

Commonwealth of Pennsylvania
Department of Labor & Industry

Next Step Reentry Readiness Initiative

Notice of Grant Availability

Applications Due: September 8, 2025, at 4 P.M. ET

Josh Shapiro | Governor
www.pa.gov

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



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Key Dates

DATE/TIME	EVENT
Aug 1, 2025	Notice of Grant Availability (NGA) Release Date
Aug 14, 2025 at 11 A.M. ET	Bidder’s Conference Click here to join the meeting Or call in (audio only) Toll Number: +1 267-332-8737, phone ID: 12849499# Meeting ID: 278 589 297 669, Passcode: HsETpG A bidder’s conference overview will be posted at www.pa.gov/dli/grants .
Aug 22, 2025 by 4 PM ET	Questions Due Date Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov with the email subject: “Next Step Reentry Readiness Initiative Grant Questions” A complete list of Q&As will be posted at www.pa.gov/dli/grants . Questions received after this due date will not be answered.
Sept 8, 2025 by 4 P.M. ET	Application Due Date Applications must be submitted to the BWDA Grants Services resource account RA-LI-BWDA-GS@pa.gov with the email subject: “Next Step Reentry Readiness Initiative Grant Application – Program Year 2025.”
Nov 1, 2025	Period of Performance Start Date
Oct 31, 2026	Period of Performance End Date

Eligibility

Eligible Applicants and Minimum Qualifications

Eligible applicants must have prior experience working within federal institutions, including administering assessments and/or delivering services within a federal facility, to ensure familiarity with the unique operational, compliance, and security requirements of these environments. Eligible applicants must meet all facility-specific clearance and security requirements to access federal correctional institutions. This includes successfully completing background checks and obtaining all necessary approvals in accordance with institutional policies and procedures prior to entering the facility. Eligible applicants must also be capable of connecting program participants to appropriate services to achieve the overall project goals as defined by this Notice of Grant Availability (NGA).

Applicants 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. Applicants must be capable of monitoring and administering the fiscal components of the NGA and of submitting the required reporting elements at the specified intervals.

Applicants may include local workforce development boards (LWDBs), non-profit and non-governmental entities, community-based organizations, education and post-secondary organizations, reentry support and justice-involved organizations, labor organizations, business associations, trade associations of long-

term services and supports providers, and economic development entities. The applicant(s) must demonstrate the capacity to engage and coordinate multiple partners to successfully achieve the project's overarching goals. Responsibilities include, but are not limited to:

- Leading the project design and planning process;
- Developing and managing an appropriate and compliant budget;
- Coordinating project activities and service delivery;
- Establishing project metrics and overseeing data collection;
- Analyzing performance data to inform continuous improvement; and
- Reporting on project outcomes, performance measures, and overall impact.

Applicants must also:

- Have prior experience operating within federal institutions, including the administration of assessments and/or delivery of services in federal facilities;
- Demonstrate extensive knowledge of the operational, compliance, and security protocols specific to federal environments, including required clearances;
- Understand the critical components of post-release support, and the level of team engagement necessary to ensure returning citizens are connected to and utilizing services essential for long-term reentry success;
- Possess the capacity to convene and collaborate with business, education, workforce, and community partners to fulfill the goals of the NGA;
- Demonstrate the ability to manage the full project lifecycle, including design, budgeting, implementation, performance monitoring, and evaluation;
- Have the infrastructure and expertise to administer and oversee the fiscal components of the NGA (see Fiscal Agent); and
- Be capable of submitting all required reports accurately and on schedule, as specified in the NGA.

Grantee(s) may be required to work with an evaluator.

Additional Eligibility Criteria

Applicants are required to:

Comply with the Workforce Grant agreement as it is written. Applicants will be required to ensure all agency staff involved in grants and contracts read in its entirety the sample grant agreement provided with the NGA documents and will agree there will be no changes made to the grant agreement language. Applicants who have area(s) of concern with the grant agreement language will be instructed to speak with the grant manager prior to submitting their application, as they will likely be ineligible to apply. (Subsequent awardees will be reminded post-award requests to change grant agreement language will result in forfeiture of award).

Have a PA SAP Vendor Identification Number.

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

- **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 **your grant will not be finalized without documentation of a Pennsylvania Vendor Identification Number.**

- **Comply with the Workforce Grant Agreement**

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

For more information, refer to the *Links & Resources* section within this document.

