

Next Step Reentry Readiness Initiative Grant Q & As

1. Q: Would you consider an applicant without the Board of Prisons background you described if they have other things of value they are bringing to the grant?

A: Due to the time it takes an agency that is new to the Board of Prisons to meet all of the requirements necessary to gain access to their facilities, an applicant is required to have all clearances completed and access established by the time you submit your application.

Applicants are required to provide proof of their clearances which will be verified with the Board of Prisons.

This is a 12-month grant, so there is no ramping-up period.

2. Q: What do you mean by employment labs?

A: Employment labs would be similar to an American Job Center or a PA CareerLink® where among other things you would use technology to teach the Pathways to Success Curriculum, facilitate mentoring, assist with job search and job interviews through mock interviews, promote other approved uses of technology, etc. Applicants are encouraged to describe how they will design and use their employment labs.

[American Job Center](#)

[PA CareerLink® - Welcome to PA CareerLink](#)

3. Q: What do you consider in-demand occupations?

A: Please refer to Pennsylvania's in-demand occupations list:

[PA IDOL | Department of Labor and Industry | Commonwealth of Pennsylvania](#)

[PA IDOL 2025.xlsx](#)

4. Q: Do participants have to secure employment in PA upon release, or can they work anywhere?

A: In order for your returning citizens to receive the critical supports proven effective in their post-release, they must have a plan to live and work in PA.

5. Q: Multiple members of our team attempted to join the Pre-Bidders Conference held on Thursday, August 14, but we were unable to access the meeting due to a non-functional link provided in the RFP. Could you please confirm whether any information was shared during

the conference that is not already included in the NGA or presentation materials? Specifically, we would like to know if any details were discussed that could affect vendor eligibility or result in disqualification if not addressed by those unable to attend.

A: We are sorry you were not able to access the Bidders Conference. Sure; we have posted the PP presentation as well as the list of Q&As that have come in so far alongside the other Next Step Reentry Readiness Initiative Grant documents found here: [Grants | Department of Labor and Industry | Commonwealth of Pennsylvania](#)

6. Q: Would it be possible to provide a list of organizations that successfully attended the conference?

A: Attendees do not sign in, therefore there is no list.

7. Q: May we truncate the RFP questions when including them within the Narrative section?

A: Yes you may.

8. Q: Since Agency ABC has selected statewide coverage for this RFP, which entity(ies) must receive the LB Notification?

A: This is your choice. You may choose to send your Local Board Notification to the Local Workforce Development Board nearest to your home office, or surrounding counties, or you may choose to contact each Local Workforce Development Board. The link below provides contact information for each LWDB.

[Local Workforce Development Boards \(LWDBs\) | Department of Labor and Industry | Commonwealth of Pennsylvania](#)

9. Q: Are tables permitted within the Narrative section?

A: Potentially, yes. NGAs are customized to elicit the responses L&I needs to make critical funding decisions. Therefore, your application should answer each question in the order and the manner it is asked. If tables will help clarify or enhance your response you may include them.

10. Q: In the Narrative section, is it acceptable to present responses as a sequential list of bullet points, with each point ending in a period and the next point beginning with a label such as a), b), c), etc.?

A: Potentially, yes, same as our response above. Answers must be addressed in the NGA format. They must be in order, complete, and presented in a manner that is clear each response answers each question.

The most important guidance we can share is to be sure you are following the NGA format so that it is not necessary to mine through your narrative to determine which portion of your narrative is responding to which question or whether or not a question has been answered.

We recommend if possible you have someone not part of your proposal development team go through the NGA as a checklist and verify you have followed the format, answered each question, your answers are clear, and they answer the questions that are asked.

11. Q: Appendix D provides a template for the required Letters of Support. Agency ABC is seeking clarification on who these letters should be addressed to?

A: Either of the options (below) are correct.

12. Q: Since the letters will be submitted by our partner organizations, it would seem logical to address them to a Manager at Agency ABC.

A: Yes, that is correct, letters from your partners committing their support to your project may be addressed to your project leader.

13. Q: (Continued from Question 12) Or, should the letters instead be addressed directly to someone within the Department of Labor and Industry?

A: That is correct too. Please see the contact information below.

14. Q: (Continued from Question 13) For context, the top half of the letter template (as typed below and attached via screenshot) includes placeholders for a recipient's name, title, and address.

A: Nancy A. Walker
Secretary
PA Department of Labor & Industry
651 Boas Street, Room 1700
Harrisburg PA, 17121-0750

Dear Secretary Walker,

Appendix D: Letter of Support Template

Date

Recipient's Name

Recipient's Position

Recipient's Address Line 1

Recipient's Address Line 2

Re: Veteran Employment Program PY24

Dear [Recipient],

On behalf of [name of organization offering support], please accept this letter of support to [name of organization applying for grant] in their application for Veteran Employment Program Grant, PY24.

[Paragraph describing organization offering the support]

[Paragraph describing why organization is offering support]

If you require more information, please contact us via [insert contact details website/phone/email].

Sincerely,

[Name]

[Position/Title]

[Name of Organization]

15. Q: When are the clearances are required to be completed? Upon submission of the application or prior to the award?

A: You should be applying for your clearances at the latest during your application development process; should you be awarded L&I will require you submit them immediately. I you cannot, you award will be rescinded.

16. Q: Is there a linkage between this grant and a similar one a few years back in the amount of \$9.5 million?

A: Yes there is, component of this great are the same.

17. Q: Would the prior recipient be eligible?

A: Yes, they would be eligible.