Commonwealth of Pennsylvania

Department of Labor & Industry

# Schools-To-Work Program

# Round 3

Notice of Grant Availability

Proposals Due: October 12, 2022, at 4 P.M. ET

**Tom Wolf, Governor**

[**www.pa.gov**](http://www.pa.gov)

**Jennifer Berrier, Secretary**

[**WWW.DLI.PA.GOV**](http://WWW.DLI.PA.GOV)

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Key Dates

|  |  |
| --- | --- |
| September 12, 2022 | Notice of Grant Availability (NGA) Release Date |
| September 19, 2022At 2 P.M. ET | Bidder’s Conference:**Join on your computer or mobile app** [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YmYwODdiODYtZmVkYS00NGU2LTkyMzYtY2UyNjQ3NTllYzk4%40thread.v2/0?context=%7b%22Tid%22%3a%22418e2841-0128-4dd5-9b6c-47fc5a9a1bde%22%2c%22Oid%22%3a%2289f20fd9-98c7-4646-9915-5356cf8567ec%22%7d) **Or call in (audio only)** Toll Number: +1 267-332-8737 Phone Conference ID: 843629387#   A complete list of Q&As will be posted here:<https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx> |
| October 12, 2022, at 4 P.M. ET | Application Due Date Applications must be submitted to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: “Schools-To-Work Program NGA Application – Program Year 2022.” |
| June 1, 2023 | Contract Start Date |
| May 30, 2025 | Contract End Date |

**Disclosure:** Publication of this Notice of Grant Availability does not obligate the Pennsylvania Department of Labor & Industry to award any specific number of grants or to obligate any particular amount of funding. **Current or prior School-to-Work grantees are not eligible to apply.**

Introduction

The Pennsylvania Department of Labor & Industry (L&I) announces the availability of approximately $2,500,000.00 of funding for Schools-to-Work Program (STWP) Grant award(s). L&I will be establishing a STW Program through the competitive award of a grant(s) to a sponsor(s) in partnership with schools in the commonwealth to support the establishment or enhancement of a workforce development partnership between schools, employers, organizations, or associations to create pre-apprenticeshipapprenticeship pathways. This NGA seeks applications to support this statewide initiative. Grant awards may not exceed $250,000.00.

The Challenge

A successful project should focus on aligning the goals of the Pennsylvania Department of Education and the Pennsylvania Department of Labor and Industry to create a career pathway that successfully bridges the gap between high school and employment or post-secondary education via the use of pre-apprenticeships.

Grant Opportunity Goals

The project proposal must create learning opportunities with an established or developing apprenticeship employer for participating students, and can include classroom training, workplace visits, internships, mentorships, employment opportunities, special education transition, cooperative education, job shadowing or externships. The proposal must focus on building a pre-apprenticeship program to fill current and anticipated labor market needs in the given geographical area. (Note: Pre-apprenticeships and other work-based learning opportunities support the Act 158 Pathways to graduation. More details can be found in the [Act 158 Toolkit](https://pdesas.org/Page/Viewer/ViewPage/56/?SectionPageItemId=12190&PageItemId=12284))

A successful program will:

* focus on measurable outcomes through a plan of action which must include the attainment of industry-recognized qualifications, certifications, or college credits.
* focus on measurable outcomes through a pre-apprenticeship program which must include the attainment of industry-recognized qualifications, certifications, or college credits. College credits should support a career pathway to an apprenticeship through an academic program that aligns to workforce needs, including an explanation of how college credits earned will be transcripted and transferrable for transition to a registered apprenticeship program, post-secondary education program or employment; College credits should support a career pathway to an apprenticeship through an academic program that aligns to workforce needs, including an explanation of how college credits earned will be transcripted and transferrable for transition to a registered apprenticeship program, post-secondary education program, or employment
* demonstrate existing qualified program personnel, or identification of additional personnel needed, if any, to establish or increase program capacity to meet or contribute toward meeting current and anticipated regional labor market needs ([PA Workstats](https://www.workstats.dli.pa.gov/Pages/default.aspx));
* include a plan aligned to the training pathway outcomes where the components are Specific, Measurable, Achievable, Relevant, and Time-bound (e.g. Learners will participate in at least one work-based learning experience aligned to the pre-apprenticeship program within the grant timeframe.) include a detailed action plan using SMART goals, aligned to the training pathway outcomes;
* include at least 3 outreach strategies targeting underrepresented populations, (e.g., social media, newsletter, community programs)

**Eligible Applicants**

Eligible applicants must be any entity that is registered with the Apprenticeship & Training Office within the Department of Labor & Industry as a pre-apprenticeship program, therein connected with a registered apprenticeship program and/or a developing program, and which will have the full responsibility for the administration and operation of the program. Examples of entities could be, but are not limited to:

* Local Workforce Development Boards
* public and private schools with an evolving or existing pre-apprenticeship program
* community colleges
* trade schools
* Employers
* Associations
* Community organizations (eg. Non-profits, libraries, etc.)
* Labor Unions

This applicant will be the program “sponsor”. The sponsor must be, or be partnered with, at least one school in a school district, charter school, regional charter school, cyber charter school, intermediate unit, or career and technical school. The applicant must be capable of bringing together employers, education, workforce, community, and other partners to achieve the overall project goals of this NGA. Additionally, the applicant must demonstrate the ability to coordinate the project design and implementation of the project, manage the project budget, and implement a strategy to collect, analyze, and report performance outcomes.

