



Frequently Asked Questions (FAQs) Regarding the Chicago Department of Planning & Development's (DPD) Workforce Solutions Program

PLEASE NOTE: An Amendment has been released that affects a response as it relates to the compensation structure, the updated response is in red. The amendment can be found on the [RFP page](http://www.Chicago.gov/TIFWorks) on the website: www.Chicago.gov/TIFWorks.

Q1. Relating to compensation schedule, how is the 9% to be disbursed to the Program Administrator?

- A. During the first year, 9% of all disbursed funds will be paid to the Program Administrator for services rendered (the program is funded up to \$10 million for year one). 1% will cover upfront marketing costs for the Program Administrator to assist with getting the word out for the relaunched program. The additional 8% will be reimbursed ~~later as projects are completed at the end of each contract cycle~~ as applicants submit project vouchers for reimbursement along with the applicants' vouchers, the PA will submit a request for compensation to the PA in the amount of 8% of the amount of each voucher submitted. Contracts for the program are typically one-year long.

Q2. Is this the first time that a Program Administrator is being sought for this program?

- A. Yes. This program has been run by internal City staff directly since 2003 in varying departments. This will be the first time that a Program Administrator is managing the grants in coordination with DPD.

Q3. How many staff are needed to oversee a program of this size and scope?

- A. Historically, the number of staff varied, in recent years 2 employees oversaw the program. There is not a specific number that DPD is prescribing, however, it is expected that the Program Administrator will have the bandwidth and capacity to be able to manage day-to-day operations, oversee the application process and quickly grow as needed based on demand.

Q4. How many projects is DPD looking to have completed in year one of the relaunch?

- A. This will vary based on the training needs and demand on the part of companies applying for the grant. With that said, DPD is targeting for anywhere between 50-70 projects to be closed in year one. This figure isn't iron-clad, and there will be flexibility, but it provides an achievable baseline target.

Q5. How many projects have been granted per year historically, and are there any caps on grants?

- A. On average we had about 20 projects per year before the program was put on hold. There were no caps on grant amounts before, but with this iteration of the program there will be. That number has yet to be fleshed out.

Q6. Will the program be managing \$10,000,000 annually for each of the 5 to 7 years of the program?

- A. No, the total funding available each year will vary depending on demand and TIF funding availability. We are planning to roll-out \$10,000,000 in 2025, with the majority of the money allocated within specific TIF districts, however, if not all of that money gets used, the remaining balance will roll over to year 2. If we see that we are well on our way to awarding the \$10 M early on and/or see that particular TIF districts have significantly more interest and see the need for additional funding, we may strategically request additional funding for year 1 and plan accordingly for year 2.

Q7. Are there qualifications used to award grantees and/or businesses receiving grants?

- A. The eligibility qualifications for the training grant program re-launch are still being finalized, however, businesses must be located in Chicago and it will be open to all industries, focusing on small to mid-size businesses.

Q8. Does the City of Chicago residency apply to all grantees and/or businesses awarded by the Workforce Solutions Programs?

- A. Businesses must be located in Chicago in order to be eligible for the Workforce Solutions Training Grants. The incumbent workers receiving the training may reside outside of Chicago, however, if the business applies for On-the-Job training for new hires, the new hires must be Chicago residents.

Q9. What is the program's current staffing structure?

- A. The TIFWorks program currently has two staff managing the program relaunch.

Q10. What is the total number of workforce programs funded in the most recently completed program year?

- A. On average the TIFWorks program awarded about 20 grants annually, prior to the program being on hold.



Q11. What was the total amount expended on administrative fees in the previous year?

- A. The TIFWorks program was managed by department staff and did not itemize administrative fees.

Q12. How many workforce programs are currently supported?

- A. A TIFWorks Manufacturing Model Grant program is the only program currently supported until the program relaunches with a Program Administrator.

Q13. What is the anticipated TIF distribution amount?

- A. The anticipated TIF funding for training grants for year one will be up to \$10 million.

Q14. Which TIFWorks districts are eligible to receive funding?

- A. We are anticipating spanning over 35 TIF districts throughout Chicago with the goal of adding additional TIFs based on demand for year two and beyond.

Q15. Based on the conference, 1% (\$100,000) of the \$10,000,000 will be rolled out to the awarded PA for startup cost, correct?

- A. That is correct, 1% will be awarded to the Program Administrator for startup expenses.

Q16. After that, the PA will be compensated 8% of each completed project cost. By project cost we are talking about training. For example, if a grantee (company) completes a \$100,000.00 training, the PA will receive \$8,000 compensation for processing vouchers, and all required project paperwork, correct?

- A. Correct, the PA is compensated 8% of each completed project cost.

Q17. The PA will receive compensation according to the number of projects completed. Meaning, the more projects, the more compensation. With that said, If for instance the PA budget is \$250,000.00, 1% or (\$100,000) will be rolled out at the beginning and the PA must complete as many projects get the remaining \$150,000 proposed?

- A. 1% of the new funding will be compensated at the front end and the PA will receive the 8% compensation as applicants submit their vouchers as a percentage of the project cost being vouchered for, this compensation schedule will continue until the agreed upon cap is reached.



Q18. Exhibit B: Schedule of Compensation asks for %'s of Maximum Administrative Fee - we're asking if this reflects the 1% (for Your Proposed % of Disbursement) and 8% (for % of Disbursement Range (of new funding)?

A. Yes, the 0 to 9% of new funding reflects the 1% compensation for marketing/outreach/startup and the 8% of project cost.

Q19. So if the full % funded is 1% and 8% of the training grant projects, are these numbers in line with what you expect to see in submitting this Exhibit? Since the request is for %'s and not \$'s - your help clarifying this Exhibit is greatly appreciated.

A. We would like to understand your expectations regarding a sustainable compensation percentage. In Exhibit A, Question 3, you will be able to break down in detail what your proposed budget will look like in dollar amounts.