



CEJA ILLINOIS

Returning Residents Clean
Jobs Training Program

Apply for Funding

March 1, 2024



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor

Introductions

Presenters:

- Linda Larsen, Climate Jobs Institute at University of Illinois, Urbana-Champaign
- John Barr, Department of Commerce and Economic Opportunity

Also Joining:

- CEJA Regional Administrators: Larry Dawson, Nate Keener, Michelle Cerutti.
- Diana Fuller, CEJA Division Manager
- Maureen Grosenheider, Grant Manager for Returning Resident Program
- TA Team: Devin Day, Gia Suggs, Todd Rusk



Some housekeeping

- Please stay muted during presentation.
- Feel free to ask questions in the chat—we'll monitor and answer questions as they come in, when feasible.
- We'll also have a few minutes for questions at the end.
- We'll be recording this presentation and posting it on the NOFO webpage.
- Any questions NOT answered during the session will be addressed later through the Q&A posted on the NOFO webpage.





CEJA ILLINOIS

Returning Residents Clean
Jobs Training Program

Agenda

- CEJA Workforce ecosystem overview
- Program requirements
- Funding and eligibility information
- How to apply
- GATA basics
- Budgets
- Resources and technical assistance



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Returning Residents Clean
Jobs Training Program

CEJA Workforce Ecosystem Overview

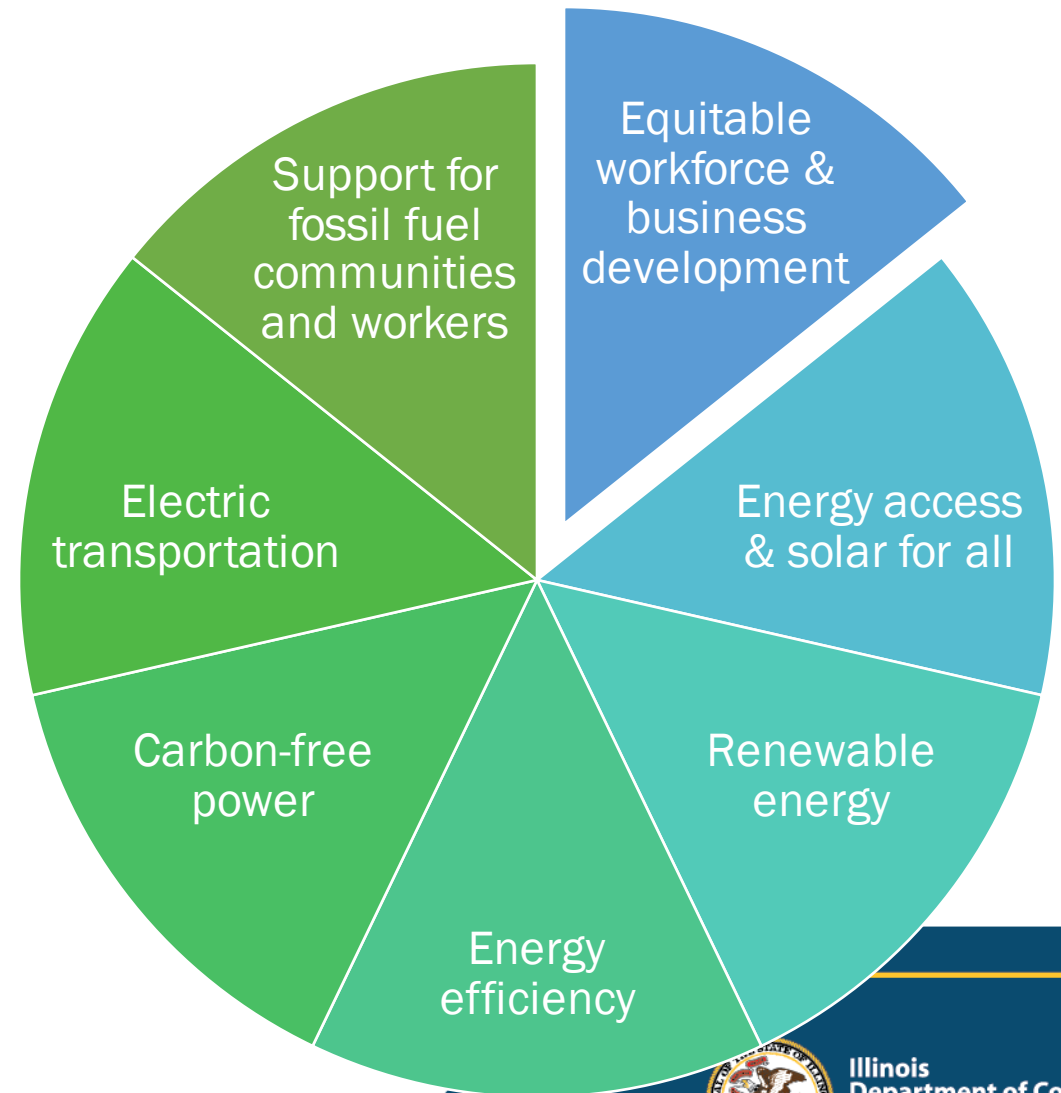


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What is the Climate and Equitable Jobs Act, or CEJA?

Comprehensive energy legislation that centers equity and puts Illinois on track to achieve 100 percent renewable energy by 2050.

DCEO is responsible for administering workforce and business development programs.



CEJA Workforce Programs

Illinois is investing in renewable energy, electric vehicles, and energy efficiency.
We need to expand the clean energy workforce to do the work.

Workforce training programs, focused on training equity investment eligible individuals



Clean Jobs
Workforce
Network
Program



Climate Works
Pre-
apprenticeship
Program

Energy Transition Barrier Reduction Program



Returning
Resident
Clean Jobs
Training Program



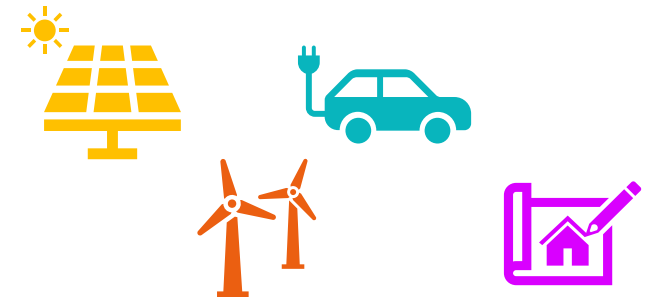
Energy
Transition
Navigator
Program

Job or
apprenticeship
placement

Clean energy employers select or hire
apprentices or entry-level workers



They work on clean energy projects
funded by CEJA and more



CEJA Workforce Programs



Climate Works Pre-apprenticeship Program

- **Goal:** Prepare people for **registered apprenticeships and clean energy jobs.**
- Three regional centers deliver pre-apprenticeship training.
- Centers will provide basic construction training with a clean energy focus.
- Funding for the Barrier Reduction Program will be included.



Energy Transition Navigators Program

- Recruit participants for CEJA workforce programs.
- Conduct outreach & education to build awareness of CEJA programs.
- Build connections with communities, employers, and stakeholders.

CEJA Workforce Programs



Clean Jobs Workforce Network Program (“Workforce Hubs”)

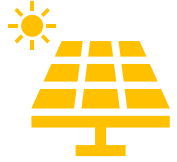
- **Goal:** Prepare people for **entry-level clean energy jobs.**
- Clean jobs training will be available at 13 hub locations
- Training will utilize a standard clean jobs curriculum framework.
- Funding for the Barrier Reduction Program will be included.



Returning Resident Clean Jobs Training Program

- **Goal:** Prepare people for **entry-level clean energy jobs.**
- Training will be provided for individuals who are in the custody of the Illinois Department of Corrections.
- Training will utilize a standard clean jobs curriculum framework.
- Funding for support services will be included.

The CEJA Workforce Programs will prepare people for clean energy jobs.



- Solar energy
- Solar thermal



- Wind energy



- Electric vehicle
- Green hydrogen



- Energy efficiency
- Healthy building materials



- Energy storage
- Industries achieving emission reductions

Clean energy jobs are those that **manufacture, develop, build, install, maintain, or provide ancillary services** in these industries. They provide administrative, sales, and other support functions in these industries.



Status of CEJA workforce programs

Program	Status
Climate Works Pre-apprenticeship	Grantees selected
Clean Jobs Workforce Network Program (13 Hubs)	First round of reviews complete, negotiations in progress. Second round of reviews in progress. Still accepting applications from Danville region.
Energy Transition Navigator Program	First round of reviews complete, negotiations in progress. Second round of reviews in progress. Still accepting applications from East St. Louis region.
Returning Resident Clean Jobs Program	Applications due April 15, 2024

See: <https://dceo.illinois.gov/ceja.html>



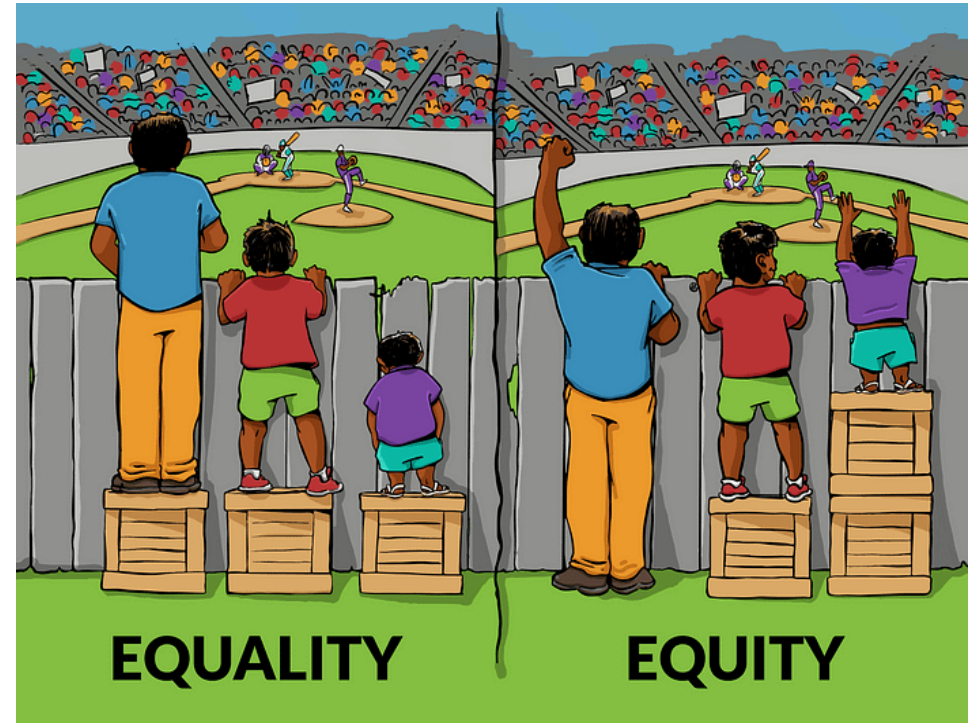
CEJA Workforce Programs Center EQUITY

Some groups of people and communities benefit more from clean energy investments. Some suffer more from environmental impacts and economic disinvestment.

The benefits of clean energy investments and good-paying clean energy jobs should be distributed equitably.

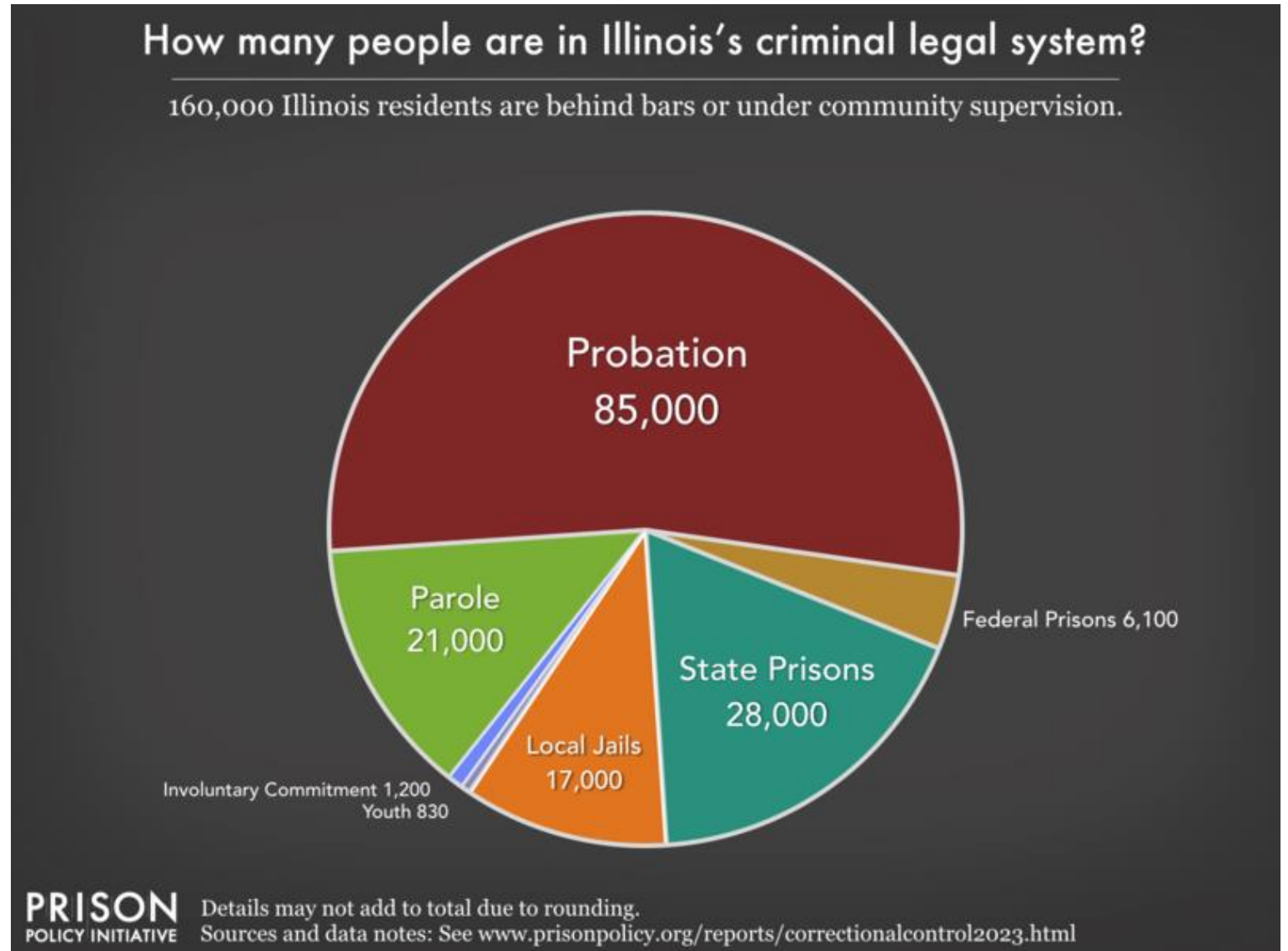
CEJA Workforce Programs Center Equity

- Each person or group has different needs and circumstances.
- Those needs and circumstances must be considered when allocating resources and providing opportunities.
- Equity eliminates systemic barriers and levels playing field for underserved groups.



