

Commonwealth of Pennsylvania  
Department of Labor & Industry

# Direct Care Worker

## Notice of Grant Availability

Proposals Due: Friday, October 2, 2020 at 4 PM EST

**TOM WOLF, GOVERNOR**  
[WWW.PA.GOV](http://WWW.PA.GOV)

**W. GERARD OLEKSIK, SECRETARY**  
[WWW.DLI.PA.GOV](http://WWW.DLI.PA.GOV)



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## Key Dates

September 4, 2020	Notice of Grant Availability (NGA) Release Date
September 11, 2020 10 AM to 11 AM	Bidder’s Conference: Toll Number: +1 267-332-8737, Conference ID: 217316103#
October 2, 2020 at 4 PM EST	Application Due Date: Applications must be submitted to <a href="mailto:RA-LI-BWDA-GS@pa.gov">RA-LI-BWDA-GS@pa.gov</a> resource account with the email subject: “Direct Care Worker Training Grant NGA Application – Program Year 2020.”
November 20, 2020	Notification to Applicants
January 1, 2021	Contract Start Date
September 30, 2022	Contract End Date
October 31, 2022	Final Program Report

## Introduction

The PA Department of Labor & Industry (L&I) announces the availability of approximately \$4 million of funding for Direct Care Worker Training Grant (DCWTG) awards of up to \$2,000,000. This grant opportunity will be focused on developing and implementing effective training programs that improve the quality of care produced by direct care workers and creating, organizing and/or building career pathways that pay family-sustaining wages for direct care workers.

The COVID-19 pandemic has had particularly detrimental effects on both patients and direct care workers in the long-term care industry. As of August 25, 2020, Pennsylvania has 923 long-term care facilities (nursing homes and personal care homes) caring for patients who tested positive for COVID-19, including 20,870 cases among facility residents, 4,440 cases among facility staff, and 5,157 resident deaths. As of August 9, 2020, 7 percent of Pennsylvania's COVID-19 cases are attributed to individuals in the healthcare workforce<sup>1</sup>. This disparate impact is compounded by the fact that direct care jobs are primarily—nearly 90 percent—filled by women and pay relatively low wages with limited health benefits<sup>2</sup>. However, the demand for direct care services and appropriately trained staff has increased as caregivers and vulnerable populations in a variety of settings contract or are exposed to COVID-19 and must quarantine. Additionally, direct care workers provide essential care throughout the continuum of long-term services and support, including home care in both agency and participant-directed models. Further, the COVID-19 pandemic has magnified and exacerbated a pre-existing crisis facing the commonwealth's direct care workforce, whose emotionally and physically demanding work has long been made more challenging by low wages, minimal training, and few opportunities for professional advancement.

As Pennsylvania grapples with the increase in demand for essential services provided by the 219,000 direct care workers (as of 2019), we must also ensure that safety and quality of care remain paramount<sup>3</sup>. This grant opportunity seeks to create effective training that helps candidates improve their skill level and earn specialty certifications and will provide career pathway opportunities for our home healthcare workers, personal care providers, and certified nursing assistants to advance in their careers.

This Notice of Grant Availability (NGA) seeks applications to provide training programs which increase the quality of services, offer specialty certifications, and create career pathway opportunities for positions such as:

- Personal Care Assistant
- Home Health Aide
- Certified Nursing Assistant

This NGA outlines the strategic goals of this DCWTG opportunity, the criteria that will be used to evaluate proposals, and the grant timeline.

