

Commonwealth of Pennsylvania
Department of Labor & Industry

Dislocated Worker Near Completer Demonstration Project

Notice of Grant Availability

Proposals Due: Monday, April 19, 2021 at 4:00 P.M. EST

TOM WOLF, GOVERNOR

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JENNIFER BERRIER, ACTING SECRETARY

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Key Dates

March 19, 2021	Notice of Grant Availability (NGA) Release Date
March 26, 2021 at 10:30 A.M. EST	Bidder’s Conference: Toll Number: +1 267-332-8737 Conference ID: 937095048#
April 19, 2021 at 4 P.M. EST	Application Due Date: Applications must be submitted to RA-LI-BWDA-GS@pa.gov resource account with the email subject: “Dislocated Worker Near Completer Demonstration Project NGA Application – Program Year 2020.”
July 1, 2021	Contract Start Date
June 30, 2023	Contract End Date

Introduction

The Pennsylvania Department of Labor & Industry (L&I) announces the availability of approximately \$7,000,000.00 of funding for a Dislocated Worker Near Completer Demonstration Project (NCDP) Grant. Governor Wolf established several key initiatives to strengthen the commonwealth's workforce by strategically investing in the education and training needs of Pennsylvania's citizens for careers in high priority occupations (HPOs) (please refer to page 8 for full HPO list) by setting a goal that 60% of residents will have obtained a postsecondary certificate or degree by 2025.

Although several initiatives remain ongoing to strengthen the commonwealth's workforce, the COVID-19 pandemic has highlighted three major shifts in the workforce landscape: 1) the arrival of the future of work and the shift in jobs due to automation, machine learning and artificial intelligence; 2) the displacement of workers from major industries in Pennsylvania, such as retail, hospitality and tourism and 3) the need to foster new and innovative strategies to quickly reskill or upskill displaced workers so that they may re-enter employment with the skills necessary to effectively compete for and connect to jobs that pay family sustaining wages. As a result, L&I is endeavoring to further expand education and career placement activities related to credential attainment and employment in HPOs at family sustaining wages of \$15.00 per hour or higher through this Notice of Grant Availability (NGA).

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 a designated section of occupations.

This NGA showcases the principles and funding priorities established under PA Combined State Plan and the PAsmart framework in response to the issues identified during the Governor's Middle Class Task Force roundtables.

Project Focus

The purpose of this NGA is to create three pilot programs that will operate for 24-months that support job seekers who have been displaced from employment due to the COVID-19 pandemic and who were within one semester (16-weeks) or less of completing training to enroll in educational programs of one semester (16-weeks) or less in duration that are able to rapidly attach the participant to industry recognized credentials, degrees, and employment in an HPO. The three pilots will consist of one urban, one suburban, and one rural coverage area. The target participants served by coverage area is 300 for urban, 200 for suburban, and 100 for rural (definitions can be found in Appendix E). 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. The focus of this project is to develop new and innovative approaches to connect job seekers with prior but incomplete learning experiences and skills that lead to credential attainment. By supporting rapid credential attainment that qualifies the job seeker for work in HPOs, the participant would be immediately able to enter the job market and earn family sustaining wages in their field of study.

Educational programs that align with HPOs within Pennsylvania are the priority and only programs that will be supported by this grant. Priority must be given to participants needing only one semester of courses to complete their degree. Direct participant costs for training and supportive services under this grant must not exceed \$7,500.00 per individual. This does not include overall program and administrative costs. If a grantee cannot meet its enrollment goal with participants only needing one semester, a written waiver may be obtained from the Department to allow participants who need no more than two semesters to finish to participate in the grant. The additional semester may not increase the direct participant costs by more than \$5,000.00. With an approved waive and the inclusion of a second semester, the direct participant costs paid by this grant cannot exceed \$12,500.

Required Program Components

A successful proposal must include a section that describes the grantees approach to each of the 16 required program components listed below. All 16 components must be clearly outlined to ensure a participant is able to enroll, obtain a credential, and obtain employment in a short time. A successful proposal will ensure that all program components are addressed and that innovative strategies are developed to meet the needs of the grant to ensure successful participant outcomes.

