Commonwealth of Pennsylvania

Department of Labor & Industry

**Statewide Layoff Aversion Program Grant**

Notice of Grant Availability

Proposals Due: April 3, 2023 at 4 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

|  |  |
| --- | --- |
| February 17, 2023 | **Notice of Grant Availability (NGA) Release Date** |
| February 23, 2023at 2 P.M. ET | **Bidder’s Conference**[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MTQyZTc1ZDktYmY2OC00Y2Q0LWE2MDQtMzlmMTc2N2I2Njdl%40thread.v2/0?context=%7b%22Tid%22%3a%22418e2841-0128-4dd5-9b6c-47fc5a9a1bde%22%2c%22Oid%22%3a%22321fec17-8edc-4d2d-b913-2782bd4df5e6%22%7d)Or call in (audio only)Toll Number: +1 267-332-8737, phone ID: 312 876 863#Meeting ID: 257 111 842 695, Passcode: MYoLomA recording of the bidder’s conference overview will be posted at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).  |
| March 13, 2023 | **Questions Due Date**Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov.A complete list of Q&As will be posted at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants). Questions received after this due date will not be answered.  |
| April 3, 2023 at 4 P.M. ET | **Application Due Date** Applications must be submitted to the BWDA Grants Services resource account RA-LI-BWDA-GS@pa.gov with the email subject: “NGA Application Statewide Layoff Aversion Program– Program Year 2023.” |
| July 1, 2023 | **Contract Start Date** |
| June 30, 2024\* | **Contract End Date** |

\*Grantee(s) may have the option to enter into consecutive second- and third-year contracts.

# Introduction

The PA Department of Labor & Industry (L&I) announces the availability of $6,000,000 in funding for the Statewide Layoff Aversion Program (SLAP) Grant to be structured as $2,000,000 for the first year with the option of $2,000,000 per year for up to two additional years. L&I will advance rapid response services through the competitive award of a grant to provide layoff aversion activities tostabilize, restructure, turn-around or attract buyers for at-risk businesses.

# Background

Under the Workforce Innovation and Opportunity Act, Pennsylvania is charged with providing Rapid Response services to include layoff aversion activities for businesses. WIOA allows states to useRapid Response funds to provide early intervention and re-employment services for businesses and their employees affected by a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation. As described in WIOA Final Rule Subpart C – Rapid Response Activities Sections 682.320 and 682.330, these activities include the ongoing engagement, partnership, and relationship building activities with businesses in the community, in order to create an environment for successful layoff aversion efforts and to enable the provision of assistance to dislocated workers in obtaining reemployment as soon as possible. Beyond the significant benefits to the businesses and their employees, utilizing early intervention strategies helps ensure stabilization of state, regional, and local communities, and alleviates the exponentially higher costs associated with business closures and lost jobs, such as neighborhood and family economic depression, loss of taxable income and consumer spending dollars, unemployment, and costs of retraining and job search programs.

# The Challenge

Pennsylvania continues to build a workforce system that is responsive to economic changes and can meet the talent needs of employers, expand economic opportunity and security for workers, and improve the overall employment conditions for the commonwealth. At the end of 2022, the U.S. Bureau of Labor Statistics reported a 3.9% unemployment rate for Pennsylvania, compared to a 3.5% for the U.S. overall. These figures may appear relatively small, however the impact unemployment has on individuals, families, communities, PA’s economy and lost productivity is considerable.

In 2022, L&I’s Bureau of Workforce Partnership and Operations (BWPO) Rapid Response Unit received \*Worker Adjustment and Retraining Notifications from 38 businesses affecting 6,675 workers. A third of the 38 notifications were mass layoffs of at least 50 workers. Therefore, a sizable portion of Pennsylvania’s unemployment is the result of mass lay-offs.

