

Commonwealth of Pennsylvania
Department of Labor & Industry

PAsmart Supporting Apprenticeship Building through Registered Apprenticeship Programs

Notice of Grant Availability

Proposals Due: October 18, 2024 at 4:00 PM ET

Josh Shapiro | Governor

www.pa.gov

Nancy A. Walker | Secretary

www.dli.pa.gov



Table of Contents

Key Dates	3
Eligibility.....	4
Overview	5
Challenge.....	5
Grant Opportunity Goals.....	6
Required Activities.....	6
Evaluation Criteria	7
Application Package Submission Instructions.....	10
Grant Award Administration	13
Links and Resources	16
Appendix A: Application Form Sample.....	17
Appendix B: Project Summary Cover Page Sample	19
Appendix C: Project Narrative Template	20
Appendix D: Timeline Template.....	21
Appendix E: Goals & Outcomes Table with Sample	22
Appendix F: Sustainability Plan.....	23
Appendix G: Letter of Support Template.....	25
Appendix H: Grant Financial Reporting Package Sample.....	26
Appendix I: EO 2021-06 Worker Protection Certification Form Sample	28

Key Dates

Date	Description
September 13, 2024	Notice of Grant Availability (NGA) Release Date
September 24, 2024 at 1:00 PM ET	<p>Bidder's Conference: Click the link below to join the meeting: Join the meeting now Meeting ID: 266 235 662 877 Passcode: bghGUs</p> <p>Or call in (audio only): Toll Number: +1 267-332-8737</p> <p>Conference ID: 573 076 389#</p> <p>A recording of the bidder's conference will be posted on the L&I Grants website at https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx.</p>
September 30, 2024 at 4:00 PM ET	<p>Questions Due Date Questions must be submitted by email to atogrants@pa.gov</p> <p>A complete list of Q&As will be posted on the L&I Grants website.</p> <p>Questions received after the due date will not be answered.</p>
October 18, 2024 at 4:00 PM ET	<p>Application Due Date Applications must be submitted to the atogrants@pa.gov resource account with the email subject: "NGA Application – Supporting Apprenticeship Building"</p>
January 1, 2025	Period of Performance Start Date
December 31, 2026	Period of Performance Contract End Date

Eligibility

Eligible Applicants and Minimum Qualifications

Eligible applicants include the awardees from previous Ambassador Networks NGAs released in August of 2021 and December of 2019.

1. The applicant(s) must demonstrate the capability of bringing together business, education, workforce, and provider partners to achieve the overall project goals as defined by this NGA.
2. The applicant(s) must demonstrate the ability to coordinate, manage, and implement the design of the project; develop and implement the project budget; implement a strategy to collect, analyze, and report performance outcomes; and coordinate and evaluate the activities of the project.
3. The applicant(s) must demonstrate the capability of monitoring and administering the fiscal components of the project.
4. The applicant(s) must demonstrate the capability of submitting the required reporting elements at the required intervals as documented in the NGA.
5. The applicant(s) must demonstrate the capacity to work with an evaluator.

Additional Eligibility Criteria

Applicants are required to:

- **Have a PA SAP Vendor Identification Number**
This may be obtained at no cost online, or by calling the Vendor Data Management Unit at (717) 346-2676 or 1-877-435-7363. It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania SAP Vendor Identification Number in a timely fashion, you may submit the application prior to receipt, however **no grant will be awarded without documentation of a Pennsylvania Vendor Identification Number.**
- **Have a Unique Entity ID**
The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. For assistance in obtaining a new Unique Entity ID, or to identify an existing Unique Entity ID, refer to the *Links & Resources* section within this document.
- **Comply with the Workforce Grant Agreement**
A sample Workforce Grant Agreement is available in the Links & Resources section within this document.

For more information, including how to obtain this information, refer to the *Links & Resources* section within this document. **Applicants who cannot meet these additional requirements at the time of award will relinquish their award.**

Fiscal Agent

The fiscal agents will receive, manage, and disburse grant funds. Fiscal agents include eligible applicants, as detailed above. If Local Workforce Development Boards (LWDBs) apply as a region, the region must appoint a single LWDB as the lead applicant who must also act as the fiscal agent.

Overview

The PA Department of Labor & Industry (L&I) announces the availability of approximately \$450,000 in funding for the PAsmart Supporting Apprenticeship Building through Registered Apprenticeship Programs (“Supporting Apprenticeship Building”) to include one award of up to \$450,000.

