Commonwealth of Pennsylvania
Department of Labor & Industry

Digital Literacy and Workforce Development Grant

Notice of Grant Availability

Proposals Due: Wednesday, February 17, 2021 at 4 PM EST

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Key Dates

January 15, 2021	Notice of Grant Availability (NGA) Release Date
January 22, 2021 10 AM to 11 AM	Bidder's Conference: Toll Number: +1 267-332-8737, Conference ID: 727475600# A complete list of Q&As will be posted here: https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx
February 17, 2021 at 4 PM EST	Application Due Date: Applications must be submitted to RA-LI-BWDA-GS@pa.gov resource account with the email subject: "Digital Literacy and Workforce Development Grant– Program Year 2020."
April 30, 2021	Notification to Applicants
July 1, 2021	Contract Start Date
September 30, 2022	Contract End Date

Introduction

The PA Department of Labor & Industry (L&I) announces the availability of $4.5 million in funding for the Digital Literacy and Workforce Development Grant (DLWDG) to include awards of up to $45,000. This grant opportunity will be focused on supporting effective programs that enhance foundational digital literacy skills for job seekers in their local community. Foundational digital skills are necessary in carrying out job tasks and are becoming a main function of many jobs. Digital literacy skills promote problem-solving and critical thinking skills necessary to effectively navigate most platforms used in the job search process and in the workplace. Acquiring these skills will prepare today's job seekers and employees for success in the 21st century labor market.

As job recruitment and placement methods have changed over the years, the need for digital literacy has increased. Many employment opportunities are now posted online or require an individual to upload or submit a resume via email. Tasks like these require an individual to have fundamental digital literacy skills and often require an individual to have an online presence where their professional profile can be viewed through networking sites.

Beyond improved job search capabilities and greater access to employment postings, digital literacy skills are necessary in securing and maintaining jobs and careers offering family-sustaining wages. In order to ensure equitable access to employment, it is necessary to increase digital literacy particularly in communities in need.

 "According to the Dell Technologies' report, Emerging Technologies' Impact on Society and Work in 2030, it is estimated that 85 percent of forecasted jobs for 2030 still do not exist yet largely because technology is expanding so rapidly."[1] In fact, "in the LinkedIn 2020 Emerging Jobs Report, which shines a light on jobs experiencing tremendous growth, 10 of the 15 top emerging jobs in the US are directly related to Digital and Technology fields. Almost certainly, all 15 jobs require at least a baseline knowledge of digital literacy skills...These jobs are hugely in-demand and experiencing growth by up to 74% annually...Simply by learning and developing these skills, you become an extremely valuable asset for any company."[2]

Further, the global pandemic forced companies to evaluate what could be done remotely, which created an increase in telework. The resulting productivity has prompted employers to revisit their philosophies on providing their employees a work from home option post-pandemic. To take advantage of remote opportunities, employees must acquire strong technology skills. For these reasons, digital literacy competency is vital and must be taught with the same urgency as reading, math, and science.

As with traditional literacy skills, digital literacy skills are infused in most aspects of work, socialization, and access to news, information, and resources. And like traditional literacy skills, lack of digital literacy skills limit possibilities. A significant amount of research has been conducted in Pennsylvania to shed light on how these disparities are affecting its residents, particularly in relation to employment. In August 2020, the Federal Reserve Bank of Philadelphia released a study that looked at the labor force participation and unemployment rates for Philadelphia from 2014 to 2018 for labor market attachment and found a lack of high-uptake broadband access correlated with the likelihood homes did not have an in-home laptop or computer. The report found that homes that did not have an in-home laptop had a decreased likelihood that the resident would be engaged in the labor market workforce. Neighborhoods with higher rates of homes without in-home laptops had higher rates of poverty and tended to have larger populations of Black and Latinx residents.[3]

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

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[1] Three Digital Literacy Skills Essential for Jobs of the Future - https://equip.learning.com/digital-literacy-skills-for-jobs-in-the-future

[2] 9 Reasons Why Digital Literacy Skills Are Important, https://builddigitalspace.com/9-reasons-why-digital-literacy-skills-are-important/

[3] Sanchez, A., & Scavette, A. (2020). *Broadband Access, Computer Use, and Labor Market Attachment in Philadelphia* (pp. 1-10, Rep.). Philadelphia, PA: Federal Reserve Bank of Philadelphia.

