

Commonwealth of Pennsylvania
Department of Labor & Industry

Workforce Engagement and HR Support for Farms & Agribusiness

Notice of Grant Availability

Proposals Due: December 2, 2024 at 11:59 PM ET

Josh Shapiro | Governor

www.pa.gov

and

Nancy A. Walker | Secretary

www.dli.pa.gov



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Key Dates

Date	Description
October 3, 2024	Notice of Grant Availability (NGA) Release Date
October 15, 2024 at 11:00 PM ET	<p>Bidder's Conference: Click the link below to join the meeting: Click here to join the meeting.</p> <p>Or call in (audio only): Toll Number: 1-267-332-8737</p> <p>Conference ID: 327773160#</p> <p>A recording of the bidder's conference will be posted on the L&I Grants website at https://www.pa.gov/en/agencies/dli/programs-services/workforce-development-home/grant-opportunities.html.</p>
October 23, 2024 at 4:00 PM ET	<p>Questions Due Date Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov.</p> <p>A complete list of Q&As will be posted on the L&I Grants website.</p> <p>Questions received after the due date will not be answered.</p>
December 2, 2024 at 11:59 ET	<p>Application Due Date Applications must be submitted to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: "NGA Application – Farms & Agribusiness Workforce Engagement Grant – Program Year 2024"</p>
June 1, 2025	Period of Performance Start Date
May 31, 2027	Period of Performance Contract End Date

Eligibility

Eligible Applicants and Minimum Qualifications

Eligible applicants include service providers with significant agricultural experience and expertise, as well as strong ties to the state's agricultural industry. Applicants should be a trusted member of the agricultural community in Pennsylvania (e.g., a recognized Ag convener, stakeholder, or expert) with the capability of bringing together farms, agribusiness, education, community, and workforce partners (including, but not limited to local workforce development boards, L&I, and PA CareerLink® leadership and personnel) to achieve the overall project goals as defined by this NGA. An organization can submit only one application.

Additionally, the applicant must demonstrate:

1. 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.
2. A familiarity with the Pennsylvania Workforce Development System.
3. The ability to translate workforce development system, human resource law/practices, and technical information into plain language; and can effectively apply those issues to a farm's or agribusiness' unique circumstances.
4. The ability to effectively engage with farm and agribusiness owners at their location(s) and assist them in using workforce development resources and tools.
5. Familiarity with human resource practices that impact small- to mid-sized businesses with specific skill or knowledge regarding specific needs of farms and agribusinesses.
6. The capability of monitoring and administering the fiscal components of the NGA.
7. The capability of submitting the required reporting elements at the required intervals as documented in the NGA.
8. The capacity to work with an evaluator.

An organization with a strong agricultural background can partner with a workforce development entity like a local workforce development board or cohort of local workforce development boards to fulfill the goal of having expertise in both agriculture and workforce development.

Additional Eligibility Criteria

Applicants are required to:

- **Have a PA SAP Vendor Identification Number**
This may be obtained at no cost online, or by calling the Vendor Data Management Unit at (717) 346-2676 or 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 fully executed 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.
- **Comply with the Workforce Grant Agreement**

A sample Workforce Grant Agreement is available in the Links & Resources section within this document.

- **Retain a copy of this NGA.**

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

The fiscal agent will receive, manage, and disburse grant funds. Fiscal agents include eligible applicants, as detailed above, or partners. If applicants apply as a partnership, the applicants must designate the fiscal agent.

Overview

The amount of funding available will ultimately be determined based upon the needs of the awarded project subject to the amount of funds available to L&I. L&I is seeking innovative applications that build upon the applicant's subject matter expertise and knowledge of the agricultural sector. Applicants are encouraged to submit an application and associated budget that encompasses their overall vision for meeting the goals of this NGA within the two-year performance period. The grantee will have the ability to subcontract some project activities to appropriate service providers or partners when deemed necessary to expand the geographic reach of their proposal and/or to meet the needs of specific commodity markets. L&I will work with the selected awardee to negotiate a final contract and budget.

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

- The requirements to obtain Farms & Agribusiness Workforce Engagement Grant funding;
- The strategic goals of the Farms & Agribusiness Workforce Engagement Grant opportunity; and,
- The criteria that will be used to evaluate proposals,

L&I has created this grant opportunity to expand early intervention and layoff aversion activities to a historically important part of PA's economy, specifically Agriculture.

Challenge

The PA Department of Labor & Industry (L&I) is building a workforce system that is responsive, seeks continuous improvement, meets the skill needs of employers, expands economic opportunity and security for workers, and improves the overall employment conditions for the Commonwealth. Under the Workforce Innovation and Opportunity Act (WIOA), Pennsylvania is charged with providing Rapid Response services to include layoff aversion activities for businesses. As described in WIOA Final Rule Subpart C – Rapid Response Activities § 682.320, these activities include the ongoing engagement, partnership, and relationship building activities with businesses in the community, 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.

