

Commonwealth of Pennsylvania

Department of Labor & Industry

# Direct Care Worker Job Quality Grant

Notice of Grant Availability

Applications Due: February 29, 2024 at 4 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)



## Table of Contents

<b>KEY DATES.....</b>	<b>3</b>
<b>ELIGIBILITY .....</b>	<b>3</b>
<b>OVERVIEW .....</b>	<b>5</b>
<b>CHALLENGE .....</b>	<b>5</b>
<b>GRANT OPPORTUNITY GOALS .....</b>	<b>9</b>
<b>REQUIRED ACTIVITIES.....</b>	<b>9</b>
<b>EVALUATION CRITERIA.....</b>	<b>10</b>
<b>APPLICATION PACKAGE SUBMISSION INSTRUCTIONS .....</b>	<b>13</b>
<b>GRANT AWARD ADMINISTRATION .....</b>	<b>17</b>
<b>LINKS AND RESOURCES .....</b>	<b>20</b>
<b>APPENDIX A: APPLICATION FORM.....</b>	<b>21</b>
<b>APPENDIX B: PROJECT SUMMARY COVER PAGE .....</b>	<b>17</b>
<b>APPENDIX C: BUDGET FORM AND JUSTIFICATION SAMPLE.....</b>	<b>18</b>
<b>APPENDIX D: WORKER PROTECTION AND INVESTMENT CERTIFICATE FORM .....</b>	<b>20</b>
<b>APPENDIX E: LOCAL BOARD NOTIFICATION EMAIL.....</b>	<b>22</b>
<b>APPENDIX F: GRANT ACTION PLAN.....</b>	<b>23</b>

## Key Dates

January 4, 2023	<b>Notice of Grant Availability (NGA) Release Date</b>
January 11, 2024 at 11 A.M. ET	<b>Bidder's Conference</b> <a href="#">Click here to join the meeting</a> Or call in (audio only) Toll Number: <a href="#">+1 267-332-8737</a> , phone ID: <a href="#">12849499#</a> Meeting ID: 278 589 297 669, Passcode: HsETpG A recording of the bidder's conference overview will be posted at <a href="http://www.dli.pa.gov/Grants">www.dli.pa.gov/Grants</a> .
February 8, 2024 by 4 PM ET	<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> with the email subject: "Direct Care Worker Job Quality Grant Questions" A complete list of Q&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.
February 29, 2024 by 4 P.M. ET	<b>Application Due Date</b> Applications must be submitted to the BWDA Grants Services resource account <a href="mailto:RA-LI-BWDA-GS@pa.gov">RA-LI-BWDA-GS@pa.gov</a> with the email subject: "NGA Application Direct Care Worker Job Quality Grant – Program Year 2024."
July 1, 2024	<b>Period of Performance Start Date</b>
February 28, 2026	<b>Period of Performance End Date</b>

## Eligibility

### Eligible Applicants and Minimum Qualifications

Eligible applicants include agencies and employers with the commitment, ability, experience, and expertise needed to help L&I achieve its goal of improving the work lives of direct care workers through the development of [Good Jobs](#). Please refer to the Good Jobs Principles developed through a partnership with the Departments of Labor and Commerce found here: [Good Jobs Principles \(dol.gov\)](https://www.dol.gov/good-jobs-principles). This initiative grew from the U.S. Department of Commerce publication, the [Job Quality Toolkit](#), which identifies eight drivers of job quality: Recruitment and Hiring; Benefits; Diversity, Equity, Inclusion, and Accessibility (DEIA); Empowerment and Representation; Job Security and Working Conditions; Organizational Culture; Pay; and Skills and Career Advancement. A link to the Good Jobs Principles and the Toolkit can be found in the Links and Resources section of this document. Applicants must describe how they will identify the key drivers to impact and steps they will take to address them.

Priority consideration will be given to applicants who have the capacity to support large portions of the state of Pennsylvania, in particular rural areas, intend to target unserved and underserved populations, and/or have or propose initiatives to move the direct care industry forward.

Applicants may include local workforce development boards, non-profit and non-governmental entities, community-based organizations, education and post-secondary organizations, healthcare organizations, labor organizations, business associations, trade associations of long-term services and supports providers, and economic development entities. The applicant(s) must be capable of bringing together multiple partners to achieve the overall project goals, including but not limited to:

- coordinating the design of the project;
- developing and implementing an appropriate budget;
- coordinating project activities and delivering services;
- identifying project metrics and collecting data;
- analyzing project data and performance; and,
- reporting project impact, performance measures, and outcomes.

Applicant(s) must:

- have extensive knowledge of and/or extensive experience in working with the direct care workforce and industry.
- be capable of bringing together business, healthcare, education, workforce, and community partners to achieve the overall project goals as defined by this NGA.
- 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.
- be capable of monitoring and administering the fiscal components of the NGA.
- be capable of submitting the required reporting elements at the required intervals as documented in the NGA.

Grantee(s) may be required to work with an evaluator.

