

Commonwealth of Pennsylvania  
Department of Labor & Industry

**PAsmart Supporting Pennsylvania's Organic Agriculture  
through Registered Apprenticeships and Pre-  
Apprenticeships Grant Program  
Notice of Grant Availability**

Proposals Due: March 21, 2024 at 5:00 P.M. ET

**Josh Shapiro** | Governor  
[www.pa.gov](http://www.pa.gov)

**Nancy Walker** | Acting Secretary  
[www.dli.pa.gov](http://www.dli.pa.gov)



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## Key Dates

| Date                                 | Description   |
|--------------------------------------|---|
| February 20, 2024                    | <b>Notice of Grant Availability (NGA) Release Date</b>  |
| February 29, 2024<br>at 1:00 P.M. ET | <p><b>Bidder's Conference:</b><br/>Click the link below to join the meeting:<br/><a href="#">Click here to join the meeting</a></p> <p>Or call in (audio only):<br/>Toll Number: +1 267-332-8737</p> <p>Conference ID: 818 013 325#</p> <p>A recording of the bidder's conference will be posted on the L&amp;I Grants website.</p> |
| March 5, 2024 at 5:00<br>P.M. ET     | <p><b>Questions Due Date</b><br/>Questions must be submitted by email to <a href="mailto:atogrants@pa.gov">atogrants@pa.gov</a>.</p> <p>A complete list of Q&amp;As will be posted on the L&amp;I Grants website.</p> <p>Questions received after the due date will not be answered.</p>  |
| March 21, 2024 at 5:00<br>P.M. ET    | <p><b>Application Due Date</b><br/>Applications must be submitted to the <a href="mailto:atogrants@pa.gov">atogrants@pa.gov</a> resource account with the email subject:<br/>"NGA Application – PAsmart Supporting Pennsylvania's Organic Agriculture through Registered Apprenticeships and Pre-Apprenticeships"</p>               |
| June 1, 2024                         | <b>Contract Start Date</b>  |
| June 30, 2026                        | <b>Contract End Date</b>  |

## Eligibility

### Eligible Applicants and Minimum Qualifications

Eligible applicants include organizations that serve as sponsors or intermediaries of new Registered Apprenticeship and Pre-Apprenticeship Programs supporting occupations specific to organic agriculture, including **organic inspectors, certified organic farmers, certified organic processors, and experienced labor on organic farms and in certified organic processing facilities**. These may include, but are not limited to, businesses, economic development organizations, industry associations, labor organizations, nonprofit organizations, post-secondary institutions, and STEM ecosystems.

1. The applicant(s) must be capable of bringing together business, education, workforce, and provider partners to achieve the overall project goals as defined by this NGA.
2. The applicant(s) must demonstrate the ability to coordinate, manage, and implement the design of the project; develop and implement the project budget; implement a strategy to collect, analyze, and report performance outcomes; and coordinate and evaluate the activities of the project.
3. The applicant(s) must be capable of monitoring and administering the fiscal components of the NGA.
4. The applicant(s) must be capable of submitting the required reporting elements at the required intervals as documented in the NGA.
5. The applicant(s) must have the capacity to work with an evaluator.

### Additional Eligibility Criteria

**Applicants are required to:**

- **Have a PA SAP Vendor Identification Number**  
This may be obtained at no cost online, or by calling the Vendor Data Management Unit at (717) 346-2676 or 1-877-435-7363. It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania SAP Vendor Identification Number in a timely fashion, you may submit the application prior to receipt, however **no grant will be awarded without documentation of a Pennsylvania Vendor Identification Number**.
- **Have a Unique Entity ID**  
The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. For assistance in obtaining a new Unique Entity ID, or to identify an existing Unique Entity ID, refer to the *Links & Resources* section within this document.
- **Comply with the Workforce Grant Agreement**

For more information, including how to obtain this information, refer to the *Links & Resources* section within this document. **Applicants who cannot meet these additional requirements at the time of award will relinquish their award.**

## Fiscal Agent

Fiscal agents include eligible applicants, as detailed above. If Local Workforce Development Boards (LWDBs) apply as a region, the region must appoint a single LWDB as the lead applicant who must also act as fiscal agent. The fiscal agent will receive, manage, and disburse grant funds.

## Overview

The PA Department of Labor & Industry (L&I) announces the availability of approximately \$700,000 in funding for the PAsmart Supporting Pennsylvania's Organic Agriculture through Registered Apprenticeships and Pre-Apprenticeships Grant Program to include awards of up to \$350,000 per application.

This Notice of Grant Availability (NGA) describes in detail:

- The requirements to obtain PAsmart Supporting Pennsylvania's Organic Agriculture through Registered Apprenticeships and Pre-Apprenticeships funding;
- The strategic goals of the PAsmart Supporting Pennsylvania's Organic Agriculture through Registered Apprenticeships and Pre-Apprenticeships opportunity;
- The criteria that will be used to evaluate proposals; and,
- The grant timeline.

L&I has created this grant opportunity to align, expand and diversify the apprenticeship model with a specific focus on organic agriculture and associated occupations.

The purpose of this NGA is to encourage the development new Registered Apprenticeship and/or Pre-Apprenticeship Programs specific to occupations in organic agriculture. For the purposes of this initiative, the following occupations are prioritized: **organic inspectors, certified organic farmers, certified organic processors, and experienced labor on organic farms and in certified organic processing facilities.**

## Challenge

A national [survey](#)<sup>1</sup> conducted by the Organic Trade Association showed that organic food sales exceeded \$60 billion dollars in 2022, a sign that this industry is, and will continue to be, a significant contributor to the global economy well into the 21st century and beyond.