Fiscal Agent:

Fiscal agents will receive, manage, and disburse grant funds. Fiscal agents include eligible applicants, as detailed above. If organizations apply as a partnership, the application must indicate a single entity as the lead applicant who must also act as fiscal agent. If LWDBs apply as a region, the region must appoint a single LWDB as the lead applicant who must also act as fiscal agent.

Overview

The PA Department of Labor & Industry (L&I) announces the availability of \$1,000,000 in funding for the Next Step Reentry Readiness Initiative. The purpose of this NGA is to competitively award one applicant to support individuals incarcerated in minimum- or low-security federal prisons in Pennsylvania and prepare them for reentry to the community through individualized reentry planning such as, pre-release workforce training, job search preparation, and reintegration success strategies, coupled with multi-faceted post-release supports and services. The awarded applicant will demonstrate close working relationships between the LWDBs, the PA CareerLink® system, county and/or state justice systems, community or faith-based organizations, the federal bonding program, career and technical education centers, and institutions of higher education.

Programmatic Framework

The primary purpose of this funding is to support the continuation of employment or job club centers—modeled after American Job Centers—within federal correctional institutions to deliver meaningful workforce preparation, skills development, and job readiness services to incarcerated individuals. Awarded funding will be used for the continuation of the pre-existing job club model set in place and currently operating within minimum- or low-security federal prisons in Pennsylvania.

This new grant opportunity is designed specifically to ensure continuity of service and expand on the work of the existing project. To maximize resources and recognize the fullest benefit of taxpayer dollars, the awardee will assume operations where the previous grant concluded. As such, applicants must demonstrate prior experience working in federal institutions and a clear understanding of the unique operational, compliance, and security requirements involved. Continuity is critical to

maintaining and advancing the progress already achieved and avoiding disruption of services for incarcerated individuals who are actively engaged in workforce preparation programming.

In alignment with the pre-existing model, awarded funding will support the implementation of a program that improves employment and reentry outcomes by integrating job training and skills development delivered in federal prisons and residential reentry centers (RRCs) with the specific labor market needs of the communities where participants will return. While initial services are delivered during incarceration, post-release case management services will also be provided to ensure continued support. Due to Pennsylvania's size, applicants may find it logistically difficult to provide on-site case management. In recognizing case management as a crucial key to success, applicants are encouraged to consider case management models that utilize virtual or remote connections, and offering a centralized point of contact for referrals, guidance, and follow-up assistance during the transition to community life.

By supplementing case management services, through partnerships with community-based organizations and PA CareerLink®, participants will have access to equally important employment services, referrals, and guidance during their transition into the community.

Another central element of this initiative is the formation of strong cross-agency, cross-system partnerships. These may include state workforce agencies; public safety agencies; federal correctional facilities; RRCs; state apprenticeship programs; Medicaid and housing agencies; industry associations and employers; and local social service providers. Together, these partners will support the awarded entity in launching a coordinated and impactful reentry program focused on long-term employment success, a proven key to recidivism reduction.

This collaborative effort places a strong emphasis on achieving high-quality employment outcomes. This is defined in Pennsylvania as outcomes that involve employment in in-demand occupations with evolving skill requirements and wages that are sufficient to support an individual and their family.

Key required elements of programming will include:

- **Employment Lab Continuation:** Maintain and operate employment labs within minimum- or low-security federal prisons in Pennsylvania.
- **Curriculum Implementation and Reentry Skill Development:** Implement the Pathways to Success Curriculum in accordance with the provided attachment and all accompanying NGA documentation. In addition, deliver intensive training focused on reentry preparation, soft skills development, career exploration, and foundational employment readiness using the Pathways to Success curriculum.
- **Labor Market-Aligned Training:** Infuse job training and skills development programs that align with the specific labor market demands of the communities participants will return to.
- **Participants:** Eligible participants are individuals who are able to work post-release.
- **Program Collaboration & Enhancement:** Foster respectful, collaborative relationships with Reentry Specialists, Training Instructors, and other federal facility staff to strengthen pre-release programming. Recognizing the vital role of institutional staff, the program will prioritize deference, partnership, and alignment with facility protocols to ensure effective coordination and mutual trust. This approach supports a unified effort to enhance the quality of reentry preparation and contributes to a more seamless transition for participants.

