



THREE RIVERS
WORKFORCE INVESTMENT BOARD
TRWIB, Inc.

2009 JOB TRAINING FUNDING GUIDE[©]

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

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for

Three Rivers Workforce Investment Board

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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 County 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
PHONE: (717) 787-8199
FAX: (717) 772-5419

Southwest Regional Office

State Office Building, Room 1401
300 Liberty Avenue
Pittsburgh, PA 15222
PHONE: (412) 565-2884
FAX: (412) 565-2889

For more information, contact the Governor's Action Team @ <http://www.newpa.com/build-your-business/locate/assistance-services/governors-action-team/index.aspx>

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 Goodwill Southwestern Pennsylvania, the city of Pittsburgh, Allegheny County, Pennsylvania Job Centers, the Office of Vocational Rehabilitation, the Pennsylvania Dislocated Worker program, and the 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:

Dan Hiwiler

Allegheny County Department of Human Services Office of Community Services

One Smithfield Street, 2nd Floor

Pittsburgh, PA 15222

PHONE : (412) 350-5224

FAX : (412) 350-5220

E-MAIL: Dan.Hiwiler@AlleghenyCounty.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
PHONE: 866-GO-NEWPA (866-466-3972)
ReadySetSucceed@newPA.com

Funding provided: Awards typically range from \$5,000 to \$250,000 (varies somewhat between centers and 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; start-up or existing companies.

Business Retention & Expansion Program- (BREP)

Contact Information:

Randy Williams
Southwestern Pennsylvania Commission
Regional Enterprise Tower, Suite 2500
425 Sixth Avenue
Pittsburgh, Pennsylvania 15219-1852
PHONE: (412) 391-5590/Ext. 366
FAX: (412) 391-9160
E-MAIL: 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 73,400 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:

Deidra Cochran
Regional Enterprise Tower, 21st Floor
425 Sixth Avenue
Pittsburgh, PA 15219
PHONE: (412) 552-7138
E-MAIL: dcochran@pghcareerlink.org

Funding provided: First 30 calendar days, 100% reimbursement of the wages, 31st to 60th calendar day, 75% reimbursement of the wages, 61st 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
 - The 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, 22nd Floor
425 Sixth Avenue
Pittsburgh, PA 15219
PHONE: (412) 552-7022
TTY # (412) 552-7044
E-MAIL: 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
 - The 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, 4Pth Floor
Commonwealth Keystone Building
Harrisburg, PA 17120-0225
PHONE: (717) 720-1419
<http://www.newpa.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 (no point of sale/retail).

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

Community College of Beaver County
Sue Dunlap
Customized Training Manager
Beaver Falls, PA
(724) 847-7000 x 233
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

Funding provided: Basic skills – up to \$450 per trainee and \$75,000 per company; Information technology – up to \$850 per trainee and \$50,000 per company.

Description: Job training for employees for manufacturing, technology, and information technology 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, 2009.

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

City of Pittsburgh Contact information:

Brian Williams
Pittsburgh/Allegheny County PA CareerLink
Downtown office
Regional Enterprise Tower, 22nd Floor
425 Sixth Avenue
Pittsburgh, PA 15219
PHONE: (412) 552-7032
TTY: (412) 552-7044
E-MAIL: bwilliams@pghcareerlink.org

Allegheny County Contact Information:

Dan Hiwiler
Allegheny County Department of Human Services Office of Community Services
One Smithfield Street, 2nd Floor
Pittsburgh, PA 15222
PHONE: (412) 350-5224
FAX: (412) 350-5220
E-MAIL: Dan.Hiwiler@AlleghenyCounty.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 are 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

EMAIL: bnathan@catalystconnection.org

<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, quality assurance and improvement (ISO certification assistance), LEAN manufacturing, supply chain development, training and workforce development, information technology services, e-business, website assistance and CRM assistance.

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 7th Street, Suite 103
Harrisburg, PA 17102
PHONE: (717) 705-8821
FAX: (717) 783-4660
E-MAIL: 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: Energy (includes Mining); 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 provisions related to a comprehensive training plan or business strategy including:

- Equipment or building construction
- Support lease or rental cost of building
- WEB Site(s) development or maintenance
- Indirect Fees
- Indirect costs
- Administrative costs in excess of 5%
- Supportive training that will reduce workforce or displace workers
- Reimbursement of training costs that were not determined by assessment through the industry partnership
- 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

Morgantown, WV 26506

PHONE: 1-800-526-7234 TTY 1-877-781-9403

FAX: 304-293-5407

E-MAIL: jan@jan.wvu.edu

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

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

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 consulting 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, 4th Floor
Commonwealth Keystone Building
Harrisburg, Pennsylvania 17120-0225
PHONE: (717) 720-1420
E-MAIL: 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
PHONE: (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
PHONE: (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:

DCED
1405 State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222
Jack Nolan PHONE: (412) 565-7970

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.

<http://www.newpa.com/find-and-apply-for-funding/funding-and-program-finder/funding-detail/index.aspx?progId=41>

<https://www.esa.dced.state.pa.us/ESAW/> to apply on line with the single application. Apply online with the [Single Application for Assistance](#).

Pennsylvania Workforce Improvement Network

Contact Information

OVERALL: **Wendy McDowell**
wlm12@psu.edu

Allegheny Intermediate Unit #3

Contact: *Ms. Danis Kubiak*
1401 Forbes Avenue, Suite 225
Pittsburgh, PA 15219
E-MAIL: danis.kubiak@aiu3.net
PHONE: 412-281-4494
FAX: 412-281-7939

Carlow University – Office of Community Education

Contact: *Ms. Betsy Hunt*
Park Building, 3rd Floor
355 Fifth Avenue
Pittsburgh, PA 15222
E-MAIL: bhunt@carlow.edu
PHONE: 412-325-7704
FAX: 412-325-8199
<http://www.carlow.edu/>

Focus on Renewal

Contact: *Ms. Dolores Williams*
500 Chartiers Avenue
McKees Rocks, PA 15136
for.lc@verizon.net
PHONE: 412-331-2455
FAX: 412-331-5319

Goodwill Southwestern Pennsylvania

Contact: *Ms. Jackie Abel-Stavropoulos*
2600 East Carson Street
Pittsburgh, PA 15203
EMAIL: Jackie.Stavropoulos@goodwillswpa.org
PHONE: 412-390-2308
FAX: 412-481-0187
<http://www.goodwillpitt.org/>

Greater Pittsburgh Literacy Council

Contact: *Ms. Lori Keefer*
100 Sheridan Square, 4th Floor
Pittsburgh, PA 15206
E-MAIL: lkeefe@gplc.org
PHONE: 412-661-7323 Ext. 131
FAX: 412-661-3040

Funding provided: No minimum or maximum.

Description: Pennsylvania Workforce Improvement Network (PA WIN) encourages and supports 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 those 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.

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 County Executive of Allegheny County and the 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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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.

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