Organic farming is a key element of Pennsylvania's strong agricultural sector. According to recent [data](#)<sup>2</sup> from the United States Department of Agriculture's (USDA) National Agricultural Statistics Service, Pennsylvania ranks third in the nation for organic commodity sales. Among critical agriculture investments in the bipartisan Shapiro Administration budget for 2023-24, is the first-of-its-kind Organic Center of Excellence to empower and support organic farmers and businesses. The Center will be a collaboration between the PA Department of Agriculture's (PDA) Bureau of Market Development and PDA's Food Safety Lab. An advisory board for the Center will inform the development of financial and technical assistance programs that will support interested producers and processors through the transition to USDA certified organic and support certified producers and processors in becoming and sustaining successful businesses.

The Center will support the PDA's food safety lab in testing products to uphold product integrity and increase consumer confidence and oversee the PA Preferred Organic™ brand for PA-grown organic agricultural products. Products bearing the new PA Preferred Organic™ label will meet both USDA for organic production, and the PA Preferred Organic™ program's rigorous standards for goods grown in Pennsylvania. To meet the challenges of 21st century agriculture, the Organic Center of Excellence will help grow opportunities and resources, remove barriers, and cultivate and nurture future generations to enhance and maintain the sustainability of Pennsylvania's organic sector.

The Shapiro Administration is leading the Commonwealth with a commitment to invest in an economy that works for everyone by protecting workers and investing in their success to ensure a robust workforce. This is why the Shapiro Administration has charged L&I and the Department of Agriculture with implementing a comprehensive plan to invest in apprenticeship and training programs that prepare workers for the jobs of today and tomorrow.

Through this funding opportunity, the Pennsylvania Apprenticeship and Training Office (ATO) is also focused on addressing and fulfilling the following needs:

### ***Creating 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 an 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<sup>3</sup>.

As recommended by [Jobs for the Future](#)<sup>4</sup>, "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 DEI 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."

## ***Supporting Occupations in Organic Agriculture***

Apprenticeships have been utilized to meet the needs of America's skilled workforce for more than 75 years, but many still think of occupations mainly associated with apprenticeship as those in the building trades, such as electricians or plumbers. Now more than ever, it is vital to focus beyond the traditional trades and create innovative solutions to meet the current needs across various industries and sectors, including agriculture. The apprenticeship model is an invaluable tool that can be used to build a skilled workforce and expand opportunities in organic agriculture, as it continues to grow throughout Pennsylvania.

### **Grant Opportunity Goals**

With this grant opportunity, the ATO's goals are to encourage the following across Pennsylvania:

- Development of new Registered Apprenticeship and/or Pre-Apprenticeship Programs specific to organic agriculture. For the purposes of this initiative, the following occupations are prioritized and supported: **organic inspectors, certified organic farmers, certified organic processors, and experienced labor on organic farms and in certified organic processing facilities.**
- Development or expansion of a diverse pipeline of underserved Registered Apprentices from non-traditional populations, including women, people of color, individuals with disabilities, veterans, socio-economically disadvantaged individuals, individuals who speak English as a second language, individuals who were previously incarcerated, or individuals experiencing multiple barriers to employment.

### **Required Activities**

The required activities outlined below are intended to frame the types of services and/or activities permitted that would be necessary for successful program delivery:

- Support the planning and building of an apprenticeship and/or pre-apprenticeship program, in collaboration with the ATO and additional partners identified by the applicant, that is specific to the aforementioned occupations in organic agriculture
- Successfully register an apprenticeship program specific to the aforementioned occupations in organic agriculture with the Pennsylvania Apprenticeship and Training Council; pre-apprenticeship programs must successfully register with the ATO
- Enroll apprentices and/or pre-apprentices based on the following:
  - For projects supporting the development of an individual Registered Apprenticeship Program, enroll at least 4 apprentices
  - For projects supporting the development of a Registered Apprenticeship Program utilizing a group model, enroll at least 15 apprentices
  - For projects supporting the development of a Registered Pre-Apprenticeship Program, enroll at least 20 pre-apprentices

## Performance Metrics

L&I will work collaboratively with the awardee(s) to identify metrics that monitor and improve performance during the period of performance of the grant. Initial metrics have been identified in the Performance Outcomes section of the Evaluation Criteria below.

**A successful project will result in at least one of the following outcomes being met:**

- Development of new individual Registered Apprenticeship Programs that serve at least 4 apprentices during the grant period;  
and/or
- Development of new Registered Apprenticeship Programs utilizing a group model that serves at least 3 employers and 15 apprentices during the grant period;  
and/or
- Development of new 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.

Additional metrics that will be measured to show impact and success of Registered Apprenticeship Program(s)/Pre-Apprenticeship Program(s) supported under this funding opportunity include:

- Participation, including participant demographics and ongoing participation;
- Performance outputs which quantify project activities and include at a minimum: number of apprentices and/or pre-apprentices enrolled, number of apprentices and/or pre-apprentices who have completed the program, and number of employers and training providers engaged;
- Program outcomes which measure the impact the project has on participants, including average wage for apprentices at the time of program completion.

Applicants should propose other measurable performance outputs and outcomes to evaluate the effectiveness of their project. Awardees should ensure accurate and complete record retention on all participants for verification by L&I of compliance with grant requirements.

## Evaluation Criteria

### Initial Review Criteria

Prior to comprehensive merit evaluation, L&I will perform an initial review to determine that:

1. The applicant is eligible;
2. The information required, as seen in this NGA, has been received by the deadline; and
3. All mandatory components have been received.

**Only those applications that pass the initial review will be scored in the merit review.**



## Merit Review Criteria

Final awards will be based on a merit evaluation. L&I reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. L&I also reserves the right to take a prudent approach to ensure the disbursement of awards with the greatest reach. In the case where a single applicant has submitted multiple applications for one or more geographical areas, L&I may equitably award funds to varying awardee(s) throughout the commonwealth.

