Commonwealth of Pennsylvania

Department of Labor & Industry

Supporting Certified Teacher Registered Apprenticeship (CTRA) Programs in Pennsylvania

Notice of Grant Availability

Proposals Due: February 14, 2025 at 11:59 P.M. ET

Josh Shapiro | Governor
www.pa.gov

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

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Key Dates

Date	Description
January 3, 2025	**Notice of Grant Availability (NGA) Release Date**
January 22, 2025 at 1:00 P.M. ET	**Bidder's Conference:** Click the link below to join the meeting: **Join the meeting now** Meeting ID: 252 219 226 137 Passcode: 3kJ9gH6T Or call in (audio only): Toll Number: +1 267-332-8737 Conference ID: 102 350 319# A recording of the bidder's conference will be posted on the L&I Grants website at https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx.
January 27, 2025 at 11:59 P.M. ET	**Questions Due Date** Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov. A complete list of Q&As will be posted on the L&I Grants website; https://www.pa.gov/en/agencies/dli/programs-services/workforce-development-home/grant-opportunities.html. Questions received after the due date will not be answered.
February 14, 2025 at 11:59 P.M. ET	**Application Due Date** Applications must be submitted by email to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: "NGA Application – Certified Teacher Registered Apprenticeship"
July 1, 2025	**Period of Performance Start Date**
June 30, 2027	**Period of Performance Contract End Date**

Eligible Applicants and Minimum Qualifications

Eligible applicants include organizations who plan to serve as sponsors or intermediaries of proposed and/or existing teacher (elementary and/or secondary) apprenticeship programs with the intent to build and register programs or support recruitment into already existing programs. These may include, but are not limited to, educational agencies and institutions, economic development organizations, industry associations, and nonprofit organizations. The initiative must align with a school district and the district must be a partner in the program if the district is not the program sponsor. A letter of support from the school district is required if the district themselves is not the applicant.

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. The ATO will define "making progress" towards registration on a case-by-case basis. Within one month of the start of the Period of Performance, grantees are expected to initiate contact with and continue to meet with representatives of the ATO, the State Apprenticeship Agency (SAA), to establish, develop, or expand the apprenticeship associated with this grant. Grantees who do not make adequate progress toward their registration may have funds de-obligated. Additional information will be provided to each awarded applicant.

Funding is only provided to grantees after expenses have been incurred.

1. The applicant(s) must be capable of bringing together business, education, workforce, and provider partners to achieve the overall project goals as defined by this NGA.
2. The applicant(s) must demonstrate the ability to build, 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.
3. The applicant(s) must be capable of monitoring and administering the fiscal components of the project.
4. The applicant(s) must be capable of submitting the required reporting elements at the required intervals as documented in the NGA.
5. The applicant(s) must have the capacity to work with an evaluator.

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 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 this document.

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

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

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. 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.

Overview

The PA Department of Labor & Industry (L&I) announces the availability of approximately $4,200,000 in funding for Supporting Certified Teacher Registered Apprenticeship (CTRA) Programs in Pennsylvania to competitively award up to $400,000 to support the development of a new CTRA program(s) serving one Local Education Agency (LEA) or school district. Competitive grants of up to $600,000 will be awarded to an eligible grantee with the intent to serve two or more LEAs or school districts in developing new CTRA programs. The CTRA programs will utilize the framework(s) designed as a result of the "Building and Supporting a Certified Teacher Apprenticeship Program" initial grant initiative and customize as needed. This initiative will focus efforts to reach 40-105 apprentices and establish between 7 and 10 CTRA programs during the period of performance. The development of CTRAs is in alignment with the Pennsylvania Department of Education's outlined Educator Workforce Strategy.

This Notice of Grant Availability (NGA) describes in detail:
- The requirements to obtain Certified Teacher Registered Apprenticeship funding;
- The strategic goals of Certified Teacher Registered Apprenticeship opportunity;
- The criteria that will be used to evaluate proposals; and
- The grant timeline.

L&I has created this grant opportunity to support schools throughout Pennsylvania facing significant barriers to staffing qualified teachers. Specifically, the CTRA NGA aims to meet the educator staffing needs of rural, suburban, and urban areas, build a diverse workforce representative of the students served, offer a certification process, and offer educators access to high-quality and relevant professional development opportunities.

