

Commonwealth of Pennsylvania
Department of Labor & Industry

Schools-To-Work Program - Round 4

Notice of Grant Availability

Proposals Due: January 4, 2024 at 4:00 p.m. ET

Josh Shapiro | Governor
www.pa.gov

Nancy Walker | Secretary
www.dli.pa.gov



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Key Dates

Date	Description
November 20, 2023	Notice of Grant Availability (NGA) Release Date
November 28, 2023 at 2:00 p.m. ET	<p>Bidder’s Conference: Click the link below to join the meeting: Click here to join the meeting Meeting ID: 244 169 420 898 Passcode: j4pKAE</p> <p>Or call in (audio only) +1 267-332-8737,,317245351# United States, Philadelphia Phone Conference ID: 317 245 351#</p> <p>A recording of the bidder’s conference will be posted on the L&I Grants website.</p>
December 12, 2023 at 4:00 p.m. ET	<p>Questions Due Date Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov.</p> <p>A complete list of Q&As will be posted on the L&I Grants website.</p> <p>Questions received after the due date will not be answered.</p>
January 4, 2024 at 4:00 p.m. ET	<p>Application Due Date Applications must be submitted to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: “NGA Application – STW4 Grant – Program Year 2023”</p>
June 1, 2024	Contract Start Date
May 31, 2026	Contract End Date

Eligibility

Eligible Applicants and Minimum Qualifications

Eligible applicants include Potential Registered Pre-Apprenticeship Program sponsors, existing Registered Pre-Apprenticeship Program sponsors, and Potential Registered Apprenticeship & Pre-Apprenticeship Sponsors intending to register a Pre-Apprenticeship to Apprenticeship pathway concurrently:

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 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.
3. The applicant(s) must be able to, or be partnered with an organization to, improve basic literacy and math skills.
4. 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.
5. The applicant(s) must be capable of monitoring and administering the fiscal components of the NGA.
6. The applicant(s) must be capable of submitting the required reporting elements at the required intervals as documented in the NGA.
7. The applicant(s) must have the capacity to work with an evaluator.
8. Entities with current Schools-to-Work grants at the time of application are not eligible to apply for this grant.

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 (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**

Additional information, including how to obtain a sample grant agreement, is included in 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 **multiple organizations apply as a partnership**, the application must appoint a single entity as the Program Administrator, who must also act as fiscal agent and program (Potential) Pre-Apprenticeship or Registered Apprenticeship sponsor. The Program Administrator (fiscal agent) must demonstrate the ability to manage the project budget, receive, and disburse grant funds.

Overview

The PA Department of Labor & Industry (L&I) announces the availability of approximately \$3,500,000.00 in funding for the Schools-To-Work Program - Round 4 (STW4 Grant) to include awards of up to \$250,000.00. L&I will be continuing the Schools-to-Work Program through the competitive award of grants to sponsors 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 employment and training pathways. This Notice of Grant Availability (NGA) seeks applications to support this statewide initiative.

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

- The requirements to obtain STW4 Grant funding;
- The strategic goals of the STW4 Grant opportunity;
- The criteria that will be used to evaluate proposals; and,
- The grant timeline to be used for grant related activities.

L&I has created this grant opportunity to complement Governor Shapiro's proposals to increase workforce training and partnership programs and will utilize ATO's current workforce initiatives to develop the skills of traditionally underrepresented groups and those with barriers to employment, as outlined in Executive Order 13985 Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (20 January 2021):

<https://www.federalregister.gov/documents/2021/01/25/2021-01753/advancing-racial-equityand-support-for-underserved-communities-through-the-federal-government>.

Challenge

A successful project should align the goals of the Pennsylvania Department of Labor & Industry and the Pennsylvania Department of Education to create Pre-Apprenticeship to Apprenticeship career pathways that successfully bridge the gap between high school and employment or post-secondary education, and ensure that students have the basic skills required to pass entry exams for apprenticeship programs. This coordination includes aligning Pennsylvania's K-12 and postsecondary education systems, as well as the career and technical education services provided within and across program providers, to build programs that meet the Registered Apprenticeship structure, model, and desired results. Therefore, proposals must

include a focus on increasing literacy and math skills, building or expanding Pre-Apprenticeship and Registered Apprenticeship programs to fill current and anticipated labor market needs in the given geographic area, and identify partnerships to support the establishment and continuation of the project.

