

Commonwealth of Pennsylvania
Department of Labor & Industry

Statewide Layoff Aversion Program Grant

Notice of Grant Availability

Applications Due: January 7, 2026, at 11:59 P.M. ET

Josh Shapiro | Governor
www.pa.gov

Nancy A. Walker | Secretary
www.pa.gov/agencies/dli



Pennsylvania
Department of Labor & Industry

Table of Contents

ELIGIBILITY.....	3
OVERVIEW	5
BACKGROUND.....	5
CHALLENGE.....	6
GRANT OPPORTUNITY GOALS	7
REQUIRED STRATEGIC ACTIVITIES.....	7
PERFORMANCE METRICS.....	10
EVALUATION CRITERIA	10
APPLICATION PACKAGE SUBMISSION INSTRUCTIONS	14
GRANT AWARD ADMINISTRATION.....	18
LINKS AND RESOURCES.....	22
APPENDIX A: APPLICATION FORM.....	23
APPENDIX B: PROJECT SUMMARY COVER PAGE	17
APPENDIX C: PROJECT NARRATIVE TEMPLATE	18
APPENDIX D: LETTERS OF SUPPORT TEMPLATE.....	19
APPENDIX E: GFRP BUDGET FORM AND JUSTIFICATION	20
APPENDIX F: WORKER PROTECTION AND INVESTMENT CERTIFICATE FORM	22
APPENDIX G: LOCAL BOARD NOTIFICATION EMAIL	24
APPENDIX H: GRANT ACTION PLAN SAMPLE	26

Date	Description
November 14, 2025	Notice of Grant Availability (NGA) Release Date
November 19, 2025 at 10:00 A.M. ET	<p>Bidder’s Conference Click the link to join the meeting: Join the meeting now</p> <p>Or call in (audio only) Toll Number: +1 267-332-8737,506020834# Meeting ID: 274 396 464 308 6 Passcode: c6SW37HY</p> <p>A recording of the bidder’s conference overview will be posted at Grants Department of Labor and Industry Commonwealth of Pennsylvania.</p>
December 29, 2025 by 4:00 P.M. ET	<p>Questions Due Date Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov. A complete list of Q&As will be posted at Grants Department of Labor and Industry Commonwealth of Pennsylvania. Questions received after this due date will not be answered.</p>
January 7, 2026 by 11:59 P.M. ET	<p>Application Due Date Applications must be submitted to the BWDA Grants Services resource account RA-LI-BWDA-GS@pa.gov with the email subject: “NGA Application Statewide Layoff Aversion Program– Program Year 2025.”</p>
July 1, 2026	Contract Start Date
June 30, 2027*	Contract End Date

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

Eligibility

Eligible Applicants and Minimum Qualifications

Eligible applicants are entities that have the capacity, experience, and expertise necessary to help the Pennsylvania Department of Labor & Industry (L&I) achieve its goal to fortify and leverage Pennsylvania’s existing workforce development system to avert layoffs and assist at-risk businesses.

1. Applicants must have the capacity to support the entire state of Pennsylvania.
2. Applicants must have the capacity to carry out their work throughout Pennsylvania and must have extensive knowledge of and/or extensive

- experience with working with the public workforce and economic development systems including at a minimum:
- a. local and statewide industry partnerships
 - b. rapid response programs and services, and
 - c. Local Workforce Development Boards (LWDBs).
3. 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 Notice of Grant Availability (NGA).
 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.

Additional Eligibility Criteria

Applicants are required to:

- **Register with the System for Award Management (SAM)**
The official U.S. government portal where businesses and organization must register to be eligible for federal contracts, grants, and payments from government entities. Applicants must be registered in Sam before submitting an application. Registration can be completed at SAM.gov.
- **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.
- **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 1-877-435-7363. 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.**
- **Comply with the Workforce Grant Agreement**

A sample Workforce Grant Agreement is available in the Links & Resources section within this document. Applicants are strongly encouraged to review the sample grant agreement.

For more information, including how to obtain this information, refer to 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. The fiscal agent will receive, manage, and disburse grant funds. If LWDBs apply as a region, the region must appoint a single LWDB as the lead applicant who must also act as fiscal agent.

Overview

The PA Department of Labor & Industry (L&I) announces the availability of \$5,400,000 in funding for the Statewide Layoff Aversion Program (SLAP) Grant to be structured as \$1,800,000 for the first year with the option of \$1,800,000 per year for up to two additional years. Funding will be awarded competitively based on availability of funds.

