AGENCY SPECIFIC CONTENT FOR THE
NOTICE OF FUNDING OPPORTUNITY #82-1270
2019 Apprenticeship Expansion Program - October 2019

Table of Contents

A. PROGRAM BACKGROUND

This Notice of Funding Opportunity (NOFO) sets forth the requirements for Illinois' 2019 Apprenticeship Expansion Program. The Illinois Department of Commerce and Economic Opportunity ("Illinois Department of Commerce", "Commerce" or "the Department") is the entity issuing this NOFO in conjunction with the Illinois Workforce Innovation Board (IWIB) Apprenticeship Committee. The Illinois Department of Commerce is the state agency responsible for the administration of Apprenticeship State Expansion award number AP-33484-19-60-A-17 (see Appendix B) and the statewide workforce development activities outlined in the Workforce Innovation and Opportunity Act (WIOA) funded by the U.S. Department of Labor (USDOL). Below are items that applicants should familiarize themselves with to understand the federal and state funding requirements set forth in this application.

- Workforce Innovation and Opportunity Act of 2014: https://www.doleta.gov/wioa/
- State of Illinois Unified State Plan: https://www.illinoisworknet.com/wioastateplan
- WIOA Regional/Local Plans by Economic Development Region: https://www.illinoisworknet.com/WIOA/RegPlanning/Pages/Plans_MOUs_Dashboard.aspx
- State of Illinois WIOA ePolicy Portal: https://apps.il-work-net.com/WIOAPolicy/Policy/Home
- Grant Accountability and Transparency Act: https://www.illinois.gov/sites/gata/Pages/default.aspx
- U.S. Department of Labor, Office of Employment and Training, Office of Apprenticeship: https://www.dol.gov/apprenticeship/
- Apprenticeship Illinois: www.apprenticeshipil.com

WIOA Unified State Plan

Illinois' Unified State Plan outlines the vision, principles and goals for the integration of workforce, education and economic development programs. The 2019 Apprenticeship Expansion Program seeks projects that will address the priorities within the unified state plan including the expansion of work-based learning, support of sector partnership projects, and statewide technical assistance projects.

Regional / Local Workforce Plans

The Department of Commerce will consider projects in Local Workforce Innovation Areas and Economic Development Regions throughout the state. Applicants must identify the workforce/economic development region and administer the programs within the context of the State, Regional and Local Workforce Development Plans. Applicants must work with state, regional and local partners to implement the project in coordination with WIOA. Additional information regarding the regional and local workforce plans is posted on the Illinois workNet portal at www.illinoisworknet.com

Workforce Innovation Board Apprenticeship Committee

The Illinois Workforce Innovation Board (IWIB) endorses using registered apprenticeships and pre-apprenticeships as a key

IWIB Vision:
Foster a statewide workforce development system that supports the needs of individuals and businesses to ensure Illinois has a skilled workforce to effectively compete in the global economy.

Principles:
- Demand-Driven Orientation
- Strong Partnerships with Business at All Levels
- Pathways to Careers of Today and Tomorrow
- Cross-agency Collaboration and Connections
- Integrated Service Delivery
- Equitable Access and Opportunity for All Populations
- Clear Metrics for Progress and Success
- Focus on Continuous Improvement and Innovation

See Appendix M for more details

strategy to build a pipeline of skilled workers to help businesses throughout the State to remain competitive. IWIB Apprenticeship Committee statewide expansion goals:

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

The IWIB Apprenticeship Committee recently completed a strategic work plan, which outlines actions and opportunities to expand apprenticeships in Illinois. The 2019 Apprenticeship Expansion Program seeks proposals that align with the priorities of the IWIB Apprenticeship Committee. See www.apprenticeshipil.com and Appendix E for more information regarding the IWIB Apprenticeship Committee September 2019 Work Plan.

Governor's Action Agenda for Workforce Development and Job Creation
Governor Pritzker issued Executive Order 2019-03 leading to the creation of the "Action Agenda for Workforce Development and Job Creation" which provides 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
    - Identify high-impact regional clusters and associated in-demand occupations
    - Implement a coordinated workforce development strategy around regional clusters
2. Prepare Illinois workers for a career, not just their next job
    - Increase apprenticeship opportunities
    - Address barriers to successful training and employment
    - Establish and support equity goals and align with Perkins equity goals
3. Connect job seekers with employers
    - Shorten time from credential to employment
    - Integrate workforce services across program providers for one-stop customers

The Unified Workforce Plan, IWIB Apprenticeship Committee, and Governor's Action Agenda call for the development and expansion of employer-driven regional partnerships to increase the focus on critical in-demand occupations in key sectors. The Apprenticeship Expansion Program is a part of the State of Illinois' strategy to support industry sector partnerships. Grantees will be required to participate and integrate the program activities with the State's Talent Pipeline Management (TPM) initiatives as appropriate.

B.   PROGRAM DESIGN
The Apprenticeship Expansion Program Design is centered on supporting both businesses and individuals. Expanding apprenticeships helps businesses with their current and future workforce needs as well as individuals with a career pathway, which includes work-based learning. This section outlines key elements to the program design.

Illinois' Talent Pipeline Management Framework
The U.S. Chamber of Commerce developed the Talent Pipeline Management™ approach to address chronic national skill gaps. Skill gaps exist where there is a disconnect between what skills businesses want

new employees to have when hired and the actual skills of applicant pool. TPM uses supply chain principles to call on business and public policy leaders to transform education and workforce systems to be employer-led and business demand-driven. TPM is an overarching, systemic approach intended to help businesses better understand their short and long-term talent needs and to help public education and workforce programs adapt as demand for skills evolve.

Mapping the Value Stream of Talent Development
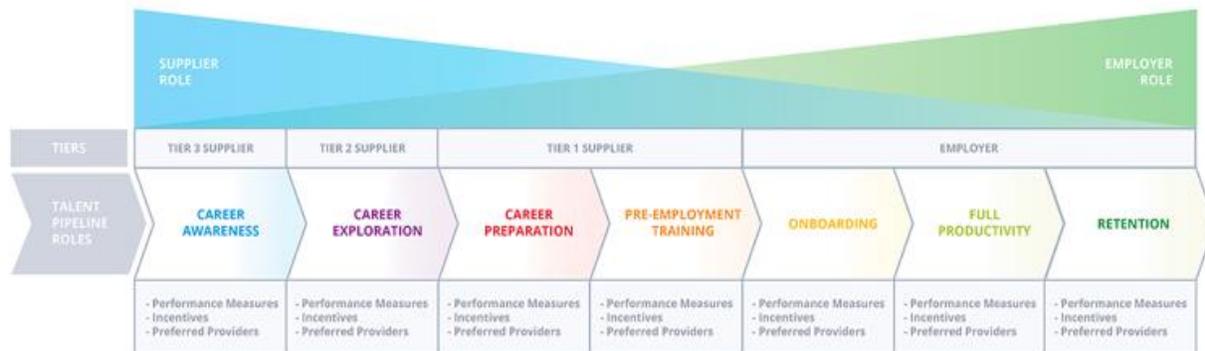
Illinois businesses are fueled by human capital and talent. Illinois jobseekers and workers should have every opportunity to achieve career success through aligned education, training and employment programs. The Department of Commerce is building a workforce system that fortifies Illinois' talent pipeline. Through strategies focused on understanding employers and their need for talent, the workforce system can broadcast those skill competencies and credential requirements to skill providers, such as community colleges, community-based organizations, business associations and other training programs.

This feedback loop informs a talent supply chain that can be continuously improved and can flexibly adapt to changing employer needs. ***The Apprenticeship Navigators funded under this NOFO will be required to operate under the Illinois Talent Pipeline Management Framework that advances industry sector partnership strategies that provide opportunities for work-based learning and apprenticeships. See Appendix H for more information.***

Career Pathway
Defined in WIOA as a combination of rigorous and high-quality education, training, and other services that:
- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Apprenticeship Act of August

7

16, 1937 (commonly known as the ''National Apprenticeship Act''; 50 Stat. 664, chapter 663; 29 USC 50 et seq.) (referred to individually in this Act as an ''apprenticeship'', except in section 171);

- Includes counseling to support an individual in achieving their education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster (for more information please visit: Career Pathways Dictionary.

Earn While You Learn: Benefits of Work-Based Learning

One form of career preparation is work-based learning. Work-based learning lets individuals 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:

- Business involvement;
- Structured on-the-job training;
- Instruction related to the apprenticeship;
- Rewards for skill gains; and
- An industry-recognized credential

Apprenticeships

Apprenticeships are an efficient and cost-effective way for employers to keep staffing at the best level to meet goals. Apprentices can begin a solid career and grow their skills without taking on large amounts of college debt. Although apprenticeships have been traditionally associated with construction and the trades, apprenticeship programs are now within a variety of industries, including some "non-traditional" apprenticeship industries such as healthcare, IT, advanced manufacturing, banking, insurance, and transportation, distribution, and logistics (TDL). Apprenticeship training is flexible, and all programs are different. The length of an apprenticeship varies depending on the employer's needs and the occupation. Credentials can be awarded after apprentices spend a certain length of time in the program (time-based) or awarded after a certain level of competency is reached (competency-

Employer Involvement
Employers are the foundation of Apprenticeship Programs.

Structured On-the-Job Training
Apprentices receive on-the-job training from an experienced mentor for typically not less than one year.

Related Training and Instruction
Apprenticeships combine on-the-job training with related classroom instruction provided by schools, at employer sites, or even online.

Progressive Wage Increase with Skill Gains
Apprentices receive increases in wages as they gain higher level skills.

Nationally Recognized Credential
Apprenticeship programs result in a nationally-recognized credential.

based), or a combination of time-based and competency-based, which is called a "hybrid." The related instruction piece can take place during work or after work hours and can be provided at a school, at the employer site, or even online. This related instruction can be "front-loaded" meaning most or all instruction can be provided at the beginning of the program before on-the-job training begins; it can be provided in segments by schedule, or it can be spread out over the life of the program.