The purpose of this NGA is to present the certified teacher apprenticeship template for LEAs to use in development of a Registered Apprenticeship. The standard framework will allow for the building of a new pathway resulting in paraprofessionals and teachers, who are working with an emergency certificate, to gain teacher certification in Pennsylvania.

Challenge

Many of Pennsylvania's 500 school districts are facing significant barriers in adequately staffing schools with well-qualified teachers. According to an analysis conducted by the Penn State College of Education's Center for Evaluation and Education Policy, "there is no common definition of a "teacher shortage" and there are few, if any, direct measures of a "teacher shortage" that are currently available to understand the specific nature of the challenges" [1]. However, there are many indicators that clearly demonstrate that teacher labor market challenges are abundant in Pennsylvania. One such indicator is the number of teaching positions filled by individuals on an emergency permit. From 2011 to 2021, the number of positions filled via emergency permit in the Commonwealth increased by 5,000 (Fuller, 2022). As noted in the Penn State College of Education's analysis, "this number is even more concerning when we compare the number of newly certified teachers from Pennsylvania teacher preparation programs to the number of teaching positions filled by individuals on emergency permits" [2].

As seen in the figure below, the number of teachers newly certified in Pennsylvania was less than the number of emergency permits issued during the 2020-2021 school year.
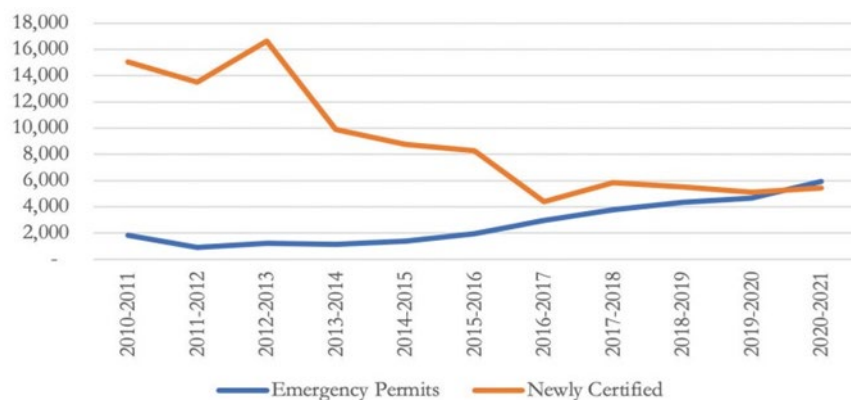

Table source: Penn State College of Education's Center for Evaluation and Education Policy
Data source: Act 82 Report from the Pennsylvania Department of Education

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[1] https://ed.psu.edu/sites/default/files/inline-files/CEEPA_report_V2.pdf
[2] https://ed.psu.edu/sites/default/files/inline-files/CEEPA_report_V2.pdf

More specifically, from 2011 until 2021, there has been a decrease of 67% in the number of individuals obtaining teacher certification in Pennsylvania. It is estimated that the state will need thousands of new teachers, hundreds of new principals, and thousands of educators in other critical roles trained and ready to guide the commonwealth's students by August 2025.[3]

Registered apprenticeships have five key components that differentiate the approach from other types of workplace training programs. The components include a paid job, on the job training, related technical instruction, mentorship, and credentials. This combination of components is what makes Registered Apprenticeship a viable option for giving career development opportunities to individuals who may not have been able to engage in an apprenticeship opportunity through more traditional methods. Visit www.pacareerlink.pa.gov/jponline/Common/Apprenticeships to learn more, or contact Apprenticeship@pa.gov to submit questions or express your interest in apprenticeships in PA.

Grant Opportunity Goals

This Notice of Grant Availability (NGA) seeks applications from organizations and entities to act as sponsors or intermediaries of proposed teacher apprenticeship programs with the intent to build and register new program(s).
Projects will also:
- Recruit participants from underrepresented populations.
- Recruit participants, with emphasis on those who reside and/or work in low- or moderate-income communities.
- Address the severe teacher staffing challenge impacting Pennsylvania.
- Build a pipeline of well-prepared teachers, with an emphasis on subject areas most impacted by staffing shortages: special education, English Language Learner (ELL), foreign language, general elementary, English language arts, mathematics, and science.
- Address teacher staffing challenges in schools serving high proportions of students living in poverty and students of color.
- Enhance outreach to school districts throughout the Commonwealth.
- Increase regional collaboration to support teacher needs within the education sector.
- Connect job seekers to local teaching opportunities.
- Create sustainable programming for future use.
- Encouraging support for the development of workplace accessibility as it relates to the physical and digital environment.

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:
- New, previously unfunded initiatives.
- Initiatives utilizing a group model.
- 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.

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[3] Pennsylvania Teacher Staffing Challenges. Penn State College of Education. Retrieved March 24, 2024, from https://ed.psu.edu/sites/default/files/inlinefiles/CEEPA_report_V2.pdf

- Design, creation, adjustment, and upgrade of environments and services to support both physical and digital accessibility for apprenticeship participants in the work environment.
- Applicants who demonstrate collaborations with unions to support apprentices.
  - In order to meet this priority consideration, the union must either be the grant applicant or must provide a letter of support outlining specifics related to their involvement in this project.

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:

- Development or expansion of a CTRA programs in Pennsylvania utilizing the framework(s) designed as a result of the "Building and Supporting a Certified Teacher Apprenticeship Program" initial grant initiative and customize as needed.
- Serve at least 4 apprentices in a new or expanded CTRA program serving a single school district or LEA. CTRA programs serving 2 or more school districts or LEAs will serve at least 15 apprentices during the grant period;
  - Use of funding to offset on-the-job training (OJT) and/or related technical instruction (RTI) costs, and provide wraparound support services directly to the new enrollments. Per project, this will equate to a minimum, $15,000 per apprentice.
- Identify appropriate certification and credentialing requirements for the certified teacher apprenticeship and the RTI provider(s).
- Collaborate with ATO to ensure required elements and standards of a Registered Apprenticeship are met; and
- Develop a sustainability plan that will allow for long-term implementation and success of the program. This would include the continued enrollment, support, and completion of apprentices after the grant period ends.

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. The ATO will define "making progress" towards registration on a case-by-case basis. Grantees are expected to initiate contact with and continue to meet with representatives of the ATO, the State Apprenticeship Agency (SAA), to establish, develop, or expand the apprenticeship associated with this grant. Grantees who do not make adequate progress toward their registration may have funds de-obligated. Additional information will be provided to each awarded applicant.

If a grantee intends to expand a registered apprenticeship, the grantee is required to ensure registered program sponsors remain compliant with all US and PA laws, policies, regulations, and standards of Registered Apprenticeship and Pre-Apprenticeship as well as their own outlined and approved program standards. If there are any questions in relation to the aforementioned, please, reach out to the program sponsor's assigned Representative.

Performance Metrics

The Pennsylvania Department of Labor & Industry (L&I) will work collaboratively with the awardee(s) to identify metrics that monitor and improve performance during the life of the contract. Below are the minimum performance metric requirements that have been identified. Prior to an agreement, L&I and the awardee(s) will negotiate the final set of metrics and their collection frequency, which may be adjusted over time as needed.

A successful project will result in _at least one_ of the following series of outcomes being met:

- Development or expansion of a CTRA program(s) that support at least 4 apprentices during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program during the grant period. At minimum $15,000 per apprentice will be used to offset OJT and/or RTI costs and provide wraparound support services; and/or
- Development or expansion of a CTRA program(s) serving 2 or more school districts or LEAs that support at least 15 apprentices with the intent that 80% remain active apprentices and/or successfully complete the program during the grant period. At minimum $15,000 per apprentice will be used to offset OJT and/or RTI costs and provide wraparound support services.

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 by the announcement has been received by the deadline;
3. The proposal is aligned and responsive to the NGA; and
4. All mandatory components have been received.

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.

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

Evaluation Criteria	Points
Project Design and Management Plan	25
Performance Outcomes	10
Impact and Sustainability	15
Stakeholder Engagement and Partnership	10
Other Selection Factors/Priority Considerations	20
Budget and Budget Justification – GFRP	20
Total Possible Points	**100**

Evaluation Criteria	Total Points
Project Design and Management Plan • Describe the need for program development; (10 points) • Identify the challenges to be addressed within the school district or LEA (include the characteristics of the individual(s) or employer(s) to be served under this initiative), including the number of Registered Apprentices served. Identifies geographic coverage for project; (5 points) • Describe the capacity and resources the school district or Local Education Agency (LEA) will dedicate to developing the apprenticeship program. This section must include the names and positions of key personnel involved and explain how they will contribute to the initiative, or outline the plan to secure the necessary support for the program; (5 points) • Describe 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 a Timeline, using the template provided in Appendix D of this NGA to clearly illustrate. • List the steps necessary to achieve outcomes including specific dates of engagement with the ATO and goals to achieve program registration. (5 points)	25

