



CLEAN JOBS ILLINOIS

Climate Works Pre-apprenticeship Program

Writing an Effective Proposal

May 3, 2023



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor



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Climate Works Pre-apprenticeship Program

1. Introduction

2. Preparing a Strong Proposal

3. Understanding the NOFO

4. Submission



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CEJA Workforce Programs

Equity-focused workforce training programs



Clean Jobs Workforce Network Program



Climate Works Pre-apprenticeship Program



Returning Resident Clean Jobs Training Program



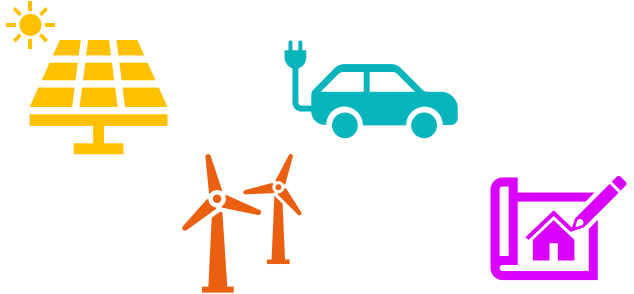
Energy Transition Navigator Program



Clean energy employers select or hire apprentices or entry-level workers



They work on clean energy projects funded by CEJA and more



NOFO Release Timeline (Estimate)

NOTICES OF FUNDING OPPORTUNITY RELEASE

APRIL

MAY

JUNE



Climate Works Pre-apprenticeship Program



Energy Transition Navigator Program



Clean Jobs Workforce Network Program



Returning Resident Clean Jobs Program



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Climate Works Pre-apprenticeship Program

The Climate Works Pre-apprenticeship Program is a Climate and Equitable Jobs Act Workforce Program, with the following goals:



Equitably grow the construction and building trades to meet the demand for clean energy workers



Prepare people to succeed in apprenticeship programs and ultimately get well-paying jobs in the construction and building trades.



Increase employment opportunities in the clean energy workforce for equity eligible individuals and communities.

Who can apply for funding to deliver the Climate Works Pre-apprenticeship Program? Organizations that . . .

Provide employment, skill development or related services

Demonstrate relationships with residents and orgs serving communities in region

Have a history of serving low wage or low-skilled workers from economically disadvantaged communities

Demonstrate relationships with apprenticeship programs and contractor associations.



Who *should* apply for funding to deliver the Climate Works Pre-apprenticeship Program?

An organization/team that has:

- Experience delivering construction and skills training
- Strong ties to target communities and populations in region.
- Strong ties to registered apprenticeship programs.
- Experience providing wrap-around supports
- Strong ties to other organizations for referrals
- Ability to meet people's needs quickly and efficiently
- Strong ties to target communities and populations





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Climate Works Pre-apprenticeship Program

1. Introduction

**2. Preparing a Strong Proposal:
Overall Tips**

3. Understanding the NOFO

4. Submission



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Read the NOFO Carefully

- The notice of funding opportunity contains important information about the expected activities, eligibility criteria, and documents and organizational data needed from prospective partners.
- Be sure that you understand all the requirements.

Close reading strategies

- Highlight
- Dissect
- Outline key points
- Ask questions
- Discuss with team



Use the NOFO Definitions: Be careful with terminology

Program definitions

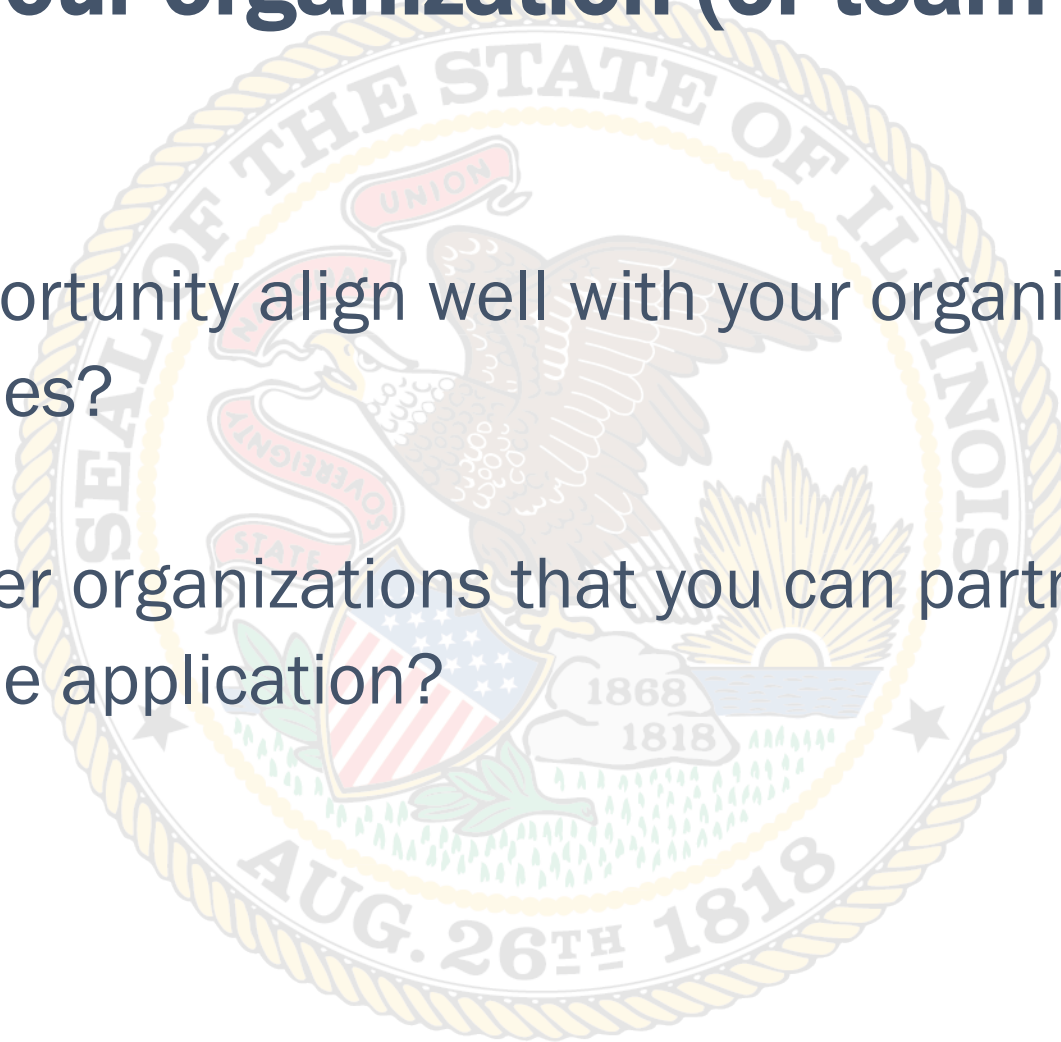
- Community-based organization
- Equity investment eligible person
- Equity investment eligible communities
- Pre-apprenticeship

Tip: Don't make up your own definitions, terms for the people you will serve, the type of training you will deliver.



Make sure your organization (or team of organizations) is a good fit

- Does the opportunity align well with your organization's mission and capabilities?
- Are there other organizations that you can partner with to strengthen the application?