Even when a reduction in workforce allows a business to remain viable, employers report the disruption on retained workers (as well as customers and vendors) can still be significant. Pennsylvania is committed to prioritizing strategies and solutions that will identify at-risk businesses earlier, help businesses navigate the complexities of a change in workforce levels, and mitigate the far-reaching effects of those changes.

\*The [Worker Adjustment and Retraining Notification (WARN)](https://www.dli.pa.gov/Individuals/Workforce-Development/warn/Pages/requirements.aspx) Act requires businesses who meet certain lay-off thresholds to provide advance notice to the state in an effort to support affected workers in finding new employment or obtaining retraining opportunities.

# Outcome Goals

L&I expects that successful projects will result in:

1. a decrease in the number of layoffs for family sustaining positions statewide by 1,000
2. financial stabilization to at least 25 businesses per year
3. early notification to Rapid Response teams for engagement with businesses and affected individuals regarding imminent lay-offs
4. the identification of lay-off aversion gaps in the commonwealth

# Award Terms

## Estimated Funding and Award Size

Approximately $6,000,000 in funding is available to be structured as $2,000,000 for the first year with the option of $2,000,000 per year for up to two additional years. The maximum grant award is $2,000,000 per year. Grant(s) will be awarded and funded competitively based on availability of funds.

## Period of Performance

L&I anticipates a performance period beginning July 1, 2023, to June 30, 2024. Grantees may have the option to enter into consecutive second and third year contracts.

# Required Activities

There are five required activities outlined below intended to frame the types of activities necessary for successful program delivery.

1. **Identification of At-Risk Businesses –** implementing and maintaining a statewide system that identifies at-risk businesses facing potential layoffs or financial difficulties that would potentially result in unemployment and demonstrating an understanding of and an ability to support multiple business sectors through:
	* conducting labor market and economic research for early identification of at-risk businesses including the analysis of trends, data, tariffs, and businesses currently or previously identified as at-risk
	* conducting analyses of the partners, vendors, or suppliers of an at-risk business to assess their risks, vulnerabilities, and needs from a potential closing or shift in production
	* other identification methods as proposed by the applicant

2. **Outreach to At-Risk Businesses** **–** connecting with identified at-risk businesses facing potential layoffs and/or financial difficulties to explain lay-off aversion services such as:

* + providing an online portal/website that allows employers to access layoff aversion services. The portal/website must link to existing state-approved sites, including PA CareerLink® sites, that provide information on available employer services
	+ other outreach measures as proposed by the applicant

3. **Layoff Aversion** **Plan Assessment, Development, and Implementation –** partnering or contracting with business-focused organizations, financial institutions, attorneys, human resources experts, etc., to assess risks to businesses, proposing strategies to address those risks, implementing services, and measuring impacts of services delivered for at least 25 business annually while ensuring whenever possible, employers are exploring all opportunities for employee retention-building strategies such as offering flexible schedules or non-traditional hours, or remote or hybrid work. Strategies should include:

* assessing the needs of and options for enrolled at-risked businesses
* developing a customized layoff aversion strategy for each enrolled at-risk business to meet their needs while mitigating the impact on their workers such as:
	+ financial restructuring to meet their current financial obligations and investments
	+ conducting feasibility studies that may relate, but are not limited to:
		- strategies for transitioning ownership such as a purchase from a business, group, or workers to avoid a plant closure
		- challenges with supply chains that may affect one or more industry sectors
		- digitization of industry processes that may affect the existing workforce (includes Artificial Intelligence (AI))
		- short- and long-term training needs of an industry sector
		- diversification of production to meet the challenges of unexpected global events (e.g., pandemics, international conflicts, energy crisis, political instability, etc.)
		- best practices on how other states utilize Rapid Response funds on layoff aversion measures

\*Note: labor unions must be included in feasibility studies related to this SLAP project