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

| Evaluation Criteria   | Total Points |
|---|--------------|
| <b>Project Design and Management Plan</b> <ul style="list-style-type: none"><li>• Describes the need for program development; (5 points)</li><li>• Identifies the type of program this initiative will address (include the characteristics of the individual(s) or employer(s) to be served under this initiative), including the number of Registered Apprentices and/or Pre-Apprentices served. Identifies geographic coverage for project; (5 points)</li><li>• Describes how the proposed initiative aligns with <a href="#">Pennsylvania's WIOA Combined State Plan<sup>5</sup></a>; (5 points)</li><li>• Describes 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; (5 points)</li><li>• Describes 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. Includes Timeline using the template provided in Appendix C and as part of the application package on the L&amp;I grants page (<a href="http://www.dli.pa.gov/Grants">www.dli.pa.gov/Grants</a>) to clearly illustrate. (5 points)</li></ul> | 25           |
| <b>Performance Outcomes</b> <ul style="list-style-type: none"><li>• Describes in detail the desired outcomes of the proposed initiatives and how the outcomes will be measured. Include goals, outcomes, services, and numbers to be served using the Goals/Outcomes Table in Appendix D of this NGA and as part of the application package on the L&amp;I grants page (<a href="http://www.dli.pa.gov/Grants">www.dli.pa.gov/Grants</a>) to clearly illustrate outcomes; (5 points)</li><li>• Describes the metrics that will be used to show impact and success of the program including all program outputs and outcomes (5 points):<ul style="list-style-type: none"><li>• Participation, including participant demographics and ongoing participation;</li><li>• Performance outputs which quantify project activities and include at a minimum: number of apprentices and/or pre-apprentices enrolled, number of apprentices and/or pre-apprentices who have completed the program, and number of employers and training providers engaged;</li></ul></li></ul>   | 10           |

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|--|----|
| <ul style="list-style-type: none"> <li>Program outcomes which measure the overall impact the project had on participants, including average wage for apprentices at the time of program completion.</li> </ul>   |    |
| <p><b>Impact and Sustainability</b></p> <ul style="list-style-type: none"> <li>Describes how proposed activities will promote the PAsmart initiative; (3 points)</li> <li>Identifies any certifications and/or credentials to be obtained by participants; (3 points)</li> <li>Identifies the impact of the programs and partnerships developed; (3 points)</li> <li>Describes applicant's capacity to track and report on program data, such as performance metrics on recruitment, participation, accomplishments, impact, and related activities of the partnership; and (3 points)</li> <li>Includes sustainability plan found in Appendix E of this NGA and as part of the application package on the L&amp;I grants page (<a href="http://www.dli.pa.gov/Grants">www.dli.pa.gov/Grants</a>), describing how the partnership will sustain this work in the future, including after the grant period ends. (3 points)</li> </ul>   | 15 |
| <p><b>Stakeholder Engagement and Partnership</b></p> <ul style="list-style-type: none"> <li>Identifies key partners and additional partners; (3 points)</li> <li>Outlines the roles and responsibilities of each partner; (3 points)</li> <li>Identifies ability of the applicant to implement grant responsibilities of identified partners; (3 points)</li> <li>Identifies applicant's prior track record related to recent workforce grants, if applicable; and (3 points)</li> <li>Identifies 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)</li> </ul>  | 15 |
| <p><b>Other Selection Factors/Priority Considerations</b></p> <p>All applications received by the deadline will be reviewed and considered for funding. Favorable consideration will be given to applicants that demonstrate the following:</p> <ul style="list-style-type: none"> <li>Alignment with the PAsmart Principles and Funding Priorities. Proposals must support: <ul style="list-style-type: none"> <li><b>Data-driven Innovation:</b> 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.</li> <li><b>Cross-sector Partnership:</b> 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.</li> <li><b>Cross-sector Alignment:</b> Proposals align with existing local, regional and state education, workforce and economic development initiatives.</li> </ul> </li> </ul> | 20 |

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|---|------------|
| <ul style="list-style-type: none"> <li>▪ <b>Stakeholder Engagement:</b> Proposals engage partners, customers and stakeholders, including the target population, in the development of the proposal and its implementation.</li> <li>▪ <b>Equity, Diversity and Inclusion:</b> Proposals demonstrate a commitment to serve and increase access for historically under-represented and underserved students, workers, businesses, and communities. Applicants are encouraged to identify and address barriers to education and employment.</li> <li>▪ <b>Capacity Building:</b> Proposals describe strategies that will build the applicant's or partners' organizational capacity to better implement the proposal and support students, workers, businesses, and communities.</li> <li>▪ <b>Leveraging Existing Resources:</b> 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.</li> <li>▪ <b>Performance Outcomes:</b> Proposals include measurable performance outcomes and a strategy to conduct an evidence-based evaluation of the program's outcomes and overall effectiveness.</li> <li>• Support of new Registered Apprenticeship and/or Pre-Apprenticeship Programs with emphasis on occupations in organic agriculture outlined specifically within this NGA. <b>For the purposes of this initiative, the following occupations supporting organic agriculture are prioritized: organic inspector, certified organic farmers, certified organic processors, and experienced labor on organic farms and in certified organic processing facilities.</b></li> <li>• Commitment to 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.</li> <li>• A priority will be given to projects that meet the critical needs established by the Governor's administration and/or L&amp;I's executive priorities.</li> </ul> |            |
| <p><b>Budget and Budget Justification</b></p> <p>The Budget Form and Budget Justification should tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget and Budget Justification.</p> <p>Using the Grant Financial Reporting Package included in Appendix F of this NGA and as part of the application package on the L&amp;I grants page: <a href="http://www.dli.pa.gov/Grants">www.dli.pa.gov/Grants</a>, provide the following items:</p> <ul style="list-style-type: none"> <li>• A detailed list of budget line-items by cost category to reflect requested and leveraged funds.</li> <li>• A detailed Budget Justification narrative for each cost category reflecting the requested and leveraged funds, clearly explaining how each line item in the Budget supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified.</li> </ul>   | 15         |
| <b>Total</b>  | <b>100</b> |

## Contract Performance Monitoring

As part of L&I's commitment to improved outcomes, we seek to actively and regularly collaborate with grantees to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. As such, L&I reserves the right to request/collect other key data and metrics from sub-recipients.

