

# **Job Training and Economic Development Program (JTED)**

## *Request for Application Orientation*

**Illinois Department of Commerce and Economic  
Opportunity**

**Pat Quinn  
Governor**

**Adam Pollet  
Director**

# Meeting Discussions

- Program Description
- Program Requirements
- Sector Strategy Initiative
- Application Requirements
- Submission Form
- Selection Criteria

# Program Goals

- Foster local economic development by linking the needs of the *low wage/low skilled employed worker* with the workforce needs of local industry. (*Category I*)
- Foster local economic development by linking the needs of the *unemployed disadvantaged individual* with the workforce needs of local industry. (*Category II*)

*Job Training and Economic Development Grant Program is authorized under Public Law 90-474 (20 ILCS 605/605-415)*

# *Eligible Applicants*

- *Not-for-profit organization*
- *Have a local board of directors*
- *Experience in providing job training services*
- *Has a history in serving low-wage/low-skilled workers and/or disadvantaged persons*

*Eligible applicants are referred to as Community-Based Providers (CBP) by the JTED Act.*

# *Program Categories*

- JTED funds two program categories

(Grants will not be awarded to the same organization for both categories)

- Category I

- Provides training and employment services to low-wage/low-skilled employed workers (IW's) or newly hired disadvantaged persons.
- Works directly with the employers to determine training needs and employees to be served.

- Category II

- Provides training and employment services to unemployed/underemployed disadvantaged persons.
- Provided training for identified sectors and employers in need of employer intrinsic training.

# *Performance Measures*

- JTED is a performance based grant. Allowable expenditures are based on meeting the negotiated performance measures.
  - Enrolled in Training (seat time)
  - Mid-Point of Training
  - Completed Training
  - Employed (Category 2 only)
  - Retained (90 days or 150 non consecutive)
  - Wage/Benefit Increase (Category 1 only)

# *Program Category I*

## *Low Wage/Low Skilled Workers*

- *Program Activities*
  - Partner with local employers in need of skilled workers.
  - Identify employees unable to advance in their career due to inadequate skills.
  - Develop the curricula and implement the training that meets the needs of the industry/employer
  - Follow-up on training results

# *Program Category I*

## *Low Wage/Low Skilled Workers*

- *Program Outcome*
  - Increase the skill level of the participant.
  - Increase in earning for the participant.
  - Provide opportunities for job advancement and the capacity to move up a career path.
  - Increase capacity/productivity for employer.
- *Eligible Participants*
  - Low-wage/low-skilled workers are workers who earn an hourly wage (or equivalent) equal to or less than 175% of the Federal Poverty Level for a family of three.



# *Program Category I*

## *Low Wage/Low Skilled Workers*

- A client has to have an hourly wage of \$18.04 or less to be eligible. Based on a family size of three.
- 2013 HHS POVERTY GUIDELINES FOR DETERMINATION OF 175% POVERTY

Size of Family Unit	Annual 100% Poverty	Annual 175% Poverty
1	\$11,670	\$20,423
2	15,730	27,528
3	19,790	34,633
4	23,850	41,738
5	27,910	48,843
6	31,970	55,948
7	36,030	63,053
8	40,090	70,158
For each additional person add	\$4,060.00	7,105

<http://aspe.hhs.gov/poverty/14poverty.cfm> \* Based on 1920 hours

# *Program Category II - Unemployed Disadvantaged Individuals*

- *Program Activities*
  - Partner with employers and industry representatives to determine industry skill shortages and employer needs for a trained workforce.
  - Assess the employment barriers of local unemployed disadvantaged persons.
  - Develop curricula and implement training that meets industry/employer needs and provides required skills to disadvantaged persons.

# *Program Category II - Unemployed Disadvantaged Individuals*

- *Program Outcome*
  - Meet Industry needs for skilled workforce.
  - Increase the skill level of the participant.
  - Place participant into a job in the industry.
  - Participant retains the job for 90 consecutive days or 150 non consecutive days.
  - Provide opportunities for job advancement and the capacity to move up a career path.

# *Program Category II - Unemployed Disadvantaged Individuals*

- *Eligible Participants*

*Disadvantaged individuals* are defined as individuals who are between the ages of 16 and 72, and at least one of the following:

- receives, or is a member of a family which receives, cash welfare payments under a federal, state, or local welfare program; OR
- has, or is a member of a family which has, received a total family income for the six month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which, in relation to family size, was not the excess of 70% of the lower living standard income level; OR

# *Program Category II - Unemployed Disadvantaged Individuals*

- *Eligible Participants* (continued)
  - is receiving, or has been determined, within the last six month period prior to the application for the program involved, to receive, food stamps pursuant to the Food Stamp Act of 1977; OR
  - qualifies as a homeless person under subsection (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act; OR
  - is an individual with a disability whose own income meets the income eligibility requirements above, but who is a member of a family whose income does not meet such requirements.

# Program Category II - Unemployed Disadvantaged Individuals

## INCOME GUIDELINES FOR DETERMINATION OF LOW INCOME STATUS 70% of Lower Living Standard Income Level (LLSIL)

These Guidelines are in effect  
From: March 31, 2014 To: Continuing

Size of Family Unit	LWIAs 1, 2, 5, 6, 7, 10	LWIAs 22 and 24	LWIAs 3, 4, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 25, 26
1	\$ 11,670	\$ 11,670	\$ 11,670
2	\$ 15,730	\$ 15,730	\$ 15,730
3	\$ 21,449	\$ 19,790	\$ 20,821
4	\$ 26,481	\$ 23,850	\$ 25,704
5	\$ 31,252	\$ 28,097	\$ 30,332
6	\$ 36,551	\$ 32,856	\$ 35,479
For family units with more than 6 members,	add \$5,299 for each additional member	add \$4,721 for each additional member	add \$5,147 for each additional member

# Sector Strategies Initiatives

- Initiative identifies sectors of the economy expected to drive the creation of good paying jobs.
- State targeted industries are: health care, manufacturing, transportation/distribution/logistics, information technology, and agriculture sectors.
- Local Workforce Investment Boards may have identified local industry sectors to target.

# Application Requirements

- Applicant Information
- Applicant History
- Proposal Information
- Performance Measures
- Projected Employment Impact
- Budget
- Program Specific Information
- Applicant Certification



# Proposal Information (3.3)

- Project Description:
  - Describe Training(s) to be provided
  - Concise but descriptive
  - Can be shared with general public
  - Intent defined
  - Can be used in Scope of Work

# Section 4: Scope of Work

- Description of Tasks:
  - This should be high level tasks for example:
    - Identify employer partners
    - Identify participants to be served
    - Training Cohort begins
    - All training completed
    - Placement completed
    - Retention verified

# Section 5: Performance Measures

SECTION 5: PERFORMANCE MEASURES			
Performance Measure	Number of Participants Target	20% of Requested Funds	Attributed Cost Per Participant
Enrolled in Training	50	20,000	400
Completing Mid-Point of Training	47	20,000	426
Completing Training	44	20,000	455
Employed (Category II Only)	39	20,000	513
Retaining Employment (90 days or 150 non consecutive days)	35	20,000	571
Receiving Wage/Benefit Increase (Category I Only)			

Example based on a \$100,000 request. Each measure is allocated 20% of total funding.

# Section 7: Budget

<b>SECTION 7: BUDGET</b>		
<b>Line Item or Cost Category Description</b>	<b>Requested Grant Budget Amount</b>	<b>Proposed Match Budget Amount</b>
<b>1. Personnel</b>		
<b>2. Fringe @ %</b>		
<b>3. Travel</b>		
<b>4. Equipment</b>		
<b>5. Supplies</b>		
<b>6. Space Costs</b>		
<b>7. Contractual (Direct Training)</b>		
<b>8. Contractual (Other Services)</b>		
<b>9. Other (define below)</b>		
<b>Total Cost</b>		

# Section 8: Program Specific Information

Line Item	Cost Justification (for cost request in this RFA)
1. Personnel	
2. Fringe @ %	
3. Travel	
4. Equipment	
5. Supplies	
6. Space Costs	
7. Contractual (Direct Training)	
8. Contractual (Other Services)	
9. Other (define)	

# Program Specific Information

- Description of Organization and Personnel:
  - Organizations history and qualifications in administering a job training program
  - Qualifications of personnel
  - Include as attachment:
    - Not-for-profit certification
    - Board list
    - Secretary of State Certificate of Good Standing
    - W9

# Program Specific Information

- Identify Industries, Occupations, Skills
  - Category I – Employed Low Wage/Skilled
    - Indicate the industry(ies) and occupation(s) training will be provided in.
    - Define the skill deficiencies by occupation.
    - Promotion potential and wage rate current and future.
    - Only employers with less than 250 full-time employees may participate.

# Program Specific Information

- Category II – Unemployed Disadvantaged
  - Indicate the industry(ies) and occupation(s) training will be provided in.
  - Identify skills employers need and the disadvantage lack. Barriers to employment of the disadvantage.
  - Availability of positions and wage rates.



# Program Specific Information

- Local Partnerships

- Employers
  - Identification of and coordination with local employers.
  - Include partnership agreements as attachment.
- Other Partners
  - Relationships with local economic development organizations, sector representatives, and training partners.
  - Include partnership agreements as attachment.

- Employer Role

- Assessment
- Curriculum
- Training
- Placement
- Retention
- Promotion

# Program Specific Information

## B. Training Program Format

(Use the space below to describe the Job Training Program. If more than one training program is being provided complete this form for each program.)

**Training Program Name:** \_\_\_\_\_

**Industry(s) Served:** \_\_\_\_\_

## Clients Served by Benchmark:

<b>Enrolled</b>	<b>Mid-Point</b>	<b>Completion</b>	<b>Employed (Category 2)</b>	<b>Retained</b>	<b>Wage/Benefit Increase (Category 1)</b>

# Program Specific Information

- **Summary** – (will be included in contract)
  - Concise description of the training program
  - How it meets local industry needs for skilled employees.
  - What geographic are served.
  - Is there a population targeted.
  - Results - Outcome

# Program Specific Information

- Activities:

- Training

- Materials Used
- Applicable to Industry
- Who Develops Curriculum
- Type of Training

- Participant Intake

- Identified
- Enrolled/Co-enrolled
- Follow-up

- Who Provides Training

- Where and How Long

- Expected Outcomes

- Contracting Training Providers

# Program Specific Information

## Occupation Summary:

List the occupation, existing occupation wage rate, duration of training (hours/weeks), and average projected cost per participant required for each participant to complete the training program. (If more than one occupation is covered in this Training program, specify by occupation):

Occupation	Existing Wage Rate	Duration of Training Hours/Weeks	Average Cost per Participant

# Program Specific Information

## Partnerships:

List your employer partners and targeted occupations for each and any employer matching funds. List other partnerships established and any matching funds they provide to administer the training program. Matching funds can be cash or in-kind contributions.

Employer Partner Name	Occupation(s)	Employer Match

Partner Name (Local Economic Development, Sector Representatives, Training Partners)	Partner Match

# Program Specific Information

- Participant Activity  
Summary of Performance

Five benchmarks have been established to track participant performance

- Number Enrolled
- Number Reaching Mid-Point
- Number Completing Training
- Number Retained Employment
- Number Employed (for Category II)(Full time employment is considered to be at least 30 hours per week)
- Number Receiving a Wage and or Benefits Increase for Category I

Complete the Participant Activity Summary and Cost Allocation by Performance Measures for Appropriate Category

- Budget and Cost Justification

- Cost Justification
- Matching funds – source and use. (for Category I priority is given for matching funds)
- Performance Based Contract
  - 5 Benchmarks
  - 20% Allocated to each Benchmark
  - Forward funded
  - De-obligation at end of grant for disallowed costs due to missed performance or un-allowed expenditures

Complete Budget Summary Form

# *Selection Criteria*

- **Criteria used by DCEO when making funding decision:**
  - Prior performance in meeting JTED goals.
  - Prior CBP experience is serving low-wage/skilled and unemployed disadvantaged individuals.
  - Qualifications of assigned personnel.
  - Level of local employers participation.
  - Amount of match funds provided.
  - Quality of curriculum and training materials.
  - Likelihood training will result in retention/increased earnings.
  - Reasonableness of proposed costs.
  - Targeted regional identified demand occupations in industries experiences critical skills shortages.
  - Letters of support.



# *Grant Information*

- **Performance period**

- *The period of performance will be from June 1, 2015 through May 31, 2017.*
- *submitted budgets should cover expenses for the same period*
- *grantees will prepare quarterly reports*

- **Total appropriation**

- *Approximately \$2.1 million to be awarded to selected applicants*

# *Review & Selection Procedures*

1. Preliminary review is completed by the grants manager to verify that the applicant is eligible and application is complete.
2. Final review is completed by DCEO workforce development staff.
3. Presentations may be required.
4. Successful respondents will be contacted to complete final negotiations.

No costs may be incurred prior to the execution of the grant without the expressed written consent of DCEO.

# *Submission Information*

- Applicants should submit an original and three copies to:

Department of Commerce and Economic Opportunity

500 East Monroe, 10<sup>th</sup> Floor

Springfield, IL 62701

Attn: Tammy Stone

- Email application document to:  
[tammy.stone@illinois.gov](mailto:tammy.stone@illinois.gov)
- All proposals are due by end of day January 28, 2015

# DCEO Contact

Tammy Stone

Program Manager

500 East Monroe

Springfield, IL 62701

(217)557-5549

[tammy.stone@illinois.gov](mailto:tammy.stone@illinois.gov)

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GRANT PROGRAM (JTED)**

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