**Commonwealth of Pennsylvania**

Department of Labor & Industry

Near Completer Grant Round 2

Notice of Grant Availability

Proposals Due: Thursday, March 2, 2023 by 4:00 PM ET

Tom Wolf, Governor

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

Jennifer Berrier, Secretary

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

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Key Dates

|  |  |
| --- | --- |
| January 13, 2023 | Notice of Grant Availability (NGA) Release Date NGA Announcement |
| January 23, 2023 at 2:00PM ET | NGA Bidders’ Conference for Interested Applicants: Overview of Grant, Question and Answer section  **Join on your computer, mobile app or room device**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YThiZTM5NTgtMzljMC00Y2QxLWFkNTQtYTc4NzM2YjU1ZGZi%40thread.v2/0?context=%7b%22Tid%22%3a%22418e2841-0128-4dd5-9b6c-47fc5a9a1bde%22%2c%22Oid%22%3a%22257ae3ca-d527-44d6-8a79-e004748b424a%22%7d)  Meeting ID: 285 736 637 247  Passcode: p256z5  **Or call in (audio only)**  Toll Number +1-267-332-8737  Phone Conference ID: 645 710 264#  A complete list of Q&As, if applicable, will be posted at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants). |
| March 2, 2023 at 4:00 PM ET | **Applications Due**  Applications must be submitted to [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov) resource account with the email subject:  “Near Completer Round 2” NGA Applications |
| June 1, 2023 | Contract Start Date |
| June 30, 2024 | Contract End Date |
| August 30, 2024 | Final Program Report Due |

# 

# Overview

The PA Department of Labor & Industry (L&I) announces the availability of up to $7 million of funding for a Near Completer Round 2 Grant. Applicants can request awards of up to $2.5 million each. This Notice of Grant Availability (NGA) seeks applications to support initiatives across the Commonwealth of Pennsylvania (PA) that address the education and training needs of Pennsylvania’s citizens to help them obtain employment that pays a living wage. This grant is focusing on credential completion for those who had previously started post-secondary education for High Priority and In-Demand occupations but who had to stop without completing their degrees or certificates. All credentials from PASSHE schools are eligible. However, for all other institutions, only the credentials for occupations that are on the High Priority or In-Demand list will be eligible for reimbursement under this grant.

This NGA outlines the strategic goals of the Near Completer Grant opportunity, the proposal evaluation criteria, and the grant timeline.

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## Eligible Applicants

Eligible applicants are Pennsylvania Local Workforce Development Boards (LWDB’s) in partnership with at least one PASSHE school or another post-secondary educational institution[[1]](#footnote-2).

The applicant(s) must have a confirmed, formal engagement with a post-secondary educational institution. The institution must award certificates, diplomas, associates, or bachelor’s degrees. **A letter of confirmed formal engagement must be present in the application packet, containing a summary of the planned collaboration, resources being committed to the project by the partner, and signed by a person capable of committing such resources to the project to achieve the desired outcome(s).**The formal engagement letter must be included in the Letters of Support portion of the application documents and does not count against the overall page limit.

The applicant(s) must be capable of bringing together business, education, workforce, and provider partners to achieve the overall project goals as defined by this NGA. Additionally, the lead applicant must demonstrate the ability to coordinate, manage, and implement the design of the project; develop and implement the project budget; implement a strategy to collect, analyze, and report performance outcomes; and coordinate and evaluate the activities of the project.

The applicant(s) must be capable of monitoring and administering the fiscal components of the NGA. The applicant(s) must be capable of submitting the required reporting elements at the required intervals as outlined in the NGA.

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## Fiscal Agent

Fiscal agents include eligible applicants, as detailed above. If organizations apply as a partnership, the application must appoint a single entity as the lead applicant who must also act as fiscal agent. The fiscal agent will receive, manage, and disburse grant funds.

