

Commonwealth of Pennsylvania
Department of Labor & Industry

Increasing Diversity, Equity, and Inclusion in the Building & Construction Trades ROUND 2

Notice of Grant Availability

Proposals Due: September 27, 2024 at 4:00 PM ET

Josh Shapiro | Governor
www.pa.gov

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



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Key Dates

Date	Description
August 1, 2024	Notice of Grant Availability (NGA) Release Date
August 13, 2024 at 2:00 PM ET	<p>Bidder's Conference: Click the link below to join the meeting: Join the meeting now Meeting ID: 246 203 825 724 Passcode: vuM8hR</p> <p>Or call in (audio only): Toll Number: +1 267-332-8734</p> <p>Conference ID: 559 110 073#</p> <p>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.</p>
August 26, 2024 at 4:00 PM ET	<p>Questions Due Date Questions must be submitted by email to atogrants@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>
September 27, 2024 at 4:00 PM ET	<p>Application Due Date Applications must be submitted to the atogrants@pa.gov resource account with the email subject: "NGA Application – DEI Round 2"</p>
December 1, 2024	Period of Performance Start Date
June 30, 2026	Period of Performance Contract End Date

Eligibility

Eligible Applicants and Minimum Qualifications

Eligible applicants include any awardee under the initial round of Increasing Diversity, Equity, and Inclusion (DEI) in the Building and Construction Trades through Apprenticeships and Pre-Apprenticeships grant program (POP from July 1, 2023, to March 31, 2025). Additional eligible applicants include previous PAsmart grantees with a registered building and construction trades apprenticeship or **registered pre-apprenticeship**, applicants with an existing registered apprenticeship or **registered pre-apprenticeship** in the building and construction trades previously funded or unfunded.

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 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

The fiscal agents will receive, manage, and disburse grant funds. Fiscal agents include eligible applicants, as detailed above. 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 \$2,000,000 in funding for the Increasing Diversity, Equity, and Inclusion in the Building & Construction Trades ROUND 2 ("DEI Round 2") to include awards up to \$200,000 for projects that serve a single individual registered apprenticeship or pre-apprenticeship programs, up to \$230,000 for multi-employer serving group sponsored registered apprenticeship programs, and up to \$250,000 for multi-county serving registered apprenticeship or pre-apprenticeship programs.

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

- The requirements to obtain DEI Round 2 funding;
- The strategic goals of the DEI Round 2 opportunity;
- The criteria that will be used to evaluate proposals; and
- The grant timeline

L&I has created this grant opportunity to align, expand, and diversify the apprenticeship model with priority consideration for programs as follows:

1. DEI Round 1 grant recipients; and/or
2. Previous PAsmart grantee with a registered apprenticeship or **registered pre-apprenticeship** in the building and construction trades; and/or
3. Existing registered apprenticeships or **registered pre-apprenticeships** in the building and construction trades previously funded or previously unfunded.

The purpose of this NGA is to continue the concentration on recruiting from diverse talent pipelines and serving populations traditionally underserved in registered apprenticeship.

Challenge

Improving diversity and making the skilled trades a more equitable and inclusive work environment is an endeavor initiated with the first round of funding in July of 2023 by the Apprenticeship and Training Office (ATO). Addressing this challenge requires conscious efforts and initiatives to provide positive outcomes that improve access to jobs and provide support for workers from historically underrepresented groups.¹

¹ ICERES Study "Diversity, Equity, and Inclusion Initiatives in the Construction Trades" pdf. (tradeswomentaskforce.org)

Our economy works best when it draws on all of America's talent.³ We are striving for meaningful progress toward goals that draw a vast workforce from those underrepresented or unserved in the construction labor force and into the higher-paying, higher-skilled trades of the industry. Companies can gain a competitive edge in hiring and mitigate the impact of employee turnover through an authentic culture of inclusion.² It has been shown that companies whose workers look like the communities they're working in outperform their competitors by 33%, according to the *Delivering Through Diversity* report by McKinsey & Company.³ Apprenticeships have been utilized in the building and construction trades for decades. Continued efforts to increase diversity, equity, and inclusion within registered apprenticeship programs will aid in the removal of barriers to employment while providing a talent pipeline in an industry that needs skilled workers.

