

Commonwealth of Pennsylvania  
Department of Labor & Industry

# Veterans Employment Program – Delaware County

Notice of Grant Availability

Proposals Due: September 5, 2024 at 11:59 P.M. ET

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

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



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## Key Dates

Date	Description
July 22, 2024	<b>Notice of Grant Availability (NGA) Release Date</b>
August 6, 2024 at 11:00 A.M. ET	<p><b>Bidder’s Conference:</b> Click the link below to join the meeting: <a href="#">Click here to join the meeting.</a></p> <p>Or call in (audio only): Toll Number: 1-267-332-8737 Conference ID: 810969323#</p> <p>A recording of the bidder’s conference will be posted on the L&amp;I Grants website at <a href="https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx">https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx</a>.</p>
August 16, 2024 at 4:00 P.M ET	<p><b>Questions Due Date</b> Questions must be submitted by email to RA-LI-BWDA-GS@pa.gov with the email subject: “PY24 VEP Questions”</p> <p>A complete list of Q&amp;As will be posted on the L&amp;I Grants website.</p> <p>Questions received after the due date will not be answered.</p>
September 5, 2024 at 11:59 P.M. ET	<p><b>Application Due Date</b> Applications must be submitted to the RA-LI-BWDA-GS@pa.gov resource account with the email subject: “NGA Application – VEP PY24 Delaware.”</p>
December 1, 2024	<b>Period of Performance Start Date</b>
November 30, 2026	<b>Period of Performance End Date</b>

## Eligibility

### Eligible Applicants and Minimum Qualifications

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

1. Be capable of bringing together business, education, workforce, community, and other partners to achieve the overall project goals as defined by this NGA;
2. Demonstrate the ability to coordinate, manage, and implement the design of the project; develop and implement the project budget; implement a strategy to collect, analyze, and report performance outcomes; and coordinate and evaluate the activities of the project;
3. Be capable of monitoring and administering the fiscal components of the project;
4. Be capable of submitting the required reporting elements at the required intervals as documented in the NGA; and
5. Have the capacity to work with an evaluator.

### Additional Eligibility Criteria

#### Applicants are required to:

- **Have a PA SAP Vendor Identification Number**  
This may be obtained at no cost online, or by calling the Vendor Data Management Unit at (717) 346-2676 or 1 (877) 435-7363. It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania SAP Vendor Identification Number in a timely fashion, you may submit the application prior to receipt, however **no grant will be fully executed without documentation of a Pennsylvania Vendor Identification Number.**
- **Have a Unique Entity, if available**  
The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- **Comply with the Workforce Grant Agreement**  
A sample Workforce Grant Agreement is available in the Links & Resources section within this document.
- **Retain a copy of this NGA.**

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

## Fiscal Agent

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

## Overview

The PA Department of Labor & Industry (L&I) announces the availability of approximately \$400,000 in funding for the Veterans Employment Program – Delaware County (VEP PY24 Delaware.). One grant award is anticipated to be awarded competitively up to \$400,000. This opportunity is available to entities to serve veterans to increase veteran employability in Delaware County. Veteran eligibility must be determined via documentation of a DD 214 or NGB 22. The Pennsylvania General Assembly Consolidated Statutes Section 104 Title 51 [Character of a discharge](#),<sup>1</sup> 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 (relating to character of discharge).

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

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

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<sup>1</sup> Pennsylvania General Assembly. (n.d.). *Character of a discharge*. Consolidated Statutes Section 104 Title 51. <https://tinyurl.com/5bhm67sc>

## Challenge

According to the U.S. Bureau of Labor Statistics (March 2024), 30 percent of veterans have a service-connected disability. As of August 2023, this group of veterans has an unemployment rate of 6 percent.<sup>2</sup> The benefits to hiring veterans include a strong work ethic, leadership skills, and a commitment to ethical standards, all of which prove beneficial in the workplace.

