

PENNSYLVANIA INDUSTRY PARTNERSHIP GRANT FREQUENTLY ASKED QUESTIONS

This document may be updated as needed.

Last edited: September 28, 2023

Q: Please describe what the private sector match funding entails, i.e., cash match, contributions of employer time, or otherwise? - “This NGA is funded by state dollars from Industry Partnership Funding. Reminder – Pennsylvania law requires private sector matching funding or at least 25 percent of the grant.”

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

Q: Are you able to share some past award concepts?

A: No.

Q: Do you have to have an existing relationship with a local workforce development board?

A: There needs to be an established relationship with a local workforce development board by time of submitting the application. Local workforce development boards are a required partner. [Local Workforce Development Boards \(pa.gov\)](#)

Q: What is the expected way of capturing in-kind match? Should the methodology of the calculation be included?

A: The methodology should be included. Partnerships can have different methodologies in recording the in-kind match of the partnership participants.

Q: How many businesses need to be involved in a partnership?

A: There is no minimum or maximum requirement, but partnerships should focus on a specific industry and geographic region and need have employer feedback.

Q: Will the recording of the bidder's webinar be available?

A: Yes, it is available on the website.

Q: Are supportive services allowable expenditures for individuals served by the grant?

A: Yes.

Q: The NGA states that *"Individual partnerships that have more than 50% of unspent grant funds from previous awards other than PY 22 (which was awarded in December 2022) are not eligible to bid on this grant unless the total of the unspent funds is less than \$75,000."* What exactly does this mean?

A: This means that any partnerships that still have open Industry Partnership contracts with the state that fit within those parameters of the above question. Unspent grant funds in the above question are only applicable for currently open IP grants, and does not include partnerships that have de-obligated funds or fully expended their allocation.

Q: Will the PowerPoint from the webinar be shared?

A: The PowerPoint document will not be shared but all of the information from the PowerPoint is available with the Webinar recording at [DLI Grants \(pa.gov\)](#).

Q: Do employee salaries while they attend training count as part of the required match?

A: The salary paid to employees attending a partnership funded training do not count as matching funds.

Q: Is it possible for a Local Workforce Board to submit separate applications for separate industries?

A: Yes, applicants are not limited in how many IP applications they can submit for different partnerships.

Q: What is the annual Industry Partnership Academy? Is it a virtual event?

A: The Academy is a chance for IP conveners and business partners to get together and talk about their shared workforce issues and network. Industry Partnership Academy details have not been confirmed but the hope is to have it in-person.

Q: Where can the IP NGA materials be found?

A: All IP NGA materials can be found at [DLI Grants \(pa.gov\)](#) .

Q: What are IP initiatives?

A: IP initiatives are what any business members and partnership themselves identify as what they need help with. One of the benefits of Industry Partnerships is that instead of state identifying what an issue is, the businesses themselves identify the issue and work to fix it.

Q: Is the second webinar going to include the same information as the first?

A: Yes, the second webinar is the same PowerPoint information.

Q: Can you expand on the optional bonus Job Quality section?

A: Information on those prompts can be found on pgs. 6 to 7 of the IP NGA.

Q: Can you provide examples of what businesses apply for this grant?

A: Typically it is not a business themselves that applies, usually a local workforce development board or an association apply for the grant and work to form the industry partnership, of which businesses are members.

Q: Can school districts apply?

A: Yes. All applicants must prove their ability to facilitate the collaboration of all partners.

Q: Is there a template for the letters of support?

A: There is no template for the letters of support. We just ask that they be addressed to the Secretary of Labor and Industry.

Q: Is the PA Workforce Development Board able to set up a time with potential applicants to chat privately?

A: No, all questions must be answered publicly in the FAQ as to not give any applicant an unfair advantage. More information on what an Industry Partnership entails can be found at [Industry Partnerships](#) .

Q: If the funds remaining from the prior grant fall below \$75,000 before submitting an application, is it permissible to apply for supplementary funds?

A: Yes, as long as those funds are spent in accordance with the language in the NGA before September 29th.

Added August 29, 2023

Q: How do you define community-based organization?

A: Community-based organizations are defined [here](#).

Q: How do you define postsecondary education organizations/education partners?