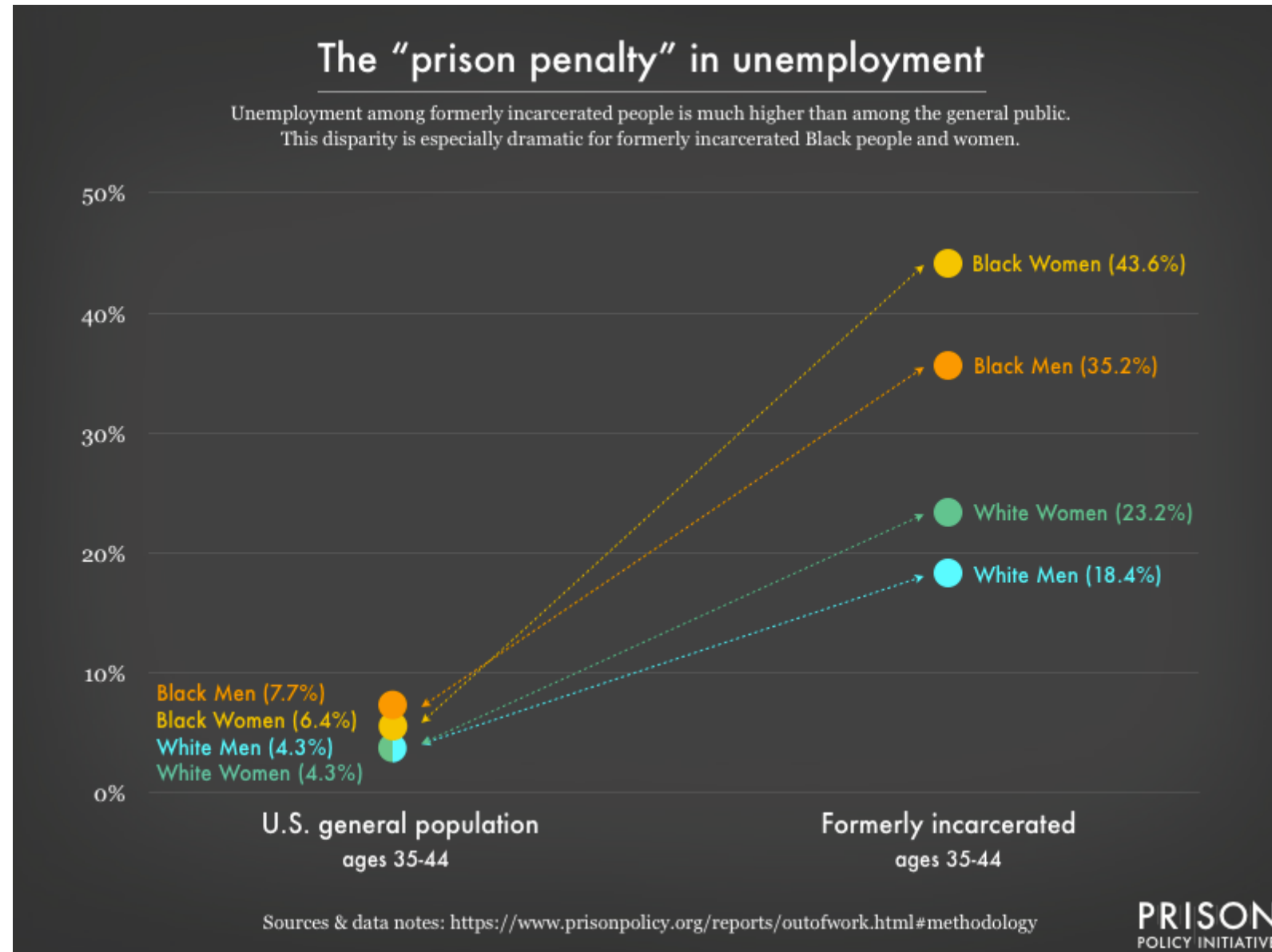
Returning Residents: A Target Population for all CEJA Workforce Programs

In 2023: 160,000 people were in Illinois' criminal legal system (about 1.3% of population)



Incarceration and employment

- People who have been incarcerated face many barriers upon release that make it difficult to find employment.
- When returning residents do find work, it's often part time or occasional.



The Opportunity: Training & Hiring Returning Residents

The clean energy industry needs qualified workers to meet the demand for clean energy technologies and services.

Returning residents can help Illinois clean energy businesses meet this demand.

All CEJA Workforce Programs will serve returning residents.

- Returning Residents Clean Jobs Training Program: Training inside correctional facilities
- Other CEJA workforce programs: Training for Returning Residents on the outside.
- All programs: Support and barrier reduction services to facilitate success.

Another CEJA Target Population: Communities Impacted by Incarceration

CEJA workforce programs serve “Restore. Reinvest. Renew.” (R3) Communities (high rates of incarceration, gun injury, unemployment, and child poverty.)

CEJA workforce programs will provide job opportunities and promote economic development in R3 communities.





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Jobs Training Program

Program Requirements

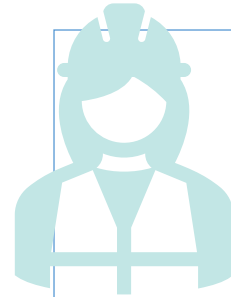


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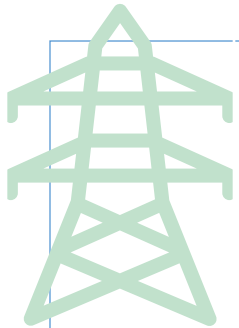
Program Goals



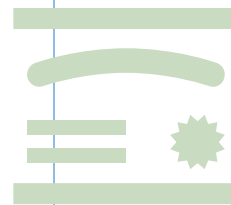
Increase access to and opportunities for training in the clean energy industry for returning residents.



Help returning residents succeed in the labor market generally and in the clean energy sector specifically.



Prepare people for entry-level, good paying clean energy jobs.



Support returning residents in retaining employment and growing their careers.

Main Program Elements

Program
Entry

Training
Delivery

Student
Support
Services

Employer
Engagement

Transition &
Follow up
Services

Wrap-around
Support
Services

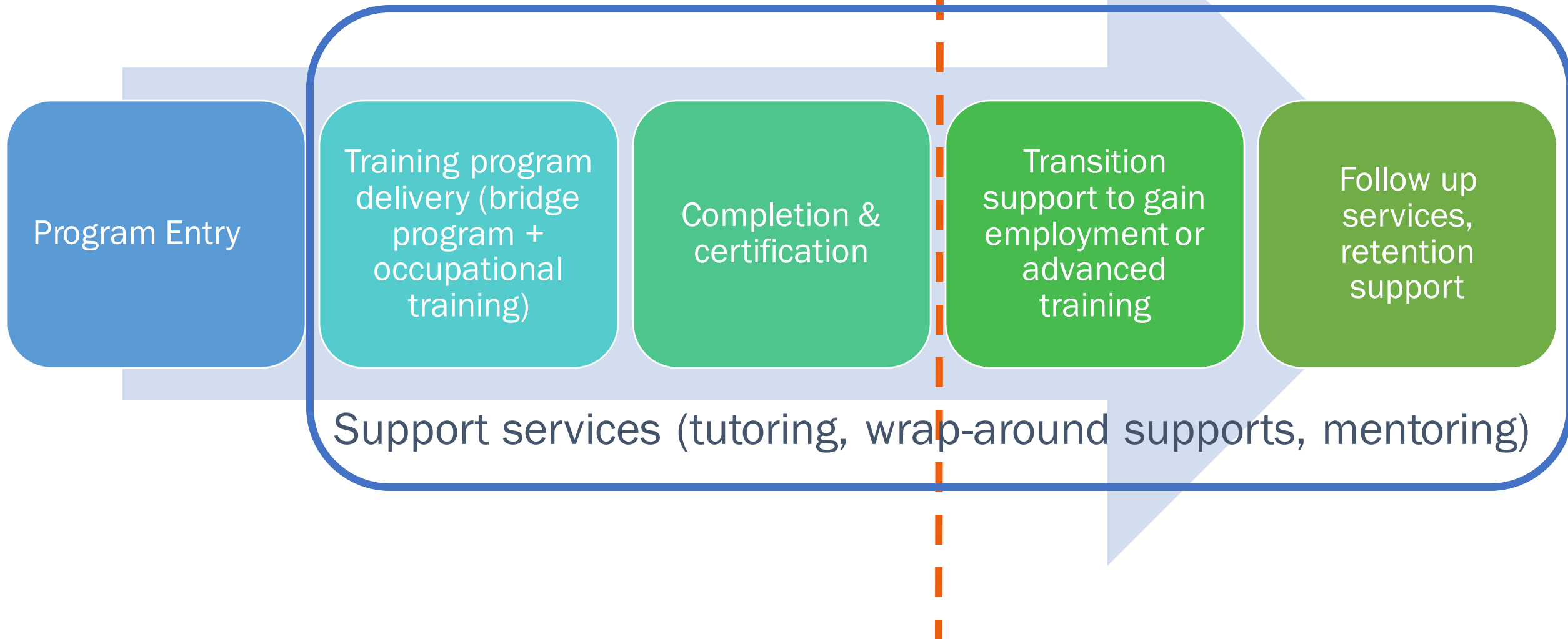
Coordination

Data
Tracking &
Evaluation

Equity-focused Program Culture, Core Equity Values



Participant Life Cycle



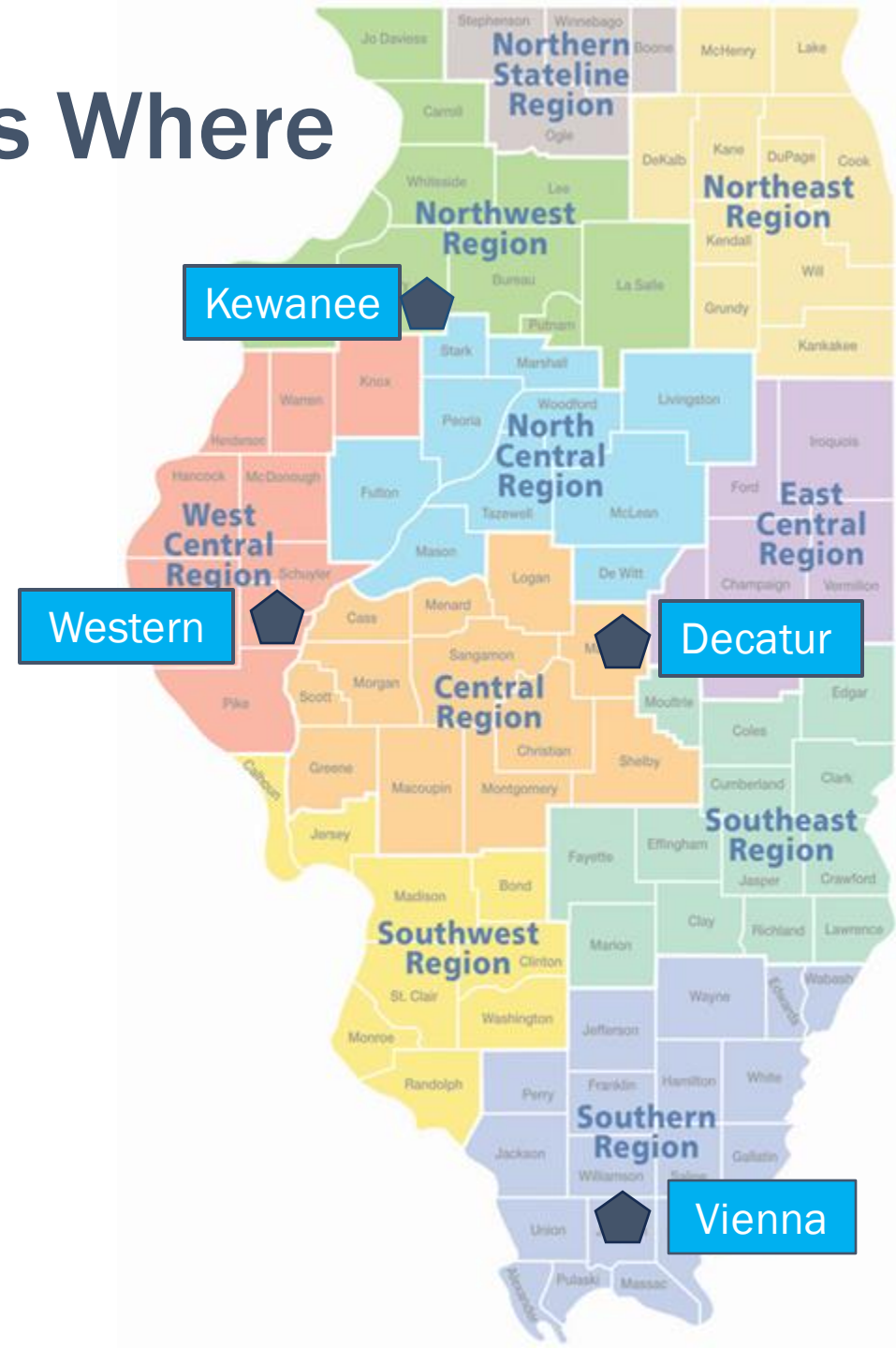
Potential Discharge Scenarios

- Participants may be discharged sooner than expected, before training program is complete.
- Participants may complete the program several years ahead of their release (eligibility to participate is 36 months before release)
- Participants may be released to communities far from the correctional facility.
- Participants may not know where they will be released until shortly before their outdate.



