Reducing Barriers to Accessing and Completing Workforce Training in Philadelphia

July 2024 RFP FAQs

**RFP Eligibility**

**Q:** In addition to traditional workforce non-profits, are other types of organizations eligible?

**A:** Yes, the following types of organizations are also eligible, however, it is important note that all proposals will have to demonstrate how they directly contribute toward achieving the objective of the RFP:

- city and other government agencies
- organizations and groups working through nonprofit fiscal intermediaries
- employers, provided they are public charities
- organizations that do not run their own workforce training programs but that have a strong, formal partnership with a workforce training provider who is preparing adult trainees for family sustaining employment at an identified employer.

**Q:** Can organizations apply for multiple RFPs from across the Foundation’s grantmaking programs?

**A:** Yes.

**Q:** If we have a current workforce grant or a workforce planning grant from WPF, can we still apply?

**A:** Yes.

**Q:** Is the RFP funding opportunity limited to adult workforce programs? What is the age range?

**A:** Yes, however, workforce training programs for school-age young people (16-24) who are not in school and not in the workforce are eligible. Future RFPs may focus on youth workforce.

**Q:** Would advocacy at the local, state, and federal level for workforce development be eligible?

**A:** Yes, provided advocacy efforts are focused on reducing or removing specific barriers to accessing and completing workforce training programs and staying employed 12 months after the completion of training.

**Q:** How much experience in workforce development is required to be eligible?

**A:** As indicated in the RFP Review Criteria (pages 6,7) we are expecting that organizations will have at least 1–5 years of experience, with the most competitive applicants being able to demonstrate 5 or more years of experience.
Regarding site visits, are virtual organizations eligible or is a physical location required?

A: Virtual organizations are eligible; the Foundation team will work with the applicants to make alternative arrangements to support the site visit.

Are partnerships with employers outside of Philadelphia eligible if applicant organization is in Philadelphia?

A: Yes, provided that the workforce trainees themselves live in Philadelphia.

Proposal Design

How does the Foundation define high barriers to training and employment retention?

A: Barriers to accessing and completing workforce training and staying employed at least 12 months post-training vary widely. The Foundation has no fixed definition of barriers and is interested to learning what barriers training providers encounter, recognizing that some individuals may face multiple barriers.

How do you define higher paying jobs?

A: Definitions of family sustaining jobs vary and are contingent on the number of working parents and the number of children in a family, but in our planning, we have relied on the MIT Living Wage Calculator for Philadelphia County.

What is the definition of a strong hiring partnership?

A: Competitive applicants will be able to demonstrate a track record of placing their trainees in family sustaining employment with identified employers; the Foundation’s expectation is that workforce training organizations will likely have strong partnerships with multiple employers.

For the Employment Partnership review criterion, is a “strong” rating absolutely required?

A: Yes.

Is the RFP prioritizing part-time or full-time jobs?

A: This funding opportunity is prioritizing full-time, family sustaining employment.

What is the minimum number of people the program should impact each year

A: There is no minimum number, but the requested budget should be commensurate with the level of impact.

If two or more organizations are interested in partnering can the funding be shared or must they apply separately?
The Foundation is very interested in promoting and encouraging partnerships; however, our preference would be for a single application with a lead grantee sharing resources with the other team members.

Application/Proposal Budget

Q: Can you clarify how general operating support that is added to the award?
A: The Foundation may cover indirect (or overhead) costs up to 25% of the total grant amount to support a project. This percentage is automatically calculated based on an organization’s annual operating expenses. For this reason, there is no indirect/overhead line in the budget template. It will be added automatically and included in a potential grant award (see page 7 of the Application Template for more information).

Q: Can funding be used for workforce training costs?
A: As indicated in the RFP Review Criteria (see “Accessibility,” page 7), competitive organizations will be those that are already accessible in terms of training costs, therefore the Foundation will prioritize investments in services and programs that reduce barriers to accessing training and to achieving sustained employment (i.e., wraparound supports, training stipends, post-employment supports, etc.).

Q: Are income subsidies, training stipends, and financial incentives to promote training program retention eligible costs?
A: Yes

Q: Are apprenticeships eligible costs?
A: Yes, provided that the employer is a nonprofit public charity.

Q: Are there any costs that are not eligible?
A: All costs contributing to the achievement of the objective are eligible.

Q: Should we include the combined costs of our workforce training and wraparound support services, or just the costs for wraparound supports?
A: The Foundation would be interested in understanding the full costs of training, breaking down the separate costs for training along with the costs for providing the wraparound supports and other barrier reduction efforts that promote training completion and post-employment success.

Q: Is an audit required, even for an organization that has only been in operation for 3 years.
A: All applicants will need to provide financial information; please see page 11 of the Application Template for required financial reporting information.
Q: Will the entirety of the $5M budget be awarded to a single grantee or are multiple grantees anticipated?
A: The Foundation expects to make multiple grant awards for this RFP.

**General Information**

Q: Will the webinar be posted on the Foundation’s website?
A: The webinar is now posted on our website [https://williampennfoundation.org/rfp/workforce-training-2024](https://williampennfoundation.org/rfp/workforce-training-2024)

Q: Are future RFPs planned?
A: Future RFPs are planned, but they may not necessarily be the same as the current RFP.