

Climate Works Pre-apprenticeship Program Technical Assistance Workshop for New Applicants May 9, 2023



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor

Agenda

- **Review NOFO resources and timeframes**
- **Build your team**
 - Tasks and capacity
 - Grantees vs. subrecipients vs. contractors/vendors
 - Effective partnerships
 - Memorandums of understanding
- **Put together your budget**
 - Key definitions
 - Template walk through
 - What should the narrative look like?



What questions do you have about the application?

- Add a quick note in the chat.



Review NOFO Resources and Timeframes

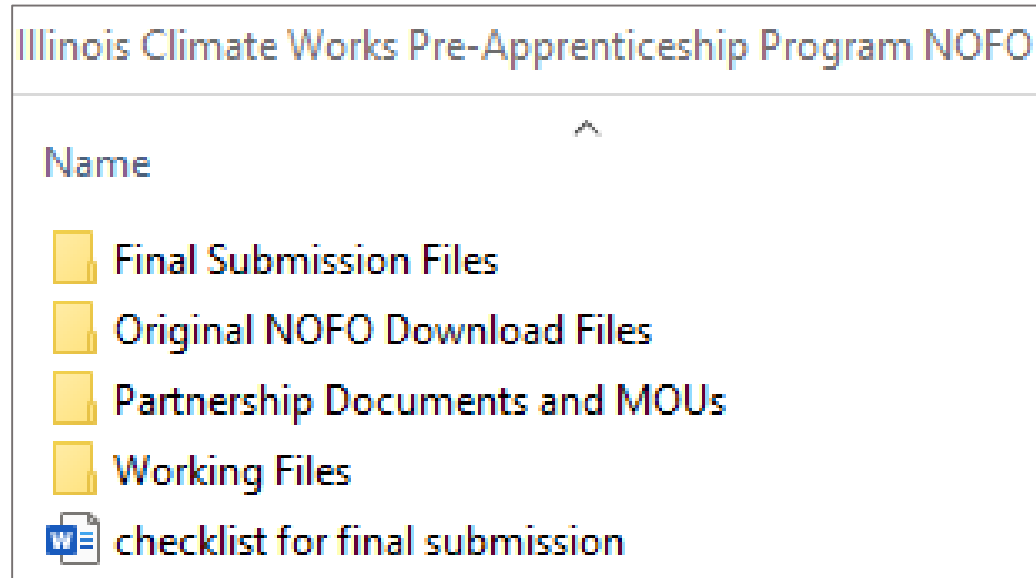


Review NOFO resources and timeframes

NOFO website	https://dceo.illinois.gov/aboutdceo/grantopportunities/3137-2538.html	
CEJA FAQ webpage	https://dceo.illinois.gov/climateandequitablejobs/ceja-faq.html	
DCEO Grant Basics webpage	https://dceo.illinois.gov/aboutdceo/grantopportunities/grant-basics.html	
Application submission deadline	June 2, 2023; by 5:00pm	
Technical assistance office hours	May 23, 2023 – 9:00-11:00am May 16, 2023 – 3:00-5:00pm	See NOFO website for Zoom link
Technical Assistance Workshop for First Time Applicants	May 9, 2023	Slides & recordings on NOFO website
GATA Training	✓ May 5, 2023	
Writing an Effective Proposal	✓ May 3, 2023	
Bidder's Conference	✓ April 27, 2023	

Review NOFO resources to organize your approach

- Have you downloaded the NOFO files and set up an organized file structure?
- Have you set up a checklist with submission requirement details?
- Are you monitoring the NOFO website for update announcements?



Review NOFO timeline to set your application development schedule and milestones

- What is your progress status? Partnership development; budgetary development; application material development.
- Who are the partners; what are their roles?
- What does your application development timeline look like?

M	Tu	W	Th	F
5/8	5/9	5/10	5/11	5/12
establish/firm up partner roles & initial budgetary expectations; application draft materials in progress				
5/15	5/16	5/17	5/18	5/19
continued progress on application draft				MOU internal deadline
5/22	5/23	5/24	5/25	5/26
firm up budgets; edit & compile the application docs			internal draft submissions	
5/29	5/30	5/31	6/1	6/2
finalizing, internal administrative reviews & approval				SUBMIT!

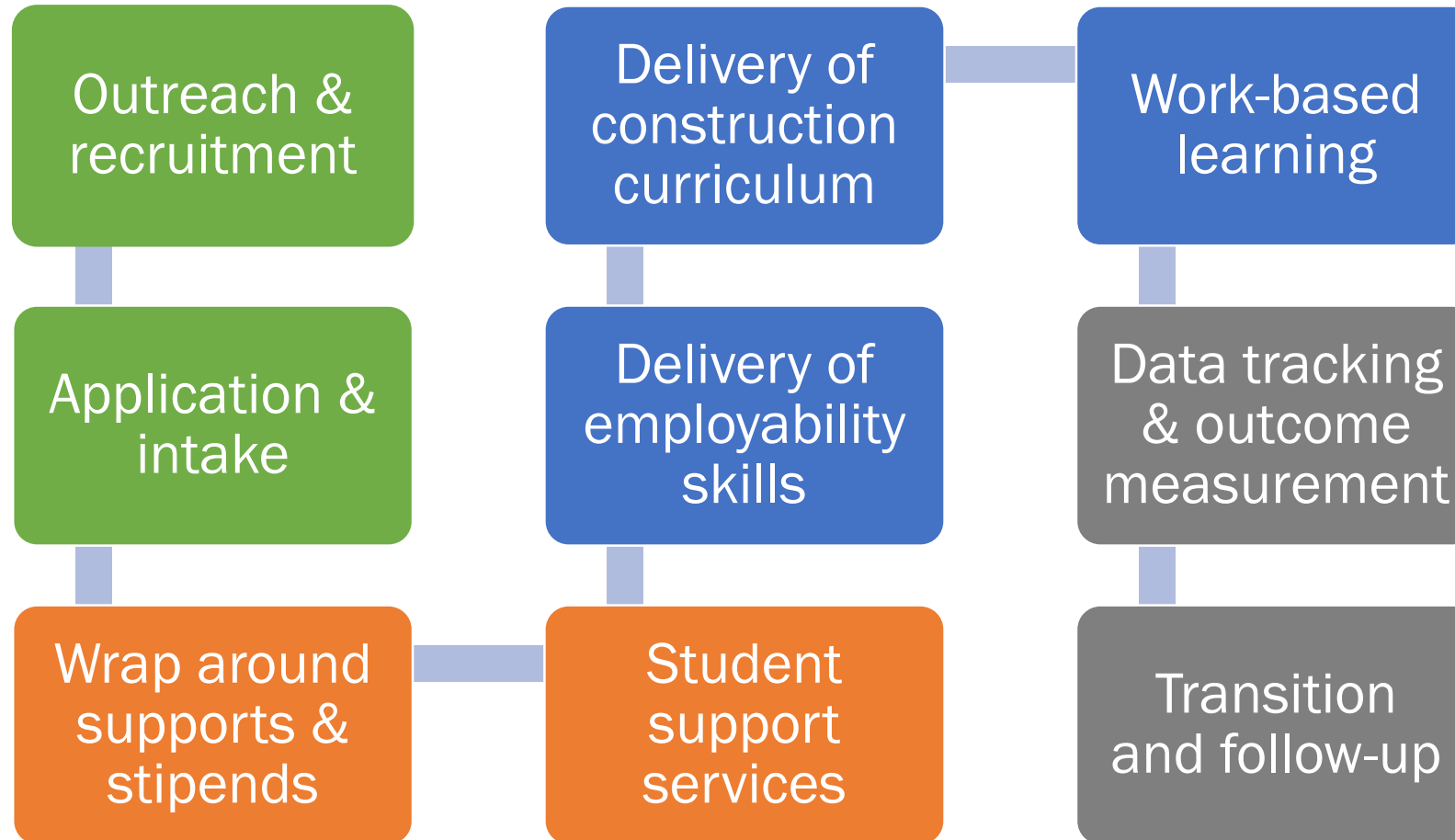
• *Sample calendar: illustrative purposes only*





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Can your team collectively deliver all program elements?