A: All educational organizations are eligible to apply, however applicants must be capable of bringing together relevant partners to achieve the overall project goals of their application.

Q: Does a public utility meet the requirements to apply?

A: Yes, as long as it is a non-governmental organization. Applicants must be capable of bringing together relevant partners, including multiple employers within the same industry sector, to achieve the overall project goals of their application. Applications must highlight that their proposal is a partnership of multiple businesses/employers.

Q: Are letters of support from employers required?

A: No, three letters of support are only required for a local workforce development board, economic development, and education.

Q: Please explain what you mean by “only \$250,000 per partnership”?

A: Applicants can apply for up to \$250,000 per Industry Partnership. Organizations can for apply for more than one Industry Partnership grant.

Q: Do you need to have partners to apply?

A: Applicants are strongly urged to have business, economic development, educational, and workforce development entities identified in their application. If all partners have not yet been identified, a strong action plan to recruit necessary partners may be considered.

Q: Are you considering industries other than the ones listed in the NGA? If so, will other industries be given less priority if they aren't one of the industries listed?

A: All industries are eligible for the Industry Partnership grants. Industries will not be given priority even if they are listed in the NGA.

Q: Is there any way we can know who is looking for partners?

A: Applicants are urged to look at the lists of previous awardees (found on the [IP webpage](#)) and/or reach out to local workforce development boards as it is requirement for them to be involved in their local Industry Partnerships.

Q: Can you submit more than once for multiple partnership teams?

A: There is no limit to how many partnerships an entity can be involved in.

Q: Can partners apply for multiple applications in the same industry but different projects?

A: Applications should focus on a single industry and business-driven priorities.

Q: How do we quantify "in kind" funds?

A: In-kind funds are any match that don't qualify as a cash match. Examples include space donated and salaries paid to employees participating in activities supporting the partnership. To justify in-kind funds, please provide the formula used to calculate.

Q: Can a high school program that works with multiple industry partners apply?

A: Entities are eligible to apply and are strongly urged to focus on business-driven priorities.

Q: Is it a requirement to partner and get a letter of support from a local workforce development board?

A: Yes.

Q: Do we have to match the grant award in the budget?

A: Applicants must match 25% of the amount they are applying for.

Q: Do we need to submit the entire training curriculum or an outline of the training?

A: No, filling out the training plan form is sufficient.

Q: Who is the point of contact for this grant?

A: Please contact RA-LI-PAWDB-IP@pa.gov with any questions and to submit applications.

Q: Can this be a new initiative or an existing initiative that needs supportive documentation?

A: The application is open to new and existing initiatives.

Q: Is the \$250,000 amount for one fiscal year?

A: The period of performance for awarded contracts is January 1, 2024 to June 30, 2025.

Q: Where can we find a list of past awardees?

A: Information about Industry Partnerships and past grantees can be found at [Industry Partnerships](#).

Q: When will the FAQ be updated?

A: The FAQ will be updated as questions are received.

Added August 30, 2023

Q: Do participants need to be eligible under WIOA for the IP grant?

A: No. Industry Partnerships are funded with state dollars.

Q: Is there an age or other requirements for participants?

A: While there are no specific requirements of who can be served under this grant opportunity, all activities must comply with all legal requirements including child labor laws. You can review those here: <https://www.dli.pa.gov/Individuals/Labor-Management-Relations/Ilc/child-labor/Pages/default.aspx>

Added August 31, 2023

Q: Is there a recording for the August 29th webinar?

A: Only the August 25th webinar was recorded. The primary content was the same for both presentations. The August 25th webinar recording can be found at [DLI Grants \(pa.gov\)](https://www.pa.gov). Any questions not covered during the August 25th recording will be found in this FAQ document.

Q: Does the private sector match have to come from businesses or can it be private foundation dollars?

A: The match can be private foundation dollars.

Q: The NGA mentions some target industry sectors--are those sectors the primary focus of this initiative or can we make a case for other industry sectors?

A: The IP NGA is open to all industries. Applicants must present the case, using relevant data and labor market information, why the industry of focus is a priority.

Q: "Individual partnerships that have more than 50% of unspent grant funds from previous awards other than PY 22 (which was awarded in December 2022) are not eligible to bid on this grant unless the total of the unspent funds is less than \$75,000." Does this apply to other streams of PAsmart funding other than PA Industry Partnerships.

A: No. This clause only applies to Industry Partnerships that were funded in the past. This does not apply to any other stream of PAsmart funding.

Added September 6, 2023

Q: If previous IP funds do not fall below the \$75,000 in accordance with the language in the NGA, but have been obligated and not yet spent, is it considered spent?

A: No. The money must be spent and not just obligated.

Q: Does a for-profit organization serving post-secondary individuals qualify as a Post-Secondary Educational Organization? If so, does this qualify the organization as the lead applicant and/or the required educational entity.

A: Yes for-profit organizations serving post-secondary individuals qualify as an education institution. They can be the lead applicant and/or the required educational entity.

Q: For the match, do funds have to come from employers or can they come from private philanthropy?

A: Funds can come from private philanthropy.

Q: Are there any waiver programs available for the match?

A: No, state law requires that all partnerships have some form of private match.

Q: Are scholarships for college programs allowable under training expenses?

A: Upskilling costs are allowable for all employers in the Industry Partnership. However, all applicants must identify how the identified project activities and expenditures benefit the partnership.

Added September 8, 2023

Q: Will it be one application per employer who desires to file for this grant opportunity? Or, can there be multiple employers under one fiscal agent for the same apprenticeship program outlined in one larger grant?

A: Multiple employers can join under one applicant and one fiscal agent to apply for the grant together. All partners in the partnership must be listed in the membership form.

Q: Does the IP review team take into consideration a single- versus-multi county approach into the scoring process?

A: No, all applicants are scored on the criteria outlined in the NGA. Multi-county vs. one-county approaches do not factor into awards.

Q: If an applicant is looking to propose an IP in multiple regions across the state, it is necessary to get the support of the PA Workforce Development Board and not just the local workforce development boards?

A: No, applicants are just required to have the support of one single local workforce development board.

Added September 15, 2023

Q: What is the difference between direct administration costs vs. indirect costs?

A: Administrative expenses for this grant are described in Appendix A of the Budget Preparation Manual. All other expenses are program expenses.

Direct costs are those that can be identified as pertaining to this grant or that can be directly assigned to this grant relatively easily and with a high degree of accuracy. Common methods of assigning these

costs are staff time records or other methods of identifying the benefit this grant receives from a particular expenditure.

Indirect costs are costs that are incurred for a common or joint purpose benefitting more than one grant or activity and are not readily assignable to the activities specifically benefitted, without effort disproportionate to the results achieved. These costs are assigned to the grant using an approved indirect cost rate or the de minimis rate of 10%.

Q: Should "Appendix B:PAWDB Recommended Industry Partnership Metrics" be completed to address the proposals goals and be submitted as part of the proposal package or are they a guide for the narrative?

A: They are a guide for the narrative.

Q: If an educational entity is applying, do they need another educational organization to provide the education letter of support?

A: No.

Q: Is Appendix B counted in the 10-pg max total for the application or is it considered an addendum?

A: Appendix B is not a required part of the application. The appendix is included as a guide for the applications.

Q: Do applications need to have a cover letter and table of contents?

A: No. If included, cover letters and table of contents will count towards the 10 page maximum.

Added September 20, 2023

Q: Does the budget maximum of \$250,000 include indirect costs, or is the \$250,000 max just for direct costs?

A: The budget maximum of \$250,000 includes direct AND indirect costs.

Added September 21, 2023

Q: Can applicants apply for the Industry Partnership grant while they are waiting for approval from the Pennsylvania Apprenticeship and Training Office about an apprenticeship submitted?

A: Yes.

Added September 25, 2023

Q: Can grant funds be used to pay stipends for individuals in training programs?

A: Yes.

Q: There are technical assistance needs for the budget form, who do I reach out to?

A: Please reach out to RA-LIBWDA-FISCALOPS@pa.gov .

Q: Can an applicant act as its own fiscal agent?

A: Yes.

Added September 28, 2023

Q: Why does the financial spreadsheet have locked cells?

A: The locked cells are the only cells in the document that applicants should not be editing. The input cells are accessible.

Q: Can I receive an extension on any aspect of my application?

A: No. All applicants have the same deadline for every aspect of the application.