Some of the 16 required program components below have suggested activities that could be included in a grant proposal but is not limited to just those listed activities. Not all suggested activities need to be included 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. Suggested activities are clearly identified.

Grantees are strongly encouraged to identify and indicate in-kind services or other braided funding streams that would be able to support the programs activities in their proposals. This could include services that are offered as part of existing systems offerings by the grantee or additional partnerships that allow for program and participant success.

1. **Governance** – 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.
2. **Partnership and Collaboration** – identify, engage, and partner with Institutes of Higher Education (IHEs), employers, and community providers/organizations through formal committed partnerships that result in innovative practices to enable eligible job seekers to obtain their degree/credential and become employed in their field of study. Partnerships must identify the roles of the partners specific to this program, be agreed upon by partner staff who are capable of committing resources to the project, and must outline the resources that will be committed by the partner staff to ensure the desired programmatic outcomes. Partnerships with employers able to hire participants in the fields of study this NGA is focused on will be a key component of a successful proposal.
 - a. IHEs that provide training leading to industry recognized certifications and degrees in fields that prepare the job seeker for HPOs that pay family sustaining wages. Provide the name of IHEs, type, location, role, and responsibilities.
 - b. Community based organizations focused on connecting displaced job seekers to education and training opportunities as their core mission. Provide the name of community providers, type, location, role, and responsibilities.
 - c. Employer partners who provide direction and insight on the suitability of the training and overall approach for their immediate hiring needs. Provide the name of employers, industry type, location, role, and responsibilities.
 - a. Employer partners who will offer career service supports (i.e. tours, observations, interviews, job fair or recruitment events, etc.), immediate hiring actions, onboarding, placement, etc. at family sustaining wages. Provide the name of employers, industry type, location, role, and responsibilities.
3. **Outreach** – identify and engage the job seekers who meet the eligibility requirements by a variety of means (websites, email, flyers, posters, commercials, seminars, community presentations, etc.) within the targeted service area to reach as many potential job seekers as possible.
 - a. **Data Utilization** – Work with existing data available from L&I, IHE 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. Outline the program service area.

- b. **Unserved and Underserved** - These programs must also establish innovative practices and outreach protocols to reach and enroll unserved or underserved job seekers within the designated service area who otherwise meet the participant eligibility requirements.
- c. **Diversity and Inclusion** – These programs must also establish innovated practices and outreach protocols to reach and enroll job seekers within the designated service area who otherwise meet the participant eligibility requirements that are of diverse racial, socio-economic, ethnic, disability, or otherwise diverse backgrounds.
- d. **Workforce Program Co-Enrollment** – Grantees must encourage customers to enroll in other workforce programs while participating.

4. **Program Elements/Goals -**

- a. Grantees must measure the following program elements:
 - i. Number of individuals provided outreach to the degree this can be determined.
 - ii. Percent of participants enrolled and completing their educational program.
 - iii. Percent of participants receiving a recognized credential.
 - iv. Time from enrollment, to completion, to credential attainment, and to employment
 - v. Percent of participants employed.
 - vi. Percent of participants employed in their field of study within the HPO cluster.
 - vii. Percent of participants earning a family sustaining wage (\$15.00 per hour) or higher.
 - viii. Wage increase over prior COVID-19 pandemic wage earned.
 - ix. Percent of participants who are employed for 12-months after completing the program up through the period of performance end.
- b. Grantees must meet the following defined goals:
 - i. An overall training completion rate of 75%.
 - ii. An overall credential achievement rate of 70%.
 - iii. An overall employment placement rate of 75% for individuals who have completed training.
 - iv. Of the 75% placed into employment, 65% are expected to be employed in their chosen field of study.
 - v. Of those employed in their chosen field, 90% will have obtained a family sustaining wage.
 - vi. Of those employed in their chosen field, 75% will still be employed in their chosen field for 12-months following their first day of employment.

5. **Tuition Assistance** – discuss how the program will support the individual with the tuition costs for completing training. The grantee may discuss program variances, waivers, flexibilities, and funding to address the individualized needs of the job seekers to enable them to complete a degree.