Supporting women and people of color to enter the industry is a key focus in the use of Round 2 funding for existing DEI grantees. The framework for strengthening this specific initiative is intended to extend the efforts of these organizations and expand their outreach to underrepresented populations, including individuals with disabilities, veterans, socio-economically disadvantaged individuals, individuals who speak English as a second language, individuals who were previously incarcerated, or individuals experiencing multiple barriers to employment.

Grant Opportunity Goals

Successful programs will utilize grant funds to enhance their projects by:

- Expanding existing registered apprenticeship and pre-apprenticeship programs in the building and construction trades by serving apprentices from historically underserved populations.
- Recruiting from underrepresented populations typically underserved by apprenticeships, including women, people of color, individuals with disabilities, veterans, socio-economically disadvantaged individuals, individuals who speak English as a second language, individuals who were previously incarcerated, or individuals experiencing multiple barriers to employment.
- Retention of a diverse talent pipeline by supporting apprentices and pre-apprentices from underrepresented and underserved populations to reach full employment.

Required Activities

The required activities outlined below are a continuation and expansion of services and/or activities for successful program delivery.

Applicants will engage in one or more of the following program delivery activities:

- Projects supporting new apprentices from traditionally underserved populations during the grant period with the intent that a percentage maintain active status and/or successfully complete the program and achieve journey worker status.
- Projects utilizing a group model that support multiple counties, employers, and apprentices from traditionally underserved populations during the grant period with the intent that a percentage

^{2,3} Opening the Door to Inclusion and Diversity in the Construction Industry (ajg.com)

maintain active status and/or successfully complete the program and achieve journey worker status.

- Projects supporting pre-apprentices from traditionally underserved populations with the intent to successfully enroll and matriculate a number of completers into affiliated registered apprenticeship programs during the grant period.

Apprenticeship and pre-apprenticeship programs funded by this grant must be registered with the Commonwealth. Non-registered apprenticeship programs 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 or pre-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.

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 initial metrics 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 outcomes being met:

- Projects supporting at least 8 new apprentices from traditionally underserved populations during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journey worker status. Applicants selecting this outcome will be eligible for funding awards up to \$200,000.
- Projects utilizing a group model to support at least 3 employers and 25 apprentices from traditionally underserved populations during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journey worker status. Applicants selecting this outcome will be eligible for funding awards up to \$230,000.
- Projects supporting at least 20 pre-apprentices from traditionally underserved populations during the grant period. Additionally, this project must result in successful enrollment and matriculation of at least 7 pre-apprenticeship completers into the affiliated registered apprenticeship. Applicants selecting this outcome will be eligible for funding awards up to \$200,000.
- Projects utilizing a group model to reach **multiple counties** that serves at least 4 employers/locations and at least 40 apprentices from traditionally underserved populations during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journey worker status. Applicants selecting this outcome will be eligible for funding awards up to \$250,000.
- Projects replicating an existing registered pre-apprenticeship across **multiple counties**, align with at least 3 registered apprenticeship programs, and serve at least 40 pre-apprentices from

traditionally underserved populations during the grant period. Additionally, this project must result in successful enrollment and matriculation of at least 15 pre-apprenticeship completers into the affiliated registered apprenticeship. Applicants selecting this outcome will be eligible for funding awards up to \$250,000.

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; and
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:

Project Design and Management Plan
Performance Outcomes
Impact and Sustainability
Stakeholder Engagement and Partnership
Budget and Budget Justification

Evaluation Criteria	Total Points
Project Design and Management Plan Expansion <ul style="list-style-type: none"> Describes the need for program development expansion; (10 points) Describes in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, cohort start and finish dates, milestones, plans for long term sustainability, and ability to scale and replicate. Includes timeline using the template provided in Appendix C and as part of the application package on the L&I grants page (www.dli.pa.gov/Grants) to clearly illustrate. List the steps necessary to achieve outcomes including specific dates of engagement with the ATO. (10 points) 	20

