

Commonwealth of Pennsylvania
Department of Labor & Industry

Digital Literacy and Workforce Development Grant - Round 5

Notice of Grant Availability

Proposals Due: April 4, 2024 at 4:00 P.M. ET

Josh Shapiro | Governor
www.pa.gov

Nancy A. Walker | Secretary
www.dli.pa.gov



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Key Dates

| Date | Description |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 20, 2024 | Notice of Grant Availability (NGA) Release Date |
| February 27, 2024 at 11:00 A.M. ET | <p>Bidder’s Conference: Click here to join the meeting Or call in (audio only) Toll Number: +1 267-332-8737 Meeting ID: 289 898 412 313 Passcode: Uz6ohd Conference ID: 708494845# A recording of the bidder’s conference will be posted at www.dli.pa.gov/Grants.</p> |
| March 15, 2024 at 4:00 P.M. ET | <p>Questions Due Date Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov with the email subject: Digital Literacy Round 5 Grant Questions”. A complete list of Q&As will be posted at www.dli.pa.gov/Grants. Questions received after the due date will not be answered.</p> |
| April 4, 2024 at 4:00 P.M. ET | <p>Application Due Date Applications must be submitted to the BWDA Grants Service Resource Account RA-LI-BWDA-GS@pa.gov resource account with the email subject: “NGA Application – DLWDG Round 5 – Program Year 2024”</p> |
| July 1, 2024 | Period of Performance Start Date |
| April 30, 2026 | Period of Performance End Date |

Eligibility

Eligible Applicants and Minimum Qualifications

Opportunity 1: Eligible applicants include local workforce boards, public libraries, library systems and district library centers, non-profit agencies (community-based organizations, faith-based organizations, etc.), or small businesses (meeting criteria described in the NGA).

Opportunity 2: Awardees from the previous Round 3 and Round 4 DLWDG grants who will be able to continue and expand current/previous programming.

1. The applicant(s) must be capable of bringing together business, education, workforce, and provider partners to achieve the overall project goals as defined by this NGA.
2. The applicant(s) must demonstrate the ability to coordinate, manage, and implement the design of the project; develop and implement the project budget; implement a strategy to collect, analyze, and report performance outcomes; and coordinate and evaluate the activities of the project.
3. The applicant(s) must be capable of monitoring and administering the fiscal components of the NGA.
4. The applicant(s) must be capable of submitting the required reporting elements at the required intervals as documented in the NGA.
5. The applicant(s) must have the capacity 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 **no award will be finalized without documentation of a Pennsylvania Vendor Identification Number.**
- **Have a Unique Entity ID**
The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. For assistance in obtaining a new Unique Entity ID, or to identify an existing Unique Entity ID, refer to the *Links & Resources* section within this document.
- **Comply with the Workforce Grant Agreement**
A sample Workforce Grant Agreement is available in the *Links & Resources* section within this document.

For more information, including how to obtain this 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 include eligible applicants, as detailed above. The fiscal agent will receive, manage, and disburse grant funds. 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 PA Department of Labor & Industry (L&I) announces the availability of approximately \$5,000,000.00 in funding for the Digital Literacy and Workforce Development Grant - Round 5 (DLWDG Round 5) to include awards of up to \$100,000.00.

For Opportunity 1: approximately \$2,000,000 for new applicants.

For Opportunity 2: approximately \$3,000,000.00 will be reserved for Round 3 and 4 awardees who will be able to continue and expand current/previous programming.

This Notice of Grant Availability (NGA) describes in detail:

- The requirements to obtain DLWDG Round 5 funding;
- The strategic goals of the DLWDG Round 5 opportunity;
- The criteria that will be used to evaluate proposals; and,
- The grant timeline to be used for grant-related activities.

L&I has created this grant opportunity to address the emergent digital literacy deficit, while our partner agency, the 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.](#)

The purpose of this grant is to enhance the digital literacy skills necessary for securing and maintaining jobs and careers offering family-sustaining wages, including job search capabilities and access to employment postings. To ensure equitable access to employment, it is necessary to increase digital literacy skills, particularly in communities in need.

