Commonwealth of Pennsylvania

Department of Labor & Industry

**Digital Literacy and Workforce**

**Development Grant – Round 4**

Notice of Grant Availability

Proposals Due: June 9, 2023 at 4 P.M. ET

**Josh Shapiro, Governor**

[**www.pa.gov**](http://www.pa.gov)

**Nancy Walker, Acting Secretary**

[**www.dli.pa.gov**](http://www.dli.pa.gov)



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Key Dates

|  |  |
| --- | --- |
| May 11, 2023 | **Notice of Grant Availability (NGA) Release Date** |
| May 17, 2023  at 11 A.M. ET | **Bidder’s Conference:**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2Y4NzAyNTQtNjQzNi00NTcwLWFjNzItODg2Yjk5MGFkMWU3%40thread.v2/0?context=%7b%22Tid%22%3a%22418e2841-0128-4dd5-9b6c-47fc5a9a1bde%22%2c%22Oid%22%3a%22cd40892a-624e-4e87-8bfa-fe07ff1df54c%22%7d)  Meeting ID: 284 115 955 624 Passcode: FSUfDH **Or call in (audio only):**  Toll Number: +1 267-332-8737  Meeting ID: 805 679 929#  A recording of the bidders conference will be posted at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants) |
| May 31, 2023 | **Questions Due Date**  Questions must be submitted by email to [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov)  A complete list of Q&As will be posted at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)  Questions received after this due date will not be answered. |
| June 9, 2023  at 4 P.M. ET | **Application Due Date**  Applications must be submitted to [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov) resource account with the email subject: “Digital Literacy and Workforce Development Grant– Round 4.” |
| August 1, 2023 | **Contract Start Date** |
| July 31, 2024 | **Contract End Date** |

# Introduction

The PA Department of Labor & Industry (L&I) announces the availability of approximately $900,000 in funding for the Digital Literacy and Workforce Development Grant (DLWDG) Round 4 to include awards of up to $45,000 per project.

This Notice of Grant Availability (NGA) will be focused on supporting existing Round 2 Digital Literacy projects with a Period of Performance (POP) from May 1, 2022 to July 31, 2023. The goal of this grant opportunity is to continue 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. This funding will allow the department to continue to meet a critical workforce barrier for individuals seeking employment. The DLWDG Round 2 grant has already served over 500 individuals across the 20 sites and have positive customer survey results around the existing programming.

This NGA outlines the strategic goals of the DLWDG Round 4 opportunity, the criteria that will be used to evaluate applications and the grant timeline.

# Background

The Workforce Innovation and Opportunity Act (WIOA) allows governors to set aside a portion of federal workforce funds for the purpose of statewide activities including the implementation of innovative programs and strategies designed to meet the workforce needs of all employers and workers in Pennsylvania. L&I has created this grant opportunity to prepare individuals for job searching and emerging employment opportunities, to gain access to employment with family-sustaining wages, and to increase communities’ infrastructures for providing foundational digital literacy skills. This funding will assist eligible entities, particularly in areas lacking strong broadband infrastructure and high-speed internet, in increasing their capacity for providing digital literacy classes focused on career development skills in their communities. Training will be focused on digital fundamentals, digital job seeking, digital citizenship, and digital information.

# The Challenge

L&I has put forth this NGA to address the emergent digital literacy deficit, while our partner agency, Department of Community and Economic Development (DCED), works to expand broadband access and equity in the Commonwealth. Click [here](https://dced.pa.gov/broadband-resources/) to learn more about DCED’s efforts. 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.

# Outcome Goals

Successful programs will utilize grant funds to expand or add to their Round 2 projects and create digital literacy training for individuals including job seekers.

A successful program will:

1. Have 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.
2. Administer pre- and post-evaluations, that will be provided by the Department of Labor & Industry, to assess individualized skill gains and assess program efficacy. The grantee may request modification of content to the assessment which may be approved by L&I.
3. Include 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.
4. Provide jobseekers with opportunities to enhance digital literacy skills.
5. Prepare Pennsylvania residents with career-ready skills for job searching in emerging employment opportunities and high-priority occupations (HPOs).
6. Allow access and connect individuals to employment with family-sustaining wages.
7. Increase communities’ infrastructure for providing foundational digital literacy skills.