Building your team: An example

	My organization's capacity	Potential partner
Outreach and recruitment	Need some help	Community-based organization
Application and intake	✓ Got it covered	
Wrap around supports and stipends	Not able to provide	Community-based organization
Student support services	Not able to provide	Community-based organization
Construction + clean energy training	✓ Got it covered	
Employability skills	Need some help	Community-based organization
Work-based learning	Not able to provide	Apprenticeship programs, employers
Follow-up, transition services	Need some help	Apprenticeship programs, employers
Data, outcome tracking	✓ Got it covered	

How do I find partners?

- See our “partnering” [contact list](#)
- Identify the registered apprenticeship programs in your region
 - See DOL Apprenticeship Finder: <https://www.apprenticeship.gov/partner-finder>
- Identify the training providers and community-based organizations in your area.
 - Who offers construction training?
 - Who offers job readiness training?
 - Who offers GED/Adult education training?
 - Who offers support services?



Apprenticeship occupations with anticipated clean energy job growth

Electricians

Insulators

Ironworkers

Laborers

Carpenters

Plumbers

Operating
Engineers and
Equipment
Operators

Sheet Metal
Workers

Roofers

Boilermakers



Some helpful team definitions and distinctions

Main grantee/recipient

- Entity that receives an award directly from DCEO to carry out the scope of work of the Climate Works Pre-apprenticeship Program.

Subrecipient or “pass-through entity”

- An entity that receives a subaward for the purpose of carrying out part of the scope of work.

Contractor/Vendor

- Dealer, distributor or other seller that provides supplies, expendable materials, or services in support of the project activities. Subject to procurement standards.



It is a subrecipient relationship if . . .

- The entity can determine eligibility to participate in the pre-apprenticeship program.
- The entity has the ability to make decisions about how services will be delivered to participants.
- The entity is carrying out the completion of the goal of the grant or part of the grant.
- The entity's funding is dependent on their ability to meet the objectives of the award.



Team Partners and the Proposal Process

	Main grantee	Subgrantee/Subrecipient	Contractor/Vendor
Must be GATA Pre-qualified?	Yes	No, but must be in good standing (not on the Debarred, Suspended, Excluded Parties, or Sanctioned Parties lists)	No
On record for the Grant? (to receive funds)	Yes	Yes	No
Requires a Memorandum of Understanding	Yes	Yes	No
Must develop separate budget & justification	Yes	Yes	No
Can be a for profit	No	Yes	Yes
Must report program participation and outcomes	Yes	Yes	Yes
Must maintain 3-5 years of program documentation	Yes	Yes	No

Accountability

- If a subrecipient or provider is not performing as agreed, they can be removed and/or replaced
- However, the main grantee will be held accountable!



Effective partnerships

Focus on outcomes (not just money)

Agree on the tasks and how they will be done

Provide accurate and up-to-date information on reports

Show mutual respect

Deliver services on time

Practice active listening

Communicate concerns and issues immediately

Ensure performance and reporting compliance



What is a Memorandum of Understanding?

A mutual statement of commitment among two or more parties.

- Project or program name
- Purpose and background of project
- Scope of work and responsibilities under the MOU
- Amount of funds requested for subrecipient
- Agreed upon mutual understandings
- Reporting requirements
- Record retention requirements
- Signatures and date



Who should complete a Memorandum of Understanding?

- Any subgrantees/subrecipients
- If possible: Registered Apprenticeship programs or employers/organizations
 - Agree to **accept or consider** program graduates following completion
 - Agree to offer **work-based learning elements**



Budget definitions and walkthrough



What questions do you have about the budget?

