PAsmart
statewide movement for accountability, readiness & training

Growing Registered Apprenticeships
and
Pre-Apprenticeships in Pennsylvania
Grant Program

March 2022

PA pennsylvania
WORKFORCE DEVELOPMENT BOARD

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

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Introduction

What is PAsmart?
Governor Wolf's PA Statewide Movement for Accountability, Readiness and Training (PAsmart) framework is designed to better align education, workforce and economic development initiatives and funding.

PAsmart is based on four goals:
1. Strategically investing resources in initiatives to support economic growth and education and training opportunities;
2. Achieving successful outcomes for Pennsylvania students, workers, businesses, and communities;
3. Improving coordination and alignment of education and workforce development programs, services and funding; and
4. Transforming inter-agency, cross-sector collaboration around education, workforce and economic development at state, regional and local levels.

The PAsmart initiative was designed as strategic, competitive and cross-sector investment focused on meeting the education and workforce development needs of students, workers, employers, and communities across Pennsylvania, including those disconnected from education and workforce opportunities.

PAsmart grants support the following PAsmart Principles and Funding Priorities:

- **Data-driven Innovation**
- **Cross-sector Partnership**
- **Cross-sector Alignment**
- **Stakeholder Engagement**
- **Equity, Diversity and Inclusion**
- **Capacity Building**
- **Leveraging Existing Resources**
- **Performance Outcomes**

For more information on the PAsmart Framework: Principles and Funding Priorities, please see: https://www.pasmart.pa.gov/about/.[1]

PAsmart: Growing Registered Apprenticeships and Pre-Apprenticeships

The 2020/2021 Governor's PAsmart *Growing Registered Apprenticeships and Pre-Apprenticeships* initiative was created in partnership with the Pennsylvania Department of Labor & Industry's Apprenticeship and Training Office to provide funding opportunities with a goal of aligning, expanding and diversifying the apprenticeship model to include non-traditional occupations, non-traditional program models and non-traditional populations.

In November 2021, the $1. 2 trillion Infrastructure Investment and Jobs Act was signed into law by President Biden, prompting Governor Wolf to outline key enhancements that Pennsylvania anticipated receiving as a result of the legislation. Specifically, the law will make federal funding available to support Pennsylvania's infrastructure and economic growth, while providing stable employment opportunities throughout the Commonwealth. While the Infrastructure Investment and Jobs Act presents future growth opportunities with

both traditional *and* non-traditional occupations, increased support for the building and construction trades is critical given the focus of the legislation. Increased employment opportunities within the building and construction trades will necessitate a pipeline of skilled workers, ready to meet the infrastructure needs addressed through the Act. Apprenticeship and pre-apprenticeship programs present a valuable solution in this instance.

Therefore, in anticipation of increased employment opportunities as a result of the Infrastructure Investment and Jobs Act, particularly within the building and construction trades, and in an effort to continually and proactively build a pipeline of talented workers, the Pennsylvania Department of Labor & Industry is expanding upon the 2020/2021 PAsmart *Growing Registered Apprenticeships and Pre-Apprenticeships* initiative to provide up to $1.5 million to organizations to align, expand and diversify the apprenticeship model within the building and construction trades to include non-traditional program models and/or non- traditional populations. Specifically, this initiative is intended to reach underrepresented populations, including women, minorities, individuals with disabilities, veterans, socio-economic disadvantaged individuals, individuals who speak English as a second language, individuals who were previously incarcerated, or individuals experiencing multiple barriers to employment.

Applications will be evaluated by a diverse inter-agency team, and successful applicants will be selected based on the Evaluation Criteria described herein, including alignment with the PAsmart Framework: Principles and Funding Priorities. Specifically, these funds will support apprenticeship through the following opportunities:

- $1.5 million is available to organizations to build, support and expand Registered Apprenticeship and Pre-Apprenticeship Programs in the building and construction trades with specific focus on diverse talent pipelines and underserved populations.

Apprenticeship and Training Office, PA Department of Labor & Industry

The Apprenticeship and Training Office (ATO) within the PA Department of Labor & Industry is responsible for guiding and promoting the expansion of apprenticeship programs across the state. As a State Apprenticeship Agency (SAA), the ATO is responsible for overseeing the development and approval of programs, agreements and policy that support apprenticeship and is working to embed a focus on apprenticeships within the State's workforce system and PA CareerLink® offices. While the Commonwealth of Pennsylvania accepts and supports the Federal Standards of Apprenticeship and works closely with the federal office, the ATO has developed PA's own set of apprenticeship standards that are specific to the Commonwealth. The ATO supports sponsors with the resources they need to implement high quality apprenticeship programs, including through the PAsmart grant program.

Since the ATO's creation in 2016, it has assisted in creating 352 Registered Apprenticeship Programs. In total, the team supports 892 individual program sponsors and 1,504 Registered Apprenticeship Programs across the Commonwealth, as well as 17,797 active registered apprentices (as of June 2021).

This PAsmart grant initiative supports the ATO's strategic goals, including:

- Developing a strong talent pipeline of individuals that are well-positioned to succeed in Registered Apprenticeship and Pre-Apprenticeship Programs within the building and construction trades as a career pathway opportunity;

- Promoting diversity and inclusion in Registered Apprenticeship and Pre-Apprenticeship, both in the people and industries they serve, including women, minorities, individuals with disabilities, veterans, socio-economic disadvantaged individuals, individuals who speak English as a second language and individuals who were previously incarcerated, or individuals experiencing multiple barriers to employment;
- Scaling up the volume of new and existing Registered Apprenticeship and Pre-Apprenticeship Programs and occupations within the building and construction trades through the Group Sponsorship model to support small- and medium- sized companies with the administration and planning associated with Registered Apprenticeship and Pre-Apprenticeship;
- Supporting efficient and effective use of workforce development resources by promoting larger cohorts to train multiple Registered Apprentices and Pre-Apprentices at the same time; and
- Identifying and sharing best practices in the Commonwealth and across the nation to share with stakeholders.

PAsmart PY 20/21 Funded Grant Opportunity Specifics

Grant Opportunity: Building, Supporting and Expanding Registered Apprenticeship and Pre-Apprenticeship Programs in the Building and Construction Trades

Available Funding

A total of $1.5 million in competitive funding is available with a focus on the following:

1. **Diverse Talent Pipelines and Underserved Populations in the Building and Construction Trades**: Build new or expand current Registered Apprenticeship and/or Pre-Apprenticeship Programs in the building and construction trades with a concentration on recruiting from diverse talent pipelines and serving populations traditionally underserved in Registered Apprenticeship. Programs should have a focus on diversity, equity, and inclusion, as well as career pathways to opportunities that pay a living wage.

This $1.5 million grant opportunity will award competitive grants up to $400,000 per application for apprenticeship and/or pre-apprenticeship programs that have a single-county or localized reach. Competitive grants up to $650,000 will be awarded per application for apprenticeship and/or pre-apprenticeship programs that have a statewide or multi-county reach (three or more counties).

Grantees will coordinate their activity with the ATO's mission and vision, and PAsmart Principles and Funding Priorities. Funding must supplement, not supplant existing Registered Apprenticeship and Pre-Apprenticeship initiatives, and have a built-in sustainability plan.

Need and Purpose

The ATO is focused on addressing and fulfilling the following needs and purposes through this grant opportunity:

Diverse Talent Pipelines and Underserved Populations

Apprenticeships have a track record of success in advancing the careers of workers. Specifically, apprenticeship programs are a great opportunity to address education and skill needs when it comes to individuals with barriers to employment and often those in underserved communities. Apprenticeship enables organizations to reach a pool of potential workers that may not otherwise be able to engage in career development due to various barriers and/or- a need to earn a consistent income. Apprentices are full time employees and earn a wage while they learn the skills needed to succeed in that occupation, industry and at that jobsite.

Still, apprenticeships are severely behind in serving under-represented populations and supporting diversity, equity and inclusion (DEI). According to a recent equity snapshot from the US Department of Labor focused on demographic information for 686,000 apprentices between 2010 and 2019, 77.5% identified as white, 15.3% as African American, 2.9% as American Indian/Alaska Native, 2.1% as Asian, 1.6% as Native Hawaiian/Other Pacific Islander, and 0.5% as multi-racial. Focusing on ethnicity within this same timeframe, 567,000 apprentices provided information with 18.3% identifying as Hispanic. Between 2010 and 2019, women accounted for 8.5% of apprentices, and only 3.5% of apprentices in construction-specific programs[2].

As recommended by Jobs for the Future[3], "Taking steps to open up apprenticeship to more women, people of color, youth, and members of other demographic groups that have historically been underrepresented in work-based learning programs can expand access to defined career pathways and jobs that pay good wages. Redesigning apprenticeship systems so that they explicitly focus on diversity, equity and inclusion is the only way to deliver the promise of apprenticeship to all Americans. Improving diversity in apprenticeship—and, in turn, the entire workforce—will also benefit employers, not just workers."

Through this PAsmart grant opportunity, the ATO's goal is to encourage:
- Development or expansion of a diverse pipeline of underserved Registered Apprentices in the building and construction trades from non-traditional populations, including women, people of color, individuals with disabilities, veterans, socio-economic disadvantaged individuals, individuals who speak English as a second language, individuals who were previously incarcerated, or individuals experiencing multiple barriers to employment;
- Development of group sponsored programs with a far reach across the Commonwealth or other multiple county reaching programs;
  - Group sponsored programs may allow for small business and other organizations that could not engage with apprenticeship as an individual program to utilize a quality program structure. This will assist with program consistency and use of industry standards while still allowing for up to 20% customization by employer.
- Growth of pre-apprenticeship programs within the building and construction trades that are replicated in multiple counties and/or regions;

Priority Consideration

Priority consideration will be given to applicants that demonstrate alignment with the PAsmart Principles and Funding Priorities. Proposals must support:

- **Data-driven Innovation:** Proposals identify a clear problem, challenge or opportunity supported by relevant data and information and include an innovative strategy to increase opportunity for Pennsylvania students, workers, employers, and communities.

- **Cross-sector Partnership:** Proposals demonstrate an effort to develop strong, high-quality cross-sector partnerships committed to working collaboratively to implement the proposal. Applicants are encouraged to have multiple partners across sectors (e.g. education partner, including secondary and post-secondary educational institutions, workforce development, business, economic development, and community partners) that demonstrate their commitment through letters of support.

- **Cross-sector Alignment:** Proposals align with existing local, regional and state education, workforce and economic development initiatives.

- **Stakeholder Engagement:** Proposals engage partners, customers and stakeholders, including the target population, in the development of the proposal and its implementation.

- **Equity, Diversity and Inclusion:** Proposals demonstrate a commitment to serve and increase access for historically under-represented and under-served students, workers, businesses, and communities. Applicants are encouraged to identify and address barriers to education and employment.

- **Capacity Building:** Proposals build the applicant's or partners' organizational capacity to better implement the proposal and support students, workers, businesses, and communities.

- **Leveraging Existing Resources:** Proposals demonstrate PAsmart resources will leverage and supplement, not supplant, existing public and private resources (e.g. other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals demonstrate efficient and effective use of resources.

- **Performance Outcomes**: Proposals include measurable performance outcomes and a strategy to conduct an evidence-based evaluation of the program's outcomes and overall effectiveness.

Priority consideration will also be given to initiatives that focus on the following, which are specific to this grant opportunity:
- New, previously unfunded initiatives with emphasis on the building and construction trades;
- Registered Apprenticeship Programs with emphasis on the building and construction trades;
- Serving populations traditionally underserved in apprenticeships especially those with multiple barriers to employment such as the Re-Entry or returning citizen population and those with criminal backgrounds.