Beyond the significant benefits to the businesses and their employees, utilizing early intervention strategies helps ensure stabilization of state, regional, and local communities, and alleviates the exponentially higher costs associated with business closures and lost jobs, such as neighborhood and family economic depression, loss of taxable income and consumer spending dollars, unemployment, and costs of retraining and job search programs. The current project will expand early intervention and layoff aversion activities for an important part of Pennsylvania's economy: Agriculture.

Recent research indicates that agriculture and its related industries (hereafter referred to together as the "agribusiness" sector) are at particular risk of closure and layoffs (U.S. Department of Agriculture, 2022). According to recently available data, Pennsylvania saw a 10% decrease in the number of farms from 2017 to 2021, with losses most prominent among small- to mid-sized farms (PA Department of Agriculture, 2021).

Pennsylvania's 52,700 farms are stewards of more than 7.3 million acres of farmland. With \$7.8 billion in cash receipts annually from production agriculture alone, Pennsylvania farms and agribusinesses are a leading economic driver in the state. Pennsylvania agriculture contributes \$132.5 billion to the state's economy annually and supports more than 593,600 jobs, paying wages of \$32.8 billion. Agriculture contributes \$1 out of every \$16 in gross state product and supports 1 in 10 jobs in Pennsylvania (PA Department of Agriculture, 2021). However, as business requirements and labor regulations grow more complex, many farms and agribusinesses are feeling the challenges associated with competitive labor markets and labor shortages (National Dairy FARM Program, 2019).

Small- to mid-sized farms and agribusinesses are often more susceptible to closure due to challenges related to recruiting a skilled workforce. Smaller farms and firms must recruit employees from the same currently shrinking pool of workers as larger organizations, who often have the time and resources needed to find and select the most qualified candidates first. The ability to recruit and retain a skilled workforce is critical for many smaller operations, and the increasing inability to do so is a primary reason for many farm and agribusiness closings.

More than 80% of Pennsylvania farms are considered "small" by USDA standards (i.e., less than \$250K in annual sales). Supporting smaller operations is important to the state's economic health. For example, in addition to preserving farmland and adding diversity to the state's agricultural output, farms with sales under \$500K accounted for about \$2.5 billion in total sales across the commonwealth in 2017 (U.S. Department of Agriculture, 2017). Access to a skilled workforce is necessary for increasing production and the overall market share for small- and mid-sized farms and agribusinesses.

Pennsylvania's Department of Agriculture (PDA) has partnered with the Department of Labor & Industry (L&I) to develop workforce development initiatives focused on this important part of the state's economy. These programs include agriculture-focused career exploration programs for youth and parents, support for developing apprenticeship and pre-apprenticeship programs, agribusiness entrepreneurship programs for veterans, and the creation of the Commission for Agricultural Education Excellence (in partnership with the Pennsylvania Department of Education). In addition, numerous Agriculture Industry Partnerships organized by the Pennsylvania Workforce Development Board (PAWDB) have been created across the state.

Direct access to these programs is available through PA CareerLink® sites located across the state. PA CareerLink® is the name used by Pennsylvania's network of American Job Centers (AJCs) which provide

one-stop shop access to a wide variety of workforce development partners, programs, and services for individuals and organizations. For example, in addition to the programs noted above, PA CareerLink® services offered to employers include being a primary resource for migrant and seasonal farm worker (MSFW) services through Pennsylvania’s Foreign Labor Certification Program and assisting employers to navigate the H-2A and H-2B Visa process. Additional employer services include referring job seekers to available job openings, assistance in development of job order requirements, matching job seeker experience with job requirements and skills, and assisting employers with special recruitment needs (individuals with disabilities, justice-involved individuals, youth, minorities, and older workers). However, according to a recent survey, only 40% of farms and agribusinesses reported accessing the services provided by their local PA CareerLink® (L&I, 2021).

Therefore, L&I’s Bureau of Workforce Development Administration (BWDA) is issuing this NGA to select a service provider to assist the department with the creation and administration of a capacity-building program that provides workforce development (WD) and human resources (HR) support to small- and mid-sized farms and agribusinesses.

Grant Opportunity Goals

The overarching purpose of this grant is to help PA farms and agribusinesses avoid future closure and layoffs by assisting them in recruiting the workforce needed to stably maintain operations and building an administrative foundation for future success, while also providing job opportunities for dislocated workers. Three goals have been identified in this NGA to expand farm and agribusiness participation in the programs noted above, as well as to consider the development of additional programs and services specific to this audience.

