COMMONWEALTH OF PENNSYLVANIA

PA DEPARTMENT OF LABOR & INDUSTRY

TEACHER IN THE WORKPLACE GRANTS

Notice of Grant Availability (NGA)
PUBLISHED: MARCH 26, 2018
RESPONSES WILL BE ACCEPTED UNTIL 5 P.M., WEDNESDAY, APRIL 25, 2018

COMMONWEALTH OF PENNSYLVANIA
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SUBMIT APPLICATIONS TO:

ONE ELECTRONIC COPY *MUST* BE EMAILED TO THE RESOURCE ACCOUNT INDICATED BELOW:

RESOURCE ACCOUNT: RA-LI-BWDA-GS@pa.gov

SUBJECT: NGA APPLICATION – TEACHER IN THE WORKPLACE

SECTION 1 – INTRODUCTION

The purpose of this Notice of Grant Availability (NGA) is to solicit grant applications from eligible organizations in partnership with their Local Workforce Development Board to develop and/or implement Teacher in the Workplace programs that connect the classroom to the workplace for K-12 educators across Pennsylvania. Through Teacher in the Workplace programs, teachers, counselors, and administrators are provided experiences interacting directly with industry and business leaders, and learning about industry trends, needs, and opportunities that they can bring back to the classroom to enhance instruction, student learning, and career readiness.

This NGA outlines the requirements necessary to obtain Teacher in the Workplace grant funds.

SECTION 2 – AWARD INFORMATION

A. *PROJECT SPONSORS*: This NGA is offered by the Commonwealth utilizing Workforce Innovation and Opportunity Act (WIOA) Statewide Activity funds.

B. *APPLICATION DEADLINE: WEDNESDAY, APRIL 25, 2018 BY 5 P.M. EASTERN TIME.*

C. *ESTIMATED FUNDING: $1,000,000 OR MORE IS AVAILABLE.*

D. *ANTICIPATED AWARD SIZE: APPLICANTS CAN REQUEST UP TO $2,000 PER PARTICIPANT, NOT TO EXCEED A TOTAL REQUEST OF $50,000 PER PROJECT. THIS AMOUNT APPLIES TO ALL ALLOWABLE COSTS FOR THE PROJECT, INCLUDING COSTS FOR COORDINATION WITH THE FISCAL AGENT.*

E. *REPORTING: APPLICANTS AWARDED FUNDING MUST SUBMIT QUARTERLY PROGRESS REPORTS (QPRS) AND MONTHLY FINANCIAL STATUS REPORTS. ADDITIONALLY, A PRE-EVALUATION AND POST-EVALUATION FORM MUST BE COMPLETED. QPRS, EVALUATION FORMS, AND THE CORRESPONDING DUE DATES WILL BE PROVIDED TO AWARDED GRANTEES. AWARDEES WILL ALSO BE REQUIRED TO WORK WITH AGENCY STAFF TO IDENTIFY BEST PRACTICES AND OPPORTUNITIES TO SCALE PROGRAMS, AMONG OTHER AREAS OF INTEREST IN PROGRAM DEVELOPMENT, CURRICULUM AND IMPLEMENTATION. REPORTS WILL INCLUDE IMPACT MEASURES THAT CLEARLY DEMONSTRATE A DIRECT CONNECTION TO THIS FUNDING.*

THE FINAL QPR MUST INCLUDE A LIST OF ALL PARTICIPANTS AND WHAT EACH PARTICIPANT PLANS TO DO WITH THE KNOWLEDGE GAINED FROM THESE GRANT EXPERIENCES.

A COMPLETED CLOSEOUT PACKAGE IS DUE TO BOTH THE COMPTROLLER'S OFFICE AND BWDA WITHIN 60 DAYS AFTER THE TERMINATION DATE OF THE NOTICE OF OBLIGATION (NOO) OR AFTER THE NOO HAS BEEN FULLY EXPENDED (WHICHEVER OCCURS FIRST). ADDITIONAL INFORMATION WILL BE SUPPLIED TO EACH APPROVED APPLICANT.