- Where are you struggling?
- Add a quick note in the chat.



A few things to know about the budget template

- It's a standard template, with a few sections that are specific to this program. Some sections may not apply to you.
- The template does a lot of the math for you but can get messed up if you add rows and columns in the wrong place. Be careful where you insert rows.
- If you are selected, DCEO may negotiate the budget—things may change.



Budget starting point: Number of participants, cohorts, and locations—example

How many participants will you serve?

\$4M at
\$10,000/student = 400
participants per year

How many student cohorts will you serve? (if using cohort model)

20 cohorts of 20
participants

Where will the training be offered? How many cohorts per location?

4 cohorts per year at 5
locations

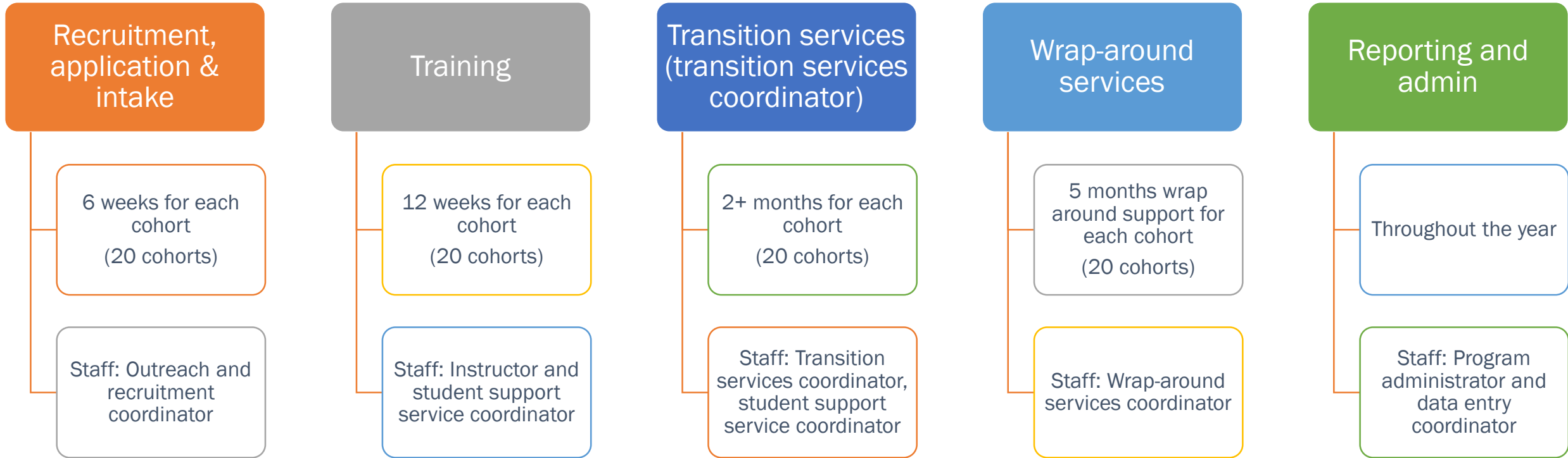
What staff needs will be required to serve all participants at the different locations?

5 instructors, 2
recruiters, 2 wrap around
support coordinators, 5
student support service
coordinators, 1 program
admin, 1 data entry

Estimates: \$10,000/student for program costs



Budget starting point: Tasks, timing, and staff



Budget starting point: Staffing plan (consider different locations)

Program administrator

Outreach and recruitment coordinator & staff

Wrap-around service coordinator & staff

Student support service coordinator & staff

Instructor(s)

