**Commonwealth of Pennsylvania**

Department of Labor & Industry

**Youth Reentry Grant**

Notice of Grant Availability

Proposals Due: Monday, May 1, 2023 by 4 P.M. ET

**Josh Shapiro**, Governor

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

**Nancy Walker**, Acting Secretary

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

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Key Dates

|  |  |
| --- | --- |
| March 17, 2023 | **Notice of Grant Availability (NGA) Release Date** |
| March 28, 2023  at 2 P.M. ET | **Bidders Conference:**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDhhMWUyMmMtODViZi00MTMzLWEyNDUtNTc2NWM0NjkyNjU3%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)  Meeting ID: 232 814 294 994 Passcode: skwDoR **Or call in (audio only)**  [+1 267-332-8737](tel:+12673328737,,644654688# )  Meeting ID: 191 185 267#  A recording of the bidders conference will be posted at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants) |
| April 17, 2023 | **Questions Due Date**  Questions must be submitted by email to [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov).  A complete list of Q&As will be posted at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).  Questions received after this due date will not be answered. |
| May 1, 2023, at 4 P.M. ET | **Application Due Date**  Applications must be submitted to [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov) resource account with the email subject: “NGA Application - Youth Reentry Grant – Program Year 2023” |
| July 1, 2023 | **Contract Start Date** |
| June 30, 2025 | **Contract End Date - There will be no end date extensions for this grant** |

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# Introduction

The PA Department of Labor & Industry, or (L&I) announces the availability of approximately $2,200,000.00 in funding for the Youth Reentry Grant to include awards of up to $800,000.00.

This Notice of Grant Availability (NGA) seeks applications to support initiatives across the Commonwealth of Pennsylvania (PA) that provide assistance to youth who have had interactions with the judicial system, not only those who have been incarcerated, to find meaningful employment.

The purpose of this NGA is to competitively award funding to local workforce development boards (LWDBs) to support youth reentry programs that will blend academic and occupation training, provide specific linkages to area employers in high-priority/in-demand occupations, provide needed supportive services and mentorship, and offer clear connections to education and training. Additionally, these programs will feature close working relationships between LWDBs, the PA Careerlink® system, county and/or state justice systems, community or faith-based organizations, the federal bonding program, career and technical education centers, Job Corps, and institutions of higher education.

This NGA outlines strategic goals of this Youth Reentry Grant opportunity, the criteria that will be used to evaluate proposals, and the grant timeline.

# The Challenge

WIOA's focus on prioritizing services to out-of-school youth, or OSY, positions both the workforce system and the juvenile justice system to have a shared customer focus. WIOA paves the way for these two systems to enhance the employability of OSY, while simultaneously reducing the risk of re-offending. While the juvenile justice system has made great strides to support its youth customers by aligning with workforce development innovations, there is minimal strategic collaboration, resource sharing, or common implementation activities, across the juvenile justice and workforce systems, at the state and local levels.

In response to this, L&I is awarding funding to support expanded youth reentry programs for young people, 18-24 years old. The goal of this initiative is toengage youth, who were incarcerated or were subjected to the justice system, in a career pathway leading to postsecondary education, advanced training, and/or meaningful employment.

# Required Program Activities

L&l's vision for expanded youth reentry programs includes several essential components.

