Growing Registered Apprenticeships and Pre-Apprenticeships in Pennsylvania Grant Program

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Introduction

Governor’s Middle-Class Task Force
To ensure that Pennsylvania remains competitive in a rapidly changing economy, and to hear directly from students, workers, employers, and communities across the commonwealth, Governor Wolf established the non-partisan Governor’s Middle-Class Task Force in fall 2017. Co-chaired by business, labor, postsecondary education, and workforce development leaders, the Task Force held six regional roundtables to hear directly from Pennsylvanians on barriers they face getting and keeping good jobs, and on the need for businesses to increase their competitiveness.¹

In response to these perspectives, the Task Force identified six critical areas to inform future policy considerations:

1. A skilled and quality workforce can sustain and grow a competitive economy in Pennsylvania.
2. Business hiring practices are impacted by multiple conditions, including liability concerns, global competition, and unknown long-term workforce needs.
3. Education, workforce, and economic development systems are not coordinating their efforts.
4. Many workers and students believe upskilling is risky and costly, and the cost of continuing education beyond high school outweighs economic benefit.
5. The “traditional” service delivery model in postsecondary education is not accessible or affordable for first generation, under-represented, and non-traditional students and workers.
6. Best practices and models in education and workforce exist, but are not widely shared, expanded, or invested in.

To ensure that these issues would be addressed in depth, Governor Wolf established in spring 2019 the Keystone Economic Development & Workforce Command Center. This group of state leaders from across the public and private sectors centralizes and elevates all workforce development efforts, finding new ways to share information, coordinate statewide efforts, minimize or eliminate barriers to workforce preparation and success, and prepare the state’s businesses, workers, and youth for the workforce of the future.

¹https://www.governor.pa.gov/governor-wolfs-middle-class-task-force-kicks-off-first-regional-roundtable/
PAsmart Framework

What is PAsmart?

In response to the Governor’s Middle-Class Task Force findings, Governor Wolf proposed the PAsmart initiative, a strategic approach to education and workforce development. The PAsmart initiative is designed to address the feedback Pennsylvanians shared with the Middle-Class Task Force, to better align education, workforce, and economic development initiatives and funding.

In its second year of funding, the PAsmart initiative continues to make public programs and initiatives more accessible and easier to navigate so Pennsylvanians can develop the skills and abilities they need to obtain quality jobs, and businesses can recruit and retain skilled workers.

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.

As part of the PAsmart initiative, the FY2019-20 Enacted Budget included $40 million for strategic, competitive, and cross-sector investments 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 (e.g. opportunity youth and young adults, long-term unemployed, etc.). PAsmart grants funded by this investment will support cross-sector partnerships to address unique local, regional, and statewide education, workforce, and economic needs. Funding will support a variety of projects, but should be data-driven, align with and leverage existing initiatives and resources, and have a measurable impact.

PAsmart Framework Principles and Funding Priorities

PAsmart is designed to provide flexible resources to support innovation, and cross-sector alignment and collaboration, to increase equity, remove barriers to access, and build on existing initiatives and fill gaps, to better serve Pennsylvania students, workers, businesses, and communities. PAsmart grants support the following PAsmart Principles and Funding Priorities:

- **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, 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 collect, analyze, and report performance data.


### PAsmart Growing Registered Apprenticeships and Pre-Apprenticeships

**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 current job openings require skills somewhere between a high school credential and a 4-year degree. Registered Apprenticeship offers a pathway to a high-paying career and the middle class. Registered Apprenticeships are a combination of on-the-job training and job-related instruction. 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 registered with the L&I, which insures quality and adherence to the model.1

Registered Pre-Apprenticeship is a pipeline development strategy and a bridge to Registered Apprenticeship that includes the employability and basic technical skills needed to succeed in a Registered Apprenticeship program.