C. APPRENTICESHIP EXPANSION PROGRAM DESCRIPTION

Some states, such as Illinois, do not have state apprenticeship offices, where apprenticeship development and programming can be centralized and expanded. Currently apprenticeship programs cut across four state entities: Department of Commerce and Economic Opportunity, Department of Employment Security, Department of Human Services Division of Rehabilitation Services, and the Illinois Community College Board. The Department of Commerce has a long-term vision for growing apprenticeships that revolves around supporting apprenticeship navigators to promote apprenticeships regionally and apprenticeship intermediaries that support the apprenticeship experience start to finish. Since Illinois has a decentralized apprenticeship structure as a state, expanding apprenticeships statewide will need an infrastructure to support apprenticeship development and implementation.

The Department has recognized that apprenticeships are a promising work-based learning strategy connecting individuals to a career pathway as well as being a solution for businesses to find and tap into undiscovered talent. The Department and the IWIB Apprenticeship Committee have determined support for Apprenticeship Intermediaries and Regional Navigators are the best investment to build the foundation for apprenticeship expansion in Illinois.   Regional Apprenticeship Navigators and Apprenticeship Intermediaries represent two important sides of a statewide apprenticeship system: Navigators represent the demand side, e.g., businesses who want to host apprenticeships. Intermediaries represent the supply side, e.g., the institutions and/or partnerships that coordinate and/or implement apprenticeship programs, including recruiting potential apprentices and preparing them to enter apprenticeships.

Apprenticeship Illinois Apprenticeship Expansion NOFO Framework
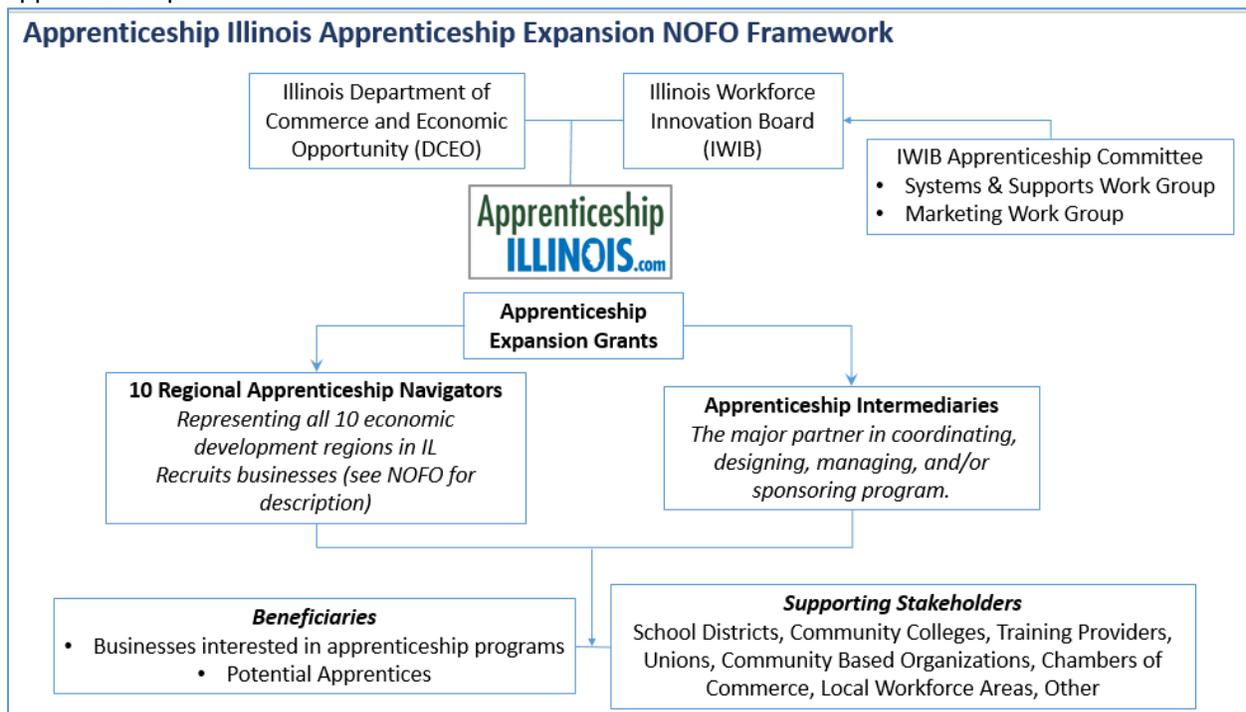
Building an Infrastructure for Apprenticeship Expansion
The first round of Apprenticeship Expansion grants helped build an infrastructure to support the expansion of apprenticeships in Illinois. The State increased the number of Registered Apprentices from 13,754 in Federal Fiscal Year 2016 to 15,186 in Federal Fiscal Year 2017. Now there are 16,862 apprentices and 440 Registered Apprenticeship Programs in Illinois. Last year, the Department awarded $2.5 million to ten apprenticeship expansion initiatives. Grants were awarded to three apprenticeship navigators, four intermediaries, and three efforts combining both navigator and intermediary functions. More information on those grantees can be found by clicking here.

In June of 2019, Illinois received a U.S. DOL Apprenticeship State Expansion grant to expand the number of registered apprentices by 800 with this third round of federal funding. The Department intends to further integrate Registered Apprenticeships into state workforce development, education, and economic development strategies and programs, and ensure that apprenticeship is a viable career path for youth, adults, career seekers as well as a valuable workforce development strategy for businesses. To that goal, the Department set the Apprenticeship expansion program Grant Goals 2019-2020: add 800 New Registered Apprentices by 2022; increase the diversity of apprentices, specifically people of color and women; and grow apprenticeship programs across industry sectors that are aligned with local and regional needs. This NOFO will fund projects the follow the program approach(s) listed below.

PROGRAM APPROACH #1: Apprenticeship Navigators
A major goal of these grants will be to fund an apprenticeship navigator in each of the ten economic development regions. This grant round seeks to cultivate apprenticeship development that leads to increased registered apprentice enrollment in areas of the state where apprenticeship programs do not exist or are underdeveloped. This grant round seeks to promote new strategies for communicating the value of workforce diversity to employers and proactively creating equity strategies that lead to historically underrepresented individuals entering and succeeding in registered apprenticeship programs.

Note: consideration may be given to supporting more than one apprenticeship navigator from the Greater Chicago Metropolitan area (Region 4)
  ➢ ANTICIPATED NUMBER OF GRANTS: 5-10
  ➢ FUNDING RANGE: $100K-150K
  ➢ ANTICIPATED NAVIGATOR PROJECTS TOTAL: $500K-1.5 Million

PROGRAM APPROACH #2: Expanding Established Apprenticeship Programs Through Existing Intermediaries: A major goal of these grants is to increase enrollments of registered apprentices. These grants will leverage the activity of established intermediaries that supplement both existing and emerging programs. This grant round seeks to supplement apprenticeship programs that have existing apprenticeship programs in place or can quickly operationalize emerging apprenticeship programs, with a focus on the ability to immediately recruit and register apprentices. This grant round seeks to support projects that proactively create recruiting, outreach and support strategies that result in an increase of the number of diverse populations enrolling in and successfully completing apprenticeships, including women, minorities and underserved populations in Illinois (see Target Populations).

Note: that these grants are open to any existing apprenticeship intermediary not just Apprenticeship Expansion Round 2 grantees.
  ➢ ANTICIPATED NUMBER OF GRANTS: 12-17
  ➢ FUNDING RANGE: $50K-200K

➢ ANTICIPATED EXISTING INTERMEDIARY PROJECTS TOTAL: $2-2.5 Million

PROGRAM APPROACH #3: Develop Apprenticeship Programs Through New Intermediaries
A major goal of new development grants will be to cultivate apprenticeship development that leads to increased registered apprentice enrollment in areas of the state where apprenticeship programs do not exist or are underdeveloped despite employer interest. Another goal is to increase the number of individuals that are historically underrepresented in existing apprenticeship programs, including women, minorities and underserved populations in Illinois (see Target Populations).

➢ ANTICIPATED NUMBER OF GRANTS: 6-8
➢ FUNDING RANGE: $200K-300K
➢ ANTICIPATED NEW INTERMEDIARY PROJECTS TOTAL: $1.5-2 Million

Applicants may submit proposals for both categories, navigators and intermediaries. Organizations must submit separate proposals and must commit to hire distinct staff for each role. Additionally, organizations applying to become a navigator and an intermediary must commit that navigators will be intermediary-neutral and work with any business or intermediary interested in starting an apprenticeship.

The Department recognizes there is a need for pre-apprenticeship activity that creates on-ramps for individuals to successfully enter and complete a registered apprenticeship. These grants are not focused on pre-apprenticeship but can include pre-apprenticeships and/or preparation activities and/or support as long as the individual enters a registered apprenticeship during the grant period.

PROGRAM APPROACH #1: Apprenticeship Navigators
Apprenticeship Navigators work at the regional level, being the key point of contact in their area. Navigators build relationships with regional employers to expand the use of apprenticeship as a work-based learning strategy. Navigators build and maintain effective partnerships among businesses, the workforce system, education/training providers, and other stakeholders. The objective of the Navigators is to expand apprentice sponsorship by employers and intermediaries in existing and new occupations within their region.

