Commonwealth of Pennsylvania

Department of Labor & Industry

Supporting Pennsylvania's Information Technology Sector through Apprenticeships and Pre-Apprenticeships

Notice of Grant Availability

Proposals Due: February 28, 2025 at 4:00 PM ET

Josh Shapiro | Governor
www.pa.gov

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

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

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Key Dates

Date	Description
December 18, 2024	**Notice of Grant Availability (NGA) Release Date**
January 10, 2025 at 10:00 AM ET	**Bidder's Conference:** Click the link below to join the meeting: ### Join the meeting now Meeting ID: 219 737 189 435 Passcode: kuvkcP Or call in (audio only): Toll Number: +1 267-332-8737 Conference ID: 982 501 789# A recording of the bidder's conference will be posted on the L&I Grants website at https://www.pa.gov/en/agencies/dli/programs-services/workforce-development-home/grant-opportunities.html.
January 24, 2025 at 4:00 PM ET	**Questions Due Date** Questions must be submitted by email to atogrants@pa.gov. A complete list of Q&As will be posted on the L&I Grants website. Questions received after the due date will not be answered.
February 28, 2025 at 4:00 PM ET	**Application Due Date** Applications must be submitted to the atogrants@pa.gov resource account with the email subject: "NGA Application – Pennsylvania's Information Technology Sector"
July 1, 2025	**Period of Performance Start Date**
March 31, 2027	**Period of Performance Contract End Date**

Eligible Applicants and Minimum Qualifications

Opportunity 1:

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

Apprenticeship and pre-apprenticeship programs funded by this grant must be registered with the Commonwealth. Awardees will have until one year from contract start date to finalize their registration or show progress towards the finalization of the registration. 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.

Opportunity 2:

Eligible applicants include organizations that act as sponsors or intermediaries of currently existing and already registered apprenticeships/pre-apprenticeships including businesses, community-based organizations, economic development organizations, industry associations, labor organizations, local education agencies, local workforce development boards, nonprofit organizations, post-secondary institutions, public libraries, and STEM ecosystems.

If a grantee intends to expand a registered apprenticeship and/or pre-apprenticeship, the grantee is required to ensure registered program sponsors remain compliant with all US and PA laws, policies, regulations, and standards 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 requirements, please, reach out to the program sponsor's assigned Representative.

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

1. 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.
2. The applicant(s) must be capable of monitoring and administering the fiscal components of the project.
3. The applicant(s) must be capable of submitting the required reporting elements at the required intervals as documented in the NGA.
4. 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 your behalf. 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 $2,000,000 in funding for Supporting Pennsylvania's Information Technology Sector through Apprenticeships and Pre-Apprenticeships ("Pennsylvania's Information Technology Sector"). Awards will support two opportunities for the development and expansion of registered apprenticeships and pre-apprenticeships.

Opportunity 1:

The grant will competitively award up to $400,000 per grantee to support the creation of new registered apprenticeships or pre-apprenticeships in the information technology sector with a concentration on serving populations traditionally underserved in registered apprenticeships.

Opportunity 2:

The grant will competitively award up to $200,000 per grantee with a concentration on serving populations traditionally underserved by existing registered apprenticeships or pre-apprenticeships in the information technology sector.

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

- The requirements to obtain Pennsylvania's Information Technology Sector funding;
- The strategic goals of the Pennsylvania's Information Technology Sector opportunity;
- The criteria that will be used to evaluate proposals; and
- The grant timeline.

Challenge

The tech industry drives much of the U.S. economy with as much as one-third of all growth coming from tech sectors.[1] The industry offers a high demand for computer occupations, including information security analysts, software developers, and computer and information research scientists. These occupations are projected to grow at a rate of 15% over the next ten years.[2] In a poll of global tech leaders conducted by MIT Technology Review Insights, 64% of respondents say candidates for their IT and tech jobs lack necessary skills or experience. Another 56% cite an overall shortage of candidates as a concern.[3] The Information Technology (IT) sector is experiencing a talent shortage with many companies looking for ways to address the gaps.