<p>Performance Outcomes</p> <ul style="list-style-type: none"> Applicants must include the desired outcomes of the project with the additional funding as well as how those outcomes will be measured. Include measurable goals, outcomes, services, performance indicator, evaluation method, target numbers to be served or results, and a timeline to meet the goal or outcome. The outcomes must be reflective of and commensurate with the amount of funding being requested. Applicants are required to use the Goals/Outcomes Table template included as Appendix D, in this NGA, and as part of the application package on the L&I grants page: (www.dli.pa.gov/Grants) 	20
<p>Impact and Sustainability</p> <ul style="list-style-type: none"> Describe how proposed activities will expand the reach of the Round 1 funding; (4 points) Identify any certifications and/or credentials to be obtained by participants; (4 points) Identify the impact of the programs and partnerships developed; (4 points) Describe how the partnership has the capacity to and will track and report on program data, such as performance metrics on recruitment, participation, accomplishments, impact, and related activities of the partnership; and (4 points) Complete the sustainability plan found in Appendix E of this NGA and as part of the application package on the L&I grants page (www.dli.pa.gov/Grants), describing how the partnership will sustain this work in the future, including after the grant period ends. (4 points) 	20
<p>Stakeholder Engagement and Partnership</p> <ul style="list-style-type: none"> Identify key partners and additional partners as a result of Round 2 funds; (5 points) Outlines the roles and responsibilities of each partner; (5 points) Identifies ability of the applicant to implement grant responsibilities of identified partners; (5 points) Identifies the ability of the key personnel on the grant to foster collaboration and implement programs, including identifying each person by name and how they will support the initiative. (5 points) 	20
<p>Budget and Budget 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 and Budget Justification.</p> <p>Using the Grant Financial Reporting Package included in Appendix F of this NGA and as part of the application package on the L&I grants page: www.dli.pa.gov/Grants, provide the following items:</p> <ul style="list-style-type: none"> A detailed list of budget line-items by cost category to reflect requested and leveraged funds. A detailed Budget Justification narrative for each cost category reflecting the requested and leveraged funds, clearly explaining how each line item in the Budget supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified. Budget total is equivalent to the outcome selected as follows: <ol style="list-style-type: none"> Total budget of approximately \$200,000 if the applicant has selected either of the following outcomes: 	20

<ul style="list-style-type: none"> a. Projects supporting at least 8 new apprentices from traditionally underserved populations during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journey worker status; and/or b. Projects supporting at least 20 pre-apprentices from traditionally underserved populations during the grant period. Additionally, this project must result in successful enrollment and matriculation of at least 7 pre-apprenticeship completers into the affiliated registered apprenticeship. <p>2. Total budget of approximately \$230,000 if the applicant has selected the following outcome:</p> <ul style="list-style-type: none"> a. Projects utilizing a group model to support at least 3 employers and 25 apprentices from traditionally underserved populations during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journey worker status. <p>3. Total budget of approximately \$250,000 if the applicant has selected either of the following outcomes:</p> <ul style="list-style-type: none"> a. Projects utilizing a group model to reach multiple counties that serves at least 4 employers/locations and at least 40 apprentices from traditionally underserved populations during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journey worker status; and/or b. Projects replicating an existing registered pre-apprenticeship across multiple counties, align with at least 3 registered apprenticeship programs, and serve at least 40 pre-apprentices from traditionally underserved populations during the grant period. Additionally, this project must result in successful enrollment and matriculation of at least 15 pre-apprenticeship completers into the affiliated registered apprenticeship. 	
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, 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:

- a. Single-spaced
- b. 8.5" by 11" page size
- c. 1-inch margins
- d. 11-point Calibri font
- e. Adobe Portable Document Format (PDF)*
*with the exception of the Budget Form
- f. Page numbers in footer
- g. Applications may not include hyperlinks
- h. No proprietary or sensitive business information