# Award Terms

## Estimated Funding and Award Size

Approximately $900,000 is available through funding provided by WIOA Statewide Activities (SWA) Funds. Applicants will be awarded and funded competitively based on the availability of funds up to $45,000 per project. An applicant may only submit one application.

## Period of Performance (POP)

DLWDG Round 4 funding is anticipated to be used for grant-related activities between August 1, 2023 through July 31, 2024.

# Evaluation Criteria

## Eligible Applicants/Minimum Qualifications

Eligible applicants include any awardee of DLWDG Round 2 funds (POP from May 1, 2022 to July 31, 2023) that have met 60% of their expenditures, targeted participants, performance outputs and program outcomes as identified in their proposals. The 60% benchmark must be met at the time of application.

Grantees may be required to work with an evaluator.

**Additionally, applicants must have a PA Vendor Identification Number, an Unique Entity ID, and be able to comply with the Workforce Grant agreement found at** [**dli.pa.gov/Grants**](https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx)**.** Applicants who cannot meet these additional requirements at the time of award will relinquish their award.

Pennsylvania Vendor numbers may be obtained at no cost by calling the Vendor Data Management Unit at 717-346-2676 or 1-877-435-7363, or online found [here](https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx) (click on “Non-Procurement Vendor Site”). It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania vendor number in a timely fashion, you may submit the application prior to receiving your vendor number; however, **no grant will be awarded without a Pennsylvania vendor number**.

The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. Existing registered entities can find their Unique Entity ID by following the steps here. New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

## Fiscal Agent

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

## Initial Review Criteria

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; and (3) all mandatory components have been received.

## Merit Review Criteria

Projects will be scored on how well the narrative meets the following criteria:

1. Have you expended at least 60% of your Round 2 Digital Literacy award for the POP of May 1, 2022 to July 31, 2023 at the time of the Round 4 application?
2. Have you met at least 60% of the targeted participant performance outputs and program outcomes, as identified in your Round 2 Digital Literacy grant proposal for the POP from May 1, 2022 to July 31, 2023 at the time of this Round 4 application?
3. Describes any changes to the project design and management plan that would validate your request for additional funds.
4. Describes any changes to the performance outcomes that would validate your request for additional funds.
5. Describes any changes to your sustainability/leveraging plan that would validate your request for additional funds.
6. Provides a project timeline for the requested funds.

## Budget Form and Justification

1. Include a detailed line-item budget form. Budgets must reflect requested and leveraged funds.
2. 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.
3. The full cost of the program must be reflected in the budget form and budget justification. It is our expectation that the grantee will leverage existing funding to cover costs beyond the awarded grant amount that are necessary to run the proposed program in its entirety. The costs must be broken out by the amount requested and by the amount leveraged.

# Application Process and Submission Information

The DLWDG Round 4 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 June 9, 2023 at 4 P.M. 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](mailto:RA-LI-BWDA-GS@pa.gov) with the email subject: “Digital Literacy and Workforce Development Grant – Round 4”. 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 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.

## Application Documents

Completed applications **must** include all seven (7) required documents:

1. **Application Form** (saved as a single file titled “<Applicant’s Legal Name> Application Form”)

The grant application form must be completed in full and submitted with the other required documents. An example application form can be found as Appendix A.