Apprenticeships offer aspiring professionals the ability to hone their skills under mentorship. Companies seeking a talent pipeline in the IT sector may cultivate an atmosphere of complex cognitive development by targeting less traditionally qualified candidates to build their skills through the apprenticeship model. The IT sector initiative looks to reach underrepresented populations with a focus to increase equity through supporting career pathways which decrease debt while still leading to good jobs, which are essential for a thriving economy, supporting workers, families, businesses, and communities. Equity is distinguished from equality; whereas equality provides the same to all, equity recognizes that not all start from the same place and steps must be taken to address existing imbalances. The rising demand and competition for computing professionals has spurred the initiative for apprenticeship programs.

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,

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[1] Forbes Advisor. 2024 Tech Industry Statistics – Forbes Advisor
[2] Beyond the Numbers. Why computer occupations are behind strong STEM employment growth in the 2019–29 decade : Beyond the Numbers: U.S. Bureau of Labor Statistics (bls.gov)
[3] MIT Technology Review. New approaches to the tech talent shortage | MIT Technology Review

related technical instruction, mentorship, and credential attainment. This combination of components is what makes registered apprenticeship a viable option for giving career development opportunity to individuals who may not have been able to engage in it prior through more traditional methods. Visit www.pacareerlink.pa.gov/jponline/Common/Apprenticeships to learn more, or contact Apprenticeship@pa.gov anytime to get questions answered or express your interest in apprenticeships in PA.

Grant Opportunity Goals

The overarching goals of this initiative are to:
- Encourage pathways to enter into Information Technology (IT) occupations;
- Develop career pathways for advancement in IT occupations;
- Further support individuals in IT occupations and increase retention rates within IT occupations; and
- Expand existing IT registered apprenticeship and pre-apprenticeship programs by serving additional apprentices and pre-apprentices from traditionally underserved populations.
- 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.
- Design, creation, adjustment, and upgrade of environments and services to support both physical and digital accessibility for apprenticeship and pre-apprenticeship participants in the work environment.
- Applicants who demonstrate collaborations with labor unions to support apprentices or pre-apprentices.
    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.

A successful program will promote the following initiatives to strategically meet the workforce development needs of students, workers, employers, and communities across Pennsylvania by:
1. Developing or expanding a diverse pipeline of registered apprentices or pre-apprentices from the IT sector reaching historically underrepresented populations, including women, people of color, individuals with disabilities, veterans, individuals from underserved or unserved communities, individuals who speak English as a second language, individuals who were previously incarcerated, or individuals experiencing multiple barriers to employment. Applicants are encouraged to identify and address barriers to education and employment which include workplace accessibility.
2. Developing or expanding a registered apprenticeship or pre-apprenticeship programs in the IT sector that focus on career pathways to opportunities that pay a living wage.

3. Supporting employers, intermediaries, and organizations to update existing affirmative action plans and creation of a strategy to ensure diversity, equity, and inclusion for registered apprenticeship programs and registered pre-apprenticeship programs in the IT sector.
4. Identifying steps to increase equity, diversity, and inclusion within current programs and/or identify goals to further increase equity, diversity, and inclusion within proposed programs.

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.

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 journeyworker status.

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

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

Apprenticeship and pre-apprenticeship programs funded by this grant must be registered with the Commonwealth. Awardees will have until one year from contract start date to finalize their registration or show progress towards the finalization of the registration. 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.

If a grantee intends to expand a registered apprenticeship and/or pre-apprenticeship, the grantee is required to ensure registered program sponsors remain compliant with all US and PA laws, policies, regulations, and standards 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 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 _one or more_ of the following outcomes being met within the opportunity selected:

Opportunity 1:
- Develop an Individual Registered Apprenticeship Program that serves at least 3 apprentices during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status.
  - Use of funding to offset on-the-job learning (OJL) and/or related technical instruction (RTI) costs and provide wraparound support services in support of the new enrollments, per project and will equate to a minimum of $2,000 per apprentice.
- Develop a Registered Apprenticeship Program that utilizes a group model to support at least 3 employers and 12 apprentices with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status.
  - Use of funding to offset on-the-job learning (OJL) and/or related technical instruction (RTI) costs and provide wraparound support services in support of the new enrollments, per project and will equate to a minimum of $2,000 per apprentice.
- Develop a Registered Pre-Apprenticeship Program that serves at least 15 pre-apprentices. Additionally, this project must result in successful enrollment and matriculation of at least 5 pre-apprenticeship completers into the affiliated registered apprenticeship.
  - Use of funding to offset paid work experience, related technical instruction (RTI) costs, support services, etc. directly in support of the new enrollments, per project and will equate to a minimum of $600 per pre-apprentice.

