

# MANUFACTURING PA TRAINING-TO-CAREER GRANT

Program Guidelines | February 2019



# Table of Contents

---

<b>Section I – Introduction</b>	<b>1</b>
A. Description	1
B. Mission	1
<b>Section II – Eligibility</b>	<b>1</b>
A. Applicants	1
B. Projects	1
C. Use of Funds	1
D. Ineligible Use of Funds	2
<b>Section III – Program Requirements</b>	<b>3</b>
A. Nondiscrimination	3
B. Conflict of Interest Provision	3
C. Project Records	3
D. Pennsylvania Prevailing Wage Act	3
<b>Section IV – Application Procedures</b>	<b>4</b>
<b>Section V – Electronic Submission of Grant Proposal and Procedures for Accessing Funds</b>	<b>5</b>
<b>Section VI – Activity and Impact Reporting Requirements</b>	<b>5</b>
<b>Section VII – Budgets, Budget Revisions and Invoicing</b>	<b>6</b>
A. Budget Revisions	6
B. Invoices	6

## Section I – Introduction

---

### A. Description

Manufacturing PA is part of Governor Wolf’s Jobs that PA Initiative, which supports Pennsylvania’s manufacturing community by offering targeted programs and services through the PA Department of Community and Economic Development and its strategic partners. Training-to-Career Grants support projects that result in short-term work-readiness, job placement, or the advancement of manufacturing.

Grants shall be awarded to nonprofits on a competitive basis and capped at \$200,000. Applications that demonstrate both cash and in-kind match, as well as a path to sustainability, will be scored more favorably.

An emphasis will be placed on supporting those populations that face barriers to employment as defined by the Workforce Investment Opportunity Act (WIOA).

### B. Mission

The mission of this program is to work collaboratively with local manufacturers to identify and teach missing essential skills for entry level applicants for existing or near future open positions, engage youth or those with barriers in awareness building activities of career opportunities in manufacturing, and or advance capacity for local or regional manufacturers. This program will not duplicate existing programs such as WEDNet and Next Generation Industry Partnerships but is designed to help companies identify and train a skilled workforce.

## Section II – Eligibility

---

### A. Applicants

Any nonprofit entity that develops training programs and partners with manufacturing companies to deploy such programs to meet local or regional needs, including, but not limited to: technical and trade schools, school districts, post-secondary academic institutions, workforce investment boards, and nonprofit organizations. The term Applicant does not include for-profit entities.

### B. Projects

Projects must focus on the development and deployment of workforce training programs, engage youth or those with barriers in awareness building activities of manufacturing career opportunities, or advance capacity for local or regional manufacturers to meet the needs of local and regional manufacturers that cannot be met through existing programs such as WEDnet and Next Generation Industry Partnerships.

### C. Use of Funds

Eligible uses of funding include, but are not limited to the following:

1. The implementation of training programs (including curriculum development, skill certification and/or course completion).
2. Internships at small to medium sized companies.

3. Equipment purchases or shop modifications less than \$25,000 that will enhance worker training.
4. Regional domestic travel directly related to the project. Travel expense shall be incurred consistent with the Department's travel policy or the Applicant's travel policy, provided it has been pre-approved by the Department.
5. Staff salaries and fringe benefits attributable to execution of project.
6. Contracted professional services directly related to the implementation of the activities set forth in the proposal.
7. Audit expenses not to exceed \$3,000.
8. Preparation and publishing costs for educational and marketing materials, including expenses associated with the dissemination of such materials.
9. Administration costs other than those defined above as approved by the Department not to exceed 10% of project budget.

#### **D. Ineligible Use of Funds**

1. Costs unrelated to an approved proposal, including indirect expenses such as utilities, and/or professional services such as property maintenance.
2. Lobbying services or fines or reparations resulting from lawsuits, citations, or regulatory actions.
3. Out-of-state and foreign travel.
4. Costs incurred outside of the activity period identified in the formal grant contract between DCED and the applicant.
5. Other expenses deemed ineligible by DCED.



## **Section III – Program Requirements**

---

### **A. Nondiscrimination**

No assistance shall be awarded to an applicant under this program unless the applicant and the project user certify that the applicant and the project user shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with grant funds must contain the commonwealth's official nondiscrimination clause.

### **B. Conflict of Interest Provision**

An officer, director, or employee of an applicant who is a party to or has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

### **C. Project Records**

The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. The program office requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request of the program office, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

### **D. Pennsylvania Prevailing Wage Act**

The Pennsylvania Prevailing Wage Act (43 P.S. §165-1 et. seq.) may be applicable to a project funded under this program. Prevailing Wage requirements are generally applicable to grants for construction, reconstruction, demolition, alterations, repair work, renovations, build-out and installation of machinery and equipment in excess of \$25,000. If applicable, the applicant is responsible for including prevailing wage rates in all bid documents, specifications, and construction contracts pertaining to the project funded under this program. The Department of Labor and Industry (L & I) has final authority to make prevailing wage applicability determinations. Questions may be directed to (717) 787-3681.

## Section IV – Application Procedures

---

Applications will be accepted and evaluated on an ongoing basis with awards made to eligible applicants for as long as funds are available.

Applicants shall submit two (2) bound copies of their proposals as outlined below to:

PA Department of Community and Economic Development  
Attn: Gwen A. Ross  
Director of Workforce Development Initiatives  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225  
  
Telephone: (717) 720-7386  
Email: gwross@pa.gov

**Part A. Project Narrative.** The application shall be no more than 15 pages (one sided), double spaced, Times New Roman 12. The application shall describe a scope of work that does not exceed a two-year project period and must include the following items:

1. Cover Sheet listing applicant, main contact with full contact information, project title, funds requested and applicant's state house and senate members and their respective district numbers.
2. Table of Contents.
3. Executive Summary identifying the project and its projected outcomes and impacts (no more than one page).
4. Detailed description of the proposed project.
5. Detailed description of the role of each applicant or partner applicants.
6. Outline of the major milestones and anticipated completion dates.
7. Proposed performance metrics, targets, and anticipated outcomes of both qualitative and quantitative terms to evaluate success of proposed projects.

**Part B. Appendices.** The following information shall be submitted with the proposal, marked "Appendices" and shall not be included as part of the 15-page limit.

**Appendix A. Budget and Budget Narrative.** The budget narrative must describe and discuss each budget line item over the entire project period reflecting all requested funds along with any leveraged funds allocated to the project. Budget line-items should include salary/personnel, consultant/professional services, travel, meeting, materials, equipment, marketing, grants/loans, and any other costs deemed necessary to the success of the project.

**Appendix B. Financial Need.** Financial need shall be demonstrated and must state whether or not the project can proceed without the investment of Manufacturing PA Training-to-Career Grant funds. To further demonstrate the need for a Manufacturing PA Training-to-Career Grant, applicant is encouraged to identify what steps it has taken to secure other sources of funding.

**Appendix C. Personnel/Staffing Plan.** A personnel/staffing plan must be submitted for each applicant and partner applicant. Applicants must submit a personnel plan listing all positions that will be charged to the budget for the two-year project period. The personnel plan must include the names, position titles, salaries and the percentage of time dedicated to the project. The sum of all salaries charged to the project must equal the amount on the “Personnel” budget line-item.

**Appendix D. Match Commitment Letters** (one page each). Each letter should include a short description of the individual or entity providing the match, the nature of the match, and documentation identifying that the match can be used for purposes of this proposal. Match must be used within the grant contract period.

**Announcement of Awards:** The announcement of awards will be made to eligible applicants on an ongoing basis for as long as funds are available.

**Contract Activity Period:** The Contract Activity Period will be from the grant contract start date and will end no later than June 30, 2021. Awards will be made on an ongoing basis for as long as funds are available; therefore, project start times must be flexible.

## Section V – Electronic Submission of Grant Proposal and Procedures for Accessing Funds

---

1. If approved, a commitment letter will be issued to the applicant with instructions on how to submit an electronic on-line Single Application for Assistance.
2. Following the execution of a grant contract, funds will be disbursed to grantees on a reimbursement basis. (See Invoicing in Section VII B. Invoices)

## Section VI – Activity and Impact Reporting Requirements

---

Reporting to the Department will be on an annual basis with the first report due on or before July 15 that includes a narrative that updates activities listed in the operating plan. The Department will provide a template for reporting metrics.

## **Section VII – Budgets, Budget Revisions and Invoicing**

---

A budget will be submitted with the electronic single application showing the expense categories for the Department grant and the expense categories for any matching funds. The budget will be reviewed by the Department, and when approved, will be made a part of the grant contract with the Department.

### **A. Budget Revisions**

After the applicant has a fully executed grant contract, the original budget may require revision of certain budgeted line items to reflect changing circumstances. A request for a budget revision should be made to the Office of Technology & Innovation (OTI) Program Contact at the Department and should include the description for the budget revision. A form/spreadsheet showing the original budget in one column and the proposed revised budget in a separate column should be included in the request. The Department will review the budget revision request and, if approved, send an approval letter. Please Note: Budget revisions must be submitted to the Department at least prior to sixty days of the expiration of the contract.

### **B. Invoices**

Submissions for payment to the Department should include a document that includes a column with the original and/or revised budget and a column showing the expenditure of the budgeted line items for that particular invoice submission. Subsequent invoices from the first invoice submission should add an additional column for each invoice submission. A separate column should be provided showing the remaining balance of the grant funds after each invoice submission. When the final invoice is submitted, the remaining balance column should show no funds remaining.

All invoices should be submitted using the payment request form provided by OTI and sent to the following address or emailed to [gwross@pa.gov](mailto:gwross@pa.gov).

PA Department of Community & Economic Development  
Workforce Development Initiatives - Director  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225