A successful program will:

- Expand knowledge and understanding of agricultural workforce needs across the state’s workforce system including, but not limited to, local workforce development boards (LWDBs), L&I, and PA CareerLink® leadership and personnel. As part of its continuous improvement efforts, L&I is highly interested in learning more from subject matter experts (SMEs) about the workforce needs of the state’s farms and agribusinesses to stimulate innovative program development and alleviate barriers that may exist to receiving services.
- Expand awareness among farms and agribusinesses of the services available to them through the PA CareerLink® system and its partner programs. The selected provider will develop and deliver an Awareness Training Program for owners, operators, and staff from 1,000 eligible farms and agribusinesses (by FEIN) to ensure that they have access to the full range of services provided by the PA CareerLink® system in order to effectively recruit employees and establish effective hiring practices to ensure compliance with federal and state laws; ultimately ensuring the long-term success of the business and reducing the potential for closure and lay-offs.
- A third goal of this project will be to address long-term HR-related concerns for farms and agribusinesses. Being prepared to hire and manage skilled employees is crucial to the growth of any business. This project will also identify a subgroup of 100 small- to medium-sized farms and agribusinesses who are well-positioned to benefit from more advanced technical assistance (TA) consulting that improves the organization’s HR and WD processes for hiring, training, retaining,

managing, and/or evaluating employees. Various new technologies also now exist that can assist farms and agribusinesses to manage their HR operations and processes, and TA may help them make the most of these tools. Consulting hours may also be dedicated to other workplace improvement topics such as safety, operations, maintenance, bookkeeping, etc., depending on an individual entity's needs.

Required Activities

The required activities outlined below are intended to frame the types of services and/or activities that would be necessary for successful program delivery. The following activities are to be completed in consultation with lay-off aversion specialists and business services representatives from the PA Bureau of Workforce Partnerships and Operations (BWPO) and subject-matter experts from the PA Department of Agriculture. In addition, the grantee will have the ability to subcontract some project activities to appropriate service providers or partners when deemed necessary to expand the geographic reach of their proposal and/or to meet the needs of specific commodity markets. Activities that should be addressed include:

- A. **PA Workforce Development Stakeholder Training:** As part of its continuous improvement efforts, L&I is interested in learning more from subject matter experts (SMEs) about the workforce needs of the state's agribusinesses to stimulate innovative program development and alleviate barriers that may exist to receiving services. Therefore, we are seeking a service provider with strong ties to the state's agricultural industry and significant agricultural experience and expertise that can develop and deliver an agricultural workforce development training program for workforce development stakeholders from across the Commonwealth, including, but not limited to, local workforce development board (LWDB), L&I, and PA CareerLink® leadership and personnel.
- B. **Outreach and Recruitment:** Develop and implement a statewide program that identifies 1,000 small- to mid-sized farms and agribusinesses that would benefit from using Commonwealth workforce development services as an early intervention strategy to avoid potential closure and layoffs.
- C. **PA CareerLink® Awareness Training:** According to a recent survey, only 40% of farms and agribusinesses reported accessing the services provided by their local PA CareerLink® (L&I, 2021). Describe your plan for developing and delivering a PA CareerLink® Awareness Training Program for all 1,000 organizations that will be identified in Task B.
- D. **Technical Assistance (TA) Consulting:** Describe your plan for identifying a subgroup of 100 farms or agribusinesses (from the original 1,000 identified above) who may benefit from receiving additional Technical Assistance (TA) Consulting. A total of 10,000 hours of TA Consulting may be delivered during the project's two-year performance period; with each farm or agribusiness in this subgroup receiving an average of 100 hours of *individualized* consulting. Please also describe your plan for assessing the consulting needs of farms and agribusinesses, as well as for delivering follow-up technical assistance to those entities.

Description of Services

- A. **PA Workforce Development Stakeholder Training:** Your response must describe your plan for developing and delivering an agribusiness training program(s) for PA Workforce Development Stakeholders including, but not limited to, local workforce development board (LWDB), L&I, and PA CareerLink® leadership and personnel. Include a copy of the proposed curriculum and topics that focus on building the understanding and knowledge of agribusiness workforce needs. Please also include a prospective list of program materials (such as reference materials, resource lists/websites, and other takeaway documents) that L&I workforce development stakeholders and staff can use following the training program. Copies of all materials and documents will also need to be supplied to L&I for future ongoing use.

L&I anticipates 250 personnel will participate in the training program from various locations across the Commonwealth. All the participants will be available to participate in the program virtually. Please describe your plan for delivering a training program for this audience which includes a virtual or hybrid approach (i.e., a classroom program that includes a virtual call-in option). L&I reserves the right to negotiate delivery of the program depending on demand for the program and location of potential participants.

- B. **Outreach and Recruitment:** This project requires that a total of 1,000 unique farms and agribusinesses (by FEIN) participate in program-related activities during the 24-month performance period as described in Task C below. The selected service provider will work with each farm or agribusiness to register their firm/organization on the Commonwealth Workforce Development System (CWDS), Pennsylvania's electronic system of record and workforce development data repository.