Registered Apprenticeship and Pre-Apprenticeship also offer a unique opportunity for collaboration between employers, training providers, workers, and other partners.2

**PAsmart Grant Opportunity**

Since Governor Wolf established the commonwealth’s first Apprenticeship and Training Office (ATO) in 2016, the number of registered apprentices has increased from 13,282 Registered Apprentices to 18,142. This progress supports the commonwealth’s goal to double the number of Registered Apprentices to 26,500 by 2025.

The 2019-20 Governor’s PAsmart Growing Registered Apprenticeships and Pre-Apprenticeships initiative is providing up to $6.6 million in three competitive grant opportunities to expand and diversify the apprenticeship model to include non-traditional occupations, non-traditional program models, and non-traditional populations. Registered Apprenticeship is a proven workforce development strategy and this grant program seeks to expand Registered Apprenticeship in new industries and occupations, and reach underrepresented populations, 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.

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:

- **$2 million** is available to build a diverse talent pipeline into the building and construction trades;
- **$3 million** is available to build a diverse talent pipeline and expand Registered Apprenticeships and Pre-Apprenticeship in non-traditional industries (i.e. beyond the building and construction trades), with an emphasis on Health Care, Manufacturing, and Information Technology; and
- **$1.6 million** is available to support Registered Apprenticeships and Pre-Apprenticeship through ambassador networks across the commonwealth.

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1 Registered Apprenticeship: [https://www.pacareerlink.pa.gov/jponline/Common/Apprenticeships](https://www.pacareerlink.pa.gov/jponline/Common/Apprenticeships)  
2 For more information on the partners and roles in Registered Apprenticeship and Pre-Apprenticeship, please see: [https://www.dol.gov/apprenticeship/docs/Partner_Roles_Infographic_20150616.pdf](https://www.dol.gov/apprenticeship/docs/Partner_Roles_Infographic_20150616.pdf)
In addition to supporting the commonwealth’s Registered Apprenticeship goal, the PAsmart grants also support the Apprenticeship and Training Office’s strategic goals, including:

- Developing a strong talent pipeline of individuals that are well-positioned to succeed in Registered Apprenticeship and Pre-Apprenticeship 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 through the Group Sponsorship model to support small- and medium-sized companies with the administration and planning associated with Registered Apprenticeship and Pre-Apprenticeship;

- Developing regional Apprenticeship Networks to support consortiums of employers, intermediaries, training providers, and other partners all working to develop a community of practice and strong system of 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 share best practices in the commonwealth and across the nation to share with stakeholders.

For more information on grant opportunities to support Registered Apprenticeship and Pre-Apprenticeship, please see:

- ATO grant opportunities³
- DCED Pre-Apprenticeship and Apprenticeship Grant Program⁴

PAsmart Grant Information and Application Materials

Eligibility
Eligible applicants include organizations that serve as sponsors or intermediaries of Registered Apprenticeship, including businesses, community-based organizations, economic development organizations, industry associations, labor organizations, local education agencies, local workforce development boards, nonprofit organizations, post-secondary institutions, public libraries, and STEM ecosystems.

³ https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/default.aspx.
⁴ https://dced.pa.gov/programs/pre-apprentice-apprenticeship-grant-program/.
Fiscal Agent
Any organization may serve as fiscal agent for this grant.

Grant Opportunity 1: Building Diversity within the Construction and Building Trades

Funding
Up to $2 million in competitive funding to build diversity among Registered Apprentices and Pre-Apprentices in the Construction and Building Trades. Building on the first round of PAsmart funding, this $2 million grant round will award competitive grants up to $400,000 per application. Grantees will coordinate their activity with the ATO mission and vision, and PAsmart Principles and Funding Priorities. Funding must supplement, not supplant existing Registered Apprenticeship and Pre-Apprenticeship initiatives.

