

## PAsmart Grants Checklist

This checklist applies to Apprenticeship and Pre-apprenticeship, and Next Generation Industry Partnership grants. For additional information on PAsmart, please email [PAsmart@pa.gov](mailto:PAsmart@pa.gov).

<input type="checkbox"/>	<b>Step 1</b>	<b>Review PAsmart Grant Materials:</b> Review PAsmart grant Notice of Grant Availability (NGA), application, required forms, one-pager, and Frequently Asked Questions (FAQs). PAsmart grant materials are available online at <a href="https://www.governor.pa.gov/PAsmart-Grants">https://www.governor.pa.gov/PAsmart-Grants</a> .
<input type="checkbox"/>	<b>Step 2</b>	<p><b>Attend a PAsmart grant webinar:</b> Attend a webinar to learn more about PAsmart and ask questions about the grant opportunity, process, and timeline.</p> <p><b>Growing Apprenticeship and Pre-apprenticeship</b></p> <ul style="list-style-type: none"> <li>• Thursday, November 8, 2018 at 11:00 AM</li> <li>• Friday, November 9, 2018 at 11:00 AM</li> </ul> <p><b>Next Generation Industry Partnerships</b></p> <ul style="list-style-type: none"> <li>• Thursday, November 15 at 9:30 AM</li> <li>• Monday, November 19, 2018 at 11:30 AM</li> </ul> <p>Webinar registration information will be forthcoming and listed here: <a href="https://www.governor.pa.gov/PAsmart-Grants">https://www.governor.pa.gov/PAsmart-Grants</a></p>
<input type="checkbox"/>	<b>Step 3</b>	<b>Apply for a PAsmart Grant:</b> Complete the PAsmart grant application, required forms, budget, and letters of support. Required information and evaluation criteria are available in the relevant NGA.
<input checked="" type="checkbox"/>	<b>Step 4</b>	<p><b>Submit PAsmart Grant Application:</b> Submit the PAsmart grant application, required forms, budget, and letters of support. Access materials here: <a href="https://www.governor.pa.gov/PAsmart-Grants">https://www.governor.pa.gov/PAsmart-Grants</a> Late applications will not be accepted.</p> <p><b>Apprenticeship and Pre-apprenticeship: December 21, 2018 at 11:59 PM EST</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Application</li> <li><input type="checkbox"/> Letters of Support</li> <li><input checked="" type="checkbox"/> Budget Form</li> </ul> <p><b>Next Generation Industry Partnerships: Friday, December 14 at 11:59 PM EST</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Application</li> <li><input type="checkbox"/> Letter of Support – Economic Development</li> <li><input type="checkbox"/> Letter of Support – Education</li> <li><input type="checkbox"/> Letter of Support – Workforce Development</li> <li><input type="checkbox"/> Partnership Membership Form</li> <li><input type="checkbox"/> Budget Form</li> </ul>
<input type="checkbox"/>	<b>Step 5</b>	<b>Register with the State Vendor Data Management Unit:</b> To receive a grant from the Commonwealth of Pennsylvania, you must register as a non-procurement vendor with the Vendor Data Management Unit (VDMU) to obtain a SAP Vendor ID (SAP number). You must complete this step prior to completing a PAsmart grant agreement. To register with VDMU visit <a href="http://www.vendorregistration.state.pa.us">http://www.vendorregistration.state.pa.us</a> or call 717-346-2676 or 1-877-435-7363.
<input type="checkbox"/>	<b>Step 6</b>	<b>Grant Agreement and Reporting:</b> If you are awarded a PAsmart grant, you must enter into a grant agreement with the Commonwealth of Pennsylvania. The Department of Labor and Industry (L&I) Bureau of Workforce Development Administration (BWDA) will guide you through the grant agreement process and required steps (e.g. contract, invoicing, reporting, general technical assistance, etc.).