- **Post-Release Technology Integration:** Use digital tools and virtual platforms to enhance training continuity, support digital literacy, enable virtual mentoring, and facilitate remote service delivery.
- **Coordination with PA CareerLink® and SkillUp™ PA:** Collaborate with PA CareerLink® centers to ensure participants have consistent access to employment pathways, supportive services, and career advancement opportunities. This partnership will include promoting SkillUp™ PA, a free online job skills training platform available through the Metrix Learning Portal. Pennsylvania residents can register for a free account via the PA CareerLink® website to access a wide range of courses designed to build in-demand skills and support long-term employment success.
- **Community Strengthening through Reintegration:** Support community reintegration efforts by building a network of reentry professionals, community partners, and support systems that remain accessible regardless of geographical location within Pennsylvania.
- **Case Management Post-Release:** Due to Pennsylvania’s size, applicants may find it logistically difficult to provide on-site case management. In recognizing case management as a crucial key to success, applicants are encouraged to consider case management models that provide virtual or remote connections through secure platforms (phone, video calls, email), offering a centralized point of contact for referrals, guidance, and follow-up assistance during the transition to community life.
- **Referral-Based Support Network Post-Release:** Utilize a coordinated system of referrals to community-based organizations for services such as housing, transportation, mental health, substance use treatment, legal aid, and employment-related needs—particularly in areas where in-person case management cannot be provided. In instances where appropriate or timely supportive services are not available through community partners, program funding may be used to directly provide or support access to these critical services, ensuring continuity of care and addressing urgent reentry needs. Pennsylvania understands the limitation of this funding, and therefore, supportive services are not a required component of this grant.
- **Job Coaching, Advocacy & Follow-Up:** Provide individualized job coaching and follow-up support post-release through in-person and remote communication tools. This includes regular check-ins, career counseling, guidance on workplace integration, and support navigating employment and personal challenges. Case managers will serve as advocates for participants, offering mentorship and, when appropriate, engaging directly with employers to ensure a smooth transition and long-term job retention as participants reintegrate into the community.

Challenge

In response to—and in alignment with Governor Shapiro’s goal to 'Provide Second Chances and Grow Our Workforce,' as outlined in Pennsylvania’s Ten-Year Strategic Plan for Economic Development—L&I has set aside \$1 million to continue the important pre-release and limited post-release workforce development services in federal prisons. This investment is a significant win for the Administration, allowing it to sustain critical services at a lower cost by leveraging the infrastructure built with federal funds. Due to the limited nature of workforce development services currently available in federal prisons in Pennsylvania, ending the current services would be a considerable setback. The continuation of these services is essential to ensuring the successful reentry of our returning citizens while providing a pipeline for employers seeking skilled workers. Continuity also ensures Pennsylvania will further stretch tax-payer

dollars by continuing to reap the benefits of previously invested time, funding, human capital and other resources expended on this essential initiative.

Through a federal award under the First Step Act, the United States Department of Labor provided funding that enabled L&I to deliver workforce development services within federal minimum- and low-security prisons. As the current period of performance is scheduled to end in March 2026, L&I is issuing this new NGA to ensure continuity of these critical services. Prompt release of this funding opportunity is essential to prevent any disruption in programming within the federal prison system.

Grant Opportunity Goals

L&I's vision for the Next Step Reentry Readiness Initiative is to enhance and build upon an existing employment-focused reentry program with an emphasis on stable, high-quality jobs that lead to a reduction in the recidivism rates of participants. The target population of this initiative will be individuals residing in minimum- or low-security federal Bureau of Prisons (BOP) facilities at the time of enrollment who will soon be released to the community. Central components include the provision of enhanced pre-release/prison-based Pathways to Success curriculum, purposeful connections to existing community-based services – identified by the pre-release assessments – and alignment of newly acquired job knowledge to meet identified needs of the local labor and employment market. Additional goals for this program include:

- Reducing recidivism among program participants;
- Improving employment outcomes among program participants;
- Developing safety nets to help ensure no participants fall through the cracks, this includes:
 - Detailed checklists providing sequential step-by-step plans and the team member(s) who will facilitate them
 - Regular meetings with PA CareerLink® staff for status updates, brainstorming and problem-solving, and mutually agreed-upon action items and next steps
 - Meeting minutes will be disseminated to all invitees
 - Consistent messaging across the participants' support team
 - Participants will not be instructed to 'contact this agency', etc., there will be a soft hand-off to another person involved in the process; and
- Increase the justice and workforce development system partnership.

Performance Metrics

L&I will work collaboratively with the awardee(s) to identify metrics that monitor and improve performance during the period of performance of the grant. Initial metrics have been identified in the Performance Outcomes section of the Evaluation Criteria below. Applicants should propose other measurable performance outputs and outcomes to evaluate the effectiveness of their project. Awardees should ensure secure, confidential, accurate, and complete record retention on all participants for verification by L&I of compliance with grant requirements.