Project Focus

L&I has put forth this NGA to address the emergent digital literacy deficit, while our partner agency, Department of Community and Economic Development (DCED), works to expand broadband access and equity in the Commonwealth. Click here to learn more about DCED's efforts. L&I has created this grant opportunity to prepare individuals for job searching and emerging employment opportunities, to gain access to employment with family-sustaining wages, and to increase communities' infrastructures for providing foundational digital literacy skills. This funding will assist eligible entities, particularly in areas lacking strong broadband infrastructure and high-speed internet, in increasing their capacity for providing digital literacy classes focused on career development skills in their communities. Training will be focused on digital fundamentals, digital job seeking, digital citizenship, and digital information.

Pennsylvania is focusing this grant on areas with reduced broadband capacity, rural areas with less population density, and counties that have a higher percentage of individuals without computers and internet; as these factors typically lead to the lack of digital literacy skills and the infrastructure for individuals to attain these skills. The following map indicates the maximum number of grants that will be awarded to a particular county. Projects will be evaluated, scored, and awarded by county.

MAXIMUM NUMBER OF AWARDS BY COUNTY
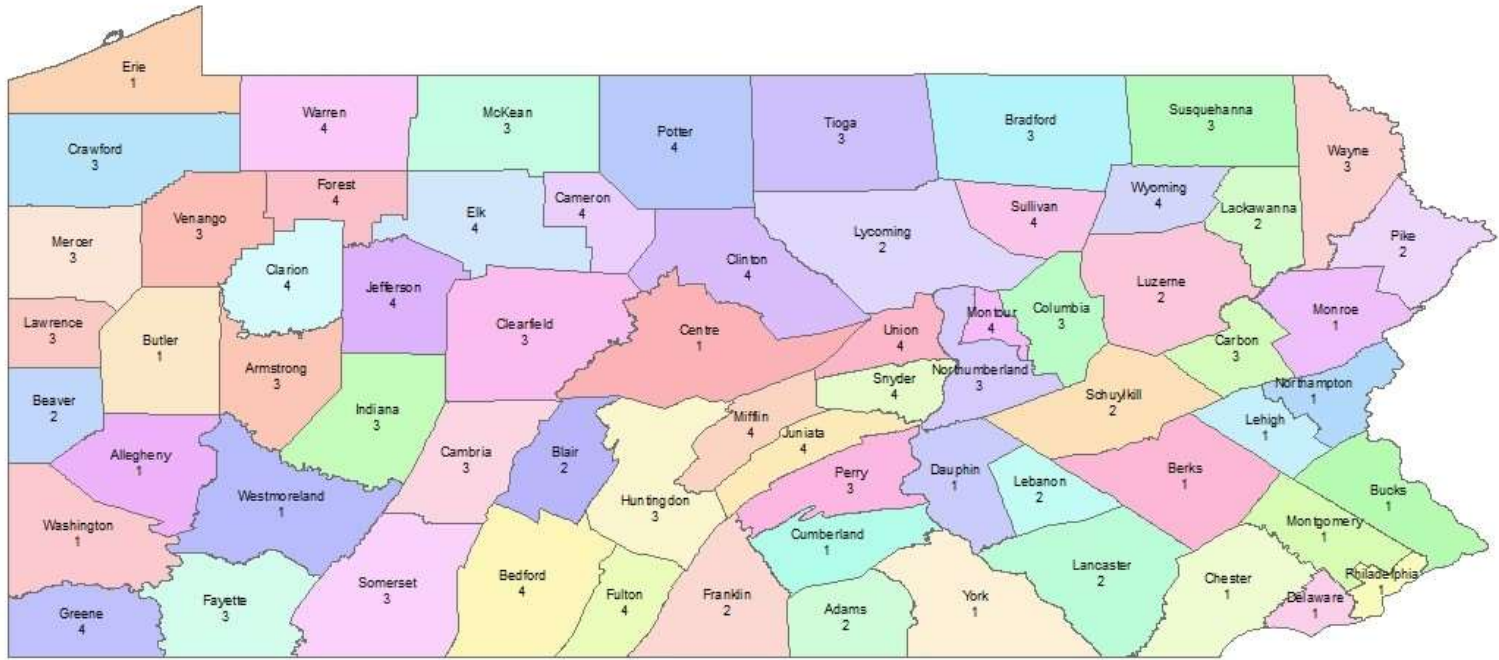
Note: Maximum award numbers were based on population density and percentage of individuals without computers and internet.