Purpose
Currently, an estimated 89 percent of Registered Apprenticeship programs are in the Construction and Building Trades, and in Manufacturing. An estimated seven percent of Registered Apprentices across all industries are women and twelve percent are people of color. The PAsmart Building Diversity within the Construction and Building Trades is designed to:

- Develop a diverse pipeline of Registered Apprentices and Pre-Apprentices from non-traditional populations in the Construction and Building Trades, 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;
- Develop Pre-Apprenticeship programs in the Construction and Building Trades that establish pipeline to Registered Apprenticeship programs currently training at least sixty (60) Pre-Apprentices from non-traditional populations; and
- Develop Registered Apprenticeship programs in non-traditional industries that utilize a group model partnering with at least eight (8) employers and thirty (30) registered apprentices from non-traditional populations.
  - 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.

Eligible Programs and Expenses
Apprenticeship programs funded by this grant must be registered in the commonwealth. Non-Registered Apprenticeships programs will have until December 31, 2020 to finalize their registration or show progress towards the finalization of the registration. The Apprenticeship and Training Office (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.

Eligible expenses include items such as:
- 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.
This is not an exhaustive list of eligible expenses that may be funded. Applicants are encouraged to create customized proposals to create Registered Apprenticeships programs for 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.

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

Project Design and Management Plan (35 points)
- Describe the need for the creation of a new initiative or the expansion of an existing initiative; (5 points)
- Identify how this initiative will:
  - Meet the purpose of this PAsmart grant and help (quantify and include the characteristics of the targeted individuals(s), employers(s), and industries to be served); and
  - Help reach the commonwealth’s goal to double the number of Registered Apprentices to 26,500 by 2025. (5 points)
    - Note: This initiative must include at least eight (8) employers, and at serve least 30 Registered Apprentices or 60 Pre-Apprentices.
- Describe how the proposed initiative aligns with the Pennsylvania’s WIOA Combined State Plan; (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 the desired outcomes of the proposed initiatives (5 points);
- Describe the implementation steps necessary to achieve the desired outcomes and how the outcomes will be measured; and (10 points)
- Describe the project timeline to include implementation steps and desired outcomes (plans for sustainability, ability to scale and replicate). (5 points)

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, and (3 points)
• Describe how the partnership has the capacity to and will track and report on program data, such as performance metrics on recruitment, participation, accomplishments, impact and related activities of the partnership (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. (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. (10 Points)

Other Evaluation Criteria (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, 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 collect, analyze, and report performance data.
Grant Opportunity 2: Building a Diverse Talent Pipeline and Expanding Non-Traditional Registered Apprenticeships and Pre-Apprenticeships

**Funding**
Up to $3 million in competitive funding to develop a diverse talent pipeline and expand Registered Apprenticeship and Pre-Apprenticeship in nontraditional industries, with an emphasis on Health Care, Manufacturing, and Information Technology. Building on the first round of PAsmart funding, this $3 million grant round will award competitive grants up to $250,000 per application. Grantees will coordinate their activity with the ATO mission and vision, and PAsmart Principles and Funding Priorities. Funding must supplement, not supplant existing Registered Apprenticeship and Pre-Apprenticeship initiatives.

**Purpose**
The Building a Diverse Talent Pipeline and Expanding Non-Traditional Registered Apprenticeships and Pre-Apprenticeships grants are designed to:

- Develop a diverse pipeline of Registered Apprentices and Pre-Apprentices from non-traditional populations, 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. An estimated seven percent of Registered Apprentices across all industries are women and twelve percent are people of color;
- Expand Registered Apprenticeship and Pre-Apprenticeship in industries, with an emphasis on Health Care, Manufacturing, and Information Technology;
- Develop Pre-Apprenticeship programs in non-traditional industries that establish pipeline to Registered Apprenticeship programs currently training at least thirty (30) Pre-Apprentices from non-traditional populations; and
- Develop Registered Apprenticeship programs in non-traditional industries that utilize a group model partnering with at least four (4) employers and fifteen (15) registered apprentices from non-traditional populations.
  - 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.