Farms or agribusinesses served by this announcement must meet the following criteria to be eligible:

- Farms - A farm must have one or more individuals on payroll or be considering adding payroll employees within the next 12 months. The selected service provider will set a priority with L&I should the applicant pool exceed available resources such as giving priority to farms with more than 10 or more payroll employees.
- Agribusiness - refers to any business related to farming and farming-related commercial activities. Agribusiness involves all the steps required to send an agricultural good to market, namely production, processing, and distribution. Essentially, any industry engaged in the production operations of a farm, the manufacture and distribution of farm equipment and supplies, and the processing, storage, and distribution of farm commodities would fall within this definition. For the purposes of this program, a small Agribusiness must:
 - be a Pennsylvania business.
 - be independently owned.
 - not employ more than 100 full-time equivalent employees.
 - not exceed three-year average gross revenues of \$38.5 million, regardless of business type.

Your response should describe your approach to identifying and communicating with enough farms and agribusinesses to ensure that 1,000 new entities (by FEIN) are registered with PA CareerLink®. Include your research methods; objectives; timelines; expected outcomes; anticipated challenges and solutions to reaching the goals; and any other information that will enable L&I to support the grant recipient. Your response should also identify any strategic partners (agriculture-related organizations or partnerships, governmental agencies, businesses, etc.) that will inform your project design to help ensure successful outcomes and note each partner's area of expertise and expected contribution to the project. In addition, subcontracting services to perform project related activities is allowed and should be described in your project narrative.

C. **PA CareerLink® Awareness Training:** Include a copy of the proposed curriculum and topics that focus on making a clear connection with farm and agribusiness needs and the services offered by their specific area's LWDBs and PA CareerLink® Business Services Teams including, but not limited to:

- The services offered by the PA CareerLink® system and its partners;
- Utilization of online tools such as PA CareerLink® Online, the Commonwealth Workforce Development System (CWDS), and other similar products;
- Overview of tax credits, on-the-job training (OJT) contracts, and apprenticeship opportunities;
- Writing effective job descriptions and job postings;
- Recruitment of minorities or other diverse populations not traditionally in the agricultural setting;
- H-2A and H-2B Visa application and recruitment information provided by Pennsylvania's Foreign Labor Certification Program; and
- Other methods of recruitment specific to agricultural employers.

Applicants are encouraged to include any other important topics based upon their previous experience working with agribusinesses and the state's workforce system, including but not limited to assisting new and transitioning farms, creating pathways and pipelines into the industry, providing education/training opportunities for the industry and more. Please also include a prospective list of program materials (such as reference materials, resource lists/websites, and other takeaway documents) that L&I workforce development stakeholders and staff can use following the training program.

As part of this activity, L&I will also fund the creation of a professionally recorded video of the training program for L&I's use beyond the contract performance period. Your response should include your plan for the development of the video.

Due to digital literacy gaps apparent in the agricultural sector, we anticipate that multiple one-on-one or group in-person training sessions will be scheduled and delivered at convenient locations across the state using tools and resources that the audience is comfortable with (virtual programs will be considered as a secondary option to fill remaining gaps). Your response should include your approach to planning and delivering enough of these programs to meet the needs of a large and widely dispersed audience in an effective way.

NOTE: Project performance will be assessed on the number of farms and agribusinesses participating in PA CareerLink® Awareness Training. L&I, therefore, expects a minimum of 250 new organizations (by FEIN) to participate in the PA CareerLink® Awareness Training program each quarter of Year 2 until enrollments are met.

- D. **Technical Assistance (TA) Consulting:** A total of 10,000 hours of Technical Assistance (TA) Consulting must be delivered during the project’s two-year performance period for a subgroup of 100 farms or agribusinesses; with each farm or agribusiness in this subgroup receiving an average of 100 hours of *individualized* consulting per entity. Technical Assistance may include human resources related topics such as those discussed in the “FARM Human Resources 2019 Reference Manual” (nationaldairyfarm.com/wp-content/uploads/2019/03/2019-HR-Manual-Web.pdf) and includes improvements to the organization’s Human Resources (HR) and Workforce Development (WD) processes for hiring, training, retaining, managing, and/or evaluating employees. Various new technologies also now exist that can assist farms and agribusinesses to manage their HR operations and processes, and TA may help them make the most of these tools.

Depending on the circumstance, TA may also be focused on the needs of new and transitioning farms, which make up a significant portion of small- to mid-sized PA farms and often face unique challenges. In addition, TA consulting hours may also be dedicated to other workplace improvement topics such as safety, operations, maintenance, bookkeeping, etc., depending on an individual entity’s needs. In addition, different commodity markets may have different TA consulting needs, the selected service provider will be encouraged to subcontract with other providers and partners to provide TA across different commodities and audiences.

