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| **ILLINOIS QUALITY JOBS PILOT PROGRAM** | | | |
| **APPLICATION INFORMATION** | | | |
| **LWIA** |  | **DATE SUBMITTED** |  |
| **AMOUNT REQUESTED** | |  | |
| **DIRECTOR NAME** | |  | |
| **SIGNATURE** | |  | |

ATTACHMENT A REQUIREMENTS:

* Executive Summary
* Budget Summary & Narrative
* Technical Proposal
* Implementation Plan
* Additional Information / Exhibits (Optional)

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| **EXECUTIVE SUMMARY:** Provide an executive summary that outlines the team assigned to the project, the communities to be served, the project partners, a brief description of the services provided, a description of the anticipated goals and outcomes of the project and the amount of funding requested. |
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| TECHNICAL PROPOSAL: Complete a narrative technical proposal that highlight the goals of the organization with respect to the targeted population, activities to be undertaken, and the outcomes of these activities. At a minimum, the technical proposal should include the following information as applicable. |

1. *Capacity* 
   1. Describe your capacity and commitment to successfully complete the project tasks within the grant period.
   2. Describe your experience with similar projects (contracts and/or partners) as applicable.
   3. Describe your experience in working with, and ability to recruit from the targeted industries.
   4. Provide information regarding the qualifications of the staff to be assigned to the project (attach resumes or job descriptions to support narrative as applicable).
2. *Need* 
   1. Describe the expected impact on the workforce system.
   2. Provide information regarding the project’s targeted industry and occupations.
   3. Provide information regarding the project’s target population(s),targeted community and regional focus.
3. *Project Quality / Work Plan*
   1. Provide information that demonstrates the effectiveness of the staff training plan including:
      1. Training and technical assistance content
      2. Frequency and method of delivery
      3. Number of staff that will be trained
   2. Provide information that demonstrates the effectiveness of the participant (job seeker) training and support plan including:
      1. The number of participants
      2. The services provided to individuals seeking employment in the targeted industries
   3. Provide information to demonstrate the effectiveness of the employer outreach and support plan.
   4. Provide information to demonstrate the coordination with key partners.
   5. Provide additional information and attach additional documents and exhibits to demonstrate the overall feasibility and quality of the work plan (optional)
4. *Cost Effectiveness/Return on Investment* 
   1. Provide a brief budget narrative to justify the proposed costs
      1. the proposed project costs in relationship to planned outcomes
      2. the reasonableness of the costs in relation to the proposed activities
   2. Describe the potential for this grant to refine policy and/or program design that ultimately results in improved outcomes for program participants and businesses.
   3. Describe your commitment to braiding public and private funding for the project as applicable.

*NOTE: This narrative section of the application provides application with an opportunity to justify the proposed budget Applicants must also complete the Uniform Budget Template to detail the budget and provide a brief description of each cost.*

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| **PROJECT IMPLEMENTATION PLAN:** Grant applications must include an implementation plan that at a minimum includes the major project activities, timelines for completion of the activities, the staff responsible for performing the activities and the deliverable associated with the project activity. [Expand Table or provide an alternative format] | | | |
| **ACTIVITY** | **TIMELINE** | **RESPONSIBLE STAFF** | **DELIVERABLE** |
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