Commonwealth of Pennsylvania

Department of Labor & Industry

PAsmart Career & Technical Education Pre-Apprenticeships Grant Program

Notice of Grant Availability

Proposals Due: July 22, 2024 at 5:00 P.M. ET

Josh Shapiro | Governor
www.pa.gov

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

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Date	Description
June 20, 2024	**Notice of Grant Availability (NGA) Release Date**
July 9, 2024 at 1:00 P.M. ET	**Bidder's Conference:** Click the link below to join the meeting: **Join the meeting now** Meeting ID: 286 669 302 856 Passcode: AYz8pE **Dial in by phone** +1 267-332-8737 Phone conference ID: 801 377 59# A recording of the bidder's conference will be posted on the L&I Grants website.
July 12, 2024 at 5:00 P.M. ET	**Questions Due Date** Questions must be submitted by email to atogrants@pa.gov. A complete list of Q&As will be posted on the L&I Grants website. Questions received after the due date will not be answered.
July 22, 2024 at 5:00 P.M. ET	**Application Due Date** Applications must be submitted to the atogrants@pa.gov resource account with the email subject: "NGA Application – PAsmart Career & Technical Education Pre-Apprenticeships Grant"
November 1, 2024	**Contract Start Date**
December 31, 2026	**Contract End Date**

Eligibility

Eligible Applicants and Minimum Qualifications

Eligible applicants include organizations that serve as sponsors or intermediaries of new or existing pre-registered apprenticeships to foster partnerships between career and technical education centers, students and families, and employers for future work opportunities through apprenticeships. **Please note that this is a reimbursement grant. Funding is only provided to grantees after expenses have been incurred.**

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

Additional Eligibility Criteria

Applicants are required to:

- **Have a PA SAP Vendor Identification Number**
  This may be obtained at no cost online, or by calling the Vendor Data Management Unit at (717) 346-2676 or 1-877-435-7363. It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania SAP Vendor Identification Number in a timely fashion, you may submit the application prior to receipt, however **no grant will be awarded without documentation of a Pennsylvania Vendor Identification Number**.

- **Have a Unique Entity ID**
  The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. For assistance in obtaining a new Unique Entity ID, or to identify an existing Unique Entity ID, refer to the *Links & Resources* section within this document.

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

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

Fiscal Agent

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

Overview

The PA Department of Labor & Industry (L&I) announces the availability of approximately $3,000,000 in funding for the PAsmart Career & Technical Education Pre-Apprenticeships Grant Program to include awards of up to $400,000 for new or expanding existing registered pre-apprenticeship programs that have a single-county or localized reach or $600,000 will be awarded for new or expanding existing registered pre-apprenticeship programs that have a statewide or multi-county reach

Pre-apprenticeship programs lay the foundation for future apprentices by preparing qualified candidates with academic knowledge and skills training tailored to specific jobs and industries while contributing to the development of a diverse and skilled workforce. **Each pre-apprenticeship program establishes a connection to at least one existing registered apprenticeship program and delivers both hands-on and instructional-based learning through a variety of unique program designs and approaches.**

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

PAsmart grants support the following PAsmart Principles and Funding Priorities:

- **Data-driven Innovation**
  - Innovative strategy to increase opportunity for Pennsylvania students, workers, employers, and communities;
- **Cross-sector Partnership**
  - Develop strong, high-quality cross-sector partnerships committed to working collaboratively to implement registered pre-apprenticeships;
- **Cross-sector Alignment**
  - Align with existing local, regional and state education, workforce and economic development initiatives;
- **Stakeholder Engagement**
  - Engage partners, customers and stakeholders, including the target population, in the development of registered pre-apprenticeships;
- **Equity, Diversity, and Inclusion**
  - Demonstrate a commitment to serve and increase access for historically under-represented and under-served students, workers, businesses, and communities;

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- **Capacity Building**
  - Strategies that will build the organizational capacity to better implement the registered pre-apprenticeships while supporting students, workers, businesses, and communities;
- **Leveraging Existing Resources**
  - Leverage and supplement, not supplant, existing public and private resources (e.g. other federal or state grants and philanthropic contributions, cash, in-kind, etc.);
- **Performance Outcomes**
  - Measurable performance outcomes and strategies to conduct evidence-based evaluation;

Grantees will coordinate their activity with the Apprenticeship and Training Office's mission and vision, and PAsmart Principles and Funding Priorities. The pre-apprenticeship programs funded by this grant must be registered in Pennsylvania. Non-registered pre-apprenticeship programs must finalize their registration prior to reimbursement for services of enrolled pre-apprentices.