Please describe the types of TA that you anticipate delivering based on your experience working with agricultural entities and how the 100 farms or agribusinesses will be initially identified, prioritized, assessed for services, including how resulting performance improvements will be evaluated and reported.

Performance Metrics

L&I is interested in identifying metrics to work collaboratively with the awarded service provider to monitor and improve performance during the life of the contract. L&I has identified an initial list of metrics related to project *outputs* below and looks forward to working with the awarded provider to add to or refine this list.

Output-related performance metrics will include:

- Delivering agricultural-focused training programs for PA Workforce Development Stakeholders. L&I anticipates 250 personnel will participate in the training program from various locations across the Commonwealth.
- Registering 1,000 new entities (farms or agribusinesses) with PA CareerLink® via the Commonwealth Workforce Development System (CWDS), Pennsylvania’s electronic system of record and workforce development data repository.
- Delivering PA CareerLink® Awareness Training to the 1,000 entities identified above.
- Satisfaction rate of participants in all training programs as measured by post-training surveys.

- Providing an average of 100 hours of Technical Assistance (TA) Consulting to a sub-group of 100 entities within the two-year performance period. (Total of 10,000 hours of TA consulting with an average of 100 hours per entity.)
- Number of employer engagements and types of services provided.
- The results of the pre- and post-assessments used for determining effectiveness of Technical Assistance (TA) Consulting.

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

L&I is particularly interested in the *outcomes* of this project, such as whether the different services offered by PA CareerLink® are being accessed on an ongoing basis and which services are being used, as well as the long-term impacts of TA consulting. Applicants are encouraged to use their agricultural-related expertise and current knowledge of Pennsylvania’s workforce development system to identify additional outcome-related metrics that can be used to assess the effectiveness of the project in the short- and long-term. Please include a list of those metrics including potential methods for tracking performance over the life of the project. L&I will work with the selected service provider to refine the list of project-related outcomes.

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 in the NGA has been received by the deadline;
3. All mandatory components have been received;
4. The application, including the narrative, follows the NGA format and
 - a. Narratives must include all sections, titled with the headers exactly as they appear in the Evaluation Criteria below.
5. All required documents, attachments, Appendices, etc., follow the NGA format, are on the correct forms, in the correct format, for the correct grant, and follow the instructions for completion.

Merit Review Criteria

Final awards will be based on a merit evaluation. L&I reserves the right to take a prudent approach to ensure the disbursement of awards with the greatest reach. In the case where a single applicant has submitted multiple applications for one or more geographical areas, L&I may equitably award funds to varying awardee(s) throughout the commonwealth.

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. Evaluators will review and consider only those applications that address each of the evaluation criteria separately.

Projects will be scored on how well the proposal meets the following criteria. You will only receive points for responses addressing the following criteria. Please respond to each section in order, and please address each item in each section. This Evaluation Criteria was developed specific to this NGA to elicit the information needed to evaluate and score your proposal. Therefore, you should have a response for each section and each item. If something does not apply to you, please indicate N/A, please do not skip any sections or any items within them:

Evaluation Criteria	Points
Project Design and Management Plan	30
Performance Outcomes	20
Stakeholder Engagement and Partnership	15
Budget Form and Budget Justification	35

Evaluation Criteria	Total Points
<p>Project Design and Management Plan</p> <ul style="list-style-type: none"> • Demonstrates a clear understanding of the problem, challenge, and opportunity as described in the NGA • Describes the outreach plan to provide training to 1000 eligible farms and agribusinesses to ensure they have access to the full range of services provided by the PA CareerLink® system to effectively recruit employees and establish effective hiring practices. • Describe the plan to ensure 1000 eligible farms and agribusinesses are registered in the Commonwealth Workforce Development System (CWDS). • Describe the plan to ensure a subgroup of 100 farms and agribusinesses receive a minimum of 100 hours individualized technical assistance consulting that improves the organization’s HR and WD processes for hiring, training, retaining, managing, and/or evaluating employees. Consulting hours may also be dedicated to other workplace improvement topics such as safety, operations, maintenance, bookkeeping, etc., depending on an individual entity’s needs. • Describe the PA CareerLink® Awareness Training program which must include a copy of the proposed curriculum and topics that focus on making a clear connection with agribusiness needs and the services offered by LWDBs and PA CareerLink® Business Services Teams • Describe the plan for developing the PA Workforce Development Stakeholder training which must include topics that focus on building the understanding and knowledge of agribusiness workforce needs. Please also include a prospective list of program materials which will become property of L&I. 	30
<p>Performance Outcomes</p> <ul style="list-style-type: none"> • Provides quantifiable goals and timelines for the project in alignment with the Performance Metrics section of this NGA. This should also be reflected in the Grant Action Plan (Appendix H). 	