Aligning with Governor Shapiro’s Ten-Year Strategic Plan for Economic Development in Pennsylvania found here: [Governor Shapiro’s Economic Development Strategy is Delivering Results | Commonwealth of Pennsylvania](#) this grant allows the chosen grantee to support distressed businesses enabling them to keep their doors open, while becoming stronger, more resilient and more adaptable to future challenges.

L&I will advance rapid response services through the competitive award of one grant to provide statewide layoff aversion activities to stabilize, restructure, turn-around or attract buyers for at-risk businesses. The activities described in this NGA will complement L&I’s current workforce initiatives with a focus on supporting the business and workforce needs of employers and their workers through layoff aversion.

Background

The Workforce Innovation and Opportunity Act (WIOA) requires that states provide layoff aversion services. For example, as stated in Section CR 682.320 of WIOA Final Rule, there are several suggested rapid response and layoff aversion strategies, such as: (2) “Ongoing engagement, partnership, and relationship building activities with businesses in the community, in order to create an environment for successful layoff aversion efforts and to enable the provision of assistance to dislocated workers in obtaining reemployment as soon as possible”, and, (3) “Funding feasibility studies to determine if a company’s operations may be sustained through a buyout or other means to avoid or minimize layoffs”.

US-based companies currently operate in an ever-changing business, economic, and consumer market, exponentially increasing their need to seek expertise when facing downturns for intricacies such as forecasting, anticipating and navigating supply chain disruptions, understanding tariffs, business realignment, and addressing complications such as staff morale and uncertainties.

Beyond the considerable benefits to the organizations and their employees, utilization of early intervention strategies allows associated supply chain vendors to retain their customers, advances stabilization of state, regional, and local communities, and alleviates the substantial costs associated with business closures and lost jobs, such as neighborhood blight, loss of taxable income and consumer spending dollars, unemployment, and costs of retraining and job search programs.

Challenge

Pennsylvania remains dedicated to strengthening a workforce system that is responsive to economic changes and that can meet the talent needs of employers, expand economic opportunity and security for workers, and improve the overall employment conditions for the commonwealth. In August 2025, the U.S. Bureau of Labor Statistics reported a 4.0% unemployment rate for Pennsylvania, compared to a 4.3% for the U.S. overall. Pennsylvania is landing in the center of the 50 states and District of Columbia. Unemployment compensation (UC) rates per state are currently ranging from 1.9% (South Dakota) to 6.0% (D.C.) While these figures may appear relatively small, the impact unemployment has on individuals, families, communities, PA's economy and lost productivity is extensive.

Through August 2025, L&I's Bureau of Workforce Partnership and Operations (BWPO) Rapid Response Unit received WARN* notices from 69 companies covering 12,589 workers. From January 2025 to September 19, 2025, Public Notices (Confirmed) were received from 242 companies covering 3,752 workers.

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

*The Worker Adjustment and Retraining Notification (WARN) Act [WARN | Department of Labor and Industry | Commonwealth of Pennsylvania](#) requires businesses who meet certain lay-off thresholds to provide advance notice to the state in an effort to support affected workers in finding new employment or obtaining retraining opportunities.

Grant Opportunity Goals

The awarded project must have the capacity to define and identify at-risk companies to minimize loss and reduce or prevent layoffs through early intervention. The identification of at-risk companies must include the grantee's continuous surveillance of available sources of local, regional, national, and international industry and labor market trends and employment data for aggressive proactive outreach to a vast number of potentially impacted businesses.

The awarded project must describe evidence-based, innovative, and multi-faceted early intervention strategies, and include plans for promptly connecting companies and their employees affected by an imminent permanent closure, mass layoff, or a natural or other disaster resulting in mass job dislocation to re-employment services available through the PA CareerLink® system and L&I's Rapid Response Unit.

A successful program will:

1. Prevent 1,000 layoffs of employees in family-sustaining positions statewide over the course of three years
2. Establish financial stabilization to at least 25 financially unstable businesses per year

Required Strategic 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. Outcomes will be attained through strategies such as but not limited to:

- 1. Identify and provide expedited outreach to at-risk businesses** – implement a statewide system that identifies at-risk businesses facing potential layoffs or financial difficulties that would potentially result in unemployment. Demonstrate an understanding of and an ability to support multiple business sectors through:
 - labor market and economic research for early identification of at-risk businesses including the analysis of data, trends, tariffs, and businesses currently or previously identified as at-risk
 - analyses of the partners, vendors, or suppliers of an at-risk business to assess their risks, vulnerabilities, and needs in the event of a potential closing or shift in production
 - other outreach measures
- 2. Provide early notification to L&I's Workforce Development Leadership and Rapid Response teams for engagement with businesses and affected individuals facing imminent layoffs** – develop strategies to ensure L&I's Workforce Development Leadership and Rapid Response teams receive early awareness and engagement through:

- establishment of on-going communication method(s), and
- development of criteria to warrant alerts

3. Support Rapid Response teams in their engagement with businesses and affected individuals facing imminent layoffs – coordinate with Workforce Rapid Response teams to ensure there are employee supports in place in the event of a staff reduction or closure, such as rapid reemployment and unemployment compensation services and connecting businesses and workers to career exploration and training through PA CareerLink® and SkillUp™ PA, and short-term and/or customized training programs. Work in conjunction with the BWPO Rapid Response Unit to develop:

- ongoing engagement, partnership, and relationship-building activities with businesses in the community to create an environment for successful layoff aversion
- statewide process(es) that allows for a quick response to emergencies such as man-made and natural disasters, support methods to assist Emergency Management System (EMS), PEMA area offices, and bridge grants for National Dislocated Worker Grants (NDWGs) or other grants to assist businesses.
- formal guidance for emergency utilization of Rapid Response funds and an amplification of resources to assist impacted businesses
- other means of Rapid Response support

4. Develop and implement strategies that will enable the Pennsylvania workforce development system and the businesses it serves to become stronger, more resilient, and less susceptible to circumstances that may lead to instability and layoffs – partner or contract with business-focused organizations, financial institutions, attorneys, human resources experts, etc., to assess risks to businesses. Propose strategies to address those risks, implement services, and measure impacts of services delivered to at-risk businesses. Ensure employers explore opportunities for employee retention-building strategies such as offering flexible schedules or non-traditional hours, or remote or hybrid work. Strategies should include:

- assess the needs of and options for enrolled at-risked businesses
- develop a customized layoff aversion strategy for each enrolled at-risk business to meet their needs while minimizing the impact on their workers such as:
 - financial restructuring to meet their current financial obligations and investments
 - conduct *feasibility studies that may relate, but are not limited to:
 - strategies to transition ownership such as a purchase from a business, group, or workers to avoid a plant closure
 - challenges with supply chains that may affect one or more industry sectors
 - digitization of industry processes that may affect the existing workforce (includes Artificial Intelligence (AI) and technology upgrades)

- short- and long-term training needs of an industry sector
- diversification of production to meet the challenges of unexpected global events (e.g., pandemics, international conflicts, energy crisis, political instability, etc.)
- best practices on how other states utilize Rapid Response funds on layoff aversion measures

*Labor unions must be included in feasibility studies related to this project

- connect the businesses' workforce to Digital Literacy education and training opportunities
- determine businesses' awareness of and comfort level with AI
 - identify positive effects and how to expand on them
 - identify negative effects and how to alleviate them
 - connect interested businesses with AI and technology resources and learning tools
- provide assistance to employers in managing reductions in force
- provide incumbent worker training
- research and pursue employer-based training opportunities through workforce and economic development partners encouraging collaborative-funding
- engage in proactive measures to identify opportunities for potential economic transition and training needs in growing industry sectors or expanding businesses
- link with economic development activities at the federal, state, and local levels, including federal Department of Commerce programs
- connect to PA CareerLink® for assistance with job placement, recruitment, on-the-job training contracts, customized training, enrollment in industry partnership, and sectoral training opportunities, etc.
- guide employers through the exploration of apprenticeship and pre-apprenticeship programs, and link them with the Apprenticeship and Training Office (ATO) as applicable
- provide supports for the development or enhancement of SMART (Save Money and Retain Talent) hiring plans by utilizing AI for recruitment, hiring, promoting, and retention strategies
- train employers on succession planning considerations, potential next steps, potential strategies, and resources
- other layoff aversion strategies

5. Develop and deliver a training plan and schedule that provides business-facing staff the tools they need to support their business communities regarding layoff aversion – analyze current resources and structure to develop plans to:

- regularly inform PA CareerLink® Business Services Teams and other business-facing staff on news, information, policies, etc., related to the facets of the business cycle

- instill an understanding of the business cycle that allows PA CareerLink® and other business-facing staff to best assist their customers through individualized services
- train PA CareerLink® and other business-facing staff on how to know when and how to broach the topic of succession planning and how to provide interested businesses a soft hand-off back to the grantee

Performance Metrics

L&I will work collaboratively with the grantee to identify metrics that monitor and improve performance during the period of performance of the grant. Initial metrics have been identified in the Performance Outcomes section of the Evaluation Criteria below. Applicants should propose other measurable performance outputs and outcomes to evaluate the effectiveness of their project. The grantee should ensure secure, confidential, accurate, and complete record retention on all participants for verification by L&I of compliance with grant requirements.