**Programs and Expenses**
See Appendix A for more detailed information on non-traditional and traditional fields for apprenticeship.

Apprenticeship programs funded by this grant must be registered in the commonwealth. Non-Registered Apprenticeships programs will have until December 31, 2020 to finalize their registration or show progress towards the finalization of the registration. The Apprenticeship and Training Office (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 or be required to return funds. 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.
**Evaluation Criteria**
Applications will be reviewed by an inter-agency team and evaluated based on the following criteria:

**Project Design and Management Plan (35 points)**
- Describe the need for the creation of a new initiative or the expansion of an existing initiative; (5 points)
- Identify how this initiative will:
  - Meet the purpose of this PAsmart grant and help (quantify and include the characteristics of the targeted individuals(s), employers(s), and industries to be served); and
  - Help reach the commonwealth’s goal to double the number of Registered Apprentices to 26,500 by 2025. (5 points)
    - Note: This initiative must include at least four (4) employers, and at serve least 15 Registered Apprentices or 30 Pre-Apprentices.
- Describe how the proposed initiative aligns with the Pennsylvania’s WIOA Combined State Plan; (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 the desired outcomes of the proposed initiatives; (5 points)
- Describe the implementation steps necessary to achieve the desired outcomes and how the outcomes will be measured; and (10 points)
- Describe the project timeline to include implementation steps and desired outcomes (plans for sustainability, ability to scale and replicate). (5 points)

**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 has the capacity to and will track and report on 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. (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. (10 Points)

Other Evaluation Criteria (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, 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 collect, analyze, and report performance data.
Grant Opportunity 3: Supporting Registered Apprenticeship and Pre-Apprenticeship through Ambassador Networks

Funding
Up to $1.6 million in competitive funding for intermediaries to develop or support an existing regional or statewide Ambassador Network. Only existing intermediaries that received a 2018 PAsmart Intermediary grant are eligible applicants. Building on the first round of PAsmart funding, this $1.6 million grant round will award grants ranging from $350,000 to $500,000 to support existing Ambassador Networks across the commonwealth. Grants will be awarded based on the availability of funds. Grantees will coordinate their activity with the ATO mission and vision, and PAsmart Principles and Funding Priorities.

Purpose
The Registered Apprenticeships and Pre-Apprenticeship Ambassador Network grants are designed to provide technical assistance to regional consortiums of Apprenticeship and Pre-Apprenticeship stakeholders, including employers, intermediaries, training providers, and other partners. As outlined by Jobs for the Future, quality-driven and effective intermediaries provide critical services to support a Registered Apprenticeships system by:

- Connecting businesses and industry groups to organized labor partners and other regional partners
- Aggregating the needs of small employers within industry sectors
- Conducting industry engagement and outreach
- Supporting the progress of Registered Apprentices and Pre-Apprentices
- Building relationships with training providers
- Sponsoring Registered Apprenticeships and Pre-Apprenticeships
- Researching, documenting, and sharing promising practices

The roles and responsibilities of the statewide Registered Apprenticeship and Pre-Apprenticeship Ambassador Network are to:

- Support the five existing regional Ambassador Networks across the commonwealth (South Western, North Western, South Central, North Eastern, and South-Eastern).
- Provide consortiums, employers, intermediaries, training providers, and other partners with uniform technical assistance to expand Registered Apprenticeship and Pre-Apprenticeship programs and build their capacity.
- Convene employers and training providers to facilitate a dialog around training and workforce development needs.
- Develop curriculum and align on-the-job training with related technical instruction to assist employers and training providers develop an effective and efficient training delivery model.
- Develop program delivery tools to attract and retain Registered Apprentices and Pre-Apprentices and facilitate program growth.
- Develop outreach and engagement strategies to connect with employers, training providers, and supporting partners with the Ambassador Network.
- Conduct national and statewide research, identify, and share best practices across the commonwealth, including with the ATO and among the Ambassador Networks.

