Company Guidelines
for the training period of
July 1, 2025-June 30, 2026

The Workforce & Economic Development Network of Pennsylvania (WEDnetPA) is focused on retaining Commonwealth companies by helping them improve the skills and productivity of their Pennsylvania employees. WEDnetPA provides grant funds to eligible companies as reimbursement for documented employee training that takes place during the fiscal year. Each year, program eligibility is reviewed and updated.

Eligible companies across Pennsylvania may apply through ISAAC, an online portal available at www.wednetpa.com. A network of twenty-two community colleges, state system universities and other partners process applications. A statewide office, managed by Pennsylvania College of Technology, is responsible for WEDnetPA program oversight and making final decisions about applications and reimbursements.

Funding for this program is provided by a state appropriation through the Pennsylvania Department of Community & Economic Development (DCED).

This document is subject to change without notice.

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Key Information

Online Application Process:
- To apply and for more information, visit www.wednetpa.com.
- Choose <u>any</u> WEDnetPA partner as your point of contact for questions, eligibility, availability of funding, etc.

Required Documentation:
- Application and invoices must be submitted by an <u>employee</u> of the company.
- An authorized employee must execute a Memorandum of Agreement (MOA) via Docusign within 30 days of the contract award date or risk losing funding.
- Only <u>employees of the company</u> can be granted password-protected access to ISAAC, the application and invoicing online platform using Salesforce.
- A detailed training plan must be completed.
- Invoicing documentation to support training activity and cost must be provided.
- Correct spelling of employee's <u>legal</u> first and last name, birth month and day and last four digits of social security number are required for training reimbursement (see Page 8 for more details).

Training Grant Amounts:
- Maximum reimbursement is $2,000 per employee, up to $100,000 per company.

Company Eligibility:
- Funding is limited to two years in a row or three out of any five-year period.
- Company must submit their current six-digit NAICS (North American Industry Classification System) code to determine program eligibility.
- Company must be physically located in Pennsylvania.
- Company must be in an eligible industry and predominantly industrial or business-to-business.
- Company must <u>not</u> be explicitly ineligible as defined by the complete guidelines.
- Each company location must submit its own application (exceptions may apply, see Page 5).
- All locations under the same FEIN are considered a single company subject to the company cap.
- A company location may not use multiple FEINs that result in receiving funding more than two years in a row or three years out of any five-year period.
- FEIN and company name on ISAAC should match the W-9 form submitted for payment.

Employee Eligibility - To be eligible for reimbursement, at the time of training an employee must:
- Be a resident of and employed in Pennsylvania.
- Earn at least $16.74 per hour (subject to change each fiscal year), excluding benefits at the time of training.
- Be permanently employed full-time and eligible for full-time benefits.
- Be an employee of the specific company location for which a contract is awarded.
- Legally eligible to work in the United States.

Training Eligibility:

- Training must build skills for current job, advancement or promotion with the goal of strengthening the company's capabilities, performance and competitiveness.
- Training must <u>start</u> on or after July 1, 2025 and be <u>completed</u> on or before June 30, 2026.
- Partial training cannot be reimbursed.
- Training cost must be "reasonable" as defined by market rates and other criteria defined in the complete guidelines.
- Company cannot use employee or an employee's company as a third-party training provider.
- Each training session must be a minimum of 30 minutes in length.
- Repetitive annual training may not be funded.

Additional Eligibility Criteria

Company:

- Each year, WEDnetPA eligibility guidelines are reviewed to ensure alignment with Pennsylvania's evolving economic priorities. In 2024, the Commonwealth launched its first comprehensive economic development strategy in nearly 20 years. ***A Ten-Year Strategic Plan for Economic Development in Pennsylvania*** identifies five key industries—manufacturing, life sciences, energy, agriculture and robotics & technology.

  To support this vision, WEDnetPA funding is focused on companies that directly align with these priority industry sectors. As a result, businesses that were eligible in past years may not qualify under the new guidelines, while others that previously did not qualify may now be included.

  We understand this change may be disappointing to some of our prior eligible applicants. However, this statewide realignment is designed to ensure that public resources are invested in ways that strengthen Pennsylvania's economic future and drive innovation with limited resources.

  We are here to support companies through this transition and help determine your eligibility under the new criteria.

- Eligible companies are those that fall within one of the five key industry sectors, are predominantly industrial or business-to-business in nature, are not limited or defined elsewhere in these guidelines (page 7) and are not explicitly defined as ineligible. Additionally, General Medical and Surgical Hospitals are eligible.

- Companies must provide their current primary six-digit North American Industry Classification System (NAICS) code (https://www.census.gov/naics/). This code is used to determine eligibility. If you have questions about whether your company is eligible, please contact your chosen partner for clarification.

- Company caps and funding history will be determined by the company's FEIN, not by location or operating functions. If the company has more than one location using the same FEIN, it is the company's responsibility to coordinate applications among the various locations.

- For companies with multiple locations that share the same FEIN <u>and</u> company name, each location must apply separately. However, when <u>any</u> of the following criteria is met, the company has the option to submit a single application for those locations:
    o Within the same city/town.
    o Within the same county.
    o Within 10 miles of one another.

- Only those employees from the specific company location receiving a training grant can be considered for reimbursement unless the criteria are met for submitting a single application for multiple locations.

- Based on <u>all</u> full-time employees working in PA (not by location), companies with an annual employee turnover rate of 25% or greater are not eligible. This policy may be waived with justification and at the discretion of the Executive Program Officer.
  - For consideration, a signed and dated written request on company letterhead must be provided that states the current turnover rate, an explanation of why employee turnover is above the 25% threshold, steps being taken to reduce turnover and how the proposed training will positively impact the turnover rate.
  - This letter must be submitted to your WEDnetPA partner <u>after</u> the training plan has been entered into ISAAC.

Eligible & Ineligible Industry Sectors:

Eligible	Not Eligible
▪ **Manufacturing** ▪ **Agriculture** ▪ **Energy** ▪ **Life Sciences (including General Medical and Surgical Hospitals)** ▪ **Robotics and Technology** Generally, manufacturing companies with a six-digit NAICS beginning with 31, 32 and 33 are eligible. Companies new to WEDnetPA should provide their current six-digit NAICS during their initial inquiry to determine eligibility. Companies that have previously applied for WEDnetPA funding must confirm that their current six-digit NAICS listed in ISAAC is still accurate to determine eligibility. The six-digit NAICS code provided must directly align with the primary business of the company and be consistent with the description of the company, as entered in ISAAC.	Any company with a six-digit NAICS code that does not directly align with the five eligible industry sectors listed in the Eligible column. Exclusions include, but are not limited to, the following: ▪ Brick & mortar retail businesses ▪ Direct cannabis businesses (i.e., ones that grow, produce, process, distribute or sell cannabis or cannabis products), even if legal under Pennsylvania state law, are not eligible for training funds. ▪ Educational institutions ▪ Employment agencies ▪ Gaming establishments ▪ Government agencies and facilities ▪ Non-profits (except for certain life sciences & General Medical and Surgical hospitals) ▪ Training providers When eligibility is in question, the Executive Program Officer will decide on a case-by-case basis.

Employee:
- Permanent, full-time employees eligible for full-time benefits are eligible regardless of job title or company size.

- WEDnetPA creates an employee unique identifier for the purpose of tracking an employee's training cap. Employee birth month (MM), birth date (DD) and last four digits of the employee's SSN (SSSS) and correct spelling of legal first and last names are required. These four pieces of information are used to create an employee unique identifier (UID).

Training:
- At least one or more training events must start or be scheduled by January 31, 2026 or within 30 days of the contract approval date (whichever comes later) or grant funds will be at risk of forfeiture at the discretion of the WEDnetPA partner.

- The training provider invoice or other acceptable documentation <u>must</u> include the training event name and training cost. Additional support documentation may be required to process reimbursements. Support documentation may include, but is not limited to, certificates of completion, website documentation or email clarification from the training provider. If the documentation is dated outside the fiscal year, it must include the training dates or other acceptable support documentation.

- Training CDs, DVDs, and videos are generally considered eligible but cannot exceed $500 per training topic without advanced approval by the Executive Program Officer.