Document	Requirements	Appendix
Application Form saved as a single file titled: ApplicantName_App_Form	<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 Cover saved as a single file titled: ApplicantName_Proj_Sum	<ul style="list-style-type: none"> Maximum length of two (2) pages All information must be completed in its entirety and submitted with the other required documents. 	B
Project Narrative saved as a single file titled: ApplicantName_Proj_Narrative	<ul style="list-style-type: none"> Must contain the following information: <ol style="list-style-type: none"> a. Project Design and Management Plan (include completed Timeline found in Appendix C) b. Performance Outcomes (include completed Goals/Outcomes Table found in Appendix D) c. Impact and Sustainability (include completed Sustainability Plan found in Appendix E) d. Stakeholder Engagement and Partnership e. Other Selection Factors/Priority Considerations f. 10 pages max (not including the Goals/Outcomes Table, Timeline and Sustainability Plan Attachments) <p>The project narrative must be formatted to clearly address the specified evaluation criteria.</p>	C, D, E

	<p>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>	
<p>Letters of Support saved as a single file titled: ApplicantName_Support_Ltrs</p>	<p>1 to 3 unique letters of support are required to be submitted with your application package.</p> <p>Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project.</p> <p>Letters should include information on the partner's specific role, responsibilities, and nature of their commitment to the project.</p> <p>Applicants are encouraged to have multiple partners across sectors (e.g., education partner, workforce development, business, economic development, and community partners).</p>	F
<p>Grant Financial Reporting Package saved as a single Excel file titled: ApplicantName_Budget_Form</p>	<p>Applicants must submit a detailed budget that includes:</p> <ul style="list-style-type: none"> a. Expenditures by category and line item b. Requested and leveraged funds c. Budget Justification <p>The budget will become the financial basis for any grant award, including making cost reimbursement payments over the course of the project.</p> <p>The budget will be evaluated based on the evaluation criteria above, efficient and effective use of funding, cost reasonableness, and the relationship to proposed activities.</p> <p>Budgets must be for the period of performance: December 1, 2024 to June 30, 2026.</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</p>	G

	costs proposed in each cost category and any other information to support the budget.	
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.	H

Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored. Evaluators will only review 13 pages even if an application exceeds that amount.

Application Submission

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

Application packages must be submitted electronically to atogrants@pa.gov by the application deadline. The subject line for your email submission must include "Increasing Diversity, Equity, and Inclusion in the Building & Construction Trades ROUND 2." An 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 email response, please contact the Apprenticeship & Training Office's Central 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 DEI Round 2 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

DEI Round 2 applications are due by **September 27, 2024** at 4:00 PM ET. Late applications will not be accepted.

Grant Award Administration

Estimated Funding and Award Size

Approximately \$2,000,000 is available. Grants will be awarded and funded competitively based on the availability of funds with a maximum award up to \$200,000 for projects that build a single individual registered apprenticeship or pre-apprenticeship program, up to \$230,000 for a multi-employer serving

group sponsored registered apprenticeship program, and up to \$250,000 for multiple county serving registered apprenticeship or pre-apprenticeship programs.

Period of Performance

L&I anticipates a performance period beginning **December 1, 2024** to June 30, 2026.

Grant Funding

This NGA is 100 % state funded with PAsmart funding.

The PAsmart framework was developed to better align education, workforce and economic development initiatives and funding. PAsmart is based on four goals:

1. Strategically investing resources in initiatives to support economic growth and education and training opportunities;
2. Achieving successful outcomes for Pennsylvania students, workers, businesses, and communities;
3. Improving coordination and alignment of education and workforce development programs, services, and funding; and
4. Transforming inter-agency, cross-sector collaboration around education, workforce and economic development at state, regional and local levels.

The PAsmart initiative was designed as strategic, competitive, and cross-sector investment focused on meeting the education and workforce development needs of students, workers, employers, and communities across Pennsylvania, including those disconnected from education and workforce opportunities.

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 atogrants@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. A link to the workforce grant agreement is listed in the *Links & Resources* section within this document. L&I reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

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

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 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 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 DEI Round 2 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.

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. 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 atogrants@pa.gov.

