Commonwealth of Pennsylvania

Department of Labor & Industry

Schools-To-Work Program Round 5

Notice of Grant Availability

Proposals Due: January 27, 2025 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
December 13, 2024	**Notice of Grant Availability (NGA) Release Date**
December 23, 2024 at 1:00 p.m. ET	**Bidder's Conference:** Click the link below to join the meeting: **Join the meeting now** Or call in (audio only): Toll Number: ++1 267-332-8737,,568108611# Meeting ID: 257 291 966 122 Passcode: WxrKfn Conference ID: 568 108 611# 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.
December 31, 2024 at 4:00 p.m. ET	**Questions Due Date** Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov, with the email subject: "STW5 PY24 Questions". A complete list of Q&As will be posted at Grants | Department of Labor and Industry | Commonwealth of Pennsylvania. Questions received after the due date will not be answered.
January 27, 2025 at 11:59 p.m. ET	**Application Due Date** Applications must be submitted to the BWDA Grants Services Resource Account at RA-LI-BWDA-GS@pa.gov with the email subject: "NGA Application – STW5 Grant – Program Year 2024"
June 1, 2025	**Period of Performance Start Date**
May 31, 2027	**Period of Performance End Date**

Eligible Applicants and Minimum Qualifications

Eligible applicants:

- Must be a sponsor of a new and/or existing registered pre-apprenticeship.
- Eligible organization types include businesses, community-based organizations, economic development organizations, industry associations, labor organizations, local education agencies, local workforce development boards, nonprofit organizations, post-secondary institutions, public libraries, and STEM ecosystems.
- Entities with an active Schools-to-Work grant at the time of application are not eligible to apply for this grant.

Sponsors will have the full responsibility for the administration and operation of the program. If multiple entities apply together, the applicant who submits the grant application must be an eligible applicant who will have the full responsibility for the administration and operation of the program.

1. The applicant(s) must be capable of bringing together business, education, workforce, provider, and community partners to achieve the overall project goals as defined by this NGA.
2. The applicant(s) must demonstrate the ability to develop and implement the project budget, or may partner with another organization, such as a Workforce Development Board, to serve as the Fiscal Agent under a written agreement outlining the duties.
3. The applicant(s) must be capable of monitoring and administering the fiscal components of the NGA.
4. The applicant(s) must demonstrate the ability to coordinate, manage, and implement the design of the project, be capable of submitting the required reporting elements at the required intervals as documented in the NGA; implement a strategy to collect, analyze, and report performance outcomes, and coordinate and evaluate the activities of the project.
5. Pre-apprenticeship programs funded by this grant must be registered with the Commonwealth. Awardees will have until one year from contract start date to finalize their registration or show progress towards the finalization of the registration. Grantees are expected to initiate contact with and continue to meet with representatives of the Apprenticeship Training Office (ATO) the State Apprenticeship Agency (SAA), to establish, develop, or expand the pre-apprenticeship associated with this grant. The Department of Labor & Industry (L&I) will have the sole authority to assess "progress towards."
6. The applicant(s) must have the capacity to work with an evaluator.

Administrative and Compliance Requirements

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 finalized without documentation of a Pennsylvania Vendor Identification Number**.

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

Refer to the *Links & Resources* section within this document for details on how to obtain this information. **Applicants who cannot meet these additional requirements at the time of award will relinquish their award.**

Fiscal Agent

The fiscal agent will receive, manage, and disburse grant funds. Fiscal agents include eligible applicants, as detailed above. Eligible applicants may partner with another organization, such as a Workforce Development Board, to serve as the Fiscal Agent under a written agreement outlining the duties of each.

Overview

In response to Article XVIII-A - Schools-To-Work Program of the Pennsylvania Public School Code, the Pennsylvania Department of Labor & Industry (L&I) announces the availability of approximately $3,300,000.00 in funding for the Schools-To-Work Program Round 5 ("STW5 Grant") to include awards of up to $250,000.00.

