

This presentation is being recorded



## Supporting PA's Advanced Manufacturing Sector Through Apprenticeship and Pre- Apprenticeship

### Bidders Conference

July 30, 2025

1:00 p.m.

Today's session is being recorded

By participating in this session, you are consenting to the recording, retention and use of this session. Pennsylvania is a two-party consent state. As required by law and adherence to Commonwealth policies, we do not consent to any recording or transcription of this meeting, including artificial intelligence recordings, notes, and including any third-part applications.



# Overview

- On 7/11/2025, the PA Department of Labor & Industry released the *Supporting PA's Advanced Manufacturing Sector Through Apprenticeship and Pre-Apprenticeship* Notice of Grant Availability.
- The purpose of this NGA is to provide two opportunities for funding in support of Advanced Manufacturing workers through the apprenticeship or pre-apprenticeship model
- **Opportunity 1** supports the development of new registered apprenticeships or pre-apprenticeships.
- **Opportunity 2** supports the expansion of existing registered apprenticeships or registered pre-apprenticeships.



## Overview continued:

- Approximately **\$4,000,000** in funding is available for *Supporting Pennsylvania's Advanced Manufacturing Sector through Apprenticeships and Pre-Apprenticeships*.
- **Opportunity 1** (Approximately **\$2,000,000** available) will award up to \$400,000 per grantee to support the creation of new registered apprenticeships or pre-apprenticeships.
- **Opportunity 2** (Approximately **\$2,000,000** available) will award up to \$200,000 per grantee to increase diversity, equity, and inclusion in existing registered apprenticeships or registered pre-apprenticeships.



# Registered Apprenticeship/Pre-Apprenticeship

- Registered apprenticeships have five key components:
  - A paid job
  - On the Job Training (OJT)
  - Related Technical Instruction (RTI)
  - Mentorship
  - Credentials.
- Registered pre-apprenticeships have five key components:
  - Connection to an existing Registered Apprenticeship
  - Approved training and curriculum
  - Hands-on learning with a career focus
  - Opportunity to earn an industry-recognized credential
  - Access to support services and career counseling



# Apprenticeship Field Staff Division



**Cristie Dewitt**

Field Apprenticeship  
and Training  
Representative (ATR)  
Supervisor



**Chelsie Pineiro Cordero**  
Southeastern ATR



**Theodore Warholic**  
Northern ATR



**Marshall Palmer**  
Western ATR



**Joseph Bass**  
Central ATR



**Madra Furman**  
Special Project ATR



**Jared Young**  
Special Project ATR



**Leanne Demboski**  
Special Project ATR



# Pre-Apprenticeship Division



**Danielle Demirovic**  
Pre-Apprenticeship  
Supervisor



**Chelsea Lewellen**  
Pre-Apprenticeship and  
Training Representative



**Brian Jones**  
Pre-Apprenticeship and  
Training Representative



# Apprenticeship/Pre-Apprenticeship Details

- Apprenticeship and pre-apprenticeship programs funded by this grant must be registered with the Commonwealth.
- Awardees will have until one year from contract start date to finalize their registration or show progress towards the finalization of the registration.
- If a grantee intends to expand a registered apprenticeship and/or pre-apprenticeship, the grantee is required to ensure registered program sponsors remain compliant with all US and PA laws, policies, regulations, and standards
- RAP & Pre-RAP Orientation – learn more and sign up for orientation
  - RAP sign up for orientation: [Registered Apprenticeship Info Request](#)
  - Pre-RAP sign up for orientation: [Pre-RA Information Request](#)

# Registered Apprenticeship Information



- Guides and resources are available for employers, training providers, and sponsors at: [PA CareerLink® | Registered Apprenticeship](#)
- PA Regulations
- Standard Practices
- Starting Registered Apprenticeship & Pre-Apprenticeship

Resources, outreach material, and registration documents are available for Registered Apprenticeship and Pre-Apprenticeship.

[CLICK HERE FOR REGISTERED APPRENTICESHIP RESOURCES](#)

## What Best Describes You?





# Challenge

- Manufacturing is a vital part of Pennsylvania’s workforce environment, with an economic impact of **more than \$116 billion**.
- This sector accounts for **over 10% of all jobs in PA**, employing **more than 564,700 residents**.
- **Advanced manufacturing** combines innovative technologies and processes to significantly improve manufacturing efficiency, productivity, and quality. It aims to optimize production, minimize waste, and ultimately drive economic growth.
- Advanced Manufacturing demands forward-thinking talent and **uses innovative technologies and processes to improve efficiency, productivity, and quality**.
- PA fosters collaboration among industry, higher education, government, and nonprofits to promote “good jobs” and build a stronger, more inclusive economy.



# Challenge

- To ensure alignment with Pennsylvania's statewide economic development goals, this grant opportunity includes **10 points under the *Priority Consideration* scoring criteria** for initiatives in the advanced manufacturing sector with a **robotics focus**.
- Robotics is identified by the PA Department of Community and Economic Development as **one of five strategic sectors critical to long-term growth and competitiveness**, with nearly 17,000 net new jobs are projected in robotics over the next decade.
- Robotics enables precision, safety, and flexibility, helping manufacturers remain globally competitive.
- Apprenticeship and pre-apprenticeship programs are **essential to prepare a tech-ready workforce** for roles ranging from food production and automotive to healthcare robotics.
- The continued advancement and adoption of robotics is essential to meeting future demands in speed, efficiency, and customization.
- Pennsylvania's investment in robotics education and infrastructure will help ensure a pipeline of skilled workers ready to meet the challenges of tomorrow's industrial landscape.