Appendices

Appendix A: Application Form Sample

Appendix B: Project Summary Cover Page Sample

Appendix C: Timeline Template

Appendix D: Goals/Outcome Table

Appendix E: Sustainability Plan

Appendix F: Letters of Support Sample

Appendix G: Grant Financial Reporting Package Sample

Appendix H: EO 2021-06 Worker Protection Certification Form 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

Appendix A: Application Form Sample



APPLICATION FORM

Type of Submission:	Choose an item	Type of Project:	Choose an item	Applicant Type:	Choose an item
Local Workforce Development Board:		Choose an item			
Grant/Project Title:					
Targeted Industry Cluster:			Sub-Cluster:		
Counties served by this grant:					
<input type="checkbox"/> Adams	<input type="checkbox"/> Chester	<input type="checkbox"/> Fulton	<input type="checkbox"/> Mercer	<input type="checkbox"/> Sullivan	
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Clarion	<input type="checkbox"/> Greene	<input type="checkbox"/> Mifflin	<input type="checkbox"/> Susquehanna	
<input type="checkbox"/> Armstrong	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Huntingdon	<input type="checkbox"/> Monroe	<input type="checkbox"/> Tioga	
<input type="checkbox"/> Beaver	<input type="checkbox"/> Clinton	<input type="checkbox"/> Indiana	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Union	
<input type="checkbox"/> Bedford	<input type="checkbox"/> Columbia	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Montour	<input type="checkbox"/> Venango	
<input type="checkbox"/> Berks	<input type="checkbox"/> Crawford	<input type="checkbox"/> Juniata	<input type="checkbox"/> Northampton	<input type="checkbox"/> Warren	
<input type="checkbox"/> Blair	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Northumberland	<input type="checkbox"/> Washington	
<input type="checkbox"/> Bradford	<input type="checkbox"/> Dauphin	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Perry	<input type="checkbox"/> Wayne	
<input type="checkbox"/> Bucks	<input type="checkbox"/> Delaware	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Westmoreland	
<input type="checkbox"/> Butler	<input type="checkbox"/> Elk	<input type="checkbox"/> Lebanon	<input type="checkbox"/> Pike	<input type="checkbox"/> Wyoming	
<input type="checkbox"/> Cambria	<input type="checkbox"/> Erie	<input type="checkbox"/> Lehigh	<input type="checkbox"/> Potter	<input type="checkbox"/> York	
<input type="checkbox"/> Cameron	<input type="checkbox"/> Fayette	<input type="checkbox"/> Luzerne	<input type="checkbox"/> Schuylkill	<input type="checkbox"/> Statewide	
<input type="checkbox"/> Carbon	<input type="checkbox"/> Forest	<input type="checkbox"/> Lycoming	<input type="checkbox"/> Snyder		
<input type="checkbox"/> Centre	<input type="checkbox"/> Franklin	<input type="checkbox"/> McKean	<input type="checkbox"/> Somerset		
Local Workforce Development Areas (LWDA) affected by this grant:					
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Pittsburgh	<input type="checkbox"/> West Central		
<input type="checkbox"/> Berks	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Southern Alleghenies	<input type="checkbox"/> Southwest Corner		
<input type="checkbox"/> Bucks	<input type="checkbox"/> Lehigh Valley	<input type="checkbox"/> Tri-County	<input type="checkbox"/> Northwest		
<input type="checkbox"/> Chester	<input type="checkbox"/> Luzerne-Schuylkill	<input type="checkbox"/> North Central	<input type="checkbox"/> Central		
<input type="checkbox"/> Delaware	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Northern Tier	<input type="checkbox"/> South Central		
<input type="checkbox"/> Westmoreland-Fayette	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Poconos	<input type="checkbox"/> Statewide		
Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32?					Choose an item
Applicant Information					
Name					
Address 1					
Address 2					
City		PA		ZIP Code	
Name and contact information of primary person to be contacted on matters involving this application					
First name		Last name		Phone	
Title				Email	
Funding proposal request(\$):		Labor & Industry: \$		Matching Funds \$	
Authorized representative printed name:		Name			
Authorized representative signature/date:					