- Certification training is eligible and encouraged. The cost of a certification test is eligible only if it accompanies certification training.

- An employee cannot be reimbursed for the same training more than once in a program year.

- Company orientation and on-the-job training are not eligible for reimbursement.

- Regardless of the company, any training that directly supports or is specifically related to the use, growth, distribution or enhancement of cannabis is not eligible.

Examples of Eligible Training Topics (not all inclusive):

- **Business Operations:**
    - Customer Service
    - Human Resources
    - Leadership
    - Math
    - Problem Solving
- **Computer Operations:**
    - Database Software
    - Electronic Medical Records
    - Presentation Software
    - Spreadsheets
    - Word Processing
- **Machine Operations and Maintenance:**
    - OEM Training
    - Hydraulics
    - Industrial Electricity
    - Motor Controls
    - Pneumatics
- **Manufacturing Fundamentals:**
    - Basic and Industrial Electricity
    - Blueprint and Schematic Reading
    - Geometric Dimensioning and Tolerancing
    - Machine Setup
    - Soldering
    - Tooling and Grinding
    - Welding
- **Manufacturing Technology:**
    - 3D Printing
    - CAD, CAM, CNC, PLC
    - Electronics
    - Rapid Prototyping
    - Robotics
- **Product and Process Control:**
    - Continuous Improvement
    - Enterprise Resource Planning (ERP)
    - Internal Auditor
    - ISO
    - Kaizen
    - Lean Enterprise
    - Lean Manufacturing
    - Non-destructive Testing (NDT)
    - Project Management
    - Quality Assurance
    - Root Cause Analysis

- **Product and Process Control cont'd:**
    - Six Sigma
    - Statistics
    - Total Productive Maintenance (TPM)
    - Total Quality Management (TQM)
- **Software Implementation:**
    - Coding/Programming
    - E-Commerce
    - Information Security
    - Network Administration
    - SCRUM
    - Software Engineering
    - Website Design and Development
- **Health and Science Applications:**
    - Biology
    - Chemistry
    - Infection Control
    - Nursing
    - Phlebotomy
    - Physics
- **Workplace Behavior Skills:**
    - Communications
    - Diversity
    - Drug and Alcohol Abuse
    - Sexual Harassment
    - Teamwork
- **Workplace Health and Safety:**
    - Active Shooter
    - ARC Flash
    - Blood-borne Pathogens
    - Confined Space
    - Driver Safety
    - Electrical Safety
    - Fall Protection
    - Fire Safety
    - First Aid, CPR, AED
    - Food Safety
    - Forklift Safety
    - Hazardous Materials Handling
    - Lockout/Tagout (LOTO)
    - OSHA
    - Personal Protective Equipment (PPE)
    - Workplace Violence

Application Process

Eligibility:
If the eligibility of your company, employees or training is uncertain, consult with your WEDnetPA partner <u>before</u> starting an application or training.

Application Process:
To apply for grant funds, a <u>company employee</u> must complete the following items online: inquiry, application, training plan and Memorandum of Agreement (MOA).

To submit an initial inquiry:
- For first-time applicants: go to www.wednetpa.com.
- For returning applicants: log in at wednetpa.my.site.com/company/s/ with your username and password.
- Each person connected to a company is required to have a unique email address. Generic email addresses are not permissible.

Note: WEDnetPA updated the ISAAC application and data management system in December 2024. When logging in, returning users will see a new look, with improved features and functionality. If you have any questions or need assistance, please contact your WEDnetPA partner directly.

An email notice will be sent when a company inquiry has been accepted by the WEDnetPA partner. After receiving this email, complete the application process:
- Create a training plan.
- Submit your application.
- Your WEDnetPA partner reviews your application.
- The Statewide Office reviews and awards your contract.
- Electronically sign the MOA via Docusign.

Application Timeline:

Note: the application timeline may change annually.
This year, eligible companies may apply beginning August 1, 2025. Applications are competitive and will be reviewed in the order they are received by the statewide office. Consideration will be given to the quality of training, geographic impact and company size. Application approval is dependent on passage of the state budget and available program funding.

Company Signing Authority:
Anyone who executes documents on behalf of the company must be an employee of the company <u>and</u> have signing authority. This includes the MOA, invoice submissions and other documents that are used in the administration of the program. Anyone who is not an employee of the company will not be considered to have signing authority.

Company Description:
The company description should be at least 1-2 sentences and include what products/services are offered <u>and</u> what industries are served by the company. The company description should align with the six-digit NAICS code reported by the company.

Company Size:
Company size is defined as the <u>total</u> number of PA employees by FEIN, not by location.
- Small companies: 1-100 total PA employees
- Medium companies: 101-250 total PA employees
- Large companies: 251-500 total PA employees
- Extra Large companies: more than 500 total PA employees

North American Industry Classification System (NAICS) Code:
Companies are required to provide their 6-digit 2022 NAICS code. Companies self-report their NAICS code aligned with their primary business activity. Often, finance/accounting offices within a company are familiar with this code. If a company is not sure of their six-digit NAICS code, this online tool can be used: https://www.census.gov/naics/.

Training Plan:
A training plan is required and can be updated and modified throughout the contract period. Each training topic requires a 1-2 sentence course description that includes the topics/subjects learned. A sufficient description is needed to determine eligibility.

Training event costs should list actual cost, not employee cap.

Training event dates should list actual/estimated training event dates, not July 1st-June 30th.

Regardless of when the application is approved, the training event dates can be retroactive to July 1, 2025 but must be completed by June 30, 2026.

A training event that is marked as "Accepted" in ISAAC does not mean that it has been approved for reimbursement. It means that, based on the limited information provided on the training plan, the training appears to be eligible, assuming it meets all requirements of the program including reasonable cost.

A training event should only appear once on a training plan. Multiple identical training events will need to be combined into one training event.

Multiple invoices can be submitted under one training event if the event name, topics covered, and provider type are the identical regardless of cost, training dates or training vendor.

Invoicing

Timing:
Companies must submit invoicing documentation for eligible training within 45 days of the completion of <u>each</u> training event or by the WEDnetPA partner's designated year-end invoicing deadline, whichever comes first. The last day the statewide office will approve invoices for payment will be **July 15, 2026**. The WEDnetPA partner may establish an earlier company deadline to meet the statewide office deadline.

Limits:
If the cost of training exceeds the employee or company cap, the company will be responsible for the balance of the cost. The company will also be responsible for the cost of any training that is determined to be ineligible or unreasonable. If there are questions or concerns about the cost being reasonable, contact your WEDnetPA partner before scheduling training and/or incurring the cost.

Reasonable Cost:
Companies are expected to only incur <u>reasonable</u> and customary costs for training. Companies must be willing to pay the same cost for the training if it was not reimbursed through WEDnetPA.

Costs determined to be unreasonable by and at the sole discretion of the Executive Program Officer will not be reimbursed and will be the responsibility of the company. The examples below help to illustrate the intent of "reasonable cost" but are not intended to cover every possible scenario:

- When a company agrees to training arrangements, **it is the company's responsibility to be sure the cost is reasonable compared to local market rates** for comparable training. (Example: if the market rate for an 8-hour Excel course is $250, then a cost of $500 would be unreasonable).

- When a company agrees with a training provider to purchase training at a fixed cost, **it is the company's responsibility to be certain that enough employees attend so the average cost per employee is reasonable**. (Example: If a two-day Teamwork course costs $10,000 and twenty employees are expected to attend, the average cost is $500 per employee – this seems reasonable. However, if only five employees attend, the average cost becomes $2,000 per employee and is no longer reasonable.)

- When a company has a large number of employees attending the same training at a fixed cost per trainee, **it is the company's responsibility to be sure the total cost is reasonable and if necessary, negotiate a discounted rate**. (Example: if five employees attend a four-hour Lean Manufacturing course at a cost of $200 each, the total cost of

$1,000 is reasonable. However, if 40 employees attend the same four-hour course, the total cost of $8,000 is no longer reasonable.)

- Nationally recognized trainers can demand high fees. When a company brings in such a trainer, **it is the company's responsibility to ensure the cost is reasonable**. (Example: a company could engage a local safety trainer for a one-day session at $3,000-$5,000 but instead, decides on a nationally recognized trainer at a cost of $20,000. This cost is not reasonable).

Partner-Provided and Third-Party Training:
Invoicing documentation must include at least one of the following and must specify the training event name <u>and</u> training cost:
- training provider invoice
- paid registration confirmation/receipt
- unpaid registration with either proof of payment (copy of canceled check or credit card receipt/statement)

The training event name on the training plan must match what appears on the vendor invoice.

If a vendor invoice does not specify what training was provided or is not dated, it will not be accepted. Handwriting the training event name or date on the vendor's invoice will not be accepted.

If the vendor's invoice is in a foreign currency, bank documentation showing the foreign currency amount, conversion date, exchange rate of conversion and USD equivalent is required to be submitted with the vendor's invoice. Handwritten documentation will not be accepted.

In cases where an employee has paid for training out of pocket and the company is seeking reimbursement for this training, the company must provide proof that it has already reimbursed the employee for the training.

When calculating the cost per person for any training, the "number of employees receiving training" must be the <u>total number of employees trained,</u> regardless of eligibility for WEDnetPA. For example, if a training event costs $10,000 for 100 employees, but only 25 of the employees are WEDnetPA eligible, the cost per person is $100 ($10,000/100 total employees trained), not $400 ($10,000/25 eligible employees).

Library Training:
Library training is defined as unlimited access to a catalog of training topics for a specific period of time and at a fixed price. To be eligible, a trainee must complete three courses within the library. Example: a Professional Development Library may include hundreds of courses. A trainee must complete at least three 30-minute courses within a library period to receive reimbursement for the library cost. "Complete" is defined as the review of all chapters within a course and the completion of the course assessments.

The company will be responsible for the full cost of library training for each eligible employee who does not complete a minimum of three courses.

In addition to invoice documentation and specified library access period, additional documentation is required from the training provider for the three courses taken by each employee. This information must include the employee's name, course name, course status (finished/completed), the amount of time required to complete each course and the start and end dates of the training.

When calculating the cost per person for a library, divide the total cost by the number of user licenses purchased. Example: if a library subscription costs $4,500 for 100 user licenses, the cost per license is $45. This represents the maximum potential reimbursement per trainee, regardless of how many employees complete the training. If the library purchase does not specify the number of licenses but provides unlimited access to all employees, then the total cost must be divided by the total number of employees.

For example, if the company is purchasing library training as a monthly subscription, each month is considered a separate library and employees must complete the three-course minimum for <u>each</u> month.

In-House Training:
The in-house training option is intended for limited use when third-party training is not available or when it is cost prohibitive.

Please note:
- <u>Companies with more than 500 employees (total PA employees, not by location) are not eligible for in-house training</u>.
- Sign-in sheets are required for reimbursement of all in-house training.
- Group training is limited to a maximum of 40 hours per event.
- Single-employee training (i.e., one at a time) is limited to a maximum of 8 hours per event.
- Training that is structured to circumvent the above limits or when the cost is deemed excessive can be denied at the discretion of the Executive Program Officer.

All in-house instructors must be employees of the company and properly qualified through education or experience. The company agrees to maintain sign-in sheets of trainee attendance and attach these records when submitting a reimbursement request.

The instructor's hourly rate must be accurate and reasonable. A company may be required to provide payroll records (the employee's most recent redacted W-2, for example) to verify an instructor's hourly rate. Failure to provide requested payroll records will result in the invoice being rejected.

The "Instructor's Name and Job Title" field in ISAAC must include the name and job title of all in-house instructors. If more than one in-house instructor conducted the training, list each instructor's name, job title, and hourly rate. The rate per hour field should reflect the <u>average</u> rate of all in-house instructors, not their combined hourly rate. If a training vendor comes on-site to conduct training, it is not considered in-house training.

Eligible costs for in-house training include, but are not limited to:
- Hourly rate of the instructor for actual hours in training (cannot include prep time)
- Instructor benefits
- Copying
- Books/consumable supplies
- Off-site room rental

Ineligible costs for all training include, but are not limited to:
- Trainee wages during training period
- Travel expenses
- Food and beverage
- Preparation and development costs
- Sales tax
- Shipping and handling charges
- Membership fees
- Standalone test/exam fees (to be eligible, exams must accompany applicable training)
- In-house online training
- Room rental for on-site training
- Materials and tools used on the job (calculators, calipers, hard hats, etc.)
- Reference materials and manuals
- Props or games that can be used after the training
- Training materials not consumed in the training event
- Hardware and software
- Fixed assets
- All other costs not associated with actual training

Other Important Information

Data Security and Privacy Policies:
WEDnetPA takes significant steps to secure and protect the information provided by companies. The information collected is used solely for purposes related to the administration of the program. We do not share information outside the WEDnetPA partnership, its funding source and other state departments except as required by law. Our data security (wednetpa.com/policies/data.html) and privacy (wednetpa.com/policies/privacy.html) policies are available online.

Information Sharing, Administration & Analysis Center (ISAAC):
ISAAC is WEDnetPA's online data management system and requires the use of an Internet standards-compliant browser. ISAAC is housed on Salesforce.

Only employees of the company will be given password-protected access to ISAAC. Consultants, training providers and other non-employee entities are not permitted to access ISAAC on behalf of a company. Usernames and passwords cannot be shared. Sharing passwords will result in loss of access and may jeopardize funding.

To allow delivery of ISAAC generated emails, isaac@wednetpa.com and contact@wednetpa.com should be whitelisted.

Contacts:
In ISAAC, companies must designate the following points of contact:

- Primary:
    - There can be only one primary, which must be the company's main contact.
    - There is no limitation on other privileges; the primary can perform all tasks.
    - The primary can add other users.
    - Will receive ISAAC-generated email notifications.
- Executive:
    - There can only be one executive.
    - Privileges are assigned by the primary.
    - Cannot add new users or assign/change anyone's privileges.
    - Will receive ISAAC-generated email notifications.
- Other:
    - Associate level access has a limited view and cannot add, change, or delete anything.
    - Access will default to associate level but can be changed to staff on a case-by-case basis by request.

Multifactor Authentication:

WEDnetPA uses enhanced security protocols to safeguard sensitive information. Accordingly, users must use Multifactor Authentication (MFA) to gain access to ISAAC. Users must download an acceptable MFA application to their smartphone or tablet. Recommended applications include Salesforce Authenticator, Google Authenticator or Microsoft Authenticator. Users will be required to use the MFA application to verify their profile once every 24 hours.

Terms and Conditions:

- Company must be able to receive and sign Memorandum of Agreement (MOA) initiated and executed via Docusign no later than June 30, 2026.
- Grant awards are contingent upon the availability of funding and are subject to all terms and conditions of the program's contract with the Pennsylvania Department of Community & Economic Development, which is available upon request.
- Training can be provided by any third-party provider, the WEDnetPA partner or the company's qualified in-house staff.
- Companies will always select the training provider of choice and are not required to use a WEDnetPA partner for training.
- WEDnetPA does not endorse any third-party providers.
- WEDnetPA funds cannot be used to reimburse for training that has been or will be paid for (in whole or in part) by another local, state or federal funding source.
- From time to time, the training of some providers may be ineligible for company reimbursement. It is the sole responsibility of the applicant to confirm trainer eligibility through the WEDnetPA partner or the program's website. Should a training provider be identified as ineligible, reimbursement will be denied.
- WEDnetPA is funded with public state tax dollars and certain information about the company's participation may be made available to the public.
- Companies agree to participate in surveys, usually one annually after the fiscal year concludes. Feedback is critical to the success and continued funding of the program.
- To help ensure continued funding, companies are encouraged to contact state legislators to share information about the WEDnetPA program and its benefits. Funds are provided through the Pennsylvania Department of Community & Economic Development.
- Companies agree to provide upon request any information related to contracts under this program (including but not limited to employee home addresses). Information must be provided for a period up to six years (current fiscal year plus the previous five fiscal years) when requested by the WEDnetPA partner, the WEDnetPA statewide office, Pennsylvania College of Technology, the Pennsylvania Department of Community & Economic Development, the Office of the State Inspector General, Comptroller or their designated representatives.

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