Suggested tuition assistance activities include:

- a. Financial aid completion assistance and/or problem resolution
- b. Identification of additional tuition supports, grants, or scholarships
- c. Tuition support
 - i. Tuition may be supported after all other existing financial aid resources have been exhausted. Grantees must utilize or rule out federal, state, local, or other forms of financial aid. Utilization of the FAFSA process or other similar tools would minimally meet this requirement.
 - ii. 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.
 - iii. It is imperative that grantees plan to and utilize other funding streams to ensure that grant resources are effectively utilized to ensure the employment outcomes specified within the announcement.
 - iv. Failure to adhere to this internal control will result in disallowed costs.

- d. Fee support or waiver (assistance for enrollment fees, technology fees, printing fees, etc. or waivers for those fees)

6. **Education Supports** – individualized services, variances, waivers, flexibilities, and funding to allow the job seeker to complete the remaining credits to achieve their degree.

Suggested educational support activities include:

- a. Transfer of credits flexibilities
 - i. Allowing credit transfers from prior learning experiences
 - ii. Allowing credit transfers from the American Council on Education (ACE) military credits
 - iii. Other similar innovative credit transfer options as available
- b. Purchase of transcripts or other documents to aid in the (re)enrollment process
- c. 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.
- d. No-Cost Tutorial services
- e. No-Cost books and supplies
- f. Dedicated study areas
- g. Dedicated mentorship programs
- h. Designated/priority access to computers, multi-function devices, or other campus technology resources at no cost
- i. Advanced library training and research protocol onboarding assistance and mentorship as needed by the returning student
- j. Personal Computer purchase support
 - i. Personal computer purchase support may not to exceed \$500.00 per participant.
 - ii. Once purchased the device belongs to the participant and they are responsible for all costs associated to maintenance.
 - iii. Personal computer purchase support is not included in the \$7,500.00 per person maximum.
 - iv. 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.
 - v. Failure to adhere to this internal control will result in disallowed costs.
- k. Personal internet service support
 - i. Personal internet service support may not exceed \$30.00 per month.
 - ii. Personal internet service support may only be provided during the months the customer is enrolled and actively engaged in the program.
 - iii. Personal internet service support reimbursement may not exceed 12 months.
 - iv. Personal internet service support is not included in the \$7,500.00 per person maximum.
 - v. Personal internet service support may only be considered if the participant has no other existing internet service available. The participant must sign a self-attestation form and the form must be available to the department upon request.
 - vi. Failure to adhere to this internal control will result in disallowed costs.

7. **Case Management** - Advanced guidance, counseling, and health services to address individualized job seeker needs/barriers outside of the educational program.

Suggested case management activities include:

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

8. **Supports to Enable the Job Seeker to Participate** – support services to address individualized job seekers needs.

Suggested educational support activities include:

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

9. **Employer Connections** – dedicated formal and informal employer partnerships to provide job seekers programing.

Suggested educational support activities include:

- a. Job Fairs
- b. Internships
- c. Job Shadowing
- d. Observations
- e. Career mentoring
- f. Career awareness activities and industry specific presentations
- g. Mock Interviews
- h. Employer facility tours or group virtual overviews
- i. Employer job posting prioritization for job seekers participating in the program

10. **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.

Suggested educational support activities include:

- a. Individual or group job readiness training:
 - i. Soft skills
 - ii. Interview prep
 - iii. Mock interviews
 - iv. Resume prep
 - v. Financial Literacy
 - vi. Digital Literacy
- b. Employer meetings and on campus interview programs
- c. Individual or group supports for the new employees to discuss issues and identify additional barriers that might be impacting their success
- d. 12-month 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
- e. Direct referrals to open positions with employer collaborators
- f. Training on the utilization of PA CareerLink® services, Campus Employment Services, and other available job seeking services and resources.