Regional Apprenticeship Navigators
Actively market and promote apprenticeships through business outreach to a wide range of employers and workforce professionals, as an effective tool for strengthening regional talent pipelines
Help employers understand the value of apprenticeship for their business
Help employers navigate the process to become an apprenticeship host
Expand the number of apprenticeship sponsors in existing and new occupational areas
Act as a liaison with any and all apprenticeship intermediaries or other workforce entities that supply the apprentices
Increase local and regional knowledge and capacity about apprenticeships
Cultivate and coordinate relationships with businesses, educational institutions, local workforce areas, and community partners needed to create new or expand existing apprenticeship programs
Develop sector and regional partnerships between interested parties
Communicate the value of gender and racial diversity to employers; acknowledge race and gender disparities in local and regional industries and occupations, specifically who gets hired, who advances, who is retained, and wages/salaries; and proactively create equity strategies with employers
Includes, but is not limited to, industry associations, chambers of commerce, community-based organizations, local workforce areas, community colleges, technical schools, or school districts

Apprenticeship Navigators Must:

SERVE AS KEY POINT OF CONTACT IN THE REGION FOR APPRENTICESHIP EXPANSION
- Provide consultation to businesses, high schools, local workforce areas, chambers of commerce, community colleges, and other apprenticeship partners
- Coordinate partnerships between interested parties and connecting the various apprenticeship components with supportive services
- Encourage the development of existing training programs to meet the standards of and registering as apprenticeship programs
- Facilitate the development of new apprenticeship programs to meet specific needs. Assisting apprenticeship partners throughout the process, from concept to implementation, providing samples of similar models that may be replicated, and connecting partners with the appropriate resources
- Facilitate regional coordination and partnership with apprenticeship stakeholders, including businesses, Illinois U.S. Department of Labor's Office of Apprenticeship, the training and service providers, and other education and state agency partners
- Promote existing programs in the area and develop methods to include targeted populations listed below
- Be sector and industry knowledgeable but neutral and available to help any interested employer or industry partnership create apprenticeships
- Be willing to work with any apprenticeship intermediary
- Be willing to collect and track apprentice data if there are no intermediaries involved (this may occur in some areas of the state)

FACILITATE DEVELOPMENT OF APPRENTICESHIPS WITH BUSINESSES AND INDUSTRIES
- Consult with employers and conduct worksite visits to assess the viability of registered apprenticeship, pre-apprenticeship, youth apprenticeship, or non-registered apprenticeship industry-recognized credential programs as an appropriate tool to meet individual or group employer training needs
- Provide technical assistance to employers interested in establishing apprenticeship programs and guide program development from origin to completion
- Identify informational and financial resources, including the new apprenticeship tax credit, that are available to employer sponsors to assist with the development and sustainability of apprenticeship programs in conjunction with stakeholders; developing proposals for employer consideration that demonstrate the viability and complexity of possible implementation
- Use LWIA plans and other regional labor market information to develop new apprenticeships based on labor market information
- Provide technical assistance to employers interested in establishing apprenticeship programs, including providing resources on how apprenticeship can help them improve the diversity in their industry, and guide program development from origin to completion, including sharing information about the new apprenticeship tax credit

ACT AS A HUB FOR REGIONAL COORDINATION AND SYSTEM NETWORKING
- Develop an extensive network of stakeholders at all levels of the public and private sector within the region to identify opportunities for program expansion and promotion
- Act as a liaison between employers, area economic development organizations, educational providers, local workforce areas, etc.

- Partner with local school districts, technical colleges, unions and other institutions to develop, other training providers, employers, and CBOs to help with the process to implement Apprenticeship programs
- Work with other regional apprenticeship navigators to share lessons and best practices
- Build a regional network of apprenticeship partnerships

SUPPORT EXISTING AND POTENTIAL INTERMEDIARIES IN THE REGION
- Ensure quality of apprenticeships and workforce solutions
- Coordinate with intermediaries to retain targeted populations and provide supports that promote successful completion
- Provide training and convenings that allow regional intermediaries to learn best practices.
- Provide administrative and technical support to intermediaries
- Participate in the State of Illinois sponsored workgroups and training programs

PROGRAM APPROACH #2 and #3: Expanding EXISITING or NEW Apprenticeship Programs Through Intermediaries: Apprenticeship Intermediaries sponsor and/or coordinate the apprenticeship programs, coordinates with employers to hire and mentor apprentices, facilitates program development and the provision of related technical instruction, and manages other components of the program. They aggregate the needs of employers and coordinate apprenticeship programs with and for them. They ease the burden for businesses, particularly small companies that do not have the personnel to execute such tasks, by performing administrative responsibilities such as registering businesses and apprentices, tracking activities, and reporting results.

Apprenticeship Intermediaries
Design, develop, and implement registered apprenticeship programs including apprentice recruitment and preparation, program administration and/or sponsorship of Registered Apprenticeship programs.
Ensure that the employer and all supporting parties have clearly defined roles and responsibilities.
Act as apprenticeship program coordinators and implementors locally (LWIA) or regionally (10 economic development regions), could be local, state or national organization serving local or regional area
May directly manage apprenticeship programs or act as coordinator of multiple apprenticeship programs
Can be multi-sector or sector specific; must be aligned with LWIA plans or demonstrate local business demand
Perform program management responsibilities such as registering apprentices, tracking activities, and reporting results
Acknowledge race and gender disparities in local and regional industries and occupations, specifically who gets hired, who advances, who is retained, and wages/salaries; and proactively create recruiting, outreach and support strategies that increase the number of underserved populations enrolling in and successfully completing apprenticeships.
Includes, but is not limited to, industry associations, chambers of commerce, community-based organizations, local workforce areas, community colleges, unions, technical schools, or school districts

Apprenticeship Intermediaries Must:

COORDINATE WITH NAVIGATORS AND DESIGN REGISTERED APPRENTICESHIP PROGRAMS
- Coordinate with a regional navigator to facilitate the registration of new programs with the USDOL Office of Apprenticeship or expansion of existing programs (Intermediaries are not primarily responsible for recruiting employers to host apprenticeships)
- Create registered apprenticeship program standards
- Develop the program design and coordinate the program activities including the recruitment, assessment, case management, related technical training, work-based training, supportive service and placement of participants
- May provide pre-apprenticeship activities only if participant will be enrolled as a registered apprentice during grant period

RECRUIT APPRENTICES AND PREPARE THEM FOR APPRENTICESHIPS
- Target populations listed below and create a plan for marketing, outreach, wraparound supports and accommodations
- Cultivate a well-prepared, diverse talent pool with an emphasis on recruiting and preparing under-represented populations, especially women and people of color; recruiting should align with local population and targets
- Provide informational sessions on available or soon-to-be available programs
- Demonstrate knowledge of race, ethnicity and gender of apprenticeship occupations and industries. Apprenticeship models, including recruitment, partnerships, pre-apprenticeship models, and training should consider the experience of women and people of color in the industry: hiring, advancement, retention and earnings; as well as advance conditions that increase access, enrollment and completion for women and people of color.

IMPLEMENT AND MANAGE APPRENTICESHIP PARTNERSHIPS OR PROGRAMS
- Manage or coordinate Registered Apprenticeship Programs
- Coordinate with regional navigators to aggregate the needs of small employers within an industry
- Manage apprenticeship experience for employers, including matchmaking process, mentoring and coaching, employer tax credit, and other needs to facilitate employer participation
- Coordinate education and learning, necessary support and retention services, coaching from other partner institutions
- Identify funding and resources to support demonstration projects

PROVIDE PARTICIPANT SUPPORTS AND COORDINATE TRAINING
- Coordinate all organizations that support training and retention of apprentices
- Utilize resources from other partner organizations for process acceleration that help stakeholders rapidly embrace programs; this includes sharing curricula, standards, and best practices
- Identify and train mentors for apprentices (mentors provide on-the-job learning)
- Support the development and expansion of apprenticeship programs beyond traditional industries such as construction and manufacturing (see emerging industries below), employers and occupations. Note: apprenticeship expansion should reflect employer demand and need as evidenced by labor market information and/or alignment with LWIA workforce plans.

D. **GRANTEE REQUIREMENTS**

Allowable Activities: Projects that are funded under this NOFO must meet the requirements of *Part C. Program Description and Part D. Grantee Requirements* of this NOFO. Note that the grantee must provide participant level information including demographic data for every program participant.

Target Populations: The Governor, IWIB and state workforce partners are committed to increasing equity in the workforce. A fundamental goal of this NOFO is to increase apprenticeship opportunities for underrepresented and underserved populations. The applications that serve the targeted populations[1] listed below will be given priority in the merit review process.

- Low-income individuals;
- Individuals with disabilities;
- Returning Citizens (previously incarcerated);
- Homeless individuals;
- Justice Involved Youth
- Youth who are in or have aged out of the foster care system;
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- Eligible migrant and seasonal farmworkers;
- Single parents (including single pregnant women);
- Long-term unemployed individuals.
- Underserved and underrepresented populations

Supporting Business Through Talent Pipeline Management Strategies: The Apprenticeship Expansion Program is a part of the State of Illinois' strategies to support industry sector partnerships. Grantees are required to participate and integrate the program activities with the U.S Chamber of Commerce's Talent Pipeline Management Academy (TPM) initiatives as appropriate (this may require travel). The TPM initiative is a demand-driven, employer-led approach to close the skills gap that builds pipelines of talent aligned to dynamic business needs. Participation time and expenses should be estimated and included in proposal budgets. For more information regarding the TPM please see Appendix H.

> **Creating apprenticeships in Illinois that achieve gender and racial 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.
>
> Strategies to address equity include changes in recruitment practices, intentional marketing (including using images of women and people of color), addressing discrimination within programs and at workplaces, and offering supports that boost retention and completion, such as child care, transportation, and career counseling.
>
> More resources for competitive proposals (*Click links or see in Appendix*)
>
> - *Growing Equity and Diversity Through Apprenticeship: Business Perspectives*, JFF Center for Apprenticeship and Work-based Learning
>
> - *Principles for Equity in Apprenticeship*, Center on Wisconsin Strategy
>
> - *Flowchart of Equitable Apprenticeship Models,* Young Invincibles and Chicago Jobs Council

---

[1] The Targeted Populations are identified by the State of Illinois Unified State Plan.

Targeted Industries, Occupations and Growth Sectors: The Department will accept projects that support the targeted industries included in the state and/or regional workforce plans, as appropriate. Applicants must demonstrate how the project will align with state, regional and local workforce plans and/or other resources as part of an analysis of the labor market information. The Department and the Apprenticeship Committee encourage broadening apprenticeship development beyond traditional sectors such as construction, when aligned with Local Workforce Innovation Areas and Economic Development Regional plans.