Transition services coordinator & staff

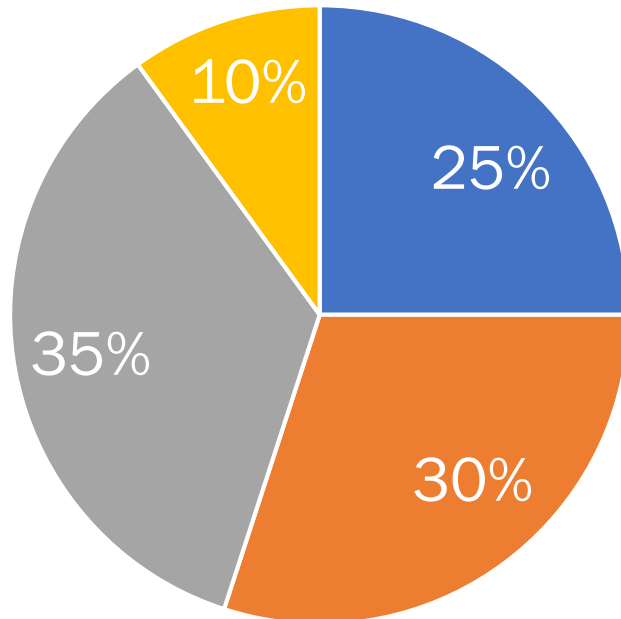
Data entry coordinator & staff

How many full time staff in general? At each location? Part-time staff?
Partnerships with other organizations to build capacity?



Budget starting point: Performance based payment model example

- Enrollments
- Completions
- Transitions (Outcomes)
- Close-out reports



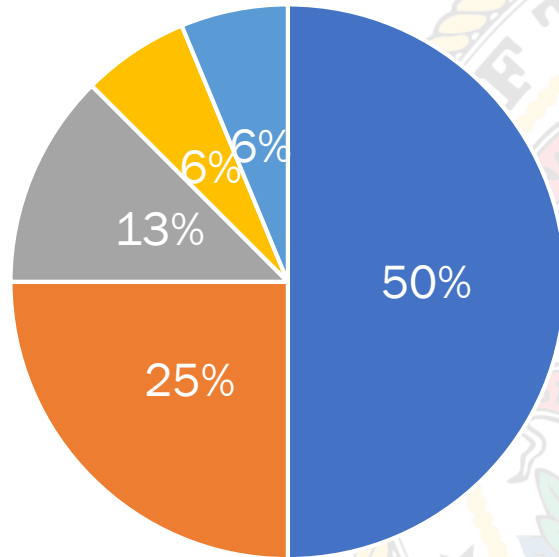
- **Enrollments:** \$1,000,000 to enroll participants
- **Completions:** \$1,200,000 to help participants complete the training.
- **Transitions:** \$1,400,000 to help people get placed in apprenticeships (or other secondary outcomes)
- **Close-out reports:** \$400,000

= \$4 million total funding



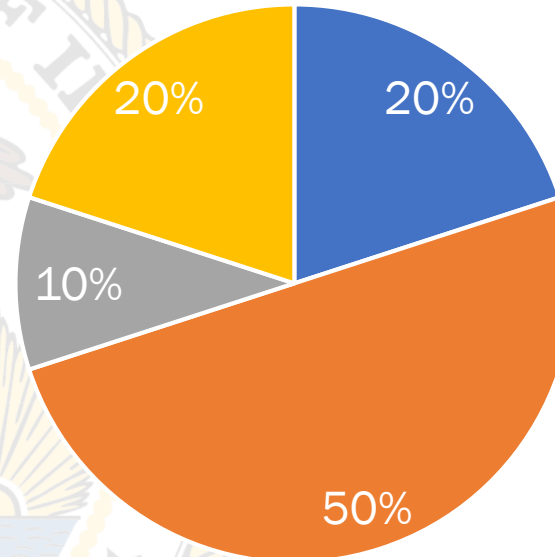
Budget: \$4,000,000

Budget categories



- Personnel (\$2M)
- Support services (\$1M)
- Instruction costs (\$500K)
- Indirect costs (rent, utilities, admin) \$250K
- Equipment and supplies (\$250K)

Task categories



- Recruitment
- Training delivery
- Admin/data tracking
- Support service delivery



Now let's look at the budget categories in the template

Personnel	Fringe benefits	Travel	Equipment	Supplies
Contractual Services	Consultant	Occupancy	Telecommunications	Training & education (for staff)
Direct administrative costs	Industry focused training	Supportive services	Miscellaneous costs	Indirect costs



SECTION A -- STATE OF ILLINOIS FUNDS

Grant #

Revenues	TOTAL REVENUE
(a). State of Illinois Grant Amount Requested	\$ -

BUDGET SUMMARY STATE OF ILLINOIS FUNDS

Budget Expenditure Categories	OMB Uniform Guidance Federal Awards Reference 2 CFR 200	TOTAL EXPENDITURES
1. Personnel (Salaries & Wages)	200.430	\$ -
2. Fringe Benefits	200.431	\$ -
3. Travel	200.474	\$ -
4. Equipment	200.439	\$ -
5. Supplies	200.94	\$ -
6. Contractual Services & Subawards	200.318 & 200.92	\$ -
7. Consultant (Professional Services)	200.459	\$ -
9. Occupancy (Rent & Utilities)	200.465	\$ -
11. Telecommunications		\$ -
12. Training & Education	200.472	\$ -
13. Direct Administrative costs	200.413 (c)	\$ -
14. Miscellaneous Costs		\$ -
15. A. <i>Industry Focused Training</i>		\$ -
B. <i>Supportive Services</i>		\$ -
16. Total Direct Costs (lines 1-15)	200.413	\$ -
17. Indirect Costs* (see below)	200.414	\$ -
Rate:		
Base:		
18. Total Costs State Grant Funds (16 & 17)		\$ -

Here are the budget categories in the summary sheet →

This column will be populated automatically when you fill out the rest of the spreadsheet.

1. Personnel

Position(s)	Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of time	Personnel Cost
Recruitment Coordinator	\$75,000	Yr	50%	1	\$ 37,500.00
Wrap-around service Coordin	\$75,000	Yr	100%	1	\$ 75,000.00
Recruitment staff	\$25	Hr	100%	800	\$ 20,000.00
Data entry coordinator	\$75,000	Yr	25%	1	\$ 18,750.00
				State Total	\$ 151,250.00

Generally, these are the staff assigned to the project in your “staffing plan.”

Are you partnering with another entity to deliver some of the scope of work? Their personnel costs will go under the “Contractual Services” Tab.



2. Fringe Benefits: What are they?

Benefits employees receive on top of their normal wages and salaries. Can include:

- Use of a company car
- Health insurance/life insurance coverage
- Childcare reimbursement
- Disability insurance
- Bonus pay
- Pension plan contributions
- Retirement benefits



Personnel Costs vs. Fringe Benefits

Personnel costs: The amount an employee earns per year in salary or wages multiplied by the percentage of time assigned to the project.

Example:

- $\$50,000 \times 0.5 = \$25,000$

Fringe Benefits: Any kind of non-wage or non-salary compensation benefitting employees.

Examples:

- Health insurance
- Subsidized transportation
- Paid vacation and sick leave
- Holidays



How do you calculate Fringe Benefit Rate?

$$\text{Fringe Benefit Rate} = \frac{\text{Total Fringe Benefits}}{\text{Annual Salary or Wages}} \times 100$$

Annual wages: \$25/hr for 40 hrs/week for 40 weeks = \$40,000

Total fringe benefits = \$10,000

$$\text{\$10,000/\$40,000} * 100 = 25\%$$



Fringe Benefit Example

Position(s)	Base	Rate	Fringe Benefit Cost
Recruitment Coordinator	\$ 37,500.00	25.00%	\$ 9,375.00
Wrap-around service Coordinator	\$ 75,000.00	25.00%	\$ 18,750.00
Recruitment staff	\$ 20,000.00	10.00%	\$ 2,000.00
Data entry coordinator	\$ 18,750.00	25.00%	\$ 4,687.50
		State Total	\$ 34,812.50



This is the amount they are going to be paid per year (from personnel costs)



3. Travel

How do you determine the cost rate?
Your organization may have standard rates that they use based on miles traveled, number of participants, vehicle (such as renting a bus), etc.