Grant Opportunity Goals

Proposed projects must create learning opportunities with an established or developing pre-apprenticeship or apprenticeship employer for participating students. A successful program will:

- focus on measurable outcomes, which must include evidence of satisfactory basic literacy and math skills, and the attainment of industry-recognized qualifications, certifications, or college credits, through an academic program that aligns to workforce needs, including an explanation of how the education will transition into a career pathway (a Pre-Apprenticeship to Registered Apprenticeship program, Registered Apprenticeship program, post-secondary education program, or employment), with a particular focus on new-sector occupations in apprenticeship.
- have qualified program personnel, or hire additional personnel if needed, to establish or increase program capacity to meet or contribute towards meeting current and anticipated regional labor market needs ([PA Workstats](#)).
- include a detailed action 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 or apprenticeship training plan within the grant timeframe) and use SMART goals to align with the training pathway outcomes.
- include robust recruitment and outreach strategies targeting underrepresented populations. (e.g., social media, newsletter, community programs).

Note to K-12 Educators: Pre-apprenticeships, Registered Apprenticeships and other work-based learning opportunities support the Act 158 Pathways to graduation. More details can be found in the [Act 158 Toolkit](#).

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 with a focus on participating in or transitioning to a Pre-Apprenticeship or Registered Apprenticeship:

- Outreach – Robust and comprehensive outreach strategy, tailored to reach the targeted population, supporting employers and community partners.
- Assessment – Identify eligible participants and determine unmet needs to assist with coordination of supportive services for transportation, childcare, medical care, mental health care, technology, personal budgeting, and/or food and shelter.
- Offerings to the Participants – Classroom and hands-on-training for High Priority Occupations and/or a focus on new-sector occupations in Apprenticeship, industry-recognized certifications,

opportunity to improve basic literacy and math skills as needed to pass apprenticeship program entry exams, interview preparation, and employment opportunities, supplemented with workplace visits, internships, mentorships, special education transition, Capstone Cooperative Education, job shadowing, or externships. Grant proposals must follow established guidelines for Registered Apprenticeship or Pre-Apprenticeship programs. Exceptions may be made during program development with the advice and approval of the ATO.

- Fiscal Management & Reporting – Responsible and compliant spending of grant monies, and continuous tracking and reporting of outcomes.
- Sustainability Plan – Create a plan to continue the project beyond the grant period, including potential funding partners and plans for sustaining your efforts.

General Requirements

Potential Pre-Apprenticeship programs must obtain a Letter of Support from an established Registered Apprenticeship partner as outlined by the ATO’s pre-apprenticeship program development requirements. This letter of support is one of the required letters of support.

Registered Pre-Apprenticeship Program Sponsors looking to EXPAND their existing program must have a clearly outlined plan as to how the funding will support the expansion, and should include:

- historical program data
- specific and measurable outcomes
- target populations and explain how they differ from existing participants
- CIP and SOC codes for creation of a new program
- information regarding facility expansion or additional locations

Performance Metrics

The Pennsylvania Department of Labor & Industry (L&I) will work collaboratively with the awardee(s) to identify metrics that monitor and improve performance during the life of the contract. Below are initial metrics that have been identified. Prior to an agreement, L&I and the awardee(s) will negotiate the final set of metrics and their collection frequency, which may be adjusted over time as needed.

Performance Metric	Data Source	Data Collection Frequency	Data Collection Responsibility	Data Review Occurrence	Past Performance Benchmark
Number of interested persons	Outreach Team	Ongoing	Outreach Team/ Program Administrator	Monthly	
Number of enrolled participants	Enrollment Team	Ongoing	Enrollment Team/ Program Administrator	Monthly	
Non-traditional genders	Enrollment Team	Ongoing	Enrollment Team/ Program Administrator	Monthly	