Leading sectors for apprenticeship growth include:
- Manufacturing
- Educational Services, Private and Public
- Utilities
- Transportation and Warehousing
- Health Care and Social Assistance

Medium growth sectors include:
- Wholesale Trade
- Professional and Business Services
- Leisure and Hospitality
- Construction
- Financial Activities

Source: Illinois State Unified Plan 2020 draft

Supporting Incumbent Workers Through Registered Apprenticeship Programs: Incumbent worker training is an effective strategy to support business and expand apprenticeship programs. Apprenticeships are a good way to up-skill entry-level employees, retain them, and provide workers with an upward career path. Incumbent worker training provides both workers and employers with the opportuning to build and maintain a quality workforce and increase both participants' and companies' competitiveness. This NOFO will support work-based training and upskilling outlined in a registered apprenticeship program to ensure that employees of a company can acquire the skills necessary to retain employment and advance within the company. Companies are typically required to pay for at least 50% of the incumbent worker training costs.

Supporting New Employees Through Registered Apprenticeship Programs: Most of the projects that provide direct services to individuals must meet the eligibility guidelines outlined in the WIOA regulations. Note that approximately 20% of projects funded under this NOFO may support registered apprentices for non-WIOA eligible participants, including but not limited to high school students. Grantees will be required to use *Illinois workNet* to provide information on every registered apprentice that is supported by this program.

Supporting Pre-Apprenticeship Programs That Lead to Registered Apprenticeship Programs During the Term of the Grant Award: It is recognized that having a strong pre-apprenticeship infrastructure is needed to ensure access for individuals that are not fully prepared for a registered apprenticeship program. This NOFO will support pre-apprenticeship programs that lead directly to Registered Apprenticeship Programs before the end of the grant period. It is important to note that the pre-apprenticeship programs will be subject to the WIOA Participant Eligibility, Case Management and Performance requirements.

WIOA Participant Eligibility and Case Management: Projects that provide direct services to WIOA eligible Adult, Dislocated Worker or Youth must meet the WIOA eligibility guidelines outlined in Appendix G. Applicants other than Local Workforce Innovation Areas (LWIAs) and their active WIOA operators and providers must work with their designated LWIA(s) to create a viable approach for complying with WIOA client eligibility, reporting, and performance requirements. Such applicants must enter into an agreement or Memorandum of Understanding (MOU) developed and signed by the applicant and an LWIA or other qualified organization that details roles and responsibilities related to recruitment, eligibility determination, enrollment, performance requirements, and strategies. Applicants must identify staff that is qualified to certify and document eligibility in the Illinois Workforce Development System for WIOA customers and the Illinois Workforce Training System for incumbent worker trainees. Note that the Department of Commerce is committed to providing preference to all United States veterans, their spouses, and family members who are eligible in regard to all services needed for education and employment acquisition.

WIOA Performance: Projects that provide services directly to participants are expected to meet the WIOA performance measures of the LWIA in which they are partnering. Negotiated performance measures unique to each local area are generally applicable to the WIOA participants served under this NOFO. The negotiated performance measures are listed in Appendix J. In instances where the Grantee is not an LWIA, WIOA performance measures and targets for the grant will be negotiated at the State level.

WIOA Eligible Training Providers: Training services that are funded under WIOA are required to be certified under the State's Eligible Training Provider List. All Registered Apprenticeship programs are automatically added to Illinois' Eligible Training Provider List. Pre-apprenticeship programs that provide *training services* as defined WIOA must be certified on the State's *Eligible Training Provider List (ETPL).* Please see Appendix K and N for more information regarding this ETPL certification policy. It is important to note that many Pre-apprenticeship programs only provide *individualized Career Services,* as defined by WIOA. Pre-apprenticeship programs that do not provide *training services* are not required to be included on the State's Eligible Training Provider List. The Department's grant manager will work with grantees to determine the program's proper classification and ETPL requirements based on the applicable federal regulations.

Program Outcomes: Specific project outcomes, goals, and deliverables must be included in the proposal. Agreed upon deliverables and outcomes will be tracked utilizing project management tools developed by the Department of Commerce and Illinois workNet. As outlined in Part A of this NOFO, competitive applications will clearly articulate how the activities funded under this NOFO support the goals to create 800 apprenticeships and as measured by the activities and outcomes outlined in Attachment II.

E.   FUNDING INFORMATION

Funding for this program will utilize federal funds from the U.S. Department of Labor under Apprenticeship State Expansion award number AP-33484-19-60-A-17 and/or the Workforce Innovation and Opportunity Act award number AA-33227-19-55-A-17. It is anticipated that the Department will award $4-5 million available for these grants as outlined below. Allowable costs must be necessary, reasonable, and allocable based on the activity or activities contained in the scope of work. Funding for the activities outlined in this NOFO are federal funds and are subject to State and federal legislative appropriation.

PROGRAM APPROACH #1: Apprenticeship Navigators
- ➢ ANTICIPATED NUMBER OF GRANTS: 5-10
- ➢ FUNDING RANGE: $100K-150K
- ➢ ANTICIPATED NAVIGATOR PROJECTS TOTAL: $500K-1.5 Million

PROGRAM APPROACH #2: Expanding Established Apprenticeship Programs Through Existing Intermediaries
- ➢ ANTICIPATED NUMBER OF GRANTS: 12-17
- ➢ FUNDING RANGE: $50K-200K
- ➢ ANTICIPTED EXISTING INTERMEDIARY PROJECTS TOTAL: $2-2.5 Million

PROGRAM APPROACH #3: Develop Apprenticeship Programs Through New Intermediaries
- ➢ ANTICIPATED NUMBER OF GRANTS: 6-8
- ➢ FUNDING RANGE: $200K-300K
- ➢ ANTICIPATED NEW INTERMEDIARY PROJECTS TOTAL: $1.5-2 Million

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 of Commerce for technical assistance with questions or concerns prior to incurring costs. Costs associated with the development of a proposal are not allowed.

Cost Sharing or Matching: Matching funds are not required; however, projects that include matching or leveraged funds from multiple funding sources will be given priority consideration. 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 project that include plans that address ongoing sustainability beyond the grant period.

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 as outlined at 20 C.F.R. 683.205. 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.

Indirect Costs: In order to charge indirect costs to the grant, the applicant organization must elect one of the following options annually and complete the necessary requirements in the State of Illinois Indirect Cost Rate System:
- 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 approved NICRA.
- State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate and if they do not receive funds directly from

a federal agency. The indirect cost rate proposal must be submitted to the State within 90 days of the grant effective date.

- De Minimis Rate. An organization that has never received a Federally Negotiated Rate or a State of Illinois Negotiated Rate may elect a de minimis rate of 10% of the modified total direct costs (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.

Award Term: The grant term/performance period will be determined on a project specific basis, targeted at 12-18 months.

Technical Assistance: Technical Assistance (TA) will be provided throughout the application process, in the form of webinars, regional meetings, and FAQ. More information will be posted at: https://apps.il-work-net.com/NofoTools/Admin.

Other required participation: Applicants should include a contingency in their budgets for participation in regular meetings and networking activity. This contingency is a direct cost for the grant and not an indirect or administrative cost. It should estimate time and potential instate travel costs. All grantees will be part of an Apprenticeship expansion program learning cohort. Participation includes but is not limited to participation in the Talent Pipeline Management Academy; possible presentations at quarterly IWIB apprenticeship committee meetings; quarterly expansion grantee meetings; business and apprentice recognition events as needed; other apprenticeship expansion program and capacity building efforts.

F. ELIGIBILITY INFORMATION

Eligible Applicants: This funding opportunity is limited to public and private organizations that are in good standing with the Illinois Secretary of State. Additional consideration will be given to organizations that demonstrate the administrative capacity and a history of successfully implementing innovative pilot projects.

Grantees must comply 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.).

Demonstrated Effectiveness: Eligible applicants must demonstrate effectiveness in serving the target population(s), engaging businesses, and the ability to meet performance targets. The applicant's capacity to show they have the ability to deliver, including a demonstrated ability to hire and retain project staff when the grant commences, in these areas is a strong factor in coordinating education, workforce and economic development services. Proposals must provide data and supporting related outcomes to demonstrate capacity and effectiveness.

Dun and Bradstreet Universal Numbering System (DUNS) Number 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:

- Be registered in SAM before submitting its application. Registration information is available at governmentcontractregistration.com/sam-registration.asp;
- Provide a valid DUNS number in its application; and
- Maintain an active SAM registration with current information at all times during the entire period of 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 of Commerce may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

Pre-Award Requirements: An entity may not apply for a grant until the entity has first registered and then pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov. The online registration will trigger a pre-qualification process that will ensure the entity:

- Has a valid DUNS number;
- Has a current SAM.gov account;
- Is not on the Federal Excluded Parties List;
- Is in Good Standing with the Illinois Secretary of State, as applicable;
- Is not on the Illinois Stop Payment list; and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list.

If applicable, the entity will be notified that it is ineligible for an award as a result of the Dun and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award.

Once an entity is pre-qualified, 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 Agreement.

Applicants will also be requested to complete a programmatic risk assessment to assess grant-specific risk. This assessment will be administered towards the end of 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 Agreement.

G. APPLICATION REQUIREMENTS AND SUBMISSION INFORMATION

Application Information: Application materials are provided throughout the announcement and at: www.illinoisworknet.com/apprenticeshipnofo2019.

This website will contain information regarding the NOFO and materials necessary for submission. Questions and answers will also be posted on the program website. It is the responsibility of each applicant to monitor that website and comply with any instructions or requirements relating to the NOFO.

Schedule for Informational Webinar and Bidder's Conferences

Date	Time	Activity	Location
10/21/2019	2:00 – 4:00 pm	Webinar	Click here for link to webinar registration
10/22/2019	9:00 – 11:00 am	Bidder's Conference	Chicago
10/28/2019	1:00 – 3:00 pm	Bidder's Conference	Naperville
10/29/2019	9:00 – 11:00 am	Bidder's Conference	Rockford
10/29/2019	2:00 – 4:00 pm	Bidder's Conference	Peoria
10/30/2019	9:00 – 11:00 am	Bidder's Conference	Champaign
11/4/2019	2:00 – 4:00 pm	Bidder's Conference	Marion
11/5/2019	9:00 – 11:00 am	Bidder's Conference	Collinsville
11/6/2019	9:00 – 11:00 am	Bidder's Conference	Springfield

Required Attachments: All applications must include the following mandatory forms/attachments in the order identified below. Please compile the following attachments into one electronic file for items 1-7 and one electronic file for the budget proposal.