Employers are oftentimes not aware of the challenges veterans face during the transition to civilian life or how to support veterans in addressing those challenges. This lack of knowledge hinders employers' ability to recruit and retain veterans to promote financial independence and purpose post service. Some veterans may suffer from the emotional and physical scars of military service. These scars contribute to a myriad of challenges, including housing insecurity and mental and physical health issues. The U.S. Department of Veterans Affairs (n.d.), has identified three categories of employment barriers: personal, institutional, and relational.<sup>3</sup> Personal

barriers refer to individual challenges, institutional barriers refer to systemic challenges, and relational barriers refer to challenges engaging in employment activities.

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

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<sup>2</sup> U.S. Bureau of Labor Statistics. (March 20, 2024). *Employment Situation of Veterans*. <https://tinyurl.com/4cnjn44>

<sup>3</sup> U.S. Department of Veterans Affairs (n.d.). *Veterans and the Labor Market*. <https://tinyurl.com/mr2wxcz8>

## Grant Opportunity Goals

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

VEP funding can be used to address personal, institutional, and relational barriers to employment. For instance, funding may be used to provide wrap-around services to veterans in a training program to ensure they have housing and childcare financial supports. Other examples of how VEP funding can be used to provide or supplement supportive services include, but are not limited to, the following categories of barriers to veteran employment:

- Personal
  - Mental and physical health
  - Disability accommodations
  - Hygiene and clothing
  - Re-entry services for those previously incarcerated
  - Otherwise identified
- Institutional
  - Housing instability
  - Transportation assistance
  - Childcare costs
  - Credit counseling
  - Employer outreach
  - Otherwise identified
- Relational
  - Digital literacy training
  - Resume development
  - Mock interviewing
  - Identification and marketing of transferrable skills obtained through military experience
  - Employment related expenses, such as uniforms or equipment
  - Training or educational costs
  - Otherwise identified

## Required Activities

### Service Requirements

A successful program will:

- Have a clear, defined outreach strategy for enrolling participants.
- Provide comprehensive supportive services to address at least one of the three categories to barriers of employment: personal, institutional, or relational.
- Have a clear, defined outreach strategy to engage and collaborate with employers.
- Assess and track how the supportive service(s) provided will lead to or reduce barriers to employment.

## Performance Metrics

L&I is interested in identifying metrics in order to work collaboratively with the awarded service provider(s) to monitor and improve performance during the life of the contract. L&I has identified initial metrics of interest and looks forward to working with the awarded provider(s) to add to or refine this list. L&I will provide the necessary form(s) for documentation. The performance metric will track the number of enrolled participants; employer engagements; type(s) of supportive services provided; as applicable and related to the type(s) of supportive services offered, the number of participants who successfully completed a program, such as a career workshop series, job training sessions, coach series, counseling sessions or a credential or certificate; and how many participants are employed by the end of the grant period of performance.

In addition to performance metrics, demographic data will be tracked. The types of demographic data to be tracked include gender, age, race/ethnicity, county, employment status, and branch of service. The demographic data list can be updated during the period of performance.

## Evaluation

### Initial Review Criteria

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

1. The applicant is eligible;
2. The information required by the NGA has been received by the deadline;
3. The proposal is aligned and responsive to the NGA; and
4. All mandatory components have been received.

### Merit Review Criteria

Final awards will be based on a merit evaluation. L&I reserves the right to take a prudent approach to ensure the disbursement of awards with the greatest reach. In the case where a single applicant has submitted multiple applications for one or more geographical areas, L&I may equitably award funds to varying awardee(s) throughout the Commonwealth.

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

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

Project Design and Management Plan
Performance Outcomes
Sustainability
Stakeholder Engagement and Partnership
Budget Form and Budget Justification