Challenge

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 applicants to upload or submit a resume via email. Tasks like these require individuals to have fundamental digital literacy skills and often require an online presence where their professional profile can be viewed through networking sites.

Grant Opportunity Goals

Successful programs will utilize grant funds to expand or create digital literacy training for individuals including job seekers.

A successful program will:

- Offer 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.
- Provide jobseekers with opportunities to enhance digital literacy skills.
- Prepare Pennsylvania residents with career-ready skills for job searching in emerging employment opportunities and high-priority occupations (HPOs).
- Allow access and connections to employment with family-sustaining wages.
- Increase communities' infrastructure for providing foundational digital literacy skills, which may include mobile classrooms.
- Provide supportive services such as transportation, childcare, etc. to enhance access to the trainings.

Required Activities

The required activities outlined below are intended to frame the types of services and/or activities permitted that would be necessary for successful program delivery:

- **Program Launch:** An initial project launch period of two to three months where the selected organizations can engage in any of the following activities:
 - Procurement of hardware, software, equipment and supplies
 - Development of marketing and recruitment and assessment strategies
 - Staff hiring and orientation (if applicable)
 - Curriculum design
 - Establishment of operational procedures
- **Digital Fundamentals:** Digital literacy skills beginning 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 résumés, 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 create an online presence safely and responsibly for the purposes of professional networking and development and to 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.

Description of Services

Grant funds can be utilized for technology/equipment (software, hardware) purchases, supplies, staffing costs, office or classroom furniture purchases, and supportive services that allow participants to fully

engage in the digital literacy trainings. Supportive services may include, but are not limited to, the following:

- 1) Linkages to community services;
- 2) Assistance with transportation;
- 3) Assistance with childcare and dependent care;
- 4) Reasonable accommodations for individuals with disabilities.

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 funds to cover costs beyond the awarded grant amount that are necessary to run the proposed program in its entirety. Costs must be broken out by the amount requested and by the amount leveraged.

Service Requirements

Computer Lab accessibility for job seekers to enhance digital literacy skills. Lab hours must be staffed at a minimum of 15 hours per week.

General Requirements

Administer pre- and post-evaluations in a format that will be provided by L&I to assess individualized skill gains and assess program efficacy. The grantee may request modification of content to the assessment.

Performance Metrics

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

Applicants for Opportunity 1 and Opportunity 2 will be reviewed separately.

Prior to comprehensive merit evaluation, 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. Applicants for Opportunity 1 and Opportunity 2 will be scored separately. 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 proposal meets the following criteria:

| Evaluation Criteria | Points |
|--------------------------------------|---------------|
| Project Design and Management Plan | 35 |
| Performance Outcomes | 20 |
| Sustainability | 15 |
| Stakeholder Engagement | 10 |
| Other Selection Factors | 5 |
| Budget Form and Budget Justification | 15 |
| Total Possible Points | 100 |

| Evaluation Criteria | Total |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <p>Project Design and Management Plan</p> <ul style="list-style-type: none"> • 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 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 and 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 the program (identify personnel by name, job title and duties related to the digital literacy skills trainings, and qualifications when possible). (5 points) | 35 |
| <p>Performance Outcomes</p> <ul style="list-style-type: none"> • Describes the metrics that will be used to show impact and success of the program: <ul style="list-style-type: none"> ○ Targeted participants, to include any focused participant demographics. (5 points) | 20 |

| Evaluation Criteria | Total |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <ul style="list-style-type: none"> ○ 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) | |
| <p>Sustainability</p> <ul style="list-style-type: none"> ● 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): <ul style="list-style-type: none"> ○ 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. | 15 |
| <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> ● 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. ● Identifies the responsibilities of each of the partners. ● 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. (10 points). | 10 |
| <p>Other Selection Factors</p> <ul style="list-style-type: none"> ● Additional points may be awarded for proposals that are innovative, impactful, or show promising practices. (5 points). | 5 |

| Evaluation Criteria | Total |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <p>Budget Form and Justification</p> <ul style="list-style-type: none"> • The Budget Form and Budget Justification should tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget Form and Budget Justification. Include the following items: <ul style="list-style-type: none"> ○ A detailed list of budget line-items by cost category to reflect requested and leveraged funds. (5 points). ○ A detailed Budget Justification narrative for each cost category reflecting the requested and leveraged funds, clearly explaining how each line item in the Budget Form supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified. (10 points). | 15 |
| Total | 100 |

