

Commonwealth of Pennsylvania
Department of Labor & Industry

Digital Literacy and Workforce Development Grant-Round 2

Notice of Grant Availability

Proposals Due: Tuesday, December 21, 2021 at 4:00 PM ET

TOM WOLF, GOVERNOR

WWW.PA.GOV

JENNIFER BERRIER, ACTING SECRETARY

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Key Dates

October 22, 2021	Notice of Grant Availability (NGA) Release Date
November 1, 2021 at 1:30 PM ET	<p>Bidder’s Conference: Click here to join the meeting Or call in (audio only) Toll Number: +1-267-332-8737 Phone Conference ID: 985 730 009# A complete list of Q&As will be posted here: https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx</p>
December 21, 2021 at 4:00 PM ET	<p>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– Round 2.”</p>
May 1, 2022	Contract Start Date
July 31, 2023	Contract End Date
September 29, 2023	Final Program Report Due

Introduction

The PA Department of Labor & Industry (L&I) announces the availability of approximately \$1,530,000 in funding for the Digital Literacy and Workforce Development Grant (DLWDG) to include awards of up to \$45,000. The goal of this grant opportunity is to support 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% 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 June 2021, the Federal Reserve Bank of Philadelphia released a study that looked at the labor force participation and unemployment rates for Philadelphia from 2015 to 2019 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 “household computer access ranges widely from 55% to 92%, with a population-weighted average of 79% of Metropolitan Statistical Area (MSA) households owning a computer. The household broadband subscription rate across MSAs also varies widely from 35% to 83%, with a population-weighted average of 71% of MSA households subscribing to fixed-wireline broadband service. Affordability is often cited by households as a major barrier to subscribing to broadband. The literature affirms that low-income households are more likely to lack a household subscription and to cite cost constraints as an impediment to broadband adoption”.³

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

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. (2021). [Broadband Access, Computer Use, and Labor Market Attachment in Philadelphia](#) (pp. 1-14, 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. Visit [DCED's Broadband Resources page](#) to learn more about its efforts. L&I created this grant opportunity to prepare individuals for job searching and emerging employment opportunities and gaining access to employment with family-sustaining wages, and to increase communities' capacity for providing foundational digital literacy skills training. This funding will assist eligible entities, particularly in areas of poverty or low digital literacy skill, in improving their ability to provide their communities digital literacy classes emphasizing career development skills. Training will be focused on digital fundamentals, digital job seeking, digital citizenship, and digital information.

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 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 safely and responsibly 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 of the assessment tools 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 office or classroom 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 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.

Eligible Applicants

Eligible applicants include local workforce development boards, public libraries, library systems and district library centers, 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 in a community in Pennsylvania 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. **Please note: Awardees of Digital Literacy Round 1 funds are not eligible to apply for this grant.**

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 Adobe 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 and best addresses the following three prompts:

1. Describes the digital literacy skill/infrastructure need in the community to be served, including data-driven statistics. Additional points will be awarded to proposals that demonstrate service delivery to low-income individuals with low digital literacy and special attention to underserved/unserved populations.

2. Describes how proposed activities will address the above stated need and includes why your organization is best suited to provide these services.
3. 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 utilizes recruitment strategies designed to increase participation of individuals in communities lacking digital literacy skills.

As we anticipate there will be significant interest in this opportunity, only applications that meet the initial review criteria will advance to the merit review (explained below). Only the most responsive application covering the same geographical region as another application will advance beyond the initial review criteria.

Final awards will be based on merit review. 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 meets the following criteria.

Project Design and Management Plan (35 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 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)

Performance Outcomes (20 points)

- Describes the metrics that will be used to show impact and success of the program:
 - Targeted participants, to 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.

Other (15 points)

- Additional points may be awarded for proposals that are innovative, are impactful, or show promising practices. (15 points).

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 staff 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 December 21, 2021 at 4:00 PM ET. An electronic copy of the application and all required components **MUST** be emailed to the grants services resource account RA-LI-BWDA-GS@pa.gov with the email subject: "Digital Literacy and Workforce Development Grant– Round 2." An auto-reply email will be sent upon receipt of the application. This is validation that the application was received and should be retained.

