

# COMMONWEALTH OF PENNSYLVANIA

## TEACHER IN THE WORKPLACE GRANT

Notice of Grant Availability

PROPOSALS DUE BY **FRIDAY, DECEMBER 21, 2018 AT 4 P.M. EASTERN TIME**

**TOM WOLF, GOVERNOR**

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

**W. GERARD OLEKSIK, SECRETARY  
DEPARTMENT OF LABOR & INDUSTRY**

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**PEDRO RIVERA, SECRETARY  
DEPARTMENT OF EDUCATION**

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### SUBMIT APPLICATIONS TO:

**ONE ELECTRONIC COPY *MUST* BE EMAILED TO THE RESOURCE ACCOUNT INDICATED BELOW:**

**RESOURCE ACCOUNT:** [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov)

**SUBJECT:** NGA APPLICATION – TEACHER IN THE WORKPLACE

## SECTION 1 - INTRODUCTION

The purpose of this Notice of Grant Availability (NGA) is to solicit grant applications from eligible organizations in partnership with their Local Workforce Development Board (LWDB) to develop and/or implement Teacher in the Workplace (TIW) programs that connect the classroom to the workplace for K-12 educators across Pennsylvania (PA). Through TIW programs, teachers, counselors, and administrators, hereafter known as educators, are provided experiences interacting directly with industry and business leaders, and learning about industry trends, needs, and opportunities that they can bring back to the classroom to enhance instruction, student learning, and career readiness.

This NGA outlines the requirements necessary to obtain TIW grant funds.

## SECTION 2 - AWARD INFORMATION

- A. **PROJECT SPONSORS:** This NGA is offered by the Commonwealth utilizing Workforce Innovation and Opportunity Act (WIOA) Statewide Activity funds.
- B. **APPLICATION DEADLINE:** FRIDAY, DECEMBER 21, 2018 AT 4 P.M. EASTERN TIME
- C. **ESTIMATED FUNDING:** **\$2,500,000.00 OR MORE. GRANTS WILL BE AWARDED BASED ON THE AVAILABILITY OF FUNDS.**
- D. **ANTICIPATED AWARD SIZE:** **APPLICANTS CAN REQUEST UP TO \$2,000 PER PARTICIPANT, NOT TO EXCEED A TOTAL REQUEST OF \$50,000 PER PROJECT. THIS AMOUNT APPLIES TO ALL ALLOWABLE COSTS FOR THE PROJECT INCLUDING COSTS FOR FISCAL AGENT ACTIVITIES.**
- E. **REPORTING:** **APPLICANTS AWARDED FUNDING MUST SUBMIT QUARTERLY PROGRESS REPORTS (QPRs) AND MONTHLY FINANCIAL STATUS REPORTS. ADDITIONALLY, A PRE-EVALUATION AND POST-EVALUATION FORM MUST BE COMPLETED. QPRs, EVALUATION FORMS, AND THE CORRESPONDING DUE DATES WILL BE PROVIDED TO AWARDED GRANTEEES. AWARDEES ALSO ARE REQUIRED TO PARTICIPATE WITH AGENCY STAFF IN MONTHLY CALLS TO IDENTIFY GRANT PROGRESSION, BEST PRACTICES, AND OPPORTUNITIES TO SCALE PROGRAMS.**

**THE FINAL QPR MUST INCLUDE A LIST OF ALL PARTICIPANTS AND WHAT EACH PARTICIPANT PLANS TO DO WITH THE KNOWLEDGE GAINED FROM THESE GRANT EXPERIENCES.**

**A COMPLETED CLOSEOUT PACKAGE IS DUE TO BOTH THE COMPTROLLER'S OFFICE AND THE BUREAU OF WORKFORCE DEVELOPMENT ADMINISTRATION (BWDA) WITHIN 60 DAYS AFTER THE TERMINATION DATE OF THE NOTICE OF OBLIGATION (NOO) OR AFTER THE NOO HAS BEEN FULLY EXPENDED (WHICHEVER OCCURS FIRST). ADDITIONAL INFORMATION WILL BE SUPPLIED TO EACH APPROVED APPLICANT.**

- F. PERIOD OF PERFORMANCE: THE COMMONWEALTH ANTICIPATES A PERFORMANCE PERIOD BEGINNING APRIL 1, 2019 AND ENDING JUNE 30, 2020.**

### **SECTION 3 - ELIGIBILITY INFORMATION**

- A. ELIGIBLE APPLICANTS:** Eligible organizations must submit an application in partnership with their LWDB who will serve as lead applicant and fiscal agent. Eligible organizations include:
1. Local education agencies (LEAs), including school districts, charter schools, career and technical centers (CTCs), and Intermediate Units (IUs);
  2. Businesses and Chambers of commerce;
  3. Labor organizations;
  4. Postsecondary institutions;
  5. Community-based organizations;
  6. Public libraries;
  7. Trade associations; and
  8. Economic development entities.