# Grant Opportunity Goals

Through this grant opportunity, the ATO's goal is to encourage:

- Encourage pathways to enter into advanced manufacturing occupations.
- Develop career pathways for advancement in advanced manufacturing occupations.
- Encouraging support for the development of workplace accessibility as it relates to the physical and digital environment.
- Further support individuals in advanced manufacturing occupations and increase retention rates within advanced manufacturing occupations.
- Expanding existing advanced manufacturing registered apprenticeship and pre-apprenticeship programs by serving additional apprentices and pre-apprentices from traditionally underserved populations.



# Priority Consideration

Priority consideration will also be given to initiatives that focus on the following, which are specific to this grant opportunity:

- Proposals demonstrate a commitment to **serve and increase access for historically under-represented and under-served students, workers, businesses, and communities**. Applicants are encouraged to identify and address barriers to education and employment which include workplace accessibility.
- New, previously unfunded initiatives.
- Initiatives **utilizing a group model for registered apprenticeship or a pre-apprenticeship** programs serving multiple counties.
- Design, creation, adjustment, and upgrade of environments and services to **support both physical and digital accessibility** for apprenticeship and pre-apprenticeship participants in the work environment.
- Initiatives in the advanced manufacturing sector **with a focus on robotics**, which is identified by the Pennsylvania Department of Community and Economic Development (DCED) as one of five strategic sectors critical to the state's long-term growth and competitiveness. Robotics provides a great way to utilize automation to help employers bridge the gap with labor shortages while remaining competitive to meet the needs of the rapidly evolving advanced manufacturing industry.
- Applicants who demonstrate **collaborations with labor unions** to support apprentices or pre-apprentices.
  1. To meet this priority consideration, the labor union must either be the grant applicant or must provide a letter of support outlining specifics related to their involvement in this project.



# Eligibility

- **Eligible applicants include organizations that will serve as or are currently serving as a sponsor or intermediary of new or existing registered apprenticeships/pre-apprenticeships.**
- If the applicant is not the program sponsor, the grantee must show significant evidence of the sponsor being an involved partner in this grant application.
- Businesses, community-based organizations, economic development organizations, industry associations, labor organizations, local education agencies, local workforce development boards, nonprofit organizations, post-secondary institutions, public libraries, and STEM ecosystems.



# Eligibility

Additionally, 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.
- Be capable of monitoring and administering the fiscal components of the project.
- Be capable of submitting the required reporting elements at the required intervals as documented in the NGA.
- Have the capacity to work with an evaluator.



# Eligibility

Applicants are also required to:

## Have a PA SAP Vendor Identification Number

- This may be obtained at no cost online, or by calling the Vendor Data Management Unit at (717) 346-2676 or 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.**

## 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 the NGA.

## Comply with the Workforce Grant Agreement



## Eligibility

**Applicants who cannot meet these additional requirements at the time of award will relinquish their award.**

## Fiscal Agent

A fiscal agent is an organization that agrees to accept and be responsible for grant funds on behalf of the grantee. A fiscal agent is often a business or school that signs a legal contract with the Commonwealth of PA and is responsible for all fiscal accounting.



# Fiscal Agent Continued

- A fiscal agent is not the same as the head accountant or supervisor of the business department.
- The fiscal agent handles invoicing, payments, state, and federal tax reporting, etc. It is important to note if called upon, the fiscal agent must provide documents for state or federal auditing.
- In addition, the fiscal agent must take out employee dishonesty/theft insurance for at least \$100,000.
- Some grantees serve as their own fiscal agents, if able, while other grantees ask eligible organizations such as a local workforce board to be their fiscal agent.
- If Local Workforce Development Boards (LWDBs) apply as a region, the region must appoint a single LWDB as the lead applicant who must also act as the fiscal agent.



# Required Activities

The required activities outlined below are intended to frame the types of services and/or activities permitted that would be necessary for successful program delivery:

- Projects supporting new apprentices from traditionally underserved populations during the grant period with the intent that a percentage maintain active status and/or successfully complete the program and achieve journeyworker status.
- Projects utilizing a group model that support multiple counties, employers, and apprentices from traditionally underserved populations during the grant period with the intent that a percentage maintain active status and/or successfully complete the program and achieve journeyworker status.
- Projects supporting pre-apprentices from traditionally underserved populations with the intent to successfully enroll and matriculate a number of completers into affiliated registered apprenticeship programs during the grant period.



