

Request for Proposals Good Jobs Challenge Regional Infrastructure & Energy Training Providers

Important Dates

Release Date: Monday, June 9, 2025

Bidders Conference: Tuesday, June 17, 2025

Philadelphia Works, Inc., will host two sessions of a virtual Bidders Conference on Tuesday, June 17, 2025:

- 9:00 AM – 10:30 AM: [Click here](#) to register for the morning timeslot.
- 4:30 PM – 6:00 PM [Click here](#) to register for the evening timeslot.

Notice of Intent to Apply: Monday, July 7, 2025

Applications Due: Monday, July 21, 2025

Submission Details

The submission of a Notice of Intent (NOI) is strongly encouraged by 5:00 PM ET on Monday, July 7, 2025. NOIs submitted after this date will be accepted.

Any questions regarding this RFP must be submitted by 5:00 PM ET on Monday, July 7, 2025.

Applications must be submitted by 5:00 PM ET on Monday, July 21, 2025.

The application, NOI, and any questions about this RFP should be submitted electronically, via email, to procurement@philaworks.org, with the subject line "(Name of Organization): Good Jobs Challenge Regional Infrastructure & Energy Training Providers."

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Section I: Introduction

A. Introduction

Philadelphia Works, Inc., (PhilaWorks) the city's workforce development board, is a non-profit, quasi-public organization serving employers and connecting career seekers to employment and training opportunities. We invest public resources in a variety of workforce solutions that drive economic growth, influence the public workforce policies, and optimize funding and resources to build a skilled and thriving workforce. For more information please [visit our website](#).

PhilaWorks is responsible for investing public workforce resources and managing a network of employment and training services designed to build a skilled, thriving workforce and meet regional business needs. This network, the PA CareerLink® Philadelphia, connects Philadelphia residents to current job openings and career growth opportunities while also supporting businesses in finding and retaining qualified talent.

PhilaWorks manages strategic investments of federal, state, local, and private funding into job training and employment programming throughout the city and Southeastern Pennsylvania region. We are prioritizing timely investments within occupations that are experiencing employer demand, show promise for future growth, pay livable wages, and are accessible to workers with diverse educational and employment backgrounds.

PhilaWorks has issued this Request for Proposals (RFP) to identify regional infrastructure and energy providers for the Good Jobs Challenge, a federally funded grant awarded through the Economic Development Administration (EDA), U.S. Department of Commerce. The Good Jobs Challenge in the Southeastern PA region is focused on connecting at least 3,000 people to quality "good jobs" over a 4-year grant period (September 2022 through September 2026), accelerating recovery, driving economic growth, and disrupting chronic multigenerational poverty across the region with a focus on three sectors: Infrastructure, Energy, and Healthcare & Life Sciences. The Southeastern PA region is defined as Berks, Bucks, Chester, Delaware, Montgomery, and Philadelphia counties. PhilaWorks collaborates with three backbone organizations in the region leading each sector:

- Infrastructure: Philadelphia Area Labor Management Committee (PALM)
- Energy: Philadelphia Energy Authority (PEA)
- Healthcare & Life Sciences: The Skills Initiative

The Good Jobs Challenge convenes workforce boards, economic development organizations, and community organizations, referred to as the Coordinated Southeast PA Workforce Development System, and focuses on developing new and supporting existing training programs to build regional workforce partnerships within the targeted growth industries.

The EDA invested \$500 million in funding across the nation to build collaborative skills training systems and programs with a focus on efforts to reach historically underserved populations and areas, including communities of color, women, and other groups facing labor market barriers. The Good Jobs Challenge provides an opportunity to build worker-focused, employer-driven workforce training systems that expand access to quality job opportunities across a broad range of communities. As part of the grant's mission, PhilaWorks aims to integrate local stakeholders into training partnerships.