IDOC Correctional Facilities Where Training will be Provided

- Kewanee Life Skills Reentry Center (men's facility)
- Western Illinois Correctional Center (men's facility in Mount Sterling)
- Decatur Correctional Center (women's facility)
- Vienna Correctional Center (men's facility)



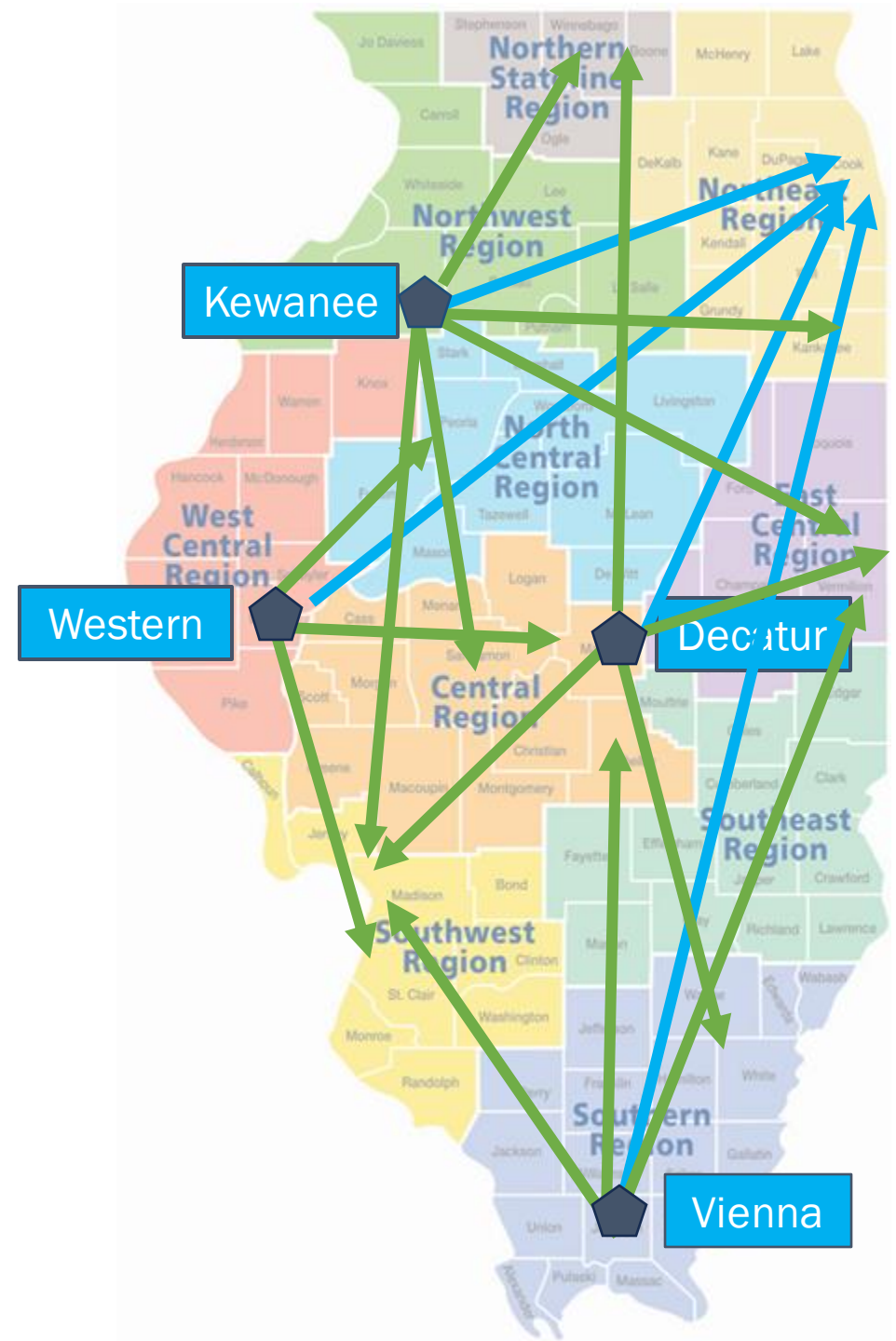
Where people are released

~50% are released to Cook County

~50% are released to other parts of the state.

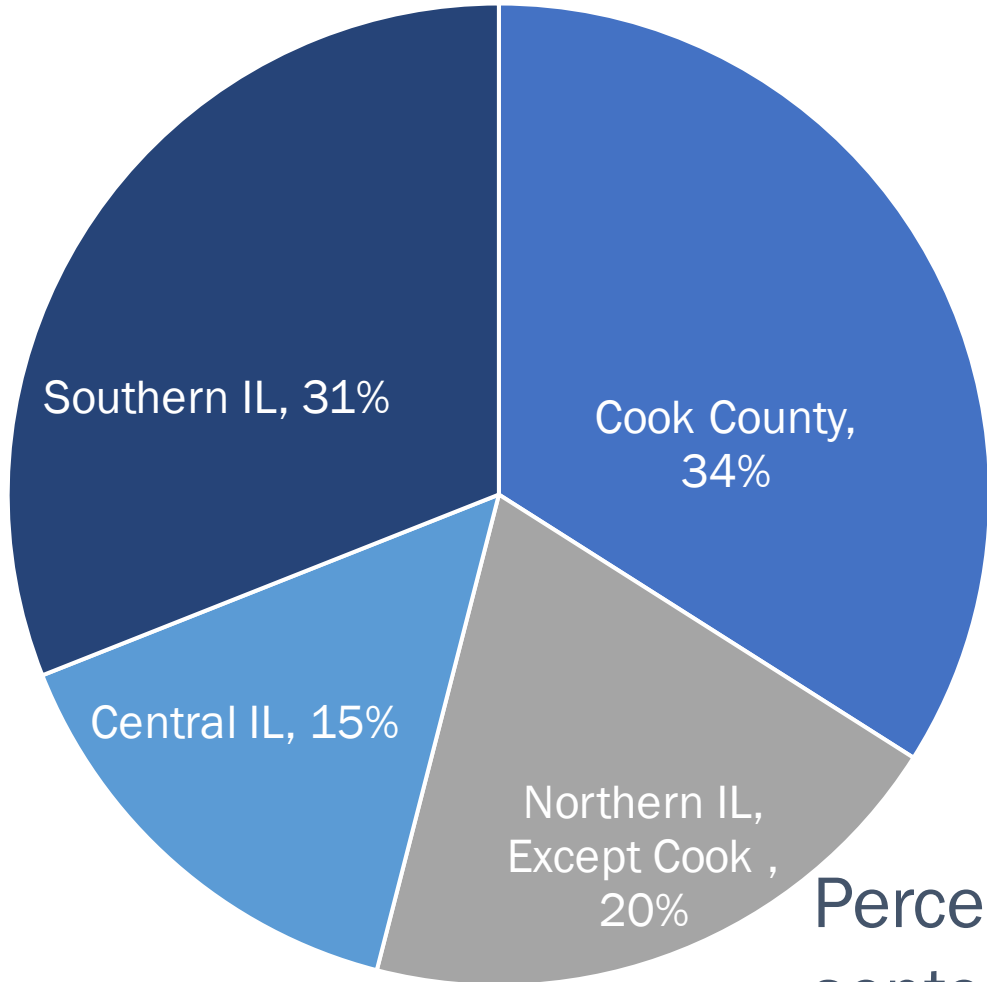
Women are more likely to be released to rural areas.

How will your program serve people released throughout Illinois?



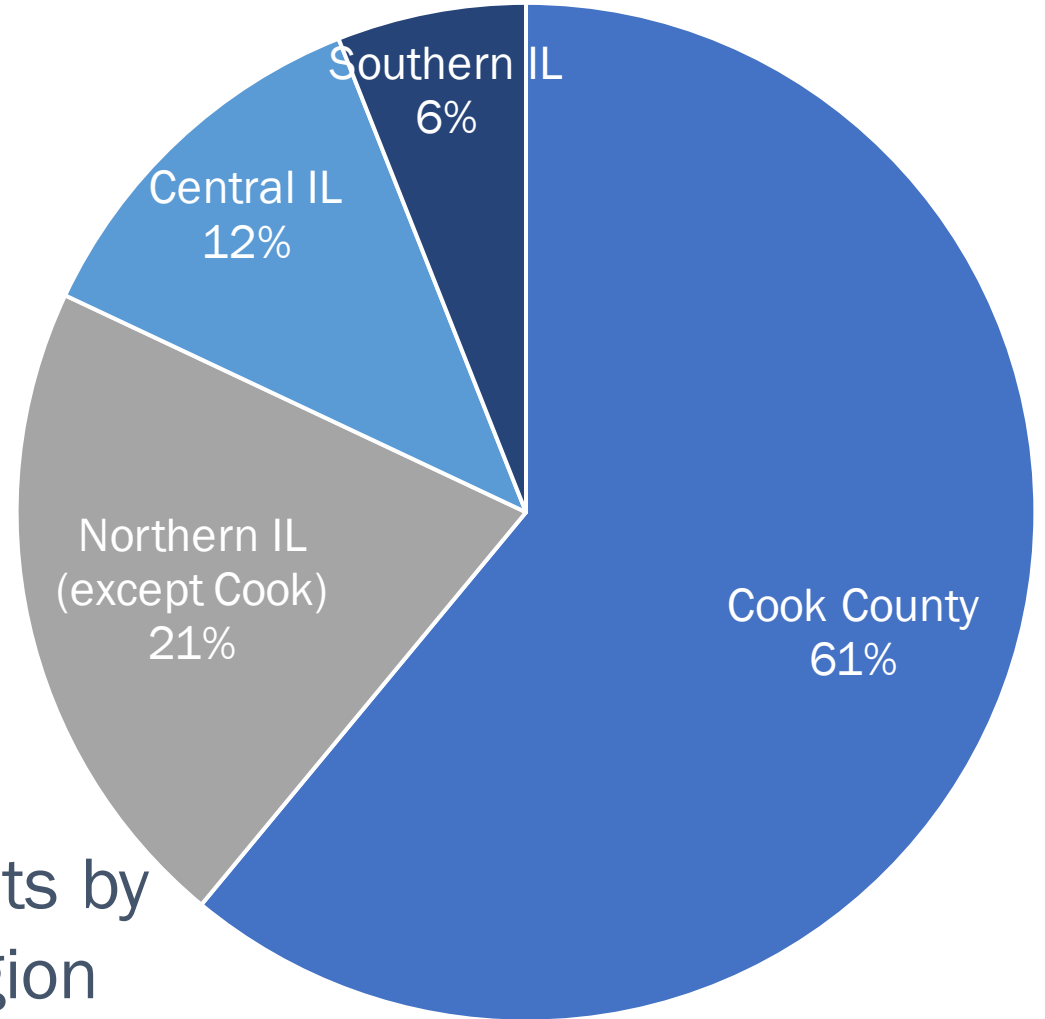
Vienna

575 exits in 2023



Western Illinois (Mt. Sterling)