Evaluation Criteria	Total Points
<ul style="list-style-type: none"> • Describes how the applicant will provide the capacity to track performance metrics and describes the process that will be used to collect and track the data. • Describe the outreach plan to reach a minimum of 1000 new organizations (by FEIN) that will be expected to participate in the PA CareerLink® Awareness Training program. • Describe the satisfaction survey and proposed outcomes for the PA CareerLink® Awareness Training. • Describe the pre and post assessment that will be administered to the subgroup of 100 farms and agribusinesses that will receive individual technical assistance consulting. 	20
<p>Stakeholder Engagement and Partnership</p> <ul style="list-style-type: none"> • Identifies key partners and demonstrates an effort by the lead applicant to develop innovative, high-quality, diverse, cross-sector partnerships committed to working collaboratively to implement the project. Applicants are encouraged to have multiple employer and business partners, and partners across sectors (e.g., workforce development partners, healthcare sector 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 on the grant to create and administer a capacity building program that provides workforce development (WD) engagement and human resources (HR) support to Pennsylvania’s small- and mid-sized farms and agribusinesses. 	15
<p>Budget Form and Justification</p> <p>The Budget Form and Budget Justification should tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget Form and Budget Justification. Include 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. • Submit a budget that reflects all anticipated costs of meeting the goals of the project utilizing cost-effective strategies. L&I will work with the selected service provider to negotiate and finalize a budget that ensures project goals are fulfilled. • Applicants are strongly encouraged to demonstrate their ability to produce the requested products utilizing cost-efficient strategies. • A detailed Budget Justification narrative for each cost category reflecting the requested and leveraged funds, clearly explaining how each line item in the Budget Form supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified. • The budget will be evaluated based on efficient and effective use of funding, cost reasonableness, and the relationship to proposed activities. 	35
Total Points Available	100

Contract Performance Monitoring

As part of L&I’s commitment to improved outcomes, we seek to actively and regularly collaborate with grantees to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. As such, L&I reserves the right to request/collect other key data and metrics from 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 below formatting specifications and include each of the required documents outlined in the table below. Sample documents are included within the appendix section of this NGA for applicants to use as a reference.

Formatting and Contents:

- Single-spaced
- 8.5” by 11” page size
- 1-inch margins
- 11-point Calibri font
- Adobe Portable Document Format (PDF)*
*with the exception of the Budget Form
- Page numbers in footer
- Applications may not include hyperlinks
- No proprietary or sensitive business information

Document	Requirements	Appendix
Application Form saved as a single file titled: ApplicantName_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 Page saved as a single file titled: ApplicantName_Summary	<ul style="list-style-type: none"> • Maximum length of two (2) pages • Must be completed in its entirety and submitted with the other required documents 	B
Project Narrative saved as a single file titled: ApplicantName_Narrative	<ul style="list-style-type: none"> • Must contain the following information: <ol style="list-style-type: none"> a. Project Design and Management Plan b. Performance Outcomes c. Stakeholder Engagement and Partnership • Maximum 15 pages 	

	<p>The project narrative must be formatted to clearly address the specified evaluation criteria. Provide sufficient information for reviewers to be able to evaluate the application in accordance with these criteria.</p> <p>Evaluators will review and consider only those applications that address each of the evaluation criteria separately.</p>	C
<p>Letters of Support saved as a single file titled: ApplicantName_Letters</p>	<ul style="list-style-type: none"> • Three (3) unique letters of support are required to be submitted with your application package. • Two (2) of the letters must come from agricultural sector-facing entities (e.g., farms, ag-related government or regulatory entities, agricultural associations, agricultural training providers, university/extension partners, farm lenders, or similar entities) with whom the vendor will work with during the implementation and administration of the grant. These letters should outline their area of experience with agriculture and the specific resources or expertise that they will contribute. • Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. Letters should include information on the partner’s specific role, responsibilities, and nature of their commitment to the project. • Applicants are encouraged to have multiple partners across sectors (e.g., education partner, workforce development, business, economic development, and community partners). 	D
<p>Budget Form and Justification saved as a single Excel file titled: ApplicantName_Budget</p>	<p>Applicants must submit a detailed budget using the Grant Financial Reporting Package 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</p>	E

	<p>reimbursement payments over the course of the project.</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>EO 2021-06 Worker Protection Certification Form saved as a single file titled: ApplicantName_WP_Cert_Form</p>	<ul style="list-style-type: none"> Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), contractors and grantees of the commonwealth must certify that they comply with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws. 	F
<p>Local Board Notification Email Saved as a single file titled: ApplicantName_LB_Notification</p>	<ul style="list-style-type: none"> Applicants must send an email to their Local Workforce Development Board (LWDB) to notify them of their grant application. This form is not required for LWDB applicants. A copy of the email sent to the LWDB must be included with the grant application. To locate your local office, refer to the <i>Links & Resources</i> section within this document. 	G
<p>Grant Action Plan saved as a single file titled: ApplicantName_Action_Plan</p>	<ul style="list-style-type: none"> Applicants should use this form to outline the specific goals of their project. The number of goals can be expanded as needed for the specific project. 	H

Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored. Evaluators will only review 15 pages of a project narrative even if a project narrative exceeds that amount. Please note that Letters of Support and the Budget Form do not count toward the total number of pages.