PhilaWorks is committed to investing in training programs that apply proven strategies to help individuals overcome long-standing challenges to employment and career advancement. Best practices include, but are not limited to:

- Incorporating one-on-one academic support for struggling learners
- Setting clear expectations through orientation and/or bridge programming
- Offering coaching, professional mentorship, and/or graduate alumni programs
- Contextualizing literacy, numeracy, and digital literacy skills throughout the program
- Embedding professional skills and competencies through the classroom culture
- Providing supportive services, funding for expenses including transportation, technology, childcare, housing, clothing/supplies, etc.

Outlined in this RFP are the requirements for providers and instructions on how to apply.

Section II: RFP Requirements

A. Who is Eligible to Apply

PhilaWorks solicits proposals from entities who are currently operating training programs for adult career seekers, 18 years of age or older, in the public workforce system. To be eligible for this procurement, training programs must:

- Incorporate reliable and streamlined pathways to employment for graduates.
- Have strong employer relationships and documented commitments to interview and hire.
- Fulfill the following data collection requirements per EDA guidelines:
 - Track participants enrolled in training programs.
 - Track participants who have completed training programs.
 - Track participants who have obtained employment (for up to 6 months after conclusion of training).
- Prepare participants for success in one of the following industries:
 - Infrastructure
 - Energy

Please reference the Targeted Industries section for further details on these selected industries.

The awarded funding may be utilized to support various aspects of the program, including but not limited to the provision of supportive services, the addition of program slots, and other programmatic enhancements. Applicants are encouraged to propose comprehensive solutions that leverage the funding to maximize the program's impact and effectiveness.

Applicants must be in good financial standing and may not have been declared ineligible by the City, state, or federal governments for funding. Non-profit applicants must be tax exempt under Section 501(c)3, 501(c)4, or 501(c)6 of the Internal Revenue Code and must submit a copy of their most recent IRS Determination Letter. Selected providers will also be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, data security and financial controls to PhilaWorks prior to contract execution. PhilaWorks, in soliciting requests for proposal, shall not discriminate against any person or organization submitting a response to this RFP because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

B. Budget, Payment Structure, and Funding Sources

The Good Jobs Challenge Regional Infrastructure & Energy Training Providers RFP is supported by the Economic Development Administration (EDA), U.S. Department of Commerce. A total of \$2,000,000 or 100% of funding is financed with federal funds and is available for training providers.

PhilaWorks seeks competitive budgets, with costs per student evaluated in relation to market rate tuition. PhilaWorks reserves the right to negotiate the costs of all services upon award selection.

Please note, the Good Jobs Challenge funding cannot support the following budget line items:

- Stipends or Incentives: Direct payments cannot be issued to program participants.
- Equipment: Costs cannot be allocated as “equipment.”
- Food & Beverage: Food or beverages are not eligible to be purchased.

The selected providers will be compensated on a cost reimbursement basis via contract. Selected providers are required monthly to track, document, and submit all costs necessary to operate their program to PhilaWorks. Providers must seek approval from PhilaWorks for costs associated with this contract. All costs must be deemed necessary and appropriate by PhilaWorks’ fiscal management team upon receipt of the budget. This RFP and the successful applicant’s response will be incorporated by reference into any contract agreement.

Upon award, providers will be expected to develop a line-item budget. PhilaWorks reserves the right to negotiate the contract period and costs of all services upon award selection. The final awards will depend upon proposal quality, target population, program activities, and other considered criteria.

Funding for this project is contingent upon the availability of funds. PhilaWorks intends to award contracts to multiple respondents throughout the Southeastern PA region.

C. Conditions of Solicitation

The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way obligate PhilaWorks to execute a contract with any applicant. PhilaWorks reserves the right to change any of the enclosed specifications as required by the EDA without prior notice to applicants. PhilaWorks also reserves the right to reject all proposals in whole or in part and/or not award any of the proposals received in response to this RFP. Contracts for the accepted proposals will be based upon the factors described in this RFP.