Project Design

Successful programs will utilize grant funds to expand or create digital literacy training for individuals including job seekers. Programs must include the follow components:

1) An initial three-month launch period where the selected organizations can engage in any of the following activities:
   a. Procurement of hardware, software, equipment and supplies
   b. Development of marketing and recruitment and assessment strategies
   c. Staff hiring and orientation (if applicable)
   d. Curriculum design
   e. Establishment of operational procedures

2) One year of instructor-based learning for digital literacy programming where job seekers can gain practical job search and employability skills to help them succeed in the workforce. Classes should focus on one or more of the following topics (topics can be broken into smaller components based on project design):

   Digital Fundamentals: Digital literacy skills begin with foundational technology skills, such as typing, computer basics, internet browsing, and use of business applications.

   Digital Job Seeking: Digital literacy skills that teach individuals how to successfully create and save resumes, apply for jobs, navigate job boards, and track online applications.

   Digital Citizenship: Digital literacy through the promotion of digital citizenship, the responsible use of technology and etiquette pertaining to an online presence. These courses should teach individuals how to safely and responsibility create an online presence for the purposes of professional networking and development and promote an understanding of the implications of digital footprints.

   Digital Navigation: Digital literacy through the development of discerning observational skills and the ability to effectively analyze incoming information. These courses should teach individuals to effectively and accurately seek

and consider information sources, learn their origins and how the information is presented, biased vs unbiased reporting, how to weigh conflicting information and consider possible causes of it, and to become a more savvy and informed job applicant and citizen.

Programs must include pre and post evaluations, that will be provided by the Department of Labor & Industry, to assess individualized skill gains and assess program efficacy. The grantee may request modification of content to the assessment which may be approved by L&I.

3) One year of part time (15-20 hours/week) Computer Lab accessibility for job seekers to enhance digital literacy skills. Lab hours must be staffed.

Grant funds can be utilized for technology/equipment (software, hardware) purchases, supplies to be used in the program, staffing costs, or furniture purchases. All other components of the digital literacy project must be leveraged by the grantee. The full cost of the program must be reflected in the budget. It is our expectation that the grantee will leverage existing funding to cover costs beyond the awarded grant amount that are necessary to run the proposed program in its entirety. The costs must be broken out by the amount requested and by the amount leveraged.

Eligible Applicants
Eligible applicants include local workforce development boards, non-profit agencies (community-based organizations, faith-based organizations, etc.) or small businesses (meeting the criteria below). The applicant(s) must be capable of achieving the overall project goals of this NGA and must demonstrate the ability to coordinate, manage, and implement the project design; manage the project budget; and implement a strategy to collect, analyze, and report performance outcomes. L&I is intentionally seeking to partner with organizations with strong community presence. The applicant will be required to submit quarterly reports to L&I describing the progress of the project.

Small businesses must:
·   be a Pennsylvania business.
·   be independently owned.
·   not be dominant in its field of operation.
·   not employ more than 100 full-time equivalent employees.
·   not exceed three-year average gross revenues of $38.5 million, regardless of business type.

If awarded, for-profit businesses may be required to upload the first page of the company's three most recent federal tax returns which are required to verify annual gross revenues. You may redact your federal tax identification number, if desired. Acceptable file formats for tax upload include Portable Document Format (PDF) and Joint Photographic Group (JPG). If a business has not existed for three years, the average gross sales are computed for the period of the business' existence. For newly formed businesses, the determination is based upon projected gross sales.

**At the time of award, 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. Applicants and fiscal agents that are not current vendors are strongly encouraged to begin this process immediately following the application submission by registering their organization with the Vendor Data Management Unit (VDMU) at http://www.vendorregistration.state.pa.us or by calling 717-346-2676 or 1-877-435-7363.

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

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

Initial Review

Prior to comprehensive merit evaluation, L&I will perform an initial review to determine that (1) the applicant is eligible to apply; (2) the information required by the announcement has been received by the deadline; (3) all mandatory components have been received; and (4) the proposed project is responsive to the purpose of the NGA.

As we anticipate there will be a lot of interest in this opportunity, applications will be reviewed and awarded on a first-come, first-serve basis based on county. Applications must meet the Initial Review criteria to advance to the Merit Review (explained below). However, once the county maximum, or maximum award total has been met, the remaining applications from that county will not advance to Merit Review scoring.

Final decisions will be based on Merit Review. Applications scoring above an 85 will be awarded until the number of awards per county and/or the maximum 100 awards has been satisfied. L&I reserves the right to take a prudent approach to ensure the greatest disbursement of awards. In the case where a single applicant has submitted multiple applications for one or more geographical areas, L&I may equitably award funds to varying grantees throughout the Commonwealth.