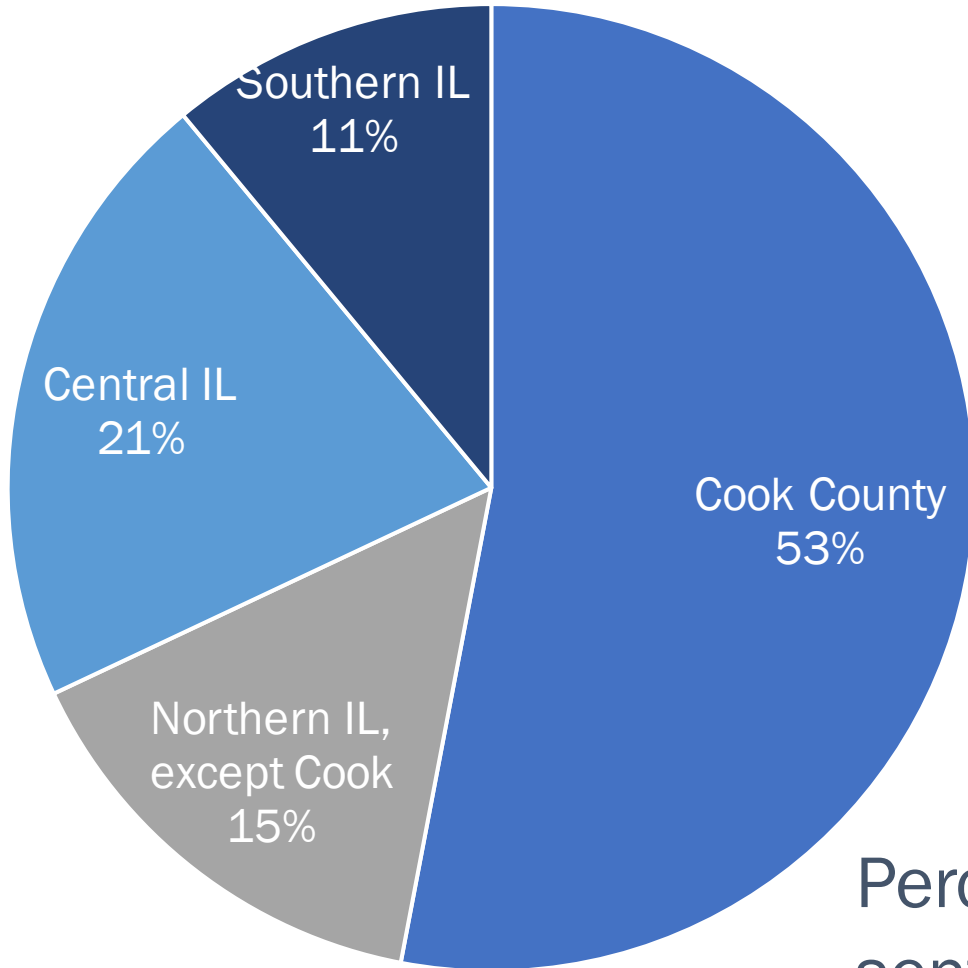
456 exits in 2023



Percentage exits by
sentencing region

Kewanee Life Skills Reentry Center

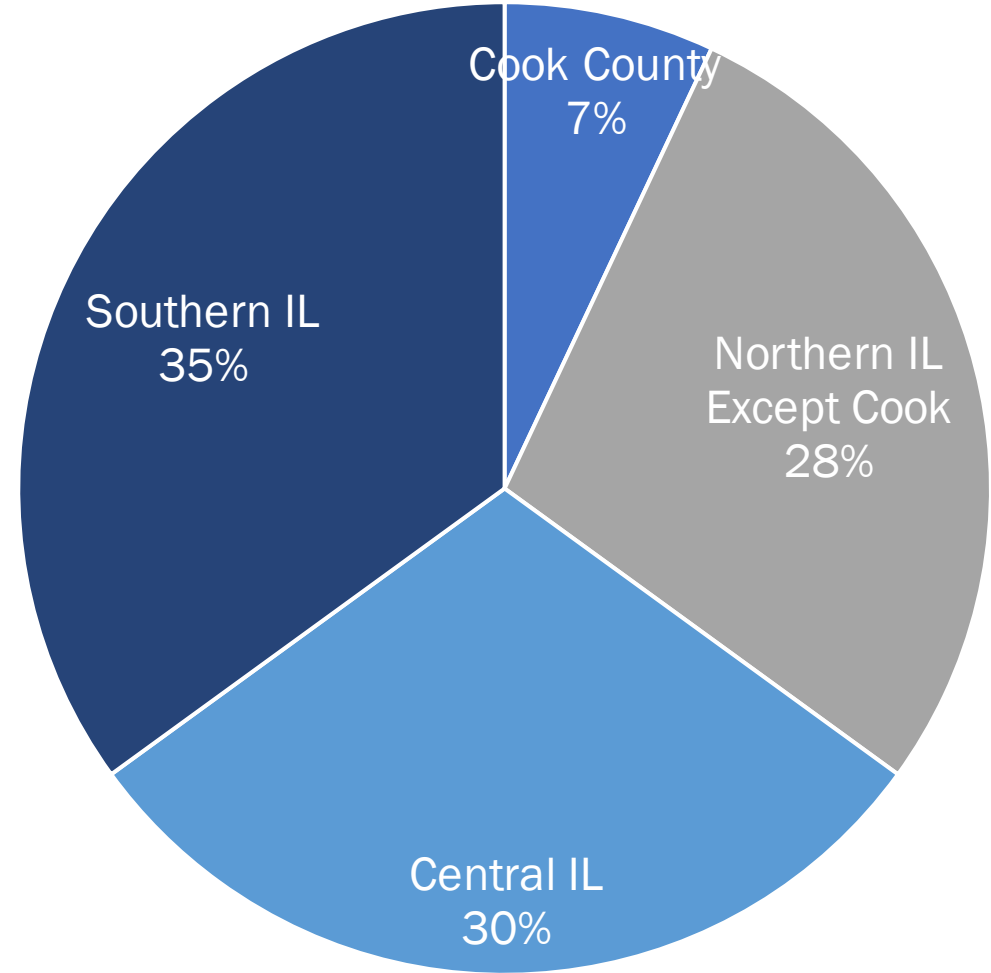
62 exits in 2023



Percentage exits by
sentencing region

Decatur (women)

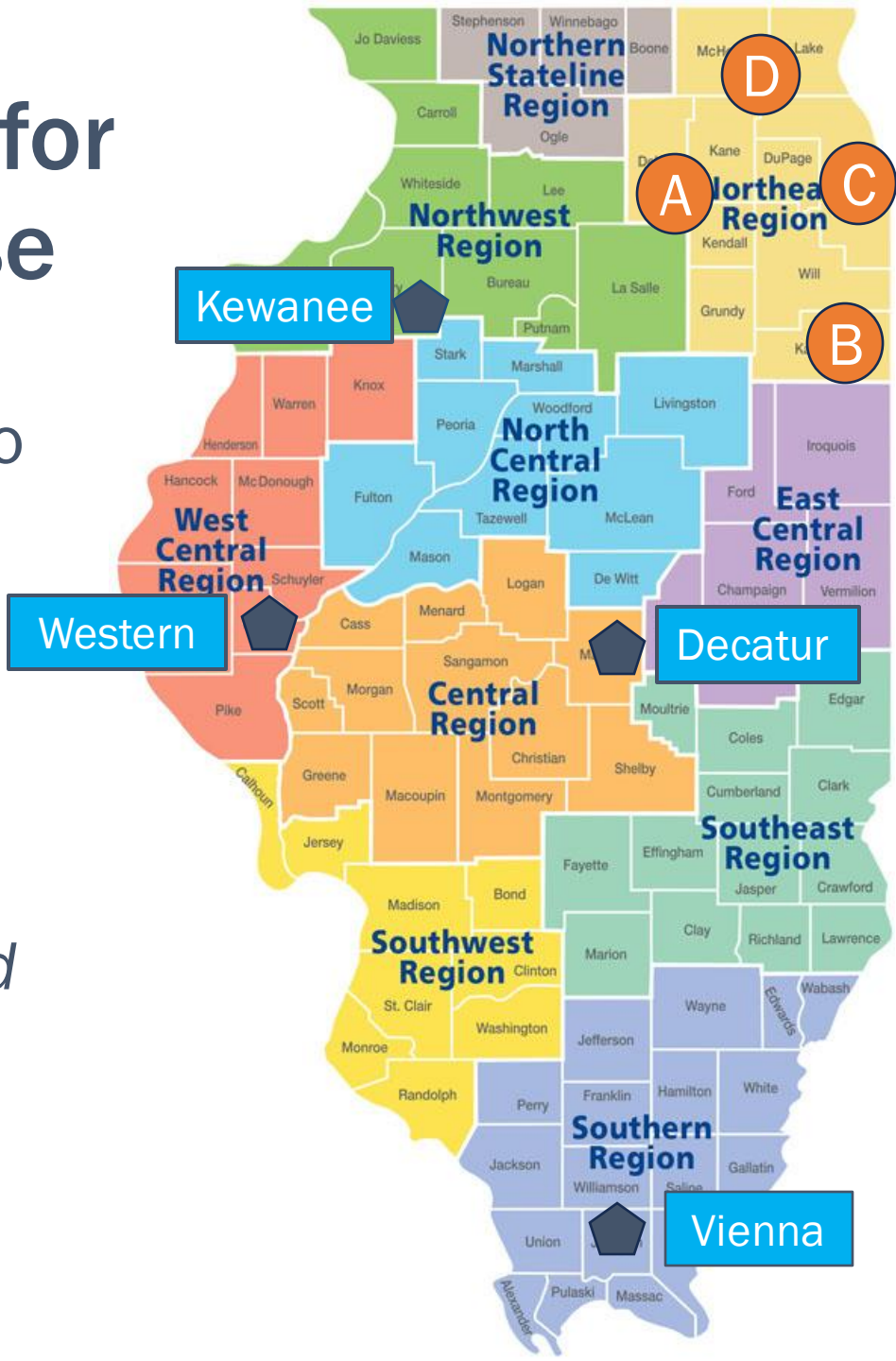
448 exits in 2023



On-the-ground services for participants post release

Applicant teams should propose to serve one or more Economic Development Regions (or sub-regions in Northeast region)

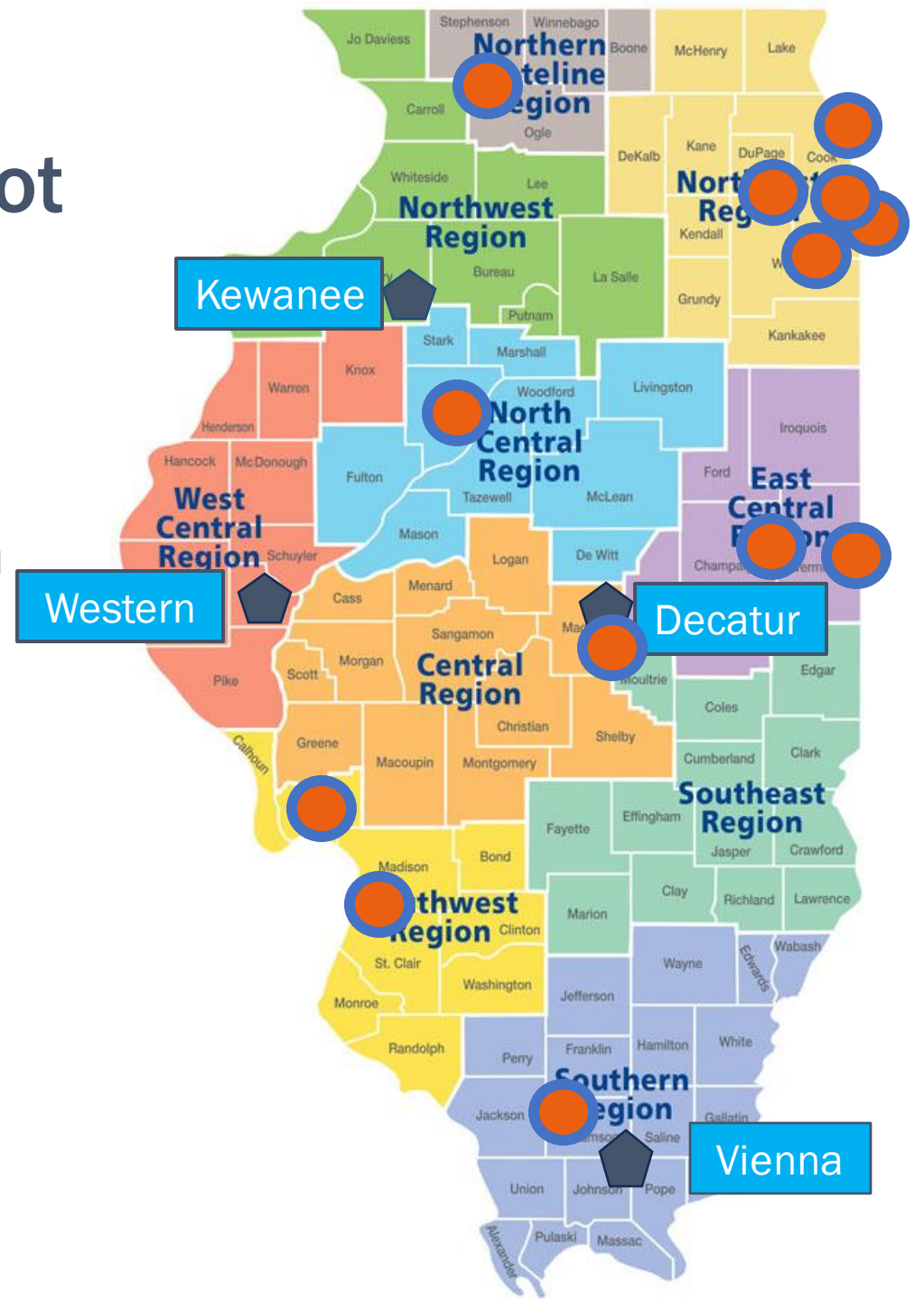
Example: Kewanee team could propose to serve Northwest Region, North Central Region and Northeast Region A.



What about people who are released to parts of the state not served by applicant team?

Participants may be referred to other CEJA Workforce Hubs or Climate Works Centers upon release to receive program services.

No Workforce Hub or Climate Works Centers nearby? May connect participants to nearest Illinois workNet Center (American Job Center).



Program Entry: Who will the program serve?

