WIOA Youth Career Pathways RFA
Information and FAQ Discussion

Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING

GOALS & OBJECTIVES

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Project Goal

The Department of Commerce in conjunction with Core WIOA Partners - Illinois Community College Board, Illinois Department of Employment Security, and Illinois Department of Human Services' Division of Rehabilitation Services - will award grants for projects that address:

- Integration of workforce, education and economic development services
- Job-driven Training, Work-Based Learning
- Access to Post-Secondary Career Track
- Employment in Key Sectors

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Funding:

- Typical Grant period will be 12-18 months
- Applications Due May 2
- Applications received after due date will be reviewed at the Department's discretion
- Grant awards will generally not exceed $500,000
- Blending and braiding of funds is required
- Projects must have co-investment of public and private funds
- Requirement to report leveraged resources during life of project including WIOA formula funds, other federal, state, local, and private resources

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Guiding Principles:

1. Partnerships
2. Business Engagement
3. Career Credentials and/or Postsecondary Access
4. High Demand Industries, Higher Skill Occupations
5. Work-Based Learning
6. Individual Career/Employment Plans
7. Individual Supports
8. Contextualized Learning and Work-Based Skills
9. Measuring Results and Continuous Improvement
10. Sustainability

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Projects should be sector based:

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Pathways
Science, Technology, Engineering & Math

AGRICULTURE FOOD & NATURAL RESOURCES

ENERGY

HEALTH SCIENCE

RESEARCH & DEVELOPMENT

FINANCE

MANUFACTURING

INFORMATION TECHNOLOGY

TRANSPORTATION DISTRIBUTION AND LOGISTICS

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ELIGIBLE APPLICANTS

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Who can apply for funding?

- Local Workforce Innovation Areas
- Private Sector Employers - For Profit / Not for Profit
- Private Sector Training Providers - For Profit / Not for Profit
- Educational Institutions
- Employer associations able to engage employers
  to facilitate training placements
- Community Based Organizations
- Incorporated LWIBs or LWIA Title IB providers
  (WIOA formula grant recipients)

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ELIGIBLE PARTICIPANTS

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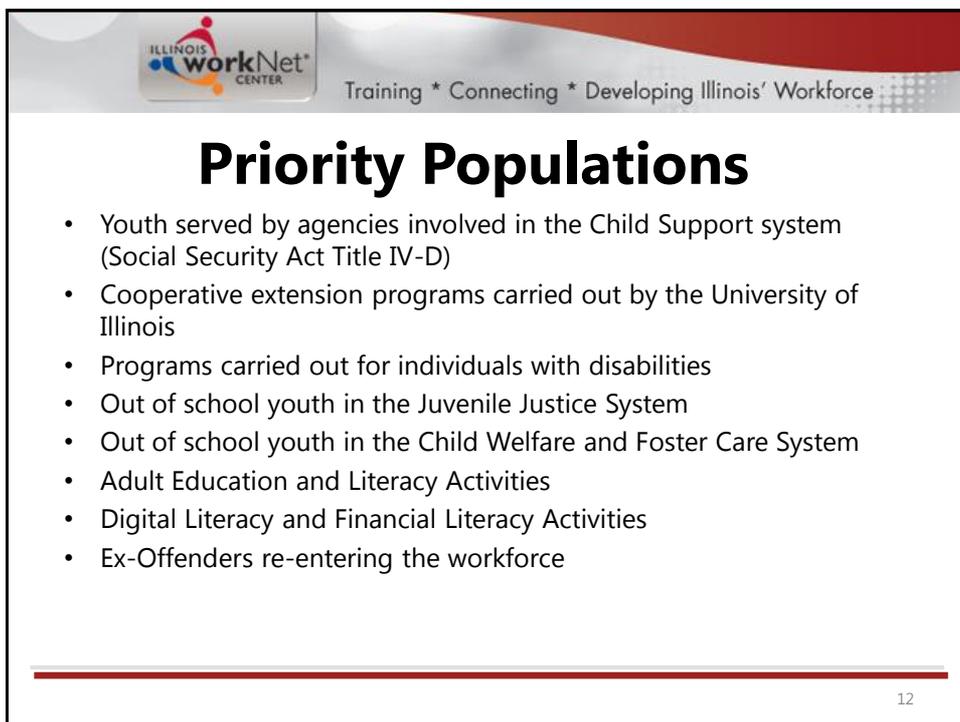
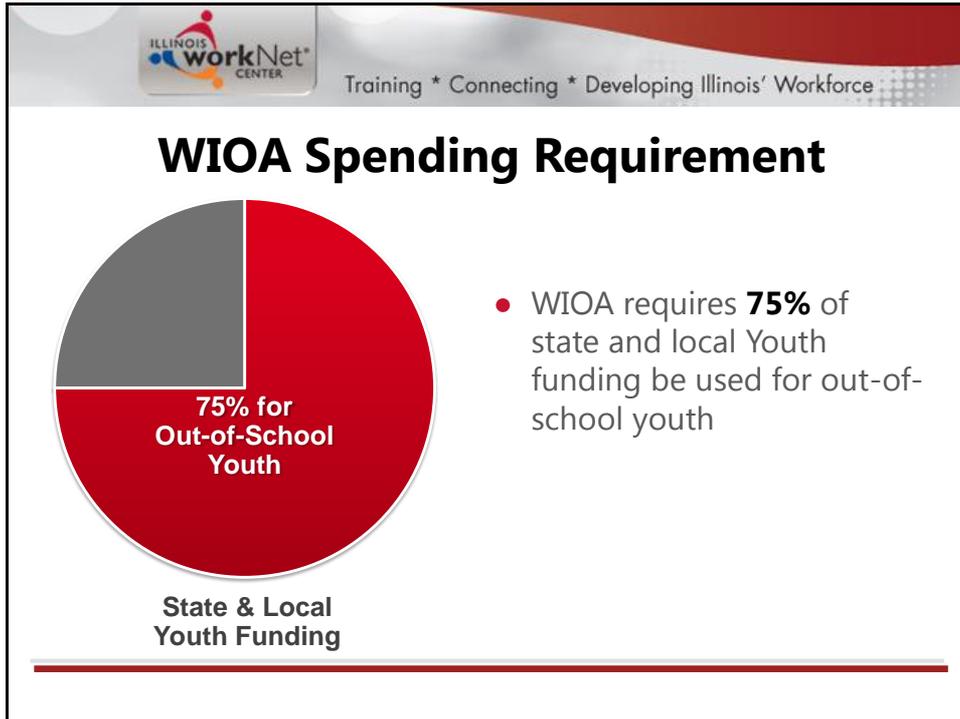Training * Connecting * Developing Illinois' Workforce

Who can participate?

- Youth ages 16-24 meeting eligibility requirements of WIOA
- Emphasis on Opportunity Youth—young people who are not in school and not working
- Priority Populations: Serving Youth With Barriers

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WIOA Spending Requirement

75% for
Out-of-School
Youth

State & Local
Youth Funding

- WIOA requires **75%** of state and local Youth funding be used for out-of-school youth

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Priority Populations

- Youth served by agencies involved in the Child Support system (Social Security Act Title IV-D)
- Cooperative extension programs carried out by the University of Illinois
- Programs carried out for individuals with disabilities
- Out of school youth in the Juvenile Justice System
- Out of school youth in the Child Welfare and Foster Care System
- Adult Education and Literacy Activities
- Digital Literacy and Financial Literacy Activities
- Ex-Offenders re-entering the workforce

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INNOVATIVE PILOT PROGRAMS

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Program Criteria

- Incorporate the program criteria identified in the IWIB Youth Task Force report, leveraging co-investment of public (minimally including WIOA) and private (including at least one business partner) funds.

1. Partnerships	*6. Individual Career Planning*
2. Business Engagement	*7. Individual Supports*
3. Career Credentials and/or Postsecondary Access	*8. Contextualized Learning and Work-Based Skills*
4. High Demand Industries, Higher Skill Occupations	*9. Measuring Results and Continuous Improvement*
5. Work-Based Learning	*10. Sustainability*

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Program Criteria, cont'd

- Support Regional WIOA Planning- Develop and/or implement education and training programs that respond to labor market analysis within the region(s) and relate directly to the sectors and strategies expected to be addressed in the WIOA Regional Plan.

- Ensure that training credits are portable and stackable and allow participants to accelerate through the program.

- Develop a clearly articulated plan for continuous improvement and sustainability using a mix of WIOA formula funds, co-investment from business and any other participating regional partner(s).

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Innovative Approaches & Strategies

- Utilization of effective business intermediaries
- Activities to improve linkages between workforce partners
- Business services and strategies that better engage employers in workforce investment activities
- Industry or sector partnerships
- Regional projects and innovative strategies that meet the talent pipeline needs of business.

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Innovative Approaches & Strategies

- <u>Full Inclusion Models</u>: Career pathway programs that fully integrate youth with disabilities into general training classrooms and feature full integration in the general workforce for work-based learning and employment opportunities.