Evaluation Criteria

Initial Review Criteria

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

1. The applicant is eligible;
2. The applicant has registered with the System for Award Management (SAM);
3. The information required by the announcement has been received by the deadline;
4. The proposal is aligned and responsive to the NGA; and
5. All mandatory components have been received.

Only those applications that pass the initial review will be scored in the merit review.

Merit Review Criteria

Award will be determined through a merit evaluation based on the score assigned by this grant's scoring committee. Points are awarded based on the scoring system format detailed below.

Applications must follow this format. Following this format helps ensure applications will receive their highest possible score.

Each NGA is designed to elicit responses necessary for L&I to make critical funding decisions. Therefore, applications should address each item/question in the order it appears in the NGA.

Projects will be scored on how well the proposal meets the following criteria:

Evaluation Criteria	Total Points
Project Design and Management Plan	40
Performance Outcomes	20
Stakeholder Engagement	10
Impact and Sustainability	10
Other Evaluation Criteria	10
GFRP - Budget Form and Justification	10
Total Possible Points	100

Evaluation Criteria	Total Points
<p>Project Design and Management Plan</p> <ul style="list-style-type: none"> • Describes in detail and supports with data, the applicant’s plan to deliver required strategic activities 1 through 5, as detailed in the Required Strategic Activities section: <ol style="list-style-type: none"> 1. Identify and provide expedited outreach to at-risk businesses 2. Provide early notification to L&I’s Workforce Development Leadership and Rapid Response teams for engagement with businesses and affected individuals facing imminent layoffs 3. Support Rapid Response teams in their engagement with businesses and affected individuals facing imminent layoffs 4. Develop and implement strategies that will enable the Pennsylvania workforce development system and the businesses it serves to become stronger, more resilient, and less susceptible to circumstances that may lead to instability and layoffs 5. Develop and deliver a training plan and schedule that provides business-facing staff the tools they need to support their business communities regarding layoff aversion 	40
<p>Performance Outcomes</p> <ul style="list-style-type: none"> • Describes the metrics that will be used to show impact and success of the program including all program outputs and outcomes related to layoff aversion: <ul style="list-style-type: none"> ○ number of potential layoffs averted ○ economic impact to the company ○ overall economic impact the layoff aversion had on the local and state economy 	20

<ul style="list-style-type: none"> ○ layoff aversion strategy gaps identified and potential strategies to close them ○ number of at-risk businesses identified ○ number of businesses where initial outreach was conducted ○ number of enrolled businesses supported ○ number of businesses for whom financial stabilization was established ○ any other outputs and outcomes as proposed by the applicant ● Describes the applicant’s capacity to track performance metrics and the process that will be used to collect, track, and report the data. <p>The content of the Grant Action Plan (Appendix H) will be evaluated as part of this section’s scoring; however, its page count will not be included in the overall narrative page limit.</p>	
<p>Stakeholder Engagement</p> <ul style="list-style-type: none"> ● Identifies key partners and demonstrates an effort by the lead applicant to develop strong, high quality, diverse cross-sector partnerships committed to working collaboratively to implement the project. ● Identifies multiple partners across sectors (e.g., workforce development partners, employer and business partners, economic development partners, and community partners) that demonstrate their commitment through distinct letters of support. ● Identifies the responsibilities of each of the partners. Describes the adequacy of the key personnel to foster collaboration and implement strategies to increase program capacity to meet or contribute toward layoff aversion and meeting current and anticipated regional labor market needs. 	10
<p>Impact and Sustainability</p> <ul style="list-style-type: none"> ● Discusses the anticipated impact the project will have on layoff aversion in Pennsylvania ● Explains how the project will sustain beyond the grant period, including potential funding partners and specific plans. 	10
<p>Other Evaluation Criteria</p> <ul style="list-style-type: none"> ● Priority consideration will be given to applicants that support new initiatives. Examples include: <ul style="list-style-type: none"> ○ Data-Driven, Evidence-Based Innovation: Proposal is reinforced with relevant data and information, identifies an evidence-based solution(s), and/or is piloting a promising practice to address layoff aversion. ○ Partnership: Involves partnerships between multiple stakeholders, including the L&I Rapid Response Team. 	10