## Grant Funding Source

This NGA is funded by WIOA Statewide Activity funds. The Workforce Innovation and Opportunity Act (WIOA) allows governors to set aside a portion of workforce funds for the purpose of these activities including the implementation of innovative programs and strategies designed to meet the needs of all employers in PA. These programs and strategies include career pathway programs, utilization of effective business intermediaries, and other business services and strategies that better engage employers in workforce investment activities and make the workforce development system more relevant to the needs of state and local businesses, consistent with the objectives of WIOA and the local and PA WIOA Combined State Plan. To support this initiative, PA has designed this innovative opportunity to support employers’ needs by providing individuals with the necessary training, credentials, and skills to be successful across an array of occupations.

# The Challenge

According to the United States Department of Education, Pennsylvania had a post-secondary education retention rate for part-time students of 41% in 2020. Full-time students had a retention rate of 62%. Of those students who “stopped-out”, 14.86% of them stopped because they did not have the money or their financial aid ran out[[2]](#footnote-3). An additional 10.56% stopped because they had to start working or because they could not balance school and work[[3]](#footnote-4). In addition, many students stopped-out because of not having the necessary supports needed to continue their education. Issues such as childcare (7.5%), life events/personal problems or health issues (9.1%), or career service issues (7.8%) were named as some of the reasons students stopped-out[[4]](#footnote-5).

In today’s job market, employers rely on degrees or certificates to measure candidates’ knowledge and capability. Many jobseekers who do not have the credential proving their abilities and knowledge are left behind. According to data by the United States Bureau of Labor Statistics, the median weekly earnings for someone with some college but no degree was $877 in 2020 compared to $938 for someone with an Associate degree. Along with that, the unemployment rate dropped from 8.3% to 7.1% when someone had an Associate degree. Data reflects that with post-secondary education, wages rise and unemployment drops. In addition, with Pennsylvania’s aging workforce, most jobs of tomorrow and the future require degrees or certificates and are not careers in which on-the-job trainings can occur (CWIA). Helping jobseekers who are close to graduating or completion will help to ensure that Pennsylvania’s jobs of tomorrow and the future are staffed with knowledgeable and skilled employees. This grant aims to help citizens who want a career in a High-Priority or In-Demand Occupation close the skills and knowledge gap, obtain support services, and find employment after credentialing.

# Grant Opportunity Goals

The goal of this NGA is to create or expand programs that will operate for 13 months that support dislocated workers, unemployed, and incumbent workers. These programs will allow job seekers who had previously left higher education to re-enroll in educational programs that they can complete before June 30, 2024. The programs will be able to rapidly attach the participant to industry recognized credentials and employment in a High Priority Occupation (HPO) or from Pennsylvania’s In-Demand Occupation List (PA IDOL). In addition, the programs can support prior students who were obtaining any credential at a PASSHE school. The grant seeks innovative ideas that utilize current best practices for rapid credential attainment including but not limited to back credentialing, imbedded certifications in for-credit programs, and new credit for life experience strategies. By supporting rapid credential attainment, the participant would be immediately able to enter the job market and earn living wages.

Educational programs that align with HPOs or PA IDOLs within Pennsylvania OR any educational program offered by a PASSHE school are the only programs that will be supported by this grant. Priority must be given to participants who are dislocated from employment, unemployed, or those with the shortest completion time. Direct participant costs for training and supportive services under this grant are not capped, however, applicants showing the most efficient and equitable use of funding will be given priority.

HPOs can be found at: <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>.

The PA IDOL occupations can be found at: <https://www.workstats.dli.pa.gov/Products/IDOL/Pages/default.aspx>.

## Eligible participants are those that:

* Are a resident of Pennsylvania
* Attend a post-secondary institution located in Pennsylvania, either in person or online
* Meet the post-secondary institution’s established program admission requirements
* Can finish their formal training program to complete a certificate, diploma, associates, or bachelor’s degree by June 30, 2024
* Are a former post-secondary student who exited a post-secondary training within the past two years without obtaining their credential, had a 2.0 GPA (or higher) upon exit, and are currently interested, available, and capable of returning to finish their credentialing during the period of performance of the grant
* Are interested and able to pursue employment with the intention of becoming employed within 12-months of education program completion if currently unemployed or dislocated from employment
* Are employed if their current employment is not within their training interest area
* Note: dislocated/unemployed workers should be given priority
* Do not have to be eligible for any other WIOA programs
* Agree to be contacted for post-exit employment verification, if applicable

The goal of this grant is to complete an unfinished credential. Though employment is always the top priority, in this grant, it is not weighted as heavily for defined project success.