# Performance Metrics

## Opportunity 1:

- **Develop an Individual Registered Apprenticeship Program** that serves at least **5 apprentices** during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status.
  - Use of funding to offset on-the-job learning (OJL) and/or related technical instruction (RTI) costs and provide wraparound support services in support of the new enrollments, per project and will equate to a minimum of \$2000 per apprentice.
- **Develop a Registered Apprenticeship Program that utilizes a group model** to support at least **3 employers and 15 apprentices** with the intent that **80% remain active apprentices and/or successfully complete the program** and achieve journeyworker status.
  - Use of funding to offset on-the-job learning (OJL) and/or related technical instruction (RTI) costs and provide wraparound support services in support of the new enrollments, per project and will equate to a minimum of \$2000 per apprentice.
- **Develop a Registered Pre-Apprenticeship Program** that serves at least **15 pre-apprentices**. Additionally, this project must result in **successful enrollment and matriculation of at least 5 pre-apprenticeship completers** into the affiliated registered apprenticeship.
  - Use of funding to offset paid work experience, related technical instruction (RTI) costs, support services, etc. directly in support of the new enrollments, per project and will equate to a minimum of \$600 per pre-apprentice.
- **Develop a registered pre-apprenticeship program** to replicate across **multiple (3 or more) counties** and serve at least **40 pre-apprentices**. Additionally, this project must result in **successful enrollment and matriculation of at least 8 pre-apprenticeship completers** into the affiliated registered apprenticeship.
  - Use of funding to offset paid work experience, related technical instruction (RTI) costs, support services, etc. directly in support of the new enrollments, per project and will equate to a minimum \$600 per pre-apprentice.



# Performance Metrics

## Opportunity 1 (cont'd):

- Programs developing new registered apprenticeship (RAP) or pre-apprenticeship programs (Pre-RAP) will not be permitted to invoice for On-the-Job Training (OJT), Related Technical Instruction (RTI) or support service expenses prior to approval of the RAP or Pre-RAP.
  - All OJT/RTI and support service expenses will need to be incurred after program approval.



# Performance Metrics

## Opportunity 2:

- **Expand an Individual Registered Apprenticeship Program** that serves at least **5 apprentices** from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period,
  - Use of funding to offset on-the-job learning (OJL) and/or related technical instruction (RTI) costs and provide wraparound support services in support of the new enrollments, per project and will equate to a minimum of \$2000 per apprentice.
- **Expand a Registered Apprenticeship Program that utilizes a group model** that serves at least **3 employers and 15 apprentices** from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period.
  - Use of funding to offset on-the-job learning (OJL) and/or related technical instruction (RTI) costs and provide wraparound support services in support of the new enrollments, per project and will equate to a minimum of \$2000 per apprentice.
- **Expand a Registered Pre-Apprenticeship Program** that serves at least **15 pre-apprentices** from traditionally underserved populations during the grant period. Additionally, this project must result in **successful enrollment and matriculation of at least 5 pre-apprenticeship completers** into the affiliated registered apprenticeship.
  - Use of funding to offset paid work experience, related technical instruction (RTI) costs, support services, etc. directly in support of the new enrollments, per project and will equate to a minimum of \$600 per pre-apprentice.
- **Expand an existing registered pre-apprenticeship** to replicate across **multiple (3 or more) counties** and serve at least **40 pre-apprentices**. Additionally, this project must result in **successful enrollment and matriculation of at least 8 pre-apprenticeship completers** into the affiliated registered apprenticeship.
  - Use of funding to offset paid work experience, related technical instruction (RTI) costs, support services, etc. directly in support of the new enrollments, per project and will equate to a minimum \$600 per pre-apprentice.



# Evaluation Criteria

## Initial Review Criteria

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

1. The applicant is eligible;
2. The information required, as seen in this NGA, has been received by the deadline; and
3. The proposal is aligned and responsive to the NGA; and
4. All mandatory components have been received which includes application form, project summary cover, project narrative, letters of support, sustainability plan, timeline, goals/outcomes table, budget and budget justification, and worker protection certification form.

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



# Evaluation Criteria

## Merit Review Criteria

Final awards will be based on a merit evaluation. Please refer to the NGA for specifics on the merit evaluation criteria.

Criteria	Points
Project Design & Management Plan	20
Performance Outcomes	15
Impact and Sustainability	15
Stakeholder Engagements and Partnership	15
Other Selection Factors/Priority Considerations	26
Budget and Budget Justification	15
<b>Total points possible</b>	<b>106</b>



# Application Package Submission Instructions

## Application Package Specifications

Applicants must obtain and download the official NGA required documents from the L&I Grants website:  
<https://www.pa.gov/agencies/dli/programs-services/workforce-development-home/grant-opportunities>

## Formatting & Contents:

- Single-spaced
- 8.5" by 11" page size
- 1-inch margins
- 11-point Calibri font
- Adobe Portable Document Format (PDF) with the exception of the Timeline, Goals/Outcomes Table and the Budget
- Page numbers in footer
- Applications may not include hyperlinks
- No proprietary or sensitive business information



# Application Package Submission Instructions

Completed applications must include the following components:

1. Application Form (saved as a single file titled “ApplicantName\_App\_Form”)  
**A sample of the Application Form is available in Appendix A of the NGA.**
2. Project Summary Cover (saved as a single file titled “ApplicantName\_Proj\_Sum”)  
**A sample of the Project Summary Cover Page is available in Appendix B of the NGA.**
3. Project Narrative (saved as a single file titled “ApplicantName\_Proj\_Narrative”)  
**Must include a Narrative as seen in Appendix C of the NGA, Timeline as seen in Appendix D of the NGA, Goals/Outcomes Table as seen in Appendix E of the NGA and Sustainability Plan as seen in Appendix F of the NGA .**
4. Letters of Support (saved as a single file called “ApplicantName\_Support\_Ltrs”):  
Each application must have at least one to three letters of support. **See Appendix G of the NGA for a template.**

# Appendix B



## Supporting Pennsylvania's Advanced Manufacturing Sector Through Apprenticeships and Pre-Apprenticeships Project Summary Cover