Application Submission

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

Application packages must be submitted electronically to RA-LI-BWDA-GS@pa.gov by the application deadline. The subject line for your email submission must include “Farms & Agribusiness WE Grant.” An automatic email response will be sent upon receipt of your application. This is confirmation that the application was received by the application deadline. Please review and retain this email for your records.

Important: If you do not receive an automatic email response, please contact the L&I Bureau of Workforce Development Administration Central Office at 717-783-8050. Be prepared to provide details about your submission, such as email proof of submission from your Sent Items folder, your contact information, and the name of the grant for which you are applying.

The Farms & Agribusiness Workforce Engagement Grant NGA and related materials are available on the L&I Grants website. Samples of each required document in the application package can be found in the *Appendices* within this document.

Application Package Deadline

Farms & Agribusiness Workforce Engagement Grant applications are due by December 2, 2024 at 11:59 PM ET. Late or incomplete application packages will not be accepted. An application is considered late if it arrives in the Grants Services Resource Account's Inbox after 11:59 P.M., regardless of when the application was sent. An application is considered incomplete if does not include each of the components listed in the Document Requirements table above. Due to the volume of applications anticipated and the number of attachments you are required to submit, it is strongly recommended you not wait until the approaching deadline to send in your application package.

Grant Award Administration

Estimated Funding and Award Size

The amount of funding available will ultimately be determined based upon the needs of the awarded project subject to the amount of funds available to L&I. L&I is seeking innovative applications that build upon the applicant's subject matter expertise and knowledge of the agricultural sector. Applicants are encouraged to submit an application and associated budget that encompasses their overall vision for meeting the goals of this NGA within the two-year performance period. L&I will work with the selected awardee to negotiate and finalize service delivery contracts and funding.

Period of Performance

L&I anticipates a performance period from June 1, 2025 to May 31, 2027.

Grant Funding

This NGA is 100% **Federally** funded with Workforce Innovative Opportunity Act (WIOA) Rapid Response funds.

This funding will assist Pennsylvania farms and agribusinesses to avoid future closures and layoffs by recruiting the workforce needed to stably maintain operations and build an administrative foundation for future success, while also providing job opportunities for dislocated workers.

Award Notices

Applicants will be notified via email within 30 days following the award determination. 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 using the subject line: Farms & Agribusiness WE Grant application feedback request.

Grant Agreements/Other

Awardees are required to enter into a workforce grant agreement with L&I unless the awardee has a current, applicable grant agreement already in place. A link to the workforce grant agreement is listed in the Links & Resources section within this document. L&I reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

L&I also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. L&I reserves the right to request additional information or modifications to applications for any reason deemed necessary. L&I shall notify all applicants via email whose applications are not accepted for funding under this NGA. Applicants can request feedback calls within 30 days of their denial notification. Requests must be made by the authorized representative. Feedback requests should be emailed to RA-LI-BWDA-GS@pa.gov.

L&I may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable; (2) only a portion of the application is selected for award; (3) 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 to request, without qualification, to reject any or all applications received in response to this NGA. L&I reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives.

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

L&I reserves the right to de-obligate funds for those projects that show minimal expenditure or obligation. Any funds not committed may be reallocated to other projects awarded under this NGA.

Reporting and Evaluation

Grantees will be required to submit 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, grantees are required to participate in routine calls with L&I staff, unless otherwise determined, to identify grant progression, share best practices, and receive technical support. Additional information will be provided upon award selection. Grantees may be required to work with an evaluator.

Grantees may be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will transfer required data to BWDA. 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 Farms & Agribusiness Workforce Engagement Grant initiative. Proposals should demonstrate efficient and effective use of resources.

- **Allowable Costs:** Grant funds can be utilized to support the required and optional activities as outlined in this announcement and administrative costs. Administrative costs must not exceed 10% of total amount requested.
- **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 should 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.

Appendices

Appendix A: Application Form Sample

Appendix B: Project Summary Page Sample

Appendix C: Project Narrative Placeholder

Appendix D: Letters of Support Sample

Appendix E: Budget Form & Justification Sample

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

Appendix G: Local Board Notification Form Sample

Appendix H: Grant Action Plan Sample

Links and Resources

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



APPLICATION FORM

Type of Submission: _____ Type of Project: _____ Applicant Type: _____

Local Workforce Development Board: _____

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? _____

Applicant Information

Name: _____

Address 1: _____

Address 2: _____

City: _____

State: 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:	_____
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 \(pa.gov\)](https://www.pa.gov/government/industry-clusters).
7. **Counties Served** — Include all counties that will be served by the grant.
8. **Local Workforce Development Areas (LWDA) affected** — List all LWDAs involved in the grant. Pennsylvania LWDAs can be found here: [LWDA Map \(pa.gov\)](https://www.pa.gov/government/lwda-map).
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.