Performance Outcomes
 	
• Describe in detail the desired outcomes of the proposed initiatives and how the outcomes will be measured. Include goals, outcomes, services, and numbers to be served using the Goals/Outcomes Table in Appendix E of this NGA to clearly illustrate outcomes; (5 points)
• Describe the metrics that will be used to show impact and success of the program including all program outputs and outcomes (5 points):
    • Participation, including participant demographics and ongoing participation.
    • 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.
    • Program outcomes which measure the overall impact the project had on participants, including average wage for apprentices at the time of program completion.
	10

Impact and Sustainability • Describe how proposed activities will promote the certified teacher registered apprenticeship and Identifies any certifications and/or credentials to be obtained by participants; (4 points) • Identify the impact of the programs and partnerships developed; (4 points) • Describe applicant's capacity to track and report on program data, such as performance metrics on recruitment, participation, accomplishments, impact, and related activities of the partnership; and (3 points)	15

• Include a sustainability plan found in Appendix F of this NGA, describing how the partnership will sustain this work in the future, including after the grant period ends. (4 points)	
Stakeholder Engagement and Partnership • Identify key partners and outline the roles and responsibilities of each partner; (5 points) • The initiative must align with a school district and the district must be a partner in the program if the district is not the program sponsor. A letter of support from the school district is required if the district themselves is not the applicant. • Identify the ability of the applicant to implement grant responsibilities of identified partners; (5 points)	10
Other Selection Factors/Priority Considerations 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: • New, previously unfunded initiatives. (4 points) • Initiatives utilizing a group model. (4 points) • 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. (4 points) • Design, creation, adjustment, and upgrade of environments and services to support both physical and digital accessibility for apprenticeship participants in the work environment. (4 points) • Applicants who demonstrate collaborations with labor unions to support apprentices. (4 points) • 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.	20
GFRP - Budget and Budget Justification The Grant Financial Report Package (GFRP) Budget Form and Budget Justification should tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget and Budget Justification.	20

Using the Grant Financial Reporting Package included in Appendix H of this NGA, provide the following items: ● A detailed list of budget line-items by cost category to reflect requested and leveraged funds. ● A detailed Budget Justification narrative for each cost category reflecting the requested and leveraged funds, clearly explaining how each line item in the Budget supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified. ● Reminder: At minimum $15,000 per apprentice must be used to offset On-the-Job Training (OJT) and/or Related Technical Instruction (RTI) costs and provide wraparound support services; A minimum of $60,000 should be allocated for projects intending to serve at least 4 apprentices or $225,000 should be allocated to serve at least 15 apprentices during the grant period.	
Total	**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 at https://www.pa.gov/en/agencies/dli/programs-services/workforce-development-home/grant-opportunities.html, or 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 & 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_App_Form	• Maximum length of one (1) page • Must be completed in its entirety and submitted with the other required documents	A

Project Summary Cover
saved as a single file titled:
ApplicantName_Proj_Sum_
Cvr
	• Maximum length of two (2) pages
	• Must contain the following information:
	  a. Name of Applicant
	  b. Name of Fiscal Agent
	  c. Vendor ID Number
	  d. Unique Entity Identifier (if applicable)
	  e. Project Title
	  f. Project County
	  g. Project Service Area - municipality, house, and senate districts to be served
	  h. Project Partners
	  i. Brief Project Summary
	  j. Project Point of Contact and Contact Information
		B

Project Narrative saved as a single file titled:
ApplicantName_Proj_Narrative
	• Must contain the following information:
	  a. Project Design and Management Plan
	  b. Detail the project steps (include as necessary reference(s) to the required Timeline found in Appendix D)
	  c. Performance Outcomes (include as necessary reference(s) to the required Goals/Outcomes Table found in Appendix E)
	  d. Impact and Sustainability (include completed Sustainability Plan found in Appendix F)
	  e. Stakeholder Engagement and Partnership
	
	• 10 pages max (not including the Goals/Outcomes Table, Timeline and Sustainability Plan Attachments)
	