## Application Package Submission Instructions

### Application Package Specifications

Applicants must obtain and download the official NGA required documents from the L&I Grants website, listed in the *Links & Resources* section within this document.

**Completed application packages must meet the below formatting specifications and include each of the required documents outlined in the table below.** Sample documents are included within the appendix section of this NGA for applicants to use as a reference.

#### Formatting & Contents:

- Single-spaced
- 8.5" by 11" page size
- 1-inch margins
- 11-point Calibri font
- Adobe Portable Document Format (PDF)\*  
\*with the exception of the Budget Form
- Page numbers in footer
- Applications may not include hyperlinks
- No proprietary or sensitive business information

| Document   | Requirements  | Appendix |
|--|---|----------|
| <b>Application Form</b><br>saved as a single file titled:<br>ApplicantName_App_Form          | <ul style="list-style-type: none"><li>• Maximum length of one (1) page</li><li>• Must be completed in its entirety and submitted with the other required documents</li></ul>  | A        |
| <b>Project Summary Cover</b><br>saved as a single file titled:<br>ApplicantName_Proj_Sum_Cvr | <ul style="list-style-type: none"><li>• Maximum length of two (2) pages</li><li>• Must contain the following information:<ul style="list-style-type: none"><li>a. Name of Applicant</li><li>b. Name of Fiscal Agent</li><li>c. Vendor ID Number</li><li>d. Unique Entity Identifier (if applicable)</li><li>e. Project Title</li><li>f. Occupation(s) Supported</li></ul></li></ul> | B        |

|  |  |         |
|--|--|---------|
|  | <ul style="list-style-type: none"> <li>g. Minimum Outcome(s) to be Measured</li> <li>h. Project Partners</li> <li>i. Project Service Area - municipality, house, and senate districts to be served</li> <li>j. Project Summary</li> <li>k. Project Point of Contact and Contact Information</li> </ul>   |         |
| <p><b>Project Narrative</b> saved as a single file titled:<br/>ApplicantName_Proj_Narrative</p>    | <ul style="list-style-type: none"> <li>• Must contain the following information: <ul style="list-style-type: none"> <li>a. Project Design and Management Plan (include completed Timeline found in Appendix C)</li> <li>b. Performance Outcomes (include completed Goals/Outcomes Table found in Appendix D)</li> <li>c. Impact and Sustainability (include completed Sustainability Plan found in Appendix E)</li> <li>d. Stakeholder Engagement and Partnership</li> <li>e. Other Selection Factors/Priority Considerations</li> </ul> </li> <li>• 10 pages max (not including the Goals/Outcomes Table, Timeline and Sustainability Plan Attachments)</li> </ul> <p>The project narrative must be formatted to clearly address the specified evaluation criteria. Provide sufficient information for reviewers to be able to evaluate the application in accordance with these criteria.</p> <p><b>Evaluators will review and consider only those applications that address each of the evaluation criteria separately.</b></p> | C, D, E |
| <p><b>Letters of Support</b><br/>saved as a single file titled:<br/>ApplicantName_Support_Ltrs</p> | <p>3 to 5 unique letters of support are required to be submitted with your application package.</p> <p>Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project.</p> <p>Letters should include information on the partner's specific role, responsibilities, and nature of their commitment to the project.</p>   |         |

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|---|--|---|
|   | Applicants are encouraged to have multiple partners across sectors (e.g., education partner, workforce development, business, economic development, and community partners).   |   |
| <p><b>Grant Financial Reporting Package</b><br/>saved as a single Excel file titled:<br/>ApplicantName_Budget_Form</p> <p>The Budget Justification tab should be saved in PDF format titled:<br/>ApplicantName_Budget_Justification</p> | <p>Applicants must submit a detailed budget that includes:</p> <ul style="list-style-type: none"> <li>• Expenditures by line item</li> <li>• Requested and leveraged funds</li> <li>• Budget Justification</li> </ul> <p>The budget will become the financial basis for any grant award, including making cost reimbursement payments over the course of the project.</p> <p>The budget will be evaluated based on the evaluation criteria above, efficient and effective use of funding, cost reasonableness, and the relationship to proposed activities.</p> <p>Budgets must be for the period of performance: June 1, 2024 to June 30, 2026.</p> <p>Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award.</p> <p><b>Budget Justification:</b> Applicants must justify each expenditure by line item, including the costs proposed in each cost category and any other information to support the budget.</p> | F |
| <p><b>EO 2021-06 Worker Protection Certification Form</b><br/>saved as a single file titled:<br/>ApplicantName_WP_Cert_Form</p>   | <p>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.</p>  | G |

**Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored. Evaluators will only review 13 pages even if an application exceeds that amount. Please note that the Timeline, Goals/Outcomes Table, Sustainability Plan, Letters of Support, Budget Form, Budget Justification, and EO 2021-06 Worker Protection Certification Form do not count toward the total number of pages.**

## Application Submission

Application packages must include the required documents outlined in the **Application Specifications** table above.

Application packages must be submitted electronically to [atogrants@pa.gov](mailto:atogrants@pa.gov) by the application deadline. The subject line for your email submission must include “PAsmart Supporting Pennsylvania’s Organic Agriculture through Registered Apprenticeships and Pre-Apprenticeships Grant Program.” An automatic email response will be sent upon receipt of your application. This is confirmation that the application was received by the application deadline.

**Important:** If you do not receive an automatic email response, please contact the ATO’s Central Office at 717-787-6997. Be prepared to provide details about your submission, such as email proof of submission from your Sent Items folder, your contact information, and the name of the grant for which you are applying.