<ul style="list-style-type: none"> ○ Ability to Serve as a Layoff Aversion Subject Matter Expert (SME): Describes how their knowledge of and expertise in national and/or global layoff aversion initiatives will inform their project. ○ Repurposing Success: Proposes initiatives, strategies, processes, etc., not listed in this NGA and not commonly utilized in the layoff aversion space at this time. May include the application/adaption of evidence-based practices proven successful with other populations and/or other projects. ○ Leveraging Other Resources: <ol style="list-style-type: none"> 1. Leverage federal and non-commonwealth resources, including, but not limited to, WIOA, philanthropic resources, employer contributions, and other resources; 2. Leverage existing staff, facilities, equipment, and other in-kind resources; and 3. 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. 	
<p>GFRP - Budget Form and Justification</p> <p>The Grant Financial Report Package (GFRP) Budget Form and Budget Justification must reflect the proposal. Items not discussed in the proposal cannot appear in the Budget and Budget Justification.</p> <p>Using the GFRP included in Appendix E of this NGA, provide the following items:</p> <ul style="list-style-type: none"> ● A detailed list of budget line-items by cost category to reflect requested and leveraged funds. ● 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 include a detailed rationalization for the proposed line items, quantities, and costs identified. 	10

Budget Documentation Notice

BWDA’s approval of a grantee’s budget is done so without review of the supporting documentation the grantee would submit when invoicing for their project expenses. Grantee will work with the Grants and Fiscal Unit to ensure they are clear about the types of supporting documentation that are acceptable and allowable, and that will enable BWDA to process their invoices. All approved budget items must have acceptable and allowable supporting documentation to be processed for reimbursement. The grantee is encouraged to discuss any questions or concerns with BWDA prior to incurring expenses.

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 sub-recipients.

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 formatting specifications below and include each of the required documents outlined in the table below. Sample documents are included within the Appendix Section of this NGA.

Formatting and Contents:

- Single-spaced
- 8.5" by 11" page size
- 1-inch margins
- 12-point Aptos font
- Adobe Portable Document Format (PDF)*
*with the exception of the Budget Form and Budget Justification which must be in the GFRP Excel Template, which is Appendix E and Appendix E Instructions. Please read the instructions carefully. The GFRP is a locked template and must not be altered. Please do not change the structure, formatting or formulas of this template.
- Page numbers in footer
- Applications may not include hyperlinks
- No proprietary or sensitive business information

Document	Requirements	Appendices
Application Form saved as a single file titled: ApplicantName_Application	<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
Project Summary	<ul style="list-style-type: none">• Maximum length of two (2) pages• Must contain the following information:	B

<p>saved as a single file titled: ApplicantName_Summary</p>	<ul style="list-style-type: none"> a. Name of Applicant b. Name of Fiscal Agent c. SAP Vendor ID Number d. Unique Entity Identifier (if applicable) e. SAM expiration date f. Project Title g. Project County/ies h. Project Service Area - municipality, house, and senate districts to be served i. Project Partners j. Brief Project Summary k. Project Point of Contact and Contact Information 	
<p>Project Narrative saved as a single file titled: ApplicantName_Narrative</p>	<ul style="list-style-type: none"> • Must contain the following information: <ul style="list-style-type: none"> a. Project Design and Management Plan b. Performance Outcomes c. Stakeholder Engagement d. Impact and Sustainability e. Other Evaluation Criteria <p>Follow the NGA format.</p> <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>Each NGA is designed to elicit responses necessary for L&I to make critical funding decisions. Therefore, your application should address each item/question in the order it appears in the NGA.</p> <p>There is a seventeen (17) page maximum for project narrative.</p> <p>Evaluators will review and consider only those applications that address each of the evaluation criteria separately.</p>	<p>C</p>

<p>Letters of Support saved as a single file titled: ApplicantName_Letters</p>	<p>A minimum of three but no more than five unique letters of support are required with your application package.</p> <p>Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project.</p> <p>Letters should include information on the partner’s specific role, responsibilities, deliverables, and nature of their commitment to the project.</p> <p>Applicants are encouraged to have multiple partners across sectors (e.g., reentry support, justice, workforce development, business, economic development, and community partners).</p>	<p>D</p>
<p>Grant Financial Reporting Package: GFRP saved as a single Excel file titled: ApplicantName_Budget</p> <p>The Budget Justification tab should be saved in PDF format titled: ApplicantName_Budget_Justification</p>	<p>Applicants must submit a detailed budget using the GFRP that includes:</p> <ul style="list-style-type: none"> • Requested and leveraged funds • Expenditures by category and 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: July 1, 2026 through June 30, 2027 (and if awarded must be updated annually prior to the beginning of the second and third year contracts).</p>	<p>E</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> <p>Budget Form and Budget Justification must be in the GFRP Excel Template, which is Appendix E and Appendix E Instructions.</p> <p>Please read the instructions carefully.</p> <p>The GFRP is a locked template and must not be altered.</p> <p>Please do not change the structure, formatting or formulas of this template.</p>	
<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 applicable Pennsylvania state labor and workforce safety laws.</p>	F
<p>Local Board Notification Email Saved as a single file titled: ApplicantName_LB_Notification</p>	<p>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.</p> <p>A copy of the email sent to the LWDB must be included with the grant application.</p> <p>To locate your local office, refer to the Links & Resources section within this document.</p>	G
<p>Grant Action Plan saved as a single file titled:</p>	<p>Applicants should use this form to outline the specific goals of their project. The number of</p>	H

ApplicantName_Action _Plan	goals can be expanded as needed for the specific project.	
-------------------------------	--	--

Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored. Evaluators will only review 17 pages of a project narrative even if a project narrative exceeds that number.

Please note that Letters of Support and the Budget Forms do not count towards the total number of pages.

Application Submission

Application packages must include the required documents outlined in the **Application Specifications** section above.

Application packages must be submitted electronically to the RA-LI-BWDA-GS@pa.gov resource account by the application deadline. The subject line for your email submission must read: “Statewide Layoff Aversion Program NGA Application – Program Year 2025.” An auto-reply email will be sent upon receipt of the application. This is validation that the application was received and should be retained.

Your application is important to us. If you do not receive an auto-reply, please forward your Sent email from your Sent items to the Grants Services Resource Account at RA-LI_BWDA-GS@pa.gov. Please include the name of the grant you are applying for, the date and time you sent your email (from your Sent email), and your name and phone number.

The Statewide Layoff Aversion Program (SLAP) Grant NGA and related materials are available on L&I’s grants website: [Grants | Department of Labor and Industry | Commonwealth of Pennsylvania](#). Samples of each required document in the application package can be found in the *Appendices* section within this document.

Application Package Deadline

Statewide Layoff Aversion Program (SLAP) Grant applications are due by **January 7, 2026, at 11:59 P.M. ET. Late applications will not be accepted.**

Grant Award Administration

Estimated Funding and Award Size

Approximately \$5,400,000 in funding is available to be structured as \$1,800,000 for the first year with the option of \$1,800,000 per year for up to two additional years. L&I anticipates a maximum of \$1,800,000 to be competitively award to one applicant based on the availability of funds.

Period of Performance

L&I anticipates a performance period beginning July 1, 2026, and ending June 30, 2027. Grantee may have the option to enter into consecutive second- and third-year contracts.

Grant Funding

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

Award Notices

Applicants will be notified via email within 30 days following the award determination.

Grant Agreements/Other

Awardees that are not LWDBs are required to enter into a workforce grant. 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 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, with Statewide Layoff Aversion Program Application Feedback Request in the subject line.

L&I may enter into discussions with an 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 NGA.

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 L&I 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. Funds not committed may be reallocated to other projects awarded under this NGA.

Reporting and Evaluation

Grantee will be required to submit progress reports for 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, grantee is required to participate in routine calls with L&I staff, unless otherwise determined, to discuss grant progression, best practices, and receive technical support. Additional information will be provided upon award selection. Grantee may be required to work with an evaluator.

Grantee may be required to collect and maintain Personally Identifiable Information (PII). Grantee must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will securely 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 Statewide Layoff Aversion Program (SLAP) Grant. 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. Costs must be reasonable and necessary for the performance of the grant. Administrative costs must not exceed 10% of total amount requested.

Administrative activities include the performing and coordinating of the following functions:

1. Accounting, budgeting, financial and cash management functions
2. Procurement and purchasing functions
3. Property management functions
4. Personnel management functions
5. Payroll functions
6. Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
7. Audit functions

8. General legal services functions
9. Developing systems and procedures, including information systems, required for these administrative functions
10. Fiscal agent responsibilities
11. Travel costs incurred solely for the above functions

- **Indirect Costs:** Indirect costs are allowed upon submission of an approved indirect cost rate or a de minimis justification. Supporting documents must be submitted with the grant application as part of the budget justification.
- **Unallowable Costs:** Unallowable costs include pre-award costs, building construction, and procuring lobbying services and all other costs not associated with the direct performance of the award. Pre-award costs are incurred at the applicant's risk. L&I 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.