Opportunity 2:
- Expand an Individual Registered Apprenticeship Program that serves at least 3 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period,
  - Use of funding to offset on-the-job learning (OJL) and/or related technical instruction (RTI) costs and provide wraparound support services in support of the new enrollments, per project and will equate to a minimum of $2,000 per apprentice.
- Expand a Registered Apprenticeship Program that utilizes a group model that serves at least 3 employers and 12 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period.
  - Use of funding to offset on-the-job learning (OJL) and/or related technical instruction (RTI) costs and provide wraparound support services in support of the new enrollments, per project and will equate to a minimum of $2,000 per apprentice.
- Expand a Registered Pre-Apprenticeship Program that serves at least 15 pre-apprentices from traditionally underserved populations during the grant period. Additionally, this project must result in successful enrollment and matriculation of at least 5 pre-apprenticeship completers into the affiliated registered apprenticeship.

   o Use of funding to offset paid work experience, related technical instruction (RTI) costs, support services, etc. directly in support of the new enrollments, per project and will equate to a minimum of $600 per pre-apprentice.

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
Priority Consideration
Budget and Budget Justification

Evaluation Criteria	Total Points
Project Design and Management Plan • Clearly define the needs of the Information Technology (IT) industry sector the project will address through the program development or expansion. The applicant must use relevant labor market and economic data to make this case. (5 points) • Identifies the type of program this initiative will address (include the characteristics of the individual(s) or employer(s) to be served under this initiative), including the number of Registered Apprentices or Pre-Apprentices served. Identifies geographic coverage for project; (5 points)	20

- Describes how the proposed initiative aligns with Pennsylvania's WIOA Combined State Plan[4]; (5 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 D and as part of the application package on the L&I grants page (https://www.pa.gov/en/agencies/dli/programs-services/workforce-development-home/grant-opportunities.html) 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)	
Performance Outcomes - Describes 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 and as part of the application package on the L&I grants page (https://www.pa.gov/en/agencies/dli/programs-services/workforce-development-home/grant-opportunities.html) to clearly illustrate outcomes; (5 points) - Describes the metrics that will be used to show impact and success of the program including all program outputs and outcomes (10 points): - Participation, including participant demographics and ongoing participation; - Performance outputs which quantify project activities and include at a minimum: number of apprentices/pre-apprentices enrolled, number of apprentices/pre-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.	15
Impact and Sustainability - Describes how proposed activities will promote the overarching goals of this initiative (see page 7); (3 points) - Identifies any certifications and/or credentials to be obtained by participants; (3 points) - Identifies the impact of the programs and partnerships developed; (3 points) - Describes 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) - Includes sustainability plan found in Appendix F of this NGA and as part of the application package on the L&I grants page (https://www.pa.gov/en/agencies/dli/programs-services/workforce-development-	15

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[4] 2024-2028 WIOA Combined State Plan: https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/WIOA.aspx

home/grant-opportunities.html), describing how the partnership will sustain this work in the future, including after the grant period ends. (3 points)	
Stakeholder Engagement and Partnership • Identifies key partners and additional partners; 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)	15
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 and pre-apprenticeship participants in the work environment. (4 points) • Applicants who demonstrate collaborations with labor unions to support apprentices or pre-apprentices. (4 points) 1. In order to meet this priority consideration, the labor union must either be the grant applicant or must provide a letter of support outlining specifics related to their involvement in this project.	20
Budget and Budget Justification 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. Using the Grant Financial Reporting Package included in Appendix H 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: Include 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. • Budget total is equivalent to the outcomes selected as follows:	15