Preparing a Strong Proposal

Respond to the content of the NOFO

- Your proposed program design should strongly align with the program description and requirements
- The review criteria should guide your proposal development.

Tell your story

- Highlight the strengths of your team
- Make a case for your project and its potential impact

Always think about staffing, budget and partnerships





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Climate Works Pre-apprenticeship Program

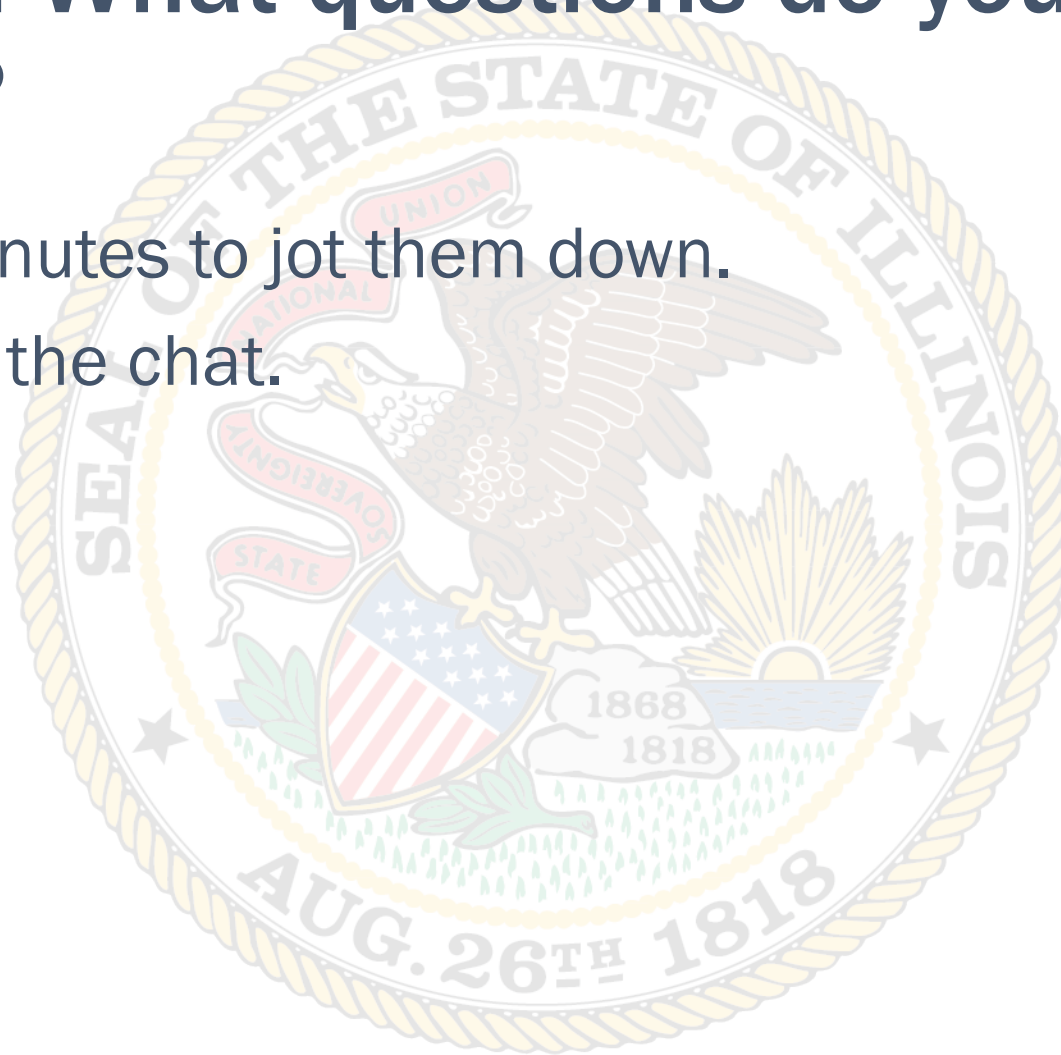
1. Introduction
2. Preparing a Strong Proposal
- 3. Understanding the NOFO: Walk through of key sections**
4. Submission



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Reflection: What questions do you have about the NOFO?

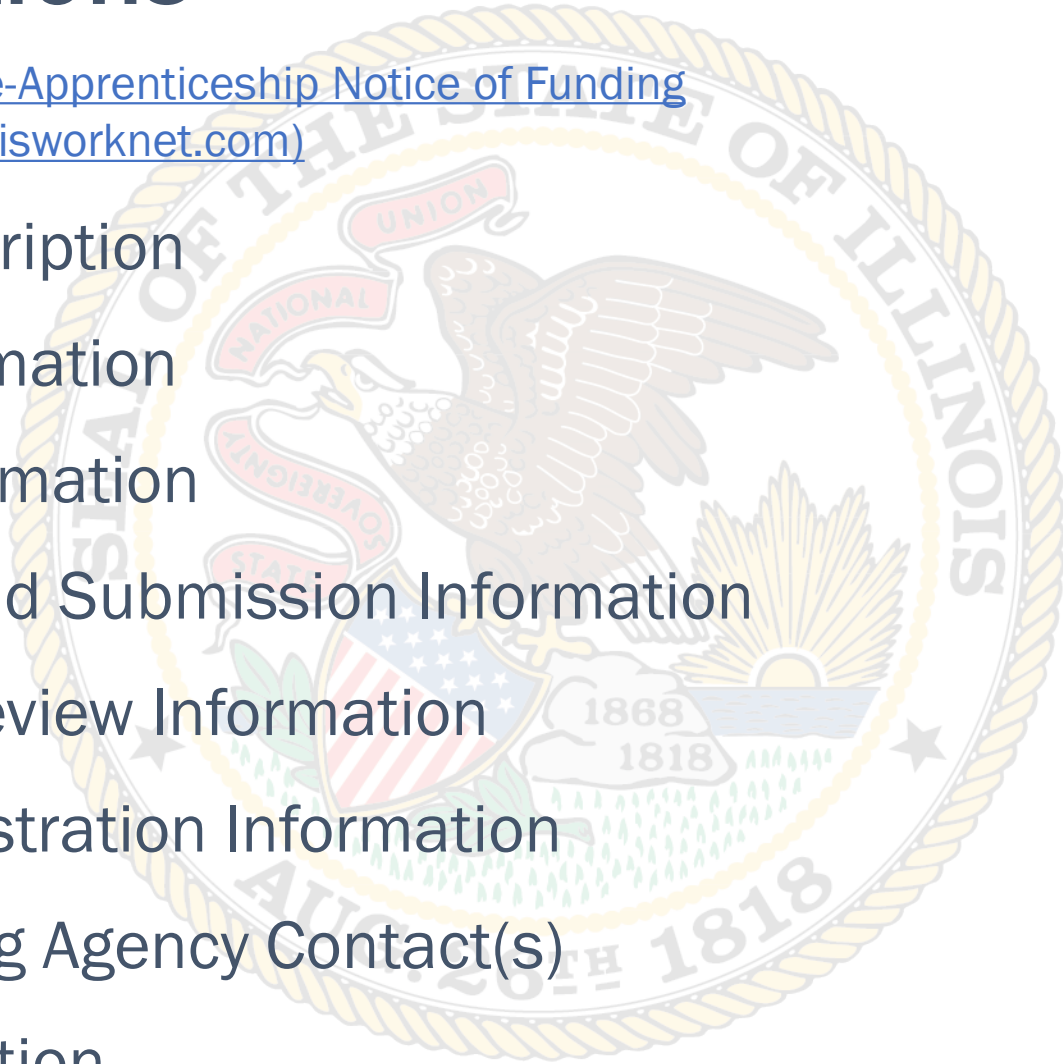
- Take a few minutes to jot them down.
- Write them in the chat.