Eligible organizations must engage the LWDB within 30 calendar days of the NGA posting date to afford enough time for proposal development and coordination. LWDBs may decline partnership with an eligible organization if the eligible organization does not engage the LWDB on the project within this timeframe.

Eligible organizations, in partnership with the LWDB, must demonstrate an ability to bring together business, education, workforce, and other community partners to achieve the overall project goals as defined by the proposal. The applicant also must demonstrate the ability to: coordinate the design of the project; develop and implement an appropriate budget; collect and report performance management measures; and coordinate and evaluate the activities of the project.

- B. FISCAL AGENT:** Applicants are required to partner with their LWDB as the fiscal agent. The fiscal agent will receive, manage, and disburse grant funds. Administrative costs for fiscal agent activities must be included in the proposed budget.
- C. PARTNERSHIP REQUIREMENTS:** Local support and collaborative efforts from business, industry, education, and the community are essential to the success of TIW programs. To be considered for funding, applicants must identify the partner(s) to provide educators experiences interacting directly with industry and business leaders, and learning about industry trends, needs, and opportunities that they will bring back to the classroom to enhance instruction, student learning, and career readiness. Partners may include:
1. LEAs, including school districts, charter schools, CTCs and IUs;
  2. Businesses and Chambers of commerce;
  3. Labor organizations;
  4. Postsecondary institutions;

5. Community-based organizations;
6. Public libraries;
7. Trade associations; and
8. Economic development entities.

Local support may include provision of resources, such as buildings or labs, commitments from employers, funds promised, in-kind services, free use of space and utilities, etc.

## **SECTION 4 - BACKGROUND**

The federal Workforce Innovation and Opportunity Act (WIOA) allows Governors to set aside a portion of workforce funds for statewide activities including the implementation of innovative programs and strategies designed to meet the needs of all employers (including small employers) in the state. These programs and strategies include career pathway programs, utilization of effective business intermediaries, and other business services and strategies that better engage employers in workforce investment activities and make the workforce development system more relevant to the needs of state and local businesses, consistent with the objectives of WIOA.

Under the auspices of WIOA, the Pennsylvania Department of Labor & Industry and the Pennsylvania Department of Education are critical partners to support career readiness, skill development and degree attainment for school-aged youth and young adults participating in elementary and secondary education. Additionally, educators, administrators and staff across the education landscape serve as critical mentors and counselors that inform a student's career pathway. Recognizing Pennsylvania's goals outlined in the Combined WIOA State Plan, the Departments support this statewide initiative to bring together education and workforce to promote career ready students that meet business workforce demands.

To support this statewide initiative, the Departments have designed this innovative opportunity to support employer needs through the development of elementary and secondary curriculum that teaches and counsels the future workforce about career pathways and opportunities that exists in PA. By teaching educators the needs of local employers, the workforce development system becomes more relevant to the needs of business.

The commonwealth's workforce development strategy targets education and training investments to High Priority Occupations (HPOs). HPOs are used to identify workforce programs that provide individuals with the knowledge and skills necessary to enter, maintain or advance their careers. (The methodology for developing the HPO list is available [here](#).) HPOs are defined as occupations that are in demand by employers, have an evolving skill need, and are most likely to provide family sustaining wages. Several highly sought after HPOs in PA include accountants, computer programmers, engineers, managers, mechanics, nursing assistants, dental hygienists, and more. In addition to an occupation focus, the workforce development system also identifies targeted industry clusters within PA that demonstrate competitiveness and workforce opportunities.

The TIW program prioritizes business engagement that provides educators at all levels with an innovative and hands-on approach to understanding regional and local industry clusters and HPOs and the challenges facing PA businesses. These educators then bring back this knowledge to students – PA’s future workforce – through curriculum development and other learning opportunities in schools and out of school programming

### **Program Components**

- The TIW program includes the following:
  - Development of partnership and initiatives to align business, education and community organizations to implement TIW opportunities.
  - On-site learning in one or more workplace environments.
  - Time for the educator to integrate and connect workplace skills into their curriculum and classroom instruction.
- Programs are recommended, though not required, to include at least 40 hours of total contact time with educators, including preparation, orientation, on-site experiences, and time to develop lesson plans and update curriculum and related efforts to incorporate the workplace program into the classroom.
- Typically, TIW programs occur during the summer for a period of one to two weeks. However, as with any professional development activity, the length and structure of the program should reflect local needs and opportunities (e.g., availability of positions, teacher interest, or funding for stipends). It is recommended that educators attend a pre-program provider orientation to cover expectations of their participation at the industry site as well as performance tasks required for their classrooms as a result of the program. In addition, educators should meet periodically to reflect, share observations, and discuss ideas for how to use their experiences to enrich their teaching. Other reflection activities might include blogging, journaling, or writing articles for publication.