All applications must be no more than 15 pages (one-page maximum for Application Form, four-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 15 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. Applications may not include internet addresses (URLs) that provide information necessary to review the application. Documents must not include any proprietary or sensitive business information as Pennsylvania 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 15 pages, evaluators will only review the first 15 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" with a four-page max) with the following information: The Project Summary Cover Page can be found at <http://www.dli.pa.gov/Businesses/Workforce-Development/grants> and is available as Appendix B.
 - a. Name of applicant;
 - b. Applicant type;
 - c. Name of fiscal agent;
 - d. Vendor ID number (if applicable);

- e. Project title;
 - f. Project county;
 - g. Project partners;
 - h. Project service area – local township/city/municipality, state house and senate districts to be served;
 - i. Project summary;
 - j. Project point of contact and contact information
 - k. Include a map identifying the local area(s) to be served:
 - l. Describes the digital literacy skill/infrastructure need in the community to be served, including data-driven statistics. Additional points will be awarded to proposals that demonstrate service delivery to low-income individuals with low digital literacy and special attention to underserved/unserved populations.
 - m. Describes how proposed activities will address the above stated need and includes why your organization is best suited to provide these services.
 - n. 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 utilizes recruitment strategies designed to increase participation of individuals in communities lacking digital literacy skills.
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 (LWDB) 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 May 1, 2022 to July 31, 2023. The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. The Budget Form can be found at <https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/lwdb.aspx> 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 \$1,530,000 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 Tuesday, December 21, 2021 at 4:00 PM ET. Late applications will not be accepted. **Please Note:** Applications will be reviewed and awarded based on area to be served, 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 May 1, 2022 to July 31, 2023.

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% 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 May 1, 2022 to July 31, 2023.

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.

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

Pennsylvania 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. Pennsylvania 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 Pennsylvania 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 Pennsylvania and will be outlined in the award package. All close-out final reports are to be submitted no later than September 29, 2023 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 Pennsylvania 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.

Grantees will 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 in accordance with the Commonwealth's [Information Technology Policy No. ITP-SEC025, Proper Use and Disclosure of Personally Identifiable Information \(PII\)](#).

Questions/Agency Contacts

A Q&A document has been provided as Appendix F. Additional 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:					
<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:					
<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 Instructions

Labor & Industry (L&I) Workforce Development Grant

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

Please use the electronic, accessible version of the application form, available at <https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx>

Appendix B: Project Summary Cover Page

Digital Literacy and Workforce Development Grant

Program Summary Cover Page (Four Page Max)

Name of applicant:

Applicant type (Circle One): LWDB Library Non-Profit Agency Small Business

Name of fiscal agent:

Vendor ID number (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:

Project summary:

Project point of contact and contact information:

Include a map identifying the local area(s) to be served:

Describes the digital literacy skill/infrastructure need in the community to be served, including data-driven statistics. Additional points will be awarded to proposals that demonstrate service delivery to low-income individuals with low digital literacy and special attention to underserved/unserved populations.

Describes how proposed activities will address the above stated need and includes why your organization is best suited to provide these services.

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 utilizes recruitment strategies designed to increase participation of individuals in communities lacking digital literacy skills.

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

FUNDING AVAILABLE

**Overall
Program Total**
\$

		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](https://www.dli.pa.gov/Businesses/Workforce%20Development/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

Appendix F: Questions and Answers from Digital Literacy Grant Round 1

Digital Literacy and Workforce Development Grant Bidders Conference
Friday, January 22, 2021

Questions and Answers and Open Discussion – Please note that all questions and answers have been paraphrased. If your questions have not been answered after reviewing the responses below, please send them to the Grants Services Resource Account at: RA-LI-BWDA-GS@pa.gov.