Name of Applicant:		
Name of Fiscal Agent:		
Vendor ID Number:	Entity Identifier:	
Project Title:		
Occupation(s) Supported:		
RAPIDS SPONSOR ID NO. (Program Supported by or affiliated with the proposed project):		

- Opportunity 1: New Initiatives (the maximum award amount is \$400,000):**
- Develop an Individual Registered Apprenticeship Program that serves at least 3 apprentices during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum \$2,000 per apprentice, directly in support of the new enrollments, will be used to offset OJL and/or RTI costs and provide wraparound support services.
  - Develop a Registered Apprenticeship Program that utilizes a group model to support at least 3 employers and 15 apprentices with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum \$2,000 per apprentice, directly in support of the new enrollments, will be used to offset OJL and/or RTI costs and provide wraparound support services.
  - Develop a Registered Pre-Apprenticeship Program that serves at least 15 pre-apprentices. Additionally, this project must result in successful enrollment and matriculation of at least 3 pre-apprenticeship completers into the affiliated registered apprenticeship. At minimum \$600 per pre-apprentice, directly in support of the new enrollments, will be used to offset paid work experience, related technical instruction (RTI) costs, support services, etc.
  - Develop a registered pre-apprenticeship program to replicate across multiple (3 or more) counties and serve at least 40 pre-apprentices. Additionally, this project must result in successful enrollment and matriculation of at least 8 pre-apprenticeship completers into the affiliated registered apprenticeship. At minimum \$600 per pre-apprentice, directly in support of the new enrollments, will be used to offset paid work experience, related technical instruction (RTI) costs, support services, etc.
- Opportunity 2: Expansion Initiatives (the maximum award amount is \$200,000):**
- Expand an Individual Registered Apprenticeship Program that serves at least 3 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum \$2,000 per apprentice, directly in support of the new enrollments, will be used to offset OJL and/or RTI costs and provide wraparound support services.
  - Expand a Registered Apprenticeship Program that utilizes a group model that serves at least 3 employers and 15 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum \$2,000 per apprentice, directly in support of the new enrollments, will be used to offset OJL and/or RTI costs and provide wraparound support services.
  - Expand a Registered Pre-Apprenticeship Program that serves at least 15 pre-apprentices from traditionally underserved populations during the grant period. Additionally, this project must result in successful enrollment and matriculation of at least 5 pre-apprenticeship completers into the affiliated registered apprenticeship. At minimum \$600 per pre-apprentice, directly in support of the new enrollments, will be used to offset paid work experience, related technical instruction (RTI) costs, support services, etc.
  - Expand a registered pre-apprenticeship program to replicate across multiple (3 or more) counties and serve at least 40 pre-apprentices. Additionally, this project must result in successful enrollment and matriculation of at least 8 pre-apprenticeship completers into the affiliated registered apprenticeship. At minimum \$600 per pre-apprentice, directly in support of the new enrollments, will be used to offset paid work experience, related technical instruction (RTI) costs, support services, etc.

**Priority Consideration:** Indicate the priority consideration(s) the application aligns with and if applicable the page number within the project narrative detailing the information. This does not equate to earning the point value for priority consideration. Scoring is based on the alignment with the priority consideration(s) as interpreted by the review committee.

## Supporting Pennsylvania's Advanced Manufacturing Sector Through Apprenticeships and Pre-Apprenticeships Project Summary Cover

- Initiative utilizing a group model.
- Proposal demonstrates a commitment to serve and increase access for historically under-represented and under-served students, workers, businesses, and communities. Such as addressing barriers to education and employment. Indicate the page number(s) within the project narrative this is detailed: \_\_\_\_\_
- Design, creation, adjustment, and upgrade of environments and services to support both physical and digital accessibility for apprenticeship/pre-apprenticeship participants in the work environment. Indicate the page number(s) within the project narrative this is detailed: \_\_\_\_\_
- Applicant demonstrates a collaboration with labor union(s) to support apprentices/pre-apprentices. Indicate the page number(s) within the project narrative this is detailed: \_\_\_\_\_
  1. In order to meet this priority consideration, the labor union must either be the grant applicant or must provide a letter of support outlining specifics related to their involvement in this project.
- Initiatives in the advanced manufacturing sector with a focus on robotics, which is identified by the Pennsylvania Department of Community and Economic Development (DCED) as one of five strategic sectors critical to the state's long-term growth and competitiveness. Robotics provides a great way to utilize automation to help employers bridge the gap with labor shortages while remaining competitive to meet the needs of the rapidly evolving advanced manufacturing industry.

Project Partners:

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

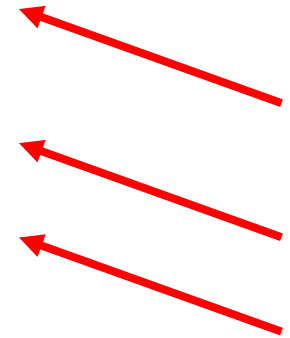
Project Summary:

Project Point of Contact to include phone number and email address:



# Appendix B – Priority Consideration

- Initiative utilizing a group model.
  - Proposal demonstrates a commitment to serve and increase access for historically under-represented and under-served students, workers, businesses, and communities. Such as addressing barriers to education and employment. *Indicate the page number(s) within the project narrative this is detailed:* \_\_\_\_\_
  - Design, creation, adjustment, and upgrade of environments and services to support both physical and digital accessibility for apprenticeship/pre-apprenticeship participants in the work environment. *Indicate the page number(s) within the project narrative this is detailed:* \_\_\_\_\_
  - Applicant demonstrates a collaboration with labor union(s) to support apprentices/pre-apprentices. *Indicate the page number(s) within the project narrative this is detailed:* \_\_\_\_\_
    1. In order to meet this priority consideration, the labor union must either be the grant applicant or must provide a letter of support outlining specifics related to their involvement in this project.
  - Initiatives in the advanced manufacturing sector with a focus on robotics, which is identified by the Pennsylvania Department of Community and Economic Development (DCED) as one of five strategic sectors critical to the state's long-term growth and competitiveness. Robotics provides a great way to utilize automation to help employers bridge the gap with labor shortages while remaining competitive to meet the needs of the rapidly evolving advanced manufacturing industry.
- 





# Priority Consideration Scoring

5. Other Selection Factors/Priority Considerations (26		Total points earned 0
<p><b>Other Selection Factors/Priority Considerations (26 points)</b>            All applications received by the deadline will be reviewed and considered for funding. Priority consideration will also be given to initiatives that focus on the following, which are specific to this grant opportunity and need to be addressed within the project narrative:</p>		
A. New, previously unfunded initiatives. (3 points)		
B. Initiatives utilizing a group model for registered apprenticeship or a pre-apprenticeship program serving multiple counties. (4 points)		
C. Proposals demonstrate a commitment to serve and increase access for historically under- represented and under-served students, workers, businesses, and communities. Such as addressing barriers to education and employment. (3 points)		
D. Design, creation, adjustment, and upgrade of environments and services to support both physical and digital accessibility for apprenticeship and pre-apprenticeship participants in the work environment. (3 points)		
E. Initiatives focusing on robotics, which is identified by the Pennsylvania Department of Community and Economic Development (DCED) as one of five strategic sectors critical to the state’s long-term growth and competitiveness. Robotics provides a great way to utilize automation to help employers bridge the gap with labor shortages while remaining competitive to meet the needs of the rapidly-		
F. Applicants who demonstrate collaborations with labor unions to support apprentices or pre- apprentices. (3 points)		
1. In order to meet this priority consideration, the labor union must either be the grant applicant or must provide a letter of support outlining specifics related to their involvement in this project.		

# Appendix C



{Organization Letterhead}

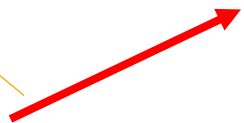
## Appendix C: Project Narrative

Name of Applicant:

Grant Name:

Date:

The Project Narrative must include details regarding the need for program development. Refer to the evaluation criteria within the NGA for project narrative specifics.



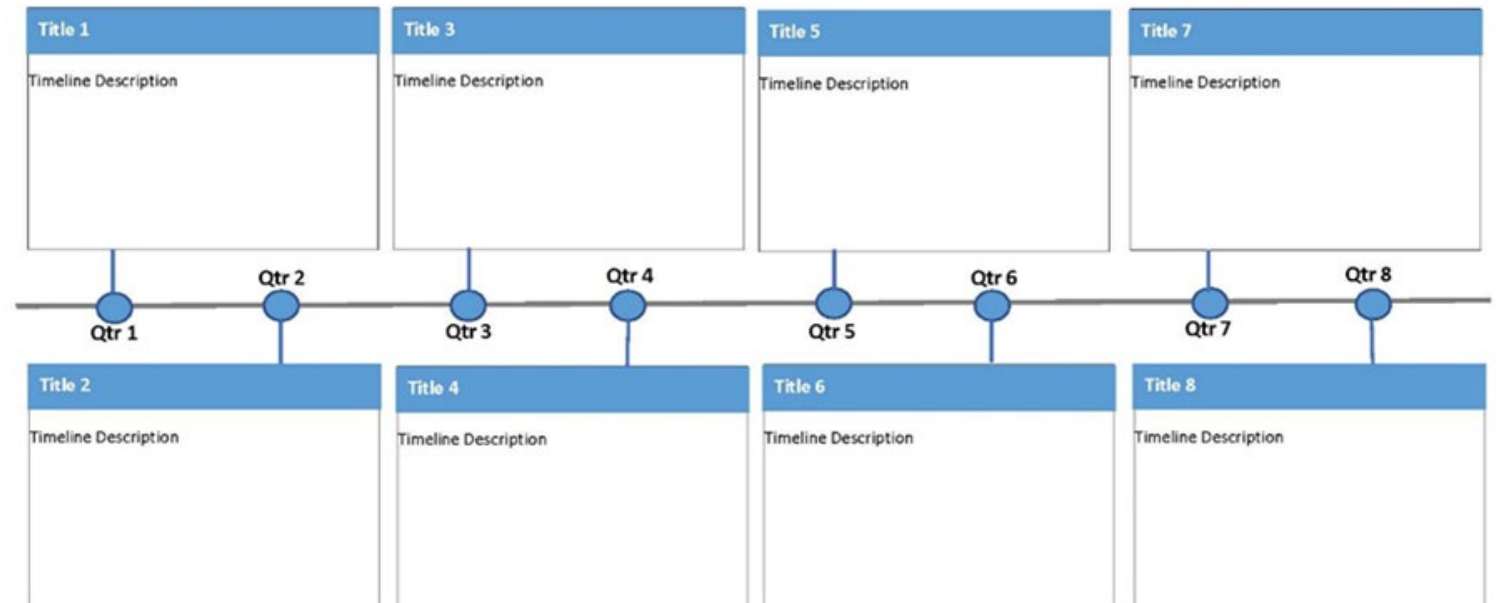
Criteria/Descriptions
<b>1. Project Design and Management Plan (20 points)</b>
A. Clearly define the needs of the advanced manufacturing sector the project will address through the program development or expansion. The applicant must use relevant labor market and economic data to make this case; (5 points)
B. Identifies the type of program this initiative will address (include the characteristics of the individual(s) or employer(s) to be served under this initiative), including the number of Registered Apprentices or Pre-Apprentices served from populations traditionally underserved in registered apprenticeships/pre-apprenticeships. Identifies geographic coverage for project; (5 points)
C. Describes how the proposed initiative aligns with Pennsylvania's WIOA Combined State Plan ; (5 points)
D. Describes in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, cohort start and finish dates, milestones, plans for long term sustainability, and ability to scale and replicate. Includes Timeline using the template provided in Appendix D to clearly illustrate; (5 points)
1. List the steps necessary to achieve outcomes including specific dates of engagement with the ATO and goals to achieve program registration.
<b>2. Performance Outcomes (15 points)</b>
A. Describes in detail the desired outcomes of the proposed initiatives and how the outcomes will be measured. Includes goals, outcomes, services, and numbers to be served using Goals/Outcomes Table. (5 points)
B. Describes the metrics that will be used to show impact and success of the program including all program outputs and outcomes (10 points):
o Participation, including participant demographics and ongoing participation;
o Performance outputs which quantify project activities and include at a minimum: number of apprentices enrolled, number of apprentices who have completed the program, and number of employers and training providers engaged;
o Program outcomes which measure the overall impact the project had on participants, including average wage for apprentices at the time of program completion.