## Grantees must meet the following defined outcomes:

* + - An overall training completion rate of 90%.
    - An overall credential achievement rate of 85%.
    - An overall employment placement rate of 75% for any unemployed individuals who have completed training

Required program activities:

There are eight required program activities listed below**.** Some of the eight required program activities below have additional suggested activities. Not all suggested activities need to be included in the applicant’s proposal and additional activities may be proposed to ensure a successful program. The suggested activities are intended to frame the types of services that are permitted or would be necessary for program and participant success. A more detailed list of suggested activities is included in Appendix F.

1. **Partnership and Collaboration** – Identify, engage, and partner with post-secondary educational institutions, employers, and community providers/organizations through formal committed partnerships that result in innovative practices to enable eligible job seekers to obtain their credential and become employed in their field of study or at a job that pays a living wage of at least $20. A total of four letters of support must accompany the proposal.
2. **Outreach** – Identify and engage the job seekers who meet the eligibility requirements by a variety of means within the targeted service area to reach as many potential job seekers as possible.
   * **Data Utilization** – Work with existing data available from L&I, education partners, national data, etc. to establish baseline data for the area to be served and to develop outreach methodologies that will be most effective for those areas for job seekers that adhere to the goals, expectations, and eligibility criteria.
   * **Unserved and Underserved** - Establish innovative practices and outreach protocols to reach and enroll unserved or underserved job seekers within the designated service area who meet the participant eligibility requirements.
   * **Diversity and Inclusion** – Establish innovated practices and outreach protocols to reach and enroll job seekers within the designated service area who meet the participant eligibility requirements that are of diverse racial, socio-economic, ethnic, disability, or other diverse backgrounds.
   * **Workforce Program Co-Enrollment** – Grantees must encourage customers to enroll in other workforce programs while participating, though co-enrollment is not a requirement for participant eligibility.

**3. Tuition Assistance** – Support the individual with the tuition costs for completing training. Note: Direct tuition payment may only be supported after all other existing financial gift aid resources have been explored including Free Application for Federal Student Aid (FAFSA). Gift aid refers to grants, scholarships, and employer assistance. Grantees must utilize or rule out federal, state, local, or other forms of financial gift aid. Utilization of the FAFSA process or other similar tools would minimally meet this requirement.

* Financial aid completion assistance and/or problem resolution must be provided. Documentation that other forms of financial aid were explored, utilized, and ruled out must be made available to the department upon submission of the annual report or as requested. It is imperative that grantees plan to and use other funding streams to ensure that grant resources are effectively utilized to ensure the employment outcomes specified within the announcement. Failure to adhere to this internal control will result in disallowed costs.

**4. Education Supports** –Individualized services and funding to allow the job seeker to complete the remaining credits to achieve their degree. For more suggested activities, see Appendix F.

**Suggested educational support activities include:**

* Transfer of credits flexibilities
* Allowing credit transfers from prior learning experiences
* Allowing credit transfers from the American Council on Education (ACE) military credits
* Other similar innovative credit transfer options as available
* Purchase of transcripts or other documents to aid in the (re)enrollment process

**5. Case Management** –Case management activities consist of advanced guidance, counseling, and health services to address individualized job seeker needs/barriers outside of the educational program. Case managers must document all activities provided under this grant by individual including eligibility, services provided, communications, supports, and outcomes. For more suggested activities, see Appendix F.

**6. Supports to Enable the Job Seeker to Participate** –Other support services available to participants to address individualized job seekers needs.

**Suggested support activities include:**

* Childcare reimbursement while participating in educational activities
* Transportation reimbursement to and from the educational institution
* On campus food assistance or hand-off referral to community resources
* Hand-off referral to housing assistance services

**7. Employer Connections** – Dedicated formal and informal employer partnerships provided to participants to provide and enhance job seeker programming. For suggested employer connection activities, see Appendix F.

