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**pennsylvania**

DEPARTMENT OF LABOR & INDUSTRY  
APPRENTICESHIP AND TRAINING OFFICE

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

**Bidders Conference**

January 10, 2025  
10 a.m.

This presentation is being recorded



## Overview

- On December 18, 2024, the PA Department of Labor & Industry released the Supporting Pennsylvania's Information Technology Sector through Apprenticeships and Pre-Apprenticeships Notice of Grant Availability.
- The purpose of this NGA is to provide two opportunities for funding in support of IT workers through the apprenticeship or pre-apprenticeship model.
- Opportunity 1 supports the development of new registered apprenticeships or pre-apprenticeships.
- Opportunity 2 supports the expansion of existing registered apprenticeships or registered pre-apprenticeships.



## Overview continued:

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



## Registered Apprenticeship/Pre-Apprenticeship

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



## Apprenticeship Field Staff Division



**Cristie Dewitt**

Field Apprenticeship  
and Training  
Representative (ATR)  
Supervisor



**Chelsie Pineiro Cordero**

Southeastern ATR



**Marshall Palmer**

Western ATR



**Joseph Bass**

Central ATR



**Theodore Warholic**

Northern ATR



**Madra Furman**

Special Project ATR



**Jared Young**

Special Project ATR



**Leanne Demboski**

Special Project ATR



**Jeanette Coleman**

Job Seeker Liaison



# Pre-Apprenticeship Division



**Danielle Demirovic**  
Pre-Apprenticeship  
Supervisor



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



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



## Apprenticeship/Pre-Apprenticeship Details

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

# Registered Apprenticeship Information



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

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

[CLICK HERE FOR REGISTERED APPRENTICESHIP RESOURCES](#)

## What Best Describes You?





## Challenge

- The tech industry drives much of the U.S. economy with as much as one-third of all growth coming from tech sectors. These occupations are projected to grow at a rate of 15% over the next ten years.
- This 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.
- Good jobs are the backbone of an equitable economy, supporting workers, families, businesses, and communities while strengthening Pennsylvania's economy. By creating pathways to good jobs, the initiative not only addresses workforce shortages but also builds a stronger, more inclusive economy.
- The rising demand and competition for computing professionals has spurred the initiative for apprenticeship programs.



## Grant Opportunity Goals

Through this grant opportunity, the ATO's 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

Initiatives that focus on the following, which are specific to this grant opportunity and need to be addressed within the project narrative include:

- 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.



## Eligibility

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



## Eligibility

Additionally, the applicant(s) must:

- Demonstrate the ability to coordinate, manage, and implement the design of the project; develop and implement the project budget; implement a strategy to collect, analyze, and report performance outcomes; and coordinate and evaluate the activities of the project.
- Be capable of monitoring and administering the fiscal components of the project.
- Be capable of submitting the required reporting elements at the required intervals as documented in the NGA.
- Have the capacity to work with an evaluator.



# Eligibility

Applicants are also required to:

## Have a PA SAP Vendor Identification Number

- This may be obtained at no cost online, or by calling the Vendor Data Management Unit at (717) 346-2676 or 1-877-435-7363. It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania SAP Vendor Identification Number in a timely fashion, you may submit the application prior to receipt, however **no grant will be awarded without documentation of a Pennsylvania Vendor Identification Number.**

## Have a Unique Entity ID

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. For assistance in obtaining a new Unique Entity ID, or to identify an existing Unique Entity ID, refer to the *Links & Resources* section within the NGA.

## Comply with the Workforce Grant Agreement



## Eligibility

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

## Fiscal Agent

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



## Fiscal Agent Continued

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



## Required Activities

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

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



# Performance Metrics

A successful project will result in the following outcomes being met:

## 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.



# Performance Metrics

A successful project will result in the following outcomes being met:

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

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



# Evaluation Criteria

## Merit Review Criteria

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

Criteria	Points
Project Design & Management Plan	20
Performance Outcomes	15
Impact and Sustainability	15
Stakeholder Engagements and Partnership	15
Other Selection Factors/Priority Considerations	20
Budget and Budget Justification	15
Total points possible	100



# Application Package Submission Instructions

## Application Package Specifications

Applicants must obtain and download the official NGA required documents from the L&I Grants website: <https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx>

## Formatting & Contents:

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



# Application Package Submission Instructions

Completed applications must include the following components:

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

# Appendix B



Supporting Pennsylvania's 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.