Evaluation Criteria	Total Points
<p><b>Project Design and Management Plan</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a clear understanding of the problem, challenge, and opportunity related to the targeted populations’ barriers to employment.</li> <li>• Describes the category (personal, institutional, or relational) and type of supportive service(s) the project is proposing to offer to meet the goals of this grant.</li> <li>• Describes how the supportive service(s) will remove employment barriers and lead to employment.</li> </ul>	25
<p><b>Performance Outcomes</b></p> <ul style="list-style-type: none"> <li>• Provides quantifiable goals for the project, such as number of participants, supportive services, outreach strategies and number of participants employed.</li> <li>• Describes how the applicant will provide the capacity to track performance metrics and describes the process that will be used to collect and track the data.</li> <li>• Describes how outreach to and engagement with potential participants and employers will be tracked and measured.</li> </ul>	25
<p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>• Describes how the project will be sustained after the grant period of performance.</li> <li>• If project is not scheduled to continue after the grant period, please provide a rationale.</li> </ul>	20
<p><b>Stakeholder Engagement and Partnership</b></p> <ul style="list-style-type: none"> <li>• Identifies key partners and demonstrates an effort by the lead applicant to develop innovative, high-quality, diverse, cross-sector partnerships committed to working collaboratively to implement the project. Applicants are encouraged to have multiple employer and business partners, and partners across sectors (e.g., workforce development partners, healthcare sector partners, economic development partners, and</li> </ul>	15



<p>community partners) that demonstrate their commitment through distinct letters of support.</p> <ul style="list-style-type: none"> <li>• Identifies the responsibilities of each of the partners.</li> <li>• Describes the adequacy of the key personnel on the grant to foster collaboration and implement job quality improvement strategies to meet or contribute toward meeting current and anticipated regional labor market needs.</li> </ul>	
<p><b>Budget Form and Justification</b></p> <p>The Budget Form (summary and details pages) and Budget Justification should tie back to the proposal. Items not discussed in the proposal cannot appear in the Budget Form and Budget Justification.</p> <p>Include the following items:</p> <ul style="list-style-type: none"> <li>• A detailed list of budget line-items by cost category to reflect requested and leveraged funds.</li> <li>• A detailed Budget Justification narrative for each cost category reflecting the requested and leveraged funds, clearly explaining how each line item in the Budget supports the stated deliverables of the project. This should include a detailed rationalization for the proposed line items, quantities, and costs identified.</li> </ul>	15
<b>Total Points Available</b>	<b>100</b>

**Contract Performance Monitoring**

As part of L&I’s commitment to improved outcomes, we seek to actively and regularly collaborate with grantees to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform of trends to be monitored, and evaluate results and performance. As such, L&I reserves the right to request/collect other key data and metrics from grantees and sub-recipients.

**Application Package Submission Instructions**

**Application Package Specifications**

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

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

**Formatting & Contents:**

- Single-spaced
- 8.5” by 11” page size
- 1-inch margins

- 11-point Calibri font
- Adobe Portable Document Format (PDF)\*  
\*with the exception of the Budget Form which must be in Excel
- Page numbers in footer
- Applications may not include hyperlinks
- No proprietary or sensitive business information

Document	Requirements	Appendix
<b>Application Form</b> saved as a single file titled: ApplicantName_Application	<ul style="list-style-type: none"> <li>• Must be completed in its entirety and submitted with the other required documents</li> </ul>	A
<b>Project Summary Cover Page</b> saved as a single file titled: ApplicantName_Summary	<ul style="list-style-type: none"> <li>• Maximum length of two (2) pages</li> <li>• Must be completed in its entirety and submitted with the other required documents</li> </ul>	B
<b>Project Narrative</b> saved as a single file titled: ApplicantName_Narrative	<ul style="list-style-type: none"> <li>• Must contain the following headings:               <ol style="list-style-type: none"> <li>a. Project Design and Management Plan</li> <li>b. Performance Outcomes</li> <li>c. Impact and Sustainability</li> <li>d. Stakeholder Engagement and Partnership</li> <li>e. Grant Management</li> </ol> </li> <li>• Maximum 10 pages</li> </ul> <p>The project narrative must be formatted to clearly address the specified evaluation criteria. Provide sufficient information for reviewers to be able to evaluate the application in accordance with these criteria.</p>	C
<b>Letters of Support</b> saved as a single file titled: ApplicantName_Letters	<p>Minimum of three (3) 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>	D
<b>Budget Form &amp; Justification</b> saved as a single Excel file titled: ApplicantName_Budget	<p>Applicants must submit a detailed budget using the Grant Financial Reporting Package that includes:</p> <ul style="list-style-type: none"> <li>• Requested and leveraged funds.</li> <li>• Expenditures by category and line item.</li> <li>• Budget Justification.</li> </ul>	E