Merit Review
Projects will be scored on how well the narrative:

> **Project Design and Management Plan (65 points)**
> - Describes the digital literacy skill/infrastructure need in the community to be served, including data-driven statistics. (10 points)
> - Describes how proposed activities will address the above stated need and includes why your organization is best suited to provide these services. (10 points)
> - Describes the digital literacy training curriculum, objectives of each training and lab hours in detail. (10 points)
> - Describes the proposed training schedule for the program year (number of classes, how often, how many participants, how many cohorts). (5 points)
> - Describes the data-driven process for finding and attracting eligible participants that demonstrates an innovative strategy(ies) for accepting referrals from multiple sources (clearly illustrate cross-sector partnerships committed to working collaboratively on the project) and utilize recruitment strategies designed to increase participation of individuals in communities lacking digital literacy skills. (10 points)
> - Describes the pre-evaluation and post-evaluation process for individuals participating in the digital literacy skills trainings. (10 points)
> - Provides a project timeline to include implementation steps, deliverables, and how those deliverables meet the desired outcomes of the project. (5 points)
> - Identifies the capability of the key personnel on the grant to include individuals who will provide digital literacy training, support lab hours, and implement program (identify personnel by name, job title and duties related to the digital literacy skills trainings, and qualifications when possible). (5 points)

> **Performance Outcomes (20 points)**
> - Describes the metrics that will be used to show impact and success of the program:
>   - Targeted participants, include any focused participant demographics (sex, race or ethnicity, age, income level, returning citizens, veterans, immigrants, individuals without a secondary diploma/GED, etc.); (5 points)
>   - Performance outputs which quantify the training and activities funded by digital literacy skills training resources (number of participants enrolled, number of participants who completed training, increase in number of job applications submitted, etc.); (5 points)
>   - Program outcomes, which will analyze pre- and post-assessment and measure the overall impact the training had on participants (skills gained/improved from pre-assessment, participants obtaining employment, participants receiving increased wages, etc.) (5 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)

Sustainability/Leveraging (15 points)
- Describes how the grantee will sustain the project beyond the grant period. (5 points)
- Describes how the grantee will leverage other resources to meet the goals of the grant (10 points):
    - 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.

Budget Form and Justification (10 points)
- Include a detailed line-item budget. Budgets must reflect requested and leveraged funds. See Appendix C. (5 points)
- Include a detailed budget justification reflecting requested and leveraged funds and which clearly explains how each budget line item supports the stated deliverables of the project, including a detailed breakout of quantity, cost, and narrative. State the annual salary of each 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. (5 points)

Application Process and Submission Information

The DLWDG 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 February 17, 2021 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 resource account with the email subject: "Digital Literacy and Workforce Development Grant– Program Year 2020."

All applications must be no more than 12 pages (one page maximum for Application Form, one page maximum for Project Summary Cover Page, and 10 pages maximum for Project Narrative). Budget documents and Local Board Notification Forms 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 county;
   e. Project service area – municipality, house and senate districts to be served;
   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; and
      iii. Sustainability/Leveraging.

4. **Local Board Notification** (saved as a single file titled "Local Board Notification") Applicants must complete Appendix C and email the completed document to their Local Workforce Development Board office. A copy of the email to the LWDB must be included in your application. Your local office can be found here: https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/lwdb.aspx

5. **Budget Form** (saved as a single file titled "Budget Form")
   Applicants must submit a detailed budget that includes expenditures by line item broken out by requested and leveraged funds. The budget will be evaluated based on the evaluation criteria above, and in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the time-period July 1, 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 D.

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 E.

Grant Award Details

Grant Funding
This NGA is 100% federally funded with federal Workforce Innovation and Opportunity Act Statewide Activity funding. WIOA Statewide Activity funding can be utilized to help job seekers and workers access employment, education, training and support services to succeed in the labor market and match employers with the skilled workers they need to compete in the global economy.

Estimated Funding and Award Size
Approximately $4.5 million is available. Grants will be awarded and funded competitively based on the availability of funds up to $45,000 per application.

Application Deadline

DLWDG applications are due no later than Wednesday, February 17, 2021 at 4 PM EST. Late applications will not be accepted. **Please Note:** Applications will be reviewed and awarded on a first-come, first-serve basis based on county, Initial Review criteria and Merit Review criteria.

Proposed Grant Timeline and Award Period
DLWDG funding is anticipated to be used for grant-related activities between July 1, 2021 to September 30, 2022.

Allowable and Disallowable Costs and Expenses
Funds available through this NGA must be used to support a DLWDG initiative. Proposals should demonstrate efficient and effective use of resources.

