



Illinois
Department of Commerce
& Economic Opportunity

Illinois

Job Training and Economic Development Grant Program

Notice of Funding Opportunity Review

Illinois Department of Commerce and Economic Opportunity



Illinois
Department of Commerce
& Economic Opportunity

Agenda

- JTED Program Design Overview
- Illinois workNet Project Management Tool
- Application Requirements
- GATA Requirements



Guiding Legislation

Federal Legislation

American Rescue Plan Act (ARPA)

Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program.

- Section 9901, P.L. 117-2, 42 USC 802
- Uniform Administrative Guidelines (CFR200)

Highlights

- Targets low-income communities disproportionately impacted by the pandemic-related recession
- Emphasis on businesses negatively impacted by COVID-19
- Period of Performance –
 - March 3, 2021, and ends on December 31, 2024, and that
 - Award funds for the financial obligations incurred by December 31, 2024, must be expended by December 31, 2026.

Illinois Legislation

Job Training and Economic Development Act

- 20 ILCS 605/605-415
- 20 ILCS 605/605-95

Highlights

- Emphasis on
 - Unemployed,
 - Under-employed and
 - Under-represented populations
- Targets disproportionately impacted low-income communities
- Provides Barrier Reduction Funding for emergency needs
- Supports capacity building for providers



JTED Program



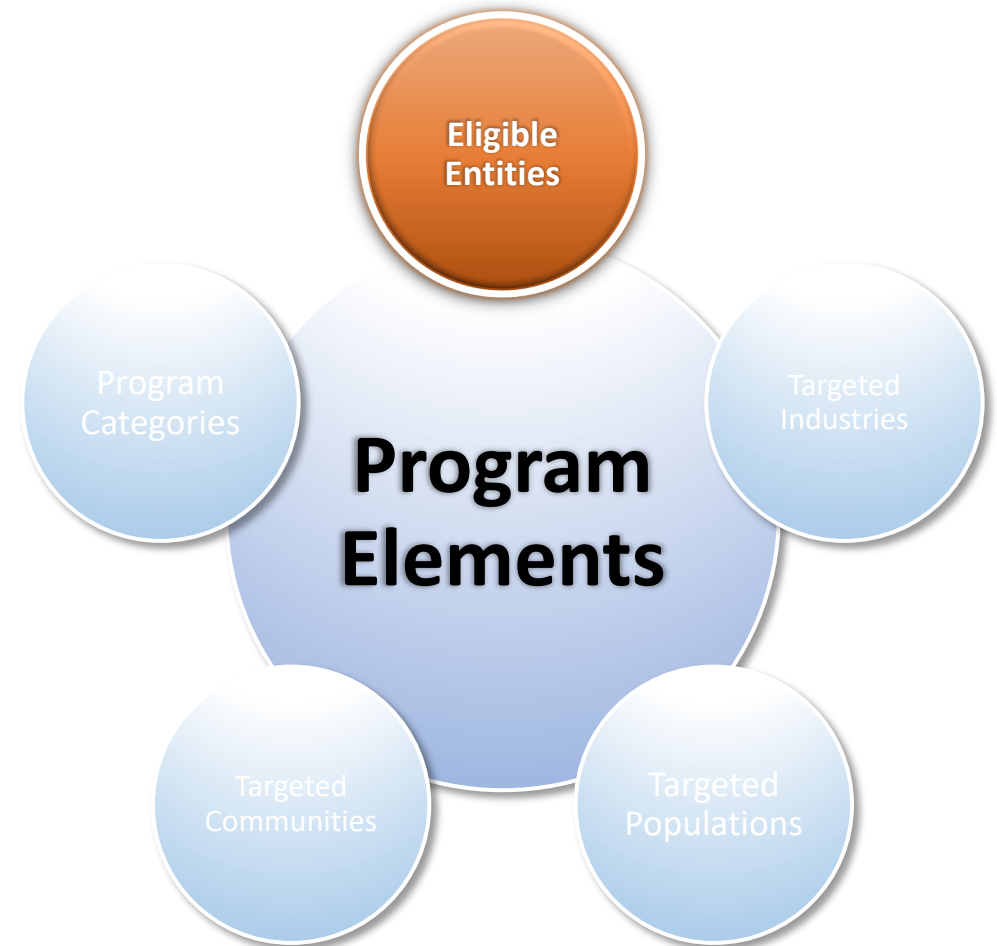
- **Job Training and Economic Development (JTED)**
 - Spring 2021 updated the original JTED Act
 - Reinvents the program to meet current economic demands.
 - Responsive to Illinois businesses and individuals needs
- **\$40 Million in ARPA Funds**
 - \$20 million out of the \$40 million to be released in September (recommendation)
 - Anticipated number served 1200 – 1500
 - Cost per participant range \$2500 (original JTED) up to \$20,000 based on program design and identified barriers of those served



Eligible Entities

Those organizations that demonstrate expertise and effectiveness in administering workforce development programs and includes:

- Private nonprofit organizations (including faith-based organization)
- Federal Workforce Innovation and Opportunity Act (WIOA) administrative entities
- Community Action Agencies
- Public or private educational institutions
- Industry associations
- Employers



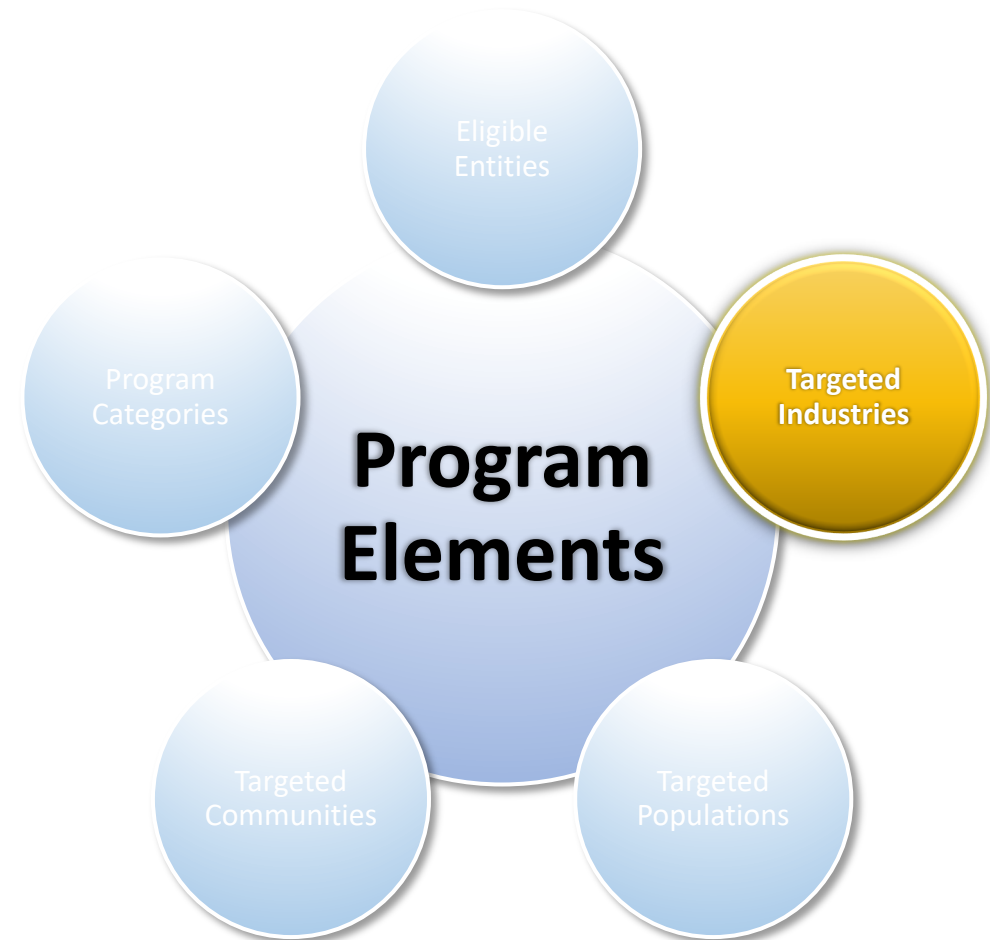


Target Industries

Industries most impacted by Covid-19

Top COVID-19 Impacted Industries in Illinois (2019-20)	2019 Jobs	2020 Jobs	Change	% Change
Manufacturing	592,283	568,359	-23,924	-4%
Health Care and Social Assistance	823,569	800,224	-23,345	-3%
Arts, Entertainment, and Recreation	111,009	88,434	-22,575	-20%
Accommodation and Food Services	537,170	445,932	-91,238	-17%
Waste Management and Remediation	466,320	431,544	-34,776	-7%
Retail Trade	607,289	577,907	-29,382	-5%

- Other industries experiencing shortages such as Information Technology, Transportation, and Construction Trades
- Partnerships with small business (250 or less employees) are encouraged regardless of industry





Target Populations

Unemployed –

Individual who is without a job who wants and is available for work.

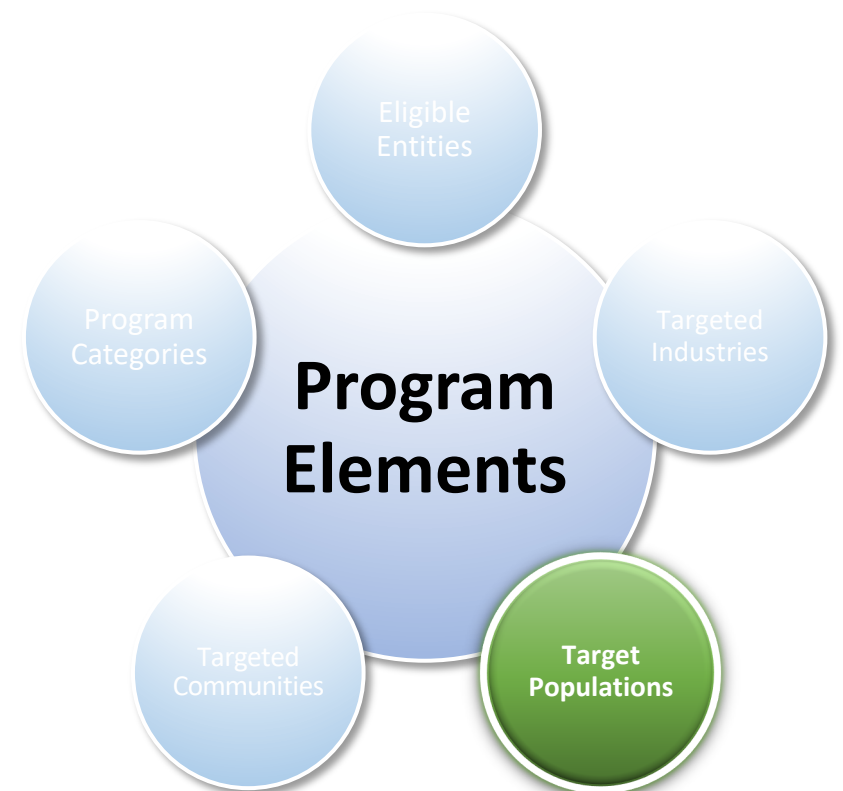
Under-employed –

Individual who is employed and needs job training to address the negative economic or public health impacts experienced by the COVID-19 pandemic due to the individual's occupation or level of training.

Under-represented -

Individual who resides in or receive services in a qualified census tract, disproportionately impacted area or who has experienced negative economic or public health impacts resulting from the COVID-19 pandemic

- Includes Youth who have one or more barriers to employment identified as risk factors.





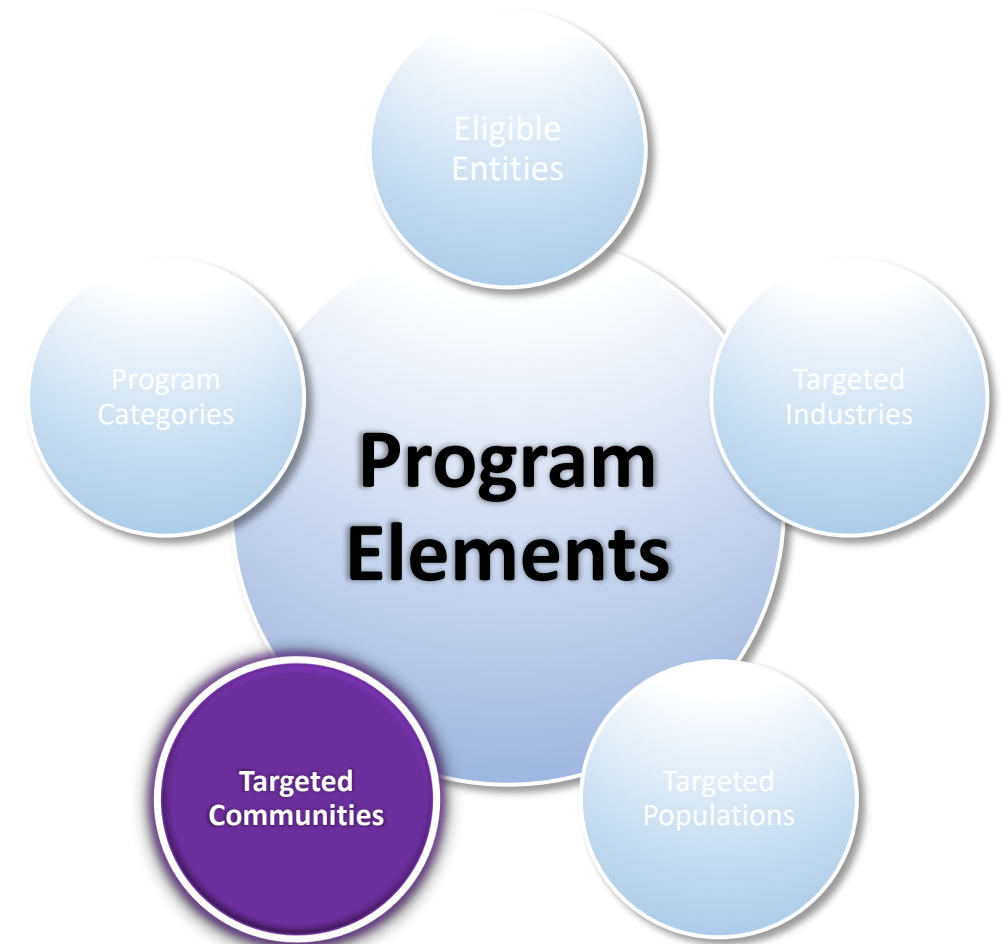
Target Communities

Qualified Census Tract (QCT)

- a census tract, as defined by the U.S. Census Bureau, having 50 percent of households with incomes below 60 percent of the Area Median Gross Income (AMGI) or having a poverty rate of 25 percent or more.

Disproportionately Impacted Areas (DIA)

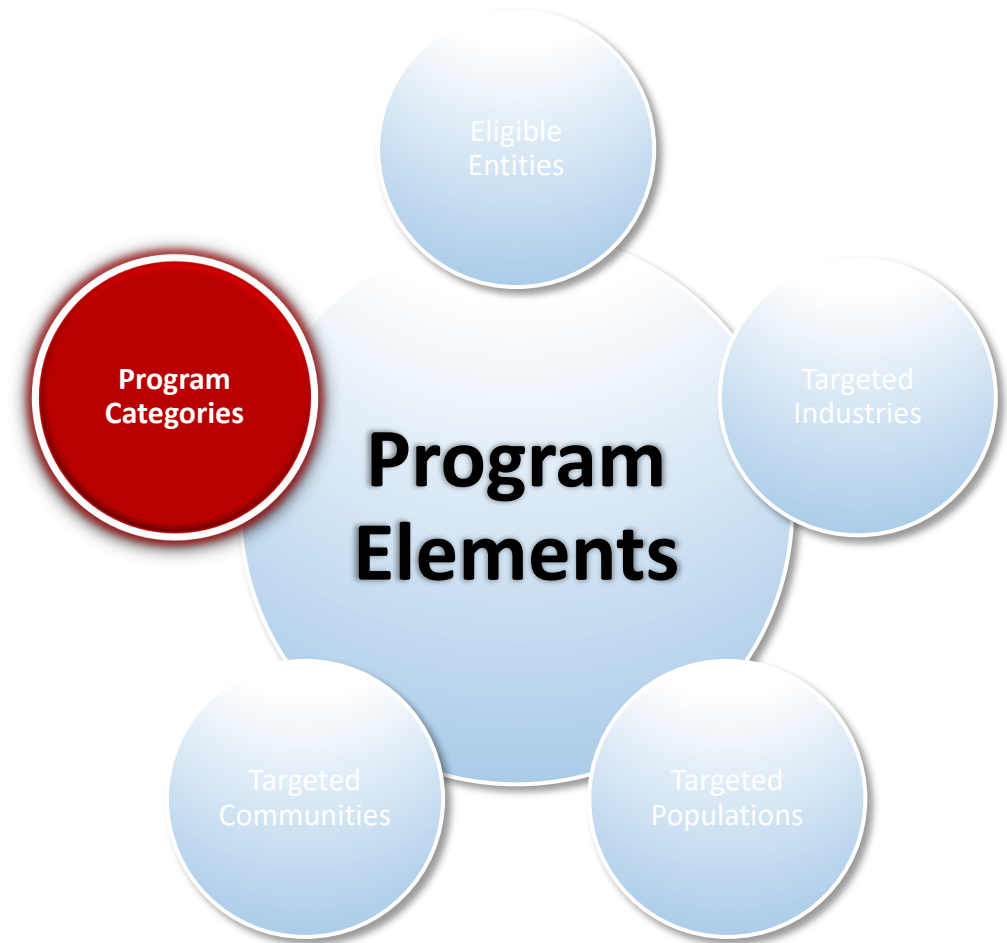
- those ZIP Codes most severely affected by the COVID-19 pandemic, to be determined based on positive COVID-19 case per capita rates, and high rates in at least one of the following poverty-related categories relative to other ZIP Codes within their region and share of population consisting of:
 - children aged 6 to 17 in households with income less than 125% of the federal poverty level (FPL);
 - adults over age 64 in households with income less than 200% FPL;
 - household with income less than 150% FPL; and
 - children ages 5 and under in households with income less than 185% FPL.
- This link provides a map of the Qualified Census Tracts and Disproportionately Impacted Areas:
<https://www.illinoisworknet.com/qctdiamap>





JTED Program Categories

- **Category 1** - Jobseeker focus
 - Provides occupational training along with work-based learning (e.g., pre-apprentice and apprenticeship) to individuals who need self-sustaining employment
- **Category 2** – Employer focus
 - Upskills employees to address the negative economic impact of COVID-19 and/or historical inequities
- **Category 3** - Youth focus
 - Offers career development opportunities and work-based learning (e.g., pre-apprentice and apprenticeship) for youth ages 16-24 with one or more barriers to education, training, and employment.
- **Category 4** – Barrier Reduction Funding
 - Increases family stability and job retention by covering accumulated emergency costs for basic needs





JTED Program Services

JTED program services address the economic impacts experienced by employers and individuals that are underemployed, unemployed or facing other employment barriers by providing employment and training services aligned with a career pathway that supports targeted industries

Outreach and
Recruitment

Employer
Engagement

Career Planning

Training

Work-Based
Learning /
Work-Based
Training

Supportive
Services

Barrier Reduction
Funds

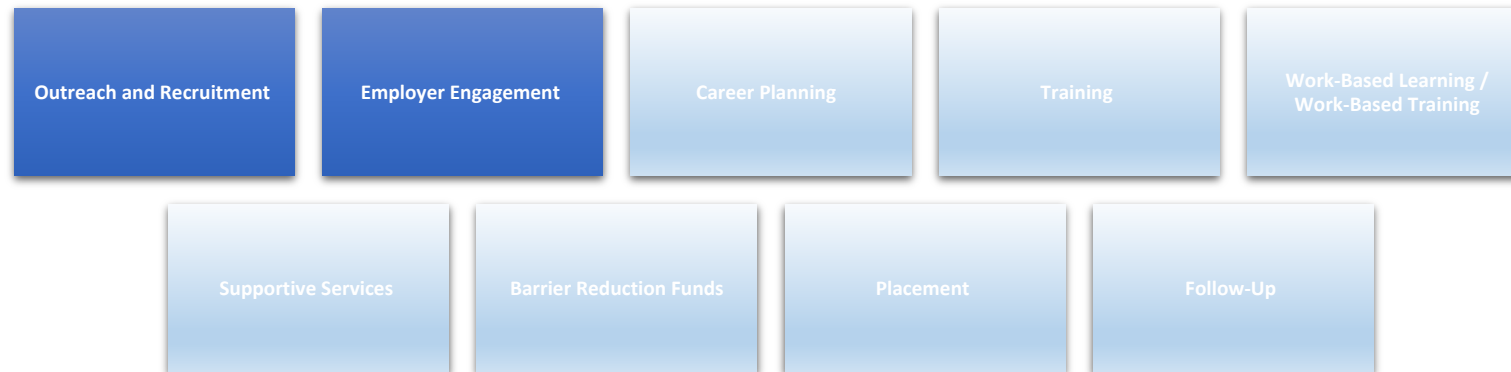
Placement

Follow-Up



Outreach and Recruitment & Employment Engagement

- Applicants must include an outreach and recruitment strategy for how they will enroll participants.
- Outreach and recruitment through established and expanded partners, employer/industry organizations, social service agencies, and others.
- Employer Engagement Employers should have a leadership role in developing and supporting the career pathway programs that integrate work-based learning opportunities through experience.
- Competitive projects will provide evidence of business commitment and demonstrate the strategies that will be used to engage area employers.





Career Planning

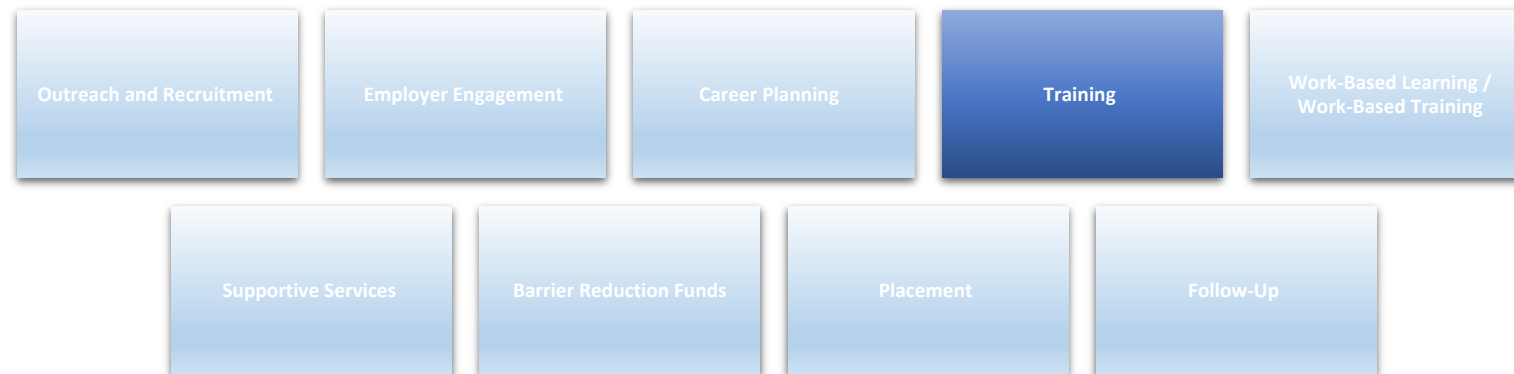
- Successful career planning is a collaborative and ongoing process.
- A thorough assessment is the foundation for understanding the participant's employment goals, existing skills, career readiness and determining all barriers to employment that may exist.
- Each participant needs an Individual Employment Plan (IEP) which is living document that identifies employment and education goals as part of a career pathway, objectives, and the appropriate combination of services for the participant to reach the goals.





Training

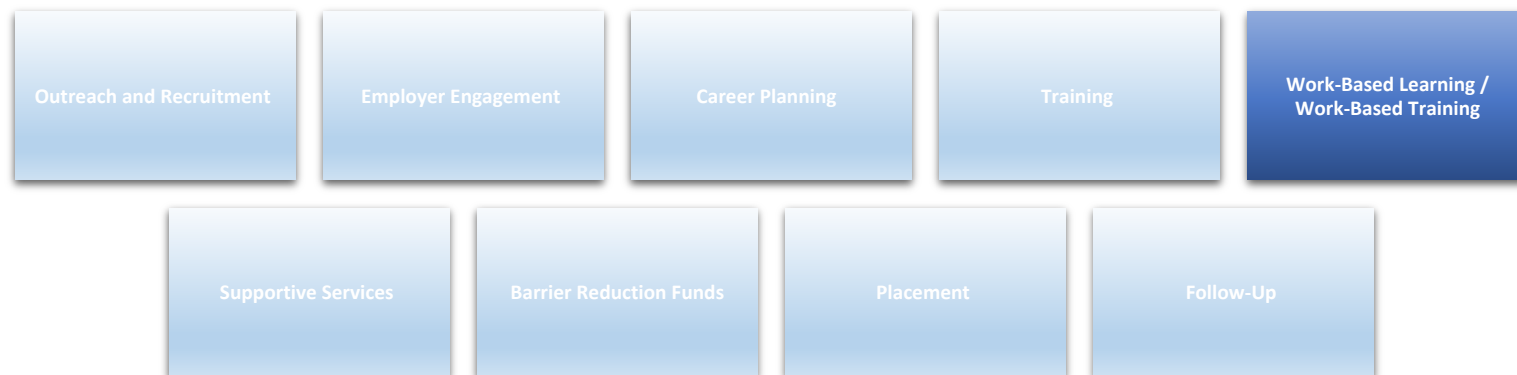
- Programs must lead to industry-recognized or post-secondary credentials and align with the customer's choice for a career pathway.
 - Occupational skills training, training for nontraditional employment
 - Skill upgrading and retraining
 - Entrepreneurial training
 - Job readiness training
 - Adult education and literacy activities





Work-Based Learning

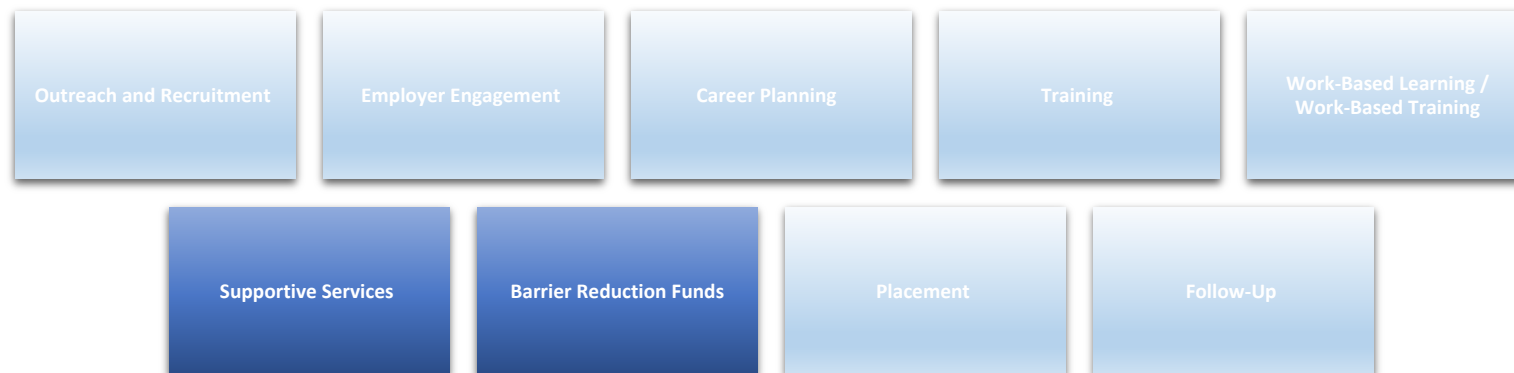
- Work-based learning provides more opportunities for workers to earn income while gaining critical job skills. The following work-based learning services are allowed under this grant:
 - Apprenticeship (pre-apprenticeship)
 - On the Job Training (OJT)
 - Incumbent Worker (IW) Training
 - Customized Training
 - Work experiences or internships
 - Transitional jobs (*Category 1 and 3*)





Supportive Services & Barrier Reduction

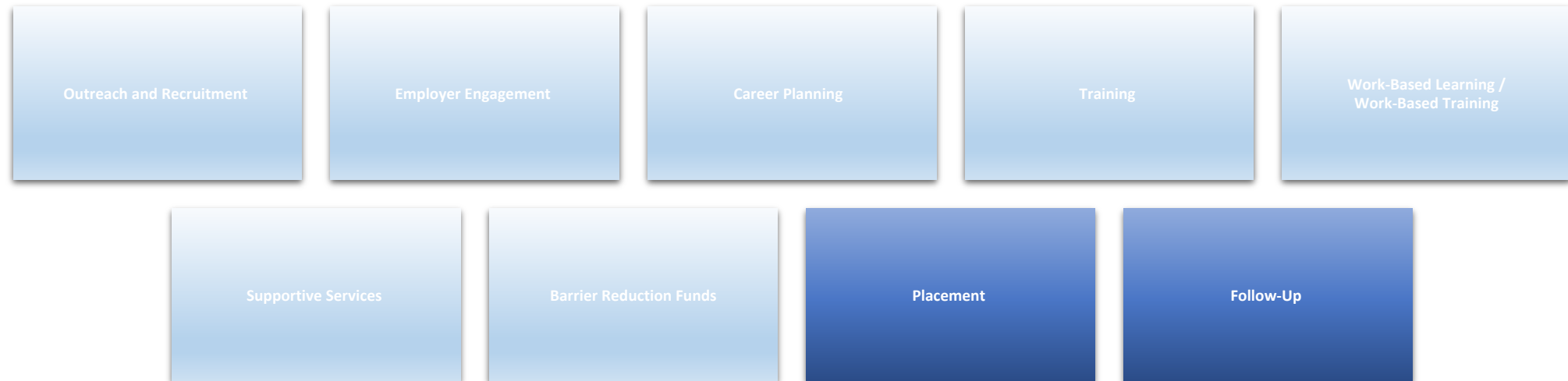
- Supportive Services provide participants with key assistance beyond career and training services necessary for the participant to engage in the program
- Barrier Reduction is funding to increase family stability and job retention by covering accumulated emergency costs for basic needs.
- Applicants must provide their Barrier Reduction Funding policy if they intend to provide these services through this grant.





Placement & Follow-Up

- Place participants in family sustaining unsubsidized employment.
- Follow-up services after training completion is encouraged, as appropriate, for adult and youth participants in workforce activities who are placed in unsubsidized employment.





JTED Performance

Performance Goals

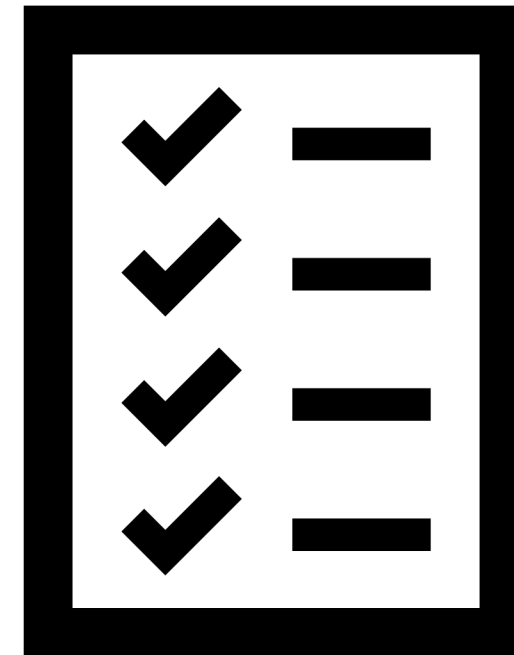
- Performance goals must be established for each training program.

Performance Standards


- Acceptable performance for the above measure is set at 75% of the planned goal.

Performance Metrics


- JTED program will keep track of outcomes utilizing the Illinois workNet system. These metrics will inform the Department of the efficiency and effectiveness of employment and training services provided under this NOFO.




Integrated System Tools Overview



Participants



Providers




Employers




Overview | Assessments | Intake | Career Plan | Case Notes | Outcomes | Resume | Worksite Placement


 Intake Assessment	 Eligibility & Enrollment	 Case Management Tools
 Referral Tools	 Communication & Case Note Tools	 Attendance Tracking
 Participant Dashboard	 Dashboard & Reports	 Success Story Tools




Workforce & Education Data




Federal




State



Local



Other Apps



Social Media

PLATFORM TOOLS

- Role-based Access
- APIs
- Cloud DB
- Notifications & Alerts
- Event, Log Monitoring
- Responsive Design
- Identity
- Email Services
- Search
- Workflow



Application Components

**Application
Organization
Capacity**

**Documentation
of Need**

Program Plan

- JTED Category 1,2 and 3 Applications
- Category 4- Barrier Reduction Funding

**Program
Implementation
and Goals**

**Budget
Narrative, Cost
Effectiveness,
Return on
Investment,
Sustainability**

**Program
Specific
Information**



Application Organization Capacity

- Capacity to partner with employers in the targeted industries
- Capacity to serve the target population
- Ability to run successful training programs
- Relationships with key stakeholders
- Current or completed projects
- Expertise of staff

Application
Organization
Capacity



Documentation of Need

- Utilization of LMI to determine employers needs
- Targeted industry(s) and occupations and career pathway
- Analysis of Target population(s) to be served (unemployed, under-employed or under-represented individuals with one or more barriers to employment)

Documentation
of Need



Program Plan

Categories 1,2, and 3

Applicants can include one or more JTED program design Categories under one application.

- Recruitment and role of employers
- Outreach and enrollment of target population
- Career planning approach
- List the Training Provider(s)
- Work-based learning opportunities

Program Plan



Program Plan

Category 4: Barrier Reduction

Barrier Reduction Funding can be a line-item service under a Category or can be a stand-alone grant if the applicant demonstrates that other funding sources will support training, work-based learning, and career services.

- Barrier Reduction Policy
- Need for use of barrier reduction funding
- Difference between support services and barrier reduction
- Anticipated outcomes of using the barrier reduction funding
- Emergency cash assistance
- For stand-alone barrier reduction funding:
 - other funding sources will support training, work-based learning, and career services
 - program participants reside in or receive job training services in a QCT or DIA, or
 - individuals have experienced negative economic or public health impacts resulting from the COVID-19 pandemic
 - Area served, types of assistance, estimated total cost per participant, need for funds, how it fills a gap



Program Implementation Plan and Performance Goals

- Program Implementation Plan includes major activities.
- Performance Goals indicate goals for each training programs.
- Performance Standard: Acceptable performance for the above measures is set at 75% of the planned goal.
- Additional Metrics will be evaluated for efficiency and effectiveness of employment and training services.



Budget Narrative, Cost Effectiveness, Return on Investment, and Sustainability

- Analysis of the cost efficiency in relationship to planned outcomes
- Detailed narrative of each line items costs that correlate with the narrative in the budget template.
- Leveraged and matching funds (matching funds will receive additional consideration in scoring)
- Sustainability plan

Budget
Narrative, Cost
Effectiveness,
Return on
Investment,
Sustainability



Program Specific Information

Training Program Summary

Training program summary template is provided and includes:

- Category
- Training program name
- Industry served
- Goals
- Summary of the training program
- Activities
- Barrier Reduction Funding
- Occupations and partnerships
- Applicants that propose more than one training program will need to complete the form for **each** training program that is proposed.

Program
Specific
Information



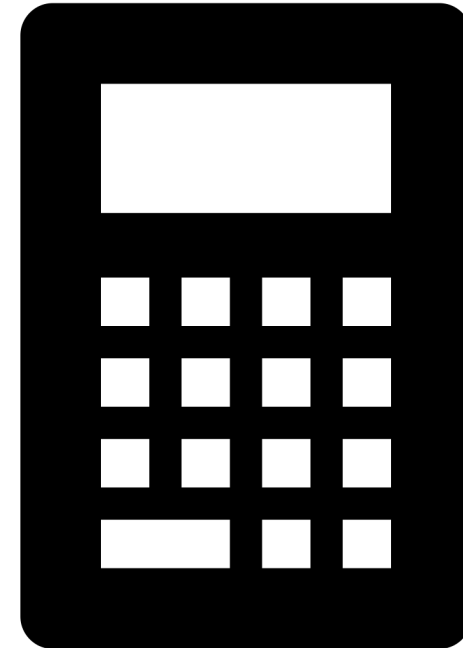
Documents for Submission

- DCEO Uniform Grant Application
- Conflict of Interest Disclosure Form
- Mandatory Disclosure Form
- JTED Program NOFO Application
- JTED Training Program Summary (if applicable)
- Equity and Employment Plan
- Barrier Reduction Funding Policy (if applicable)
- Supportive Service Policy (if applicable)
- Resumes of Program Staff
- Memorandum of Understanding (MOU)
- Uniform Grant Budget Template



Review Criteria

- Applicant Capacity (20%)
- Documentation of Need (30%)
- Quality of Program Plan (40%)
- Budget Narrative, Cost Effectiveness, Return on Investment, Sustainability (10%)



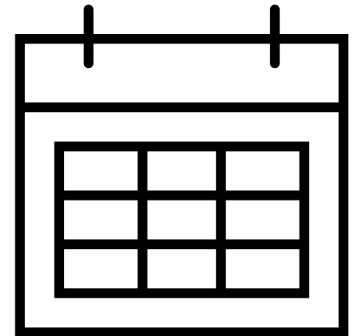


Submission

- Application Deadline:

**The application due date for this round of funding is 5:00PM
(Central Time) October 29, 2021**

- Grant application forms are available at this link
<https://www.illinoisworknet.com/jtednofo2021>



Workforce Grants 101:

*An Overview of the Grant Submission
Requirements under the Illinois Grant
Accountability and Transparency Act*

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Standard Application & Grant Award Documents

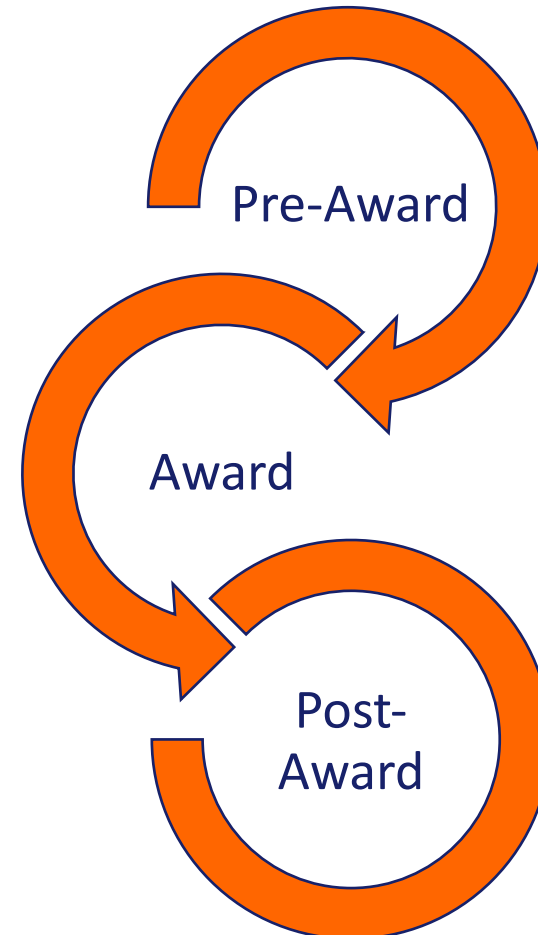
- Notice of Funding Opportunity (NOFO)
Catalog of State Financial Assistance
<https://www.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx>
- Uniform Application for State Grant Assistance
- Uniform Budget Template
- Notice of State Award



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Grant Life Cycle

This presentation will focus on the pre-award requirements of a workforce grant from the Illinois Department of Commerce and Economic Opportunity.





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Illinois Grant Accountability and Transparency Act

The Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq., is a State of Illinois law to:

- Increase accountability and transparency in the use of grant funds
- Reduce the administrative burden on both State agencies and grantees
- Adoption of the federal grant guidance and regulations codified at 2 CFR Part 200 (Uniform Requirements)



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Grantee Pre-Award Requirements

- Grantee Registration
- Grantee Pre-Qualification
- Financial and Administrative Risk Assessment
(ICQ – Internal Control Questionnaire)
- Programmatic Risk Assessment
- Mandatory Disclosures & Conflict of Interest Documents

these must be Completed Prior to Grant Award Execution



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GATA & Indirect Cost Rate System

Office of Management and Budget GATA Website: <http://grants.illinois.gov>

- *Grantee Links Tab* is the entry point for the GATA portal
 - Authentication,
 - Registration,
 - Pre-qualification,
 - Fiscal & Administrative Risk Assessment
- *Centralized Indirect Cost Rate System* will be used to elect the indirect cost rate option and, if necessary, complete the indirect cost rate negotiation process.
 - Grantees that are not current users in the system will receive an invitation to the Centralized Indirect Cost Rate System once a Notice of State Award (NOSA) is generated by a State awarding agency



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Grantee Pre-Qualification

- Pre-Qualification includes verification of:
 - Valid DUNS number
 - Current SAM.gov account
 - Good Standing with Secretary of State
 - Not on Federal Excluded Parties List
 - Not on the Illinois Stop Payment List
 - Not on the DHFS Provider Sanction List



**Pre-qualification is dynamic and verifications are completed nightly.*



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Pre-Qualification Notification

- If there are no issues, the GATA portal will send email to communicate “Qualified” status.
- If there are issues, the GATA portal emails qualification issue(s)
 - DUNS number is not current
 - SAM CAGE Code is not current
 - Not in Good Standing with Secretary of State
 - On the Federal Excluded Parties List (cannot be remediated)



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GATA Framework for Risk Assessment

- Fiscal Risk Assessment (ICQ) is automated.
 - The Grantee can access the ICQ from the grantee portal.
 - The ICQ is completed on an annually basis by the Grantee
 - The ICQ should be completed at the entity-wide level
 - All state agencies will utilize the results of the ICQ
- Programmatic Risk Assessment will be conducted by the awarding agency (DCEO) in the application process. It is unique to each NOFO and grant program and is typically completed if the proposal is recommended for funding.
- Risk profiles will be determined based on the two risk assessments. Risk profile will determine grant specific conditions and monitoring.



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Indirect Cost Rate Selection

Centralized Indirect Cost System

- All grantees must select an Indirect Cost Rate option in a centralized indirect cost rate system.
- An indirect cost rate is a device used for determining the appropriate amount of indirect costs each program should bear. An Indirect Cost Rate is the ratio between the total indirect expenses and some direct cost base.
- Options available for a Grantee to receive an Indirect Cost Rate:
 - Current Federal negotiated Indirect Cost Rate Agreement
 - Negotiate a rate with the State of Illinois
 - Elect to use the Federal 10% “de minimis” rate of Modified Total Direct Cost (MTDC)
 - Elect to decline any indirect cost rate



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Indirect Cost Rate Proposals & Elections

- Centralized Indirect Cost System can be accessed at <http://grants.illinois.gov> from the dropdown menu in the Grantee Links Tab. This site includes:
 - FAQs
 - Training Modules
 - Forms and Indirect Cost Rate Templates
 - Department of Labor Indirect Cost Rate Guide
- An indirect cost proposal or rate election must be initiated with the Centralized Indirect Cost Rate system upon notice of award. The indirect cost rate proposal or rate election must be completed no later than three (3) months after the effective date of the State award.
- Uniform Guidance (2 CFR 200) requires an *annual* submission of an indirect cost proposal or rate election. The Centralized Indirect Cost Rate system will be used for annual renewals. Annual submissions must be received within six months after the Grantee's fiscal year end.



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Uniform Application for State Grant Assistance

- Agency Information
 - Funding Opportunity Information
 - Instructions on How to Submit an Application
 - Required Grant Information
- Applicant Completed Section
 - Applicant Information
 - Contact Information
 - Key Project Information (Location, Term, Amount)
 - Fiscal Information
- Certification



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Uniform Budget Template - Overview

- Uniform Budget Template for most State of Illinois Grants (modeled after the SF-524 Federal Budget template).
- Basic Budget Line Item Definitions based on the Uniform Administrative Guidelines [Develop Budget Line Items Sheet].
- General Requirements
 - Allowable
 - Reasonable
 - Allocable



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Allowable Costs § 200.403

Factors affecting allowability of costs:

- Be necessary and reasonable for the performance of the Federal award and be allocable under the Federal Cost Principles.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this Part.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period.
- Be adequately documented.



JTED Allowable Costs

- ✓ Industry linked skill training and work-based learning to individuals in the Target Population (*e.g.*, instructor costs and curriculum materials)
- ✓ Evaluation and refinement of the curricula and related materials
- ✓ Design and implementation of a needs assessment to determine
 - specific skill shortages being experienced by one or more of local industries
 - education and training needs of the Target Population relative to the skill needs of local industries
- ✓ Curriculum design and related materials for training programs designed for individuals in the Target Population to prepare them to meet identified skill labor shortages
- ✓ Coordination of the Eligible Training Partners
- ✓ Program participant wages
- ✓ Planning activities that provide one-on-one staff assistance and career counseling as defined under "Program Services"
- ✓ Grant administration requirements
- ✓ Any other costs determined to be reasonable and necessary to carry out the grant program activities as permitted and approved by the Department



Reasonable Costs § 200.404

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally-funded. In determining reasonableness of a given cost, consideration must be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award.
- The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state and other laws and regulations; and terms and conditions of the Federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity, its employees, where applicable its students or membership, the public at large, and the Federal government.
- Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.



Allocable Costs § 200.405

- A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost:
 - Is incurred specifically for the Federal award;
 - Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
 - Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.
- All activities which benefit from the non-Federal entity's indirect (F&A) cost, including unallowable activities and donated services by the non-Federal entity or third parties, will receive an appropriate allocation of indirect costs.



Types of Costs

- **Direct costs:** Costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. **§ 200.413**
- **Indirect Costs (Facilities and Administration):** Costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. **§ 200.456**



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Uniform Budget Template Outline

- Instructions
- **Section A – Grant Funds**
 - Summary
 - Indirect Cost Rate Information
- **Section B Match**
 - Cash
 - In-Kind
 - Leverage
- Certification
- FFATA Data Collection
- **Section C – Budget Worksheet & Narrative**



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Uniform Budget Template Section A: State of Illinois Funds

- Includes funding that is provided by the state awarding agency regardless if the grant is state or Federally funded (federal pass-through funds).
- The standard budget line item definitions are consistent with the Uniform Administrative Guidance.
- The line items that are not applicable to the grant program are *“grayed out”*.
- The Uniform Budget Template provides a space for Program-Specific line items.



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Uniform Grant Agreement - Part I

- Article I Award and Grantee Specific Information
- Article II Required Representations
- Article III Definitions
- Article IV Payment
- Article V Scope of Grant Activities/Purpose of Grant
- Article VI Budget
- Article VII Allowable Costs
- Article VIII Required Certifications
- Article IX Criminal Disclosure
- Article X Unlawful Discrimination
- Article XI Lobbying



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Uniform Grant Agreement – Part I

- Article XII Maintenance and Accessibility of Records; Monitoring
- Article XIII Financial Reporting Requirements
- Article XIV Performance Reporting Requirements
- Article XV Audit Requirement
- Article XVI Termination; Suspension
- Article XVII Subcontracts/Sub-Grants
- Article XVIII Notice of Change
- Article XIX Structural Reorganization
- Article XX Agreements with other State Agencies
- Article XXI Conflict of Interest
- Article XXII Equipment or Property
- Article XXIII Promotional Materials; Prior Notification
- Article XXIV Insurance
- Article XXV Lawsuits
- Article XXVI Miscellaneous



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Uniform Grant Agreement – Part I

- Exhibit A – Project Description
- Exhibit B – Deliverables or Milestones
- Exhibit C – Payment
- Exhibit D – Contact Information
- Exhibit E – Performance Measures
- Exhibit F – Performance Standard
- Exhibit G – Specific Conditions



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Uniform Grant Agreement

PART 2

- Grantor Specific Terms

PART 3

- Project Specific Terms



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