

Commonwealth of Pennsylvania
Department of Labor & Industry

Clean Energy Workforce Development Grant

Notice of Grant Availability

Proposals Due: March 14, 2022, at 4:00 PM ET

TOM WOLF, GOVERNOR

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JENNIFER BERRIER, ACTING SECRETARY

DEPARTMENT OF LABOR & INDUSTRY

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Key Dates

January 31, 2022	Notice of Grant Availability (NGA) Release Date
February 8, 2022 at 1:30 PM ET	Bidder’s Conference: Click here to join the meeting Or call in (audio only) Toll Number: +1-267-332-8737 Phone Conference ID: 503 441 293# A complete list of Q&As if applicable will be posted here: https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx
March 14, 2022, 2021 at 4:00 PM ET	Application Due Date: Applications must be submitted to RA-LI-BWDA-GS@pa.gov resource account with the email subject: “Clean Energy Workforce Development Grant”
July 1, 2022	Contract Start Date
June 30, 2025	Contract End Date

Introduction

The PA Department of Labor & Industry (L&I) announces the availability of approximately \$2,500,000 in funding for the Clean Energy Workforce Development Grant (Clean Energy Grant) to include awards of up to \$500,000.

According to the Pennsylvania Clean Energy Industry Workforce Development Needs Assessment and Gap Analysis (Needs Assessment and Gap Analysis) commissioned by the Pennsylvania Department of Environmental Protection (DEP) and created by BW Research Partnership, the COVID-19 pandemic in the first quarter of 2020 resulted in layoffs, furloughs, and project delays for clean energy businesses throughout Pennsylvania. BW Research estimates that Pennsylvania lost a net 13,200 clean energy jobs between March and December 2020 due to the COVID19 economic fallout—a 14% decline compared to the 2019 baseline. As the overall economy and clean energy businesses begin to recover from the recession, some employers have indicated that the pandemic has created backups in their project pipeline, resulting in a need for more skilled workers to fulfill project demands. According to the gap analysis, the clean energy industry had been a growing source of jobs in Pennsylvania for several years prior to the global pandemic. At the same time, the state has ramped up the deployment of energy efficient and clean electricity generating technologies, boosting the clean energy construction and installation industry. Over the last five years, several clean energy occupations grew by a collective six percent. These occupations will remain pivotal to clean energy deployment, and it is anticipated that these clean energy jobs will remain high-growth occupations in the coming years.

Pennsylvania is a manufacturing hub for wind, hydro turbine, and ENERGY STAR products. Poised to fulfill nationwide demand for goods and services in this space, the state's businesses will require greater numbers of skilled fabricators, assemblers, and other manufacturing workers. Throughout the state a continued and expanding focus on clean energy generation and energy efficiency will dictate a need for construction and installation workers such as HVAC mechanics, electricians, and solar photovoltaic installers. Yet despite this growth, eight in ten clean energy employers in the state reported difficulty finding qualified applicants at the end of 2019, citing lack of experience and industry specific knowledge, and competition as main concerns.

The clean energy industry has the potential to contribute to Pennsylvania's economic recovery. Median hourly wages for clean energy sector careers range from \$17 to \$33 per hour. Many clean energy occupations offer higher hourly wages compared to national and statewide medians; jobs in industries hardest hit by the pandemic, such as hospitality, food service, and retail, also pay relatively lower rates. Furthermore, the Needs Assessment and Gap Analysis indicated clean energy workers are more likely to receive healthcare and retirement benefits compared to national private sector averages and are very satisfied with their careers and their opportunities for advancement. With often lower formal educational requirements than a four-year degree, the clean energy industry is largely accessible to job seekers with minimal up-front training.

Proposed federal legislation may also increase growth in the Clean Energy sector nationwide. By ensuring that Pennsylvania has a pipeline of talent and supports available we will be enabling PA businesses to remain competitive in this sector for years to come.

Clean Energy Sector Definition

For the purpose of this program, the clean energy industry in Pennsylvania are the same sectors as defined in the 2021 Pennsylvania Clean Energy Employment Report. The industry is comprised of five major technology sectors—energy efficiency, clean energy generation, alternative transportation, clean grid and storage, and clean fuels—as well as various sub-sectors within each sector such as solar, wind, efficient lighting, hydropower, smart grid, electric vehicles, and biomass fuels.

Only entities who have a primary business focus (50% or more of their business) in one or more of these areas may be considered for services for the purposes of this grant. Services to business that do not meet this criterion will be deemed unallowable and not reimbursed.