1. **Project Summary Cover Page** (saved as a single file titled “<Applicant’s Legal Name> Project Summary Cover Page” and one-page max) with the following information: An example project summary cover page can be found as Appendix B.
   1. Name of applicant;
   2. Name of fiscal agent;
   3. Vendor ID number (if applicable);
   4. Unique Entity Identifier (UEI) number;
   5. Project title;
   6. Project counties;
   7. Project partners;
   8. Project service area – (e.g., local township/city/municipality, and house and senate districts to be served);
   9. Project summary;
   10. Project point of contact and contact information.
2. **Budget Form** (saved as a single file titled “<Applicant’s Legal Name> 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 August 1, 2023 through July 31, 2024. 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. An example Budget Form can be found as Appendix C.
3. **Budget Justification** (saved as a single file titled “<Applicant’s Legal Name> 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. Budget Justification instructions are available as Appendix D.
4. **Local Board Notification** (saved as a single file titled “<Applicant’s Legal Name> Local Board Notification”) Applicants must complete Appendix E 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. **Additional Funds Summary Request** (saved as a single file titled “<Applicant’s Legal Name> Additional Funds Summary Request”)  
   Applicants must complete the Additional Funds Summary Request form. An example Additional Funds Summary Request form is available as Appendix F.
6. **EO 2021-06 Worker Protection Certification Form** (saved as a single file titled “<Applicant’s Legal Name> Worker Protection Certification Form”) 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. An example EO 2021-06 form is available as Appendix G.

## 

# Grant Award Details

## Grant Funding

This NGA is 100% federally funded by WIOA Statewide Activity Funds (SWA).

## Application Deadline

DLWDG Round 4 applications are dueno later thanJune 9, 2023 at 4 P.M. ET. Late applications will not be accepted.

## Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support a DLWDG Round 4 initiative. Proposals should demonstrate efficient and effective use of resources. While matching funds are not required, applicants are strongly encouraged to leverage federal and non-commonwealth resources, including, but not limited to, philanthropic resources, employer contributions, and other resources to reach their project goals. Applicants are also encouraged to use existing staff, facilities, and equipment, and other in-kind resources to reach their project goals. DLWDG funding should supplement, not supplant, existing public and private resources (e.g., other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals should demonstrate efficient and effective use of resources.

Grant costs will be paid by reimbursement only of actual costs with supporting documentation by invoicing submitted to BWDA on a monthly basis during the grant period. For more information about satisfactory supporting documentation visit [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).

* **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 the award the award is made for a lesser amount than the applicant expected. 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. Costs that are unreasonable or unnecessary shall not be reimbursed.

# Grant Award Administration

**Grant Agreements**

Awardees are required to enter into a workforce grant agreement with L&I. Example of the workforce grant agreement can be found at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).

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 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.

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 announcement. 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 applicant is responsible to take immediate and appropriate action to remedy the area of concern in accordance with L&I’s 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 within 60-days of full award expenditure or end of the grant (whichever occurs first). In addition to report submissions, awardees 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 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).*](https://www.oa.pa.gov/Policies/Documents/itp_sec025.pdf)

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## Questions/Agency Contacts

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

# Appendices

* **Appendix A:** Application Form
* **Appendix B:** Project Summary Cover Page
* **Appendix C:** Budget Form
* **Appendix D:** Budget Justification
* **Appendix E:** Local Workforce Development Board Notification Form
* **Appendix F:** Additional Funds Summary Request
* **Appendix G:** EO 2021-06 Worker Protection and Investment Certification Form