### **Additional Eligibility Criteria**

**Applicants are required to:**

- **Have a PA SAP Vendor Identification Number**  
This may be obtained at no cost online, or by calling the Vendor Data Management Unit at (717) 346-2676 or 1-877-435-7363. It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania SAP Vendor Identification Number in a timely fashion, you may submit the application prior to receipt, however **your grant will not be finalized without documentation of a Pennsylvania Vendor Identification Number.**
- **Comply with the Workforce Grant Agreement**  
A sample Workforce Grant Agreement is available in the *Links & Resources* section within this document.

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

### **Fiscal Agent**

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

## **Overview**

The Pennsylvania Department of Labor & Industry (L&I) announces the availability of \$2,800,000 in Reemployment funds for the Direct Care Worker Job Quality (DCWJQ) Grant. This competitive grant opportunity will be focused on working with agencies and employers to create better places to work and to identify the job quality metrics needed to affirm these goals are being achieved. Applicants may request awards of up to \$600,000 each. L&I seeks to advance direct care workers' job quality through eight drivers of job quality: Recruitment and Hiring, Benefits, Diversity, Equity, Inclusion and Accessibility (DEIA), Empowerment and Representation, Job Security and Working Conditions, Organizational Culture, Pay, and Skills and Advancement as described in the Good Job Principles (which will be referred to as Principles through the remainder of this document) referenced above. Applicants will pick two areas of focus from these Principles, and may incorporate additional principles if desired.

Building on the Direct Care Worker Training (DCWT) grant, which was created to provide direct care workers better employment opportunities and career ladders, the DCWJQ grant is designed to address the factors contributing to direct care workers' relatively low wages, lack of clear career paths, and challenging work environments. The goal of the DCWJQ grant is to allow grantees to explore and implement workplace improvements and measure their impact.

The Bureau of Workforce Development Administration (BWDA) is seeking grantees to develop and implement plans and policies to move the industry forward by giving agencies the opportunity to re-evaluate and improve how they function as employers. BWDA aims to support direct care employers in affecting change by establishing strategies that will improve job quality through the implementation, growth, and/or improvement of two of the Principles above.

## **Challenge**

The demand for direct care workers in PA continues to rise. The table below provided by the Center for Workforce Information & Analysis (CWIA) shows both the numbers of workers and the worker shortages are growing (dips in 2020 and 2021 are directly related to the impact of the pandemic).<sup>1</sup>

### **Employment Volume and Annual Demand for Direct Care Workers in PA**

---

<sup>1</sup> Center for Workforce Information & Analysis: [Center for Workforce Information & Analysis \(pa.gov\)](https://www.pa.gov/government/working/pa-center-for-workforce-information-and-analysis)

Year	Employment Volume	Annual Demand <sup>2/</sup>
2018	242,080	36,545
2019	257,770	42,627
2020	248,400	41,634
2021	266,660	35,703
2022	277,730	47,470
2024 <sup>1/</sup>	287,410	47,470

Source: Center for Workforce Information & Analysis Occupational Forecasts

Notes:

1/ Forecasted employment volumes for 2024 are based off of 2022 employment and current workforce trends. Forecasts cover a two-year cycle, 2022-24 is the latest, which is why annual demand figures for 2022 and (projected) 2024 are the same.

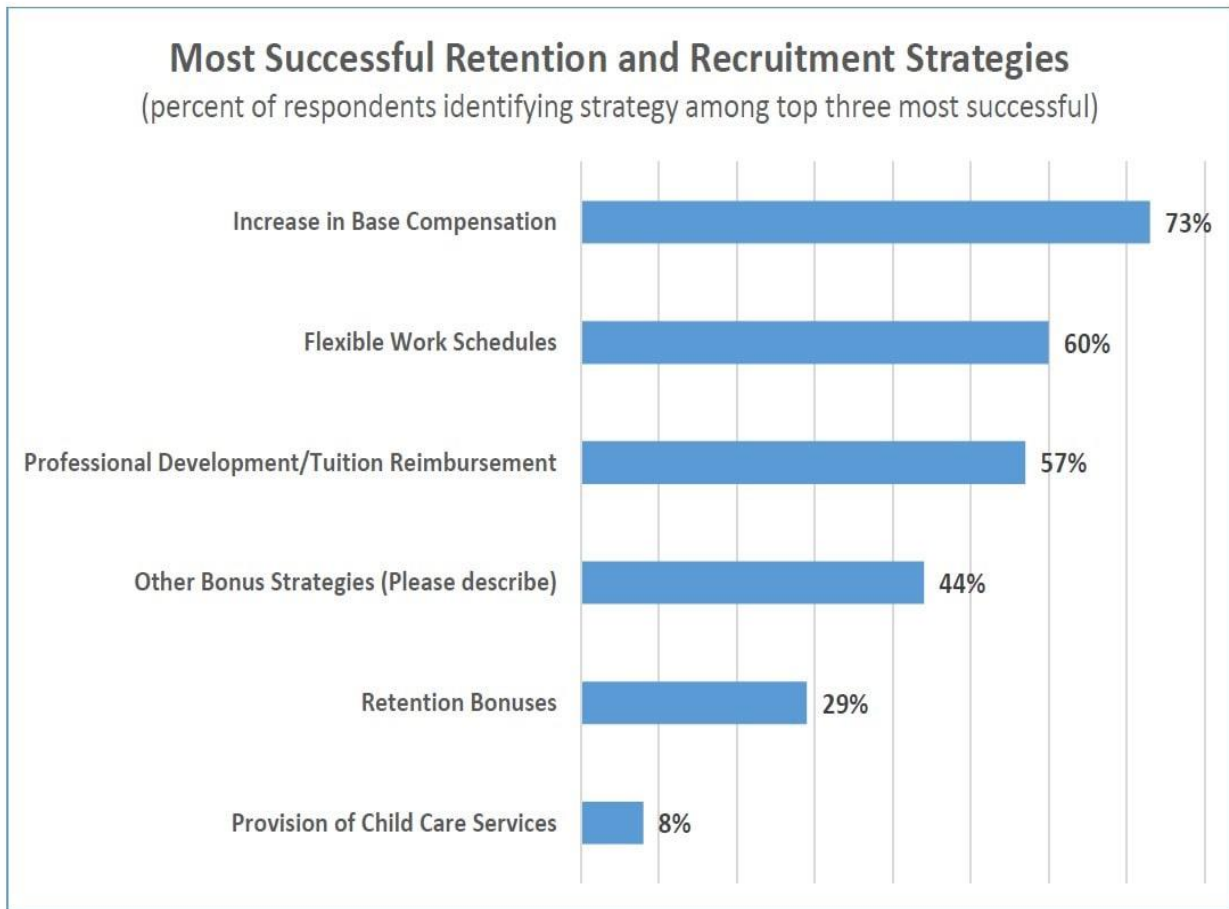
2/ Annual demand is the expected number of workers needed to fill open positions (due to growth, exits and transfer needs) for the occupation each year.