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 & Contents:

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

| Document | Requirements | Appendix |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <p>Application Form saved as a single file titled: ApplicantName_App_Form</p> | <ul style="list-style-type: none"> • Maximum length of one (1) page • Must be completed in its entirety and submitted with the other required documents | A |
| <p>Project Summary saved as a single file titled: ApplicantName_Proj_Summary</p> | <ul style="list-style-type: none"> • Maximum length of two (2) pages • Must contain the following information: <ol style="list-style-type: none"> a. Name of Applicant b. Name of Fiscal Agent c. Vendor ID Number d. Unique Entity Identifier (if applicable) e. Project Title f. Project County g. Project Service Area - municipality, house, and senate districts to be served h. Project Partners i. Brief Project Summary j. Project Point of Contact and Contact Information | B |
| <p>Project Narrative saved as a single file titled: ApplicantName_Proj_Narrative</p> | <ul style="list-style-type: none"> • Must contain the following information: <ol style="list-style-type: none"> a. Project Design and Management Plan b. Performance Outcomes c. Sustainability d. Stakeholder Engagement e. Other Selection Factors/Priority Considerations • Maximum length of ten (10) pages <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>Evaluators will review and consider only those applications that address each of the evaluation criteria separately.</p> | C |
| <p>Letters of Support saved as a single file titled: ApplicantName_Letters</p> | <p>One to three unique letters of support. Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. Letters should include information on the</p> | D |

| Document | Requirements | Appendix |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| | <p>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., education partner, workforce development, business, economic development, and community partners).</p> | |
| <p>Budget Form & Justification saved as a single file titled: ApplicantName_Budget</p> | <p>Applicants must submit a detailed budget that includes:</p> <ul style="list-style-type: none"> ● Expenditures by category and line item ● Requested and leveraged funds ● Budget Justification <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> <p>Budgets must be for the entire period of performance: July 1, 2024 to April 30, 2026.</p> <p>Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award.</p> <p>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.</p> | E |
| <p>EO 2021-06 Worker Protection Certification Form 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> | F |
| <p>Local Board Notification Email Saved as a single file titled:</p> | <p>Applicants must send an email to their Local Workforce Development Board (LWDB) to notify</p> | G |

| Document | Requirements | Appendix |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| ApplicantName_LB_Notification | <p>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 <i>Links & Resources</i> section within this document.</p> | |
| <p>Grant Action Plan 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.</p> | H |

Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored. Evaluators will only review 10 pages of a project narrative even if a project narrative exceeds that amount.

Application Submission

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

Application packages must be submitted electronically to RA-LI-BWDA-GS@pa.gov by the application deadline. The subject line for your email submission must include “Digital Literacy and Workforce Development Grant - Round 5 - Program Year 2024.” An automatic email response will be sent upon receipt of your application. This is confirmation that the application was received by the application deadline and should be retained.

Your application is important to us. If you do not receive an automatic email response, 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 DLWDG Round 5 NGA and related materials are available on the L&I Grants website: 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

DLWDG Round 5 applications are due by April 4, 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 \$5,000,000.00 is available. Grants will be awarded and funded competitively based on the availability of funds up to \$100,000.00 per application.

For Opportunity 1: approximately \$2,000,000 for new applicants.

For Opportunity 2: approximately \$3,000,000.00 will be reserved for Round 3 and 4 awardees who will be able to continue and expand current/previous programming.

