**ATTACHMENT A: RETURNING RESIDENT CLEAN JOBS TRAINING PROGRAM APPLICATION TEMPLATE**

**Application Team Description, Experience and Qualifications**

|  |  |
| --- | --- |
| Where are you proposing to deliver the training program? Please note that a separate application is required for each facility. | Kewanee Life Skills Re-entry Center  Decatur Correctional Center Western Illinois Correctional Center Vienna Correctional Center |
| Where is your team proposing to provide on-the-ground post-release support services to participants who are released from custody? (See map on NOFO page 2). Check all that apply.   *\*Note that teams are not expected to have a state-wide reach, but they are required to serve at least one economic development region or subregion, with a preference for regions where participants are more likely to be released.  Participants released to areas outside of the team’s proposed service delivery area will be referred to other programs for support services (the CEJA Workforce Hubs, Climate Works Centers, or Illinois workNet Centers).* | Northeast Region: Cook County  Northeast Region: Will & Kankakee Counties Northeast Region: DuPage, Kane, Kendall, Grundy, and DeKalb Counties Northeast Region: Lake & McHenry Counties  Northern Stateline Region  Northwest Region  West Central Region Central Region  Southwest Region  East Central Region) Southeast Region  Southern Region |

Briefly describe the lead applicant organization and any other organizations that are part of the applicant team, including partners or subcontractors.

|  |  |
| --- | --- |
| **Lead applicant organization** | |
| Organization name | Click or tap here to enter text. |
| Size (number of employees) | Click or tap here to enter text. |
| Type of organization | Click or tap here to enter text. |
| Brief description of org | Click or tap here to enter text. |
| Role in project | Click or tap here to enter text. |
| Geographic service area | Click or tap here to enter text. |
| Partner/subcontractor organization 1 | |
| Organization name | Click or tap here to enter text. |
| Brief description of org | Click or tap here to enter text. |
| Role in project | Click or tap here to enter text. |
| Geographic service area | Click or tap here to enter text. |
| Partner/subcontractor organization 2 | |
| Organization name | Click or tap here to enter text. |
| Brief description | Click or tap here to enter text. |
| Role in project | Click or tap here to enter text. |
| Geographic service area | Click or tap here to enter text. |
| Partner/subcontractor organization 3 | |
| Organization name | Click or tap here to enter text. |
| Brief description | Click or tap here to enter text. |
| Role in project | Click or tap here to enter text. |
| Geographic service area | Click or tap here to enter text. |
| Partner/subcontractor organization 4 | |
| Organization name | Click or tap here to enter text. |
| Brief description | Click or tap here to enter text. |
| Role in project | Click or tap here to enter text. |
| Geographic service area | Click or tap here to enter text. |

1. Describe the applicant team’s history working with incarcerated individuals and/or justice impacted individuals and with organizations serving these individuals. (250 words or less)

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| Click or tap here to enter text. |

1. Describe the applicant team’s experience providing workforce training, certification, job readiness, skill development, and supportive services to people, especially justice-impacted individuals. (250 words or less)

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| --- |
| Click or tap here to enter text. |

1. Describe the applicant team’s knowledge and experience engaging employers and helping people, especially returning residents, gain and retain employment. (250 words or less)

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| Click or tap here to enter text. |

1. Describe the applicant team’s knowledge and experience within the clean energy industry, including relationships with clean energy employers and qualifications to teach the Clean Jobs Curriculum. (250 words or less).

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| Click or tap here to enter text. |

**Staffing Plan**

Identify the Program Administrator who will devote 100% of their work time to managing the project. The Program Administrator will be responsible for program compliance and ensuring that performance metrics are met and required reporting is done, oversee program operations, onboard staff, and monitor performance of other program roles. They will also be responsible for delivering the Program Administrator program elements outlined on pages 9-10 of the NOFO.

Below, name the Program Administrator, their organizational affiliation, and provide a short bio.

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| --- |
| Click or tap here to enter text. |

Describe the Program Administrator’s experience and knowledge related to the following:

|  |  |
| --- | --- |
| Program development and financial management. | Click or tap here to enter text. |
| Working with committed persons, justice-involved persons, and communities impacted by incarceration. | Click or tap here to enter text. |
| Cultural and language competency related to justice-involved persons and communities. | Click or tap here to enter text. |
| Working with providers of clean energy jobs and understanding clean energy and related sector trends. | Click or tap here to enter text. |
| Understanding workforce development best practices and community and regional workforce development needs. | Click or tap here to enter text. |

Identify key staff member(s) or new hires responsible for delivering program elements including but not limited to:

* Employer engagement
* Recruitment and program entry
* Transition/career support services for participants
* Training program delivery
* Student support services
* Data management and reporting

In the table below, identify the names of key staff (including partner staff), the program elements they will deliver, their organizational affiliation, the percent time (FTE) they will devote to the project, and their experience and qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and org. affiliation (or indicate “new hire”)** | **Program elements/role** | **% time on project** | **Experience, qualifications** |
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**Documentation of Need**

1. Program participants may face barriers *inside* *correctional facilities* that impact their ability to access and complete the program. Describe how your program will address these barriers through delivery of the program elements. (250 words or less)

|  |
| --- |
| Click or tap here to enter text. |

1. Returning residents may face barriers *upon release* that may challenge their ability to gain and retain employment in the clean energy industry. Describe how your proposed project will address these barriers through delivery of program elements. (250 words or less)

|  |
| --- |
| Click or tap here to enter text. |

1. Employers may have challenges or concerns related to hiring and retaining returning residents. Describe how your program will address these challenges or concerns through delivery of the program elements. (250 words or less)

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| Click or tap here to enter text. |

1. Describe the expected impact of the project on returning residents in Illinois and communities impacted by incarceration. (250 words or less)

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| --- |
| Click or tap here to enter text. |

**Project Plan**

1. Provide the following basic information about Year 1 of your training program.

|  |  |  |  |
| --- | --- | --- | --- |
| Duration of training per cohort | Click or tap here to enter text. | Number of cohorts/classes | Click or tap here to enter text. |
| Hours per week | Click or tap here to enter text. | Number of participants per cohort | Click or tap here to enter text. |

List the anticipated outcomes your program will achieve by month 6.

|  |  |  |  |
| --- | --- | --- | --- |
| Total individuals enrolled | Click or tap here to enter text. | Total individuals completed bridge program in the correctional facility | Click or tap here to enter text. |
| Total individuals completed solar or HVAC (or other) training in the correctional facility | Click or tap here to enter text. | Total individuals transitioned to clean energy employment after release | Click or tap here to enter text. |
| Total individuals transitioned to additional training in clean energy after release (including apprenticeships or on-the-job training) | Click or tap here to enter text. | Total individuals transitioned to other employment or training after release | Click or tap here to enter text. |

List the anticipated outcomes your program will achieve by month 9.

|  |  |  |  |
| --- | --- | --- | --- |
| Total individuals enrolled | Click or tap here to enter text. | Total individuals completed bridge program in the correctional facility | Click or tap here to enter text. |
| Total individuals completed solar or HVAC training in the correctional facility | Click or tap here to enter text. | Total individuals transitioned to clean energy employment after release | Click or tap here to enter text. |
| Total individuals transitioned to additional training in clean energy after release (including apprenticeships or on-the-job training) | Click or tap here to enter text. | Total individuals transitioned to other employment or training after release | Click or tap here to enter text. |

List the anticipated outcomes your program will achieve by month 12.

|  |  |  |  |
| --- | --- | --- | --- |
| Total individuals enrolled | Click or tap here to enter text. | Total individuals completed bridge program in the correctional facility | Click or tap here to enter text. |
| Total individuals completed solar or HVAC training in the correctional facility | Click or tap here to enter text. | Total individuals transitioned to clean energy employment after release | Click or tap here to enter text. |
| Total individuals transitioned to additional training in clean energy after release (including apprenticeships or on-the-job training) | Click or tap here to enter text. | Total individuals transitioned to other employment or training after release | Click or tap here to enter text. |

*To assist you in determining the outcomes, we provide the following assumptions:*

* *IDOC allows training programs to train no more than 15 participants at a time in a classroom/lab.*
* *In general, training may be offered between 7:30 and 3:30 during weekdays, though security and movement issues may reduce availability. Some facilities may be able to accommodate evening or weekend training hours. IDOC recommends providing training full-time to participants.*
* *The total length of the training program (bridge training + job specific training), as specified in the Clean Jobs Curriculum Framework for Returning Residents, ranges from 230-300 hours. This does not include time lost during lockdowns, extra tutoring and support needed, and other curriculum elements that may increase the training time.*

1. Describe how your team will coordinate with IDOC to recruit participants and assist participants in entering the program. (250 words or less)

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| --- |
| Click or tap here to enter text. |

1. Describe how your team will provide student support services (such as tutoring, make-up classes, and retesting) to help participants complete the training program and gain industry-recognized credentials. (250 words or less)

|  |
| --- |
| Click or tap here to enter text. |

1. Describe how your team will facilitate job placement and influence employer hiring and retention practices through employer engagement activities. (250 words or less)

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| Click or tap here to enter text. |

1. Describe how your team will support participants in gaining employment in the clean jobs industry after release through transition services (job fairs, application assistance, job coaching, etc.). (250 words or less)

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| Click or tap here to enter text. |

1. Describe how your team will coordinate with other CEJA workforce program grantees to provide follow up services and retention support to help participants retain employment and grow their careers. (250 words or less)

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| --- |
| Click or tap here to enter text. |

1. Describe how you will utilize the classroom/lab spaces provided by IDOC and any mobile/outdoor spaces to provide the different elements of your training curriculum. (250 words or less)

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| Click or tap here to enter text. |

1. Describe your plan for creating an equity-focused program culture related to the following elements.

|  |  |
| --- | --- |
| How have you or will you involve justice-impacted individuals in shaping the design and delivery of the proposed program? | Click or tap here to enter text. |
| How will you create a welcoming and inclusive environment within a correctional setting? | Click or tap here to enter text. |
| How will you empower participants to succeed? | Click or tap here to enter text. |
| How will you create a sense of belonging for returning residents in the clean energy industry? | Click or tap here to enter text. |
| How will you make sure that training and support services are accessible and equitably delivered? | Click or tap here to enter text. |
| How will you address barriers to completing the training and attaining employment? | Click or tap here to enter text. |
| Describe the staff training and professional development activities you will provide to increase staff cultural competency. | Click or tap here to enter text. |

1. Describe how you will utilize the reporting systems provided by the Department to collect program outcome data and assess program performance. Describe how this information will be used to improve the program in a continuous manner. (250 words or less)

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| --- |
| Click or tap here to enter text. |

**Bridge Program Curriculum Plan**

Fill out the table below to provide details about how your team proposes to deliver the bridge program. Include what is required in the Clean Jobs Curriculum Framework and any additional content, objectives, or credentials that will be covered beyond these requirements.   

|  |  |  |
| --- | --- | --- |
| **Bridge Program Elements** | | |
| Learning objectives | Click or tap here to enter text. | |
| Total instructional hours | Click or tap here to enter text. | |
| Delivery methods | Click or tap here to enter text. | |
| Credentials/certifications | Click or tap here to enter text. | |
| Assessment description | Click or tap here to enter text. | |
| Sample hands-on learning activities | Click or tap here to enter text. | |
| Equipment and tools to be used | Click or tap here to enter text. | |
| Curriculum, textbooks, and materials to be used. | Click or tap here to enter text. | |
| Program Modules (Content taught) | | |
| Module name | Description | Instructional hours |
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**Job Specific Training Curriculum Plan(Solar or HVAC)**

Training providers may offer ***either*** the solar training option or the HVAC training option. Please complete this curriculum plan following the instructions below for the training option you choose. Instruction should align with the objectives and content described in the Clean Jobs Curriculum Framework.

|  |  |  |
| --- | --- | --- |
| **Job Specific Training—Solar or HVAC** | | |
| Job specific training option (solar, HVAC) | Click or tap here to enter text. | |
| Jobs people will be trained for | Click or tap here to enter text. | |
| Career progression | Click or tap here to enter text. | |
| Overall Program Considerations | | |
| Learning objectives | Click or tap here to enter text. | |
| Total instructional hours | Click or tap here to enter text. | |
| Delivery format | Click or tap here to enter text. | |
| Credentials/certifications | Click or tap here to enter text. | |
| Assessment description | Click or tap here to enter text. | |
| Curriculum, textbooks, materials you plan to use | Click or tap here to enter text. | |
| Work-based learning elements, where feasible | Click or tap here to enter text. | |
| Program Modules (Content taught) | | |
| Module name | Description | Instructional hours |
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**Other Job-Specific Training Option (if applicable)**