People in IDOC custody scheduled to be released within 36 months

Ages 17 and older

Meet program and testing requirements (including 6.0+ score on TABE)

Do not pose safety and security risk

Elements of Program Entry

- Applications, assessments (provided by Department)
- Interview & coaching session
- One-week program orientation



Training: What will be taught? Standard Clean Jobs Curriculum Framework for Returning Residents

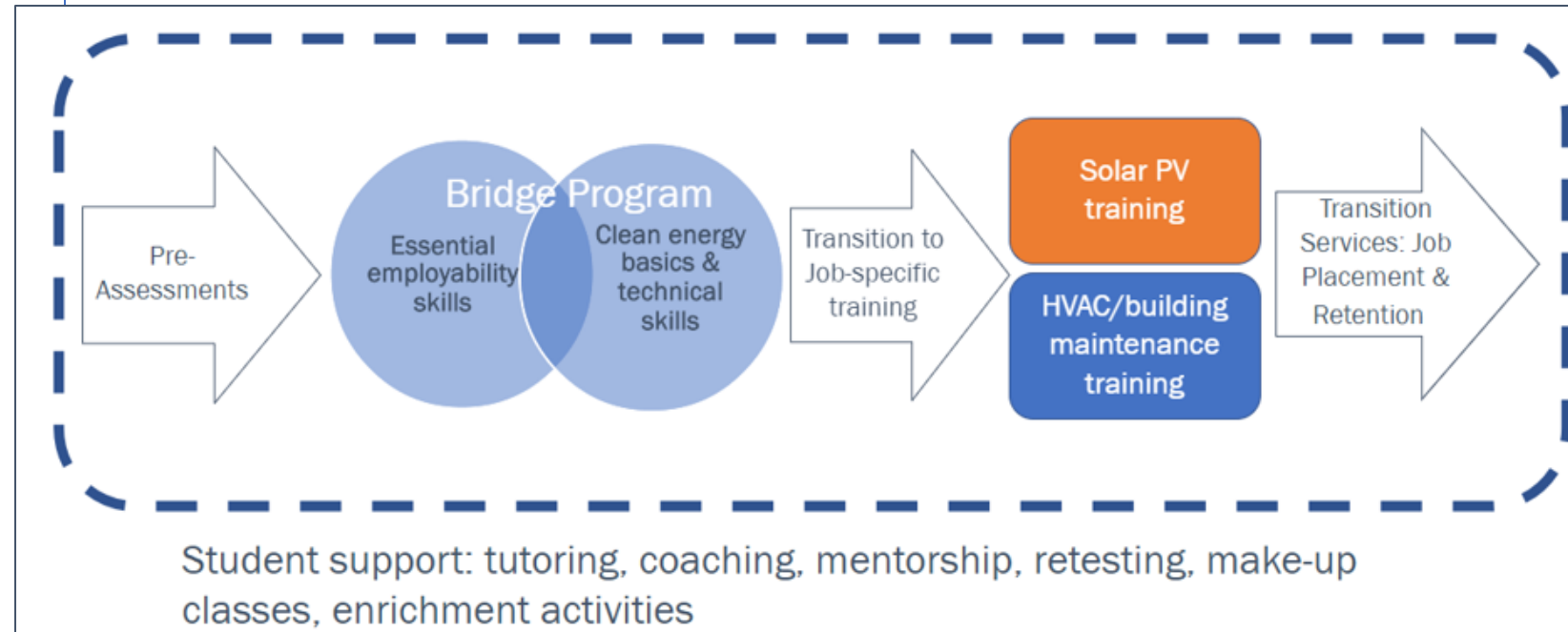


Clean Jobs Curriculum Framework for
Returning Residents

June 23, 2023



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Is this the same curriculum taught in the CEJA Workforce Network Hubs?

Almost!

Same Bridge Program focus on essential employability skills and clean energy basics

Fewer job-specific training options: Solar and HVAC

Relaxed work-based learning requirements

Recommendations for delivering curriculum inside correctional facility

Discussion of barriers returning residents face in completing training & finding employment in clean energy industry

Suggestions for overcoming barriers and delivering program in an equitable, accessible way.

You can propose a different job-specific training option that meets job and training requirements

Jobs criteria

- In demand throughout Illinois.
- Meet clean energy job definition.
- Have opportunities for people with transportation barriers and legal barriers.
- Generally provide living wages, steady income, and benefits.

Training criteria

- Does not exceed 200 hours in addition to bridge program.
- Is aligned with industry-recognized job-task analysis.
- Leads to industry-recognized credential.
- Is suitable for delivery in a correctional setting.
- Does not have additional pre-requisites.



Training Program Instructor Requirements

All instructors, support staff

- Strong connections to returning residents and organizations that serve them.
- Approved to provide training services by the Illinois Board of Higher Education.
- Must have DEIA training and cultural sensitivity training.
- Ability to provide trauma-informed training and support services.
- Ability to pass a DOC background check.
- **Must be approved by appropriate accrediting body (e.g., Illinois Board of Higher Education)**

Bridge program instructors

- Intermediate to advanced knowledge in construction, building trades and clean energy jobs therein

Solar training instructors

- NABCEP Associate Registered Training Provider
- Recent experience in Solar PV system design, sales, installation

HVAC training instructors

- Intermediate to expert level knowledge and experience in HVAC system design, installation and maintenance.

Training Spaces and Equipment

Each facility has a designated classroom/lab.

Each classroom/lab has tables, chairs, and places for storing equipment (tool rooms, cages, crib closets) that can be secured.

Need additional space? May use correctional center grounds or mobile training labs

Applicants must supply all training equipment and tools.

Computers/tablets must be approved by IDOC IT (internet access challenging)



Training Logistics

Must be delivered in person (no remote learning)

Must have at least one instructor in classroom/lab at all times.

Must be taught to cohorts of no more than 15 students.

To be delivered full time, 5 days a week.

- Generally, 7:30 am-3:30, with the possibility of evening or weekend classes.
- Instruction times may be limited by security availability and movement issues.



Program delivery: Improve accessibility, overcome barriers, and facilitate success.

Personalized training that focuses on empowerment

Hands-on, interactive learning

Contextualized learning, with relevant real-world examples

Printed packets for lockdowns

Alternative testing approaches to demonstrate mastery

Scenario or role-playing approaches

Student support: tutoring, translation services, mentorships, retesting, make-up sessions



Comprehensive support to overcome barriers to program access, completion, and employment

- Referrals to healthcare, substance use, housing
- Vital document preparation
- Transportation & childcare costs
- Emergency bill payments
- Expungement & other legal supports

Wrap-around supports



- Tutoring
- Make-up classes
- Resting
- Educational enrichment
- Course packets

Student supports

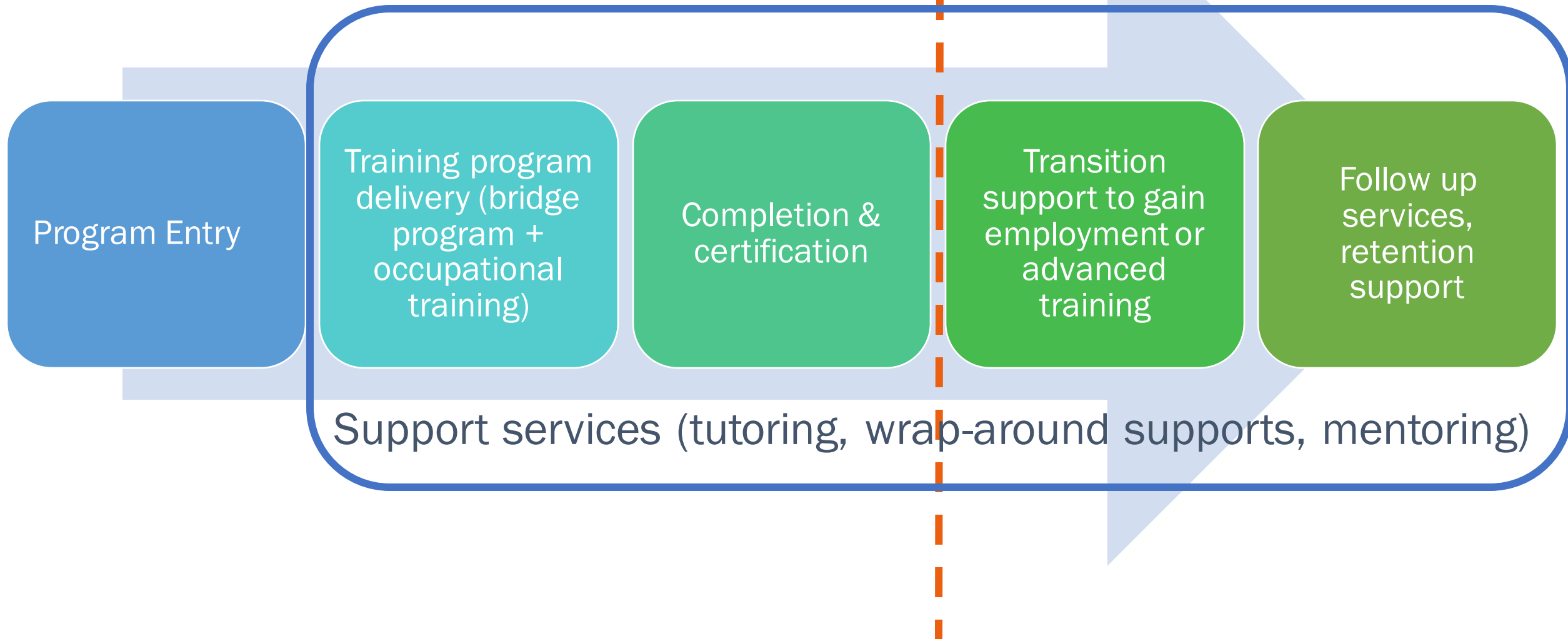


- Mentoring/coaching
- Job exploration & placement services
- Job fair
- Resume writing and mock interviews
- Follow-up support for retention

Transition/career supports



Participant Life Cycle



What might support look like on the inside and on the outside?

Inside:

- Tutoring
- Retesting
- Mock interviews
- Resume writing
- Career exploration
- Participation in IDOC pre-release procedures
- Needs assessment

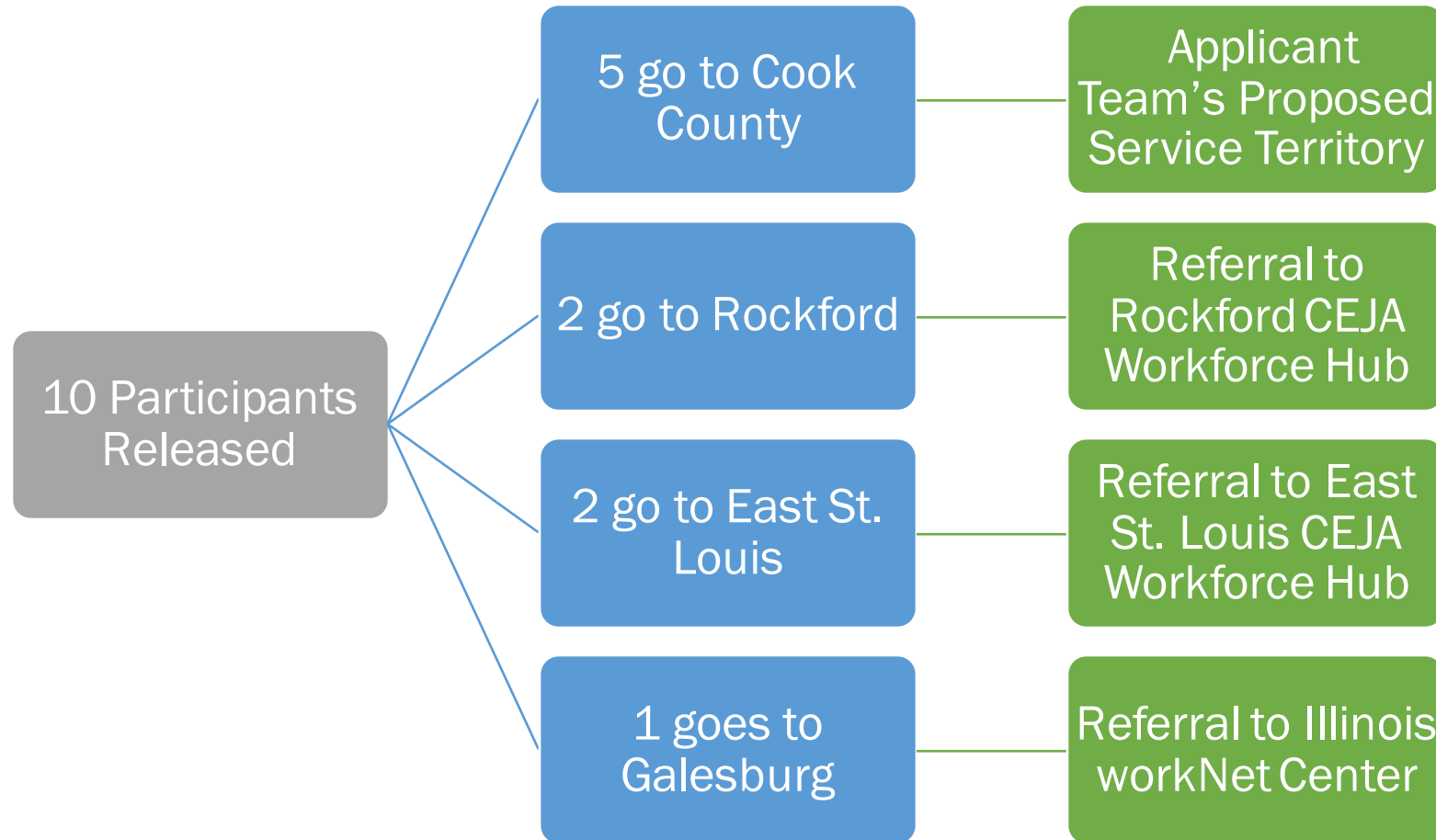
Outside:

- Job application assistance
- Mentoring
- Job & financial coaching
- Transportation assistance
- Referrals to substance use treatment & healthcare
- Driver's education fees

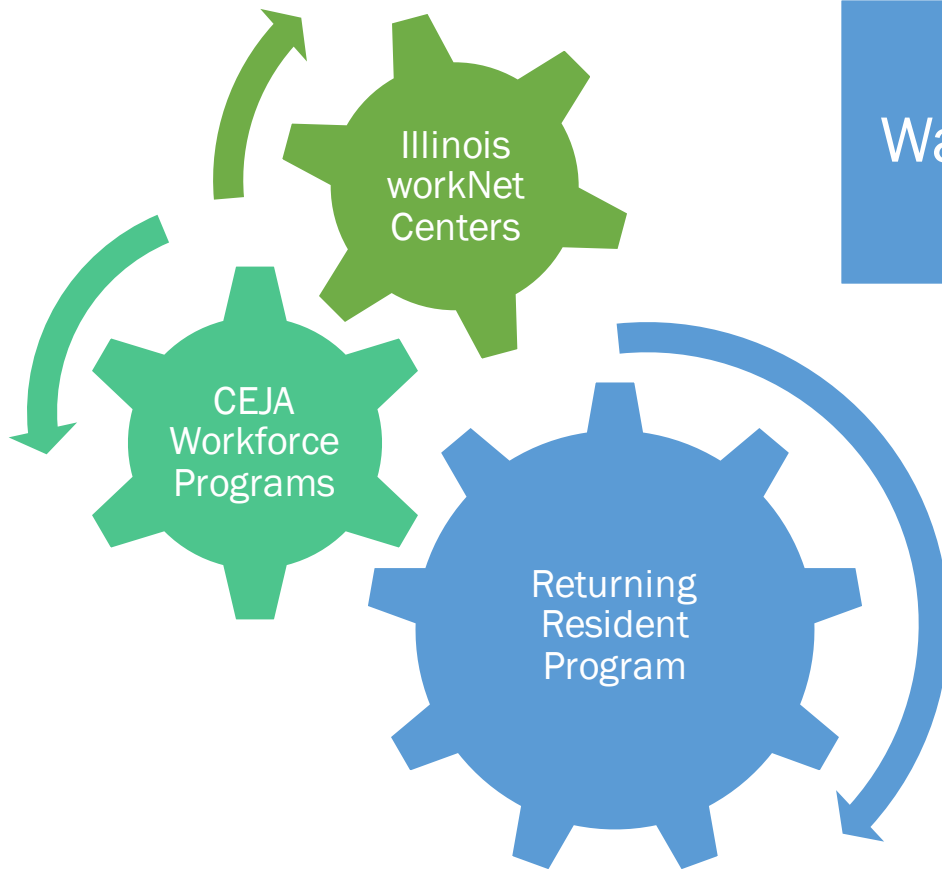


Example Release Scenario

10 of the 15 participants who complete your program in the fall of 2024 are released over the next 6 months.