Compliance

The public funds under the control of PhilaWorks are used efficiently and prudently in the purchase of administrative goods and services. Full accounting is available and given for all procurements. Procurement transactions are carried out in accordance with the highest ethical standards and in a manner to provide open and free competition. Each bidder is required to comply with PhilaWorks’ procurement policies and procedures, and any other applicable federal, state, or local laws, regulations, policies, procedures, ordinances, and amendments. The RFP and all accompanying attachments will be posted on PhilaWorks’ [website](#).

Conflict of Interest Policy

To avoid actual and perceived conflicts of interest, or undue influence over the process, all applicants are prohibited from contacting any PhilaWorks board member, committee member, or staff (other than

the contact listed above) regarding this RFP. Contact with any of the above for purposes of influencing the outcome of the procurement will result in disqualification of the prospective applicant from this competitive procurement process.

No employees, officers, or agents of PhilaWorks shall participate in the selection, award, or administration of a contract in which PhilaWorks funds are used where they, or to their knowledge, their immediate families, or partners, have a financial interest.

PhilaWorks' officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. Disciplinary actions shall be applied to officers, employees, and/or agents who violate this rule.

Negotiation and Award

Applicants will be sent a written notice of award. As a part of the final determination process, interviews may be scheduled between Monday, August 18, 2025, and Wednesday, August 20, 2025, for PhilaWorks to address any questions regarding submitted proposals. Additional provisions may be added as deemed necessary.

Applicants not selected may request, in writing, an oral or written debriefing. Requests for debriefing must occur within five days from receipt of a notification letter and should be directed to procurement@philaworks.org.

Closeout

All contracted training providers must maintain a closeout contract file that includes: an official notice of closeout (specifying the last invoice date and payment date); all necessary records and appropriate releases of liabilities, records, or payments; and the transfer of financial and customer records. The awardees shall retain all program records for a minimum of seven (7) years following completion of audit and resolution of any questioned costs.

D. Contract Terms

Contracts awarded will be issued for twelve months, from October 2025 to September 2026. Contract modifications and extensions are at the discretion of PhilaWorks and will depend on each provider's ability to meet defined benchmarks and performance outcomes, changes in legislation, changes in the program design, and/or continued funding.

Selected providers are responsible for adhering to all requirements imposed by PhilaWorks and its governing funding streams. The start-up requirements listed in this RFP are not all inclusive and may be modified by PhilaWorks or its representatives. All requirements listed will be negotiated once the decision to award funding has been made.

- **Contract Negotiations:** Providers will be expected to negotiate, in good faith, the terms of the contract for services that begin on their scheduled start date (unless otherwise negotiated).
- **Program Location & Technology:** Successful applicants will identify and set up their program location at least forty-five days prior to full implementation. Providers must also ensure accessibility in compliance with the [Americans with Disabilities Act \(ADA\)](#) at their program location and are strongly encouraged to consider locations easily accessible by public transportation. Providers will

be responsible for having internet access and equipment on-site to support programming and administration.

- **Data Entry and Validation:** During the contract period, all program data must be entered within the specified time and fully validated by the provider. Successful applicants will have the capacity to enter and maintain data in alignment with full program implementation expectations. Untimely data entry and poor-quality management of data may be cause for termination.
- **Fiscal Requirements:** Selected providers must follow fiscal guidelines set by the State/Federal government as outlined in the Code of Federal Regulations by the Office of Management and Budget Guidance, [2 CFR 200](#). Staff from PhilaWorks' Finance Department will communicate and share all needed information with the selected providers. All invoices must be submitted monthly with full validation following PhilaWorks guidance. Delays in invoicing may be cause for termination.
- **Food & Beverage:** Food or beverages are not eligible to be purchased for this contract.

Section III: Detailed Content/Program Elements

A. Program Elements

For this procurement, programs must align with the eligibility, program elements, and target industries as outlined below.