Below are two examples of TIW programs. Please be aware there is no expectation that all contact time occur in one business or during a specific period of time. Applicants are encouraged to develop their own program format based on the needs of participating educators and businesses.

#### ***Example 1: One-Week Summer Program with Multiple Business Partners***

- *Pre-Program Orientation:* Two-hour introductory session where educators receive reading materials, the program schedule, and select the business(es) they would like to visit.
- *Day 1:* Educators meet with the program coordinator to review the PA Career Education and Work Standards, learn strategies for integrating work-based learning into the classroom, etc.

- *Days 2-4:* As a group, educators visit a local employer in the morning and then another in the afternoon. While there, educators learn about several careers, interview employees, attend presentations, tour the business, etc. Educators document their experience in a journal.
- *Day 5:* Educators meet as a group to discuss what they learned during their interaction with the businesses and develop lesson plans that use real-world work situations to teach academic content. Educators present their lesson plans to the group.

**Example 2: Summer Externship with One Business Partner**

- *Part 1 - Pre-Program Orientation:* Educators attend a half-day orientation to discuss program expectations and develop a work-plan with the employer.
  - *Part 2 - Externship:* Educators spend at least four days at the business, rotating through departments to learn about multiple careers and the industry. Educators participate in online chats to discuss their experiences with other participants.
  - *Part 3 - End of the Program:* Educators convene at the end of the program with the program coordinator to discuss and share lesson plans informed by their experience in the business.
- The program meets the standards established by the PA Department of Education (PDE) for Act 48 professional development credit.<sup>1</sup>
  - The program is open to all K-12 educators.
  - Educators may participate as an individual or as part of a team.
  - The program has clearly defined learning outcomes and includes exposure to at least one High Priority Occupation (HPO) or an occupation listed on the PA In-Demand Occupational List (PA IDOL), as defined by the PA Department of Labor & Industry.
  - The program provides experiences aligned to the PDE [Academic Standards for Career Education and Work](#).<sup>2</sup>
  - Programs are encouraged to incorporate regional-based and consortium-like strategies that brings together multiple local education agencies or locations with business.

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<sup>1</sup> See Act 48 [Approved Provider Guidelines](#) (August 2017)

<sup>2</sup> <http://www.education.pa.gov/Documents/K-12/Career%20and%20Technical%20Education/CEWStandards/Main/Career%20Education%20and%20Work%20Standards.pdf>

## SECTION 5 - APPLICATION AND SUBMISSION INFORMATION

- A. **ADDRESS TO REQUEST APPLICATION PACKAGE:** Application forms and instructions are available at the Department's Grants page, <http://www.dli.pa.gov/Businesses/Workforce-Development/grants>
- B. **MANDATORY ATTACHMENTS:** Applicants must complete all mandatory forms and any applicable optional forms in accordance with the instructions on the forms and the additional instructions below. Files that are attached to the forms must be submitted in Adobe Portable Document Format (PDF) or Microsoft Word unless otherwise specified in this notice.

### 1. APPLICATION FORM

The application form must be completed in full and submitted with the other mandatory documents. The application form *ONLY* must be completed by LWDB. (*The remainder of the grant application components should be completed by the eligible applicant.*) The application form must reflect the house and senate districts where specific grant activity will occur and not the entire LWDA region unless applicable. The application is posted with this notice of grant availability.

### 2. AGREEMENT

Funds awarded under this NGA will be attached to the current Local WDB grant agreement with dates of July 1, 2018 through June 30, 2020.

### 3. PROJECT SUMMARY

The Project Summary must contain a summary of the proposal suitable for dissemination to the public. It should be a self-contained document that identifies:

- The name of the applicant;
- Project title;
- Project service area (e.g., counties to be served);
- Objectives of the project;
- Description of the project (Must indicate if this will be a demonstration project);
- Potential impact of the project (i.e., benefits, outcomes);
- Project partners; and
- Project point of contact with contact information.

This document must not include any proprietary or sensitive business information as the commonwealth may make it available to the public. The Project Summary must not exceed one (1) page. Save this information in a file named "**ProjectSummary**".

### 4. PROJECT NARRATIVE (MUST ADDRESS ALL CRITERIA)

The Project Narrative must not exceed ten (10) pages, including cover page, table of contents, the statement of project objectives, charts, graphs, maps, photographs, and

other pictorial presentations when printed using standard 8.5” by 11” paper with 1” margins (top, bottom, left, and right) [single spaced]. **EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE.** Page numbers must be provided in the footer. Do not include any Internet addresses (URLs) that provide information necessary to review the application. Save this information in a file named **“ProjectNarrative”**.

The Project Narrative must be formatted to clearly address each of the Merit Review Criteria in Section 6. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit criteria. **EVALUATORS WILL REVIEW AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION.**

**5. LETTERS OF SUPPORT**

Up to five (5) letters of support may be included with your application. They must not exceed five (5) pages when printed using standard 8.5” by 11” paper with 1” margins (top, bottom, left, and right) [single spaced]. **EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE.** Save this information in a file named **“LettersOfSupport”**.

**6. BUDGET**

Applicants must submit a detailed budget. The budget will be evaluated in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the time-period April 1, 2019 – June 30, 2020. The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. The commonwealth reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. Save the information in a single file named **“Budget”**. The Budget does not count toward the ten (10) page limit of the Project Narrative.

**7. BUDGET JUSTIFICATION**

Applicants must justify, in detail and by line item: the costs proposed in each object class category/cost classification category; the general categories of supplies and amount for each category; and any other information to support the budget. Save the budget justification information in a single file named **“BudgetJustification”**. The Budget Justification does not count toward the ten (10) page limit of the Project Narrative.

## **SECTION 6 - APPLICATION REVIEW AND CRITERIA**

**A. CRITERIA**

Proposals must include the following elements:

**1. INITIAL REVIEW CRITERIA**

Prior to comprehensive merit evaluation, the commonwealth will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted and on-time; (3) all mandatory requirements are satisfied, including format; and (4) the proposed project is responsive to the purpose of the NGA.

## 2. MERIT REVIEW CRITERIA

The comprehensive merit evaluation will be conducted by a review team who will score proposals based on the degree to which the proposal addresses the following required criterion:

### **Project Approach and Management (45 points)**

- **Statement of Purpose:** Describe how the program will connect educators to industry and business. Use data to demonstrate program need.
- **HPO or PA IDOL Focus:** Identify one or more careers that are based on the labor market needs of your region and align with the HPO or PA IDOL that will be explored by participating educators.
- **Program Goals:** List specific and measurable goals for the program.
- **Learning Outcomes:** Describe how this experience will connect back to the participants' role(s) as an educator. Explain how the program aligns to the PDE Career Education and Work Standards.
- **Schedule of Activities:** Describe the schedule and approach for contact hours. Indicate on-site learning in a workplace environment and the time educators will have to integrate and connect workplace skills into their curriculum and classroom instruction. See Program Components. Include pre- and post-program milestones and deliverables.

### **Applicant/Team Capabilities (20 points)**

- **Applicant:** Provide the name of the LWDB acting as lead applicant/fiscal agent and the name of the organization partnering with the LWDB that will be responsible for bringing together business, education, workforce, and other community partners to achieve the overall project goals as defined by the proposal.
- **Program Facilitator:** Provide the name, a brief bio and contact information (address, phone number, email address) of the individual who will be responsible for planning and facilitating the program.
- **Local Support:** Identify each partner and how they will participate in the program. Provide evidence of input from stakeholders, including Occupational Advisory Councils. Include Letters of Support, if available.
- **Business/Industry Partners:** Provide the selected business and/or industry contact, and how these contacts relate to the proposed TIW program. Provide letters of support from business/industry partners who have committed to the

program, if available. (Refer to Section 5-5 for the maximum number of letters of support allowable. A letter of support from each partner is not required.)

**Potential Impact and Sustainability (20 points)**

- **Participating Educators:** Identify the number of educators to be served by this program and how they will be recruited. Program must be open to all K-12 educators.
- **Professional Development Credit:** Identify the type of professional development credit (i.e., non-credit Act 48, graduate credit, etc.) to be obtained by participants, including any certificates or credentials.
- **Sustainability:** Explain how you will sustain efforts beyond the grant period, including any matching funds that the applicant and/or program partners will provide for the project, if applicable.
- **Program Evaluation Process:** Describe how you will evaluate the program, including collecting data and feedback from program partners, educators, and businesses.

**Budget and Budget Justification (15 points)**

- Provide a complete budget broken out by line item.
- Provide a detailed budget justification. You must provide a detailed breakout of quantity, cost, and narrative to support each line item of the budget reflective of the scope of the project and number of participants to be served. If staff will be funded by the grant, provide a description of the duties and responsibilities of each staff person to be funded.

**B. OTHER SELECTION FACTORS –**

All applications received by the deadline will be reviewed and considered for funding. Favorable consideration will be given to applicants that demonstrate the following:

1. **Innovation** – The proposal is innovative in partnership, program delivery and content; does not supplant existing programs and promotes supplemental and innovative use of funds.
2. **Matching Funds** – The proposal identifies matching contribution from businesses or other entities to fund components of the grant application.
3. **Access** – The program demonstrates strategies to support underrepresented populations, including individuals with disabilities and underserved geographic areas.

- 4. Impact** – The program demonstrates meaningful impact on educators and their ability to enhance curriculum, career guidance and/or career readiness activities in alignment with PA businesses need for skilled workers.

**DISCUSSIONS AND AWARD**

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

**C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES**

The commonwealth anticipates notifying applicants selected for award within 30 days of the award determination. Funds will be available for use April 1, 2019 to June 30, 2020.

**D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS**

The commonwealth reserves the right to request additional or clarifying information from successful applicants for any reason deemed necessary.

**E. SUBMISSION DATES AND TIMES**

**APPLICATION EMAILS MUST BE RECEIVED BY FRIDAY, DECEMBER 21, 2018 AT 4 P.M. EASTERN TIME**

**F. ELIGIBLE EXPENSES**

The number of proposals selected for funding will be based upon the number of proposals submitted, the funding available, and how those proposals accomplish and achieve the activities outlined in Section 6 of this NGA.

**1. ALLOWABLE COSTS**

Funds available through this NGA must be used to create or expand TIW opportunities in a LWDA or region, in accordance with the goals found in Section 1. Funds are not to be used to supplant existing programs and related expenses. The LWDB can provide assistance with allowable cost information.

- Conform to requirements outlined in the [Uniform Guidance 2 CFR Part 200; 2 CFR Part 2900](#).
- Comply with allowable Statewide Activities under the [Workforce Innovation and Opportunity Act](#).

Examples may include:

- Implementing a strategic plan to bring education, workforce and business entities together to coordinate career awareness and exposure opportunities;

- Supporting and funding career awareness activities;
- Staff time to participate in grant activities;
- Staff time for individuals involved in coordinating grant activities; and
- Reimbursement of costs incurred for the participation and replacement of educators who are TIW participants.

Applicants are strongly encouraged to build upon existing resources, including the use of existing staff, facilities and equipment to support the submitted proposal. Allowable costs will fall into costs directly associated with collaboration, planning, training development, career development components and research. All costs must be direct costs. Administrative costs are permitted so long as they do not exceed 10% of the total grant award. Interested applicants should communicate with their LWDB to align a project’s budget to these requirements.

**2. DISALLOWABLE COSTS**

- Purchasing equipment
- Building construction
- Procuring lobbying services
- Supplant for existing programs

Pre-award costs are incurred at the applicant’s risk. The commonwealth 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.

**G. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS**

**APPLICATION PACKAGES MUST BE SUBMITTED ELECTRONICALLY BY THE APPLICATION DEADLINE.**

Electronic application packages must be submitted to [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov). The subject line for your email submission must include “NGA APPLICATION – TEACHER IN THE WORKPLACE”.

**SECTION 7 - AWARD ADMINISTRATION INFORMATION**

**A. AWARD NOTICES**

Each applicant shall be notified in writing within 30 days after the decision is made of the approval or disapproval of the submitted application.

**B. REPORTING**

Applicants awarded funding must submit quarterly progress reports (QPRs) and monthly financial status reports. Additionally, a pre-evaluation and post-evaluation form must be completed. QPRs, evaluation forms, and the corresponding due dates will be provided to awarded grantees. Awardees also are required to participate with agency staff in, at least, monthly calls to identify grant progression, best practices, and opportunities to scale programs.

The final QPR must include a list of all participants and what each participant plans to do with the knowledge gained from these grant experiences.

A completed closeout package is due to both the comptroller's office and BWDA within 60 days after the termination date of the Notice of Obligation (NOO) or after the NOO has been fully expended (whichever occurs first). Additional information will be supplied to each approved applicant.

## **SECTION 8 - QUESTIONS/AGENCY CONTACTS**

### **A. QUESTIONS**

Questions regarding the content of this NGA must be submitted, in writing, via [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov).

## **SECTION 9 – OTHER INFORMATION**

### **A. RIGHT TO REJECT OR NEGOTIATE**

The commonwealth reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

### **B. COMMITMENT OF PUBLIC FUNDS**

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