As the direct care industry faces a critical staffing shortage, there is promising data suggesting employers who value their employees and express this in tangible ways, can and will see an improvement in recruiting and retaining their teams.

The Hospital and Healthsystem Association of Pennsylvania (HAP) studied Pennsylvania hospitals' needs, including their direct care workforce, between 2019 and 2022. Of the seventy hospitals responding to their survey, they found the direct care vacancy rate is 32.5%, and the direct care turnover rate is 21%. To address these challenges, the chart below illustrates respondents' most successful health care talent recruitment and retention strategies. (Other Bonus Strategies included sign-on bonuses, extra shift and shift differential bonuses, and increased employee engagement).<sup>2</sup>

---

<sup>2</sup> The Hospital & Healthsystem Association of Pennsylvania: [Report: Addressing Member Hospital Workforce Needs, HAP's Workforce Shortage Survey Executive Summary, January 2023 - Resource Center \(haponline.org\)](#)



In Spring 2023, a Pennsylvania home care agency that trains and employs direct care workers conducted a Direct Care Worker Conference, which offered training sessions and networking opportunities for more than 140 direct care workers from across the state. A post-event participant survey revealed an appreciation for the conference and an eagerness to learn. The agency reported in addition to the well-received 35 sessions offered, attendees recommended future courses address topics such as things that affect a direct care worker on a daily basis, trauma-informed care, and how to compassionately provide care.<sup>3</sup>

These examples demonstrate there are steps employers can take to mitigate their worker shortage and high-turnover, and a willingness on the part of the direct care workers to engage in their careers with employers who are interested in their well-being. The purpose of this project is to leverage this into workable solutions that are favorable to employers, workers, and most importantly their patients.

This Notice of Grant Availability (NGA) seeks applications with the mission, vision, and capacity to create Good Jobs for these occupations and similar positions:

- Personal Care Assistant
- Home Health Aide

---

<sup>3</sup> Unpublished confidential document.

- Certified Nursing Assistant

Pennsylvania continues to build a workforce system that is responsive to economic changes and that can meet the talent needs of employers, expand economic opportunity and security for workers, and improve overall employment conditions in the Commonwealth.

In July 2022 Pennsylvania had a 4.3% unemployment rate according to the U.S. Bureau of Labor Statistics, compared to the overall rate U.S of 3.5%. In the past year Pennsylvania made up significant ground and currently sits at a 3.4% unemployment rate, surpassing the US unemployment rate, which is currently 3.9%.<sup>4</sup> This figure represents Pennsylvania's lowest unemployment rate on record (back to January 1976)<sup>5</sup>. The smaller potential labor pool puts additional strain on employers recruiting to fill lower paying positions. These employers continue to struggle to hire and retain their workers as more options become available to jobseekers.

Pennsylvania employers continue to develop and analyze mutually beneficial strategies that will meet their labor needs and improve their employees' work lives. Identifying the kinds of job quality factors that lead to improved working conditions and employee satisfaction is important and can be a complicated task under the best of circumstances. Attempting to affect substantial change in a sector with potentially competing stakeholders may appear daunting, therefore L&I is soliciting proposals only from those applicants who can work within the industry's structure and move the needle forward in terms of direct care workers' job quality.

Applicants responding to this NGA must be willing to commit to creating Good Jobs by focusing on two Principles noted above. They should explain how strategies such as: adopting career pathway models, developing collaborations and/or consortiums including with hospitals and other health systems, establishing employee advisory committees, instituting mentor programs, and researching what is working in direct care and other industries will allow them to implement, grow, and/or improve their two chosen Principles. They must have the capacity to focus on the support and well-being of their direct care workers and they must be collaborators with the ability to bring innovative, compelling ideas to the table.