Period of Performance

L&I anticipates a performance period beginning July 1, 2024 to April 30, 2026. There will be no end date extensions for this grant.

Grant Funding

This grant is 100% federally funded with WIOA Statewide Activity Funds (SWA).

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 a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable; (2) only a portion of the application is selected for award; (3) L&I needs additional or clarifying information; or (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by L&I within a specific period determined by L&I may preclude award to the applicant.

L&I reserves the right, without qualification, to reject all applications received in response to this 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 program and fiscal progress reports 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 DLWDG Round 5 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 Sample

Appendix B: Project Summary Cover Page Sample

Appendix C: Project Narrative Sample

Appendix D: Letters of Support Sample

Appendix E: Budget Form & Justification Sample

Appendix F: EO 2021-06 Worker Protection Certification Form Sample

Appendix G: Local Board Notification Form Sample

Appendix H: Grant Action Plan Sample

Links and Resources

| Resource | Hyperlink |
|------------------------------------------------|-----------------------------------------------------|
| L&I Grants website (Appendices available here) | L&I Grants |
| Workforce Grant Agreement | Sample Workforce Grant Agreement |
| PA SAP Vendor Identification Number | Vendor Registration |
| Unique Entity ID (Federal) | SAM.gov |
| Existing Unique Entity ID Lookup | How can I view my Unique Entity ID? |
| Commonwealth Information Technology Policy PII | Proper Use and Disclosure of PII |
| Local Workforce Development Board Office List | Local Workforce Development Boards |