## Direct Care Worker Training Grant Opportunity

DCWTG funding provides communities in PA opportunities to develop and implement effective training programs that improve the quality of care produced by direct care workers and create, organize and build career pathways that pay family-sustaining wages for direct care workers. These positions or equivalent positions within home care, adult day care, and long-term care include the following:

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<sup>1</sup> Pennsylvania's COVID-19 statistics can be found at the Pennsylvania Department of Health's website: [www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx](http://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx)

<sup>2</sup> "A Blueprint for Strengthening Pennsylvania's Direct Care Workforce," Pennsylvania Long-Term Care Council, April 18, 2019. <[https://www.aging.pa.gov/organization/PennsylvaniaLongTermCareCouncil/Documents/Reports/LTCC\\_Blueprint%20for%20Strengthening%20Pennsylvania%E2%80%99s%20Direct%20Care%20Workforce\\_April2019.pdf](https://www.aging.pa.gov/organization/PennsylvaniaLongTermCareCouncil/Documents/Reports/LTCC_Blueprint%20for%20Strengthening%20Pennsylvania%E2%80%99s%20Direct%20Care%20Workforce_April2019.pdf)> page 3, page 7-8.

<sup>3</sup> "A Blueprint for Strengthening Pennsylvania's Direct Care Workforce," Pennsylvania Long-Term Care Council, April 18, 2019. <[https://www.aging.pa.gov/organization/PennsylvaniaLongTermCareCouncil/Documents/Reports/LTCC\\_Blueprint%20for%20Strengthening%20Pennsylvania%E2%80%99s%20Direct%20Care%20Workforce\\_April2019.pdf](https://www.aging.pa.gov/organization/PennsylvaniaLongTermCareCouncil/Documents/Reports/LTCC_Blueprint%20for%20Strengthening%20Pennsylvania%E2%80%99s%20Direct%20Care%20Workforce_April2019.pdf)> page 3.

- **Personal Care Assistant** or the equivalent which encompasses the following activities:
  - Assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. Duties performed at a place of residence may include chore services (making beds, doing laundry, washing dishes) and preparing meals. May provide assistance at non-residential care facilities. May advise families, the elderly, convalescents, and persons with disabilities regarding such things as nutrition, cleanliness, and household activities.
- **Home Health Aide:** or the equivalent which encompasses the following activities:
  - Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.
- **Certified Nursing Assistant:** or the equivalent which encompasses the following activities:
  - Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

## Objective of Proposed Training

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### Personal Care Aide/Home Health Aide

The proposed training curriculum for the personal care aide, home health aide or equivalent positions must include a standardized baseline training which must cover all of, but is not limited to, the following topics:

- Orientation to the home care system (or community-based settings/living arrangements including but not limited to adult daily living centers, personal care homes, assisted living residences, etc.) and the concept of independent living;
- Operational procedures - such as timesheet submission, proper use of the financial management system service's web portals, using proper phone numbers for assistance, accurate wage calculations, etc.;
- Fraud, abuse, neglect including detection and mandatory reporting responsibilities;
- Worker rights;
- Electronic visit verification (EVV);
- CPR and first aid;
- Universal precautions and infection control;
- Home health and safety (or health and safety in community-based settings/living arrangements including but not limited to adult daily living centers, personal care homes, assisted living residences, etc.); and
- Fall prevention.

Additional curriculum modules may cover the following topics:

- Activities of daily living (ADLs) and instrumental activities of daily living (IADLs);
- Cultural competency;
- Communication;
- Medication;
- Body mechanics;
- Early Intervention;
- Aging and physical disabilities;
- Cognitive, mental and behavioral disabilities;
- Nutrition and diabetes care; and
- Sensory impairments.

## Certified Nursing Assistant

The proposed training curriculum for the certified nursing assistant or equivalent positions must be focused on providing specialty training to become a psychiatric aide and/or training and preparation for certifications in geriatrics/gerontology.

## Career Pathways

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While this grant opportunity is to provide funding for training and/or advanced specialty certifications, it also has a focus on providing an opportunity for program participants to leverage the supports needed to build a career that leads to family sustaining wages. To build effective career pathways for individuals, three critical components are needed:

1. An understanding of the labor market and the specific career opportunities available for the individual's specific mix of education, training, and experience
2. An ability to effectively compete in that market
3. A support system that helps the individual create a career plan and provides the supportive structure for actualization of that plan.