* + providing Digital Literacy education and training for the business’s workforce
	+ providing assistance to employers in managing reductions in force
	+ providing incumbent worker training
	+ researching employer loan programs for employee skill upgrading
	+ engaging in proactive measures to identify opportunities for potential economic transition and training needs in growing industry sectors or expanding businesses
	+ linking with economic development activities at the federal, state, and local levels, including Federal Department of Commerce programs and available state and local business retention and recruitment activities
	+ connecting to PA CareerLink® for assistance with job placement, recruitment, on-the-job training contracts, customized training, and enrollment in industry partnership, etc.
	+ guiding employers through the exploration of apprenticeship and pre-apprenticeship programs, and linking them with the Apprenticeship and Training Office (ATO) as applicable
	+ providing supports for the development or enhancement of Diversity, Equity, and Inclusion (DEI) plans for recruitment, hiring, promoting, and retention strategies
	+ other plan development strategies proposed by the applicant
1. **Connection of Imminent-layoff Businesses to Rapid Response –** ensuring there are employee supports in place in the event of a staff reduction or closure, such as rapid reemployment and unemployment compensation services by coordinating with the Rapid Response team and connecting businesses and workers to career exploration and training through the PA CareerLink® such as job search, SkillUp™ PA, and short-term and/or customized training programs to include:
* conducting ongoing engagement, partnership, and relationship-building activities with businesses in the community in conjunction with the Rapid Response Team, to create an environment for successful layoff aversion
* working with the Rapid Response Team in developing a statewide process that will allow for a quick response to emergencies such as man-made and natural disasters, PEMA area offices, and bridge grants for National Dislocated Worker Grants (NDWGs)
1. **Capacity Building** **–** participating in capacity building activities including providing information about innovative and successful strategies for serving employers, businesses, and dislocated workers, with L&I, the Rapid Response Team, and local areas serving similar populations to include:
* developing formal guidance for emergency utilization of Rapid Response funds and an amplification of resources to assist impacted businesses
* analyzing the efficacy of lay-off aversion strategies in the commonwealth. Applicants should propose a plan to collect and analyze information related to economic dislocations, including potential closing and layoffs and all available resources in the state for dislocated workers in order to provide an adequate basis for effective program management. A review and evaluation of PA’s rapid response and layoff aversion efforts should be compared with other states, and best practices and recommendations should be reported

# Evaluation Criteria

## Eligible Applicants/Minimum Qualifications

Eligible applicants include existing entities that possess the capacity, experience and expertise needed to help L&I achieve its goal of developing and utilizing Pennsylvania’s existing workforce development system to avert layoffs and assist at-risk businesses. Applicants must have the capacity to support much or all of the state of Pennsylvania.

Applicants must have significant knowledge of and/or extensive experience in working with the public workforce and economic development systems which includes, at a minimum, local and statewide industry partnerships, rapid response programs and services, and Local Workforce Development Boards.

The lead applicant must be capable of bringing together multiple partners to achieve the overall project goals, including but not limited to: coordinating the design of the project; developing and implementing an appropriate budget; delivering services; collecting and reporting performance management measures; and coordinating and evaluating the activities of the project.

Grantee(s) may be required to work with a third-party project evaluator.

**Additionally, applicants must have a PA Vendor Identification Number, an Unique Entity ID, and be able to comply with the Workforce Grant agreement found at** [**dli.pa.gov/Grants**](https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx)**.** Applicants who cannot meet these additional requirements at the time of award will relinquish their award.

Pennsylvania Vendor numbers may be obtained at no cost by visiting the [Vendor Data Management Unit site](https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx) (click on “Non-Procurement Vendor Site”) or by calling 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 vendor number in a timely fashion, you may submit the application prior to receiving your vendor number; however, **no grant will be awarded without a Pennsylvania vendor number**.

The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. Existing registered entities can find their Unique Entity ID by following the steps here. New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

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

## Initial Review Criteria

Prior to comprehensive merit evaluation, L&I will perform an initial review to determine that (1) the applicant is eligible to apply; (2) the information required by the announcement has been received by the deadline; and (3) all mandatory components have been received. Only those applications that pass the initial review will move on the merit review.