1. Signed Application
2. Executive Summary
3. Technical Proposal *(Note: there are separate proposals required for Navigators and Intermediaries)*
4. Project Implementation Plan
5. Outcomes Summary
6. Resumes of Program Staff
7. Memorandum of Understanding or Partnership Agreements (if applicable)
8. Budget Proposal (State of Illinois Unified Budget Template - Excel Workbook)

1. **Signed Application:** Complete the State of Illinois Standard Grant Application Form and use this as the "cover" of the Apprenticeship Expansion grant application.

2. **Executive Summary (one page):** Provide a one-page summary that identifies/describes the:
   a. Applicant;
   b. Funding Category: Navigator, Intermediary Existing, or Intermediary New
   c. Amount of funding requested;
   d. Geographic region and community(ies) to be served; if navigator it must specify economic development region number
   e. If partnerships exist, identify members, including education and training agencies, regional employers, business and industry associations, economic development organizations, one-stop partners, organized labor, and others determined appropriate;
   f. Brief description of services to be provided specifically by funding category; and
   g. Anticipated goals and outcomes of this project. For navigators, numbers of registered apprenticeships developed and for intermediaries the numbers of apprentices registered.

3. **Technical Proposal (20 page maximum)**
   Applicants should familiarize themselves with several important State of Illinois workforce resources to understand the requirements set forth in this application. See Appendix D: Useful State Workforce Resources for Competitive Applications. ***Separate grant proposal outlines for Navigators and Intermediaries are below.***

4. **Project Implementation Plan**
   Grant applications must include a project management plan that includes major project activities, milestone for progress, and timelines for completion of the activities. A sample project management plan is included as Attachment I (prior to appendices.)

5. **Outcomes Summary:** Grant application must include projected outcomes provided in Attachment II. Competitive proposals will clearly articulate how the activities funded under this NOFO expand apprenticeships in Illinois. Note that grant funds should not supplant or replace the applicant's current operations. Grant reviewer will be looking for the following metrics in both navigator and intermediary proposals:
   - Number of new Registered Apprentices
   - Number of new Registered Apprenticeship programs
   - Number of Pre-Apprenticeship participants who successfully transition into a Registered Apprenticeship program (pre-apprenticeships are only allowable if there is a successful transition into a registered apprenticeship before the grant ends)
   - Number of existing Registered Apprenticeship programs that will be expanded
   - Number of individuals that will be provided with apprenticeship-related services
   - Number of individuals within targeted populations provided with apprenticeship-related services
   - Number of partners in underutilized areas that receive apprenticeship expansion support
   - Number of businesses engaged
   - Number of apprenticeship sponsors receiving support
   - Number of outreach events and number of targeted attendees
   - Number of industry sector partnerships supported
   - Number of industry sector partnerships developed
   - Amount of matching and leveraged funding

6. **Resumes of Program Staff:** Grant applications must include the resumes of key program staff that demonstrate capacity to complete the work outlined in the application.

7. **Memorandum of Understanding (MOU):** For applicants other than LWIAs, an MOU must be developed and signed by the applicant and LWIA or other qualified organization that outlines the roles and responsibilities related to recruitment, eligibility determination, enrollment, IWDS data entry (i.e. case management, documentation of services, etc.), and performance requirements and strategies. Attach Partnership Agreements (as opposed to Letters of Support) with all key partners detailing entity information and contact information, responsibilities, functions, and integration.

8. **Budget Proposal:** The State of Illinois has developed a standard budget proposal that must be submitted with the grant application. The budget proposal provides a narrative justification of each cost including information on how each cost in the budget is calculated. The grant application website includes the budget proposal template and technical assistance documents.

Submission Dates and Times: The cut-off date to ensure that proposals will be considered under this round of funding is 5:00PM on December 2, 2019. The Department will not accept applications submitted by mail, overnight mail, diskette, or by fax machine.   Submit the proposal via e-mail to grantapplications@illinoisworknet.com. Applications will be considered based on quality and feasibility and contingent on the availability of funds.

Intergovernmental Review, if applicable: This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

Funding Restrictions: The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Final Guidance"), located at 2 CFR Part 200, supersedes and combines the requirements of Office of Management and Budget (OMB) Circulars A-21, A-87, A-102, A-110, A-122, and A-133. The U.S. Department of Labor has published exceptions to the Final Guidance at 2 CFR Part 2900. Any reference to the OMB Circulars is subject to the Final Guidance. Click here for the Final Guidance regulations.

Application Format and Submission Requirements: All applicants must meet the following submission requirements:
- Applications must be formatted to an 8 1/2 x 11-inch page size, using 11-point type and at 100% magnification. Tables may be used to present information with a 10-point type.
- The program narrative must be typed single-spaced, with 1-inch margins on all sides.
- The entire application, including appendices, must be sequentially page numbered (hand-written page numbers are acceptable). Items included in the attachments are NOT included in the page limitations.
- Applicants must submit the proposal via email. Submit the proposal to grantapplications@illinoisworknet.com.
- The Department of Commerce is under no obligation to review applications that do not comply with the above requirements.

1. *Applicant Organization Capacity: (2 pages):*
    a. Provide information about the applicant's size, structure and length of time in business.
    b. Include a list of the applicant organization's staff, including sub-contractor personnel, to be assigned to the project. Describe the role each staff person will fulfill. Indicate the number of hours each staff will be assigned to the project. Provide resumes for project staff. Indicate, at a minimum, their positions and total years in the organization, education, and relevant work experience.
    c. Describe the work-based learning and 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).
    d. Describe the applicant's capacity and experience working with businesses.
    e. Describe the applicant's capacity and experience working with other key stakeholders in the region, including existing apprenticeship intermediaries or potential intermediaries.
    f. Describe any projects recently completed or under way that required skills and experience similar to those required for this proposed project.
        i.   Include a brief summary of the project and the outcomes
        ii. Include references and contact information of the project's sponsor (as appropriate)

2. *Documentation of Need and Opportunity: (2 pages)*
    a. Identify the economic development region where this project will operate (see map)
    b. Identify the targeted industry(ies) and occupations under this grant.
        i.   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 needs of employers and job seekers.
        ii. Describe how this data will inform a sector-based approach that leverages existing local and regional networks and resources.
    c. Describe the need to expand apprenticeships in the region (provide data and/or examples that demonstrate the need for this project)
        i.   Describe the current workforce needs of business
        ii. Describe the current needs of job seekers
    d. If applicable, describe how the work of this regional navigator will result in creating apprenticeships in areas where apprenticeships are not robust or do not exist.
    e. Provide any additional contextual details that will strengthen the reviewers' understanding of the identified issues/problems, needs and expansion opportunities.

3. *Project Plan and Considerations for Regional Navigators: (6-10 pages):* Apprenticeship Navigators will build regional capacity and serve as lead technical experts responsible for training local and regional staff in the creation and expansion of Registered Apprenticeships and Pre-Apprenticeships. Their role is to guide employers and other organizations wishing to create or expand

apprenticeships through the process. They will serve as lead advocates for apprenticeships in the assigned geographic regions and industries, proactively generating new opportunities for the promotion and development of registered apprenticeship programs.

a. Describe how the navigator will serve as a point of contact in the region for apprenticeship expansion. How will the navigator:
   - Provide consultation to businesses, high schools, local workforce areas, chambers of commerce, community colleges, and other apprenticeship partners
   - Coordinate partnerships between interested parties and connecting the various apprenticeship components with supportive services
   - Encourage the development of existing training programs to meet the standards of and registering as apprenticeship programs
   - Facilitate the development of new apprenticeship programs to meet specific needs. Assisting apprenticeship partners throughout the process, from concept to implementation, providing samples of similar models that may be replicated, and connecting partners with the appropriate resources
   - Facilitate regional coordination and partnership with apprenticeship stakeholders, including businesses, Illinois U.S. Department of Labor's Office of Apprenticeship, the training and service providers, and other education and state agency partners.
   - Promote existing programs in the area and develop methods to include targeted populations listed below

b. Describe how the navigator will develop apprenticeships with businesses and industries. How will the navigator:
   - Consult with employers and conduct worksite visits to assess the viability of registered apprenticeship, pre-apprenticeship, youth apprenticeship, or non-registered apprenticeship industry-recognized credential programs as an appropriate tool to meet individual or group employer training needs
   - Provide technical assistance to employers interested in establishing apprenticeship programs and guide program development from origin to completion
   - Identify informational and financial resources, including the new apprenticeship tax credit, that are available to employer sponsors to assist with the development and sustainability of apprenticeship programs in conjunction with stakeholders; developing proposals for employer consideration that demonstrate the viability and complexity of possible implementation
   - Use LWIA plans and other regional labor market information to develop new apprenticeships based on labor market information
   - Provide technical assistance to employers interested in establishing apprenticeship programs, including providing resources on how apprenticeship can help them improve the diversity in their industry, and guide program development from origin to completion

c. Describe how the navigator will act as a hub for regional coordination and system networking. How will the navigator:
- Develop an extensive network of stakeholders at all levels of the public and private sector within the region to identify opportunities for program expansion and promotion
- Act as a liaison between employers, intermediaries, area economic development organizations, educational providers, local workforce areas, etc.
- Partner with local school districts, technical colleges, unions and other institutions to develop, other training providers, employers, and CBOs to help with the process to implement apprenticeship programs
- Work with other regional apprenticeship navigators to share lessons and best practices
- Build a regional network of apprenticeship partnerships

d. Describe how navigator will support existing and potential intermediaries in the region. How will the navigator:
- Ensure quality of apprenticeships and workforce solutions
- Coordinate with intermediaries to retain targeted populations and provide supports that promote successful completion
- Provide trainings and convenings that allow regional intermediaries to learn best practices.
- Provide administrative and technical support to intermediaries
- Participate in the State of Illinois sponsored workgroups and training programs

e. Describe the navigator's plan to address equity in apprenticeship:
- Communicate the value of gender and racial diversity to employers; acknowledge race and gender disparities in local and regional industries and occupations, specifically who gets hired, who advances, who is retained, and wages/salaries; and proactively create equity strategies with employers.
- Actively support the expansion of existing apprenticeship programs and the development of new apprenticeship programs that serve underrepresented targeted populations.
- Explain how the project will result in more registered apprenticeships;

