

**State of Illinois Uniform Notice of Funding Opportunity (NOFO)
Summary Information**

Awarding Agency Name	Commerce And Econ Opp
Agency Contact	Norman Ruano (Norman.Ruano@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	2
Funding Opportunity Title	Illinois Works Pre-apprenticeship Program
CSFA Number	420-30-2614
CSFA Popular Name	Illinois Works Pre-apprenticeship Program
Anticipated Number of Awards	15
Estimated Total Program Funding	\$8,000,000
Award Range	\$200000 - \$550000
Source of Funding	State
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	08/18/2022
Application Date Range	08/18/2022 - 09/27/2022 : 5:00pm
Grant Application Link	Please select the entire address below and paste it into the browser... https://www2.illinois.gov/dceo/AboutDCEO/GrantOpportunities/Pages/2614-2348.aspx
Technical Assistance Session	Offered : Yes Mandatory : No Date : 08/23/2022 : 10am Registration link : https://www.illinoisworknet.com/ilworkspreapprenticeshipnofo2022

Agency-specific Content for the Notice of Funding Opportunity

Illinois Works Pre-apprenticeship Program

NOFO ID: 2614-2348

A. Program Description

This Notice of Funding Opportunity (NOFO) sets forth the requirements for funding pre-apprenticeship programs as specified by the Illinois Works Jobs Program Act ("Illinois Works Act"), 30 ILCS 559/20-1. It is in the public policy interest of the State of Illinois (the "State") to ensure that all Illinois residents have access to State capital projects and careers in the construction industry and building trades, including those who have been historically underrepresented in those trades. To ensure that those interests are met, the General Assembly created the Illinois Works Pre-apprenticeship Program, the Illinois Works Apprenticeship Initiative, and the Illinois Bid Credit Program. More information about these programs can be found at <https://www2.illinois.gov/dceo/IllinoisWorks/Pages/default.aspx>

The Illinois Department of Commerce and Economic Opportunity (the "Department") is issuing this NOFO to expand the Illinois Works Pre-apprenticeship Program. The Illinois Works Pre-Apprenticeship Program is administered by the Department's Office of Illinois Works.

Presently the Illinois Works Pre-apprenticeship Program funds 23 programs located throughout the State of Illinois serving approximately 1,000 residents. This NOFO is focused on awarding grants in geographic areas where the Office of Illinois Works does not presently have pre-apprenticeship programs and to increase the representation of underrepresented groups that presently are not served or are underserved by existing programs including Asians, and Veterans, among others. Those economic regions include Central (Region 1), East Central (Region 2), North Central (Region 3), Northwest (Region 6), Southeast (Region 7), Southwest (Region 9). To see the geographic boundaries of these Economic Development Regions go to: <https://www2.illinois.gov/dceo/SmallBizAssistance/RegionSpecificAssistance/Documents/2022ILEcDevRegionMap.pdf>

The goal of the Illinois Works Pre-apprenticeship Program is to provide grants to community-based organizations (including an accredited public college or university) or coalitions throughout the State that will recruit, prescreen, and provide pre-apprenticeship skills training. Successful grantees will also be expected to provide pathways and manage the transition from the pre-apprenticeship program to a full apprenticeship program in construction and the building trades.

The Illinois Works Apprenticeship Initiative opens the doors of opportunity into the construction industry and the building trades by requiring that state funded capital projects estimated to cost \$500,000 or more meet a 10% apprentice goal. Namely, 10% of the actual or estimated hours performed on the project need to be performed by United States Department of Labor registered apprentices. The Illinois Works Bid Credit Program enables contractors or subcontractors to earn bid credits for employing and retaining apprentices who have completed the Illinois Works Pre-apprenticeship Program. These bid credits can be used towards bids on public works projects contracted by the State or any agency of the State.

Illinois Works is an innovative workforce development model. The Illinois Works Apprenticeship Initiative creates the demand for jobs. The Illinois Works Pre-Apprenticeship Program creates the pipeline of diverse candidates to help respond to the demand. Finally, the Illinois Works Bid Credit Program creates incentives to help ensure that the Illinois Works Pre-apprenticeship program graduates are hired and retained by contractors and subcontractors.

Important Definitions (Other relevant definitions can be found in the NOFO's Appendix)

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This NOFO will use the definitions established in the Illinois Works Jobs Program Act, including the definitions for "community-based organizations" and "underrepresented populations."

It will also use the State of Illinois definition for pre-apprenticeship which appears in the Illinois Career Pathways Dictionary. Additional information and resources are included in the Appendix of this NOFO.

Community-based organization: The Illinois Works Act establishes that "community-based organization" means a nonprofit organization, including an accredited public college or university, selected by the Department to participate in the Illinois Works Pre-apprenticeship Program. To qualify as a "community-based organization", the organization must demonstrate the following:

- the ability to effectively serve diverse and underrepresented populations, including by providing employment services to such populations;
- knowledge of the construction and building trades;
- the ability to recruit, prescreen, and provide pre-apprenticeship training to prepare workers for employment in the construction and building trades; and a plan to provide the following:
 - preparatory classes;
 - workplace readiness skills, such as resume preparation and interviewing techniques;
 - strategies for overcoming barriers to entry and completion of an apprenticeship program; and
 - any prerequisites for acceptance into apprenticeship program.

Pre-apprenticeship (Based on the definition of pre-apprenticeship from the Illinois Career Pathways Dictionary found at <https://www.isbe.net/Documents/IL-Career-Pathways-Dictionary.PDF>): A program that has a documented partnership with an employer and is designed to prepare individuals to enter and succeed in a Registered Apprenticeship which includes all the following:

- Training and curriculum that aligns with the skill needs of employers in the economy of the State or region and that has been designed to prepare participants to meet the minimum entry-level requirements of an Apprenticeship.
- Access to educational and career counseling, and supportive services as needed by participants.
- Hands-on meaningful learning activities that are connected to education and training activities, such as Career Exploration and Career Development Experiences, and that reinforce foundational professional skills, including, at a minimum, those outlined in the Essential Employability Skills framework (Personal and Work Ethic, Teamwork, Communication).
- Upon successful completion of the program, participants are supported to apply for United States Department of Labor Registered Apprenticeship Programs in the construction and building trades and may receive preference for enrollment.

Registered Apprenticeship: As defined by the Office of Apprenticeship of the U.S. Department of Labor, an effective "earn and learn" model with a long history of providing career ladders and pathways to the middle class, particularly for the building and construction industry but increasingly in other industries as well.

Registered Apprenticeship Programs (RAPs): must have five components: business involvement, structured on-the-job training, related classroom and workplace instruction, rewards for skills gains, and an industry-recognized credential at the successful completion of training.

Underrepresented Populations: The Illinois Works Act defines "Underrepresented Populations" as populations identified by the Department that historically have had barriers to entry or advancement in the workforce. According to the Illinois Department of Labor (2021) reporting, 5% of apprentices employed in the State's construction industry were women (up only 1% from 2020), 9% were African American (the same as 2020), 17% were Hispanic/Latino (down 2% from 2020), and approximately 1% were Asian and American Indian/Native Alaskan (unchanged from 2020). Based on USDOL RAPIDS 2022 data, 7.0% were veterans. All of these groups are underrepresented populations for purposes of this NOFO.

Illinois Workforce Development Priorities

The Illinois Works Pre-apprenticeship program is aligned with Illinois's workforce, education, and economic development priorities. Billions of dollars invested in major public construction projects throughout Illinois over the next decade have the potential to be a catalyst for the full inclusion of women, people of color, veterans, and other underrepresented individuals in the construction workforce, contributing to increased and sustained prosperity in all communities, through training, employment, and career development. Below is a sampling of these priorities all of which are integral to the development and success of the Illinois Works Pre-apprenticeship Program.

Governor's Action Agenda for Workforce Development and Job Creation

Governor Pritzker issued Executive Order 2019-03 (found at <https://www.illinois.gov/government/executive-orders/executive-order.executive-order-number-3.2019.html>) leading to the creation of the "Action Agenda for Workforce Development and Job Creation" which provides the three Action Areas listed below. This NOFO will fund projects that focus on these Action Areas.

1. Unite workforce development partners around regional cluster strategies
 - a. Identify high-impact regional clusters and associated in-demand occupations
 - b. Implement a coordinated workforce development strategy around regional clusters
2. Prepare Illinois workers for a career, not just their next job
 - a. Increase apprenticeship opportunities
 - b. Address barriers to successful training and employment
 - c. Establish and support equity goals and align with Perkins equity goals
3. Connect job seekers with employers
 - a. Shorten time from credential to employment
 - b. Integrate workforce services across program providers for one-stop customers

Workforce Innovation Board Apprenticeship Committee and Apprenticeship Illinois Framework

The Illinois Workforce Innovation Board (IWIB) endorses using registered apprenticeships and pre-apprenticeships as a key strategy to build a pipeline of skilled workers to help businesses throughout the State to remain competitive. IWIB Apprenticeship Committee statewide expansion goals:

1. Fully integrate apprenticeship into state workforce development, education, and economic development strategies and programs.
2. Support the rapid development of new apprenticeship programs and/or the significant expansion of existing programs.
3. Support the development and recruitment of a diverse pipeline of apprentices; and
4. Build state capacity to make it easier for industry to start apprenticeship programs and for apprentices to access opportunities.

Illinois Essential Employability Skills Framework

This framework is designed to define and clarify the essential employability skills and provide a standard for the state. Essential employability skills are those general skills that are required to be successful in all sectors of the labor market and are separate from the technical skills attained in career pathways or academic skills such as math and reading. The framework was developed through the collaboration of the Illinois Community College Board; the Illinois Department of Commerce and Economic Opportunity; representatives of Illinois businesses; local chambers of commerce; secondary, postsecondary, and adult educators and professionals; and other important stakeholders.

The Framework can be viewed at: <https://icsps.illinoisstate.edu/illinois-essential-employability-skills-framework>

National Best Practices

This section offers a series of national best practices for apprenticeships, pre-apprenticeships, as well as best practices for delivering training programs focused on diversity, equity, and inclusion. The national best practices outlined below, along with the Illinois Works Jobs Program Act, served as the foundation for the Illinois Works Pre-apprenticeship Program model. Successful applicants will ensure their proposal aligns with these national best practices to ensure delivery of a quality pre-apprenticeship program geared toward enrollment into a RAP and focused on cultivating a diverse, equitable, and inclusive training environment.

Registered Apprenticeship Program (RAP) National Best Practices

Earn While You Learn: Benefits of Work-Based Learning (United States Department of Labor, 2020)

Work-based learning, such as pre-apprenticeship programs, allows individuals to build relevant skills via real-life work experiences. Typically, work-based learning aligns classroom and workplace learning; the application of academic, technical and employability skills in a work setting; and support from workplace mentors. Work-based learning is a win-win as it combines to meet a jobseeker or worker's need to build meaningful, applied skills and an industry's need to grow its talent. Apprenticeships are a well-known form of work-based learning that typically include five key elements:

1. Business involvement;
2. Structured on-the-job training;
3. Instruction related to the apprenticeship;
4. Rewards for skill gains; and
5. An industry-recognized credential.

Pre-apprenticeship Program National Best Practices

United States Department of Labor Pre-apprenticeship Definition and Quality Framework (Training and Employment Notice 13-12 https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEN/2012/TEN_13-12.pdf)

- Approved training and curriculum based on industry standards
- Strategies that increase apprenticeship opportunities for disadvantaged individuals
- Strong recruitment efforts for under-represented populations
- Activities introducing participants to apprenticeships and assisting them to apply for Registered Apprenticeship Programs (RAPs)
- Access to support-services that help participants remain in the program (such as childcare, transportation, counseling, and ongoing career services).
- Collaboration with program sponsors to promote apprenticeship to other employers as a quality approach to attain and retain a skilled workforce, and
- Hands-on experience that simulates the work performed in the apprenticeship, while observing proper training and supervision and safety protocols.

Nationally Recognized Pre-apprenticeship Program Design Elements

Based on a review of best practices for pre-apprenticeship, the following program elements create the conditions for successful management of pre-apprenticeship programs and strong participant outcomes:

- Fair compensation, including stipends, and compensation that fosters retention (versus dropping out because it is not possible to make ends meet). Performance-based stipends have been found to be effective at supporting student's financial needs and encouraging high performance and outcomes
- A focus on equity that goes beyond numeric participant targets and focuses on all aspects of program design and partnerships, including successful transition into a full apprenticeship program, and program belonging and inclusiveness

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- The provision of wraparound supports, as appropriate and as needed (see examples below)
Strong partnerships between stakeholder groups, including unions and CBOS and/or community colleges and local workforce innovation areas
- Consistent, transparent entry and success requirements
- Strong community outreach and community leadership within the programs
- Development of technical skills through hands-on activities and work-based learning
- Development of math and literacy skills
- Career pathway and alignment with employer needs and explicit connection to apprenticeship programs
- Offering academic and career exploration
- Culmination in one and ideally more industry-recognized credentials and the ability to receive credit toward associate or bachelor's degrees (if applicable)
- Innovative ways to have participants learn online and participate in virtual immersive training techniques (especially in a COVID-19 environment)
- Strong case management, including screening for benefit eligibility, post-program retention supports, mentorship, fostering alumni networks, and construction workplace culture
- Training for job search skills, resume development and interview practices
- Offering financial literacy, life coaching and education
- Enhanced exposure to and the ability to interact with construction and building trades workers of the same race, ethnicity, or gender as participants
- Documented plan to provide career and transition services to students that do not enroll into RAP
- Documented plan for transitioning pre-apprenticeship participants into a RAP

The table below offers a menu of support and transition services that are accepted as nationally recognized program elements. These services are considered integral aspects to the design of successful pre-apprenticeship programs. Successful applicants will include delivery of these services in their program design proposal.

Types of Wrap-around Support Services (including but not limited to)	Types of Student Support Services (including but not limited to)	Types of Transition Support Services (including but not limited to)
Stipends	Tutoring (especially on math)	Mock interviews
Transportation costs, including car repairs	Make-up classes	Registered apprenticeship application prep
Childcare	Retesting	Resume writing
Technology assistance for virtual learning (broadband and hardware)	Educational enrichment	Referral to career counselor or alternate education
Driver's education fees		Job search assistance
Personal health including emergency dental and vision		
Emergency bill payments		
Financial literacy		
Referrals for other services (mental health, housing, eviction assistance, substance abuse)		
Mentoring		
Alumni networks		
Apprenticeship application fees		

Exemplary Construction and Building Trades Pre-apprenticeship Program Elements for Underrepresented Populations

Jobs For The Future (JFF) is a national nonprofit organization with the goal of driving change in the American workforce and education systems to achieve economic advancement for all. JFF's experience and research have identified six characteristics of high-quality pre-apprenticeship programs including:

- Transparent entry and success requirements
- Alignments with skills sought by local employer and high-quality apprenticeship programs
- Culmination in one or more industry-recognized credentials
- Development of skills through hands-on activities and work-based learning
- Offering of academic, career exploration and wraparound support
- Transition into a registered or other high-quality apprenticeship program

PRE-APPRENTICESHIP BASICS

What a Quality Program Achieves

An effective high-quality program does the following:



Links directly to an apprenticeship



Prepares people from underrepresented populations for high-quality employment opportunities



Is a bridge to career opportunities for students, new workers, or underprepared learners



Increases diversity and equity throughout the apprenticeship and workforce systems



Provides the essential instruction, preparation, and supports that participants need to be successful in the next step in their career paths



Diversity, Equity Inclusion in Workforce Development National Best Practices

360-Degree Focus on Equity

According to Closing the Divide: Making Illinois a Leader in Equitable Apprenticeships, a report by Young Invincibles only 4 percent of Illinois apprentices are women and only 27 percent are people of color. Women and people of color are less likely to complete apprenticeships and are often employed in positions with lower-than-average pay. Recruiting participants from underrepresented populations is only one step of many to ensuring greater equity in pre-apprenticeships in construction and building trades. Find more information at

https://www.illinoisworknet.com/WIOA/Resources/Documents/YI_ClosingTheDivide.pdf

The Essentials of a High-Quality Pre-apprenticeship Program, Jobs for the Future, 2019

Strategies to address equity include support for minority-led organizations, changes in recruitment practices, transportation, and career counseling. Find more information at:

<https://www.jff.org/resources/the-essentials-of-a-high-quality-pre-apprenticeship-program/>

Applicants are encouraged to review and incorporate diversity, inclusion, and equity best practices from the resources listed below and the NOFO Appendix as appropriate.

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- Equity in Youth Apprenticeship Programs, National Alliance for Partnerships in Equity <https://napequity.org/wp-content/uploads/PAYA-Workbook-Fnl-2020-05-29.pdf>
- The Roadmap for Racial Equity (National Skills Coalition) https://nationalskillscoalition.org/wp-content/uploads/2020/12/Racial-Equity-Report_6x9_web.pdf
- Racial Equity Readiness Assessment for Workforce Development (Race Forward) <https://www.raceforward.org/practice/tools/workforce-development-racial-equity-readiness-assessment>
- Principles for a High-Quality Pre-apprenticeship: A Model to Advance Equity (Center for Law and Social Policy CLASP) <https://www.clasp.org/publications/report/brief/principles-high-quality-pre-apprenticeship-model-advance-equity/>
- Collaborative Solutions for Increasing Diversity of Apprenticeship Participants (Workforce GPS) <https://www.workforcegps.org/events/2020/04/02/18/20/Collaborative-Solutions-for-Increasing-Diversity-of-Apprenticeship-Participants>
- Closing the Divide: Making Illinois a Leader in Equitable Apprenticeships (Young Invincibles) https://www.illinoisworknet.com/WIOA/Resources/Documents/YI_ClosingTheDivide.pdf
- Growing Equity and Diversity Through Apprenticeship: Business Perspectives (JFF Center for Apprenticeship and Work-based Learning) <https://www.jff.org/resources/growing-equity-and-diversity-through-apprenticeship-business-perspectives/>
- Principles for Equity in Apprenticeship (Center on Wisconsin Strategy) <https://equityinapprenticeship.org/case-studies/principles-for-equity-in-apprenticeship>

Program Goal

The goal of the Illinois Works Act is to ensure that all Illinois residents have access to State capital projects and careers in the construction industry and building trades, as well as provide contracting and employment opportunities to historically underrepresented populations in the construction industry and the trades. The Illinois Works Pre-apprenticeship NOFO and program is a critical component in the success of the Act, by increasing the number of qualified construction and building trades apprentices who are women, people of color, veterans or from otherwise underrepresented populations and preparing them to enter full apprenticeship programs on their way to careers in the construction and building trades.

This NOFO is focused on awarding grants in geographic areas where the Office of Illinois Works does not presently have pre-apprenticeship programs and to increase the representation of underrepresented groups that presently are not served or are underserved by existing programs. Those economic regions include Central (Region 1), East Central (Region 2), North Central (Region 3), Northwest (Region 6), Southeast (Region 7), Southwest (Region 9). To see the geographic boundaries of these Economic Development Regions go to: <https://www2.illinois.gov/dceo/SmallBizAssistance/RegionSpecificAssistance/Documents/2022ILEcDevRegionMap.pdf>

Program Requirements

The Illinois Works Pre-apprenticeship grants will be awarded to community-based organizations that demonstrate a plan to implement a pre-apprenticeship program rooted in national best practices and program design elements and meet Illinois Works program requirements and standards.

The overarching focus of these grants is to fund programs that help underrepresented populations successfully transition into DOL-registered apprenticeship programs in construction and the building trades. Illinois Works welcomes individuals who are aged 18 or above, any community member willing and able to make a career in construction and the trades can enroll. The following program elements include outreach and recruitment to bring participants into programs but also include design elements specifically designed to increase the probability of success for historically underrepresented individuals.

The Illinois Works Pre-apprenticeship Program is a semi-structured program that provides grantees with flexibility in critical areas such as recruitment, instruction, transition, delivery of support services, partnership development, and more. Projects that are funded under the Illinois Works Pre-apprenticeship

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Program must include the following program elements and are encouraged to incorporate best practices from the previous sections of this NOFO. All program requirements are outlined in greater detail in the Illinois Works Pre-apprenticeship Program 2022 Grantee Manual:

<https://www.illinoisworknet.com/DownloadPrint/Illinois%20Works%20Pre-apprenticeship%202022%20Grantee%20Manual%20FINAL.pdf>

1. **OVERALL PROGRAM DESIGN:** Applicants must provide information on how they will design, develop, and implement high-quality pre-apprenticeship programs in order to significantly increase apprenticeship opportunities for historically underrepresented populations. This must include how they will coordinate and staff the program activities including the recruitment, assessment, case management, related technical training, work-based training, supportive services, and transition/placement of participants.
2. **STAFFING:** To fully implement the Illinois Works Pre-apprenticeship program, successful applicants must outline how the eight key program areas will be staffed to ensure quality delivery of programs and services. These program areas include program administration, outreach and recruitment, intake, wrap-around services (non-academic needs), student support services (academic needs), instruction, transition and follow-up, and data entry. Applicants will provide this information by completing Attachment IV: Staffing Plan and providing staff resumes, instructor credentials, partnership agreements or MOUs.
3. **EQUITY-FOCUSED PROGRAM CULTURE:** Applicants will be expected to articulate their understanding of how race, ethnicity and gender may impact individual access to and experience within the context of construction and building trade apprenticeship programs. Applicants must provide information about how their pre-apprenticeship model (including recruitment, partnerships, and training, among others) considers the experience of women and people of color in the industry (hiring, advancement, retention and earnings) as well as advances conditions that increase access, enrollment and completion for women and people of color. Applicants should outline strategies for how to foster a shared identity and a welcoming, inclusive environment.

Illinois Works was intentionally designed to increase equity and opportunity in capital construction jobs. Its focus on equity goes beyond numeric participant targets and focuses on all aspects of program design and partnerships, including successful transition into a DOL-registered apprenticeship program, and program belonging and inclusiveness.

4. **PARTNERSHIPS:** Applicants should provide information about their plans to coordinate with Local Workforce Innovation Areas and local and regional Apprenticeship Navigators and Intermediaries focused on construction and building trades, union groups, community colleges, employers, employer associations, community-based organizations, and secondary schools, among others. It is an expectation of all applicants develop structured pathways (in partnership with key stakeholders in the industry) for their pre-apprenticeship program graduates to transition successfully into DOL-registered apprenticeship programs.
5. **OUTREACH & RECRUITMENT:** Applicants must outline proactive recruiting, outreach and support strategies that significantly increase the number of underrepresented populations that enroll in and successfully complete apprenticeships and acknowledge race and gender disparities in regional construction and building trades occupations. Applicants do not need to serve all populations targeted by this NOFO—they can focus on one or more of the underrepresented populations defined in previous sections.

Successful applicants will demonstrate their knowledge and outcomes working with a certain population; and also, how that population has been involved in shaping the program itself. In addition, applicants must clearly understand the entrance requirements into union and non-union Department of Labor registered apprenticeship programs and communicate those requirements to program candidates before enrolling in the pre-apprenticeship program along with integrating

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them into their prerequisites for participation in the program. Applicants must create a plan for marketing, outreach, wraparound supports, and accommodations. Applicants would ideally identify and train mentors to support their pre-apprentices.

6. **DELIVERY OF OTHER INSTRUCTION:** Applicants must provide plans to refer students who do not have the minimum program requirements to educational services in their communities such as free literacy, GED, ESL classes, among others. Plans must include how applicants' barriers to entrance and success in the program will be assessed and the strategy to assist in removing these barriers for underrepresented populations.
7. **APPLICATION & INTAKE:** Successful applicants will outline a process to review potential participant's eligibility for the pre-apprenticeship program through a pre-screen assessment, application, interview, and enroll participants as well as a process to assess wrap-around and support service's needs. To be eligible for the pre-apprenticeship program, participants must be at least 18 years of age (unless attending an Illinois Works approved school-based pre-apprenticeship program), must have a high school diploma or GED, must be an Illinois resident, and want to pursue a career in construction or the building trades. Community-based organizations that are offered and accept an award through the Illinois Works Pre-apprenticeship Program will be required to utilize Illinois Works provided pre-screen assessments, applications, interviews questionnaires, wrap-around service assessments, and commitment agreements.
8. **WRAP-AROUND SUPPORTS:** Applicants must provide plans for how to assist pre-apprentice enrollees overcome non-academic barriers to successful program participation. Allowable program costs may include staff costs for program elements such as mentorship, financial literacy, alumni networking, referrals for housing or mental health services. Allowable financial supports to pre-apprentices may include childcare, transportation, driver's education fees, car repairs, emergency bill payment and other costs that create an obstacle for successful participation or program completion. Additional wrap-around services can be found in the National Best Practices section of this NOFO.
9. **STIPENDS:** Per the Illinois Works Jobs Program Act, applicants must provide stipends to pre-apprentices. The Department acknowledges that pre-apprenticeship programs vary in length/duration and in the numbers of hours each day and each week. Given this variation, the Department encourages setting stipends at a rate that encourages participation and retention through the program. It may be difficult for some participants to stay financially solvent during the pre-apprenticeship period. The Department will accept proposals that offer performance-based stipends that do not exceed \$13 per training hour. Performance-based stipends are paid out based on a participant's attendance in combination with their performance in the training program (i.e. passing training assessments, earning credentials, successful completion of training module etc.).

What is a stipend?

A stipend is a payment made to a trainee or learner for living expenses, unlike a salary or wages which are paid to an employee. Though the terms "stipend" and "salary" are often used interchangeably, the U.S. Department of Labor has specific criteria that must be met to pay a stipend.

To receive a stipend, the focus must be on training rather than employment. The training must be predominantly for the benefit of the pre-apprentice and cannot be connected to a job at the end of training; the pre-apprentices also cannot displace regular employees. A stipend is not considered wages so Social Security or Medicare taxes are not withheld. However, it still counts as taxable income for income tax purposes.

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Applicants that are offered and accept an award from the Office of Illinois Works are not to use wage language or make wage equivalencies in any internal or external documentation or conversations regarding the Illinois Works Pre-apprenticeship Program.

10. **STUDENT SUPPORT SERVICES:** Applicants must provide plans for how to assist participants to maximize academic success and to obtain the program's offered certifications/credentials. Allowable program costs may include tutoring services, retesting and make-up sessions, or other educational enrichment.
11. **LEARNING:** Applicants must explain how they will coordinate education and learning, necessary support and retention services, and coaching from other partner institutions. The Department is also interested in applicants who will use innovative teaching and learning tools including online/virtual learning, such as Alternative Reality (AR) or Virtual Reality (VR) immersive training and learning techniques, among others (if applicable).
12. **CURRICULA AND INSTRUCTION:** Applicants must design a curriculum, based on Illinois Works approved curricula including North American Building Trades Unions (NABTU) or National Center for Construction Education and Research (NCCER). Applicants are invited to submit alternate curricula beyond NABTU or NCCER; however, any other curricula submitted must be nationally recognized and based on construction industry best practices. Submitted curricula must provide at least 150 hours of instruction with a strong emphasis on hands-on practice in a construction laboratory and at job sites (see Attachment III- Sample Curriculum and Proposed Curriculum). Training curricula may not exceed 300 hours without approval from the Office of Illinois Works prior to award offer. The program should lead students to obtain, at a minimum, a NABTU certificate or NCCER certification (or alternate curricula certification), plus an OSHA-10 certification and a First Aid/CPR certification. Applicants may also offer other applicable and relevant certifications for the construction industry. Applicants must submit a proposed curriculum outline including hours, instruction modules offered, length of the training, and the logistical plan for delivery. (see Attachment III- Sample Curriculum and Proposed Curriculum).
13. **WORK-BASED LEARNING AND PRACTICUMS:** Applicants must include, as part of their program, opportunities for pre-apprentices to do construction work at job sites while taking instruction or immediately after completing instruction. Job site practicums are generally supervised by the program instructors and are coordinated with community-based organizations, contractors, or government entities that give students opportunities to put into practice what they learned in the classroom (see Attachment III- Sample Curriculum and Proposed Curriculum). Applicants should outline existing or planned partnerships for work-based learning and practicum worksites. Successful applicants will provide a minimum of 10 hours of work-based learning. If a program, for technical reasons, cannot provide hands-on learning experiences, jobsite visits and tours of DOL-registered apprenticeship programs, among others, may replace this requirement.
14. **TRANSITION SERVICES & FOLLOW UP:** Applicants must provide plans on how they will assist students in transitioning to DOL-registered apprenticeship programs including connecting them to employers and unions. They must also include plans for referring students that do not enroll into apprenticeship programs into advanced construction education and training programs, or other employment. Applicants should outline how they will follow-up with participants beyond program completion on at least a quarterly basis for a period of one (1) year.
15. **OUTCOME MEASURES:** As mentioned throughout this NOFO, the primary goal of the Illinois Works Pre- apprenticeship Program is to significantly increase apprenticeship opportunities for historically underrepresented populations. Achievement of this goal will be evaluated by DCEO and the Illinois Works Review Panel, which is responsible for reporting on the program annually to the General Assembly. To inform the Panel's report, the Illinois Works Job Program Act

requires pre-apprenticeship program grantees to report to DCEO certain information about their programs, including:

- a description of the grantee's recruitment, screening, and training efforts;
- the number of individuals who apply to, participate in, and complete the community-based organization's program, broken down by race, gender, age, and veteran status; and
- the number of the individuals referenced in Attachment II who are initially accepted and placed into apprenticeship programs in construction and the building trades. Successful applicants will demonstrate how they will build a recruitment, screening and training program that will lead to 85% of enrollees successfully completing the program and 70% transitioning to a DOL-registered apprenticeship program.

Applicants shall outline their plan to collect and track data related to outcome measures, including by completing Attachment II: Participant Demographics and Outcome Summary.

16. **DATA TRACKING:** Illinois Works Pre-apprenticeship Program grantees are required to utilize the Illinois Works Reporting System (IWRS). IWRS is used to track grantee performance and progress toward negotiated outcome measures. Data entry is expected to take place in real time with data verifications taking place at the end of each business week. All programs should plan to have a dedicated data entry coordinator responsible for data entry and integrity. IWRS is not only a reporting platform, but also a comprehensive workforce program management tool that allows funded programs to manage their program from the collection of leads (interested community members) through their program completion and transition to DOL-registered apprenticeship programs. The data collected and reported is used by DCEO to verify compliance progress and create required reports for the Illinois Works Review Panel and the Illinois Works General Assembly, but, more importantly, it allows the Office of Illinois Works to conduct longitudinal evaluations to verify and document the impact of the program on enrollees and the State of Illinois.

Note: More information related to program design elements and how they are implemented by grantees as they deliver their programs can be found in the Illinois Works Pre-apprenticeship Program 2022 Grantee Manual: <https://www.illinoisworknet.com/DownloadPrint/Illinois%20Works%20Pre-Apprenticeship%202022%20Grantee%20Manual%20FINAL.pdf>

B. Funding Information

This grant program is utilizing state funding appropriated by the Illinois General Assembly under Public Act 102-0017 <https://www.ilga.gov/legislation/publicacts/102/PDF/102-0017.pdf>. Total amount of funding expected to be award through this NOFO is up to \$8,000,000. The Department expects to make 15-20 awards though this NOFO. Awards will range from \$200,000 to \$550,000; the Department will offer an award that providers average funding of \$10,000 per participant.

Administrative Costs: It is expected that administrative costs, both direct and indirect, will represent a small portion of the program budget. Successful applicants should strive to keep administrative costs to 10 percent (10%), or less, of direct costs. Program budgets and narratives will detail how all proposed expenditures are directly necessary for program implementation and will distinguish between direct/indirect administrative and direct/indirect program costs.

Pre-award and Application Costs: Pre-award costs for services in anticipation of an award are allowable, where necessary, for the efficient and timely performance of the program, and are subject to 2 CFR 200.458. To be accepted, proof of services must meet the guidelines and requirements outlined within this NOFO. Only applicants who receive an award as a result of the NOFO and merit-based review process will be eligible for pre-award costs. Grantees are advised to contact the Department for technical assistance with questions or concerns prior to incurring costs. Costs associated with the development of a proposal are not allowed.

Budget Contingency: Applicants should include a contingency in their budgets for participation in regular meetings and networking activities. This contingency is a direct cost for the grant and not an indirect or administrative cost. It should estimate time and potential in-state travel costs.

Anticipated start date for awards is January 1, 2023. The period of performance is expected to be January 1, 2023 through December 31, 2023. However, the grant term/performance period will be determined on a project specific basis. Grants will be awarded for one year with the potential for renewal/modification for up to two additional years for successful projects that meet and exceed the required program services and outcome metrics.

Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new State awards. However, existing Illinois Works grantees can submit an application as a response to this NOFO if they propose to serve a different geographical area or Economic Development Region than the one they were originally contracted to serve.

Applicants must submit a project narrative that describes in detail how the award will be executed. The project narrative should include enough information for DCEO to understand the scope of the project, the budget, including a detailed breakdown of the costs associated with each budget line and any additional necessary detail to enable DCEO to manage the grant agreement activity against planned project performance. The Project Narrative must include evidence of capacity, quality and need as defined in Section E.1.

The release of this NOFO does not obligate the Department to make an award.

C. Eligibility Information

An entity must be registered in the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://grants.illinois.gov/portal/>, at the time of grant application. The portal will verify that the entity:

- Has a valid FEIN number (<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#:~:text=You%20can%20use%20the%20IRS%27s,for%20Individual%20Taxpayer%20Identification%20Number>);
- Has a current SAM.gov registration and valid Unique Entity Identifying (UEI) number (<https://sam.gov>);
- Is not on the Federal Excluded Parties List (verified at <https://sam.gov>);
- Is in Good Standing with the Illinois Secretary of State, as applicable (https://www.cyberdriveillinois.com/departments/business_services/corp.html);
- Is not on the Illinois Stop Payment list (verified once entity is registered in GATA Grantee Portal); and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list (<https://www.illinois.gov/hfs/oig/Pages/SanctionsList.aspx>).

Marking SAM.gov registrations as “public” will allow the GATA Grantee Portal to expedite the review of the federal information. Making the SAM.gov registration “private” will not prevent the review; however, it will slow down the review process.

Entities on the Illinois Stop Payment List and/or the Federal Excluded Parties List at time of application submission will not be considered for an award.

An automated email notification to the entity alerts them of “qualified” status or informs how to remediate a negative verification (e.g., not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.

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Pursuant to the policy of the Illinois Office of the Comptroller, to receive grant funds from the State of Illinois, a grantee must be considered a regarded entity by the IRS for federal income tax purposes. Disregarded entities will not be eligible to receive grant funds.

1. Eligible Applicants include:

Eligible applicants include non-profit community-based organizations, such as colleges, industry associations, chambers of commerce, local workforce innovation areas, community colleges, technical schools, or school districts (Important Definitions section NOFO for Illinois Works Act applicable definition).

Organizations that received an Illinois Works grant in previous years and were not offered a grant renewal due to not being in good standing with the program will not be considered for this funding opportunity.

Experienced and New Providers: This NOFO will consider organizations that have experience and a trajectory delivering construction pre-apprenticeship and other construction training programs. Applicants that have not operated a pre-apprenticeship program but have experience serving the underrepresented population(s), are encouraged to apply in partnership with other relevant organizations that have experience in effective design and delivery of the required services. More information related to partners/pass-through organizations can be found at <https://www2.illinois.gov/dceo/AboutDCEO/GrantOpportunities/GrantDocs/Requirements%20for%20Pass%20Through%20Entities.pdf>

Existing Illinois Works Grantees: Existing Illinois Works grantees can submit an application in response to this NOFO only if they propose to serve a different geographic area or Economic Development Region other than the one they were originally contracted to serve)

The Department complies with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

2. Cost Sharing or Matching.

Matching funds are not required; however, projects that include matching and/or leveraged funds from multiple funding sources will receive additional points during the merit review of the proposals. Successful applicants will be required to report the matching and/or leveraged funds from partners over the life of the project, including WIOA formula funds and other federal, state, local, and private resources. There is no minimum requirement, but applications will be reviewed in part based upon their ability to leverage additional funding sources, which should be clearly described in the budget proposal. Consideration will also be given to projects that include plans that address ongoing sustainability beyond the grant period.

3. Indirect Cost Rate.

In order to charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

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a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.

b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the State of Illinois' centralized indirect cost rate system within six to nine months after the close of the grantee's fiscal year, depending on the grantee's audit type requirements.

c) De Minimis Rate. An organization may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the De Minimis Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the De Minimis Rate.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system.

State Universities may request an indirect cost rate of 10% due to the State of Illinois' continuous funding of a portion of facility and administrative costs.

4. Other, if applicable.

Once an entity is registered the applicant must complete a programmatic and fiscal and administrative risk assessment prior to award. Applicants will complete the Internal Controls Questionnaire (ICQ) through the GATA Grantee Portal. The ICQ assesses the applicant organization's fiscal and administrative risk. Applicants must complete the ICQ annually as part of the pre-award process and program staff will then determine whether any or all risk-based conditions shall be incorporated into the Grant Agreement. Applicants who have already completed the FY23 ICQ at time of application do not need to resubmit their ICQ for this application.

Applicants will also be assessed for programmatic risk to determined grant- specific risk. This assessment will be conducted during the application process by the Illinois Department of Commerce and Economic Opportunity. Program staff will then determine whether any or all risk-based conditions shall be incorporated into the Grant Agreement.

Applicants may submit multiple applications for this opportunity.

D. Application and Submission Information

1. Address to Request Application Package.

Grant application forms are available at the web link provided in the "Grant Application Link" field of this announcement or by contacting the Program Manager:

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Dr. Norman Ruano, Deputy Director of Illinois Works
Illinois Department of Commerce & Economic Opportunity
555 W. Monroe, 12th Floor
Chicago, IL 60661
Tele: 312-497-1008
Email: Norman.Ruano@illinois.gov

2. Content and Form of Application Submission.

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

This Notice of Funding Opportunity also requires the submission of the following other programmatic specific items:

- Executive Summary (one page): Provide a one-page summary that identifies/describes the:
 - Applicant;
 - Geographic area and Economic Development Region and community(ies) to be served;
 - If partnerships exist, identify members including but not limited to: education and training agencies, regional employers, business and industry associations, economic development organizations, one-stop partners, organized labor, and others determined appropriate;
 - Brief description of services to be provided, and the underserve population(s) to be served;
 - Anticipated goals and outcomes of this project based on Attachment II: Participant Demographics and Outcomes Summary
 - Grant amount requested.
- Technical Proposal (not to exceed 20 pages): Provide a narrative proposal to describe the program activities and outcomes that will be supported by this grant. Note that each section of the technical proposal corresponds with the application review criteria in Part E of this NOFO.

Applicant Organization Capacity (approx. 2 pages)

- Provide information about the applicant's size, structure, and length of time in business. Specify whether the program is a start-up or an established program.
- Include a list of the applicant organization's staff and instructors, including sub-contractor personnel, to be assigned to the project.
 - Describe the role each staff person or instructor will fulfill. Outline which staff role will be responsible for outreach and recruitment, application and intake, wrap-around services, student support services, training and education, transition services and follow up, and data entry. Indicate the

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- number of hours each staff and instructor(s) will be assigned to the project.
- Provide resumes for project staff and instructors. Provide a short narrative that indicates, at a minimum, their positions and total years in the organization, education, and relevant work experience. This needs to align with Attachment IV: Staffing Plan.
 - Provide North America's Building Trades Unions (NABTU), or National Center for Construction Education and Research (NCCER) Instructor Certifications, of staff who have been certified. If certification is planned after application period, identify staff with experience offering structured training curricula, and certification intention in the Staffing Plan.
 - Describe the pre-apprenticeship-related experience of the applicant organization and partners. If any of the work is to be sub-contracted, provide the name(s) of and describe the relevant experience of the sub-contractor(s)/partners.
 - Describe the applicant's capacity and experience working with construction and building trades United States DOL-RAPs and employers.
 - Describe the applicant's capacity and experience working with other key stakeholders in the region, including existing apprenticeship navigators or intermediaries. Also describe the applicant's experience transitioning clients to United States DOL-RAPs and construction employment.

Documentation of Need (approx. 2 pages)

- Identify the economic development region (1 through 10) where this project will operate (see map <https://www2.illinois.gov/dceo/SmallBizAssistance/RegionSpecificAssistance/Pages/default.aspx>). Applicants can apply to serve any of the 10 Economic Development Regions, but this NOFO gives priority to Central (Region 1), East Central (Region 2), North Central (Region 3), Northwest (Region 6), Southeast (Region 7), and Southwest (Region 9).
- Describe the program's identified underrepresented population(s), and how the social and economic conditions of the region affect their access to apprenticeship programs and well-paying jobs in the construction industry.
- Include a brief analysis of how this project will be informed by labor market information and current local and regional workforce data that identifies the employment trends for construction and the building trades.
- Describe what existing construction and building trades apprenticeships in the region these pre-apprentices would graduate into.
- If applicable, describe how the work of this project will result in creating apprenticeships in areas where apprenticeships are not robust or do not exist.
- Provide any additional contextual details that will strengthen the reviewers' understanding of the identified issues/problems, needs and expansion opportunities.
- The Office of Illinois Works encourages applicants to look at the Illinois Works Heat Map to help identify current regional needs and the United States DOL-RAPs operating in their target economic development regions: <https://www2.illinois.gov/dceo/IllinoisWorks/Pages/PreApprenticeship.aspx>

Pre-apprenticeship Project Plan (approx. 6-10 pages)

- Describe the pre-apprenticeship program design and implementation (include as many best practice program design elements as possible). Include program duration, hours per week, and stipend amount. Program design and implementation should include, but is not limited to:
 - Outreach and recruitment

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- Partnerships, especially with employers, unions and their apprenticeship programs, employers, local workforce innovation areas and other stakeholders
- Performance-based Stipends (describe performance-based stipends based on attendance and academic performance. Stipends must not exceed \$13 per instructional hour)
- Wrap-around support services focused on non-academic needs. Applicant must document how the services are provided to the program participant (including but not limited to childcare, apprenticeship application fees, transportation, benefit eligibility among others. Additional wrap-around service examples are listed in the National Best Practices section of this NOFO)
- Student support services focused on academic success and obtaining certifications and credentials (this includes tutoring, retesting, and makeup sessions, among others)
- Training and curricula (including plans for online synchronous instruction, if necessary given COVID conditions). See Attachment III: Sample Curriculum and Proposed Curriculum for a sample curriculum and template.
- Logistics planning- including attendance per week and the total number of weeks, and how the proposed number of cohorts of up to 25 students will be delivered in one year-See Attachment I: Proposed Work Plan.
- Work-based learning and hands-on activities (at minimum 10 hours for work-based learning at a worksite) or alternative plan (if the minimum required 10-hours of hands-on activities are not technically possible)
- Career pathway and alignment with employer needs and connection to United States DOL-RAPs.
- Offering academic and career exploration
- Culmination of OSHA-10, First Aid/CPR, and construction nationally recognized credentials (NCCER/NABTU, or other Illinois Works approved curricula)
- Transition into a United States DOL-RAP
- Transition into other construction employment or higher-level construction training programs for those that do not enroll in a United States DOL-RAP
- Offer transition services including job search skills, resume development and interview practice
- Enhanced exposure to and the ability to interact with construction and building trades workers, particularly building trades workers of the same race, ethnicity, or gender as participants, if possible.
- Describe specific equity-focused strategies already in place or that will be developed that will advance practices, program approaches/models including recruitment, partnerships, pre- apprenticeship models, and training models to ensure more opportunities in apprenticeships for underserved populations.
- Describe how the pre-apprenticeship program will reach diverse, underrepresented populations and the strategies for recruitment and inclusion of those populations.
 - Describe organization's connection and experience serving the identified underrepresented population(s) (program participants) targeted in this proposal.
 - What are the marketing and recruitment plans for potential pre-apprentices?
 - What partner organizations does the organization plan to work with?
 - What are the plans for support, coaching and retention services for apprentices?

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- What pre-preparation or training will be needed before enrolling pre-apprentices?
- How will this project coordinate the activities with local and regional partners?
 - Provide detail on partnerships with regional workforce, educational and economic development entities, and their roles and responsibilities.
 - Describe how the partners will organize non-traditional sectors and/or implement innovative practices.
 - How will this project partner with existing United States DOL-registered apprenticeship programs?

Budget Narrative/Cost Effectiveness/Return on Investment/Sustainability (approx. 2 pages):

- Provide a high-level budget narrative, including an analysis of the cost efficiency in relationship to planned outcomes;
 - Describe any leveraged/matching funds from workforce partners, participating businesses, and others;
 - Describe how will this project be sustained beyond the grant funding period; and
 - Describe how this project could be scaled regionally, and what benefits will be derived across the region.
- Attachments:
 - Attachment I: Proposed Work Plan: Grant applications must include a work plan which will outline the total proposed number of individuals recruited, enrolled, completed, and transitioned from the applicant's program as well as these metrics per cohort. Applicants will also outline the timeline for recruitment, enrollment, instruction, and transition.
 - Attachment II: Participant Demographics & Outcomes Summary: Grant application must include projected outcomes provided in Attachment II. Competitive proposals will clearly articulate how the activities funded under this NOFO will significantly increase participation of underserved populations in US DOL-registered construction apprenticeship programs in Illinois.
 - Attachment III: Sample Curriculum and Proposed Curriculum: Applicants must provide an outline of their chosen curricula. The curriculum should include an outline of NCCER, NABTU or other chosen curricula, OSHA-10, First Aid/CPR, employability skills, test taking, and any additional training considerations or credentials applicants plan to offer.
 - Attachment IV: Staffing Plan: Applicants will utilize this attachment to outline how program services and instruction will be delivered, who will deliver services and instruction, and organizational capacity. Resumes, credentials, partnership agreements or MOUs should be attached to this attachment.
 - Resumes and Credentials of Program Staff: Grant applications must include the resumes of key program staff and instructors that demonstrate capacity to complete the work outlined in the application. Credentials are required for instructors to verify their ability to deliver OSHA-10, First Aid/CPR, and/or NCCER or NABTU or other nationally recognized curricula chosen.
 - Memorandum of Understanding (MOU): Grant applications should include MOUs and Partnership Agreements (as opposed to Letters of Support) with

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all key partners detailing the entity's information, key staff information, roles and responsibilities associated with this project, and dollar amounts for specific services to be rendered.

3. Unique Entity Identifier (UEI) and System for Award Management (SAM).

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR 25.110(d)) is required to:

- (i) Be registered in SAM before submitting its application. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: [How to Register in SAM from the www.grants.illinois.gov Resource Links tab](#). Please note, making SAM.gov registrations "public" will expedite the GATA Grantee Portal pre-qualification process.
- (ii) Provide a valid UEI number in its application, which matches the UEI number used in both the applicant entity's SAM registration and GATA Grantee Portal registration.
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. The Department will not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make a Federal pass-through or State award, the Department may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

4. Submission Dates and Times.

Applications for this opportunity must be submitted by September 27th, 2022, at 5pm.

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/5955590b555746eca09cfaf3bd7b820f>.

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.

5. Intergovernmental Review, if applicable.

N/A

6. Funding Restrictions.

This opportunity does allow reimbursement of pre-award costs. Other restrictions can be found in Sections B. and C.3.

7. Other Submission Requirements.

Documents stored in Google Docs or other cloud-based servers are not allowed.

Applicants may confirm receipt of the application and documents by contacting the program contact listed in this NOFO.

E. Application Review Information

1. Criteria.

Applicants must demonstrate that they meet the requirements under this NOFO as described throughout. The following criteria will be used as part of the merit review of applications:

Applicant Capacity (25%)

- The applicant's capacity to successfully complete the project tasks within the grant period;
- The related experience of the applicant, contracts and/or partners on similar projects;
- The applicant's experience in working with, and ability to recruit from the identified underrepresented populations;
- The applicant's previous performance in administering similar grants and projects;
- The qualifications of the applicant's staff and instructors to be assigned to the project.
- The applicant's ability to train at least one cohort. Cohorts exclusively filled by Illinois Works participants are preferred, but not required. Cohorts must feature at least 5 participants and not exceed 25 participants. Experienced programs or programs that have the capacity to deliver more than one cohort are welcome to propose a larger number of cohorts for the year not to exceed three (3) cohorts.

Documentation of Need (25%)

- The project's identified underrepresented population(s), targeted community and regional focus;
- The project's target trades and occupation(s); and
- The expected impact on the identified population and community.
- The project's ability to expand apprenticeship enrollment in un- and under-developed areas of the state.

Project Quality and Integration (30%)

- The types of training and the method of delivery that will be implemented;
- The number of participants, employers partnered with, DOL-registered apprenticeship programs partnered with, the participant recruitment plan, and the services provided to underrepresented populations;
- The quality of the training providers, partners, and training outcomes (industry recognized skills, certifications);
- Coordination with key partners and strength of the partnership agreements / MOUs;
- How the project will result or aid in the permanent employment of participants;
- The overall feasibility and quality of the work plan; The quality of the project outcomes evaluation plan;
- The quality of plans to address equity in program design, recruitment, supports and completion and how it relates to increasing the number of underserved populations enrolling in and successfully completing apprenticeships.
- The project's ability to expand apprenticeships for underrepresented populations including the quality of the participant recruitment activities

Cost Effectiveness/Return on Investments (20%)

- The proposed project costs in relationship to planned outcomes including cost per participant;
- The reasonableness of the costs in relation to the proposed activities;

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- The proposed costs of training and development activities to ensure quality service and instruction;
- The applicant's commitment to secure leveraged/matching funds.

2. Review and Selection Process.

Applications will be graded using the Merit Review Process and scored on the criteria specified in Section E.1. "All applications will be sorted by unserved or underserved region and/or demographic group. Highest scoring applications per region and/or demographic group identified as un- or under-served will be prioritized. If there are remaining grant funds available, all applications (other than those already identified as the highest scoring in un- and under-served areas and demographic groups) will be scored from highest to lowest scores and applications with highest scores will be offered awards until fundings runs out. The Department will designate an Evaluation Committee to grade each application received for this funding opportunity. The final score of each Committee member will be calculated and an average of all scores will be the final applicant score. Grants will be awarded, and funding levels will be determined per application based on its alignment with the requirements of this NOFO and as explained above. 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.

This NOFO is focused on awarding grants in geographic areas and Economic Development Regions where the Office of Illinois Works does not presently have pre-apprenticeship programs and to increase the representation of underrepresented groups that presently are not served or are underserved by existing Illinois Works programs. Those economic regions include Central (Region 1), East Central (Region 2), North Central (Region 3), Northwest (Region 6), Southeast (Region 7), Southwest (Region 9). The Department's Illinois Works Office, at its sole discretion, reserves the right to award based on geographic necessity based on where State funded capital projects are projected to take place, where Illinois Works presently does not have pre-apprenticeship programs, and based on ensuring that underserved populations including Asians, and Veterans, among others, significantly increase their representation in the ranks of construction trades apprentices.

The Merit Based Review process is subject to appeal. However, competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal. The appeal must be submitted in writing to the Department within 14 calendar days after the date that the grant award notice has been published. The written appeal shall include the name and address of the appealing party, the identification of the grant and a statement of reasons for the appeal. To file an appeal, applicants must submit the appeal in writing and in accordance with the Merit-Based Application Review Appeals Process listed on the Grant Opportunities page of the DCEO website:

<https://www2.illinois.gov/dceo/AboutDCEO/GrantOpportunities/Pages/MeritAppReview.aspx>.

3. Anticipated Announcement and State Award Dates, if applicable.

The Department anticipates sending Notices of State Award (NOSA) 11 to 15 weeks after the application period is closed. If this anticipated timeline changes DCEO will notify all applicants of the new timeline.

The Department reserves the right to issue a reduced award, or not to issue any award.

F. Award Administration Information

1. State Award Notices.

The Notice of State Award (NOSA) will specify the funding terms and specific conditions resulting from the pre-award risk assessments and the merit-based review process. The NOSA must be accepted in the GATA Portal by an authorized representative of the grantee organization. The NOSA is not an authorization to begin performance or incur costs.

2. Administrative and National Policy Requirements.

COVID-19 Requirements: Due to the COVID-19 public health emergency, to be eligible to receive an award, grant applicants are required to adhere to all applicable executive orders issued by the Governor of Illinois, rules issued by an Illinois state agency, or other directives and/or guidance issued by Illinois state agencies related to the prevention of the spread of COVID-19. These same requirements will apply to grantees in carrying out the activities in the award throughout the award term.

Subrecipients and Subcontractors: Agreement(s) and budget(s) with subrecipients and subcontractors must be pre-approved by and on file with DCEO. Agreements can be submitted to DCEO when available. Subcontractors and subrecipients are subject to all applicable provisions of the Agreement(s) executed between DCEO and the grantee. The successful applicant shall retain sole responsibility for the performance of its subrecipient(s) and/or subcontractor(s).

Grant Uniform Requirements: The Grant Accountability and Transparency Act (30 ILCS 708/1 *et seq.*) (and its related administrative rules, 44 Ill. Admin. Code Part 7000), was enacted to increase the accountability and transparency in the use of grant funds from whatever source and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to those grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Procurement: Grantees will be required to adhere to methods of procurement per the Procurement Standards (2 CFR 200.317 – 2 CFR 200.327).

3. Reporting.

Periodic Performance Report (PPR) and Periodic Financial Report (PFR)

Grantees funded through this NOFO are required to submit in the format required by the Grantor, at least on a quarterly basis, the PPR and PFR electronically to their assigned grant manager. The first of such reports shall cover the first three months after the award begins. Pursuant to 2 CFR 200.328, Periodic Financial Reports shall be submitted no later than 30 calendar days following the period covered by the report. Pursuant to 2 CFR 200.329, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements will be disclosed in the NOSA. Grantees are required within 45 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor (See 2 CFR 200.344).

Monitoring

Grantees funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department in accordance with 2 CFR 200.337. They must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Program staff will also maintain contact with participants and monitor progress and performance of the contracts. The Department may modify grants based on performance.

Audit

Grantees shall be subject to Illinois' statewide Audit Report Review requirements. Terms of the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules set forth under the Grant Accountability and Transparency Act shall apply (See 30 ILCS 708/65(c)).

Illinois Works Specific Reporting

Grantees will be required to submit regular reports to document the progress of the project as part of the grant requirements. In addition to the PPR and PFR outlined above, grantees will be required to report real-time program activities and outcomes using the Illinois Works Reporting System (IWRS). Programs will enter data into IWRS daily with data verification taking place each week. Data will be reviewed on a monthly basis by the Office of Illinois Works who will issue a Monthly Compliance Report with a monthly rating which will assess the grantee's progress toward meeting their program's goals. Metrics that are reported in IWRS are the basis for the performance payment model and reimbursement used by the Office of Illinois Works and outlined under the Payment Schedule portion of this NOFO.

The Office of Illinois Works requires the Periodic Financial Report (PFR), outline above, to be submitted with expenses on a monthly basis.

G. State Awarding Agency Contact(s)

Dr. Norman Ruano, Deputy Director of Illinois Works
Illinois Department of Commerce & Economic Opportunity
555 W. Monroe, 12th Floor
Chicago, IL 60661
Tele: 312-497-1008
Email: Norman.Ruano@illinois.gov

H. Other Information, if applicable

The Illinois Department of Commerce & Economic Opportunity Illinois Works Office reserves the right to request additional information from applicants to evaluate applications. The Department's Illinois Works Office, at its sole discretion, reserves the right to reject all applications; to reject individual applications for failure to meet any requirement; to award in part or total; and to waive minor defects and non-compliance. The DCEO Grant Managers may contact the applicants to request information on a quick turnaround (generally 48 hours) to resolve technical questions including: technical or administrative clarifications; missing or incomplete components; and technical transmission errors.

Submission of an application confers no right to an award or to a subsequent grant agreement. The Illinois Department of Commerce and Economic Opportunity is not obligated to award any grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application or pay any grant-related costs incurred prior to the grant's beginning date.

Freedom of Information Act/Confidential Information: Applications are subject to disclosure in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 et seq.). Information that could reasonably be considered to be proprietary, privileged, or confidential commercial or financial information should be identified as such in the application. The Department of Commerce will maintain the confidentiality of that information only to the extent permitted by law.

NOFO Technical Assistance: DCEO will provide Technical Assistance (TA) throughout the application process, in the form of webinars, regional meetings, and FAQ. More information will be posted at:

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<https://www.illinoisworknet.com/ilworkspreapprenticeshipnofo2022>. The first TA session will be August 23rd, 2022 from 10am-1pm. Please register at the link above.

Performance-Based Payment Model: The performance-based payment model utilized by Illinois Works is rooted in the belief that grant funding should be based on a grantee's tangible impact in the community. The Office of Illinois Works and DCEO are driven to produce real change in Illinois which has led the department, along with many other state agencies, to institute a performance-based payment model in addition to their existing reimbursement model. The combination of performance-based and reimbursement models means that metrics dictate the funds available for reimbursement, but grantees must still submit allowable expenses to access that funding. More information related to the Illinois Works performance-based model can be found in the Illinois Works Pre-apprenticeship Program 2022 Grantee Manual, Section 11. <https://www.illinoisworknet.com/DownloadPrint/Illinois%20Works%20Pre-apprenticeship%202022%20Grantee%20Manual%20FINAL.pdf>.

Though programs at DCEO and other state agencies are rolling out performance-based models in the near future, the model utilized by Illinois Works features three key differences from similar models:

- If grantees exceed their metrics, they can earn funding beyond their initial grant award.
- Due to live, real-time, reporting through the Illinois Works Reporting System (IWRS), DCEO will make disbursements monthly.
- Grantees have the right to appeal to the Office of Illinois Works if a grantee believes that they missed their outcome metrics and program goals due to variables outside of their control.

Renewals and Grant Modifications: The Department may authorize the renewal, for up to two additional years, of projects awarded under this NOFO and additional funding based on the activities, outcomes and performance of the grantee as well as the availability of funds under the Illinois Works Jobs Program Act. The renewal, if granted, would occur after one year of programmatic performance and an evaluation of services and outcomes by the Office of Illinois Works.

Technical Assistance and Professional Development: Grantees must plan on attending group or individual technical assistance and/or training sessions throughout the year with Illinois Works staff. The Illinois Works Pre-apprenticeship Program offers a robust virtual onboarding professional development series at the beginning of the grant period that program administrators and select staff are required to attend. Applicants must also budget for instructors' attendance to training and certification classes. In addition to ongoing technical assistance and professional development trainings, grantees will have the opportunity to garner additional support from a program coach contracted by the Office of Illinois Works. Depending on grantee needs and capacity, the Office of Illinois Works may require grantees to meet with the program coach on a monthly basis.

ATTACHMENT I: PROPOSED WORK PLAN

Table A: Total Outcome Metrics

Total Number of Cohorts		Total Number of Individuals Recruited (all cohorts)		Total Individuals Enrolled (all cohorts)	
Total Individuals Completed (all cohorts)		Total Individuals Transitioned – Primary Outcome (all cohorts)		Total Individuals Transitioned – Secondary Outcome (all cohorts)	

**Participant numbers in Table A should align with those in Attachment II: Participant Demographic & Outcomes Summary*

- **Recruited:** 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 Works Pre-apprenticeship training program who has applied and has been accepted to a DOL registered apprenticeship program OR who has applied and has been placed on a waiting list for a DOL registered apprenticeship program.
- **Secondary Outcome Transitioned Participant:** A graduate of an Illinois Works Pre-apprenticeship training program who chooses not to apply for a 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: Instruction Information

Total Curricula Hours		Length of Training Program (weeks)	
Curriculum Offered (NABTU, NCCER, Other nationally recognized curricula)		Certifications offered (minimum of NABTU/ NCCER/Other, OSHA-10, First Aid/CPR)	

**Total curricula hours and information should align with information provided on Attachment III: Sample Curriculum and Proposed Curriculum*

Per Cohort Instructions

Complete the following tables based on information per cohort. *Per cohort outcome numbers should sum to the numbers in Table A.*

- **Recruitment** begins with the first planned outreach activity for each cohort and ends the day before the first day of instruction.
- **Enrollment** begins no later than four weeks before program instruction begins. Enrollment of participants should take place before instruction begins.
- **Program Dates** are the first and last day of instruction. This should match the number of programs weeks listed in Table B.
- **Participant Transition** begins immediately after the end date of the program and generally lasts for 2-3 months after the program. All transition dates must be within the grant year (1/1/2023 - 12/31/2023)

Cohort 1			
Individuals Recruited:			
Individuals Enrolled		Individuals Completed	
Individuals Transitioned – Primary Outcome		Individuals Transitioned – Secondary Outcome	
Outcome Metric	Start Date	End Date	
Recruitment			
Enrollment			
Program Dates			
Participant Transition			
Cohort 2			
Individuals Recruited:			
Individuals Enrolled		Individuals Completed	
Individuals Transitioned – Primary Outcome		Individuals Transitioned – Secondary Outcome	
Outcome Metric	Start Date	End Date	
Recruitment			
Enrollment			
Program Dates			
Participant Transition			
Cohort 3			
Individuals Recruited:			
Individuals Enrolled		Individuals Completed	
Individuals Transitioned – Primary Outcome		Individuals Transitioned - Secondary Outcome	
Outcome Metric	Start Date	End Date	
Recruitment			
Enrollment			
Program Dates			
Participant Transition			

ATTACHMENT II – PARTICIPANT DEMOGRAPHICS & OUTCOME SUMMARY

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

		Total Program Goal	Goal Per Cohort
Participant Recruitment & Enrollment	Total Individuals Recruited		
	Total Individuals Enrolled in the Program		
Demographics of Enrolled Participants <i>Each category (gender, race/ethnicity, age, veteran status) should sum to the total number of individuals enrolled in the program</i>	Gender	Total Program Goal	Goal Per Cohort
	Female		
	Male		
	Gender Non-conforming or Genderqueer/Non-Binary		
	Race/Ethnicity	Total Program Goal	Goal Per Cohort
	White, non-Hispanic		
	Black, non-Hispanic		
	Hispanic/Latino		
	Asian		
	American Indian/Alaskan Native		
	Native Hawaiian/Pacific Islander		
	Two or More Races		
	Age	Total Program Goal	Goal Per Cohort
	16-17		
	18-24		
	25-54		
55+			
Veteran Status	Total Program Goal	Goal Per Cohort	
Yes			
No			
Service Delivery for Enrolled Participants	Support Service	Total Program Goal	Goal Per Cohort
	Wrap-around Services (non-academic support)		
	Student Support Services (academic support)		
	Transition Services		
	Training Service/Instruction	Total Program Goal	Goal Per Cohort
	Employability Skills		
	Classroom training		
	Work-based learning (worksite)		
Other (Describe)			

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<p>Program Completion</p> <p><i>At least 85% of total individuals who enroll are expected to complete the program and receive required credentials</i></p>	<p>Participant Completion/Credentials</p> <p>Participants who complete the pre-apprenticeship program</p> <p>Participants who complete the program and receive required credentials (OSHA-10, First Aid/CPR, NCCER, or NABTU) (85% of total individuals enrolled)</p>	<p>Total Program Goal</p>	<p>Goal Per Cohort</p>
<p>Primary Transition Goal/Outcome</p> <p><i>At least 70% of total individuals enrolled are expected to enroll in a RAP</i></p>	<p>Participants who enroll in a Registered Apprenticeship Program (RAP)</p> <p>Participants who enroll in a RAP through employer sponsorship</p> <p>Participants who enroll in a RAP through open enrollment</p> <p>Participants expected to complete a RAP and graduate to journeyperson status</p>	<p>Total Program Goal</p>	<p>Goal Per Cohort</p>
<p>Secondary Transition Goal/Outcome</p> <p><i>30% or less of total individuals enrolled are expected to achieve a secondary goal/outcome</i></p>	<p>Participants who do not enroll in a Registered Apprenticeship Program (RAP)</p> <p>Participant(s) who complete the pre-apprenticeship program and open a small business</p> <p>Participant(s) who complete the pre-apprenticeship program and are hired by a construction employer</p> <p>Participant(s) who complete the pre-apprenticeship program and seek non-construction employment</p> <p>Participant(s) who complete the pre-apprenticeship program and continue onto an advanced construction training program instead of a RAP</p> <p>Participant(s) who complete the pre-apprenticeship program and continue onto a non-construction training program or education</p>	<p>Total Program Goal</p>	<p>Goal Per Cohort</p>

ATTACHMENT III – SAMPLE CURRICULUM AND PROPOSED CURRICULUM

Sample Curriculum:

The sample curriculum is intended to provide an example of how this template should be utilized.

Objectives			
1. Prepare students to successfully enter a DOL-registered apprenticeship program of their choice 2. Provide students with industry-recognized credentials			
Instructional Hours	169	Delivery Format	Face-to-face, online (synchronous), hands-on laboratory, work-based learning/worksite
Logistics			
Option 1: attend three days a week, 4 hours per day, 12 hours per week for 14 weeks Option 2: attend four days a week, 4 hours per day, 16 hours a week for 10.5 weeks			
Pre-requisites			
HS/GED, interest in construction trades up to becoming a journeyman, pass a drug test, plus registered apprenticeship program entrance requirements.			
Industry Recognized Certifications/Credentials			
NCCER Core Curriculum Certification OSHA 10-Hour Construction Certification First Aid/CPR Certification			
Program Modules			
Module Name	Number of Hours		
Introduction to Construction and Its Trades	4		
Basic Safety/OSHA-10 Hour Certification	13		
Introduction to Construction Math	32		
First Aid/CPR	6		
Introduction to Hand Tools and Demo/Practicum	12		
Introduction to Power Tools and Demo/Practicum	12		
Introduction to Construction Drawings	12		
Introduction to Basic Rigging	10		
Basic Communication Skills	8		
Basis Employability Skills-Part 1	8		
Introduction to Materials Handling	8		
Basic Employability Skills-Part 2 (Problem-solving, decision making, customer service, working in teams, relating to supervisor, professionalism, personal finances)	24		
Test Taking Skills	4		
Work-based Learning/Worksite	16		
	Total Hours	169	

Curriculum Template:

Please complete the curriculum template following the instructions below. A curriculum contains the overall content relevant to a training program. Delivery of an Illinois Works approved curricula provides between 150 – 300 hours (special permission is required to exceed 300 hours) of instruction, with a strong emphasis on hands-on practice in a construction laboratory and at job sites, that leads to obtaining relevant certifications for the construction industry.

Instructional hours may include:

- Illinois Works program orientation (required)
- Introduction to construction and the trades (required)
- Supplemental shop math instruction (not required, but highly recommended)
- Construction certifications (required)
 - NABTU, NCCER or other Illinois Works approved curricula
 - OSHA 10-hour
 - First Aid/CPR
- Other nationally recognized certifications, if needed
- Soft skills based on Illinois Essential Employability Skills Framework (required)
 - 32 hours recommended with a maximum of 40 instructional hours without approval from the Office of Illinois Works prior to award offer.
- Test taking skills (required)
- Work-based/job site learning (10 hours required)

Objectives	
Instructional Hours	Delivery Format
Logistics	
Pre-requisites	
Industry Recognized Certifications/Credentials	
Program Modules	
Module Name	Number of Hours

ATTACHMENT IV: STAFFING PLAN

As part of the Illinois Works Pre-apprenticeship Program, the Office of Illinois Works requires that successful applicants will provide staff in eight key areas including program administration, outreach and recruitment, intake, wrap-around services (non-academic needs), student support services (academic needs), instruction, transition, and data entry. These areas can be staffed by full-time or part-time employees of the organization, contractors, sub-contractors, or partner organizations. Below are the definitions of the responsibilities categorized into specific roles.

Resumes, partnership agreements, or MOUs should be attached to this plan for all staff members, partners contractors, and sub-contractors listed in Table A below.

Role definitions:

Please note successful applicants are not required to have these specific role titles; however, all responsibilities within each role must be assigned.

Program Administrator - Responsible for program compliance and ensuring that performance metrics are met and required reporting is done, oversees program operations, onboards staff, and monitors performance of other program roles.

Outreach and Recruitment Coordinator (ORC) - Secures a constant flow of leads for the program, conducts pre-screen assessments, ensures program applications are completed, and conducts, along with other team members, standardized interviews.

Wrap-around Service Coordinator (WSC) - Responsible for non-academic supports beginning with the Wrap-Around Service Assessment during Intake. This role will complete the assessment, set up necessary services, and work with the Academic Support Specialist to offer additional supports if participants begin to struggle academically, if needed. The WSC will also source from outside providers and partners other needed support services and refer participants to those services, if needed.

Instructor - Each organization is required to have qualified and dedicated instructors for their program. This does not mean the instructors have to be employees, only that programs have a contract with an individual or partner organization that will be carrying out the training portion of their pre-apprenticeship program. Instructors should provide classroom, hands-on, and worksite training, and tutoring.

Student Support Services Coordinator (SSSC) - Responsible for the academic needs of students, specifically the implementation of Student Support Services, participant progress reports, action plans, monitoring attendance and academic performance, hosting make-up sessions or post-assessment retakes, and coordinating tutoring services for participants.

Transition Services Coordinator (TSC) - Responsible for ensuring the Career Assessments are completed and individualized career plans are created in coordination with other program staff including the creation of resumes, and the delivery of career services such as mock interviews, and assistance with completing apprenticeship applications, among others. The TSC also works with employers, DOL-registered apprenticeship programs, and other partners to ensure the timely and successful transition of program graduates. The TSC also conducts the required post-program proactive follow-up of graduates.

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Data Entry Coordinator (DEC) - Programs can determine how their program data is entered and reported in the Illinois Works Reporting System (IWRS). This may be completed by a DEC or it may be part of the other roles in the program. The DEC is responsible for ensuring timely reporting of program data in IWRS including entering participant information, programmatic and service data, outcome metrics, and verifying data accuracy, among others.

Table A: Staff Capacity

Staff Role	Name of staff member(s), partner(s), contractor(s), sub-contractor(s)	Is this role filled by an existing staff member/partnership?
Program Administrator		
Outreach and Recruitment Coordinator (ORC)		
Wrap-around Service Coordinator (WSC)		
Student Support Service Coordinator (SSSC)		
Instructor		
Student Support Services Coordinator (SSSC)		
Transition Services Coordinator (TSC)		
Data Entry Coordinator (DEC)		

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

APPENDIX – REFERENCES & RESOURCES

Acronyms used in this NOFO

- AR: Alternative Reality
- CBO: Community-based organization
- DCEO: Department of Commerce and Economic Opportunity
- DOL: Department of Labor
- DUNS: Data Universal Number System
- FEIN: Federal Employer Identical Number
- GATA: Grant Accountability and Transparency Act
- ICQ: Internal Controls Questionnaire
- IWIB: Illinois Workforce Innovation Board
- IWRS: Illinois Works Reporting System
- JFF: Jobs for the Future
- MOU: Memorandum of Understanding
- MTDC: Modified Total Direct Costs
- NABTU: North America’s Building Trades Union
- NCCER: National Center for Construction Education and Research
- NICRA: Negotiated Indirect Cost Rate Agreement
- NOFO: Notice of Funding Opportunity
- NOSA: Notice of State Award
- OSHA: Occupational Safety & Health Administration
- PFR: Periodic Financial Report
- PPR: Periodic Programmatic Report
- RAP: Registered Apprenticeship Program
- SAM: System for Award Management
- UEI: Unique Entity Identifier
- VR: Virtual Reality
- WIOA: Workforce Innovation and Opportunity Act

Definitions from Illinois Works Program Act

"Apprentice" means a participant in an apprenticeship program approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training.

"Apprenticeship program" means an apprenticeship and training program approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training.

"Bid credit" means a virtual dollar for a contractor or subcontractor to use toward future bids for public works contracts.

"Contractor" means a person, corporation, partnership, limited liability company, or joint venture entering into a contract with the State or any State agency to construct a public work.

"Department" means the Illinois Department of Commerce and Economic Opportunity.

"Labor hours" means the total hours for workers who are receiving an hourly wage and who are directly employed for the public works project. "Labor hours" includes hours performed by workers employed by the contractor and subcontractors on the public works project. "Labor hours" does not include hours worked by the forepersons, superintendents, owners, and workers who are not subject to prevailing wage requirements.

"Minorities" means minority persons as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act.

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"Public works" means all projects that constitute public works under the Prevailing Wage Act.

"Subcontractor" means a person, corporation, partnership, limited liability company, or joint venture that has contracted with the contractor to perform all or part of the work to construct a public work by a contractor.

"Registered Apprenticeship" As defined by the Office of Apprenticeship of the U.S. Department of Labor, "Registered Apprenticeship" is an effective "earn and learn" model with a long history of providing career ladders and pathways to the middle class, particularly for the building and construction industry but increasingly in other industries as well. Registered Apprenticeships must have five components: business involvement, structured on-the-job training, related classroom and workplace instruction, rewards for skills gains, and an industry-recognized credential at the successful completion of training.

NOFO References

360-Degree Focus on Equity

https://www.illinoisworknet.com/WIOA/Resources/Documents/YI_ClosingTheDivide.pdf

Executive Order #3: Action Agenda for Workforce Development and Job Creation

https://www2.illinois.gov/dceo/whyillinois/Documents/EO3_Full_Report_04.14.19.pdf

Illinois Career Pathways Dictionary

<https://www.isbe.net/Documents/IL-Career-Pathways-Dictionary.PDF>

Illinois Department of Labor, 2021 State Construction Minority and Female Building Trades Annual Report [https://www2.illinois.gov/idol/Laws-Rules/CONMED/SiteAssets/Pages/State-Construction-Minority-and-Female-Building-Trades-](https://www2.illinois.gov/idol/Laws-Rules/CONMED/SiteAssets/Pages/State-Construction-Minority-and-Female-Building-Trades-Act/2021%20Minority%20and%20Female%20building%20trades%20annual%20report%20(002).pdf)

[Act/2021%20Minority%20and%20Female%20building%20trades%20annual%20report%20\(002\).pdf](https://www2.illinois.gov/idol/Laws-Rules/CONMED/SiteAssets/Pages/State-Construction-Minority-and-Female-Building-Trades-Act/2021%20Minority%20and%20Female%20building%20trades%20annual%20report%20(002).pdf)

Illinois Essential Employability Skills Framework

<https://icsps.illinoisstate.edu/illinois-essential-employability-skills-framework>

Illinois Works Pre-apprenticeship Program 2022 Grantee Manual -

<https://www.illinoisworknet.com/DownloadPrint/Illinois%20Works%20Pre-apprenticeship%202022%20Grantee%20Manual%20FINAL.pdf>

Illinois Workforce Innovation Board, Apprenticeship Illinois Committee Quarterly Report June 2021

<https://apps.illinoisworknet.com/GroupCalendarManagement/Home/Preview/fa46893c-85b5-4294-b0b6-3fc1224fba24>

The Essentials of a High-Quality Pre-apprenticeship Program, Jobs for the Future, 2019

<https://www.jff.org/resources/the-essentials-of-a-high-quality-pre-apprenticeship-program/>

United States Department of Labor, Training and Employment Notice 13-12

https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEN/2012/TEN_13-12.pdf

United States Department of Labor, Discover Apprenticeship: Earn While You Earn Today

https://www.apprenticeship.gov/sites/default/files/Career_Seeker_Fact_Sheet.pdf

U.S. Dept of Labor, Registered Apprenticeship Partners Information Database System (RAPIDS), 2022

Resources for Competitive Applications

Apprenticeship Illinois – <https://www.illinoisworknet.com/ApprenticeshipIL/Pages/default.aspx>

Grant Accountability and Transparency Act - <https://www.illinois.gov/sites/gata/Pages/default.aspx>

Illinois Career Pathways Dictionary -
<https://www.isbe.net/Documents/IL-Career-Pathways-Dictionary.PDF>

Illinois Works Pre-apprenticeship Program 2022 Grantee Manual -
<https://www.illinoisworknet.com/DownloadPrint/Illinois%20Works%20Pre-apprenticeship%202022%20Grantee%20Manual%20FINAL.pdf>

Regional and Local Workforce Plans -
<https://www.illinoisworknet.com/WIOA/RegPlanning>

State of Illinois WIOA ePolicy Portal - <https://apps.il-work-net.com/WIOAPolicy/Policy/Home>

State of Illinois WIOA Unified State Plan – <https://www.illinoisworknet.com/wioastateplan>

U.S. Chamber of Commerce Foundation Talent Pipeline Management Initiative -
<https://www.uschamberfoundation.org/talent-pipeline-management>

U.S. Department of Labor, Office of Employment and Training, Office of Apprenticeship -
<https://www.dol.gov/apprenticeship/>

WIOA Regional/Local Plans by Economic Development Region -
https://www.illinoisworknet.com/WIOA/RegPlanning/Pages/Plans_MOUs_Dashbord.aspx

Workforce Innovation and Opportunity Act of 2014 – <https://www.doleta.gov/wioa/>

Resources on National Best Practices for Pre-Apprenticeship and Apprenticeship Programs

2020 Construction Apprenticeship Guidebook (Seattle) -
<https://www.illinoisworknet.com/WIOA/Resources/Documents/ApprenticeshipGuidebook.pdf>

Broadening the Apprenticeship Pipeline (National Skills Coalition) -
https://nationalskillscoalition.org/wp-content/uploads/2020/12/Broadening-the-Apprenticeship-Pipeline_web.pdf

Construction Pre-apprenticeship Programs (Aspen Institute)-
<https://assets.aspeninstitute.org/content/uploads/files/content/docs/pubs/10-014.pdf>

Construction Pre-apprenticeship Programs: Results from a National Survey (Aspen Institute)-
<https://www.aspeninstitute.org/publications/construction-pre-apprenticeship-programs-results-national-survey/>

Illinois Tollway ConstructionWorks Brochure -
https://www.illinoistollway.com/documents/20184/741091/CW+brochure_0619_FINAL.pdf/dd172caf-7a51-4b18-b4cb-5821c4249131

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Illinois Tollway ConstructionWorks Online Application Portal -
https://fs21.formsite.com/Workforce_Partnership/9ckfwghmk8/index.html

Illinois Tollway ConstructionWorks Website -
<https://www.illinoistollway.com/doing-business/diversity-development/programs/constructionworks>

Key Capacities of Construction Pre-apprenticeship Programs (Aspen Institute)-
http://www.aspenwsi.org/wordpress/wp-content/uploads/aspen_construction_WEB.pdf

Pre-apprenticeships: Building Strong Apprentices (Workforce GPS) -
<https://apprenticeshipusa.workforcegps.org/resources/2017/04/10/11/56/Pre-Apprenticeships-Building-Strong-Apprentices>

Seattle PACT Pre-apprenticeship Construction Training -
<https://woodtech.seattlecentral.edu/programs/pre-apprenticeship-construction-training>

YOUTHBUILD Construction Plus Framework - https://youthbuild.workforcegps.org/Blog/Registered-Apprenticeship/2019/03/12/12/36/Construction_Plus_Framework

Resources on National Best Practices for Equity Pre-Apprenticeship and Apprenticeship Programs

The Roadmap for Racial Equity (National Skills Coalition)-
https://nationalskillscoalition.org/wp-content/uploads/2020/12/Racial-Equity-Report_6x9_web.pdf

Racial Equity Readiness Assessment for Workforce Development (Race Forward) -
<https://www.raceforward.org/practice/tools/workforce-development-racial-equity-readiness-assessment#:~:text=Facing%20Race-,Racial%20Equity%20Readiness%20Assessment%20for%20Workforce%20Development,strength%20areas%20and%20growth%20opportunities.>

Principles for a High-Quality Pre-apprenticeship: A Model to Advance Equity (Center for Law and Social Policy CLASP) -<https://www.clasp.org/publications/report/brief/principles-high-quality-pre-apprenticeship-model-advance-equity/>

Collaborative Solutions for Increasing Diversity of Apprenticeship Participants (Workforce GPS) -
<https://www.workforcegps.org/events/2020/04/02/18/20/Collaborative-Solutions-for-Increasing-Diversity-of-Apprenticeship-Participants>

Closing the Divide: Making Illinois a Leader in Equitable Apprenticeships (Young Invincibles) -
https://www.illinoisworknet.com/WIOA/Resources/Documents/YI_ClosingTheDivide.pdf

Growing Equity and Diversity Through Apprenticeship: Business Perspectives (JFF Center for Apprenticeship and Work-based Learning) -
<https://www.jff.org/resources/growing-equity-and-diversity-through-apprenticeship-business-perspectives/>

Principles for Equity in Apprenticeship (Center on Wisconsin Strategy) -
<https://equityinapprenticeship.org/case-studies/principles-for-equity-in-apprenticeship>

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Flowchart of Equitable Apprenticeship Models (Young Invincibles and Chicago Jobs Council) - <https://www.illinoisworknet.com/DownloadPrint/Flowchart%20of%20Equitable%20Apprenticeship%20Models.pdf>