Purpose of Travel/Items	Location	Cost Rate	Basis	Quantity	# of Trips	Travel Cost
Field trip for program participants	Peoria	\$150	hr	6	3	\$ 2,700.00
Employee training	Springfield	\$ 0.65	miles	500	2	\$ 650.00
						\$ -
						\$ -
					State Total	\$ 3,350.00

Include any travel or meals or lodging for staff (for training or meetings)
Include any travel or meals or lodging for participants (field trips, work-based learning outings, etc.)

Do NOT include travel vouchers or other supports for participants to get to the training (those costs will be included elsewhere).



4. Equipment

Item	Quantity	Cost	Equipment Cost
<i>Laptops</i>	<i>30</i>	<i>\$500</i>	<i>\$ 15,000.00</i>
<i>Individual tool sets</i>	<i>30</i>	<i>\$ 100.00</i>	<i>\$ 3,000.00</i>
		<i>State Total</i>	<i>\$ 18,000.00</i>

What equipment will you need for your training program?

- Desks and tables
- Computers
- Hand and power tools
- Solar panels



Equipment vs. Supplies

Equipment: Used for projects over the long-term. Subject to depreciation and generally retain some value after use.

Examples:

- Vehicles
- Computers
- Office furniture
- Construction equipment

Supplies: Used over the short term, not subject to depreciation. Do not retain value.

Examples:

- Paper
- Pens
- Printer ink



5. Supplies

Item	Quantity/ Duration	Cost	Supplies Cost
<i>Paper</i>	5	\$ 50.00	\$ 250.00
<i>Personal Protective Equipment</i>	30	\$ 30.00	\$ 900.00
<i>Food</i>	300	\$ 30.00	\$ 9,000.00
			\$ -
			\$ -
			\$ -
		<i>State Total</i>	\$ 10,150.00



5. Contractual Services

Item	Contractual Services Cost
Community Based Organization	\$ 150,000.00
Community College	\$ 300,000.00
Employer (Work-based learning)	\$ 50,000.00
	\$ -
	State Total
	\$ 500,000.00

Totals from all subrecipients or contracts/vendors go here.

- Develop separate budgets for each subaward or contract, regardless of the dollar value. Indicate basis for the cost estimates in the narrative.
- Sole source contracts: Need separate budget if over \$150,000



7. Occupancy (direct expenses, not indirect)

Rent, utility, maintenance expenses

Must be *direct* occupancy expenses

- Rent or utilities that can be directly attributed to a specific cost objective
- Ex. You pay rent for the use of a specific training facility, just for your training program.

Indirect occupancy expenses—these go in “Indirect Costs”

- Facility operation and maintenance for your staff generally (not tied to a specific task or objective).



8. Training & Education

- These are training and education costs associated with *employee development (not training for participants)*. Could include:
 - Rental space for training
 - Training materials
 - Speaker fees



9. Direct Administrative Costs

- Normally, administrative costs are “indirect” costs
 - Admin salaries
 - Clerical staff salaries
- Direct admin costs:
 - Administrative or clerical services are integral to a project or activity
 - Individuals involved can be specifically identified with the project or activity
 - The costs are explicitly included in budget
 - The costs are not also recovered as indirect costs (no double counting)



10. Industry Focused Training Costs

- Costs associated with your training program including
 - Curriculum Costs
 - Instructional Delivery Costs
 - Work-based Learning & Practicum Costs
 - Stipend Costs

You can't change the category names or add different categories. You'll want to explain in the narrative what specific items go into each category.

If a team partner is delivering the training, this will go into "Contractual Services" and require a separate budget.