Training Provider/Programs

Training programs/providers must offer a supportive environment for career seekers to pursue a career in the identified industry sectors listed.

PhilaWorks is requesting proposals that outline **in detail** the following core program elements:

- A robust, proactive recruitment strategy and streamlined selection process that promotes a diverse talent pool of participants. This can include but is not limited to race/ethnicity, gender, sexual orientation, age, zip code, etc.
- Competency-based training content and high-quality course instruction from experienced and qualified instructors.
- Academic support throughout the duration of the program culminating in preparation for industry-recognized credentialing assessments.
- Connections to industry experts and employment opportunities through established and reliable employer partnerships as well as experts in the industry.
 - Training providers should work with their employer partners to guarantee a one-on-one job interview to every graduate that successfully completes their training program.

Targeted Industries

PhilaWorks is seeking proposals that will provide training programs that align with two of the sectors outlined for the Good Jobs Challenge in the Southeastern PA Region: **Infrastructure** and **Energy**.

PhilaWorks recognizes that many different occupations may fall under each sector. Eligible and interested organizations are encouraged to apply and use their application to clearly justify why their training program, even an unconventional one, may be considered for this proposal.

Infrastructure

Employment in the infrastructure sector has historically been a steady growth industry. This sector provides accessible entry points to the industry with median hourly wages ranging from \$17.78 to \$35.08, depending on the occupation. Occupations associated with Advanced Manufacturing will not be considered for this RFP.

The following is a non-exhaustive list of high-growth occupations that may be considered for procurement:

- Highway Maintenance Workers
 - Median Hourly Wage: \$22.77 per hour
- Heating, Air Conditioning, and Refrigeration Mechanics and Installers
 - Median Hourly Wage: \$27.55 per hour
- Operating Engineers and Other Construction Equipment Operators
 - Median Hourly Wage: \$27.00 per hour
- Mobile Heavy Equipment Mechanics
 - Median Hourly Wage: \$29.76 per hour
- Welders, Cutters, Solderers, and Brazers
 - Median Hourly Wage: \$25.53 per hour
- Plumbers
 - Median Salary Range: \$21.67 - \$52.29 per hour

Energy

The energy sector is one of the fastest growing and most transformative industries in today's economy, driven by advances in technology, significant federal and local investments, and the need for a resilient and sustainable energy future. Key areas include energy efficiency, renewable energy generation, alternative transportation, grid modernization, and sustainable fuels. Technologies such as solar, wind, EVs, and smart grid systems are rapidly reshaping how we power our cities and create sustainable, high-quality jobs.

The following is a non-exhaustive list of high-growth occupations that may be considered for procurement:

- Insulation workers
 - Median Salary Range: \$15.35-\$32.80 per hour
- HVAC Mechanics Installers or Technicians
 - Median Salary Range: \$18.90-\$39.42 per hour
- Energy Auditors
 - Median Salary Range: \$21.04-\$50.91 per hour
- Electricians
 - Median Salary Range: \$19.93-\$46.23 per hour
- EV Charging Infrastructure Technicians
 - Median Salary Range: \$22.00 – \$40.00 per hour

The following NAICS codes are indicative of occupations that could be aligned with the Infrastructure and Energy sectors. Please note, this is not a comprehensive list of the occupations considered for this procurement, and is subject to change:

- 211120 Petroleum Extraction
- 211130 Natural Gas Extraction
- 213111 Drilling Oil and Gas Wells
- 325193 Bioethanol Manufacturing
- 325998 Alt Energy Materials
- 486110 Pipeline Transportation of Crude Petroleum
- 486210 Natural Gas Pipelines
- 541330 Engineering Services
- 541512 Smart City Systems
- 541715 R&D in Energy Tech
- 562910 Site Remediation
- 927110 Space Research and Technology

If interested in learning more about the above listed NAICS codes, please visit <https://www.census.gov/naics/> for additional information. Please direct any additional questions to procurement@philaworks.org.