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

APPLICATION FORM

Application Instructions

Labor & Industry (L&I) Workforce Development Grant

1. **Type of Submission:** Indicate whether this is a new request for funds for a new project or if this is a continuation of a project that was previously funded.
2. **Type of Project:** Indicate whether this grant is for training or services.
3. **Applicant:** Select applicant type from drop down menu.
4. **Local Workforce Development Board (LWDB):** Select the name of the LWDB with whom this project will be affiliated from the drop down menu, if applicable.
5. **Grant/Project Title:** Enter the name of the project.
6. **Target Industry Cluster/Sub Cluster:** Enter the name of the Industry Cluster and, if applicable, the sub-cluster. Pennsylvania defined industry clusters can be found here: [Industry Clusters \(pa.gov\)](#).
7. **Counties Served** — Include all counties that will be served by the grant.
8. **Local Workforce Development Areas (LWDA) affected** — List all 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

Appendix B: Project Summary Cover Page Sample



Increasing Diversity, Equity, and Inclusion in the Building & Construction Trades ROUND 2 Grant Program

Project Summary Cover Page

Name of Applicant:			
Name of Fiscal Agent:			
Vendor ID Number:		Unique 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:

☐ Project supporting at least 8 new apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journey worker status during the grant period. Applicants selecting this outcome will be eligible for funding awards up to \$200,000.

☐ Project utilizing a group model to support at least 3 employers and 25 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journey worker status during the grant period. Applicants selecting this outcome will be eligible for funding awards up to \$230,000.

☐ Project supporting at least 20 pre-apprentices from traditionally underserved populations. Additionally, this project must result in successful enrollment and matriculation of at least 7 pre-apprenticeship completers into the affiliated registered apprenticeship during the grant period. Applicants selecting this outcome will be eligible for funding awards up to \$200,000.

☐ Projects utilizing a group model to reach **multiple counties** that serves at least 4 employers/locations and at least 40 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journey worker status during the grant period. Applicants selecting this outcome will be eligible for funding awards up to \$250,000.

☐ Projects replicating an existing registered pre-apprenticeship across **multiple counties**, align with at least 3 registered apprenticeship programs, and serve at least 40 pre-apprentices from traditionally underserved populations. Additionally, this project must result in successful enrollment and matriculation of at least 15 pre-apprenticeship completers into the affiliated registered apprenticeship during the grant period. Applicants selecting this outcome will be eligible for funding awards up to \$250,000.

Project Partners:

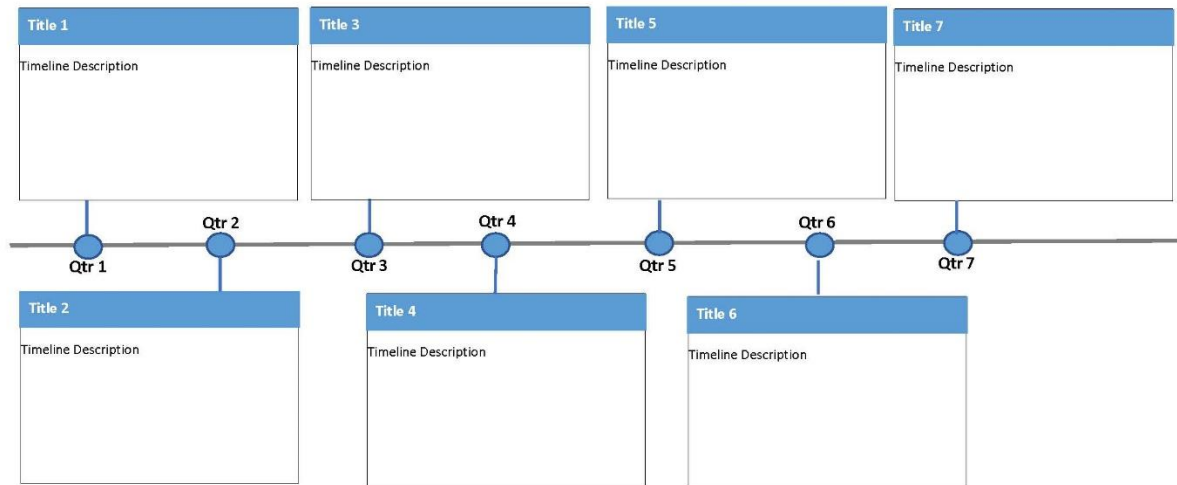
Project Service Area (e.g., counties to be served and House and Senate legislative districts):

Project Summary:

Project Point of Contact (including Phone Number and Email Address):

Appendix C: Timeline Template

TIMELINE TEMPLATE



Appendix D: Goals/Outcome Table Sample

Each required activity will have one line item with performance indicators, evaluation method, targets, and timeline.