Appendix A: Application Form

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Submission:** | | Choose an item. | | | | **Type of Project:** | Choose an item. | | **Applicant Type:** | | Choose an item. |
| **Local Workforce Development Board:** | | | | | Choose an item. | | | | | | |
| **Grant / Project Title:** | Click or tap here to enter text. | | | | | | | | | | |
| **Targeted Industry Cluster:** | | | Click or tap here to enter text. | | | | | **Sub-Cluster:** | Click or tap here to enter text. | | |
| **Counties served by this grant:** | | | | | | | | | | | |
| * Adams * Allegheny * Armstrong * Beaver * Bedford * Berks * Blair * Bradford * Bucks * Butler * Cambria * Cameron * Carbon * Centre * Chester | | | | * Clarion ☐ Huntingdon ☐ Montgomery ☐ Venango * Clearfield ☐ Indiana ☐ Montour ☐ Warren * Clinton ☐ Jefferson ☐ Northampton ☐ Washington * Columbia ☐ Juniata ☐ Northumberland ☐ Wayne * Crawford ☐ Lackawanna ☐ Perry ☐ Westmoreland * Cumberland ☐ Lancaster ☐ Philadelphia ☐ Wyoming * Dauphin ☐ Lawrence ☐ Pike ☐ York * Delaware ☐ Lebanon ☐ Potter ☐ **Statewide** * Elk ☐ Lehigh ☐ Schuylkill * Erie ☐ Luzerne ☐ Snyder * Fayette ☐ Lycoming ☐ Somerset * Forest ☐ McKean ☐ Sullivan * Franklin ☐ Mercer ☐ Susquehanna * Fulton ☐ Mifflin ☐ Tioga * Greene ☐ Monroe ☐ Union | | | | | | | |
| **Local Workforce Development Areas (LWDA) affected by this grant:** | | | | | | | | | | | |
| * Allegheny * Berks * Bucks * Chester * Delaware * Westmoreland-Fayette | | | | * Lackawanna ☐ Pittsburgh ☐ West Central * Lancaster ☐ Southern Alleghenies ☐ Southwest Corner * Lehigh Valley ☐ Tri-County ☐ Northwest * Luzerne-Schuylkill ☐ North Central ☐ Central * Montgomery ☐ Northern Tier ☐ South Central * Philadelphia ☐ Poconos ☐ **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  Title |  | Last Name Phone  Email | | | | | | | | | |
| **Funding proposal request ($):** | | | | | | Labor & Industry: $ Matching Funds: $ | | | | | |
| **Authorized representative printed name:** | | | | | | Name | | | | | |
| **Authorized Representative Signature/Date:** | | | | | |  | | | | | |

Appendix A: Application Form Continued

**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.

**Type of Project**: Indicate whether this grant is for training or services.

**Applicant**: Select Applicant type from drop down menu.

**Local Workforce Development Board (LWDB)**: Select the name of the LWDB with whom this project will be affiliated from the drop-down menu.

**Grant/Project Title**: Enter the name of the project.

**Target Industry Cluster/Sub Cluster**: Enter the name of the Industry Cluster and, if applicable, the sub-cluster.

**Counties Served:** Include all counties that will be served by the grant.

**LWDAs affected:** List all LWDAs involved in the grant.

**Small Business:** Select whether your business is a Pennsylvania Qualified Small Business.

**Applicant Information**: Enter the applicant’s name and address.

**Contact Information**: Enter contact information.

**Funding Proposal Requests**: Enter the amount requested for the project and include the amount of matching funds (if applicable).

**Authorized Representative**: Enter the name of the authorized representative. Sign and date the form.

Appendix B: Project Summary Cover Page

Name of applicant:

Name of fiscal agent:

Vendor ID number (if applicable):

Unique Entity Identifier (UEI) number:

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:

Appendix C: Budget Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Grantee Name: |  | |  |  |
|  |  | Grant Program: | Digital Literacy and Workforce Development Grant - Round 4 | |  |  |
|  |  | Funding Period: | August 1, 2023 - July 31, 2024 | |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total Award** |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | **Budget** | **%** |
|  | **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 | |  | $ - |  |
| B6 |  | Program Indirect Costs |  |  | $ - |  |
|  | **TRAINING** | |  |  | **$ -** | #DIV/0! |
| C4 |  | Adult Education and Literacy Training | |  | $ - |  |
| C5 |  | Other Training Expenses | |  | $ - |  |
|  | **TOTAL BUDGET** | |  |  | **$ -** |  |
|  |  |  |  |  |  |  |
|  |  |  |  | Difference | $ - |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

Appendix D: Budget Justification

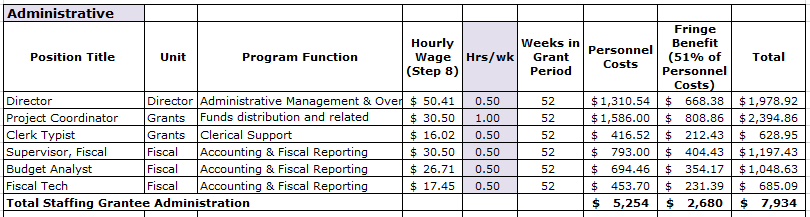
**General Instructions for the Completion of a Budget Justification**

The budget justification must include the following information:

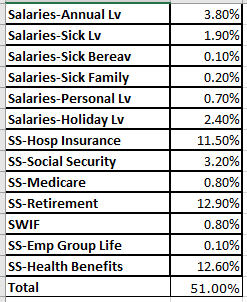
* + Each line item on the Budget Form must be explained, and the cost provided for each. Each line item on the Budget Form pertains to projected costs.
  + The total for each line item on the Budget Justification must match the total for each line item on the Budget Form.
  + **Administrative Costs cannot exceed 10 % 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.