4. *Budget Narrative/Cost Effectiveness/Return on Investment/Sustainability (3 pages):*
   a. Prove a high-level budget narrative, including an analysis of the cost efficiency in relationship to planned outcomes
   b. Describe any leveraged and matching funds from workforce partners and participating businesses;
   c. How will this project be sustained beyond the grant funding period; and
   d. Discuss how this project will benefit the workforce, businesses and regional economy

**IF APPLYING FOR PROGRAM APPROACHES #2 and #3: EXISTING AND NEW INTERMEDIARY GRANT,
USE THIS TECHNICAL PROPOSAL OUTLINE:**

1. *Applicant Organization Capacity (2 pages):*
   a. Provide information about the applicant's size, structure and length of time in business.
   b. Include a list of the applicant organization's staff, including sub-contractor personnel, to be assigned to the project.
      i. Describe the role each staff person will fulfill. Indicate the number of hours each staff will be assigned to the project.
      ii. Provide resumes for project staff. Indicate, at a minimum, their positions and total years in the organization, education, and relevant work experience.
      iii. For WIOA participant-serving projects, include the name of the case manager that is qualified to certify WIOA eligibility and report this information to the Illinois Workforce Development System
   c. Describe the 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).
   d. Describe the applicant's capacity and experience working with businesses.
   e. Describe the applicant's capacity and experience working with other key stakeholders in the region, including existing apprenticeship navigators or intermediaries.
   f. Describe any projects recently completed or under way that required skills and experience similar to those required for this proposed project.
      i. Include a brief summary of the project and the outcomes
      ii. Include references and contact information of the project's sponsor (as appropriate)

2. *Documentation of Need and Opportunity (2 pages):*
   a. Identify the economic development region where this project will operate (see map)
   b. Identify the targeted industry(ies) and occupations under this grant. 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 needs of employers and job seekers.
   c. Describe the need to expand apprenticeships in the region (provide data and/or examples that demonstrate the need for this project)
      i. Describe the current workforce needs of business
      ii. Describe the current needs of job seekers
   d. 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.
   e. Provide any additional contextual details that will strengthen the reviewers' understanding of the identified issues/problems, needs and expansion opportunities.

3. *Project Plan and Considerations for Existing Intermediary Projects (6-10 pages):*

   IF APPLYING FOR PROGRAM APPROACH #2 EXPANDING EXISTING APPRENTICESHIP INTERMEDIARY: use this section of the proposal to highlight ongoing work, notable achievements and successes, and how you will leverage existing operations to add more apprenticeships. Applicants must currently operate a registered apprenticeship program or coordinate a partnership of registered apprenticeship programs to apply for an existing intermediary grant.

   IF APPLYING FOR PROGRAM APPROACH #3 NEW APPRENTICESHIP INTERMEDIARY: use this section of the proposal to describe program development, design and implementation plans, describe the goals and timeline for developing new apprenticeships. Describe the project's ability to expand apprentice enrollment in areas of the state without existing apprenticeship programs. Provide any additional contextual details that will strengthen the reviewers' understanding of the identified issues/problems and needs. Apprenticeship Intermediaries aggregate the needs of employers and coordinate apprenticeship programs with and for them.

   NOTE: Applicants who are not Local Workforce Innovation Areas (LWIAs) who will serve WIOA-eligible registrants must develop a Memorandum of Understanding by the applicant and Local Workforce Area that details at a minimum the LWIA's role and responsibilities related to recruitment, eligibility determination, enrollment, IWDS data entry (i.e. case management, documentation of services, etc.), and performance requirements and strategies. Attach Partnership Agreements (as opposed to Letters of Support) with all essential partners detailing entity information and contact information, responsibilities, functions, and coordination.

   a. Describe the registered apprenticeship program design and implementation
      - Identify the Registered Apprenticeship Program(s).
         o Identify if this is an existing Registered Apprenticeship Program
         o Identify if this is a new Registered Apprenticeship Program and include detailed information regarding the activities required to get the program registered with the US Department of Labor (if applicable)
         o Provide detailed information regarding the pre-apprenticeship program and specifically identify the Registered Apprenticeship Program that program participants will enroll in before the end of this grant. (if applicable)
      - Provide detailed information regarding the training approach (Non-WIOA Registrants, WIOA Registrants, Incumbent Workers etc).
      - Provide detailed information about the training providers(s) that will provide the *Related Technical Instruction* for this project including but not limited to:
         o Where will the training take place?
         o Who will provide the training?
         o What is the duration of the training?

- Identify any course credit(s) and/or credential(s) that will be received at completion of training. (be sure to note any credentials that are nationally recognized and portable.)
- Provide detailed information about the work-based learning activities (work experience, on-the-job training) that will be provided for this project including but not limited to:
  - The program plans to provide practical, hands-on experience
  - Describe how the participant's occupational skills will be tracked and evaluated
- Provide a detailed outline of the training program and schedule of work processes

b. What specific equity-focused strategies are in place or will be developed that will advance practices, project approaches, including recruitment, partnerships, pre-apprenticeship models, and training models to ensure more opportunities in apprenticeship for underserved populations?
- Describe how the intermediary will reach diverse populations and strategies for recruitment and inclusion of diverse and targeted populations.
- Describe your connection and experience serving the population (program participants) targeted in this proposal.
- What are the marketing and recruitment plans for potential apprentices?
- What partner organizations do you plan to work with?
- What are the plans for support, coaching and retention services for apprentices?
- What pre-preparation or training will be needed before placing apprentices?

c. How with this project coordinate the project 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.
- Describe how the proposed activity will aggregate the needs of small employers within an industry sector(s) to ease the entry into apprenticeship programs.

4. *Budget Narrative/Cost Effectiveness/Return on Investment/Sustainability (3 page):*
   a. Provide a high-level budget narrative, including an analysis of the cost efficiency in relationship to planned outcomes
   b. Describe any leveraged and matching funds from workforce partners and participating businesses;
   c. Describe how will this project be sustained beyond the grant funding period; and
   d. Describe how this project could be scaled regionally, and what benefits will be derived across the region.

H. APPLICANT REVIEW INFORMATION
Applicants must demonstrate that they meet the requirements under this NOFO as described throughout.

Review and Selection Process: A team of professionals will complete the *merit review* of the applications and develop a funding recommendation. Decisions to award grants and the funding levels will be determined per application based upon compliance with the requirements of this NOFO. Based on the review, applicants may be selected to enter into negotiations with the Department for a grant. 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. The following criteria will be used as part of the merit review of applications:

REVIEW CRITERIA FOR PROGRAM APPROACH #1: REGIONAL NAVIGATOR PROPOSALS:

Applicant Capacity (20%)
- The applicant described its apprenticeship-related experience and its capacity to successfully complete the project tasks within the proposed grant period;
- The applicant described the related apprenticeship experience of contractors and/or partners;
- The applicant's experience in working businesses in the region;
- The applicant's previous performance in administering similar grants and projects; and
- The qualifications of the applicant's staff to be assigned to the project.

Documentation of Need and Opportunity (25%)
- Applicant's focus on expanding apprenticeships in targeted industries and occupations as informed by labor market analysis, regional workforce data and employer needs information.
- Applicant's ability to demonstrate how the labor market information will inform a sector-based approach that leverage existing local and regional networks and resources.
- Quality of the apprenticeship expansion opportunities in the region.
- Potential impact and quality of any additional contextual details regarding the identified issues/problems, needs and expansion opportunities in the region
- The applicant's ability to coordinate and play a leadership role in regions where there is significant apprenticeship activity.
- The project's ability to expand apprenticeships in under-developed areas of the state.

Quality of Project Plan (35%)
- The applicant's capacity and experience working with other key stakeholders in the region, including existing apprenticeship intermediaries or potential intermediaries.
- The project's plan to serve as a point of contact in the region for apprenticeship expansion.
- The project's plan to develop apprenticeships with businesses and industries.
- The project's plan to act as a hub for regional coordination and system networking.
- The project's plan to support existing and potential intermediaries in the region.
- The project's ability to expand apprenticeships for underrepresented and targeted populations.
- The project's plan to address equity and communicate the value of gender and racial diversity to employers; acknowledge race and gender disparities in local and regional industries and occupations; and proactively create equity strategies with employers.

Budget Narrative/Cost Effectiveness/Return on Investment/Sustainability (20%)
- The quality of the applicant's high-level budget narrative, including an analysis of the cost efficiency in relationship to planned outcomes
- The amount of leveraged resources and plans to combine public and private funding;

- The plans to increase the number of increased apprenticeships available in the region;
- The applicant's plan for sustainability beyond the grant period; and
- The applicant's description of how the project could be scaled regionally and how the region will benefit.

REVIEW CRITERIA FOR PROGRAM APPROACHES #2 and #3: EXISTING AND NEW INTERMEDIARY PROPOSALS:

Applicant Capacity (20%)
- *For existing apprenticeship intermediaries*, the applicant's description of experience operating registered apprenticeship programs and capacity to successfully complete the project tasks within the proposed grant period;
- *For new apprenticeship intermediary applicants*, the applicant's description of experience and capacity related to developing and implementing workforce-related programs;
- The related apprenticeship experience of contractors and/or partners; and
- The qualifications of the applicant's staff to be assigned to the project.

Documentation of Need and Opportunity (25%)
- Applicant's focus on expanding apprenticeships in targeted industries and occupations as informed by labor market analysis, regional workforce data and employer needs information.
- Applicant's ability to demonstrate how the labor market information will inform a sector-based approach that leverage existing local and regional networks and resources.
- Quality of the apprenticeship expansion opportunities in the region.
- Potential impact and quality of any additional contextual details regarding the identified issues/problems, needs and expansion opportunities in the region.
- If applicable, the project's ability to expand apprenticeship enrollment in un- and under-developed areas of the state.