Applicants should also explain how they will promote job quality and serve as a resource to their workers through implementing effective training programs that will improve workers' skill levels and allow them to earn specialty certifications, and by creating, organizing, and/or building desirable career pathways offering rewarding jobs with family-sustaining wages. They will discuss their role in ensuring their employees have opportunities to obtain industry-recognized credentials and the mechanisms through which employees receive career coaching, mentoring, and human resources supports. They will explain the link between a supportive, empowering work environment and the quality of care produced by their direct care workers.

Applicants must also have a desire to function as advocates for their direct care workers. They should discuss ideas, strategies, and actions to affect long-term change in the direct care industry. They should describe potential obstacles impeding the goals of this project and how they intend to address them.

---

<sup>4</sup> U.S. Bureau of Labor Statistics: [U.S. Bureau of Labor Statistics Home Page \(bls.gov\)](https://www.bls.gov/)

<sup>5</sup> Center for Workforce Information & Analysis: [Center for Workforce Information & Analysis \(pa.gov\)](https://www.cwia.org/)



When applicable to their projects, applicants must demonstrate an understanding of the Nurse Aide certification testing process through data-supported information describing testing in Pennsylvania and how their agency navigates this system. They should also offer ideas on student advocacy and support, including support with registration, refunds, technical assistance related to site navigation, follow-up verification of students' testing dates, times, and locations, and notifying students in advance when their scheduled test needs to be rescheduled.

### Grant Opportunity Goals

The goal of the DCWJQ grant is to improve the job quality for direct care workers by enabling grantees to explore and implement workplace improvements and measure their impact.

Successful projects will result in measurable:

1. Improvements to job quality
2. Improvements to retentions rates
3. Improvements to employee satisfaction\*

\* These elements are measured by a pre and post employee satisfaction survey, which will be provided by L&I at the time of the award.

Outcomes may also include improvements in Nurse Aide testing registration supports, the development and implementation of innovative data tools and metrics, data on training hours provided, training-related employment, promotion, pay increases, and other incentives such as PTO and benefits, measured in part by a pre/post questionnaire for employers, and the pre/post employee satisfaction survey noted above.

### Required Activities

Required activities must improve job quality for direct care workers through the implementation, growth, and/or improvement of their two chosen Principles as described above and may include activities such as:

- establishing employee advisory committees;
- maintaining an environment (both physical space and employee morale) conducive to wellbeing;
- creating training opportunities that improve skill levels and allow employees to earn specialty and/or industry-recognized certifications;
- establishing easily accessible coaching, mentoring, and human resources supports;
- instituting mentor programs;
- creating equitable hiring practices and policies; and
- creating, organizing and/or building desirable career pathways offering rewarding jobs that pay family-sustaining wages.

Other activities may include:

- researching what is working in direct care and other industries and incorporating these ideas,

- developing collaborations and/or consortiums, including with hospitals and other health systems,
- collaborating with fellow grantees,
- functioning as direct care worker advocates, and,
- proposing and implementing ideas, strategies, actions, etc., to affect long-term change in the direct care industry.

Applicants may incorporate more than two Principles if desired, and should describe activities that will advance each additional Principle.

### **Performance Metrics**

The Pennsylvania Department of Labor & Industry (L&I) will work collaboratively with the awardee(s) to identify metrics that monitor and improve performance during the period of performance of the grant. Initial metrics have been identified in the Performance Outcomes section of the Evaluation Criteria below. Applicants should propose other measurable performance outputs and outcomes to evaluate the effectiveness of their project. Awardees should ensure accurate and complete record retention on all participants for verification by L&I of compliance with grant requirements.

## **Evaluation Criteria**

### **Initial Review Criteria**

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

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

**Only those applications that pass the initial review will be scored in the merit review.**

### **Merit Review Criteria**

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

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

<b>Evaluation Criteria</b>	<b>Points</b>
Project Design and Management Plan	40
Performance Outcomes	20
Stakeholder Engagement	10
Sustainability	10
Other Evaluation Criteria	10

Budget Form and Budget Justification	10
<b>Total Possible Points</b>	<b>100</b>

<b>EVALUATION CRITERIA</b>	<b>Total Points</b>
<b>Project Design and Management Plan (40 points)</b> <ul style="list-style-type: none"> <li>• Identifies a clear problem, challenge, or opportunity supported by relevant data and information related to: improving direct care worker job quality through the implementation, growth, and/or improvement of their two chosen Good Job Principles.</li> <li>• Describes how the activities proposed for the project address the direct care worker shortage.</li> <li>• Describes processes for finding and attracting eligible participants, including applicant's rationale for the geographical region they will serve, and how the appeal of improved job quality will be utilized.</li> <li>• Describes how the program design reflects the needs of employers, including how improved job quality influences employers' interest in program participation.</li> <li>• Describes how applicant's understanding of the labor market influences their project design and chosen Principles.</li> <li>• Illustrates the alignment of the project with one or more of the following: existing local, regional, and state education, workforce, healthcare, and economic development initiatives.</li> <li>• Provides a project timeline to include implementation steps and deliverables, and how those deliverables meet the desired outcomes of the project.</li> </ul>	<b>40</b>

