CHESTER COUNTY DEPARTMENT OF WORKFORCE DEVELOPMENT
Request for Proposals
March 2024

Q&A

1. On Page 2 of the budget form, there is only 10 lines for staff. Is there a way to add lines or combine roles to fit into the 10 lines?
   a. Page 2 of the budget form is the Roster of Personnel form, it’s a PDF version that cannot be edited. If additional lines are needed, please add a supplemental page or an additional roster form page, to the budget.

2. Is there a cap on budgets? Specifically, for EARN, WIOA, and One Stop Operator.
   a. There is not a total cap for budgets.

3. There was one program that mentioned an administrative cap within the budget. Is there a limit on the administrative costs to any of the three programs listed above?
   a. Administration costs should not exceed 10% as referenced in federal guidance. For TANF Youth programming, it is recommended not to exceed the suggested 5%.

4. It was mentioned that the PowerPoint presentation at the conference would be accessible through the website. I am not able to see it on the Funding page. Could you direct me to where to locate the presentation?
   a. The PowerPoint presentations are now available on the web site.

5. Was attending the Bidders Conference meeting a requirement to apply for funding?
   a. While attending the Bidders Conference is recommended, it is not a requirement to apply for funding.

6. If I did not attend the Bidders Conference, can I still apply for funding?
   a. Absolutely.

7. Is there any help with filling out the application?
   a. If you experience any technical difficulties with any of the applications, please email Trish Hennessy (phennessy@chesco.org) for assistance.

8. Is the application considered a grant proposal?
   a. Yes.

9. Do you have someone that can help fill out the application?
   a. If you experience any technical difficulties with any of the applications, please email Trish Hennessy (phennessy@chesco.org) for assistance.

10. Is there assistance with interpreting the guidelines?
    a. Proposals must contain all the content in the order presented in the application. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise, and program operations needed to meet the required standards and goals. Feedback can and will be provided by the RFP Committee following the submission of an application, however, interpretation of guidelines is up to the provider completing the application. Please refer to publicly available local, state, and federal guidance where applicable.

11. My plan is to apply for the youth grant. Can someone assist me with that?
    a. If you experience any technical difficulties, you can e-mail Trish Hennessy for assistance. Otherwise, it is the responsibility of the provider to complete the applications as directed.

12. Is there a specific amount of money per youth (youth per diem) that is based on the outcomes?
    a. We do not specify or require a per youth cost based on outcomes.
13. Are there separate performance goals for the supplemental services?
   a. Employer Services does have some separate performance goals as defined by WIOA. WIOA sec. 116(b)(2)(A)(i)(VI) requires the Departments to establish a primary indicator of performance for effectiveness in serving employers. Pennsylvania has two selected measures for the Effectiveness in Serving Employers performance indicator pilot: Employer Penetration Rate and Repeat Business Customers. In addition to these federal measures, Pennsylvania has also chosen to pilot three state-established measures.
   b. Other performance goals may be applicable under WIOA guidelines depending on the nature of the programming the provider intends to deliver. Please reference publicly available local, state, and federal programming guidelines and recommendations where applicable.

14. Under what category should Re-Entry programming be submitted? Will participant WIOA eligibility be required?
   a. Re-entry applications can be submitted under the Supplemental Services RFP. We strongly encourage all WIOA funded programs consider dual enrollment in Title 1 and EARN programming where applicable.

15. If we would like to operate the GED Test Administration as a Title II provider, do we need to complete an application? If so, should that be submitted under the Supplemental Services RFP?
   a. Yes. Any service provider interested in obtaining any funds must complete an application through this RFP process. The GED Test Administration application should be an independent application (from other programming) and be submitted under the Supplemental Services RFP.