The Good Jobs Challenge presents a significant opportunity to bolster the Infrastructure and Energy workforce in the Southeastern PA region, particularly for individuals facing barriers to employment. By focusing on high-growth occupations accessible to non-degree holders, the selected training programs will contribute to the region's economic resilience and provide pathways to quality jobs for underserved populations. Proposals are invited from experienced organizations committed to workforce development and capable of delivering impactful training programs that align with the goals of the Good Jobs Challenge.

B. Terms of Participation

PhilaWorks will accept proposals through Wednesday, July 21, 2025, at 5:00 PM ET. Proposals for this RFP should be sent to procurement@philaworks.org, with the subject line “(Name of Organization): Good Jobs Challenge Infrastructure & Energy Providers.” Applicants must follow the procedures outlined in this RFP. The RFP is available at [Philadelphia Works, Inc. – Partnership and Procurement Opportunities](#).

Please complete the Request for Proposals – Submission Form below, providing the required information and attachments. Submitted proposals must consist of one PDF document per attachment (up to four total).

Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise, and program design needed to meet the required standards and goals. No incomplete, faxed, or hard copy applications will be accepted. Submissions that do not follow the required format may not be reviewed. PhilaWorks will review each request and notify organizations of approval or disapproval.

C. Eligibility Determination

PhilaWorks intends to award contracts to multiple respondents across all six Southeastern PA counties. For-profit and non-profit organizations with a demonstrated track record in providing training services

that lead to an industry-recognized credential are encouraged to apply. Specifically, PhilaWorks requires that providers currently have programming that will begin October 1, 2025.

This RFP is open to both current PhilaWorks contractors and qualified providers that have not previously contracted with PhilaWorks. Applicants include training partners who provide cohort-based training, pre-apprenticeships and apprenticeships, On-the-Job Training (OJT), Incumbent Worker Training (IWT), and Customized-Job-Training (CJT) to participants. Community colleges located in any of the surrounding counties that meet the application requirements are encouraged to apply.

Respondents may submit proposals for multiple training programs, but each program must be submitted as a separate proposal for consideration. If applicants have programming that is applicable for more than one specific industry, they must explicitly indicate identifiable industries in the Program Narrative. For any proposals that are combined, only the first proposal will be reviewed.

Respondents must choose to submit their proposal for consideration in alignment with EDA guidelines. Details on this program model can be found in the subsequent section. Proposed trainings must align with one or both targeted industries specified below:

1. Infrastructure
2. Energy

Proposals that include a training program that culminates in basic certifications or certificates of completion without employment outcomes will be considered non-responsive and will not be reviewed. Certificates must recognize technical, industry, or occupational skills for the specific industry or occupation, rather than general skills related to safety, hygiene, etc., even if such general skill certificates are broadly required to qualify for entry-level employment or advancement in employment. Examples of industry-recognized credentials include, but are not limited to the following:

- HVAC Mechanic/Installer
- American Welding Society Certified Welder

D. Performance Measures

Successful applicants are expected to meet the following two performance measures:

1. 80% Participant Completion Rate: At least 80% of participants who enroll in the training program must successfully complete all required programmatic elements, including coursework, assessments, certifications (if applicable), and any other key program benchmarks.
2. 85% Industry-Aligned Employment Placement: At least 85% of customers who successfully complete the training program gain industry-aligned employment within 90 days of program completion. Employment placements will not count unless aligned to the training program's industry sector.

Section IV: Responding to the RFP

A. RFP Timeline

The following provides an overview of the timeline for submission:

- Release Date: Monday, June 9, 2025

- Notice of Intent to Apply: Monday, July 7, 2025
- Proposals Due: Monday, July 21, 2025

B. Bidders Conference

PhilaWorks will host a virtual Bidders Conference on Tuesday, June 17, 2025, with two time slots available. The webinar is open to organizations interested in submitting a proposal and will provide an overview of the RFP, the application process, and answer any outstanding questions.