If organizations apply as a partnership, the application must appoint a single entity as the lead applicant who must also act as fiscal agent and pre-apprenticeship sponsor. The fiscal agent will receive, manage, and disburse grant funds.

**If you have been awarded a Schools-to-Work Grant (Round 1 with period of performance 6/1/2021 – 12/31/2023 or Round 2 with period of performance 7/1/2022 – 12/31/2024), you are not eligible to apply for this award.**

**Additionally, applicants must have a PA Vendor Identification Number and be able to comply with the** [**Workforce Grant agreement**](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 calling the Vendor Data Management Unit at 717-346-2676 or 1-877-435-7363, or online at <https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx> (click on “Non-Procurement Vendor Site”). 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**.

**Evaluation Criteria**

Applications will be reviewed by an evaluation team and based on the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| Project Design and Management Plan | 24 |
| Performance Outcomes | 20 |
| Stakeholder Engagement | 12 |
| Impact and Sustainability | 12 |
| Other Evaluation Criteria | 20 |
| Budget Form | 4 |
| Budget Justification | 8 |
| Total Possible Points | 100 |

**Project Design and Management Plan (24 points)**

* Identifies a clear problem, challenge, or opportunity related to STWP supported by data and information including qualifications and certifications necessary to fill current and anticipated regional labor market needs. Applicants that provide proof of their Registered Apprenticeship affiliation with the Registered Apprenticeship sponsor’s RAPIDS # and include a letter of support from their Registered Apprenticeship sponsor will be eligible for the full point value. (4 points)
* Includes learning opportunities for participating students, including classroom training, workplace visits, internships, mentorships, employment opportunities, special education transition, cooperative education, industry-recognized credentials, job shadowing or externships that will lead to a pre-apprenticeship program. Proposal must provide learning opportunities in the form of classroom training and hands-on learning, for participating pre-apprentices/students (e.g. workplace visits, internships, mentorships, employment opportunities, special education transition, cooperative education, industry-recognized credentials, job shadowing or externships). Projects that include hands-on-learning and industry recognized credentials are eligible for the full point value. (4 points)
* Describes pathways for transition to a registered apprenticeship program, post-secondary education program or employment. Applicants must show proof that they are already in an established relationship with an approved registered apprenticeship program. (4 points)
* Includes a program course of study and/or RTI (Related Technical Instruction) aligned to an existing apprenticeship. Applicants who illustrate that they have an approved pre-apprenticeship are eligible for the full point value. Applicants without an approved pre-apprenticeship may earn partial points if they provide an outcomes-based description of their training program course of study and show the alignment to the apprenticeship. (4 points)
* Illustrates the alignment with existing local, regional, and state education, workforce, and economic development initiatives. (4 points)
* Describes a clear strategy that creates equitable access to services. Applicants must describe the targeted population(s) to be served and include methods to specifically include women and members of historically underrepresented groups. (4 points)
* Provides a project timeline to include implementation steps, deliverables, and how those deliverables meet the desired outcomes of the project. (8 points)

**Performance Outcomes (20 points)**

* Describes how the applicant will provide the 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. (12 points)
* Describes the metrics that will be used to show impact and success of the program: (8 points)
	+ Participation, including demographics and completion/ongoing participation in the initiative (if applicable);
	+ Performance outputs, which quantify the services and activities funded by STWP resources (number of students served, barriers identified, number of sessions provided, etc.); and
	+ Program outcomes, which measure the overall impact, which may include the attainment of industry-recognized qualifications and certifications or college credits, and an explanation of how college credits earned will be transcripted and transferrable.

