

# PENNSYLVANIA INDUSTRY PARTNERSHIP GRANT FREQUENTLY ASKED QUESTIONS

This document may be updated as needed.

Last updated: October 21, 2021

## **What is the total amount of funds available?**

A total of up to \$4 million will be made available.

## **When is the grant application due?**

The grant application deadline is October 22, 2021 at 4:00 pm (EST.)

## **When will the webinar be posted?**

The webinar is currently posted on the [grants](#) page.

## **Are matching funds required?**

Yes, a private sector match of at least 25% is required for this grant. Matching funds can be either cash or in-kind.

## **What is considered to be a private sector match?**

A private match is any time any employer contributes private funds to finance partnership activities. This includes, but may not be limited to, funds directly provided to support the partnership, space donated, salaries paid to private sector employees for time spent working on the partnership, or purchases made directly in support of the partnership.

## **Is there a cap on requested funds?**

Yes. Applicants may apply for a maximum of \$250,000 per partnership.

## **Who is eligible to apply?**

Eligible applicants include local workforce development boards, non-profit and non-governmental entities, community-based organizations, educational and post-secondary educational organizations, labor organizations, business associations, and economic development entities. The applicant(s) must be capable of bringing together relevant partners to achieve the overall project goals of this NGA. Additionally, the lead applicant must demonstrate the ability to coordinate the project design and implementation of the project, manage the project budget, and implement a strategy to collect, analyze, and report performance outcomes. For all lead applicants other than local workforce development boards, the lead applicant must demonstrate engagement with the local workforce development board.

All applicants and fiscal agents must be registered with the Commonwealth as a vendor. Applicants and fiscal agents that are not current vendors are strongly encouraged to begin this process immediately following the application submission by registering their organization with the Vendor Data Management Unit (VDMU) at [www.vendorregistration.state.pa.us](http://www.vendorregistration.state.pa.us) or by calling 717-346-2676 or 1-877-435-7363.

**How do I apply?**

Applicants must submit their completed application package to [RA-LI-PAWDB-IP@pa.gov](mailto:RA-LI-PAWDB-IP@pa.gov).

**What is the activity period for the grant contract?**

The activity period will begin January 1, 2022 and end June 30, 2023. All grant funds must be committed, and services performed by June 30, 2023.

**Where can I find more information about the Pennsylvania Industry Partnerships?**

For information about Industry Partnerships , please visit [Industry Partnerships](#).

**Will Pennsylvania Industry Partnership Grants be open to new and existing partnerships?**

Yes, all partnerships are eligible to apply.

**Can grant funds be used to support training?**

Yes, these funds can support training including training incumbent workers and new and incoming staff.

**To whom should the required letters of support be addressed?**

Please address letters of support to the Secretary of Labor & Industry Jennifer Berrier.

**If a local workforce development board is the lead applicant, must they provide a letter of support from another workforce development entity?**

No, a letter of support from the applying LWDB will suffice. The same holds true if the lead application is an economic development or education entity.

**If a partnership plans to use grant funds for training, must the partnership submit a training plan?**

Yes, partnerships are required to submit a training plan if grant funds will be used to support training. All funded training opportunities should be included on the training form.

**If funds are used for training, are there additional requirements?**

Applicants must identify the training name, number of participants, total cost of training, average cost per participant, SOC code, SOC title, and specific outcomes for each training that is planned. Note: All

individuals trained with funds from this grant must be entered into CWDS. Further details will be outlined in terms and conditions if an applicant is selected for award. The Training Plan template is included as part of the application package on the L&I grants page:

<https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Pages/default.aspx>

### **What is an evaluation report?**

An evaluation report is analysis done about the effectiveness of the partnership and how they used their funding.

### **For an evaluation report to be considered relevant, does it need to be produced by the IP or applicant organization requesting funds, or can we use research documented at CLEAR.dol.gov?**

Partnerships may do self-evaluation.

### **In cases of existing IPs that have had years of success but do not have the relevant evaluation reports, would they be considered to have “pre-preliminary evidence”?**

If a partnership has never done evaluation into their practices, they would be considered pre-preliminary. Without analysis of a partnership, they cannot be considered successful because there is nothing to evaluate or create a baseline.

### **If we’re proposing a new IP, does the evaluation report have to support the creation of the IP for that industry or just for the activities we expect to undertake?**

An evaluation report is something that is produced after the project. Applicants should be thoughtful to incorporate the collection of relevant data during the execution of the proposed project that will allow proper evaluation to occur. The types of data that will be collected should be included in the application.

All partnerships are expected to have research to explain the need of creation or continuation of a partnership.

When proposing a new Industry Partnership in a region and industry or sector please consider the following:

Look at regional labor market data to determine which sectors merit your collective action in launching an industry partnership.

- Are drivers of your regional economy with a significant number of total jobs, higher than average wages, or a rate of concentration in your region that is higher than state or national averages.
- Are the targets of multiple employer engagement efforts in your region. Odds are that if multiple organizations are reaching out to businesses in a given sector, it’s a sector that would benefit from a more coordinated approach.

Consider the following criteria when making a decision about which industries to target:

- Overall employment: how many jobs does the sector provide in your region? How does this compare to other industries?
- Average wages: Does the industry provide family-sustaining wages?
- Projected Growth: Does the industry show signs of growth?
- Industry concentration or location quotient: Concentration can give indication of specialization in your region's economy. Are there signs of unique competitive advantage or specialization in this sector in your region?

**If we are advised not to use research/documents posted on CLEAR.dol.gov, how do you recommend we best address this section?**

All partnerships may use whatever documentation they have to support their research and evaluation.

**Looking ahead, do our IPs need to start preparing to incorporate statistical analysis/research/study to demonstrate the success of their activities?**

Yes, all partnerships are expected to analyze their activities for successfulness and be prepared to justify funding.

**Can the 25% match include money/funding from philanthropic sources, or does it have to entirely consist of funding/in-kind support from the employers/businesses involved in the IP?**

Pennsylvania law states that, "In order to receive grant funding, an industry partnership must... Provide for private sector matching funding of at least 25% of the grant." It does not specify where in the private sector the matching funds are sourced from.

**Who should the letters of support be addressed to?**

Please address letters of support to Secretary Jennifer Berrier. The address is 651 Boas Street, Floor 17, Harrisburg, PA 17102.

**How many letters of support can you submit?**

Applicants can not submit more than 5 letters of support. If more are submitted, only the first 5 will be considered.

**Are there industry restrictions or is this open to every line of work/industry?**

There are no industry restrictions. However, applicants must provide research supporting why an industry sector was selected, including that industry sector's importance to the regional economy.

**What entities are valid to provide letters of support?**

The NGA announced that letters of support should be from economic development, education, and workforce development. Additional letters of support can include, but are not limited to, local chambers of commerce and businesses.

**What is the anticipated award date for Industry Partnership grants?**

Please continue to check back as this document will be updated.

**On the budget template, there is no line for indirect expenses. Is there a cap on indirect and/or does it need to be integrated into the other line items?**

Indirect costs should go in an “other” line item and be explained in the budget justification. Please keep all appropriate source documentation for all of the costs.

**What if certain partnership activities extend beyond the grant closeout date?**

All costs must be incurred during the period of performance. However, partnership activities not tied to funding are allowed to proceed after the period of performance.

**The application form says that “All grant funds must be committed, and services performed by June 30, 2022.” Is that correct?**

No, 2022 is a typo. All grant funds must be committed, and services performed by June 30, 2023.