Performance Metric	Data Source	Data Collection Frequency	Data Collection Responsibility	Data Review Occurrence	Past Performance Benchmark
Minority participants	Enrollment Team	Ongoing	Enrollment Team/ Program Administrator	Monthly	
Obtained industry-required: Trainings, Certifications and/or College Credits	Education Coordinator(s)	Ongoing	Education Coordinator(s)/ Program Administrator	Monthly	
Transitioned (or plans to transition) to RA program, college, or other education	Career Placement Coordinator(s)	Upon completion of program or once annually	Career Placement Coordinator(s)/ Program Administrator	Monthly	
Obtained employment within the H.P.O. field	Career Placement Coordinator(s)	Upon completion of program	Career Placement Coordinator(s)/ Program Administrator	Monthly	
Obtained employment outside of an H.P.O.	Career Placement Coordinator(s)	Upon completion of program	Career Placement Coordinator(s)/ Program Administrator	Monthly	
Number of non-completers with reason(s)	Education Coordinator(s)	Ongoing	Education Coordinator(s)/ Program Administrator	Monthly	
Total number of program completers by demographic	Education Coordinator(s)	Ongoing	Education Coordinator(s)/ Program Administrator	Monthly	

Evaluation Criteria

Initial Review Criteria

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

1. The applicant is eligible.
2. The information required by the announcement has been received by the deadline; and

3. All mandatory components have been received.

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 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	% Allocation
Project Design and Management Plan		36%
A. Identifies a clear challenge, or opportunity related to STW project supported by data and information, including qualifications and certifications necessary to fill current and anticipated regional labor market needs.	6	
B. Includes in the proposal multiple learning opportunities for participating students such as: classroom and hands-on learning, basic literacy and math skills, workplace visits, internships, mentorships, employment opportunities, special education transition, cooperative education, industry-recognized credentials, job shadowing, or externships included in a Pre-Apprenticeship to Registered Apprenticeship pathway.	6	
C. Describes pathways for transition to a Registered Apprenticeship (RA) program, post-secondary education program or employment.	4	
D. Includes a program course of study and/or Related Technical Instruction (RTI) aligned to an existing RA. Applicant provides proof of their RA affiliation by providing the RA RAPIDS # and includes a letter of support from their RA sponsor. Applicants without an approved Pre-Apprenticeship or RA may provide an outcomes-based description of their intent to develop the Pre-Apprenticeship program.	6	
E. Illustrates alignment with existing local, regional, and state education, workforce, and economic development initiatives.	4	
F. 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 recruit women and members of historically underrepresented groups.	6	
G. Provides in the grant’s timeline of implementation steps, deliverables, and how those deliverables meet the desired outcomes of the project.	4	

Evaluation Criteria	Total Points	% Allocation
<p>Performance Outcomes</p> <p>A. 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.</p> <p>B. Describes the metrics that will be used to show impact and success of the program:</p> <ul style="list-style-type: none"> • Participation, including demographics and completion/ongoing participation in the initiative (if applicable); and • 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. Include improved basic literacy and math skills, the attainment of industry-recognized qualifications and certifications or college credits, and an explanation of how college credits earned will be transferrable. 	<p>12</p> <p>8</p>	<p>20%</p>
<p>Impact and Sustainability</p> <p>A. 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.</p>	<p>12</p>	<p>12%</p>
<p>Stakeholder Engagement and Partnership</p> <p>A. Identifies key partners and their responsibilities, which includes a Registered Apprenticeship sponsor, at least one school, and additional partners across various sectors (e.g., education partners, workforce development partners, business partners, economic development partners, and community partners) that demonstrate their commitment through descriptive letters of support. Demonstrates an effort by the lead applicant to develop strong, high-quality partnerships committed to working collaboratively to implement the project.</p> <p>B. Identifies the adequacy of the key personnel on the grant to foster collaboration and implement programs to</p>	<p>6</p> <p>4</p>	<p>10%</p>

Evaluation Criteria	Total Points	% Allocation
<p>increase program capacity to meet or contribute toward meeting current and anticipated regional labor market needs (identify personnel by name and qualifications).</p>		
<p>Other Selection Factors/Priority Considerations</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> <p>A. Data-Driven, Evidence-Based Innovation: Applicants 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.</p> <p>B. Prioritization: Incorporates students from grades nine through twelve, out-of-school youths (per the WIOA criteria), or young adults, and prioritizes program completion and transition to post-secondary training, education, or employment.</p> <p>C. Partnership: Demonstrates support by identifying additional partners beyond those listed as the established Key Partners.</p> <p>D. Leveraging Other Resources:</p> <ul style="list-style-type: none"> • Leverage federal and non-Commonwealth resources, including, but not limited to, WIOA, Adult Basic Education, SNAP, TANF, philanthropic resources, employer contributions; and • Leverage existing staff, facilities, equipment, and other in-kind resources to reach their project goals; and • Supplement, not supplant, existing public and private resources. Proposals should demonstrate efficient and effective use of resources. 	<p>2</p> <p>2</p> <p>2</p> <p>4</p>	<p>10%</p>
<p>Budget and Budget Justification</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>Include the following items:</p> <p>A. A detailed list of budget line-items by cost category to reflect requested and leveraged funds.</p> <p>B. 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</p>	<p>4</p> <p>8</p>	<p>12%</p>

Evaluation Criteria	Total Points	% Allocation
include a detailed rationalization for the proposed line items, quantities, and costs identified.		
Total		100%

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 awardees.