Quality of Project Plan (35%)
- The project's proposed apprenticeship program (meets all federal guidelines)
- The quality of the project's *Related Technical Instruction*
- The quality of the project's *Work Based Learning Activities*
- The quality of the project's plans to coordination with local and regional partners
- The quality of the project's overall management 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 and targeted populations including the quality of the participant recruitment activities

Budget Narrative/Cost Effectiveness/Return on Investment/Sustainability (20%)
- The quality of the applicant's high-level budget narrative, including an analysis of the cost efficiency in relationship to planned outcomes
- The amount of leveraged resources and plans to combine public and private funding;
- The estimated number of registered apprentices enrolled during the grant period;

- The applicant's plan for sustainability beyond the grant period; and
- The applicant's description of how the project could be scaled locally or regionally and how the region will benefit.

I. AWARD ADMINISTRATION INFORMATION

Additional Assessments: After an applicant is selected to receive an award, the applicant will be instructed to complete a programmatic risk assessment survey.

State Award Notices: Successful applicants will be notified in writing by the Department of Commerce. A Notice of State Award (NOSA) will be distributed by the Department prior to the issuance of a grant agreement. The NOSA will specify terms and conditions added to the award based on the results of the fiscal and administrative internal control questionnaire and the programmatic risk assessment.

Anticipated Announcement and State Award Dates: Successful applicants will be notified upon completion and approval of the funding plan, contingent on the availability of funds. It is anticipated that grants will be awarded under this NOFO by March 2020.

Payment Schedule: The executed grant agreement will specify conditions for a payment and payment schedule. Generally, grantees will receive payments on a reimbursement basis and may be prorated dependent upon the grantee meeting performance targets. Each grant will have enrollment and outcome goals specific to the types of projects funded. Penalties for missing performance targets may be applied at the Department's discretion.

Administrative and National Policy Requirements: Refer to Eligibility Information, and Indirect Costs, for details on indirect rate requirements and limitations.

Program Participant Reporting: Grantee will be required to report "participant level" information for every registered apprentice, business and organization that is served under this grant. The Department will require detailed reporting using the Illinois workNet Portal. Note that the Department's grant manger will work with grantees to determine the proper classification and reporting of the services that are provided under this grant based on the applicable federal regulations.

Project Reporting: Successful applicants will be required to submit regular reports to document the progress of the project as part of the grant requirements. These reports include, but are not necessarily limited to, the following:
- Quarterly Progress Reports including a trial balance;
- WIOA registrant information and reports for projects serving WIOA registrants using the Illinois Workforce Development System, Illinois workNet™, or other reporting processes as directed by the Department of Commerce;
- Consolidated year-end financial reporting and success stories (see Appendix Q).
- A final narrative assessment of project outcomes that identifies promising practices and lessons learned to inform future workforce program implementation efforts;
- Other reporting deemed necessary by the Department of Commerce and/or USDOL; and
- Formal evaluation of projects will be required as the State deems necessary.

Monitoring: Applicants funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department of Commerce. The successful applicant must have an open-door policy allowing

periodic visits by Department of Commerce monitors to evaluate the progress of the project, and must provide documentation upon request of the monitor. Program staff will also maintain contact with the participating businesses and monitor progress and performance of the contracts. The Department of Commerce may modify grants during the grant term based on performance. Successful applicants may be subject to monitoring by other core partners, in the instance where the additional agency funding is included in the award. Formal evaluation of projects will be required as the State deems necessary.

Renewals: The Department may authorize the renewal of projects awarded under this NOFO and additional funding based on the activities, outcomes and performance of the grant as well as the availability of funds under the Apprenticeship Expansion Program.

Federal Requirements: All applicants must be in compliance, or agree to comply, with the following federal and state laws and related regulations (as applicable) in order to be considered for an award:
- Workforce Innovation and Opportunity Act (Public Law 113-128) and applicable regulations;
- Equal Employment Opportunity/Nondiscrimination Provision and will comply with the physical, programmatic and accessibility requirements;
- Protection of Personally Identifiable Information;
- Jobs for Veteran Act (Public Law 107-288);
- Flood Disaster Protection Act of 1973 as amended (42 U.S.C 4001);
- Architectural Barriers Act of 1968 as amended (42 USC 4151);
- Drug-Free Workplace Act of 1988 (41 USC 702 et seq., and 2 CFR § 182);
- Hotel Motel Fire Safety Act (15 USC 2225a);
- Buy American Act (41 U.S.C 10a);
- Copeland "Anti-Kickback" Act (18 USC 874 and 40 USC 276c);
- Davis-Bacon Act, as amended (40 USC 276a to a-7);
- Contract Work Hours and Safety Standards Act (40 USC 327-333);
- Rights to Inventions Made Under a Contract or Agreement;
- Clean Air Act (42 USC 7401 et seq.) and the Federal Water Pollution Control Act (33 USC 1251 et seq.), as amended;
- Byrd Anti-Lobbying Amendment (31 USC 1352);
- Uniform Administrative Requirements found at 2 CFR Part 200 and the US Department of Labor Exceptions found at 2 CFR Part 2900;
- Applicable State of Illinois Laws; and
- State Workforce Innovation and Opportunity Act Policies.

J.   STATE AWARDING AGENCY CONTACT

Please direct any questions regarding this NOFO to:
      Patrick Campbell
      Patrick.Campbell@illinois.gov
      Illinois Department of Commerce and Economic Opportunity
      100 West Randolph, Suite 3-400
      Chicago, IL 60601

K.   OTHER INFORMATION

The Department of Commerce Office of Employment and Training reserves the right to request additional information from applicants to evaluate applications. The Department's Office of Employment and Training, 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 Department of Commerce 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 beginning date. Applicants may utilize the appeal process as stated in the Merit-Based Review Policy available in the Resource Library at www.grants.illinois.gov.

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.

L.   ACRONYMS USED IN THIS NOFO

CAGE   Commercial and Governmental Entity
DCEO   Department of Commerce and Economic Opportunity
DUNS   Data Universal Numbering System
FEIN   Federal Employer Identification Number
IWIB   Illinois Workforce Innovation Board
LWIA   Local Workforce Innovation Area
MOU   Memorandum of Understanding
MTDC   Modified Total Direct Costs
NICRA   Negotiated Indirect Cost Rate Agreement
NOFO   Notice of Funding Opportunity
NOSA   Notice of State Award
SAM   System for Award Management
USDOL United States Department of Labor
WIOA   Workforce Innovation and Opportunity Act

ATTACHMENT I - PROJECT IMPLEMENTATION PLAN

Note that successful grantees will be required to develop a more complete workplan.

List the major project activities in the first column. In the second column, indicate the timelines for completion of the activities. Timelines may be specified by the month of the project (e.g., such as month 1, month 2, etc.) or by specific dates. In the third column, indicate the staff by name and title responsible for performing the activities, and indicate the organizational affiliation of each staff person listed. The fourth column must describe the deliverable associated with the project activity. [Expand the table as needed].

ACTIVITY	TIMELINE	RESPONSIBLE STAFF	DELIVERABLE

ATTACHMENT II – PROGRAM ACTIVITIES AND OUTCOMES

	SECTION I: DEMONSTRATION PROJECTS SERVING INDIVIDUALS UNDER THIS GRANT	
A. Target Population	Gender	
	a. Male	
	b. Female	
	Race/Ethnicity	
	a. White, non-Hispanic	
	b. Black	
	c. Hispanic	
	d. Asian	
	e. Mixed Race	
	f. Other	
	Age	
	a. 16-24	
	b. 25-54	
	c. 55+	
	Veteran Status	
	a. Yes	
	b. No	
	Low Income	
	Returning Citizens	
	Homeless Individuals	
	Individuals with Disabilities	
	Youth who are in or have aged out of the foster care system	
	Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;	
	Eligible migrant and seasonal farmworkers	
	Single parents (including single pregnant women)	
	Long-term unemployed (LTU) individuals.	
	Other (please define)	
B. Services	On the Job Training (as part of RA program only)	
	Related Training and Instruction	
	Supportive Services	
	Other (Describe in Narrative)	
C. Funding	Grant Funds	
	a. Registered Apprentices	
	b. Pre-Apprentices	
	Matching / Leveraged Funds	
	WIOA Tile I	
	WIOA Tile II	
	WIOA Tile III	
	WIOA Tile IV	
	Other (Describe in narrative)	

D. Outcomes	Total Number of Pre-Apprentices Served Under this Grant	
	Total Number of Pre-Apprenticeship participants who will successfully transition into a Registered Apprenticeship program	
	Total Number of Apprentices Served Under this Grant	
	Total Participants that are hired by an employer and enrolled in a Registered Apprenticeship Program	
	Total Registered apprentices who complete an apprenticeship education/training program.	
	Total participants who complete a Registered Apprenticeship program and receive a degree or other credential.	
	Total number of participants identified as unemployed, LTU, dislocated or incarcerated prior to enrollment who complete a Registered Apprenticeship program and maintain their employment status with a new employer.	
	Average hourly wage of apprentices at enrollment of a Registered Apprenticeship program.	
	Average hourly wage of apprentices at enrollment of a Registered Apprenticeship program.	