If you are proposing to offer an alternative job-specific training option instead of the solar or HVAC option, please ensure that the training option you are proposing aligns with the criteria listed on page 32 of the Clean Jobs Curriculum for Returning Residents. Complete the table below to describe your curriculum plan.

|  |  |  |
| --- | --- | --- |
| **Job Specific Training—Other**  **(Only complete if you will NOT be providing solar or HVAC training)** | | |
| Job specific training option | Click or tap here to enter text. | |
| Jobs people will be trained for | Click or tap here to enter text. | |
| Career progression | Click or tap here to enter text. | |
| Job demand throughout Illinois (using labor market data) | Click or tap here to enter text. | |
| Job opportunities for people with transportation or legal barriers | Click or tap here to enter text. | |
| Average salaries of target jobs | Click or tap here to enter text. | |
| Overall Program Considerations | | |
| Learning objectives | Click or tap here to enter text. | |
| Total instructional hours | Click or tap here to enter text. | |
| Delivery format | Click or tap here to enter text. | |
| Credentials/certifications | Click or tap here to enter text. | |
| Assessment description | Click or tap here to enter text. | |
| Curriculum, textbooks, materials you plan to use | Click or tap here to enter text. | |
| Work-based learning elements, where feasible | Click or tap here to enter text. | |
| Equipment, tools, and space needed | Click or tap here to enter text. | |
| Links to job task analysis for target jobs (if available) | Click or tap here to enter text. | |
| Pre-requisites | Click or tap here to enter text. | |
| Program Modules (Content taught) | | |
| Module name | Description | Instructional hours |
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**Budget Narrative**

Describe each of the main budget expense items for the ***main applicant*** and how costs were calculated. Briefly explain why they are necessary and reasonable to achieve program outcomes. *This should align with the Budget Template Spreadsheet.*

|  |  |  |
| --- | --- | --- |
| **PERSONNEL (SALARIES AND WAGES)** | | |
| Total costs | Click or tap here to enter text. | |
| Describe the main items in this budget category. | Click or tap here to enter text. | |
| Provide any information necessary to explain how personnel costs were calculated. | Click or tap here to enter text. | |
| Describe how the personnel costs are necessary and reasonable for the project. | Click or tap here to enter text. | |
| **FRINGE BENEFITS** | | |
| Total costs | Click or tap here to enter text. | |
| Describe the main items in this budget category. | Click or tap here to enter text. | |
| Provide the fringe benefit rate used and describe how the computation of fringe benefits was done, if applicable. | Click or tap here to enter text. | |
| **TRAVEL** | | |
| Total costs | Click or tap here to enter text. | |
| Describe the main items in this budget category. | Click or tap here to enter text. | |
| Provide any information necessary to explain how travel costs were calculated. | Click or tap here to enter text. | |
| Describe how the costs are necessary and reasonable for the project. | Click or tap here to enter text. | |
| **EQUIPMENT** | | |
| Total costs |  | |
| Describe the main items in this budget category. | Click or tap here to enter text. | |
| Provide any information necessary to explain how costs were calculated. | Click or tap here to enter text. | |
| Describe how the costs are necessary and reasonable for the project. | Click or tap here to enter text. | |
| **SUPPLIES** | | |
| Total costs | Click or tap here to enter text. | |
| Describe the main items in this budget category | Click or tap here to enter text. | |
| Provide any information necessary to explain how costs were calculated | Click or tap here to enter text. | |
| Describe how the costs are necessary and reasonable for the project. | Click or tap here to enter text. | |
| **OCCUPANCY & TELECOMMUNICATIONS** | | |
| Total costs | Click or tap here to enter text. | |
| Describe the main items in this budget category. | Click or tap here to enter text. | |
| Provide any information necessary to explain how costs were calculated. | Click or tap here to enter text. | |
| Describe how the costs are necessary and reasonable for the project. | Click or tap here to enter text. | |
| **TRAINING AND EDUCATION (for staff)** | | |
| Total costs | Click or tap here to enter text. | |
| Describe the main items in this budget category. | Click or tap here to enter text. | |
| Provide any information necessary to explain how costs were calculated. | Click or tap here to enter text. | |
| Describe how the costs are necessary and reasonable for the project. | Click or tap here to enter text. | |
| **DIRECT ADMINISTRATIVE COSTS** | | |
| Total costs | | Click or tap here to enter text. |
| Describe the main items in this budget category. | | Click or tap here to enter text. |
| Provide any information necessary to explain how costs were calculated. | | Click or tap here to enter text. |
| Describe how the costs are necessary and reasonable for the project. | | Click or tap here to enter text. |
| **OTHER COSTS** | | |
| Total costs | | Click or tap here to enter text. |
| Describe the main items in this budget category. | | Click or tap here to enter text. |
| Provide any information necessary to explain how costs were calculated. | | Click or tap here to enter text. |
| Describe how the costs are necessary and reasonable for the project. | | Click or tap here to enter text. |
| **INDUSTRY-FOCUSED TRAINING** | | |
| Total costs | | Click or tap here to enter text. |
| Describe the main items in this budget category. | | Click or tap here to enter text. |
| Provide any information necessary to explain how costs were calculated. | | Click or tap here to enter text. |
| Describe how the costs are necessary and reasonable for the project. | | Click or tap here to enter text. |
| **SUPPORTIVE SERVICES** | | |
| Total costs | | Click or tap here to enter text. |
| Describe the main items in this budget category. | | Click or tap here to enter text. |
| Provide any information necessary to explain how costs were calculated. | | Click or tap here to enter text. |
| Describe how the costs are necessary and reasonable for the project. | | Click or tap here to enter text. |
| **INDIRECT COSTS** | | |
| Total costs | | Click or tap here to enter text. |
| Provide a description of the basis for the indirect cost and indirect cost rate. | | Click or tap here to enter text. |

**Contractual or Consultant Services**

Please complete a separate budget table for each partner who will be receiving funds to deliver contractual or consultant services or program elements as a subgrantee or subcontractor.

Table 1: Partner 1 Budget Information

|  |  |  |
| --- | --- | --- |
| Partner name | Click or tap here to enter text. | |
| Total amount requested | Click or tap here to enter text. | |
| Budget category (personnel, travel, equipment, supplies, occupancy, training & education, indirect costs, etc.) | Main budget item | Cost |
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| Provide any information necessary to explain how costs were calculated. | Click or tap here to enter text. | |
| Describe how the costs are necessary and reasonable for the project. | Click or tap here to enter text. | |

Table 2: Partner 2 Budget Information

|  |  |  |
| --- | --- | --- |
| Partner name | Click or tap here to enter text. | |
| Total amount requested | Click or tap here to enter text. | |
| Budget category (personnel, travel, equipment, supplies, occupancy, training & education, indirect costs, etc.) | Main budget item | Cost |
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| Provide any information necessary to explain how costs were calculated. | Click or tap here to enter text. | |
| Describe how the costs are necessary and reasonable for the project. | Click or tap here to enter text. | |

Table 3: Partner 3 Budget Information

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| Partner name | Click or tap here to enter text. | |
| Total amount requested | Click or tap here to enter text. | |
| Budget category (personnel, equipment, supplies, occupancy, training, indirect costs, etc.) | Main budget item | Cost |
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| Provide any information necessary to explain how costs were calculated. | Click or tap here to enter text. | |
| Describe how the costs are necessary and reasonable for the project. | Click or tap here to enter text. | |

Table 4: Partner 4 Budget Information

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| Partner name | Click or tap here to enter text. | |
| Total amount requested | Click or tap here to enter text. | |
| Budget category (personnel, travel, equipment, supplies, occupancy, training & education, indirect costs, etc.) | Main budget item | Cost |
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| Provide any information necessary to explain how costs were calculated. | Click or tap here to enter text. | |
| Describe how the costs are necessary and reasonable for the project. | Click or tap here to enter text. | |

Considering the totality of program costs, what is the overall program cost per participant?

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| Click or tap here to enter text. |

Provide information that would help to justify the overall program costs in relationship to planned outcomes and proposed activities. (250 words or less)

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**Supplementary Attachments:**

* Resumes of Program Administrator and any key staff assigned to the project, including any partner or subcontractor staff, or job descriptions for new hires (in one combined pdf)
* Budget or staffing information for any additional partners not described above.
* Memorandums of Understanding (MOUs) from all partners and subcontractors who are part of the applicant team and who will be receiving funding to deliver program elements. Please utilize the template provided and combine all MOUs into one pdf.
* Letters of Support from clean energy employers or other organizations that have expressed a willingness to work with your team to support the project. Please utilize the template provided and combine all letters into one pdf.