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

- The requirements to obtain Supporting Apprenticeship Building funding;
- The strategic goals of the Supporting Apprenticeship Building opportunity;
- The criteria that will be used to evaluate proposals; and,
- The grant timeline

L&I has created this grant opportunity to continue support of a local and/or regional apprenticeship navigator program which enables the expansion of registered apprenticeships and pre-apprenticeships. Additionally, the intent is to support technical assistance to regional consortiums of stakeholders, employers, intermediaries, training providers, and other partners by building a network of people trained on growing programming and apprenticeship ecosystems long term.

A successful program will utilize grant funds to enhance existing partnerships and develop new avenues for registered apprenticeship in Pennsylvania while extending the reach of the Apprenticeship and Training Office (ATO).

Challenge

The need for skilled and experienced workers across industries in Pennsylvania is acute. Despite the need for skilled workers, fewer Pennsylvanians are opting to pursue postsecondary education.¹ This trend has prompted a rethinking of how to match workers with opportunities to build critical, transferable skills and has highlighted the importance of expanding the apprenticeship model. Apprenticeships have been historically underutilized, and the untapped potential has the ability to offer enormous benefits.

Pennsylvania has been promoting and establishing the standards for apprenticeship programs since 1961. Incorporating registered apprenticeship programs directly into the workforce development system strengthens Pennsylvania’s local and regional economies by developing highly trained and educated residents. The ATO will aim to build the Registered Apprenticeship Navigator workforce to assist in quality apprenticeship and pre-apprenticeship program development and to expand Pennsylvania’s ecosystem.

Navigators support all aspects of building registered apprenticeships and pre-apprenticeships. The design and management of supporting apprenticeships and pre-apprenticeships requires a full spectrum of skills

¹ Building the U.S. Workforce of the Future: Key Challenges and Opportunities | American Institutes for Research (air.org)

to guide sponsors and employers through the standards of registered apprenticeship. Building the navigator framework to support mentorship, diversity, equity, and inclusion (DEI), and policy will scale up the registered apprenticeship ecosystem of Pennsylvania.

Grant Opportunity Goals

Through this PAsmart grant opportunity, the ATO's goal is to encourage:

- Development of a strong talent pipeline of individuals that are well-positioned to succeed in outreach and partnership development to expand apprenticeship programs.
- Business engagement through relationship building, communication, and collaboration to guide the apprenticeship ecosystem in Pennsylvania.

Required Activities

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

- Development of two cohorts, over a two-year period, consisting of local and/or regional apprenticeship networks designed to support the expansion of registered apprenticeships and pre-apprenticeships while extending the reach of the ATO.
- Extend, grow, and enhance the apprenticeship ecosystems by training a minimum of 40 individuals to reach journeyworker status as Navigators.
- Provide consortiums, employers, intermediaries, training providers, and other partners with uniform technical assistance to expand registered apprenticeship and pre-apprenticeship programs and build capacity.
- Develop in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, milestones, and plans for long term sustainability.

Performance Metrics

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

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

- Development of 2 cohorts resulting in a minimum of 40 trained Navigators that have attained journeyworker status because of the grant.
- Convene employers and training providers to facilitate a dialog around training and workforce development needs.
- Develop program delivery tools to attract and retain registered apprentices and facilitate program growth.
- Conduct national and statewide research to identify and share best practices across the Commonwealth.

Additional metrics that will be measured to show impact and success of Supporting Apprenticeship Building under this funding opportunity include:

- Participation, including participant demographics and ongoing participation;
- Performance outputs which quantify project activities and include at a minimum: number of apprentices enrolled, number of apprentices who have completed the program, and number of employers and training providers engaged;
- Program outcomes which measure the impact the project has on participants, including average wage for apprentices at the time of program completion and wages beyond program completion;
- Other metrics depending on specific populations served by the grant (e.g. re-entrants and recidivism).

Applicants should propose other measurable performance outputs and outcomes to evaluate the effectiveness of their project. Awardees should ensure 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 comprehensive merit evaluation, L&I will perform an initial review to determine that:

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

Merit Review Criteria

Final awards will be based on a merit evaluation. L&I reserves the right to take a prudent approach to ensure the disbursement of awards with the greatest reach. In the case where a single applicant has submitted multiple applications for one or more geographical areas, L&I may equitably award funds to varying awardee(s) throughout the commonwealth.

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

Project Design and Management Plan
Performance Outcomes
Impact and Sustainability
Stakeholder Engagement and Partnership
Other Selection Factors/Priority Considerations
Grant Management
Budget and Budget Justification

Evaluation Criteria	Total Points
<p>Project Design and Management Plan</p> <ul style="list-style-type: none"> • Describe the need for the increase of Navigator Apprentices; (5 points) • Describe in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, cohort start and finish dates, milestones, plans for long term sustainability, and ability to scale and replicate. Includes timeline using the template provided in Appendix D and as part of the application package on the L&I grants page (www.dli.pa.gov/Grants) to clearly illustrate. (5 points) <ul style="list-style-type: none"> ○ List the steps necessary to achieve outcomes including specific dates of engagement with the ATO. (5 points) 	15
<p>Performance Outcomes</p> <ul style="list-style-type: none"> • Describes in detail the desired outcomes of the proposed initiative and how the outcomes will be measured. Include goals, outcomes, services, and numbers to be served using the Goals/Outcomes Table in Appendix E of this NGA and as part of the application package on the L&I grants page (www.dli.pa.gov/Grants) to clearly illustrate outcomes; (10 points) • Describes the metrics that will be used to show impact and success of the program including all program outputs and outcomes (5 points): <ul style="list-style-type: none"> ○ Participation, including participant demographics and ongoing participation; ○ Performance outputs which quantify project activities and include at a minimum: number of apprentices enrolled, number of apprentices who have completed the program, and number of employers and training providers engaged; 	15
<p>Impact and Sustainability</p> <ul style="list-style-type: none"> • Identifies the impact of the programs and partnerships developed; (5 points) • Describes applicant’s capacity to track and report on program data, such as performance metrics on recruitment, participation, accomplishments, impact, and related activities of the partnership; and (5 points) • Includes sustainability plan found in Appendix F of this NGA and as part of the application package on the L&I grants page (www.dli.pa.gov/Grants), describing how the partnership will sustain this work in the future, including after the grant period ends. (5 points) 	15
<p>Stakeholder Engagement and Partnership</p> <ul style="list-style-type: none"> • Identifies key partners and additional partners; (4 points) • Outlines the roles and responsibilities of each partner; (3 points) • Identifies ability of the applicant to implement grant responsibilities of identified partners; (4 points) • Identifies the ability of the key personnel on the grant to foster collaboration and implement programs, including identifying each person by name and how they will support the initiative. (4 points) 	15

<p>Other Selection Factors/Priority Considerations</p> <p>All applications received by the deadline will be reviewed and considered for funding. Favorable consideration will be given to applicants that demonstrate the following:</p> <ul style="list-style-type: none"> • Ability to convene employers and training providers to facilitate a dialog around training and workforce development needs. • Capacity for building program delivery tools to attract and retain registered apprentices and facilitate program growth. • Conduct national and statewide research to identify and share best practices across the Commonwealth. 	<p>15</p>
<p>Grant Management</p> <p>Applications received by the deadline will be reviewed and considered for funding. Favorable consideration will be given to applicants that demonstrate the following:</p> <ul style="list-style-type: none"> • Adherence to Terms and Conditions, Quarterly Reporting and Closeout of previous grant initiative with the ATO. 	<p>10</p>
<p>Budget and Budget Justification</p> <p>The Budget Form and Budget Justification should tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget and Budget Justification.</p> <p>Using the Grant Financial Reporting Package included in Appendix H of this NGA and as part of the application package on the L&I grants page: www.dli.pa.gov/Grants, provide the following items:</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. 	<p>15</p>
<p>Total</p>	<p>100</p>

Contract Performance Monitoring

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

Application Package Submission Instructions

Application Package Specifications

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

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

Formatting & Contents:

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

Document	Requirements	Appendix
Application Form saved as a single file titled: ApplicantName_App_Form	<ul style="list-style-type: none"> • Maximum length of one (1) page • Must be completed in its entirety and submitted with the other required documents 	A
Project Summary Cover saved as a single file titled: ApplicantName_Proj_Sum_Cvr	<ul style="list-style-type: none"> • Maximum length of two (2) pages • Must contain the following information: <ol style="list-style-type: none"> a. Name of Applicant b. Name of Fiscal Agent c. Vendor ID Number d. Unique Entity Identifier (if applicable) e. Project Title f. Project County g. Project Service Area - municipality, house, and senate districts to be served h. Project Partners i. Brief Project Summary j. Project Point of Contact and Contact Information 	B
Project Narrative saved as a single file titled:	<ul style="list-style-type: none"> • Must contain the following information: <ol style="list-style-type: none"> a. Project Design and Management Plan Template Appendix C 	C, D, E, F

<p>ApplicantName_Proj_Narrative</p>	<ul style="list-style-type: none"> b. Include completed Timeline found in Appendix D c. Performance Outcomes (include completed Goals/Outcomes Table found in Appendix E) d. Impact and Sustainability (include completed Sustainability Plan found in Appendix F) e. Stakeholder Engagement and Partnership f. Other Selection Factors/Priority Considerations g. Letters of Support h. Grant Financial Report Package <p>10 pages max (not including the Goals/Outcomes Table, Timeline and Sustainability Plan Attachments) The project narrative must be formatted to clearly address the specified evaluation criteria. Provide sufficient information for reviewers to be able to evaluate the application in accordance with these criteria.</p> <p>Evaluators will review and consider only those applications that address each of the evaluation criteria separately.</p>	
<p>Letters of Support saved as a single file titled: ApplicantName_Support_Ltrs</p>	<p>1 to 3 unique letters of support are required to be submitted with your application package. Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. Letters should include information on the partner’s specific role, responsibilities, and nature of their commitment to the project. Applicants are encouraged to have multiple partners across sectors (e.g., education partner, workforce development, business, economic development, and community partners).</p>	<p>G</p>
<p>Grant Financial Reporting Package saved as a single Excel file titled: ApplicantName_Budget_Form</p>	<p>Applicants must submit a detailed budget that includes:</p> <ul style="list-style-type: none"> • Expenditures by line item • Requested and leveraged funds 	<p>H</p>

	<ul style="list-style-type: none"> • 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: January 1, 2025 to December 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>	
<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>	<p>I</p>

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

Application Submission

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

Application packages must be submitted electronically to atogrants@pa.gov by the application deadline. The subject line for your email submission must include “PAsmart Supporting Apprenticeship Building through Registered Apprenticeship Programs.” An automatic email response will be sent upon receipt of your application. This is confirmation that the application was received by the application deadline.

Important: If you do not receive an automatic email response, please contact the L&I Bureau of Workforce Development Administration Central Office at 717-783-8050. Be prepared to provide details about your

submission, such as email proof of submission from your Sent Items folder, your contact information, and the name of the grant for which you are applying.

The Supporting Apprenticeship Building NGA and related materials are available on the L&I Grants website. Samples of each required document in the application package can be found in the *Appendices* within this document.

Application Package Deadline

Supporting Apprenticeship Building applications are due by October 18, 2024 at 4:00 PM ET. Late applications will not be accepted.

Grant Award Administration

Estimated Funding and Award Size

Approximately \$450,000 is available. One grant will be awarded and funded competitively based on the availability of funds up to \$450,000.

Period of Performance

L&I anticipates a performance period beginning January 1, 2025 to December 31, 2026.

Grant Funding

This NGA is 100 % **state** funded with PAsmart funding.

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

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

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

Award Notices

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

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 atogrants@pa.gov.

L&I may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable; (2) only a portion of the application is selected for award; (3) L&I needs additional or clarifying information; or (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by L&I within a specific period determined by L&I may preclude award to the applicant.

L&I reserves the right, without qualification, to reject all applications received in response to this announcement. L&I reserves the right to award grants on a conditional basis if there are concerns surrounding one or more sections of the application(s). In the instance that a conditional award is made, the awardee is responsible to take immediate and appropriate action to remedy the area of concern in accordance with department guidance.

The L&I contracting officer is the only individual who can make awards or commit PA to the expenditure of public funds. A commitment by other than the contracting officer, either explicit or implied, is invalid.

L&I reserves the right to de-obligate funds for those projects that show minimal expenditure or obligation. Any funds not committed may be reallocated to other projects awarded under this NGA.

Reporting and Evaluation

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

Grantees may be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will transfer required data to 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 Supporting Apprenticeship Building initiative. Proposals should demonstrate efficient and effective use of resources.

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

For Grantees that are not LWDBs, grant expenses will be paid on a reimbursement basis only. Grant expenses include actual costs that are accompanied by supporting documentation with monthly invoices submitted to BWDA during the life of the grant. Grantees must document all costs in a manner consistent with Generally Accepted Accounting Principles (GAAP). Examples include retaining evidence of competitive bidding for services or supplies and adequate time records for those employees who charge time against a grant. Time records must document the actual amount of time spent working on the grant and must be signed by an authorized agent of the organization that can attest to the time worked. If the salary is being paid using a variety of funding sources, then the distribution percentage of time worked against the grant being reported should be identified. For more information about satisfactory supporting documentation, visit the L&I Grants website listed in the *Links & Resources* section within this document.

Questions/Agency Contacts

Questions regarding the content of this NGA must be submitted via email to atogrants@pa.gov.

Appendices

Appendix A: Application Form Sample

Appendix B: Project Summary Cover Page Sample

Appendix C: Project Narrative Sample

Appendix D: Timeline Template

Appendix E: Goals/Outcomes

Appendix F: Sustainability Plan

Appendix G: Letter of Support Template

Appendix H: Grant Financial Reporting Package Sample

Appendix I: EO 2021-06 Worker Protection Certification Form Sample

Links and Resources

Resource	Hyperlink
L&I Grants website (Appendices available here)	L&I Grants
Workforce Grant Agreement	Sample Workforce Grant Agreement
PA SAP Vendor Identification Number	Vendor Registration
Unique Entity ID (Federal)	SAM.gov
Existing Unique Entity ID Lookup	How can I view my Unique Entity ID?
Commonwealth Information Technology Policy PII	Proper Use and Disclosure of PII
Local Workforce Development Board Office List	Local Workforce Development Boards

Appendix A: Application Form Sample



APPLICATION FORM

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

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

APPLICATION FORM

Application Instructions

Labor & Industry (L&I) Workforce Development Grant

1. **Type of Submission:** Indicate whether this is a new request for funds for a new project or if this is a continuation of a project that was previously funded.
2. **Type of Project:** Indicate whether this grant is for training or services.
3. **Applicant:** Select applicant type from drop down menu.
4. **Local Workforce Development Board (LWDB):** Select the name of the LWDB with whom this project will be affiliated from the drop down menu, if applicable.
5. **Grant/Project Title:** Enter the name of the project.
6. **Target Industry Cluster/Sub Cluster:** Enter the name of the Industry Cluster and, if applicable, the sub-cluster. Pennsylvania defined industry clusters can be found here: [Industry Clusters \(pa.gov\)](#).
7. **Counties Served** — Include all counties that will be served by the grant.
8. **Local Workforce Development Areas (LWDA) affected** — List all LWDAs involved in the grant. Pennsylvania LWDAs can be found here: [LWDA Map \(pa.gov\)](#).
9. **Small Business** — Select whether your business is a Pennsylvania Qualified Small Business.
10. **Applicant Information:** Enter the applicant's name and address.
11. **Contact Information:** Enter contact information.
12. **Funding Proposal Requests:** Enter the amount requested for the project and include the amount of matching funds (if applicable)
13. **Authorized Representative:** Enter the name of the authorized representative. Sign and date the form.

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

Appendix B: Project Summary Cover Page Sample



Supporting Apprenticeship Building through Registered Apprenticeship Programs
Project Summary Cover Page

Name of Applicant:			
Name of Fiscal Agent:			
Vendor ID Number:		Unique Entity Identifier:	
Project Title:			
Occupation(s) Supported:			
RAPIDS SPONSOR ID No. (Program Supported by or affiliated with the proposed project):			

Project Partners:

--

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

--

Project Summary:

--

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

--

Appendix C: Project Narrative Template

{Organization Letterhead}

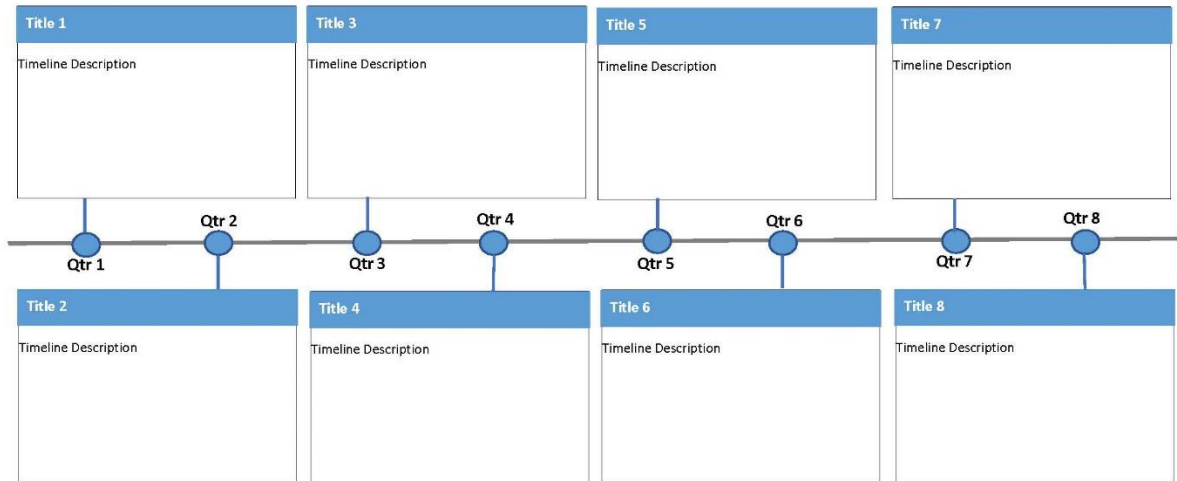
Appendix C: Project Narrative

Name of Applicant:

Grant Name:

Date:

TIMELINE TEMPLATE



Appendix E: Goals & Outcomes Table with Sample

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

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

Sample table below:

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

Appendix F: Sustainability Plan

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

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

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

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

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

Appendix G: Letter of Support Template

{Organization Letterhead}

Date

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

Re: PAsmart Grant Initiative

Dear [Recipient],

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

[Paragraph describing organization offering the support]

[Paragraph describing why organization is offering support]

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

Sincerely,

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

Appendix H: Grant Financial Reporting Package Sample

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

Budget Summary

Grantee Name:	
Grant Program:	PAsmart Supporting Apprenticeship Building through Registered Apprenticeship Programs
Funding Period:	January 1, 2025 - December 31, 2026

Requested Award **\$ -** **Total Leveraged Funds**
\$ - **\$ -**

		Budget	%	Leveraged Funds
ADMINISTRATION		\$ -	#DIV/0!	\$ -
A1	Admin Staff Salaries & Fringe Benefits	\$ -		\$ -
A2	Operational Expenses (e.g. travel, postage, printing, etc.)	\$ -		\$ -
A3	Admin Indirect Costs	\$ -		\$ -
CAREER & SUPPORTIVE SERVICES		\$ -	#DIV/0!	\$ -
B1	Program Staff Salaries & Fringe Benefits	\$ -		\$ -
B2	Operational Expenses (e.g. travel, postage, printing, etc.)	\$ -		\$ -
B3	Other Program Expenses	\$ -		\$ -
B5	Supportive Service Funds	\$ -		\$ -
B6	Program Indirect Costs	\$ -		\$ -
TRAINING		\$ -	#DIV/0!	\$ -
C5	Other Training Expenses	\$ -		\$ -
C8	Apprenticeship Training	\$ -		\$ -
	Related Technical Instruction \$ -	\$ -		\$ -
	On The Job (OJT) Reimbursements \$ -	\$ -		\$ -
TOTAL BUDGET		\$ -		\$ -
Difference		\$0.00		\$0.00

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

Administrative Staff Salaries (A1 Cost Category)							
Name	Title	Salary	% to Grant	Total Annual	# Yrs	Total Budget	Leveraged Funds
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
Total Admin Staff Salaries				\$ -		\$ -	\$ -

- How does each identified position contribute to the operation of the grant?
- How is each person's annual salary and percentage of time devoted to the project determined?

Use the above prompting questions to provide justification for the cost category in the highlighted space below:

<Enter justification here>



WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

- A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:
1. Construction Workplace Misclassification Act
 2. Employment of Minors Child Labor Act
 3. Minimum Wage Act
 4. Prevailing Wage Act
 5. Equal Pay Law
 6. Employer to Pay Employment Medical Examination Fee Act
 7. Seasonal Farm Labor Act
 8. Wage Payment and Collection Law
 9. Industrial Homework Law
 10. Construction Industry Employee Verification Act
 11. Act 102: Prohibition on Excessive Overtime in Healthcare
 12. Apprenticeship and Training Act
 13. Inspection of Employment Records Law
- B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

CERTIFICATION

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

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