Project Design

The intent of this program is to ensure that Pennsylvania remains competitive in the clean energy sector over the next decade and beyond by offering training, services, and other supports to businesses and placement assistance to unemployed workers who are seeking to enter the clean energy sector. Clean energy sector businesses within Pennsylvania have indicated that they are frequently unable to recruit, onboard, and retain workers with the appropriate skills sets. To address this need, the Pennsylvania Department of Labor and Industry – Bureau of Workforce Development Administration (BWDA) seeks five (5) local workforce development boards (LWDBs) to assist the department with the creation and administration of local or regional programs that provide workforce development support to at least 125 businesses (25 per local area or regional area if the boards partner in application) in the clean energy sector and directly recruits and screens candidates to fulfil their workforce needs. Partnership will be required for a single board who cannot meet the requirement to serve 25 clean energy businesses in the workforce area. This project will have a period of performance of 36 months.

The project will be considered successful when:

Outputs:

1. A minimum of 125 businesses (25 per grantee or consortium) businesses are engaged and complete a needs assessment and plan.
 - a. The grantee, based on individual plans, will provide engaged businesses with training on:
 - i. The PA Workforce System (PA CareerLink®, PA CareerLink® Online, Apprenticeship and Training Office, etc.),
 - ii. Utilization of SkillUp® PA to onboard and/or retain talent, and
 - iii. The recruitment, retention, and training methods necessary to obtain and maintain a skilled workforce within the sector that includes an explicit initiative to recruit and retain unserved, underserved, minority, disabled, unemployed, or underemployed individuals.
 - b. The grantee, in collaboration with the businesses, will develop a written recruitment strategy that directly targets unserved, underserved, minority, disabled, unemployed, and underemployed individuals.
2. Grantee will connect engaged businesses with local partners that will enable them to be successful beyond the intensive actions of the grant including making connections with secondary and post-secondary educational institutions, chambers, community partners, and other key stakeholders.

Outcomes:

1. The businesses served are able to recruit, onboard, and retain employees with or willing to learn the appropriate skills to meet industry demands by:
 - a. Reducing number of openings of skilled workers of each company by (insert percentage) %
 - b. Increasing retention of skilled workers by (insert percentage) %
 - c. Increasing the number of applicants from unserved, underserved, minority, disabled, unemployed, and underemployed individuals by (insert percentage) %
 - d. Increasing incumbent worker training using SkillUp® PA or other methods by (insert percentage) %

2. The businesses served will implement one or more of the following job quality factors (1) Worker voice and representation; (2) Job security; (3) Pay equity; (4) Predictable, stable scheduling and paid leave; (5) Retirement savings opportunities and health benefits; (6) Working conditions; and (7) Opportunities for advancement and skill building. If factors (1) to (7) are already in place, the businesses may improve upon or add another job quality factor based on the needs of the workforce. (100%)
3. The businesses served will have developed at least two new or reinvigorated relationships with local partner agencies to support their workforce needs for the long-term.

Services to be Offered to Clean Energy Sector Businesses

1. Training on the services offered through the PA Workforce System (required)
2. Training on the utilization of PA CareerLink® Online to identify and onboard new employees (required)
3. Training on the SkillUp® PA Online Learning Portal and the ability to create a Local SkillUp® PA portal in collaboration with a Local Workforce Development Board to address the needs of clean energy sector businesses (required)
4. Training on the utilization of the PA Apprenticeship and Training Office and the creation of pre-apprenticeship or apprenticeship programs locally
5. Training on the recruitment of potential employees (i.e., writing effective job descriptions, job postings, competitive wage and benefit analysis, company culture, etc.)
6. Training on the recruitment methods that address diversity, equity, and inclusion of individuals from minority populations
7. Training on the retention of existing employees through the creation of career pathways and promotional opportunities to include job quality factors such as Worker voice and representation; Job security; Pay equity; Predictable, stable scheduling and paid leave; Retirement savings opportunities and health benefits; Working conditions; and Opportunities for advancement and skill building (100%)
8. Identification and relationship building with local training providers that would expand the pipeline and skillsets of potential employees
9. Identification and relationship building with external partners and other supports that would expand the pipeline and skillsets of potential employees or other opportunities from those industry partnerships
10. Establishing relationships with local high schools and career and technology centers to expand the pipeline of potential employees which could include - site visits/tours, career observations, internships, on the job learning experiences, summer youth employment programs, etc.
11. Training on the utilization of On-the-Job Training (OJT) contracts
12. The development and establishment of recruitment, onboarding, hiring, retention, or training programs that meet the specific needs of an entity which could include:
 - a. OJT programs
 - b. Related Technical Instruction
 - c. Pre-Apprenticeship
 - d. Apprenticeship
 - e. Employer specific training programs in collaboration with local partners or training providers
 - f. Summer youth employment programs
 - g. Internship programs
 - h. On the job learning programs
 - i. Customized training
 - j. Incumbent worker training
 - k. Creation of local SkillUp® PA portals and learning modules
 - l. Other relevant workforce development programs to meet the established needs of the entity

Required Activities

The grantee selected for this program will be required to develop and implement the following:

1. Identify and develop relationships with a minimum of 25 clean energy sector businesses physically located within the coverage area of the grantee.
2. Identify and/or hire a project coordinator that will administer the project, lead the implementation of the project with each business, and facilitate connections directly or indirectly that result in individual customer placements. A minimum of fifty percent of this individual's time must be dedicated to this grant.
3. Identify and develop industry and sectoral relationships to assist in the creation of specific programs or partnerships to meet the broader needs and goals of the clean energy sector in PA.
4. Complete a workforce development needs assessment with each business outlining the specific needs and goals the entity would like to achieve during the program's period of performance.
5. Provide training on available workforce system services, supports, strategies, and partners to the entity to conceptualize activities to reach stated needs or goals.
6. Create a Workforce Development Plan that:
 - a. outlines each entity's goals based on the needs assessment and the specific actions that will be taken by each entity, the grantee, and partners along with a timeline to achieve each action;
 - b. addresses specific diversity, equity, and inclusion goals to recruit, hire, and retain employees from diverse populations;
 - c. allocates resources to ensure that the activities can be achieved; and
 - d. is mutually agreed upon by all parties.
7. Implement the workforce development plan with each entity as agreed upon to establish resources, partners, and programs to meet the workforce needs of each entity selected.
8. Provide a monthly, annual, and exit report (*see Reporting and Evaluation*).
9. Participate in required scheduled meetings and an exit meeting (*see Reporting and Evaluation*).

Evaluation Criteria

Applications will be reviewed by an inter-agency team and evaluated based on the following criteria:

Initial Review

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

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

Merit Review

Projects will be scored on how well the narrative meets the following criteria.

Project Design and Management Plan (30 points)

- How well the proposal:

- Demonstrates with data that there are enough clean energy sector businesses to engage in the project area to meet the 25 minimal businesses served criteria;
- Explains how the grantee will identify the specific businesses that it will engage in outreach and ensures the companies meet the definition of a clean energy employer as outlined in this proposal;
- Explains in detail the outreach plan; and
- Explains how the applicant will formally agree to established expectations and solidify relationships with businesses to ensure the deliverables of the project are met

Performance Outputs/Outcomes (30 points)

- Describes how the applicant will provide the capacity to meet, track, and report on the following performance metrics for at least 25 clean energy businesses:
 - Creates a needs assessment plan with each business served
 - Develops a written recruitment strategy per business that directly targets unserved, underserved, minority, disabled, unemployed, and underemployed individuals
 - Connects each business with other partners for future sustainability and growth
 - Reduces the number of skilled worker openings for each business served by (insert percentage) % (the applicant will propose the percentage change for this outcome)
 - Increases the retention of skilled workers per business served by (insert percentage) % (the applicant will propose the percentage change for this outcome)
 - Increases the number of applicants per business served from unserved, underserved, minority, disabled, unemployed, and underemployed individuals by (insert percentage) % (the applicant will propose the percentage change for this outcome)
 - Increases incumbent worker training per business served using SkillUp® PA or other methods by (insert percentage) % (the applicant will propose the percentage change for this outcome)
 - Assists with the implementation of one or more of the following job quality factors per business served (1) Worker voice and representation; (2) Job security; (3) Pay equity; (4) Predictable, stable scheduling and paid leave; (5) Retirement savings opportunities and health benefits; (6) Working conditions; and (7) Opportunities for advancement and skill building
 - Develops at least two new or reinvigorated relationships with local partner agencies to support each business served needs

Grant Management (30 Points)

- How well the proposal:
 - Identifies the adequacy of the key personnel on the grant to foster collaboration and implement programs (identify personnel by name and qualifications)
 - Describe the skills and abilities of the project coordinator with regards to the following:
 - Has experience effectively engaging clean energy sector or other businesses for the purposes of workforce development
 - Possesses the ability to translate program and technical information into plain language to create a workforce development plan
 - Is familiar with the Workforce Innovation and Opportunity Act (WIOA) and the Pennsylvania Workforce System
 - Can effectively and efficiently contextualize program tactics within the larger workforce-system strategy
 - Can turn deliverables around consistent with the timelines agreed upon and required by a grant announcement