The PAsmart Supporting Pennsylvania’s Organic Agriculture through Registered Apprenticeships and Pre-Apprenticeships NGA and related materials are available on the L&I Grants website ([www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)). Samples of each required document in the application package can be found in the *Appendices* within this document.

## Application Package Deadline

PAsmart Supporting Pennsylvania’s Organic Agriculture through Registered Apprenticeships and Pre-Apprenticeships applications are due by March 21, 2024 at 5:00 P.M. ET. Late applications will not be accepted.

## Grant Award Administration

### Estimated Funding and Award Size

Approximately \$700,000 is available. Grants will be awarded and funded competitively based on the availability of funds up to \$350,000 per application.

### Period of Performance

L&I anticipates a performance period beginning June 1, 2024 to June 30, 2026. **An additional one-year extension may be granted for projects that show significant progress towards achieving project goals at the end of the period of performance.**

### Grant Funding

This NGA is 100 % state funded with PAsmart funding.

The PAsmart framework was developed 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**

### **Award Notices**

Applicants will be notified via email within 30 days following the award determination.

### **Grant Agreements/Other**

Awardees are required to enter into a workforce grant agreement with L&I unless the awardee has a current, applicable grant agreement already in place. A link to the workforce grant agreement is listed in the *Links & Resources* section within this document. L&I reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

L&I also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. L&I reserves the right to request additional information or modifications to applications for any reason deemed necessary. L&I shall notify all applicants via email whose applications are not accepted for funding under this NGA. Applicants can request feedback calls within 30 days of their denial notification. Requests must be made by the authorized representative. Feedback requests should be emailed to [atogrants@pa.gov](mailto:atogrants@pa.gov).

L&I may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable; (2) only a portion of the application is selected for award; (3) L&I needs additional or clarifying information; or (4) special terms and conditions



are required. Failure to satisfactorily resolve the issues identified by L&I within a specific period determined by L&I may preclude award to the applicant.

L&I reserves the right, without qualification, to reject all applications received in response to this announcement. L&I reserves the right to award grants on a conditional basis if there are concerns surrounding one or more sections of the application(s). In the instance that a conditional award is made, the awardee is responsible to take immediate and appropriate action to remedy the area of concern in accordance with department guidance.

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

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

### **Reporting and Evaluation**

Grantees will be required to submit program and fiscal progress reports during and upon conclusion of the funded project to L&I as designated in the terms and conditions of the award. All required forms will be provided by L&I and will be outlined in the award package. All close-out final reports are to be submitted within 60 days after the period of performance end date, or within 60 days of full expenditure, whichever comes first. In addition to report submissions, grantees are required to participate in routine calls with L&I staff, unless otherwise determined, to identify grant progression, share best practices, and receive technical support. Additional information will be provided upon award selection. Grantees may be required to participate in a third-party evaluation.

Grantees may be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will transfer required data to BWDA. These activities must be performed in accordance with the commonwealth's Information Technology Policy regarding the proper use and disclosure of PII. Information regarding this policy is included in the *Links & Resources* section within this document.

### **Allowable and Disallowable Costs and Expenses**

Funds available through this NGA must be used to support the PAsmart Supporting Pennsylvania's Organic Agriculture through Registered Apprenticeships and Pre-Apprenticeships initiative. Proposals should demonstrate efficient and effective use of resources.

- **Allowable Costs:** Grant funds can be utilized to support the required and optional activities as outlined in this announcement and administrative costs. Administrative costs must not exceed 10% of the total amount requested.
- **Unallowable Costs:** Unallowable costs include pre-award costs, building construction, procuring lobbying services, and all other costs not associated with the direct performance of the award. Pre-award costs are incurred at the applicant's risk. L&I will not reimburse any pre-award costs. L&I

reserves the right to disallow any costs that do not align with the approved grant proposal and/or the Notice of Grant Award.

Grant expenses will be paid on a reimbursement basis only. Grant expenses include actual costs that are accompanied by supporting documentation with monthly invoices submitted to BWDA during the life of the grant. For more information about satisfactory supporting documentation, visit the L&I Grants website listed in the *Links & Resources* section within this document.

### **Questions/Agency Contacts**

Questions regarding the content of this NGA must be submitted via email to [atogrants@pa.gov](mailto:atogrants@pa.gov).

### **Appendices**

Appendix A: Application Form Sample

Appendix B: Project Summary Cover Page Sample

Appendix C: Timeline Sample

Appendix D: Goals/Outcomes Table Sample

Appendix E: Sustainability Plan Sample

Appendix F: Grant Financial Reporting Package Sample

Appendix G: EO 2021-06 Worker Protection Certification Form Sample

## Links and Resources

| Resource                                       | Hyperlink   |
|--|---|
| L&I Grants website (Appendices available here) | <a href="#">L&amp;I Grants</a>                      |
| Workforce Grant Agreement                      | <a href="#">Sample Workforce Grant Agreement</a>    |
| PA SAP Vendor Identification Number            | <a href="#">Vendor Registration</a>                 |
| Unique Entity ID (Federal)                     | <a href="#">SAM.gov</a>                             |
| Existing Unique Entity ID Lookup               | <a href="#">How can I view my Unique Entity ID?</a> |
| Commonwealth Information Technology Policy PII | <a href="#">Proper Use and Disclosure of PII</a>    |
| Local Workforce Development Board Office List  | <a href="#">Local Workforce Development Boards</a>  |

## References:

<sup>1</sup><https://ota.com/news/press-releases/22820>

<sup>2</sup>[https://www.nass.usda.gov/Publications/Highlights/2022/2022\\_Organic\\_Highlights.pdf](https://www.nass.usda.gov/Publications/Highlights/2022/2022_Organic_Highlights.pdf)

<sup>3</sup><https://blog.dol.gov/2021/11/03/equity-snapshot-apprenticeships-in-america>

<sup>4</sup><https://www.iff.org/what-we-do/impact-stories/center-for-apprenticeship-and-work-based-learning/diversity-equity-and-inclusion-apprenticeship-wbl/>