- **Allowable Costs:** Grant funds can be utilized for technology/equipment (software, hardware) purchases, staffing costs, furniture purchases and administrative costs (admin costs must not exceed 10 percent of total amount requested). All costs must follow federal uniform guidance, 2 CFR Part 200. All other components of the digital literacy project must be leveraged by the grantee. **Equipment purchases as defined by uniform guidance must be pre-approved by L&I and procured according to federal guidelines.**

- **Unallowable Costs:** Unallowable costs include pre-award costs, building construction, and procuring lobbying services and all other costs not associated with the direct performance of the award. Pre-award costs are incurred at the applicant's risk. 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 of the award determination.

Period of Performance
L&I anticipates a performance period beginning July 1, 2021 to September 30, 2022.

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

L&I also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. L&I reserves the right to take a prudent approach and diversify awards should more than one application be submitted by the same applicant. L&I reserves the right to request additional information or modifications to applications for any reason deemed necessary. L&I shall notify all applicants whose applications are not accepted for funding under this NGA.

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. Awardees are required to participate in a third-party evaluation.

Questions/Agency Contacts

Questions regarding the content of this NGA must be submitted in writing to 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.

Counties served by this grant:

- ☐ Adams
- ☐ Allegheny
- ☐ Armstrong
- ☐ Beaver
- ☐ Bedford
- ☐ Berks
- ☐ Blair
- ☐ Bradford
- ☐ Bucks
- ☐ Butler
- ☐ Cambria
- ☐ Cameron
- ☐ Carbon
- ☐ Centre
- ☐ Chester
- ☐ Clarion
- ☐ Clearfield
- ☐ Clinton
- ☐ Columbia
- ☐ Crawford
- ☐ Cumberland
- ☐ Dauphin
- ☐ Delaware
- ☐ Elk
- ☐ Erie
- ☐ Fayette
- ☐ Forest
- ☐ Franklin
- ☐ Fulton
- ☐ Greene
- ☐ Huntingdon
- ☐ Indiana
- ☐ Jefferson
- ☐ Juniata
- ☐ Lackawanna
- ☐ Lancaster
- ☐ Lawrence
- ☐ Lebanon
- ☐ Lehigh
- ☐ Luzerne
- ☐ Lycoming
- ☐ McKean
- ☐ Mercer
- ☐ Mifflin
- ☐ Monroe
- ☐ Montgomery
- ☐ Montour
- ☐ Northampton
- ☐ Northumberland
- ☐ Perry
- ☐ Philadelphia
- ☐ Pike
- ☐ Potter
- ☐ Schuylkill
- ☐ Snyder
- ☐ Somerset
- ☐ Sullivan
- ☐ Susquehanna
- ☐ Tioga
- ☐ Union
- ☐ Venango
- ☐ Warren
- ☐ Washington
- ☐ Wayne
- ☐ Westmoreland
- ☐ Wyoming
- ☐ York
- ☐ **Statewide**

Local Workforce Development Areas (LWDA) affected by this grant:

- ☐ Allegheny
- ☐ Berks
- ☐ Bucks
- ☐ Chester
- ☐ Delaware
- ☐ Westmoreland-Fayette
- ☐ Lackawanna
- ☐ Lancaster
- ☐ Lehigh Valley
- ☐ Luzerne-Schuylkill
- ☐ Montgomery
- ☐ Philadelphia
- ☐ Pittsburgh
- ☐ Southern Alleghenies
- ☐ Tri-County
- ☐ North Central
- ☐ Northern Tier
- ☐ Poconos
- ☐ West Central
- ☐ Southwest Corner
- ☐ Northwest
- ☐ Central
- ☐ South Central
- ☐ **Statewide**

Is your business a Pennsylvania Qualified Small Business as described in *4 Pa. Code 2.32*? Choose an item.

Applicant Information

Name

Address 1

Address 2

City   **PA**   ZIP Code

Name and contact information of primary person to be contacted on matters involving this application

First Name   Last Name   Phone

Title   Email

Funding proposal request ($):	Labor & Industry: $	Matching Funds: $

Authorized representative printed name: Name

Authorized representative signature/date:

Application Form

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

Digital Literacy and Workforce Development Grant

Program Summary Cover Page

Name of applicant:

Applicant type (Circle One):   LWDB,   Non-profit agency,   Small business

Vendor ID number:

Project title:

Project county:

Project service area *(e.g., town/city/municipality to be served, and House and Senate legislative districts):*

Project summary:

Project point of contact and contact information:

Appendix C: Local Workforce Development Board Notification Form

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 Digital Literacy and Workforce Development Grant in the amount of $_____. 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).

Appendix D: Budget Form

	Overall Program Total $	
FUNDING AVAILABLE		

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

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

Appendix E: 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