1. **Workforce area alignment:** Each LWDB should align with their regional workforce area.
2. **Recruiting and reengagement**: Each applicant is required to develop and incorporate a clear strategy for secondary dropout reengagement (GED, HSD, or employment), and recruiting previously incarcerated young adults, those preparing for imminent release, and/or those previously engaged with the justice system. L&I requires applicants to have a robust referral partnership by partnering with county and/or state justice systems, including the Pennsylvania Academic and Career/Technical Training Alliance, or PACTT, affiliates, judges, corrections staff, parole boards, and county commissioners. This could also include the use of various PA Careerlink® locations, career and technical education centers, local high schools and/or intermediate units, and Business/Education Partnerships, etc.
3. **Employer partnership**: Applicants should partner with employers to address the relevant skill and training gaps that will expand employment opportunities for reentry youth. Applicants should use available occupational information to discern what skills and knowledge are required to advance through a career path, which will lead to the incorporation of recognized assessments that identify academic skills and gaps, and those that gauge occupational interests. A strong training component will help participants build skills leading to a credential in a high-priority or in­demand occupation. Training under this funding must be aligned to an in-demand occupation or PA's High­Priority Occupation, or HPO, which targets industries identified as having the greatest opportunity for individuals to be fully trained and prepared for career-focused employment. Projects should have connections to employers and jobs, including paid work experience opportunities, to ensure that participants can be self-sufficient while they are moving towards academic and occupational credentials.
4. **Mentorship:** Grantees will be required to develop and incorporate an adult mentorship component through a formal relationship between each participant and an adult mentor, focused on structured activities where the mentor offers guidance, support, and encouragement. This includes the creation and maintenance of pathways for the reciprocal exchange of information amongst project partners, led by a designated project manager, who will ensure on-going partner collaboration in assisting youth participants with successfully reaching their established goals, including addressing any obstacles/challenges in their path. As part of the data collection, grantees may be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will transfer required data to Bureau of Workforce Development Administration, or BWDA, in accordance with the Commonwealth’s [Information Technology Policy No. ITP-SEC025, *Proper Use and Disclosure of Personally Identifiable Information (PII).*](https://www.oa.pa.gov/Policies/Documents/itp_sec025.pdf)
5. **Supportive services:** This project must ensure access to social determinants of health and transitional supportive services via local referral partners. Supportive services address many types of barriers that youth face upon reentry, such as the following:
   1. Housing;
   2. Transportation;
   3. Substance use;
   4. Hunger;
   5. Literacy and numeracy;
   6. Financial literacy (e.g., how to establish or repair credit);
   7. Health;
   8. Documentation necessary to benefit from employment and education opportunities and financial aid services (e.g., birth certificate, driver’s license, Social Security card, etc.);
   9. Child care;
   10. Connections to community services (e.g., public libraries);
   11. Work-related tools and attire (such as uniforms or appropriate attire, protective gear, etc.);
   12. Incidental expenses associated with postsecondary education (books, fees, school supplies, application fees, exam and certification fees, etc.), and assistance with needs-related payments (available only to individuals enrolled in training services and consistent with 20 CFR 680.930, 680.940, 680.950, 680.960, and 680.970);
   13. As well as other services permissible under local areas’ supportive service policies.
6. **Education:** Projects should have connections to postsecondary education so that participants can be aware of

postsecondary educational opportunities and, in appropriate circumstances, enroll in and begin taking college courses.

1. **WIOA program connections:** Projects must have connections to WIOA Youth and/or Adult programs and services to allow for the expansion of opportunities, where applicable.
2. **Evaluation and knowledge sharing**: LWDBs that participate will be required to evaluate how this new utilization of funds addresses service delivery for reentry youth. Following the grant period, each grantee will provide a program creation plan from which other LWDBs can learn and consider for adoption, including lessons learned, so far, and recommendations for success. Specific elements of the replicable program include: a list of key stakeholders that were essential to the program's success; a description of the recruitment and assessment processes; process for identifying appropriate adult mentors, along with establishing the framework for their on-going support, engagement, and activities with the participants; program curricula; successful approaches to case management and social/transitional supportive services delivery, including engagement of community and faith-based organizations; and a compendium of resources leveraged to support the program.
3. **Leveraging**: Matching funds are not required, but applicants are encouraged to leverage other federal and state funding allocated to the local area, as well as local and philanthropic funds.

**Performance Metrics**

L&I is interested in identifying metrics in order to work collaboratively with the awarded service provider(s) to monitor and improve performance during the life of the contract. L&I has identified initial metrics of interest and looks forward to working with the awarded provider(s) to add to or refine this list during negotiations. The final set of performance metrics and frequency of collection will be negotiated by the successful proposer(s) and L&I prior to the finalization of an agreement and may be adjusted over time as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance Metrics** | **Data Source** | **Data Collection Frequency** | **Data Collection Responsibility** | **Data Review Cadence** | **Past Performance Benchmark (if known)** |
| # Of individuals oriented/outreached |  |  |  |  |  |
| # Of individuals enrolled |  |  |  |  |  |
| # Of individuals enrolled in education programs, such as GED or Higher Education |  |  |  |  |  |
| # Of individuals who received a credential or diploma |  |  |  |  |  |
| # Of job placements |  |  |  |  |  |
| # Of interviews |  |  |  |  |  |
| # Of individuals/percentage of participants who do not reincarcerate |  |  |  |  |  |
| # Of individuals/percentage of participants who obtain self-sustaining or family-sustaining employment |  |  |  |  |  |
| Employment rate at second quarter and fourth quarter after employment begin |  |  |  |  |  |

Applicants should propose other measurable performance outputs and outcomes to evaluate the effectiveness of their project.

# Evaluation Criteria

## Eligible Applicants

Eligible applicants will be LWDBs. A LWDB can submit only one application. LWDBs are encouraged to collaborate with other boards within the planning region to submit a regional package that will serve all of the LWDBs within the region.

Applicants must commit to bringing together county and/or state justice systems, including Pennsylvania Academic, Career and Technical Training Alliance (PACTT) affiliates, judges, corrections staff, parole boards, county commissioners, business, education, workforce, and provider partners to achieve the overall project goals as defined by the proposal. Additionally, applicants must be prepared 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.

Grantees may be required to work with an evaluator.

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

Pennsylvania Vendor numbers may be obtained at no cost by visiting the [Vendor Data Management Unit site](https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx) (click on “Non-Procurement Vendor Site”) or by calling 717-346-2676 or 1-877-435-7363. It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania vendor number in a timely fashion, you may submit the application prior to receiving your vendor number; however, no grant will be awarded without a Pennsylvania vendor number.

The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. Existing registered entities can find their Unique Entity ID by following the steps [here](https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx). New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

## Fiscal Agent

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

## Initial Review Criteria

Prior to comprehensive merit evaluation, Pennsylvania will perform an initial review to determine the following:

* the applicant is eligible for an award;
* the information required by the announcement has been submitted;
* all mandatory requirements are satisfied;
* the proposed project is responsive to the purpose of the NGA.

## Merit Review Criteria

Applications will be reviewed by an inter-agency team and evaluated based on the following criteria:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Points** |
| Project Design and Management Plan | 35 |
| Applicant/Team Capabilities | 25 |
| Letters of Support | 10 |
| Budget Form and Justification | 15 |
| Performance Metrics | 15 |
| **Total Possible Points** | **100** |

|  |  |
| --- | --- |
| **EVALUATION CRITERIA** | **% Allocation** |
| **Project Design and Management Plan (35 points)**   * Describes how the LWDB will implement the Youth Reentry Grant (including how it will leverage WIOA resources and funding) (10 points) * Describes how the LWDB will conduct outreach to target the indicated population under this initiative (5 points) * Describes how the LWDB will implement a strategy for secondary dropout re-engagement (5 points) * Describes how the training skill gaps of individuals will be identified (including case management tools and assessments) (5 points) * Describes how the LWDB will create and maintain the adult mentorship component of the reentry project (5 points) * Indicates the targeted number of individuals that will be provided training services under this initiative (5 points) | **35%** |
| **Applicant/Team Capabilities (25 points)**   * Identifies the partners on this project (including county and/or state justice systems, PACTT affiliates, business/education partnerships) (4 points) * Identifies the responsibilities of the partners (4 points) * Identifies the ability of the applicant to coordinate project responsibilities of identified partners (such as case management, fiscal management, and reporting) (4 points) * Identifies applicant's prior track record related to recent discretionary projects, if applicable (4 points) * Identifies the ability of the key personnel on the project to foster collaboration and implement programs (identifying personnel by name and qualifications) (4 points) * Identifies the ability to develop and incorporate adult mentorship through a formal relationship between each participant and an adult mentor, focused on structured activities where the mentor offers guidance, supports, and encouragement (5 points) | **25%** |
| **Letters of Support (10 points)**   * Two letters of support are required to accompany your proposal. One letter must come from either county or state justice system representative Judges, corrections staff, parole boards, parole staff or county commissioners). We strongly suggest that the second letter come from a PACTT affiliate (10 points) | **10%** |
| **Budget Form and Justification (15 points)**   * Includes a complete budget broken out by line item (5 Points) * Includes a detailed budget justification which contains a detailed breakout of quantity, cost, and narrative to support each line item of the budget reflective of the scope of the project. The number of participants to be served must be provided. If staff salaries will be supported by these funds, provide a description of the duties and responsibilities of each staff person to be funded (10 points) | **15%** |
| **Performance Metrics (15 points)**   * Describes how the applicant will collect and track the metrics outlined above in the Performance Metrics section and may propose other measurable performance outputs to evaluate the effectiveness of their project (15 points) | **15%** |

# Application Process and Submission Information

The Youth Reentry Grant NGA and related materials are available on L&I’s grants website: <http://www.dli.pa.gov/Businesses/Workforce-Development/grants>.

## Application Submission Information

Applications must be complete, including all required documents outlined below. An electronic copy of the application and all required components mustbe emailed to the [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov) resource account with the email subject: “NGA Application - Youth Reentry Grant – Program Year 2023”. An auto-reply email will be sent from the resource account upon receipt of the application. This is validation that the application was received and should be retained. Applications must be submitted by the application deadline specified in this announcement.

All applications must include the completed application requirements below, including a project narrative (12 pages maximum), Appendices A-F, and letters of support. The appendices and letters of support do not count toward the 12-page maximum.

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 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 a project narrative is more than 12 pages, evaluators will only review the first 12 pages.

## Application Documents

Completed applications must include the required components below :

1. **Application Form** (saved as a single file titled “Youth Reentry - Application Form”)

The grant application form must be completed in full and submitted with the other required documents. An example can be found as Appendix A.

1. **Project Summary Form** (saved as a single file titled “Youth Reentry – 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:

* + - * Name of the applicant
      * Name of fiscal agent
      * Commonwealth Vendor ID number
      * Unique Entity Identifier (UEI) number
      * Project title
      * Project counties
      * Project partners
      * Project service area (municipality, house, and senate districts to be served)
      * Project objectives
      * Project summary
      * Project impact
      * Project point of contact with contact information

The Project Summary must not exceed one (1) page. An example can be found as Appendix B.

1. **Project Narrative** (saved as a single file titled “Youth Reentry - Project Narrative” and 12 pages max) that includes detailed information in response to all the Evaluation Criteria prompts, including:

* Project Design and Management Plan; (40 points)
* Applicant/Team Capabilities (25 points)
* Potential Impact (10 points)

1. **Budget Form** (save as a single file titled “Youth Reentry - Budget Form”)  
   Applicants must submit a detailed budget that includes expenditures by line item. The budget will be evaluated based on the Evaluation Criteria above, and in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the time period July 1, 2023, to June 30, 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 as Appendix C.
2. **Budget Justification** (save as a single file titled “Youth Reentry - 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.
3. **Grant Action Plan Template** (saved as a single file titled “<Applicant’s Legal Name> Action Plan Goals” and 3 pages max) Applicants should use this form to outline the specific goals of their project. The number and type of goals can be expanded as needed for the specific project. An example Grant Action Plan Template Form can be found as Appendix E.
4. **Letters of Support** (saved as a single file titled “Youth Reentry - Letters of Support”)  
   Each application must have at least two but no more than five letters of support specific to this grant application, how the proposal will help address the problem and goals of this NGA, and its impact on the target population(s) and community.
5. **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 can be found as Appendix F.

# Grant Award Details

## Grant Funding and Award Size

This NGA is 100 percent funded by the Workforce Innovation and Opportunity Act, or WIOA, Statewide Activity funds. The funding is authorized under Section 134 of WIOA and administered according to 20 CFR part 682. Approximately $2,200,000.00 is available. Grants will be awarded and funded competitively based on availability of funds up to $800,000.00 per award.

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 criteria outlined in this NGA.

## 

## Period of Performance

L&I anticipates a performance period beginning July 1, 2023 to June 30, 2025. **There will be no end date extensions for this grant.**

## Application Deadline

Youth Reentry Grant applications are dueMonday, May 1, 2023 at 4 P.M. ET. Late applications will not be accepted.

## Application Submission

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

## Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support the Youth Reentry initiative. While matching funds are not required, applicants are strongly encouraged to leverage federal and non-commonwealth resources, including, but not limited to, philanthropic resources, employer contributions, and other resources to reach their project goals. Applicants are also encouraged to use existing staff, facilities, and equipment, and other in-kind resources to reach their project goals. Youth Reentry 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.

* **Allowable Direct Costs:** Funds available through this NGA must be used to support the training, education and, supportive service costs for Reentry Youth. This includes case management, mentorship, recognized assessments, creation, and maintenance of pathways. Administrative costs are permitted so long as they do not exceed 10% of the total award. Applicants must build upon existing resources, including the use of existing staff, facilities, and equipment to support the submitted proposal.
* **Unallowable Costs:** Unallowable costs include pre-award costs, building construction, procuring lobbying services and all other costs not associated with the direct performance of the award. Pre-award costs are incurred at the applicant's risk. L&I is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected. L&I reserves the right to disallow any costs that do not align with the approved grant proposal and/or the notice of grant award. Costs that are unreasonable or unnecessary shall not be reimbursed.

# Grant Award Administration

## Award Notices

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

## Grant Agreement/Other

Awardees are required to enter into a workforce grant agreement with L&I unless the grantee has a current grant agreement already in place. L&I reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

L&I reserves the right to request additional information or modifications to applications for any reason deemed necessary. L&I shall notify all applicants whose applications are not accepted for funding under this NGA.

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

L&I 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 quarterly reports during and upon conclusion of the funded project. All projects will be required to do a pre-evaluation and post-evaluation of the project. All required forms will be supplied by L&I and will be outlined in the award package. All close-out final reports are to be submitted within 60 days of the period of performance end date or full award expenditure (whichever occurs first). In addition to report submissions, awardees 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 work with an evaluator.

Grantees may be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will transfer required data to BWDA in accordance with the Commonwealth’s Information Technology Policy No. ITP-SEC025, *Proper Use and Disclosure of Personally Identifiable Information (PII).*

# Questions/Agency Contacts

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

# Appendices

**Appendix A:** Application Form

**Appendix B:** Project Summary Form

**Appendix C:** Budget Form

**Appendix D:** Budget Justification

**Appendix E:** Grant Action Plan Template

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

Appendix A: Application Form

**Authorized representative signature/date:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 1  Address 2  City | | | | **PA** ZIP Code | | | | | | | |
| **Name and contact information of primary person to be contacted on matters involving this application** | | | | | | | | | | | |
| First Name  Title |  | Last Name Phone  Email | | | | | | | | | |
| **Funding proposal request ($):** | | | | | | Labor & Industry: $ Matching Funds: $ | | | | | |
| **Authorized representative printed name:** | | | | | | Name | | | | | |

Appendix A- Application Form Continued

**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.

**Type of Project**: Indicate whether this grant is for training or services.

**Applicant**: Select Applicant type from drop down menu.

**Local Workforce Development Board (LWDB)**: Select the name of the LWDB with whom this project will be affiliated from the drop-down menu.

**Grant/Project Title**: Enter the name of the project.

**Target Industry Cluster/Sub Cluster**: Enter the name of the Industry Cluster and, if applicable, the sub-cluster.

**Counties Served:** Include all counties that will be served by the grant.

**LWDAs affected:** List all LWDAs involved in the grant.

**Small Business:** Select whether your business is a Pennsylvania Qualified Small Business.

**Applicant Information**: Enter the applicant’s name and address.

**Contact Information**: Enter contact information.

**Funding Proposal Requests**: Enter the amount requested for the project and include the amount of matching funds (if applicable).

**Authorized Representative**: Enter the name of the authorized representative. Sign and date the form.

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

AppendixB: Project Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

Unique Entity Identifier Number:

Project Title:

Project Counties:

Project Partners:

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

Project Objectives:

Project Summary:

Project Impact:

Project Point of Contact and Contact Information:

Appendix C: Budget Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  | **REQUESTED AMOUNT** | | **$**  **-** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | **Budget** |
| **ADMINISTRATION** | |  |  |  | **$ -** |
| A1 |  | Admin Staff Salaries & Fringe Benefits | |  |  |
| A2 |  | Operational Expenses (e.g. travel, postage, printing, etc.) | | |  |
| **CAREER & SUPPORTIVE SERVICES** | | |  |  | **$ -** |
| B1 |  | Program Staff Salaries & Fringe Benefits | |  |  |
| B2 |  | Operational Expenses (e.g. travel, postage, printing, etc.) | | |  |
| B3 |  | Other Program Expenses | |  |  |
| B5 |  | Supportive Service Funds | |  |  |
| **TRAINING** | |  |  |  | **$ -** |
| C1 |  | Tuition Payments/ITAs | |  |  |
| C2 |  | On The Job (OJT) Expenditures | |  |  |
| C4 |  | Adult Education and Literacy Training | |  |  |
| C7 |  | Other Training Expenses | |  |  |
| C8 |  | Apprenticeship Training | |  |  |
| C9 |  | Incumbent Worker Training | |  |  |
|  | **TOTAL BUDGET** | |  |  | **$ -** |

Please utilize the Excel version of the Budget Form.

Administrative Costs are defined as:

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

(2) Performing oversight and monitoring responsibilities;

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

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

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

All other costs are considered Program charges.

Appendix D: Budget Justification

**General Instructions to Complete a Budget Justification**

The budget justification must include the following information:

* Each line item on the Budget Form must be explained, and the cost provided for each. Each line item on the Budget Form pertains to projected costs.
* The total for each line item on the Budget Justification must match the total for each line item on the Budget Form.
* Administrative Costs cannot exceed 10 percent of the requested funding.

1. **Staff Salaries:** List all staff positions by title. State the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant, and the total personnel cost for the period of performance. Be sure to breakout administrative and program salaries.
2. **Fringe Benefits:** Provide the overall fringe benefit percentage which reflects the recipient’s organizational fringe, and list the components included, such as health insurance, FICA, retirement, etc. Provide the fringe benefit calculation for each staff position listed under the salary line item. Be sure to breakout administrative and program fringe.
3. **Operational Expenses:** List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable (rent, utilities, printing, postage, supplies, staff travel, etc.).
4. **Other Program Expenses**: List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Costs included under *Other* should not fit into any other line-item category.

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

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

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

$2,250.00

Appendix E: Grant Action Plan

General Instructions

The Action Plan template should be completed by addressing the guiding question: Does the action plan align with the goals of the Youth Reentry Grant:

* Support youth reentry programs that blend academic and occupational training, provide specific linkages to area employers in high priority/in-demand occupations, and provide needed supportive services and membership.
* Feature close working relationships between LWDBs, the PA CareerLink system, county and/or state justice systems, community or faith-based organizations, the federal bonding program, career and technical education centers, Job Corps, and institutions of higher education.
* Pave the way for the workforce system and the juvenile justice system to enhance the employability of out-of-school youth (OSY), while simultaneously reducing recidivism.

**Goal 1:**

Activity 1:

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

Activity 2:

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

**Goal 2:**

Activity 1:

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

Activity 2:

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

**Goal 3: (continue as needed)**

**A drawing of a group of people

Description automatically generated with low confidenceAppendix 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)*** | |
|  | |
| ***Title of Certifying Official (Printed)*** | |
|  |  |
| ***Contractor/Grantee Name (Printed)*** | |

BOP-2201

Published: 02/07/2022