

# PENNSYLVANIA INDUSTRY PARTNERSHIP GRANT FREQUENTLY ASKED QUESTIONS

This document may be updated as needed.

Last updated: January 6, 2026

**Q:** Are the webinars scheduled for the IP NGA on November 24, 2025 and December 4, 2025 optional to attend?

**A: Yes**

**Q:** Must applications be emailed with the subject line “Pennsylvania Industry Partnership Application 2025”?

**A: Yes**

**Q:** Are school districts eligible for the Industry Partnership Grant?

**A: School districts are eligible to apply but like other applicants must also satisfy all of the qualifications and conditions as detailed in the NGA. This includes demonstration of their partnership with the local workforce development board(s) responsible for the project area, and ability to bring together businesses i.e., at least 3 employer partners within the priority industry served by the application, and all other relevant workforce partners such as economic development, training and educational providers, etc.**

**Q:** What is the grant implementation period?

**A: July 1, 2026- June 30, 2027**

**Q:** What other places online can applicants look for further details of WIOA objectives and goals?

**A: The best place is to look to are local and regional plans, which can be found [here](#).**

**Q:** If applicants cannot touch every bullet of the goals of the IP grant included in the NGA, is there a minimum of objectives that an applicant should communicate in the application? Is there one objective that the grant process prioritizes?

**A: All are equally significant; applicants are encouraged to discuss all objectives, if possible.**

**Q:** Are additional letters of recommendations allowed?

**A:** Yes, three is the minimum and five is the maximum.

**Q:** When there are overlapping regional applicants, how will applicants be considered? What happens if there are overlapping counties but the projects are mostly separate?

**A:** For purposes of this NGA, a regional initiative (eligible for the regional grant award of up to \$350K) will consist of 2 or more local workforce boards applying together for an IP, with their combined local board areas constituting the region in which the initiative will operate. If a single local workforce board applies, then their initiative will be considered a single workforce development area initiative (eligible for the single area grant award of up to \$200K) even if that initiative extends into other local board areas. In this scenario, we strongly encourage the local boards involved to consider collaborating and applying together as a regional initiative.

**Q:** Can you confirm the order of completing the GFRP? (Asking fiscal team)

**A:** Complete the budget summary tab, then the budget & expense tab, and finally the budget justification tab.

**Q:** Will the webinars be uploaded to the Grants webpage?

**A:** Yes. The webinars will be [here](#).

**Q:** If you are a regional partnership, do you need letters of support from every local workforce development board affected?

**A:** No, you technically just need the one. However, applicants should demonstrate their cooperation with all of the local workforce development boards that will be affected.

**Q:** If we apply regionally, will we still be awarded even if it might not be the full \$350,000 for regional partnerships?

**A:** Yes, the Department may set amounts to lesser than what was requested.

**Q:** Regarding the financial clause about unspent funds, what grants does that apply to? (i.e. PA Department of Labor & Industry funding or funding from the PA Department of Community and Economic Development?)

**A: The financial clause about unspent funds only applies to previous PA Industry Partnership awards.**

**Q: Only one partnership in an industry sector per region will be awarded, can you further expand on what that entails?**

**A: For purposes of this NGA, a regional initiative (eligible for the regional grant award of up to \$350K) will consist of 2 or more local workforce boards applying together for an IP, with their combined local board areas constituting the region in which the initiative will operate. The Department will only award one partnership per industry sector, per applied region. For example, If local boards “A” and “B” partner together and receive an award for their regional IP initiative, other applicants for an IP in the same industry, within that regional IP area, will not be awarded. To further explain, if two partnerships are applying for the same local workforce development board area in the same industry, only one application will be awarded.**

**Q: Can more guidance be provided on the sustainability section? If and how will the evaluation team take into the account of the unknown and uncertain parts of larger funding?**

**A: The most critical part of the section is expanding on how the businesses themselves are investing in the partnership and seeing it as critical for their success. There is no comparison between different applicants on any section of the application.**

**Q: How should applicants approach the application process when there is significant competition?**

**A: Applications are decided on a case-by-case basis using the framework and criteria outlined in the NGA. As the grant is competitive, you are strongly encouraged to ensure you follow the NGA instructions carefully.**

**Q: Could you specify what a letter of recommendation from an educational institution is considered?**

**A: Letters of support for education will be considered from any organization that provides educational services in the region of the application.**

**Q: When will hear back whether we are awarded the IP grant?**

**A: Applicants will be notified in Spring 2026.**

**Q: Is the financial clause an “and” or an “or”?**

**A: *Individual partnerships that have more than 50% of unspent grant funds from previous awards other than PY 24 (which was awarded in December 2024) are not eligible to apply for this grant unless***

*the total of the unspent funds is less than \$75,000. So if a partnership has more than 50% of their funds unspent from IP grants awarded prior to PY 2024, they may apply for a PY 2025 grant if those unspent funds are less than \$75,000. If the unspent funds are \$75,000 or more, the partnership will not be eligible for a PY 2025 grant.*

**Q:** Regarding the financial clause in the NGA, at what time will the cut off be to meet the threshold set out?

**A:** When evaluating whether an individual partnership meets this condition, the Department will look at the individual partnership's current financials reflected in CWDS as of the application deadline date of January 16, 2026.

**Q:** If an Intermediate Unit applies for an Industry Partnership grant with the intention of partnering with a university, a local WDB, and a PA CareerLink® as part of a new registered education apprenticeship, would those employer partners be sufficient for eligibility?

**A:** No. There needs to be at least three employer business partner members within the specific industry for the application. While the local WDB and PA CareerLink® are critical members of the partnership, they are not business employer partners within the specific industry (i.e., not educational entities).

**Q:** Can you explain eligibility for the three business partners. What is the deadline for expanding business partners?

**A:** Business partners are expected to be employers in the specific industry that is being targeted. There is no deadline for adding business partners to the Industry Partnership. Applicants must explain in detail their plan to add/sustain the business partners in the partnership.

**Q:** Would a K-12 school count for an Education Letter of Support?

**A:** Yes.

**Q:** If the application is planned to be a multi-year initiative, is it okay to refer to the following stages?

**A:** Yes, in the application highlight the specific activity that is planned for the Period of Performance and expand on those further activities as that is part of the sustainability of the partnership.

**Q:** Can you explain the matching funds requirement?

**A:** A private sector match of at least 25% is required for this grant. Matching funds can be either cash or in-kind. The methodology for accounting of the match should be explained in the application.

**Q:** What counts as a letter of support for economic development?

**A:** For Industry Partnerships, an economic development partner is an organization that is dedicated to the economic development of a region. This typically involves Chambers or other organizations that have economic development as their mission.

**Q:** If the project is focused on a specific age range, will that be less competitive?

**A:** Not necessarily, it would depend on the project design. Applications are scored and awarded based solely on the criteria in the NGA.

**Q:** Is the annual Industry Partnership Summit, a project each partnership puts on or a centralized Department of Labor and Industry event?

**A:** It is a centralized Department of Labor and Industry event. Partnerships have plenty of notice of the date and the event is free for partnerships to attend.

**Q:** Can travel for the Industry Partnership Summit be included in the budget?

**A:** Yes.

**Q:** Reflecting that the period of performance is 12 months vs. 18 months in the previous application, should partnerships specifically account for the 12 months of cost.

**A:** Yes.

**Q:** Can funding be braided?

**A:** Yes.

**Q:** Is the budget Summary and Justification to be included within the 12 page narrative, does it count toward the 12 page limit?

**A:** No. The 12 page limit is only for the project narrative.

**Added December 18, 2025**

**Q:** After review of the NGA, it appears that the grant is for one specific industry sector only, and not grant dollars to expand industry partnerships across industry sectors. Is that correct? Is it a targeted industry sector grant only?

**A: A single Industry Partnership application should be for a single industry sector, not multiple.**

**Q:** Are there age restrictions on participants?

**A: No.**

**Q:** Could we get more clarification on the matching funds and what they can be used for, specifically for in-kind donations? For example, can the occupancy of a building or donated space for training be used?

**A: Yes. The in-kind 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:** NGA required documents item 7- Workers Protection and Investment Certificate Form. Can you confirm who is to complete this form that is a required article for the NGA submission?

**A: The signatory of the application should complete the form.**

**Q:** Are we required to work with an economic development organization as one of our partners? I ask because in one place it states that we 'should' and in another it states that we 'must'.

**A: Yes, Industry Partnerships MUST work with an economic development organization.**

**Q:** Do cost share monies need to come from the private sector or can they come from the educational partner, which is an institution of higher education?

**A: In-kind match is required to be from the private sector.**

**Q:** Are private funds from a partner enough to satisfy the cost share requirement, or does the main applicant (the educational partner) need to provide a portion of the cost share as well?

**A: The matching funds must be private and equal at least 25% of the award amount.**

**Q:** Can you confirm if IDC is recoverable through this grant opportunity, given that the main applicant is a partially state-funded institute of higher education?

**A:** *The applicant's Indirect Cost Rate (ICR) as approved by the cognizant federal agency may be factored into the administrative cost component of the IP budget if necessary and appropriate for the administration of the approved IP activities. The applicant's ICR approval letter and justification must be included with the Grant Financial Reporting Package (GFRP) submission.*

**Added December 29, 2025**

**Q:** There seems to be missing cells in the budget document. Can you provide an updated version?

**A:** The [DLI grants webpage](#) now has an updated GFRP available that applicants should use.

**Q:** Receiving this funded will bump our year end reporting from a review to a full audit. Is that something that can be covered in the project?

**A:** **The total cost of the audit will need to be cost allocated across all activities of the organization. A grantee is not able to bill this project for the cost difference between a review and a full audit.**

**Q:** If we get a loan to bridge funding to keep our cash flow going, can we include the costs of interest paid for that loan? Would it be an indirect cost?

**A:** **No, interest costs on loans are not a reimbursable grant expense.**

**Added January 6, 2026**

**Q:** Is it possible to add more lines to the GFRP under certain sections?

**A:** **More rows were added to the updated GFRP under the Training and Other Program Expenses lines. The updated budget form can be found at [Grants | Department of Labor and Industry | Commonwealth of Pennsylvania](#).**

**Q:** If an applicant represents a consortium of businesses (ie. an association), must the application's partnership form still be filled out?

**A:** **Yes. The partnership form must be filled out and identify at least 3 unique business employers that will participate in the Industry Partnership.**

**Q:** The Partnership Form indicates that 1 Education partner, 1 Workforce Development partner and 1 Economic Development partner are required for this grant. But the NGA states that we need 3 industry employer partners and 1 LWDB for the grant. Can you clarify what is needed?

**A:** Both of those are correct. There needs to be at least 3 industry employers listed in the partnership form that will actively participate in the partnership. There also needs to be a letter of support each from an education partner, a local workforce development board, and an economic development partner. Those three partners should also be listed in the partnership form.

**Q:** Can you clarify when a training plan would have to be submitted? Is that for any training, including a CTC program?

**A:** Training plans must be submitted as part of the broader application package by Jan. 16<sup>th</sup> EOD. The training plan must include any training that partnerships plan to include.

**Q:** Can the 25% match come from multiple sources?

**A:** Yes. As long as they are all private matches.