	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**.**
		C

	Evaluators will review and consider only those applications that address each of the evaluation criteria separately.	
Additional Appendices	Timeline – Appendix D Goals/Outcomes – Appendix E Impact and Sustainability – Appendix F	D, E, F
Letters of Support saved as a single file titled: ApplicantName_Support_Ltrs	1 to 3 unique letters of support are required to be submitted with your application package. 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).	G
Grant Financial Reporting Package saved as a single Excel file titled: ApplicantName_Budget_Form The Budget Justification tab should be saved in PDF format titled: ApplicantName_Budget_Justification	Applicants must submit a detailed budget that includes: • Expenditures by line item • Requested and leveraged funds. • Budget Justification The budget will become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. The budget will be evaluated based on the evaluation criteria above, efficient, and effective use of funding, cost reasonableness, and the relationship to proposed activities. Budgets must be for the period of performance: May 1, 2025 to June 30, 2027. Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. **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.	H

EO 2021-06 Worker Protection Certification Form saved as a single file titled: ApplicantName_WP_Cert_Form	Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), contractors and grantees of the commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws.	I

Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored. Evaluators will only review <u>13</u> pages even if an application exceeds that amount. <u>Please note that Letters of Support and the Budget Form do not count toward the total number of pages</u>.

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 "NGA Application – Certified Teacher Registered Apprenticeship." An automatic email response will be sent upon receipt of your application. This is confirmation that the application was received by the application deadline.

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.

The Certified Teacher Registered Apprenticeship NGA and related materials are available on the L&I Grants website at https://www.pa.gov/en/agencies/dli/programs-services/workforce-development-home/grant-opportunities.html. Samples of each required document in the application package can be found in the *Appendices* within this document.

Application Package Deadline

The Certified Teacher Registered Apprenticeship applications are due by February 14, 2025, at 11:59 P.M. ET. Late applications will not be accepted.

Grant Award Administration

Estimated Funding and Award Size

Approximately $4,200,000 is available. Grants will be awarded and funded competitively based on the availability of funds up to $400,000 per grantee to support local education agencies (LEAs) and school districts to develop a new certified teacher registered apprenticeship (CTRA) program with a single county

reach or competitively award up to $600,000 to LEAs and school districts to develop new CTRA programs with a multiple county (minimum of 3 counties) or statewide reach per application.

If a grantee intends to expand a registered apprenticeship, the grantee is required to ensure registered program sponsors remain compliant with all US and PA laws, policies, regulations, and standards of registered apprenticeship and pre-apprenticeship as well as their own outlined and approved program standards. If there are any questions in relation to the aforementioned, please, reach out to the program sponsor's assigned Representative.

Period of Performance

L&I anticipates a performance period beginning July 1, 2025 to June 30, 2027.

Grant Funding

This NGA is 100% federally funded with Workforce Innovation and Opportunity Act (WIOA) statewide activity dollars.

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: Denial Notification Feedback Requested.

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, without qualification, to reject all applications received in response to this announcement. L&I reserves the right to award grants on a conditional basis if there are concerns

surrounding one or more sections of the application(s). In the instance that a conditional award is made, the awardee is responsible to take immediate and appropriate action to remedy the area of concern in accordance with department guidance.

The L&I contracting officer is the only individual who can make awards or commit 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 program and fiscal progress reports monthly, annually, and upon conclusion of 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 participate in a third-party evaluation.

Grantees may be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will transfer required data to Bureau of Workforce Development Administration (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 Certified Teacher Registered Apprenticeship 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 the total amount requested.
- **Unallowable Costs:** Unallowable costs include pre-award costs, building construction, procuring lobbying services, and all other costs not associated with the direct performance of the award. Pre-award costs are incurred at the applicant's risk. L&I 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 Cover Page Sample
Appendix C: Project Narrative Template
Appendix D: Timeline Template
Appendix E: Goals and Outcomes Table
Appendix F: Sustainability Plan Template
Appendix G: Letters of Support Template
Appendix H: Grant Financial Reporting Package Sample
Appendix I: EO 2021-06 Worker Protection Certification Form Sample

Links and Resources

Resource	Hyperlink
L&I Grants website (Appendices available here)	Grants | Department of Labor and Industry | Commonwealth of Pennsylvania
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
Information related to the Teacher Apprenticeship Initiative being led by the Apprenticeship and Training Office (ATO), including potential program templates, examples and how to begin building your programs, will be available on the L&I website shortly.	