<sup>5</sup><https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/WIOA.aspx>

## Appendix A: Application Form Sample



## APPLICATION FORM

|   |   |   |   |   |                |
|---|---|---|---|---|----------------|
| <b>Type of Submission:</b>  | Choose an item                              | <b>Type of Project:</b>                       | Choose an item                            | <b>Applicant Type:</b>                    | Choose an item |
| <b>Local Workforce Development Board:</b>   |   | Choose an item                                |   |   |                |
| <b>Grant/Project Title:</b>   |   |   |   |   |                |
| <b>Targeted Industry Cluster:</b>   |   | <b>Sub-Cluster:</b>                           |   |   |                |
| <b>Counties served by this grant:</b>   |   |   |   |   |                |
| <input type="checkbox"/> Adams  | <input type="checkbox"/> Clarion            | <input type="checkbox"/> Huntingdon           | <input type="checkbox"/> Montgomery       | <input type="checkbox"/> Venango          |                |
| <input type="checkbox"/> Allegheny  | <input type="checkbox"/> Clearfield         | <input type="checkbox"/> Indiana              | <input type="checkbox"/> Montour          | <input type="checkbox"/> Warren           |                |
| <input type="checkbox"/> Armstrong  | <input type="checkbox"/> Clinton            | <input type="checkbox"/> Jefferson            | <input type="checkbox"/> Northampton      | <input type="checkbox"/> Washington       |                |
| <input type="checkbox"/> Beaver   | <input type="checkbox"/> Columbia           | <input type="checkbox"/> Juniata              | <input type="checkbox"/> Northumberland   | <input type="checkbox"/> Wayne            |                |
| <input type="checkbox"/> Bedford  | <input type="checkbox"/> Crawford           | <input type="checkbox"/> Lackawanna           | <input type="checkbox"/> Perry            | <input type="checkbox"/> Westmoreland     |                |
| <input type="checkbox"/> Berks  | <input type="checkbox"/> Cumberland         | <input type="checkbox"/> Lancaster            | <input type="checkbox"/> Philadelphia     | <input type="checkbox"/> Wyoming          |                |
| <input type="checkbox"/> Blair  | <input type="checkbox"/> Dauphin            | <input type="checkbox"/> Lawrence             | <input type="checkbox"/> Pike             | <input type="checkbox"/> York             |                |
| <input type="checkbox"/> Bradford   | <input type="checkbox"/> Delaware           | <input type="checkbox"/> Lebanon              | <input type="checkbox"/> Potter           | <input type="checkbox"/> <b>Statewide</b> |                |
| <input type="checkbox"/> Bucks  | <input type="checkbox"/> Elk                | <input type="checkbox"/> Lehigh               | <input type="checkbox"/> Schuylkill       |   |                |
| <input type="checkbox"/> Butler   | <input type="checkbox"/> Erie               | <input type="checkbox"/> Luzerne              | <input type="checkbox"/> Snyder           |   |                |
| <input type="checkbox"/> Cambria  | <input type="checkbox"/> Fayette            | <input type="checkbox"/> Lycoming             | <input type="checkbox"/> Somerset         |   |                |
| <input type="checkbox"/> Cameron  | <input type="checkbox"/> Forest             | <input type="checkbox"/> McKean               | <input type="checkbox"/> Sullivan         |   |                |
| <input type="checkbox"/> Carbon   | <input type="checkbox"/> Franklin           | <input type="checkbox"/> Mercer               | <input type="checkbox"/> Susquehanna      |   |                |
| <input type="checkbox"/> Centre   | <input type="checkbox"/> Fulton             | <input type="checkbox"/> Mifflin              | <input type="checkbox"/> Tioga            |   |                |
| <input type="checkbox"/> Chester  | <input type="checkbox"/> Greene             | <input type="checkbox"/> Monroe               | <input type="checkbox"/> Union            |   |                |
| <b>Local Workforce Development Areas (LWDA) affected by this grant:</b>                                     |   |   |   |   |                |
| <input type="checkbox"/> Allegheny  | <input type="checkbox"/> Lackawanna         | <input type="checkbox"/> Pittsburgh           | <input type="checkbox"/> West Central     |   |                |
| <input type="checkbox"/> Berks  | <input type="checkbox"/> Lancaster          | <input type="checkbox"/> Southern Alleghenies | <input type="checkbox"/> Southwest Corner |   |                |
| <input type="checkbox"/> Bucks  | <input type="checkbox"/> Lehigh Valley      | <input type="checkbox"/> Tri-County           | <input type="checkbox"/> Northwest        |   |                |
| <input type="checkbox"/> Chester  | <input type="checkbox"/> Luzerne-Schuylkill | <input type="checkbox"/> North Central        | <input type="checkbox"/> Central          |   |                |
| <input type="checkbox"/> Delaware   | <input type="checkbox"/> Montgomery         | <input type="checkbox"/> Northern Tier        | <input type="checkbox"/> South Central    |   |                |
| <input type="checkbox"/> Westmoreland-Fayette   | <input type="checkbox"/> Philadelphia       | <input type="checkbox"/> Poconos              | <input type="checkbox"/> <b>Statewide</b> |   |                |
| <b>Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32?</b>            |   |   |   |   | Choose an item |
| <b>Applicant Information</b>  |   |   |   |   |                |
| Name  |   |   |   |   |                |
| Address 1   |   |   |   |   |                |
| Address 2   |   |   |   |   |                |
| City  |   |   | PA  | ZIP Code                                  |                |
| <b>Name and contact information of primary person to be contacted on matters involving this application</b> |   |   |   |   |                |
| First name  |   | Last name                                     |   | Phone                                     |                |
| Title   |   |   |   | Email                                     |                |
| <b>Funding proposal request(\$):</b>  |   | Labor & Industry: \$                          |   | Matching Funds \$                         |                |
| <b>Authorized representative printed name:</b>  |   | Name  |   |   |                |

**Authorized representative signature/date:**

*Auxiliary aids and services are available upon request to individuals with disabilities.*

**Application Form 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. There can also be a new request for funds for an existing project.
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.

