

Commonwealth of Pennsylvania  
Department of Labor & Industry

## Building and Supporting a Certified Teacher Registered Apprenticeship Program in Pennsylvania

### Notice of Grant Availability

Proposals Due: September 15, 2023 at 4:00 P.M. ET

**Josh Shapiro** | Governor  
[www.pa.gov](http://www.pa.gov)

**Nancy A. Walker** | Secretary  
[www.dli.pa.gov](http://www.dli.pa.gov)



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## Key Dates

August 8, 2023	<b>Notice of Grant Availability (NGA) Release Date</b>
August 15, 2023 at 10 A.M. ET	<p><b>Bidder's Conference:</b>  <a href="#">Click here to join the meeting</a>            Meeting ID: 255 172 515 387            Passcode: uEPvG7  <a href="#">Download Teams</a>   <a href="#">Join on the web</a></p> <p><b>Or call in (audio only)</b>  <a href="#">+1 267-332-8737,,268702153#</a> United States, Philadelphia            Phone Conference ID: 268 702 153#            A recording of the bidder's conference will be posted at  <a href="http://www.dli.pa.gov/Grants">www.dli.pa.gov/Grants</a></p>
August 30, 2023 at 4 P.M. ET	<p><b>Questions Due Date</b>            Questions must be submitted by email to <a href="mailto:RA-LI-BWDA-GS@pa.gov">RA-LI-BWDA-GS@pa.gov</a>            A complete list of Q&amp;As will be posted at <a href="http://www.dli.pa.gov/Grants">www.dli.pa.gov/Grants</a>            Questions received after this due date will not be answered.</p>
September 15, 2023 at 4 P.M. ET	<p><b>Application Due Date</b>            Applications must be submitted to <a href="mailto:RA-LI-BWDA-GS@pa.gov">RA-LI-BWDA-GS@pa.gov</a> resource account with the email subject: "Certified Teacher Registered Apprenticeship grant application 2023."</p>
December 1, 2023	<b>Contract Start Date</b>
February 28, 2025	<b>Contract End Date</b>

## Introduction

The PA Department of Labor & Industry (L&I) announces the availability of up to \$400,000 in funding for the Building and Supporting a Certified Teacher Registered Apprenticeship (CTRA) Program in Pennsylvania. The period of performance is December 1, 2023, through February 28, 2025. The goal of this grant opportunity is to competitively award \$400,000 to one Pennsylvania-based entity/individual to develop a state apprenticeship template which will allow for the creation of teaching pathways. The goal is to create an apprenticeship template that can be utilized across Pennsylvania and adapted to specific regional or local needs. This Notice of Grant Availability (NGA) is being reposted to engage proposals that meet the goals of the NGA in a more cost-effective manner.

The Pennsylvania Department of Labor & Industry (L&I), the Apprenticeship and Training Office (ATO) in partnership with the Pennsylvania Department of Education (PDE) and L&I's Bureau of Workforce Development Administration (BWDA), are leading this initiative guided by L&I's expertise and knowledge of the apprenticeship system in Pennsylvania. However, the ATO recognizes an existing knowledge gap with regard to Pennsylvania's teacher certification requirements and the building of new pathways into the profession. A thorough understanding of these requirements will be imperative in developing a successful certified teacher apprenticeship program template.

## Background

Schools throughout Pennsylvania are facing significant barriers to staff schools with qualified teachers. To address these barriers, the Pennsylvania Department of Education released [The Foundation of Our Economy: Pennsylvania Educator Workforce Strategy 2022-2025, providing a road map to address the educator workforce crisis.](#)<sup>1</sup> The road map contains five focus areas: meet the educator staffing needs of

rural, suburban, and urban areas; build a diverse workforce representative of the students we serve, operate a rigorous, streamlined, and customer-service oriented certification process; ensure high-quality preparation experiences for aspiring educators; and ensure educator access to high-quality and relevant professional growth and leadership development opportunities.