The goal of this PAsmart grant is to develop new registered pre-apprenticeships or expand existing pre-apprenticeships with a focus on the following:

1. **Diverse Talent Pipelines and Underserved Populations**: Build new or expand current Registered Pre-Apprenticeship Programs with a concentration on recruiting from diverse talent pipelines and serving populations traditionally underserved in pre-apprenticeship programs. Programs should have a focus on diversity, equity, and inclusion, as well as career pathways to opportunities to a registered apprenticeship; and/or
2. **New Sector Occupations:** Support the expansion of registered pre-apprenticeship programs into fast-growing occupations and/or industries/sectors through building new or expanding current registered pre-apprenticeship programs; and/or
3. **Career Pathways:** Expand registered pre-apprenticeship initiatives in close alignment with secondary and/or post-secondary educational institutions concentrating on program consistency and use of industry standards; and/or
4. **Career and Technical Education:** Collaboration with career and technical education students to expand/develop a register pre-apprenticeship program that focuses on fast growing occupations/industries/sectors; and/or
5. **Expedited Growth and Wider Reach:** Support the expansion of pre-apprenticeship programs that have a statewide or multi-county reach allowing for expedited growth of quality programming across the Commonwealth.

Challenge

Pennsylvania high school students are critical for the success of the state's workforce. A student's interest and goals may lead to post-secondary education, military service, or immediately entering the workforce upon graduation. Regardless of which path they choose, all Pennsylvania students deserve to chart their own course and, to do that, they need to be aware of the options available to them. Career and technical centers along with comprehensive high schools across the Commonwealth offer Pennsylvania Department of Education (PDE) approved programs that provide opportunities for technical skill

attainment and hands-on learning experiences ensuring learners are job ready. As such, career and technical education serves as a natural foundation for pre-apprenticeship programs.

Building collaborations with career and technical education students and industry partners offer decreased barriers to quality jobs through pre-apprenticeships programs. These programs provide career pathways for an emerging workforce. Additionally, the implementation of [Act 158](#), enables pre-apprenticeship programs to play an increasingly important role in Pennsylvania's vision for diverse student pathways toward graduation. The Apprenticeship and Training Office (ATO) is prepared to cultivate a cross-agency collaboration with PDE, career and technical education students, and industry leaders to support new pre-apprenticeship programs and expand existing pre-apprenticeship programs building a robust education to workforce pipeline.

The Shapiro Administration is leading the Commonwealth with a commitment to invest in an economy that works for everyone by protecting workers and investing in their success to ensure a robust workforce. This is why the Shapiro Administration has charged L&I and the ATO to foster partnerships between career and technical education center students and employers for future work opportunities.

Apprenticeships have been utilized to meet the needs of America's skilled workforce for more than 75 years. The ATO within the PA Department of Labor & Industry is responsible for guiding and promoting the expansion of pre-apprenticeship programs across the state. As a State Apprenticeship Agency (SAA), the ATO is responsible for overseeing the development and approval of programs, agreements, and policy that support apprenticeship and is working to embed a focus on apprenticeship and pre-apprenticeship programs within the State's workforce system.

Grant Opportunity Goals

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

- Development or expansion of a diverse pipeline of underserved pre-apprentices from historically underrepresented populations, including women, people of color, individuals with disabilities, veterans, individuals from underserved or unserved communities, individuals who speak English as a second language, individuals who were previously incarcerated, or individuals experiencing multiple barriers to employment;
- Development or expansion of registered pre-apprenticeships into new sector occupations and/or industries;
  - These new sector apprenticeships would be targeting occupations found outside of manufacturing and the building trades;
  - New sectors occupations include, but are not necessarily limited to, healthcare, information technology, telecommunications, hospitality, food service, education, and transportation. The healthcare and social assistance sector is projected to not only grow but make up 45% of all job gains between 2022-2032.[1]
- Development of group sponsored programs with a broad reach across the Commonwealth or that serve multiple counties;

- Group sponsored programs may allow for small business and other organizations that could not otherwise engage with apprenticeship as an individual program to utilize a quality program structure. This will assist with program consistency and use of industry standards while still allowing for up to 20% customization by employer.
- Development or expansion of registered pre-apprenticeship programs that closely align and partner with secondary and post-secondary schools and career and technical education centers;
- Development or expansion of registered pre-apprenticeship programs that focus on career pathways to opportunities that pay a living wage.