5 https://www.jff.org/points-of-view/seven-ways-intermediaries-help-develop-apprenticeship-programs/
**Programs and Expenses**
The grants can be used to support expenses related to tuition for related instruction, training supplies, materials and equipment, program operation costs, partner engagement and outreach, mentorship models, curriculum development, and supporting salaries for the on-the-job training component of the apprenticeship program.

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.

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

**Project Design and Management Plan (35 points)**
- Describe the need for expansion of the existing initiative; (5 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; (5 points)
- Describe how the proposed initiative aligns with the Pennsylvania’s WIOA Combined State Plan; (2 points)
- Describe how the proposed initiative aligns with the local workforce development boards’ Plan or Regional Plan including how the initiative will accept referrals from or provide referrals to the local workforce system; (3 points)
- Describe the steps necessary to expand the existing initiative; (5 points)
- Describe how the proposed initiative will:
  - Expand on the original investment and initiatives of the 2018 PAsmart Intermediaries. Applicants should describe how they will expand on the 2018 grant award.
  - Help reach the commonwealth’s goal to double the number of Registered Apprentices to 26,500 by 2025. (5 points)
- Describe the implementation steps necessary to achieve the desired outcomes and how they will be measured; and (10 points)
- Describe the project timeline to include implementation steps and desired outcomes (plans for sustainability, ability to scale and replicate). (5 points)

**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 network on the region and the partnerships developed within the region; (3 points)
- Describe how the partnership has the capacity to and will track and report on 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. (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. (10 Points)

Other Evaluation Criteria (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, 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 collect, analyze, and report performance data.
PAsmart Grant Information

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. For more information and resources about the PAsmart initiative, visit www.pasmart.gov.

Proposed Grant Timeline and Award Period
PAsmart funding is anticipated to be used for grant-related activities between March 1, 2019, and June 30, 2022.

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 August 30, 2022 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 progression, 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 PA Department of Labor & Industry (L&I) unless a current grant agreement is 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 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 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 January 10, 2020.

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 B.

2. Apprenticeship PAsmart Application Form (saved as a single file called “Application Form” one-page max.)

   The Apprenticeship PAsmart Application Form is available in Appendix C.

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, including:
     - Project Design and Management Plan (35 points);
     - Stakeholder Engagement (15 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 from an education, workforce development, or business/economic development partner.

5. **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 March 1, 2020, and June 30, 2022. The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. The commonwealth reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. The Budget Form is available in Appendix D.

6. **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 E.


**Vendor Registration**
All applicants and fiscal agents must be registered with the commonwealth as a vendor, unless current agreement is already in place. 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](http://www.vendorregistration.state.pa.us) or by calling 717-346-2676 or 1-877-435-7363.

**Submission Instructions**
An electronic copy of the application and all components MUST be emailed to the RA-LIATO-GRANTS@PA.GOV resource account with the email subject: NGA Application: “Title of the Grant Application” from the options below:

- Building Diversity within the Construction and Building Trades
- Building a Diverse Talent Pipeline and Expanding Non-Traditional Registered Apprenticeships and Pre-Apprenticeships
- Supporting Registered Apprenticeship and Pre-Apprenticeship through Ambassador Networks
### Key Dates

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
</table>
| 12/10/2019        | Release of PAsmart Notice of Grant Availability (NGA)                | $6.6 million in PAsmart grants:  
  - $2 million for diverse talent pipeline into the building and construction trades  
  - $3 million for Registered Apprenticeships and Pre-Apprenticeships  
  - $1.6 million for Ambassador Networks |
| 12/17/2019 at 1:00 P.M. | Growing Registered Apprenticeships & Pre-Apprenticeships Bidder’s Webinar | [JOIN WEBEX MEETING](https://paworkforce.webex.com/paworkforce/j.php?MTID=m75b24ddb3d31cd92aeea472383be7186)  
  Meeting number (access code): 799 278 946  
  Meeting password: nJZbySJ |
| 12/18/2019 at 11:00 A.M. | Growing Registered Apprenticeships & Pre-Apprenticeships Bidder’s Webinar | [JOIN WEBEX MEETING](https://paworkforce.webex.com/paworkforce/j.php?MTID=m5f57af7d56f10bc5e4d2e7d651903dbc)  
  Meeting number (access code): 798 882 950  
  Host key: 912431  
  Meeting password: 7w3erday |
| 1/10/2020         | PAsmart Grant Application Deadline                                  | Growing Registered Apprenticeships and Pre-Apprenticeships PAsmart Grant Application Deadline |
Appendix A: Traditional & Non-Traditional Fields of Apprenticeship