For example:



1. **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.



1. **Operational Expenses** – List all anticipated direct operational expenses and corresponding amounts being supported by the grant here. List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable (cellphone, rent, utilities, video conferencing services, printing, postage, supplies, staff travel, etc.).

**Supplies –** List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Identify if the supply will remain with participants or if supplies are to remain with program provider for program use. List the quantity and unit cost per item. No one supply item is to exceed more than $5,000. Items with a unit cost of more than $5,000 are equipment.

Supplies can be purchased using the Micro Purchase Method. Procurement by micro-purchase is the acquisition of supplies or services in which the aggregate dollar amount does not exceed $3,000 (or $2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-federal entity considers the price to be reasonable.

1. **Other Program Expenses** – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Costs included hereshould 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.

Equipment – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable.

Equipment can be purchased using the Small Purchase Method. All purchases between $3,000 and $150,000 can use the “small purchase procedures” as the procedures are “relatively simple and informal.” Price or rate quotations must be obtained from three qualified sources. Quotations can be obtained in writing, listed by contractor price on a website, or generated via an online search.

1. **Indirect Costs –** If charging indirect costs to the grant, this line item must be populated. Include the current approved Negotiated Indirect Cost Rate Agreement, signed by the Federal cognizant agency, or a de minimis justification, as an attachment to the narrative. This should only be submitted with the grant application if outlined as an allowable expense and broken out between administration and program.

Appendix E: 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).

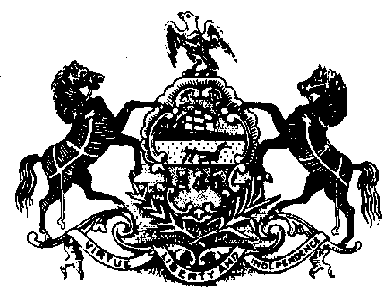
Appendix F: Additional Funds Summary Request

This is a request for additional funds for Digital Literacy Round 2 grantees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grantee Name:** |  | **Program Name:** | Digital Literacy Round 4 |
| **DLWDG Round 2 Contract #:** |  | **DLWDG Round 2 NOO #:** |  |

**Please provide the following information, where applicable:**

1. Have you expended at least 60% of your Round 2 Digital Literacy award for the POP of May 1, 2022 to July 31, 2023 at the time of the Round 4 application?
2. Have you met at least 60% of the targeted participant performance outputs and program outcomes, as identified in your Round 2 Digital Literacy grant proposal for the POP from May 1, 2022 to July 31, 2023 at the time of this Round 4 application?
3. Describe any changes to the project design and management plan that would validate your request for additional funds.
4. Describe any changes to the performance outcomes that would validate your request for additional funds.
5. Describe any changes to your sustainability/leveraging plan that would validate your request for additional funds.
6. Provide a project timeline for the requested funds.

Appendix G: Worker Protection and Investment Certification Form

1. 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:
2. Construction Workplace Misclassification Act
3. Employment of Minors Child Labor Act
4. Minimum Wage Act
5. Prevailing Wage Act
6. Equal Pay Law
7. Employer to Pay Employment Medical Examination Fee Act
8. Seasonal Farm Labor Act
9. Wage Payment and Collection Law
10. Industrial Homework Law
11. Construction Industry Employee Verification Act
12. Act 102: Prohibition on Excessive Overtime in Healthcare
13. Apprenticeship and Training Act
14. Inspection of Employment Records Law
15. 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).

|  |
| --- |
|  |
| ***Signature Date:*** |
|  |
| ***Name (Printed)*** |
|  |
| ***Title of Certifying Official (Printed)*** |
|  |
| ***Contractor/Grantee Name (Printed)*** |

BOP-2201

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