	<p>The budget will become the financial basis for any grant award, including making cost reimbursement payments or draw requests (for LWDB grantees) over the course of the project.</p> <p>Budgets must be for the period of performance: December 1, 2024 to November 30, 2026.</p> <p>Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award.</p> <p><b>Budget Justification:</b> Applicants must justify each expenditure by line item, including the costs proposed in each cost category and any other information to support the budget.</p>	
<p><b>EO 2021-06 Worker Protection Certification Form</b> saved as a single file titled: ApplicantName_WP Cert Form</p>	<p>Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), contractors and grantees of the commonwealth must certify that they are in compliance with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws.</p>	F
<p><b>Local Board Notification Email</b> saved as a single file titled: ApplicantName_Notification</p>	<p>Applicants must send an email to their Local Workforce Development Board (LWDB) to notify them of their grant application. This form is not required for LWDB applicants.</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 &amp; Resources</i> section within this document.</p>	G
<p><b>Grant Action Plan</b> saved as a single file titled: ApplicantName_Action</p>	<p>Outline the specific goals of the project. The number of goals can be expanded as needed for the specific project.</p>	H

**Incomplete application packages or application packages that do not meet the identified specifications will not be reviewed or scored.** Evaluators will only review ten (10) pages of a project narrative even if a narrative exceeds that amount.

**Application Submission**

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

Application packages must be submitted electronically to RA-LI-BWDA-GS@pa.gov by the application deadline. The subject line for your email submission must include “PY24 VEP Grant Application.” An automatic email response will be sent upon receipt of your application. This is confirmation that the application was received by the application deadline and should be retained.

**Important:** If you do not receive an automatic email response, please contact the L&I Bureau of Workforce Development Administration Central Office at 717-783-8050. Be prepared to provide details about your

submission, such as email proof of submission from your Sent Items folder, your contact information, and the name of the grant for which you are applying.

The PY24 VEP NGA and related materials are available on the L&I Grants website. Samples of each required document in the application package can be found in the *Appendices* within this document.

### **Application Package Deadline**

PY24 VEP applications are due by August 22, 2024 at 11:59 P.M. ET. Late applications will not be accepted.

## **Grant Award Administration**

### **Estimated Funding and Award Size**

Approximately \$400,000 is available. Grants will be awarded and funded competitively based on the availability of funds up to \$400,000 per application.

### **Period of Performance**

L&I anticipates a performance period from December 1, 2024 to November 30, 2026.

### **Grant Funding**

This grant is 100% state funded with Industry Partnership funds. This funding will provide veterans with supportive services to address barriers to employment in Delaware County.

### **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. Feedback requests should be emailed to RA-LI-BWDA-GS@pa.gov using the subject line: PY24 VEP application feedback request.

### **Grant Agreements/Other**

Awardees are required to enter into a workforce grant agreement with L&I. 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 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 L&I to the expenditure of public funds. A commitment by other than the contracting officer, either explicit or implied, is invalid.

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

### **Reporting and Evaluation**

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

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

### **Allowable and Disallowable Costs and Expenses**

Funds available through this NGA must be used to support the VEP PY24 Delaware. initiative. While matching funds are not required, applicants are strongly encouraged to leverage federal and non-commonwealth resources, including, but not limited to, philanthropic resources, employer contributions, and other resources to reach their project goals. Applicants are also encouraged to use existing staff, facilities, and equipment, and other in-kind resources to reach their project goals. BEP funding should supplement, not supplant, existing public and private resources (e.g., other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals should demonstrate efficient and effective use of resources.