Evaluation Criteria

Initial Review Criteria

Prior to a comprehensive merit evaluation, L&I will perform an initial review to determine that:

1. The applicant is eligible;
2. The information required by the announcement has been received by the deadline;
3. The proposal is aligned and responsive to the NGA; and
4. All mandatory components have been received.

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

Merit Review Criteria

Awards will be based on a merit evaluation. L&I will select awarded applicants based upon the score assigned by this grant's scoring committee. Points are awarded based on the scoring system format detailed below. Applications must follow this format. Following this format gives applicants the best chance of ensuring their application will receive its highest possible score.

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

Evaluation Criteria	Points
Project Design and Management Plan	40
Performance Outcomes	20
Stakeholder Engagement and Partnership	10
Impact and Sustainability	10
Other Evaluation Criteria	10
GRFP - Budget Form and Budget Justification	10
Total Possible Points	100

EVALUATION CRITERIA	Total Points
<p>Project Design and Management Plan (40 points)</p> <ul style="list-style-type: none"> • Describes how the applicant will leverage its experience working within federal institutions, including administering assessments and delivering services. • Demonstrates a thorough understanding of the unique operational, compliance, and security requirements and clearances specific to federal environments. • Explains how the activities proposed meet the goals of the NGA, including but not limited to: <ul style="list-style-type: none"> ○ coordinating, managing, and implementing the project, including ensuring the project is on track and course correcting as issues arise ○ active collaboration with federal correctional institutions to deliver services within the facility; ○ respectful and coordinated engagement with RRCs including establishing and maintaining effective working relationships with RRC administrators and staff; ○ connecting program participants with appropriate services to support the achievement of goals as outlined; ○ bringing together reentry, business, education, workforce, and community partners to advance the project’s objectives; ○ developing, administering, monitoring, and managing the project budget ○ creating and implementing a strategy to collect, analyze, respond to, and report performance outcomes; and ○ meeting all deadlines including submitting required invoicing and reporting elements at the required intervals. • Provides a project timeline to include implementation steps and deliverables, and how those deliverables meet the desired outcomes of the project. 	<p>40</p>
<p>Performance Outcomes (20 points)</p> <ul style="list-style-type: none"> • Describes the metrics that will be used to show impact and success of the program including all program outputs and outcomes: <ul style="list-style-type: none"> ○ Inputs & Outputs (Pre-Release) <ul style="list-style-type: none"> ▪ Individuals oriented/outreached ▪ Individuals enrolled ▪ Pathways to Success Curriculum Courses completed ▪ Number of pre-release assessments completed ○ Inputs & Outputs (Post-Release) <ul style="list-style-type: none"> ▪ Individuals enrolled in education programs, such as GED or Higher Education ▪ Individuals who received a credential or diploma ▪ Number of post-release assessments completed ▪ Job interviews ▪ Job placements 	<p>20</p>

EVALUATION CRITERIA	Total Points
<ul style="list-style-type: none"> • Propose other measurable performance outputs to evaluate the effectiveness of their project. <ul style="list-style-type: none"> ○ Outcomes: <ul style="list-style-type: none"> ▪ Number of/Percentage of individuals who: <ul style="list-style-type: none"> ▪ Are not reincarcerated ▪ Obtain self-sustaining/family-sustaining employment ▪ Obtain employment with one or more of the following job quality components: <ul style="list-style-type: none"> ➤ Worker voice and representation ➤ Job security ➤ Pay equity ➤ Predictable, stable scheduling and paid leave ➤ Retirement savings opportunities ➤ Health benefits ➤ Special/positive working conditions ➤ Opportunities for advancement and skill building • Applicant should propose other measurable performance outcomes to evaluate the effectiveness of their project. • The content of the Grant Action Plan will be evaluated as part of this section’s scoring; however, its page count will not be included in the overall narrative page limit. 	
<p>Stakeholder Engagement and Partnership (10 points)</p> <ul style="list-style-type: none"> • Identifies key partners and demonstrates an effort by the lead applicant to develop innovative, high quality, diverse, cross-sector partnerships committed to working collaboratively to implement the project. Applicants are encouraged to have multiple employers and business partners, and partners across sectors (e.g., workforce development partners, reentry supports sector partners, economic development partners, and community partners) that demonstrate their commitment through distinct letters of support. • Identifies the responsibilities and deliverables of each of the partners. • Describes the adequacy of the key personnel on the grant to foster collaboration and implement strategies to meet grant objectives. • Demonstrates respect for and an understanding of the on-going work of the Corrections staff and is able to work within their structure • A plan to formally establish or continue partnerships with RRCs to support participant transition from incarceration to community reintegration; • A strategy for navigating and integrating services with PA CareerLink® to ensure continuity of support, referrals, and access to training, employment, and supportive services post-release. 	10
<p>Impact and Sustainability (10 points)</p> <ul style="list-style-type: none"> • Describes how the project will successfully transition program participants beyond the grant period. 	10