Required Activities

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

- **Establishment of a timeframe for implementation of goals and objectives to accomplish the required outcomes.**

- **Development or expansion of a registered pre-apprenticeships to serve career and technical education students and reach at least 20 pre-apprentices during the grant period.**

- **Development or expansion of a registered pre-apprenticeship program to serve career and technical education students through a multiple county reach (minimum of three) and align with at least 3 registered apprenticeships and to reach 40 pre-apprentices during the grant period.**

- **Development of career plans and portfolios for career and technical education students to identify pathways and opportunities for post-secondary success.**

Pre-apprenticeship programs funded by this grant must be registered in the Commonwealth. Non-registered apprenticeships will have until one year from contract start date to finalize their registration or show progress towards the finalization of the registration. The ATO will define "making progress" towards registration on a case-by-case basis. Grantees who do not make adequate progress toward their registration may have funds de-obligated. Additional information will be provided to each awarded applicant.

Organizations who are interested in these grant opportunities, but who cannot meet the capacity requirements, should contact the ATO for information on existing programs in their area who may be willing to partner.

Performance Metrics

L&I will work collaboratively with the awardee(s) to identify metrics that monitor and improve performance during the period of performance of the grant. Initial metrics have been identified in the Performance Outcomes section of the Evaluation Criteria below.

A successful project will result in _at least one_ of the following outcomes being met with support:

- Develop or expand a registered pre-apprenticeship program that serves at least 20 career and technical education students and identifies pathways for postsecondary career opportunities.
- Develop or expand a registered pre-apprenticeship program serving career and technical education students to replicate across **multiple (3 or more) counties**, aligning with at least 3 registered apprenticeship programs, and serving at least 40 pre-apprentices.

Additional metrics that will be measured to show impact and success of registered pre-apprenticeship program(s) supported under this funding opportunity include:

- Participation, including participant demographics and ongoing participation;
- Performance outputs which quantify project activities and include at a minimum: number of pre-apprentices enrolled, number of pre-apprentices who have completed the program, and number of employers and training providers engaged;
- Program outcomes which measure the impact the project has on participants, including the number who advance from pre-apprenticeship programs to registered apprenticeship programs, the number of students earning completer status, and the number of students earning industry recognized credentials.

Applicants should propose other measurable performance outputs and outcomes to evaluate the effectiveness of their project. Awardees should ensure accurate and complete record retention on all participants for verification by L&I of compliance with grant requirements.

Evaluation Criteria

Initial Review Criteria

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

1. The applicant is eligible;
2. The information required, as seen in this NGA, has been received by the deadline; and
3. All mandatory components have been received.

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

Merit Review Criteria

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

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

Evaluation Criteria	Total Points
Project Design and Management Plan • Describes the need for program development; (5 points) • Identifies the type of program this initiative will address (include the characteristics of the individuals(s) or employers(s) to be served under this initiative), including the number of registered pre-apprentices served. Identifies geographic coverage for project; (5 points) • Describes how the proposed initiative aligns with Pennsylvania's WIOA Combined State Plan[2]; (5 points) • Describes how the proposed initiative supports career and technical education students in the given geographical area; (5 points) • Describes in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, cohort start and finish dates, milestones, plans for long term sustainability, and ability to scale and replicate. Includes Timeline using the template provided in Appendix C and as part of the application package on the L&I grants page (www.dli.pa.gov/Grants) to clearly illustrate. • List the steps necessary to achieve outcomes including specific dates of engagement with the ATO and goals to achieve program registration. (5 points)	25

