**Applicant Information**

Entity Name:

Entity Address:

Name of Primary Contact:

Number of Contact:

Email of Contact:

## Program Category Selection (check all that apply):

Category(s): Category 1  Category 2  Category 3  Barrier Reduction Only

**Section 1: Capacity**

1. List the organization type that qualifies the applicant as an “eligible entity”.

1. Provide a brief background of the applicant's capacity to administer the program that meets the criteria outlined

in the NOFO and the ability to successfully complete the program within the grant period.

1. Describe the entity's experience in working with businesses in the target industries.

1. Describe the entity's related experience in working with the target population.

1. Describe the entity's capacity to provide holistic services to customers through relationships established with key stakeholders who influence the provision of training and wrap around services.

1. Describe the entity’s related experience in working with eligible training providers and other community-based providers, social service organizations or other key stakeholders.

1. Describe any projects recently completed or under way that required skills and experience like those required for this proposed project. Include a summary of the project and the projected outcomes. Include summary of 2-3 success stories highlighted.

1. Describe the qualifications of the applicant’s staff or subcontracted staff that will be assigned to the project.

1. Provide resumes for project staff.

***Resumes need to be uploaded as a separate file. Reference page 20 of the NOFO under D.2. Content and***

***Form of Application Submission.***

## Section 2: Documentation of Need

1. Identify the qualified census tract(s) and/or disproportionately impacted area(s) where this project will operate

and serve residing individuals. [(Link to Maps)](https://illinoisworknet.com/qctdiamap)

1. Provide a brief analysis of how this project used current local and regional labor market information to identify

the needs of employers and how this information aligns with the current workforce needs of businesses in the

project area.

1. Based on the analysis and the employers need, identify the target industry(s) and occupations to be served

under this project. Include the career pathway approach that will be used to place individuals in these target

industries and occupations.

1. Provide the target population(s) to be served (unemployed, under-employed or under-represented individuals

with one or more barriers to employment) and a brief analysis of how this project used census and other

demographic date to identify the population to be served including barriers to employment.

1. Provide any additional contextual details that will strengthen the reviewers' understanding of the identified

issues/problems, needs and expansion opportunities.

## Section 3: Program Plan

1. Provide an executive summary of the program. This needs to be a high level (elevator speech) that can be

shared with the public and anyone can understand the intent of the program.

1. Provide the strategies used to recruit businesses/industry organizations and the role of the employers in

informing the selection of the training to meet the occupations in demand. This should include a discussion

on job placement, retention, and follow-up services.

1. Describe the approach the applicant will use to conduct outreach and subsequent enrollment of individuals

from the target population proposed to be served.

1. Describe the career planning approach in the delivery of services to the targeted population. This should

include a customer flow that addresses assessment, employment plan, work-based learning, supportive

services, referrals, and follow-up.

1. List the Training Provider(s) that will provide instruction for the program and provide information on the

credentialing body along with the type of credential(s) earned.

1. Identify the types of work-based learning opportunities that will be provided as part of the identified

career pathway approaches. Include a discussion on the business role in selecting the work-based

learning opportunity.

The program implementation plan and training program summary(s) need to be completed in the :”JTED Program Implementation Plan (PIP)." and “JTED Training Program Summary" word documents provided at

[JTED Notice of Funding Opportunity 2021 (illinoisworknet.com)](https://www.illinoisworknet.com/jtednofo2021).

***JTED Program implementation plan and the JTED training program summary needs to be uploaded as a separate file. Reference page 20 of the NOFO under D.2. Content and Form of Application Submission.***

1. An Equity and Employment Plan must be developed and demonstrate an understanding of how race, ethnicity,

and gender may impact individual access to employment and training services. The plan must address how the model considers the experience of people of color and women in the industry, as well as how it will increase access, enrollment, and completion. Examples include changes in recruitment practices, intentional and inclusive marketing, completion and retention, adequate supportive services, including those identified as part of barrier reduction funding.

### Equity and Employment Plans need to be uploaded as a separate file. Reference page 20 of the NOFO under D.2. Content and Form of Application Submission.

## Section 4: Barrier Reduction

***Barrier Reduction Funds:*** Barrier Reduction Funding can be a line-item service included with the categories or can be a stand- alone grant if the applicant demonstrates that other funding sources will support training, work-based learning, and career services. Applications requesting barrier reduction funds must include the following information.

Applicants must establish policy for Barrier Reduction Funding. The policies established must minimally include: resource and service coordination with appropriate provider organizations; types of services that will be provided through barrier reduction supported by this NOFO; process for accessing a participants need for barrier reduction funding; anticipated funding range for the services; applicant's process for locally evaluating the impact of the service.

### Barrier Reduction Funding Policies need to be uploaded as a separate file (if applicable). Reference page 20 of the NOFO under D.2. Content and Form of Application Submission.

**Supportive Services Policy:** This will be utilized to compare the distinction between supportive services and barrier reduction.

### Supportive Services Policies need to be uploaded as a separate file (if applicable). Reference page 20 of the NOFO under D.2. Content and Form of Application Submission.

1. Discuss the policies established for Barrier Reduction that include:
2. Resource and service coordination with appropriate provider organizations.

1. Types of services that will be provided through barrier reduction.

1. Anticipated funding range for the services.

1. Applicant's process for locally evaluating the impact of the service.

1. Demonstrate there is a need to use Barrier Reduction Funding to assist program participants in a manner related

to either a Job Training and Economic Development Grant or a complementary workforce or job training grant

program or contract.

1. Distinguish between when support services will be used compared to Barrier Reduction Funding and

why Barrier Reduction Funding is the better option.

1. Describe the anticipated outcomes by using the Barrier Reduction Funding to assist program participants.

1. If the applicant plans to offer emergency cash assistance, include a narrative of the criteria to determine the

need and how much assistance will be provided; this also needs to be addressed in policy. (Emergency cash

assistance will need prior approval by DCEO)

## Applicant applying for Barrier Reduction Funds ONLY must also respond to the below items.

1. Demonstrate that other funding sources will support training, work-based learning, and career services and that

program participants reside in or receive job training services in a qualified census tract or in a disproportionately

impacted area; or are individuals who have experienced negative economic or public health impacts resulting

from the COVID-19 pandemic as defined in this NOFO and the JTED rules (56 Ill. Admin. Code 2660.20).

1. Describe the population of individuals to be served including:
2. The area to be served.

1. The types of assistance to be provided to the program participants.

1. The estimated total amount provided per participant.

1. Indicate why Barrier Reduction funds are needed and how they fill a GAP in service delivery.

## Section 5: Budget Narrative/Cost Effectiveness/Return on Investment/Sustainability

1. Provide a high-level budget narrative, including an analysis of the cost efficiency in relationship to planned outcomes.

1. Provide a detailed narrative of each line item cost. This should correlate with the narrative in the budget template.

1. Describe any leveraged and matching funds from partners and participating businesses. (Programs that

include matching funds will receive additional consideration.)

1. Describe how this project will be sustained beyond the grant funding period.