

What is a Industry Partnerships Development & Training Grant?

The Industry Partnership Development & Training Grants fund the development of crucial industry partnerships and assists in funding for employee training (new and incumbent employees). Included in the development are the administrative costs, project oversight and guidance. The grant also funds studies necessary for the project to be effective, such as a skills gap assessment and training curriculum development. The grant also helps to accomplish the following goals:

- Identify the training needs of businesses, including skill gaps critical to competitiveness and innovation;
- Facilitate companies to come together to aggregate training and education needs and achieve economies of scale;
- Help educational and training institutions align curriculum and programs to industry demand, particularly for higher skill occupations;
- Inform and collaborate with PA CareerLinks, youth councils, business-education partnerships, parents and career counselors. The partnerships also facilitate employer coalitions to address the challenges of connecting youth to careers;
- Help companies identify and work together to address common organizational and human resource challenges – recruiting new workers, retaining incumbent workers;
- Assist in identification of barriers to entry level employment for workers and youth;
- Implement high-performance work organization, adopt new technologies and foster experiential on-the-job learning;
- Develop new career lattices within and across companies, enabling entry-level workers to improve skills to advance into higher skill, higher wage jobs;
- Develop new industry credentials that give companies confidence in the skills of new hires and workers more mobility and earning potential across firms;
- Establish communication networks between firms, managers, and workers to promote innovation, potential economies of scale in purchasing and other economic activities, and dissemination of best practices. In some cases, these activities result in the development of new learning collaborative, Centers of Excellence, or joint economic development activity.

Why do Industry Partnerships Exist?

Industry Partnerships are strategic coalitions of businesses. Some of the goals of these coalitions are:

1. Consolidate public and private resources to develop a skilled workforce.
2. Expand opportunities for Greater Philadelphia residents in familiarizing themselves with all industries to achieve a mutually desirable goal: great jobs in great industries that pay family sustaining wages.
3. Help the Commonwealth and the Greater Philadelphia region achieve its economic development goals that include developing a skilled workforce for various industry clusters.

What is the role of the Philadelphia Workforce Investment Board in the Industry Partnership Grant Review Process?

All Philadelphia-based industry partnership grant proposals require review by the Philadelphia Industry Partnership Advisory Committee under the auspices of the Philadelphia Workforce Investment Board (Philadelphia WIB) prior to submission to the Pennsylvania WIB. The committee works to ensure that Industry Partnership/Training Grant applications align with industry, economic and workforce development strategies of the Philadelphia and Southeastern Pennsylvania region and complies with state guidelines. Each proposal submitted to the Pennsylvania WIB must be accompanied by a support letter from the Philadelphia WIB. Philadelphia WIB and PWDC convey support for the committee.

What is the proposal review process at the Philadelphia Workforce Investment Board?

The review process consists of a presentation to the Philadelphia Industry Partnership Advisory Committee. The presentation is expected to highlight the major topics within the grant proposal. These topics include:

- Needs Statement & Business Strategy
- Description of Regional Partnership
- Project Design
- Projected Outcomes
- Any other pertinent information that the applicant feels is important.

The presentation is expected to be no longer than ten minutes with a five minute Q & A period at the end of the presentation.

What happens after I present my application before the Philadelphia Industry Partnership Advisory Committee?

After reviewing the proposal and presentation, the Philadelphia Industry Partnership Advisory Committee will either offer support for the application or offer suggestions to the applicant for strengthening the proposal. After completing the presentation, the applicant will receive an email notification within 24 hours (except on weekend or holiday) either indicating support or suggesting changes to the application. A copy of the letter will follow by US Mail and/or email (as indicated by the applicant). A copy of the letter will be also forwarded to the Pennsylvania WIB.

What do I need to submit before I can present my proposal before the Philadelphia Industry Partnership Advisory Committee?

The applicant must submit their complete proposal to the Philadelphia Industry Partnership Advisory Committee by the indicated deadlines (please see the "Application Deadline" section). Consideration is on first come, first serve basis. A complete proposal must be submitted to the Philadelphia Workforce Investment Board via email (please send to Angelica Haines, Senior Associate ahaines@pwib.org) before the deadline indicated. After submitting the proposal, the applicant will receive an email confirmation that will include a date for the presentation before the Philadelphia Industry Partnership Advisory Committee.

The confirmation will be emailed within 24 hours (except on weekends or holidays).

What if the Philadelphia Industry Partnership Advisory Committee suggests changes to the application?

In the event that the Philadelphia Industry Partnership Advisory Committee suggests changes to strengthen the proposal, the applicant will be notified within 24 hours (except on weekends or holidays) of the proposal presentation. The applicant may resubmit the application for a second review within the original submission's deadline if the revised proposal is resubmitted within three business days (by 5pm of the third day, via email to Angelica Haines, Senior Associate ahaines@pwib.org). The applicant may choose to resubmit the proposal after three business days, but the application will be considered under the next deadline indicated. Submission of a revised proposal does not require a second presentation to the Philadelphia Industry Partnership Advisory Committee.

Who is eligible to apply for the grant?

Entities that are knowledgeable/ experienced in working with the targeted industry cluster (or sub-clusters) may apply for Industry Partnership funds. Each partnership must be headed by the lead applicant (the entity seeking the grant).

The role of the lead applicant is to:

- Bring together multiple partners to achieve the overall projects goals, including but not limited to, coordinating the design of the project, developing an appropriate budget, collecting performance management measures, and coordinating the activities of the project.
- Identify public and private resources available for workforce development relevant to the work being proposed by the partnership, and must develop a plan to access those resources on behalf of the project.
- Assume the lead in developing and maintaining the Industry Partnership through ongoing interaction with the regional provider networks, businesses and employee representatives.

The following entities are eligible to serve as lead applicants:

- Single or a consortium of Regional Workforce Investment Boards
- Industrial Resource Centers
- Ben Franklin Technology Partners
- Industrial Development Authorities and Corporations
- Non-profit organizations or associations serving as regional or local workforce intermediaries
- Business Consortium and/or Associations, including entities such as the Chamber of Commerce
- Organized Labor
- Labor/Management Partnerships

What are the targeted industry clusters eligible to apply for the grant?

If a business belongs in one of the clusters below, it is eligible for consideration of an industry partnership.

1. Advanced Materials and Diversified Manufacturing
 - Chemical, Rubber and Plastics
 - Electronics
 - Metals and Metal Fabrication
 - Printing
 - Vehicle and Vehicle Equipment
2. Agriculture and Food Processing
 - Food Processing
3. Building and Construction
4. Business and Financial Services
5. Education

6. Information and Communication Services
7. Logistics and Transportation
8. Lumber, Wood and Paper
9. Life Sciences
 - Bio-Medical
 - Health Care
10. Energy

What is the range of awards?

Applicants seeking funding to develop new or expand current Industry Partnerships may be eligible to receive grants ranging from \$5,000 to \$85,000. Established Industry Partnerships can also submit a single application for additional Partnership support, as well as, training of incumbent workers. Successful Partnerships may be eligible to receive a maximum of \$300,000 per application request for the training of incumbent workers in addition to \$5,000 to \$85,000 to support the partnership itself.

How can the Industry Partnerships grant money be used?

The long-term goal for this initiative is to create an infrastructure that will provide employer-led training and education that enhances the skills of incumbent workers, raises earnings for workers and revenue of businesses by increasing productivity and the quality of services within Pennsylvania.

- Up to 25% of funds requested for training assistance may be used to fund the training of new hires if the application can demonstrate that this training is an integrated component to the overall strategy to improve the competitive position of the targeted cluster, as well as provide entry-level workers with career advancement opportunities.
- Partnerships seeking training funds must provide private sector match for training. Match is required at a \$1-to-\$1 ratio of which 25% of matching funds must be cash.
- Sources of non-cash matching funds may include paid release time for workers to participate in training, contributions of equipment and training personnel, and consulting services. In rare cases, the \$1-to-\$1 match requirement may be reduced based on the inability of particular industry sectors to pay for training. Requests for such reductions should include a strong justification. Applications seeking a reduction in match requirements are encouraged to inquire about the feasibility by contacting the Industry Partnership Coordinator at the Pennsylvania Workforce Investment Board.

Where can I obtain an application and guidelines for submission?

Please click on the link located on the Philadelphia WIB RFP page to obtain a full package that includes state application guidelines (or visit www.paworkforce.state.pa.us). All applications must be submitted through the Philadelphia Workforce Investment Board before submission to Pennsylvania WIB. Please note that grant proposals that do not include a support letter from Philadelphia Industry Partnership Advisory Committee will be returned for a full review thus delaying the State's review process.

Questions about the application process?

If you have any questions or concerns about the application process, please email Angelica Haines, Senior Associate for Industry Partnerships at ahaines@pwib.org

What are the application deadlines for fiscal year 2008-2009?

Philadelphia WIB's deadlines for application review are guided by submission dates as outlined by the Commonwealth. In order to assure that utmost consideration and attention has been given to each proposal, the Philadelphia Workforce Investment Board requests that applications are submitted for review approximately 2-4 weeks before the state deadline. Applications are reviewed on first come, first serve basis.

	Philadelphia WIB Deadline	Pennsylvania State Deadline
• Stage One	On or before June 30, 2008 or On or before July 14, 2008 (pending availability of funds)	On or before July 30, 2008
• Stage Two	On or before September 15, 2008 (pending availability of funds)	On or before October 15, 2008 (pending availability of funds)
• Stage Three	Accepted on an ongoing basis after January 6, 2009 (pending availability of funds and consideration of partnership's ability to expand the funds before they expire)	Accepted on an ongoing basis after January 6, 2009 (pending availability of funds and consideration of partnership's ability to expand the funds before they expire)

When and how do I find out if I was awarded the grant?

The Philadelphia Workforce Investment Board carefully considers all applications and either issues a recommendation for the applications or offers suggestions as to necessary alterations. In the event that the Philadelphia Workforce Investment Board offers a recommendation, the proposal can be forwarded by the applicant for a final review to the Pennsylvania Department of Labor & Industry. If the application is approved by the Pennsylvania Department of Labor & Industry, the grantee will be contacted directly before the grant's execution. If the application does not receive approval in the particular grant cycle, non-selected applicants will be notified by mail.

What is the funding period for the 2008-2009 Industry Partnership grant?

The funding period for the grant is one year and funds must be spent prior to June 30, 2009. Partnerships that have unencumbered fund balance by April 16, 2009 may be required to return funds to the Department. A partnership could be eligible to apply for additional training grant funds after they demonstrate that it is a viable industry-driven partnership.

Where do I submit my Industry Partnership Grant application?

Applications for Philadelphia Workforce Investment Board review must be submitted electronically by the indicated deadlines. Please direct your complete applications to Angelica Haines at ahaines@pwib.org by five o'clock of the indicated deadline.

Who can I contact for more information?

The Philadelphia Workforce Investment Board. Contact the Senior Associate, Public Investments, Angelica Haines at ahaines@pwib.org or (215) 717-2019