For Grantees that are not LWDBs, 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. Grantees must document all costs in a manner consistent with Generally Accepted Accounting Principles (GAAP). Examples include retaining evidence of competitive bidding for services or supplies and adequate time records for those employees who charge time against a grant. Time records must document the actual amount of time spent working on the grant and must be signed by an authorized agent of the organization that can attest to the time worked. If the salary is being paid using a variety of funding sources, then the distribution percentage of time worked against the grant being reported must be identified.

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 using Statewide Layoff Aversion Program NGA in the email subject line.

Appendices

Appendix A: Application Form

Appendix B: Project Summary Cover Page

Appendix C: Project Narrative Template

Appendix D: Letters of Support Template

Appendix E: GFRP Budget and Budget Justification

Appendix E: Budget Invoicing Instructions

Appendix F: EO 2021-06 Worker Protection Certification Form

Appendix G: Local Board Notification Form

Appendix H: Grant Action Plan

Links and Resources

Resource	Hyperlink
L&I Grants website (Appendices available here)	Grants Department of Labor and Industry Commonwealth of Pennsylvania
Workforce Grant Agreement	Grant Provisions
PA SAP Vendor Identification Number	Vendor Registration Office of the Budget Commonwealth of Pennsylvania
Unique Entity ID (Federal)	SAM.gov
Existing Unique Entity ID Lookup	Quick Start Guide for Getting a Unique Entity ID
Data Classification Policy	Data Classification Policy

Appendix A: Application Form



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"/> Chester	<input type="checkbox"/> Fulton	<input type="checkbox"/> Mercer	<input type="checkbox"/> Sullivan	
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Clarion	<input type="checkbox"/> Greene	<input type="checkbox"/> Mifflin	<input type="checkbox"/> Susquehanna	
<input type="checkbox"/> Armstrong	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Huntingdon	<input type="checkbox"/> Monroe	<input type="checkbox"/> Tioga	
<input type="checkbox"/> Beaver	<input type="checkbox"/> Clinton	<input type="checkbox"/> Indiana	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Union	
<input type="checkbox"/> Bedford	<input type="checkbox"/> Columbia	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Montour	<input type="checkbox"/> Venango	
<input type="checkbox"/> Berks	<input type="checkbox"/> Crawford	<input type="checkbox"/> Juniata	<input type="checkbox"/> Northampton	<input type="checkbox"/> Warren	
<input type="checkbox"/> Blair	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Northumberland	<input type="checkbox"/> Washington	
<input type="checkbox"/> Bradford	<input type="checkbox"/> Dauphin	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Perry	<input type="checkbox"/> Wayne	
<input type="checkbox"/> Bucks	<input type="checkbox"/> Delaware	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Westmoreland	
<input type="checkbox"/> Butler	<input type="checkbox"/> Elk	<input type="checkbox"/> Lebanon	<input type="checkbox"/> Pike	<input type="checkbox"/> Wyoming	
<input type="checkbox"/> Cambria	<input type="checkbox"/> Erie	<input type="checkbox"/> Lehigh	<input type="checkbox"/> Potter	<input type="checkbox"/> York	
<input type="checkbox"/> Cameron	<input type="checkbox"/> Fayette	<input type="checkbox"/> Luzerne	<input type="checkbox"/> Schuylkill	<input type="checkbox"/> Statewide	
<input type="checkbox"/> Carbon	<input type="checkbox"/> Forest	<input type="checkbox"/> Lycoming	<input type="checkbox"/> Snyder		
<input type="checkbox"/> Centre	<input type="checkbox"/> Franklin	<input type="checkbox"/> McKean	<input type="checkbox"/> Somerset		
Local Workforce Development Areas (LWDA) affected by this grant:					
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Pittsburgh	<input type="checkbox"/> West Central		
<input type="checkbox"/> Berks	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Southern Alleghenies	<input type="checkbox"/> Southwest Corner		
<input type="checkbox"/> Bucks	<input type="checkbox"/> Lehigh Valley	<input type="checkbox"/> Tri-County	<input type="checkbox"/> Northwest		
<input type="checkbox"/> Chester	<input type="checkbox"/> Luzerne-Schuylkill	<input type="checkbox"/> North Central	<input type="checkbox"/> Central		
<input type="checkbox"/> Delaware	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Northern Tier	<input type="checkbox"/> South Central		
<input type="checkbox"/> Westmoreland-Fayette	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Poconos	<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:					