EVALUATION CRITERIA	Total Points
<p>Other Evaluation Criteria (10 points)</p> <ul style="list-style-type: none"> • Priority consideration will be given to applicants that support new solution-based initiatives such as: <ul style="list-style-type: none"> ○ Innovative Grant Management: Provide a job description and resume for each position supporting the grant and the anticipated impact each of these roles will have. ○ Service Delivery Scale: Provide a detailed plan explaining applicant’s capacity to support large portions of the state of Pennsylvania. ○ Next Step Focus: Applicants may propose initiatives, strategies, processes, etc., not listed in this NGA and not commonly utilized in the reentry space at this time. May include the application/adaption of evidence-based practice(s) proven successful with other populations. 	10
<p>GFRP - Budget and Budget Justification</p> <p>The Grant Financial Report Package (GFRP) Budget Form and Budget Justification should tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget and Budget Justification.</p> <p>Using the GFRP included in Appendix E of this NGA, provide the following items:</p> <ul style="list-style-type: none"> • A detailed list of budget line-items by cost category to reflect requested and leveraged funds. • A detailed Budget Justification narrative for each cost category reflecting the requested and leveraged funds, clearly explaining how each line item in the Budget supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified. 	10
Total	100

Budget Documentation Notice

BWDA’s approval of an awardee’s budget is done so without review of the supporting documentation an awardee would submit when invoicing for their project expenses. Awardee(s) will work with the Grants and Fiscal Departments to ensure they are clear about the types of supporting documentation that are acceptable and allowable, and that will enable BWDA to process their invoices. All approved budget items must have acceptable and allowable supporting documentation to be processed for reimbursement. Awardees are encouraged to discuss any questions or concerns with BWDA prior to incurring expenses.

Contract Performance Monitoring

As part of L&I’s commitment to improved outcomes, we seek to actively and regularly collaborate with grantees to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. As such, L&I reserves the right to request/collect other key data and metrics from sub-recipients.

Application Package Submission Instructions

Application Package Specifications

Applicants must obtain and download the official NGA required documents from the L&I Grants website, listed in the *Links & Resources* section within this document.

Completed application packages must meet the below formatting specifications and include each of the required documents outlined in the table below. Sample documents are included within the appendix section of this NGA for applicants to use as a reference.

Formatting and Contents:

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

Document	Requirements	Templates
Application Form saved as a single file titled: ApplicantName_Application	<ul style="list-style-type: none">• Maximum length of one (1) page• Must be completed in its entirety and submitted with the other required documents	A

<p>Project Summary saved as a single file titled: ApplicantName_Summary</p>	<ul style="list-style-type: none"> • Maximum length of two (2) pages • Must contain the following information: <ul style="list-style-type: none"> a. Name of Applicant b. Name of Fiscal Agent c. SAP Vendor ID Number d. Unique Entity Identifier (if applicable) e. Project Title f. Project County(ies) 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 	<p>B</p>
<p>Project Narrative saved as a single file titled: ApplicantName_Narrative</p>	<ul style="list-style-type: none"> • Must contain the following information: <ul style="list-style-type: none"> a. Project Design and Management Plan b. Performance Outcomes c. Stakeholder Engagement and Partnership d. Impact and Sustainability e. Other Evaluation Criteria <p>The project narrative must be formatted to clearly address the specified evaluation criteria. Provide sufficient information for reviewers to be able to evaluate the application in accordance with these criteria.</p> <p>There is a ten (10) page maximum for project narrative.</p> <p>Evaluators will review and consider only those applications that address each of the evaluation criteria separately.</p>	<p>C</p>
<p>Letters of Support saved as a single file titled: ApplicantName_Letters</p>	<p>A minimum of three (3), but no more than five (5) unique letters of support are required to be submitted with your application package.</p> <p>Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. Letters should</p>	<p>D</p>