# Appendix D



1. An applicant's detailed timeline related to their project must include:
  - high-level summary of the project narrative
  - benchmarks specific to goals and outcome achievements
2. For applicable initiatives, do not forget to indicate a registration date target as awardees will have until one year from contract start date to finalize their registration or show progress towards registration.

## TIMELINE TEMPLATE



★ Note the one-year time limit on when program registration (or show of active progress towards registration) is required

# Appendix E

Only fill out one table



Goal and Outcomes Table Opportunity 1						
Applicants must select the boxes associated with the Measurable Performance Goal/Outcome to be developed as a result of program delivery.						
	Measurable Performance Goal/Outcome	Performance Indicator	Evaluation Method	Target Number/Result	Timeline to Meet Goal/Outcome	Comment
1	<input type="checkbox"/> Develop new individual registered apprenticeship program. <input type="checkbox"/> Develop group model registered apprenticeship program (at least 3 employers). <input type="checkbox"/> Develop registered pre-apprenticeship program. <input type="checkbox"/> Develop registered pre-apprenticeship program to replicate across multiple (3 or more) counties.					
2	<input type="checkbox"/> Serves at least 5 apprentices through a minimum of \$2,000 per apprentice in OJT/RTI/Support Services directly in support of the new enrollments. <input type="checkbox"/> Serves at least 15 apprentices under 3 employers through a minimum of \$2,000 per apprentice in OJT/RTI/Support Services directly in support of the new enrollments. <input type="checkbox"/> Serves at least 15 pre-apprentices through a minimum of \$600 per pre-apprentice to offset paid work experience, related technical instruction (RTI) costs, support services, etc., directly in support of the new enrollments. <input type="checkbox"/> Serves at least 40 pre-apprentices through a minimum of \$600 per pre-apprentice to offset paid work directly in support of the new enrollments.					
3	<input type="checkbox"/> 80% of the 5 apprentices served remain active and/or successfully complete the program and achieve journeyworker status. <input type="checkbox"/> 80% of the 15 apprentices served through 3 employers remain active and/or successfully complete the program and achieve journeyworker status. <input type="checkbox"/> Ensure at least 5 pre-apprenticeship completers matriculate into affiliated registered apprenticeship. <input type="checkbox"/> Ensure at least 8 pre-apprenticeship completers matriculate into affiliated registered apprenticeship.					

Goal and Outcomes Table Opportunity 2						
Applicants must select the boxes associated with the Measurable Performance Goal/Outcome to be developed as a result of program delivery.						
	Measurable Performance Goal/Outcome	Performance Indicator	Evaluation Method	Target Number/Result	Timeline to Meet Goal/Outcome	Comment
1	<input type="checkbox"/> Expand individual registered apprenticeship program. <input type="checkbox"/> Expand registered apprenticeship program utilizing a group model (at least 3 employers). <input type="checkbox"/> Expand registered pre-apprenticeship program. <input type="checkbox"/> Expand registered pre-apprenticeship to replicate across multiple (3 or more) counties.					
2	<input type="checkbox"/> Serves at least 5 apprentices through a minimum of \$2,000 per apprentice in OJT/RTI/Support Services directly in support of the new enrollments. <input type="checkbox"/> Serves at least 15 apprentices under 3 employers through a minimum of \$2,000 per apprentice in OJT/RTI/Support Services directly in support of the new enrollments. <input type="checkbox"/> Serves at least 15 pre-apprentices through a minimum of \$600 per pre-apprentice to offset paid work experience, related technical instruction (RTI) costs, support services, etc., directly in support of the new enrollments <input type="checkbox"/> Serves at least 40 pre-apprentices through a minimum of \$600 per pre-apprentice to offset paid work, directly in support of the new enrollments.					
3	<input type="checkbox"/> 80% of the 5 apprentices served remain active and/or successfully complete the program and achieve journeyworker status. <input type="checkbox"/> 80% of the 15 apprentices served through 3 employers remain active and/or successfully complete the program and achieve journeyworker status. <input type="checkbox"/> Ensure at least 5 pre-apprenticeship completers matriculate into affiliated registered apprenticeship. <input type="checkbox"/> Ensure at least 8 pre-apprenticeship completers matriculate into affiliated registered apprenticeship.					