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

For Grantees that are not LWDBs, grant expenses will be paid on a reimbursement basis only. Grant expenses include actual costs that are accompanied by supporting documentation with monthly invoices submitted to BWDA during the life of the grant. 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: Budget Form & Justification Sample

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

Appendix G: Local Board Notification Form Sample

Appendix H: Grant Action Plan Sample

## Links and Resources

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

**Appendix A: Application Form Sample**



**APPLICATION FORM**

<b>Type of Submission:</b>	Choose an item	<b>Type of Project:</b>	Choose an item	<b>Applicant Type:</b>	Choose an item
<b>Local Workforce Development Board:</b>	Choose an item				
<b>Grant/Project Title:</b>					
<b>Targeted Industry Cluster:</b>				<b>Sub-Cluster:</b>	
<b>Counties served by this grant:</b>					
<input type="checkbox"/> Adams	<input type="checkbox"/> Chester	<input type="checkbox"/> Fulton	<input type="checkbox"/> Mercer	<input type="checkbox"/> Sullivan	
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Clarion	<input type="checkbox"/> Greene	<input type="checkbox"/> Mifflin	<input type="checkbox"/> Susquehanna	
<input type="checkbox"/> Armstrong	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Huntingdon	<input type="checkbox"/> Monroe	<input type="checkbox"/> Tioga	
<input type="checkbox"/> Beaver	<input type="checkbox"/> Clinton	<input type="checkbox"/> Indiana	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Union	
<input type="checkbox"/> Bedford	<input type="checkbox"/> Columbia	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Montour	<input type="checkbox"/> Venango	
<input type="checkbox"/> Berks	<input type="checkbox"/> Crawford	<input type="checkbox"/> Juniata	<input type="checkbox"/> Northampton	<input type="checkbox"/> Warren	
<input type="checkbox"/> Blair	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Northumberland	<input type="checkbox"/> Washington	
<input type="checkbox"/> Bradford	<input type="checkbox"/> Dauphin	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Perry	<input type="checkbox"/> Wayne	
<input type="checkbox"/> Bucks	<input type="checkbox"/> Delaware	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Westmoreland	
<input type="checkbox"/> Butler	<input type="checkbox"/> Elk	<input type="checkbox"/> Lebanon	<input type="checkbox"/> Pike	<input type="checkbox"/> Wyoming	
<input type="checkbox"/> Cambria	<input type="checkbox"/> Erie	<input type="checkbox"/> Lehigh	<input type="checkbox"/> Potter	<input type="checkbox"/> York	
<input type="checkbox"/> Cameron	<input type="checkbox"/> Fayette	<input type="checkbox"/> Luzerne	<input type="checkbox"/> Schuylkill	<input type="checkbox"/> <b>Statewide</b>	
<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		
<b>Local Workforce Development Areas (LWDA) affected by this grant:</b>					
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Pittsburgh	<input type="checkbox"/> West Central		
<input type="checkbox"/> Berks	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Southern Alleghenies	<input type="checkbox"/> Southwest Corner		
<input type="checkbox"/> Bucks	<input type="checkbox"/> Lehigh Valley	<input type="checkbox"/> Tri-County	<input type="checkbox"/> Northwest		
<input type="checkbox"/> Chester	<input type="checkbox"/> Luzerne-Schuylkill	<input type="checkbox"/> North Central	<input type="checkbox"/> Central		
<input type="checkbox"/> Delaware	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Northern Tier	<input type="checkbox"/> South Central		
<input type="checkbox"/> Westmoreland-Fayette	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Poconos	<input type="checkbox"/> <b>Statewide</b>		
<b>Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32?</b>				Choose an item	
<b>Applicant Information</b>					
Name					
Address 1					
Address 2					
City		PA		ZIP Code	
<b>Name and contact information of primary person to be contacted on matters involving this application</b>					

First name	Last name	Phone
Title		Email
<b>Funding proposal request(\$):</b>	Labor & Industry: \$	Matching Funds \$
<b>Authorized representative printed name:</b>	Name	
<b>Authorized representative signature/date:</b>		

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



# 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 \(pa.gov\)](#).
7. **Counties Served** — Include all counties that will be served by the grant.
8. **Local Workforce Development Areas (LWDA) affected** — List all LWDAs involved in the grant. Pennsylvania LWDAs can be found here: [LWDA Map \(pa.gov\)](#).
9. **Small Business** — Select whether your business is a Pennsylvania Qualified Small Business.
10. **Applicant Information:** Enter the applicant's name and address.
11. **Contact Information:** Enter contact information.
12. **Funding Proposal Requests:** Enter the amount requested for the project and include the amount of matching funds (if applicable)
13. **Authorized Representative:** Enter the name of the authorized representative. Sign and date the form.