According to an [analysis](#)<sup>2</sup> conducted by the Penn State College of Education’s Center for Evaluation and Education Policy, “there is no common definition of a “teacher shortage,” and there are few, if any, direct measures of a “teacher shortage” that are currently available to understand the specific nature of the challenges.”<sup>1</sup> However, many indicators clearly demonstrate teacher labor market challenges are abundant in Pennsylvania.

One such indicator is the number of teaching positions filled by individuals on an emergency permit. From 2011 to 2021, the number of positions filled via emergency permit in the commonwealth increased by 5,000.<sup>1</sup> As noted in the Penn State College of Education’s analysis, “this number is even more concerning when we compare the number of newly certified teachers from Pennsylvania teacher preparation programs to the number of teaching positions filled by individuals on emergency permits.”<sup>1</sup>

As seen in the figure below, the number of teachers newly certified in Pennsylvania was less than the number of those on emergency permits during the 2020-2021 school year.

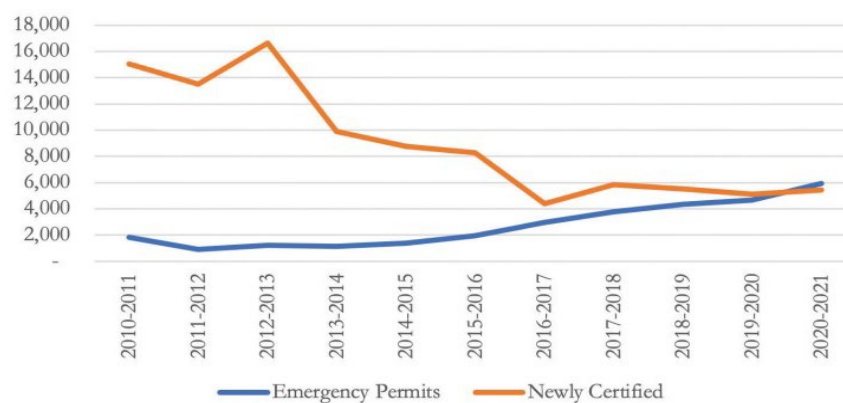


Table source: [Penn State College of Education’s Center for Evaluation and Education Policy](#)<sup>1</sup>  
Data source: Act 82 Report from the Pennsylvania Department of Education<sup>2</sup>

Additionally, from 2011 until 2021, there has been a 67%<sup>1</sup> decrease in the number of individuals obtaining teacher certification in Pennsylvania.

Further evidence of the teacher shortage crisis includes an increased number of subject areas identified as having teacher shortages and a decline in overall supply-demand ratio of the number of new Instructional I certifications to the number of newly hired teachers in local education agencies (LEAs) throughout Pennsylvania. LEAs include school districts, cyber charter schools, charter schools, career and technical schools and intermediate units.

Additional challenges include educator preparation program “deserts” in Pennsylvania that exacerbate the challenges faced by rural schools, as well as substantial shortages of teachers of color, with few educator preparation programs graduating more than a handful of teachers of color each year<sup>1</sup>.

Considering these numerous challenges, it is vital for Pennsylvania to build a pipeline of newly certified teachers with programming that can be tailored to meet the needs of schools and their regions.

## Challenge

Paraprofessionals, teachers working with an emergency certificate, and other school-based staff represent a significant pool of potential teachers. They often reflect the diversity of their communities and demonstrate a commitment to students. According to a 2022 [report](#) by The New Teacher Project, “these uncertified educators tend to serve in the communities they grew up in or live in—meaning they stay longer and reflect the composition of the student body. They should be an important source of new teacher candidates.”<sup>3</sup> Recognizing this untapped pool of talent as a potential solution to address the aforementioned challenges, the Commonwealth is taking a strategic approach to recruiting and onboarding qualified teachers by developing a standard program framework for a certified teacher apprenticeship, which will allow for the creation of teaching pathways for paraprofessionals and teachers working with an emergency certificate throughout Pennsylvania.

## Outcome Goals

A successful project will include the following strategies and elements:

- The grantee will develop and present a certified teacher apprenticeship template to ATO for approval. The template must align with Pennsylvania’s apprenticeship [registration process](#)<sup>4</sup>, encompassing the five core components of a registered apprenticeship: direct business involvement, on-the-job training, related instruction, rewards for skill gains, and completion resulting in teacher certification. Additional resources can be found in the *Links & Resources* appendix within this document
- Convene a consortium from all regions of the Commonwealth, including LEAs, post-secondary education institutions and apprenticeship intermediaries. An apprenticeship intermediary is an organization with the capacity and expertise to assist with the development and implementation of an apprenticeship program template
- Lead and facilitate planning meetings to determine pathways to certify teachers
- Identify appropriate certification and credentialing requirements for the certified teacher apprenticeship program template
- Collaborate with ATO to ensure required elements and standards of a registered apprenticeship are met
- Facilitate the development of training plans, work processes, and related instruction that are acceptable to both union and non-union employers for implementation and can be replicated by postsecondary institutions across Pennsylvania
- Develop and embed a mentorship program within the template
- Develop and embed diversity professional development within the template
- Develop a sustainability plan that will allow for long-term apprenticeship planning
- Develop an outreach plan to promote the use of the apprenticeship template. The plan should include LEAs with the greatest populations of underserved students in rural, suburban, and urban areas throughout Pennsylvania. Presentation materials that will help apprenticeship employers and jobseekers see the relevance and value of a teacher registered apprenticeship program should also be developed

## Eligible Applicants

Eligible applicants include a Pennsylvania-based entity/individual with extensive knowledge of Pennsylvania’s education system, including specific teaching certification and credentialing requirements. Applicants must be able to offer the expertise needed to understand legislative

requirements in Pennsylvania and be able to bring partners and stakeholders, such as secondary and post-secondary education institutions, together and encourage collaboration during the program development process. In addition, applicants must have an understanding of the state registered apprenticeship model. ATO resources can be found in the *Links & Resources* appendix within this document. One grant will be awarded, as such, applicants are encouraged to demonstrate their ability to produce the requested apprenticeship template in a cost-effective manner.

### Additional Eligibility Criteria

Applicants are required to:

- **Have a PA Vendor Identification Number**  
This may be obtained at no cost online, or by calling the Vendor Data Management Unit at (717) 346-2676 or 1-877-435-7363. It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania Vendor Identification Number in a timely fashion, you may submit the application prior to receipt, however no grant will be awarded without a Pennsylvania Vendor Identification Number.
- **Have a Unique Entity ID**  
The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. For assistance in obtaining a new Unique Entity ID, or to identify an existing Unique Entity ID, refer to the Links & Resources appendix within this document.
- **Comply with the BWDA Workforce Grant Agreement**

For more information about the additional eligibility items, refer to the *Links & Resources* appendix within this document. **Applicants who cannot meet these additional requirements at the time of award will relinquish their award.**

### Fiscal Agent

Fiscal agents include eligible applicants, as detailed above. The fiscal agent will receive, manage, and disburse grant funds.

### Evaluation Criteria

#### Initial Review Criteria

Prior to comprehensive merit evaluation, L&I will perform an initial review to determine that:

1. The information required by the announcement has been received by the deadline;
2. The applicant is eligible; and
3. All mandatory components have been received.

#### Merit Review Criteria

Final awards will be based on a merit evaluation. L&I reserves the right to take a prudent approach to disburse an award.

Applications will be scored on how well it meets the following criteria:

Criteria	Points
Project Design and Management Plan	25 points
Partnership Development	25 points
Goals/Outcomes	5 points
Project Timeline	5 points
Budget Form and Justification	40 points
<b>TOTAL</b>	<b>100 points</b>

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

- Identify prior experience with project design and management planning with workforce grants (5 points)
- Describe the proposed approach in developing the certified teacher apprenticeship template encompassing the five core components of a registered apprenticeship: direct business involvement, on-the-job training, related instruction, rewards for skill gains, and completion resulting in teacher certification (10 points)
- Describe how this project aligns with the goals and priorities outlined within this NGA (10 points)

#### **Partnership Development (25 points)**

- Identify key partners (5 points)
- Outline the roles and responsibilities of each partner (5 points)
- Describe prior experience with and knowledge of Pennsylvania’s education system, including knowledge of teacher certification requirements and regulations (5 points)
- Describe the ability of the applicant to implement grant responsibilities of identified partners (5 points)
- Describe 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 (5 points)

#### **Goals/Outcomes (5 points)**

- Describe in detail the desired goals and outcomes of the project and how the outcomes will be measured. The Goals/Outcomes Table is included as Appendix D. (5 points)

#### **Project Timeline (5 points)**

- Describe in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, plans for long-term sustainability, and the ability to scale and replicate. The Project Timeline template is included as Appendix E. (5 points)

#### **Budget Form and Justification (40 points)**

- Provide a complete budget broken out by line item. The budget will become the financial basis for the grant award. Grant costs will be paid by reimbursement only of actual costs with supporting documentation by invoicing submitted monthly to BWDA during the grant period. The Budget Form is included as Appendix F. (20 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. 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.* (20 Points)

**Note: Applicants are able to request up to a maximum of \$400,000. Applicants are strongly encouraged to demonstrate their ability to produce the requested products utilizing the most cost-efficient strategies.**

## Application and Submission Information

Applications must be complete, including all required documents outlined below and submitted by September 15, 2023 at 4 P.M. ET. An electronic copy of the application package **MUST** be emailed to the Grant Services resource account ([RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov)) with the email subject: <“Certified Teacher Registered Apprenticeship grant application 2023.” An auto-reply email will be sent upon receipt of the application. This is validation that the application was received and should be retained.

Sample application documents are included within the appendices for applicants to use as a reference. Applicants must obtain and download the official documents on the L&I Grants website, [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).

Applications must include nine (9) completed application requirements listed below. 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. The attachments and letters of support do not count toward page limit.

- Application Form
- Project Summary Cover Page (1 page maximum)
- Letters of Support
- Project Narrative (10 pages maximum)
- Goals/Outcome
- Project Timeline
- Budget Form
- Budget Justification
- EO 2021-06 Worker Protection Certification Form

### Formatting & Contents:

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

### Application Documents

Completed applications must include nine (9) attachments:

1. **Application Form** (saved as a single PDF file titled “<Applicant’s Legal Name> Application Form”) The grant application form must be completed in full and submitted with the other required documents. The Application Form template can be found as Appendix B.



2. **Project Summary Cover Page** (saved as a single PDF file titled “Project Summary Cover Page” and 1 page maximum) with the below information. The Project Summary Cover Page template can be found as Appendix C.
  - a. Name of applicant
  - b. Name of fiscal agent
  - c. Vendor ID number
  - d. Unique Entity Identifier (UEI) number
  - e. Project title
  - f. Project partners
  - g. Project summary
  - h. Project point of contact and contact information
3. **Letters of Support** (saved as a single PDF file titled “Letters of Support”) Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. A minimum of 2, but no more than 5, distinct letters of support are required.
4. **Project Narrative** (saved as a single PDF file titled “Project Narrative” and 10 pages max) The project narrative must include detailed information in response to the Evaluation Criteria prompts:
  - a. Project Design and Management Plan (25 points)
  - b. Partnership Development (25 points)
5. **Goals/Outcomes** (saved as a single PDF file titled “Goals/Outcomes”) 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 template is included as Appendix D.
6. **Project Timeline** (saved as a single PDF file titled “Project 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 Project Timeline template can be found as Appendix E.
7. **Budget Form** (saved as a single Excel 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 December 1, 2023, through February 28, 2025. 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 template can be found as Appendix F.

For additional information on the completion of the Budget Form, please see the FSR Cost Categories, included as Appendix G.

