**APPLICATION SUBMISSION**

**Q: Last time, I was unable to save my work in the form and had to scan it in order to s submit it. What if that happens again?**

* All application materials must be submitted to the Department electronically via SmartSheet at the following link: <https://app.smartsheet.com/b/form/e29ac568b42e4fa4a9a64bea2e82bcd9>. If you experience an issue with uploading your application, contact Grant Help Desk at [CEO.GrantHelp@illinois.gov](mailto:CEO.GrantHelp@illinois.gov) prior to the application deadline – January 10, 2024, by 5:00 PM CST.

**BARRIER REDUCTION/SUPPORTIVE SERVICES**

**Q: Does assistance with utilities or rent count as barrier reduction?**

* Yes. Additional information on Barrier Reduction Funds can be found on Pg. 14 of the NOFO.

**Q: Would supportive housing and wraparound services for formerly justice-involved persons be considered supportive services?**

* Yes. Key housing and wraparound services are considered supportive services. If these items are not covered by programmatic supportive services, however, barrier reduction funding may be used. Additional information on Supportive Services and Barrier Reduction Funding can be found on Pg. 14 of the NOFO.

**BUDGET SESSION**

**Q: If my organization has an active, pre-qualified account, but I'm a new grant writer, is it easy enough to add me to the account?**

* Yes, you will create your own account, and then you will request access to your organization's page. Then, someone in your organization with access will go into the portal and approve your access. The GATA New User Guide can be found at the link below: <https://www2.illinois.gov/sites/GATA/Documents/Resource%20Library/GATA%20New%20User%20Guide.pdf>

**Q: Is the budget set up to round?**

* No.

**Q: On federal grants, the portal allows for the CEO to assign a grant writer, and two people are able to work on a grant together, at separate times, and the CEO does the final submission after approval. Is there a capability for this? Or do we have access to the forms separately, where we can continue to edit and save together before submission?**

* Unfortunately, no. The uniform budget excel document does not have the capability to allow two users to be editing at the same time. I would recommend key program and fiscal staff work on the document together instead of making edits at separate times.

**Q: Why are utilities excluded when typically, only Rent is excluded?**

* It is required when using 10% of modified total direct cost (MTDC) that rent is excluded from your direct cost base. However, utilities are not required to be excluded from that calculation.

**Q: In Round 1, trainers were under direct training, right?**

* Yes. In Round 1 trainers were placed in the Direct Training line of the budget. In Round 2, if the applicant/grantee is the training provider, instructors should be included in the Personnel line.

**Q: Computers can be included in the supplies?**

* Yes. Individual consumable items that are under $5,000 should be included in the Supplies line. Items higher than $5,000 per unit are classified as Equipment.

**Q: Are stipends to customers allowable under this grant?**

* Yes. Additional allowable costs can be found on Pg. 18 of the NOFO.

**Q: Where can we get the link for Josh's class?**

* The link to all technical assistance sessions can be found at: [**https://www.illinoisworknet.com/WIOA/Pages/JTED2023.aspx**](https://archive.illinoisworknet.com/WIOA/Pages/JTED2023.aspx)

**COMPLETING THE APPLICATION**

**Q: I didn't see page limits anywhere. Do you have any for this application?**

* There are no page limits for this application.

**Q: Are there word limits for each section?**

* There are no word limits for this application.

**Q: Can we save answers and return later?**

* Yes. The application is a Word document that must be saved by each applicant.

**Q: What is the character limit under each section of the application?**

* There are no character limits for this application.

**Q: Any space limits in the fillable application?**

* There are no space limits for this application.

**Q: For grant history, how far back should an organization provide info? Two years?**

* A minimum of two years of grant history should be provided, but applicants are strongly encouraged to go back further especially if they have previously received funding from the Department.

**Q: Can you add rows/columns to the Staffing Plan, Grant History, etc.? Also are we uploading the Application as a PDF?**

* If there is a need to add rows/columns to the application documents, please email [Tammy.Stone@illinois.gov](mailto:Tammy.Stone@illinois.gov). Upon completion, the application will be uploaded as a PDF via SmartSheet at <https://app.smartsheet.com/b/form/e29ac568b42e4fa4a9a64bea2e82bcd9>

**Q: In the application, do you have to do separate sheets for each program? Such as CNA, on one sheet, Phlebotomy on another, ER Tech on another, for example? Or all included in that one form?**

* A separate Training Program Summary should be completed for each program.

