



CLEAN JOBS ILLINOIS

Clean Jobs Workforce Network Program



CEJA ILLINOIS

Energy Transition
Navigator Program

Writing an Effective Proposal July 17, 2023



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor



CLEAN JOBS ILLINOIS

Clean Jobs Workforce Network Program

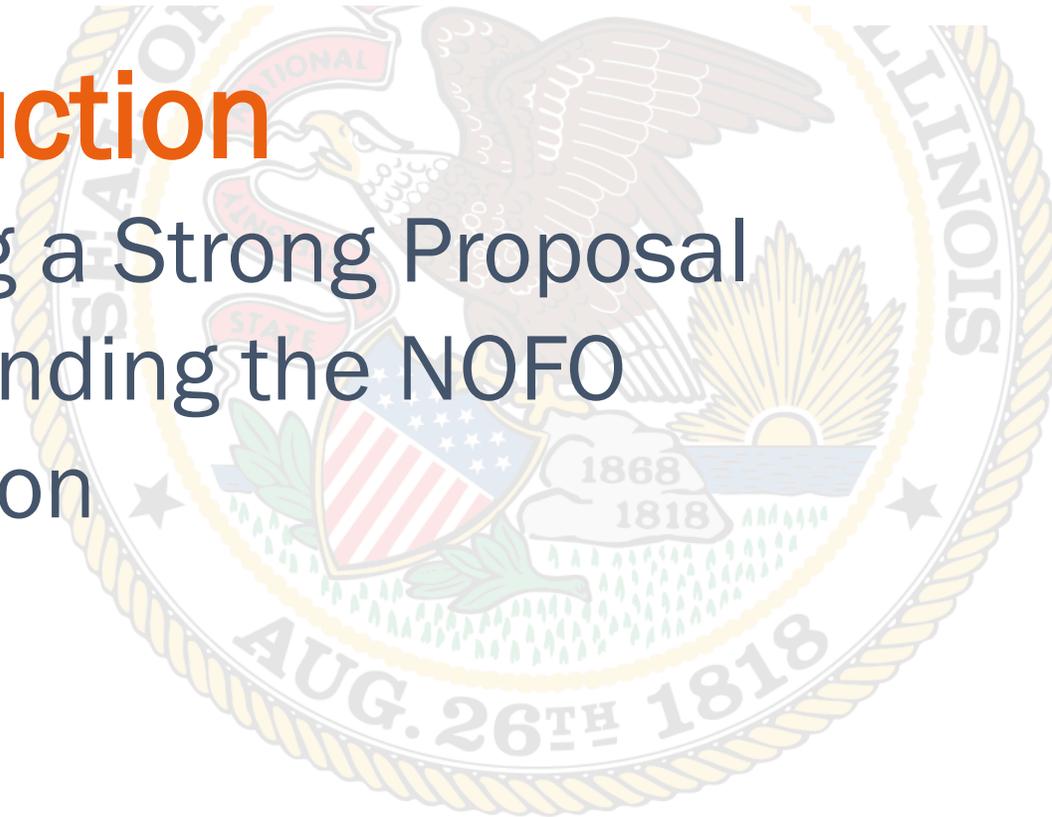


CEJA ILLINOIS

Energy Transition
Navigator Program

1. Introduction

2. Preparing a Strong Proposal
3. Understanding the NOFO
4. Submission



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CEJA Workforce Programs

Equity-focused workforce training programs



Clean Jobs Workforce Network Program



Climate Works Pre-apprenticeship Program



Returning Resident Clean Jobs Training Program



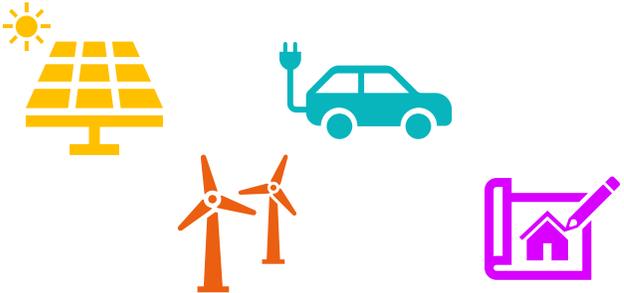
Energy Transition Navigator Program

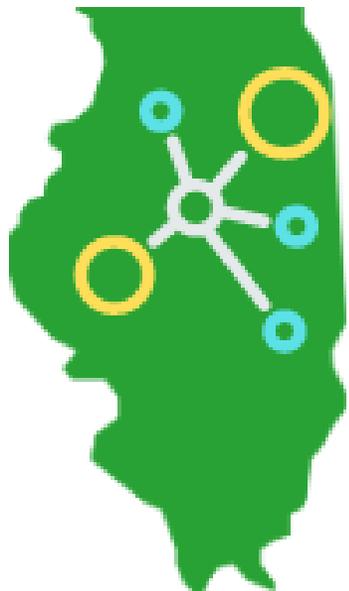
Job or apprenticeship placement

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



They work on clean energy projects funded by CEJA and more





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Clean Jobs Workforce Network Program

<https://www.illinoisworknet.com/cejaworkforcenetwork>



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Clean Jobs Workforce Network Program

Program Components

Participant Recruitment

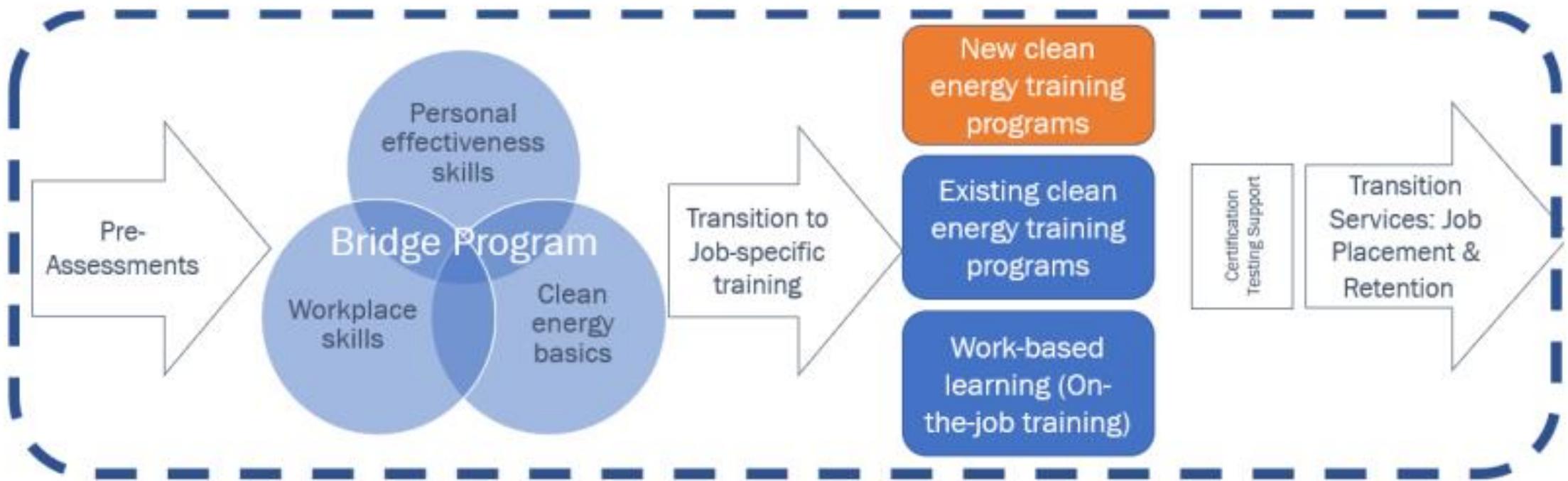
Training Delivery

Employer Partnerships

Barrier Reduction Services

Transition Services

What will the training look like?



Wrap-around support: stipends, childcare, tutoring, transportation, etc.

Figure 1: Overview of Clean Jobs Curriculum Framework

Who can apply for funding to deliver the Clean Jobs Workforce Network Program?

Community-based organizations* can deliver all program elements or subcontract with other entities to deliver some elements. Teams are encouraged!

Funding available:
\$22.9 million for Y1
+ \$15 m Barrier Reduction
of awards: 13

*Community-based organizations, including community colleges, nonprofits & local governments, must:

- Provide employment, skill development, or related services to members of the community
- Have at least one main operating office in the community or region it serves
- Demonstrate relationships with local residents & other organizations in community





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Energy Transition
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<https://www.illinoisworknet.com/WIOA/Pages/cejaenergy.aspx>



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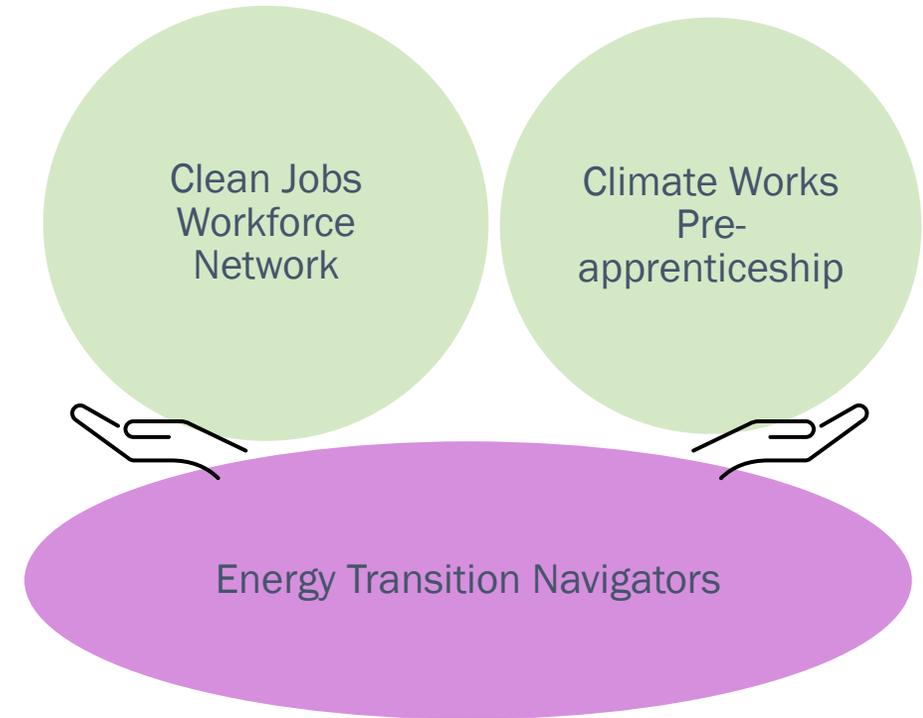
Energy Transition Navigators support the CEJA Workforce programs

Help recruit participants for the programs in the CEJA workforce ecosystem

Conduct education and outreach

Build connections in communities

Engage clean energy employers to facilitate job placement & work-based learning



Who can apply for funding to deliver the Energy Transition Navigator Program?

Community-based providers: Not-for-profit organization that has a history of serving low-wage or low-skilled workers or individuals from economically disadvantaged communities

Provide employment, skill development or related services

Demonstrate relationships with residents and orgs serving communities in region

Have a history of serving low wage or low-skilled workers from economically disadvantaged communities

Demonstrate relationships with apprenticeship programs and contractor associations.





CLEAN JOBS ILLINOIS

Clean Jobs Workforce Network Program

1. Introduction

**2. Preparing a Strong Proposal:
Overall Tips**

3. Understanding the NOFO

4. Submission



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Read the NOFO Carefully

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

Close reading strategies

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



Use the NOFO Definitions: Be careful with terminology

Program definitions

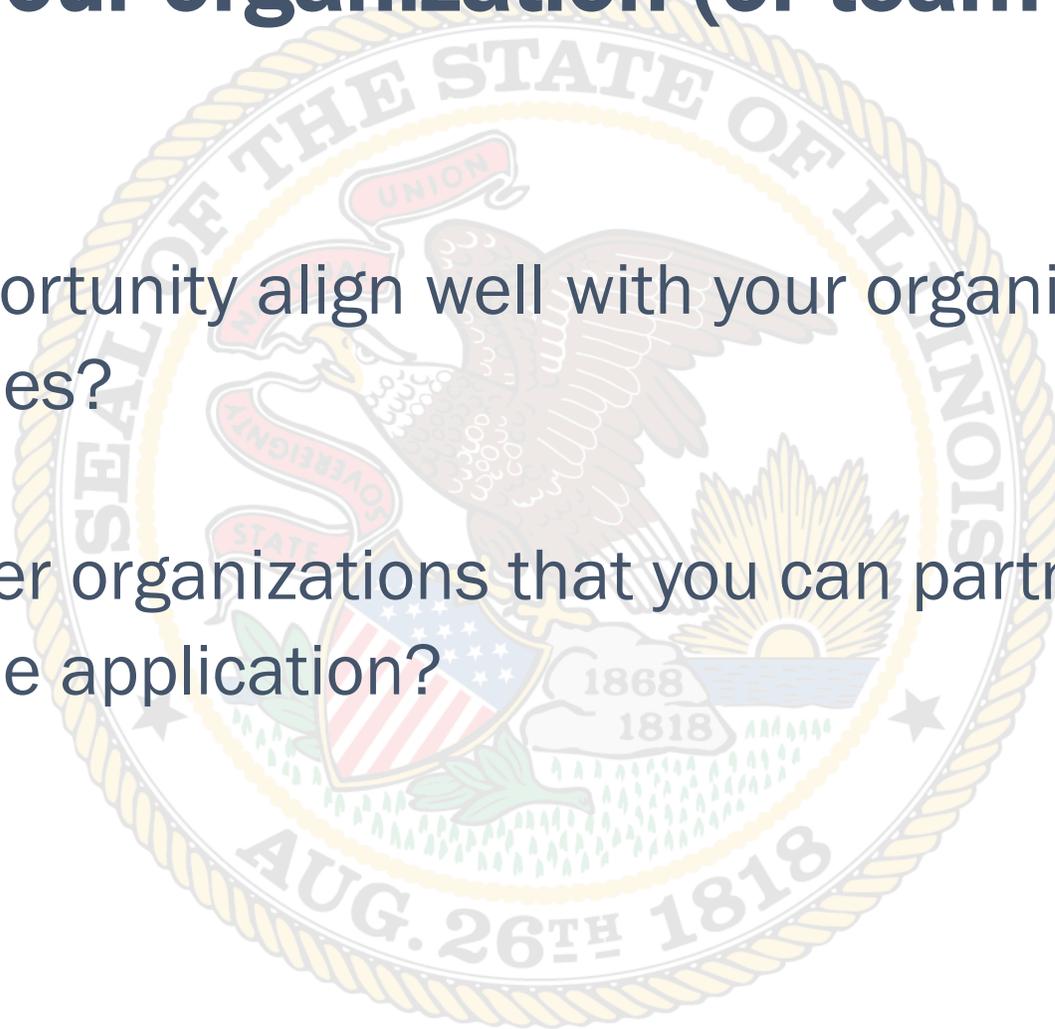
- Community-based organization
- Equity investment eligible person
- Equity investment eligible communities
- Clean energy jobs
- Core equity values

Tip: Don't make up your own definitions, terms for the people you will serve, the type of training you will deliver.



Make sure your organization (or team of organizations) is a good fit

- Does the opportunity align well with your organization's mission and capabilities?
- Are there other organizations that you can partner with to strengthen the application?



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





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Clean Jobs Workforce Network Program

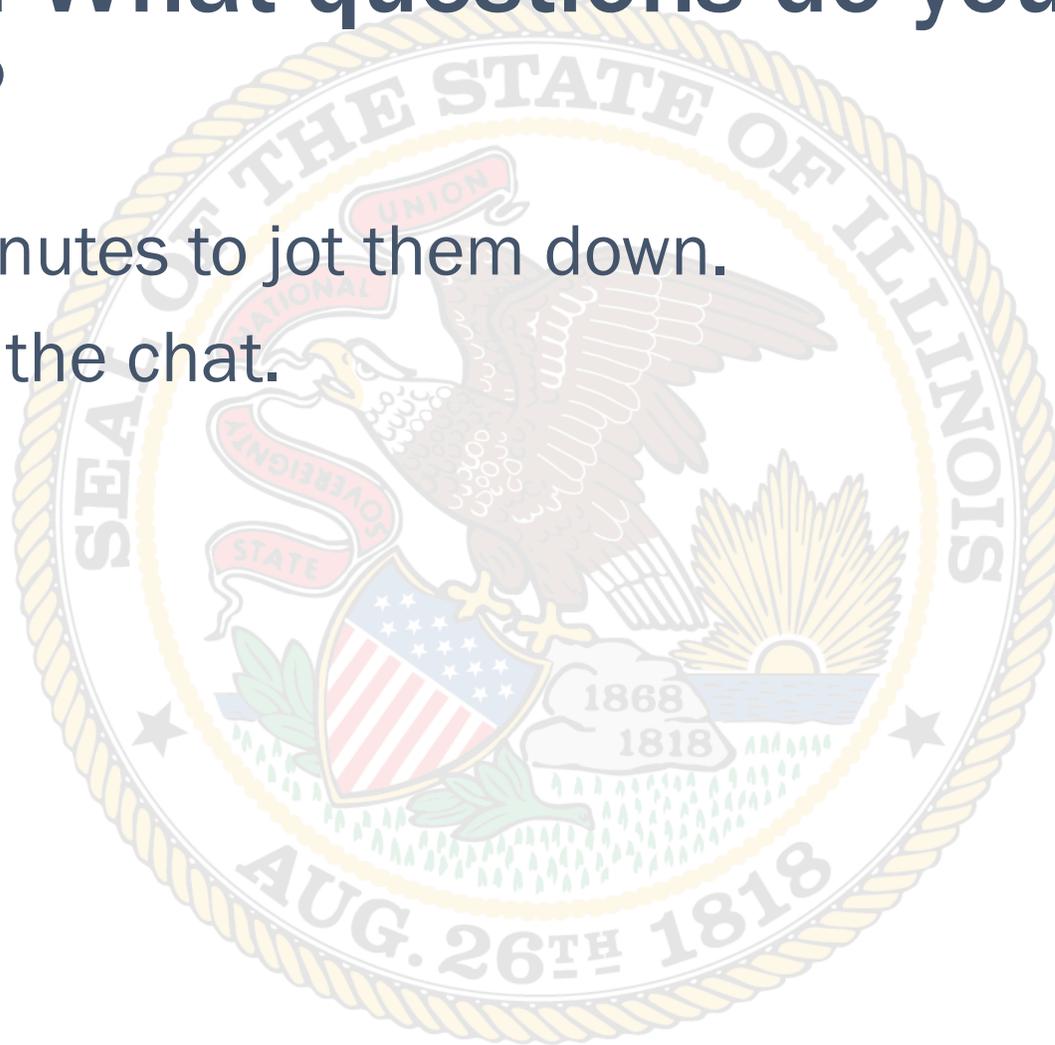
1. Introduction
2. Preparing a Strong Proposal
- 3. Understanding the NOFO: Walk through of key sections**
4. Submission



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Reflection: What questions do you have about the NOFO?

- Take a few minutes to jot them down.
- Write them in the chat.



NOFO Sections

[Illinois Clean Jobs Workforce Network Program NOFO](#)

- A. Program Description
- B. Funding Information
- C. Eligibility Information
- D. Application and Submission Information
- E. Application Review Information
- F. Award Administration Information
- G. State Awarding Agency Contact(s)
- H. Other Information



Don't forget the NOFO Materials and Resources

ILLINOIS CLEAN JOBS WORKFORCE NETWORK PROGRAM NOFO 2023

Illinois Clean Jobs Workforce Network Program NOFO

Resources

NOFO References:

- [Climate and Equity Jobs Act](#)
- [DCEO Climate and Equitable Jobs Act Implementation](#)
- [Clean Jobs Curriculum Framework](#)
- [Illinois Clean Energy Jobs and Training Program Inventory Report](#)
- [CEJA Stakeholder Feedback Summary Presentation](#)
- [Executive Order #3: Action Agenda for Workforce Development and Job Creation](#)
- [Illinois Career Pathways Dictionary](#)
- [Illinois Essential Employability Skills: Framework and Self-Assessment](#)

Background

This Notice of Funding Opportunity sets forth the requirements for funding for the Illinois Clean Jobs Workforce Network Program (20 ILCS 730/5-20) and the Energy Transition Barrier Reduction Program (20 ILCS 730/5-30), as specified by the Energy Transition Act as part of the Climate and Equitable Jobs Act, PA 102-662 ("Climate and Equitable Jobs Act" or "CEJA").

CEJA (20 ILCS 730) establishes several new workforce programs, administered by the Illinois Department of Commerce and Economic Opportunity (DCEO), to expand the clean energy workforce in Illinois and accelerate the adoption of clean energy sources, electric vehicles, and energy efficiency. Investments in clean energy technology and infrastructure, funded through CEJA and other state and federal funding sources, will generate significant construction, installation, maintenance, and repair activity in Illinois. Historically, these investments have not benefited all Illinois' communities and workers. The Illinois Clean Jobs Workforce Network Program is one of several programs created by CEJA to grow the clean energy workforce in a more equitable way.

To create a qualified, diverse pipeline of workers prepared for careers in clean energy, the Illinois Clean Jobs Workforce Network Program creates at least 13 regional Clean Jobs Workforce Hubs throughout the State to provide clean energy and related workforce and training opportunities to participants, engage with potential employers, and form partnerships to ensure participants have dedicated and sustained support to build careers in clean energy and related sector jobs. The main objective of the Clean Jobs Workforce Network Program is to increase access to and opportunities for education, training, and support services to help program-eligible individuals succeed in the labor market generally and the clean energy sector specifically. Upon completion, participants will be prepared for entry-level clean energy jobs.

Program Design

This NOFO will award grants to fund at least one Clean Jobs Workforce Network Hub (Workforce Hub) site that is located in or near the locations that are listed below. Each Workforce Hub will serve its "equity investment-eligible communities" and "equity eligible persons" (as defined in this NOFO) that are located in or near the Workforce Hub's location.

- Chicago (South Side)
- Chicago (Southwest and West Sides)
- Waukegan
- Rockford
- Aurora
- Joliet
- Peoria
- Champaign
- Danville
- Decatur
- Carbondale
- East St. Louis
- Alton

The Workforce Hub grantees and project partners will deliver the following five major program components:

1. Participant recruitment. Provide outreach, in coordination with Energy Transition Navigators and other community partners, to recruit program-eligible individuals for the training program.
2. Training delivery. Provide training, certification preparation, job readiness, and skill development to program participants, utilizing the Clean Jobs Curriculum Framework (described below) to prepare people for entry-level clean energy jobs. The training will consist of a bridge program (essential employability skills and clean energy basics) and at least two job-specific training options, selected by each Workforce Hub and based on local clean energy workforce needs.
3. Employer partnerships. Develop partnerships with entities that provide clean energy jobs, including businesses, nonprofits, and worker-owned cooperatives, to ensure Program participants have priority access to employment training, work-based learning opportunities, and hiring activities.
4. Barrier reduction services. Provide barrier reduction services to mitigate challenges participants may face in accessing and completing the training. Services may include but are not limited to stipends, transportation costs, technology assistance, emergency bill payments, personal health, childcare assistance, tuition assistance, food assistance, referrals to other services, tutoring, and more.
5. Transition services. Provide transition services to participants following completion to help them find jobs, succeed in the workplace, and build their careers.

Funding Information



Questions and Answers

Potential bidders are invited to submit questions to CEO.CEJA@illinois.gov.



Frequently Asked Questions (FAQs)

NOFO Materials

- Illinois Clean Jobs Workforce Network Program NOFO
- Uniform Application
- Budget Template
- Conflict of Interest Disclosure
- Mandatory Disclosure
- Attachment 1 – Proposed Work Plan
- Attachment 2 – Participant Outcomes Summary
- Attachment 3 – Proposed Curriculum
- Attachment 4 – Staffing Plan

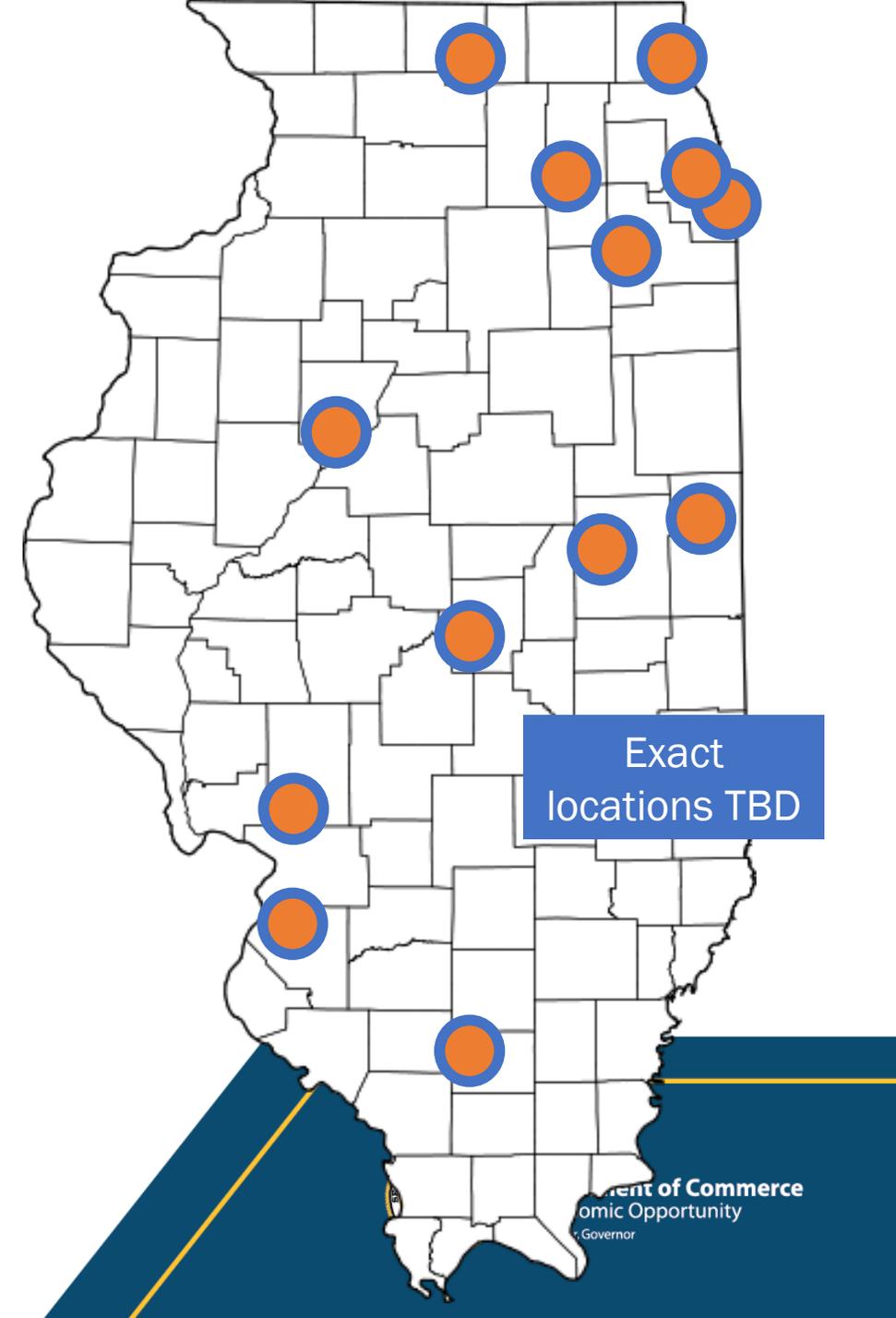
Resources

NOFO References:

- [Climate and Equity Jobs Act](#)
- [DCEO Climate and Equitable Jobs Act Implementation](#)
- [Clean Jobs Curriculum Framework](#)
- [Illinois Clean Energy Jobs and Training Program Inventory Report](#)
- [CEJA Stakeholder Feedback Summary Presentation](#)
- [Executive Order #3: Action Agenda for Workforce Development and Job Creation](#)
- [Illinois Career Pathways Dictionary](#)
- [Illinois Essential Employability Skills: Framework and Self-Assessment](#)

13 hubs deliver training to prepare people for entry level clean energy jobs

- Chicago West Side
- Chicago Southwest Side
- Joliet
- Waukegan
- Aurora
- Rockford
- Champaign
- Peoria
- Danville
- Decatur
- Carbondale
- East St. Louis
- Alton



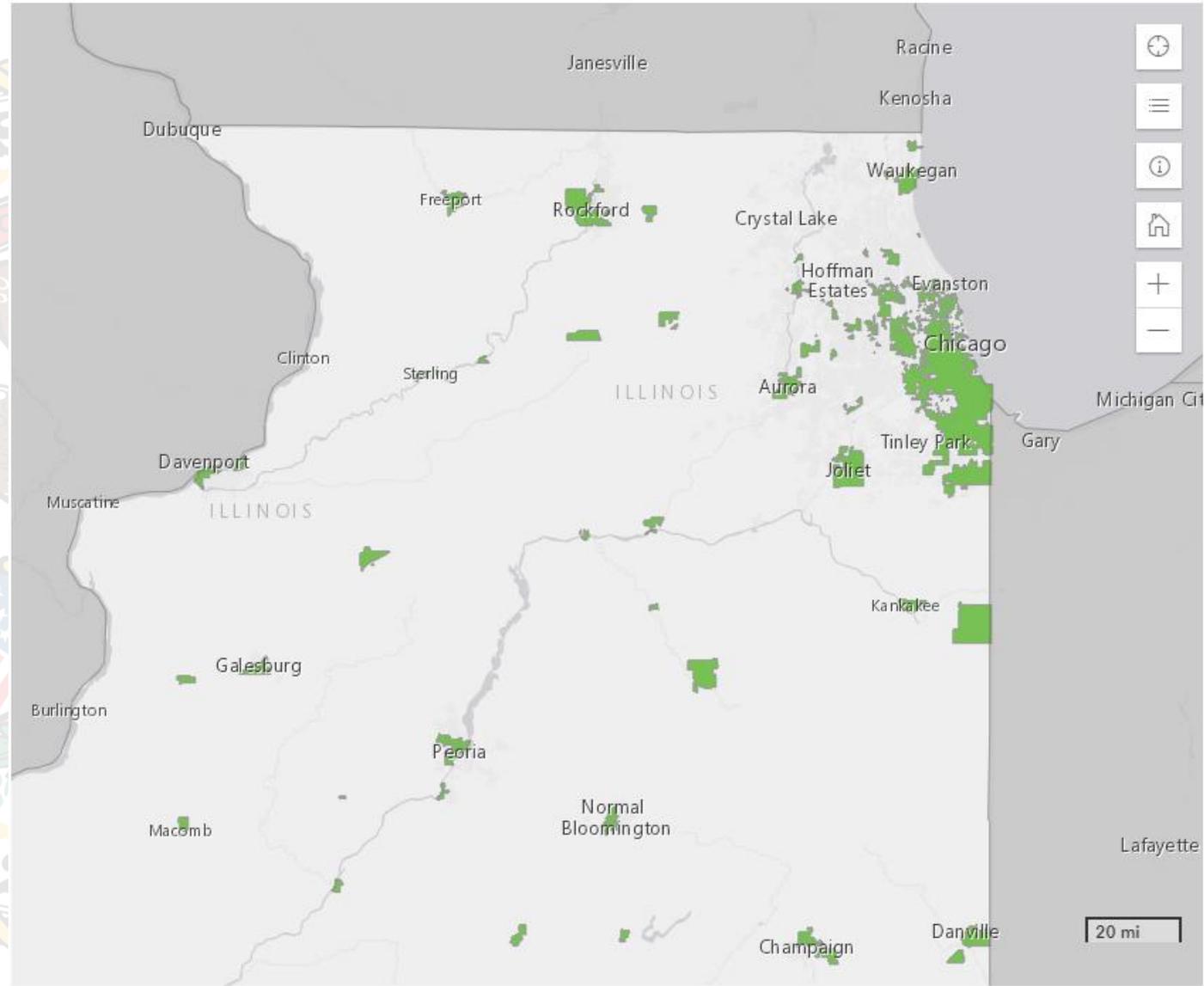
Who will the program serve?



Energy Equity Map

<https://energyequity.illinois.gov/resources/equity-investment-eligible-community-map.html>

- Where will you offer training to make it most accessible to eligible participants?
- What implications does this have for
 - Budget
 - Staffing
 - Partnerships



Program Requirements: Start by highlighting the main points of each section

Overall program design

*Projects funded under this program **must include the following program elements** and are encouraged to incorporate national best practices*

OVERALL PROGRAM DESIGN AND PARTNERSHIPS: Workforce Hubs will coordinate with Energy Transition Navigators and other local and regional workforce entities to recruit, pre-screen, provide training, engage employers, and provide transition services to prepare a diverse pipeline of workers for careers in the clean energy industry. Organizations applying for funding may deliver all program elements themselves or may partner with other organizations to deliver various program elements. Where appropriate, lead applicants may enter into agreements with other organizations that can provide outreach and recruitment, case management, training, wrap-around supportive services, work-based learning elements, assessments, or other program elements.



Next, turn your highlights into list of requirements

- Coordinate with Energy Transition Navigators and other workforce entities
- Recruit and prescreen participants
- Provide training
- Engage employers
- Provide transition services
- Partner with other organizations to provide services



Program requirements list the **WHAT** you'll need to do. Your proposal 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 work-based learning
- How you'll create inclusive outreach strategies
- How you'll coordinate with other programs
- How you'll deliver wrap-around supports
- How you'll make the training accessible



For each task or requirement, consider HOW you will deliver it—referring to best practices

	Program delivery ideas (the HOW)	Best practices
Recruiting		
Pre-screening (enrollment)		
Training delivery		
Stipends		
Wrap-around supports		
Career services		

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

	Staff	Budget	Partnerships
Recruiting			
Pre-screening (enrollment)			
Training delivery			
Stipends			
Wrap-around supports			
Career services			

Another example: Highlight and identify main requirements.

Transition Services

TRANSITION SERVICES & FOLLOW-UP: Workforce Hubs are required to assist students in transitioning to clean energy jobs or advanced training opportunities after program completion. Workforce Hubs are required to provide continued case management and transition services to program participants as they complete the program based on an assessment of the participant's needs. Transition services may include, but are not limited to, mock interviews, application preparation, resume writing, referral to a career counselor, and job search assistance. Workforce Hubs should make follow up services available to participants for at least one year following training program completion and offer transition services to help meet the career goals of the participant.

Requirements:

- Assist in transition to jobs or other training
- Provide continued case management and transition services
- Make follow-up services available for at least one year



For each requirement, consider staff, partnership, and budget needs and HOW you will do it.

	Staff assigned	Partnerships	Budget needs	Strategies (the HOW)
Transition to further training or employment				
Continued case management				
Continued wrap-around services				



Example: Highlight & identify main requirements

Staffing

STAFFING: Staff are required for all key program areas, including but not limited to program administration, instruction, outreach and recruitment, intake, barrier reduction services, support services, employer engagement, transition and follow-up, and program reporting and grant administration. Program staffing must ensure the quality delivery of programs and services. Staffing decisions should also consider the experience and ability of key staff to address barriers to employment of program participants, connect to equity investment eligible communities, and create a welcoming environment. Applicants will provide this information by completing Attachment 4: Staffing Plan and providing staff resumes, instructor credentials, partnership agreements, or Memorandums of Understanding (MOUs).

Staff roles required



- Administration
- Outreach and recruitment
- Barrier reduction (wrap around) services
- Student support services
- Instruction
- Employer engagement
- Transition and follow-up
- Reporting and grant administration

Table A: Staff Capacity

Staff Role	Name of personnel (or indicate if the position is to be filled by a new-hire)	Organizational affiliation
Program Administrator (sample)		
Outreach and Recruitment Coordinator (sample)		
Wrap-around Service Coordinator (sample)		
Student Support Service Coordinator (sample)		
Instructor (sample)		
Student Support Services Coordinator (sample)		
Employer Coordinator (sample)		
Transition Services Coordinator (sample)		
Data Entry Coordinator (sample)		

**Please note that many of these roles have access to participants' private information. When determining how to cover the responsibilities outlined above, applicants should consider how to ensure that participant information is protected.*

NOFO pages 7 & 36



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Creating a staffing plan: An example

	Staff at my org	Subgrantees or contractor staff
Administration	✓ Got it covered	
outreach and recruitment	Need some help	Energy Transition Navigators
Wrap-around services	Not able to provide	Community-based organization
Student support services	✓ Got it covered	
Instruction	Need some help	Community-based organization
Employer engagement	Need some help	Energy Transition Navigators, employers
Follow-up, transition services	Need some help	Employers
Reporting and grant administration	✓ Got it covered	



Some helpful staff definitions and distinctions

- Main grantee/recipient: Entity that is responsible for carrying out the scope of work or objectives.
- Subgrantee/Subrecipient: Entity that carries out part of the award, including a portion of the scope of work or objectives.
- Contractor/Vendor: Dealer, distributor or other seller that provides supplies, expendable materials, or services in support of the project activities.



How do Staff roles influence Proposal writing?

	Main grantee	Subgrantee/Subrecipient	Contractor/Vendor
Must be GATA Pre-qualified?	Yes	No, but must be in good standing with the State	No
ON record for the Grant? (receive funds)	Yes	Yes	No
Requires an Memorandum of Understanding	Yes	Yes	No
Must develop own budget	Yes	Yes, if receiving more than \$150,000	No
Included in Staffing Plan	Yes	Yes	No
On NOFO Project Plan	Yes	Yes	Yes*



Example: Highlight and identify main requirements

Equity focused program culture

EQUITY-FOCUSED PROGRAM CULTURE: Workforce hubs must utilize a program model that upholds the core values of diversity, inclusion, accessibility, and equity (defined above). These core values should inform all aspects of the program, including recruitment, partnerships, training, transition services, and barrier reducing supportive services. Programs should consider the unique background and experiences of program participants and pursue policies and practices to support all participants. Applicants must consider how their program will increase access, enrollment, and completion for program eligible persons. Programs should foster a shared identity in the program and a welcoming, inclusive environment for participants with different backgrounds.



- DEIA informs all aspects of the program
- Consider background and experience of participants
- Consider equity in outreach and enrollment (address barriers to entry)
- Foster shared identity and welcoming, inclusive environment
- Consider equity in training and partnerships

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For each task or requirement, consider HOW you will deliver it, referring to best practices

	Strategies for doing this (the HOW)	Best practices to consider
Consider background/culture of participants		
Equitable outreach		
Create inclusive learning environment		
Consider equity in training and partnerships		



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

	Staff	Budget	Partnerships
Equitable outreach			
Create inclusive learning environment			
Consider equity in training and partnerships			



Example: Highlight, identify main program requirements

Wrap around supports

SUPPORTIVE SERVICES: Workforce Hubs will administer the Energy Transition Barrier Reduction Program to provide services to participants in overcoming barriers to successful program participation. At a minimum, applicants must offer the following support services based on an assessment of the participant's needs:

- a. Transportation costs, including but not limited to car repairs, gas cards, or bus passes
- b. Childcare or family care
- c. Technology assistance for virtual learning (broadband and hardware)
- d. Driver's education and driver's license fees
- e. Personal health services, including dental and vision and mental health care
- f. Emergency bill payments, rental assistance or emergency housing
- g. Referrals for other services (food, housing, rental assistance, substance use treatment)
- h. Legal assistance, including record expungement
- i. Tutoring, educational enrichment, make-up classes and retesting,
- j. Expenses related to certifications, testing, or applications
- k. Job search, placement services and mentoring / coaching costs
- l. Other wrap around services need to retain employment



Example: Highlight, identify main program requirements

Wrap around supports (continued)

Workforce Hubs must have the ability to provide flexible, timely services and funds to address the unique and often time-sensitive barriers that may arise during participants' training. They should have strong connections to other agencies and community-based organizations to facilitate the coordination of services. These barrier reduction services should also be offered to program completers based on an assessment of the support needed to transition to employment and be retained in the job (up to one year after completion).

Workforce Hubs shall provide student support services to assist participants in maximizing training program success and obtaining the program's offered certifications/credentials. Allowable program costs may include tutoring services, mentorships, retesting and make-up sessions, or other educational enrichment. Workforce Hubs should work with other partner institutions to coordinate education and learning, necessary support and retention services.



For each task or requirement, consider HOW you will deliver it, and WHO will do it, and how much it will COST

	Strategies for doing this (the HOW)	Staff or partner assigned	Estimated cost (per participant/per cohort)
Transportation costs			
Emergency bill paying			
Tutoring			
Time sensitive delivery			



Example: Identify main requirements

Curricula and Instruction

- Clean Jobs Curriculum Framework
- Bridge program
- Job-specific training
- Other resources (links in NOFO):
 - Clean Energy Jobs and Training Program Inventory
 - CEJA Stakeholder Outreach Report



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Clean Jobs Workforce Network Program

Clean Jobs Curriculum Framework

April 11, 2023



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Department of Commerce
& Economic Opportunity

Bruce Rauner, Governor

For each portion of the training curriculum, consider **WHO** will deliver it, **HOW** you will deliver it, how many **HOURS** it will take, and **equipment/supply needs**

	Staff assigned	Description and delivery	Hours	Equipment & supplies
Bridge Program				
Occupational training #1				
Occupational training #2				
Occupational training #3				

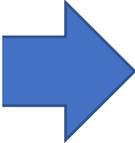


Example: Highlight main information

Funding Information

This grant program is utilizing state funds appropriated by the Illinois General Assembly under Public Act 103-0006. <https://www.ilga.gov/legislation/103/SB/PDF/10300SB0250lv.pdf>. Total amount of funding expected to be awarded through this NOFO is up to approximately \$22.9 million for the Clean Jobs Workforce Network Program and up to \$15 million for the Energy Transition Barrier Reduction Services Program for a statewide total of \$37.9 million for the first 12 months of the program. Awards will range from approximately \$500,000 to \$3,000,000 for the delivery of the Clean Jobs Workforce Network Program in each region identified in Section A of this NOFO. The initial grant awards range from approximately \$500,000 to \$2,000,000 for the delivery of the Energy Transition Barrier Reduction Services to support the Clean Jobs Workforce Network Program in each of the regions identified in this NOFO. The initial grant awards for the two programs combined will range from \$1,000,000 to \$5,000,000 for each Workforce Hub location identified in this NOFO. The Department expects to make at least one award in each of the Workforce Hub locations through this NOFO. An applicant may submit multiple applications if they intend to administer the program in more than one of the Workforce Hub Locations. The Department anticipates offering awards that provide an average funding of approximately \$10,000-\$15,000 per participant (including program and administrative costs) based on the quality and quantity of services that are provided and the length of training.

The anticipated start date for awards is December 1, 2023. The initial period of performance is expected to be 12 months. The Department intends to offer up to two (2) twelve (12) month renewals for each award based on the performance of the grantee. Additional funds of up to approximately \$39,000,000 may be available for each of the twelve (12) month renewable periods.



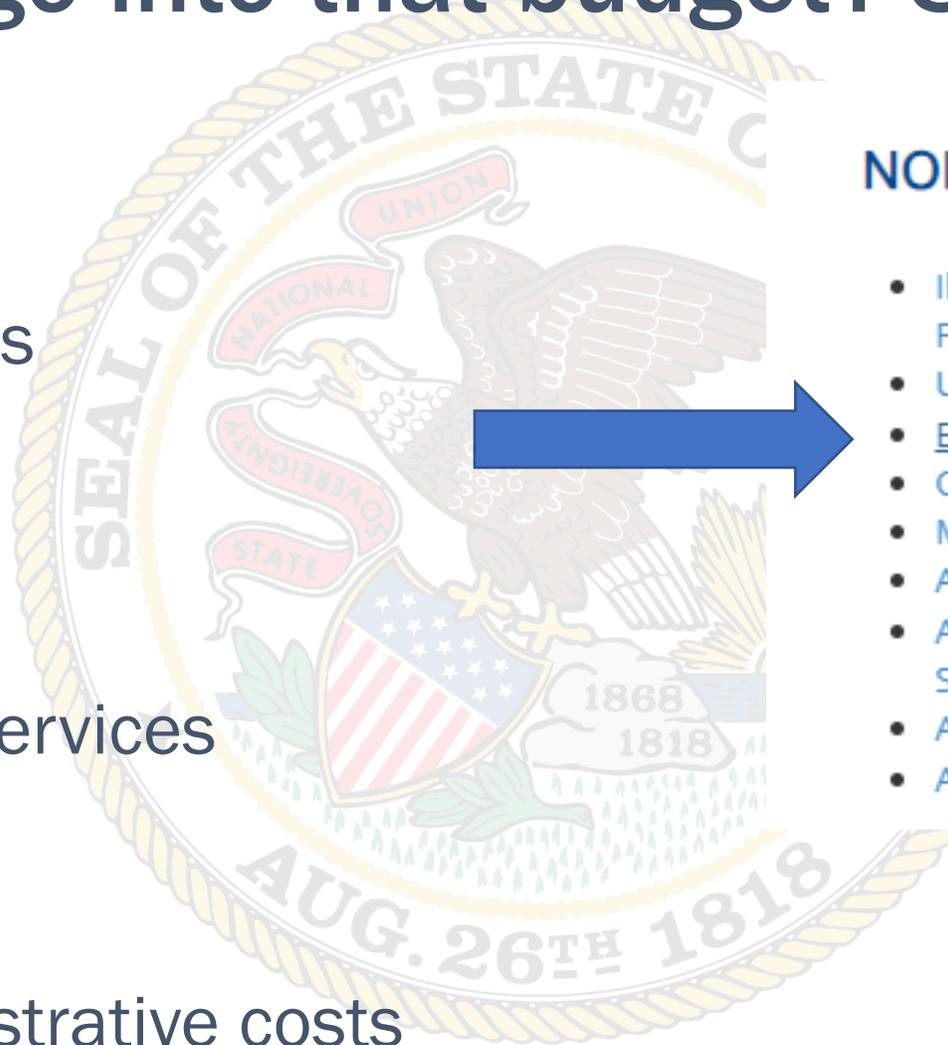
\$1-5M for program
and barrier
reduction services

1 year initial period
(renewals for
another 2 years)



What will go into that budget? See the budget template

- Personnel
- Fringe benefits
- Travel
- Equipment
- Supplies
- Contractual Services
- Consultants
- Occupancy
- Direct administrative costs



NOFO Materials

- Illinois Clean Jobs Workforce Network Program NOFO
- Uniform Application
- Budget Template
- Conflict of Interest Disclosure
- Mandatory Disclosure
- Attachment 1 – Proposed Work Plan
- Attachment 2 – Participant Outcomes Summary
- Attachment 3 – Proposed Curriculum
- Attachment 4 – Staffing Plan



Eligibility Information

Community-based Organizations that:



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Clean Jobs Workforce
Network Program

Provide employment,
skill development
or related services

Has at least one main
operating location in
the community it
serves

NOFO page 13

Demonstrates
relationships with
residents and other
community
organizations

Includes community
colleges, nonprofits,
and local governments



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Eligibility Information

Capacity-based eligibility:

- Ability to effectively **serve all individuals**, including diverse and equity focused populations by providing employment services
- Ability to **recruit, prescreen and provide training** to prepare workers for employment in the clean energy industry
- **Agreements** with employers, nonprofit organizations, or other industry organizations **for work-based learning opportunities**
- Ability to **deliver the Clean Energy Jobs Curriculum Framework**
- Capacity to **provide supportive services, ongoing engagement during and beyond training, and job retention services**
- Capacity to offer training in **locations that are accessible to equity investment eligible persons**



Application and Submission Information

A standard application package must be submitted to and reviewed by DCEO. Each package must contain the following items:

- **Uniform Grant Application** in fillable PDF format. Signature page must be printed, signed, scanned and submitted with application.
- **Uniform Budget** utilizing the template provided by DCEO for this project. The entire budget with all worksheets included even if the worksheets are not relevant to the grant opportunity must be submitted with the application materials. Signature page must be printed, signed, scanned and submitted with application.
- **Conflict of Interest Disclosure**
- **Mandatory Disclosures**

Links on the NOFO website

NOFO Materials

- Illinois Clean Jobs Workforce Network Program NOFO
- Uniform Application
- Budget Template
- Conflict of Interest Disclosure
- Mandatory Disclosure
- Attachment 1 – Proposed Work Plan
- Attachment 2 – Participant Outcomes Summary
- Attachment 3 – Proposed Curriculum
- Attachment 4 – Staffing Plan



Application and Submission Information

This Notice of Funding Opportunity also requires the submission of the following other *programmatic specific items* as part of the application:

- Executive Summary (*one page*)
- Technical Proposal (*not to exceed 20 pages*)
 - Applicant Team Organization Capacity and Qualifications (*approx. 4 pages*)
 - Documentation of Need (*approx. 2 pages*)
 - Project Plan (*approx. 12 pages*)
 - Budget Narrative (*approx. 2 pages*)



Application and Submission Information

Executive Summary (one page): Provide a one-page summary that identifies/describes the:

- Applicant team
- Clean Jobs Workforce Network Hub area(s) and community(ies) to be served.
- If partnerships exist, identify members including, but not limited to, registered apprenticeship programs, community service organizations, education and training agencies, one-stop partners, and others determined appropriate
- Brief description of services to be provided and the equity investment eligible population(s) to be served
- Brief description of training areas or training topics that will be delivered
- Anticipated goals and outcomes of this project based on Attachment 2: Participant Outcomes Summary
- Grant amount requested



Application and Submission Information

Technical Proposal (not to exceed 20 pages):

Provide a narrative proposal to describe the program activities and outcomes that this grant will support. Note that each section of the technical proposal corresponds with the application review criteria in Part E of this NOFO.



Applicant Team

Applicant Team Organization and Qualifications (approx. 4 pages)

- Provide high-level information about the lead applicant organization's size, structure, and history. Specify whether the organization is a start-up or is more established. Describe any other organizations who will be partners or subcontractors or subrecipients for the project.
- Include a list of the key staff and instructors, including subcontractor personnel, to be assigned to the project. This must align with Attachment 4: Staffing Plan.
 - Describe the role each staff person or instructor will fulfill and indicate the percentage of time they will allot to the Project. Required roles include, but are not limited to:
- Provide information demonstrating the experience and knowledge of the applicant team in: _____
- Provide information demonstrating the applicant team's experience with and ability to use an equity lens for program operations. An equity lens is a process that analyzes the impact of policies and practices on marginalized communities to inform and ensure equitable outcomes.
- Describe the applicant team's capacity to meet the proposed training program outcomes (number of students trained, job placement rates, etc.)
- Describe available facilities, space, and equipment to be used for Program training, operations and administration. Include information about the availability of parking and nearest public transit access.

Table A: Staff Capacity

Staff Role	Name of personnel (or indicate if the position is to be filled by a new-hire)	Organizational affiliation
Program Administrator (sample)		
Outreach and Recruitment Coordinator (sample)		
Wrap-around Service Coordinator (sample)		
Student Support Service Coordinator (sample)		
Instructor (sample)		
Student Support Services Coordinator (sample)		
Employer Coordinator (sample)		
Transition Services Coordinator (sample)		
Data Entry Coordinator (sample)		

*Please note that many of these roles have access to participants' private information. When determining how to cover the responsibilities outlined above, applicants should consider how to ensure that participant information is protected.



Applicant Team

- **Application Review Criteria**

Applicant Team Qualifications and Capacity (35%)	
Applicant's qualifications and capacity to administer the Clean Jobs Network Program and meet the proposed program outcomes.	10%
Related experience and qualifications of the applicant team's staff to be assigned to recruit, enroll, train, and provide support services to equity eligible persons	10%
The quality of applicant's experience and ability to use an equity lens for program operations.	8%
Related experience and qualifications of the applicant team's staff to work with and connect participants to clean energy jobs or advanced training programs.	7%



Documentation of Need

- *Documentation of Need (approx.2 pages)*
 - Identify the Clean Energy Workforce Hub Area(s)
 - Identify specific equity eligible investment population(s) and communities
 - Describe the clean energy employment needs and targeted occupations
 - Describe the existing clean energy jobs training opportunities
 - Describe the expected impact of the project on the identified target populations, communities, and job growth
 - Provide any additional contextual details that will strengthen the reviewers' understanding



Documentation of Need

- Application Review Criteria

Documentation of Need (10%)	
The project's focus on specific equity investment eligible communities or populations; identification of barriers that these target communities or populations may face; and workforce needs in target communities.	4%
The project's identification of the clean energy employment needs and targeted occupations in the proposed area(s) and how the applicant will address these needs through clean jobs training program as demonstrated through local and regional labor market information.	3%
Expected impact of project on the identified target communities, populations, and job growth in target trades.	3%



Project Plan

- *Climate Works Pre-apprenticeship Project Plan (approx. 12 pages)*
- Provide a three-year plan that describes the design and implementation of all elements of the Clean Jobs Workforce Network Program and Energy Transition Barrier Reduction Program support services. The plan should, at a minimum, include the following:
 - A plan for outreach and recruitment strategies to target populations specifically in equity investment eligible communities
 - The Program design, curriculum, and methods of delivery,
 - A plan to deliver Energy Transition Barrier Reduction Program Services
 - Coordination of activities with local and regional workforce, educational, economic development entities, and other CEJA workforce programs
 - A plan to create an equity-focused program culture that incorporates the core values of diversity, inclusion, accessibility, and equity
 - Data tracking, reporting systems, and assessment strategies to track program outcomes and improve program delivery



Project Plan

- **Application Review Criteria**

Project Quality and Integration (40%)	
Quality of plan to recruit eligible participants and assist with enrollment.	5%
Quality of training program design, curriculum and methods of delivery. Demonstrated and clear integration of Clean Jobs Curriculum Framework and Bridge Program Curricula in training program design and how these elements support the needs of program participants. Quality and feasibility of program goals and outcomes (including number of students served, industry recognized skills, certifications, and employment)	15%
Quality of plan for delivering Energy Transition Barrier Reduction Program Services (wrap-around services) to facilitate access to and completion of training program, including a list of services to be provided.	5%
Quality of plan to help participants transition to employment in the clean energy industry and strength of partnership agreements with employers for job placement and work-based learning opportunities.	5%
Quality of plan to address equity in program design, recruitment, wrap-around supports and transition services.	5%
Quality of plan to track program outcomes, assess the program and use this information to improve program delivery	5%



Budget Narrative

Budget Narrative (approx. 2 pages)

- Provide a high-level budget narrative for the Clean Jobs Workforce Network Hub Program, including justification of the main budget expense items and an analysis of the cost efficiency in relationship to planned outcomes and proposed activities. Include the overall program cost per eligible participant. Applicants should identify stipend amounts separate from other wrap-around services.
- Provide a high-level budget narrative for how the Energy Transition Barrier Reduction funds will be used to provide wrap-around services in a timely and efficient manner. Include proposed costs per eligible participant.
- Provide information regarding any subcontracts or partner agreements that will be funded under this grant. Include a brief description of the services, the amount and the location that the services will be provided.
- Describe any programs, services and partnerships that will be leveraged to improve the program's cost effectiveness, return on investment and long-term sustainability. Describe any leveraged/matching funds from workforce partners, participating businesses and others.

NOTE: Applicants should submit a budget for the first twelve (12) months of the grant. Additional funds may be provided if the grant is renewed after the first year.



Budget Narrative

- Application Review Criteria

Cost Effectiveness/Return on Investments (15%)

The cost efficiency and effectiveness of the planned activities and projected outcomes	5%
The cost efficiency and effectiveness of the proposed supportive services (funded by the Energy Transition Barrier Reduction Fund) that will be offered to program participants.	5%
Ability to leverage existing programs, services and partnerships to improve cost effectiveness, return on investment, and long-term sustainability of program.	5%



Application Attachments

Attachments: Applicants are required to complete and submit the attachments listed below that are available on the NOFO website.

Attachment 1: Proposed Work Plan: The workplan will outline the total proposed number of individuals recruited, enrolled, completed, and transitioned from the applicant's program. Applicants will also outline the timeline for recruitment, enrollment, instruction, and transition.

Attachment 2: Participant Outcomes Summary: The summary will include projected outcomes from Attachment 1. Competitive proposals will clearly articulate how the funded activities will significantly increase participation of equity-eligible populations.

Attachment 3: Proposed Curriculum: Applicants must provide outlines of the bridge program and the curricula for the job-specific training options. This curriculum should align with the Clean Jobs Curriculum Framework.

Attachment 4: Staffing Plan: Outline how program services and instruction will be delivered, who will deliver services and instruction, and organizational capacity. Resumes, credentials, partnership agreements or Memorandums of Understanding should be included in this attachment.

- Resumes and Credentials of Program Staff. Include the resumes of key program staff and instructors that demonstrate capacity to complete the work outlined in the application.
- Memorandums of Understanding (MOUs) from any applicant team partners. Include MOUs with all key partners on the Applicant team detailing the entity's information, key staff information, roles and responsibilities associated with this project, and dollar amounts for specific services to be rendered.
- Memorandums of Understanding (MOUs) from employers who agree to consider hiring program graduates and/or offer on-the-job training opportunities or work-based learning opportunities.

NOFO pages 19-20



Application Attachments

ILLINOIS CLEAN JOBS WORKFORCE NETWORK PROGRAM NOFO 2023

Background

This Notice of Funding Opportunity sets forth the requirements for funding for the Illinois Clean Jobs Workforce Network Program (20 ILCS 730/5-20) and the Energy Transition Barrier Reduction Program (20 ILCS 730/5-30), as specified by the Energy Transition Act as part of the Climate and Equitable Jobs Act, PA 102-662 ("Climate and Equitable Jobs Act" or "CEJA").

CEJA (20 ILCS 730) establishes several new workforce programs, administered by the Illinois Department of Commerce and Economic Opportunity (DCEO), to expand the clean energy workforce in Illinois and accelerate the adoption of clean energy sources, electric vehicles, and energy efficiency. Investments in clean energy technology and infrastructure, funded through CEJA and other state and federal funding sources, will generate significant construction, installation, maintenance, and repair activity in Illinois. Historically, these investments have not benefited all Illinois' communities and workers. The Illinois Clean Jobs Workforce Network Program is one of several programs created by CEJA to grow the clean energy workforce in a more equitable way.

To create a qualified, diverse pipeline of workers prepared for careers in clean energy, the Illinois Clean Jobs Workforce Network Program creates at least 13 regional Clean Jobs Workforce Hubs throughout the State to provide clean energy and related workforce and training opportunities to participants, engage with potential employers, and form partnerships to ensure participants have dedicated and sustained support to build careers in clean energy and related sector jobs. The main objective of the Clean Jobs Workforce Network Program is to increase access to and opportunities for education, training, and support services to help program-eligible individuals succeed in the labor market generally and the clean energy sector specifically. Upon completion, participants will be prepared for entry-level clean energy jobs.



Program Design

This NOFO will award grants to fund at least one Clean Jobs Workforce Network Hub (Workforce Hub) site that is located in or near the locations that are listed below. Each Workforce Hub will serve its "equity investment-eligible communities" and "equity eligible persons" (as defined in this NOFO) that are located in or near the Workforce Hub's location.

- Chicago (South Side)
- Chicago (Southwest and West Sides)
- Waukegan
- Rockford
- Aurora
- Joliet
- Peoria
- Champaign
- Danville
- Decatur
- Carbondale
- East St. Louis
- Alton

The Workforce Hub grantees and project partners will deliver the following five major program components:

1. Participant recruitment. Provide outreach, in coordination with Energy Transition Navigators and other community partners, to recruit program-eligible participants into the program.
2. Training delivery. Provide training, certification preparation, job readiness, and skill development to program participants, utilizing the Clean Jobs Curriculum Framework (described below) to prepare people for entry-level clean energy jobs. The training will consist of a bridge program (essential employability skills and clean energy basics) and at least two job-specific training options, selected by each Workforce Hub and based on local clean energy workforce needs.
3. Employer partnerships. Develop partnerships with entities that provide clean energy jobs, including businesses, nonprofits, and worker-owned cooperatives, to ensure Program participants have priority access to employment training, work-based learning opportunities, and hiring activities.
4. Barrier reduction services. Provide barrier reduction services to mitigate challenges participants may face in accessing and completing the training. Services may include but are not limited to stipends, transportation costs, technology assistance, emergency bill payments, personal health, childcare assistance, tuition assistance, food assistance, referrals to other services, tutoring, and more.
5. Transition services. Provide transition services to participants following completion to help them find jobs, succeed in the workplace, and build their careers.

Funding Information

Questions and Answers

Potential bidders are invited to submit questions to CEO.CEJA@illinois.gov.



Frequently Asked Questions (FAQs)

NOFO Materials

- Illinois Clean Jobs Workforce Network Program NOFO
- Uniform Application
- Budget Template
- Conflict of Interest Disclosure
- Mandatory Disclosure
- Attachment 1 – Proposed Work Plan
- Attachment 2 – Participant Outcomes Summary
- Attachment 3 – Proposed Curriculum
- Attachment 4 – Staffing Plan

Resources

NOFO References:

- Climate and Equity Jobs Act
- DCEO Climate and Equitable Jobs Act Implementation
- Clean Jobs Curriculum Framework
- Illinois Clean Energy Jobs and Training Program Inventory Report
- CEJA Stakeholder Feedback Summary Presentation
- Executive Order #3: Action Agenda for Workforce Development and Job Creation
- Illinois Career Pathways Dictionary
- Illinois Essential Employability Skills: Framework and Self-Assessment

NOFO Materials

- Illinois Clean Jobs Workforce Network Program NOFO
- Uniform Application
- Budget Template
- Conflict of Interest Disclosure
- Mandatory Disclosure
- Attachment 1 – Proposed Work Plan
- Attachment 2 – Participant Outcomes Summary
- Attachment 3 – Proposed Curriculum
- Attachment 4 – Staffing Plan



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

Attachment: Proposed Work Plan

ATTACHMENT 1: PROPOSED WORK PLAN

Table A: Total Outcome Metrics for Year 1

Total Number of Individuals Recruited		Total Individuals Enrolled		Total Individuals Completed	
Total Individuals Transitioned – Primary Outcome		Total Individuals Transitioned – Secondary Outcome			

*Participant numbers in Table A should align with those in Attachment 2: Participant Demographic & Outcome Summary

- **Recruited Participant:** An individual who is interested in the program and has provided their contact information to be contacted for enrollment.
- **Enrolled Participant:** An individual who completes a pre-screen, application, and standardized interview and is offered to attend the program, accepts the offer, and attends training.
- **Completed Participant:** An individual who begins instruction and successfully completes all required modules and assessments to obtain industry-recognized certifications and credentials.
- **Primary Outcome Transitioned Participant:** A graduate of an Illinois Climate Works Pre-apprenticeship Program who has applied and has been accepted to a U.S. DOL registered apprenticeship program OR who has applied and has been placed on a waiting list for a U.S. DOL registered apprenticeship program.
- **Secondary Outcome Transitioned Participant:** A graduate of an Illinois Climate Works Pre-apprenticeship Program who chooses not to apply for a U.S. DOL registered apprenticeship program and instead is actively participating in an alternate outcome (i.e. registered in a college program or other education/training program, accepted a position with employer, etc.)

Table B: Outcome Metrics for Quarter 1, Year 1

Total Number of Individuals Recruited		Total Individuals Enrolled		Total Individuals Completed	
Total Individuals Transitioned – Primary Outcome		Total Individuals Transitioned – Secondary Outcome			



Attachment: Participant Demographics & Outcomes

ATTACHMENT 2 – PARTICIPANT DEMOGRAPHICS & OUTCOME SUMMARY FOR YEAR 1

Ensure recruitment, enrollment, program completion, primary, and secondary transition numbers match Attachment 1: Proposed Work Plan.

		Total Program Goal
Participant Recruitment & Enrollment	Total individuals recruited	
	Total individuals enrolled in the program (bridge program and/or job-specific training)	
Demographics of Enrolled Participants	Members of environmental justice communities	
	Members of R3 communities	
	Members of both environmental justice and R3 communities	
	Foster care alumni/current members	
	Returning residents	
Service Delivery for Enrolled Participants	Displaced energy workers	
	Enrolled participants who receive wrap-around services (non-academic support)	
	Enrolled participants who receive student support services (academic support)	
	Enrolled participants who receive transition services	
	Enrolled participants in bridge program training	
	Enrolled participants in [job specific training option 1]	
	Enrolled participants in [job specific training option 2]	
Program Completion	Enrolled participants in [job specific training option 3]	
	Participants who complete the Bridge Program	
	Participants who complete [job specific training option 1]	
	Participants who complete [job specific training option 2]	
Primary Transition Outcome: Clean Energy Employment or training	Participants who complete [job-specific training option 3]	
	Participants who are hired by a clean energy employer	
	Participants who are hired by a clean energy employer to receive on-the-job training	
	Participants who enroll in another advanced clean energy training program	
Secondary Transition Goal/Outcomes: Additional training or alternative employment	Participants who enroll in a registered apprenticeship program or on-the-job training program in a clean energy or clean energy-adjacent trade	
	Participant(s) who complete the training and seek non-clean energy employment	
	Participant(s) who complete the training program and continue on to a non-clean energy related training program or education	



Attachment: Curriculum Plan

ATTACHMENT 3 – CURRICULUM PLAN

Bridge Program Plan

Please complete this bridge program curriculum plan following the instructions below. Delivery of the bridge program provides between 120-200 hours of instruction, with a strong emphasis on hands-on practice. It should include training to lead to, at a minimum, OSHA 10 certification and First aid/CPR certification. Instruction should align with the objectives and content described in the Clean Jobs Curriculum Framework (Bridge Program) but may include additional objectives, content and certifications as proposed by the applicant team. The table below describes the main content areas that are required to be taught.

Table 1: Bridge Program Content Areas

Essential employability skills	Clean energy basics
-Goal setting -Dependability, reliability, time management -Adaptability and emotion management -Financial literacy -Getting and keeping a job -Verbal, written, and digital workplace communication -Customer service -Critical thinking and problem solving -Workplace rights -Workplace diversity and inclusion	-Energy basics -Safety basics -Construction basics -Electrical basics -Building energy basics

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		
Total instructional hours		
Delivery format		
Credentials/certifications		
Assessment description		
Work-based or hands-on learning description		
Program modules (content taught)		
Module name	Brief description of what will be taught and how it will be taught	Estimated number of instructional hours

Job specific training curriculum plan

Each Workforce Hub must offer **at least two** job-specific training options. For each job-specific training option, please complete this curriculum plan following the instructions below. Instruction should align with the objectives and content described in the Clean Jobs Curriculum Framework for the different job-specific training options, but may include additional objectives, content and certifications, proposed by the training provider. The different job-specific training options include:

- Solar PV
- Energy auditor
- Weatherization
- HVAC
- Building/construction inspection
- EV auto mechanic
- Wind turbine installation and maintenance

Note: Workforce hubs may propose to offer a different clean energy job-specific training option, not listed in the Clean Jobs Curriculum Framework. To do so, please use this curriculum plan worksheet.

Fill out the table below to provide details about what your team will offer and how your team proposes to deliver the training. Include the content or objectives that are required in the framework, as well as any additional content, objectives, or credentials that you propose to offer.

Job specific training 1	
Job specific training option	
Jobs people will be trained for	
Career progression	
Demonstrated need for training	
Job demand (# of job openings, current jobs in region)	
Existing training programs in region & need for additional training	
Employer partnerships	
Overall Program Considerations	
Learning objectives	
Total instructional hours	
Delivery format	
Credentials/certifications	
Assessment description	
Curriculum, textbooks, materials you plan to use	
Work-based learning (10% of content)	



Attachment: Staffing Plan

Table A: Staff Capacity

Staff Role	Name of personnel (or indicate if the position is to be filled by a new-hire)	Organizational affiliation
Program Administrator (sample)		
Outreach and Recruitment Coordinator (sample)		
Wrap-around Service Coordinator (sample)		
Student Support Service Coordinator (sample)		
Instructor (sample)		
Student Support Services Coordinator (sample)		
Employer Coordinator (sample)		
Transition Services Coordinator (sample)		
Data Entry Coordinator (sample)		

**Please note that many of these roles have access to participants' private information. When determining how to cover the responsibilities outlined above, applicants should consider how to ensure that participant information is protected.*



Application Review Information

- Applicant Team Qualifications and Capacity (35%)
- Documentation of Need (10%)
- Project Quality and Integration (40%)
- Cost Effectiveness/Return on Investments (15%)



Application Review Information *(part 2)*

Review and Selection Process



All applications will be sorted by proposed region.



Highest scoring applications per region will be prioritized.



The final grants will be negotiated by the Department based on the application' alignment with the requirements of this NOFO.



The purpose of negotiations will be to arrive at acceptable grant terms, including budgetary and scope-of-work provisions, at which time the final decision to make a grant award will be made.

Award Administration Information *and* State Awarding Agency Contact(s)

Important information. Applies to grantees that receive the award, so not as applicable to the proposal writing process. BUT, applicants should understand what is in these section because some of it applies to the process of to the process of carrying out the grant.

- i.e., *Program specific reporting*

How will this
impact your
budget?





CLEAN JOBS ILLINOIS

Climate Works Pre-apprenticeship Program

1. Introduction
2. Preparing a Strong Proposal
3. Understanding the NOFO
- 4. Submission**



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

Applicant Submission Documents

Uniform Grant Application in fillable PDF format

Uniform Budget utilizing template provided by DCEO

Conflict of Interest Disclosure

Mandatory Disclosure

Executive summary (1 page)

Technical Proposal (20 pages)

Proposed Work Plan, utilizing template

Participant Demographics and Outcomes Summary, utilizing template

Proposed Curriculum, utilizing template

Staffing Plan (including resumes, Memorandums of Understanding)



Submission

4. Submission Dates and Times.

This funding opportunity will be open on a rolling basis. Applications will be accepted and reviewed on a rolling basis until available funds for each Workforce Hub location are depleted. Applications for this opportunity that are submitted by 5:00pm on September 1, 2023 will be included in the first merit review cycle. The Department will provide updates on the program website regarding the availability of funds in each of the Workforce Hub locations and the due dates to be included in the subsequent merit review cycles.

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/c6cc6e7b62db4ffca9148f16a168f5ef>.

NOTICE OF INTENT TO APPLY: The Department requests that applicants submit a Notice of Intent to Apply by 5:00pm on August 11, 2023. The Notice of Intent to Apply will include the name of the lead applicant and the regions served. Submitting the Notice of Intent to Apply is optional and will assist the Department in planning the merit review of applications. The Notice of Intent to apply should be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/ccc281dc8c2a460689638bb71ae0c54a>.

The Department is under no obligation to review applications that do not comply with the above requirements. Failure to meet the application deadline may result in the Department returning application without review or may preclude the Department from making the award.

● Tips

- Plan to complete and submit early. Technical challenges can derail last second submissions
- Prepare a draft and have an external reviewer read the proposal as a quality check



Clean Jobs Workforce Network Program Timeline

Bidders Conference: July 14 – recording available soon

July 17, 1pm
Writing an
effective proposal
webinar

July 21, 10am
Grants 101/GATA
Training webinar

August 1-8
Technical
Assistance office
hours (TBD)

August
11, 5pm
Notice of
Intent to
Apply

Sept 1, 5pm*
Due date for first
round of reviews

*Sept. 1 is the deadline to be considered in the first Merit Review Cohort. Applications will be accepted on a rolling basis.

Multiple: Regional CEJA Workforce Networking Fairs

Energy Transition Navigator Timeline

Bidders Conference: June 13– [recording available](#)

July 17, 1pm
Writing an
effective proposal
webinar

July 21, 10am
Grants 101/GATA
Training webinar

July 27,
5pm
Notice of
Intent to
Apply

August 1-8
Technical
Assistance office
hours (TBD)

August 15, 5pm
Due date for first
round of reviews

*August 15 is the deadline to be considered in the first Merit Review Cohort. Applications will be accepted on a rolling basis.

Regional Climate and Equitable Jobs Act (CEJA) Workforce Networking Fairs

Champaign, Danville, & Decatur Hubs:

7/20/23, I-Hotel Conference Center
Illinois Ballroom A & Illinois Ballroom B&C
111 St. Mary's Road, Champaign, IL 61820
[Directions](#) (Parking: Use the entrance off of St. Mary's Road)

Peoria Hub:

7/25/23, Illinois Central College
209A & The Atrium
1 College Drive, East Peoria, IL 61635
[Directions](#) (Parking: Park in Lot V)

Carbondale Hub:

7/26/23, Carbondale Civic Center
200 S. Illinois Ave., Carbondale, IL 62901
[Directions](#)

Aurora & Joliet Hubs:

7/27/23, Joliet Junior College
Auditorium - U Building
1215 Houbolt Rd, Joliet, IL 60431
[Directions](#)

• Chicago west side: TBD



Learn more, ask questions, get assistance

- Program, eligibility requirements and submission information can be found on the NOFO webpage:
 - illinoisworknet.com/WIOA/Pages/CEJAWorkforceNOFO2023
 - <https://www.illinoisworknet.com/WIOA/Pages/cejaenergy.aspx>
- You can submit questions and read FAQ responses through the NOFO webpage as well.
- First-time or newer applicants? Attend virtual office hours for one-on-one technical assistance August 1-8.





CLEAN JOBS ILLINOIS

Climate Works Pre-apprenticeship Program

Questions? Email ceo.ceja@illinois.gov



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