## Merit Review Criteria

Final awards will be based on a merit evaluation. L&I reserves the right to take a prudent approach to ensure the greatest disbursement of awards. Projects will be scored on how well the narrative meets the following criteria:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Points** |
| Project Design and Management Plan | 40 |
| Performance Outcomes | 15 |
| Stakeholder Engagement | 10 |
| Sustainability | 10 |
| Other Evaluation Criteria | 15 |
| Budget Form | 2 |
| Budget Justification | 8 |
| **Total Possible Points** | 100 |

|  |  |
| --- | --- |
| **EVALUATION CRITERIA** | **% Allocation**  |
| **Project Design and Management Plan (40 points)*** Describes in detail, and supported with data, the applicant’s plan to deliver required activities 1 through 5, as detailed in the **Required Activities** section:
1. Identification of At-Risk Businesses
2. Outreach to At-Risk Businesses
3. Layoff Aversion Plan Assessment, Development, and Implementation
4. Connection of Imminent-layoff Businesses to Rapid Response
5. Capacity Building
* Describes a clear strategy that creates equitable access to small business, minority-, women-, or veteran-owned businesses services and an ability to support multiple business sectors.
* Describes how Diversity, Equity, and Inclusion (DEI) practices are an integral part of service delivery, including how they are utilized in applicant’s internal recruitment, hiring, promoting, and retention strategies.
* Provides a project timeline to include implementation steps, deliverables, and how those deliverables meet the desired outcomes of the 5 Required Activities of the project.
 | **40%** |
| **Performance Outcomes (15 points)*** Describes the metrics that will be used to show impact and success of the program including all program outputs and outcomes related to layoff aversion:
	+ number of potential layoffs averted
	+ funding impact to the company
	+ overall economic impact the layoff eversion had on the local or regional economy
	+ layoff aversion strategy gaps identified and potential strategies to close them
	+ number of at-risk businesses identified
	+ number of businesses where initial outreach was conducted
	+ number of enrolled businesses supported
	+ any other outputs and outcomes as proposed by the applicant
* Describes the applicant’s capacity to track performance metrics and the process that will be used to collect, track, and report the data. Applicants who use the provided template (Appendix E) to outline actions that are Specific, Measurable, Achievable, Relevant, and Time-bound related to the guiding questions are more likely to be awarded full points.
 | **15%** |
| **Stakeholder Engagement (10 points)*** Identifies key partners, demonstrates an effort by the lead applicant to develop strong, high quality, diverse cross-sector partnerships committed to working collaboratively to implement the project. Applicants are encouraged to have multiple partners across sectors (e.g., workforce development partners, employer and business partners, economic development partners, and community partners) that demonstrate their commitment through letters of support.
* Identifies the responsibilities of each of the partners.

Identifies the adequacy of the key personnel on the grant to foster collaboration and implement programs to increase program capacity to meet or contribute toward layoff aversion and meeting current and anticipated regional labor market needs (identify personnel by name and qualifications).  | **10%** |
| **Sustainability (10 points)** * Describes how the project will sustain beyond the grant period, including potential funding partners and specific plans. For example: employer-funded resources, partnership strategy, etc.
 | **10%** |
| **Other Evaluation Criteria (15 points)*** Priority consideration will be given to applicants that support new initiatives. Proposals must also support:
* **Data-Driven, Evidence-Based Innovation:** Applicants support their proposal with relevant data and information, identify an evidence-based solution(s), and/or are piloting a promising practice to address layoff aversion.
* **Partnership:** Involves partnerships between multiple stakeholders, including the L&I Rapid Response Team.
* **Leveraging Other Resources**:
	+ Leverage federal and non-commonwealth resources, including, but not limited to, WIOA, philanthropic resources, employer contributions, and other resources;
	+ Leverage existing staff, facilities, equipment, and other in-kind resources; and
	+ Supplement, not supplant, existing public and private resources (e.g. other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals should demonstrate efficient and effective use of resources.
 | **15%** |
| **Budget Form and Justification (10 points)** * Applicants must provide a budget and justification for the proposed expenses. (See Appendices D and E for instructions.) Applicants must provide:
* A detailed budget table broken out by line item.