EVALUATION CRITERIA	Total Points
<p><b>Performance Outcomes (10 points)</b></p> <ul style="list-style-type: none"> <li>Describes the metrics that will be used to show impact and success of the program including all program outputs and outcomes: <ul style="list-style-type: none"> <li>Participation, including participant demographics and ongoing participation.</li> <li>Performance outputs which quantify project activities and include at a minimum: number of participants recruited, interviewed, hired, and started employment; and number of employee referrals.</li> <li>Program outcomes which measure the overall impact the project had on participants, including at a minimum: the number of industry recognized credentials obtained; number of completed training hours; 30-, 60-, and 90-, day and 6- and 12-month employment retention benchmarks; number and percentage increase of pay raises; and number of promotions offered.</li> </ul> </li> <li>Describes the metrics that will demonstrate the impact improvement efforts had on the employers' metrics including percentage changes in: <ul style="list-style-type: none"> <li>Job openings</li> <li>Time to fill</li> <li>Retention</li> <li>Promotions</li> <li>Raises</li> <li>Call-offs/no shows</li> <li>Terminations</li> </ul> </li> <li>Include other quantifiable measures such as costs related to: <ul style="list-style-type: none"> <li>Recruitment, hiring, on-boarding and training</li> <li>Improved benefits packages (with minimal or no increase to employee contribution)</li> <li>Bonuses and employee incentive plans</li> <li>Increase in PTO</li> </ul> </li> </ul>	<p><b>20</b></p>
<p><b>Stakeholder Engagement and Partnership (10 points)</b></p> <ul style="list-style-type: none"> <li>Identifies key partners and demonstrates an effort by the lead applicant to develop innovative, high quality, diverse, cross-sector partnerships committed to working collaboratively to implement the project. Applicants are encouraged to have multiple employer and business partners, and partners across sectors (e.g., workforce development partners, healthcare sector partners, economic development partners, and community partners) that demonstrate their commitment through distinct letters of support.</li> <li>Identifies the responsibilities of each of the partners.</li> <li>Describes the adequacy of the key personnel on the grant to foster collaboration and implement job quality improvement strategies to meet or contribute toward meeting current and anticipated regional labor market needs.</li> </ul>	<p><b>10</b></p>
<p><b>Impact and Sustainability (10 points)</b></p> <ul style="list-style-type: none"> <li>Describes how the project will be sustained beyond the grant period, including potential funding partners and specific plans. For example: employer-funded resources, partnership strategies, etc.</li> </ul>	<p><b>10</b></p>

<b>EVALUATION CRITERIA</b>	<b>Total Points</b>
<b>Other Evaluation Criteria (10 points)</b> <ul style="list-style-type: none"> <li>• Priority consideration will be given to applicants that support new solution-based initiatives such as: <ul style="list-style-type: none"> <li>○ <b>Facilitating Nurse Aid Certification Test Scheduling:</b> Provide a detailed plan on how the applicant will support students through the test scheduling process.</li> <li>○ <b>Community Impact:</b> Provide a detailed plan on how the applicant will impact high poverty areas and historically underserved or unserved communities.</li> <li>○ <b>Geographic Impact:</b> Provide a detailed plan explaining applicant's capacity to support large portions of the state of Pennsylvania.</li> <li>○ <b>Rural Impact:</b> Provide a detailed plan on how the applicant's project impacts rural Pennsylvania.</li> <li>○ <b>Partnership:</b> Involves partnerships between multiple stakeholders, including key members of the healthcare sector, the Office of Long-Term Living, and/or the Department of Aging.</li> </ul> </li> </ul>	<b>10</b>
<b>Budget Form and Justification (10 points)</b> <ul style="list-style-type: none"> <li>• The Budget Form and Budget Justification should tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget and Budget Justification. Include the following items: <ul style="list-style-type: none"> <li>○ A detailed list of budget line-items by cost category to reflect requested and leveraged funds.</li> <li>○ A detailed Budget Justification narrative for each cost category reflecting the requested and leveraged funds, clearly explaining how each line item in the Budget supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified.</li> </ul> </li> </ul>	<b>10</b>
<b>Total</b>	<b>100</b>

### Contract Performance Monitoring

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

### Application Package Submission Instructions

## Application Package Specifications

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

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

### Formatting and Contents:

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

Document	Requirements	Appendix
<b>Application Form</b> saved as a single file titled: ApplicantName_Application	<ul style="list-style-type: none"><li>• Maximum length of one (1) page</li><li>• Must be completed in its entirety and submitted with the other required documents</li></ul>	A
<b>Project Summary</b> saved as a single file titled: ApplicantName_Summary	<ul style="list-style-type: none"><li>• Maximum length of two (2) pages</li><li>• Must contain the following information:<ul style="list-style-type: none"><li>a. Name of Applicant</li><li>b. Name of Fiscal Agent</li><li>c. SAP Vendor ID Number</li><li>d. Unique Entity Identifier (if applicable)</li><li>e. Project Title</li><li>f. Project County</li><li>g. Project Service Area - municipality, house, and senate districts to be served</li><li>h. Project Partners</li><li>i. Brief Project Summary</li><li>j. Project Point of Contact and Contact Information</li></ul></li></ul>	B
<b>Project Narrative</b> saved as a single file titled: ApplicantName_Narrative	<ul style="list-style-type: none"><li>• Must contain the following information:<ul style="list-style-type: none"><li>a. Project Design and Management Plan</li><li>b. Performance Outcomes</li><li>c. Stakeholder Engagement and Partnership</li></ul></li></ul>	

