

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF LABOR & INDUSTRY
DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

JOBS1ST PA REGIONAL PARTNERSHIPS – A WORKFORCE/ECONOMIC DEVELOPMENT COLLABORATIVE

Notice of Grant Availability (NGA)

PUBLISHED: MARCH 3, 2014

RESPONSES WILL BE ACCEPTED UNTIL 5 P.M., APRIL 8, 2014

PROPOSALS WILL BE REVIEWED AS THEY ARE RECEIVED

COMMONWEALTH OF PENNSYLVANIA
TOM CORBETT, GOVERNOR

WWW.PA.GOV

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SUBMIT APPLICATIONS TO:

PENNSYLVANIA DEPARTMENT OF LABOR & INDUSTRY
PA WORKFORCE INVESTMENT BOARD
651 BOAS STREET, ROOM 514
HARRISBURG, PA 17121
ATTN: NGA APPLICATION – JOBS1ST PA REGIONAL PARTNERSHIPS
RA-LI-PAWIB@PA.GOV

APPLICANTS *MUST* SUBMIT THE ORIGINAL AND FIVE (5) PAPER COPIES TO THE MAILING ADDRESS INDICATED ABOVE.

IN ADDITION, ONE ELECTRONIC COPY *MUST* BE EMAILED TO THE ADDRESS INDICATED ABOVE.

SECTION 1 – INTRODUCTION

Many economic development projects, whether new business development, relocations or expansion of existing facilities, include significant workforce development components. Employers often need to hire additional new or train existing employees as part of a project. Local workforce and economic development efforts within a region should be synergistic through recruitment and training programs. Governor Corbett has created the *JOBS1st PA Regional Partnerships – a Workforce/Economic Development Collaborative* to better connect Local Workforce Investment Boards and Partnerships for Regional Economic Performance (PREP) partners. This new effort will coordinate workforce recruitment, training programs, and economic development at a regional level. This increased coordination between two regional networks that represent job seekers and job creators is the mechanism by which employee recruitment efforts can be met and training programs can be developed to meet employer-demand.

This Notice of Grant Availability (NGA) outlines the requirements necessary to obtain *JOBS1st PA Regional Partnership* grant funds. Using these funds, our LWIBS and PREP partners will be able to strengthen workforce and economic development collaboration at a regional level to develop a highly skilled available workforce which will support business growth and attraction.

SECTION 2 – AWARD INFORMATION

- A. **PROJECT SPONSORS:** This NGA is offered by the commonwealth utilizing Reemployment Fund dollars.
- B. **APPLICATION DEADLINE:** April 8, 2014 by 5 p.m. Eastern Time.
- C. **ESTIMATED FUNDING:** Up to \$4,000,000 is available.
- D. **ANTICIPATED AWARD SIZE:** The commonwealth anticipates that awards will range from \$25,000 to \$500,000.
- E. **REPORTING:** Applicants awarded funding must submit quarterly reports summarizing grant activities and expenditure of funds. Reports will include impact measures that clearly demonstrate a direct connection to this funding. Metrics will focus on proposed increased employer engagement, training programs developed to meet employer needs, collaboration among the partners, strategic planning, etc.
- F. **PERIOD OF PERFORMANCE:** The commonwealth anticipates a performance period of one (1) year.

SECTION 3 – ELIGIBILITY INFORMATION

- A. **ELIGIBLE APPLICANTS:** Eligible applicants are limited to Local Workforce Investment Boards and core PREP partners. The lead applicant must be capable of bringing together multiple partners to achieve the overall project goals: creation or strengthening of workforce and economic development collaboration at a regional level; increased employer engagement; and development of employer-driven training programs. Additionally, the lead applicant (fiscal agent) must demonstrate the ability to: coordinate the design of the project; develop and implement an appropriate budget; collect and report performance management measures; and, coordinate and evaluate the activities of the project. Only one application may be submitted per PREP region.

B. FISCAL AGENT: Any eligible applicant, as detailed in Section 3A. Applications must identify who will receive, manage and disburse grant funds.

C. PARTNERSHIP REQUIREMENTS: In order to be considered for funding, an application must include the Local Workforce Investment Board(s) located within a PREP region, as well as the PREP partners identified by the Department of Community and Economic Development as core service providers (to the degree they exist in each PREP region). There are 22 Local Workforce Investment Boards and 10 PREP regions in the Commonwealth.

To receive funding, each regional *JOBS1st PA Regional Partnership* must execute a Memorandum of Understanding (MOU) between the partners within the regional Workforce/Economic Development Collaborative. This grant application must include a draft MOU consisting of, at a minimum:

- Identification of who will receive, manage and disburse funds;
- A governance structure involving all partners of each regional Workforce/Economic Development Collaborative, as outlined in the MOU, to include the process by which decisions are made; and,
- Proposed use of labor market information and analysis provided by the Center for Workforce Information and Analysis (CWIA) within Labor & Industry.

Funds will not be released to grantees until the MOU is formally executed and a copy is presented to the Department of Labor & Industry.

SECTION 4 – BACKGROUND

Workforce development services are delivered at the local level through 22 Local Workforce Investment Boards across the commonwealth. The local boards have a majority representation from the local employer community. Each of the 23 Local Workforce Investment Areas has at least one comprehensive PA CareerLink® center where workforce development services are delivered to both job seekers and employers. Funding from the U.S. Department of Labor supports the workforce development system within the commonwealth.

PREP is the commonwealth's team of partners dedicated to work collectively to deliver economic development services. There are 10 PREP regions across the state. Funding from the commonwealth supports the PREP regions. The PREP partners collectively decide how to distribute the funds within the region.

While there is undoubtedly communication and collaboration between workforce and economic development at a local level, the *JOBS1st PA Regional Partnership* grant is intended to create or strengthen collaboration on a regional level, to increase employer engagement and to develop training programs to meet employer demand. The *JOBS1st PA Regional Partnership* effort at a regional level will include the following pairing of Local Workforce Investment Boards and PREP regions:

- Northwest PREP - Northwest and West Central Workforce Investment Boards
- Southwest PREP - Three Rivers, Southwest Corner and Westmoreland/Fayette Workforce Investment Boards
- North Central PREP – North Central Workforce Investment Board
- Southern Alleghenies PREP – Southern Alleghenies Workforce Investment Board

- Northern Tier PREP – Northern Tier Workforce Investment Board
- Central PREP – Central Workforce Investment Board
- Northeast PREP – Lackawanna, Pocono Counties, and Luzerne/Schuylkill Workforce Investment Boards
- Lehigh Valley PREP – Lehigh Valley Workforce Investment Board
- South Central PREP – Lancaster and South Central Workforce Investment Boards
- Southeast PREP – Philadelphia, Berks, Bucks, Chester, Montgomery and Delaware Workforce Investment Boards

SECTION 5 – APPLICATION AND SUBMISSION INFORMATION

A. ADDRESS TO REQUEST APPLICATION PACKAGE: Application forms and instructions are available at:

http://www.paworkforce.state.pa.us/portal/server.pt/community/pa_workforce_investment_board/12943

B. MANDATORY ATTACHMENTS: Applicants must complete all mandatory forms and any applicable optional forms in accordance with the instructions on the forms and the additional instructions below. Files that are attached to the forms must be submitted in Adobe Portable Document Format (PDF) or Microsoft Word unless otherwise specified in this notice.

1. APPLICATION FORM

Complete all fields (typed, not printed) in accordance with the instructions found at the bottom of the form. Save this information in a file named “**Application**”.

2. AGREEMENT

Complete all fields of the form. An authorized representative (an individual who can legally bind the applicant organization into a contract) must provide signature. Please note that all attachments to this application become legally binding documents. This agreement provides assurances that the applicant has read, understood and agrees to abide by commonwealth grantee requirements (to include the Office of the Budget’s grant manual). Upon the award of a grant, this document will be fully executed by the commonwealth and a copy provided to the grantee. Save this information in a file named “**Agreement**”.

3. PROJECT SUMMARY/ABSTRACT

The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies: the name of the applicant; the project director; the project title; the project service area (e.g. PREP region to be served); the objectives of the project; a description of the project, including methods to be employed; the potential impact of the project (i.e., benefits, outcomes); and project partners. This document must not include any proprietary or sensitive business information as the commonwealth may make it available to the public. The project summary must not exceed one (1) page. Save this information in a file named “**ProjectSummary**”.

4. PROJECT NARRATIVE

The project narrative must not exceed fifteen (15) one-sided pages, including cover page, table of contents, the statement of project objectives, charts, graphs, maps, photographs, other pictorial presentations, and letter(s) of support when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left, and right) [single spaced]. **EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE.** Page numbers must be provided in the footer. Do not include any Internet addresses (URLs) that provide information necessary to review the application. Save this information in a file named "**ProjectNarrative**".

The project narrative must include:

- **MERIT REVIEW CRITERION DISCUSSION:** The section should be formatted to address each of the merit review criterion listed in Section 6. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit criteria. **EVALUATORS WILL REVIEW AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION.**
- **OUTCOMES AND METRICS:** Each proposal must include the intended outcomes, performance levels and specific performance metrics by which the regional partnership will be measured at the end of the grant year.

5. AFFIRMATION

An authorized representative (an individual who can legally bind the applicant organization into a contract) must provide signature and initial acknowledging the contents of the documents listed below. Save the signed document in a file named "**AFFIRMATION**".

- Application Form
- Notice of Grant Availability (guidelines)
- Grant Agreement
- Grant Agreement Attachment A – Grant Provisions
- Grant Agreement Attachment B – Standard Clauses
- Invoice
- Reporting

These documents are available at

http://www.paworkforce.state.pa.us/portal/server.pt/community/pa_workforce_investment_board/12943.

6. BUDGET FORM

Applicants must submit a detailed budget request. The budget must include all anticipated personnel costs to be charged to this grant, and must include name of individual, title, annual salary, and percentage of time to be charged. The budget will be evaluated in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the time period of June 30, 2014 to June 30, 2015. The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. The commonwealth reserves

the right to unilaterally modify application budgets, prior to, and/or after grant award. Save the information in a single file named “**Budget Form**”. The Budget Form does not count toward the fifteen (15) page limit of the Project Narrative.

7. BUDGET JUSTIFICATION

You must justify, in detail and by line item: the costs proposed in each object class category/cost classification category; the general categories of supplies and amount for each category; and any other information you wish to support your budget. Save the budget justification information in a single file named “**Budget Justification**”. The Budget Justification does not count toward the fifteen (15) page limit of the Project Narrative.

SECTION 6 – APPLICATION REVIEW AND CRITERIA

A. CRITERIA

1. INITIAL REVIEW CRITERIA

Prior to comprehensive merit evaluation, the commonwealth will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the purpose of the NGA.

2. MERIT REVIEW CRITERIA

The comprehensive merit evaluation will be accomplished by a joint committee representing the Departments of Labor & Industry and Community and Economic Development to include the following:

CRITERION 1: PROJECT APPROACH AND MANAGEMENT PLAN

- Reasonableness of the proposed approach, as evidenced by clear goals, tasks, methods, deliverables, and timeline.
- Originality of the proposed approach; specifically, no duplication of currently available WIA programs, other federally funded programs, or commonwealth funded programs.
- Degree to which the project ensures desirable outcomes.
- Degree to which the application adequately describes successful implementation of the project.
- The ability to serve businesses needs within the entire region.
- Partnership established between the PREP partners and Local Workforce Investment Boards in the region utilizing funds as allowable in Section 4.

CRITERION 2: APPLICANT/TEAM CAPABILITIES

- Degree to which the applicant successfully demonstrates support from all required partners to the MOU.
- Applicant’s prior track record related to workforce development components of economic development projects.

- Adequacy of applicable key personnel to foster collaboration and implement programs.
- Degree to which the applicant leverages existing relationships, collaborations, or partnerships, including local educational providers.
- Degree to which the roles and responsibilities of the project team have been identified and the reasonableness of the applicant's ability to successfully coordinate and implement the proposed project utilizing identified partners.

CRITERION 3: POTENTIAL IMPACT AND SUSTAINABILITY

- Degree to which the application demonstrates collaboration between PREP partners and Local Workforce Investment Boards as evidenced by measurable benefits and outcomes as projected in the management plan outlined in Criterion 1 above.
- Evidence of lasting impact and overall scalability of the project to impact future economic development and workforce development collaboration in the region.

CRITERION 4: BUDGET FORM AND BUDGET NARRATIVE

- Line item justification of a complete budget and budget narrative that identifies where and how the awarded funds will be spent.
- Reasonableness of costs in relation to proposed activities.

B. OTHER SELECTION FACTORS

1. Leveraging of Resources – a description of how the partnership will leverage resources and how/what resources are being leveraged to provide these services.
2. History – a demonstrated ability to convene workforce and economic development partners with a successful outcome of increased employer engagement and development of employer-driven training.
3. Focus – a demonstrated focus on the industries outlined in the commonwealth's Integrated Workforce Development Plan.
4. Cost Efficiency – an emphasis on service delivery with minimal administrative costs.

DISCUSSIONS AND AWARD

The commonwealth 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 for the requirement; (2) only a portion of the application is selected for award; (3) the commonwealth needs additional information to determine that the recipient is capable of complying with reporting requirements; and/or (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by the commonwealth within a specific period of time determined by the commonwealth may preclude award to the applicant.

C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES

The commonwealth anticipates notifying applicants selected for award by May 5, 2014. Funds will be available for use June 30, 2014 to June 30, 2015.

D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS

The commonwealth reserves the right to request additional or clarifying information from successful applicants for any reason deemed necessary.

E. SUBMISSION DATES AND TIMES

APPLICATION PACKAGES MUST BE RECEIVED BY 5:00 P.M., APRIL 8, 2014.

F. FUNDING RESTRICTIONS

The number of proposals selected for funding will be based upon the type and number of proposals submitted and how those proposals accomplish and achieve the activities outlined in Section 4 of this NGA.

1. ALLOWABLE COSTS

Funds available through this NGA must be used to: support and promote collaboration between workforce and economic development; provide services that are not duplicative of any WIA funded programs, other federal programs, or any commonwealth programs; increase employer engagement; and develop employer-driven training in the PREP region. Allowable uses of funding include:

- Developing and implementing a strategic plan for integrating workforce and economic development efforts.
- Supporting and funding workforce development components of regional economic development projects and initiatives including, but not limited to: job training/retraining; pipeline/talent recruitment efforts; and training program development with schools and other training providers. All training must target employer demand within the region, as guided by labor market data.
- Convening employer groups to discuss employer workforce needs.
- With support from the Center for Workforce Information and Analysis, researching and analyzing the following:
 - Labor force needs of employers in the region;
 - Available labor supply in the region;
 - The region's educational institutions and training providers to ensure regional needs are being met.

Applicants are strongly encouraged to build upon existing resources, including the use of existing staff, facilities and equipment to support the submitted proposal. Projects will differ based upon proposed scope of work. However, for this grant application, allowable costs will fall into costs directly associated with collaboration, planning, training development and research. All costs must be direct costs. Administrative costs are permitted so long as they do not exceed 10% of the total grant award.

2. DISALLOWABLE COSTS

- Indirect costs;
- Purchasing equipment;
- Building construction;

- Supporting lease or rental cost of a building;
- Procuring lobbying services;
- Program costs for services that are duplicative of currently available WIA funded, other federal, or commonwealth funded programs.

Pre-award costs are incurred at the applicant’s risk. The commonwealth is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

G. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS

APPLICATION PACKAGES MUST BE RECEIVED IN BOTH ELECTRONIC AND HARD COPY FORMATS BY THE APPLICATION DEADLINE.

Electronic application packages must be submitted to RA-LI-PAWIB@PA.GOV. The subject line for your email submission must include “NGA Application – *JOBS1st PA Regional Partnership*”.

HARD COPY SUBMISSIONS, INCLUDING ONE (1) ORIGINAL AND FIVE (5) COPIES, MUST BE SENT TO:

**PENNSYLVANIA DEPARTMENT OF LABOR & INDUSTRY
PA WORKFORCE INVESTMENT BOARD
651 BOAS STREET, ROOM 514
HARRISBURG, PA 17121
ATTN: NGA APPLICATION – *JOBS1st PA Regional Partnership***

SECTION 7 – AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

Each applicant shall be notified in writing within 30 days after the decision is made of the approval or disapproval of the submitted application. The initial award letter shall contain language to the effect that “the commonwealth cannot be held accountable for any costs incurred prior to the effective date of the grant agreement.”

B. REPORTING

Applicants awarded funding will be required to submit quarterly reports summarizing grant activities and expenditure of funds. Reports will include impact measures that clearly demonstrate a direct connection to this funding. Report due dates will be provided by the Department of Labor & Industry upon award.

Upon expiration or termination of this grant agreement, a close out package must be submitted by the grantee within 60 days of the end date of the grant. Additional information will be supplied to each approved applicant.

SECTION 8 – QUESTIONS/AGENCY CONTACTS

A. QUESTIONS

Questions regarding the content of this NGA must be submitted, in writing, via RA-LI-PAWIB@PA.GOV.

SECTION 9 – OTHER INFORMATION

A. RIGHT TO REJECT OR NEGOTIATE

The commonwealth reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

B. COMMITMENT OF PUBLIC FUNDS

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