F. *PERIOD OF PERFORMANCE: THE COMMONWEALTH ANTICIPATES A PERFORMANCE PERIOD BEGINNING JUNE 1, 2018 AND ENDING JUNE 30, 2019.*

A. *ELIGIBLE APPLICANTS:* Eligible organizations must submit an application in partnership with their Local Workforce Development Board (LWDB) who will serve as lead applicant. Eligible organizations include:
1. Local education agencies (LEAs), including school districts, charter schools, career and technical centers (CTCs), and Intermediate Units (IUs);
2. Businesses and Chambers of commerce;
3. Labor organizations;
4. Postsecondary institutions;
5. Community-based organizations;
6. Trade associations; and
7. Economic development entities.

Eligible organizations, in partnership with the LWDB, must demonstrate an ability to bring together business, education, workforce, and other community partners to achieve the overall project goals as defined by the proposal. The applicant also 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.

B. *FISCAL AGENT:* Applicants are required to partner with their LWDB as the fiscal agent. The fiscal agent will receive, manage, and disburse grant funds. Administrative costs for fiscal agent activities should be included in the proposed budget.

C. *PARTNERSHIP REQUIREMENTS:* Local support and collaborative efforts from business, industry, education, and the community are essential to the success of Teacher in the Workplace programs. To be considered for funding, applicants must identify the partner(s) to provide educators experiences interacting directly with industry and business leaders, and learning about industry trends, needs, and opportunities that they can bring back to the classroom to enhance instruction, student learning, and career readiness. Partners may include:

1. Local education agencies, including school districts, charter schools, CTCs, and IUs;
2. Business entities;
3. Chambers of commerce;
4. Labor organizations;
5. Postsecondary institutions;
6. Community-based organizations;
7. Public libraries;
8. Trade associations; and
9. Economic development entities.

Local support may include provision of resources, such as buildings or labs, commitments from employers, funds promised, in-kind services, free use of space and utilities, etc.

By the year 2025, more than 60 percent of good paying jobs in Pennsylvania will demand a postsecondary degree or credential,[1] and the overwhelming majority of STEM jobs in the state – 91 percent – require postsecondary education or training.[2] However, currently, only 45 percent of Pennsylvanians hold these credentials, and a significant skills gap – especially for "middle skills" occupations requiring some postsecondary education but not a bachelor's degree – continues to persist for the commonwealth's current and emerging workforce.

A global, knowledge-based, 21st century economy demands a workforce that is prepared to tackle today's challenges and tomorrow's opportunities. To meet those future demands, an increased number of Pennsylvanians need to hold a postsecondary certificate or degree, and there must be better alignment between student expectations and goals and workforce realities. This requires educators at all levels to have a better understanding of in-demand occupations, the skills necessary to succeed in the current workplace, and how the subjects they teach connect to the world beyond the classroom.

Governor Wolf has called for increased opportunities for educators and related staff to have real world workplace experiences to inform their teachings and guidance to students. Teacher in the Workplace programs provide educators – including teachers, school counselors, administrators, afterschool program staff and others – with opportunities to interact directly with local industries and businesses, and expand their classroom instruction and other learning opportunities to include real-world problem solving and employability skills.

Program Components

- The Teacher in the Workplace program includes the following:
    - Development of partnership and initiatives to align business, education and community organizations to implement Teacher in the Workplace opportunities
    - on-site learning in one or more workplace environments
    - time for the educator to integrate and connect workplace skills into their curriculum and classroom instruction.

- Programs are recommended though not required to include at least 40 hours of total contact time with educators, including preparation, orientation, on-site experiences, and time to develop lesson plans, updated curriculum and related efforts to incorporate the workplace program into the classroom or out of school time environment.

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[1] Carnevale, Anthony P., Nicole Smith, and Jeff Strohl. *Recovery: Job Growth and Education Requirements Through 2020*. Washington, D.C.: Georgetown University Center on Education and the Workforce (2013).
[2] Carnevale, Anthony P., Nicole Smith, and Jeff Strohl. *Help Wanted: Projections of Jobs and Education Requirements through 2018*. Washington, D.C.: Georgetown University Center on Education and the Workforce (2010).

- Typically, Teacher in the Workplace programs occur during the summer for a period of 1 to 2 weeks. However, as with any professional development activity, the length and structure of the program should reflect local needs and opportunities (e.g., availability of positions, teacher interest, or funding for stipends). It is recommended that educators attend a pre-program provider orientation to cover expectations of their participation at the industry site as well as performance tasks required for their classrooms as a result of the program. In addition, educators should meet periodically to reflect, share observations, and discuss ideas for how to use their experiences to enrich their teaching. Other reflection activities might include blogging, journaling, or writing articles for publication.

Below are two examples of Teacher in the Workplace programs. Please be aware there is no expectation that all contact time occur in one business or during a specific period of time. Applicants are encouraged to develop their own program format based on the needs of participating educators and businesses.

Example 1: One-Week Summer Program with Multiple Business Partners
- *Pre-Program Orientation:* 2-hour introductory session where educators receive reading materials, the program schedule, and select the business(es) they would like to visit.

- *Day 1:* Educators meet with the program coordinator to review the Pennsylvania Career Education and Work Standards, learn strategies for integrating work-based learning into the classroom, etc.

- *Days 2-4:* As a group, educators visit a local employer in the morning and then another in the afternoon. While there, educators learn about several careers, interview employees, attend presentations, tour the business, etc. Educators document their experience in a journal.

- *Day 5:* Educators meet as a group to discuss what they learned during their interaction with the businesses and develop lesson plans that use real-world work situations to teach academic content. Educators present their lesson plans to the group.

Example 2: Summer Externship with One Business Partner
- *Pre-Program Orientation:* Educators attend a half-day orientation to discuss program expectations and develop a work-plan with the employer.

- *June 19-July 27:* Educators spend at least four days at the business, rotating through departments to learn about multiple careers and the industry as a whole. Educators participate in online chats to discuss their experiences with other participants.

- ▪ *End-of-Program Convening:* Educators convene at the end of the program with the program coordinator to discuss and share lesson plans informed by their experience in the business.

- The program meets the program standards established by the Pennsylvania Department of Education (PDE) for Act 48 professional development credit.[3]

- The program is open to all K-12 educators, as well as out of school time staff.

- Educators may participate as an individual or as part of a team.

- The program has clearly defined learning outcomes and includes exposure to at least one in-demand occupation, as defined by the Pennsylvania Department of Labor and Industry.

- The program provides experiences aligned to the PDE [Academic Standards for Career Education and Work](.)[4]

- Programs are encouraged to incorporate regional-based and consortium-like strategies that brings together multiple local education agencies or locations with business.

SECTION 5 – APPLICATION AND SUBMISSION INFORMATION

A. *ADDRESS TO REQUEST APPLICATION PACKAGE*: Application forms and instructions are available at the [Department's Grants page](.).

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. **GRANT APPLICATION**
   The grant application must be completed in full and submitted with the other mandatory documents. The application is posted with this notice of grant availability.

2. **AGREEMENT**
   Funds awarded under this NGA will be attached to the current Local WIA grant agreement with dates of 7/1/2013 through 6/30/2018 and will be extended under a new local Workforce Development Grant Agreement commencing on July 1, 2018.

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[3] See Act 48 [Approved Provider Guidelines](.) (August 2017)
[4] [http://www.education.pa.gov/Documents/K-12/Career%20and%20Technical%20Education/CEWStandards/Main/Career%20Education%20and%20Work%20Standards.pdf](.)

3. **PROJECT SUMMARY**

The Project Summary must contain a summary of the proposal suitable for dissemination to the public. It should be a self-contained document that identifies:
- The name of the applicant;
- Project title;
- Project service area (e.g., counties to be served);
- Objectives of the project;
- Description of the project; (Must indicated if this will be a demonstration project)
- Potential impact of the project (i.e., benefits, outcomes);
- Project partners;
- Technical assistance priorities for the Department to act upon; and,
- Project point of contact with contact information.