- **Q:** Under performance outcomes, can you tell us what you mean by “Targeted participants”? Can we enroll anyone who would benefit from our training?
A: Yes, you can enroll any individuals who will benefit from your training. Targeted enrollment means you may be aware of a certain population in your community such as seniors, youth aging out of foster care, veterans, etc., and propose to target your recruitment towards them.
- **Q:** The budget justification says we need a detailed breakout of quantity, cost and narrative, what does that mean?
A: You will need to breakout the costs to show quantity, per unit cost and total. For example, if you are proposing to purchase 10 computers, and they are \$1,000 each, then you will want to show $10 * \$1,000 = 10,000$. Same idea with staffing, if someone makes \$30/hour and they will work 10 hours on this grant then you want to show the salary, time, and total expected expenditures.
- **Q:** Can you please talk about the procurement process?
A: Yes, since this grant will be funded with federal WIOA dollars it is important to follow the federal guidance and your organization’s policies, whichever is stricter. For any purchase under \$3,000 (micro-purchases; please be sure to strive for equitable distribution. Items purchased between \$3,000 and \$150,000 (small purchases must have quotes). Additionally, any purchases for equipment where the per unit acquisition cost is \$5,000 or more needs approval of the procurement by BWDA staff before purchase.
- **Q:** How will I know if my county has reached its maximum number of awards? Is there a way to find this out before I submit my proposal?
A: Unfortunately, there isn’t a way for you to know before you submit your proposal. L&I will accept all proposals up to the deadline and track them based on date and time received. Proposals will be reviewed in that order. It is important to note that even if a proposal from your county is received before your proposal it does not mean it will be awarded. Only proposals scoring more than 85 points will be awarded.
- **Q:** If my county has reached its maximum number of awards before my application is considered, can my application be applied to a neighboring county?
A: Applicants will only be considered for the county in which they are being submitted. However, if your company has a presence in multiple counties, you can submit a proposal for different communities representing different counties. Please note that if your company is awarded for one of

the counties, Pennsylvania reserves the right to select other companies who would serve another community before yours in order to diversify the award funds.

- **Q:** Can colleges and universities apply for this funding?
A: Eligible entities to apply include local workforce development boards, small business, and non-profits. Therefore, if your organization meets one of those criteria, then you can apply.
- **Q:** Can any non-profit apply?
A: Yes
- **Q:** Can you tell me more about the pre and post assessments?
A: Yes, the evaluations will be provided to each participant before and after training. The assessments are geared to evaluating two things, 1) did the individual learn the intended objectives of the training and 2) was the course organized and provided in a way that best taught the objectives. For example, was the instructor knowledgeable, was the course length appropriate, etc.
- **Q:** Is there a minimal capacity threshold in the labs?
A: No, the goal of this grant is to fund entities that are embedded in the community which means that small organizations that may only offer 5 or 10 spots are just as likely to be funded as agencies that can hold 20-30 spots. Each project will be based on its own merit to serve the individuals in the community.
- **Q:** We offer workforce programs and have already converted our programming to online platforms. Given the pandemic will L&I entertain online digital literacy courses?
A: This grant is geared to individuals that have no or very limited digital literacy skills. Therefore, L&I is looking for these courses to be offered in person. L&I did a lot of research prior to this grant and found there is a high correlation between lack of broadband and lack of a home computer. Therefore, the individuals we are targeting for this opportunity would not necessarily benefit from online courses. Additionally, while we will be sure to follow ALL of the Governor's pandemic mitigation measures, these grants will not be awarded until July with expected training starts not to begin until October. Therefore, we are hopeful we will be in a different environment at that time where we can safely offer these courses in-person. If any changes need to be made regarding the starting timeline, we will evaluate this and communicate with awarded grantees.
- **Q:** Are you transparent with who is on the review team and how can someone find out who was a reviewer?
A: As stewards of federal and state funds, the commonwealth values transparency. Most of the work we do falls under the Right to Know law. Individuals with questions regarding the granting process can submit Right to Know requests through that mechanism.
- **Q:** Is WIOA eligibility required for this grant?
A: Under the Workforce Innovation and Opportunity Act one of the allowable activities the state can support is the decreasing of barriers for individuals in order to access the One Stop delivery system. This grant is being offered to decrease barriers so that job seekers can engage in more in-depth

service delivery activities at the PA CareerLink® centers either in person or virtually. It is important to note these classes are just the beginning of an individual's journey to employment and applicants are encouraged to connect these individuals to the PA CareerLink® for all applicable services. Additionally, applicants should work with the PA CareerLink® centers to receive referrals to their program.

- **Q:** If our lab is mobile, can we move it to multiple locations?
A: Yes, that is an innovative way to address the goals of this grant opportunity. Please be sure to highlight in your proposal the communities that will be served as this service delivery method could broaden the geographical area greatly.
- **Q:** Can we use these funds to hire vendors to provide these services?
A: Technically, yes, however, the core of this grant is to support agencies embedded in the community to build the community's infrastructure for offering digital literacy training. We want to see that companies are using these funds to build programs that can continue beyond the grant period. Those goals may not be as evident in the proposals if you are hiring a vendor to offer these services.
- **Q:** If we are from a two-county region, should we submit one or two proposals?
A: We would recommend submitting two proposals so that you have as much funding as possible to support your program and because we have asked applicants to illustrate the need of each community. The needs of the communities in those counties may be different. The proposals will be more reflective of each community's need if they are broken out.
- **Q:** Can we select the target population?
A: Yes. Your proposal should be data-driven so you should illustrate in the proposal why you have selected the target population and why there is a need in the community you are planning to serve. However, proposals should remain open to all individuals especially to ensure that all performance numbers can be met.
- **Q:** Is there an anticipated level of service, i.e., number of individuals that must be served?
A: No, there are numerous factors that may affect the number of individuals served under each proposal (the size of the organization, the population density of the community, the need in the community, etc.), therefore all proposals will be reviewed based on their own merit. However, a portion of the merit review is based on the applicant's recruitment plan. Therefore, we will be evaluating the likelihood of the applicant to get their proposed number of individuals into their training program.
- **Q:** Are indirect costs allowable?
A: Yes, L&I will be evaluating the amount of funds spent on indirect costs and may request to see indirect cost proposals and/or approved indirect cost rates.
- **Q:** Is there a difference between leveraged and match?

A: Definition-wise there is a difference but how it will be reflected in the applicant's project, budget or narrative, will not really differ. A leveraged resource is a resource that is already existing. For example, if the entity already has a computer lab, then they would be leveraging this resource to provide the training. A match really refers to providing a certain level funding equal to a percentage of the grant total. For example, another community agency may be willing to support the project with \$15K if the project is awarded, thus matching the project by 33%. Either way, the match and leveraged resources should be reflected under the leveraged portion of the budget. However, discussing the match in the proposal may demonstrate the partnership and commitment of the community to the project which can help illustrate why your organization is the best organization to provide these services.

- **Q:** Will L&I pre-approve our assessment?

A: L&I will provide the assessment to each awardee. Awardees will have the opportunity to submit modification requests if necessary.

- **Q:** How can you break out these four classes when you need all of them to be a successful job seeker?

A: Yes, these courses were designed based on what an individual may need for a successful job search. However, to be mindful of the skills and abilities of the individuals who may participate in these courses, it is necessary to design trainings that can be grasped and retained. Training providers may do this in various ways hence the built-in flexibility. Training should be based on the needs of the community.

- **Q:** Did you say you are going to award 34 proposals because the map shows more than 34 possible applications?

A: The awards will be capped at 34 with the county max in place. The map was specifically designed to support applicants to the fullest of our ability. For example, if no one submits an application in a county with a 1 award max, it doesn't decrease L&I's ability to award 34 programs rather it increases our ability to provide another area with a successful award.

- **Q:** We already offer digital literacy classes online. Could we use this curriculum if we brought it into an in-person space with an instructor to answer questions?

A: Yes, that design would be responsive to the grant proposals.

- **Q:** Will you accept multi-county proposals?

A: The application must be clear as to which county the project serves. That does not say that an applicant can't submit the application for one county, but also serve another county in addition to the primary county. The narrative must speak to the specific needs of the community to be served, which may not be clearly articulated with a multi-county scope.

- **Q:** You mentioned that this grant is not geared toward online learning, but we are in a very rural area where transportation is an issue. Could we start the individual in-person until they are

comfortable on the computer and then finish the training online so that transportation is not an additional barrier?

A: There is research that shows where broadband access is lacking there is an increase of homes without home computers. It may not be feasible for these individuals to complete the training due to lack of a home device or internet. As long as your project meets all of the required parameters of offering the in-person classes, there is nothing barring the program from going above and beyond and also offering on-line classes for those individuals who could successfully complete the training in this manner. Additionally, grant funds could be used for transportation assistance.