#### **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.

8. **Budget Justification** (saved as a single PDF 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. Budget Justification instructions are included as Appendix H.
9. **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 can be found as Appendix I.

## Grant Award Administration

### Grant Funding

This grant will be 100% federally funded with Workforce Innovation and Opportunity Act (WIOA) statewide activity dollars. One grant will be awarded and funded competitively up to a maximum of \$400,000.

### Period of Performance (POP)

CTRA grant funding is to be used for grant activities between December 1, 2023 through February 28, 2025.

### Grant Agreements

Awardees are required to enter into a workforce grant agreement with L&I. Example of the workforce grant agreement can be found at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).

L&I reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

L&I reserves the right to request additional information or modifications to applications for any reason deemed necessary. L&I shall notify all applicants whose applications are not accepted for funding under this NGA.

L&I 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; or (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by L&I within a specific period determined by L&I may preclude award to the applicant.

L&I reserves the right, without qualification, to reject all applications received in response to this announcement. L&I 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's guidance.

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

L&I reserves the right to de-obligate funds for those projects that show minimal expenditure or obligation. Any funds not committed may be reallocated to other projects awarded under this NGA.

Grant costs will be paid by reimbursement only.

## Reporting and Evaluation

Grantees will be required to submit quarterly program reports and monthly fiscal reports. All required forms will be supplied by Pennsylvania and will be outlined in the award package. All close-out final reports are to be submitted within 60-days of full award expenditure or end of the grant (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 progression, share best practices and receive technical support. Additional information will be provided upon award selection.

Grantees will be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will transfer required data to BWDA in accordance with the Commonwealth's [Information Technology Policy No. ITP-SEC025, Proper Use and Disclosure of Personally Identifiable Information \(PII\)](#).

## Questions/Agency Contacts

Questions regarding the content of this NGA must be submitted in writing to [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov) with the email subject: "CTRA Grant 2023."

## References

<sup>1</sup> [https://ed.psu.edu/sites/default/files/inline-files/CEEPA\\_report\\_V2.pdf](https://ed.psu.edu/sites/default/files/inline-files/CEEPA_report_V2.pdf)

<sup>2</sup> <https://tinyurl.com/m4mz3j5r>

<sup>3</sup> <https://tntp.org/assets/covid-19-toolkit-resources/TNTP-Addressing-Teacher-Shortages-2022.pdf>

<sup>4</sup> [https://www.doleta.gov/oa/employers/apprenticeship\\_toolkit.pdf](https://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf)

## Appendices

Appendix A: Links & Resources

Appendix B: Application Form

Appendix C: Project Summary Cover Page

Appendix D: Goals and Outcome

Appendix E: Project Timeline

Appendix F: Budget Form

Appendix G: FSR Cost Categories

Appendix H: Budget Justification

Appendix I: EO 2021-06 Worker Protection Certification Form

## Appendix A: Links & Resources

Resource	Hyperlink
L&I Grants website (Appendices available here)	<a href="#">L&amp;I Grants</a>
Workforce Grant Agreement	<a href="#">Sample Workforce Grant Agreement</a>
PA Vendor Identification Number	<a href="#">Vendor Registration</a>
Unique Entity ID (Federal)	<a href="#">SAM.gov</a>
ATO – Building Registered Apprenticeship Programs	<a href="#">A Quick-Start Toolkit: Building Registered Apprenticeship Programs</a>
ATO – Create an apprenticeship program	<a href="#">Create an apprenticeship program</a>

## Appendix B: Application Form



## 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 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: Project Summary Cover Page

### Project Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number (if applicable):

Unique Entity Identifier (UEI) number:

Project Title:

Project County:

Project Partners:

Project Service Area (local township/city/municipality, and State House and Senate legislative districts to be served):

Project Summary:

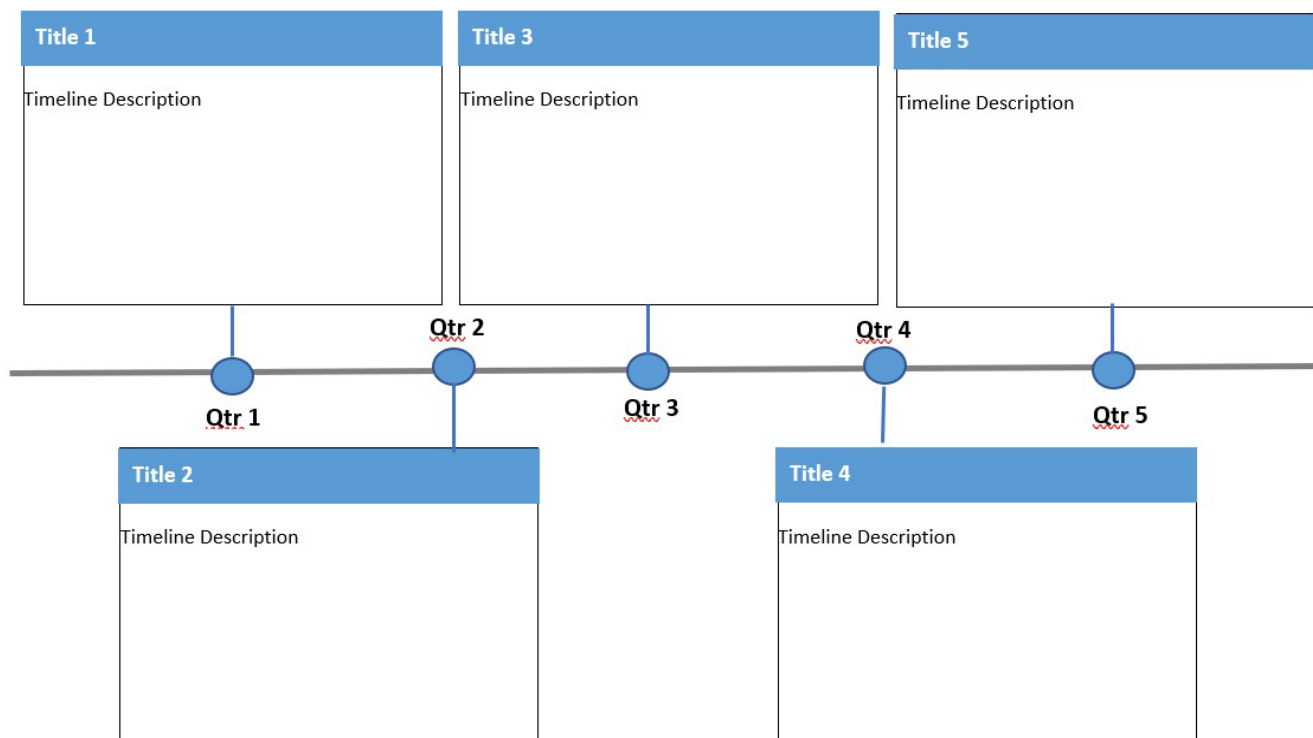
Project Point of Contact and Contact Information:



## Appendix D: Goal and Outcomes

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						

## Appendix E: Project Timeline



## Appendix F: Budget Summary Form

### Budget Summary Form

**Grantee Name:**

**Total Award:** \_\_\_\_\_

			Budget
<b>ADMINISTRATION</b>			<b>\$ -</b>
A1	Admin	Admin Staff Salaries & Fringe Benefits	
A2	Admin	Operational Expenses (e.g., travel, postage, printing, etc.)	
A3	Admin	Admin Indirect Costs	
<b>CAREER &amp; SUPPORTIVE SERVICES</b>			<b>\$ -</b>
B1	Program	Program Staff Salaries & Fringe Benefits	
B2	Program	Operational Expenses (e.g., travel, postage, printing, etc.)	
B3	Program	Other Program Expenses	
B6	Program	Program Indirect Costs	
<b>TOTAL BUDGET</b>			<b>\$ -</b>

## Appendix G: FSR Cost Categories

### **A1 – Administration Staff Salaries & Fringe Benefits:**

Personnel costs for the following activities:

- 1) Accounting, budgeting, financial and cash management functions including procurement and purchasing functions; property management functions; personnel management functions; payroll functions; coordinating the resolution of findings arising from audits, reviews, investigations and incident reports; audit functions; general legal services functions; developing systems and procedures, including information systems, required for these administrative functions; and fiscal agent responsibilities; and
- 2) Performing oversight and monitoring responsibilities related to WIOA administrative functions.