**8. Career Guidance, Direct Placement, and Employment Support Services** – All participants completing their educational program must participate in job placement activities and remain actively engaged with the program until employed or the program ends. Grantees must develop job placement activities that engage participants during and immediately after educational program completion. For suggested job placement activities, see Appendix F.

## Grantee Requirements

1. **Commonwealth Workforce Development Enrollment** – All participants must enroll in Commonwealth Workforce Development System (CWDS) and complete a base record and a resume by the completion of their educational program.
2. **Internal Controls** – the grantee must document, demonstrate, and maintain adequate internal controls for the utilization of funds, enrollment of participants following the eligibility criteria, tracking of data, reporting of data, and overall program administration. All required documentation to support allowable costs must be maintained. Case management and file retention methods must be clearly outlined and assigned by partner.
3. **Reporting** –The below are mandatory meetings, data elements, and reports that must be provided to the department. Personally Identifiable Information (PII) may be required to be collected. Grantees must ensure that PII is sufficiently protected, follow their existing agency data protection internal controls when handling and storing data, and will transfer required data to the department in a manner specified.

a. **Reports** - 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 the commonwealth and will be outlined in the award package. Program reports may include but are not limited to activities that occurred, outreach activities, referrals to community partners, outcomes, lessons learned, recommendations for future programs or supports, participant feedback, participant success stories, pictures, and media releases for use in future L&I marketing materials. All close-out final reports are to be submitted within 60 days of full award expenditure or end of the grant (whichever occurs first).

b. **Meetings** - Grantees are required to participate in routine calls with L&I staff to review grant progression, share best practices, and receive technical support. Additional information will be provided upon award selection.

c. **Evaluation** – Grantees must conduct qualitative measures such as pre/post evaluations or participant satisfaction surveys. This information must be provided to the Department with the final program report.

d. **Data Collection -** Grantees must collect data and supporting documentation per individual served. The department and the grantees will work collaboratively to design a data collection tool that will encompass the demographic, educational, support services, and employment data components needed to evaluate the overall effectiveness of the projects and grant. The department will provide finalized documentation format for all grantees in an order to maintain consistency across projects. The grantee will be required to submit that information to the department monthly to monitor any trends, issues, and accomplishments.

* **Data Elements** - Grantees must, at minimum, collect the following data on the participants throughout participation:
  + Unique Identifier
  + Date of enrollment
  + Year of birth
  + City, county, zip code
  + Employment details, prior and after training
  + Wage prior and post enrollment
  + Eligibility criteria
  + Educational information
  + Program status
  + Support services information
  + Optional demographic data

## Evaluation Criteria

|  |  |
| --- | --- |
| Project Design and Management Plan | 50 |
| Data Collection and Performance Outcomes | 5 |
| Evidence Building and Project Effectiveness | 10 |
| Equity Strategy | 20 |
| Stakeholder Engagement | 20 |
| Leveraging Resources and Sustainability | 10 |
| Other Evaluation Criteria | 20 |
| Budget Form and Budget Justification | 15 |
| Total Possible Points | 150 |

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

**Project Design and Management Plan (50 points)**

* Program clearly identifies the lead entity and their role (monetary or otherwise) to the overall success of the program, participants, and service area. If applying as a regional entity, identifies LWDB grant application partners and their roles on the project
* Describes how the program will meet the defined goals of the grant
* Describes how the project and LWDB Supportive Service Policy will provide for the 8 required program activities
* Describes how the project will utilize innovative strategies to address the needs of the grant and ensure successful participant outcomes
* Describes how the proposed activities will be delivered virtually as well as in person
* Describes participants rights and responsibilities through the program life cycle
* Describes how business needs in the service area will be addressed within the service area
* Provides a detailed project timeline to include implementation steps for each proposed activity
* Describes how many participants plan to be served. Priority will be given to those that demonstrate efficient and equitable use of funding for program and support services