- Has excellent verbal and written communication skills
- Is capable of leading meetings (online or in person)
- Has strong technology skills and is familiar with a variety of standard office tools to write, collect data, and conduct meetings

Partnership (10 points)

- How well the proposal:
 - Identifies key partners and additional partners as warranted. Demonstrates an effort by the lead applicant to develop strong, high quality, diverse cross-sector, equitably sourced partnerships committed to working collaboratively to implement the project. Please note: Applicants are encouraged to have multiple partners across sectors (e.g., education partners, workforce development partners, business partners, economic development partners, and community partners) that demonstrate their commitment through letters of support (three letters of support from clean energy sector businesses and three letters from local support agencies)

Other (10 points)

- If the proposal:
 - Proposes to serve more than 25 employers (identify the number of businesses to be served)
 - Proposes an employer recruitment strategy focused on Minority- and Women-owned businesses

Budget Form and Justification (20 points)

- Includes the following:
 - A detailed line-item budget. Budgets must reflect requested and leveraged funds. See Appendix C.
 - A detailed budget justification reflecting requested and leveraged funds and which clearly explains how each budget line item supports the stated deliverables of the project, including a detailed breakout of quantity, cost, and narrative. State the annual salary of each staff 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.

Application Process and Submission Information

The Clean Energy Workforce Development Grant funding NGA and related materials are available on L&I’s grants website: <http://www.dli.pa.gov/Businesses/Workforce-Development/grants>.

Eligible Applicants

Only PA LWDBs may apply for this grant opportunity.

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

Fiscal Agent

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

Application Submission Information

Applications must be complete, including all required documents outlined below. An electronic copy of the application and all required components must be emailed to the grants services resource account at RA-LI-BWDA-GS@pa.gov with the email subject: “**Clean Energy Workforce Development Grant**”. An auto-reply email will be sent from the resource account upon receipt of the application. This is validation that the application was received and should be retained. Applications must be submitted by the application deadline specified in this announcement. Incomplete applications or applications that do not meet these specifications will not be evaluated or scored.

Completed Application Documents

Completed applications **must** include all seven (7) required documents:

1. **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 can be found at <http://www.dli.pa.gov/Businesses/Workforce-Development/grants> and is available as Appendix A.
2. **Project Summary Cover Page** (saved as a single file titled “Project Summary Cover Page” with a four-page max) with the following information: The Project Summary Cover Page can be found at <http://www.dli.pa.gov/Businesses/Workforce-Development/grants> and is available as Appendix B.
 - a. Name of applicant
 - b. Name of fiscal agent
 - c. Vendor ID number (if applicable)
 - d. Project title
 - e. Project county
 - f. Project partners
 - g. Project service area – local township/city/municipality, state house and senate districts to be served
 - h. Project summary
 - i. Project point of contact and contact information
3. **Project Narrative** (saved as a single file titled “Project Narrative” must be single spaced on 8.5” by 11” paper, with 1” margins using 11-point Calibri font and 10 pages max) with the following information:
 - a. Details answering all the merit review evaluation criteria including:
 - i. Project Design and Management Plan
 - ii. Performance Output/Outcomes
 - iii. Grant Management
 - iv. Partnership
 - v. Other (Optional)

If the narrative is more than 10 pages, evaluators will only review the first 10 pages.

4. **Budget Form** (saved as a single file titled “Budget Form”)
Applicants must submit a detailed budget that includes expenditures by line item broken out by

requested and leveraged funds. 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 time-period July 1, 2022, to June 30, 2025. The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. The Budget Form can be found at <https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Documents/Digital-Literacy/Budget-Form.xlsx> and is available as Appendix C.

5. **Budget Justification** (saved as a single file titled “Budget Justification”) Applicants must justify each expenditure by line item, including the costs proposed in each cost category and any other information to support the budget. The Budget Justification instructions are available as Appendix D.
6. **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 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 form can be found at: <http://www.dli.pa.gov/Businesses/Workforce-Development/grants> and is available as Appendix E.
7. **Letters of Support** (saved as a single file titled “Letters of Support”)
 - a. Include at least three (3) letters of support from clean energy sector businesses who will be participating in the grants activities
 - b. Include at least three (3) letters of support from local support agencies who will be participating in the grant activities.

Grant Award Details

Grant Funding

This NGA is 100% state funded with Reemployment funding.