Appendix A: Application Form Sample

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | <h2 style="margin: 0;">APPLICATION FORM</h2> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Type of Submission: Choose an item</td> <td style="width: 33%;">Type of Project: Choose an item</td> <td style="width: 33%;">Applicant Type: Choose an item</td> </tr> <tr> <td colspan="3">Local Workforce Development Board: Choose an item</td> </tr> <tr> <td colspan="3">Grant/Project Title:</td> </tr> <tr> <td>Targeted Industry Cluster:</td> <td colspan="2">Sub-Cluster:</td> </tr> </table> | | 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: | | | Targeted Industry Cluster: | Sub-Cluster: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Targeted Industry Cluster: | Sub-Cluster: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Counties served by this grant: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Adams</td> <td><input type="checkbox"/> Clarion</td> <td><input type="checkbox"/> Huntingdon</td> <td><input type="checkbox"/> Montgomery</td> <td><input type="checkbox"/> Venango</td> </tr> <tr> <td><input type="checkbox"/> Allegheny</td> <td><input type="checkbox"/> Clearfield</td> <td><input type="checkbox"/> Indiana</td> <td><input type="checkbox"/> Montour</td> <td><input type="checkbox"/> Warren</td> </tr> <tr> <td><input type="checkbox"/> Armstrong</td> <td><input type="checkbox"/> Clinton</td> <td><input type="checkbox"/> Jefferson</td> <td><input type="checkbox"/> Northampton</td> <td><input type="checkbox"/> Washington</td> </tr> <tr> <td><input type="checkbox"/> Beaver</td> <td><input type="checkbox"/> Columbia</td> <td><input type="checkbox"/> Juniata</td> <td><input type="checkbox"/> Northumberland</td> <td><input type="checkbox"/> Wayne</td> </tr> <tr> <td><input type="checkbox"/> Bedford</td> <td><input type="checkbox"/> Crawford</td> <td><input type="checkbox"/> Lackawanna</td> <td><input type="checkbox"/> Perry</td> <td><input type="checkbox"/> Westmoreland</td> </tr> <tr> <td><input type="checkbox"/> Berks</td> <td><input type="checkbox"/> Cumberland</td> <td><input type="checkbox"/> Lancaster</td> <td><input type="checkbox"/> Philadelphia</td> <td><input type="checkbox"/> Wyoming</td> </tr> <tr> <td><input type="checkbox"/> Blair</td> <td><input type="checkbox"/> Dauphin</td> <td><input type="checkbox"/> Lawrence</td> <td><input type="checkbox"/> Pike</td> <td><input type="checkbox"/> York</td> </tr> <tr> <td><input type="checkbox"/> Bradford</td> <td><input type="checkbox"/> Delaware</td> <td><input type="checkbox"/> Lebanon</td> <td><input type="checkbox"/> Potter</td> <td><input type="checkbox"/> Statewide</td> </tr> <tr> <td><input type="checkbox"/> Bucks</td> <td><input type="checkbox"/> Elk</td> <td><input type="checkbox"/> Lehigh</td> <td><input 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type="checkbox"/> Lackawanna | <input type="checkbox"/> Perry | <input type="checkbox"/> Westmoreland | <input type="checkbox"/> Berks | <input type="checkbox"/> Cumberland | <input type="checkbox"/> Lancaster | <input type="checkbox"/> Philadelphia | <input type="checkbox"/> Wyoming | <input type="checkbox"/> Blair | <input type="checkbox"/> Dauphin | <input type="checkbox"/> Lawrence | <input type="checkbox"/> Pike | <input type="checkbox"/> York | <input type="checkbox"/> Bradford | <input type="checkbox"/> Delaware | <input type="checkbox"/> Lebanon | <input type="checkbox"/> Potter | <input type="checkbox"/> Statewide | <input type="checkbox"/> Bucks | <input type="checkbox"/> Elk | <input type="checkbox"/> Lehigh | <input type="checkbox"/> Schuylkill | | <input type="checkbox"/> Butler | <input type="checkbox"/> Erie | <input type="checkbox"/> Luzerne | <input type="checkbox"/> Snyder | | <input type="checkbox"/> Cambria | <input type="checkbox"/> Fayette | <input type="checkbox"/> Lycoming | <input type="checkbox"/> Somerset | | <input type="checkbox"/> Cameron | <input type="checkbox"/> Forest | <input type="checkbox"/> McKean | <input type="checkbox"/> Sullivan | | <input type="checkbox"/> Carbon | <input type="checkbox"/> Franklin | <input type="checkbox"/> Mercer | <input type="checkbox"/> Susquehanna | | <input type="checkbox"/> Centre | <input type="checkbox"/> Fulton | <input type="checkbox"/> Mifflin | <input type="checkbox"/> Tioga | | <input type="checkbox"/> Chester | <input type="checkbox"/> Greene | <input type="checkbox"/> Monroe | <input type="checkbox"/> Union | |
| <input type="checkbox"/> Adams | <input type="checkbox"/> Clarion | <input type="checkbox"/> Huntingdon | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Venango | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Allegheny | <input type="checkbox"/> Clearfield | <input type="checkbox"/> Indiana | <input type="checkbox"/> Montour | <input type="checkbox"/> Warren | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Armstrong | <input type="checkbox"/> Clinton | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Northampton | <input type="checkbox"/> Washington | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Beaver | <input type="checkbox"/> Columbia | <input type="checkbox"/> Juniata | <input type="checkbox"/> Northumberland | <input type="checkbox"/> Wayne | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Bedford | <input type="checkbox"/> Crawford | <input type="checkbox"/> Lackawanna | <input type="checkbox"/> Perry | <input type="checkbox"/> Westmoreland | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Berks | <input type="checkbox"/> Cumberland | <input type="checkbox"/> Lancaster | <input type="checkbox"/> Philadelphia | <input type="checkbox"/> Wyoming | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Blair | <input type="checkbox"/> Dauphin | <input type="checkbox"/> Lawrence | <input type="checkbox"/> Pike | <input type="checkbox"/> York | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Bradford | <input type="checkbox"/> Delaware | <input type="checkbox"/> Lebanon | <input type="checkbox"/> Potter | <input type="checkbox"/> Statewide | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Bucks | <input type="checkbox"/> Elk | <input type="checkbox"/> Lehigh | <input type="checkbox"/> Schuylkill | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Butler | <input type="checkbox"/> Erie | <input type="checkbox"/> Luzerne | <input type="checkbox"/> Snyder | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Cambria | <input type="checkbox"/> Fayette | <input type="checkbox"/> Lycoming | <input type="checkbox"/> Somerset | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Cameron | <input type="checkbox"/> Forest | <input type="checkbox"/> McKean | <input type="checkbox"/> Sullivan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Carbon | <input type="checkbox"/> Franklin | <input type="checkbox"/> Mercer | <input type="checkbox"/> Susquehanna | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Centre | <input type="checkbox"/> Fulton | <input type="checkbox"/> Mifflin | <input type="checkbox"/> Tioga | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Chester | <input type="checkbox"/> Greene | <input type="checkbox"/> Monroe | <input type="checkbox"/> Union | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Local Workforce Development Areas (LWDA) affected by this grant: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Allegheny</td> <td><input type="checkbox"/> Lackawanna</td> <td><input type="checkbox"/> Pittsburgh</td> <td><input type="checkbox"/> West Central</td> </tr> <tr> <td><input type="checkbox"/> Berks</td> <td><input type="checkbox"/> Lancaster</td> <td><input type="checkbox"/> Southern Alleghenies</td> <td><input type="checkbox"/> Southwest Corner</td> </tr> <tr> <td><input type="checkbox"/> Bucks</td> <td><input type="checkbox"/> Lehigh Valley</td> <td><input type="checkbox"/> Tri-County</td> <td><input type="checkbox"/> Northwest</td> </tr> <tr> <td><input type="checkbox"/> Chester</td> <td><input type="checkbox"/> Luzerne-Schuylkill</td> <td><input type="checkbox"/> North Central</td> <td><input type="checkbox"/> Central</td> </tr> <tr> <td><input type="checkbox"/> Delaware</td> <td><input type="checkbox"/> Montgomery</td> <td><input type="checkbox"/> Northern Tier</td> <td><input type="checkbox"/> South Central</td> </tr> <tr> <td><input type="checkbox"/> Westmoreland-Fayette</td> <td><input type="checkbox"/> Philadelphia</td> <td><input type="checkbox"/> Poconos</td> <td><input type="checkbox"/> Statewide</td> </tr> </table> | | <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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Allegheny | <input type="checkbox"/> Lackawanna | <input type="checkbox"/> Pittsburgh | <input type="checkbox"/> West Central | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Berks | <input type="checkbox"/> Lancaster | <input type="checkbox"/> Southern Alleghenies | <input type="checkbox"/> Southwest Corner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Bucks | <input type="checkbox"/> Lehigh Valley | <input type="checkbox"/> Tri-County | <input type="checkbox"/> Northwest | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Chester | <input type="checkbox"/> Luzerne-Schuylkill | <input type="checkbox"/> North Central | <input type="checkbox"/> Central | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Northern Tier | <input type="checkbox"/> South Central | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Westmoreland-Fayette | <input type="checkbox"/> Philadelphia | <input type="checkbox"/> Poconos | <input type="checkbox"/> Statewide | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32? Choose an item | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City | PA ZIP Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name and contact information of primary person to be contacted on matters involving this application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First name | Last name | Phone | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title | | Email | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Funding proposal request(\$): | Labor & Industry: \$ | Matching Funds \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Authorized representative printed name: | Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Authorized representative signature/ date: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Application 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.