**Data Collection and Performance Outcomes (5 points)**

* Describes any additional metrics besides the required metrics that will be used to meet the proposed performance outcomes of this grant and how the data will address the problem statement and align with the goals of this grant:
* Pre- and post-evaluation tools
  + Participation, including participant demographics and completion/ongoing participation in the grant
  + Program outputs, which quantify the services and activities funded by grant resources (e.g., number of people served, barriers identified, number of sessions provided, etc.)
  + Program outcomes, which measure the overall impact that the services and activities have had on participants (e.g., participants obtaining employment, participants showing an increase in income, etc.)
* Describes how the applicant will provide the capacity to track progress towards meeting the program outcomes and describes the process and data sources that will be used to collect, track, and report the data. An applicant’s strategy to track and evaluate outcomes may include partnering with another organization for additional support

**Evidence Building and Project Effectiveness (10 points)**

* Project design and management plan is supported by relevant data
* Project design includes an evidence-based solution
* Project design will use the data collected on performance outcomes to evaluate the overall impact and effectiveness of the program

**Equity Strategy (20 points)**

* Project design includes a clear equity strategy to address the stated problem, explains how the equity strategy will address disparities and inequities, and reach target population(s).
* Equity strategy uses data to identify and reach a target population(s) and participants reflect the demographics of the community’s overall population (e.g., race, ethnicity, gender, disability status, etc.).
* Equity strategy describes how the approach will address disparities in outcomes for individual participants in the target population(s) and the structural inequities that cause disparities in outcomes.
* Project team engaged target population(s) and incorporated stakeholder voices to help inform application, program design, and proposed solution.
* Partner organizations and project team reflects the demographics of the community’s overall population (e.g., race, ethnicity, gender, disability status, etc.). If the project team does not reflect the demographics of the community, the partner organizations and project team have a strategy to build relationships within the community to build a more inclusive project team in the future.

**Stakeholder Engagement (20 points)**

* Identifies key partners and demonstrates an effort by the lead applicant to develop strong, high quality, inclusive, and diverse partnerships committed to working collaboratively to implement the project. Please note: Applicants are encouraged to have multiple partners across sectors (e.g., education partners, workforce development partners, business partners, economic development partners, and community partners) that demonstrate their commitment through letters of support. A total of four letters of support must be included. One of the four must be from the formal educational institution partner.
  + - Letters of support are individualized to reflect the role of the signing organization and address the needs and population of the specific organization signing the letter.
* Identifies the roles, responsibilities, contributions, and commitments of each partner.
* Identifies the individuals responsible for grant administration and how those individuals will lead the project team to foster collaboration throughout project implementation.

**Leveraging Resources and Sustainability (10 points)**

* Describe any matching funds that the applicant and/or program partners will provide for the project, if applicable.
* Describe how the project will:
* Leverage federal and non-commonwealth resources, including, but not limited to, WIOA, Adult Basic Education, SNAP, TANF, philanthropic resources, employer contributions, and other resources to reach the project goals
* Leverage existing staff, facilities, equipment, and other in-kind resources to reach their project goals
* 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
* Describe how the project partners will sustain the project beyond the grant period

**Other Evaluation Criteria (20 points)**

Priority consideration will be given to applicants that meet the following priorities:

* Priority 1: Programs that show a formal commitment from more than one post-secondary educational institute. A letter of confirmed formal commitment contains a summary of the planned collaboration, resources being committed to the project by the partner, and signed by a person capable of committing such resources to the project to achieve the desired outcome(s).
* Priority 2: Programs that show the most efficient and equitable use of funding
* Priority 3: Programs that demonstrate a focus on education and healthcare occupations

**Budget Form and Justification (15 points)**

Applicants must provide a complete budget broken out by line item. The budget must:

* Include a detailed budget justification which includes a detailed breakout of quantity, cost, and narrative to support each line item of the budget
* Explain how each budget line item supports the stated deliverables of the project
* 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

# Application Process and Submission Information

The Near Completer Round 2 NGA and related materials are available on L&I’s grants website: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Businesses/Workforce-Development/grants).