### **A2 – Administration Operational Costs:**

- 1) 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;
- 2) Travel costs incurred for official business in carrying out administrative activities; and
- 3) 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.

### **A3 – Indirect Costs:**

Indirect costs are allowed upon submission of an approved indirect cost rate or a de minimis justification. This should only be submitted with the grant application if outlined as an allowable expense.

### **B1 – Program Staff Salaries & Fringe Benefits**

Allowable costs by function specifically on the grant awarded program costs include, but are not limited to, the following:

- 1) Personnel costs for individuals directly engaged in non-administrative activity; and
- 2) Other personnel costs for individuals whose time have been properly allocated among benefitting cost categories.

### **B2 – Program Operational Costs**

Non-personnel, non-administrative costs incurred for the direct purpose of meeting a grant's objectives.

### **B3 – Other Program Expenses**

Costs incurred to meet the objectives of the grant that support the granted entity.

### **B6 – Program Indirect Costs:**

Indirect costs are allowed upon submission of an approved indirect cost rate or a de minimis justification. This should only be submitted with the grant application if outlined as an allowable expense.

## Appendix H: 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.

For example:

<b>Administrative</b>								
Position Title	Unit	Program Function	Hourly Wage (Step 8)	Hrs/wk	Weeks in Grant Period	Personnel Costs	Fringe Benefit (51% of Personnel Costs)	Total
Director	Director	Administrative Management & Over	\$ 50.41	0.50	52	\$ 1,310.54	\$ 668.38	\$ 1,978.92
Project Coordinator	Grants	Funds distribution and related	\$ 30.50	1.00	52	\$ 1,586.00	\$ 808.86	\$ 2,394.86
Clerk Typist	Grants	Clerical Support	\$ 16.02	0.50	52	\$ 416.52	\$ 212.43	\$ 628.95
Supervisor, Fiscal	Fiscal	Accounting & Fiscal Reporting	\$ 30.50	0.50	52	\$ 793.00	\$ 404.43	\$ 1,197.43
Budget Analyst	Fiscal	Accounting & Fiscal Reporting	\$ 26.71	0.50	52	\$ 694.46	\$ 354.17	\$ 1,048.63
Fiscal Tech	Fiscal	Accounting & Fiscal Reporting	\$ 17.45	0.50	52	\$ 453.70	\$ 231.39	\$ 685.09
<b>Total Staffing Grantee Administration</b>						<b>\$ 5,254</b>	<b>\$ 2,680</b>	<b>\$ 7,934</b>

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.

Salaries-Annual Lv	3.80%
Salaries-Sick Lv	1.90%
Salaries-Sick Bereav	0.10%
Salaries-Sick Family	0.20%
Salaries-Personal Lv	0.70%
Salaries-Holiday Lv	2.40%
SS-Hosp Insurance	11.50%
SS-Social Security	3.20%
SS-Medicare	0.80%
SS-Retirement	12.90%
SWIF	0.80%
SS-Emp Group Life	0.10%
SS-Health Benefits	12.60%
<b>Total</b>	<b>51.00%</b>

3. **Operational Expenses** – List all anticipated direct operational expenses and corresponding amounts being supported by the grant here. 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. **Indirect Costs** – If charging indirect costs to the grant, this line item must be populated. Include the current approved Negotiated Indirect Cost Rate Agreement, signed by the Federal cognizant agency, or a de minimis justification, as an attachment to the narrative. This should only be submitted with the grant application if outlined as an allowable expense and broken out between administration and program.

## Appendix I: Certification Form



### 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>	