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 (MUST ADDRESS ALL CRITERIA)**
The Project Narrative must not exceed ten (10) pages, including cover page, table of contents, the statement of project objectives, charts, graphs, maps, photographs, and other pictorial presentations 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 be formatted to clearly address each of the Merit Review Criteria 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.**

5. **BUDGET FORM**
Applicants must submit a detailed budget request. The budget will be evaluated in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the time-period June 1, 2018 – June 30, 2019. 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 "**BudgetForm**". The Budget Form does not count toward the ten (10) page limit of the Project Narrative.

6. **BUDGET JUSTIFICATION**

Applicants 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 to support the budget. Save the budget justification information in a single file named "**BudgetJustification**". The Budget Justification does not count toward the ten (10) page limit of the Project Narrative.

<u>**SECTION 6 – APPLICATION REVIEW AND CRITERIA**</u>

A. *CRITERIA*

Proposals must include the following elements:

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 conducted by a review team who will score proposals based on the degree to which the proposal addresses the following required criterion:

Project Approach and Management (45 points)
- **Statement of Purpose:** Describe what you want to accomplish with this grant and how you plan to do it. Describe how the program will connect teachers to industry and business. Use data to demonstrate program need.

- **Career Pathway(s) Focus:** Identify one or more career pathways, based on the labor market needs of your region, that will be explored by participating educators.

- **Program Goals:** List specific and measurable goals for the program.

- **Learning Outcomes:** Describe how this experience will connect back to participants' role(s) as an educator (e.g., teacher, school counselor, administrator, etc.). Explain how the program aligns to the PDE Career Education and Work Standards.

- **Schedule of Activities:** Describes the schedule and approach for contact hours and must include both on-site learning in a workplace environment and time for the educator to integrate and connect workplace skills with into their

curriculum and classroom instruction. See Program Components. Include pre- and post-program milestones and deliverables.

Applicant/Team Capabilities (20 points)

- **Lead Agency:** Provide the name of the agency and Local Workforce Development Board (LWDB) that will be responsible for bringing together business, education, workforce, and other community partners to achieve the overall project goals as defined by the proposal.

- **Program Facilitator:** Provide the name, a brief bio and contact information (address, phone number, email address) of the individual who will be responsible for planning and facilitating the program.

- **Fiscal Agent:** Applicants are required to partner with the LWDB as fiscal agent. Identify the LWDB that will that will receive, manage, and disburse grant funds.

- **Local Support:** Identify each partner agency or organization, and how they will participate in the program. Provide evidence of input from stakeholders, including Occupational Advisory Councils. Include Letters of Support, if available.

- **Business/Industry Partners:** Describe your selected pathway business and industry contact, and how these contacts relate to the proposed Teacher in the Workplace program. Provide letters of support from business/industry partners who have committed to the program, if available.

Potential Impact and Sustainability (20 points)

- **Participating Educators:** Explain how many educators can be served by this program and how they will be recruited. Program must be open to all K-12 educators as well as out of school time providers.

- **Professional Development Credit:** Identify the type of professional develop credit (i.e., non-credit Act 48, graduate credit, etc.) to be obtained by participants, including any certificates or credentials.

- **Sustainability:** Explain how you will sustain efforts beyond the grant period, including any matching funds that the lead agency and/or program partners will provide for the project, if applicable.

- **Program Evaluation Process:** Describe how you will evaluate the program, including collecting data and feedback from program partners, educators, and businesses.

Budget Form and Budget Justification (15 points)

- Provide a complete budget and a detailed budget justification, reflective of the scope of the project and number of participants to be served, that identifies where and how funds will be spent. If staff will be funded by the grant, provide a description of the duties and responsibilities of each staff person to be funded.

- Describe how the costs relate to the proposed activities.

B. *OTHER SELECTION FACTORS*

All applications received by the deadline will be reviewed and considered for funding. Favorable consideration will be given to applicants that demonstrate the following:

1. **Innovation** – The proposal is innovative in partnership, program delivery and content; does not supplant existing programs and promotes supplemental and innovative use of funds.

2. **Local Support and Collaboration** – The applicant demonstrates commitment, collaboration, and input from stakeholders.

3. **Alignment** –The proposal aligns with the PDE [Career Education and Work Standards](#).

4. **Leveraging Other Funds and Resources** – The applicant leverages Teacher in the Workplace grant funds with other funding and/or resources, including in-kind support, from the following:
   - Federal funding (ex. LEAs - Title I, Part A; Title II, Part A; Title IV, Part A; IDEA; etc.);
   - Program partners;
   - Local businesses;
   - Private institutions;
   - Corporate foundations; and/or
   - Other stakeholders.

5. **Access** – The program demonstrates strategies to support underrepresented populations, including individuals with disabilities.

6. **Impact –** The program demonstrates meaningful impact on educators and their ability to enhance curriculum, career guidance and/or career readiness activities in alignment with Pennsylvania businesses need for skilled workers.

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 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 within 30 days of the award determination. Funds will be available for use from June 1, 2018 to June 30, 2019.

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 EMAILS MUST BE RECEIVED BY **5:00 P.M., APRIL 25, 2018.**

F. *ELIGIBLE EXPENSES*

The number of proposals selected for funding will be based upon the number of proposals submitted, and how those proposals accomplish and achieve the activities outlined in Section 6 of this NGA.

1. ALLOWABLE COSTS

Funds available through this NGA must be used to create or expand Teacher in the Workplace opportunities in a Local Workforce Development Area (LWDA) or region, in accordance with the goals found in Section 1. Funds are not to be used to supplant existing programs and related expenses. The Local Workforce Development Board can provide assistance with allowable cost information.

- Conform to requirements outlined in the [Uniform Guidance 2 CFR Part 200; 2 CFR Part 2900](#).
- Comply with allowable Statewide Activities under the [Workforce Innovation and Opportunity Act.](#)

Some examples may include:
- Implementing a strategic plan to bring education, workforce and business entities together to coordinate career awareness and exposure opportunities;
- Supporting and funding career awareness activities;
- Participant Stipend (allowable with pre-approval from USDOL);
- Staff time for individuals involved in coordinating grant activities; and
- Reimbursement of costs incurred for the replacement of teachers/faculty who are participating in grant activities.

Applicants are strongly encouraged to build upon existing resources, including the use of existing staff, facilities and equipment to support the submitted proposal. Allowable costs will fall into costs directly associated with collaboration, planning, training development, career development components 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. Interested applicants should communicate with their Local Workforce Development Board to align a project's budget to these requirements.

2. **DISALLOWABLE COSTS**
   - Indirect costs
   - Purchasing equipment
   - Building construction
   - Supporting lease or rental cost of a building
   - Procuring lobbying services
   - Supplant for existing 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 SUBMITTED ELECTRONICALLY BY THE APPLICATION DEADLINE.

   Electronic application packages must be submitted to RA-LI-BWDA-GS@pa.gov. The subject line for your email submission must include "NGA APPLICATION – TEACHER IN THE WORKPLACE".

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.

B. *REPORTING*
   Applicants awarded funding must submit quarterly progress reports (QPRs) and monthly financial status reports. Additionally, a pre-evaluation and post-evaluation form must be completed. QPRs, evaluation forms, and the corresponding due dates will be provided to awarded grantees. Awardees will also be required to work with agency staff to identify best practices and opportunities to scale programs, among other areas of interest in program development, curriculum and implementation. Reports will include impact measures that clearly demonstrate a direct connection to this funding.

   The final QPR must include a list of all participants and what each participant plans to do with the knowledge gained from these grant experiences.

   A completed closeout package is due to both the comptroller's office and BWDA within 60 days after the termination date of the Notice of Obligation (NOO) or after the NOO has

been fully expended (whichever occurs first). 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-BWDA-GS@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.