NOFO Sections

[WIOA Climate Works Pre-Apprenticeship Notice of Funding Opportunity 2023 \(illinoisworknet.com\)](https://illinoisworknet.com)

- A. Program Description
- B. Funding Information
- C. Eligibility Information
- D. Application and Submission Information
- E. Application Review Information
- F. Award Administration Information
- G. State Awarding Agency Contact(s)
- H. Other Information



Don't forget the NOFO Materials and Resources

NOFO Materials

- Climate Works Pre-Apprenticeship NOFO (including Energy Transition Barrier Reduction Services)
- Uniform Application
- Budget Template
- Conflict of Interest Disclosure
- Mandatory Disclosure
- Attachment I - Proposed Work Plan
- Attachment II - Participant Demographics and Outcome Summary
- Attachment III - Sample Curriculum and Proposed Curriculum
- Attachment IV - Staffing Plan

The screenshot shows the Illinois WorkNet website interface. At the top, there is a navigation bar with a search icon, 'Español', 'Partners', and 'Share' options. Below this is a dark blue header with the text 'CLIMATE WORKS PRE-APPRENTICESHIP NOTICE OF FUNDING OPPORTUNITY 2023'. The main content area is divided into sections: 'Background', 'Program Design', 'FAQs', and 'Resources'. The 'Background' section contains text about the requirements for funding and the goal of creating a diverse pipeline of workers. The 'Program Design' section details the focus of the program and lists eligible individuals. The 'FAQs' section includes a frequently asked question icon and a list of questions. The 'Resources' section lists various documents and reports available for download. On the right side of the page, there are two logos: the Illinois Department of Commerce logo and the 'CLEAN JOBS ILLINOIS' logo.

Background

This Notice of Funding Opportunity (NOFO) sets forth the requirements for funding the Illinois Climate Works Pre-Apprenticeship Program and the Energy Transition Barrier Reduction Program as specified by the Climate and Equitable Jobs Act (CEJA, Public Act 102-0662). These two CEJA workforce programs are intended to help accelerate the adoption of clean energy sources, electric vehicles, and energy efficiency efforts. State and federal investments in clean energy are expected to generate significant construction, installation, maintenance, and repair workforce activity in Illinois. Historically, these investments have not benefited all Illinois communities and workers. The Illinois Climate Works Pre-Apprenticeship Program was created to address these historical inequities. To create a qualified, diverse pipeline of workers prepared for careers in construction and building trades and clean energy jobs opportunities therein, the Illinois Climate Works Pre-Apprenticeship Program creates a network of Climate Works Pre-Apprenticeship Centers throughout the State that recruit, prescreen, and provide pre-apprenticeship skills training. Upon completion, participants will be connected to and prepared to complete apprenticeship programs in the construction and building trades.

This Climate Works Pre-Apprenticeship Program NOFO includes funding for the delivery of Energy Transition Barrier Reduction services for program participants. Barrier reduction services include funding for stipends, childcare, transportation, driver's education fees, textbooks, tools, and more.

Program Design

The focus of the Climate Works Pre-Apprenticeship Program is to help equity eligible persons successfully transition into U.S. Department of Labor registered apprenticeship programs in construction and building trades. The goal is to create a network of Climate Works Hubs throughout the State that will recruit, prescreen, and provide pre-apprenticeship skills training, for which participants can attend free of charge and receive a stipend, to create a qualified, diverse pipeline of workers prepared for careers in the construction and building trades and clean energy jobs opportunities therein.

Individuals who are aged 16 or above and who are willing and able to make a career in construction and trades can enroll in the Climate Works Pre-Apprenticeship program. Eligible individuals for the training program are:

- Persons whose primary residence is in an *equity investment-eligible community*;
- Persons who are graduates of or currently enrolled in the foster care system; or
- Persons who were formerly incarcerated.

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

The Climate Works Centers will also deliver Energy Transition Barrier Reduction Program services to assist pre-apprentice participants in overcoming non-academic barriers to successful program participation. The main grantee may elect to deliver the Energy Transition Barrier Reduction services themselves or subcontract with another community-based organization to deliver these services.

Eligible applicants for the Climate Works Pre-Apprenticeship Program include organizations that:

- Provide employment, skill development, or related services to communities in the proposed region;
- Have relationships with registered apprenticeship programs and contractor associations; and
- Have a history of serving low-wage or low-skilled workers from economically disadvantaged communities within the proposed service region.

To deliver the Energy Transition Barrier Reduction services, applicant teams must have:

- The ability to effectively serve diverse and underrepresented populations in the proposed region;
- Capacity to provide supportive services and distribute barrier reduction funds;
- Strong connections to other community-based organizations and local agencies for referrals;
- Strong connections to and experience serving equity investment eligible communities within the service region.

Priority will be given to applicants that are a team of multiple partner organizations that collectively demonstrate an ability to deliver the required services included in the Climate Works Pre-

FAQs

Frequently Asked Questions (FAQs)

NOFO Materials

- Climate Works Pre-Apprenticeship NOFO (including Energy Transition Barrier Reduction Services)
- Uniform Application
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- Conflict of Interest Disclosure
- Mandatory Disclosure
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- Attachment III - Sample Curriculum and Proposed Curriculum
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Resources

NOFO Resources:

- DCEO Climate and Equitable Jobs Act Implementation
- Climate and Equity Jobs Act
- Illinois Clean Energy Jobs and Training Program Inventory Report
- CEJA Stakeholder Feedback Summary Presentation
- Executive Order #3: Action Agenda for Workforce Development and Job Creation
- Illinois Career Pathways Dictionary

Program Description: Start by highlighting the main points of each section

Overall program design

*Projects funded under this program **must include the following program elements** and are encouraged to incorporate national best practices*

OVERALL PROGRAM DESIGN: Applicants must provide information on how they will design, develop, and implement a Climate Works Pre-apprenticeship Center to recruit, prescreen, and provide pre-apprenticeship skills training to prepare a diverse pipeline of workers for careers in the construction and building trades and clean energy job opportunities therein. Applicants must also provide information on how they will implement the Energy Transition Barrier Reduction Program as part of the Pre-apprenticeship Center. Applicants must describe which program elements will be delivered by the main applicant. Applicants must also describe how they will partner with or coordinate with other organizations to provide any program elements not delivered by the main applicant such as participant recruitment and assessments, case management, technical training, work-based training, supportive services, and transition/placement services to participants.



Next, turn your highlights into list of requirements

- Recruit equity eligible participants and provide assessments
- Provide pre-apprenticeship skill training
- Prepare people for apprenticeship programs and careers in construction and building trades
- Implement barrier reduction services
- Coordinate with other organizations to deliver services
- Connect with apprenticeship programs



Program requirements list the **WHAT** you'll need to do. Your proposal will cover the **HOW**.

