



## 2022 Digital Literacy and Workforce Development Grant-Round 3 Awardees

### Overview

The Pennsylvania Department of Labor & Industry (L&I) awarded 14 entities Digital Literacy and Workforce Development Round 3 Grants (DLWDG) to support the Commonwealth’s Workforce Innovation and Opportunity Act (WIOA) Combined State Plan. This round of the grants is an opportunity for Round 1 awardees to continue offering Digital Literacy programs which will assist Pennsylvania jobseekers in obtaining the necessary skills in today’s digital world. The 2022 DLWDG Round 3 will operate from October 1, 2022, to September 30, 2023. Total amount of awards is \$592,494.00.

### Background

The grants support supports local programs across Pennsylvania that enhance foundational digital literacy skills for job seekers and help provide increased access to employment opportunities. WIOA Statewide Activity funding can be used to help job seekers and workers access employment, education, training, and support services to succeed in the labor market.

- These projects will operate for 12-months beginning October 1, 2022.
- Focus is on providing Pennsylvania’s workers with the skills they need to effectively navigate the technology platforms used in today’s workplaces.
- The grants will help ensure that workers develop the basic digital skills they need to apply for jobs and perform essential duties in their new career.
- Awarded applicants will receive funds up to \$45,000.

Grants were awarded utilizing 100% federal funding from the Workforce Innovation and Opportunity Act state set aside funds. A list of grantees and brief summaries of their projects follow.

APPLICANT	AWARD
Berks Latino Workforce Development Corporation	\$45,000.00
Full Circle Computing	\$45,000.00
The Literacy Center of Lancaster-Lebanon LVA	\$45,000.00
SCPa Works	\$45,000.00
Luzerne County Community College	\$45,000.00
Tuscarora Intermediate Unit #11	\$45,000.00
Manor College	\$45,000.00
Private Industry Council of Westmoreland/Fayette (Fayette)	\$45,000.00
Private Industry Council of Westmoreland/Fayette (Westmoreland)	\$45,000.00
Titusville Regional Literacy Council (Crawford)	\$34,831.25
Titusville Regional Literacy Council (Forest)	\$34,548.75
Herr Memorial Library	\$28,114.00
Millersville University	\$45,000.00
Agency for Community EmPOWERment of NEPA	\$45,000.00
<b>TOTAL</b>	<b>\$592,494.00</b>

**Grantee:** Berks Latino Workforce Development Corporation (BLWDC)

**Grant Title:** Berks Tec Centro

**Amount Awarded:** \$45,000.00

**Location:** Berks County

**Project Summary:** This project offers dual-language (English and Spanish) digital-literacy courses in the areas of digital fundamentals, job seeking, navigation and citizenship. BLWDC offers three program areas: English as a Second Language and Adult Basic Education (GED-HI-SET), Employment Services (case management and placement) and the IBM program. BLWDC's digital literacy programs help participants develop knowledge and skills that focus on digital fundamentals as part of our ESL, Employment and the IBM program, digital job seeking as part of our Employment services program and the IBM program, digital navigation that are a part of all programs including ESL, employment services and the IBM program and digital citizenship which is a part of our ESL program.

**Project Impact:** BLWDC's mission is to move Latinos out of poverty by providing self-awareness, education, a pathway for youth, training and workforce development, economic development, and empowerment to create economic wealth and opportunities in the county of Berks BLWDC's vision is "A Greater Reading free of poverty and economic barriers which provides quality employment and economic equity for all Latinos in Berks County." BLWDC is establishing a technical center that offers occupational training, adult literacy, and career services. BLWDC expects there will be a return on investment to both the local businesses and the increase in wages will contribute to neighborhood stabilization. We expect our program participants to reduce risks of eviction and instability due to incapability to remain in a neighborhood. Case management will also be a strong component. We will evaluate socioeconomic factors such as job attainment and retention, jobs within the same county, housing stability and mobility.

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**Grantee:** Full Circle Computing

**Grant Title:** Chester County Digital Literacy for Jobseekers

**Amount Awarded:** 45,000.00

**Location:** Chester County

**Project Summary:** Full Circle will work directly with the Chester County Workforce Development Board to provide digital-literacy training to job-seeking participants, particularly those without personal computers or internet access, delivering training on basic technology and PC skills, Microsoft Office skills training, job searches, finding employment opportunities, digital citizenship, and digital navigation. Established in 1995, Full Circle is a 20+ year-old, PA Small business, full-service program company focused on providing its customers with increased professional and Digital Literacy technical skills that lead to greater marketability, job placement and career progression and our wages from placements have totaled over \$30 million dollars for our WIOA programs. With 1,000+ clients served over its history, Full Circle has a proven track record of providing efficient and effective Workforce services to help customers increase their Digital Literacy and job readiness.

**Project Impact:** The entire Chester County area will be eligible to participate in the program. However, Full Circle and the Chester County Workforce Development Board will focus recruitment on and pay particular attention to the County's most affected populations, Coatesville Borough, and Oxford Borough where the Internet subscription rate is below the PA avg. at 72.4% and 66.3%. The most affected populations districts include: the 74th legislative, 13th legislative, and 19th Senatorial.

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**Grantee:** The Literacy Council of Lancaster-Lebanon LVA

**Grant Title:** Digital Literacy for Employment Success

**Amount Awarded:** \$45,000.00

**Location:** Lebanon County

**Project Summary:** This Digital Literacy for Employment Success project bridges the digital-literacy gap in Lebanon County. Adult learners participate in instruction and practices that address digital fundamentals, digital job seeking, digital citizenship and digital navigation. Digital Literacy and digital inclusion are key strategic priorities for The Literacy Council of Lancaster-Lebanon. The objective is to permanently embed digital skills in their menu of services. This grant has supported this objective, and funding for an additional year will help to further develop best practices in meeting the digital literacy needs of job seekers and employees in Lebanon County.

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**Grantee:** South Central Workforce Development Board (SCPa Works)

**Grant Title:** Digital Literacy

**Amount Awarded:** \$45,000.00

**Location:** Cumberland County

**Project Summary:** The Employment Skills Center serves Cumberland County's diverse population of both rural and urban areas with both education and career services. The center delivers digital-literacy and career-readiness skills through multiple mechanisms to individuals with barriers to employment.

**Project Impact:** To enhance the digital literacy skills of individuals who complete the initial training, a partnership with Harrisburg University of Science and Technology (HU) will allow job seekers to have the ability to engage in further digital literacy classes, as well as online STEM education and training programs through Harrisburg University's Enrichment Programs. HU offers innovative academic and research programs in science and technology that respond to local and global needs. In addition to their Bachelors, Graduate and Doctoral Programs, HU has developed exploratory and certification-based education and training programs to address the needs for non-degree job seekers to obtain industry recognized certifications that lead to high demand areas of employment in the region. Jobseekers will have the ability obtain these industry recognized certifications through online course offering, therefore allowing participants from any region to access the content through the utilization of the Digital Literacy Computer Lab. The Programs for Information Technology and Healthcare are among the current offerings that allow participants to enroll in online courses that prepare them for industry recognized certifications and externship opportunities on their road to employment. Additional certification and work experience opportunities are under development and will be available to any future participants who complete the Digital Literacy Program. Additionally, HU has developed exploration programs that are also available to include the Raspberry Pi, Advanced Raspberry and other STEM-based education programs.

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**Grantee:** Luzerne County Community College

**Grant Title:** Adult Workplace Digital Literacy & Technology Training

**Amount Awarded:** \$45,000.00

**Location:** Luzerne County

**Project Summary:** Luzerne County Community College provides services directed at the development of workplace digital-literacy and technology skills for adult learners. This project teaches transferable workplace digital-literacy skills to adult basic education students in nine critical contexts: adaptability and willingness to learn; communication; critical thinking; interpersonal skills; navigating systems; problem solving; processing and analyzing information; respecting differences and diversity; and self-awareness.

**Project Impact:** The training content will include information that is integrated and contextualized to the workplace. Activities will also include problem and project-based learning. Participants will have an opportunity to attend 8-week training courses on a variety of technology related topics as well as have access to a computer lab on campus 15 hours/week. The training program will be offered starting October 1, 2022 and run through September 30, 2023. The Project is expected to serve at least 50 participants from Luzerne County.

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**Grantee:** Tuscarora Intermediate Unit #11 (TIU)

**Grant Title:** TIU Digital Literacy Project

**Amount Awarded:** \$43,500.00

**Location:** Mifflin County

**Project Summary:** TIU will enhance foundational digital-literacy skills for job seekers of all ages in Mifflin County. This instructor-based learning will focus on digital fundamentals, digital navigation, digital job seeking and digital citizenship. Instruction will include a menu of one-time workshops at the PA CareerLink® Mifflin County as well as instruction to youth at the Mifflin County Academy of Science and Technology. Through this project, at least 40 job seekers of all ages will gain practical job search and employability skills to help them succeed in the workforce.

**Project Impact:** TIU will revamp existing programming that will enhance foundational digital literacy skills for job seekers of all ages in Mifflin County, PA. This instructor-based learning will focus on digital fundamentals, digital navigation, digital job seeking and digital citizenship. Instruction will be offered to include a menu of one-time workshops at the PA CareerLink® Mifflin County as well as instruction to youth at the Mifflin County Academy of Science and Technology. Through this project, at least 40 job seekers of all ages will gain practical job search and employability skills to help them succeed in the workforce.

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**Grantee:** Manor College

**Grant Title:** Manor College Digital Literacy Training

**Amount Awarded:** \$45,000.00

**Location:** Bucks, Montgomery, and Philadelphia counties

**Project Summary:** Manor College Digital Literacy Readiness and Job Search Training helps students and the public with in-class and online training for career readiness and in job searches supported by curriculum developed through the grant and a facilitator who works with faculty to enhance the career readiness they teach in class.

**Project Impact:** This funding will assist in supporting the faculty as they provide the resources necessary to deliver on career readiness goals and job search training. The Manor College Digital Literacy program consists of a training, facilitated coaching from faculty, career counseling services, and dedicated library hours for job search availability. The true catalysts of this program are the faculty. Indeed, the faculty are intermediaries between employers in the community and students. Many on the faculty are first generation college students, very much like the people they teach. They know the struggles to advance into a new world of education and subsequently opportunities that their families were not able to pursue. Many of the faculty are engaged in the professions that brought them to expertise in the field and subsequently to teaching.

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**Grantee:** Private Industry Council of Westmoreland/Fayette

**Grant Title:** Digital Literacy and Workforce Development Grant

**Amount Awarded:** \$45,000.00

**Location:** Fayette County

**Project Summary:** Private Industry Council offers quarterly workshops to teach digital literacy focused on development skills to assist individuals in securing and maintaining jobs, particularly individuals with disabilities and those without a college degree.

**Project Impact:** Round 3 offers an updated model which will provide quarterly workshops. Workshops will continue to be offered once per week for 4 hours with an additional 2 hours of lab time. The first four weeks of workshops are designed for individuals who need basic computer skills. The next 5-8 weeks place the focus on Digital Fundamental Skills with a focus on Business Applications and include Digital Citizenship and Navigation Skills. Weeks 9 and 10 place the focus on Digital Job Seeking Skills and have a focus on Smart Devices. Participants can pick and choose which classes they want to attend. In total, the new Round 3 enrollment is projected to be 50 participants.

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**Grantee:** Private Industry Council of Westmoreland/Fayette

**Grant Title:** Digital Literacy and Workforce Development Grant

**Amount Awarded:** \$45,000.00

**Location:** Westmoreland County

**Project Summary:** Private Industry Council offers quarterly workshops to teach digital literacy focused on development skills to assist individuals in securing and maintaining jobs, particularly individuals with disabilities and those without a college degree.

**Project Impact:** Round 3 offers an updated model which will provide quarterly workshops. Workshops will continue to be offered once per week for 4 hours with an additional 2 hours of lab time. The first four weeks of workshops are designed for individuals who need basic computer skills. The next 5-8 weeks place the focus on Digital Fundamental Skills with a focus on Business Applications and include Digital Citizenship and Navigation Skills. Weeks 9 and 10 place the focus on Digital Job Seeking Skills and have a focus on Smart Devices. Participants can pick and choose which classes they want to attend. In total, the new Round 3 enrollment is projected to be 50 participants.

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**Grantee:** Titusville Regional Literacy Council (TRLC)

**Grant Title:** Improving Your Computer Skills in a Digital World

**Amount Awarded:** \$34,831.25

**Location:** Crawford County

**Project Summary:** This project provides instruction in computer skills to help adults become more employable and increase their opportunities for gainful employment to support their families. The curriculum includes computer basics, word processing, spreadsheets, navigating the internet, job search skills, resume and cover letter writing, virtual interviews, and online applications.

**Project Impact:** This project will continue what they started last year, which is to provide instruction in computer skills to allow adults to become more employable and to increase their opportunities to earn gainful employment to support their families. They will also help participants to become more at ease with various forms of technology in a digital world. Curriculum includes, but is not limited to, computer basics, word processing, spreadsheets, navigating the internet, job search skills, resume and cover letter writing, virtual interviews, online applications, and any other digital literacy issue that may arise. Instruction will be individualized or in a group depending on the situation. A supervised computer lab will be available 15 to 20 hours each week for instruction, practice, and community use.

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**Grantee:** Titusville Regional Literacy Council (TRLC)

**Grant Title:** Improving Your Computer Skills in a Digital World

**Amount Awarded:** \$34,548.75

**Location:** Forest County

**Project Summary:** This project provides instruction in computer skills to help adults become more employable and increase their opportunities for gainful employment to support their families. The curriculum includes computer basics, word processing, spreadsheets, navigating the internet, job search skills, resume and cover letter writing, virtual interviews, and online applications.

**Project Impact:** This project will continue what they started last year, which is to provide instruction in computer skills to allow adults to become more employable and to increase their opportunities to earn gainful employment to support their families. They will also help participants to become more at ease with various forms of technology in a digital world. Curriculum includes, but is not limited to, computer basics, word processing, spreadsheets, navigating the internet, job search skills, resume and cover letter writing, virtual interviews, online applications, and any other digital literacy issue that may arise. Instruction will be individualized or in a group depending on the situation. A supervised computer lab will be available 15 to 20 hours each week for instruction, practice, and community use.

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**Grantee:** Herr Memorial Library

**Grant Title:** The Future Starts Here

**Amount Awarded:** \$28,114.00

**Location:** Union County

**Project Summary:** The Future Starts Here Program is a digital-literacy education program for adults that supports individuals in Union County by providing access to computers and training to assist in employment opportunities for participants.

**Project Impact:** The objective of the Future Starts Here Program is to provide stable internet access and quality digital literacy and fundamental classes that will assist individuals in improving their basic technological skills and enhancing their employment opportunities. The program will seek to enroll 75 participants in the basic digital literacy classes with 75% or 56 individuals completing this aspect of the program. 45 participants will be targeted to be enrolled in the Google For Education and FSS Financial classes with the goal of having 85% or 38 individuals complete all classes. This performance outcome does seem quite obtainable due to the target audience being referred essentially from JBHP and FSS programs, which both provide quality case management and support for these individuals. From the total 120 participants that the program will enroll, the goal is to assist 85% or 102 of the participants with a goal of obtaining or enhancing employment and submit at least one job application while participating in the program.

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**Grantee:** Millersville University

**Grant Title:** Digital Literacy Round 3

**Amount Awarded:** \$45,000.00

**Location:** Lancaster County

**Project Summary:** Recognizing that local libraries have deep roots in the communities they serve, Millersville University has partnered with the Quarryville Library to deliver computer and digital-literacy training focused on assisting participants in preparing for job searching and emerging employment opportunities, gaining access to employment with family-sustaining wages, and increasing communities' infrastructures for providing foundational digital literacy skills.

**Project Impact:** Provide digital literacy training to prepare individuals for job searching and emerging

employment opportunities so they can gain access to employment with family-sustaining wages. Training will be focused on digital fundamentals, digital job seeking, digital citizenship, and digital information and will be offered to meet the needs of individuals seeking basic skills as well as those looking to build upon their current computer skills.

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**Grantee:** Agency for Community EmPOWERment of NEPA

**Grant Title:** Digital Literacy and Workforce Development Training

**Amount Awarded:** \$45,000.00

**Location:** Lackawanna County

**Project Summary:** This instruction and mobile computer lab initiative provides job seekers with counseling and experience on skills needed for the 21st Century job market. The curriculum is based around an in-person format at ACENEPA's central location and other community locations and addresses skills with clients to demonstrate skill mastery and individualized programs are tailored to the skills, knowledge, and abilities of each participant.

**Project Impact:** Improved job search capabilities and greater access to employment postings and digital literacy skills are necessary in securing and maintaining jobs to ensure equitable access to employment as noted. It is necessary, then as pointed out, to increase digital literacy particularly in communities in need. It is estimated that 85 % of foretasted jobs for 2030 still do not exist largely because technology is expanding. This presents opportunities and challenges that we will address through our program in Lackawanna County with an emphasis on healthcare and manufacturing employment sectors where vacancies exist, and computer skills familiarity are needed. By learning and developing these skills, participants will become an extremely valuable asset for any company. This is especially true as the global pandemic forced companies to evaluate what could be done remotely. The result has prompted employers to update their philosophies on providing their employees a work from home option. The need then to address our targeted population of those without these skills is vital in order to assist them in obtaining gainful employment.