11. **Participant Eligibility** - Individuals who do not meet the specific eligibility criteria outlined in this NGA will not be eligible for reimbursement as the costs will be disallowed. (See reporting requirements section for data collection and program reporting.) All participants must:

- a. Be workers who were displaced by the COVID-19 pandemic. Job loss must have occurred between March 1, 2020, and the date when the governor’s pandemic order is lifted.
- b. Be workers who were previously making less than \$15.00 per hour prior to their job loss.
- c. Be workers who were displaced from COVID-19 pandemic disrupted industries only:
 - i. Accommodation and Food Service
 - ii. Health Care and Social Assistance
 - iii. Construction

- iv. Administrative and Waste Services
 - v. Manufacturing
 - vi. Retail Trade
 - vii. Transportation and Warehousing
- d. Meet the Institute of Higher Education’s established program admission requirements
 - e. Be able to finish their formal training program to complete a certificate, associates, or bachelor’s degree within 1 semester or a 16-week timeframe unless a waiver is approved by the department as specified.
 - f. Be a former post-secondary student who exited a post-secondary training between (January 1, 2016 – present) without obtaining their certification or degree/credential, had a 2.0 GPA (or higher) upon exit, and are currently interested, available, and capable of returning to finish their degree during the period of performance of the grant.
 - g. Be interested and able to pursue employment with the intention of becoming employed within 12-months of education program completion.
12. **Occupations/Degrees in Focus** – Educational programs that align with HPOs within Pennsylvania are the priority and only programs that will be supported by this grant.
- a. HPOs can be found at: <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>. If the occupation is on the HPO list for any area statewide it may be pursued under the grant funding.
 - b. Training programs must be on the Eligible Training Provider List (ETPL).
13. **Family Sustaining Wage** - For the purpose of this NGA, Family Sustaining Wage is defined as \$15.00 per hour or more.
14. **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.
15. **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.
16. **Reporting** – The below are mandatory meetings, data elements, and reports that must be provided to the department. Personally Identifiable Information (PII) will 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 PA and will be outlined in the award package. Program reports may include activities that occurred, expenditures by service, outreach activities, referrals to community partners, participants served, outcomes, lessons learned, recommendations for future programs or supports, participant feedback, participant success stories (including summary of the participants situation, whether they are currently participating in or have completed the program), services received, degree obtained, employment obtained, pictures, and media releases for use in future L&I marketing materials. All close-out final reports are to be submitted no later than August 29, 2023, or within 60 days of full award expenditure (whichever occurs first).
 - b. **Meetings** - Grantees are required to participate in routine calls with PA staff, unless otherwise determined, 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 will provide a spreadsheet to all grantees that outline the specific data elements that will be required to be submitted as indicated below. The grantee will be required to submit that information to the department at the intervals specified.

i. **Data Elements Enrollment** - Grantees must collect for Individuals the following:

1. First Name
2. Last Name
3. Date of Birth
4. Social Security Number
5. CWDS Participant ID Number
6. Address Line One
7. Address Line Two
8. City
9. State
10. County
11. Zip Code
12. Race
13. Ethnicity
14. Gender
15. Veteran Status
16. O*NET Code Prior to Pandemic
17. Wage prior to Pandemic
18. Date of job loss
19. Last date of prior training
20. Prior training institution name
21. Degree/major seeking prior to pandemic that falls within HPO categories
22. Number of credits remaining to complete their program
23. New Degree/major seeking if different than #21
24. New Training Institution Name
25. New Date Training Began
26. Estimated new training completion date
27. Degree seeking under the new program
28. Job Goal text field
29. O*NET Code closest to the job goal
30. Anticipated credential from the new training
31. Status:
 - a. Active – participant is partaking in programming and is in good standing
 - b. Inactive – participant began programming but has stopped participating
 - c. Pending – participant is scheduled to begin training at the next available interval
 - d. Completed – participant has completed the training portion of their program
 - e. Employed Post Training – participant has completed the training and found began employment
 - f. Employed Other – participant has begun employment but did not complete training

ii. **Data Elements Exit** - Grantees must collect for Individuals the following:

1. Job Goal – O*NET Code
2. Degree obtained
3. Total credits earned during the program
4. Date degree obtained
5. Cumulative Grade Point Average
6. Credential Obtained
7. Date Credential Obtained