SECTION II: CAPACITY BUILDING ACTIVITIES, FUNDING & OUTCOMES UNDER THIS GRANT		
A. Activities	Number of new businesses engaged	
	Number of sponsors that receive apprenticeship expansion support	
	Number of partners from underutilized areas that receive apprenticeship expansion support	
	Number of outreach events and targeted attendees	
	Number of industry sector partnerships developed	
	Number of industry sector partnerships supported	
	Total number of newly created Registered Apprenticeship Programs (including other programs developed as a result of RAP efforts)	
B. Funding	Grant Funds	
	Matching / Leveraged Funds	
	Title I	
	Title II	
	Title III	
	Title IV	
	Other	
C. Outcomes	Number of new Registered Apprenticeship programs	
	Number of existing Registered Apprenticeship programs expanded	
	Number of new Pre-Apprenticeship programs	
	Number of existing Pre-Apprenticeship programs expanded	

APPENDICES

APPENDIX A.   2018 Apprenticeship Grantees:
https://www.illinoisworknet.com/DownloadPrint/2018%20Apprenticeship%20Expansion%20Grants.pdf

APPENDIX B.   TEGL 17-18: https://www.doleta.gov/grants/pdf/TEGL_17-18.pdf

APPENDIX C.   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

APPENDIX D.   Useful State Workforce Resources for Competitive Applications
- Apprenticeship Illinois: www.apprenticeshipil.com
- Illinois Career Pathways Dictionary:
  https://www.illinoisworknet.com/DownloadPrint/CP_Dictionary_11-13-18__FINAL.PDF
- Workforce Innovation and Opportunity Act of 2014 https://www.doleta.gov/wioa/
- State of Illinois WIOA Unified State Plan https://www.illinoisworknet.com/wioastateplan
- WIOA Regional/Local Plans by Economic Development Region
  https://www.illinoisworknet.com/WIOA/RegPlanning/Pages/Plans_MOUs_Dashboard.aspx
- State of Illinois WIOA ePolicy Portal https://apps.il-work-net.com/WIOAPolicy/Policy/Home
- Grant Accountability and Transparency Act https://www.illinois.gov/sites/gata/Pages/default.aspx
- U.S. Department of Labor, Office of Employment and Training, Office of Apprenticeship
  https://www.dol.gov/apprenticeship/

APPENDIX E.   IWIB Apprenticeship Committee September 2019 Work Plan
https://www.illinoisworknet.com/DownloadPrint/IWIB%20Apprenticeship%20Committee%20Work%20Plan.pdf

APPENDIX F.   Resources for Regional Apprenticeship Navigators
- Business Engagement Resources from Workforce GPS:
  https://apprenticeship.workforcegps.org/resources/2018/05/11/17/01/Apprenticeship-Business-Engagement-Tools
- A Targeted Approach to Apprenticeship: Business Engagement
  https://apprenticeshipusa.workforcegps.org/-/media/Communities/21stcenturyapprenticeship/Files/Apprenticeship-Business-Engagement-Guide---FINAL.ashx

APPENDIX G.   WIOA Eligibility Requirements
https://www.illinoisworknet.com/WIOA/Pages/eligibleWIOAgroups.aspx

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

APPENDIX I.   Regional and Local Workforce Plans
https://www.illinoisworknet.com/WIOA/RegPlanning/Pages/Plans_MOUs_Dashboard.aspx

APPENDIX J.   WIOA Performance Standards

Training and Employment Guidance Letter 10-16, Change #1 provides the regulatory guidance that set forth requirements, related to the implementation and operation of the performance accountability system. U.S. Departments of Labor (DOL) and Education (ED) jointly developed aligned definitions of the primary indicators of performance which were finalized in August 2016 under section 116(b)(2)(A) of WIOA, there are six primary indicators of performance listed below. For more information see https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1.pdf

	WIOA Six Primary Indicators of Performance
Employment Rate 2nd Quarter After Exit	The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program. The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.
Employment Rate 4th Quarter After Exit	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program The percentage of Title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit from the program.
Median Earnings 2nd Quarter After Exit	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program
Credential Attainment	The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
Measurable Skill Gains	The percentage of program 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.
Effectiveness in Serving Employers	Effectiveness in Serving Employers: WIOA sec. 116(b)(2)(A)(i)(VI) requires the Departments to establish a primary indicator of performance for effectiveness in serving employers. The Departments are piloting three approaches designed to gauge three critical workforce needs of the business community. Approach 1 - Retention with the same employer Approach 2 - Repeat Business Customers Approach 3 - Employer Penetration Rate.

APPENDIX K.   Definitions for Competitive Applications

Listed below are definitions of several terms commonly used in administering the federally funded workforce grants, including the 2019 Apprenticeship expansion program.

Career Pathway: Defined in WIOA as a combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the ''National Apprenticeship Act''; 50 Stat. 664, chapter 663; 29 USC 50 et seq.) (referred to individually in this Act as an ''apprenticeship'', except in section 171);
- Includes counseling to support an individual in achieving their education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and Helps an individual enter or advance within a specific occupation or occupational cluster (see Appendix B for more information on Illinois' Common Career Pathways Definition & Guidance).

Eligible Training Provider: An Eligible Training Provider is an organization, such as a public or private college or university, or a community-based organization whose application has been approved by the Local Workforce Board and approved for the state list of training services through the use of an Individual Training Account.

Incumbent Worker Training: Defined in WIOA as an individual who has an established employment history with the employer for 6 months or more. Incumbent Worker training can be used to meet the needs of an employer or group of employers to help avert potential layoffs of employees or obtain the skills necessary to retain employment, such as increasing the skill levels of employees, so they can be promoted within the company and create backfill opportunities for new or less-skilled employees. Unlike other trainings, employers, instead of individuals, must meet the local eligibility criteria to receive funds for training their workforce. Employers who receive these funds must meet the requirements for providing the non-federal share of the cost of the training.

Non-Registered Apprenticeship: An apprenticeship that is not registered with the U.S. Department of Labor, but that meets all Registered Apprenticeship criteria other than application for registration.

Participant: Defined in WIOA as a reportable individual who has received staff-assisted services after satisfying all applicable programmatic requirements for the provision of services, such as eligibility determination. The following individuals are not participants: (i) Individuals who have not completed at least 12 contact hours in the Adult Education and Family Literacy Act (AEFLA) program; (ii) Individuals who only use the self-service system; and (iii) Individuals who only receive information services or activities.

Pre-Apprenticeship. Pre-apprenticeship is defined in [Training and Employment Notice No. 13-12](#) as "a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s)." A quality pre-apprenticeship program is one that incorporates the following elements: (a) approved training and curriculum; (b) strategies for long-term success; (c) access to appropriate support services; (d) promotes greater use of Registered Apprenticeship to increase future opportunities; (e) meaningful hands-on training that does not displace paid employees; and (f) facilitated entry and/or articulation.

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.

Sector Partnership: Partnerships of companies, from the same industry and in a shared labor market region, with education, workforce development, economic development, community organizations and other stakeholders that collectively focus on a set of priorities that matter to the competitiveness of their industry. These partnerships are:
- Industry-led, driven by a committed group of employer champions;
- Community-supported by a diverse range of public program partners;
- Convened or facilitated by a credible third-party (or intermediary);
- An organizing vehicle for multiple program partners to respond to industry priorities together;
- Local or regional (not top-down or statewide); and
- Action-oriented, focused on improving industry sector competitiveness, and not limited to just workforce issues.

Sponsor: Every Registered Apprenticeship program has a "sponsor." The sponsor is responsible for the overall operation and administration of the program, working in collaboration with the partners. Sponsors can be a single business or a consortium of businesses. Alternatively, the sponsor can be a range of workforce intermediaries including an industry association, community-based organizations, chambers of commerce, local workforce areas, a joint labor management organization, community colleges, etc.

Training Services: Defined in section 134(b)(3) of WIOA, as a service provided through an Individual Training Account (ITA) or through a training contract, that may be provided to eligible individuals if it is determined, after an interview, evaluation or assessment, and career planning, that the individual: is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone; is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and has the skills and qualifications to successfully participate in the selected program of training services.

Workforce Innovation & Opportunity Act: An act to replace the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and

improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.

Youth Apprenticeship: A program for youth (ages 16 to 24) currently enrolled in secondary education or pursuing a high school equivalency, including those with disabilities, that include, at minimum, the following:
- 450 hours of paid on-the-job training under the supervision of a mentor;
- At least 2 semesters of related instruction that ideally counts towards a high school and/or postsecondary credential, but minimally leading to an Industry Credential;
- Ongoing and a final assessment measuring success in mastering skill standards;
- Career exploration where participants learn about several positions within the employer and the field; and
- Wraparound supports (e.g. case management and counseling) and holistic upskilling (e.g. technical skills and soft skills).
- Upon successful completion of the program, participants are supported to apply for one or more of the following: entry-level employment, admission to a Registered Apprenticeship or Non-Registered Apprenticeship program, or admission to other articulated postsecondary education options (including 2- and 4-year programs).

APPENDIX L.   WIOA-Approved Training Providers:
https://www.illinoisworknet.com/Training/Pages/WIOATrainingProgramSearch.aspx

APPENDIX M.   Best Practices for Addressing Equity in Apprenticeship
- Closing the Divide: Making Illinois a Leader in Equitable Apprenticeships, Young Invincibles: https://www.illinoisworknet.com/DownloadPrint/YI_ClosingTheDivide.pdf
- Growing Equity and Diversity Through Apprenticeship: Business Perspectives, JFF Center for Apprenticeship and Work-based Learning: https://center4apprenticeship.jff.org/resources/growing-equity-and-diversity-through-apprenticeship-business-perspectives/?utm_source=social&utm_medium=linkedin&utm_campaign=cdlsa
- Principles for Equity in Apprenticeship, Center on Wisconsin Strategy: https://equityinapprenticeship.org/case-studies/principles-for-equity-in-apprenticeship
- Flowchart of Equitable Apprenticeship Models, Young Invincibles and Chicago Jobs Council: https://www.illinoisworknet.com/DownloadPrint/Flowchart%20of%20Equitable%20Apprenticeship%20Models.pdf

APPENDIX N.   Resources for Implementing and Operating Apprenticeship Programs
- Best Practices for Agencies Providing Supportive Services to Apprentices, Young Invincibles and Chicago Jobs Council: https://www.illinoisworknet.com/DownloadPrint/Best%20Practices%20of%20Supportive%20Services%20as%20of%2011.28.2018.pdf
- Key Elements of Illinois Apprenticeships, and Chicago Jobs Council: https://www.illinoisworknet.com/DownloadPrint/Key%20Elements%20IL%20Apprenticeships%2011.28.2018.pdf
- Chicago Jobs Council's Apprenticeship 101 and 201 Workshop Materials: https://cjc.net/apprenticeship-101/

APPENDIX O.   Success Story Submission in Illinois workNet

Written testimonials for program participant successes are published on Illinois workNet to show how programs are making a difference in people's lives. It is above and beyond a list of events or activities, it describes a positive significant and noteworthy change to the participant. It should show how participating with the program is making Illinois a better place to live – for individuals, families, organizations, businesses, local governments and communities.

https://www.illinoisworknet.com/UpdatesHelp/Pages/SuccessStories.aspx

APPENDIX P. **Illinois Economic Development Region Map**