Project Outcomes Per Grantee
- Develop or expand Individual Registered Apprenticeship Programs that serve at least 8 apprentices during the grant period;
  and/or
- Develop or expand Registered Apprenticeship Programs that utilize a group model that serves at least 3 employers and 25 apprentices during the grant period;
  and/or
- Develop or expand Registered Pre-Apprenticeship Programs that serve at least 20 pre-apprentices in programs with a career pathway concentration and close alignment with secondary and/or post-secondary educational institutions during the grant period;
  and/or
- Develop or expand Registered Apprenticeship Programs that utilize a group model to reach **multiple counties** that serves at least 6 employers/locations and at least 40 apprentices during the grant period;
  - Must demonstrate a reach across 3 or more counties
  and/or
- Develop or expand Registered Pre-Apprenticeship Programs that are replicated across **multiple counties**, align with at least 3 Registered Apprenticeship Programs, and serve at least 40 pre-apprentices during the grant period.
  - Must demonstrate a reach across 3 or more counties

Organizations who are interested in these grant opportunities, but who cannot meet the capacity requirements, should contact the ATO for information on existing programs in their area who may be willing to partner.

Program Expenses
- Reference Appendix B for a complete list of eligible program expenses.

Evaluation Criteria
Applications will be reviewed by an inter-agency team and evaluated based on the criteria in Appendix C.

PAsmart Grant Information

Eligibility
Eligible applicants include organizations that serve as sponsors or intermediaries of Registered Apprenticeship and/or Pre-Apprenticeship in the building and construction trades. **Please note that this is a reimbursement grant. Funding is only provided to grantees after expenses have been incurred.**

Fiscal Agent
Any eligible applicant may serve as fiscal agent for this grant.

Application Process
All PAsmart funding Notice of Grant Availability and related materials, including the PAsmart Framework, proposal requirements, and forms, FAQs, and webinar information are available on the PAsmart website: https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx [4]

For more information and resources about the PAsmart initiative, visit https://www.pasmart.pa.gov/[5].

Proposed Grant Timeline and Award Period
PAsmart funding is *anticipated* to be used for grant-related activities between July 1, 2022 and December 31, 2024. Please note that the PAsmart grant funding stream is subject to a yearly waiver process and must receive approval from the State to allow for the continuation of the grant and funding. Specifically, this process begins in the second quarter of the calendar year and finishes in the third quarter. Grantees are asked not to spend funding beginning July 1st following the first year of their grant and each consecutive year, until approval is received. Any funds expended during that time may not be reimbursed if the waiver is not approved. **Waivers are not guaranteed. Grantees must be aware that the grant may be terminated at any point should the funding not be extended/available/waivered.**

Program Reporting and Evaluation
Grantees will be required to submit program and fiscal reports during and upon conclusion of the funded project. All required forms will be supplied by the Commonwealth and will be outlined in the award package. All close-out final reports are to be submitted no later than March 1, 2025, or within 60 days of full award expenditure (whichever occurs first). In addition to report submissions, awardees are required to participate in routine calls with Commonwealth staff, unless otherwise determined, to identify grant progress, share best practices and receive technical support. Additional information will be provided upon award selection.

Grant Award Administration

Awardees are required to enter into a workforce grant agreement with the Pennsylvania Department of Labor & Industry (L&I) unless the awardee is a local workforce development board. 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 modifications to applications based on questions raised during the review process. L&I shall notify all applicants whose applications are not accepted for funding under this NGA.

The Commonwealth 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) the Commonwealth needs additional or clarifying information; (4) special terms and conditions are required.

Failure to satisfactorily resolve the issues identified by the Commonwealth within a specific period determined by the Commonwealth may preclude award to the applicant.

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

Application Submission Information

Applications must be complete, including all mandatory components outlined below, and submitted by **5:00 PM on April 21, 2022**. Upon successful submission, applicants will receive a confirmation email from atograntes@pa.gov within two business days of the ATO's receipt of application. Applicants are encouraged to email atograntes@pa.gov if they have not received a confirmation email within seven business days of the date of submission.

All applications must be no more than 12 pages (one-page max for Project Summary Cover Page, 1-page max for Application Form, and 10 pages max for Project Narrative). All applications must be single spaced on 8.5" by 11" paper, with 1" margins using 11-point Calibri font. Budget documents and letters of support do not count toward the 12 pages.

All submitted application documents must be in Adobe Portable Document Format (PDF) or Microsoft Office. Incomplete applications or applications that do not meet these specifications will not be evaluated or scored. If an application is more than 12 pages, evaluators will only review the first 12 pages.

Completed Application Components

Completed applications must including the following components:

1. Project Summary Cover Page (saved as a single file called "Project Summary Cover Page" and one-page max) with the following information:
   - Name of applicant;
   - Name of fiscal agent;
   - Project title;
   - Project partners;
   - Project service area (e.g., counties to be served, and House and Senate legislative districts);
   - Project summary;
   - Project point of contact and contact information.

   The Project Summary Cover Page is available in Appendix D, found on page 20 of this NGA.

2. PAsmart Application Form (saved as a single file called "Application Form" and one-page max.)

   The Apprenticeship PAsmart Application Form is available in Appendix E, found on page 21 of this NGA.

3. Project Narrative (saved as a single file called "Project Narrative" and 10 pages max) with the following information:
   - Details answering all of the evaluation criteria, and sub criteria, outlined herein and explained in Appendix C, including:
     - Project Design and Management Plan (25 points);
     - Stakeholder Engagement (15 points);
     - Impact and Sustainability (15 points);
     - Budget Form and Budget Justification (20 points); and
     - Other Evaluation Criteria, including Priority Considerations (25 points).