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
Application Form saved as a single file titled: ApplicantName_App_Form	<ul style="list-style-type: none"> • Maximum length of one (1) page • Must be completed in its entirety and submitted with the other required documents 	A

Document	Requirements	Appendix
<p>Project Summary Cover saved as a single file titled: ApplicantName_Proj_Sum_Cvr</p>	<ul style="list-style-type: none"> • Maximum length of two (2) pages • Must contain the following information: <ol style="list-style-type: none"> a. Name of Applicant b. Name of Fiscal Agent c. Vendor ID Number d. Unique Entity Identifier (if applicable) e. Project Title f. Project County g. Project Service Area – municipality, House, and Senate districts to be served h. Project Partners i. Brief Project Summary j. Project Point of Contact and Contact Information 	<p>B</p>
<p>Project Narrative saved as a single file titled: ApplicantName_Proj_Narrative</p>	<ul style="list-style-type: none"> • Must contain the following information: <ol style="list-style-type: none"> a. Project Design and Management Plan b. Performance Outcomes c. Impact and Sustainability d. Stakeholder Engagement and Partnership e. Grant Management f. Other Selection Factors/Priority Considerations • Maximum length of ten (10) pages <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>C</p>
<p>Letters of Support saved as a single file titled: ApplicantName_Support_Ltrs</p>	<p>Two (2) to five (5) unique letters of support are required to be submitted with your application package. Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. Letters should include information on the partner’s specific role, responsibilities, and nature of their commitment to the project.</p>	<p>D</p>

Document	Requirements	Appendix
	<p>Each application must have:</p> <ul style="list-style-type: none"> • one letter from an education, workforce development, or business/economic development partner. • a letter of support from the eligible Registered Apprenticeship sponsor indicating their level of support for the program and RAPIDS number. 	
<p>Budget Form and Justification saved as a single Excel file titled: ApplicantName_Budget</p>	<p>Applicants must submit a detailed budget using the Budget Form that includes:</p> <ul style="list-style-type: none"> • Requested and leveraged funds • Expenditures by line item • Budget Justification <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 May 31, 2026.</p> <p>Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award.</p> <p>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.</p>	E
<p>EO 2021-06 Worker Protection Certification Form saved as a single file titled: 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</p>	F

Document	Requirements	Appendix
	applicable Pennsylvania state labor and workforce safety laws.	
Local Board Notification Email Saved as a single file titled: ApplicantName_LB_Notification	Applicants must send an email to their Local Workforce Development Board (LWDB) to notify them of their grant application. This form is not required for LWDB applicants. A copy of the email sent to the LWDB must be included with the grant application. To locate your local office, refer to the <i>Links & Resources</i> section within this document.	G
Grant Action Plan saved as a single file titled: ApplicantName_Action_Plan	Applicants should use this form to outline the specific goals of their project. The number of goals can be expanded as needed for the specific project.	H

Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored. Evaluators will only review thirteen (13) pages even if an application exceeds that amount. Please note that Letters of Support and the Budget 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 RA-LI-BWDA-GS@pa.gov by the application deadline. The subject line for your email submission must include “Schools-To-Work Program - Round 4.” 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 L&I Bureau of Workforce Development Administration Central Office at 717-783-8050. 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 STW4 Grant NGA and related materials are available on the L&I Grants website. Samples of each required document in the application package can be found in the Appendices within this document.

Application Package Deadline

STW4 Grant applications are due by January 4, 2024 at 4:00 p.m. ET. Late applications will not be accepted.

Grant Award Administration

Estimated Funding and Award Size

Approximately \$3,500,000.00 is available. Grants will be awarded and funded competitively based on the availability of funds up to \$250,000.00 per application.