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## Application Submission Information

Applications must be complete, including all required documents outlined below, and submitted by March 2, 2023 at 4:00 PM ET. An electronic copy of the application and all required components **MUST** be emailed to the [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov) resource account with the email subject: “Near Completer Round 2 application.”

All applications must include the completed application requirements below, including a project narrative (12 pages maximum), Appendices A-E, and letters of support. The appendices and letters of support do not count toward the 12-page maximum.

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 Portable Document Format (PDF). Page numbers must be provided in the footer. Do not include any internet addresses (URLS) that provide information necessary to review the application. Documents must not include any proprietary or sensitive business information as PA may make it available to the public.

Incomplete applications or applications that do not meet these specifications will not be evaluated or scored. If a project narrative is more than 12 pages, evaluators will only review the first 12 pages.

## Completed Application

Completed applications must include the required components below:

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 [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Businesses/Workforce-Development/grants) and an example can be found as Appendix A.
2. **Project Summary Cover Page** (saved as a single file titled “Project Summary Cover Page” and one- page max) [www.dli.pa.gov/Grants](https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx). The Project Summary Cover Page is available as Appendix B.
3. **Project Narrative** (saved as a single file titled “Project Narrative” and 12 pages max) that includes detailed information in response to all the Evaluation Criteria prompts, including:

* Project Design and Management Plan
* Data Collection and Performance Outcomes
* Evidence Building and Project Effectiveness
* Equity Strategy
* Stakeholder Engagement
* Leveraging Resources and Sustainability
* Other Evaluation Criteria

1. **Budget Form** (save as a single file titled “Budget Form”)  
   Applicants must submit a detailed budget that includes expenditures by line item. 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 period June 1, 2023 through June 30, 2024. The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. PA reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. The Budget Form is available as Appendix C.
2. **Budget Justification** (save 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 D.
3. **Letters of Support** (saved as a single file titled “Letters of Support”)  
   Each application must have four letters of support specific to this grant application and describe how the proposal will help address the problem and goals of this NGA and its impact on the target population(s) and community. One letter must be the formal, written commitment from the partner educational institution.
4. **EO 2021-06 Worker Protection Certification Form** (saved as a single file titled “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. The form is available as Appendix E. [www.dli.pa.gov/Grants](https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx)

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# Grant Award Details

## Estimated Funding and Award Size

Approximately $7 million is available. Grants will be awarded and funded competitively based on availability of funds up to $2.5 million per application.

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## Application Deadline

Near Completer Round 2 applications are dueThursday, March 2, 2023 at 4 PM ET. Late applications will not be accepted.

## Proposed Grant Timeline and Award Period

WIOA Statewide Activity funding is anticipated to be used for grant-related activities between June 1, 2023 through June 30, 2024.

## Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support a Near Completer initiative and support addressing barriers to employment for Pennsylvanians. While matching funds are not required, applicants are strongly encouraged to leverage federal and non-commonwealth resources, including, but not limited to, WIOA, Adult Basic Education, TANF, SNAP, 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. Finally, 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.

* **Allowable Direct Costs:** Costs are allowable if they support the *Required Program Activities* outlined in this NGA or are related administrative costs. Administrative costs must not exceed 10 percent of total amount requested. Administrative costs are defined on Appendix C. All costs must be reasonable and necessary as defined by federal Uniform Guidance 2 CFR part 200. All funds are based on cost reimbursement payments over the course of the project. Costs paid will reflect actual costs incurred. Proper source documentation must be provided to substantiate payment.
* **Unallowable Costs:** Unallowable costs include pre-award costs, building construction, and procuring lobbying services. 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.

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# Grant Award Administration

## Period of Performance

L&I anticipates a performance period beginning June 1, 2023 through June 30, 2024.

**Grant Agreements**

Awardees are required to enter into a workforce grant agreement with L&I unless the grantee has a current grant agreement already in place. L&I reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

L&I also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. L&I reserves the right to request additional information or modifications to applications for any reason deemed necessary. L&I shall notify all applicants whose applications are not accepted for funding under this NGA.

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

PA reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award. PA reserves the right to award grants on a conditional basis if there are concerns surrounding one or more sections of the application(s). In the instance that a conditional award is made, the applicant is responsible to take immediate and appropriate action to remedy the area of concern in accordance with Department guidance.