	<p>include information on the partner’s specific role, responsibilities, deliverables, and nature of their commitment to the project.</p> <p>Applicants are encouraged to have multiple partners across sectors (e.g., reentry support, justice, workforce development, business, economic development, and community partners).</p>	
<p>Budget Form and Justification saved as a single Excel file titled: ApplicantName_Budget</p>	<p>Applicants must submit a detailed budget using the GFRP that includes:</p> <ul style="list-style-type: none"> • Requested and leveraged funds • Expenditures by category and line item • Budget Justification <p>The budget will become the financial basis for any grant award, including making cost reimbursement payments over the course of the project.</p> <p>The budget will be evaluated based on the evaluation criteria above, efficient, and effective use of funding, cost reasonableness, and the relationship to proposed activities.</p> <p>Budgets must be for the period of performance: November 1, 2025 to October 31, 2026.</p> <p>Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award.</p> <p>Budget Justification: Applicants must justify each expenditure by line item, including the costs proposed in each cost category and any other information to support the budget.</p>	E
<p>EO 2021-06 Worker Protection Certification Form saved as a single file titled: ApplicantName_WP_Cert_Form</p>	<p>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.</p>	F

<p>Local Board Notification Email Saved as a single file titled: ApplicantName_LB_Notification</p>	<p>Applicants must send an email to their Local Workforce Development Board (LWDB) to notify them of their grant application. This form is not required for LWDB applicants.</p> <p>A copy of the email sent to the LWDB must be included with the grant application.</p> <p>To locate your local office, refer to the Links & Resources section within this document.</p>	<p>G</p>
<p>Grant Action Plan saved as a single file titled: ApplicantName_Action_Plan</p>	<p>Applicants should use this form to outline the specific goals of their project. The number of goals can be expanded as needed for the specific project.</p>	<p>H</p>

Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored. Evaluators will only review ten (10) pages of a project narrative even if a project narrative exceeds that number. Please note that following do not count towards the total number of narrative pages:

- Application Form
- Project Summary
- Letters of Support
- GFRP: Budget Form and Budget Justification
- Worker Protection Certification Form
- Local Board Notification Form
- Grant Action Plan

Application Submission

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

Applications must be complete, including all required documents outlined below, and submitted by September 8, 2025, at 4 P.M. ET. An electronic copy of the application and all required components **MUST** be emailed to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: “Next Step Reentry Readiness Initiative Grant Application – Program Year 2025.” An auto-reply email will be sent upon receipt of the application. This is validation the application was received and should be retained.

Your application is important to us. If you do not receive an auto-reply, please forward your Sent email from your Sent items to the Grants Services Resource Account at [RA-LI BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov). Please include the name of the grant you are applying for, the date and time you sent your email (from your Sent email), and your name and phone number.

The Next Step Reentry Readiness Initiative Grant NGA and related materials are available on L&I’s grants website: [Grants | Department of Labor and Industry | Commonwealth of Pennsylvania](#) Samples of each

required document in the application package can be found in the *Appendices* section within this document.

Application Package Deadline

The Next Step Reentry Readiness Initiative Grant applications are due by September 8, 2025, at 4 P.M. ET. Late or incomplete application packages will not be accepted.

Grant Award Administration

Estimated Funding and Award Size

L&I anticipates a maximum of \$1,000,000 to competitively award to one applicant based on the availability of funds.

Period of Performance

L&I anticipates a performance period beginning November 1, 2025, to October 31, 2026.

Grant Funding

This grant is 100% state funded with Reemployment funding.

Award Notices

Applicants will be notified via email within 30 days following the award determination.

Grant Agreements/Other

Awardees are required to enter into a workforce grant agreement with L&I unless the awardee has a current, applicable grant agreement already in place. A link to the workforce grant agreement is listed in the *Links & Resources* section within this document.

L&I reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

L&I also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives.

L&I reserves the right to request additional information or modifications to applications for any reason deemed necessary.

L&I shall notify all applicants via email whose applications are not accepted for funding under this NGA. Applicants can request feedback calls within 30 days of their denial notification. **Requests must be made by the authorized representative.** Feedback requests should be emailed to RA-LI-BWDA-GS@pa.gov, with Next Step Reentry Readiness Application Feedback Request in the subject line.

L&I may enter into discussions with an applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable; (2) only a portion of the application is selected for award; (3) L&I needs additional or clarifying information; or (4) special terms and conditions are

required. Failure to satisfactorily resolve the issues identified by L&I within a specific period determined by L&I may preclude award to the applicant.

L&I reserves the right, without qualification, to reject all applications received in response to this NGA.

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 L&I 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. Funds not committed may be reallocated to other projects awarded under this NGA.