L&I Grant

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

Unique Entity Identifier (UEI) Number:

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:

Project Point of Contact and Contact Information:

{Organization Letterhead}

Appendix C: Project Narrative Sample

Name of Applicant:

Grant Name:

Date:

{Organization Letterhead}

Appendix D: Letter of Support Template Sample

Date

Recipient's Name

Recipient's Position

Recipient's Address Line 1

Recipient's Address Line 2

Re: Workforce Engagement and HR Support for Farms & Agribusiness

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 Workforce Engagement and HR Support for Farms & Agribusiness.

[Paragraph describing organization offering the support]

[Paragraph describing why organization is offering support]

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

Sincerely,

[Name]

[Position/Title]

[Name of Organization]

Appendix E: Budget Form and Justification Sample

The Budget Form is an Excel Workbook consisting of multiple tabs that contain instructions and formulas to help create a grant budget. A Budget Preparation Manual and Quick Reference Guide (QRG) are stored within the Budget Form to assist grant applicants when completing a budget for a grant. Detailed explanations of each cost category, along with budget justification instructions, are available within the appendix of the manual.

Grantee Name:					
Grant Program:		Agribusiness Workforce Engagement and Human Resources Support			
Funding Period:		June 1, 2025 - May 31, 2027			
				Total	
				Leveraged Funds	
Requested Award				\$	-
				\$	-
		Budget	%	Leveraged Funds	
ADMINISTRATION		\$	-	#DIV/0!	\$
A1	Admin Staff Salaries & Fringe Benefits	\$	-		\$
A2	Operational Expenses (e.g. travel, postage, printing, etc.)	\$	-		\$
A3	Admin Indirect Costs	\$	-		\$
CAREER & SUPPORTIVE SERVICES		\$	-	#DIV/0!	\$
B1	Program Staff Salaries & Fringe Benefits	\$	-		\$
B2	Operational Expenses (e.g. travel, postage, printing, etc.)	\$	-		\$
B3	Other Program Expenses	\$	-		\$
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		\$	-		\$
					-

The Budget Justification (and instructions on how to complete a Budget Justification) are contained on separate tabs stored within the Budget Form. Provide a narrative that justifies the budget for each cost category identified in the grant budget. Each projected line item and cost on the Budget Form must be explained. Administrative Costs cannot exceed 10 percent of the requested funding.

Administrative Staff Salaries (A1 Cost Category)									
Name	Title	Salary	% to Grant	Total Annual	# Yrs	Total Budget	Leveraged Funds		
0	0	\$ -	0%	\$ -	0	\$ -			
0	0	\$ -	0%	\$ -	0	\$ -			
0	0	\$ -	0%	\$ -	0	\$ -			
0	0	\$ -	0%	\$ -	0	\$ -			
0	0	\$ -	0%	\$ -	0	\$ -			
0	0	\$ -	0%	\$ -	0	\$ -			
0	0	\$ -	0%	\$ -	0	\$ -			
0	0	\$ -	0%	\$ -	0	\$ -			
0	0	\$ -	0%	\$ -	0	\$ -			
0	0	\$ -	0%	\$ -	0	\$ -			
0	0	\$ -	0%	\$ -	0	\$ -			
Total Admin Staff Salaries				\$ -		\$ -	\$ -		

• How does each identified position contribute to the operation of the grant?
 • How is each person's annual salary and percentage of time devoted to the project determined?
 Use the above prompting questions to provide justification for the cost category in the highlighted space below:
 <Enter justification here>



WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

- A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:
1. Construction Workplace Misclassification Act
 2. Employment of Minors Child Labor Act
 3. Minimum Wage Act
 4. Prevailing Wage Act
 5. Equal Pay Law
 6. Employer to Pay Employment Medical Examination Fee Act
 7. Seasonal Farm Labor Act
 8. Wage Payment and Collection Law
 9. Industrial Homework Law
 10. Construction Industry Employee Verification Act
 11. Act 102: Prohibition on Excessive Overtime in Healthcare
 12. Apprenticeship and Training Act
 13. Inspection of Employment Records Law
- B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

CERTIFICATION

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

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

BOP-2201
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Appendix G: Local Board Notification Email Template Sample

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

[Insert Name of Applicant], is applying for funding from the Pennsylvania Department of Labor & Industry for a **Workforce Engagement and HR Support for Farms & Agribusiness 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

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 **Workforce Engagement and HR Support for Farms & Agribusiness 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: