

## Fiscal Year 2016-2017 Industry Partnership NGA Guide

This document is intended to review various definitions and processes for the Industry Partnership (IP) program. These terms and explanations are meant to be reviewed in conjunction with the attached NGA document.

- I. **High Priority Occupations (HPO)** – High-Priority Occupations (HPOs) are job categories that are in demand by employers, have higher skill needs and provide family sustaining wages.

The purpose of the statewide and regional HPO lists is to align workforce training and education investments with occupations that are in demand by employers, have higher skill needs and are most likely to provide family sustaining wages. Combining statistical data with regional expert input allows for a complete picture of the actual workforce needs of the commonwealth. For additional information and the most current HPO list please click [here](#).

- II. **Targeted Industry Clusters** – Are industry sectors that: have the potential for growth; could most benefit from strategic workforce investments; and, have overall importance to the stability of Pennsylvania’s economy. The industry clusters consist of a group of industries closely linked by common market products, labor pools, similar technologies, supply chains and/or other economic ties.

- III. **Disallowable Training/Administrative Costs and Activities** – Grant funds cannot be used to pay for costs associated with the following items:

- A. Equipment
- B. Building construction
- C. Support lease of rental cost of building
- D. Website development or maintenance
- E. Indirect Fees and/or Fees
- F. Administrative costs in excess of 5%
- G. Supportive services such as transportation or childcare
- H. Literacy Training (Literacy training may be available through other sources and applicants should inquire about partnering with literacy providers)
- I. Incumbent worker training for commonwealth, city or county employees
- J. Training that can be supported by existing programs such as: TANF, Customize Job Training, WEDnet and services provided through PA CareerLinks®
- K. Articulation Agreements

- L. Proprietary training owned by a single business (NOTE: All training curriculum developed by grant funds is owned by the Commonwealth)
- M. Training provided by the lead applicant and any person or organization involved in partnership management and/or coordination. (Note: Training services provided by the lead applicant are not eligible for reimbursement but may be applied as matching funds)
- N. Any training not approved by the Pennsylvania Workforce Development

In addition, the following activities are NOT permitted:

- A. Projects cannot violate any conditions of a collective bargaining agreement
- B. Educational providers cannot use the announcement of partnership funds to solicit their training programs

IV. **Intermediary Services** – Partnerships may also use IP funding to provide intermediary services. Intermediary services may include:

- A. Convening employers to discuss local workforce needs and trends
- B. Improving education, training and employment support services for job seekers
- C. Conducting research into local workforce needs and trends
- D. Promoting skill standards and career paths that match local employers' needs
- E. Assembling multiple partners and funding streams around common goals
- F. Bringing together businesses, faith-based and community organizations, educational institutions, labor unions, social service agencies and other providers to implement programs and policies to improve labor market outcomes
- G. Reducing employee turnover
- H. Increasing economic mobility for workers
- I. Achieving results with innovative approaches and solutions to workforce problems

V. **Local Workforce Development Boards (LWDBs)** – Pennsylvania's 22 LWDBs are approved by L&I, on behalf of the governor. Their role is to define and oversee strategies, goals, objectives and benchmarks for the use of grant funds; conduct outreach with the strategic Industry Partnerships(IP), education institutions, chambers, councils, business associations and community partners in the Local Workforce Development Areas (LWDAs).

VI. **PA CareerLink® Centers** – Are the locations where, at a minimum, the core services of each WIOA-mandated partner program are provided.

**VII. Financial Responsibility** – All partnerships requesting IP funding must comply with the financial responsibility requests set forth in the NGA. The following terms are used within the NGA:

- A. Leverage** – In general, leveraging of funds is any technique used to multiply gains. IPs must address their specific plan to leverage resources from other public/private workforce development programs, foundations, PA CareerLinks® and economic development programs. All leveraged funds must be documented.
- B. Cash Match** – Partnerships awarded IP funding **MUST** provide private sector matching dollars, required at a \$1 to \$1 ratio, at which a minimum of 35% must be cash. The state required 35% cash match **must** be used to support training or intermediary services and is not to be used for administrative purposes. Partnerships wishing to support other IP activities with cash matching funds may do so if members agree to contribute above 35%. For example: IP collects 50% cash match from members – 35% must be used to offset the cost of trainings provided within FY2016-17 and the additional 15% collected may be used to support the partnership as deemed appropriate by the IP Board/member collective. Any funds being used for cash matching purposes may not be leveraged from other state grants.
- C. In-Kind Contributions** – IPs awarded funds must identify any non-cash or in-kind contributions received from employers. Some examples of these contributions could be: PTO time for workers to participate in training; donated training space; utilization of equipment and training personnel; consultation services, etc.

**VIII. Submission Format** – Proposals submitted in response to the corresponding NGA document **MUST** include the following nine (9) documents/ items:

1. Application & Narrative Form
2. Training Plan – Attachment 1
3. Intermediary Services Plan – Attachment 2
4. Budget Form – Attachment 3
5. Membership Summary Form – Attachment 4
6. Program Development Timeline Form – Attachment 5
7. Organizational Structure Chart – Attachment 6
8. Employer Letters of Commitment – Attachment 7
9. Sustainability Policy – Attachment 8

All applicants must use the templates provided along with the NGA document. No other versions of the required forms will be accepted.

Applicants are required to submit one (1) electronic copy and one (1) original copy of all application materials to:

Mr. Michael Leister  
PA Department of Labor & Industry  
PA Workforce Development Board  
651 Boas Street, Room 514  
Harrisburg, PA 17121

- IX. Training Plan** – Also labeled “Attachment 1” within the NGA submission packet. This template is to be used to showcase the proposed plan of trainings/activities scheduled to take place between July 1, 2016 – June 30, 2017 utilizing Industry Partnership funds. The training plan must be discussed with the various employer partners involved with the specific partnership in order to ensure that the trainings proposed at the time of submission correlate with the training needs within the region. Applicants must fill out the provided template in its entirety with the most accurate and up to date data possible. Training plans will be utilized in the scoring of each partnership NGA proposal and will be factored into the selection of IPs to receive funding. Applicants are reminded that any addendum to an approved training plan must be submitted using the template provided at time of award to the PA Workforce Development Board (PA WDB).
- X. Intermediary Services Plan** – Also labeled “Attachment 2” within the NGA submission packet. This template is to be used to showcase the proposed intermediary services scheduled to take place between July 1, 2016 – June 30, 2017 utilizing Industry Partnership funds. The Intermediary Services Plan must be discussed with the various employer partners involved with the specific partnership and must be developed with input from all participating employers and other collaborators included in the proposal. Applicants must fill out the provided template in its entirety with the most accurate and up to date data possible. Intermediary Services Plans will be utilized in the scoring of each partnership NGA proposal and will be factored into the selection of IPs to receive funding. Applicants are reminded that any addendum to an approved Intermediary Services Plan must be submitted using the template provided at time of award to the PA Workforce Development Board (PA WDB).
- XI. Center for Workforce Information & Analysis (CWIA)** – Offers a full range of features and services to assist labor market analysts, job seekers and employers in their workforce development needs. Users can find information on the current labor market analysis as well as historical data analysis. For more information please click [here](#).
- XII. Bureau of Labor Statistics (BLS)** – The Bureau of Labor Statistics of the U.S. Department of Labor is the principal Federal agency responsible for measuring labor market activity, working conditions, and price changes in the economy. Its mission is to collect, analyze, and disseminate essential economic information to support public and private decision-making. For more information on the BLS, please click [here](#).
- XIII. Expected Outcomes** – Those completing submissions to the Industry Partnership NGA must provide information on the outcomes expected from utilization of IP funding. These outcomes must be specific to the individual’s partnership and all proposed trainings. Outcomes listed should fall into one of the below mentioned categories:
- A. Qualitative Outcomes** – Will include anecdotal information regarding the overall effectiveness and usage of the IP program. Employer partners, IP Trainees, and IP grant coordinators/ managers will be provided with a questionnaire in an effort to obtain information pertaining to the program as a whole and any specific modifications that they feel may enhance programmatic quality.
- B. Quantitative Outcomes** – Will include more numerical data, showcasing the IP’s specific numbers for individuals served and other impacts to include:

1. Participants enrolled in training vs. participants completing training
2. Number and type of certification/credentials received by participants
3. Number of pre-apprenticeship opportunities
4. Number of newly registered apprentices
5. Number of promotions received by individuals completing IP training
6. Average percent wage increase for individuals completing training
7. 6-month job retention rate for those completing IP training
8. Average amount maintained in sustainability fund
9. Number of employer/community partners involved with IP
10. Number of employers participating in trainings

**XIV. Career Pathway** – A list of occupations, sharing many of the same job skills (detailed work activities and/or tools & technologies) with the occupation of interest, that are at the next level of development for the occupation’s career path, as ranked by education or wage.

**XV. Career Ladder** – Describes the progression/movement of workers in entry level positions to higher levels of pay, skill, responsibility or authority.

**XVI. Commonwealth Workforce Development System (CWDS)** – Is a web-based operating system that serves as the system of record and links businesses and individuals to Pennsylvania workforce development and independent living services offered through these agencies:

**Department of Labor & Industry**

[PA CareerLink®](#)

[Office of Vocational Rehabilitation \(OVR\)](#)

[Center for Workforce Information & Analysis \(CWIA\)](#)

**Department of Human Services**

Bureau of Employment and Training Programs