The L&I contracting officer is the only individual who can make awards or commit PA to the expenditure of public funds. A commitment by other than the contracting officer, either explicit or implied, is invalid.

L&I reserves the right to de-obligate funds for those projects that show minimal expenditure or obligation. Any funds not committed may be reallocated to other projects awarded under this NGA.

# Questions/Agency Contacts

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
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DEPARTMENT OF LABOR & INDUSTRY

BUREAU OF WORKFORCE DEVELOPMENT ADMINISTRATION

**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:** |  | | | | | | | | | | | | | |
| **Targeted Industry Cluster:** | | | |  | | | | | | **Sub-Cluster:** |  | | | |
| **Counties served by this grant:** | | | | | | | | | | | | | | |
|  Adams | |  | Clarion  | | | | Huntingdon | |  Montgomery | | | |  Venango | |
|  Allegheny | |  | Clearfield  | | | | Indiana | |  Montour | | | |  Warren | |
|  Armstrong | |  | Clinton  | | | | Jefferson | |  Northampton | | | |  Washington | |
|  Beaver | |  | Columbia  | | | | Juniata | |  Northumberland | | | |  Wayne | |
|  Bedford | |  | Crawford  | | | | Lackawanna | |  Perry | | | |  Westmoreland | |
|  Berks | |  | Cumberland  | | | | Lancaster | |  Philadelphia | | | |  Wyoming | |
|  Blair | |  | Dauphin  | | | | Lawrence | |  Pike | | | |  York | |
|  Bradford | |  | Delaware  | | | | Lebanon | |  Potter | | | |  **Statewide** | |
|  Bucks | |  | Elk  | | | | Lehigh | |  Schuylkill | | | | | |
|  Butler | |  | Erie  | | | | Luzerne | |  Snyder | | | | | |
|  Cambria | |  | Fayette  | | | | Lycoming | |  Somerset | | | | | |
|  Cameron | |  | Forest  | | | | McKean | |  Sullivan | | | | | |
|  Carbon | |  | Franklin  | | | | Mercer | |  Susquehanna | | | | | |
|  Centre | |  | Fulton  | | | | Mifflin | |  Tioga | | | | | |
|  Chester | |  | Greene  | | | | Monroe | |  Union | | | | | |
| **Local Workforce Development Areas (LWDA) affected by this grant:** | | | | | | | | | | | | | | |
|  Allegheny | |  |  Lackawanna | | | |  | | Pittsburgh  | | | | West Central | |
|  Berks | |  Lancaster | | | |  | | Southern Alleghenies  | | | | Southwest Corner | |
|  Bucks | |  Lehigh Valley | | | |  | | Tri-County  | | | | Northwest | |
|  Chester | |  Luzerne-Schuylkill | | | |  | | North Central  | | | | Central | |
|  Delaware | |  Montgomery | | | |  | | Northern Tier  | | | | South Central | |
|  Westmoreland-Fayette | |  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 | | | | | | | | |

*Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program*

**Authorized representative signature/date:**

# Appendix A: Application Instructions

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.

1. **Grant/Project Title:** Enter the name of the project.
2. **Target Industry Cluster/Sub Cluster:** Enter the name of the Industry Cluster and, if applicable, the sub-cluster.
3. **Counties Served** — Include all counties that will be served by the grant.
4. **LWDA’s affected** — List all LWIA’s involved in the grant.
5. **Small Business** — Select whether your business is a Pennsylvania Qualified Small Business.
6. **Applicant Information:** Enter the applicant’s name and address.
7. **Contact Information:** Enter contact information.
8. **Funding Proposal Requests:** Enter the amount requested for the project and include the amount of matching funds (if applicable)
9. **Authorized Representative:** Enter the name of the authorized

**Appendix B: Project Summary Cover Page**

Near Completer Round 2

Grant Program Summary

Cover Page

Name of applicant:

Applicant type (Circle One): LWDB

Vendor ID number:

Project title:

Project county:

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

Project summary:

Project point of contact and contact information:

**Appendix C: Budget Form**

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

Please utilize the Excel version of the Budget Form available online at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).