**Q: Can there be multiple programs in the submission?**

* Yes, multiple training programs can be included in one application submission. Separate applications must be submitted however if an applicant wishes to serve both adults and youth.

**Q: Is there a minimum number of industries we are required to include in the application? For example, manufacturing only or manufacturing and IT.**

* There is no minimum number of industries required to be included in the application.

**DIGITAL LITERACY**

**Q: Is digital literacy a required training through this NOFO?**

* Digital literacy is not required for this opportunity but is strongly encouraged.

**ELIGIBILITY**

**Q: Is Decatur, in Macon County, a Rural Population?**

* At the link, [USDA ERS - Rural-Urban Continuum Codes](https://www.ers.usda.gov/data-products/rural-urban-continuum-codes/) utilize the 2013 Rural-Urban Continuum Codes to determine if a county is classified as a rural community. If a county has a RUCC code of 3-9 then they were considered rural for the Initiatives that support Rural Residents.

**Q: Does an Under-represented individual have to be unemployed?**

* No. Under-represented means individuals who reside in or receive services in a qualified census tract, disproportionately impacted area or who have experienced negative economic or public health impacts resulting from the COVID-19 pandemic. The definition can be found on Pg. 6 of the NOFO.

**Q: Is there an age limit for adults?**

* Adults must be 18 years or older, but there is no age limit to participate.

**Q: Are out-of-state residents eligible?**

* No. Only Illinois residents may be served under this NOFO.

**Q: If you received Round 1 funding, are you able to apply for this round of funding? Will a different NOFO come out for Round 1 grantees? Will there be an extension for Round 1 grantees?**

* Yes, Round 1 grantees may apply for this round of funding. There will not be a different NOFO for Round 1 grantees. If Round 1 grantees desire an extension to their current JTED, they should contact their grant manager immediately.

**Q: If we have not expended all of our Round 1 funds, do we have to do an extension or can we apply for Round 2?**

* Round 1 funds do not have to be fully expended before applying for Round 2. If a Round 1 applicant is proposing an identical training program(s) for Round 2, however, Round 1 has to be completed/closed before access to Round 2 funding will be granted.

**Q: If you are not the lead on the first round, but your trainees received stipends during their training, would an agency be able to apply as a new applicant?**

* Yes. Applicants or their partners with demonstrated expertise and effectiveness in administering workforce development programs and who meet the requirements outlined in the NOFO may apply, including:
  + Employers;
  + Private nonprofit organizations (which may include a faith-based organization);
  + WIOA administrative entities;
  + Community Action Agencies;
  + Industry associations; and
  + Public or private education institutions.

Local governments that are not WIOA administrative entities are not eligible to apply.

**Q: Are nonprofit intermediaries eligible to apply?**

* Yes. Private nonprofit organizations which may include faith-based organizations may apply.

**Q: We just registered for a new entity, but we have been operating for over two years. Can a new entity apply?**

* Yes, new entities are encouraged to apply.

**Q: Will eligibility documentation for participants include a social security number/card?**

* Yes, documentation includes social security cards. There can be exceptions depending on the population to be served. Review the below link for documentation sources.

[JTED ELIGIBILITY REQUIREMENTS AND DOCUMENTATION SOURCES.pdf (illinoisworknet.com)](https://archive.illinoisworknet.com/partners/Documents/JTED%20ELIGIBILITY%20REQUIREMENTS%20AND%20DOCUMENTATION%20SOURCES.pdf)

**GENERAL**

**Q: At the start of this webinar, there was something about having a minimum of 1,000 served. Does that apply?**

* It is anticipated that through this NOFO up to 1,000 individuals will be served.

**Q: What is the minimum number served?**

* Applicants are not required to serve a minimum number of participants but cost efficiency in relationship to number served and planned outcomes will be analyzed in scoring the application.

**Q: What is the cost per participant?**

* There is no set cost per participant but cost efficiency in relationship to number served and planned outcomes will be analyzed in scoring the application.

**Q: What constitutes health science?**

* Visit this site to find the health science SOC codes. [List of SOC Occupations (bls.gov)](https://www.bls.gov/oes/current/oes_stru.htm)

**Q: Will JTED fund DOL Registered Apprenticeship Programs?**

* Yes. Apprenticeship programs may be funded under this grant opportunity. Additional details about Apprenticeships can be found on Pg. 13 of the NOFO.

**Q: Will you provide a list of Attendees and the presentation afterwards?**

* The presentation can be found at the following link: [**https://www.illinoisworknet.com/WIOA/Pages/JTED2023.aspx**](https://archive.illinoisworknet.com/WIOA/Pages/JTED2023.aspx)**.** A list of attendees will not be provided.

**Q:** **How often does this JTED opportunity present itself and is it typically around this same time of year?**

* This opportunity was funded through ARPA and the funding is limited. Continuation of the program depends on the identification of a funding source.

**Q:   Will JTED be opened for applications again in the future or are there are only plans on this being available once with the 1/10/24 deadline?**

* This opportunity is only available now and applications are due 1/10/24.

**Q: Is there a sample completed application that we can view for guidance?**

* As this is a competitive process, a sample completed application will not be provided for guidance.

**Q: If we do not have access to workNet, how do we get the answers?**

* The Frequently Asked Questions (FAQs) document can be found at the following link even if you don’t have a workNet account: [**https://www.illinoisworknet.com/WIOA/Pages/JTED2023.aspx**](https://archive.illinoisworknet.com/WIOA/Pages/JTED2023.aspx)

**Q: Is “individuals placed into post-secondary” an Exit outcome or a documented goal achieved?**

* Number of individuals placed in post-secondary education is an outcome.

**Q: Can you address the DCEO expectations/ recommendations for the JTED program’s sustainability?**

* Sustainability is not a requirement of the funding, but it is recommended that there is a strategy for working with customers/retention after the grant ends and a plan to continue progress on their identified career pathway. Additionally, there needs to be consideration on the agency staff employment.

**Q: If an org has two workforce development programs are we able to solicit support for both – even if their curriculum or population served varies? Or is it considered to be a stronger app if just one program? Both aim to place participants in hospitality/restaurant positions.**

* An organization can submit for more than one sector training program. The department reserves the right to recommend funding for one or all programs if selected during the merit review process based on quality of programs.

**Q:   With this being a 2-year award, does programming need to be completed the first year and follow up the second? Or can programming continue into year two? Some participants may not be exited and in follow up, similar to WIOA grants. This would help us on how many we can serve and train.**

* Programming can be offered in both years.  We recommend working from the end date as to when participants need to complete their training so that there is time for placement and retention of services.

**PARTNERSHIPS/MOUs**

**Q: Is a MOU required for each partner training site?**

* Yes. If MOUs are not fully established at the time of application a letter of intent is strongly suggested. At minimum, the roles and responsibilities of each partner and their funding contribution (if any) should be clearly outlined included in the application.

**Q: Can organizations be listed as partner organizations on more than one application?**

* Yes.

**Q: Is there a suggested or minimum number of MOU/partnerships for each program?**

* No.

**Q: For the field of Information Technology, does the non-profit have to partner with only one employment placement site or can it be scattered placement sites?**

* Organizations may partner with multiple placement sites.

**Q: If an organization is using sub recipients, should a MOU be submitted as part of the application?**

* Yes. A MOU should be submitted as part of the application for each partner sub-recipient.

**Q: Will grantees be encouraged to work with workforce professionals in IDHS (DRS/FCS)**

* Grantees are encouraged to work with any partners who offer career services, training, and placement of eligible individuals into employment or continued education.

**Q:   Do Sub award partners need an MOU or letters? Is the budget narrative enough?**

* Partners need to be included in the application narrative and Partner Roles and Responsibility form and included in the budget narrative.  You don’t need an MOU for the submission, but you need to have a MOU/contract that outlines the services provided and costs when the program starts.

**PRIORITY POPULATIONS**

**Q: Can we select more than one priority to work with? For example, immigrant, rural, and justice involved?**

* Yes, more than one priority population can be included in training/programming.

**Q:** **For the population category of "Justice-Involved Individuals" - Is this only for Dept. of Corrections, or would individuals pending release from State Operated Psychiatric Hospitals (those ruled NGRI - Not Guilty by Reason of Insanity) be eligible for this category?**

* Individuals that are Not Guilty by Reason of Insanity (NGRI) are eligible to be served under JTED.

**Q: What about migrants that are undocumented? Could this funding opportunity provide services to that population?**

* Yes, but all participants must be eligible to work in Illinois at the completion of the program. It is recommended to work with organizations to assist organizations that can help migrants obtain a Temporary Protection Status (TPS) and Employment Authorization Document (EAD).

**Q: Would you please expand on the eligibility criteria for immigrants/newly arrived participants?**

* “Immigrant” means any person lawfully in the United States who is not a U.S. citizen, U.S. national, or person admitted under a nonimmigrant category as defined by the United States Immigration and Nationality Act Section 101(a)(15), 8 U.S.C 1101(a)(15).
* “Migrant” means a person who leaves his/her country of origin to seek temporary or permanent residence in another country.
* “Refugee” means a status granted to an individual, prior to departure for and arrival in the United States, who has been determined by competent authority to be fleeing persecution or have a well-founded fear of persecution in their own country because of race, religion, nationality, membership in a particular social group or political opinion.

**Q: For Target Communities, does "emphasis" mean that a majority of participants are served from those areas or is it more open-ended such as outreach has been done in those areas, etc.?**

* Priority is to serve, or service are provided in a QCT or DIA. A participant that is not in or receiving services in target community and be served if they can identify that they were negative impacted by the pandemic (for example food or housing insecurities, loss of job, gap in education, etc.)

**Q: Is it likely that grants will be awarded to organizations serving individuals that do not fall within the priority populations but are under-represented in other ways?**

* JTED program regulations require that services be provided to the “target population,” defined as unemployed, under-employed, or under-represented individuals, including youth with one or more barriers to employment. The “target populations” is further defined in the NOFO under the Program Definitions. Eligibility also requires that the individual has a low to moderate income, is an Illinois resident, and is eligible to work in Illinois at the completion of the program. Additionally, DCEO has identified priorities, including services targeted to immigrants and refugees, justice-involved individuals, and rural residents.

**STAFFING PLAN**

**Q: For sub recipients providing services, should they be listed in the staffing plan?**

* Yes, all entities providing services should be included in the staffing plan.

**Q: What if person isn't identified but would be assigned to a current WIOA career planner? How to fill out staffing plan**?

* You would at least identify the title of the person i.e., WIOA career planner.

**Q: If we have two concurrent programs that are managed by respective directors, can we include two staff under particular roles?**

* Yes, you will need to list their information individually (name, email address, role, and percent of time spent on the program) on the Staffing Plan in the Program Application.

**YOUTH PROGRAMS**

**Q: For a youth program, would a high school diploma be considered a credential?**

* No. A high school diploma is considered a measurable skills gain.

**Q: Industry-recognized credentials are a noted outcome for Youth 16-24, but the NOFO seems to then state this is inclusive of professional licenses, associate's degrees, and bachelor's degrees only. Are these EXAMPLES of industry-recognized credentials, or are these the only types of IRCs that are acceptable outcomes under this grant for Youth (i.e., industry-recognized certificates not acceptable)?**

* Industry recognized credential, Professional licenses, associate’s degrees, and bachelor's degrees are all acceptable outcomes.

**Q: Is there a definition for youth barrier?**

* Youth barriers are identified as risk factors. Some examples include:

· Youth residing in a household receiving TANF funds

· Youth residing in a household receiving SNAP funds

· Youth who is eligible for Free/Reduced lunch

Additional examples are available at: [**https://www.illinoisworknet.com/WIOA/Pages/JTED2023.aspx**](https://archive.illinoisworknet.com/WIOA/Pages/JTED2023.aspx)

**Q: Are we able to have both JTED and AIYIP (ARPA Illinois Youth Investment Program)?**

* Yes.