

Request for Information Training Program Support Services: Housing Assistance Program for Adult Learners in the Public Workforce System

Important Dates

Release Date: June 4, 2025

Applications Due: June 30, 2025

Submission Details

Applications must be submitted electronically through the [Philadelphia Works RFI: Housing Assistance Program Form](#).

Questions about this RFI should be submitted electronically to Alyssa Tombler, Training Solutions Representative, at atombler@philaworks.org.

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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](#).

Philadelphia Works 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.

Philadelphia Works 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.

B. Background and Purpose

Philadelphia Works aims to better prepare career seekers for short and long-term career advancement, job security in in-demand occupations, and family-sustaining wages that increase over time, by funding workforce training opportunities tailored to specific employer needs.

Workforce training programs that include wrap-around services to cover transportation, housing, or childcare costs can reduce financial barriers faced by individuals who have been unable to participate in unpaid training. Since housing costs account for approximately 30% of most household budgets, assisting with housing expenses and providing stability services are crucial for helping individuals access and complete workforce training programs.

Philadelphia Works is requesting responses to this Request for Information ("RFI") from qualified providers who can offer service coordination for a housing assistance program available to participants of job training programs.

Section II: RFP Requirements

A. Availability of Funding

Please note that this RFI is for informational purposes only and will not result in an awarded contract.

A firm or organization's response to the RFI, or lack thereof, will not impact the evaluation of responses to any subsequent Request for Proposals (RFP). Responses will be used solely for information and planning purposes. Funding for this project is contingent upon the availability of funds and responses received.

B. Budget, Payment Structure, and Funding Sources

The payment structure for this project will be cost reimbursement. All costs must be deemed necessary and appropriate by Philadelphia Works' fiscal team upon receipt of the budget. The service coordinator must have the capacity to advance funding to contracted service providers as necessary for program expenses, including housing assistance and administrative expenses.

C. Disclaimer

Please note that in order to contract with PhilaWorks all 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 organizations must be tax-exempt under Section 501(c)3 of the Internal Revenue Code and provide a copy of their most recent IRS Determination Letter before any contract execution. Selected providers will also be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, data security protocols, and financial controls to PhilaWorks prior to contract execution.

In soliciting requests for information, PhilaWorks shall not discriminate against any person or organization submitting a response pursuant to this RFI because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

Section III: Program Requirements

A. Program Requirements

The RFI intends to assess provider interest in being the service coordinator for a housing assistance program for job training participants and to collect best practices in program design.

Philadelphia Works seeks competitive budgets with costs per participant to support up to 100 individuals enrolled in an eligible training program with a range of housing assistance supports and service interventions over a 12-month service period.

Participants in the housing assistance program will be referred from various training programs at different times throughout the service period. They will require housing assistance support during the training period and for a short duration after training completion. The total duration of support for each participant may vary, but it is expected to average around 4.5 months.

Section IV: Responding to the RFP

A. Application Submission

Submissions will be reviewed and compared alongside all proposals. Philadelphia Works will maintain the following timeline for the submission and review:

Submission Window Opens: June 4, 2025

Submission Window Closes: June 30, 2025

All applications must be submitted electronically through the [Philadelphia Works RFI: Housing Assistance Program Form](#).

All questions regarding the submission of this RFI should be submitted to atombler@philaworks.org.

B. Evaluation of Submissions

All submissions will be evaluated based on program quality demonstrated through the complete application. Submissions will be initially reviewed to verify that they are complete and consistent with the guidelines set forth in this RFI.

If any section of your response is missing or illegible, it will be considered non-responsive and will not be reviewed. Submissions not aligned with the program requirements will be considered non-responsive and will not be reviewed.

Section V: Application

Responding to the RFI requires completing an online application that includes the following components:

1. Program Summary
2. Program Narrative
3. Organizational Experience Summary
4. Previous Housing Program Summary & Outcomes
5. Programmatic Budget
6. Supporting Documentation (Optional)

Section 1: Program Summary

Please provide a high-level overview of your proposed housing assistance program. This section will be completed using the online form.

Section 2: The Program Narrative (Maximum of 3 Pages)

The Program Narrative must be written in essay format, not to exceed three pages, and should be organized into the sections specified below regarding your housing assistance program.

This section should be completed as a Word or PDF document that can be uploaded to the online form. It may include the following regarding your housing program proposal:

- A. Outline of intake processes, housing stability assessments, and housing plans.
- B. Overview of the supportive housing services offered (e.g., rental assistance, landlord negotiation, furniture support, etc.).
- C. Case management, including details of your organization's services and processes for supporting participants in this area.
- D. If applicable, additional services or resources available through your organization (e.g., utility arrears, legal assistance, financial counseling).

Section 3: The Organizational Experience Summary

The Organizational Experience Summary should provide a brief description and history of your organization, highlighting your experience as a service coordinator for housing assistance services. This section will be completed using the online form.

For this section, please include information about your staffing and resource infrastructure, focusing on how you manage programmatic, fiscal, and reporting requirements. Please provide examples of managing previously contracted funding from government entities or philanthropic grants, if applicable.

Section 4: Previous Housing Program Summary & Outcomes

If applicable, please share examples of previous housing assistance programs and their outcomes within the online form.

Section 5: Programmatic Budget

Please complete the PhilaWorks RFI Housing Assistance Program Budget, ensuring all required information is provided. The submitted budget is only used as a reference for program costs.

Section 6: Supporting Documentation (Optional)

You may upload supplemental documentation within the online form to support any section of the application.

Section VI: Attachments

Budget Template: [PhilaWorks RFI Housing Assistance Program Budget](#)