## Appendix B: Project Summary Cover Page Sample



Supporting Pennsylvania's Organic Agriculture through Registered Apprenticeships and  
Pre-Apprenticeships Grant Program

### Project Summary Cover Page

|                          |  |                           |  |
|--------------------------|--|---------------------------|--|
| Name of Applicant:       |  |                           |  |
| Name of Fiscal Agent:    |  |                           |  |
| Vendor ID Number:        |  | Unique Entity Identifier: |  |
| Project Title:           |  |                           |  |
| Occupation(s) Supported: |  |                           |  |

**Identify Project Outcome(s) to be Measured, at a Minimum, During the Grant Period:**

- ☐ Develop New Individual Registered Apprenticeship Program(s) that serve at least 4 apprentices
- ☐ Develop New Registered Apprenticeship Program(s) that utilize a group model that serves at least 3 employers and 15 apprentices
- ☐ Develop New Registered Pre-Apprenticeship Program(s) 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

**Project Partners:**

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

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

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

**Project Summary:**

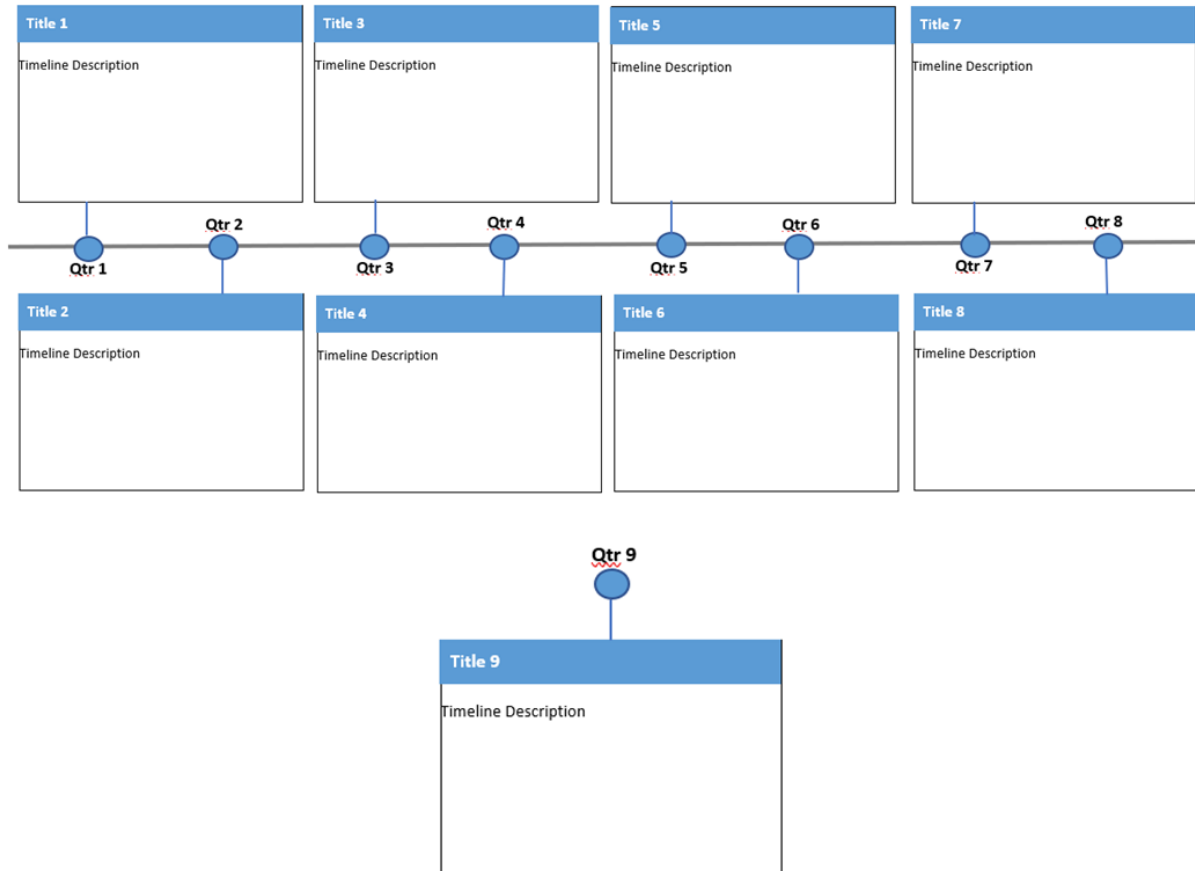
|  |
|--|
|  |
|--|

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

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

## Appendix C: Timeline Template

### TIMELINE TEMPLATE



## Appendix D: Goals/Outcomes Table Sample

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



**PASmart  
Supporting Pennsylvania's Organic Agriculture through Registered Apprenticeships and Pre-  
Apprenticeships  
Grant Program**

**Project Sustainability Plan**

- 1. Please describe how your project is sustainable in the long term. How will you ensure this initiative is able to carry on successfully beyond the grant period?**

- 2. Do you expect all project elements to be sustained beyond the grant period? If not, please provide details on elements to be sustained. How will you ensure the continued success of your project if it is not sustained in its entirety?**

- 3. Please identify potential funding sources and/or opportunities that may contribute to project sustainability.**

- 4. Please identify potential community/programmatic partners that may contribute to project sustainability.**

- 5. After the grant performance period ends, what are your annual outcome goals for the programs that are supported as part of this project?**

## Appendix F: Grant Financial Reporting Package Sample

The Grant Financial Reporting Package (GFRP) is an Excel workbook consisting of multiple tabs that contain instructions and formulas to help create a grant budget. A Budget Preparation Manual and Quick Reference Guide (QRG) are stored within the GFRP to assist grant applicants in completing the budget for a grant. Detailed explanations of each cost category are available in Appendix A of the Budget Prep Manual.

|   |   |  |  |                        |                |                              |
|---|---|--|--|------------------------|----------------|------------------------------|
| Grantee Name:                           |   |  |  |                        |                |                              |
| Grant Program:                          |   |  |  |                        |                |                              |
| Funding Period:                         |   |  |  |                        |                |                              |
|   |   |  |  | <b>Requested Award</b> | <b>\$ -</b>    | <b>Total Leveraged Funds</b> |
|   |   |  |  |                        |                | <b>\$ -</b>                  |
|   |   |  |  | <b>Budget</b>          | <b>%</b>       | <b>Leveraged Funds</b>       |
| <b>ADMINISTRATION</b>                   |   |  |  | <b>\$ -</b>            | <b>#DIV/0!</b> | <b>\$ -</b>                  |
| A1                                      | Admin Staff Salaries & Fringe Benefits                      |  |  | \$ -                   |                | \$ -                         |
| A2                                      | Operational Expenses (e.g. travel, postage, printing, etc.) |  |  | \$ -                   |                | \$ -                         |
| A3                                      | Admin Indirect Costs  |  |  | \$ -                   |                | \$ -                         |
| <b>CAREER &amp; SUPPORTIVE SERVICES</b> |   |  |  | <b>\$ -</b>            | <b>#DIV/0!</b> | <b>\$ -</b>                  |
| B1                                      | Program Staff Salaries & Fringe Benefits                    |  |  | \$ -                   |                | \$ -                         |
| B2                                      | Operational Expenses (e.g. travel, postage, printing, etc.) |  |  | \$ -                   |                | \$ -                         |
| B3                                      | Other Program Expenses                                      |  |  | \$ -                   |                | \$ -                         |
| B4                                      | Needs Related Payments                                      |  |  | \$ -                   |                | \$ -                         |
| B5                                      | Supportive Service Funds                                    |  |  | \$ -                   |                | \$ -                         |
| B6                                      | Program Indirect Costs                                      |  |  | \$ -                   |                | \$ -                         |
| <b>TRAINING</b>                         |   |  |  | <b>\$ -</b>            | <b>#DIV/0!</b> | <b>\$ -</b>                  |
| C1                                      | Tuition Payments/ITA's                                      |  |  | \$ -                   |                | \$ -                         |
| C2                                      | On The Job (OJT) Reimbursements                             |  |  | \$ -                   |                | \$ -                         |
| C3                                      | Skill Upgrade and Retraining/Customized Training            |  |  | \$ -                   |                | \$ -                         |
| C4                                      | Adult Education and Literacy Training                       |  |  | \$ -                   |                | \$ -                         |
| C5                                      | Other Training Expenses                                     |  |  | \$ -                   |                | \$ -                         |
| C7                                      | Other Training  |  |  | \$ -                   |                | \$ -                         |
| C8                                      | Apprenticeship Training                                     |  |  | \$ -                   |                | \$ -                         |
| C9                                      | Incumbent Worker Training                                   |  |  | \$ -                   |                | \$ -                         |
| C10                                     | Customized Training   |  |  | \$ -                   |                | \$ -                         |
| C11                                     | Transitional Jobs Expenditures                              |  |  | \$ -                   |                | \$ -                         |
| <b>TOTAL BUDGET</b>                     |   |  |  | <b>\$ -</b>            |                | <b>\$ -</b>                  |
| <b>Difference</b>                       |   |  |  | <b>\$0.00</b>          |                | <b>\$0.00</b>                |

The Budget Justification (and instructions on how to complete it) are contained on separate tabs stored within the GFRP. Provide a narrative that justifies the budget for each cost category identified in the grant budget. Each line item and cost in the Budget must be explained. Administrative Costs cannot exceed 10% of the requested funding.

| Administrative Staff Salaries (A1 Cost Category) |       |        |            |              |       |              |                 |
|--|-------|--------|------------|--------------|-------|--------------|-----------------|
| Name   | Title | Salary | % to Grant | Total Annual | # Yrs | Total Budget | Leveraged Funds |
| 0  | 0     | \$ -   | 0%         | \$ -         | 0     | \$ -         |                 |
| 0  | 0     | \$ -   | 0%         | \$ -         | 0     | \$ -         |                 |
| 0  | 0     | \$ -   | 0%         | \$ -         | 0     | \$ -         |                 |
| 0  | 0     | \$ -   | 0%         | \$ -         | 0     | \$ -         |                 |
| 0  | 0     | \$ -   | 0%         | \$ -         | 0     | \$ -         |                 |
| 0  | 0     | \$ -   | 0%         | \$ -         | 0     | \$ -         |                 |
| 0  | 0     | \$ -   | 0%         | \$ -         | 0     | \$ -         |                 |
| 0  | 0     | \$ -   | 0%         | \$ -         | 0     | \$ -         |                 |
| 0  | 0     | \$ -   | 0%         | \$ -         | 0     | \$ -         |                 |
| 0  | 0     | \$ -   | 0%         | \$ -         | 0     | \$ -         |                 |
| <b>Total Admin Staff Salaries</b>                |       |        |            | \$ -         |       | \$ -         | \$ -            |

- How does each identified position contribute to the operation of the grant?
- How is each person's annual salary and percentage of time devoted to the project determined?

Use the above prompting questions to provide justification for the cost category in the highlighted space below:

<Enter justification here>



**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).

**CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee's compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

|   |             |
|---|-------------|
|   |             |
| <i>Signature</i>                              | <i>Date</i> |
|   |             |
| <i>Name (Printed)</i>                         |             |
|   |             |
| <i>Title of Certifying Official (Printed)</i> |             |
|   |             |
| <i>Contractor/Grantee Name (Printed)</i>      |             |