This opportunity seeks to build the connective structures needed to build a career pathway for personal care aide, home health aide and certified nursing assistant. Applicants are encouraged to provide their particular lens on how these goals could be accomplished. One example could be a program that provides:

- Résumé writing and job search assistance tailored to individual participant's needs
- Connections to job developers, employment services, etc.
- Regular connections to job and/or career coaches, alumni networks or supportive structures focused on mid- and long-term connections to employment.
- Embedded strategies to ensure participants are connected to other wrap-around services as needed, such as childcare, wardrobe assistance, and healthcare.

## Virtual Services

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COVID-19 has also accelerated how the future of work, artificial intelligence, automation and machine learning are impacting all aspects of healthcare from hiring and scheduling to mandated on-going training and core system functions. A successful respondent's approach to the training design will incorporate digital literacy to ensure that a blend of in-person and online training is a part of the proposed approach.

## Eligible Applicants

Eligible applicants 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 business, education, workforce, community, healthcare, and other partners to achieve the overall project goals of this NGA. Additionally, the applicant must demonstrate the ability to coordinate the project design and implementation of the project, manage the project budget, and implement a strategy to collect, analyze, and report performance outcomes.

**Additionally, applicants must have a PA SAP Vendor Identification Number and be able to comply with the Workforce Grant agreement found [here](#).** Applicants who cannot meet these additional requirements at the time of award will relinquish their award.

## Fiscal Agent

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

## Evaluation Criteria

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

### Project Design and Management Plan (45 points)

- Identifies a clear problem, challenge, or opportunity related to the recruiting, retention, training, and career pathway development of direct care workers supported by relevant data and information. (5 points)
- Describes how the activities proposed for the project address and solve the problem, challenge or opportunity. (5 points)
- Describes how the training is designed to meet principles for optimum adult learning in order to ensure content accessibility for individuals with disabilities. (5 points)
- Describes the strategy, mechanism, or process that will assist interested training applicants whose literacy levels are below the necessary literacy thresholds for training and employment success gain access to applicant's program (this may include remediation or ensuring optimal adult learning curriculum for encompassing varying levels of literacy, etc.). (5 points)
- Describes the material, mechanism or process embedded into the curriculum that ensures experienced applicants with literacy and/or technical proficiency deficiencies increase their skill levels to enable them to improve the care they are able to provide as well as access a career ladder
- Describes processes for finding and attracting eligible participants, including applicant's rationale for the geographical region they will serve, and how the appeal of increasing skill levels and a potential career ladder will be utilized. (5 points)
- Describes how the design of the training reflects the needs of employers, including how increasing skill levels and employees' desire for a career ladder influences employers' interest. (5 points)
- Describes how the proposed program and applicant's understanding of the labor market will position their participants on a career pathway, including skills acquired, credentials earned, and the portability of these skills and credentials. (5 points)
- 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. (5 points)
- Provides a project timeline to include implementation steps, deliverables, and how those deliverables meet the desired outcomes of the project. (5 points)

### Performance Outcomes (25 points)

- Describes the metrics that will be used to show impact and success of the program:
  - Participation, including participant, demographics and ongoing participation/completion of the initiative;(5 points)
  - Performance outputs, which quantify the training and activities funded by DCWTG resources (number of participants enrolled, number of participants who completed training, etc.); (5 points)
  - Program outcomes, which measure the overall impact the training had on participants (participants obtaining industry recognized credentials, participants obtaining and retaining training-related employment, participants remaining in the healthcare field, participants showing an increase in income, participants moving into higher positions on a career pathway etc. (10 points)
- Describes how the applicant will provide the capacity to track performance metrics, and describes the process that will be used to collect, track, and report the data. (5 points)

### Stakeholder Engagement (15 points)

- Identifies key partners and additional partners as warranted. Demonstrates an effort by the lead applicant to develop strong, high quality, diverse cross-sector 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, healthcare partners,

business partners, economic development partners, and community partners) that demonstrate their commitment through letters of support. (5 points)

- Identifies the responsibilities of each of the partners. (5 points)
- Identifies the adequacy of the key personnel on the grant to foster collaboration and implement programs (identify personnel by name and qualifications). (5 points)