Reporting and Evaluation

Grantees will be required to submit progress reports for the funded project to L&I as designated in the terms and conditions of the award. All required forms will be provided by L&I and will be outlined in the award package. All close-out final reports are to be submitted within 60 days after the period of performance end date, or within 60 days of full expenditure, whichever comes first. In addition to report submissions, grantees are required to participate in routine calls with L&I staff, unless otherwise determined, to identify grant progression, share best practices, and receive technical support. Additional information will be provided upon award selection. Grantees may be required to work with an evaluator.

Grantees may be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will securely 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 Next Step Reentry Readiness Initiative. Proposals should demonstrate efficient and effective use of resources.

- **Allowable Costs:** Grant funds can be utilized to support the required and optional activities as outlined in this announcement and administrative costs. Administrative costs must not exceed 10% of total amount requested.
- **Unallowable Costs:** Unallowable costs include pre-award costs, building construction, and procuring lobbying services and all other costs not associated with the direct performance of the award. Pre-award costs are incurred at the applicant's risk. L&I will not reimburse any pre-award costs. L&I reserves the right to disallow any costs that do not align with the approved grant proposal and/or the Notice of Grant Award.

Grant expenses will be paid on a reimbursement basis only. Grant expenses include actual costs that are accompanied by supporting documentation with monthly invoices submitted to BWDA during the life of the grant. Grantees must document all costs in a manner consistent with Generally Accepted Accounting

Principles (GAAP). Examples include retaining evidence of competitive bidding for services or supplies and adequate time records for those employees who charge time against a grant. Time records must document the actual amount of time spent working on the grant and must be signed by an authorized agent of the organization that can attest to the time worked. If the salary is being paid using a variety of funding sources, then the distribution percentage of time worked 18 against the grant being reported should be identified. For more information about satisfactory supporting documentation, visit the L&I Grants website listed in the *Links & Resources* section within this document.

Questions/Agency Contacts

Questions regarding the content of this NGA must be submitted via email to RA-LI-BWDA-GS@pa.gov using Next Step Reentry Readiness Initiative NGA in the email subject line.

Appendices

Appendix A: Application Form

Appendix B: Project Summary Cover Page

Appendix C: Project Narrative Template

Appendix D: Letters of Support Template

Appendix E: GFRP Budget and Budget Justification

Appendix F: EO 2021-06 Worker Protection Certification Form

Appendix G: Local Board Notification Form

Appendix H: Grant Action Plan

Appendix I: Pathways to Success Curriculum

Resource	Hyperlink
L&I Grants website (Appendices available here)	Grants Department of Labor and Industry Commonwealth of Pennsylvania
Sample Workforce Grant Agreement	Grant Provisions
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?
Data Classification Policy	Data Classification Policy
Local Workforce Development Board Office List	Local Workforce Development Boards (LWDBs) Department of Labor and Industry Commonwealth of Pennsylvania
Pathways to Success Curriculum Guide	Grants Department of Labor and Industry Commonwealth of Pennsylvania

Appendix A: Application Form

Appendix A: Application Form



APPLICATION FORM

Type of Submission: Type of Project: Applicant Type:

Local Workforce Development Board:

Grant/Project Title:

Targeted Industry Cluster: Sub-Cluster:

Counties served by this grant:

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

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

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Allegheny | <input type="checkbox"/> Lackawanna | <input type="checkbox"/> Pittsburgh | <input type="checkbox"/> West Central |
| <input type="checkbox"/> Berks | <input type="checkbox"/> Lancaster | <input type="checkbox"/> Southern Alleghenies | <input type="checkbox"/> Southwest Corner |
| <input type="checkbox"/> Bucks | <input type="checkbox"/> Lehigh Valley | <input type="checkbox"/> Tri-County | <input type="checkbox"/> Northwest |
| <input type="checkbox"/> Chester | <input type="checkbox"/> Luzerne-Schuylkill | <input type="checkbox"/> North Central | <input type="checkbox"/> Central |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Northern Tier | <input type="checkbox"/> South Central |
| <input type="checkbox"/> Westmoreland-Fayette | <input type="checkbox"/> Philadelphia | <input type="checkbox"/> Poconos | <input type="checkbox"/> Statewide |

Is your business a Pennsylvania Qualified Small Business as Described in 4 Pa. Code 2.32?

Applicant Information

Name:
 Address 1:
 Address 2:
 City:

State: PA Zip Code:

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

First Name: Last Name: Phone:
 Title: Email:

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

Authorized representative printed name:
 Authorized representative signature/date:

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

Application Form 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. There can also be a new request for funds for an existing project.
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.
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.
7. **Counties Served** – Include all counties that will be served by the grant.
8. **LWDAs affected** – List all LWDAs involved in the grant.
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.