Refer to **best practices and resources** for ideas on **HOW** to deliver the program elements, such as

- How you'll deliver work-based learning
- How you'll create inclusive outreach strategies
- How you'll coordinate with other programs
- How you'll deliver wrap-around supports
- How you'll make the training accessible



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

- Broadening the Apprenticeship Pipeline (National Skills Coalition)
- Construction Pre-Apprenticeship Programs (Aspen Institute)
- Key Capacities of Construction Pre-Apprenticeship Programs (Aspen Institute)
- Pre-Apprenticeships: Building Strong Apprentices (Workforce GPS)
- Roadmap for Racial Equity (National Skills Coalition)
- Racial Equity Readiness Assessment for Workforce Development (Race Forward)
- Principles for High-Quality Pre-Apprenticeship: Model to Advance Equity (Center for Law and Social Policy CLASP)
- Collaborative Solutions for Increasing Diversity of Apprenticeship Participants (Workforce GPS)
- Closing the Divide: Making Illinois a Leader in Equitable Apprenticeships (Young Invincibles)

For each task or requirement, consider HOW you will deliver it—referring to best practices

	Program delivery ideas (the HOW)	Best practices
Recruiting		
Pre-screening (enrollment)		
Training delivery		
Stipends		
Wrap-around supports		
Career services		

For each task or requirement, consider HOW you will deliver it—referring to best practices

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

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- Collaborative Solutions for Increasing Diversity of Apprenticeship Participants (Workforce GPS)
- Closing the Divide: Making Illinois a Leader in Equitable Apprenticeships (Young Invincibles)
- 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)
- Essentials of a High-Quality Pre-Apprenticeship Program, Jobs for the Future, 2019

Community-Based Recruitment and Mentorship

A common thread among the Equity in Apprenticeship case studies is each program's ties to community networks that both expands access for underrepresented workers to high-skill jobs and creates a culture of support and mentorship between more experienced workers and newly appointed apprentices. This is an example of the critical role that apprentices, former apprentices, and workers themselves are playing in equity in apprenticeship programs.

Connect to engaged workers and connect to community. The wisdom, experience, and social capital of workers – especially new apprentices and journey-level workers – must be understood as an asset that can be developed and leveraged in these programs. Diverse worker voices should be supported and developed so that they are contributing to program design and recruiting friends and family. Practitioners should find ways to connect with and support workers in the design and dissemination of apprenticeship.



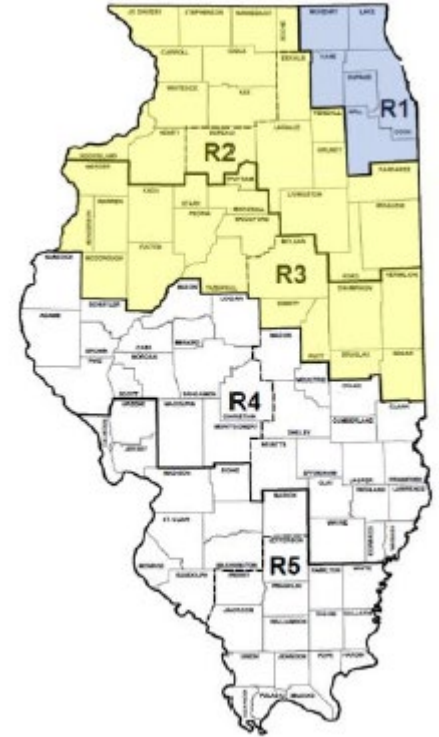
For each task or requirement, consider implications for budget, staffing, and partnerships

	Staff	Budget	Partnerships
Recruiting			
Pre-screening (enrollment)			
Training delivery			
Stipends			
Wrap-around supports			
Career services			

Another example: Highlight and identify main requirements.

Geographic Coverage

GEOGRAPHIC COVERAGE: Each Pre-apprenticeship Center will be required to serve participants in a large region. These large regions make it unrealistic to serve job seekers from a single location equitably. Applicants should explain how they intend to reach the target populations across the region and provide equitable access to training, academic support, and supportive services. Partnerships with other organizations should be detailed in memorandums of understanding and in the project budget.



Requirements:

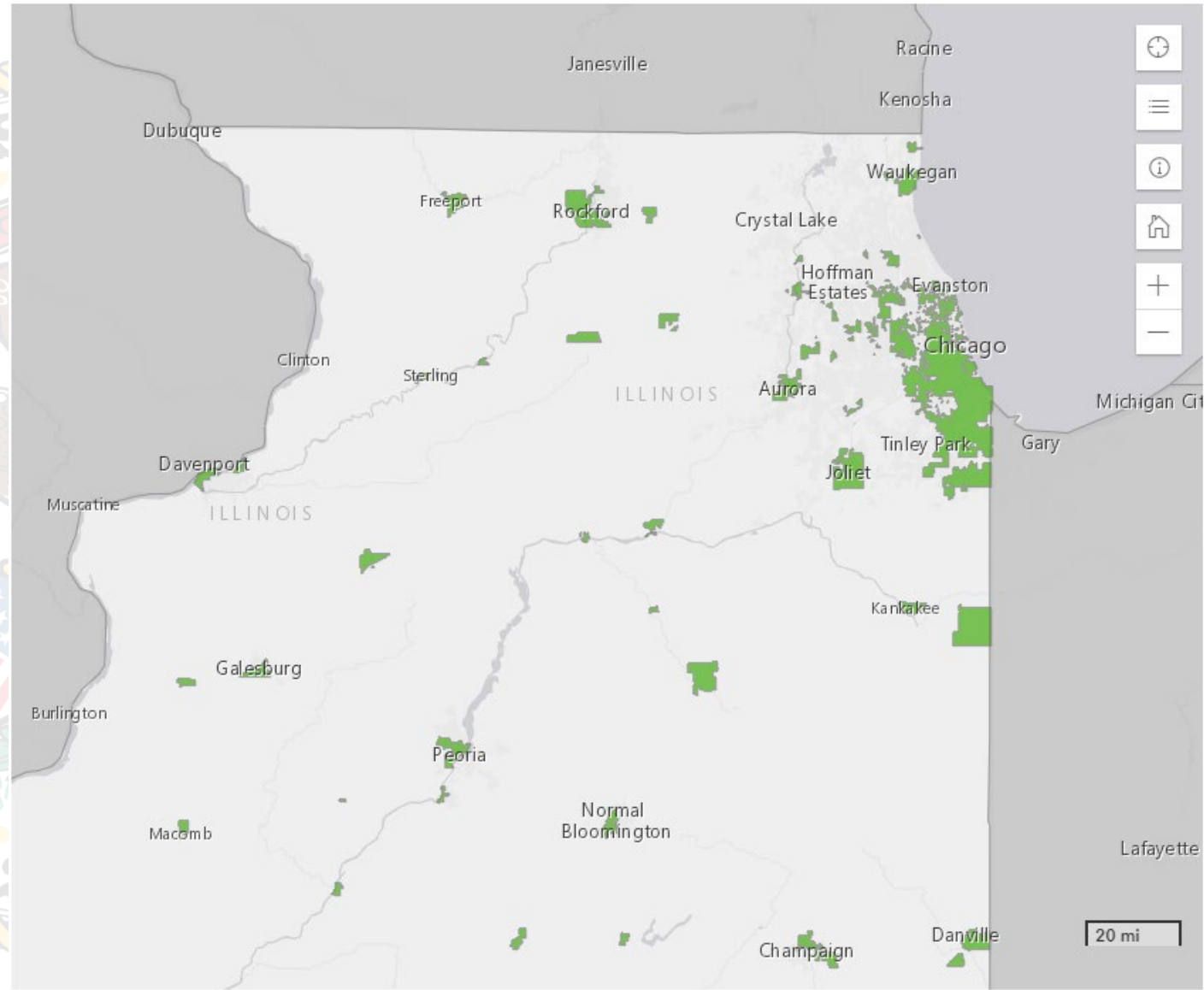
- Recruit target populations (energy equity communities, individuals in the region)
- Make the training and support services accessible to target populations (consider geography)