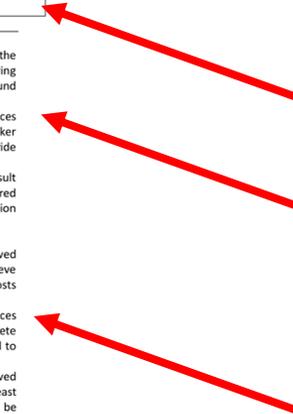
**Priority Consideration:** Indicate the priority consideration(s) the application aligns with and if applicable the page number within the project narrative detailing the information. This does not equate to earning the point value for priority consideration. Scoring is based on the alignment with the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



Supporting Pennsylvania's Information Technology Sector through Apprenticeships and Pre-Apprenticeships  
Project Summary Cover Page

**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:

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

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Project Summary:

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

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## Appendix B – Priority Consideration

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

- New, previously unfunded initiative.
- Initiative utilizing a group model.
- Proposal demonstrates a commitment to serve and increase access for historically under-represented and under-served students, workers, businesses, and communities. Such as addressing barriers to education and employment.

**Indicate the page number(s) within the project narrative this is detailed:** \_\_\_\_\_

- Design, creation, adjustment, and upgrade of environments and services to support both physical and digital accessibility for apprenticeship/pre-apprenticeship participants in the work environment.

**Indicate the page number(s) within the project narrative this is detailed:** \_\_\_\_\_

- Applicant demonstrates a collaboration with labor union(s) to support apprentices/pre-apprentices.

**Indicate the page number(s) within the project narrative this is detailed:** \_\_\_\_\_

1. In order to meet this priority consideration, the labor union must either be the grant applicant or must provide a letter of support outlining specifics related to their involvement in this project.



# Priority Consideration Scoring

ATTACHMENT 1

5. Other Selection Factors/Priority Considerations (20 points)						
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:	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0	
A. New, previously unfunded initiatives. (4 points)						
B. Initiatives utilizing a group model. (4 points)	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0	
C. Proposals demonstrate a commitment to serve and increase access for historically under-represented and under-served students, workers, businesses, and communities. Such as addressing barriers to education and employment. (4 points)	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0	
D. Design, creation, adjustment, and upgrade of environments and services to support both physical and digital accessibility for apprenticeship and pre-apprenticeship participants in the work environment. (4 points)	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0	
E. 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.	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0	



# Appendix C



{Organization Letterhead}

## Appendix C: Project Narrative

Name of Applicant:

Grant Name:

Date:

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

Criteria/Descriptions	Very Good	Good	Fair	Poor	Missing	Reviewer's Notes (if applicable) Including Highlights, Deficiencies and Necessary Conditions
<b>1. Project Design and Management Plan (20 points)</b>						
A. Describe the need for program development. (10 points)	<input type="checkbox"/> 10	<input type="checkbox"/> 7	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 0	
B. Identifies the challenges to be addressed within the school district or LEA (include the characteristics of the individuals(s) or employers(s) to be served under this initiative), including the number of Registered Apprentices served. Identifies geographic coverage for project; (5 points)	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 1	<input type="checkbox"/> 0	
C. Describes in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, cohort start and						

