

Call for Ideas- Workforce Solutions Grants

Prepare for and Connect to Sustainable, Living Wage Career Pathways

Response to Questions

The following questions were submitted on or before December 1, 2023 to Talent.Development@phila.gov. The responses are not intended to supersede information included in the Call For Ideas document [available here](#) detailing full application process.

Section 1. Programmatic Requirements

- 1. How do you define "Skilled Trades?"**
 - a. A skilled trade is any career that requires a certain skill set, ability, or knowledge. Some examples of a skilled trade include but are not limited to carpentry, masonry, finishing trades, steamfitters, electrician.
- 2. Can City departments count as employer partners?**
 - a. Yes.
- 3. Will you consider proposals that seek to train and prepare participants for climate transition jobs as part of skills trades (i.e. PV Solar Technician, HVAC Technicians, Weatherization Technicians, etc.)**
 - a. Yes.
- 4. Will you consider proposals that seek to train and prepare people for advanced manufacturing occupations within the life sciences industry (i.e. Biomanufacturing Technicians, Food manufacturing Processors, etc.)?**
 - a. Yes.
- 5. Will convening of workforce development organizations and private sector to "informing curriculum development, program design, and implementation" be permitted?**
 - a. Yes.
- 6. Would partnership with workforce development organizations be permitted?**
 - a. Yes.
- 7. Will increasing tech skills such as application of machine learning and IA be eligible?**
 - a. Yes. Even though the focus areas for this year are life sciences, public sector and skilled trades, Commerce is not excluding any industries as during the review period.
- 8. Would two hospitals within the same health system count as two separate employer partners or would their every location within the system count as one employer and listed on one employer commitment form?**
 - a. The 2 hospitals can count as 2 separate employers.
- 9. Can there be sub-grantees?**
 - a. Yes.
- 10. Employers who are interested do they have to be hiring during the length of the program?**
 - a. The goal of this grant is to connect Philadelphians into family sustaining careers. The employer should be hiring during the length of the program period or planning to begin hiring once program participants are ready to work. On the Employer Commitment

Form, there is a section titled "talent needs" where the employer can explain what they are looking to accomplish over the next 12-18 months.

Section 2. Funding Requirements

- 11. How many applicants received funding in the past year?**
 - a. Last year, Commerce funded 4 organizations.
 - b. This year, Commerce will be funding between 2 and 5.
- 12. Is this a reimbursement grant?**
 - a. There are 3 dates when invoices will be due.
 - b. An invoice for 50% of the total approved budget will be awarded once the contract is signed at the beginning of the grant period, 25% will be due at the 6-month mark and a final invoice will be due with the final report.
- 13. Are there expense restrictions and/or what are the allowable expenses?**
 - a. Expenses can go towards staff salaries, program materials/supplies, contractual services, participant wages or other incentives, an evaluation process, other operating costs. Only 15% of the budget can be dedicated to administrative costs.
- 14. Do funds have to be spent within 8 months?**
 - a. Funds should be spent within 12 months. The grant period is February 1, 2024 to January 30, 2025.
- 15. Do some or all the funds need to go directly to trainees? I.e. could these funds support a planning period to develop a training program for a historically low-wage and/or underemployed population?**
 - a. All funds do not need to go directly to trainees. If there is a planning period, it should be written into the proposal/budget.
- 16. Are there specific examples of what is meant by "administrative costs" in the budget?**
 - a. Salaries, fringe benefits, general overhead costs.
- 17. Regarding administrative costs, does this include staff/management & rent/utilities?**
 - a. Yes.

Section 3. Application Process and Timeline

- 18. The contract runs from 2/1/24 to 1/31/25. Your Timeline indicates that the Planning Period begins 2/1/24. When do you expect services for participants to begin?**
 - a. The services for participants are expected to start once all contracts have been signed. The programmatic timeline should be included in the proposal.
- 19. Is there a specific "Intent to Apply" document that we must fill out and send? What should be included in the intent to apply?**
 - a. No specific document is needed. Please send an email to talent.development@phila.gov stating your organization will apply.
- 20. Can you please confirm the contract period for this grant?**
 - a. The contract period is February 1, 2024 to January 30, 2025.