References

The Foundation of Our Economy: Pennsylvania Educator Workforce Strategy 2022-2025. (2022). Pennsylvania Department of Education. Retrieved March 24, 2024, from https://www.education.pa.gov/Educators/Workforce%20Strategy/Pages/default.aspx Fuller, E. (2022).

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF WORKFORCE DEVELOPMENT ADMINISTRATION

APPLICATION FORM

Type of Submission: Choose an item	**Type of Project:** Choose an item	**Applicant Type:** Choose an item

Local Workforce Development Board: Choose an item

Grant/Project Title:

Targeted Industry Cluster: **Sub-Cluster:**

Counties served by this grant:

☐ Adams	☐ Chester	☐ Fulton	☐ Mercer	☐ Sullivan
☐ Allegheny	☐ Clarion	☐ Greene	☐ Mifflin	☐ Susquehanna
☐ Armstrong	☐ Clearfield	☐ Huntingdon	☐ Monroe	☐ Tioga
☐ Beaver	☐ Clinton	☐ Indiana	☐ Montgomery	☐ Union
☐ Bedford	☐ Columbia	☐ Jefferson	☐ Montour	☐ Venango
☐ Berks	☐ Crawford	☐ Juniata	☐ Northampton	☐ Warren
☐ Blair	☐ Cumberland	☐ Lackawanna	☐ Northumberland	☐ Washington
☐ Bradford	☐ Dauphin	☐ Lancaster	☐ Perry	☐ Wayne
☐ Bucks	☐ Delaware	☐ Lawrence	☐ Philadelphia	☐ Westmoreland
☐ Butler	☐ Elk	☐ Lebanon	☐ Pike	☐ Wyoming
☐ Cambria	☐ Erie	☐ Lehigh	☐ Potter	☐ York
☐ Cameron	☐ Fayette	☐ Luzerne	☐ Schuylkill	☐ **Statewide**
☐ Carbon	☐ Forest	☐ Lycoming	☐ Snyder	
☐ Centre	☐ Franklin	☐ McKean	☐ Somerset	

Local Workforce Development Areas (LWDA) affected by this grant:

☐ Allegheny	☐ Lackawanna	☐ Pittsburgh	☐ West Central
☐ Berks	☐ Lancaster	☐ Southern Alleghenies	☐ Southwest Corner
☐ Bucks	☐ Lehigh Valley	☐ Tri-County	☐ Northwest
☐ Chester	☐ Luzerne-Schuylkill	☐ North Central	☐ Central
☐ Delaware	☐ Montgomery	☐ Northern Tier	☐ South Central
☐ Westmoreland-Fayette	☐ Philadelphia	☐ Poconos	☐ **Statewide**

Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32? Choose an item

Applicant Information

Name
Address 1
Address 2
City   PA   ZIP Code

Name and contact information of primary person to be contacted on matters involving this application

First name   Last name   Phone
Title   Email

Funding proposal request($):	Labor & Industry: $	Matching Funds $
Authorized representative printed name:	Name	

Authorized representative signature/date:

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

APPLICATION FORM

Application Instructions

Labor & Industry (L&I) Workforce Development Grant

1. **Type of Submission:** Indicate whether this is a new request for funds for a new project or if this is a continuation of a project that was previously funded.

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

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

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

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

6. **Target Industry Cluster/Sub Cluster:** Enter the name of the Industry Cluster and, if applicable, the sub-cluster. Pennsylvania defined industry clusters can be found here: Industry Clusters (pa.gov).

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

8. **Local Workforce Development Areas (LWDA) affected** — List all LWDAs involved in the grant. Pennsylvania LWDAs can be found here: LWDA Map (pa.gov).

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

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

11. **Contact Information:** Enter contact information.

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

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

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

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Supporting Certified Teacher Registered Apprenticeship (CTRA) Programs in Pennsylvania
Project Summary Cover Page

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):	

Identify Project Outcome(s) to be Measured, at a Minimum, During the Grant Period:

☐ Development or expansion of a CTRA program that supports at least 4 apprentices during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program during the grant period; max grant amount $400,000;

☐ Development or expansion of a CTRA program serving 2 or more school districts or LEAs that support at least 15 apprentices with the intent that 80% remain active apprentices and/or successfully complete the program during the grant period; max grant amount $600,000;

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.*

☐ New, previously unfunded initiative.