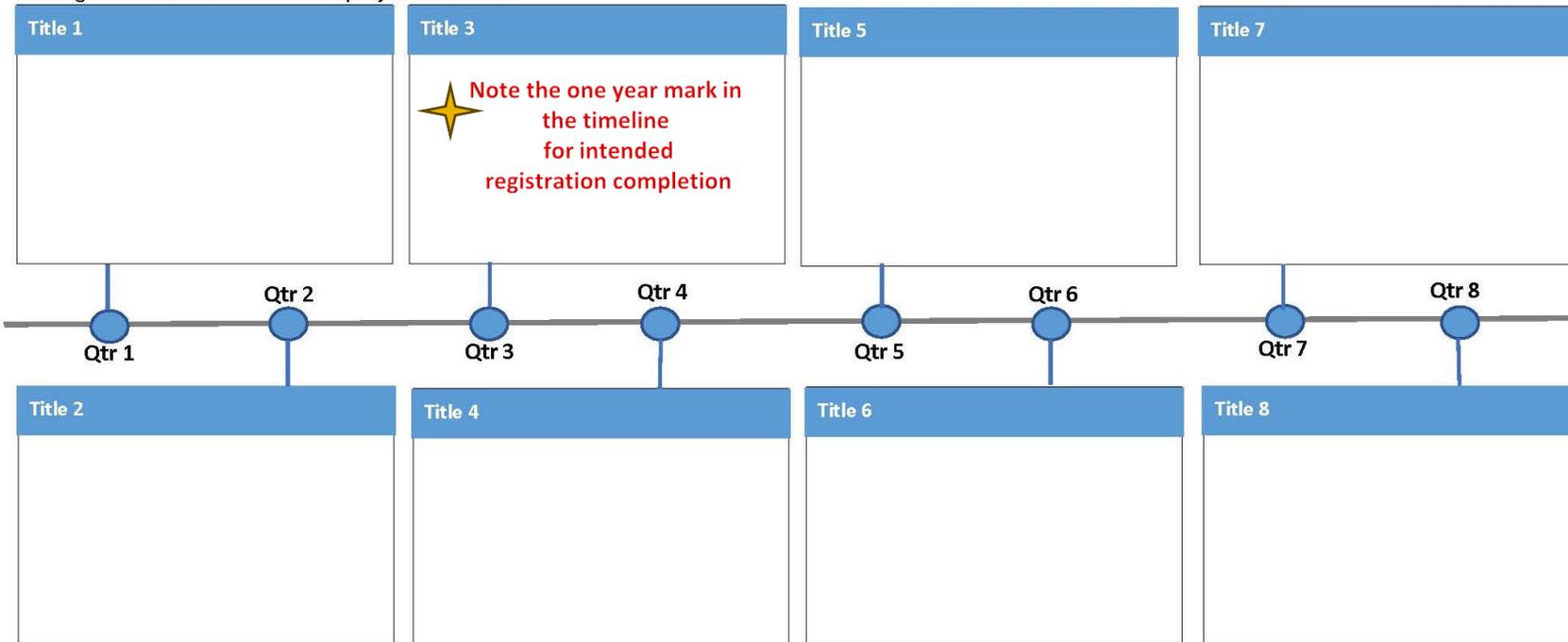
<b>2. Performance Outcomes (10 points)</b>						
<b>A. Identify Project Outcome(s) to be Measured During the Grant Period:</b>						
<b>Opportunity 1 New Initiatives (the maximum award amount is \$400,000):</b>						
<input type="checkbox"/> Develop an Individual Registered Apprenticeship Program that serves at least 5 apprentices during the grant period with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status 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.						
<input type="checkbox"/> Develop a Registered Apprenticeship Program that utilizes a group model to support at least 3 employers and 15 apprentices with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum \$2,000 per apprentice will be used to offset OJL and/or RTI costs and provide wraparound support services.						
<input type="checkbox"/> 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.						
<b>Opportunity 2 Expansion Initiatives (the maximum award amount is \$200,000):</b>						
<input type="checkbox"/> Expand an Individual Registered Apprenticeship Program that serves at least 5 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum \$2,000 per apprentice will be used to offset OJL and/or RTI costs and provide wraparound support services.						
<input type="checkbox"/> Expand a Registered Apprenticeship Program that utilizes a group model that serves at least 3 employers and 15 apprentices from traditionally underserved populations with the intent that 80% remain active apprentices and/or successfully complete the program and achieve journeyworker status during the grant period. At minimum \$2,000 per apprentice will be used to offset OJL and/or RTI costs and provide wraparound support services.						
<input type="checkbox"/> 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.						
B. Describes in detail the desired outcomes of the proposed initiatives and how the outcomes will be measured. Includes goals, outcomes, services, and numbers to be served using Goals/Outcomes Table. (5 points)	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 1	<input type="checkbox"/> 0	

# 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.



# Appendix E



Only fill out one table

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

# Appendix F



## Project Sustainability Plan

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

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

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

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

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

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

# Appendix G



{Organization Letterhead}

Date

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

Re: \_\_\_\_\_ Grant Initiative

Dear [Recipient],

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

[Paragraph describing organization offering the support]