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

**Veteran Employment Program Workforce Development Grant**

Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

PA SAP Vendor Identification Number:

Unique Entity Identifier (if available):

Project Title:

Project County:

Project Partners:

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

Brief Project Summary:

Project Point of Contact and Contact Information:

Organization Letterhead

**Project Narrative**

Name of Applicant:

Grant Name:

Date:

## Appendix D: Letters of Support Sample

Organization Letterhead

Date

Recipient's Name

Recipient's Position

Recipient's Address Line 1

Recipient's Address Line 2

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

Dear [Recipient],

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

[Paragraph describing organization offering the support]

[Paragraph describing why organization is offering support]

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

Sincerely,

[Name]

[Position/Title]

[Name of Organization]

## Appendix E: Budget Form & Justification Sample

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

Grantee Name:					
Grant Program:		Veterans Employment Program - Delaware County			
Funding Period:		December 1, 2024 - November 30, 2026			
				<b>Requested Award</b>	<b>Total Leveraged Funds</b>
				\$ -	\$ -
		<b>Budget</b>	<b>%</b>	<b>Leveraged Funds</b>	
<b>ADMINISTRATION</b>		\$ -	#DIV/0!	\$ -	
A1	Admin Staff Salaries & Fringe Benefits	\$ -		\$ -	
A2	Operational Expenses (e.g. travel, postage, printing, etc.)	\$ -		\$ -	
A3	Admin Indirect Costs	\$ -		\$ -	
<b>CAREER &amp; SUPPORTIVE SERVICES</b>		\$ -	#DIV/0!	\$ -	
B1	Program Staff Salaries & Fringe Benefits	\$ -		\$ -	
B2	Operational Expenses (e.g. travel, postage, printing, etc.)	\$ -		\$ -	
B3	Other Program Expenses	\$ -		\$ -	
B4	Needs Related Payments	\$ -		\$ -	
B5	Supportive Service Funds	\$ -		\$ -	
B6	Program Indirect Costs	\$ -		\$ -	
<b>TRAINING</b>		\$ -	#DIV/0!	\$ -	
C1	Tuition Payments/ITA's	\$ -		\$ -	
C2	On The Job (OJT) Reimbursements	\$ -		\$ -	
C3	Skill Upgrade and Retraining/Customized Training	\$ -		\$ -	
C4	Adult Education and Literacy Training	\$ -		\$ -	
C5	Other Training Expenses	\$ -		\$ -	
C7	Other Training	\$ -		\$ -	
C8	Apprenticeship Training	\$ -		\$ -	
C9	Incumbent Worker Training	\$ -		\$ -	
C10	Customized Training	\$ -		\$ -	
C11	Transitional Jobs Expenditures	\$ -		\$ -	
<b>TOTAL BUDGET</b>		<b>\$ -</b>		<b>\$ -</b>	
				<b>Difference</b>	<b>\$0.00</b>
				<b>\$0.00</b>	<b>\$0.00</b>

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	\$ -	-
0	0	\$ -	0%	\$ -	0	\$ -	-
<b>Total Admin Staff Salaries</b>				\$ -	-	\$ -	-

- 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

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

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

[Insert Brief Summary]

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



**Grant Action Plan**

The Action Plan should be completed by addressing the guiding question: Does the action plan align with the goals of the Veterans Employment Program Grant as described in the NGA and in the proposal?

Applicants should add as many Goals as needed to fully illustrate their plans for their project.

**Goal 1:**

**Activity 1:**

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

**Activity 2 (etc., continue as needed):**

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

**Goal 2:**

**Activity 1:**

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

**Activity 2 (etc., continue as needed):**

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

Measurable indicators of progress:

Expected outcome(s) of activity:

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

**Goal 3: (etc., continue as needed)**