non-Cash Assets (Assets) refer to any item that holds immediate cash value, including but not limited to, gift cards, signed or certified checks, bus passes, gas cards, and bearer bonds. This may also include items purchased that hold no immediate cash value, that were acquired with the intent to issue them as incentives.</p> <p><b>SUPPORTIVE SERVICES</b> —The term “supportive services” means services such as those listed as examples below, that are necessary to enable an individual to participate in activities authorized.</p> <p><b>What are supportive services for participants?</b></p> <p>These services may include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>(a) Linkages to community services;</li> <li>(b) Assistance with transportation;</li> <li>(c) Assistance with educational testing;</li> <li>(d) Reasonable accommodations for individuals with disabilities;</li> <li>(e) Assistance with uniforms or other appropriate work attire and work related tools, including such items as eyeglasses and protective eye gear;</li> <li>(f) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and</li> <li>(g) Payments and fees for employment applications, tests, and certifications.</li> </ol>
<b>Training Cost Category</b>	
<b>C1 - Tuition Payments</b>	<p><b>How are training service tuition payments provided?</b></p> <p>Training services for eligible individuals are typically provided by training providers who receive payment for their services. The agreement is established on behalf of a participant with a training provider.</p>
<b>C2 – Related Technical Instruction (RTI)/On-The-Job Training (OJT)</b>	<p><b>ON-THE-JOB TRAINING</b> —The term “related technical instruction” refers to the classroom and/or lab learning experiences of apprentices. The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that—</p> <ol style="list-style-type: none"> <li>(A) provides knowledge or skills essential to the full and adequate performance of the job;</li> <li>(B) is made available through a program that provides reimbursement to the employer for the extraordinary costs of providing the training and additional supervision related to the training; and</li> <li>(C) is limited in duration as appropriate to the occupation for which the participant is being trained and outlined in the PAsmart apprenticeship grant</li> </ol>

<p><b>C5 - Other Training Expenses:</b></p>	<p><b>USE OF FUNDS FOR EMPLOYMENT AND TRAINING ACTIVITIES</b> - providing technical assistance for pay-for-performance contract strategies, which technical assistance may include providing assistance with data collection, meeting data entry requirements, identifying levels of performance, and conducting evaluations of such strategies.</p> <p><b>These employment generating activities, or similar activities, are allowable?</b>  These employer outreach and job development activities may include:</p> <ul style="list-style-type: none"> <li>(a) Contacts with potential employers for the purpose of placement of participants;</li> <li>(b) Participation in business associations (such as chambers of commerce); joint labor management committees, labor associations, and resource centers; <ul style="list-style-type: none"> <li>(i) Subscriptions to relevant publications;</li> </ul> </li> <li>(c) Active participation in local business resource centers (incubators) to provide technical assistance to small businesses and new businesses;</li> <li>(d) The development of on-the-job training opportunities</li> </ul>
<p><b>C8 - Apprenticeship Training</b></p>	<p><b>USE OF FUNDS FOR EMPLOYMENT AND TRAINING ACTIVITIES</b> - providing technical assistance for pay-for-performance contract strategies, which technical assistance may include providing assistance with data collection, meeting data entry requirements, identifying levels of performance, and conducting evaluations of such strategies.</p> <p><b>These employment generating activities, or similar activities, are allowable?</b>  These employer outreach and job development activities may include:</p> <ul style="list-style-type: none"> <li>(a) Contacts with potential employers for the purpose of placement of participants;</li> <li>(b) Participation in business associations (such as chambers of commerce); joint labor management committees, labor associations, and resource centers; <ul style="list-style-type: none"> <li>(i) Subscriptions to relevant publications;</li> </ul> </li> <li>(c) Active participation in local business resource centers (incubators) to provide technical assistance to small businesses and new businesses;</li> <li>(d) The development of on-the-job training opportunities</li> </ul>

## General Instructions for the Completion of a Budget Justification

The budget justification must include the following information:

- Each line item on the Budget Form must be explained, and the cost provided for each. Each line item on the Budget Form pertains to projected costs.
  - The total for each line item on the Budget Justification must match the total for each line item on the Budget Form.
  - **Administrative Costs cannot exceed 10 percent of the requested funding.**
1. **Staff Salaries** – List all staff positions by title. State the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant, and the total personnel cost for the period of performance. Be sure to breakout administrative and program salaries.
  2. **Fringe Benefits** – Provide the overall fringe benefit percentage which reflects the recipient’s organizational fringe, and list the components included, such as health insurance, FICA, retirement, etc. Provide the fringe benefit calculation for each staff position listed under the salary line item. Be sure to breakout administrative and program fringe.
  3. **Operational Expenses** – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable (cellphone, rent, utilities, video conferencing services, printing, postage, supplies, staff travel, etc.).
  4. **Other Program Expenses**– List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Costs included under *Other* should not fit into any other line-item category.

**Note:** If including equipment, be sure to identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful lifetime of more than one year. List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are supplies.

5. **Procurement Methods for Contractor Services** –
  - Micro-purchase Method. Procurement by micro-purchase is the acquisition of supplies or services in which the aggregate dollar amount does not exceed \$3,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-federal entity considers the price to be reasonable.
  - Small Purchase Method. Purchases for goods or services meeting the small purchase threshold (currently at \$150,000). All purchases between \$3,000 and \$150,000 can use the “small purchase procedures” as the procedures are “relatively simple and informal.” A price or rate quotations must be obtained from three qualified sources and the method(s) of obtaining the price or rate quotations can be obtained in writing, listed by contractor price on a website, or generated via online search engine.

6. **Supplies** – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Identify if the supply will remain with participants or if supplies are to remain with program provider for program use. No one supply item is to exceed more than \$5,000. i.e., one laptop cannot exceed \$5,000 for one individual. List the quantity and unit cost per item. Items with a unit cost of more than \$5,000 is equipment.
7. **Supportive Services** – are services that enable an individual to participate in training and includes but not necessarily limited to assistance with linkages to community services, transportation, child care and dependent care, housing, educational testing, reasonable accommodations for individuals with disabilities, legal aid services, referrals to health care, needs related payment, assistance with work attire and work related tools, assistance with books, fees, school supplies and payments and fees for employment and training related applications, tests and certifications. List types of supportive services in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Be sure to include number of participants for each line item and associated costs; not to exceed (amt) per person.

**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.

8. **Incentives** - Incentives are permitted for recognition and achievement directly tied to training activities and work experiences. Incentives are Non-Cash Assets (Assets) referring to any item that holds immediate cash value, including but not limited to, gift cards, signed or certified checks, bus passes, gas cards, and bearer bonds. This may also include items purchased that hold no immediate cash value, that were acquired with the intent to issue them as incentives.

Submitted with proposal, the local program must have written policies and procedures in place specifying the types of incentives allowed, the maximum amount per person, governing the award of incentives, and must ensure that such incentive payments are:

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

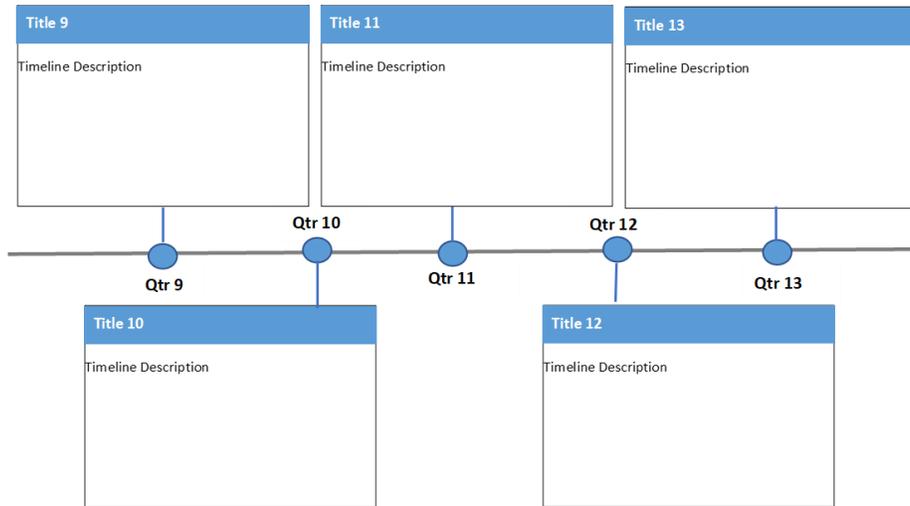
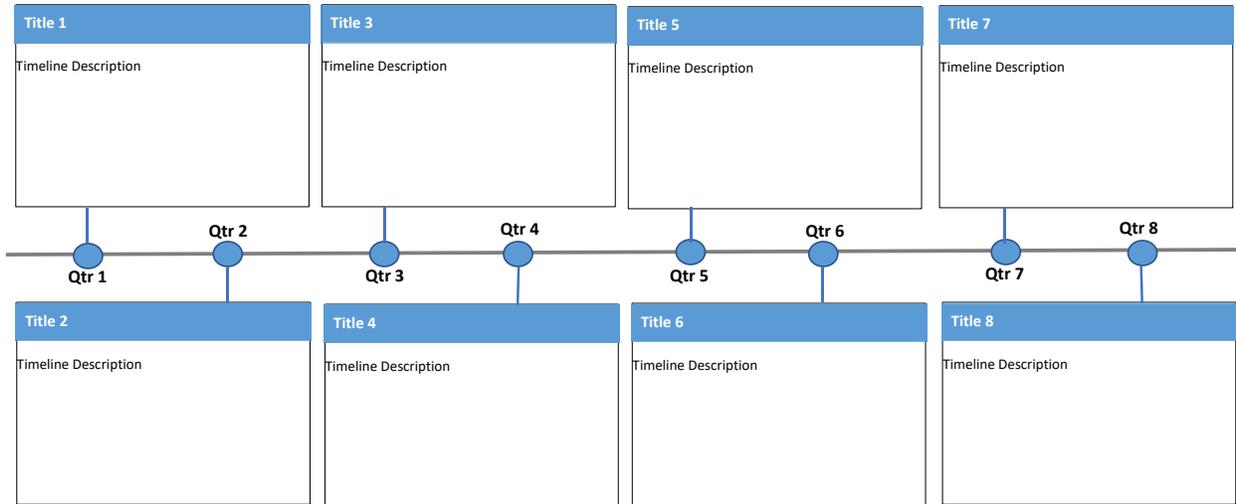
9. **Training** – Breakout Training costs into the budget category. List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Be sure to include number of participants for each line item.

For example, Classroom Training Expenditures – 15 people \* \$150 Forklift Training= \$2,250.00

## Appendix F

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						

TIMELINE TEMPLATE



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

**Project Sustainability Plan**

**Applicant Name:**

**Project Title:**

- 1. Please describe how your project is sustainable in the long term. How will you ensure this initiative is able to carry on successfully beyond the grant period?**

- 2. Do you expect all project elements to be sustained beyond the grant period? If not, please provide details on elements to be sustained. How will you ensure the continued success of your project if it is not sustained in its entirety?**

- 3. Please identify potential funding sources and/or opportunities that may contribute to project sustainability.**

**4. Please identify potential community/programmatic partners that may contribute to project sustainability.**

**5. After the grant performance period ends, what are your annual outcome goals for the programs that are supported as part of this project?**



**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).

<i>Signature</i>	<i>Date</i>
<i>Name (Printed)</i>	
<i>Title of Certifying Official (Printed)</i>	
<i>Contractor/Grantee Name (Printed)</i>	

### Multiple Award Partnerships Funding and Outcomes

# 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 participant.