Next Step Reentry Readiness Initiative Grant

Project Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

Project Title:

Project Counties:

Project Partners:

Project Service Area - local township/city/municipality, and State House and Senate legislative districts to be served:

Brief Project Summary including which two Principles will be primary areas of focus:

Project Point of Contact and Contact Information:

{Organization Letterhead}

Appendix C: Project Narrative

Name of Applicant:

Grant Name:

Date:

Appendix D: Letters of Support Template

{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 E: GFRP Budget Form and Justification

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

g

Grantee Name:					
Grant Program:		Next Step Reentry Readiness Initiative			
Funding Period:		11/01/2025-10/31/2026			
				Total	
				Leveraged Funds	
Requested Award				\$	-
		Budget	%	Leveraged Funds	
ADMINISTRATION		\$ -	#DIV/0!	\$ -	
A1	Admin Staff Salaries & Fringe Benefits	\$ -		\$ -	
A2	Operational Expenses (e.g. travel, postage, printing, etc.)	\$ -		\$ -	
A3	Admin Indirect Costs	\$ -		\$ -	
CAREER & SUPPORTIVE SERVICES			#DIV/0!	\$ -	
B1	Program Staff Salaries & Fringe Benefits	\$ -		\$ -	
B2	Operational Expenses (e.g. travel, postage, printing, etc.)	\$ -		\$ -	
B3	Other Program Expenses	\$ -		\$ -	
B4	Needs Related Payments	\$ -		\$ -	
B5	Supportive Service Funds	\$ -		\$ -	
B6	Program Indirect Costs	\$ -		\$ -	
TRAINING		\$ -	#DIV/0!	\$ -	
C1	Tuition Payments/ITA's	\$ -		\$ -	
C2	On The Job (OJT) Reimbursements	\$ -		\$ -	
C3	Skill Upgrade and Retraining/Customized Training	\$ -		\$ -	
C4	Adult Education and Literacy Training	\$ -		\$ -	
C5	Other Training Expenses	\$ -		\$ -	
C7	Other Training	\$ -		\$ -	
C8	Apprenticeship Training	\$ -		\$ -	
C9	Incumbent Worker Training	\$ -		\$ -	
C10	Customized Training	\$ -		\$ -	
C11	Transitional Jobs Expenditures	\$ -		\$ -	
TOTAL BUDGET		\$ -		\$ -	
Difference					\$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	\$ -	-
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

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:

Construction Workplace Misclassification Act

Employment of Minors Child Labor Act

Minimum Wage Act

Prevailing Wage Act

Equal Pay Law

Employer to Pay Employment Medical Examination Fee Act

Seasonal Farm Labor Act

Wage Payment and Collection Law

Industrial Homework Law

Construction Industry Employee Verification Act

Act 102: Prohibition on Excessive Overtime in Healthcare

Apprenticeship and Training Act

Inspection of Employment Records Law

Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

CERTIFICATION

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

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

BOP-2201

Published: 02/07/2022

Appendix G: Local Board Notification Email

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

[Insert Name of Applicant], is applying for funding from the Pennsylvania Department of Labor & Industry for a Next Step Reentry Readiness Initiative Grant in the amount of \$ [Insert Amount].

This project will serve [Insert Project County/Service Area] and will:

[Insert Brief Summary]

For more information regarding this project, please contact [Insert Name, Address, Phone number and Email].

Appendix H: Grant Action Plan Sample

GRANT ACTION PLAN

The Action Plan template on the following page should be completed by addressing the guiding question: Does the action plan align with the goals of the **Veteran Employment Program PY24** as described in the NGA and in this application?

Applicants should add as many Goals as needed to fully illustrate their plans for their project.

Goal 1:

Activity 1:

Timeline (quarter(s)) of project in which the activity will take place:

[Empty text box for Activity 1 timeline]

Measurable indicators of progress:

[Empty text box for Activity 1 measurable indicators]

Expected outcome(s) of activity:

[Empty text box for Activity 1 expected outcomes]

Amount budgeted for activity (estimated; subject to change):

[Empty text box for Activity 1 budget]

Activity 2 (etc., continue as needed):

Timeline (quarter(s)) of project in which the activity will take place:

[Empty text box for Activity 2 timeline]

Measurable indicators of progress:

[Empty text box for Activity 2 measurable indicators]