A written narrative that includes descriptions of all budget lines and complete calculations. For example, 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.  | **10%** |

# Application Process and Submission Information

The SLAP funding NGA and related materials are available on L&I’s grants website: [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants)

## Application Submission Information

Applications must be complete, including all required documents outlined below, and submitted by April 3, 2023, at 4 P.M. ET. An electronic copy of the application and all required components **MUST** be emailed to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: “Statewide Layoff Aversion Program NGA Application – Program Year 2023.” An auto-reply email will be sent upon receipt of the application. This is validation that the application was received and should be retained.

All applications must be no more than 17 pages (one page maximum for Application Form, one page maximum for Project Summary Cover Page, and 15 pages maximum for Project Narrative). Budget documents and Letters of Support do not count toward the 17 pages. All applications must be single spaced on 8.5” by 11” paper, with 1” margins using 11-point Calibri font. All application documents must be in Adobe Portable Document Format (PDF). Page numbers must be provided in the footer. Do not include any internet addresses (URLS) that provide information necessary to review the application. Documents must not include any proprietary or sensitive business information as PA may make it available to the public.

Incomplete applications or applications that do not meet these specifications will not be evaluated or scored. If an application is more than 17 pages, evaluators will only review the first 17 pages.

## Application Documents

Completed applications must include all eight (8) required documents:

1. **Application Form** (saved as a single file titled “<Applicant’s Legal Name> Application Form”)

The grant application form must be completed in full and submitted with the other required documents. The application form can be found at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants) and an example can be found as Appendix A.

1. **Project Summary Cover Page** (saved as a single file titled “<Applicant’s Legal Name> Project Summary Cover Page” and one- page max) with the following information: The Project Summary Cover Page can be found at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants) and an example can be found as Appendix B.
	1. Name of applicant;
	2. Name of fiscal agent;
	3. Vendor ID number;
	4. Unique Entity Identifier (UEI) number
	5. Project title;
	6. Project counties;
	7. Project partners;
	8. Project service area (e.g., municipality, house and senate legislative districts to be served);
	9. Project summary;
	10. Project point of contact and contact information.
2. **Project Narrative** (saved as a single file titled “<Applicant’s Legal Name> Project Narrative” and 15 pages max) with the following information:
	1. Details answering all of the evaluation criteria, and sub criteria, outlined herein, including:
		1. Project Design and Management Plan;
		2. Performance Outcomes;
		3. Stakeholder Engagement;
		4. Sustainability; and
		5. Other Evaluation Criteria.
3. **Letters of Support** (saved as a single file titled “<Applicant’s Legal Name> Letters of Support”)
Each application must have no more than 5 letters of support. Each application must have at least one letter from a workforce development, employer, or business/economic development partner.
4. **Budget Form** (saved as a single file titled “<Applicant’s Legal Name> Budget Form”)
Applicants must submit a detailed budget that includes expenditures by line item. The budget will be evaluated based on the Evaluation Criteria above, and in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the time-period July 1, 2023, to June 30, 2024 (and, if awarded, must be updated annually prior to the beginning of the second and third year contracts). The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. PA reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. The Budget Form can be found at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants) and an example can be found as Appendix C.
5. **Budget Justification** (saved as a single file titled “<Applicant’s Legal Name> 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 can be found as Appendix D.
6. **Grant Action Plan Template** (saved as a single file titled “<Applicant’s Legal Name> Action Plan Goals”)

Applicants should use this form to outline the specific goals of their project. The number and type of goals can be expanded as needed for the specific project. This template can be found as Appendix E.

1. **EO 2021-06 Worker Protection Certification Form** (saved as a single file titled “Worker Protection Certification Form”):

Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws. The form is available as Appendix F at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).

# Grant Award Details

## Grant Funding

This NGA is 100% funded by federal Workforce Innovation and Opportunity Act Rapid Response funds.

## Application Deadline

SLAP applications are dueApril 3, 2023, by 4 P.M. ET. Late applications will not be accepted.

## Application Submission

Application packages must be submitted electronically to RA-LI-BWDA-GS@pa.gov by the application deadline. The subject line for your email submission must include “**NGA Application Statewide Layoff Aversion Program– Program Year 2023**.”

## Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support the SLAP initiative. While matching funds are not required, applicants are strongly encouraged to leverage federal and non-commonwealth resources, including, but not limited to, philanthropic resources, employer contributions, and other resources to reach their project goals. Applicants are also encouraged to use existing staff, facilities, and equipment, and other in-kind resources to reach their project goals. SLAP funding should supplement, not supplant, existing public and private resources (e.g. other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals should demonstrate efficient and effective use of resources.

Grant costs will be paid by reimbursement only of actual costs with supporting documentation by invoicing submitted to BWDA on a monthly basis during the grant period. For more information about satisfactory supporting documentation visit [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).

* **Allowable Costs:** Grant funds can be utilized to support the required and optional activities as outlined in this announcement and administrative costs (admin costs must not exceed 10% of 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 is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected. L&I reserves the right to disallow any costs that do not align with the approved grant proposal and/or the notice of grant award. Costs that are unreasonable or unnecessary shall not be reimbursed.

# Grant Award Administration

## Award Notices

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

## Grant Agreements/Other

Awardees are required to enter into a workforce grant agreement with L&I. Example of the workforce grant agreement can be found at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants). 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 reserves the right to request additional information or modifications to applications for any reason deemed necessary. L&I shall notify all applicants whose applications are not accepted for funding under this NGA.

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) PA needs additional or clarifying information; (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 applicant is responsible to take immediate and appropriate action to remedy the area(s) 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

Grantee(s) will be required to submit program and fiscal progress reports during and upon conclusion of the funded project. Grantee(s) may be required to work with an evaluator. All required forms will be supplied by L&I and will be outlined in the award package. All close-out final reports are to be submitted within 60 days of the period of performance end date or within the full award expenditure date (whichever occurs first). In addition to report submissions, awardees are required to participate in routine calls with PA staff to review grant progression, share best practices and receive technical support. Additional information will be provided upon award selection.

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 in accordance with the Commonwealth’s

[Information Technology Policy No. ITP-SEC025, Proper Use and Disclosure of Personally Identifiable Information (PII).](https://www.oa.pa.gov/Policies/Documents/itp_sec025.pdf)

# Questions/Agency Contacts

Questions regarding the content of this NGA must be submitted in writing to RA-LI-BWDA-GS@pa.gov.

# Appendices:

Appendix A: Application Form

Appendix B: Project Summary Cover Page

Appendix C: Budget Form

Appendix D: General Instructions for Completion of a Budget Justification

Appendix E: Grant Action Plan

Appendix F: EO 2021-06 Worker Protection Certification Form

# **Appendix A: Application Form**

*Please use the fillable PDF version of the application form, which is available at* [*www.dli.pa.gov/Grants*](http://www.dli.pa.gov/Grants)*.*

**Application Form**

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

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**

Statewide Layoff Aversion Program

Project Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

Unique Entity Identifier (UEI) Number:

Project Title:

Project Counties:

Project Partners:

Project Service Area - local township/city/municipality, and State House and Senate legislative districts to be served:

Project Summary:

Project Point of Contact and Contact Information:

# **Appendix C: Budget Form**

**Requested Amount:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **ADMINISTRATION** | **$ --** |
| Admin Staff Salaries & Fringe Benefits |  |
| Operational Expenses (e.g., travel, postage, printing, etc.) |  |
| **PROGRAM SERVICES** | **$ --** |
| Program Staff Salaries & Fringe Benefits |  |
| Operational Expenses (e.g., travel, postage, printing, etc.) |  |
| Other Program Expenses |  |
| Supportive Service Funds |  |
| **TRAINING** | **$ --** |
| Incumbent Worker Training |  |
| Other Training Expenses |  |
| **TOTAL BUDGET** | **$ --** |

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

Administrative Costs are defined as:

(i) Accounting, budgeting, financial and cash management functions including: procurement and purchasing functions; property management functions; personnel management functions; payroll functions; coordinating the resolution of findings arising from audits, reviews, investigations and incident reports; audit functions; general legal services functions; developing systems and procedures, including information systems, required for these administrative functions; and fiscal agent responsibilities;

(2) Performing oversight and monitoring responsibilities;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities; and

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development and operating costs of such systems.

All other costs are considered Program charges.

# **Appendix D: General Instructions for the Completion of a Budget Justification**

The budget justification must include the following information:

* Each line item on the Budget Form must be explained, and the cost provided for each. Each line item on the Budget Form pertains to projected costs.
* The total for each line item on the Budget Justification must match the total for each line item on the Budget Form.
* Administrative Costs cannot exceed 10 percent of the requested funding.
1. **Staff salaries** – List all staff positions by title. State the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant, and the total personnel cost for the period of performance. Be sure to breakout administrative and program salaries.
2. **Fringe benefits** – Provide the overall fringe benefit percentage which reflects the recipient’s organizational fringe, and list the components included, such as health insurance, FICA, retirement, etc. Provide the fringe benefit calculation for each staff position listed under the salary line item. Be sure to breakout administrative and program fringe.
3. **Operational expenses** – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable (rent, utilities, printing, postage, supplies, staff travel, etc.).
4. **Other program expenses**– List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Costs included under *Other* should not fit into any other line-item category.

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

1. **Supportive services** – List types of supportive services for participants (uniforms, transportation, tools, test fees, etc.)
2. **Training** – Breakout Training costs into the budget category. List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Be sure to include number of participants for each line item.

Example: Classroom Training Expenditures – 15 people \* $150 Forklift Training = $2,250.00

# **Appendix E: Statewide Layoff Aversion Program Grant Action Plan**

General Instructions

The Action Plan template on the following page should be completed by addressing the guiding question: Does the action plan align with the goals of Statewide Layoff Aversion Program by:

* Identifying at-risk businesses?
* Performing outreach to at-risk businesses?
* Assessing, developing, and implementing individualized lay-off aversion plans for enrolled businesses?
* Connecting imminent layoff businesses to Rapid Response?
* Instituting capacity building activities?

|  |
| --- |
| **Goal 1:** |

Activity 1:

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

Activity 2 (etc., continue as needed):

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

|  |
| --- |
| **Goal 2:** |

Activity 1:

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

Activity 2 (etc., continue as needed):

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

|  |
| --- |
| **Goal 3: (etc., continue as needed)** |

# **Appendix F: Worker Protection and Investment Certification Form**



WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

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:

Construction Workplace Misclassification Act

Employment of Minors Child Labor Act

Minimum Wage Act

Prevailing Wage Act

Equal Pay Law

Employer to Pay Employment Medical Examination Fee Act

Seasonal Farm Labor Act

Wage Payment and Collection Law

Industrial Homework Law

Construction Industry Employee Verification Act

Act 102: Prohibition on Excessive Overtime in Healthcare

Apprenticeship and Training Act

Inspection of Employment Records Law

Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

CERTIFICATION

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

|  |
| --- |
|  |
| *Signature Date* |
|  |
| *Name (Printed)* |
|  |
| *Title of Certifying Official (Printed)* |
|  |
| *Contractor/Grantee Name (Printed)* |

BOP-2201

Published: 02/07/2022