Close Coordination Required!



Warm handoff

Documentation sharing

Case notes

Support needs

Employer contacts



Follow-up Support to Help Participants Attain and Retain Employment

12 months active support post release

- Identify support service needs (wrap-around services, transition services, student support services)
- Track employment outcomes
- Job coaching, financial coaching
- Employer contact and intervention
- Peer support groups
- Mentorship
- Career advancement services
- Referrals for assistance opening a business

Long-term support (for entire duration of grant and beyond)

- Track outcomes
- Provide referrals for additional services, training
- Offer support to advance in career



Example employer engagement activities

Training events
and forums for
employers

Networking
events to support
hiring

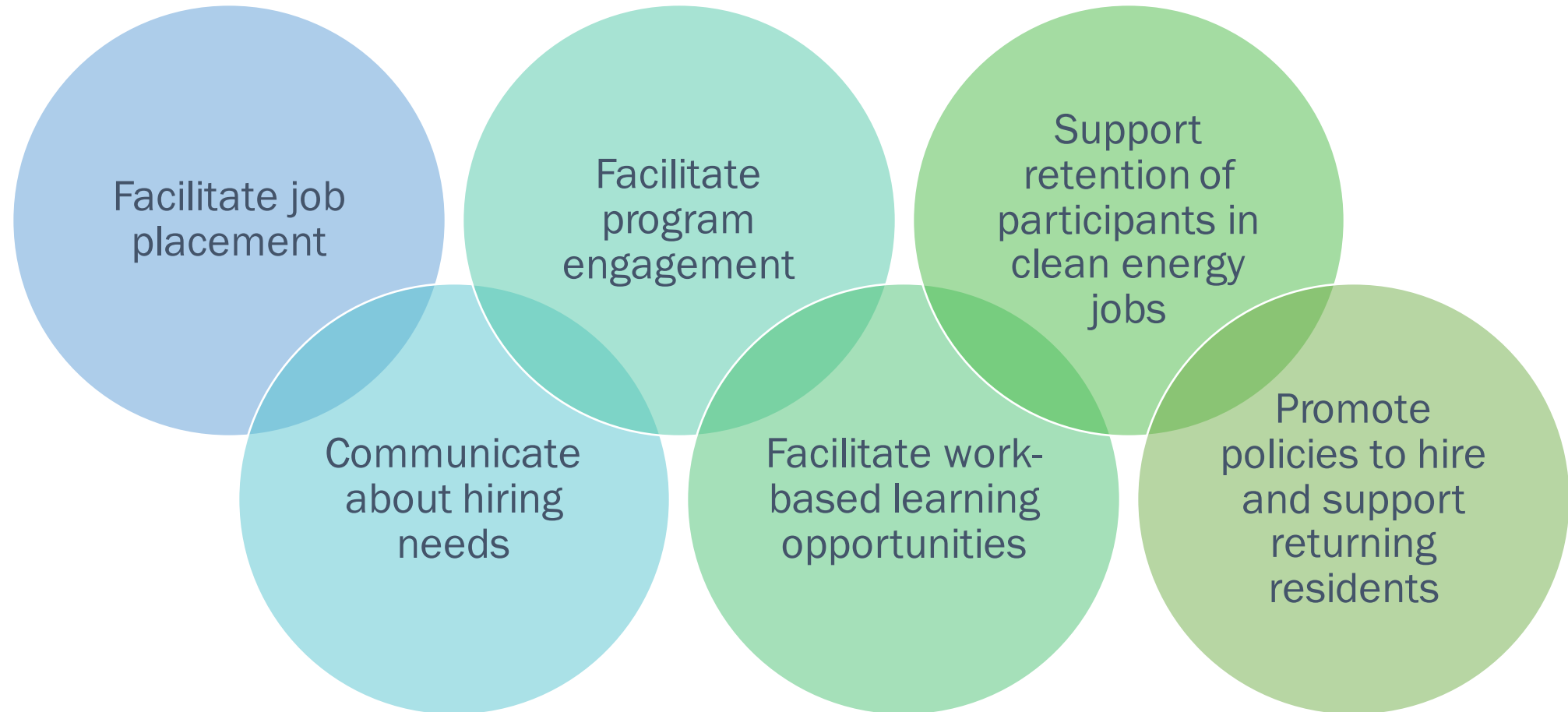
Job placement
facilitation

Partnerships with
trade associations
and industry
leaders

Required: At least
one job fair inside
each correctional
facility



Employer engagement: A key to successful outcomes



Data tracking and reporting

Set program outcome goals and utilize data and reporting system provided by DCEO to measure progress towards outcomes.

- Enrolled participants
- Participant completions
- Releases
- Transition outcomes:
 - Job placements
 - Additional training
 - Job retention, advancement



Equity must be at the center of all program elements.

Program
Entry

Training
Delivery

Student
Support
Services

Employer
Engagement

Transition &
Follow up
Services

Wrap-around
Support
Services

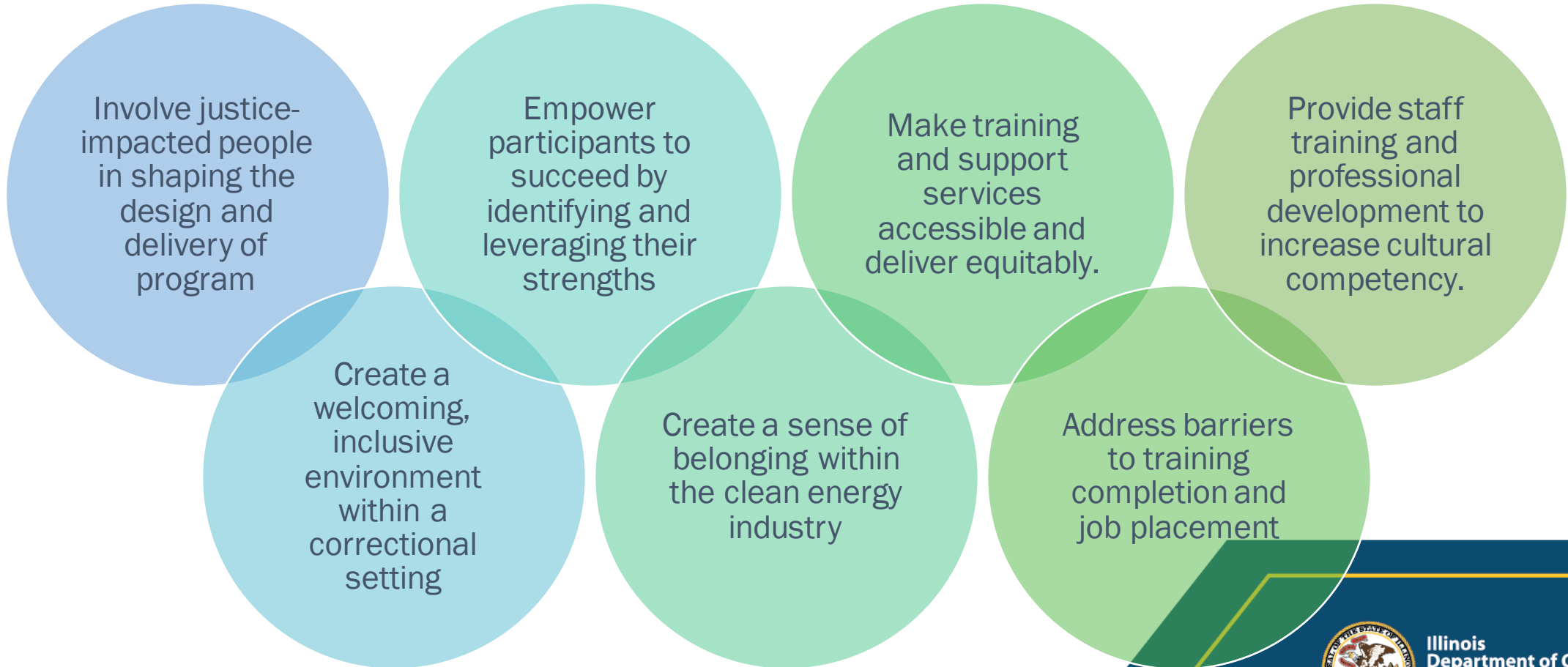
Coordination

Data
Tracking &
Evaluation

Equity-focused Program Culture, Core Equity Values



Equity-focused Program Culture: More than Numeric participant targets



Applicant Team: Identify a Program Administrator (Program Role)

Recruitment
(coordination with IDOC)

Coordination with IDOC,
CEJA workforce
programs, CEJA Regional
Administrators, Illinois
workNet centers

Training guidance and
oversight

Transition and follow-up
services oversight

Input on “Hiring
Returning Residents”
employer handbook

Employer Engagement:
Policy promotion & job
placement





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Funding and Applicant Eligibility



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Funding available

Total award: \$6 million/yr

- Award range: \$1,000,000 to \$2,500,000
- Number of awards: 4 (One at each designated correctional facility)
- Can you apply to deliver the program at more than one facility? Yes, but must submit a separate application for each facility.
- Renewals: Up to two twelve-month renewals based on grantee performance
- Anticipated cost per participant: \$25,000

Who can apply? Community-based organizations, defined as organizations that:

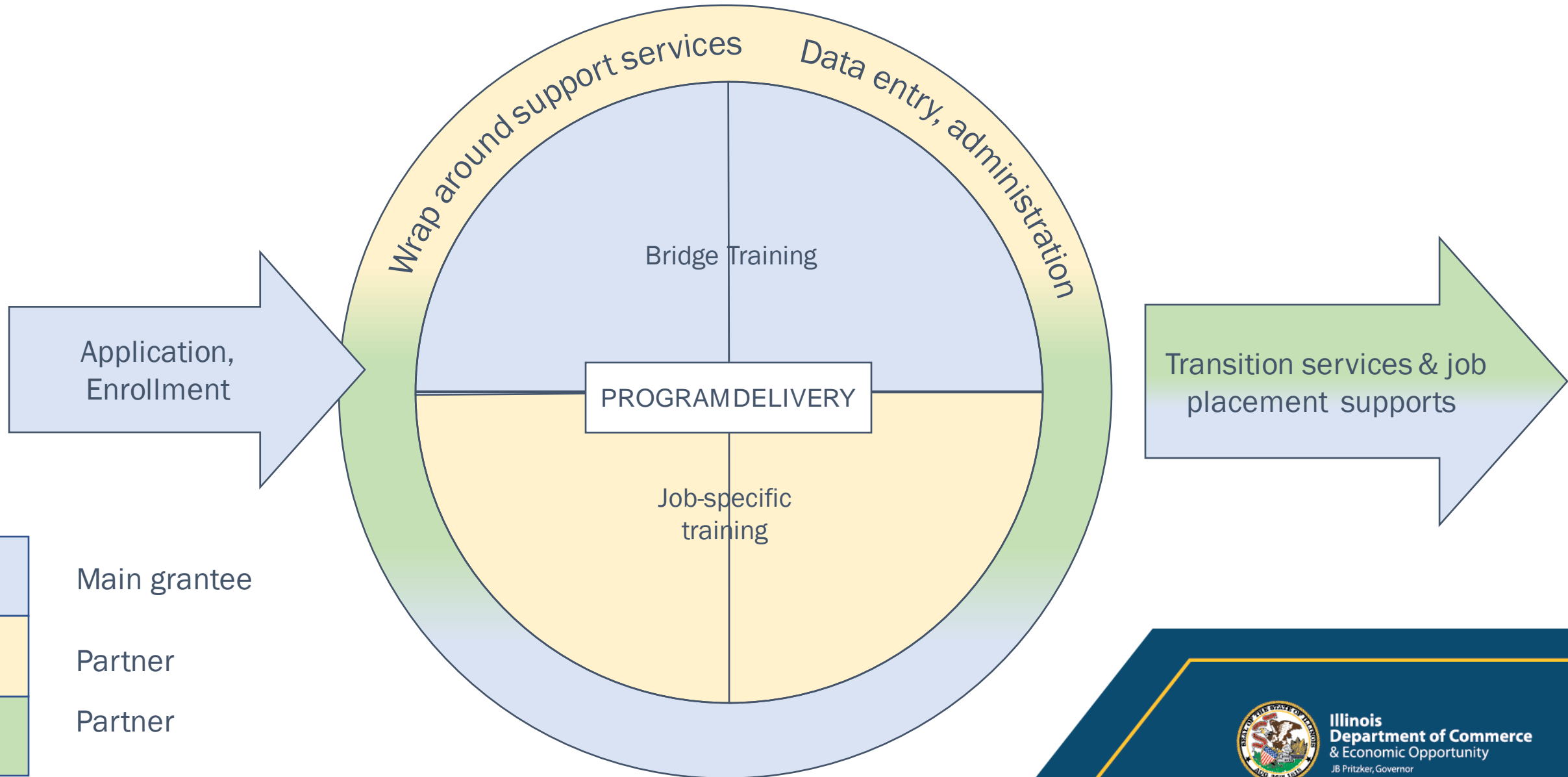
Provide employment, skill development or related services to members of the community.

Include community colleges, nonprofits, and local governments

Have a history of serving committed persons or justice involved persons.



Multiple Organizations can Partner to Deliver the Program



Building your team

One organization can deliver all services OR you can partner with other organizations to provide different program elements.

Program area	Got this covered	Need help
Coordination with CEJA workforce program administrators, employers, and other orgs		
Outreach & recruitment, application & intake		
Bridge program training and job-specific training		
Wrap-around support services and student support services		
Transition services		
Data entry & program administration		

Collectively, the applicant team should demonstrate

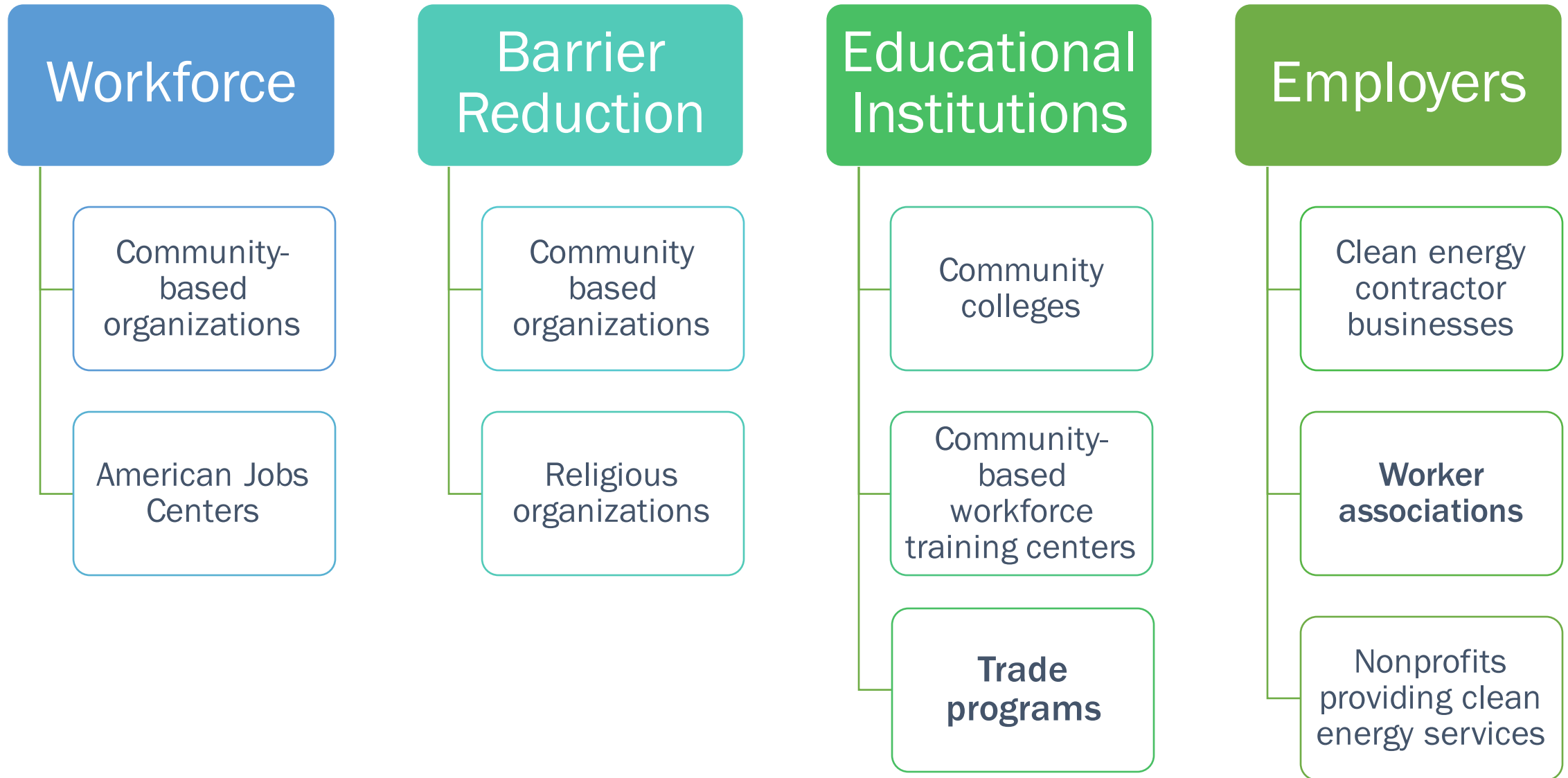
Ability to effectively serve returning residents

Agreements with employers for job placement, on-the-job training

Ability to provide training inside correctional facility using the Clean Energy Jobs Curriculum Framework

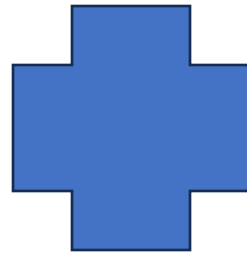
Capacity to provide supportive services, transition services on the outside—or referrals to other organizations

What organizations in your area might be interested in partnering to apply?



Consider partnerships that can provide inside/outside program delivery

Inside training:
Organization capable of providing training, located close to correctional facility



Outside support:
Organization that can provide on-the-ground services in regions where participants are likely to be released.



Networking Events: Opportunities to find partners, build your team

DATE	DOC SITE	TIME
3/13/24	Statewide	10:00 a.m. to 11:30 a.m.
3/14/24	Vienna	10:00 a.m. to 11:30 a.m.
3/15/24	Kewanee	10:00 a.m. to 11:30 a.m.
3/20/24	Decatur	10:00 a.m. to 11:30 a.m.
3/21/24	Mount Sterling	10:00 a.m. to 11:30 a.m.

Register links on the NOFO webpage:
<https://dceo.illinois.gov/aboutdceo/grantopportunities/3361-2715.html>



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How to Apply



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Applicant Submission Documents

Application utilizing template

Uniform Budget utilizing template

Uniform Grant Application in fillable PDF format

Conflict of Interest Disclosure

Mandatory Disclosure

Attachments: Resumes, job descriptions, MOUs, etc.

Find all NOFO
Materials and
resources here:

<https://dceo.illinois.gov/aboutdceo/grantopportunities/3361-2715.html>



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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.	<input type="checkbox"/> Kewanee Life Skills Re-entry Center <input type="checkbox"/> Decatur Correctional Center <input type="checkbox"/> Western Illinois Correctional Center <input type="checkbox"/> 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. <i>*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).</i>	<input type="checkbox"/> Northeast Region: Cook County <input type="checkbox"/> Northeast Region: Will & Kankakee Counties <input type="checkbox"/> Northeast Region: DuPage, Kane, Kendall, Grundy, and DeKalb Counties <input type="checkbox"/> Northeast Region: Lake & McHenry Counties <input type="checkbox"/> Northern Stateline Region <input type="checkbox"/> Northwest Region <input type="checkbox"/> West Central Region <input type="checkbox"/> Central Region <input type="checkbox"/> Southwest Region <input type="checkbox"/> East Central Region <input type="checkbox"/> Southeast Region <input type="checkbox"/> 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.

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

Click or tap here to enter text.

11. 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.

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

Click or tap here to enter text.

13. 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)

Click or tap here to enter text.

14. 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)

Click or tap here to enter text.

15. 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)

Click or tap here to enter text.



Preparing a Strong Proposal

Respond to the content of the NOFO

- Your proposed program design should strongly align with the program description and requirements
- The review criteria should guide your proposal development.

Tell your story

- Highlight the strengths of your team
- Make a case for your project and its potential impact

Always think about staffing, budget and partnerships



Read the NOFO Carefully

- The notice of funding opportunity contains important information about the expected activities, eligibility criteria, and documents and organizational information needed from prospective partners.
- Be sure that you understand all the requirements (the “musts” and “shoulds”).

Close reading strategies

- Highlight
- Dissect
- Outline key points
- Ask questions
- Discuss with team



Example: What are the requirements for training delivery? Where do we have flexibility?

2. TRAINING PROGRAM DELIVERY. Applicant Teams must deliver the Clean Jobs Curriculum, as outlined in the Clean Jobs Curriculum Framework for Returning Residents, including the bridge program and a job-specific training component. The entity providing the Program training must be approved to provide training services by all appropriate accrediting bodies, including, but not limited to, the Illinois Board of Higher Education pursuant to the Private Business and Vocational Schools Act of 2012 (105 ILCS 426), if applicable. Program delivery methods should be flexible and interactive to improve accessibility and help participants overcome barriers that stand in the way of their participation or success. Instructional delivery strategies to improve student outcomes may include but are not limited to:
- a. Personalized training to ensure that each participant is empowered to succeed;
 - b. Hands-on, interactive learning opportunities, such as those at simulated job sites;
 - c. Contextualized learning to demonstrate how the skills they are learning are relevant to a real-world job site;
 - d. Printed packets that can be completed on-demand when participants are in lockdown at correctional facilities;
 - e. Alternative testing approaches to demonstrate material mastery; and
 - f. Scenario or role-playing approaches (particularly for essential employability skills components).

Requirements (must):

- Utilize clean jobs curriculum framework including
 - Bridge & job-specific training
- Entity must be approved to provide training by accrediting bodies

Flexibility (should):

- How to deliver the training to improve outcomes, overcome barriers.

Program requirements list the **WHAT** you'll need to do. Your application will cover the **HOW**.

Draw on your experience, best practices and other resources for ideas on **HOW** to deliver the program elements, such as:

- How you'll deliver the training
- How you'll coordinate with other programs
- How you'll deliver barrier reduction services
- How you'll make the training accessible
- How you'll engage with employers



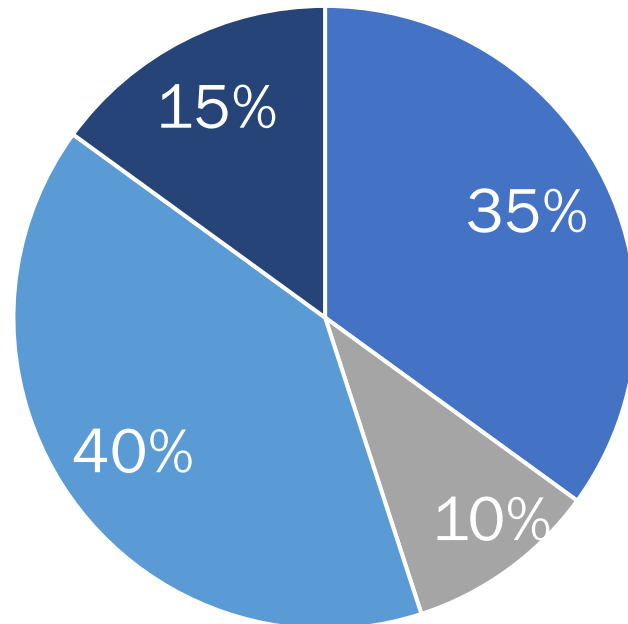
For each task or requirement, consider implications for staffing, budget, and strategies

	Staff or partnerships	Budget items	Strategies (the “how”)
Intake & enrollment			
Training delivery			
Stipends			
Wrap-around supports			
Career services			



Your application package will be assessed based on how well you meet the merit review criteria.

- Applicant Team Qualifications & Capacity
- Documentation of Need
- Project Quality & Integration
- Cost Effectiveness



*Creativity is not a virtue!

Make sure that what you propose aligns with the merit review criteria and requirements.



Example: Applicant Team Qualifications & Capacity

Applicant Team Qualifications and Capacity (35%)	
Applicant team's history working with incarcerated people and/or justice-impacted people.	6%
Applicant team's related experience providing workforce training, certification, job readiness, and skill development to people, especially justice-impacted people.	6%
Applicant team's experience providing transition and follow-up services to help people (especially returning residents) gain and retain jobs.	6%
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.	5%
Applicant team's capacity to provide program elements in the correctional facility and in identified economic development region(s) as evidence through staffing plan.	6%
Program Administrator's capabilities and experience related to program development, financial management, cultural and language competency, working with committed	6%



What will the reviewers be looking at to evaluate Applicant Team Qualifications & Capacity?

- Application (including staffing plan and questions related to qualifications and capacity)
- Memorandums of Understanding from partners
- Resumes of key staff





CEJA ILLINOIS

Returning Residents Clean
Jobs Training Program

Wrapping up: Resources & Support



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

Upcoming Technical Assistance Webinar

Writing an Effective Proposal	March 8, 2024, 1-2	Register here
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Get Technical Assistance from a CEJA NOFO Coach

CEJA NOFO Coaches provide technical assistance on developing an effective grant application. Applicants may receive multiple TA sessions.

Use the QR code or link to sign up:

<https://forms.office.com/r/4qUkTdgCFY>

CEJA NOFO Applicant Technical Assistance Sign Up



Prepare for a technical assistance session

Read through the NOFO carefully

Look closely at all elements of application package

Read through the Clean Jobs Curriculum Framework

Come with questions and/or drafts for review

Listen to the information session webinars

Read through the Q&A



Networking Events: Opportunities to find partners, build your team, ask questions

DATE	DOC SITE	TIME
3/13/24	Statewide	10:00 a.m. to 11:30 a.m.
3/14/24	Vienna	10:00 a.m. to 11:30 a.m.
3/15/24	Kewanee	10:00 a.m. to 11:30 a.m.
3/20/24	Decatur	10:00 a.m. to 11:30 a.m.
3/21/24	Mount Sterling	10:00 a.m. to 11:30 a.m.

Register links on the NOFO webpage:
<https://dceo.illinois.gov/aboutdceo/grantopportunities/3361-2715.html>



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Send questions to
ceo.ceja@illinois.gov

Look for the Q&A on the NOFO pages



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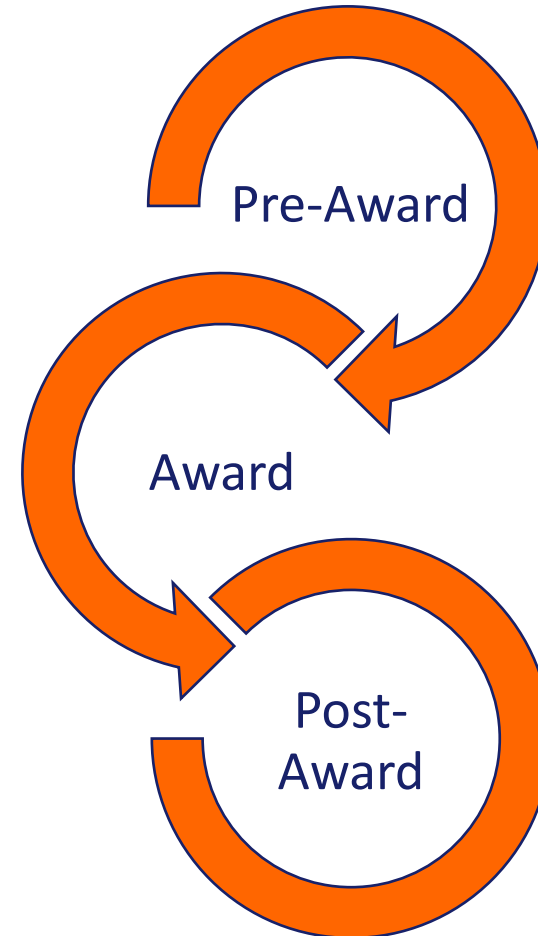
Workforce Grants 101:

*An Overview of the Grant Submission Requirements
under the Illinois Grant Accountability and
Transparency Act*

Illinois Department of Commerce and Economic Opportunity

Grant Life Cycle

This presentation will focus on the pre-award requirements of a workforce grant from the Illinois Department of Commerce and Economic Opportunity.





Illinois Grant Accountability and Transparency Act

The Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq., is a State of Illinois law to:

- Increase accountability and transparency in the use of grant funds
- Reduce the administrative burden on both State agencies and grantees
- Adoption of the federal grant guidance and regulations codified at 2 CFR Part 200 (Uniform Requirements)



Grantee Pre-Award Requirements that must be Completed Prior to Grant Award Execution

- Grantee Registration
- Grantee Pre-Qualification
- Financial and Administrative Risk Assessment
(ICQ – Internal Control Questionnaire)
- Programmatic Risk Assessment
- Mandatory Disclosures & Conflict of Interest Documents



GATA & Indirect Cost Rate System

Office of Management and Budget GATA Website: <http://grants.illinois.gov>

- *Grantee Links Tab* is the entry point for the GATA portal
 - Authentication,
 - Registration,
 - Pre-qualification,
 - Fiscal & Administrative Risk Assessment
- *Centralized Indirect Cost Rate System* will be used to elect the indirect cost rate option and, if necessary, complete the indirect cost rate negotiation process.
 - Grantees that are not current users in the system will receive an invitation to the Centralized Indirect Cost Rate System once a Notice of State Award (NOSA) is generated by a State awarding agency



Grantee Registration

- All Grantees must be registered with the State of Illinois using the Illinois.gov Authentication Portal. A personal or business email address is required to establish an account
- Grantee Registration is completed by browsing to <https://grants.illinois.gov/portal> and associating your Illinois.gov account with your organization.
- Completing the registration process triggers Grantee pre-qualification verifications

Grantee Pre-Qualification

- Pre-Qualification includes an automated verification of the organizations:
 - SAM.gov account
 - Federal Unique Identifier Number (UEI)
 - Good Standing with Secretary of State
 - Not on Federal Excluded Parties List
 - Not on the Illinois Stop Payment List
 - Not on the DHFS Provider Sanction List
- Applicants must be registered in GATA Grantee Portal at the time of grant application (see page 14 of the NOFO)



Pre-Qualification Notification

- If there are no issues, the GATA portal will send email to communicate “Qualified” status.
- If there are issues, the GATA portal emails qualification issue(s)
 - Federal Unique identifier (UEI) number is not current
 - SAM CAGE Code is not current
 - Not in Good Standing with Secretary of State
 - On the Federal Excluded Parties List (cannot be remediated)



GATA Framework for Risk Assessment

- Fiscal Risk Assessment (ICQ) is automated.
 - The Grantee can access the ICQ from the grantee portal.
 - The ICQ is completed on an annually basis by the Grantee
 - The ICQ should be completed at the entity-wide level
 - All state agencies will utilize the results of the ICQ
- Programmatic Risk Assessment will be conducted by the awarding agency (DCEO) in the application process. It is unique to each NOFO and grant program and is typically completed if the proposal is recommended for funding.
- Risk profiles will be determined based on the two risk assessments. Risk profile will determine grant specific conditions and monitoring.



Indirect Cost Rate Selection

Centralized Indirect Cost System

- All grantees must select an Indirect Cost Rate option in a centralized indirect cost rate system.
- An indirect cost rate is a device used for determining the appropriate amount of indirect costs each program should bear. An Indirect Cost Rate is the ratio between the total indirect expenses and some direct cost base.
- Options available for a Grantee to receive an Indirect Cost Rate:
 - Current Federal negotiated Indirect Cost Rate Agreement
 - Negotiate a rate with the State of Illinois
 - Elect to use the Federal 10% “de minimis” rate of Modified Total Direct Cost (MTDC)
 - Elect to decline any indirect cost rate



Indirect Cost Rate Proposals & Elections

- Centralized Indirect Cost System can be accessed at <http://grants.illinois.gov> from the dropdown menu in the Grantee Links Tab. This site includes:
 - FAQs
 - Training Modules
 - Forms and Indirect Cost Rate Templates
 - Department of Labor Indirect Cost Rate Guide
- An indirect cost proposal or rate election must be initiated with the Centralized Indirect Cost Rate system upon notice of award. The indirect cost rate proposal or rate election must be completed no later than three (3) months after the effective date of the State award.
- Uniform Guidance (2 CFR 200) requires an *annual* submission of an indirect cost proposal or rate election. The Centralized Indirect Cost Rate system will be used for annual renewals. Annual submissions must be received within six months after the Grantee's fiscal year end.



Standard Application & Grant Award Documents

- Notice of Funding Opportunity (NOFO)
Catalog of State Financial Assistance
<https://gata.illinois.gov/grants/csfa.html>
- Uniform Application for State Grant Assistance
- Uniform Budget Template
- Notice of State Award



Application Requirements

- Uniform Grant Application
- Uniform Budget Template
- Conflict of Interest Disclosures
- Mandatory Disclosures
- **Attachment A: Returning Residents Clean Jobs Training Program**
 - Applicant Capacity & Qualifications
 - Documentation of Need
 - Project Plan
 - Budget Narrative
- **Supplementary Attachments**
 - Resumes of Key Staff
 - Budget for Additional Partners and Subcontractors
 - Memorandums of Understanding
 - Letters of Support



Applicant Capacity

- Who are you?
- What is your relationship to the target population?
- What are your qualifications?
- What other projects have you accomplished?
- Who are your partners?
- What are their qualifications?
- Describe the organization.
- Describe any similar projects undertaken.
- Describe the qualifications of individuals responsible to carry out the project activities.
- List any facilities, equipment, or resources available to the project and their sources.

Documentation of Need

- What is the target population?
- What are the needs/problems of the target population?
- What are the causes of the identified needs/problems?
- What documentation is there to support the existence of the identified needs/problems?
- Statistical information to document the extent of the need/problem
 - <http://www.census.gov/>
 - <http://www.bls.gov/home.htm>
 - <https://www.illinoisreportcard.com/>
- Only identify the need/problem you intend to address
- Describe the population affected by the need/problem



Operational Plan

- What is your solution to the need/problem? How will you approach the solution?
- What is your plan of action to address the identified need/problem?
- What are the steps you will take? Who will do what? How long will it take?
- Explain the project goal and how it would meet the need or solve the problem identified.
- List specific, measurable objectives that will allow the project to meet its goal.
- State expected project outcomes and how they would benefit the target population.
- State the planned activities, methodology, and timetable for accomplishing the planned activities.
- Explain how the project will be managed.
- Always tie the objectives back to the identified need/problem.

Return on Investment

- What are the expected outcomes of the project? The measurements should be quantitative.
- You need to show that your proposed project has the support of those it affects.
- You need to show that you have considered the need/problem from many different angles.
- You need to show that you have considered all available resources.
- Will the project be evaluated? The evaluation should measure accomplishment of the stated project goals and objectives.
- How will the project be continued after the grant expires?



Uniform Application for State Grant Assistance

- Agency Information
 - Funding Opportunity Information
 - Instructions on How to Submit an Application
 - Required Grant Information
- Applicant Completed Section
 - Applicant Information
 - Contact Information
 - Key Project Information (Location, Term, Amount)
 - Fiscal Information
- Certification



Uniform Budget Template - Overview

- Uniform Budget Template for most State of Illinois Grants (modeled after the SF-524 Federal Budget template).
- Basic Budget Line Item Definitions based on the Uniform Administrative Guidelines [Develop Budget Line Items Sheet].
- General Requirements
 - Allowable
 - Reasonable
 - Allocable



Allowable Costs § 200.403

Factors affecting allowability of costs:

- Be necessary and reasonable for the performance of the Federal award and be allocable under the Federal Cost Principles.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this Part.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period.
- Be adequately documented.

Reasonable Costs § 200.404

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally-funded. In determining reasonableness of a given cost, consideration must be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award.
- The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state and other laws and regulations; and terms and conditions of the Federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity, its employees, where applicable its students or membership, the public at large, and the Federal government.
- Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.

Allocable Costs § 200.405

- A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost:
 - Is incurred specifically for the Federal award;
 - Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
 - Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.
- All activities which benefit from the non-Federal entity's indirect (F&A) cost, including unallowable activities and donated services by the non-Federal entity or third parties, will receive an appropriate allocation of indirect costs.

Types of Costs

- **Direct costs:** Costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. **§ 200.413**
- **Indirect Costs (Facilities and Administration):** Costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. **§ 200.414**



Uniform Budget Template Outline

- Instructions
- **Section A – Grant Funds**
 - Summary
 - Indirect Cost Rate Information
- Indirect Cost Information (ICI)
- Certification



Uniform Budget Template Section A: State of Illinois Funds

- Includes funding that is provided by the state awarding agency regardless if the grant is state or Federally funded (federal pass-through funds).
- The standard budget line item definitions are consistent with the Uniform Administrative Guidance.
- The Uniform Budget Template provides a space for Program-Specific line items.



Section A: Indirect Cost Selection

All grantees must complete the Indirect Cost Rate Form and select one of the following options:

- ✓ Use the current Federally approved indirect cost rate as a result of being a direct grant recipient from a Federal awarding agency;
- ✓ Negotiate a rate with the State of Illinois by first submitting an Indirect Cost Rate Proposal to the State of Illinois' Centralized Indirect Cost Unit;
- ✓ Use the Federal "de minimis" rate of 10% of modified total direct costs (MTDC);
- ✓ Use a Restricted Rate designated by programmatic or statutory policy;
- ✓ Choose not to request reimbursement of indirect costs.

Highlighted Grant Requirements

- Audit Requirements
- Fund Accounting
- Fiscal Reporting Requirements
- Quarterly Report Requirements
- Subgrantees
- Internal Controls
- Expenditure of Funds
- Allowable Costs
- Budget Variations
- Program Income
- Participant Reporting Requirements
- Monitoring



Uniform Grant Agreement

Pursuant to the GATA, a state-wide uniform grant agreement template was developed and implemented. There are three parts to the agreement.

- Part 1 is uniform for all state agencies.
- Part 2 is unique to the state awarding agency.
- Part 3 is grant or program specific terms and conditions.

To download the DCEO Uniform Grant Agreement Visit:

<https://dceo.illinois.gov/aboutdceo/grantopportunities/uniformgrantagreement.html>

Uniform Grant Agreement – Part I



- Exhibit A – Project Description
- Exhibit B – Deliverables or Milestones
- Exhibit C – Contact Information
- Exhibit D – Performance Measures and Standards
- Exhibit E – Specific Conditions

Grantee Resources



- <https://www.grants.illinois.gov>
- <https://dceo.illinois.gov/aboutdceo/grantopportunities/resource-library.html>
- <https://dceo.illinois.gov/climateandequitablejobs.html>
- <https://www.doleta.gov/grants/UniformGuidance.cfm>
- <https://www.illinoisworknet.com/wioastateplan>
- <https://www.doleta.gov/grants/UniformGuidance.cfm>
- <https://www.workforcegps.org/>



For More Information Contact

John Barr

John.W.Barr@Illinois.gov