Energy Equity Map

<https://energyequity.illinois.gov/resources/equity-investment-eligible-community-map.html>

- Where will you offer training to make it most accessible to eligible participants?
- What implications does this have for
 - Budget
 - Staffing
 - Apprenticeship Partnerships



Potential locations for IDOT regions 2 & 3 (an example)

	Potential training location	Staff at location	Potential apprenticeship partnerships	Budget considerations
Peoria				
Rockford				
Champaign				
Danville				



Example: Highlight & identify main requirements

Staffing

STAFFING: To fully implement the program, successful applicants must outline how the **key program areas will be staffed** to ensure the quality delivery of programs and services. These key program areas include **program administration, outreach and recruitment, intake, wrap-around services (non-academic needs) that reduce barriers to participation for eligible individuals, student support services (academic needs), instruction, contractor/apprenticeship program engagement, transition and follow-up, and data entry.** Applicants will provide this information by completing Attachment 4: Staffing Plan and providing staff resumes, instructor credentials, partnership agreements, or MOUs.



Staff roles required

- Administration
- Outreach and recruitment
- Intake
- Wrap-around services
- Student support services
- Instruction
- Contractor/apprenticeship engagement
- Transition and follow-up
- Data entry

Table A: Staff Capacity

Staff Role	Name of staff member(s), partner(s), contractor(s), subcontractor(s), subrecipient(s). If the staff assigned to the role has not yet been determined, write "TBD." If you will need to hire additional staff to fill the role, write "Will hire."
Program Administrator	
Outreach and Recruitment Coordinator	
Wrap-around Service Coordinator	
Student Support Service Coordinator	
Instructor	
Student Support Services Coordinator	
Apprenticeship and Contractor Coordinator	
Transition Services Coordinator	
Data Entry Coordinator	

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

NOFO page 8



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Creating a staffing plan: An example

	Staff at my org	Subgrantees or contractor staff
Administration	✓ Got it covered	
Application and recruitment	Need some help	Energy Transition Navigators
Intake	✓ Got it covered	
Wrap-around services	Not able to provide	Community-based organization
Student support services	✓ Got it covered	
Instruction	Need some help	Community-based organization
Contractor/apprenticeship engagement	Not able to provide	Apprenticeship programs, employers
Follow-up, transition services	Need some help	Apprenticeship programs, employers
Data, outcome tracking	✓ Got it covered	



Some helpful staff definitions and distinctions

- Main grantee/recipient: Entity that is responsible for carrying out the scope of work or objectives.
- Subgrantee/Subrecipient: Entity that carries out part of the award, including a portion of the scope of work or objectives.
- Contractor/Vendor: Dealer, distributor or other seller that provides supplies, expendable materials, or services in support of the project activities.



How do Staff roles influence Proposal writing?

	Main grantee	Subgrantee/Subrecipient	Contractor/Vendor
Must be GATA Pre-qualified?	Yes	No, but must be in good standing with the State	No
ON record for the Grant? (receive funds)	Yes	Yes	No
Requires an Memorandum of Understanding	Yes	Yes	No
Must develop own budget	Yes	Yes, if receiving more than \$150,000	No
Included in Staffing Plan	Yes	Yes	No
On NOFO Project Plan			



Example: Highlight and identify main requirements

Equity focused program culture

EQUITY-FOCUSED PROGRAM CULTURE: Applicants must provide information about **how their pre-apprenticeship model** (including recruitment, partnerships, training, and barrier reducing supportive services) **considers the background and experience of equity investment eligible persons** in the industry (hiring, advancement, retention, and earnings). Applicants must consider how their program will **increase access, enrollment, and completion** for equity investment eligible person. Applicants must outline strategies for how to **foster a shared identity in the program and a welcoming, inclusive environment**. The focus on equity should focus on all aspects of program **design and partnerships**, including successful transition and retention in a registered apprenticeship program.



- Consider background and experience of participants
- Consider equity in outreach and enrollment (address barriers to entry)
- Foster shared identity and welcoming, inclusive environment
- Consider equity in transition and retention
- Consider equity in training and partnerships

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For each task or requirement, consider HOW you will deliver it, referring to best practices

	Strategies for doing this (the HOW)	Best practices to consider
Consider background/culture of participants		
Create inclusive learning environment		
Equitable outreach		
Career services		



For each task or requirement, consider implications for budget, staffing, and partnerships

	Staff	Budget	Partnerships
Create inclusive learning environment			
Equitable outreach			
Equitable career services			



Example: Highlight, identify main program requirements

Wrap around and student supports

WRAP-AROUND SUPPORTS: Applicants must have plans to provide Energy Transition Barrier Reduction Program services to assist pre-apprentice enrollees in overcoming non-academic barriers to successful program participation. Pre-apprenticeship Centers shall coordinate the funding and delivery of these supportive services by administering the Energy Transition Barrier Reduction Program for Pre-apprenticeship Center participants and enrollees. The lead organization may elect to deliver the Energy Transition Barrier Reduction services themselves, if eligible to do so according to the guidelines in Section C of this NOFO, or subcontract with a community-based organization or other nonprofit to deliver these services.



- Stipends
- Transportation costs
- Childcare
- Technology assistance
- Driver's education fees
- Health/emergency bill payments
- Tutoring
- Make-up classes
- Etc.

NOFO pages 7 & 10

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



For each task or requirement, consider HOW you will deliver it, and WHO will do it, and how much it will COST

	Strategies for doing this (the HOW)	Staff or partner assigned	Estimated cost (per participant/per cohort)
Stipends			
Transportation vouchers			
Tutoring			
Mentoring			



Example: Identify main requirements

Curricula and Instruction

- NABTU (preferred) or NCCER construction curriculum
- OSHA-10/First Aid/CPR
- Employability skills
- Clean energy basics
- Other topics
- Instructional Delivery
- Work-Based Learning and Practicums



For each portion of the training curriculum, consider WHO will deliver it, HOW you will deliver it, how many HOURS it will take, and equipment/supply needs

	Staff assigned	Description and delivery	Hours	Equipment & supplies
Construction training				
Safety training				
Employability skills				
Career exploration				

Example: Identify main requirements

Transition Services & Follow-up

- Transition to a Registered Apprenticeship (RA) program
 - Demonstration of formal partnerships with RA programs, unions, trade groups, and contractors
 - Matriculation agreements
- Transition to further education/training
- Direct to clean energy related employment
- Continued case management, tracking, and support after transition to an RA program



For each requirement, consider staff, partnership, and budget needs and HOW you will do it.

	Staff assigned	Partnerships	Budget needs	Strategies (the HOW)
Apprenticeship engagement				
Transition to further training or employment				
Continued case management				

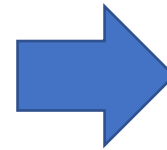


Example: Highlight main information

Funding Information

This grant program is utilizing state funds appropriated by the General Assembly for this purpose described in this NOFO. The Department will make initial awards up to \$10,000,000 for the Climate Works Pre-apprenticeship Program and up to \$6,000,000 for the Energy Transition Barrier Reduction Program Services for a statewide total of \$16,000,000 for the first 12 months of the awards.

- The initial grant awards will range from \$2,000,000 to \$4,000,000 for the delivery of the Climate Works Pre-apprenticeship Program in each region identified in Figure 1 of this NOFO.
- The initial grant awards will range from \$1,000,000 to \$2,500,000 for the delivery of the Energy Transition Barrier Reduction Services to support the Climate Works Pre-apprenticeship Program in each of the three regions identified in Figure 1 of this NOFO
- The initial grant awards for the two programs combined, will range from \$3,000,000 to \$6,500,000 for each region identified in Figure 1 of this NOFO
- The Department anticipates to offer awards that provide an average funding of approximately \$10,000 per participant (including program and administrative costs) based on the quality and quantity of services that are provided.



\$2-4M for program
\$1-2.5M for barrier
reduction services

1 year initial period
(renewals for
another 2 years)

The anticipated start date for awards is September 1, 2023. The initial period of performance is expected to be 12 months. The Department intends offer up to two (2) twelve (12) month renewals for each award based on the performance of the grantee. Additional funds of up to \$16,000,000 may be available for each of the twelve (12) month renewal periods.



What will go into that budget? See the budget template

- Personnel
- Fringe benefits
- Travel
- Equipment
- Supplies
- Contractual Services
- Consultants
- Occupancy
- Direct administrative costs



Eligibility Information

Nonprofit Organizations that:

Provide employment, skill development or related services

Demonstrate relationships with residents and orgs serving communities in region

Have a history of serving low wage or low-skilled workers from economically disadvantaged communities

Demonstrate relationships with apprenticeship programs and contractor associations.

NOFO page 15



Eligibility Information

Capacity-based eligibility:

- Eligible applicants must **demonstrate their effectiveness** in serving equity investment eligible persons, engaging construction and building trade apprenticeship programs, and **have the ability to meet performance targets**.
- Applicant team must also **deliver the Energy Transition Barrier Reduction Program services** for pre-apprenticeship participants and enrollees. The main grantee may propose to deliver the barrier reduction services themselves or may partner with a different community-based organization or other nonprofit to deliver these services.
- Proposals must **provide performance data and outcomes from relevant prior work** to demonstrate capacity and effectiveness.



Application and Submission Information

A standard application package must be submitted to and reviewed by DCEO. Each package must contain the following items:

- **Uniform Grant Application** in fillable PDF format. Signature page must be printed, signed, scanned and submitted with application.
- **Uniform Budget** utilizing the template provided by DCEO for this project. The entire budget with all worksheets included even if the worksheets are not relevant to the grant opportunity must be submitted with the application materials. Signature page must be printed, signed, scanned and submitted with application.
- **Conflict of Interest Disclosure**
- **Mandatory Disclosures**

Links on the NOFO website

NOFO Materials

- Illinois Works Pre-Apprenticeship NOFO
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Application and Submission Information

This Notice of Funding Opportunity also requires the submission of the following other *programmatic specific items* as part of the application:

- Executive Summary (*one page*)
- Technical Proposal (*not to exceed 20 pages*)
 - Applicant Team Organization Capacity and Qualifications (*approx. 4 pages*)
 - Documentation of Need (*approx. 2 pages*)
 - Project Plan (*approx. 12 pages*)
 - Budget Narrative (*approx. 2 pages*)



Application and Submission Information

Executive Summary (one page): Provide a one-page summary that identifies/describes the:

- Applicant team;
- Pre-apprenticeship Center Region(s) and community(ies) to be served.
- If partnerships exist, identify members including, but not limited to, registered apprenticeship programs, community service organizations, education and training agencies, regional contractors, business and industry associations, economic development organizations, one-stop partners, and others determined appropriate;
- Brief description of services to be provided and the equity investment eligible population(s) to be served;
- Anticipated goals and outcomes of this project based on Attachment 2: Participant Outcomes Summary
- Grant amount requested.



Application and Submission Information

Technical Proposal (not to exceed 20 pages):

Provide a narrative proposal to describe the program activities and outcomes that this grant will support. Note that each section of the technical proposal corresponds with the application review criteria in Part E of this NOFO.



Application and Submission Information

Table A: Staff Capacity

Staff Role	Name of staff member(s), partner(s), contractor(s), subcontractor(s), subrecipient(s). If the staff assigned to the role has not yet been determined, write "TBD." If you will need to hire additional staff to fill the role, write "Will hire."
Program Administrator	
Outreach and Recruitment Coordinator	
Wrap-around Service Coordinator	
Student Support Service Coordinator	
Instructor	
Student Support Services Coordinator	
Apprenticeship and Contractor Coordinator	
Transition Services Coordinator	
Data Entry Coordinator	

Applicant Team Organization Capacity and Qualifications (approx. 4 pages)

- Provide high-level information about the lead applicant organization's size, structure, and history. Specify whether the organization is a start-up or is more established. Describe any other organizations who will be partners or subcontractors or subrecipients for the project.
- Include a list of the key staff and instructors, including subcontractor personnel, to be assigned to the project. This must align with Attachment 4: Staffing Plan.
- Provide information demonstrating the experience and knowledge of the applicant team in:
- Describe the applicant team's capacity to meet the proposed training program outcomes (number of students trained, apprenticeship placements, etc.).
- Describe available facilities, space, and equipment to be used for Program training, operations, and administration. Include information about availability of parking and nearest public transit access.

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



Application and Submission Information

- **Application Review Criteria**

Applicant Team Qualifications and Capacity (35%)	
Capacity and expertise for successful and timely completion of pre-apprenticeship training and administration tasks.	6%
Expertise and capacity to deliver a wide variety of wrap-around services in a timely and efficient manner.	6%
Related experience and administrative performance on similar grants and projects (workforce training and support service administration).	5%
Related experience working with and capacity to recruit from the identified target populations.	6%
Related experience and qualifications of the applicant team's staff to be assigned to deliver training and support services.	6%
Related experience and qualifications of the applicant team's staff to work with and connect participants to registered apprenticeship programs and contractors.	6%



Application and Submission Information

- *Documentation of Need (approx. 2 pages)*
 - Identify the Pre-apprenticeship Center Region(s)
 - Identify specific equity eligible investment population(s) and communities
 - Describe the clean energy employment needs in the construction and building trades
 - Describe the existing construction and building trades apprenticeship program availability
 - Describe the expected impact of the project on the identified target populations, communities, and job growth
 - Provide any additional contextual details that will strengthen the reviewers' understanding