11. Supportive Services

- Wrap around services
- Student support services
- Transition support services

You can't change the category names or add different categories. You'll want to explain in the narrative what specific items go into each category. (travel vouchers, tutoring costs, mentor costs, emergency rent payments, etc.)

If a team partner is delivering the training, this will go into "Contractual Services" and require a separate budget.



Direct vs. indirect costs

Direct costs: Contribute to a single objective of a grant or activity.

Examples:

- Grant personnel working on specific tasks
- Travel for specific purposes
- Materials, supplies, equipment, communication for specific grant purposes

Indirect costs: “Overhead” costs. Not tied to a specific contract, function or activity but beneficial to the whole operation.

Examples:

- Facility costs: rent, utilities
- Admin costs: accounting, certain personnel costs



Indirect cost rate

- The proportion of indirect costs that a project will cover.
- Ratio between the total indirect costs of an applicant and a direct cost basis (or the total direct costs).

You can negotiate an indirect cost rate with the state OR use:

- **A Negotiated Indirect Cost Rate with the State of Illinois that has already been established** (provide copy of agreement).
- **A Negotiated Indirect Cost Rate with the Federal Government or the Federal Cognizant Agency that has already been established** (provide copy of agreement)
- **De Minimis Rate:** Standard indirect cost rate of 10% for applicants that do not have a Negotiated Indirect Cost Rate Agreement.
- You can choose NOT to charge any indirect costs.



The Budget Narrative: What should it include?

- Written justification for all your item costs.
- An opportunity to “show your work,” to explain how you got your numbers.
- An explanation of any assumptions you used to develop the budget.
- A detailed explanation of your more substantial costs.



Budget narrative: Where is it?

- Narrative sections included in each sheet of the budget spreadsheet

<u>Industry Focused Training Narrative (State):</u>									

- Technical proposal budget narrative
 - Combination of different narrative sections in the budget spreadsheet, summarized
 - Overall justification of program costs by outcomes
 - You may use the estimate of \$10,000 per participant for training program costs or propose a different estimate.
 - Consider the different outcomes: Completion, placement in apprenticeship program, placement in job or other training program.
 - Overall justification of program costs by task
 - About how much of the total program cost can be attributed to each task?



Budget Narrative Tips

- Be specific and concise. Offer detail when helpful, but don't provide too much detail for smaller expenses.
- Cite calculations: show your math for both justifications of costs and accuracy.
- Collect quotes and invoices.
- Consider inflation when making your estimates.
- Follow the same order as your budget spreadsheet.
- Make sure budget narrative numbers match the spreadsheet numbers.



Budget Narrative Examples

- **Personnel:** In describing costs, list all personnel and their positions and briefly describe their contribution to the project.
- **Consultants or contractors:** Clearly explain who is being subcontracted, their scope of work, and why you needed a person's expertise or services.
- **Equipment:** Identify pricing or quotes. Explain how the equipment will be used in the project and if it will be shared with other projects.
- **Travel:** Indicate the basis of the costs and why the travel is relevant. Include breakdown of costs of travel, food, hotel, and car rentals. Include how many people will travel, for how long, and the purpose of the travel.



Next Technical Assistance Sessions and Additional Resources



Technical Assistance Office Hours for new(er) applicants

- Tuesday, May 16 from 3-5
- Tuesday, May 23 from 9-11

Zoom meeting: Show up any time between those hours with questions ready or materials to share for feedback. We'll offer individualized support.



A few budget and grant resources

<https://dceo.illinois.gov/aboutdceo/grantopportunities/grant-basics.html>

- Administration vs. Programmatic costs
- Indirect Cost and Indirect Cost Rate
- Requirements for Pass-Through Entities

<https://dceo.illinois.gov/aboutdceo/grantopportunities/learning-library.html>



Thank you!

Questions? Submit here:

[WIOA Climate Works Pre-Apprenticeship \(CEJA\)](#)
[NOFO 2023 FAQs \(illinoisworknet.com\)](#)



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