4. Letters of Support (saved as a single file called "Letters of Support"):
   Each application must have at least three letters of support. Each application must have at least one letter of support from an education, workforce development, or business/economic development partner.

5. Budget Form (saved as a single file called "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 time-period July 1, 2022, through December 31, 2024. The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. L&I reserves the right to unilaterally modify application budgets, prior to, and/or after grant award.

   The Budget Form is available in Appendix F, found on page 23 of this NGA, and includes examples.

   Use Appendix H, FSR Cost Category, found on page 26 of this NGA, as an additional resource when completing the budget form to assist with titling and defining each available cost category.

6. Budget Justification (saved as a single file called "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 in Appendix G, found on page 24 of this NGA.

   Additional resources are available on L&I's grants website:
   https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx [6]

7. Goals/Outcomes Table (saved as a single file called "Goals/Outcomes Table"):
   Describe in detail the desired outcomes of the proposed initiatives and how the outcomes will be measured. Include measurable goals, outcomes, services, performance indicator, evaluation method, target numbers to be served or results, and a timeline to meet the goal or outcome.

   Use Appendix I, Goals/Outcomes Table, found on page 29 of this NGA, to clearly illustrate each category.

8. Timeline (saved as a single file called "Timeline"):
   Describe in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, cohort start and finish dates, milestones, plans for long term sustainability, and ability to scale and replicate. Timeline should be broken down by each quarter within the grant period.

   Use Appendix J, Timeline, found on page 30 of this NGA, as a guide to creating a roadmap of the project. Add quarters as necessary.

9. 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 K, found on page 31 of this NGA.

Vendor Registration

All applicants and fiscal agents must be registered with the Commonwealth as a vendor. Applicants and fiscal agents that are not current vendors are strongly encouraged to begin this process immediately following the application submission by registering their organization with the Vendor Data Management Unit (VDMU) at http://www.vendorregistration.state.pa.us[7] or by calling 717-346-2676 or 1-877-435-7363. Applicants who are not registered with VDMU at the time of award may have their award rescinded.

Submission Instructions

An electronic copy of the application and all components **MUST** be emailed to the atogrants@pa.gov resource account by **5:00 PM on April 21, 2022**, with the email subject: "PAsmart 2020/2021 NGA Application: Title of Grant Opportunity, Name of Applying Organization." Upon successful submission, applicants will receive a confirmation email from atogrants@pa.gov within two business days of the ATO's receipt of application. Applicants are encouraged to email atogrants@pa.gov if they have not received a confirmation email within seven business days of the date of submission.

<u>Reference Links for Additional Information:</u>

[1] https://www.pasmart.pa.gov/about/

[2] https://blog.dol.gov/2021/11/03/equity-snapshot-apprenticeships-in-america

[3] https://www.jff.org/what-we-do/impact-stories/center-for-apprenticeship-and-work-based-learning/diversity-equity-and-inclusion-apprenticeship-wbl/

[4] https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx

[5] https://www.pasmart.pa.gov/

[6] https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx

[7] http://www.vendorregistration.state.pa.us

[8] https://www.pacareerlink.pa.gov/jponline/Common/Apprenticeships

[9] https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/WIOA.aspx

Key Dates

Date/Time	Event	Details
3/22/2022	Release of PAsmart Notice of Grant Availability (NGA)	$1.5 million in PAsmart grants: • $1.5 million to build, support and expand Registered Apprenticeship and Pre-Apprenticeship Programs in the building and construction trades with focus on: ▪ Diversified Talent Pipelines and Underserved Populations
3/30/2022 10:00 AM	Bidders Webinar	JOIN MICROSOFT TEAMS MEETING **Join on your computer or mobile app** Click here to join the meeting **Or call in (audio only)** +1 267-332-8737, 699792009# United States, Philadelphia Phone Conference ID: 699 792 009# Find a local number
4/21/2022 5:00 PM	PAsmart Grant Application Deadline	All PY20/21 PAsmart Grant Opportunity application and all components **MUST** be emailed to the atogrants@pa.gov resource account with the email subject: "PAsmart 2020/2021 NGA Application: Title of Grant Opportunity, Name of Applying Organization."

Appendix A: What is Registered Apprenticeship and Pre-Apprenticeship?

While many students are looking for traditional higher education, there are other education and training options that can lead to family-sustaining wages and meaningful careers. Many of these jobs are middle skills occupations that require a high school diploma but not a college degree. Registered Apprenticeship offers a pathway to a high-paying career and the middle class by acquiring these skills. Apprenticeships are innovative training programs that allow employers to develop and prepare their future workforce, while providing individuals with a learn-while-you-earn approach to career development. Registered Apprenticeships are a combination of on-the-job training and job-related instruction and result in receiving a nationally recognized credential.

Pre-Apprenticeship programs lay the foundation for future apprentices by preparing qualified candidates with academic knowledge and skills training tailored to specific jobs and industries while contributing to the development of a diverse and skilled workforce. Each pre-apprenticeship program establishes a connection to an existing apprenticeship program and delivers both hands-on and instructional-based learning through a variety of unique program designs and approaches. Apprentices and pre-apprentices learn both the theory and application of a highly-skilled occupation.

Benefits of Registered Apprenticeship include:

- Learning valuable employability and technical job skills
- Earning a salary during training
- Obtaining real world work experience
- No student/trainee debt
- Gaining National Industry Certification and other credentials
- Connecting directly with an employer

Registered Apprenticeship and Pre-Apprenticeship offers employers the ability to customize and tailor the training and program to their specific workforce development needs. Workers benefit from high-quality education and training, and access to a career pathway that pays a family-sustaining wage in industries experiencing growth. Workers also earn a good wage while they learn, earn a credential of value, and complete their training debt-free. These Apprenticeship and Pre-Apprenticeship Programs are officially registered with the Pennsylvania Department of Labor & Industry (L&I) which ensures quality and adherence to the model.
Registered Apprenticeships[8] and Pre-Apprenticeships offer a unique opportunity for collaboration between employers, training providers, workers, and other partners.