<table>
<thead>
<tr>
<th>Examples of Traditional Apprenticeship Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRADITIONAL APPRENTICESHIP: In the context of occupation, these are programs that focus in the trades, construction, and advanced manufacturing.</td>
</tr>
<tr>
<td>Examples include but are not limited to (source Burning Glass): Boilermakers, Brickmasons and Blockmasons, Carpenters, Cement Masons and Concrete Finishers, Construction Laborers, Drywall and Ceiling Tile Installers, Electrical Power-Line Installers and Repairers Installation, Electricians, Elevator Installers and Repairers, Floor Layers, Except Carpet, Wood, and Hard Tiles, Glaziers Construction and Extraction Occupations, Heating, Air Conditioning, and Refrigeration, Mechanics and Installers Installation, Heavy and Tractor-Trailer Truck Drivers, Industrial Machinery Mechanics Installation, Machinists, Millwrights Installation, Operating Engineers and Other Construction, Equipment Operators, Painters, Plumbers, Pipefitters, and Steamfitters, Reinforcing Iron and Rebar Workers, Roofers, Sheet Metal Workers, Structural Iron and Steel Workers, Structural Metal Fabricators and Fitters, Telecommunications Equipment Installers, Repairers, Except Line Installers,</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examples of Non-Traditional Apprenticeship Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON-TRADITIONAL APPRENTICESHIPS: Occupations that are outside of manufacturing, construction, and the trades. Various occupations include health care, information technology, telecommunications, hospitality, food service, and transportation. This is not to be confused with other terms like “non-traditional students” or “non-traditional model.” When those terms are being addressed, they should be properly mentioned as such.</td>
</tr>
</tbody>
</table>
Appendix B: Project Summary Cover Page

Growing Registered Apprenticeships

and

Pre-Apprenticeships in Pennsylvania Grant Program

Project Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Project Title:

Select Grant Type: Building a Diverse Talent Pipeline and Expanding Non-Trad

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:
### Application Form

<table>
<thead>
<tr>
<th>Type of Submission:</th>
<th>Choose an item.</th>
<th>Type of Project:</th>
<th>Choose an item.</th>
<th>Applicant Type:</th>
<th>Choose an item.</th>
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</table>

<table>
<thead>
<tr>
<th>Local Workforce Development Board:</th>
<th>Choose an item.</th>
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<table>
<thead>
<tr>
<th>Grant / Project Title:</th>
<th>Click or tap here to enter text.</th>
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</table>