Administrative Costs are defined as:

* Accounting, budgeting, financial and cash management functions including: procurement and purchasing functions; property management functions; personnel management functions; payroll functions; coordinating the resolution of findings arising from audits, reviews, investigations and incident reports; audit functions; general legal services functions; developing systems and procedures, including information systems, required for these administrative functions; and fiscal agent responsibilities
* Performing oversight and monitoring responsibilities
* Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space
* Travel costs incurred for official business in carrying out administrative activities
* Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems.

All other costs are considered program charges.

**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 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.

1. **Supportive services** – List types of supportive services for participants (uniforms, transportation, tools, test fees, etc.)
2. **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 E: 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)*** | |

**APPENDIX F: Suggested Activities**

**1. Education Supports:**

* Waiver (temporary or permanent) or reduction of outstanding fees, fines, or penalties (parking fines, outstanding payments, etc.) related to prior enrollments while participating in the program to allow for enrollment and participation, etc.
* No-Cost Tutorial services
* No-Cost books and supplies
* Dedicated study areas
* Dedicated mentorship programs
* Designated/priority access to computers, multi-function devices, or other campus technology resources at no cost
* Advanced library training and research protocol onboarding assistance and mentorship as needed by the returning student
* Personal Computer purchase support

-Personal computer purchase support may not to exceed $500.00 per participant.

-Once purchased the device belongs to the participant and they are responsible for all costs associated to maintenance.

-Personal computer purchase support may only be considered if the participant has no other existing device available. The participant must sign a self-attestation form and the form must be available to the department upon request.

-Failure to adhere to this internal control will result in disallowed costs.

* Personal internet service support

-Personal internet service support may not exceed $30.00 per month.

-Personal internet service support may only be provided during the months the customer is enrolled and actively engaged in the program.

-Personal internet service support reimbursement may not last longer than June 30, 2024.

-Personal internet service support may only be considered if the participant has no other existing internet service available. The participant must sign a self-assentation form and the form must be available to the department upon request.

-Failure to adhere to this internal control will result in disallowed costs.

**2. Case Management Supports:**

* Identification of additional funding sources to meet unmet needs
* Identification of financial assistance or other resources to assist the participant with debt relief, loan forgiveness, etc.
* Identification and hand-off referral to additional community resources or supports
* Access to campus health, counseling services, or a hand-off referral to community health and counseling services

**3. Employer Connections:**

* Job Fairs
* Internships
* Job Shadowing
* Observations
* Career mentoring
* Career awareness activities and industry specific presentations
* Mock Interviews
* Employer facility tours or group virtual overviews
* Employer job posting prioritization for job seekers participating in the program

**4. Career Guidance and Employment Supports:**

* Individual or group job readiness training:

-Soft skills

-Interview prep

-Mock interviews

-Resume prep

-Financial Literacy

-Digital Literacy

* Employer meetings and on campus interview programs
* Individual or group supports for the new employees to discuss issues and identify additional barriers that might be impacting their success
* Monthly group or individual bi-weekly engagement (on campus meetings, virtual meetings, etc.) for job seekers who have not been placed or are no longer placed to continue to hone their skills and stay actively engaged
* Direct referrals to open positions with employer collaborators
* Training on the utilization of PA CareerLink® services, Campus Employment Services, and other available job seeking services and resources.

1. LWDBs may only enter into agreements with postsecondary institutions and private licensed schools located and approved to operate in Pennsylvania. Postsecondary institutions and private licensed schools currently approved to operate in Pennsylvania are found in [Pennsylvania Department of Education Educational Names & Addresses (EdNA) database](http://www.edna.pa.gov/Screens/wfHome.aspx). [↑](#footnote-ref-2)
2. Strada-Gallup, Education Consumer Survey [↑](#footnote-ref-3)
3. Strada-Gallup, Education Consumer Survey [↑](#footnote-ref-4)
4. Strada-Gallup, Education Consumer Survey [↑](#footnote-ref-5)