Appendix B: Program Expenses

Apprenticeship programs funded by this grant must be registered in the Commonwealth. Non- Registered Apprenticeships Programs will have until January 2023 to finalize their registration or show progress towards the finalization of the registration. The ATO will define "making progress" towards registration on a case-by-case basis. Grantees who do not make adequate progress toward their registration may have funds de-obligated. Additional information will be provided to each awarded applicant.

Due to the limited amount of funding, only items and activities directly related to eligible programs and activities covered in this request for application will be funded by the PAsmart grant. All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals.

- Eligible expenses must be outlined in detail in budget form (Appendix F) and budget justification (Appendix G) and may include items such as: *See Appendix H for more detailed information on FSR Cost Categories. Reimbursement of the classroom component of an apprenticeship program resulting in stackable and often-transferrable credentials.
- The cost of tuition for registered apprentices and registered pre-apprentices.
- Outreach and marketing materials and campaigns to attract apprentices and pre-apprentices or in the case of the Ambassador Network Opportunity educate on and advocate for Registered Apprenticeship.
- Operational expenses as it relates directly to the participant such as travel, cellphone, rent, video conferencing services, postage, printing/copying, and other similar expenses.
- Supplies for participants and supplies to remain with program provider for program use. No one supply item to exceed more than $5,000. i.e. one laptop cannot exceed $5,000 for one individual.
- Equipment for apprenticeship training or Ambassador Network related or activities.
- Program staff and instructor salaries and fringe benefits.
- Supportive Services which by definition are services that enable an individual to participate in training and includes but not necessarily limited to assistance with linkages to community services, transportation, child care and dependent care, housing, educational testing, reasonable accommodations for individuals with disabilities, legal aid services, referrals to health care, assistance with work attire and work related tools, assistance with books, fees, school supplies and payments and fees for employment and training related applications, tests and certifications.
- Incentives for Pre-Apprenticeship **ONLY** – Incentives are permitted for recognition and achievement directly tied to training activities and work experiences. Incentives are Non-Cash Assets (Assets) referring to any item that holds immediate cash value, including but not limited to, gift cards, signed or certified checks, bus passes, gas cards, and bearer bonds. This may also include items purchased that hold no immediate cash value, that were acquired with the intent to issue them as incentives.
- Contractor Services Grantees, sub-grantees, and contractors are to adhere to standards of conduct and be vigilant to prevent conflicts of interest. Grantees must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations by officers, employees, agents, or by contractors of their agents. The grantee's procurement system must ensure that contractors perform in accordance with terms, conditions, and specifications of their contracts or purchase orders. Services are subject to financial and programmatic monitoring, careful analysis of performance, and the review of documentation and reports. See Appendix G, Budget Justification, for more information on Procurement Methods.

This is not an exhaustive list of eligible expenses that may be funded. Applicants are encouraged to create customized proposals to meet their regional needs; however, only items and activities directly related to eligible programs and activities covered in this request for application will be funded by the PAsmart Grant.

All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals. Indirect costs, building construction, and procuring lobbying services are expressly disallowable.

Appendix C: Evaluation Criteria

Project Design and Management Plan (25 points)
- Describe the need for the creation of a new initiative or the expansion of an existing initiative; (4 points)
- Identify the type of program this initiative will address (include the characteristics of the individuals(s) or employers(s) to be served under this initiative), including the number of Registered Apprentices and Pre-Apprentices served. Demonstrate the coverage of multiple counties and extended reach if possible, show reach on map; (4 points)
- Identify steps already taken to increase equity, diversity and inclusion within current programs **and/or** identify goals to further increase equity, diversity and inclusion within proposed programs. In addition, provide the information requested below, as necessary; (4 points)

Provide the following data (as of the date of application):

Total Number of Journey Workers Employed			
Number of Women		% of labor force	
Number of People of Color		% of labor force	
Total Percentage of Apprentices or of Applicant Pool			
Number of Women		% of labor force	
Number of People of Color		% of labor force	

Provide the following project goals (to be served through project):

Total Number of Journey Workers Employed			
Number of Women		% of labor force	
Number of People of Color		% of labor force	
Total Percentage of Apprentices or of Applicant Pool			
Number of Women		% of labor force	
Number of People of Color		% of labor force	

- Describe how the proposed initiative aligns with the [Pennsylvania's WIOA Combined State Plan](#)[9]; (2 points)
- Describe how the proposed initiative aligns with the local workforce development board's Plan or Regional Plan, including how the initiative will accept referrals from or provide referrals to the local workforce system; (3 points)
- Describe in detail the desired outcomes of the proposed initiatives, the planned specific outputs that will lead to the desired outcomes and how the outcomes will be measured. Include goals, outputs, outcomes, services, and numbers to be served. In addition, use Appendix I – Goals/Outcomes Table, found on page 29 of this NGA, to clearly illustrate outcomes; (4 points)
- Describe in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, cohort start and finish dates, milestones, plans for long term sustainability, and ability to scale and replicate. Use Appendix J – Timeline, found on page 30 of this NGA, to clearly illustrate. (4 points)

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Stakeholder Engagement (15 points)
- Identify key partners and additional partners; (3 points)
- Outline the roles and responsibilities of each partner; (3 points)
- Identify ability of the applicant to implement grant responsibilities of identified partners; (3 points)
- Identify applicant's prior track record related to recent workforce grants, if applicable; and (3 points)
- Identify the ability of the key personnel on the grant to foster collaboration and implement programs, including identifying each person by name and how they will support the initiative. (3 points)

Impact and Sustainability (15 points)
- Describe how proposed activities will promote the PAsmart initiative; (3 points)
- Identify any certifications and/or credentials to be obtained by participants; (3 points)
- Identify the impact of the programs and partnerships developed; (3 points)
- Describe how the partnership plans to track and report program data, such as performance metrics on recruitment, participation, accomplishments, impact, and related activities of the partnership; and (3 points)
- Describe how the partnership will sustain this work in the future, including after the grant period ends. (3 points)