#### **Sustainability (5 points)**

- Describes how the project partners will sustain the project beyond the grant period. (5 points)

#### **Other Evaluation Criteria (25 points)**

Priority consideration will be given to applicants who meet any of the following criterion:

- **Data-Driven, Evidence-Based Innovation:** Applicants support their proposal with relevant data and information, identify an evidence-based solution, or are piloting a promising practice to address needs of employers or participants as it relates to direct care worker employment and training. (5 points)
- **Leveraging Other Resources:**
  - Leverage federal and non-commonwealth resources, including, but not limited to employer contributions, and other resources to reach their project goals;
  - Leverage existing staff, facilities, equipment, and other in-kind resources to reach their project goals; and
  - Supplement, not supplant, existing public and private resources (e.g. other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals should demonstrate efficient and effective use of resources. (10 points)
- **Innovative Scope of Outreach:** Applicants demonstrate strategy for accepting referrals from multiple sources, and utilize recruitment strategies designed to increase participation of individuals in underserved communities. (10 points)

#### **Budget Form and Justification (15 points)**

- Include a detailed line-item budget. See Appendix C. (5 points)
- Include a detailed budget justification 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 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. (10 points)

## **Application Process and Submission Information**

The DCWTG funding NGA and related materials are available on L&I's grants website:

<http://www.dli.pa.gov/Businesses/Workforce-Development/grants>.

#### **Application Submission Information**

Applications must be complete, including all required documents outlined below, and submitted by October 2, 2020 at 4 PM EST. 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 Training Grant NGA Application – Program Year 2020."

All applications must be no more than 12 pages (one page maximum for Project Summary Cover Page, one page maximum for Application Form, and 10 pages maximum for Project Narrative). Budget documents and Letters of Support do not count toward the 12 pages. All applications must be single spaced on 8.5" by 11" paper, with 1" margins using 11-point Calibri font. All application documents must be in Adobe Portable Document Format (PDF). Page numbers must be provided in the footer. Do not include any internet addresses (URLS) that provide information necessary to review the application. Documents must not include any proprietary or sensitive business information as PA may make it available to the public.

Incomplete applications or applications that do not meet these specifications will not be evaluated or scored. If an application is more than 12 pages, evaluators will only review the first 12 pages.

### Completed Application Documents

Completed applications must include all six (6) 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” and one- page max) with the following information:
  - a. Name of applicant;
  - b. Name of fiscal agent;
  - c. Project title;
  - d. Project partners;
  - e. Project service area (e.g., counties to be served, and House and Senate legislative districts);
  - f. Project summary;
  - g. Project point of contact and contact information.
  - h. The Project Summary Cover Page is available as Appendix B.
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 of the evaluation criteria, and sub criteria, outlined herein, including:
    - i. Project design and management plan;
    - ii. Performance outcomes;
    - iii. Stakeholder engagement;
    - iv. Impact and sustainability; and
    - v. Other evaluation criteria.
4. **Letters of Support** (saved as a single file titled “Letters of Support”)  
Each application must have no more than 5 letters of support. Each application must have at least one letter from an education, workforce development, healthcare, or business/economic development partner.
5. **Budget Form** (saved as a single file titled “Budget Form”)  
Applicants must submit a detailed budget that includes expenditures by line item. The budget will be evaluated based on the evaluation criteria above, and in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the time-period January 1, 2021 to September 30, 2022. The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. PA reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. The Budget Form is available as Appendix C.
6. **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.

## Grant Award Details

### Grant Funding

This NGA is 100% state funded with reemployment funding. Reemployment funds may be used to fund programs and services to assist individuals to become employed or improve their employment, including, without limitation, job search and placement services, educational enhancement, job training and job readiness and workplace skills training.

### Estimated Funding and Award Size

Approximately \$4 million is available. Grants will be awarded and funded competitively based on the availability of funds up to \$2,000,000 per application.

### Application Deadline

DCWTG applications are due Friday, October 2, 2020 at 4 P.M. EST. Late applications will not be accepted.