# Appendix F



## Project Sustainability Plan

1. Please describe how your project is sustainable in the long term. How will you ensure this initiative is able to carry on successfully beyond the grant period?

2. Do you expect all project elements to be sustained beyond the grant period? If not, please provide details on elements to be sustained. How will you ensure the continued success of your project if it is not sustained in its entirety?

3. Please identify potential funding sources and/or opportunities that may contribute to project sustainability.

4. Please identify potential community/programmatic partners that may contribute to project sustainability.

5. After the grant performance period ends, what are your annual outcome goals for the programs that are supported as part of this project?

The Sustainability Plan is a high-level review of the information found in the project narrative. It must note how the apprenticeship or pre-apprenticeship will continue beyond the grant contract period of performance.

# Appendix G



{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]



# Application Package Submission Instructions

Completed applications must include the following components:

5. Grant Financial Reporting Package (saved as a single file titled “ApplicantName\_Budget\_Form”); Budget Justification tab should be completed. In the upcoming slides, the fiscal operations will review additional details regarding the budget.

**A sample of the GFRP is available in Appendix H of the NGA. Expenditures by line item, requested and leveraged funds, and budget justification must be completed and submitted as an Excel spreadsheet.**

6. EO 2021-06 Worker Protection Certification Form (saved as a single file titled “ApplicantName\_WP\_Cert\_Form”)

**A sample of the Worker Protection Certification Form is available in Appendix I of the NGA.**





# Note on Requested Award Amounts

Grantee Name:				
Grant Program:				
Funding Period:				
			<b>Requested Award</b>	<b>Total Leveraged Funds</b>
			\$ -	\$ -
		<b>Budget</b>	<b>%</b>	<b>Leveraged Funds</b>
<b>ADMINISTRATION</b>			#DIV/0!	\$ -
A1	Admin Staff Salaries & Fringe Benefits	\$ -		\$ -
A2	Operational Expenses (e.g. travel, postage, printing, etc.)	\$ -		\$ -
A3	Admin Indirect Costs	\$ -		\$ -
<b>CAREER &amp; SUPPORTIVE SERVICES</b>			#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	\$ -		\$ -
<b>TRAINING</b>			#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	\$ -		\$ -
<b>TOTAL BUDGET</b>		\$ -		\$ -
Difference			\$0.00	\$0.00

**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:** \_\_\_\_\_

**Authorized representative signature, date:** \_\_\_\_\_

WDP-10 REV 06-24 (Page 1)

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



# GFRP - Budget Form and Justification

- This is a Reimbursement Grant
- Requires submission of invoices with supporting documentation
  - For example: Timesheets, Payroll Summaries and Registers, Receipts for Purchases, Proof of Payment, etc.
- Administrative costs are limited to 10% of total budget
- Indirect Costs –
  - Negotiated Indirect Cost Rate Agreement (signed), or a de minimis justification needs to be submitted with the application.
- Submit by the 5<sup>th</sup> of the following month
- Reimbursement payment is made by ACH deposit