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

- The requirements to obtain STW5 Grant funding;
- The strategic goals of the STW5 Grant opportunity;
- The criteria that will be used to evaluate proposals; and,
- The grant timeline to be used for grant-related activities.

This funding will support learning opportunities proposed in this grant that will complement Governor Shapiro's proposals to increase workforce training, partnership programs, and current workforce initiatives to develop the skills of those with barriers to employment.

The purpose of this grant is to support this statewide initiative through the competitive award of grants to sponsors in partnership with schools in the commonwealth to support the establishment or enhancement of a workforce development partnerships between schools, employers, nonprofits, workforce development boards, organizations, or associations to create employment and training pathways.

Challenge

A successful project should focus on aligning with the goals of the Pennsylvania Department of Education and the Pennsylvania Department of Labor & Industry to create a career pathway that successfully bridges the gap between high school and employment or post-secondary education via the use of pre-apprenticeships. This coordination includes aligning with Pennsylvania's K-12 and postsecondary education systems, as well as the career and technical education services provided within and across program providers, to build programs that meet the desired results. Therefore, proposals must include a

focus on training and educating students from grades nine through twelve while increasing the literacy and math skills needed to fill current and anticipated labor market needs and identify partnerships to support the establishment and continuation of the project.

Grant Opportunity Goals

Proposed projects must create learning opportunities with an established or developing Pre-apprenticeship employer or organization for participating students. A successful program will focus on measurable outcomes which must include evidence of:

- instruction in basic literacy and math skills required to pass entry exams for employment in a career pathway,
- attainment of industry-recognized qualifications, certifications, or college credits, through an academic program that aligns to workforce needs,
- how the program will prepare participants and offer supports to transition into a registered apprenticeship program, post-secondary education program with an explanation of how college credits earned will be transcripted and transferrable, or employment, and
- robust recruitment and outreach strategies targeting intended populations (e.g., social media, newsletter, and community programs).

Note to K-12 Educators: Pre-apprenticeships and other work-based learning opportunities support the Act 158 Pathways to graduation. More details can be found in the Act 158 Toolkit.

Required Activities

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

1. The applicant(s) must be partnered with at least one school in a school district, charter school, regional charter school, cyber charter school, intermediate unit, career and technical school, community college or post-secondary school.

2. Inclusion of a detailed program curricula, goals with timelines, and action plans which align to the training pathway outcomes.

3. Learning opportunities for participating students including classroom and hands-on training, workplace visits, internships, mentorships, employment opportunities, special education transition, Capstone Cooperative Education, job shadowing, or externships.

4. Assess the reading and math literacy levels of individuals through a PDE or PA CareerLink® recognized method and provide remediation as needed to ensure successful obtainment of the needed skill levels for entry into a registered apprenticeship program, post-secondary education program, or employment.

5. Identification and inclusion of industry-recognized qualifications and certifications necessary to fill current and anticipated regional labor market needs.

6. Description of outcomes from the successful completion of the program, to include the attainment of industry-recognized qualifications and certifications, or college credits with an explanation of how college credits earned will be transcripted and transferrable.

7. Pathways for transition to a registered apprenticeship program, post-secondary education program, or employment.

8. Include a reporting plan to describe how the activities of the project will be evaluated, and collect, analyze, and report data related to the program and performance outcomes.

9. Demonstration of existing qualified program personnel, or identification of additional personnel needed, if any, to establish or increase program capacity to meet or contribute towards meeting current and anticipated regional labor market needs (PA Workstats).

10. Development of a program budget including the amount of grant money being requested and any additional financial resources to include matching funds and in-kind donations being used for the program.

11. Ability to adhere to the submitted Grant Financial Reporting Package (GFRP) budget document, through responsible and compliant spending of grant monies which may be used only for the purposes stated in the grant proposal.

12. Conduct robust and comprehensive outreach activities, tailored to reach the targeted population of students from grades nine through twelve, and supporting employers and community partners.

13. Follow established guidelines for a Pre-Apprenticeship program as established by the Apprenticeship Training Office (ATO). Exceptions may be made during program development with the advice and approval of the ATO.

14. Demonstrate sustainability by leveraging additional financial, in-kind or personnel resources that will be used for the program to continue the project beyond the grant period, including potential funding partners and plans for sustaining your efforts.

Performance Metrics

L&I will work collaboratively with the awardee(s) to identify metrics that 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 as indicated below. Applicants should propose other measurable performance outputs and outcomes to evaluate the effectiveness of their project.

Outputs are the results of activities that support the goals of this grant and will be tracked by the grantee as indicated below. Outcomes are the long-term results or impacts of grant activities. L&I will provide a template for reporting outputs and outcomes.

Performance Metrics that will be measured to show impact and success of the program supported under this funding opportunity will include:

Reportable Outputs

- Pre-Apprenticeship Programs Developed or Expanded: Number of specific programs or initiatives developed to provide skills needed to fulfill current and anticipated regional labor market needs.

- Training Enrollment: Number of individuals entering the program and total number of students participating in training programs funded by the grant.

- Completion Rate: Number of enrolled students who successfully complete training as outlined in their plan.

- Number and Types of Community Partners Engaged: Number of workforce development partnerships between schools, employers, organizations, or associations through grant-funded initiatives by type.

- Outreach: Number of individuals contacted regarding participation through recruitment initiatives.

Reportable Outcomes

- Successful Achievements: Number of industry-recognized qualifications and certifications or college credits achieved.

- Transition Rate: Number of completers who transitioned to post-secondary training, education, employment (identify number in similar or related occupations), or a registered apprenticeship program.

Awardees should ensure accurate and complete record retention on all participants for verification by L&I for compliance with grant requirements. L&I will provide a tracking template for this purpose.

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. All mandatory components required in the NGA have been received by the deadline.
3. The application, including the narrative, follows the NGA format. Narratives must include all sections, titled with the headers exactly as they appear in the Evaluation Criteria below.
4. All required documents, attachments, Appendices, etc., follow the specified format, are on the correct forms, 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; therefore, the department shall consider geographic diversity when selecting grant recipients, with priority being given to areas where Schools-to-Work funding has not been awarded in previous rounds. These funds align with Article XVIII-A of the Public-School Code.

The project narrative must 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. Points will only be awarded for responses addressing the criteria. Respond to each section in order and address each item in each

section. These Evaluation Criteria were developed specific to this NGA to elicit the information needed to evaluate and score proposals. Therefore, you should have a response for each section and each item. If something does not apply, indicate N/A; do not skip any sections or any items within them.

Evaluation Criteria	Points
Project Design and Management Plan	36
Performance Outcomes	20
Impact and Sustainability	8
Stakeholder Engagement and Partnership	14
Priority Considerations	10
Budget Form and Budget Justification	12
Total Possible Points	**100**

Evaluation Criteria	Total Points
Project Design and Management Plan	
A. Identifies a clear challenge or opportunity related to the STW5 project supported by data and information, including qualifications and certifications necessary to fill current and anticipated regional labor market needs.	6
B. Includes in the proposal multiple learning opportunities for participating students such as: classroom and hands-on learning, basic literacy and math skills, workplace visits, internships, mentorships, employment opportunities, special education transition, cooperative education, industry-recognized credentials, job shadowing, or externships.	6
C. Describes pathways for transition to a post-secondary education program, a registered apprenticeship program, or employment.	4
D. Includes a program course of study and outline of a curriculum that aligns with local labor market current and anticipated needs.	6
E. Illustrates alignment with existing local, regional, and state education, workforce, and economic development initiatives.	4
F. Describes a clear strategy that creates equitable access to services. Applicants must describe the targeted population(s) to be served and include methods of recruitment.	6
G. Provides deliverables in the grant's timeline of implementation steps and describes how those deliverables meet the desired outcomes of the project.	4
Performance Outcomes	
A. Describes how the applicant will provide the capacity to track performance metrics; and the process that will be used to collect, track, and report the data. Applicants who use the provided template (Appendix E) to outline actions that are Specific, Measurable, Achievable,	8

Evaluation Criteria	Total Points
Relevant, and Time-bound related to the guiding questions are more likely to be awarded full points.	
B. Describes the metrics that will be used to show impact and success of the program:	
• Participation, and completion/ongoing participation in the initiative (if applicable); and	4
• Performance outputs, which quantify the services and activities funded by STW5 resources (number of students served, barriers identified, number of sessions provided, etc.); and	4
• Program outcomes, which measure the overall impact. Include improved basic literacy and math skills, the attainment of industry-recognized qualifications and certifications or college credits, and an explanation of how college credits earned will be transferrable.	4
Impact and Sustainability	
A. Describes how the project partners will sustain the project beyond the grant period. Include potential funding partners and plans for sustaining your efforts. For example: employer-funded resources, partnership recruiting strategy, etc. Note: Applicants that plan to use grant funds to meet participation costs should include a plan for sustaining a tuition-free program.	8
Stakeholder Engagement and Partnership	
A. Identifies key partners and their responsibilities, which includes at least one school, and additional partners across various sectors (e.g., education, workforce development, business, economic development partners, and community partners), and if applicable, a Registered Apprenticeship sponsor, that demonstrate their commitment through descriptive letters of support. Demonstrates an effort by the lead applicant to develop strong, high-quality partnerships committed to working collaboratively to implement the project.	8
B. Identifies the adequacy of the key personnel on the grant to foster collaboration and implement programs to increase program capacity to meet or contribute toward meeting current and anticipated regional labor market needs (identify personnel by name and qualifications).	6
Priority Considerations	
All applications received by the deadline will be reviewed and considered for funding. Priority consideration will be given to applicants that demonstrate the following:	
A. **Data-Driven, Evidence-Based Innovation:** Applicants support their proposal with relevant data and information, identify an evidence-based	

Evaluation Criteria	Total Points
solution, and/or are piloting a promising practice to address employment and training pathways.	2
B. **Prioritization:** Incorporates students from grades nine through twelve, and prioritizes program completion and transition to post-secondary training, education, or employment.	2
C. **Partnership:** Demonstrates partnership between multiple schools or school districts, employers, organizations or associations.	2
D. **Leveraging Other Resources**:	
• Leverage federal and non-Commonwealth resources, including, but not limited to, WIOA, Adult Basic Education, SNAP, TANF, philanthropic resources, employer contributions; and	4
• Leverage existing staff, facilities, equipment, and other in-kind resources to reach their project goals; and	
• Supplement, not supplant, existing public and private resources. Proposals should demonstrate efficient and effective use of resources.	
Budget and Budget Justification 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. Include the following items:	
A. A detailed list of budget line-items by cost category to reflect requested and leveraged funds.	4
B. 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.	8
Total	**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 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 Specifications

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

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

Formatting and Contents:

- Single-spaced
- 8.5" by 11" page size
- 1-inch margins
- 11-point Calibri font
- Adobe Portable Document Format (PDF)*
  *with the exception of the Budget Form
- 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	• 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	• Maximum length of two (2) pages
	• Must contain the following information:
	  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 listed numerically
	  h. Project Partners
	  i. Brief Project Summary:
	  j. Project Point of Contact and Contact Information
		B

Project Narrative saved as a single file titled: ApplicantName_Proj_Narrative	• Must contain the following information:
	  a. Project Design and Management Plan
	  b. Performance Outcomes
		C

	c. Impact and Sustainability d. Stakeholder Engagement and Partnership e. Priority Considerations • 10 pages maximum 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.**	
Letters of Support saved as a single file titled: ApplicantName_Support_Ltrs	Two (2) to five (5) 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(s), workforce development, business, economic development, and community partners). Each application must have: • one letter from an education partner, and, • one letter from the eligible Registered Apprenticeship sponsor indicating their level of support for the program and RAPIDS number.	D
Grant Financial Reporting Package saved as a single Excel file titled: ApplicantName_Budget_Form The Budget Justification tab should be saved in PDF format titled: ApplicantName_Budget_Justification	Applicants must submit a detailed budget that includes: • Expenditures by line item • Requested and leveraged funds • Budget Justification	E

	The budget will become the financial basis for any grant award, including making cost reimbursement payments over the course of the project.	
	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.	
	Budgets must be for the period of performance: June 1, 2025 to May 31, 2027.	
	Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award.	
	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.	
EO 2021-06 Worker Protection Certification Form saved as a single file titled: ApplicantName_WP_Cert_Form	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.	F
Local Board Notification Email Saved as a single file titled: ApplicantName_LB_Notification	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.	G
Grant Action Plan saved as a single file titled: ApplicantName_Action_Plan	Applicants should use this form to outline the specific goals of their project. The number of goals can be expanded as needed for the specific project.	H

Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored. Evaluators will only review <u>10</u> pages of a project narrative even if a project narrative 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 "Schools-To-Work Program Round 5." An automatic email response will be sent upon receipt of your application. This is confirmation that the application was received by the application deadline and should be retained.

Your application is important to us. If you do not receive an automatic email response, please send an email to the Grants Services Resource Account at RA-LI_BWDA-GS@pa.gov. Please include the name of the grant you are applying for, the date and time you sent your email (from your Sent email), and your name and phone number.

The STW5 Grant NGA and related materials are available on the L&I Grants website at https://www.pa.gov/en/agencies/dli/programs-services/workforce-development-home/grant-opportunities.html . Samples of each required document in the application package can be found in the *Appendices* within this document.

Application Package Deadline

STW5 Grant applications are due by January 27, 2025 at 11:59 p.m. ET. Late or incomplete application packages will not be accepted.

Grant Award Administration

Estimated Funding and Award Size

Approximately $3,300,000.00 is available. Grants will be awarded and funded competitively based on the availability of funds up to $250,000.00 per application.

Period of Performance

L&I anticipates a performance period beginning June 1, 2025 to May 31, 2027.

Grant Funding

This NGA is 100% state funded through a legislative appropriation.

Award Notices

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

Grant Agreements/Other

Awardees that are not Local Workforce Development Boards (LWDBs) are required to enter into a workforce grant agreement with L&I. A link to the workforce grant agreement is listed in the *Links & Resources* section within this document.

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

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

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

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

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 NGA.

L&I reserves the right to award grants on a conditional basis if there are concerns surrounding one or more sections of the application(s). In the instance that a conditional award is made, the awardee is responsible to take immediate and appropriate action to remedy the area of concern in accordance with department guidance.

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

L&I reserves the right to de-obligate funds for those projects that show minimal expenditure or obligation. 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 STW5 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:

  1. Accounting, budgeting, financial and cash management functions
  2. Procurement and purchasing functions
  3. Property management functions
  4. Personnel management functions
  5. Payroll functions
  6. Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
  7. Audit functions
  8. General legal services functions
  9. Developing systems and procedures, including information systems, required for these administrative functions
  10. Fiscal agent responsibilities
  11. 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, building construction, 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 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)	L&I Grants
Workforce Grant Agreement	Grant Provisions (pa.gov)
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

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF WORKFORCE DEVELOPMENT ADMINISTRATION

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:

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

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

☐ Allegheny	☐ Lackawanna	☐ Pittsburgh	☐ West Central
☐ Berks	☐ Lancaster	☐ Southern Alleghenies	☐ Southwest Corner
☐ Bucks	☐ Lehigh Valley	☐ Tri-County	☐ Northwest
☐ Chester	☐ Luzerne-Schuylkill	☐ North Central	☐ Central
☐ Delaware	☐ Montgomery	☐ Northern Tier	☐ South Central
☐ Westmoreland-Fayette	☐ Philadelphia	☐ Poconos	☐ **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:

Application Form Instructions
Labor & Industry (L&I) Workforce Development Grant

1. **Type of Submission:** Indicate whether this is a new request for funds for a new project or if this is a continuation of a project that was previously funded. There can also be a new request for funds for an existing project.

2. **Type of Project:** Indicate whether this grant is for training or services.

3. **Applicant:** Select Applicant type from drop down menu.

4. **Local Workforce Development Board (LWDB):** Select the name of the LWDB with whom this project will be affiliated from the drop-down menu.

5. **Grant/Project Title:** Enter the name of the project.

6. **Target Industry Cluster/Sub Cluster:** Enter the name of the Industry Cluster and, if applicable, the sub-cluster.

7. **Counties Served:** Include all counties that will be served by the grant.

8. **LWDAs affected:** List all LWDAs involved in the grant.

9. **Small Business:** Select whether your business is a Pennsylvania Qualified Small Business.

10. **Applicant Information:** Enter the applicant's name and address.

11. **Contact Information:** Enter contact information.

12. **Funding Proposal Requests:** Enter the amount requested for the project and include the amount of matching funds (if applicable).

13. **Authorized Representative:** Enter the name of the authorized representative. Sign and date the form.

Grant Name

Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

Unique Entity Identifier (if applicable):

Project Title:

Project County:

Project Partners:

Project Service Area - Local Township/City/Municipality, and State House and Senate Legislative Districts to be served (list in numerical order):

Brief Project Summary:

Project Point of Contact and Contact Information:

Organization Letterhead

Project Narrative

Name of Applicant:

Grant Name:

Date:

[Merit Review Components Responses Here]

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:	Schools-to-Work Round 5				
Funding Period:	June 1, 2025 - May 31, 2027				
					Total Leveraged Funds
	Requested Award	$ -			$ -
		Budget	**%**		**Leveraged Funds**
ADMINISTRATION		$ -	#DIV/0!		$ -
A1	Admin Staff Salaries & Fringe Benefits	$ -			$ -
A2	Operational Expenses (e.g. travel, postage, printing, etc.)	$ -			$ -
A3	Admin Indirect Costs	$ -			$ -
CAREER & SUPPORTIVE SERVICES		$ -	#DIV/0!		$ -
B1	Program Staff Salaries & Fringe Benefits	$ -			$ -
B2	Operational Expenses (e.g. travel, postage, printing, etc.)	$ -			$ -
B3	Other Program Expenses	$ -			$ -
B4	Needs Related Payments	$ -			$ -
B5	Supportive Service Funds	$ -			$ -
B6	Program Indirect Costs	$ -			$ -
TRAINING		$ -	#DIV/0!		$ -
C1	Tuition Payments/ITA's	$ -			$ -
C2	On The Job (OJT) Reimbursements	$ -			$ -
C3	Skill Upgrade and Retraining/Customized Training	$ -			$ -
C4	Adult Education and Literacy Training	$ -			$ -
C5	Other Training Expenses	$ -			$ -
C7	Other Training	$ -			$ -
C8	Apprenticeship Training	$ -			$ -
C9	Incumbent Worker Training	$ -			$ -
C10	Customized Training	$ -			$ -
C11	Transitional Jobs Expenditures	$ -			$ -
TOTAL BUDGET		$ -			$ -
	Difference	$0.00			$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.

Budget Justification

- **Review the Budget Justification Instructions in Appendix A of the Budget Prep Manual**
- The grey boxes contain questions that serve as a start (not limited to) when developing the budget justification narrative
- Include reference(s) to the Project Narrative where necessary
- If work will be subcontracted, please indicate within the budget justification

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	$ -	
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)	

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Appendix G: Local Board Notification Email 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 [Insert Grant Name] 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

Guiding question: Does the action plan align with the goals of the Grant by:

- focusing on measurable outcomes through…
- demonstrating existing…
- including a plan aligned to…
- Include at least (#) outreach strategies…

Goal

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):