☐ 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.

Project Partners:

_____

_____

_____

1

Supporting Certified Teacher Registered Apprenticeship (CTRA) Programs in Pennsylvania
Project Summary Cover Page

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:

2

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Appendix C: Project Narrative Template

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

{Organization Letterhead}

Appendix C: Project Narrative

Name of Applicant:

Grant Name:

Date:

Appendix D: Timeline Template

Applicants must include a detailed timeline related to their project, including benchmarks specific to goals and outcome achievements, when applicable, this includes details around the development and registration dates of a new registered apprenticeship. For applicable initiatives, awardees will have until one year from contract start date to finalize their registration or show progress towards the finalization of the registration. The timeline should reflect a summary of the high-level details found in the project narrative.

<u>TIMELINE TEMPLATE</u>

Title 1	Title 3	Title 5	Title 7
Timeline Description	Timeline Description	Timeline Description	Timeline Description

Qtr 1   Qtr 2   Qtr 3   Qtr 4   Qtr 5   Qtr 6   Qtr 7   Qtr 8

Title 2	Title 4	Title 6	Title 8
Timeline Description	Timeline Description	Timeline Description	Timeline Description
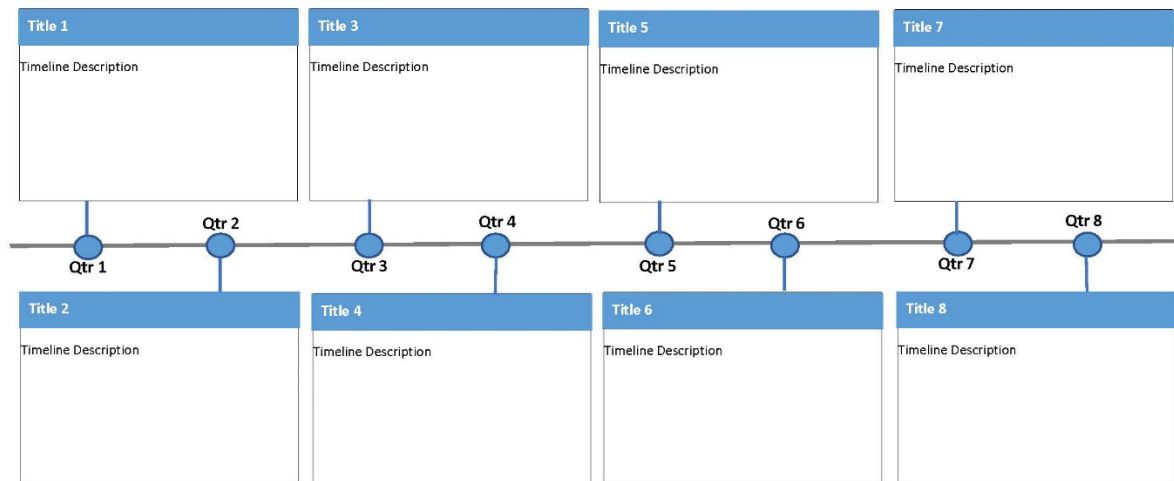
Appendix E: Goals and Outcomes Table New & Expanding

The goals and outcomes table should reflect a summary of the high-level details of the outcomes found in the project narrative.

	Measurable Performance Goal/Outcome	Performance Indicator	Evaluation Method	Target Number/Result	Timeline to Meet Goal/Outcome	Comment
	Goal and Outcomes Table for NEW Registered Apprenticeships					
	Applicants must select the boxes associated with the Measurable Performance Goal/Outcome to be developed as a result of program delivery.					
1	☐ Develop a new Certified Teacher Registered Apprenticeship program. ☐ Develop a new Certified Teacher Registered Apprenticeship serving 2 or more school districts or local education agency.					
2	☐ Serve at least 4 apprentices through a minimum of $15,000 per apprentice in OJT/RTI/Support Services ☐ Serves at least 15 apprentices through a minimum of $15,000 per apprentice in OJT/RTI/Support Services					
3	☐ 80% of the 4 apprentices served remain active and/or successfully complete the program and achieve journeyworker status. ☐ 80% of the 15 apprentices served remain active and/or successfully complete the program and achieve journeyworker status.					
4						
5						

	Goal and Outcomes Table Opportunity for EXPANDING Registered Apprenticeships					
	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	☐ Expand an existing Certified Teacher Registered Apprenticeship program ☐ Expand an existing Certified Teacher Registered Apprenticeship serving 2 or more school districts or local education agency.					
2	☐ Serve at least 4 apprentices through a minimum of $15,000 per apprentice in OJT/RTI/Support Services ☐ Serves at least 15 apprentices through a minimum of $15,000 per apprentice in OJT/RTI/Support Services					
3	☐ 80% of the 4 apprentices served remain active and/or successfully complete the program and achieve journeyworker status. ☐ 80% of the 15 apprentices served remain active and/or successfully complete the program and achieve journeyworker status.					
4						
5						

Appendix F: Sustainability Plan Template

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

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?**

    ```



    ```

{Organization Letterhead}

Date

Recipient's Name
Recipient's Position
Recipient's Address Line 1
Recipient's Address Line 2

Re: _____ Grant Initiative

Dear [Recipient],

On behalf of [name of organization offering support], please accept this letter of support to [name of organization applying for grant] in their application for _____ Grant Initiative.

[Paragraph describing organization offering the support]

[Paragraph describing why organization is offering support]

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

Sincerely,

[Name]
[Position/Title]
[Name of Organization]

Appendix H: Grant Financial Reporting Package Sample

The Grant Financial Reporting Package (GFRP) 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 GFRP to assist grant applicants in completing the budget for a grant. Detailed explanations of each cost category are available in Appendix A of the Budget Prep Manual. *Reminder: At minimum $15,000 per apprentice must be used to offset On-the-Job Training (OJT) and/or Related Technical Instruction (RTI) costs and provide wraparound support services; A minimum of $60,000 should be allocated for projects intending to serve at least 4 apprentices or $225,000 should be allocated to serve at least 15 apprentices during the grant period.

		Budget	%	Leveraged Funds
	Grantee Name:			
	Grant Program:			
	Funding Period:			
	Requested Award	$ -		**Total Leveraged Funds** $ -
	ADMINISTRATION	$ -	#DIV/0!	$ -
A1	Admin Staff Salaries & Fringe Benefits	$ -		$ -
A2	Operational Expenses (e.g. travel, postage, printing, etc.)	$ -		$ -
A3	Admin Indirect Costs	$ -		$ -
	CAREER & SUPPORTIVE SERVICES	$ -	#DIV/0!	$ -
B1	Program Staff Salaries & Fringe Benefits	$ -		$ -
B2	Operational Expenses (e.g. travel, postage, printing, etc.)	$ -		$ -
B3	Other Program Expenses	$ -		$ -
B4	Needs Related Payments	$ -		$ -
B5	Supportive Service Funds	$ -		$ -
B6	Program Indirect Costs	$ -		$ -
	TRAINING	$ -	#DIV/0!	$ -
C1	Tuition Payments/ITA's	$ -		$ -
C2	On The Job (OJT) Reimbursements	$ -		$ -
C3	Skill Upgrade and Retraining/Customized Training	$ -		$ -
C4	Adult Education and Literacy Training	$ -		$ -
C5	Other Training Expenses	$ -		$ -
C7	Other Training	$ -		$ -
C8	Apprenticeship Training	$ -		$ -
C9	Incumbent Worker Training	$ -		$ -
C10	Customized Training	$ -		$ -
C11	Transitional Jobs Expenditures	$ -		$ -
	TOTAL BUDGET	$ -		$ -
	Difference	$0.00		$0.00

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

Administrative Staff Salaries (A1 Cost Category)								
Name	Title		Salary	% to Grant	Total Annual	# Yrs	Total Budget	Leveraged Funds
0	0	$	-	0%	$ -	0	$ -	
0	0	$	-	0%	$ -	0	$ -	
0	0	$	-	0%	$ -	0	$ -	
0	0	$	-	0%	$ -	0	$ -	
0	0	$	-	0%	$ -	0	$ -	
0	0	$	-	0%	$ -	0	$ -	
0	0	$	-	0%	$ -	0	$ -	
0	0	$	-	0%	$ -	0	$ -	
0	0	$	-	0%	$ -	0	$ -	
0	0	$	-	0%	$ -	0	$ -	
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
Published: 02/07/2022

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