Performance Outcomes
 	
• Describes in detail the desired outcomes of the proposed initiatives and how the outcomes will be measured. Include goals, outcomes, services, and numbers to be served using the Goals/Outcomes Table in Appendix D of this NGA and as part of the application package on the L&I grants page (www.dli.pa.gov/Grants) to clearly illustrate outcomes; (5 points)
• Describes the metrics that will be used to show impact and success of the program including all program outputs and outcomes (5 points):
  • Participation, including participant demographics and ongoing participation;
  • Performance outputs which quantify project activities and include at a minimum: number of pre-apprentices enrolled, number of pre-apprentices who have
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completed the program, and number of employers and training providers engaged; • Program outcomes which measure the overall impact the project had on participants, including average wage for apprentices at the time of program completion.	
Impact and Sustainability • Describes how proposed activities will promote the PAsmart initiative; (3 points) • Identifies any certifications and/or credentials to be obtained by participants; (3 points) • Identifies the impact of the programs and partnerships developed; (3 points) • Describes applicant's capacity to track and report on program data, such as performance metrics on recruitment, participation, accomplishments, impact, and related activities of the partnership; and (3 points) • Includes sustainability plan found in Appendix E of this NGA and as part of the application package on the L&I grants page (www.dli.pa.gov/Grants), describing how the partnership will sustain this work in the future, including after the grant period ends. (3 points)	15
Stakeholder Engagement and Partnership • Identifies key partners and additional partners; (4 points) • Outlines the roles and responsibilities of each partner; (3 points) • Identifies ability of the applicant to implement grant responsibilities of identified partners; (4 points) • Identifies the ability of the key personnel on the grant to foster collaboration and implement programs, including identifying each person by name and how they will support the initiative. (4 points)	15

Other Selection Factors/Priority Considerations
 	
All applications received by the deadline will be reviewed and considered for funding. Favorable consideration will be given to applicants that demonstrate the following:
 	
• Alignment with the PAsmart Principles and Funding Priorities. Proposals must support:
  ▪ **Data-driven Innovation:** Proposals identify a clear problem, challenge or opportunity supported by relevant data and information, and include an innovative strategy to increase opportunity for Pennsylvania students, employers, and communities.
  ▪ **Cross-sector Partnership:** Proposals demonstrate an effort to develop strong, high-quality cross-sector partnerships committed to working collaboratively to implement the proposal. Applicants are encouraged to have multiple partners across sectors (e.g. education partner, including secondary and post-secondary educational institutions, workforce development, business, economic development, and community partners) that demonstrate their commitment through letters of support.
  ▪ **Cross-sector Alignment:** Proposals align with existing local, regional and state education, workforce and economic development initiatives.
  ▪ **Stakeholder Engagement:** Proposals engage partners, customers and
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stakeholders, including the target population, in the development of the proposal and its implementation. ▪ **Equity, Diversity and Inclusion:** Proposals demonstrate a commitment to serve and increase access for historically under-represented and under-served students, workers, businesses, and communities. Applicants are encouraged to identify and address barriers to education and employment. ▪ **Capacity Building:** Proposals describe strategies that will build the applicant's or partners' organizational capacity to better implement the proposal and support students, workers, businesses, and communities. ▪ **Leveraging Existing Resources:** Proposals demonstrate PAsmart resources will leverage and supplement, not supplant, existing public and private resources (e.g. other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals demonstrate efficient and effective use of resources. ▪ **Performance Outcomes**: Proposals include measurable performance outcomes and a strategy to conduct an evidence-based evaluation of the program's outcomes and overall effectiveness. • Support of new registered pre-apprenticeship programs with emphasis on occupations in new sector occupations or industries including but not limited to: healthcare, information technology, telecommunications, hospitality, food service, and transportation. • Commitment to serving populations traditionally underserved in apprenticeships, especially those with multiple barriers to employment such as the re-entry or returning citizen population and those with criminal backgrounds. • A priority will be given to projects that meet the critical needs established by the Governor's administration and/or L&I's executive priorities. • New, previously unfunded initiatives	
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. Using the Grant Financial Reporting Package included in Appendix F of this NGA and as part of the application package on the L&I grants page: www.dli.pa.gov/Grants, provide the following items: • 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.	15
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 Submission Instructions

Application Package Specifications

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

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

Formatting & Contents:

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

Document	Requirements	Appendix
Application Form saved as a single file titled: ApplicantName_App_Form	• 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_Summary
	• Maximum length of two (2) pages
	• Must contain the following information:
	  • Name of Applicant
	  • Name of Fiscal Agent
	  • Vendor ID Number
	  • Unique Entity Identifier (if applicable)
	  • Project Title
	  • Occupation(s) Supported
		B

	• Minimum Outcome(s) to be Measured • Project Partners • Project Service Area - municipality, house, and senate districts to be served • Project Summary • Project Point of Contact and Contact Information	

Project Narrative saved as a single file titled:
ApplicantName_Proj_Narrative
	• Must contain the following information:
	  a. Project Design and Management Plan (include completed Timeline found in Appendix C)
	  b. Performance Outcomes (include completed Goals/Outcomes Table found in Appendix D)
	  c. Impact and Sustainability (include completed Sustainability Plan found in Appendix E)
	  d. Stakeholder Engagement and Partnership
	  e. Other Selection Factors/Priority Considerations
	
	• 10 pages max (not including the Goals/Outcomes Table, Timeline and Sustainability Plan Attachments)
	
	The project narrative must be formatted to clearly address the specified evaluation criteria. Provide sufficient information for reviewers to be able to evaluate the application in accordance with these criteria.
	