**Stakeholder Engagement (12 points)**

* Identifies key partners, registered apprenticeship sponsor, and additional partners, to include at least one school. 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. education partners, workforce development partners, business partners, economic development partners, and community partners) that demonstrate their commitment through letters of support. (4 points)
* Identifies the responsibilities of each of the partners. (4 points)
* 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 meeting current and anticipated regional labor market needs (identify personnel by name and qualifications). (4 points)

**Impact and Sustainability (12 points)**

* Describes how the project partners will sustain the project beyond the grant period. Include potential funding partners and plans for sustaining your efforts. For example: employer-funded resources, partnership recruiting strategy, etc. Note: Applicants that plan to use grant funds to meet participation costs should include a plan for sustaining a tuition-free program. (12 points)

**Other Evaluation Criteria (20 points)**

Priority consideration will be given to applicants that support new initiatives. Proposals must also support:

* **Data-Driven, Evidence-Based Innovation:** Sponsors support their proposal with relevant data and information, identify an evidence-based solution, and/or are piloting a promising practice to address employment and training pathways. (4 points)
* **Prioritization:** Incorporates students from grades nine through twelve and prioritizes program completion and transition to post-secondary training, education or employment. (4 points)
* **Partnership:** Involves a partnership between multiple schools or school districts, employers, organizations or associations. (4 points)
* **Leveraging Other Resources**:
	+ Leverage federal and non-commonwealth resources, including, but not limited to, WIOA, Adult Basic Education, SNAP, TANF, philanthropic resources, employer contributions, and other resources to reach their project goals;
	+ Leverage existing staff, facilities, equipment, and other in-kind resources to reach their project goals; 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. (8 points)

**Budget Form and Justification (12 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. (4 points)
* 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. Note: L&I prefers that pre-apprenticeship programs are free to participants. In the budget justification, applicants should detail any tuition costs required of pre-apprentices and how grant funds (or other leveraged funds if there are other leveraged funds) will cover participant costs. (8 points)

Application Process and Submission Information

The STWP funding NGA and related materials are available on [L&I’s Grants Page](https://www.dli.pa.gov/Grants).

**Application Submission Information**

Applications must be complete, including all required documents outlined below, and submitted by October 12, 2022, 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: “Schools-To-Work Program NGA Application – Program Year 2022.” 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 12 pages (one page maximum for Application Form, one page maximum for Project Summary Cover Page, and 10 pages maximum for Project Narrative). Budget documents, Letters of Support, Action Plans, and Worker Protection Certifications do not count toward the 12 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 12 pages, evaluators will only review the first 12 pages.

**Application Checklist**

Prerequisites:

1. You have not been awarded a Schools-to-Work Grant either in Round 1 with period of performance 6/1/2021 – 12/31/2023, or Round 2 with period of performance 7/1/2022 – 12/31/2024.
2. You have a PA SAP Vendor Identification Number (or you obtain one by the time of award) and you are able to comply with the [Workforce Grant agreement](https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx).

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

1. **Application Form** (saved as a single file titled “<Legal Applicant 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 “<Legal Applicant 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. Project title;
	5. Project county;
	6. Project partners;
	7. Project service area (e.g., municipality, house and senate legislative districts to be served);
	8. Project summary;
	9. Project point of contact and contact information.
2. **Project Narrative** (saved as a single file titled “<Legal Applicant Name> Project Narrative” and 10 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. Impact and Sustainability; and
		5. Other Evaluation Criteria.
3. **Letters of Support** (saved as a single file titled “<Legal Applicant Name> Letters of Support”)
Each application must have no more than 5 letters of support. Each application must have at least one letter from an education, workforce development, or business/economic development partner.
4. **Budget Form** (saved as a single file titled “<Legal Applicant 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 June 1, 2023, to May 31, 2025. 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 “<Legal Applicant 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. **Schools-to-Work Grant Action Plan Goals Template** (saved as a single file titled “<Legal Applicant Name> Action Plan Goals”)

Applicants should use this form to outline the specific goals of their project. The amount 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 at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants) as Appendix F.

Grant Award Details

**Grant Funding**

This NGA is funded by Reemployment funds. Reemployment funds may be used to fund programs and services to assist individuals to become employed or improve their employment, including, without limitation, job search and placement services, educational enhancement, job training and job readiness and workplace skills training.

**Estimated Funding and Award Size**

Approximately $2,500,000.00 is available. The maximum grant award is $250,000. Grants will be awarded and funded competitively based on availability of funds.

**Application Deadline**

STWP applications are dueOctober 12, 2022, by 4 P.M. ET. Late applications will not be accepted.

**Proposed Grant Timeline and Award Period**

STWP funding is anticipated to be used for grant-related activities from June 1, 2023, to May 31, 2025.

**Allowable and Disallowable Costs and Expenses**

Funds available through this NGA must be used to support a STWP. While matching funds are not required, applicants are strongly encouraged to leverage federal and non-commonwealth resources, including, but not limited to, WIOA, Adult Basic Education, TANF, SNAP, 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. Finally, STWP 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. All funds are based on cost reimbursement payments over the course of the project. Costs paid will reflect actual costs incurred. Proper source documentation must be provided to substantiate payment.

* **Allowable Direct Costs:** Allowable costs include, but are not limited to, education and training costs, customer service costs, barrier remediation costs, support services costs, outreach and recruitment costs, and administrative costs (must not exceed 10 percent of total amount requested). Costs must be reasonable and necessary for the performance of the grant.
* **Unallowable Costs:** Unallowable costs include pre-award costs, building construction, and 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.

**Period of Performance**

L&I anticipates a performance period beginning June 1, 2023 and ending May 31, 2025.

**Grant Agreements**

Awardees are required to enter into a workforce grant agreement with L&I. Example of the [Workforce Grant agreement](https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx) 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 also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. L&I reserves the right to request additional information or modifications to applications for any reason deemed necessary. L&I shall notify all applicants whose applications are not accepted for funding under this NGA.

PA may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable; (2) only a portion of the application is selected for award; (3) PA needs additional or clarifying information; (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by PA within a specific period determined by PA may preclude award to the applicant.

PA reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award. PA reserves the right to award grants on a conditional basis if there are concerns surrounding one or more sections of the application(s). In the instance that a conditional award is made, the applicant is responsible to take immediate and appropriate action to remedy the area of concern in accordance with Department guidance.

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

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

**Reporting and Evaluation**

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

Questions/Agency Contacts

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

## Appendix A: Application Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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.

**Please use the electronic, accessible version of the Application Form, available at** [**https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx**](https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx)

## Appendix B: Project Summary Cover Page

School-to-Work Program

Summary Cover Page

Name of applicant:

Name of fiscal agent:

Vendor ID Number:

Project title:

Project county:

Project partners:

Project service area *(e.g. town/city/municipality to be served, and House and Senate legislative districts):*

Project summary:

Project Point of Contact and Contact Information:

## Appendix C: Budget Form

**Requested Amount:**

|  |  |
| --- | --- |
|  | **Budget** |
| **ADMINISTRATION** | $ |
| Admin Staff Salaries & Fringe Benefits |  |
| Operational Expenses (e.g. travel, postage, printing, etc.) |  |
|  |  |
| **CAREER & SUPPORTIVE SERVICES** | $ |
| Program Staff Salaries & Fringe Benefits |  |
| Operational Expenses (e.g. travel, postage, printing, etc.) |  |
| Other Program Expenses |  |
| Supportive Service Funds |  |
|  |  |
| **TRAINING** | $ |
| Classroom Training Expenditures |  |
| On The Job (OJT) Expenditures |  |
| Adult Education and Literacy Training |  |
| Apprenticeship 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:

1. 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: Budget Justification

**General Instructions for the Completion of a Budget Justification – Please breakout costs between admin and program.**

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 (transportation, child/dependent care, housing, education-related expenses, needs-related payments, linkages to community services, 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.

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

$2,250.00

## Appendix E: Schools to Work Grant Action Plan Template

**Action Plan**

Guiding question: Does the action plan align with the goals of Schools to Work by:

* *focus on measurable outcomes through a pre-apprenticeship program which must include the attainment of industry- recognized qualifications, certifications, or college credits. College credits should support a career pathway to an apprenticeship through an academic program that aligns to workforce needs, including an explanation of how college credits earned will be transcripted and transferrable for transition to a registered apprenticeship program, post-secondary education program, or employment*
* *demonstrate existing qualified program personnel, or identification of additional personnel needed, if any, to establish or increase program capacity to meet or contribute toward meeting current and anticipated regional labor market needs (PA Workstats)*
* *include a plan aligned to the training pathway outcomes where the components are Specific, Measurable, Achievable,*
* *Relevant, and Time-bound (e.g. Learners will participate in at least one work-based learning experience aligned to the pre- apprenticeship program within the grant timeframe.)*
* *Include at least 3 outreach strategies targeting underrepresented populations, (e.g., Social media, newsletter, community programs)*

**Goal 1**

Activity 1:

Measurable indicators of progress:

Expected outcomes(s) of activity:

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

Activity 2:

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

Measurable indicators of progress:

Expected outcomes(s) of activity:

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

**Goal 2**

Activity 1:

Measurable indicators of progress:

Expected outcomes(s) of activity:

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

Activity 2:

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

Measurable indicators of progress:

Expected outcomes(s) of activity:

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

**Goal 3** (continue as needed)

 Appendix F: Worker Protection and Investment Certification Form

WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

1. 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:
2. Construction Workplace Misclassification Act
3. Employment of Minors Child Labor Act
4. Minimum Wage Act
5. Prevailing Wage Act
6. Equal Pay Law
7. Employer to Pay Employment Medical Examination Fee Act
8. Seasonal Farm Labor Act
9. Wage Payment and Collection Law
10. Industrial Homework Law
11. Construction Industry Employee Verification Act
12. Act 102: Prohibition on Excessive Overtime in Healthcare
13. Apprenticeship and Training Act
14. Inspection of Employment Records Law
15. 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)*** |
|  |
| ***Table of Certifying Official (Printed)*** |
|  |
| ***Contractor/Grantee Name (Printed)*** |

BOP-2201

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