Goal and Outcomes Table						
No.	Measurable Performance Goal/Outcome	Performance Indicator	Evaluation Method	Target Number/Result	Timeline to Meet Goal/Outcome	Comment
1						
2						
3						
4						
5						

Sample table below:

Goal and Outcomes Table						
No.	Measurable Performance Goal/Outcome	Performance Indicator	Evaluation Method	Target Number/Result	Timeline to Meet	Comment
1	Collaborate with ATO to ensure required elements and standards of a registered apprenticeship are met.	Leverage the expertise of ATO in the creation of the apprenticeship pathways to ensure alignment with industry standards and regulations. Collaborate with ATO on the development of curriculum and training materials, and mentor program. Consult with ATR on program/RAP alignment	ATO and Council approval of program standards	Clear and concise guidance documents that align the RAP process with program goals, meeting ATO standards.	Quarters 1-3 October-June	Ongoing dialogue with the ATO will be critical in the review and approval of the template along with support materials.
2	Develop a sustainability plan that will allow for long-term apprenticeship planning.	Leverage intermediary supports in rural areas where resources (human and capital) are limited.	Comparative analysis of PA funding model with standard nationwide rates.	Finalized Sustainability Plan. Secured funding (e.g., grants, industry contributions, tuition fees) to support the apprenticeship. Established formal agreements with industry partners representative of urban, suburban, and rural communities.	Quarters 4-5 - July-December	
3	Develop a new Registered Apprenticeship Program serving at least 4 apprentices during the grant period.	1. Connect with Apprenticeship Training Representative (ATR) to begin development of Standards to Registered Apprenticeship (RA). 2. Attend Pennsylvania Apprenticeship and Training Council (PATC) meetings to develop the RA. 3. Establish partner connections for related technical instructions (RTI). 4. Prepare On the Job Training (OJT) and Mentoring for Journeyworkers. 5. Market program for partner and industry support.	Use feedback from ATR and monthly PATC meetings to develop and register the apprenticeship program. Support growth and change of program parameters to encompass a wider workforce. Development of partnership with educational institutions and career centers to support RTI and growth of workforce candidates. Implement Journeywork mentoring program to support Journeyworkers in their mentorship abilities.	1. Finalize the Standards to Registered Apprenticeship. 2. Enroll apprentices in RAP/IDS and CWDS. 3. Support journeyworkers completion of mentor program. 4. RTI/OJT begins for apprentices	Quarters 1-5 - Meet with ATO, ATR, and Council. Prepare Standards for RA. Begin journeyworker mentorship training. Collaborate with industry partners and develop sustainability plan. Market program availability. Quarters 6-9 - Finalize RA and begin enrolling apprentices	Continued communication throughout the process with the ATO will be paramount to success.

**PASmart
Increasing Diversity, Equity, and Inclusion in the Building & Construction Trades through
Apprenticeships & Pre-Apprenticeships – ROUND 2
Grant Program
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?**

Appendix F: Letters of Support Sample

{Organization Letterhead}

Date

Recipient's Name

Recipient's Position

Recipient's Address Line 1

Recipient's Address Line 2

Re: PAsmart 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 PAsmart 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 G: Grant Financial Reporting Package Sample

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

Grantee Name:		Increasing DEI in the Building and Construction Trades through Apprenticeships and Pre-Apprenticeships (Round 2)					
Grant Program:		December 1, 2024 to June 30, 2026					
Funding Period:							
				Requested Award	\$ -	Total Leveraged Funds	\$ -
</							

The Budget Justification is on a separate tab within the GFRP. Instructions on how to complete it are in the Instructions spreadsheet. 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).

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