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| **Application for Pennsylvania Industry Partnership Worker Training Grant FY 2016-2017** |
| **1. Type of Submission:**[ ]  Single Partnership[ ]  Regional (Multi-WBD) | **2. Grant Title:** |
| 1. **New or Existing Partnership:**

[ ]  New Partnership[ ]  Existing Partnership | 1. **Local Workforce Development Board (Fiscal Agent):**

  |
| **5.** **Fiscal Agent Contact**:       | **6a.** **Industry Cluster(s) Targeted**:  |
| **7. APPLICANT INFORMATION**  |
| a. **Applicant Name:**        |
| b. **Address:** \*Street 1:       \*Street 2:       |
|  \*City:       \*State:       \*Zip / Postal Code:       |
| c. **List all LWBDs partnering in this grant:**       [ ]  Letters of support from all participating LWBDs attached. |
|  **8. Name and contact information of person to be contacted on matters involving this application:** |
| First Name:       Last Name:       |
| Title:       Telephone Number:       Email:       |
| **9. Program manager:** (if different from above) |
| First Name:       Last Name:       |
| Title:       Telephone Number:       Email:       |
| **10. Counties served by this grant:**       |
| **11. Funding Proposal Request ($):** | **12. Attachment Checklist:**  |
| a. Labor & Industry |       | **(check all items included in this proposal submission)** |
| b. Cash Match |       | [ ]  Application Form  | [ ]  Training Plan |
| [ ]  Intermediary Services Plan  | [ ]  Budget |
| \*b. In-Kind Match |       | [ ]  Membership Summary  | [ ]  Program Development Timeline |
| \*d. TOTAL |       | [ ]  Organizational Structure Chart  | [ ]  Employer Letters of Commitment |
| [ ]  Sustainability Policy |
| **13. Authorized Representative:** |
| \*Signature of Applicant: \*Print Name:       | \*Date Signed:       |
| \*Signature of LWBD Representative: \*Print Name:       | \*Date Signed:       |

**FY 2016-2017 Industry Partnership Proposal Narrative Form**

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# Section I – Introduction

**Provide a brief description of the work to be done by the partnerships. Briefly describe the partnership’s need for the work outlined within the proposal. If submitting a multi-LWDB proposal, please explain the rationale for collaborating.**

# Section II – Description of the Partnership

1. **Mission & Vision** – Provide the current mission and vision of the partnership.

1. **Capacity Building & Recruitment Strategy –** Explain the strategy for increasing membership and employer involvement in the activities and decision-making of the partnership.

1. **Governance Structure –** Provide an explanation of the existing or planned governance structure of the partnership. Please outline the planned organizational structure, frequency and location of meetings, decision-making structure, outreach efforts and communication and marketing strategies. Outline how and when employer partners are specifically involved in the decision-making process, including the development of the proposal and the creation of the training plan. **Must provide an Organizational Structure Chart as Attachment 6**.

1. **Membership Summary** – See **Attachment 4** for membership summary template.

# Section III – Project Design, Training Plan

1. **Project Design –** Explain how the partnership effectively assessed and determined regional workforce needs, including: how training and other workforce needs were prioritized; and, what activities, events or initiatives the partnership developed beyond training. Each proposal must include evidence of a priority need for all proposed training and intermediary activities included in the training plan. This may be provided in the form of employer needs assessments, gap analyses, regional data supplied by the Center for Workforce Information & Analysis (CWIA), data supplied by the Bureau of Labor Statistics, or data from other reliable sources. All data and information will be reviewed and verified by CWIA during the review process. The IP proposal must detail how the awarded funds will be allocated to ensure even/fair distribution to all parties involved. **Must complete** **Attachment 5, Program Development Timeline Form**.

1. **Training Plan –** See **Attachment 1** for training plan template.
2. **Intermediary Services Plan** – See **Attachment 2** for intermediary services plan template.

# Section IV – Integration and Alignment with LWIA Activity

1. **Fiscal Responsibility –** Provide a summary describing the role of the LWBD(s) within the partnership. Describe the roles and provide contact information for LWBD staff, the fiscal process, contracting, local monitoring and evaluation, and the LWBD’s intended use of administrative funds.

1. **Leveraging of Resources –** Provide a summary description of how the partnership will leverage resources from federal, state and local areas. Partnerships must address in their proposal how/what other resources are being leveraged to provide these services. Provide specific monetary amounts of the leveraged resources to be obtained by the partnership.

# Section V – Expected Outcomes and Evaluation

**This section should clearly state the agreed-upon projected outcomes for proposed training and intermediary services programs and activities that are to take place throughout the grant timeline. These outcomes must be measurable and include quantitative data, i.e. benchmarks/goals related to wage gains, promotions, credentials, certification, pre-apprenticeship opportunities, newly registered apprentices, career-ladder movement and the like. Each IP proposal will set the framework for reporting important qualitative data relating to their specific region’s success. All outcomes must be specifically related to individuals utilizing IP-funded trainings and intermediary services. Must submit, at minimum, three (3) unique letters of commitment from employers to promote or hire successful training completers within 6 months of program completion as Attachment 7.**

1. **Impact on Workers –**List training outcomes including specific industry-recognized credentials and/or certifications attained, pre-apprenticeship opportunities, newly registered apprentices, wage gains, six (6) month retention rates, promotions, job placements, etc. Additionally, explain the benefit of these outcomes and why they are important to workers and employers in the partnership.

1. **Effectiveness of the Partnership –** Percentage of cash match obtained above the required 35%, in-kind donations, other contributions, etc.

1. **Other –** Measureable outcomes aside from those listed above i.e.: youth outreach, career awareness, impacts to local economies, job development/growth etc.

# Section VI – Plan for Sustainability

**Proposals must provide Sustainability Policy as Attachment 8. Information must include the uses of the sustainability fund, provisions for setting/collecting IP participant fees and the strategy for ensuring continued funding for future trainings/activities. Must also provide detail on the role of the fiscal agent in administering and controlling the sustainability funds.**

# Section VII – Budget & Budget Narrative

1. **Budget Form –** See **Attachment 3** for budget template.
2. **Budget Narrative –** Provide a complete and thorough explanation of each cost category and indication of how the grant and matching funding are tied to program design and vision.