	Evaluators will review and consider only those applications that address each of the evaluation criteria separately.
		C, D, E

Letters of Support saved as a single file titled: ApplicantName_Support_Ltrs	1 to 3 unique letters of support are required to be submitted with your application package. Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. Letters should include information on the partner's specific role, responsibilities, and nature of their commitment to the project.	F

	Applicants are encouraged to have multiple partners across sectors (e.g., education partner, workforce development, business, economic development, and community partners).	
Grant Financial Reporting Package saved as a single Excel file titled: ApplicantName_Budget_Form	Applicants must submit a detailed budget that includes: • Expenditures by line item • Requested and leveraged funds • Budget Justification 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: November 1, 2024 to December 31, 2026. 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.	G
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.	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>13</u> pages even if an application exceeds that amount. <u>Please note that the Timeline, Goals/Outcomes Table, Sustainability Plan, Letters of Support, Budget Form, Budget Justification, and EO 2021-06 Worker Protection Certification Form do not count toward the total number of pages.</u>

Application Submission

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

Application packages must be submitted electronically to atogrants@pa.gov by the application deadline. The subject line for your email submission must include "PAsmart Career & Technical Education Pre-Apprenticeships Grant Program."

Important: If you do not receive an email response, please contact the ATO's Central Office at 717-787-6997. 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 PAsmart Career & Technical Education Pre-Apprenticeships Grant Program NGA and related materials are available on the L&I Grants website (www.dli.pa.gov/Grants). Samples of each required document in the application package can be found in the *Appendices* within this document.

Application Package Deadline

PAsmart Career & Technical Education Pre-Apprenticeships Grant Program applications are due by July 22, 2024 at 5:00 P.M. ET. Late applications will not be accepted.

Grant Award Administration

Estimated Funding and Award Size

Approximately $3,000,000 is available. Grants will be awarded and funded competitively based on the availability of funds up to $400,000 for new or expanding existing registered pre-apprenticeship programs that have a single-county or localized reach or $600,000 will be awarded for new or expanding existing registered pre-apprenticeship programs that have a statewide or multi-county reach per application. **Each pre-apprenticeship program establishes a connection to at least one existing registered apprenticeship program, and the pre-apprenticeship programs funded by this grant must be registered in Pennsylvania.**

Period of Performance

L&I anticipates a performance period beginning November 1, 2024 to December 31, 2026. **An additional one-year extension may be granted for projects that show significant progress towards achieving project goals at the end of the period of performance.**

Grant Funding

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

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

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

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

Award Notices

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

Grant Agreements/Other

Awardees are required to enter into a workforce grant agreement with L&I unless the awardee has a current, applicable grant agreement already in place. A link to the workforce grant agreement is listed in the *Links & Resources* section within this document.

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

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

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

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

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

L&I reserves the right, without qualification, to reject all applications received in response to this 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 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 during 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 work with an evaluator.

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

Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support the PAsmart Career & Technical Education Pre-Apprenticeships Grant. Proposals should demonstrate efficient and effective use of resources.

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

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. For more information about satisfactory supporting documentation, visit the L&I Grants website listed in the *Links & Resources* section within this document.

Questions/Agency Contacts

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

Appendices

Appendix A: Application Form Sample

Appendix B: Project Summary Cover Page Sample

Appendix C: Timeline Sample

Appendix D: Goals/Outcomes Table Sample

Appendix E: Sustainability Plan Sample

Appendix F: Sample Letter of Support

Appendix G: Grant Financial Reporting Package Sample

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

Links and Resources

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

References:

[1] Employment Projections and Occupational Outlook Handbook News Release - 2022 A01 Results (bls.gov)

[2] Pennsylvania's WIOA Combined State Plan

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:	

Auxiliary aids and services are available upon request to individuals with disabilities.

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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, if applicable, from the drop-down menu.

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

6. **Industry Cluster:** Enter the name of the Industry Cluster, if applicable. Additional information is available at Industry Clusters (pa.gov).

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

8. **LWDAs affected:** List all LWDAs involved in the grant, if applicable. For a complete list of counties by LWDAs Microsoft PowerPoint - WDA exploded map.ppt [Compatibility Mode].

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.