8. Employed (Yes or No)
 9. Employed in field (Yes or No)
 10. Employed in another field (but not at a job held prior to enrollment) (Yes or No)
 11. Actual Job Obtained – O*NET Code
 12. Employer
 - a. Name
 - b. Address Line 1
 - c. Address Line 2
 - d. State
 - e. City
 - f. Zip
 - g. County
 13. Employer Industry Type
 14. Wage post program
 15. Hours worked post program
 16. Employment Start Date
- iii. **Data Elements Follow-up** - Customers enrolled in the program must be tracked for a minimum of 12 months past their employment date (through the end of the period of performance) and outcome data must be submitted to determine long-term success of the program as indicated.
1. 3-Month Past Exit Employment Status
 2. 3-Month Past Exit Employment Wage
 3. 6-Month Past Exit Employment Status
 4. 6-Month Past Exit Employment Wage
 5. 9-Month Past Exit Employment Status
 6. 9-Month Past Exit Employment Wage
 7. 12-Month Past Exit Employment Status
 8. 12-Month Past Exit Employment Wage
 9. Other- Local exit data elements determined by the grantee
- iv. **Supporting Documentation** – Grantees must obtain for individuals the following:
1. Participant Self Report Form that acknowledges that the participant:
 - a. Lost their job due to the pandemic during the eligible timeframe of March 1, 2020, and the date when the governor’s pandemic order is lifted.
 - b. Was making less than \$15.00 per hour prior to the pandemic with their specific wage indicated.
 - c. Was working in a pandemic-impacted industry as specified in the NGA with the industry identified.
 - d. Was previously enrolled in an educational program within the HPO cluster within the past 5 calendar years with the degree and major previously seeking indicated.
 - e. Contains the signature of the participant verifying the information.
 2. A copy of the customer’s new training enrollment/acceptance confirmation
 3. CWDS enrollment verification and CWDS participant ID number
 4. A copy of the participants transcripts, awarded certification, certificate, degree, etc.
 5. A copy of the participants recognized credential documentation
 6. Release of information to utilize customers data, story, or image for reporting purposes by the department
 7. Additional Support services received by the participants
 - a. Education Supports
 - b. Case Management and Supports
 - c. Additional Supports to Enable Participation
 - d. Career Supports/Employer Connections
 - e. Career Guidance, Direct Placement, and Employment Support Services

f. Employment Supports once Placed

Eligible Applicants

Eligible applicants include Pennsylvania Local Workforce Development Boards (LWDB's).

1. The applicant(s) must have a confirmed formal engagement with one or more Institutes of Higher Education (IHE) who are on the ETPL. The IHE must award certificates, associates, or bachelor's degrees. A letter of confirmed formal engagement must be present in the application packet, contain a summary of the planned collaboration, resources being committed for the project by the partner, and be signed by a person capable of committing 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).
2. 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.
3. The applicant(s) must be capable of monitoring and administering the fiscal components of the NGA.
4. The applicant(s) must be capable of submitting the required reporting elements at the required intervals as required in the NGA.

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.

Evaluation Criteria

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

1. INITIAL REVIEW CRITERIA

Prior to comprehensive merit evaluation, L&I will perform an initial review to determine that (1) the applicant is eligible for an award; (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. Applications must meet the initial review criteria to advance to the merit review. Final decisions will be based on merit review.

2. MERIT REVIEW CRITERIA

The comprehensive merit review will be based on the degree to which the project addresses the following required criterion:

CRITERION 1: PROJECT APPROACH AND MANAGEMENT PLAN (50 POINTS)

1. Describes how the project will address the 16 required program components.
2. Describes how the project will utilize innovative strategies to address the needs of the grant and ensure successful participant outcomes.
3. Describes how the proposed activities will be delivered virtually as well as in-person and details variances when in-person activities cannot be replicated virtually.
4. Describes participants rights and responsibilities through the program life cycle
5. Describes how business needs in the service area will be addressed within the service area
6. Provides a detailed project timeline to include implementation steps for each proposed activity

CRITERION 2: STAKEHOLDER ENGAGEMENT (15 POINTS)

2. Partnerships - demonstrates an effort by the lead applicant to develop strong, high-quality, cross-sector partnerships committed to working collaboratively to implement the project.

3. Identifies applicant's prior track record related to a current near-completer program, if applicable
4. Identifies the adequacy of the key personnel on the grant to foster collaboration and implement programs
5. Identify personnel by name and qualifications
6. Describes how the partnership has the capacity to and will track and report on program data, such as metrics on recruitment, participation, accomplishments, impact, and related activities of the partnership

CRITERION 3: SUSTAINABILITY (10 POINTS)

1. Describes efforts to sustain the project beyond the grant period, including any matching funds that the applicant and/or program partners will provide for the project, if applicable.
2. Describes how the success and lessons learned from the project can inform best practices for PA's workforce system through narrative and statistical information.

CRITERION 4: BUDGET FORM AND BUDGET JUSTIFICATION (15 POINTS)

1. Provides a complete budget broken out by line item
2. Provides a detailed budget justification which includes a detailed breakout of quantity, cost, and narrative to support each line item of the budget.
3. The budget must list all staff positions funded by the grant 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.

OTHER SELECTION FACTORS (15 POINTS): All applications received by the deadline will be reviewed and considered for funding. Favorable consideration will be given to applicants that demonstrate the following:

1. ALIGNMENT

The degree to which a project aligns with existing local, regional, and state education, workforce, and economic development initiatives. (For example, the PA WIOA Combined State Plan, the PA Department of Education (PDE) Career Education Work Standards, Employment First, Digital Literacy Initiatives, Improved Data Sharing, etc.).

2. LEVERAGE

The degree to which a project leverages additional funding streams, creates sustainable partnerships, and utilizes existing community resources to achieve the mission.

3. PRE-APPRENTICESHIP/APPRENTICESHIP

The degree to which the project connects to pre-apprenticeship/apprenticeships programs.

4. SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS

The degree to which the project connects with STEM and computer education.

5. Workforce Innovation and Opportunity Act (WIOA) Eligibility

The degree to which the project serves individuals eligible under the WIOA Youth program.

Costs: Funds available through this NGA must be used to create or expand programs as defined in the NGA within an LWDA or region. Pre-award costs are incurred at the applicant's risk. PA 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.

Application Process and Submission Information

The NCDP 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 April 19, 2021 at 4 P.M. EST. An electronic copy of the application and all required components MUST be emailed to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: "Displaced Worker Near Completer Demonstration Project - Program Year 2020."

All applications must be no more than 17 pages (one page maximum for Application Form, one page maximum for Project Summary Cover Page, and 15 pages maximum for Project Narrative). Budget documents and Letters of Support do not count toward the 17 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. 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 an application is more than 17 pages, evaluators will only review the first 17 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" and one- page max) with the following information:
 - a. Area to be served: Urban, Suburban, Rural
 - b. Name of applicant;
 - c. Name of fiscal agent;
 - d. Project title;
 - e. Project partners;
 - f. Project service area – municipality, house and senate districts to be served;
 - g. Project objectives;
 - h. Project description;
 - i. Project impact (i.e., benefits, outcomes);
 - j. Project timeline;
 - k. Project point of contact and contact information.
 - l. The Project Summary Cover Page is available as Appendix B.
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 15 pages max) with the following information:
 - a. Details answering all of the evaluation criteria, and sub criteria, outlined herein, including:
 - i. Project approach and management plan;
 - ii. Stakeholder engagement; and
 - iii. Sustainability; and
 - iv. Other selection factors
4. **Letters of Support** (saved as a single file titled "Letters of Support")

Up to five (5) signed letters of support must be included with your application. Letters of support must demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. At least one letter of support must be from an Institutes of Higher Education (IHE) who is on the ETPL.

Applicants are encouraged to have multiple partners across sectors (e.g. education partner, workforce development, business, economic development, and community partners). Letters of support must not exceed five (5) pages when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left, and right) [single spaced]. Evaluators will review only the number of pages specified.

5. Budget (Must address criteria 4) (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 July 1, 2021 to June 30, 2023. 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.

6. Budget Justification (Must address criteria 4) (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 D.

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 \$7,000,000 is available. Grants will be awarded and funded competitively based on the availability of funds.

Application Deadline

Applications are due Monday, April 19, 2021, at 4 P.M. EST. Late applications will not be accepted.

Proposed Grant Timeline and Award Period

Funding is anticipated to be used for grant-related activities from July 1, 2021 through June 30, 2023.

Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support a NCDP initiative. Proposals should demonstrate efficient and effective use of resources.

1. ALLOWABLE COSTS: Implementing a strategic plan and services that bring education, workforce, and business entities together to coordinate degree completion for participants who meet the eligibility criteria established within the NGA for services as indicated or otherwise defined within the NGA:

- a. Governance Activities
- b. Partnership and Collaboration Activities
- c. Outreach Activities, Materials, and Website Costs
- d. Tuition Assistance and Academic Support Costs
- e. Education Supports and Activities
- f. Case Management Activities
- g. Supports to Enable the Job Seeker to Participate
- h. Employer Connections and Outreach Activities
- i. Career Guidance, Direct Placement, and Employment Support Services

- j. Commonwealth Workforce Development Enrollment Activities
- k. Reporting Activities
- l. Administrative costs – must not exceed 10% of the total grant award

2. DISALLOWABLE COSTS: 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.

- a. Include pre-award costs
- b. Purchasing equipment
- c. Building construction
- d. Procuring lobbying services
- e. Reimbursement for prior student loans, personal loans, other debts, fines, penalties, etc.
- f. All other costs not associated with the direct performance of the award

Grant Award Administration

Award Notices

Applicants will be notified in writing within 30 days after the award determination.

Period of Performance

L&I anticipates a performance period beginning July 1, 2021 to June 30, 2023.

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.

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 PA and will be outlined in the award package. Program reports may

include activities that occurred, expenditures by service, outreach activities, referrals to community partners, participants served, outcomes, lessons learned, recommendations for future programs or supports, participant feedback, participant success stories (including summary of the participants situation, whether they are currently participating in or have completed the program), services received, degree obtained, employment obtained, pictures, and media releases for use in future L&I marketing materials. All close-out final reports are to be submitted no later than August 29, 2023, or within 60 days of full award expenditure (whichever occurs first).

Questions/Agency Contacts

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 FORM

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. **LWDA's affected** — List all LWIA's involved in the grant.
9. **Small Business** — Select whether your business is a Pennsylvania Qualified Small Business.
10. **Applicant Information:** Enter the applicant's name and address.
11. **Contact Information:** Enter contact information.
12. **Funding Proposal Requests:** Enter the amount requested for the project and include the amount of matching funds (if applicable)
13. **Authorized Representative:** Enter the name of the authorized representative. Sign and date the form.

Appendix B: Project Summary Cover Page

Dislocated Worker Near Completer Demonstration Project

Summary Cover Page

Area to be served (Circle One): Urban, Suburban, Rural

Name of Applicant:

Name of Fiscal Agent:

Grantee ID Number:

Project Title:

Project Partners:

Project Service Area:

Project Objectives:

Project Description:

Project Impact:

Project Timeline:

Project Point of Contact and Contact Information:

Appendix C: Budget Form

FUNDING AVAILABLE		Award
		Budget
ADMINISTRATION		
A1	Admin Staff Salaries & Fringe Benefits	
A2	Operational Expenses (e.g., travel, postage, printing, etc.)	
A3	Admin Indirect Costs	
CAREER & SUPPORTIVE SERVICES		
B1	Program Staff Salaries & Fringe Benefits	
B2	Operational Expenses (e.g., travel, postage, printing, etc.)	
B3	Other Program Expenses	
B4	Needs Related Payments	
B5	Supportive Service Funds	
B6	Program Indirect Cost	
TRAINING		
C1	Tuition Payments/ITA's	
C2	On the Job (OJT) Reimbursements	
C3	Skill Upgrade and Retraining/Customized Training	
C4	Adult Education and Literacy Training	
C5	Other Training Expenses	
C6	Conversion Cost Category	
C8	Apprenticeship Training	
C9	Incumbent Worker Training	
C10	Customized Training	
C11	Transitional Jobs Expenditures	
TOTAL BUDGET		

Please utilize the Excel version of the Budget Form available online at:

<http://www.dli.pa.gov/Businesses/Workforce-Development/grants>

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.
 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 \$5,000.00 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 \$5,000.00 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 x \$150.00 Forklift Training= \$2,250.00