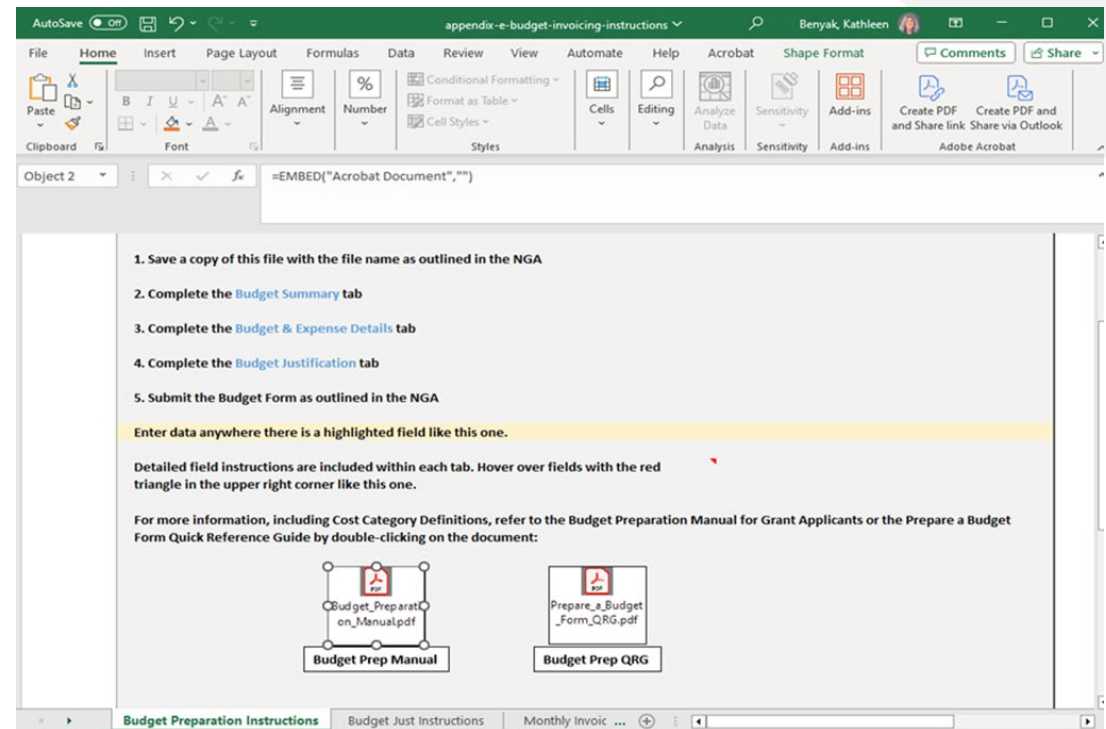


# GFRP - Budget Form and Justification

- Budget Form – Appendix H
- Submit as an Excel Spreadsheet
- Complete for the entire Period of Performance
- Budget Justification

# Appendix H Instructions

- Found on the L&I Grants Announcement Page.
- Open Appendix H to view Cost Categories to assist with Cost Allocations during budget preparation.



# Budget Prep Manual



## Appendix A: Cost Category Definitions & Budget Justification Instructions

A **Cost Category** is a type of cost defined by the [Uniform Guidance – Office of Management and Budget \(OMB\) 2 CFR Part 200](#) to group costs for budgeting and invoicing purposes.

The Cost Categories outlined below are explained in detail in this appendix:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• A1 - Administration Staff Salaries &amp; Fringe Benefits</li><li>• A2 - Administration Operational Costs</li><li>• A3 - Administration Indirect Costs</li><li>• B1 - Program Staff Salaries &amp; Fringe Benefits</li><li>• B2 - Program Operational Expenses</li><li>• B3 - Other Program Expenses</li><li>• B4 - Needs Related Expenses</li><li>• B5 - Supportive Services Funds</li><li>• B6 - Program Indirect Costs</li></ul> | <ul style="list-style-type: none"><li>• C1 - Tuition Payments/Individual Training Accounts (ITAs)</li><li>• C2 - On the Job (OJT) Reimbursements</li><li>• C3 - Skill Upgrade and Retraining/Customized Training</li><li>• C4 - Adult Education and Literacy Training</li><li>• C5 - Other Training Expenses</li><li>• C7 - Other Training</li><li>• C8 - Apprenticeship Training</li><li>• C9 - Incumbent Worker Training</li><li>• C10 - Customized Training</li><li>• C11 - Transitional Jobs Expenditures</li></ul> |
|--|---|

The tables in this appendix provide descriptions and budget justification instructions for each cost category. Please note the following:

- Not all cost categories are applicable to all grants
- Costs must be adequately documented and consistent with Generally Accepted Accounting Principles (GAAP)
- Budget justification is required for budget approval
- Each line item on the budget form pertains to projected costs and must be explained
- **Administrative costs cannot exceed 10% of the requested funding**
- Refer to [Appendix D: Personally Identifiable Information](#) to protect PII when providing budget justification



# Application Package Submission Instructions

Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored.

Please note that the Timeline, Goals/Outcomes Table, Sustainability Plan, Letters of Support, Budget Form, Budget Justification, and EO 2021-06 Worker Protection Certification Form do not count toward the total number of pages.

Application packages must be submitted electronically to [atogrants@pa.gov](mailto:atogrants@pa.gov) by the application deadline. The subject line for your email submission must include “[Your Organization’s Name] - NGA Application – Supporting Pennsylvania's Advanced Manufacturing Sector.” An email response will be sent upon receipt of your application. This is confirmation that the application was received by the application deadline.



# Application Package Submission Instructions

**Important:** If you do not receive an automatic email response, please contact the L&I Apprenticeship and Training Office at (717) 787-6997. Be prepared to provide details about your submission, such as email proof of submission from your Sent Items folder, your contact information, and the name of the grant for which you are applying.

*Supporting PA's Advanced Manufacturing Sector Through Apprenticeship and Pre-Apprenticeship applications are due by the August 29 at 4:00 p.m. EST. Late applications will not be accepted.*



# Grant Award Administration

## **Estimated Funding and Award Size**

Approximately \$4,000,000 is available and grants will be awarded and funded competitively based on two opportunities for the development and expansion of registered apprenticeships and pre-apprenticeships.

## **Period of Performance**

L&I anticipates a performance period beginning 1/1/2026, to 6/30/2028.

## **Grant Funding**

This NGA is 100% state funded.



# Grant Award Administration

Additional information regarding Award Notices, Grant Agreements, Reporting and Evaluation, and Allowable and Disallowable Costs and Expenses can be found in the NGA.

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 through the PACareerlink site also known as CWDS.

Questions regarding the content of this NGA must be submitted via email to [atogrants@pa.gov](mailto:atogrants@pa.gov). Please use the following email subject line: “[Your Organization’s Name] - Question – Supporting Pennsylvania's Advanced Manufacturing Sector.”



**pennsylvania**

DEPARTMENT OF LABOR & INDUSTRY  
APPRENTICESHIP AND TRAINING OFFICE

# Questions & Answers



# Thank you!



Will Horan



whoran@pa.gov



atogrants@pa.gov



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