**Section 1: Capacity**

1. List the organization type that qualifies the applicant as an “eligible entity”.
2. Provide a brief background of the applicant's capacity to administer the program that meets the criteria outlined in the NOFO and the ability to successfully complete the program within the grant period.
3. Describe the entity's experience in working with businesses in the target industries.
4. Describe the entity's related experience in working with the target population.
5. Describe the entity's capacity to provide holistic services to customers through relationships established with key stakeholders who influence the provision of training and wrap around services.
6. Describe the entity's related experience in working with eligible training providers and other community-based providers, social service organizations or other key stakeholders.
7. Describe any projects recently completed or under way that required skills and experience like those required for this proposed project. Include a summary of the project and the projected outcomes. Include summary of 2-3 success stories highlighted.
8. Describe the qualifications of the applicant's staff or subcontracted staff that will be assigned to the project.
9. Provide resumes for project staff.
10. Resumes need to be uploaded as a separate file. Reference page 20 of the NOFO under D.2. Content and Form of Application Submission.

**Section 2: Documentation of Need:**

1. Identify the qualified census tract(s) and/or disproportionately impacted area(s) where this project will operate and serve residing individuals. [(Link to Maps)](https://illinoisworknet.com/qctdiamap)
2. Provide a brief analysis of how this project used current local and regional labor market information to identify the needs of employers and how this information aligns with the current workforce needs of businesses in the project area.
3. Based on the analysis and the employers need, identify the target industry(s) and occupations to be served under this project. Include the career pathway approach that will be used to place individuals in these target industries and occupations.
4. Provide the target population(s) to be served (unemployed, under-employed or under-represented individuals with one or more barriers to employment) and a brief analysis of how this project used census and other demographic date to identify the population to be served including barriers to employment.
5. Provide any additional contextual details that will strengthen the reviewers' understanding of the identified issues/problems, needs and expansion opportunities.

**Section 3: Program Plan:**

1. Provide an executive summary of the program. This needs to be a high level (elevator speech) that can be shared with the public and anyone can understand the intent of the program.
2. Provide the strategies used to recruit businesses/industry organizations and the role of the employers in informing the selection of the training to meet the occupations in demand. This should include a discussion on job placement, retention, and follow-up services.
3. Describe the approach the applicant will use to conduct outreach and subsequent enrollment of individuals from the target population proposed to be served.
4. Describe the career planning approach in the delivery of services to the targeted population. This should include a customer flow that addresses assessment, employment plan, work-based learning, supportive services, referrals, and follow-up.
5. List the Training Provider(s) that will provide instruction for the program and provide information on the credentialing body along with the type of credential(s) earned.
6. Identify the types of work-based learning opportunities that will be provided as part of the identified career pathway approaches. Include a discussion on the business role in selecting the work-based learning opportunity.
7. Using the project implementation plan list the major project activities, indicate the timelines for completion of the activities, indicate the organizational affiliation of each staff person listed, and describe the deliverable associated with the project activity. (in a separate document).
8. By using the Performance Goals template (in separate document), indicate each of your training programs planned goals. Include: enrolled in training, completed training, enrolled in post-secondary education, placed in unsubsidized employment, retained 6 months, and experienced wage/benefit increase (as applicable).
9. An Equity and Employment Plan must be developed and demonstrate an understanding of how race, ethnicity, and gender may impact individual access to employment and training services. The plan must address how the model considers the experience of people of color and women in the industry, as well as how it will increase access, enrollment, and completion. Examples include changes in recruitment practices, intentional and inclusive marketing, completion and retention, adequate supportive services, including those identified as part of barrier reduction funding.

*Equity and Employment Plans need to be uploaded as a separate file. Reference page 20 of the NOFO under D.2. Content and Form of Application Submission.*

***Barrier Reduction Funds:*** Barrier Reduction Funding can be a line-item service included with the categories or can be a stand- alone grant if the applicant demonstrates that other funding sources will support training, work-based learning, and career services. Applications requesting barrier reduction funds must include the following information.

Applicants must establish policy for Barrier Reduction Funding. The policies established must minimally include: resource and service coordination with appropriate provider organizations; types of services that will be provided through barrier reduction supported by this NOFO; process for accessing a participants need for barrier reduction funding; anticipated funding range for the services; applicant's process for locally evaluating the impact of the service.

*Barrier Reduction Funding Policies need to be uploaded as a separate file (if applicable). Reference page 20 of the NOFO under D.2. Content and Form of Application Submission.*

***Supportive Services Policy:*** This will be utilized to compare the distinction between supportive services and barrier reduction.

*Supportive Services Policies need to be uploaded as a separate file (if applicable). Reference page 20 of the NOFO under D.2. Content and Form of Application Submission.*

1. Discuss the policies established for Barrier Reduction that include:
2. Resource and service coordination with appropriate provider organizations.
3. Types of services that will be provided through barrier reduction.
4. Anticipated funding range for the services.
5. Applicant's process for locally evaluating the impact of the service.
6. Demonstrate there is a need to use Barrier Reduction Funding to assist program participants in a manner related to either a Job Training and Economic Development Grant or a complementary workforce or job training grant program or contract.
7. Distinguish between when support services will be used compared to Barrier Reduction Funding and why Barrier Reduction Funding is the better option.
8. Describe the anticipated outcomes by using the Barrier Reduction Funding to assist program participants.
9. If the applicant plans to offer emergency cash assistance, include a narrative of the criteria to determine the need and how much assistance will be provided; this also needs to be addressed in policy. (Emergency cash assistance will need prior approval by DCEO)

Applicant applying for Barrier Reduction Funds ONLY must also respond to the below items.

1. Demonstrate that other funding sources will support training, work-based learning, and career services and that program participants reside in or receive job training services in a qualified census tract or in a disproportionately impacted area; or are individuals who have experienced negative economic or public health impacts resulting from the COVID-19 pandemic as defined in this NOFO and the JTED rules (56 Ill. Admin. Code 2660.20).
2. Describe the population of individuals to be served including:
3. The area to be served.
4. The types of assistance to be provided to the program participants.
5. The estimated total amount provided per participant.
6. Indicate why Barrier Reduction funds are needed and how they fill a GAP in service delivery.

**Section 4: Budget Narrative/Cost Effectiveness/Return on Investment/Sustainability**

1. Provide a high-level budget narrative, including an analysis of the cost efficiency in relationship to planned outcomes.
2. Provide a detailed narrative of each line item cost. This should correlate with the narrative in the budget template.
3. Describe any leveraged and matching funds from partners and participating businesses. (Programs that include matching funds will receive additional consideration.)
4. Describe how this project will be sustained beyond the grant funding period.