

Commonwealth of Pennsylvania
Department of Labor & Industry

Veterans Employment Program

Notice of Grant Availability

Proposals Due: November 14, 2024 at 11:59 P.M. ET

Josh Shapiro | Governor
www.pa.gov

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



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Key Dates

Date	Description
September 30, 2024	Notice of Grant Availability (NGA) Release Date
October 8, 2024 at 1:00 P.M. ET	<p>Bidder’s Conference: Click the link below to join the meeting: Click here to join the meeting.</p> <p>Or call in (audio only): Toll Number: 1-267-332-8737 Conference ID: 255610617#</p> <p>An overview of the bidder’s conference will be posted on the L&I Grants website at https://www.pa.gov/en/agencies/dli/programs-services/workforce-development-home/grant-opportunities.html.</p>
October 18, 2024 at 4:00 P.M ET	<p>Questions Due Date Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov with the email subject: “PY24 VEP Questions”</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>
November 14, 2024 at 11:59 P.M. ET	<p>Application Due Date Applications must be submitted to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: “NGA Application – VEP PY24”</p>
April 1, 2025	Period of Performance Start Date
November 30, 2026	Period of Performance End Date
May 31, 2027	Retention tracking and reporting End date

Eligibility

Eligible Applicants and Minimum Qualifications

Eligible applicants include local workforce development boards, non-profit and non-governmental entities, community-based organizations, education and post-secondary institutions, labor organizations, business associations, businesses, and economic development entities. If organizations apply as a partnership, the applicant must identify a single entity as the lead applicant. The applicant(s) must:

1. Be capable of bringing together business, education, workforce, community, and other partners to achieve the overall project goals as defined by this NGA;
2. 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. Be capable of monitoring and administering the fiscal components of the project;
4. Be capable of submitting the required reporting elements at the required intervals as documented in the NGA; and
5. Have the capacity to work with an evaluator.

Additional Eligibility Criteria

Applicants are required to:

- **Have a PA SAP Vendor Identification Number**
This may be obtained at no cost online, or by calling the Vendor Data Management Unit at (717) 346-2676 or 1 (877) 435-7363. It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania SAP Vendor Identification Number in a timely fashion, you may submit the application prior to receipt, however **no grant will be fully executed 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.
- **Retain a copy of this NGA.**

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

Fiscal agents include eligible applicants, as detailed above. The fiscal agent will receive, manage, and disburse grant funds. 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 fiscal agent.

Overview

The PA Department of Labor & Industry (L&I) announces the availability of approximately \$600,000 in funding for the Veterans Employment Program (VEP PY24) for veterans and eligible spouses to allow for a holistic approach in reaching veteran employment goals. Grant awards will be competitively awarded up to \$200,000 each.

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

- The application requirements for VEP PY24 funding;
- The strategic goals of the VEP PY24 opportunity; and
- The criteria that will be used to evaluate proposals.

Challenge

The transition from military to civilian life is stressful, especially among veterans with a service-connected disability. According to the U.S. Bureau of Labor Statistics (March 2024), 30 percent of veterans have a service-connected disability. As of August 2023, this group of veterans has an unemployment rate of 6 percent.¹

Employers are often not aware of the challenges veterans face during the transition to civilian life or how to support veterans in addressing those challenges. Challenges to the transition to civilian workforce may include translating real-life experience to a resume and job-fit stereotypes. This lack of knowledge hinders employers' ability to recruit and retain veterans, potentially missing opportunities to strengthen their workforce. Some veterans may suffer from the emotional and physical scars of military service. These scars contribute to a myriad of challenges, including housing insecurity and mental and physical health issues. The benefits to hiring veterans include a strong work ethic, leadership skills, and a commitment to ethical standards, all of which prove valuable in the workplace. For veterans, employment is crucial in promoting financial independence and sense of purpose post service.

The purpose of this grant is to address barriers to employment by supporting innovative projects that offer holistic and comprehensive supportive services, also commonly known as wrap-around services, to veterans and eligible spouses, to secure employment.

¹ U.S. Bureau of Labor Statistics. (March 20, 2024). *Employment Situation of Veterans*. <https://tinyurl.com/4cnjn44>

Grant Opportunity Goals

Veterans Employment Program (VEP) funding provides Pennsylvania’s veterans and eligible spouses with supportive services to address barriers to employment. VEP funding allows entities to implement new ideas and concepts, fill funding gaps, or supplement existing initiatives to provide comprehensive supportive services to improve employment outcomes.

VEP funding can be used to address barriers to employment. For instance, funding may be used to provide wrap-around services to veterans in a training program to ensure they have housing and childcare financial supports.

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:

- Provide supportive services to alleviate barriers to education and/or employment
- Implement a robust and strategic participant and employer outreach plan
- Provide employment services
- Develop and implement a retention plan to demonstrate 6-month job placement retention data.

Service Requirements

Veteran eligibility must be determined via documentation of a DD 214 or NGB 22; spouse eligibility must be determined via a military spouse ID card. The Pennsylvania General Assembly Consolidated Statutes Section 104 Title 51 [Character of a discharge](#),² defines a veteran as an individual who served in the U.S. Armed Forces, including reserves and the National Guard, with a release under conditions as listed below:

- A recipient of an honorable discharge
- A recipient of a general, under honorable conditions, discharge
- A recipient of a medical discharge
- A recipient of a discharge under other than honorable conditions for which the recipient has been determined to be eligible for benefits afforded by the United States Department of Veterans Affairs
- A recipient of a discharge for which benefits are payable under 38 CFR 3.12

Performance Metrics

L&I is interested in identifying metrics in order to work collaboratively with the awarded service provider(s) to monitor and improve performance during the life of the contract. L&I has identified initial metrics of interest and looks forward to working with the awarded provider(s) to add to or refine this list. L&I will provide the necessary form(s) for documentation.

² Pennsylvania General Assembly. (n.d.). *Character of a discharge*. Consolidated Statutes Section 104 Title 51. <https://tinyurl.com/5bhm67sc>

Outputs are the activities that support the goals of this grant and will be tracked by the grantee as indicated below. L&I will provide a tracking spreadsheet.

Outcomes are the result or impact of grant activities. The outcomes of this grant are listed below and, as needed, L&I will provide templates for consideration.

Outputs

- Number of participants
- Number of employers who hire veterans through grant funded initiatives
- Number and nature of barrier(s) to be addressed
- Number and nature of employment program(s) provided
- Number of job placements
- Number and nature of training session(s) provided (if training is included in proposed initiatives)

Outcomes

- Job Placement Rate
- Veteran Satisfaction Rate (L&I will provide a satisfaction survey template for consideration)
- Retention Rate (percentage of veterans who remain employed for 6 months after job placement)
- Assessment of Skill Development via pre- and post-surveys developed by the grantee (if training is included in proposed initiatives)

In addition to performance metrics, demographic data will be tracked. The types of demographic data to be tracked include gender, age, race/ethnicity, county, employment status, and branch of service. The demographic data list can be updated during the period of performance. In its commitment to the advancement of workforce development grants practices and service delivery to our grantees and the participants they serve, BWDA reserves the right to request additional metric during the life of the contract.

Evaluation

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 NGA has been received by the deadline;
3. All mandatory components have been received.
4. The application, including the narrative, follows the NGA format; and
 - a. Narratives must include all sections, titled with the headers exactly as they appear in the Evaluation Criteria below.
5. All required documents, attachments, appendices, etc., follow the NGA format, are on the correct forms, in the correct format, for the correct grant, and follow the instructions for completion.

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.

The project narrative must be formatted to clearly address the specified evaluation criteria. Provide sufficient information for reviewers to be able to evaluate the application in accordance with these criteria. **Evaluators will review and consider only those applications that address each of the evaluation criteria separately.**

Projects will be scored on how well the proposal meets the following criteria. You will only receive points for responses addressing the following criteria. Please respond to each section in order, and please address each item in each section. This Evaluation Criteria was developed specific to this NGA to elicit the information needed to evaluate and score your proposal. Therefore, you should have a response for each section and each item. If an item does not apply, please indicate N/A, please do not skip any sections or any items:

Evaluation Criteria	Points
Project Design and Management Plan	25
Performance Outcomes	25
Sustainability	20
Stakeholder Engagement and Partnership	15
Budget Form and Budget Justification	15

Evaluation Criteria	Total Points
<p>Project Design and Management Plan</p> <ul style="list-style-type: none"> • Demonstrates a clear understanding of the problem, challenge, and opportunity related to the targeted populations’ barriers to employment. • Describes the type of supportive service(s) the project is proposing to offer to meet the goals of this grant. • Describes the strategic participant and employer outreach plan. • Describes how employment services will be provided. • If training is offered, describes the training service delivery plan. 	25
<p>Performance Outcomes</p> <ul style="list-style-type: none"> • Provides quantifiable goals for the project in alignment with the outputs outlined in the Performance Metrics section of this NGA. • Describes how the applicant will provide the capacity to track performance metrics and describes the process that will be used to collect and track the data. • Describes how outreach to and engagement with potential participants and employers will be tracked and measured. 	25

<p>Sustainability</p> <ul style="list-style-type: none"> • Describes how the project will be sustained after the grant period of performance. • If project is not scheduled to continue after the grant period, provides a rationale. 	20
<p>Stakeholder Engagement and Partnership</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 employer and business partners, and partners across sectors (e.g., veterans organization partners, workforce development partners, healthcare sector partners, economic development partners, and community partners) that demonstrate their commitment through distinct letters of support. • Identifies the responsibilities of each of the partners. • Describes the adequacy of the key personnel on the grant to foster collaboration and implement job quality improvement strategies to meet or contribute toward meeting current and anticipated regional labor market needs. 	15
<p>Budget Form and Justification</p> <p>The Budget Form (summary and details pages) and Budget Justification should tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget Form and Budget Justification.</p> <p>Include 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. • The budget will be evaluated based on efficient and effective use of funding, cost reasonableness, and the relationship to proposed activities. 	15
Total Points Available	100

Contract Performance Monitoring

As part of L&I’s commitment to improved outcomes, we seek to actively and regularly collaborate with grantees to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform of 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 grantees and 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 which must be in Excel
- 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_Application	<ul style="list-style-type: none"> • Must be completed in its entirety and submitted with the other required documents 	A
Project Summary Page saved as a single file titled: ApplicantName_Summary	<ul style="list-style-type: none"> • Maximum length of two (2) pages • Must be completed in its entirety and submitted with the other required documents 	B
Project Narrative saved as a single file titled: ApplicantName_Narrative	<ul style="list-style-type: none"> • Must contain the following headings: <ol style="list-style-type: none"> a. Project Design and Management Plan b. Performance Outcomes c. Impact and Sustainability d. Stakeholder Engagement and Partnership • Maximum 10 pages <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>	C

<p>Letters of Support saved as a single file titled: ApplicantName_Letters</p>	<ul style="list-style-type: none"> • Minimum of three (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>D</p>
<p>Budget Form & Justification saved as a single Excel file titled: ApplicantName_Budget</p>	<p>Applicants must submit a detailed budget using the Grant Financial Reporting Package 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 or draw requests (for LWDB grantees) over the course of the project.</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>E</p>
<p>EO 2021-06 Worker Protection Certification Form saved as a single file titled: ApplicantName_WP Cert Form</p>	<ul style="list-style-type: none"> • 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>
<p>Local Board Notification Email saved as a single file titled: ApplicantName_Notification</p>	<ul style="list-style-type: none"> • 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. • A copy of the email sent to the LWDB must be included with the grant application. • To locate your local office, refer to the Links & Resources section within this document. 	<p>G</p>

Grant Action Plan saved as a single file titled: ApplicantName_Action	<ul style="list-style-type: none"> Outline the specific goals of the project. The number of goals can be expanded as needed for the specific project. 	H
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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 narrative 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 RA-LI-BWDA-GS@pa.gov by the application deadline. The subject line for your email submission must include “PY24 VEP Grant Application.” An automatic email response will be sent upon receipt of your application. This is confirmation that the application was received by the application deadline. Please review and retain this email for your records.

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 PY24 VEP 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

PY24 VEP applications are due by November 14, 2024 at 11:59 P.M. ET. Late or incomplete applications will not be accepted. An application is considered late if it arrives in the Grants Services Resource Account’s inbox after 11:59 P.M., regardless of when the application was sent.

An application is considered incomplete if does not include each of the components listed in the Document Requirements table above.

Due to the volume of applications anticipated and the number of attachments you are required to submit, it is strongly recommended you not wait until the approaching deadline to send in your application package.

Grant Award Administration

Estimated Funding and Award Size

Approximately \$600,000 is available. Grants will be awarded and funded competitively based on the availability of funds up to \$200,000 per application.

Period of Performance

L&I anticipates a performance period for grant activities from April 1, 2025 to November 30, 2026. There will be an additional 6 month period of performance for tracking and reporting purposes ending May 31, 2027. Expenses for this period need to be included in your budget.

Grant Funding

This grant is 100% state funded with Reemployment funds. This funding will provide veterans and eligible spouses with supportive services to address barriers to employment.

Award Notices

Applicants will be notified via email within 30 days following the award determination. L&I shall notify all applicants via email whose applications are not accepted for funding under this NGA. Applicants can request feedback calls within 30 days of their denial notification. Requests must be made by the authorized representative indicated on the Application Form. Feedback requests should be emailed to RA-LI-BWDA-GS@pa.gov using the subject line: PY24 VEP application feedback request.

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. Example of this grant agreement can be at www.dli.pa.gov/Grants.

L&I reserves the right, without qualification, to reject all applications received in response to this announcement. 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 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 applicant is responsible to take immediate and appropriate action to remedy the area of concern in accordance with L&I guidance.

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; (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.

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 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 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.

L&I shall notify all applicants whose applications are not accepted for funding under this NGA.

Reporting and Evaluation

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

Grantees may be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will transfer required data to BWDA. These activities must be performed in accordance with the Commonwealth's Information Technology Policy regarding the proper use and disclosure of PII. Information regarding this policy is included in the Links & Resources section within this document.

Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support the VEP PY24 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 NGA 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.

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 RA-LI-BWDA-GS@pa.gov.

Appendices

Appendix A: Application Form Sample

Appendix B: Project Summary Page Sample

Appendix C: Project Narrative Sample

Appendix D: Letters of Support Sample

Appendix E: Budget Form & Justification Sample

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

Appendix G: Local Board Notification Form Sample

Appendix H: Grant Action Plan 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



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

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 \(pa.gov\)](https://www.pa.gov/government/industry-clusters).
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 \(pa.gov\)](https://www.pa.gov/government/lwda-map).
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.

L&I Grant

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

Unique Entity Identifier (UEI) 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:

Project Point of Contact and Contact Information:

{Organization Letterhead}

Appendix C: Project Narrative Sample

Name of Applicant:

Grant Name:

Date:

{Organization Letterhead}

Appendix D: Letter of Support Template

Date

Recipient's Name

Recipient's Position

Recipient's Address Line 1

Recipient's Address Line 2

Re: Veteran Employment Program PY24

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 Veteran Employment Program Grant, PY24.

[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: Budget Form & Justification Sample

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

Grantee Name:					
Grant Program:		PY24 Veterans Employment Program			
Funding Period:		April 1, 2025 - November 30, 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	\$ -		\$ -	
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
					\$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 projected 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).

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

BOP-2201
Published: 02/07/2022

Appendix G: Local Board Notification Email Template Sample

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 **Veteran Employment Program PY24 Delaware 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].

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:

Measurable indicators of progress:

Expected outcome(s) of activity:

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

Activity 2 (etc., continue as needed):

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

Measurable indicators of progress: