**WIOA Youth Career Pathways**

Executive Summary Packet

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**Section 2: Executive Summary**

The executive summary captures the high-level information of the proposal. The executive summary must not exceed two pages and have the following components:

* Outline the proposed program design
* Explain how it is innovative or in what way is it unique
* List the services that will be provided
* List the partners that will support the project such as members of the regional partnership including education and training agencies, local employers, business and industry associations, economic development organizations, one-stop partners, organized labor, and others as determined appropriate
* List anticipated goals and outcomes of this project

Applicant Name:

Location:

Population Served:

Requested Funding:

Number Served:

Cost Per:

Target Industry:

Training Partners (If applicable):

Credential Earned:

Business Partners:

Youth Career Pathway Sector:

Project Summary (One Paragraph):

**Executive Summary:**

**Section 3: Program Proposal**

Applicants will provide details related to each topic listed in the YCP Program Application Submittal document. The program proposal should define the training program and its uniqueness to the community and youth. The applicant must identify why there is a need for this specific program based on local labor market information and if targeted populations will be served based on the analysis. The outline should map the program from recruitment to follow-up. The applicant must identify and specify the relationships with employers, training providers, community organizations, and the local LWIA. The application must explain expected outcomes based on the program activities. The applicant will provide information on their capacity to administer the program. Lastly, the application should address all the below components of the application:

1. **Analysis of Need**
   * 1. *How does the proposed program align with the State vision and principles outlined in this NOFO?*

* + 1. *What was the form and conversation results with the LWIA to align the program with the regional and local workforce plan?*

* + 1. *Describe the LMI analysis that was undertaken and how this analysis formed the proposed program design?*

* + 1. *Demonstrate based on LMI research why the career pathway and occupation(s) were selected, how it was determined to be in demand, and if the occupation is identified as in demand in the regional plan?*

* + 1. *Has the LWIA expressed consideration for a long-term relationship related to the program sustainability? If so, please provide a letter of commitment.*

* + 1. Describe the target population that will be served by this grant.

* + 1. Describe the applicant’s connection to the population targeted in this proposal. How many program participants will be served, and how will they be identified/recruited?

* + 1. Does the program support the “Full Inclusion Models,” and if so, how? (Full Inclusion Models: Supporting Illinois’ commitment to Employment First principles through the development of career pathway programs that fully integrate youth with disabilities into general training classrooms/program models and feature full integration in the general working population for work-based learning and employment opportunities.)
    2. Has your organization created a COVID-19 Alternative Plan?

1. **Work Plan**
   1. Does this project incorporate an ICCB recognized Bridge Program, if so, what is the Bridge Program and who is the training provider?
   2. Does this project incorporate and ICCB approved ICAPS/IET Program, if so, what is the ICAPS/IET Program and who is the training provider?
   3. Will you be working with Adult Basic Education (ABE) providers for coordinated assessments, basic education/ESL and career and technical training, if so, what is the ABE program and who is the training provider?
   4. Provide detailed information about the training providers(s) selected and services offered for this project including but not limited to:
      1. Who will provide the service or training?
      2. Where will the service or training take place?
      3. What is the duration of service or training?
      4. What is the cost of the training providers?
      5. What course credit(s) and/or credential(s) will be received at completion of training? Who is the authorizing body for the credentials? (Be sure to note any credentials that are nationally recognized and portable).
      6. If your project includes training services, explain how you will assure that the training provider is accredited and will successfully fulfill their duties.
   5. Describe how the organization will complete and comply with the program requirements.
   6. Indicate a plan for the use of a minimum of 20% of all program funds to be allocated for work-based learning efforts. This must be clearly illustrated in the application and budget. (WBL includes work-experience, internships, pre-apprenticeships, registered apprenticeships)
   7. Provide relevant information that demonstrates how your project will provide a support system that can provide wrap around services, either internally or externally, that engage and maintain participants in training and alleviate challenges to accessing and succeeding in the career pathways.
   8. Describe follow-up services performed once the participants have completed all program activities. Explain the strategy for the participants that will continue education within a career pathway.
   9. Describe any elements of the project that are considered to be innovative and the specific intended outcomes of the proposed innovation.
2. **Partner Relationships**

a) If the applicant chooses to apply as a member of a consortium, provide the agreement that explains each member role and what they bring to the program.

b) Identify the relationships that are established with employers. Provider letters of commitment that demonstrate a quality relationship to the training process, involvement as a worksite placement and/or to job placement and advancement of trained participants.

c) Identify the relationships that are established with training providers. Training providers should be on the Eligible Training Provider List (ETPL). Provider MOU/Contract that demonstrates the roles and responsibilities of the partnership related to recruitment, assessment, training, case management, support services, placement and follow-up of trained participants.

d) Identify the relationship that is established with the LWIA. Provide a letter of commitment from the LWIA that demonstrates that the project is in line with the region’s workforce plan. If applicable provide an MOU outline the LWIA role in eligibility determination.

e) Identify any relationships with other social service providers and/or industry sector representatives or other groups that will be working with you in providing holistic services to youth participants.

1. **Cost of Program**

a) Provide a narrative of the cost associated with the program, what the cost will pay for and why they are necessary.

b) Provide information on if the costs are reasonable compared to similar service in intensity and structure that could be procured in the area and that the number of youth participants planned to be served is reasonable and doable.

c) Provide information on resources other than those available through this opportunity that can be accessed for holistic services to address barriers, additional training opportunities, employment placement services. These can be financial or in-kind. Also, will these resources be available for sustainability of the program?

1. **Applicant Capacity**
   1. Describe the related experience of the applicant and partners responding to the NOFO.
   2. If an applicant will be offering paid work experience, do you have a worksite established for youth placement and what is the organization's experience of being an employer of record for a youth program? Identify the established workplace sites. (all worksites must be evaluated prior to placement)
   3. Provide information about the applicant’s size and structure, as well as the length of time in business.
   4. What is the applicant's experience in working with employers? Identify the employers that will partner with the applicant on this program. (Must submit at least one letter of commitment)
   5. If any of the work is to be subcontracted, provide the name of and describe the relevant experience of the subcontractor(s).
   6. Identify what the applicant’s performance has been with similar programs administered by the organization.
2. **Staffing Plan**

Indicate below which staff members will be assigned to the Youth Career Pathway (YCP) grant in each capacity:

Program Management

Name:

Title:

Organization Name:

Phone Number:

Email Address:

Eligibility Determination

Name:

Title:

Organization Name:

Phone Number:

Email Address:

Will this staff member need eligibility training?

IWN (Illinois workNet) Entry

Name:

Title:

Organization Name:

Phone Number:

Email Address:

Will this staff member need IWN training?

Assessment (Tabe, Etc.)

Name:

Title:

Organization Name:

Phone Number:

Email Address:

Will this staff member need assessment training?

**Section 4: Scope of Work**

Grantee will provide training services identified in the plan, below and in accordance with the project summary and work plan identified in the Award Application.

|  |  |  |
| --- | --- | --- |
| **TRAINING PLAN** |  |  |
| **Training Program Name** | **Program Type** | **Training Provider(s)** |
|  | Youth Career Pathway |  |
| **Sector Served** | **Credential(s)** | **Authorized Credentialing Body** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Work Based Learning (WBL) Type** | **WBL Employer Partner(s)** | **Wage Rate** |
| Work Experiences and Internships |  |  |
| **Occupation(s) Placement** | **Permanent Employer** | **Wage Rate** |
|  |  |  |

**Section 5: Performance Measures**

Individuals selected to participate in this demonstration project must be enrolled in WIOA and be an active registrant. The Grantee will work with recruits and their WIOA career services managers to establish eligibility and enter data in IWDS. The Grantee staff shall be responsible for ongoing case management, tracking client progress, monitoring outcomes, as well as ensuring timely entry of information in both IWN and IWDS.

Below are the WIOA Required Performance Indicators based on the applicants LWIA. The WIOA Performance Indicators and definitions follow the chart. (Note-The % must meet or exceed the negotiation rate).

|  |  |
| --- | --- |
| WIOA Youth Performance Measures | Grantee Proposed Performance Outcome #/% |
| Employment or Education Rate 2nd Quarter after Exit (YER2) |  |
| Employment or Education Rate 4th Quarter after Exit (YER4) |  |
| Median Earnings  2nd Quarter after Exit (YMER) |  |
| Credential Attainment within 4 Quarters after Exit (YCAR) |  |
| Measurable Skill Gains (YMSG) |  |

Employment/Education Rate 2nd Quarter after Exit - The percentage of WIOA registered participants in unsubsidized employment, or postsecondary education/training in the 2nd quarter after exit from the program.

•Who is in the measure? All WIOA registered participants (who exit the program).

•Who is a positive (in the numerator)? WIOA registered participants who exit the program and are in unsubsidized employment, or postsecondary education/training during the 2nd quarter after exit from the program.

Employment/Education Rate 4th Quarter after Exit - The percentage of WIOA registered participants in unsubsidized employment, or postsecondary education/training in the 4th quarter after exit from the program.

•Who is in the measure? All WIOA registered participants (who exit the program).

•Who is a positive (in the numerator)? WIOA participants who exit the program and are in unsubsidized employment or postsecondary education/training during the 4th quarter after exit from the program.

Median Earnings - The median earnings of WIOA registered participants who are in unsubsidized employment in the 2nd quarter after exit from the program.

•Who is in the measure? WIOA registered participants who exit the program and are in unsubsidized employment in the 2nd quarter after exit from the program.

•How is the Median Wage Calculated for this measure?

Total quarterly earnings, for all participants employed in the second quarter after exit, are collected by either direct wage record match or supplemental wage information. The collected quarterly wage information values are listed in order, from the lowest to the highest value. The value in the middle of this list is the median earnings value, where there is the same quantity of numbers above the median number as there is below the median number.

Credential Attainment – Includes all In-School Youth (ISY) and Out-of-School Youth (OSY) who received training or education (excluding OJT or Customized Training) - The percentage of WIOA registered participants who obtain a postsecondary credential or a high school diploma or GED during participation in a program or within 1 year after exit from the program. If participant obtains secondary school diploma or equivalent, they must also be employed or in an education/training program leading to a postsecondary credential within 1 year after exit to count as having met the performance indicator.

•Who is in this measure? All in School Youth are in the measure. Out-of-School Youth (OSY) who received training or education (excluding OJT or Customized Training).

•How is this measure calculated, who is a positive (in the numerator)?

The percentage of WIOA registered participants who obtain a postsecondary credential or a high school diploma or GED during participation in a program or within 1 year after exit from the program. If participant obtains secondary school diploma or equivalent, they must also be employed or in an education/training program leading to a postsecondary credential within 1 year after exit to count as having met the performance indicator.

Measurable Skill Gains (MSG)

What is the Measurable Skill Gains indicator of WIOA performance?

Measurable Skills Gains (MSG) is a new indicator required by the Workforce Innovation Opportunity Act (WIOA) designed to track and measure important progress and achievements made by WIOA participants who are in training or education (leading to a post-secondary credential/certificate) during a program year (PY). See TEGL 10-16 Change 1.

•Who is in this measure? All In-School Youth are in the measure. Out-of-School Youth (OSY) who received training or education (excluding OJT or Customized Training). Note, this is the same pool as Youth Credential Attainment indicator.

•Calculation: The percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational or other forms of progress towards such a credential or employment.

•5 Types of Measurable Skill Gains are as follows: Secondary and Postsecondary Transcript or Report Card; Training Milestone; Skills Progression and Education Functioning Level (EFL) Gain.