1. Approximately $400,000 may be awarded if the applicant has selected one of the following outcomes:
  ▪ Develop an Individual Registered Apprenticeship Program that serves at least 3 apprentices during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum $2,000 per apprentice will be used to offset OJL and/or RTI costs and provide wraparound support services.
  ▪ Develop a Registered Apprenticeship Program that utilizes a group model to support at least 3 employers and 12 apprentices with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum $2,000 per apprentice will be used to offset OJL and/or RTI costs and provide wraparound support services.
  ▪ Develop a Registered Pre-Apprenticeship Program that serves at least 15 pre-apprentices. Additionally, this project must result in successful enrollment and matriculation of at least 5 pre-apprenticeship completers into the affiliated registered apprenticeship. At minimum $600 per pre-apprentice will be used to offset paid work experience, related technical instruction (RTI) costs, support services, etc.
2. Approximately $200,000 may be awarded if the applicant has selected one of the following outcomes:
  ▪ Expand an Individual Registered Apprenticeship Program that serves at least 3 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum $2,000 per apprentice will be used to offset OJL and/or RTI costs and provide wraparound support services.
  ▪ Expand a Registered Apprenticeship Program that utilizes a group model that serves at least 3 employers and 12 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum $2,000 per apprentice will be used to offset OJL and/or RTI costs and provide wraparound support services.
  ▪ Expand a Registered Pre-Apprenticeship Program that serves at least 15 pre-apprentices from traditionally underserved populations during the grant period. Additionally, this project must result in successful enrollment and matriculation of at least 5 pre-apprenticeship completers into the affiliated registered apprenticeship. At minimum $600 per pre-apprentice will be used to offset paid work experience, related technical instruction (RTI) costs, support services, etc.	

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:

- 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 as necessary reference(s) to the required Sustainability Plan found in Appendix F) 　e. Stakeholder Engagement and Partnership 　f. Other Selection Factors/Priority Considerations • 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. **Evaluators will review and consider only those applications that address each of the evaluation criteria separately.**	C
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,	G

	workforce development, business, economic development, and community partners).	
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: July 1, 2025 to March 31, 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 13 pages even if an application exceeds that amount. Please note that Letters of Support and the Budget Form do not count toward the total number of pages.

Application Submission

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

Application packages must be submitted electronically to atograts@pa.gov by the application deadline. The subject line for your email submission must include "Supporting Pennsylvania's Information Technology Sector through Apprenticeships and Pre-Apprenticeships." 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 Pennsylvania's Information Technology Sector 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

Pennsylvania's Information Technology Sector applications are due by February 28, 2025 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. Awards will support two opportunities for the development and expansion of registered apprenticeships and pre-apprenticeships.

Opportunity 1 (New Initiative):

The grant will competitively award up to $400,000 per grantee to support the creation of new registered apprenticeships or pre-apprenticeships in the Information Technology (IT) sector with a concentration on serving populations traditionally underserved in registered apprenticeships.

Apprenticeship and pre-apprenticeship programs funded by this grant must be registered with the Commonwealth. Awardees will have until one year from contract start date to finalize their registration or show progress towards the finalization of the registration. 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.

Opportunity 2 (Expansion Initiative):

The grant will competitively award up to $200,000 per grantee with a concentration on serving populations traditionally underserved by existing registered apprenticeships or pre-apprenticeships in the Information Technology (IT) sector.

If a grantee intends to expand a registered apprenticeship and/or pre-apprenticeship, the grantee is required to ensure registered program sponsors remain compliant with all US and PA laws, policies, regulations, and standards 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 March 31, 2027.

Grant Funding

This NGA is 100 **%** state funded.

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 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 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 Pennsylvania's Information Technology Sector 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: Project Narrative Template

Appendix D: Timeline Template

Appendix E: Goals and Outcomes Table Opportunity 1 & 2

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	Grant Provisions (pa.gov)
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

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: _____   **State:** PA _____   **Zip Code:** _____

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

First Name: _____   **Last Name:** _____   **Phone:** _____

Title: _____   **Email:** _____

Funding proposal request ($): Labor & Industry: $_____   Matching Funds: $_____

Authorized representative printed name:	
Authorized representative signature/date:	

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

APPLICATION FORM

Application Instructions
Labor & Industry (L&I) Workforce Development Grant

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

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

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

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

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

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

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 Pennsylvania's Information Technology Sector through Apprenticeships and Pre-Apprenticeships
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):

Opportunity 1 New Initiatives (the maximum award amount is $400,000):

☐ Develop an Individual Registered Apprenticeship Program that serves at least 3 apprentices during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum $2,000 per apprentice will be used to offset OJL and/or RTI costs and provide wraparound support services.

☐ Develop a Registered Apprenticeship Program that utilizes a group model to support at least 3 employers and 12 apprentices with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum $2,000 per apprentice will be used to offset OJL and/or RTI costs and provide wraparound support services.

☐ Develop a Registered Pre-Apprenticeship Program that serves at least 15 pre-apprentices. Additionally, this project must result in successful enrollment and matriculation of at least 5 pre-apprenticeship completers into the affiliated registered apprenticeship. At minimum $600 per pre-apprentice will be used to offset paid work experience, related technical instruction (RTI) costs, support services, etc.

Opportunity 2 Expansion Initiatives (the maximum award amount is $200,000):

☐ Expand an Individual Registered Apprenticeship Program that serves at least 3 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum $2,000 per apprentice will be used to offset OJL and/or RTI costs and provide wraparound support services.

☐ Expand a Registered Apprenticeship Program that utilizes a group model that serves at least 3 employers and 12 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum $2,000 per apprentice will be used to offset OJL and/or RTI costs and provide wraparound support services.

☐ Expand a Registered Pre-Apprenticeship Program that serves at least 15 pre-apprentices from traditionally underserved populations during the grant period. Additionally, this project must result in successful enrollment and matriculation of at least 5 pre-apprenticeship completers into the affiliated registered apprenticeship. At minimum $600 per pre-apprentice will be used to offset paid work experience, related technical instruction (RTI) costs, support services, etc.

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

☐ 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:_____

1

Priority Consideration *(continued)***:**

☐ 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:

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

Appendix C: Project Narrative Sample

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:

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

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 or pre-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.

TIMELINE TEMPLATE

Title 1			
Timeline Description			

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

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

Title 2	Title 4	Title 6
Timeline Description	Timeline Description	Timeline Description
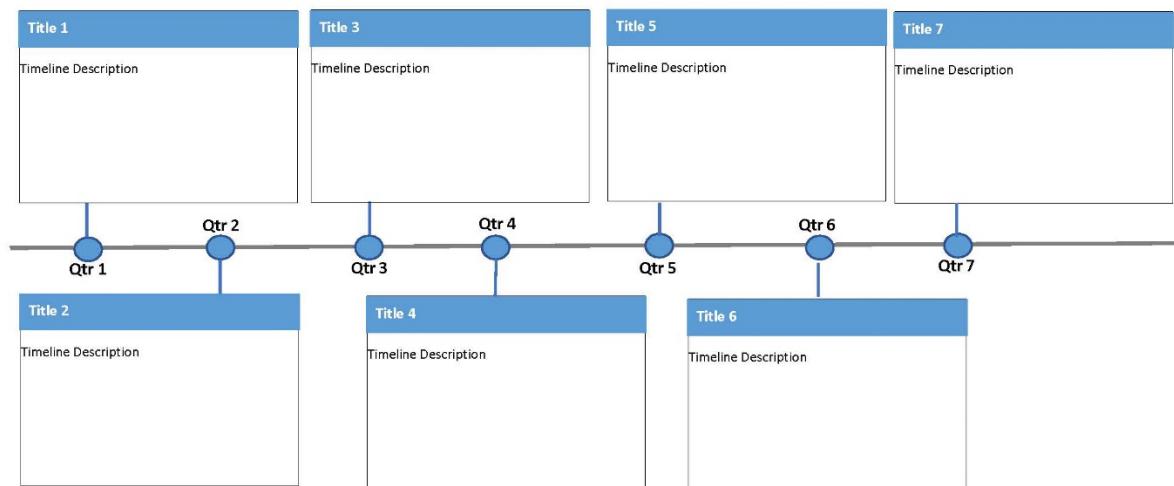
Appendix E: Goals and Outcomes Opportunity 1 & 2

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 Opportunity 1 **Applicants must select the boxes associated with the Measurable Performance Goal/Outcome to be developed as a result of program delivery.**					
1	☐ Develop individual registered apprenticeship program. ☐ Develop group model registered apprenticeship program (at least 3 employers). ☐ Develop registered pre-apprenticeship program.					
2	☐ Serves at least 3 apprentices through a minimum of $2000 per apprentice in OJT/RTI/Support Services ☐ Serves at least 12 apprentices under 3 employers through a minimum of $2000 per apprentice in OJT/RTI/Support Services ☐ Serves at least 15 pre-apprentices through a minimum of $600 per pre-apprentice to offset paid work experience, related technical instruction (RTI) costs, support services, etc.					
3	☐ 80% of the 3 apprentices served remain active and/or successfully complete the program and achieve journeyworker status. ☐ 80% of the 12 apprentices served through 3 employers remain active and/or successfully complete the program and achieve journeyworker status. ☐ Ensure at least 5 pre-apprenticeship completers matriculate into affiliated registered apprenticeship.					
4						
5						

	Goal and Outcomes Table Opportunity 2					
	Applicants must select the boxes associated with the Measurable Performance Goal/Outcome to be developed as a result of program delivery.					
	Measurable Performance Goal/Outcome	**Performance Indicator**	**Evaluation Method**	**Target Number/Result**	**Timeline to Meet Goal/Outcome**	**Comment**
1	☐ Expand individual registered apprenticeship program. ☐ Expand registered apprenticeship program utlizing a group model. ☐ Expand registered pre-apprenticeship program.					
2	☐ Serves at least 3 apprentices through a minimum of $2000 per apprentice in OJT/RTI/Support Services ☐ Serves at least 12 apprentices under 3 employers through a minimum of $2000 per apprentice in OJT/RTI/Support Services ☐ Serves at least 15 pre-apprentices through a minimum of $600 per pre-apprentice to offset paid work experience, related technical instruction (RTI) costs, support services, etc.					
3	☐ 80% of the 3 apprentices served remain active and/or successfully complete the program and achieve journeyworker status. ☐ 80% of the 12 apprentices served through 3 employers remain active and/or successfully complete the program and achieve journeyworker status. ☐ Ensure at least 5 pre-apprenticeship completers matriculate into affiliated registered apprenticeship.					
4						
5						

Appendix F: Sustainability Plan Template

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

Supporting Pennsylvania's Information Technology Sector through Apprenticeships and Pre-Apprenticeships - 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 G: Letters of Support Sample

{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: Applicants applying for Opportunity 1 will have a maximum award amount of approximately $400,000. Applicants applying for Opportunity 2 will have a maximum award amount of approximately $200,000. For both opportunities a minimum of $2,000 per apprentice must be used to offset On-the-Job Learning (OJL) and/or Related Technical Instruction (RTI) costs and provide wraparound support services; For both opportunities a minimum of $600 per pre-apprentice must be used to offset paid work experience, related technical instruction (RTI) costs, support services, etc. A minimum of $6,000 should be allocated for projects intending to serve at least 3 apprentices, $24,000 for projects intending to serve at least 15 apprentices, or $9,000 for projects intending to serve at least 15 pre-apprentices during the grant period.

Grantee Name:	
	PASmart IT Sector through
Grant Program:	Apprenticeships
Funding Period:	July 1, 2025 - March 31, 2027

		Total Leveraged Funds
Requested Award	$ -	$ -

		Budget	%	Leveraged Funds
ADMINISTRATION		$ -	#DIV/0!	$ -
A1	Admin Staff Salaries & Fringe Benefits	$ -		$ -
A2	Operational Expenses (e.g. travel, postage, printing, etc.)	$ -		$ -
A3	Admin Indirect Costs	$ -		$ -
CAREER & SUPPORTIVE SERVICES		$ -	#DIV/0!	$ -
B1	Program Staff Salaries & Fringe Benefits	$ -		$ -
B2	Operational Expenses (e.g. travel, postage, printing, etc.)	$ -		$ -
B3	Other Program Expenses	$ -		$ -
B5	Supportive Service Funds	$ -		$ -
B6	Program Indirect Costs	$ -		$ -
TRAINING		$ -	#DIV/0!	$ -
C5	Other Training Expenses	$ -		$ -
C8	Apprenticeship Training	$ -		$ -
	Related Technical Instruction $ -			
	On The Job (OJT) Reimbursements $ -			
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)	

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