



THREE RIVERS

WORKFORCE INVESTMENT BOARD

TRWIB, Inc.

2007- 2008  
JOB TRAINING  
FUNDING GUIDE

*This guide is intended to help employers and  
workforce specialists better understand  
workforce development training options in PA*

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Edited by Tony Lodico

For

THREE RIVERS WORKFORCE INVESTMENT BOARD

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# **About**

## **Overview**

*This guide contains information about job-training grants. It includes contact information, brief descriptions as well as grant specific restrictions, requirements and standards.*

## **Notes**

Programs offered by Pennsylvania's Departments of Labor & Industry (L&I) and Public Welfare (DPW) support the development of the Comprehensive Workforce Development System (CWDS) Project. Efforts are made to integrate all programs across multiple state agencies. Final program listings are not yet available at press time for this guide. (Deadlines begin at the end of July going through September).

*General limitations:* funds cannot be combined to pay for the same training. If multiple governmental funding sources are received, they must be applied to separate trainings.

## **General Definitions**

'Job training,' unless otherwise defined, refers to a program created for new or incumbent workers that meets minimal criteria established via a contract with the provider, the funding agency and the recipient. There are generally no 'cookie-cutter' programs; applicants can design their own training as long as they meet current guidelines provided by the program.

## **About The Three Rivers Workforce Investment Board (TRWIB)**

The TRWIB is an employer-driven, policy-making entity and is charged with setting up and maintaining an employment and training system for Allegheny County and the City of Pittsburgh. The federal legislation that consolidated sources of employment and training programs, the 1998 Workforce Investment Act (WIA), also created more than 600 local workforce investment boards (WIBs) across the nation. WIBs are responsible for establishing local workforce performance standards, chartering one-stop service delivery centers and satellites (referred to as the PA CareerLink network in Pennsylvania), selecting qualified service providers, and monitoring their performance to ensure accountability.

Board members, appointed by the Chief Executive of Allegheny County and the Mayor of Pittsburgh, represent an impressive group of employers, training providers, labor unions, government agencies, and community-based organizations. They are united by a shared concern about the quality of the workforce and the availability of good jobs in this region.

## About The TRWIB (cont'd)

In addition to the government compliance responsibilities spelled out in WIA, the TRWIB takes a leadership role in strategic workforce planning –

- We build bridges between many organizations to help our region grow and prepare for changes in the workforce.
- We help align employer workforce needs with job seeker skills in southwestern Pennsylvania.

## About the Governor's Action Team

The Governor's Action Team is the single point of contact for businesses that are evaluating Pennsylvania as a site for a facility location or expansion. The Governor's Action Team:

- Is an accessible, informed resource for business information and assistance
- Reports directly to the Governor
- Works with domestic and international businesses, as well as professional site consultants, on projects involving significant investment and job creation opportunities

The Governor's Action Team will provide the critical information and data necessary to evaluate potential locations for your facility, including:

- Workforce characteristics
- Demographic information
- Permit and regulation assistance
- Infrastructure and utility data
- State and local tax information
- Quality of life statistics and information
- Pinpointing the right location for your company

### **Contact Information:**

Governor's Action Team Headquarters  
400 North Street, Plaza Level  
Commonwealth Keystone Building  
Harrisburg, PA 17120  
(voice) 717-787-8199  
(fax) 717-772-5419  
Southwest Regional Office  
State Office Building  
300 Liberty Avenue, Room 1401  
Pittsburgh, PA 15222  
PHONE: (412) 565.2884  
FAX: (412) 565.2889

## **About PA Careerlink – Pittsburgh/Allegheny County**

The one-stop workforce development system for Pittsburgh and Allegheny County is called PA CareerLink. Policy direction is provided by the Three Rivers Workforce Investment Board (TRWIB). The mission of PA CareerLink is to support local and regional economic development activities by serving as the foundation for the workforce development system. This performance-based system will provide employers and job seekers with market-driven services, workshops, and information in an integrated, seamless, universally accessible setting that supports all customers in making informed hiring decisions and/or career choices.

The PA CareerLink Pittsburgh/Allegheny County centers are a joint venture led by several investor-level partners, including the PA Department of Labor and Industry, Bureau of Workforce Development Partnership, Goodwill Industries, the City of Pittsburgh, Allegheny County, the Office of Vocational Rehabilitation, and Greater Pittsburgh Literacy Council. There are a variety of services available to both the job seeker and the employer. Job seekers can utilize the Career Resource Room, job listings, job search assistance, workshops, skills assessment, career counseling, literacy services, education and training services and more.

Businesses, particularly small to medium-sized employers, will find the PA CareerLink invaluable. For the first time, a wide array of services is available for businesses at a single location. Some of the services include a Business Resource Center, interview rooms, employee recruitment and screening, customized job training, technical assistance, and labor market information.

## **Programs**

### **Allegheny County WIA On the Job Training (OJT) and Customized Job Training (CJT)**

#### **Contact Information:**

- 1) Pat Booker  
PA CareerLink Allegheny County East CareerLink  
PHONE : (412) 436-2227  
E-MAIL : [pbooker@dhs.county.allegheny.pa.us](mailto:pbooker@dhs.county.allegheny.pa.us)
- 2) Lisa Fulton  
PA CareerLink Allegheny West CareerLink  
PHONE : (412) 809-3513  
E-MAIL : [lfulton@dhs.county.allegheny.pa.us](mailto:lfulton@dhs.county.allegheny.pa.us)
- 3) Paige Thomas  
PA CareerLink Alle-Kiski  
PHONE : (724) 334-8600 x200  
E-MAIL : [pthomas@dli.state.pa.us](mailto:pthomas@dli.state.pa.us)

**Funding provided:** Up to 50% of the total costs for job training.

## Allegheny County WIA OJT and CJT (cont'd)

**Description:** OJT is training offered by an employer that is provided to a paid Workforce Investment Act (WIA) eligible **participant** while engaged in productive work in a job that –

- Provides knowledge or skills essential to the full and adequate performance of the job.
- Provides reimbursements to the employer of up to 50% of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training.
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the employment plan of the participant as appropriate.

While similar to OJT, CJT can also use classroom settings.

**Program Covers:** Instructional costs, supplies, consumable materials, contracted services, and relevant costs related to job training for employees in CJT. A percentage of employees wages are given for OJT.

**Restrictions:** OJT Employers must:

- Be considered a “High Growth Industry” as defined by the Three Rivers Workforce Investment Board
- Provide transferable skills
- Offer Sustaining Wages/ Benefits
- Provide a “formalized” training program
- Have no previous OJT’s that failed to provide continued long term employment for an OJT participant with wages and benefits and working conditions equal to those provided to regular employees who have worked similar lengths of time doing the same type of work

## Ben Franklin Technology Partners

**Contact Information:**

Ben Franklin Technology Development Authority  
Department of Community and Economic Development  
Commonwealth Keystone Building  
400 North Street, Fourth Floor  
Harrisburg, PA 17120-0225  
866-GO-NEWPA (866-466-3972)  
[ReadySetSucceed@newPA.com](mailto:ReadySetSucceed@newPA.com)

**Funding provided:** Awards typically range from \$5,000 to \$250,000 and depend on project type.

**Description:** Funding for research and development, technology transfer, joint research and development.

## Ben Franklin Technology Partners (cont'd)

**Program Covers:** Research and development for product/process development, technology transfer, joint research and development (private partners and universities), technology training/entrepreneurial infrastructure.

**Restrictions:** Must be in the areas of technology development/application, research and development.

## Business Retention & Expansion Program- (BREP)

**Contact Information:**

Randy Williams  
Southwestern Pennsylvania Commission  
425 6<sup>th</sup> Avenue, Suite 2500  
Pittsburgh, Pennsylvania 15219-1852  
PHONE: (412) 391-5590/Ext. 366  
FAX: (412) 391-9160  
e-mail: [rwilliams@spcregion.org](mailto:rwilliams@spcregion.org)

**Funding provided:** No minimum or maximum. The program is funded directly by state dollars. Each region is required to identify an in-kind match of a minimum of 30% of the base administration grant funds.

**Description:** The Pennsylvania Business Retention Program (BREP) was established in 1997 to forge better working relationships and stronger collaboration among various public, private, state and local economic development organizations, with the goal of enhancing the efficiency and effectiveness of efforts to retain and grow existing Pennsylvania businesses. The Pennsylvania Business Retention and Expansion Program is the most aggressive job retention program in the country. Since its inception, representatives of the BREP have completed over 62,000 visits.

**Program Covers:** Machinery and equipment, working capital, **job training**, infrastructure, land and building improvements, environmental assessment and remediation, acquisition of land, buildings and right-of-ways, site preparation, demolition and clearance.

**Restrictions:** Projects must offer substantial economic impact, either for the Commonwealth as a whole or for the locality or region in which the company will locate or expand. 4:1 private match is required. A minimum of 100 jobs must be created within three (3) years

# City of Pittsburgh EARN Subsidized Employment

## Contact Information:

Diedra Cochran  
21<sup>st</sup> Floor, Regional Enterprise Tower  
425 Sixth Avenue  
Pittsburgh, PA 15219  
PHONE: (412) 552-9071  
[dcochran@pghcareerlink.org](mailto:dcochran@pghcareerlink.org)

**Funding provided:** First 30 calendar days, 100% reimbursement of the wages, 31<sup>st</sup> to 60<sup>th</sup> calendar day, 75% reimbursement of the wages, 61<sup>st</sup> calendar day until the end of the job retention calendar period, reimbursement up to 50% of the wages.

**Description:** The City of Pittsburgh will subsidize the wages of Employment, Advancement, Retention Network (EARN) participants that are hired by local employers. Hourly wages must be \$8.00 an hour, work hours must be at least 30 hours per week, contract term period is a maximum of six months, and medical benefits must be offered within six months of employment.

**Program Covers:** Wage reimbursement will be issued once the contract is fully executed (normally 8-12 weeks)

**Restrictions:** The new hire taking advantage of the training must be a City of Pittsburgh resident. Employers must:

- Provide current General Liability coverage -
  - Policy must be on an OCCURRENCE BASIS
  - Claims made policies are not acceptable
  - City of Pittsburgh must be listed as the certificate holder on the certificate and named as ADDITIONAL INSURED
- Provide Worker's Compensation and Unemployment Compensation coverage
- Provide proof of Federal Tax Identification Number
- Have tax obligations in current standing
- Adhere to Fair Labor Standards Act or applicable state or local minimum wage laws
- Make a good faith effort to retain the new hire at the same or higher hourly wage rate as set forth in the contract at the term end date of the contract
- Relinquish eligibility to receive any form of reimbursement from the City of Pittsburgh
- Submit EARN timesheets weekly and EARN progress reports monthly for the new hire

# City of Pittsburgh WIA On the Job Training (OJT) and Customized Job Training (CJT)

## Contact Information:

LeeAnn Patton  
PA Careerlink Downtown Pittsburgh  
Regional Enterprise Tower  
425 Sixth Avenue  
Suite 2200, 22<sup>nd</sup> Floor  
Pittsburgh, PA 15219  
PHONE: (412) 552-7022  
TTY # (412) 552-7044  
[Lpatton@pghcareerlink.org](mailto:Lpatton@pghcareerlink.org)

**Funding provided:** Up to 50% of the total costs for job training.

**Description:** The term **OJT** means training by an employer that is provided to a newly hired paid Workforce Investment Act (WIA) eligible **participant** while engaged in productive work in a job. The employer must offer hourly wages consistent to current position starting rate and work hours must be at least 30 hours per week.

**Program Covers:** Instructional costs, supplies, consumable materials, contracted services, and relevant costs related to job training for employees in CJT. A percentage of employee's wages are given for OJT.

**Restrictions:** The new hire taking advantage of the training must be a City of Pittsburgh resident.

OJT Employers must:

- Provide current General Liability coverage
  - Policy must be on an occurrence basis
  - Claims made policies are not acceptable
  - City of Pittsburgh must be listed as the certificate holder on the certificate and named as additional insured.
- Provide Worker's Compensation and Unemployment Compensation coverage
- Provide proof of Federal Tax Identification Number
- Have tax obligations in current standing
- Adhere to Fair Labor Standards Act or applicable state or local minimum wage laws.
- Make a good faith effort to retain the new hire at the same or higher hourly wage rate as set forth in the contract at the term end date of the contract
- Relinquish eligibility to receive any form of reimbursement from the City of Pittsburgh
- Submit EARN timesheets weekly and EARN progress reports monthly for the new hire

## Customized Job Training (CJT)

### Contact Information:

Mandy Book  
Department of Community and Economic Development  
400 North Street, 4<sup>th</sup> Floor  
Commonwealth Keystone Building  
Harrisburg, PA 17120-0225  
PHONE: (717) 720-7420  
<http://www.newpa.com/contact.aspx>

**Funding provided:** Up to 75% of the total costs for job training.

**Description:** Specialized job training to existing or newly hired employees of manufacturing, industrial, agricultural, research and development, advanced technology, and business service firms and companies.

**Program Covers:** Instructional costs, supplies, consumable materials, contracted services, and relevant costs related to job training for employees.

**Restrictions:** Must be for actual training. Trainees must be Pennsylvania residents working in Pennsylvania. They also must earn more than 150% of the minimum wage. The training must be guaranteed.

## Guaranteed Free Training Program (WedNetPA)

### Contact Information:

[Community College of Allegheny County](#)

Mark D. Mervos  
Director, The Center for  
Professional Development  
Oakdale, PA • (412) 237-3134  
[allegheny@wednetpa.com](mailto:allegheny@wednetpa.com)

[Community College of Beaver County](#)

Sue Dunlap  
Customized Training Manager  
Monaca, PA • (724) 775-8561 x-  
281  
[beaver@wednetpa.com](mailto:beaver@wednetpa.com)

[Westmoreland Community College](#)

Patrick Gerity, Ph.D; Vice  
President  
Continuing Education &  
Workforce/Community  
Development  
Youngwood, PA (800) 262.2103  
x 4219  
[gerityp@wccc.edu](mailto:gerityp@wccc.edu)

**Funding provided:** Basic skills – up to \$450 per trainee and \$100,000 per company; Information technology – up to \$700 per trainee and \$50,000 per company.

**Description:** Job training for employees for manufacturing, technology, and other Pennsylvania businesses other than point-of-sale retail. Training is for basic entry level skills and advanced information technology training.

**Program Covers:** Instructional costs, supplies, consumable materials, contracted services, and relevant costs related to job training for employees.

## **Guaranteed Free Training Program (WedNetPA) (cont'd)**

**Restrictions:** Trainees must be Pennsylvania residents working in Pennsylvania. They also must earn more than 150% of the minimum wage. Basic Skills: must be front-line employee or first level supervisor. Information Technology: must be technical worker, ITT professional OR front-line employee/first level supervisor of a manufacturing company who is limited to receiving advanced applied manufacturing training only. Next application process period is May 1 – June 15 2008.

## **Individual Training Accounts (ITAs) – City of Pittsburgh and Allegheny County Workforce Investment Areas**

### **City of Pittsburgh Contact information:**

Brian Williams  
PA CareerLink Downtown Pittsburgh  
Downtown office  
425 6<sup>th</sup> Avenue, 22<sup>nd</sup> Floor  
Regional Enterprise Tower  
Pittsburgh, PA 15219  
PHONE: (412) 552-7032  
TTY: (412) 552-7044  
[bwilliams@pghcareerlink.org](mailto:bwilliams@pghcareerlink.org)

### **Allegheny County Contact Information:**

Jim Hann  
PA CareerLink Allegheny County East  
2040 Ardmore Boulevard  
Pittsburgh, PA 15221  
PHONE : (412) 436-2239  
FAX : (412) 436-2133  
E-MAIL : [jhann@dhs.county.allegheny.pa.us](mailto:jhann@dhs.county.allegheny.pa.us)

**Funding provided:** Maximum of \$8,000 over 2 years

**Description:** Individual Training Accounts (ITAs) are training funds that can be used by individuals who have been determined as eligible by their local CareerLink to receive Workforce Investment Act (WIA) funded training

**Program Covers:** Tuition, books, and school supplies (if books and supplies are provided/sold by the school).

**Restrictions:** : For individuals residing outside of Allegheny County, the funding limit is either \$8000 or the maximum funding amount in their home county, whichever is lesser.

## City of Pittsburgh and Allegheny County Workforce Investment Areas (cont'd)

**Applying:** Contract/billing process. When a student wants to attend a school, a copy of the letter is sent to the customer. The school then sends a letter to the City of Pittsburgh or Allegheny County (depending on individual's residence and/or CareerLink site) fiscal department to request payment through an invoice process, executed between either the City and the school or the County and the school.

**For general business assistance visit:**

<http://www.newpa.com/programFinder.aspx?typeID=1>

## Industrial Resource Centers (IRC)

### **Contact Information:**

State contact:

Tom Pallison

PHONE: (717) 720-1396

<http://www.newpa.com/default.aspx?id=70>

Local Contact:

Barry Nathan

Catalyst Connection

PHONE: (412) 918-4241

<http://www.catalystconnection.org/>

**Funding provided:** Varied

**Description:** Seven regional centers provide technical assistance to small and medium sized manufacturers in Pennsylvania. Centers may provide subsidies and loans to support project implementation. Market analysis and development, strategic planning, product development assistance, planning and inventory control, lean manufacturing, supply chain development, training and workforce development.

**Program Covers:** Subsidies and loans for process improvement, **training** and product innovation.

**Restrictions:** Trainees must be Pennsylvania residents working in Pennsylvania. They also must earn more than 150% of the minimum wage.

# Industry Partnership Worker Training Program

## Contact Information:

Daniel Kuba  
Industry Partnership Coordinator  
PA WIB  
901 North 7<sup>th</sup> Street  
Suite 103  
Harrisburg, PA 17102  
PHONE: (717) 705-8821  
FAX: (717) 783-4660  
[dkuba@state.pa.us](mailto:dkuba@state.pa.us)

**Funding provided:** No minimum or maximum.

**Description:** An Industry Partnership is a multi-employer collaborative that brings together management and employees to improve the competitiveness of a cluster of companies. The companies may produce similar products or services, or they may share similar supply chains, critical human resource needs, infrastructure requirements and business services. These partnerships serve as the foundation to identify the training needs of an industry sector and develop effective and responsive training solutions that will enhance the cluster's competitive position.

**Program Covers:** Provides training for 'high demand' clusters. 'High demand' includes: Life Sciences (Bio-medical; Health Care), Education, Business and Financial Services, Advanced Materials and Diversified Manufacturing (Chemical, Rubber and Plastics; Electronics; Metals and Metal Fabrication; Printing; Vehicle and Vehicle Equipment), Building and Construction, Agriculture and Food Production (Food Processing), Information and Communication Services, Logistics and Transportation, Lumber, Wood and Paper. In some cases, regions may identify an industry cluster not listed above that is of critical importance to local economies. Industry Partnerships or employer/employee consortium can apply for training and education funds to support such a cluster, but must document that labor market analysis has been conducted to identify the importance of the cluster to the region. In addition, Partnerships must demonstrate that employers within the cluster have been surveyed and/or visited and identified specific high skill training needs.

**Restrictions:** The grant award cannot be used to pay for the costs associated with items below. However, additional partnering agencies and programs may be available to assist with some of the elements related to a comprehensive training plan or business strategy including:

- Equipment or building construction
- Support lease or rental cost of building
- WEB Site(s)
- Indirect Fees
- Administrative costs in excess of 5%
- Reduction of the workforce or displacement of workers
- Projects that violate any conditions of a collective bargaining agreement

## Industry Partnership Worker Training Program (cont'd)

- Literacy Training:
  - May be available through other sources
  - Applicants should inquire about partnering with literacy providers
  - Labor & Industry can facilitate such a partnership.
- Multiple industry partnerships or training grants within the same Industry Cluster in a single labor market
- Basic skills or entry level training that does not result in higher skill levels or career advancement
- Training that can be supported by existing programs
  - such as: WIA, TANF, Customize Job Training, WEDNet and services provided through PA CareerLinks
- Articulation Agreements
- Proprietary training owned by a single business
  - NOTE: All new training curriculum developed by grant funds is owned by the Commonwealth
- Basic occupation health and safety training
- Training provided by the lead applicant
  - Note: Training services provided by the lead applicant are not eligible for reimbursement but may be applied as matching funds

## Job Accommodation Network (JAN)

### Contact Information:

JAN

PO Box 6080, WVU

Morgantown, WV 26506

Voice/TTY 1-800-JAN-7234

Fax: 304-293-5407

Email: [jan@jan.wvu.edu](mailto:jan@jan.wvu.edu)

JAN Homepage: <http://www.jan.wvu.edu>

Searchable Online Accommodation Resource (SOAR): <http://www.jan.wvu.edu/soar>

Office of Disability Employment Policy: <http://www.dol.gov/odep>

**Funding Provided:** JAN does not provide direct funding but provides accommodation funding resources.

**Description:** JAN is a free service of the Office of Disability Employment Policy of the U.S. Department of Labor and provides accommodation information that can be used in the hiring, training, retention and career advancement of people with disabilities. Employers can receive:

- Individualized information for use in the workplace, job training environment, or classroom
- Information about the Americans with Disabilities Act and other disability-related employment legislation

## **Job Accommodation Network (JAN) (cont'd)**

- Service and contact information on thousands of disability service organizations, facilities and agencies

Anyone may call JAN for information about job accommodations and the employability of persons with disabilities. JAN's consultants address questions regarding all disabilities, employment types and business or training environments. JAN preserves the confidentiality of communication between caller and consultant.

## **Job Creation Tax Credits (JCTC)**

### **Contact Information:**

Ted Knorr  
Department of Community and Economic Development  
Customer Service Center, 4<sup>th</sup> Floor  
Commonwealth Keystone Building  
Harrisburg, Pennsylvania 17120-0225.  
PHONE: (717) 720-1420  
[e-mail : tknorr@state.pa.us](mailto:tknorr@state.pa.us)

**Funding provided:** \$1,000 per job tax credit

**Description:** tax credit to approved businesses creating new jobs in the commonwealth within three years

**Program Covers:** Tax credits used to offset various business tax liabilities

**Restrictions:** Retail point of sale not eligible, may not be utilized until the jobs are actually created, must create at least 25 new jobs or expand the existing workforce by at least 20%

## **Office of Vocational Rehabilitation**

### **Contact information:**

Pittsburgh Vocational Rehabilitation Services  
217 State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222  
Voice – (412) 392-4950  
TTY – (412) 392-5921  
Toll Free in PA – 800-442-6371  
TTY Toll Free in PA – 888-870-4474

**Funding provided:** No minimum or maximum.

## Office of Vocational Rehabilitation (cont'd)

**Description:** OVR offers personnel and funding to help businesses employ and train individuals with disabilities.

**Program Covers:** Depending on the job and the time it takes to train a new employee, the Office of Vocational Rehabilitation can reimburse employers for a percentage of the weekly wage for a specified period of time. Both the percentage and the time are negotiable. The employer is responsible for providing the trainer.

Job Coaching is also available for individuals needing intensive on site job training. Individuals needing this service require more extensive training time or assistance than an employer is able to provide. OVR can hire a Job Coach who does the actual skill training rather than the employer. The Coach works alongside the employee until the employee learns the job to the employer's and employee's satisfaction. Job Coaches provide follow-up support to both the employee and the employer.

These training programs enable employers to acquire trained skilled employees capable of satisfying the specific needs of their business.

**Restrictions:** Trainees must be Pennsylvania residents working in Pennsylvania. They also must earn more than 150% of the minimum wage.

## Office of Vocational Rehabilitation (ICAN and Job Creation Funds)

**Contact information:**

Pittsburgh Vocational Rehabilitation Services  
217 State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222  
Voice – (412) 392-4950  
TTY – (412) 392-5921  
Toll Free in PA – 800-442-6371  
TTY Toll Free in PA – 888-870-4474

The Office of Vocational Rehabilitation offers additional financial incentives with two types of grants for businesses to expand the employment opportunities for people with disabilities: *Independent Capital Access network (ICAN) funds* and *Job Creation funds*.

**Funding Provided:** *(ICAN) Funds* – reimbursement funds up to \$50,000 per year for small businesses (100 employees or less); and *Job Creation Funds*- money received “up front” to purchase equipment. Any size business is eligible for *Job Creation Funds*.

**Description:** *ICAN*- To accommodate the employee with a disability (current employee or new hire) with work site modifications, adaptive equipment or machinery, vehicle modifications, and training on any of the above.

## Office of Vocational Rehabilitation (ICAN and Job Creation Funds) (cont'd)

**Description:** *Job Creation Funds*- purchase equipment to expand production/operation and result in hiring new full-time employees who are persons with disabilities.

**Restriction:** For the *ICAN Funds*, the employee must be full-time and remain on payroll for 1 year, an accommodation is required/necessary and the OVR customer is the primary user of the equipment. The employer owns but is subject to refund demand up to 1 year. If the employee leaves within the specified time period, the employee must be replaced with a person of a like disability.

For the *Job Creation Funds*, the employee must remain on payroll for 5 years and the OVR customer must be the primary user of the equipment. OVR retains a lien on the equipment for five years.

## Opportunity Grant Program (OGP)

**Contact Information:**

1403A State Office Building

300 Liberty Avenue

Pittsburgh, PA 15222

FAX: (412) 565-7983

*Michael S. Foreman*.(voice) (412) 565-5199

*Deborah Grass*.(voice) (412) 565-2552

*Denny Puko*.(voice) (412) 565-5005

*Marcos Xenakis*.(voice) (412) 565-2550

**Funding provided:** No minimum or maximum.

**Description:** Development of manufacturing, industrial, research and development, agricultural processors, export services and firms establishing a national or regional headquarters and will create or preserve a significant number of jobs within the Commonwealth.

**Program Covers:** Machinery and equipment, working capital, **job training**, infrastructure, land and building improvements, environmental assessment and remediation, acquisition of land, buildings and right-of-ways, site preparation, demolition and clearance.

**Restrictions:** Projects must offer substantial economic impact, either for the Commonwealth as a whole or for the locality or region in which the company will locate or expand. 4:1 private match is required. A minimum of 100 jobs must be created within three (3) years.

# Pennsylvania Workforce Improvement Network

## Contact Information

OVERALL:

**Wendy McDowell**  
[wlm12@psu.edu](mailto:wlm12@psu.edu)

### Allegheny Intermediate Unit #3

Contact: *Danis Kubiak*  
1401 Forbes Avenue, Suite 225  
Pittsburgh, PA 15219  
[danis.kubiak@aiu3.net](mailto:danis.kubiak@aiu3.net)  
Voice: 412-281-7937  
Fax: 412-281-7939

### Carlow College Community Education

Contact: *Betsy Hunt*  
3333 Fifth Avenue  
Pittsburgh, PA 15222  
[bhunt@carlow.edu](mailto:bhunt@carlow.edu)  
Voice: 412-578-6683  
Fax: 412-578-6684  
[www.carlow.edu](http://www.carlow.edu)

### Focus on Renewal

**Funding provided:** No minimum or maximum.

**Description:** Pennsylvania Workforce Improvement Network (PA WIN) is designed to encourage and support the expansion of adult basic education organizations' abilities to provide customized foundation skills training for employees in the workplace.

**Program Covers:** Foundation Skills and ESL Training are covered. Foundation Skills are defined as those skills that workers need to be effective and safe in their work environment. Foundation Skills training is intended for workers most in need of services, such as emerging workers with little or no work or educational history, recent hires in need of additional education opportunities to advance in the workplace, and long-term employees upgrading their skills to meet increased skill demand. Communication in the workplace is considered an important Foundation Skill. PA WIN affiliates have customized numerous workplace language programs for employees who do not speak English as their primary language.

**Restrictions:** PA WIN affiliates are eligible to apply for grant assistance to offset the cost of select services described above. Employers are encouraged to contact their nearest affiliate to see if they might be eligible.

**Limitations:** May only be received once.

Contact: *Dolores Williams*  
500 Chartiers Avenue  
McKees Rocks, PA 15136  
[for.lc@verizon.net](mailto:for.lc@verizon.net)  
PHONE: 412-331-2455  
Fax: 412-331-5319

### Goodwill Industries of Pittsburgh

2600 East Carson Street  
Pittsburgh, PA 15203  
[www.goodwillpitt.org](http://www.goodwillpitt.org)

### Greater Pittsburgh Literacy Council

Contact: *Lori Keefer*  
411 Seventh Avenue, Suite 525  
Pittsburgh, PA 15219  
[lkeefe@gplc.org](mailto:lkeefe@gplc.org)  
Voice: 412-393-7625  
Fax: 412-393-7620

# Workforce Advancement Grant for Education (WAGE) Program

**Contact information:**

Eligible school's financial aid office

**Funding provided:** No minimum or maximum.

**Description:** The goals of the WAGE Program continue to be reducing affordability barriers and increasing enrollment numbers, retention rates and program completion rates for adult students.

**Program Covers:** The WAGE Program provides a block grant to postsecondary institutions that have applied and been determined eligible to participate. Institutions establish and award grants to adult students who meet both Agency and institutional student eligibility guidelines.

The maximum grant amount, per student, is \$3,500 for an academic year, which includes Fall, Winter, Spring and Summer (in that order).

**Restrictions:** In order to benefit from the WAGE Program, the student must:

- Be a Pennsylvania resident before the start of the term for which funds are awarded and must maintain PA residency throughout the term of the award.
- Be classified as an independent student in accordance with federal guidelines.
- Have a high school diploma, GED, prior successful completion of college level work or be admitted under ability to benefit requirements.
- Not be in default on any federally guaranteed loan.
- Be **ineligible** for a State Grant in the term for which a WAGE Grant is awarded.
- Be enrolled in an approved program of study that relates to a high demand occupation as determined by the Pennsylvania Department of Labor and Industry.
- Demonstrate financial need.

For more general funding information, employers should visit:

<http://www.newpa.com/programFinder.aspx?typeID=1>



The TRWIB is an employer-driven, policy-making entity for Allegheny County and Pittsburgh. Board members, appointed by the Chief Executive of Allegheny County and Mayor of Pittsburgh, share a concern about workforce quality and the availability of good jobs in the region.

Our mission is to advance and support an integrated and accountable workforce development system in the Allegheny County and the City of Pittsburgh so that job seekers can find good jobs and employers can find qualified workers.

### **Three Rivers Workforce Investment Board**

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Ronald D. Painter, Chief Executive Officer  
Phone: 412.552.7090  
email: [rpainter@trwib.org](mailto:rpainter@trwib.org)

Equal Opportunity Employer. Auxiliary aids and services are available upon request. Requesting accommodations in advance helps to ensure that reasonable accommodations are available at the time service is provided. Phone: 412 552-7099; TTY: 412 201-3453; [shenderson@trwib.org](mailto:shenderson@trwib.org).