

Commonwealth of Pennsylvania  
Department of Labor & Industry

# Ramsay Mechanical Assessment Preparation Grant

Notice of Grant Availability

Proposals Due: July 27, 2026 at 11:59 P.M. ET

**Josh Shapiro** | Governor  
[www.pa.gov](http://www.pa.gov)

**Nancy A. Walker** | Secretary  
[www.pa.gov/agencies/dli.html](http://www.pa.gov/agencies/dli.html)

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## Key Dates

Date	Description
June 25, 2026	<b>Notice of Grant Availability (NGA) Release Date</b>
July 9, 2026 at 10 A.M. ET	<p><b>Bidders' Conference:</b></p> <p>Click the link below to join the meeting:  <a href="https://teams.microsoft.com/meet/284664875644660?p=qejWh2iZ8SAPijz54t">https://teams.microsoft.com/meet/284664875644660?p=qejWh2iZ8SAPijz54t</a></p> <p>Join the meeting now</p> <p>Or call in (audio only):</p> <p>Toll Number: 1-267-332-8737</p> <p>Conference ID: 664079577#</p> <p>Recording this meeting requires the consent of all participants. Automatic transcription and AI tools may not be used to transcribe, summarize, or annotate meetings with Commonwealth employees or contractors. If such a tool is detected, it must be disabled; otherwise, Commonwealth employees must leave the meeting.</p> <p>A recording of the bidder's conference will be posted on the L&amp;I Grants website, <a href="#">Grants   Department of Labor and Industry   Commonwealth of Pennsylvania</a></p>
July 10, 2026 at 4:00 P.M. ET	<p><b>Questions Due Date</b></p> <p>Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov.</p> <p>A complete list of Q &amp; A's will be posted on the L&amp;I Grants website.</p> <p>Questions received after the due date will not be answered.</p>
July 27, 2026 at 11:59 P.M. ET	<p><b>Application Due Date</b></p> <p>Applications must be submitted to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: "NGA Application – Ramsay MAP Grant – Program Year 2026"</p>
November 1, 2026	<b>Period of Performance Start Date</b>
April 30, 2027	<b>Period of Performance End Date</b>

## Eligibility

### Eligible Applicants and Minimum Qualifications

Eligible applicants include community colleges, career and technical centers (CTCs), local workforce development boards, adult education providers, technical training curriculum developers, and non-profit (501(c)(3)) entities with expertise in trades-related, assessment-aligned instruction including but not limited to mechanical, electrical, and multi-craft.

The applicant(s) must:

1. Be capable of bringing together business, education, workforce, and provider 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 NGA.
4. Be capable of submitting the required reporting elements at the required intervals as documented in the NGA.
5. Have the capacity to work with an evaluator.

### Additional Eligibility Criteria

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.**

**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 SAP Vendor Identification Number.**

- **Have a Federal Employer Identification Number (FEIN) Number**

Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number is a unique nine-digit number assigned by the Internal Revenue Service to business entities operating in the United States for the purposes of identification. To apply for an EIN number or to obtain more information, visit the IRS EIN website at <https://www.irs.gov/businesses/employer-identification-number>

- 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.**

- **Comply with the Workforce Grant Agreement.**

### **Fiscal Agent**

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 fiscal agent. The fiscal agent will receive, manage, and disburse grant funds.

### **Overview**

The PA Department of Labor & Industry (L&I) announces the availability of approximately \$40,000 in funding for the Ramsay Mechanical Assessment Preparation Grant (“Ramsay MAP Grant”). One grant will be awarded through a competitive process.

This NGA describes in detail:

- The strategic goals and intended outcomes of the Ramsay MAP Grant.
- The eligibility requirements and application process to obtain Ramsay MAP Grant funding; and,
- The evaluation criteria that will be used to evaluate proposals.

L&I has created this grant opportunity to develop comprehensive Ramsay Assessment test-preparation materials and a standardized Train-the-Trainer curriculum.

The purpose of this NGA is to competitively award funding to equip Ramsay Assessment instructors with the knowledge, tools and instructional practices (not limited to multiple learning modalities) necessary to effectively deliver test preparation courses. By enhancing instructors’ knowledge base, this project aims to establish instructional cohesiveness, increase learner readiness, and ultimately raise student performance and pass rate success on the Ramsay Assessment.

### **Challenge**

The Ramsay Assessment is a standardized pre-employment evaluation developed by Ramsay Corporation to measure candidates’ aptitude for trades-related roles. The Aptitude Tests measure a candidate’s ability to grasp mechanical, electrical and problem-solving concepts, providing employers with insight into training performance. The Ramsay Assessment consists of four Aptitude Tests; this grant prioritizes the first three: Mechanical, Electrical, and MultiCraft. The tests are widely used by employers in industries such as manufacturing, utilities, logistics, shipbuilding, and skilled trades including electricians, HVAC technicians, machinists, and maintenance professionals.

The Ramsay Corporation does not set universal passing scores; instead, employers establish minimum qualifying scores based on job requirements, labor-market conditions, and normative data such as average scores, standard deviations and percentile rankings. Thus, jobseekers must not only demonstrate foundational technical knowledge but also competitive performance relative to others in the applicant pool.

Pennsylvania’s technical employers frequently set high thresholds, often aligning with the upper percentiles of Ramsay’s normative data, leaving otherwise promising candidates inadequately prepared to meet these expectations. This gap limits access to high-wage, high-growth occupations and constrains the talent pipeline needed to support the Commonwealth’s rapidly growing technical industries. Developing standardized, openly accessible Train-the-Trainer materials and comprehensive test-preparation resources, directly addresses this barrier by equipping instructors, training providers and workforce partners with consistent tools that strengthen technical readiness. By improving candidate performance on employer-validated assessments, Pennsylvania can expand the pool of qualified workers and accelerate entry into critical technical roles.

### **Grant Opportunity Goals**

The Ramsay MAP Grant opportunity provides funding to develop comprehensive Ramsay Assessment test-preparation materials and a standardized Train-the-Trainer curriculum providing instructors with the knowledge, tools and instructional practices needed to deliver high-quality test-prep instruction. The test-preparation materials and curriculum will provide a consistent, high-quality instructional model that enhances instructor effectiveness, improves learner preparedness, and leads to measurable increases in student performance and pass rates on the Ramsay Assessment. All materials (including, but not limited to, instructional materials, curriculum, pre- and post-assessments, Train-the-Trainer code of assessment ethics manuals, and all materials developed for these purposes of the Ramsay MAP Grant), will be owned by the Commonwealth of Pennsylvania.

### **Required Activities**

The required activities outlined below are intended to identify the types of services and activities permitted that would be necessary for successful program delivery. A successful program will:

- Develop online test-preparation materials and a curriculum that will be openly accessible, easy to access, and formatted for use across diverse training environments, including workforce agencies, education providers, and employers.
- Develop a standardized, sustainable high-quality Train-the-Trainer curriculum.
- Equip instructors with the knowledge, tools, mentoring and facilitation strategies needed to confidently deliver the standardized curriculum, ensuring that multiple providers can offer high quality test preparation instruction.
- Make materials available free of charge to the public and provide them to L&I so they remain available at the conclusion of the period of performance.
- Ensure that materials remain available to the public at no cost through continued support from the awardee beyond the period of performance.

## Performance Metrics

L&I will work collaboratively with the awardee 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 will identify the final set of metrics and their collection frequency, which may be adjusted over time as needed.

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

- A comprehensive, sustainable, and openly accessible online Train-the-Trainer curriculum that includes trainer guides, instructional strategies, mentoring tools, and facilitation resources.
- Standardized curriculum modules formatted for use across workforce agencies, education providers, and employer-based training environments.
- Downloadable and web-based instructional materials, test-preparation materials including lesson plans, practice items, facilitator guides, and learner resources.
- Instructor resource toolkit containing standardized instructional materials, teaching strategies, and assessment resources.
- Implementation guidance to support consistent delivery across multiple providers.

Outcomes are the results or impacts of the grant activities, as listed below.

### Short-Term Outcomes

- Instructors gain increased knowledge of Ramsay Assessment content areas, test-taking strategies and effective instructional practices.
- Instructors demonstrate improved confidence and readiness to deliver standardized test-preparation instruction.
- Test providers adopt consistent, high-quality materials and instructional approaches across training sites.

### Long-Term Outcomes

While this grant's period of performance is only six months, applicants must describe in their project narrative how L&I can track the usage of these materials and student performance after the grant ends.

- Improved student performance and higher pass rates on the Ramsay Assessment.
- A sustainable, scalable model for delivering high-quality test-preparation instruction.
- Strengthened workforce readiness and improved alignment between training providers and employer needs.
- A sustainable pipeline of successful Train-the-Trainer instructors and Train-the-Trainer participants.

## Evaluation Criteria

### Initial Review Criteria

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

- The applicant is eligible.
- The information required by the announcement has been received by the deadline; and
- All mandatory components have been received.

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

### Merit Review Criteria

Final 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.

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

<b>Evaluation Criteria</b>	<b>Points</b>
Project Design and Management Plan	20
Performance Outcomes	20
Impact and Sustainability	15
Stakeholder Engagement and Partnership	35
GFRP - Budget and Budget Justification	10
<b>Total Possible Points</b>	<b>100</b>

<b>Evaluation Criteria</b>	<b>Total Points</b>
<p><b>Project Design and Management Plan</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a clear and achievable plan to develop comprehensive, openly accessible online test-preparation materials and a standardized Train-the-Trainer curriculum.</li> <li>• Demonstrates the applicant's organizational and operational capacity to effectively design, coordinate, manage, and implement all aspects of the curriculum development project, including the creation of instructor support resources, instructional guides and toolkits, mentoring tools, and facilitation materials.</li> <li>• Includes a clear plan for quality assurance, continuous improvement and timely delivery of all required outputs.</li> </ul>	20
<b>Performance Outcomes</b>	20

<ul style="list-style-type: none"> <li>• Identifies measurable outputs such as curriculum modules, trainer guides, instructional materials and implementation resources.</li> <li>• Proposes targets that align with the intended outcomes of this grant opportunity, including the metrics that will be used to measure the program's impact and success. Specific goals, activities, measurable indicators of progress, and expected outcomes should be included in the Grant Action Plan, Appendix H of this NGA.</li> <li>• Describes how the applicant will provide the capacity to track performance metrics and describes the process that will be used to collect and track data.</li> </ul>	
<p><b>Impact and Sustainability</b></p> <ul style="list-style-type: none"> <li>• Describes how proposed activities will promote the goals of this grant.</li> <li>• Demonstrates how the project will create a sustainable model for delivering high-quality Ramsay test-preparation materials and a Train-the-Trainer curriculum.</li> <li>• Defines how the materials and Train-the-Trainer curriculum will remain accessible, relevant and usable beyond the grant period.</li> </ul>	15
<p><b>Stakeholder Engagement and Partnership</b></p> <ul style="list-style-type: none"> <li>• Describes prior experience working with the Ramsay Assessment and employers that utilize it.</li> <li>• Demonstrates meaningful engagement with employers, workforce and training providers to ensure alignment with Ramsay Assessment expectations and industry needs.</li> <li>• Demonstrates engagement/support from the local workforce development board(s) and alignment with economic development initiatives.</li> <li>• Includes high-quality Letters of Support from industry-familiar entities that reflect genuine commitment and shared responsibility for project success.</li> </ul>	35
<p><b>Budget and Budget Justification</b></p> <p>The Grant Financial Reporting Package (GFRP), Budget Form and Budget Justification, must tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget Form 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"> <li>• A detailed list of budget line-items by cost category to reflect requested and leveraged funds.</li> </ul>	10

<ul style="list-style-type: none"> <li>• 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.</li> <li>• The budget will be evaluated based on efficient and effective use of funding, cost reasonableness, and the relationship to proposed activities.</li> <li>• Budget supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified.</li> </ul>	
<b>Total</b>	<b>100</b>

### **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 and 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 provided within the appendix section of this NGA.

Formatting & Contents:

- Single-spaced
- 8.5” by 11” page size
- 1-inch margins
- 11-point Calibri font
- Adobe Portable Document Format (PDF) - except for the Budget form (GFRP), which must be in Excel
- Page numbers in footer
- Applications may not include hyperlinks
- No proprietary or sensitive business information

Document	Requirements	Appendix
<p><b>Application Form</b></p> <p>Saved as a single PDF file titled: ApplicantName_App_Form</p>	<ul style="list-style-type: none"> <li>• Maximum length of one page</li> <li>• Must be completed in its entirety and submitted with the other required documents</li> </ul>	A
<p><b>Project Summary Cover</b></p> <p>Saved as a single PDF file titled: ApplicantName_Proj_Sum_Cvr</p>	<ul style="list-style-type: none"> <li>• Maximum length of two pages</li> <li>• Must be completed in its entirety and submitted with the other required documents</li> </ul>	B
<p><b>Project Narrative</b></p> <p>Saved as a single PDF file titled: ApplicantName_Proj_Narrative</p>	<ul style="list-style-type: none"> <li>• Maximum length of six pages</li> <li>• Must respond to the following Evaluation Criteria: <ul style="list-style-type: none"> <li>a. Project Design and Management Plan</li> <li>b. Performance Outcomes</li> <li>c. Impact and Sustainability</li> <li>d. Stakeholder Engagement and Partnership</li> </ul> </li> </ul> <p>The project narrative must be formatted to clearly address the specified evaluation criteria. Respond to each section in order and address each item in each section using the name of each Evaluation Criteria as headers to clearly identify responses to each section.</p> <p><b>Evaluators will review and consider only those applications that address each of the evaluation criteria separately.</b></p>	C
<p><b>Letters of Support</b></p> <p>Saved as a single PDF file titled: ApplicantName_Support_Ltrs</p>	<ul style="list-style-type: none"> <li>• A minimum of two unique letters of support are required to be submitted with your application package.</li> <li>• Letters of support should demonstrate meaningful engagement with employers, workforce and training providers familiar with the industry to ensure alignment with Ramsay Assessment expectations and industry needs. They should also</li> </ul>	D

	reflect a genuine commitment and shared responsibility for project success.	
<p><b>Grant Financial Reporting Package</b></p> <p>Saved as a single Excel file titled: ApplicantName_Budget_Form</p> <p>The Budget Justification tab should be saved as a single PDF file titled: ApplicantName_Budget_Justification</p>	<p>Applicants must submit a detailed budget that includes:</p> <ul style="list-style-type: none"> <li>• Expenditures by line item</li> <li>• Requested and leveraged funds</li> <li>• Budget Justification</li> </ul> <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, 2026, to April 30, 2027.</p> <p>Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and after grant award.</p> <p><b>Budget Justification:</b> 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><b>EO 2021-06 Worker Protection Certification Form</b></p> <p>Saved as a single PDF 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><b>Local Board Notification Email</b></p>	<p>Applicants must send an email to their Local Workforce Development Board (LWDB) to</p>	G

<p>Saved as a single PDF file titled: ApplicantName_LB_Notification</p>	<p>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 &amp; Resources section within this document.</p>	
<p><b>Grant Action Plan</b></p> <p>Saved as a single PDF file titled: ApplicantName_Action_Plan</p>	<p>Applicants must 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 the specified number of pages even if an application exceeds that amount.**

**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 “NGA Application – Ramsay MAP Grant – Program Year 2026”. 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, request a receipt by forwarding your original sent message from your sent items email folder to the Grant Services Resource Account at [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov). Please ensure the forwarded email includes 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 Ramsay MAP Grant NGA and related materials are available on the L&I Grants website at [Grants | Department of Labor and Industry | Commonwealth of Pennsylvania](#).

Samples of each required document in the application package can be found in the Appendices within this document.

**Application Package Deadline**

Ramsay MAP Grant applications are due by July 27, 2026 at 11:59 P.M. ET. Late applications will not be accepted.

## Grant Award Administration

### Estimated Funding and Award Amount

Approximately \$40,000 is available. One grant will be awarded and funded competitively based on the availability of funds.

### Period of Performance

L&I anticipates a performance period beginning November 1, 2026 to April 30, 2027.

### Grant Funding

This NGA is 100% state funded with Reemployment funds.

### Award Notices

Applicants will be notified via email within 30 days following the award determination. L&I will notify all applicants via email whose applications are not accepted for funding under this NGA.

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

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). If a conditional award is made, the awardee is responsible for taking 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, 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 final close-out 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 an 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 Data Classification 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 Ramsay MAP Grant 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. Costs must be reasonable and necessary for the performance of the grant. Administrative costs must not exceed 10% of the total amount requested.

Administrative activities include the performing and coordinating of the following functions:

- Accounting, budgeting, financial and cash management functions
- Procurement and purchasing functions
- Property management functions
- Personnel management functions
- Payroll functions
- Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
- Audit functions
- General legal services functions
- Developing systems and procedures, including information systems, required for these

- administrative functions
- Fiscal agent responsibilities
- Travel costs incurred solely for the above functions

**Indirect Costs:** Indirect costs are allowed upon submission of an approved indirect cost rate or a de minimis justification. Supporting documents must be submitted with the grant application as part of the budget justification.

**Unallowable Costs:** Unallowable costs include pre-award costs, construction, procuring lobbying services, food, 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 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 against the grant being reported must 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 Cover Page Sample

Appendix C: Project Narrative Sample

Appendix D: Letters of Support Sample

Appendix E: Grant Financial Reporting Package 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)	<a href="#">L&amp;I Grants</a>
Workforce Grant Agreement	<a href="#">Sample Workforce Grant Agreement</a>
PA SAP Vendor Identification Number	<a href="#">Vendor Registration</a>
<a href="#">Federal Employer Identification Number</a>	<a href="https://www.irs.gov/businesses/employer-identification-number">https://www.irs.gov/businesses/employer-identification-number</a>
Existing Unique Entity ID Lookup	<a href="#">How can I view my Unique Entity ID?</a>
Data Classification Policy	<a href="#">Data Classification Policy</a>
Local Workforce Development Board Office List	<a href="#">Local Workforce Development Boards</a>

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

**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"/> <b>Statewide</b> |

**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:** \_\_\_\_\_

**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: <https://www.pa.gov/agencies/dli>
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.

## Appendix B: Project Summary Cover Page Sample

### **L&I Grant**

Name of Applicant:

Name of Fiscal Agent:

Email of Fiscal Agent:

SAP Vendor ID Number:

FEIN Number:

Project Title:

Project County(ies):

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

**Project Narrative**

Name of Applicant:

Grant Name:

Date:

## Appendix D: Letters of Support Sample

### Organization Letterhead

Date

Recipient's Name

Recipient's Position

Recipient's Address Line 1

Recipient's Address Line 2

**Re: [Name of Grant] – Letter of Support**

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 [name of grant].

[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: 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.

Grantee Name:					
Grant Program:		Ramsay Mechanical Assessment Preparation Grant			
Funding Period:		November 1, 2026 - April 30, 2027			
				<b>Requested Award</b>	<b>Total Leveraged Funds</b>
				\$ -	\$ -
				<b>Budget</b>	<b>Leveraged Funds</b>
<b>ADMINISTRATION</b>				\$ -	#DIV/0!
A1	Admin Staff Salaries & Fringe Benefits		\$ -		\$ -
A2	Operational Expenses (e.g. travel, postage, printing, etc.)		\$ -		\$ -
A3	Admin Indirect Costs		\$ -		\$ -
<b>CAREER &amp; SUPPORTIVE SERVICES</b>				\$ -	#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		\$ -		\$ -
<b>TRAINING</b>				\$ -	#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		\$ -		\$ -
<b>TOTAL BUDGET</b>				\$ -	\$ -
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	\$ -	-
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>	

## Appendix G: Local Board Notification Email Sample

The Local Board Notification email serves to advise the local board where and how funding is being pursued in their area. This is not required for LWDB applicants. Include a PDF of the actual email you send to the local board with your grant application. Refer to the Links and Resources section of this NGA for local board contact information. Refer to the below example as a template for your email.

[Name of Applicant], is applying for funding from the Pennsylvania Department of Labor & Industry for a [Grant Name] Grant in the amount of \$ [Amount]. This project will serve [Insert Project County/Service Area] and will:

[Insert summary of grant goals]

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

## Appendix H: Grant Action Plan Sample

**Does the Action Plan clearly align with the goals and required activities of the grant by:**

- Focusing on measurable outcomes that directly support the outputs and outcomes.
- Demonstrating existing organizational capacity to design, develop, and deliver the proposed curriculum, materials, and instructor support activities.
- Including a clear, time-bound implementation plan that aligns with the period of performance and outlines specific steps and milestones.
- Showing how activities will lead to consistent, high-quality delivery across multiple providers and training environments; and
- Ensuring alignment with the overall goals of the Ramsay MAP Grant.

**Goal 1:**

Activity 1:

*Measurable indicators of progress:*

*Expected outcome(s) of activity:*

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

Activity 2:

*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):*