Budget Form and Budget Justification (20 points)
- Provide a complete budget broken out by line item. As described in Appendix G, found on page 24 of this NGA, and Using Appendix F - Budget Form, found on page 23 of this NGA, as a template; and (10 Points)
- Provide a detailed budget justification, including a detailed breakout of quantity, cost and narrative to support each line item of the budget reflective of the scope of the project and number of participants to be served. If staff will be funded by the grant, provide a description of the duties and responsibilities of each staff person to be funded. *Any salary and fringe being charged, must show the proportion amount being charged and reason for this amount (i.e. you cannot just charge 8 hours a day for every trainer/mentor).* (10 Points)

Other Evaluation Criteria (25 points)

Priority Consideration – PAsmart Principles and Funding Priorities (15 points)
Priority consideration will be given to applicants that demonstrate alignment with the PAsmart Principles and Funding Priorities. Proposals must support:

- **Data-driven Innovation:** Proposals identify a clear problem, challenge or opportunity supported by relevant data and information, and include an innovative strategy to increase opportunity for Pennsylvania students, workers, employers, and communities.

- **Cross-sector Partnership:** Proposals demonstrate an effort to develop strong, high-quality cross-sector partnerships committed to working collaboratively to implement the proposal. Applicants are encouraged to have multiple partners across sectors (e.g. education partner, including secondary and post-secondary educational institutions, workforce development, business, economic development, and community partners) that demonstrate their commitment through letters of support.

- **Cross-sector Alignment:** Proposals align with existing local, regional and state education, workforce and economic development initiatives.

- **Stakeholder Engagement:** Proposals engage partners, customers and stakeholders, including the target population, in the development of the proposal and its implementation.

- **Equity, Diversity and Inclusion:** Proposals demonstrate a commitment to serve and increase access for historically under-represented and under-served students, workers, businesses, and communities. Applicants are encouraged to identify and address barriers to education and employment.

- **Capacity Building:** Proposals build the applicant's or partners' organizational capacity to better implement the proposal and support students, workers, businesses, and communities.

- **Leveraging Existing Resources:** Proposals demonstrate PAsmart resources will leverage and supplement, not supplant, existing public and private resources (e.g. other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals demonstrate efficient and effective use of resources.

- **Performance Outcomes**: Proposals include measurable performance outcomes and a strategy to conduct an evidence-based evaluation of the program's outcomes and overall effectiveness.

Priority Consideration – Opportunity-Specific (10 points)

Priority consideration will be given to initiatives that focus on:
- New, previously unfunded initiatives;
- Registered Apprenticeship Programs with emphasis on the building and construction trades;
- Serving populations traditionally underserved in apprenticeships especially those with multiple barriers to employment such as the Re-Entry or returning citizen population and those with criminal backgrounds;

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Growing Registered Apprenticeships and
Pre-Apprenticeships in Pennsylvania Grant Program

Project Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Project Title:

Building, Supporting and Expanding Registered Apprenticeship and Pre-Apprenticeship Programs in the Building and Construction Trades

Identify Project Outcome(s) to be Measured During the Grant Period *(check all that apply – refer to page 7 for additional information)*:

☐ Develop or expand Individual Registered Apprenticeship Programs that serve at least 8 apprentices

☐ Develop or expand Registered Apprenticeship Programs that utilize a group model that serves at least 3 employers and 25 apprentices

☐ Develop or expand Registered Pre-Apprenticeship Programs that serve at least 20 pre-apprentices in programs with a career pathway concentration and close alignment with secondary and/or post-secondary educational institutions

☐ Develop or expand Registered Apprenticeship Programs that utilize a group model to reach **multiple (3 or more) counties** that serves at least 6 employers/locations and at least 40 apprentices

☐ Develop or expand Registered Pre-Apprenticeship Programs that are replicated across **multiple (3 or more) counties**, align with at least 3 Registered Apprenticeship Programs, and serve at least 40 pre-apprentices

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Project Partners:

Project Service Area *(e.g., counties to be served and House and Senate legislative districts):*

Project Summary:

Project Point of Contact (including Phone Number and Email Address):

Appendix E: PAsmart Apprenticeship Application Form

Application Form

Type of Submission:	Choose an Item	Type of Project:	Choose an item.	Applicant Type:	

Local Workforce Development Board:	

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	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**: Enter Applicant type.

4. **Local Workforce Development Board (LWDB)**: Enter the name of the LWDB with whom this project will be affiliated.

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

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

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

8. **LWDAs affected** – List all LWDAs involved in the grant.

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

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

11. **Contact Information**: Enter contact information.

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

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

Appendix F: PAsmart Apprenticeship Grant Budget Form

Activity Code	Type	Sub Category	Details - Be specific with each category	Unit Qty or Percentage	Unit Price	Total Budget
		Administration				$0.00
A1	Admin	Admin Staff Salaries & Fringe Benefits				
A2	Admin	Operational Expenses (e.g. travel, postage, etc.)				
		Career and Supportive Services				$0.00
B1	Program	Program Staff Salaries & Fringe Benefits				
B2	Program	Operational Expenses (e.g. travel, postage, etc.)				
B3	Program	Other Program Expenses				
D2	Program	Supportive Service Funds				
		Training				$0.00
C1	Program	Tuition Payments/ITAs				
C2	Program	On The Job (OJT) Reimbursements				
C5	Program	Other Training Expenses				
C8	Program	Apprenticeship Training				
					Total Budget	$0.00

EXAMPLES: *See Appendix G for more detail on each category

Details = Be detailed, list EACH Cost Item requested	Unit, Quantity or Percentage - Include Details	Unit Price = Cost of single item	Total Budget = Cost of total items
Dell Laser Jet Printer 1600	1	$1,000	$1,000
Salary and Fringe – must include position, staff name and proportion charged	% of salary to charge	Total Salary/Fringe	Total charged to grant
Project Manager Jane Doe	5%	$50,000	$2,500
Fringe; Healthcare Costs - break down	1%	$10,000	$100
Training - Name of Training	4 participants at $100 ea.	$100	$400
Cellphone/Rent/Etc	10% of $100 monthly bill times 12 mo	$10	$120

Appendix G: 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 (cellphone, rent, utilities, video conferencing services, printing, postage, supplies, staff travel, etc.).

4. **Other Program Expenses**– List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Costs included under *Other* should not fit into any other line-item category.

   Note: If including equipment, be sure to identify each item of equipment to be purchased which has an estimated acquisition cost of $5,000 or more per unit and a useful lifetime of more than one year. List the quantity and unit cost per item. Items with a unit cost of less than $5,000 are supplies.

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

   - Small Purchase Method. Purchases for goods or services meeting the small purchase threshold (currently at $150,000). All purchases between $3,000 and $150,000 can use the "small purchase procedures" as the procedures are "relatively simple and informal." A price or rate quotations must be obtained from three qualified sources and the method(s) of obtaining the price or rate quotations can be obtained in writing, listed by contractor price on a website, or generated via online search engine.

6. **Supplies** – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Identify if the supply will remain with participants or if supplies are to remain with program provider for program use. No one supply item is to exceed more than $5,000. i.e., one laptop cannot exceed $5,000 for one individual. List the quantity and unit cost per item. Items with a unit cost of more than $5,000 is equipment.

7. **Supportive Services** – are services that enable an individual to participate in training and includes but not necessarily limited to assistance with linkages to community services, transportation, child care and dependent care, housing, educational testing, reasonable accommodations for individuals with disabilities, legal aid services, referrals to health care, needs related payment, assistance with work attire and work related tools, assistance with books, fees, school supplies and payments and fees for employment and training related applications, tests and certifications. List types of supportive services 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 and associated costs; not to exceed (amt) per person.

   Submitted with proposal, the local program must have written policies and procedures in place specifying the types of supportive services allowed, the maximum amount per person, governing the award of supportive services, and must ensure that such supportive service payments are:
   (a) Tied to the goals of the specific program;
   (c) Align with the local program's organizational policies.

8. **Pre-Apprenticeship Incentives** - Incentives are permitted for recognition and achievement directly tied to training activities and work experiences. Incentives are Non-Cash Assets (Assets) referring to any item that holds immediate cash value, including but not limited to, gift cards, signed or certified checks, bus passes, gas cards, and bearer bonds. This may also include items purchased that hold no immediate cash value, that were acquired with the intent to issue them as incentives.

   Submitted with proposal, the local program must have written policies and procedures in place specifying the types of incentives allowed, the maximum amount per person, governing the award of incentives, and must ensure that such incentive payments are:
   (a) Tied to the goals of the specific program;
   (c) Align with the local program's organizational policies.

9. **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 H: FSR Cost Categories

Category	Description
	Administration Cost Category
A1 - Admin Staff Salaries & Fringe Benefits	**Admin Staff Salaries & Fringe Benefits:** Wage and Fringe costs for staff when performing administrative functions such as: (i) Accounting, budgeting, financial and cash management functions; (ii) Procurement and purchasing functions; (iii) Property management functions; (iv) Personnel management functions; (v) Payroll functions; (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports; (vii) Audit functions; (viii) General legal services functions; (ix) Developing systems and procedures, including information systems, required for these administrative functions; and (x) Fiscal agent responsibilities; (2) Performing oversight and monitoring responsibilities; (3) 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; (4) Travel costs incurred for official business in carrying out administrative activities; and (5) 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. Examples Include all time charges for administrative duties completed and the corresponding fringe benefits that compliment those time charges (e.g. sick time, vacation, medical, etc).
A2 - Admin Operational Costs	**Operational Expenses: Non-personnel expenses incurred to support the following functions:** (1) Performing the following overall general administrative functions and coordination of those functions: (i) Accounting, budgeting, financial and cash management functions; (ii) Procurement and purchasing functions; (iii) Property management functions; (iv) Personnel management functions; (v) Payroll functions; (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports; (vii) Audit functions; (viii) General legal services functions; (ix) Developing systems and procedures, including information systems, required for these administrative functions; and (x) Fiscal agent responsibilities; (2) Performing oversight and monitoring responsibilities; (3) 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; (4) Travel costs incurred for official business in carrying out administrative activities; and (5) 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.