Application and Submission Information

- **Application Review Criteria**

Documentation of Need (10%)	
The project's focus on specific equity investment eligible communities or populations; identification of barriers that these target communities or populations may face; and workforce needs in target communities.	4%
The project's target construction and building trades and need for expansion of clean energy jobs and apprenticeship programs in these trades, as demonstrated through local and regional labor market information.	3%
Expected impact of project on the identified target communities, populations, and job growth in target trades.	3%



Application and Submission Information

- *Climate Works Pre-apprenticeship Project Plan (approx. 12 pages)*
- Provide a three-year plan that describes the design and implementation of all elements of the Climate Works Pre-apprenticeship Program and Energy Transition Barrier Reduction Program support services. The plan should, at a minimum, include the following:
 - The pre-apprenticeship program design, curriculum and methods of delivery
 - A plan for performance-based stipends based on attendance and academic performance
 - A plan for outreach and recruitment strategies to target populations, in coordination with Energy Transition Navigators, once they become available.
 - A plan to assist participants in their transition into a registered apprenticeship program
 - A plan to deliver Energy Transition Barrier Reduction Program Services
 - Coordination of activities with local and regional workforce, educational, economic development entities, and other CEJA workforce programs
 - Equity-focused strategies related to recruitment, partnerships, and training to achieve program outcomes and ensure more apprenticeship opportunities for equity focused populations
 - Data tracking, reporting systems, and assessment strategies to track program outcomes and improve program delivery



Application and Submission Information

- **Application Review Criteria**

Project Quality and Integration (35%)	
Quality of training program design, curriculum and methods of delivery, including clean energy topics. Scoring preference for this category will be given to programs that have an agreement with North American Building Trades Unions (NABTU) to utilize the Multi-Craft Core Curriculum or successor curriculums.	6%
Quality of plan to recruit participants and assist with enrollment.	4%
Quality and feasibility of program goals and outcomes (including number of students served, industry recognized skills, certifications, apprenticeship placements, and employment)	5%
Quality of plan for delivering Energy Transition Barrier Reduction Program Services (wrap-around services) to facilitate access to and completion of training program, including a list of services to be provided.	5%
Quality of plan to help participants transition to U.S. DOL-registered apprenticeship programs and strength of the partnership agreements/MOUs with apprenticeship programs or contractors.	6%
Quality of plan to address equity in program design, recruitment, wrap-around supports and apprenticeship transition services.	5%
Quality of plan to track program outcomes, assess the program and use this information to improve program delivery.	4%

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Application and Submission Information

Budget Narrative (approx. 2 pages):

- Provide a high-level budget narrative for the Climate Works Pre-apprenticeship Program, including justification of the main budget expense items and an analysis of the cost efficiency in relationship to planned outcomes and proposed activities. Include the cost per eligible participant. Applicants should identify stipend amounts separate from other wrap-around services.
- Provide a high-level budget narrative for how the Energy Transition Barrier Reduction funds will be used to provide wrap-around services in a timely and efficient manner. Include proposed costs per eligible participant.
- Describe any programs, services and partnerships (such as WIOA funds) that will be leveraged to improve the program's cost effectiveness, return on investment, and long-term sustainability. Describe any leveraged/matching funds from workforce partners, participating businesses, and others.

NOTE: Applicants should submit a budget for the first twelve months of the grant. Additional funds may be provided if the grant is renewed after the first year.



Application and Submission Information

- **Application Review Criteria**

Cost Effectiveness/Return on Investments (20%)	
Reasonableness of project costs in relation to planned outcomes (cost per participant)	5%
Reasonableness of costs in relation to proposed activities to ensure quality service and instruction.	5%
Reasonableness of proposed costs per eligible participant for Energy Transition Barrier Reduction wrap-around services in relation to proposed services.	5%
Ability to leverage existing programs, services and partnerships to improve cost effectiveness, return on investment, and long-term sustainability of program.	5%



Application and Submission Information

Attachments: Applicants are required to complete and submit the attachments listed below that are available in the Appendix of this NOFO and on the NOFO website

- Attachment 1: Proposed Work Plan: Grant applications must include a work plan which will outline the total proposed number of individuals recruited, enrolled, completed, and transitioned from the applicant's program as well as these metrics per cohort. Applicants will also outline the timeline for recruitment, enrollment, instruction, and transition.

- Attachment 2: Participant Outcomes Summary: Grant applications must include projected outcomes provided in Attachment 1. Competitive proposals will clearly articulate how the activities funded under this NOFO will significantly increase participation of underserved populations in registered apprenticeship programs in Illinois.

- Attachment 3: Sample Curriculum and Proposed Curriculum: Applicants must provide an outline of their chosen curricula. The curricula should include an outline of NABTU or NCCER curricula, including clean energy curricula, OSHA-10, First Aid/CPR, employability skills, test taking, and any additional training considerations or credentials applicants plan to offer.

- Attachment 4: Staffing Plan: Applicants will utilize this attachment to outline how program services and instruction will be delivered, who will deliver services and instruction, and organizational capacity. Resumes, credentials, partnership agreements or MOUs should be included in this attachment.



Application and Submission Information

ATTACHMENT 1: PROPOSED WORK PLAN

Table A: Total Outcome Metrics for Year 1

Total Number of Individuals Recruited		Total Individuals Enrolled		Total Individuals Completed	
Total Individuals Transitioned – Primary Outcome		Total Individuals Transitioned – Secondary Outcome			

*Participant numbers in Table A should align with those in Attachment 2: Participant Demographic & Outcome Summary

- **Recruited Participant:** An individual who is interested in the program and has provided their contact information to be contacted for enrollment.
- **Enrolled Participant:** An individual who completes a pre-screen, application, and standardized interview and is offered to attend the program, accepts the offer, and attends training.
- **Completed Participant:** An individual who begins instruction and successfully completes all required modules and assessments to obtain industry-recognized certifications and credentials.
- **Primary Outcome Transitioned Participant:** A graduate of an Illinois Climate Works Pre-apprenticeship Program who has applied and has been accepted to a U.S. DOL registered apprenticeship program OR who has applied and has been placed on a waiting list for a U.S. DOL registered apprenticeship program.
- **Secondary Outcome Transitioned Participant:** A graduate of an Illinois Climate Works Pre-apprenticeship Program who chooses not to apply for a U.S. DOL registered apprenticeship program and instead is actively participating in an alternate outcome (i.e. registered in a college program or other education/training program, accepted a position with employer, etc.)

Table B: Outcome Metrics for Quarter 1, Year 1

Total Number of Individuals Recruited		Total Individuals Enrolled		Total Individuals Completed	
Total Individuals Transitioned – Primary Outcome		Total Individuals Transitioned – Secondary Outcome			



Application and Submission Information

ATTACHMENT 2 – PARTICIPANT DEMOGRAPHICS & OUTCOME SUMMARY FOR YEAR 1

Ensure recruitment, enrollment, program completion, primary, and secondary transition numbers match Attachment 1: Proposed Work Plan.

		Total Program Goal	Goal Per Location (if applicable)
Participant Recruitment & Enrollment	Total Individuals Recruited		
	Total Individuals Enrolled in the Program		
Demographics of Enrolled Participants	Members of environmental justice communities	Total Program Goal	Goal Per Location (if applicable)
	Yes		
	No		
	Members of R3 communities	Total Program Goal	Goal Per Location (if applicable)
	Yes		
	No		
	Foster care alumni/current members	Total Program Goal	Goal Per Location (if applicable)
	Yes		
	No		
	Returning residents	Total Program Goal	Goal Per Location (if applicable)
	Yes		
	No		
Service Delivery for Enrolled Participants	Displaced energy workers	Total Program Goal	Goal Per Location (if applicable)
	Yes		
	No		
	Support Service	Total Program Goal	Goal Per Location (if applicable)
Wrap-around Services (non-academic support)			

NOFO pages 31-32



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Application and Submission Information

ATTACHMENT 3 – SAMPLE CURRICULUM AND PROPOSED CURRICULUM

Sample Curriculum:

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

Objectives			
1. Prepare students to successfully enter a clean-energy focused U.S. DOL-registered apprenticeship program of their choice			
2. Provide students with industry-recognized credentials			
3. Introduce students to clean energy jobs and clean energy job training basics			
Instructional Hours	185	Delivery Format	Face-to-face, online (synchronous), hands-on laboratory, work-based learning/worksite
Logistics			
Option 1: attend three days a week, 4 hours per day, 12 hours per week for 14 weeks			
Option 2: attend four days a week, 4 hours per day, 16 hours a week for 10.5 weeks			
Prerequisites			
HS/GED, interest in construction trades up to becoming a journeyman, pass a drug test, plus registered apprenticeship program entrance requirements.			
Industry Recognized Certifications/Credentials			
NCCER Core Curriculum Certification			
OSHA 10-Hour Construction Certification			
First Aid/CPR Certification			
Program Modules			
Module Name	Number of Hours		
Introduction to Construction and Its Trades	4		
Introduction to Clean Energy Jobs with topics such as building energy basics and electrical basics in clean energy systems	16		
Basic Safety/OSHA-10 Hour Certification	13		
Introduction to Construction Math	32		
First Aid/CPR	6		
Introduction to Hand Tools and Demo/Practicum	12		
Introduction to Power Tools and Demo/Practicum	12		
Introduction to Construction Drawings	12		
Introduction to Basic Rigging	10		
Basic Communication Skills	8		
Basis Employability Skills-Part 1	8		
Introduction to Materials Handling	8		
Basic Employability Skills-Part 2 (Problem-solving, decision making, customer service, working in teams, relating to supervisor, professionalism, personal finances)	24		
Test Taking Skills	4		
Work-based Learning/Worksite	16		
Total Hours			185

Curriculum Template:

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

Instructional hours may include:

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

Objectives			
Instructional Hours		Delivery Format	
Logistics			
Prerequisites			
Industry Recognized Certifications/Credentials			
Program Modules			
Module Name	Number of Hours		
Total Hours			

Application and Submission Information

□ **Attachment 4: Staffing Plan:** Applicants will utilize this attachment to outline how program services and instruction will be delivered, who will deliver services and instruction, and organizational capacity. Resumes, credentials, partnership agreements or MOUs should be included in this attachment.

- **Resumes and Credentials of Program Staff:** Grant applications must include the resumes of key program staff and instructors that demonstrate capacity to complete the work outlined in the application. Credentials are required for instructors to verify their ability to deliver OSHA-10, First Aid/CPR, and/or NCCER or NABTU or other nationally recognized curricula chosen.
- **Memorandum of Understanding (MOU) from any applicant team partners:** Grant applications should include MOUs and Partnership Agreements (as opposed to Letters of Support) with all key partners on the Applicant team detailing the entity's information, key staff information, roles and responsibilities associated with this project, and dollar amounts for specific services to be rendered.
- **Memorandums of Understanding (MOUs) from registered apprenticeship programs in the construction and building trades, including for direct matriculation of Pre-apprenticeship graduates.** Letters from signatory contractors agreeing to hire apprentices should also be included.

Table A: Staff Capacity

Staff Role	Name of staff member(s), partner(s), contractor(s), subcontractor(s), subrecipient(s). If the staff assigned to the role has not yet been determined, write "TBD." If you will need to hire additional staff to fill the role, write "Will hire."
Program Administrator	
Outreach and Recruitment Coordinator	
Wrap-around Service Coordinator	
Student Support Service Coordinator	
Instructor	
Student Support Services Coordinator	
Apprenticeship and Contractor Coordinator	
Transition Services Coordinator	
Data Entry Coordinator	

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



Application Review Information

- Applicant Team Qualifications and Capacity (35%)
- Documentation of Need (10%)
- Project Quality and Integration (35%)
- Cost Effectiveness/Return on Investments (20%)



Application Review Information *(part 2)*

Review and Selection Process



All applications will be sorted by proposed region.



Highest scoring applications per region will be prioritized.



The final grants will be negotiated by the Department based on the application' alignment with the requirements of this NOFO.



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.

Award Administration Information *and* State Awarding Agency Contact(s)

Important information. Applies to grantees that receive the award, so not as applicable to the proposal writing process. BUT, applicants should understand what is in these section because some of it applies to the process of to the process of carrying out the grant.

- i.e., *Climate Works Pre-apprenticeship specific reporting*

How will this
impact your
budget?



Other Information

- Technical Assistance sessions
 - Bidder's conference
 - GATA training
 - Other TA sessions vary based on NOFO





CLEAN JOBS ILLINOIS

Climate Works Pre-apprenticeship Program

1. Introduction
2. Preparing a Strong Proposal
3. Understanding the NOFO
- 4. Submission**



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Applicant Submission Documents

Uniform Grant Application in fillable PDF format

Uniform Budget utilizing template provided by DCEO

Conflict of Interest Disclosure

Mandatory Disclosure

Executive summary (1 page)

Technical Proposal (20 pages)

Proposed Work Plan, utilizing template

Participant Demographics and Outcomes Summary, utilizing template

Proposed Curriculum, utilizing template

Staffing Plan (including resumes, Memorandums of Understanding)



Submission

APPLICATION DEADLINE: Applications for this opportunity must be submitted by June 2, 2023 at 5:00PM

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/f0e0eee5a20542a3ba60311bc3c83808>.

NOTICE OF INTENT TO APPLY: The Department requests that applicants submit a Notice of Intent to Apply by May 12, 2023. The Notice of Intent to Apply should be a one page document that includes the name of the lead applicant and the regions served. Submitting the Notice of Intent to Apply is optional and will assist the Department in planning the merit review of applications.

The Notice of Intent to apply should be submitted to the Department via electronic form at: <https://app.smartsheet.com/b/form/f0e0eee5a20542a3ba60311bc3c83808>.

The Department is under no obligation to review applications that do not comply with the above requirements. Failure to meet the application deadline may result in the Department returning application without review or may preclude the Department from making the award.

- **Tips**

- Plan to complete and submit early. Technical challenges can derail last second submissions
- Prepare a draft and have an external reviewer read the proposal as a quality check



Mark your calendar! Take advantage of technical assistance sessions

May 3

Write an Effective Proposal Workshop

May 9

Technical Assistance Workshop for first time applicants

May 26

Proposals due

May 5

GATA training and question submission deadline

May 12

Notice of Intent to Apply due





CLEAN JOBS ILLINOIS

Climate Works Pre-apprenticeship Program

Questions? Email ceo.ceja@illinois.gov
Questions due by May 5



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