- Virtual Bidders Conference: Tuesday, June 17, 2025
 - 9:00 AM – 10:30 AM: [Click here](#) to register for the morning timeslot.
 - 4:30 PM – 6:00 PM [Click here](#) to register for the evening timeslot.

C. Frequently-Asked-Questions (FAQ)

PhilaWorks will respond to questions regarding this RFP until 5:00 PM ET on Monday, July 7, 2025. All questions must be submitted to procurement@philaworks.org. Answers to questions will be posted weekly, by 5:00 PM ET, online at [Philadelphia Works, Inc. - Partnership and Procurement Opportunities](#).

D. Notice of Intent (NOI)

Organizations interested in submitting a proposal for this RFP are highly encouraged to submit a notice of intent to apply by July 7, 2025. The NOI must be submitted electronically, via email, to procurement@philaworks.org. Please note, NOIs submitted post the July 7, 2025, deadline will be accepted.

The NOI email should be in the following format:

- Subject line: (Name of Organization): NOI for Good Jobs Challenge Regional Infrastructure & Energy Training Providers RFP
- Body: (Name of Organization) is submitting this notice of intent to submit a proposal for the Good Jobs Challenge Regional Infrastructure & Energy Training Providers RFP.

E. Application Details

PhilaWorks will only be considering applications that demonstrate strong and reliable employer support to successfully connect residents of Southeastern PA to employment upon the completion of training.

Training providers will be required to complete the Employer Attestation Form (Attachment 4; employer signature required) and include employer commitment letters detailing how they plan to support employment placements. All prospective awardees should document partnerships with their employer partners to strongly encourage a one-on-one job interview with every graduate that successfully completes their training program.

Proposed training programs/providers must meet the three core eligibility requirements:

- Lead to an industry-recognized credential (proposals that culminate in only basic certifications or certificates of completion will not be considered for review)
- Incorporate reliable and streamlined pathways to employment for participants
- Prepare learners for success in one or both of the following recovery occupation industries:
 - Infrastructure

- Energy

Proposals should include seven core components, also outlined in the Request for Proposals - Submission Form:

1. Course Summary (2-3 pages)

- Provide a high-level overview of program details and the industry sector most relevant for the training program.

2. Program Narrative (6-10 pages)

Note: The completion of all sections is not required for programs only seeking to use award for adding program slots or other programmatic enhancements.

- Submit a program narrative in essay format, no more than 10 pages. The narrative should be separated into the following sections:
 - Course Content/Curriculum:** Describe training model, a tentative curriculum syllabus and/or schedule with learning class schedule, and core competencies and skills covered to prepare for industry credential assessments.
 - Instructional Methods:** Provide detailed descriptions of instructional methods and how these instructional strategies/approaches will ensure student retention, credential attainment, and connection to training related employment.
 - Program Administration & Supports:** Describe the program administration elements that will be implemented to attract and support students.
 - Pathways to Employment:** Describe how the organization facilitates pathways to employment for participants.

3. Organizational Experience Summary (maximum 2 pages)

- Provide a brief description and history of the organization and its experience with training within the proposed training model. The summary should highlight how the organization and training program have created successful career pathways within the outlined industries and the organization's experience training adult learners facing barriers to employment.
- Include a description of the training program if it is currently funded through other funding sources and/or has graduated students in the last 6 months.
 - PhilaWorks will prioritize organizations with the experience and infrastructure needed to implement a cohort quickly (within 60-90 days.)

4. Previous Training Outcomes

- Provide previous training outcomes and program performance in detail and ensure all required information is provided.

5. Employer Support Documentation

- Complete the Employer Attestation Form (Attachment 4; employer signature required).
- Provide employer support documentation in detail and ensure all required information is provided. Employer support documentation may include:
 - Commitment letter to interview and hire.
 - Existing executed contract.
 - Employer involvement in building program curriculum.

- iv. Examples of successful employer partnerships that resulted in positive performance outcomes.

6. Financial Documentation

- Provide the organization's most recent Audited Financial Statements, performed in compliance with Government Auditing Standards. Additional details for the required documentation are provided in Attachment 3.

7. Programmatic Budget

- Complete the programmatic budget in detail and ensure all required information is provided.

F. Evaluation of Submissions

A three-phase evaluation system will be used to rate each proposal. The evaluation system is designed to convert to a numeric score between zero through one hundred. The rubric includes evaluation criteria related to the following categories: History and Experience, Plan for Implementation of Services, Organizational Capacity, and Budget and Cost Descriptions. Organizations submitting proposals will be independently assessed for their plan to provide services; submissions for training programs that do not align with the program model or designated industries will be considered nonresponsive and will not be reviewed.

Each submission will be evaluated for the following:

1. Completeness

- Submissions will be reviewed to verify that they are complete and consistent with the guidelines set forth in this RFP. If any section of the response is missing or illegible, it will be considered non-responsive and will not be reviewed.

2. Fiscal Review

- The organization and proposed budget will be reviewed for fiscal soundness and comparability to market-rate tuition for similar programs. Agencies must be considered either "low-risk" or "medium-risk" based on the fiscal review by PhilaWorks' fiscal team to be considered for funding. Additional financial documentation may be required, dependent upon the final decision of PhilaWorks.

3. Programmatic Review

- Submissions will be evaluated based on the quality of the services provided as demonstrated through the narrative section of this RFP. The elements identified in the RFP are not all-inclusive, therefore other aspects of the submissions and budgets may be reviewed during the selection process.
- Note: If applicants are submitting a proposal to fund an iteration of an existing program, previous program outcomes will be reviewed and considered as part of the determination.

Section V: Application

REQUEST FOR PROPOSALS – SUBMISSION FORM		
1. Organization Name:		2. Date of Request:
3. Organization Address:		4. Program Address (if different from organization):
5. Federal Tax ID (organization or legal entity):		6. Is the organization minority-owned and/or operated? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does the organization have any connection with Philadelphia Works (including its Board of Directors or Youth Standing Committee)? <input type="checkbox"/> Yes (If yes, explain on a separate sheet.) <input type="checkbox"/> No		8. Has the applicant agency and its staff or director ever been barred from entering contracts with Federal or State government agencies? Yes (If yes, explain on a separate sheet.) No
9. Primary Contact Person (first & last name):	10. Secondary Contact Person (first & last name):	11. Contract signatory (first & last name):
9a. Contact title:	10a. Contact title:	11a. Contact title:
9b. Contact phone:	10b. Contact phone:	11b. Contact phone:
9c. Contact email:	10c. Contact email:	11c. Contact email:
12. Project Title:		13. Amount Requested: \$

14. Proposal Checklist:

- **Submission Form**
 - Course Summary (2-3 pages)
 - Program Narrative (6-10 pages)
 - Organizational Experience Summary (maximum 2 pages)
 - Previous Training Outcomes
 - Employer Attestation Form (Support Documentation to Attachment 4)
 - Financial Documentation (Support Documentation to Attachment 3)
 - Programmatic Budget
- **Attachment 1 – Training Provider Overview Form**
- **Attachment 2 - Line-Item Budget & Narrative**
- **Attachment 3 - IRS Determination Letter & Audited Financial Statements**
- **Attachment 4 – Employer Attestation Form (employer signature required)**

APPLICANT'S CERTIFICATION

I certify that all the information provided in this application is both complete and accurate to the best of my knowledge. I also understand that if selected as a provider, I will be required to submit further detailed program and budget information.