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program

APPLICATION FORM

Application 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.
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, if applicable.
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. Pennsylvania defined industry clusters can be found here: [Industry Clusters \(pa.gov\)](#).
7. **Counties Served** — Include all counties that will be served by the grant.
8. **Local Workforce Development Areas (LWDA) affected** — List all LWDA's involved in the grant. Pennsylvania LWDA's can be found here: [LWDA Map \(pa.gov\)](#).
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.

Auxiliary aids and services are available upon request to individuals with disabilities.

WDP-10 REV 06-24 (Page 1) Equal Opportunity Employer/Program

Statewide Layoff Aversion Program

Project Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

Unique Entity Identifier (UEI) (if applicable):

SAM expiration date:

Project Title:

Project Counties:

Project Partners:

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

Brief Project Summary including which two Principles will be primary areas of focus:

Project Point of Contact and Contact Information:

Appendix C: Project Narrative Template

{Organization Letterhead}

Appendix C: Project Narrative

Name of Applicant:

Grant Name:

Date:

Appendix D: Letters of Support Template

{Organization Letterhead}

Date

Recipient's Name

Recipient's Position

Recipient's Address Line 1

Recipient's Address Line 2

Re: _____ Grant Initiative

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 _____ Grant Initiative.

[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: GFRP Budget Form and Justification

The GFRP is an Excel workbook consisting of multiple tabs that contain formulas to help create a grant budget. Instructions are contained in a separate spreadsheet; a Budget Preparation Manual and Quick Reference Guide (QRG) are stored within this spreadsheet to assist grant applicants in completing the budget for a grant. Detailed explanations of each cost category are available in Appendix E of the Budget Prep Manual.

Grantee Name:		Statewide Layoff Aversion Program			
Grant Program:		(SLAP)			
Funding Period:		07/01/2026 - 06/30/2027			
				Requested Award	Total Leveraged Funds
				\$	-
		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			\$ -	
B4	Needs Related Payments	\$ -		\$ -	
B5	Supportive Service Funds			\$ -	
B6	Program Indirect Costs	\$ -		\$ -	
TRAINING		\$ -	#DIV/0!	\$ -	
C1	Tuition Payments/ITA's	\$ -		\$ -	
C2	On The Job (OJT) Reimbursements	\$ -		\$ -	
C3	Skill Upgrade and Retraining/Customized Training	\$ -		\$ -	
C4	Adult Education and Literacy Training	\$ -		\$ -	
C5	Other Training Expenses	\$ -		\$ -	
C7	Other Training	\$ -		\$ -	
C8	Apprenticeship Training	\$ -		\$ -	
C9	Incumbent Worker Training	\$ -		\$ -	
C10	Customized Training	\$ -		\$ -	
C11	Transitional Jobs Expenditures	\$ -		\$ -	
TOTAL BUDGET		\$ -		\$ -	
Difference					\$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

Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

Construction Workplace Misclassification Act

Employment of Minors Child Labor Act

Minimum Wage Act

Prevailing Wage Act

Equal Pay Law

Employer to Pay Employment Medical Examination Fee Act

Seasonal Farm Labor Act

Wage Payment and Collection Law

Industrial Homework Law

Construction Industry Employee Verification Act

Act 102: Prohibition on Excessive Overtime in Healthcare

Apprenticeship and Training Act

Inspection of Employment Records Law

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

CERTIFICATION

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

<i>Signature</i>	<i>Date</i>
<i>Name (Printed)</i>	
<i>Title of Certifying Official (Printed)</i>	
<i>Contractor/Grantee Name (Printed)</i>	

BOP-2201

Published: 02/07/2022

Appendix G: Local Board Notification Email

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 Statewide Layoff Aversion Program 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 General Instructions

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

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

Appendix H: Grant Action Plan Sample

Appendix H: Grant Action Plan Sample

GRANT ACTION PLAN

The Action Plan template on the following page should be completed by addressing the guiding question: Does the action plan align with the goals of the **Statewide Layoff Aversion Program (SLAP) Grant** as described in the NGA and in this application?

Applicants should add as many Goals as needed to fully illustrate their plans for their project.

Goal 1:

Activity 1:

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

Activity 2 (etc., continue as needed):

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

Measurable indicators of progress: