

Commonwealth of Pennsylvania
Department of Labor & Industry

Veteran Employment Program – Delaware County

Notice of Grant Availability

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

Josh Shapiro | Governor
www.pa.gov

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



Pennsylvania
Department of Labor & Industry

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Key Dates

Date	Description
May 12, 2026	Notice of Grant Availability (NGA) Release Date
May 20, 2026 at 10:00 A.M. ET	<p>Bidder’s Conference: Click the link below to join the meeting: Join the meeting now</p> <p>Or call in (audio only): Toll Number: 1-267-332-8737</p> <p>Conference ID: 286 673 548 570 87</p> <p>A recording of the bidder’s conference will be posted on the L&I Grants website, www.pa.gov/dli/grants.</p>
May 29, 2026 at 4:00 P.M. ET	<p>Questions Due Date Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov with the email subject line: “Question: VEP Delaware County PY 2025.”</p> <p>A complete list of Q&As will be posted on the L&I Grants website.</p> <p>Questions received after the due date will not be answered.</p>
June 11, 2026 at 11:59 P.M. ET	<p>Application Due Date Applications must be submitted to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: “NGA Application VEP Delaware County PY 2025”</p>
September 1, 2026	Contract Start Date
April 30, 2028	Period of Performance End Date
October 31, 2028	Retention Tracking and Reporting End Date

Eligibility

Eligible Applicants and Minimum Qualifications

Applicants with a current Veteran Employment Program Grant are not eligible to apply or serve as the primary recipient of funds under another lead applicant. Eligible applicants include local workforce development boards, non-profit and non-governmental entities, community-based organizations, education and post-secondary organizations, labor organizations, business associations, and economic development entities who have the ability to serve veterans and spouses in Delaware County. If organizations apply as a partnership, the applicant must identify a single entity as the lead applicant.

The applicant(s) must:

1. Be capable of bringing together business, education, workforce, community, and other partners to achieve the overall project goals as defined by this Notice of Grant Availability (NGA).
2. Demonstrate the ability to coordinate, manage, and implement the design of the project; develop, implement, and manage 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 on the following eligibility criteria refer to the *Links & Resources* section. **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 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.

- **Comply with the Workforce Grant Agreement**

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

Fiscal Agent

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

Overview

The PA Department of Labor & Industry (L&I) announces the availability of approximately \$200,000 in funding for the Veteran Employment Program (VEP) grant for Delaware County. One grant will be awarded to an entity to serve veterans and spouses to increase veteran employment in Delaware County.

This NGA describes in detail:

- The strategic goals of the VEP opportunity
- The requirements to obtain VEP funding
- The criteria that will be used to evaluate proposals

L&I has created this grant opportunity to support Pennsylvania veterans and spouses by offering services to address barriers to employment. Many government programs and community initiatives already collaborate to assist veterans, and VEP funding enhances these efforts by providing resources to implement innovative strategies, bridge funding gaps, and supplement existing services. This support enables the delivery of comprehensive, wrap-around services aimed at improving employment outcomes for veterans and their spouses.

The purpose of this NGA is to competitively award funding to increase the employability of veterans and their spouses in Delaware County.

Challenge

According to the U.S. Bureau of Labor Statistics (March 2025), 31% of veterans have a service-connected disability, with an unemployment rate in Pennsylvania of 4.3% in 2024.¹ These figures highlight the persistent challenges faced by veterans and their spouses, especially those carrying the emotional and physical scars of service, as they transition to civilian life.

This transition can be especially difficult for veterans with service-connected disabilities. Many veterans experience both emotional and physical impacts from their military service, which can contribute to a myriad of challenges, including housing insecurity and mental and physical health issues. Securing meaningful employment is essential to fostering financial independence and a renewed sense of purpose after military service.

¹ U.S. Bureau of Labor Statistics. (March 20, 2025). Employment Situation of Veterans. <https://www.bls.gov/news.release/vet.nr0.htm>

Many employers remain unaware of the specific challenges veterans face during their transition to civilian life, including reintegration into family structures, securing stable housing, and adapting to new workplace cultures. The U.S. Department of Veterans Affairs (n.d.), identified common challenges, such as, re-joining family life, accessing housing and food and adjusting to civilian life and work.² This lack of knowledge hinders employers' ability to recruit and retain veterans, potentially missing opportunities to strengthen their workforce. The benefits to hiring veterans include a strong work ethic, leadership skills, and a commitment to ethical standards, all of which prove valuable in the workplace.

The purpose of this grant is to empower veterans and improve employment outcomes by funding innovative projects that provide holistic, wrap-around support. By addressing the full spectrum of veterans' needs these initiatives will foster stability, dignity, and long-term community impact.

² U.S. Department of Veterans Affairs (n.d.). *Veterans Employment Toolkit*. https://www.va.gov/VETSINWORKPLACE/docs/em_challengesReadjust.asp

Grant Opportunity Goals

The VEP for Delaware County provides support to veterans and eligible spouses by funding services that address barriers to employment. While many government and community-based programs already collaborate to assist veterans, VEP funding enhances these efforts by funding innovative strategies, closing resource gaps, and strengthening existing support systems. This investment enables the delivery of comprehensive, wrap-around services designed to improve employment outcomes and promote long-term stability for Delaware County veterans and their spouses. Funding can be used to deliver workforce services to veterans, including but not limited to job search assistance, job readiness activities, training, and education with the outcome being to link veterans and their spouses to employment.

Allowable Activities

A successful program will:

- Serve only Delaware County
- Execute a comprehensive and data-driven outreach strategy to enroll veterans and their spouses
- Engage employers for job placement or networking opportunities
- Develop and implement a job retention plan to support long term employment retention

A successful program **must provide at least one of the following:**

- Deliver targeted supportive services that effectively reduce barriers to veteran and spouse workforce participation

- Offer tailored employment solutions that promote successful veteran and spouse integration into the workforce and facilitate long-term job placement

Employment-related supportive services may include, but are not limited to, the following types of activities:

- Job search assistance, including individualized job search planning, résumé development, and interview preparation
- Job readiness activities, such as soft-skills development, workplace expectations, digital literacy, and employment-focused coaching
- Career exploration and career pathway planning, including assessment of skills, interests, and labor-market alignment
- Short-term occupational skills training leading to an industry-recognized credential
- Pre-apprenticeship or apprenticeship-readiness training
- Job-specific skills training aligned with in-demand occupations
- Tuition, fees, books, or materials for education programs that lead to employment
- Support for completing certifications, such as OSHA, ServSafe, CompTIA, or other employer-recognized credentials
- Testing fees for licensure or certification exams
- Transportation assistance to attend interviews, training or job-readiness activities
- Work attire or tools required for employment, such as steel-toe boots, uniforms, equipment
- Background checks, clearances or medical screenings required for employment
- Childcare assistance needed to participate in job search or training activities

Participant Eligibility

Veteran eligibility must be determined via documentation of a DD 214 or NGB 22; spouse eligibility must be determined via a military spouse ID card. The Pennsylvania General Assembly Consolidated Statutes Section 104 Title 51 Character of a discharge,³ defines a veteran as an individual who served in the U.S. Armed Forces, including reserves and the National Guard, with a release under conditions as listed below:

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

of Veterans Affairs

- A recipient of a discharge for which benefits are payable under 38 CFR 3.12

Additionally, all individuals served under this grant must be seeking employment.

³ Pennsylvania General Assembly. (n.d.). *Character of a discharge*. Consolidated Statutes Section 104 Title 51. <https://tinyurl.com/5bhm67sc>

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. 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 refer to 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.

- Number of participants
- Barriers addressed
- Number of job placements
- Number of employers who hire veterans and spouses through grant funded initiatives
- Veteran Satisfaction rate: generated from L&I's Veteran Satisfaction Survey
- Number of trainings and certifications completed, if training is included in proposed activities

Outcomes refer to the results or impacts of the grant activities as listed below.

- Barrier reduction: Identify and address employment barriers
- Employment Rate: Percentage of grant participants who secure employment
- Retention Rate: Percentage of grant participants who found employment as a result of grant participation and remain employed for six months
- Veteran Satisfaction: Feedback from veterans regarding the effectiveness and relevance of the employment support received through the grant
- Completion of Training, if training is included in proposed activities: Percentage of grant participants who successfully complete a certification or training

In addition to performance metrics, the following demographic data will be tracked: gender, age, race/ethnicity, county, employment status, and branch of service. In its commitment to the advancement of workforce development grants practices and service delivery to our grantees and the participants they serve, Bureau of Workforce Development (BWDA) reserves the right to request additional metrics during the life of the contract.

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.

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:

Evaluation Criteria	Points
Project Design and Management Plan	25
Performance Outcomes	25
Impact	20
Stakeholder Engagement and Partnership	15
GFRP - Budget and Budget Justification	15
Total Possible Points	100

Evaluation Criteria	Total Points
<p>Project Design and Management Plan</p> <ul style="list-style-type: none"> • Demonstrates a comprehensive understanding of the challenges, problems, and opportunities associated with barriers to veteran and spouse employment. • Outlines a strategic plan that introduced innovative strategies, closes resources gaps and strengthens existing supportive systems that align with the goals and outcomes of this grant. • Describes a robust and strategic veteran, spouse and employer outreach plan. • Describes a robust and strategic plan for veteran and spouse retention. • If training is proposed, describes the training service delivery plan. The plan should identify the type of training, method of delivery and duration. 	25
<p>Performance Outcomes</p> <ul style="list-style-type: none"> • Describes the desired outcomes of the proposed activities, including the metrics that will be used to measure the program's impact and success. Specific goals, activities, measurable indicators of progress, expected outcomes and number of veterans and spouses served should be included in the Grant Action Plan, Appendix H of this NGA. • Describes how the applicant will provide the capacity to track performance metrics and describes the process that will be used to collect and track data. • Describes how outreach to and engagement with veterans, spouses and employers will be tracked and measured. 	25
<p>Impact</p> <ul style="list-style-type: none"> • Describes how proposed activities will promote the goals of this grant. • Identifies the impact of the proposed activities and partnerships developed. 	20
<p>Stakeholder Engagement and Partnership</p> <ul style="list-style-type: none"> • Identifies key partners and demonstrates an effort by the lead applicant to develop innovative, high-quality, diverse, cross-sector partnerships committed to working collaboratively to implement the project. Applicants are encouraged to have multiple employer and business partners, and 	15

<p>partners across sectors (e.g., veterans organization partners, workforce development partners, healthcare sector partners, economic development partners, and community partners) that demonstrate their commitment through distinct letters of support.</p> <ul style="list-style-type: none"> • A minimum of two letters of support are required to be submitted with the application. • Identifies the ability of the applicant to implement grant responsibilities. • Identifies individuals responsible for implementing proposed grant activities, including their name, title, role, and responsibilities. • Identifies the ability of key personnel on the grant to foster collaboration and implement programs, including identifying each person by name and how they will support the initiative. 	
<p>GFRP - Budget and Budget Justification</p> <p>The Grant Financial Reporting Package (GFRP), Budget Form and Budget Justification, should tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget Form and Budget Justification.</p> <p>Using the GFRP included in Appendix E of this NGA, provide the following items:</p> <ul style="list-style-type: none"> • A detailed list of budget line-items by cost category to reflect requested and leveraged funds. • A detailed Budget Justification narrative for each cost category reflecting the requested and leveraged funds, clearly explaining how each line item in the Budget supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified. • The budget will be evaluated based on efficient and effective use of funding, cost reasonableness, and the relationship to proposed activities. • Budget supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified. 	15
Total Points	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 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) - with the exception of 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
Application Form saved as a single PDF file titled: ApplicantName_App_Form	<ul style="list-style-type: none">• Maximum length of one (1) page• Must be completed in its entirety and submitted with the other required documents	A
Project Summary Cover Page saved as a single PDF file titled: ApplicantName_Proj_Sum_Cvr	<ul style="list-style-type: none">• Maximum length of two (2) pages• Must be completed in its entirety and submitted with the other required documents	B

<p>Project Narrative</p> <p>saved as a single PDF file titled: ApplicantName_Proj_Narrative</p>	<ul style="list-style-type: none"> • Maximum length of ten (10) pages • Must respond to the following Evaluation Criteria: <ul style="list-style-type: none"> a. Project Design and Management Plan b. Performance Outcomes c. Impact and Sustainability d. Stakeholder Engagement and Partnership <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>Evaluators will review and consider only those applications that address each of the evaluation criteria separately.</p>	<p>C</p>
<p>Letters of Support</p> <p>saved as a single PDF file titled: ApplicantName_Support_Ltrs</p>	<p>A minimum of two (2) unique letters of support are required to be submitted with your application package.</p> <p>Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. Letters should include information on the partner’s specific role, responsibilities, and nature of their commitment to the project.</p> <p>Applicants are encouraged to have multiple partners across sectors (e.g., education partner, workforce development, business, economic development, and community partners).</p>	<p>D</p>

<p>Grant Financial Reporting Package</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"> • Expenditures by line item • Requested and leveraged funds • Budget Justification <p>The budget will become the financial basis for any grant award, including making cost reimbursement payments over the course of the project.</p> <p>The budget will be evaluated based on the evaluation criteria above, efficient and effective use of funding, cost reasonableness, and the relationship to proposed activities.</p> <p>Budgets must be for the period of performance: September 1, 2026 to October 31, 2028.</p> <p>Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award.</p> <p>Budget Justification: Applicants must justify each expenditure by line item, including the costs proposed in each cost category and any other information to support the budget.</p>	<p>E</p>
<p>EO 2021-06 Worker Protection Certification Form</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>	<p>F</p>

<p>Local Board Notification Email saved as a single PDF file titled: ApplicantName_LB_Notification</p>	<p>Applicants must send an email to their LWDB to notify them of their grant application. This notification email 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 <i>Links & Resources</i> section within this document.</p>	<p>G</p>
<p>Grant Action Plan saved as a single PDF file titled: ApplicantName_Action_Plan</p>	<p>Applicants should use this form to clearly outline the specific goals and corresponding metrics of their project. Additional goals may be added as necessary to reflect the scope of the 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 10 pages of the project narrative.

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 VEP Delaware County PY 2025.” An automatic email response will be sent upon receipt of your application. This is confirmation that the application was received by the application deadline.

Important: If you do not receive an automatic email response, please forward your original sent message from your sent items email folder to the Grant Services Resource Account at RA-LI_BWDA-GS@pa.gov. Please ensure the forwarded email includes “VEP Delaware County PY 2025”, date and time the message was sent, and your name and phone number. Be prepared to provide details about your submission, such as email proof of submission from your sent items folder, your contact information, and the name of the grant for which you are applying.

The VEP for Delaware County NGA and related materials are available on the L&I Grants website at www.pa.gov/dli/grants. Samples of each required document in the application package can be found in the *Appendices* within this document.

Application Package Deadline

VEP for Delaware County applications are due by June 11, 2026, at 11:59 P.M. ET. Late applications will not be accepted.

Grant Award Administration

Estimated Funding and Award Size

Approximately \$200,000 is available. Grants will be awarded and funded competitively based on the availability of funds up to \$200,000. One award will be competitively awarded to an entity dedicated to advancing veteran employment in Delaware County.

Period of Performance

L&I anticipates a performance period beginning September 1, 2026 to, April 30, 2028. There will be an additional 6-month period of performance for tracking and reporting purposes ending October 31, 2028. Expenses for this period need to be included in your budget.

Grant Funding

This NGA is 100% state funded with Industry Partnership funds.

Award Notices

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

Applicants can request feedback calls within 30 days of their denial notification. Requests must be made by the authorized representative indicated on the Application Form.

Grant Agreements/Other

Awardees that are not 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 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.

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

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

or implied, is invalid.

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

Reporting and Evaluation

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

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

Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support the VEP initiative. Proposals should demonstrate efficient and effective use of resources.

Allowable Costs: Grant funds can be utilized to support the required and optional activities as outlined in this announcement and administrative costs. Administrative costs must not exceed 10% of the total amount requested.

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

Unallowable Costs: Unallowable costs include pre-award costs, building construction, procuring lobbying services, and all other costs not associated with the direct performance of the award. Pre-award costs are incurred at the applicant’s risk. L&I will not reimburse any pre-award costs. L&I reserves the right to disallow any costs that do not align with the approved grant proposal and/or the Notice of Grant Award.

Awardees that are not LWDBs will have grant expenses 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. 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	Sample Workforce Grant Agreement
PA SAP Vendor Identification Number	Vendor Registration
Existing Unique Entity ID Lookup	How can I view my Unique Entity ID?
Data Classification Policy	Data Classification Policy
Local Workforce Development Board Office List	Local Workforce Development Boards

Appendix A: Application Form Sample

		<h2>APPLICATION FORM</h2>	
Type of Submission:	Choose an item	Type of Project:	Choose an item
Local Workforce Development Board:		Choose an item	
Grant/Project Title:			
Targeted Industry Cluster:		Sub-Cluster:	
Counties served by this grant:			
<input type="checkbox"/> Adams	<input type="checkbox"/> Chester	<input type="checkbox"/> Fulton	<input type="checkbox"/> Mercer
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Clarion	<input type="checkbox"/> Greene	<input type="checkbox"/> Mifflin
<input type="checkbox"/> Armstrong	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Huntingdon	<input type="checkbox"/> Monroe
<input type="checkbox"/> Beaver	<input type="checkbox"/> Clinton	<input type="checkbox"/> Indiana	<input type="checkbox"/> Montgomery
<input type="checkbox"/> Bedford	<input type="checkbox"/> Columbia	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Montour
<input type="checkbox"/> Berks	<input type="checkbox"/> Crawford	<input type="checkbox"/> Juniata	<input type="checkbox"/> Northampton
<input type="checkbox"/> Blair	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Northumberland
<input type="checkbox"/> Bradford	<input type="checkbox"/> Dauphin	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Perry
<input type="checkbox"/> Bucks	<input type="checkbox"/> Delaware	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Philadelphia
<input type="checkbox"/> Butler	<input type="checkbox"/> Elk	<input type="checkbox"/> Lebanon	<input type="checkbox"/> Pike
<input type="checkbox"/> Cambria	<input type="checkbox"/> Erie	<input type="checkbox"/> Lehigh	<input type="checkbox"/> Potter
<input type="checkbox"/> Cameron	<input type="checkbox"/> Fayette	<input type="checkbox"/> Luzerne	<input type="checkbox"/> Schuylkill
<input type="checkbox"/> Carbon	<input type="checkbox"/> Forest	<input type="checkbox"/> Lycoming	<input type="checkbox"/> Snyder
<input type="checkbox"/> Centre	<input type="checkbox"/> Franklin	<input type="checkbox"/> McKean	<input type="checkbox"/> Somerset
<input type="checkbox"/> Sullivan	<input type="checkbox"/> Susquehanna	<input type="checkbox"/> Tioga	<input type="checkbox"/> Union
<input type="checkbox"/> Venango	<input type="checkbox"/> Warren	<input type="checkbox"/> Washington	<input type="checkbox"/> Wayne
<input type="checkbox"/> Westmoreland	<input type="checkbox"/> Wyoming	<input type="checkbox"/> York	<input type="checkbox"/> Statewide
Local Workforce Development Areas (LWDA) affected by this grant:			
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Pittsburgh	<input type="checkbox"/> West Central
<input type="checkbox"/> Berks	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Southern Alleghenies	<input type="checkbox"/> Southwest Corner
<input type="checkbox"/> Bucks	<input type="checkbox"/> Lehigh Valley	<input type="checkbox"/> Tri-County	<input type="checkbox"/> Northwest
<input type="checkbox"/> Chester	<input type="checkbox"/> Luzerne-Schuylkill	<input type="checkbox"/> North Central	<input type="checkbox"/> Central
<input type="checkbox"/> Delaware	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Northern Tier	<input type="checkbox"/> South Central
<input type="checkbox"/> Westmoreland-Fayette	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Poconos	<input type="checkbox"/> Statewide
Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32? Choose an item			
Applicant Information			
Name			
Address 1			
Address 2			
City		PA	ZIP Code
Name and contact information of primary person to be contacted on matters involving this application			
First name		Last name	
Title		Phone	
		Email	
Funding proposal request(\$):		Labor & Industry: \$	Matching Funds \$
Authorized representative printed name:		Name	
Authorized representative signature/date:			
<p>Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program</p>			

APPLICATION FORM

Application Instructions

Labor & Industry (L&I) Workforce Development Grant

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

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

Appendix B: Project Summary Cover Page Sample

Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID Number:

FEIN Number:

Project Title:

Project County:

Project Service Area - Local Township/City/Municipality, and
State House and Senate Legislative Districts to be served:

Project Partners:

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

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:		PY25 Delaware Veteran Employment Program			
Funding Period:		September 1, 2026 - October 31, 2028			
			Requested Award	\$ -	Total Leveraged Funds
					\$ -
			Budget	%	Leveraged Funds
ADMINISTRATION			\$ -	#DIV/0!	\$ -
A1	Admin Staff Salaries & Fringe Benefits		\$ -		\$ -
A2	Operational Expenses (e.g. travel, postage, printing, etc.)		\$ -		\$ -
A3	Admin Indirect Costs		\$ -		\$ -
CAREER & SUPPORTIVE SERVICES			\$ -	#DIV/0!	\$ -
B1	Program Staff Salaries & Fringe Benefits		\$ -		\$ -
B2	Operational Expenses (e.g. travel, postage, printing, etc.)		\$ -		\$ -
B3	Other Program Expenses		\$ -		\$ -
B4	Needs Related Payments		\$ -		\$ -
B5	Supportive Service Funds		\$ -		\$ -
B6	Program Indirect Costs		\$ -		\$ -
TRAINING			\$ -	#DIV/0!	\$ -
C1	Tuition Payments/ITA's		\$ -		\$ -
C2	On The Job (OJT) Reimbursements		\$ -		\$ -
C3	Skill Upgrade and Retraining/Customized Training		\$ -		\$ -
C4	Adult Education and Literacy Training		\$ -		\$ -
C5	Other Training Expenses		\$ -		\$ -
C7	Other Training		\$ -		\$ -
C9	Incumbent Worker Training		\$ -		\$ -
TOTAL BUDGET			\$ -		\$ -
Difference			\$0.00		\$0.00

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

Administrative Staff Salaries (A1 Cost Category)

Name	Title	Salary	% to Grant	Total Annual	# Yrs	Total Budget	Leveraged Funds
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
Total Admin Staff Salaries				\$ -	-	\$ -	\$ -

- How does each identified position contribute to the operation of the grant?
 - How is each person's annual salary and percentage of time devoted to the project determined?
- Use the above prompting questions to provide justification for the cost category in the highlighted space below:

<Enter justification here>



WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

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

CERTIFICATION

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

<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 email notification is not required for LWDB applicants. Please include a PDF of the actual email you send to the local board. Refer to the Links and Resources section of this NGA for local board contact information. The language below can be used as a template for your email.

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

[Insert Name of Applicant], is applying for funding from the Pennsylvania Department of Labor & Industry for a [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].

Appendix H: Grant Action Plan Sample

Grant Action Plan

Please include a target number for each goal. 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...

<p>Goal</p> <p>Activity 1:</p> <p><i>Measurable indicators of progress:</i></p> <p><i>Expected outcome(s) of activity:</i></p> <p><i>Amount budgeted for activity (estimated; subject to change):</i></p>
<p>Activity 2:</p> <p><i>Timeline (quarter(s) of project in which the activity will take place):</i></p> <p><i>Measurable indicators of progress:</i></p> <p><i>Expected outcome(s) of activity:</i></p> <p><i>Amount budgeted for activity (estimated; subject to change):</i></p>