Authorized Agency Representative Signature & Title

Date

Section VI: Attachments

1. Attachment 1: Training Provider Overview

Training Provider Overview		
Training Provider Name:		
Training Program Name:		
Training Address/Addresses:		
Number of Cohorts:		
Students per Cohort:		
Total Participants Served during Contract Period:		
Program Hours per Week:		
Cost per Participant:		
Total Cost:		
Counties Served:		
Cohort Start/End Dates:		
Points of Contact		
<i>Programmatic</i>		
<i>Name</i>	<i>Phone</i>	<i>Email</i>
<i>Fiscal</i>		
<i>Name</i>	<i>Phone</i>	<i>Email</i>

2. Attachment 2: Line-Item Budget & Narrative

LINE-ITEM BUDGET & NARRATIVE		
Organization Name:		
Project Title:		
EXPENSE ITEM	COST / EXPENSE	COST DESCRIPTION
ADMINISTRATION EXPENSES		
Admin Staffing		
Staff Salaries		<i>Refer to Next Page</i>
Fringe Benefits		
Admin Operating Expenses		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent/Lease		
Facilities – Maintenance & Utilities		
Insurances		
Other Admin Operational Expenses		
Staff Travel		
Audit & Payroll Services		
Supplies (Office Supplies & Consumable Supplies)		
Other Admin Expenses (please list):		
<i>In lieu of itemized Admin Expenses, a Federally Approved Indirect Cost Rate may be provided:</i>		
Indirect Costs (Indirect Cost Certificate Required)		

ADMIN SUBTOTAL		\$
PROGRAM EXPENSES		
Program Staffing		
Staff Salaries		<i>Refer to Next Page</i>
Fringe Benefits		
Program Operating Expenses		
Communications (Telephone, Postage, Internet, etc.)		
Facilities – Rent/Lease		
Facilities – Maintenance & Utilities		
Insurances		
Other Program Operational Expenses		
Staff Travel		
Staff Professional Development		
Subcontracts (Services/Consultants)		
PROGRAM SUBTOTAL	\$	
PROJECT TOTAL¹	\$	

¹ The total of Administrative **cannot exceed 10%** of the project total. Indirect Costs are only allowed as an administrative expense and organizations must have a current, federally approved Indirect Rate Agreement. Profit is only allowable as an administrative cost.

3. Attachment 3: IRS Determination Letter & Audited Financial Statements

Please provide the organization's most recent Audited Financial Statements, performed in compliance with Government Auditing Standards (i.e., OMB Circular A-133 or a program audit). This should include:

1. Report on Internal Control Over Financial Reporting on Compliance and Other Matters.
2. Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance.
3. Statements of Financial Position, Activities and Changes in Net Assets and Cash Flows.
4. The sign-off date of the audit and all disclosures (footnotes)
 - *If the organization does not have audited financial statements, internal financial statements or board reports will be accepted. However, please be aware that priority will be given to proposals that include audited financials.*
5. A copy of the organization's management/strategic plan, including an allocation of expenses, processes, and trends.

Applicants must be in good financial standing and may not have been declared ineligible by the City, state, or federal governments for funding. Non-profit applicants must be tax exempt under Section 501(c)3, 501(c)4, or 501(c)6 of the Internal Revenue Code and must submit a copy of their most recent IRS Determination Letter.

Please provide all documents as an attachment to the proposal.

4. Attachment 4: Employer Attestation Form

Training Provider Overview		
Training Provider Name:		
Employer Name:		
Industry Sector:	Infrastructure	Energy
Employer Point of Contact		
Name	Phone	Email

My organization has interviewed or hired individuals trained by the above-named proposer as listed below:

Position (for more than 6 positions, please attach additional pages)	Interviewed/Hired (in the past 5 years)

My organization has validated the curriculum for the proposer's training program as listed below:

Occupation/Training Program Name (for more than 6 positions, please attach additional pages)	Involved in development	Reviewed/confirmed	Other validation method

I hereby certify that the information provided above is accurate based on available records.

Certified by:

Name

Title

Signature

Date