<table>
<thead>
<tr>
<th>Targeted Industry Cluster:</th>
<th>Click or tap here to enter text.</th>
<th>Sub-Cluster:</th>
<th>Click or tap here to enter text.</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Counties served by this grant:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Adams</td>
<td>Clarion</td>
</tr>
<tr>
<td>Allegheny</td>
<td>Clearfield</td>
</tr>
<tr>
<td>Armstrong</td>
<td>Clinton</td>
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<td>Beaver</td>
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<td>Bradford</td>
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<td>Bucks</td>
<td>Elk</td>
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<td>Butler</td>
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<td>Cambria</td>
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<td>Cameron</td>
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<td>Carbon</td>
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<tr>
<td>Statewide</td>
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<table>
<thead>
<tr>
<th>Local Workforce Development Areas (LWDA) affected by this grant:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny</td>
<td>Lackawanna</td>
</tr>
<tr>
<td>Berks</td>
<td>Lancaster</td>
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<tr>
<td>Bucks</td>
<td>Lehigh Valley</td>
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<tr>
<td>Chester</td>
<td>Luzerne-Schuylkill</td>
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<tr>
<td>Delaware</td>
<td>Montgomery</td>
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<td>Westmoreland-Fayette</td>
<td>Philadelphia</td>
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<tr>
<td>Pittsburgh</td>
<td>Pennsylvania</td>
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<td>Pennsylvania</td>
<td>Southern Alleghenies</td>
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<td>Tri-County</td>
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<td>Poconos</td>
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<td>West Central</td>
<td>Southwest Corner</td>
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<td>Central</td>
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<td>Central</td>
<td>South Central</td>
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<tr>
<td>South Central</td>
<td>Statewide</td>
</tr>
<tr>
<td>Statewide</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32?</th>
<th>Choose an item.</th>
</tr>
</thead>
</table>

### 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**
- **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. **LWDAs affected** – List all LWDAs involved in the grant.

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

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

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

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

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

Please use the electronic, accessible version of the PAsmart Apprenticeship Application Form, available at https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx.
### Appendix D: PAsmart Apprenticeship Grant Budget Form

<table>
<thead>
<tr>
<th>Requested Amount</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMINISTRATION</strong></td>
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<tr>
<td>Admin Staff Salaries &amp; Fringe Benefits</td>
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<tr>
<td>Operational Expenses (e.g. travel, postage, printing, etc.)</td>
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</tr>
<tr>
<td><strong>CAREER &amp; SUPPORTIVE SERVICES</strong></td>
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</tr>
<tr>
<td>Program Staff Salaries &amp; Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>Operational Expenses (e.g. travel, postage, printing, etc.)</td>
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</tr>
<tr>
<td>Other Program Expenses</td>
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<td>Supportive Service Funds</td>
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<tr>
<td><strong>TRAINING</strong></td>
<td>$ -</td>
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<tr>
<td>Classroom Training Expenditures</td>
<td></td>
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<tr>
<td>On The Job (OJT) Expenditures</td>
<td></td>
</tr>
<tr>
<td>Adult Education and Literacy Training</td>
<td></td>
</tr>
<tr>
<td>Apprenticeship Training</td>
<td></td>
</tr>
<tr>
<td>Incumbent Worker Training</td>
<td></td>
</tr>
<tr>
<td>Other Training Expenses</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL BUDGET** $ -

Please utilize the Excel version of the Budget Form available online at https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx.
Appendix E: Budget Justification

General Instructions for the Completion of a Budget Justification

The budget justification must include the following information:

- Each line item on the Budget Form must be explained, and the cost provided for each. Each line item on the Budget Form pertains to projected costs.
- The total for each line item on the Budget Justification must match the total for each line item on the Budget Form.
- Administrative Costs cannot exceed 10 percent of the requested funding.

1. **Staff Salaries** – List all staff positions by title. State the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant, and the total personnel cost for the period of performance. Be sure to breakout administrative and program salaries.

2. **Fringe Benefits** – Provide the overall fringe benefit percentage which reflects the recipient’s organizational fringe, and list the components included, such as health insurance, FICA, retirement, etc. Provide the fringe benefit calculation for each staff position listed under the salary line item. Be sure to breakout administrative and program fringe.

3. **Operational Expenses** – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable (rent, utilities, printing, postage, supplies, staff travel, etc.).

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

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

5. **Supportive Services** – List types of supportive services for participants (uniforms, transportation, tools, test fees, etc.)

6. **Training** – Breakout Training costs into the budget category. List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Be sure to include number of participants for each line item.

   For example, Classroom Training Expenditures – 15 people * $150 Forklift Training= $2,250.00