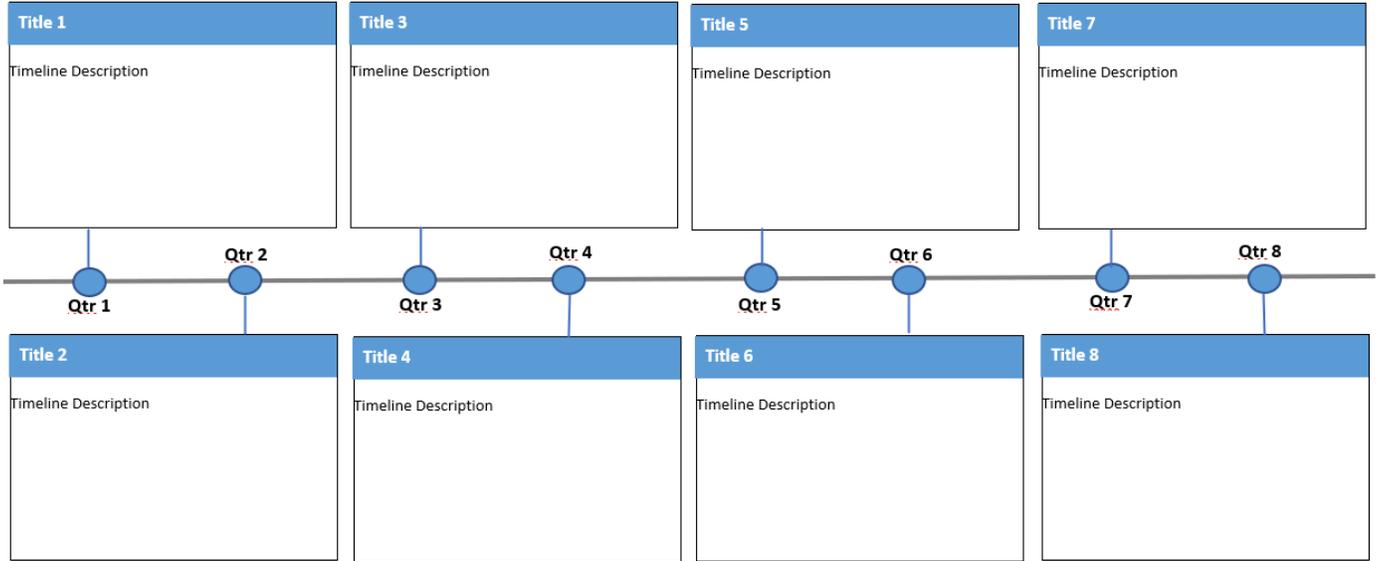|	Career and Supportive Services Cost Category
B1 - Program Staff Salaries & Fringe Benefits	Allowable costs by function include, but are not limited to, the following: 1. Personnel costs for individuals directly engaged in non-administrative activity; 2. Other personnel costs for individuals whose time has been properly allocated among benefitting cost categories. Examples include all time charges for programmatic duties completed and corresponding fringe benefits that compliment those time charges (e.g. sick time, vacation, medical, etc).
B2 - Program Operational Costs	Program Operational Expenses: Non-personnel, non-administrative costs incurred for the direct purpose of meeting a grant's objectives.
B3 - Other Program Expenses	Costs incurred to meet the objectives of the grant that do support the granted entity. Example: Wages paid to participants for participating in an internship.
D2 – Incentives or Supportive Services Funds	INCENTIVES - Incentives are provided as a result of a completed activity. Non-Cash Assets (Assets) refer to any item that holds immediate cash value, including but not limited to, gift cards, signed or certified checks, bus passes, gas cards, and bearer bonds. This may also include items purchased that hold no immediate cash value, that were acquired with the intent to issue them as incentives. SUPPORTIVE SERVICES —The term ''supportive services'' means services such as those listed as examples below, that are necessary to enable an individual to participate in activities authorized. **What are supportive services for participants?** These services may include, but are not limited to, the following: (a) Linkages to community services; (b) Assistance with transportation; (c) Assistance with educational testing; (d) Reasonable accommodations for individuals with disabilities; (e) Assistance with uniforms or other appropriate work attire and work related tools, including such items as eyeglasses and protective eye gear; (f) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (g) Payments and fees for employment applications, tests, and certifications.
	Training Cost Category
C1 - Tuition Payments	How are training service tuition payments provided? Training services for eligible individuals are typically provided by training providers who receive payment for their services. The agreement is established on behalf of a participant with a training provider.
C2 - On-The-Job Training (OJT)	ON-THE-JOB TRAINING —The term ''on-the-job training'' means training by an employer that is provided to a paid participant while engaged in productive work in a job that— (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) is made available through a program that provides reimbursement to the employer for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained and outlined in the PAsmart apprenticeship grant

C5 - Other Training Expenses:	USE OF FUNDS FOR EMPLOYMENT AND TRAINING ACTIVITIES - providing technical assistance for pay-for-performance contract strategies, which technical assistance may include providing assistance with data collection, meeting data entry requirements, identifying levels of performance, and conducting evaluations of such strategies. **These employment generating activities, or similar activities, are allowable?** These employer outreach and job development activities may include: (a) Contacts with potential employers for the purpose of placement of participants; (b) Participation in business associations (such as chambers of commerce); joint labor management committees, labor associations, and resource centers; (i) Subscriptions to relevant publications; (c) Active participation in local business resource centers (incubators) to provide technical assistance to small businesses and new businesses; (d) The development of on-the-job training opportunities
C8 - Apprenticeship Training	USE OF FUNDS FOR EMPLOYMENT AND TRAINING ACTIVITIES - providing technical assistance for pay-for-performance contract strategies, which technical assistance may include providing assistance with data collection, meeting data entry requirements, identifying levels of performance, and conducting evaluations of such strategies. **These employment generating activities, or similar activities, are allowable?** These employer outreach and job development activities may include: (a) Contacts with potential employers for the purpose of placement of participants; (b) Participation in business associations (such as chambers of commerce); joint labor management committees, labor associations, and resource centers; (i) Subscriptions to relevant publications; (c) Active participation in local business resource centers (incubators) to provide technical assistance to small businesses and new businesses; (d) The development of on-the-job training opportunities

Appendix I: Goals/Outcomes Table

No.	Measurable Performance Goal/Outcome	Performance Indicator	Evaluation Method	Target Number/Result	Timeline to Meet Goal/Outcome	Comment
	Goal and Outcomes Table					
1						
2						
3						
4						
5						

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Appendix J: Timeline

Title 1	Title 3	Title 5	Title 7
Timeline Description	Timeline Description	Timeline Description	Timeline Description

Qtr 1 Qtr 2 Qtr 3 Qtr 4 Qtr 5 Qtr 6 Qtr 7 Qtr 8

Title 2	Title 4	Title 6	Title 8
Timeline Description	Timeline Description	Timeline Description	Timeline Description

Appendix K: EO 2021-06 Worker Protection and Investment Certification Form

A. 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:

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

B. 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).

<u>CERTIFICATION</u>

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)	