### Proposed Grant Timeline and Award Period

DCWTG funding is anticipated to be used for grant-related activities between January 1, 2021, and September 30, 2022.

### Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support a DCWTG initiative and support Direct Care Worker training and employment for Pennsylvanians. While matching funds are not required, applicants are strongly encouraged to leverage federal and non-commonwealth resources, including, but not limited to, reemployment, adult basic education, TANF, SNAP, philanthropic resources, employer contributions, and other resources to reach their project goals. Applicants are also encouraged to use existing staff, facilities, and equipment, and other in-kind resources to reach their project goals. Finally, DCWTG funding should supplement, not supplant, existing public and private resources (e.g. other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals should demonstrate efficient and effective use of resources.

- **Allowable Direct Costs:** Allowable costs include, but are not limited to, education and training costs, customer support costs, barrier remediation costs, support services costs, participant outreach and recruitment costs, and administrative costs (must not exceed 10 percent 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 is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected. L&I reserves the right to disallow any costs that do not align with the approved grant proposal and/or the Notice of Grant Award.

## Grant Award Administration

### Award Notices

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

### Period of Performance

L&I anticipates a performance period beginning January 1, 2021 and ending September 30, 2022.

### Grant Agreements/Other

Awardees are required to enter into a workforce grant agreement with L&I unless the grantee has a current grant agreement already in place. 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 whose applications are not accepted for funding under this NGA.

PA 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) PA needs additional or clarifying information; (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by PA within a specific period determined by PA may preclude award to the applicant.

PA 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. PA 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 department guidance.

The L&I contracting officer is the only individual who can make awards or commit PA 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 and fiscal progress reports quarterly and upon conclusion of the funded project. All required forms will be supplied by PA and will be outlined in the award package. All close-out final reports are to be submitted no later than November 30, 2022 or within 60 days of full award expenditure (whichever occurs first). In addition to report submissions, awardees are required to participate in routine calls with PA staff, unless otherwise determined, to identify grant progression, share best practices and receive technical support. Additional information will be provided upon award selection.

### **Questions/Agency Contacts**

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

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

**Authorized representative signature/date:** \_\_\_\_\_

# Application Form

## Application Instructions

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

1. **Type of submission:** Indicate whether this is a new request for funds for a new project or if this is a continuation of a project that was previously funded.
2. **Type of project:** Indicate whether this grant is for training or services.
3. **Applicant:** Select Applicant type from drop down menu.
4. **Local workforce development board (LWDB):** Select the name of the LWDB with whom this project will be affiliated from the drop-down menu.
5. **Grant/Project title:** Enter the name of the project.
6. **Target industry cluster/Sub cluster:** Enter the name of the industry cluster and, if applicable, the sub-cluster.
7. **Counties served** – Include all counties that will be served by the grant.
8. **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

Direct Care Worker Training Grant Program

Summary Cover Page

Name of applicant:

Name of fiscal agent:

Vendor ID number:

Project title:

Project partners:

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

Project summary:

Project point of contact and contact information:

## Appendix C: Budget Form

Requested Amount: \_\_\_\_\_

		Budget
<b>ADMINISTRATION</b>		\$ -
	Admin Staff Salaries & Fringe Benefits	
	Operational Expenses (e.g. travel, postage, printing, etc.)	
<b>CAREER &amp; SUPPORTIVE SERVICES</b>		\$ -
	Program Staff Salaries & Fringe Benefits	
	Operational Expenses (e.g. travel, postage, printing, etc.)	
	Other Program Expenses	
	Supportive Service Funds	
<b>TRAINING</b>		\$ -
	Classroom Training Expenditures	
	On The Job (OJT) Expenditures	
	Adult Education and Literacy Training	
	Apprenticeship Training	
	Incumbent Worker Training	
	Other Training Expenses	
<b>TOTAL BUDGET</b>		<b>\$ -</b>

Please utilize the Excel version of the Budget Form available online at [https://www.dli.pa.gov/Businesses/Workforce- Development/grants/Pages/default.aspx](https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx).

## 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