	<p>d. Impact and Sustainability</p> <p>e. Other Selection Factors/Priority Considerations</p> <p>The project narrative must be formatted to clearly address the specified evaluation criteria. Provide sufficient information for reviewers to be able to evaluate the application in accordance with these criteria.</p> <p>There is a ten (10) page maximum for project narrative.</p> <p><b>Evaluators will review and consider only those applications that address each of the evaluation criteria separately.</b></p>	
<p><b>Letters of Support</b> saved as a single file titled: ApplicantName_Letters</p>	<p>A minimum of three (3), but no more than five (5) unique letters of support are required to be submitted with your application package.</p> <p>Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project.</p> <p>Letters should include information on the partner's specific role, responsibilities, and nature of their commitment to the project.</p> <p>Applicants are encouraged to have multiple partners across sectors (e.g., healthcare, workforce development, business, economic development, and community partners).</p>	
<p><b>Budget Form and Justification</b> saved as a single Excel file titled: ApplicantName_Budget</p>	<p>Applicants must submit a detailed budget using the Grant Financial Reporting Package that includes:</p> <ul style="list-style-type: none"> <li>• Requested and leveraged funds</li> <li>• Expenditures by category and line item</li> <li>• Budget Justification</li> </ul> <p>The budget will become the financial basis for any grant award, including making cost reimbursement payments over the course of the project.</p> <p>The budget will be evaluated based on the evaluation criteria above, efficient, and effective use of funding, cost reasonableness, and the relationship to proposed activities.</p>	C

	<p>Budgets must be for the period of performance: July 1, 2024 to February 28, 2026.</p> <p>Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award.</p> <p><b>Budget Justification:</b> Applicants must justify each expenditure by line item, including the costs proposed in each cost category and any other information to support the budget.</p>	
<p><b>EO 2021-06 Worker Protection Certification Form</b> saved as a single file titled: ApplicantName_WP_Cert_Form</p>	<p>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.</p>	D
<p><b>Local Board Notification Email</b> Saved as a single file titled: ApplicantName_LB_Notification</p>	<p>Applicants must send an email to their Local Workforce Development Board (LWDB) to notify them of their grant application. This form is not required for LWDB applicants.</p> <p>A copy of the email sent to the LWDB must be included with the grant application.</p> <p>To locate your local office, refer to the Links &amp; Resources section within this document.</p>	E
<p><b>Grant Action Plan</b> saved as a single file titled: ApplicantName_Action_Plan</p>	<p>Applicants should use this form to outline the specific goals of their project. The number of goals can be expanded as needed for the specific project.</p>	F

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

### **Application Submission**

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

Applications must be complete, including all required documents outlined below, and submitted by February 29, 2024, at 4 P.M. ET. An electronic copy of the application and all required components **MUST** be emailed to the [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov) resource account with the email subject: "Direct Care Worker



Job Quality Grant NGA Application – Program Year 2023.” An auto-reply email will be sent upon receipt of the application. This is validation the application was received and should be retained.

Your application is important to us. If you do not receive an auto-reply, please send an email to the Grants Services Resource Account at [RA-LI\\_BWDA-GS@pa.gov](mailto:RA-LI_BWDA-GS@pa.gov). Please include the name of the grant you are applying for, the date and time you sent your email (from your Sent email), and your name and phone number.

The Direct Care Worker Job Quality Grant NGA and related materials are available on L&I’s grants website: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants). Samples of each required document in the application package can be found in the *Appendices* within this document.

### **Application Package Deadline**

The Direct Care Worker Job Quality Grant applications are due by February 29, 2024 at 4:00 P.M. ET. Late or incomplete application packages will not be accepted.

## **Grant Award Administration**

### **Estimated Funding and Award Size**

Approximately \$2,800,000 in funding is available; individual awards will not exceed \$600,000.

### **Period of Performance**

L&I anticipates a performance period beginning July 1, 2024, to February 28, 2026.

### **Grant Funding**

This grant is 100% state funded with Reemployment funding.

This funding will help to improve the job quality of direct care workers by allowing grantees to explore and implement workplace improvements and measure their impact.

### **Award Notices**

Applicants will be notified via email within 30 days following the award determination.

### **Grant Agreements/Other**

Awardees are required to enter into a workforce grant agreement with L&I unless the awardee has a current, applicable grant agreement already in place. A link to the workforce grant agreement is listed in the *Links & Resources* section within this document.

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

L&I also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives.

L&I reserves the right to request additional information or modifications to applications for any reason deemed necessary.

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

L&I may enter into discussions with an 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 NGA.

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 awardee is responsible to take immediate and appropriate action to remedy the area of concern in accordance with department guidance.

The L&I contracting officer is the only individual who can make awards or commit L&I 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 progress reports for the funded project to L&I as designated in the terms and conditions of the award. All required forms will be provided by L&I and will be outlined in the award package. All close-out final reports are to be submitted within 60 days after the period of performance end date, or within 60 days of full expenditure, whichever comes first. In addition to report submissions, grantees are required to participate in routine calls with L&I staff, unless otherwise determined, to identify grant progression, share best practices, and receive technical support. Additional information will be provided upon award selection. Grantees may be required to work with an evaluator.

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

### **Allowable and Disallowable Costs and Expenses**

Funds available through this NGA must be used to support the Direct Care Worker Job Quality 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. Administrative costs must not exceed 10% of total amount requested.
- **Unallowable Costs:** Unallowable costs include pre-award costs, building construction, and procuring lobbying services and all other costs not associated with the direct performance of the award. Pre-award costs are incurred at the applicant's risk. L&I will not reimburse any pre-award costs. L&I reserves the right to disallow any costs that do not align with the approved grant proposal and/or the Notice of Grant Award.

Grant expenses will be paid on a reimbursement basis only. Grant expenses include actual costs that are accompanied by supporting documentation with monthly invoices submitted to BWDA during the life of the grant. For more information about satisfactory supporting documentation, visit the L&I Grants website listed in the *Links & Resources* section within this document.

### **Questions/Agency Contacts**

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

### **Appendices**

Appendix A: Application Form

Appendix B: Project Summary Cover Page

Appendix C: Budget Form & Justification

Appendix D: EO 2021-06 Worker Protection Certification Form

Appendix E: Local Board Notification Form

Appendix F: Grant Action Plan

## Links and 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 SAP Vendor Identification Number	<a href="#">Vendor Registration</a>
Commonwealth Information Technology Policy PII	<a href="#">Proper Use and Disclosure of PII</a>
Local Workforce Development Board Office List	<a href="#">Local Workforce Development Boards</a>
Good Jobs Principles	<a href="#">Good Jobs Principles (dol.gov)</a>
U.S. Department of Commerce Job Quality Toolkit	<a href="#">Job Quality Toolkit</a>

## Appendix A: Application Form

Please use the fillable PDF version of the application form, which is available at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).

### 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"/> <input type="checkbox"/> Berks      Westmoreland <input type="checkbox"/> Lancaster <input type="checkbox"/> Philadelphia <input type="checkbox"/> Wyoming <input type="checkbox"/> Blair <input type="checkbox"/> Cumberland <input type="checkbox"/> Lawrence <input type="checkbox"/> Pike <input type="checkbox"/> York <input type="checkbox"/> Bradford <input type="checkbox"/> Dauphin <input type="checkbox"/> Lebanon <input type="checkbox"/> Potter <input type="checkbox"/> Statewide <input type="checkbox"/> Bucks <input type="checkbox"/> Delaware <input type="checkbox"/> Lehigh <input type="checkbox"/> Schuylkill <input type="checkbox"/> Butler <input type="checkbox"/> Elk <input type="checkbox"/> Luzerne <input type="checkbox"/> Snyder <input type="checkbox"/> Cambria <input type="checkbox"/> Erie <input type="checkbox"/> Lycoming <input type="checkbox"/> Somerset <input type="checkbox"/> Cameron <input type="checkbox"/> Fayette <input type="checkbox"/> McKean <input type="checkbox"/> Sullivan <input type="checkbox"/> Carbon <input type="checkbox"/> Forest <input type="checkbox"/> Mercer <input type="checkbox"/> Susquehanna <input type="checkbox"/> Centre <input type="checkbox"/> Franklin <input type="checkbox"/> Mifflin <input type="checkbox"/> Tioga <input type="checkbox"/> Chester <input type="checkbox"/> Fulton <input type="checkbox"/> Monroe <input type="checkbox"/> Union <input type="checkbox"/> Greene					
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					

ss 1		
Addre		
ss 2	PA	ZIP
City	Code	
Name and contact information of primary person to be contacted on matters involving this application		
First Name	Last Name	Phone
Title		E m a i l
Funding proposal request (\$):	Labor & Industry: \$	Matching Funds: \$
Authorized representative printed name:	Name	
Authorized representative signature/date:		

## Application Form Instructions

### Labor & Industry (L&I) Workforce Development Grant

1. **Type of Submission:** Indicate whether this is a new request for funds for a new project or if this is a continuation of a project that was previously funded. There can also be a new request for funds for an existing project.
2. **Type of Project:** Indicate whether this grant is for training or services.
3. **Applicant:** Select Applicant type from drop down menu.
4. **Local Workforce Development Board (LWDB):** Select the name of the LWDB with whom this project will be affiliated from the drop-down menu.
5. **Grant/Project Title:** Enter the name of the project.
6. **Target Industry Cluster/Sub Cluster:** Enter the name of the Industry Cluster and, if applicable, the sub-cluster.
7. **Counties Served** – Include all counties that will be served by the grant.
8. **LWDAs affected** – List all LWDAs involved in the grant.
9. **Small Business** – Select whether your business is a Pennsylvania Qualified Small Business.
10. **Applicant Information:** Enter the applicant's name and address.
11. **Contact Information:** Enter contact information.
12. **Funding Proposal Requests:** Enter the amount requested for the project and include the amount of matching funds (if applicable).
13. **Authorized Representative:** Enter the name of the authorized representative. Sign and date the form.

## Direct Care Worker Job Quality Grant

### Project Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

Project Title:

Project Counties:

Project Partners:

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

Brief Project Summary including which two Principles will be primary areas of focus:

Project Point of Contact and Contact Information:



## Appendix C: Budget Form and Justification

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

		Grantee Name:					
		Grant Program:	Direct Care Worker Job Quality				
		Funding Period:	July 1, 2024 - February 28, 2026				
							<b>Total</b>
							<b>Leveraged Funds</b>
				<b>Requested Award</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>
					<b>Budget</b>	<b>%</b>	<b>Leveraged Funds</b>
		<b>ADMINISTRATION</b>			<b>\$</b>	<b>-</b>	<b>#DIV/0!</b>
							<b>\$ -</b>
A1		Admin Staff Salaries & Fringe Benefits			<b>\$</b>	<b>-</b>	<b>\$ -</b>
A2		Operational Expenses (e.g. travel, postage, printing, etc.)			<b>\$</b>	<b>-</b>	<b>\$ -</b>
A3		Admin Indirect Costs			<b>\$</b>	<b>-</b>	<b>\$ -</b>
		<b>CAREER &amp; SUPPORTIVE SERVICES</b>			<b>\$</b>	<b>-</b>	<b>#DIV/0!</b>
							<b>\$ -</b>
B1		Program Staff Salaries & Fringe Benefits			<b>\$</b>	<b>-</b>	<b>\$ -</b>
B2		Operational Expenses (e.g. travel, postage, printing, etc.)			<b>\$</b>	<b>-</b>	<b>\$ -</b>
B3		Other Program Expenses			<b>\$</b>	<b>-</b>	<b>\$ -</b>
B5		Supportive Service Funds			<b>\$</b>	<b>-</b>	<b>\$ -</b>
B6		Program Indirect Costs			<b>\$</b>	<b>-</b>	<b>\$ -</b>
		<b>TRAINING</b>			<b>\$</b>	<b>-</b>	<b>#DIV/0!</b>
							<b>\$ -</b>
C2		On The Job (OJT) Reimbursements			<b>\$</b>	<b>-</b>	<b>\$ -</b>
C3		Skill Upgrade and Retraining/Customized Training			<b>\$</b>	<b>-</b>	<b>\$ -</b>
C5		Other Training Expenses			<b>\$</b>	<b>-</b>	<b>\$ -</b>
C7		Other Training			<b>\$</b>	<b>-</b>	<b>\$ -</b>
C9		Incumbent Worker Training			<b>\$</b>	<b>-</b>	<b>\$ -</b>
		<b>TOTAL BUDGET</b>			<b>\$</b>	<b>-</b>	<b>\$ -</b>

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

Administrative Staff Salaries (A1 Cost Category)							
Name	Title	Salary	% to Grant	Total Annual	# Yrs	Total Budget	Leveraged Funds
0	0	\$ -	0%	\$ -	0	\$ -	
0	0	\$ -	0%	\$ -	0	\$ -	
0	0	\$ -	0%	\$ -	0	\$ -	
0	0	\$ -	0%	\$ -	0	\$ -	
0	0	\$ -	0%	\$ -	0	\$ -	
0	0	\$ -	0%	\$ -	0	\$ -	
0	0	\$ -	0%	\$ -	0	\$ -	
0	0	\$ -	0%	\$ -	0	\$ -	
0	0	\$ -	0%	\$ -	0	\$ -	
0	0	\$ -	0%	\$ -	0	\$ -	
<b>Total Admin Staff Salaries</b>				\$ -		\$ -	\$ -
<ul style="list-style-type: none"> <li>• How does each identified position contribute to the operation of the grant?</li> <li>• How is each person's annual salary and percentage of time devoted to the project determined?</li> </ul> Use the above prompting questions to provide justification for the cost category in the highlighted space below:							
<Enter justification here> <div style="background-color: #fff9c4; height: 150px; margin-top: 5px;"></div>							



## WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

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:

Construction Workplace Misclassification Act

Employment of Minors Child Labor Act

Minimum Wage Act

Prevailing Wage Act

Equal Pay Law

Employer to Pay Employment Medical Examination Fee Act

Seasonal Farm Labor Act

Wage Payment and Collection Law

Industrial Homework Law

Construction Industry Employee Verification Act

Act 102: Prohibition on Excessive Overtime in Healthcare

Apprenticeship and Training Act

Inspection of Employment Records Law

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>	

BOP-2201

Published: 02/07/2022

## Appendix E: Local Board Notification Email

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

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

[Insert Brief Summary]

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

## General Instructions

The Action Plan template on the following page should be completed by addressing the guiding question: Does the action plan align with the goals of the Direct Care Worker Job Quality Grant as described in the NGA and in this application?

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

**Goal 1:****Activity 1:**

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

**Activity 2 (etc., continue as needed):**

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

**Goal 2:****Activity 1:**

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

**Activity 2 (etc., continue as needed):**

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

**Goal 3: (etc., continue as needed)**