Period of Performance

L&I anticipates a performance period of June 1, 2024 to May 31, 2026.

Grant Funding

This NGA is 100% **state** funded through a legislative appropriation.

This funding will be used to fund programs and services to assist individuals to become employed or improve their employment, including and without limitation, job search and placement services, educational enhancement, job training and job readiness and workplace skills training.

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 RA-LI-BWDA-GS@pa.gov.

L&I may enter 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 monthly, annually, 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 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 STW4 Grant 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 RA-LI-BWDA-GS@pa.gov.

Appendices

Appendix A: Application Form Sample

Appendix B: Project Summary Cover Page Sample

Appendix C: Project Narrative Sample

Appendix D: Letters of Support Sample

Appendix E: Budget Form and Justification

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

Appendix G: Local Board Notification Form Sample

Appendix H: Grant Action Plan Sample

Links and Resources

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

Appendix A: Application Form Sample



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

Authorized representative signature/ date: _____

Application Form 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

Grant Name

Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

Unique Entity Identifier (if applicable):

Project Title:

Project County:

Project Partners:

Project Service Area - Local Township/City/Municipality, and State House and Senate Legislative Districts to be served:

Brief Project Summary:

Project Point of Contact and Contact Information:

Organization Letterhead

Project Narrative

Name of Applicant:

Grant Name:

Date:

Appendix D: Letters of Support Sample

Organization Letterhead

Date

Recipient's Name

Recipient's Position

Recipient's Address Line 1

Recipient's Address Line 2

Re: [Name of Grant] – Letter of Support

Dear [Recipient],

On behalf of [name of organization offering support], please accept this letter of support to [name of organization applying for grant] in their application for [name of grant].

[Paragraph describing organization offering the support]

[Paragraph describing why organization is offering support]

If you require more information, please contact us via [insert contact details website/phone/email].

Sincerely,

[Name]

[Position/Title]

[Name of Organization]

Appendix E: Budget Form and Justification

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:		Schools-to-Work Round 4			
Funding Period:		June 1, 2024 to May 31, 2026			
				Total	
				Leveraged Funds	
Requested Award				\$	-
				\$	-
		Budget	%	Leveraged Funds	
ADMINISTRATION		\$	-	#DIV/0!	\$ -
A1	Admin Staff Salaries & Fringe Benefits	\$	-		\$ -
A2	Operational Expenses (e.g. travel, postage, printing, etc.)	\$	-		\$ -
A3	Admin Indirect Costs	\$	-		\$ -
CAREER & SUPPORTIVE SERVICES		\$	-	#DIV/0!	\$ -
B1	Program Staff Salaries & Fringe Benefits	\$	-		\$ -
B2	Operational Expenses (e.g. travel, postage, printing, etc.)	\$	-		\$ -
B3	Other Program Expenses	\$	-		\$ -
B5	Supportive Service Funds	\$	-		\$ -
B6	Program Indirect Costs	\$	-		\$ -
TRAINING		\$	-	#DIV/0!	\$ -
C1	Tuition Payments/ITA's	\$	-		\$ -
C2	On The Job (OJT) Reimbursements	\$	-		\$ -
C4	Adult Education and Literacy Training	\$	-		\$ -
C5	Other Training Expenses	\$	-		\$ -
C7	Other Training	\$	-		\$ -
C8	Apprenticeship Training	\$	-		\$ -
C9	Incumbent Worker Training	\$	-		\$ -
TOTAL BUDGET		\$	-		\$ -
Difference				\$0.00	\$0.00

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	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
Total Admin Staff Salaries				\$ -	-	\$ -	\$ -

- 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>	

Appendix G: Local Board Notification Email Sample

This document serves to advise you where and how funding is being pursued in your area.

[Insert Name of Applicant], is applying for funding from the Pennsylvania Department of Labor & Industry for a [Insert Grant Name] Grant in the amount of \$ [Insert Amount]. This project will serve [Insert Project County/Service Area] and will:

[Insert Brief Summary]

For more information regarding this project, please contact [Insert Name, Address, Phone number and Email].

Grant Action Plan

Guiding question: Does the action plan align with the goals of the Grant by:

- focusing on measurable outcomes through...
- demonstrating existing...
- including a plan aligned to...
- Include at least (#) outreach strategies...

Goal

Activity 1:

Measurable indicators of progress:

Expected outcome(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 outcome(s) of activity:

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