Estimated Funding and Award Size

Approximately \$2,500,000 is available. Grants will be awarded and funded competitively based on the availability of funds up to \$500,000 per application.

Application Deadline

Clean Energy Grant applications are due by March 14, 2022, 4:00 PM ET. Late applications will not be accepted.

Application Submission

Application packages must be submitted electronically to RA-LI-BWDA-GS@pa.gov by the application deadline. The subject line for your email submission must include “Clean Energy Workforce Development Grant”.

Period of Performance

The period of performance will be July 1, 2022, to June 30, 2025.

Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support a Clean Energy Grant initiative. Proposals should demonstrate efficient and effective use of resources.

- **Allowable Costs:** Grant funds can be utilized to support the required and optional activities as outlined in this announcement and administrative costs (admin costs must not exceed 10% of total amount requested).
- **Unallowable Costs:** Unallowable costs include pre-award costs, building construction, and procuring lobbying services and all other costs not associated with the direct performance of the award. Pre-award costs are incurred at the applicant's risk. L&I will not reimburse any pre-award costs. L&I reserves the right to disallow any costs that do not align with the approved grant proposal and/or the Notice of Grant Award.

Grant Award Administration

Award Notices

Applicants will be notified in writing within 30 days of the award determination.

Grant Agreements/Other

Awardees are required to enter into a workforce grant agreement with L&I. L&I reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

L&I also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. L&I reserves the right to take a prudent approach and diversify awards should more than one application be submitted by the same applicant. 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 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. 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.

Reporting and Evaluation

Grantees will be required to submit program reports monthly, annually, and upon conclusion of the funded project to L&I. All required forms will be provided by L&I and will be outlined in the award package. Grantees will be required to submit fiscal status reports monthly through CWDS. All close-out final reports are to be submitted within 60 days of the period of performance end date. 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 may be required to participate in a third-party evaluation.

Grantees may be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will transfer required data to BWDA 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.

Further Information

[Pennsylvania Clean Energy Industry Workforce Development Needs Assessment and GAP Analysis](#)

Appendix A: Application Form

Application Form

Type of Submission:	Choose an item.	Type of Project:	Choose an item.	Applicant Type:	Choose an item.
Local Workforce Development Board:	Choose an item.				
Grant / Project Title:	Click or tap here to enter text.				
Targeted Industry Cluster:	Click or tap here to enter text.	Sub-Cluster:	Click or tap here to enter text.		
Counties served by this grant:					
<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"/> Statewide	
<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		
Local Workforce Development Areas (LWDA) affected by this grant:					
<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"/> Statewide		
Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32?				Choose an item.	
Applicant Information					
Name Address					
1					
Address 2					
City					
PA					
ZIP Code					
Name and contact information of primary person to be contacted on matters involving this application					
First Name		Last Name		Phone	
Title				Email	
Funding proposal request (\$):		Labor & Industry: \$		Matching Funds: \$	
Authorized representative printed name:		Name			

Authorized representative signature/date:

Application 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. **LWDAs affected:** List all LWDAs involved in the grant.
9. **Small Business:** Select whether your business is a Pennsylvania Qualified Small Business.
10. **Applicant Information:** Enter the applicant's name and address.
11. **Contact Information:** Enter contact information.
12. **Funding Proposal Requests:** Enter the amount requested for the project and include the amount of matching funds (if applicable).
13. **Authorized representative:** Enter the name of the authorized representative. Sign and date the form.

Please use the electronic, accessible version of the application form, available at <https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx>

Appendix B: Project Summary Cover Page

Clean Energy Workforce Development Grant

Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number (if applicable):

Project Title:

Project County:

Project Partners:

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

Project summary:

Project point of contact and contact information:

Appendix C: Budget Form

FUNDING AVAILABLE

**Overall
Program Total**
\$ _____

		Requested	Leveraged
ADMINISTRATION		\$ -	\$ -
	Admin Staff Salaries & Fringe Benefits		
	Operational Expenses (e.g., travel, postage, printing, etc.)		
CAREER & SUPPORTIVE SERVICES		\$ -	\$ -
	Program Staff Salaries & Fringe Benefits		
	Operational Expenses (e.g., travel, postage, printing, etc.)		
	Other Program Expenses		
	Supportive Service Funds		
TRAINING		\$ -	\$ -
	Other Training Expenses		
TOTAL BUDGET		\$ -	\$ -

Appendix D: Budget Justification

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 (rent, utilities, 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. **Supportive services** – List types of supportive services for participants (uniforms, transportation, tools, test fees, etc.)
6. **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 E: EO 2021-06 Worker Protection 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>