[Paragraph describing why organization is offering support]

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

Sincerely,

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



# Application Package Submission Instructions

Completed applications must include the following components:

5. Grant Financial Reporting Package (saved as a single file titled “ApplicantName\_Budget\_Form”); Budget Justification tab should be completed

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

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

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





# GFRP - Budget Form and Justification

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



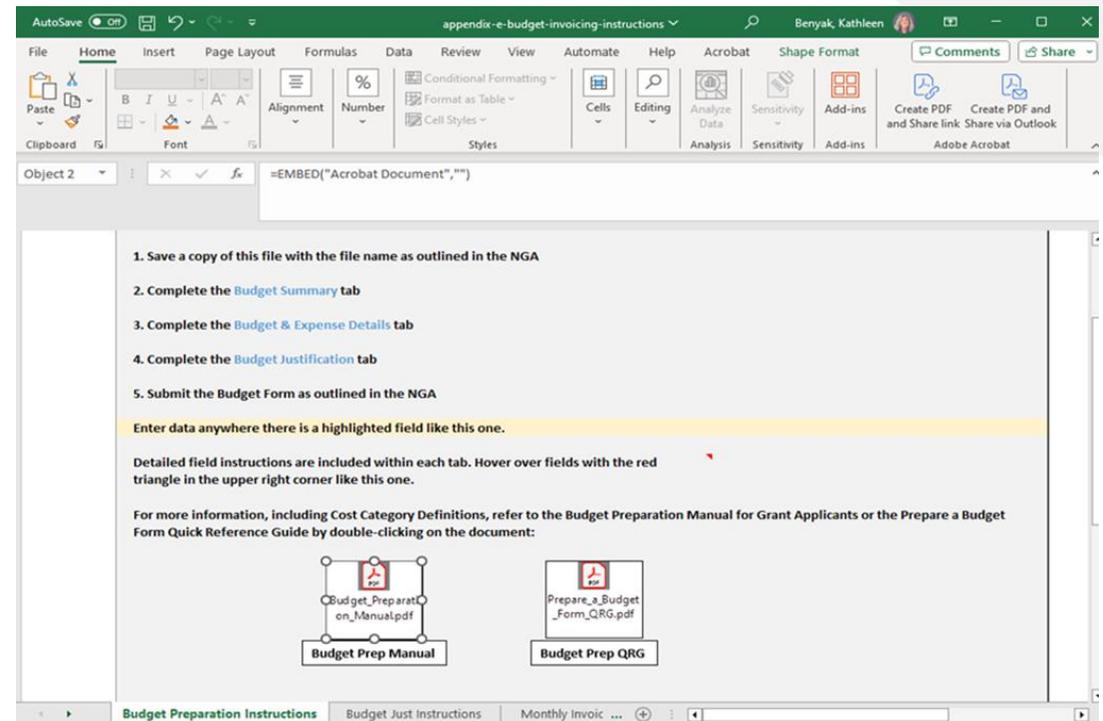
# GFRP - Budget Form and Justification

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



# Appendix H Instructions

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





# Budget Prep Manual

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

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

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

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

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



# Application Package Submission Instructions

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

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

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



# Application Package Submission Instructions

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

*Supporting Pennsylvania's Information Technology Sector through Apprenticeships and Pre-Apprenticeships applications are due by the February 28, 2025 at 4:00 pm. Late applications will not be accepted.*



# Grant Award Administration

## **Estimated Funding and Award Size**

Approximately \$2,000,000 is available and grants will be awarded and funded competitively based on two opportunities for the development and expansion of registered apprenticeships and pre-apprenticeships.

## **Period of Performance**

L&I anticipates a performance period beginning July 1, 2025, to March 31, 2027.

## **Grant Funding**

This NGA is 100% state funded.



## Grant Award Administration

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

Grant expenses will be paid on a reimbursement basis only. Grant expenses include actual costs that are accompanied by supporting documentation with monthly invoices submitted through the PACareerlink site also known as CWDS.

Questions regarding the content of this NGA must be submitted via email to [atogrants@pa.gov](mailto:atogrants@pa.gov). Please use the following email subject line: ***Supporting Information Technology Grant Application: Your Organization's Name***



# Questions & Answers



# Thank you!



Will Horan



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