PAsmart

Career & Technical Education for Pre-Apprenticeships Grant Program
Project Summary Cover Page

Name of Applicant:	
Name of Fiscal Agent:	
Vendor ID Number:	Unique Entity Identifier:
Project Title:	
Occupation(s) Supported:	

Identify Project Outcome(s) to be Measured, at a Minimum, During the Grant Period:

☐ Develop or expand a registered pre-apprenticeship program that serves at least 20 career and technical education students and identifies pathways for postsecondary career opportunities.

☐ Develop or expand a registered pre-apprenticeship program serving career and technical education students to replicate across multiple counties (3 or more), aligning with at least 3 registered apprenticeship programs, and serving at least 40 pre-apprentices.

Project Partners:

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

Project Summary:

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

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TIMELINE TEMPLATE

Title 1	Title 3	Title 5	Title 7
Timeline Description	Timeline Description	Timeline Description	Timeline Description

Qtr 1   Qtr 2   Qtr 3   Qtr 4   Qtr 5   Qtr 6   Qtr 7   Qtr 8

Title 2	Title 4	Title 6	Title 8
Timeline Description	Timeline Description	Timeline Description	Timeline Description
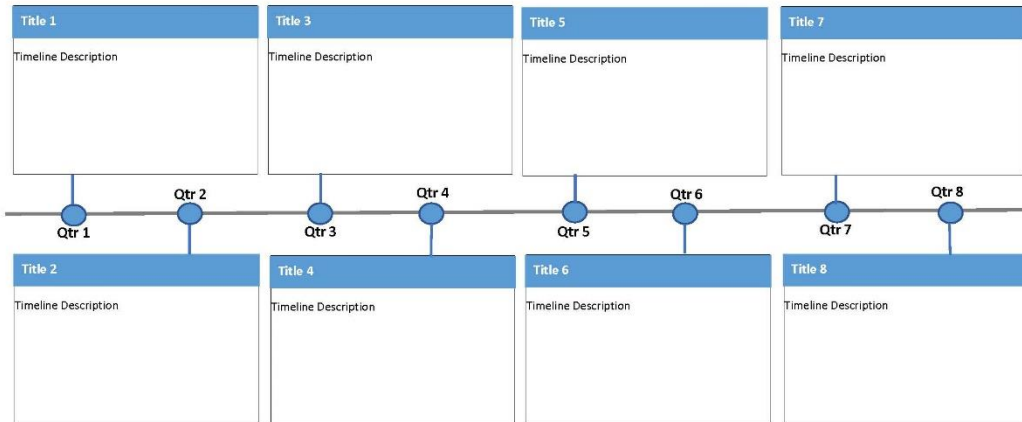
TIMELINE TEMPLATE (continued)

Title 9
Timeline Description

Qtr 9

23
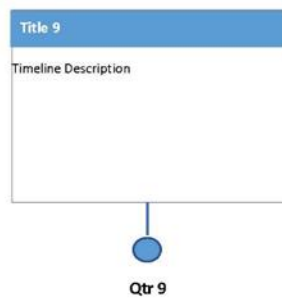
Appendix D: Goals/Outcomes Table Sample

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

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

Sample table below:

Goal and Outcomes Table

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

PAsmart
Career and Technical Education for Registered Pre-Apprenticeships
Grant Program

Project Sustainability Plan

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

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

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

```

```

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

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

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Appendix F: Letter of Support Template

{Organization Letterhead}

Date

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

Re: PAsmart Grant Initiative

Dear [Recipient],

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

[Paragraph describing organization offering the support]

[Paragraph describing why organization is offering support]

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

Sincerely,

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

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Appendix G: Grant Financial Reporting Package Sample

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

				Budget	%	Total Leveraged Funds
	Grantee Name:					
	Grant Program:	PAsmart Career & Technical Education Pre-Apprenticeships Grant Program				
	Funding Period:	November 1, 2024 to December 31, 2026				
			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			$ -		$ -
B5	Supportive Service Funds			$ -		$ -
B6	Program Indirect Costs			$ -		$ -
	TRAINING			$ -	#DIV/0!	$ -
C5	Other Training Expenses			$ -		$ -
C8	Apprenticeship Training			$ -		$ -
	Related Technical Instruction	$ -				$ -
	On The Job (OJT) Reimbursements	$ -				$ -
	TOTAL BUDGET			$ -		$ -
			Difference	$0.00		$0.00

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

Administrative Staff Salaries (A1 Cost Category)

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