Appendix B: Project Summary Cover Page Sample

Grant Name

Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

Unique Entity Identifier (if applicable):

Project Title:

Project County:

Project Partners:

Project Service Area - Local Township/City/Municipality, and State House and Senate Legislative Districts to be served:

Brief Project Summary:

Project Point of Contact and Contact Information:

Organization Letterhead

Project Narrative

Name of Applicant:

Grant Name:

Date:

Appendix D: Letters of Support Sample

Organization Letterhead

Date

Recipient's Name

Recipient's Position

Recipient's Address Line 1

Recipient's Address Line 2

Re: [Name of Grant] – Letter of Support

Dear [Recipient],

On behalf of [name of organization offering support], please accept this letter of support to [name of organization applying for grant] in their application for [name of grant].

[Paragraph describing organization offering the support]

[Paragraph describing why organization is offering support]

If you require more information, please contact us via [insert contact details website/phone/email].

Sincerely,

[Name]

[Position/Title]

[Name of Organization]

Appendix E: Budget Form & Justification Sample

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 Prep Manual.

| | | | | | |
|-----------------------------------------|-------------------------------------------------------------|----------------------------------------------------------|---------------|------------------------|---------------|
| Grantee Name: | | | | | |
| Grant Program: | | Digital Literacy & Workforce Development Grant - Round 5 | | | |
| Funding Period: | | July 1, 2024 - April 30, 2026 | | | |
| | | | | Total | |
| | | | | Leveraged Funds | |
| Requested Award | | | | \$ | - |
| | | | | \$ | - |
| | | Budget | % | Leveraged Funds | |
| ADMINISTRATION | | \$ | - | #DIV/0! | \$ |
| A1 | Admin Staff Salaries & Fringe Benefits | \$ | - | | \$ |
| A2 | Operational Expenses (e.g. travel, postage, printing, etc.) | \$ | - | | \$ |
| A3 | Admin Indirect Costs | \$ | - | | \$ |
| CAREER & SUPPORTIVE SERVICES | | \$ | - | #DIV/0! | \$ |
| B1 | Program Staff Salaries & Fringe Benefits | \$ | - | | \$ |
| B2 | Operational Expenses (e.g. travel, postage, printing, etc.) | \$ | - | | \$ |
| B3 | Other Program Expenses | \$ | - | | \$ |
| B5 | Supportive Service Funds | \$ | - | | \$ |
| B6 | Program Indirect Costs | \$ | - | | \$ |
| TRAINING | | \$ | - | #DIV/0! | \$ |
| C4 | Adult Education and Literacy Training | \$ | - | | \$ |
| C5 | Other Training Expenses | \$ | - | | \$ |
| C7 | Other Training | \$ | - | | \$ |
| TOTAL BUDGET | | \$ | - | | \$ |
| | | Difference | \$0.00 | | \$0.00 |

The Budget Justification (and instructions on how to complete it) are contained on separate tabs stored within the GFRP. 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 | \$ - | - |
| 0 | 0 | \$ - | 0% | \$ - | 0 | \$ - | - |
| Total Admin Staff Salaries | | | | \$ - | | \$ - | \$ - |

- How does each identified position contribute to the operation of the grant?
 - How is each person's annual salary and percentage of time devoted to the project determined?
- Use the above prompting questions to provide justification for the cost category in the highlighted space below:

<Enter justification here>



WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

- A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:
1. Construction Workplace Misclassification Act
 2. Employment of Minors Child Labor Act
 3. Minimum Wage Act
 4. Prevailing Wage Act
 5. Equal Pay Law
 6. Employer to Pay Employment Medical Examination Fee Act
 7. Seasonal Farm Labor Act
 8. Wage Payment and Collection Law
 9. Industrial Homework Law
 10. Construction Industry Employee Verification Act
 11. Act 102: Prohibition on Excessive Overtime in Healthcare
 12. Apprenticeship and Training Act
 13. Inspection of Employment Records Law
- B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee’s compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

| | |
|-----------------------------------------------|-------------|
| <i>Signature</i> | <i>Date</i> |
| | |
| <i>Name (Printed)</i> | |
| | |
| <i>Title of Certifying Official (Printed)</i> | |
| | |
| <i>Contractor/Grantee Name (Printed)</i> | |
| | |

Appendix G: Local Board Notification Email Sample

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].

Grant Action Plan

Guiding question: Does the action plan align with the goals of the Grant by:

- focusing on measurable outcomes through...
- demonstrating existing...
- including a plan aligned to...
- Include at least (#) outreach strategies...

Goal

Activity 1:

Measurable indicators of progress:

Expected outcome(s) of activity:

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

Activity 2:

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):