- <u>Evidence Based Programming</u> that encourages youth to progress through a career pathway, completing secondary, postsecondary education and/or advanced training, and enter into unsubsidized employment

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REPORTING

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Reporting Requirements

- Quarterly Programmatic Reports
- Quarterly Trial Balance Report
- WIOA registrant information using the Illinois Workforce Development System, Illinois workNet™, or other reporting process
- Other reporting deemed necessary
- Formal Evaluation of projects will be required as the State deems necessary

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Memoranda of Understanding

- Non-LWIAs must have MOU with LWIA or a WIOA provider describing roles and responsibilities for WIOA eligibility determinations, enrollment, case management and IWDS reporting

- Applicants should include an MOU between applicant and business partner(s) enumerating the latter's commitments and contributions to the program

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FISCAL

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Allowable Costs

- Includes the costs that are necessary and reasonable and allocable based on the activity or activities contained in the scope of work.

- Funding for the activities outlined in this RFA will come from federal funds and is subject to program regulations.
  – Grant Funds
  – Matching Funds
  – Leveraged Funds

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- **Reasonable cost** does not exceed what would be incurred by a prudent person under prevailing circumstances when decision was made to incur the cost. (see §200.404)
  - Fair market prices
  - Act with prudence
  - No significant deviation from established prices
  - Follow sound business practices

- **Practical aspects of necessary** - Is this item or service needed to meet grant goals? Is this the minimum amount I need to spend to meet my need?

- **Practical aspects of reasonable** - Do I have the capacity to use what I am purchasing and did I pay a fair rate? If I were asked to defend this purchase, would I be comfortable?

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- **Matching Funds: The portion of project costs not paid by Federal funds that meet the following conditions:**
  - Additional non-Federal funds expended to support grant objectives.
  - Must be spent on allowable grant activities
  - Verifiable in recipient records
  - Not used to support another Federally funded program and Not paid with Federal Funds
  - Necessary, Reasonable and Allowable cost under Cost Principles
  - Provided for in approved budget and Allowable under the grant
  - Conform to other applicable Uniform Guidance provision (see §200.306 Cost sharing or matching)

- **Leveraged Funds: All resources used by the grantee to support grant activity and outcomes, whether those resources meet the standards applied to match or not.**
  - Leveraged resources means both allowable match and other costs that do not rise to the requirements of the regulations, but which support the outcomes of grant activity.

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REIMBURSEMENT AND PERFORMANCE

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WIOA is a reimbursement-based program

- Funding will be provided on a reimbursement basis
- Reimbursements will be pro-rated based on the grantee meeting established performance factors

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Performance

- Indicate Measures that Apply

- Additional Measures for consideration are allowed

SECTION 5: PERFORMANCE MEASURES
-- APPLICANTS SHOULD LIST ALL THAT APPLY –
ADDITIONAL METRICS FOR CONSIDERATION MAY BE ADDED BELOW THOSE LISTED

Performance Measures *Applicants should work with their Local Workforce Innovation Area to ensure that performance metrics meet local plan standards*	Target (# of clients)
Total Youth Served	
Total Youth with Disabilities Served	
Total Youth Enrolled in WIOA	
Total Youth Enrolled in Training	
Total Youth Completing Training	
Total Youth Receiving an Industry Recognized Credential	
Total Youth Receiving Work Based Learning (including Internships, OJT, Paid Work Experience)	
Total Youth Entering Unsubsidized Employment	
Median Wage of Unsubsidized Employment	
Total Youth Receiving Positive Education Outcomes	

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MONITORING

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Monitoring

Pre-Award Survey

Applicants are subject to a pre-award review conducted by the Department of Commerce monitoring team. The review will be completed prior to the grant being issued as required by the Uniform Administrative Guidance at 2 CFR 200.

Monitoring

Applicants funded through this RFA are subject to fiscal and programmatic monitoring visits by the grantor(s). The successful applicant must have an open door policy allowing periodic visits by monitors to evaluate progress and provide documentation upon request of the monitor.

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APPLICATION KEY ELEMENTS

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4/19/2016

Criteria for Selection

- Fulfill requirements of RFA – application is complete
- Demonstrated capacity to manage grant and achieve proposed outcomes
  - WIOA Eligibility determinations / Case Management / IWDS / Robust accounting
- Experience / Robust employer relationships
- Coordination with partner agencies if applicable
- Planned activities and outcomes aligned with RFA
- Addresses priority populations
- Quality and detail of work plan
- Budget reasonable in relationship to proposed activities and outcomes

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Budget:

- Clear and concise description
- Appropriateness & Reasonableness
- Generally, the maximum grant award will be $500,000.

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Slide 33

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- Using appropriate line items helps reviewers

- Double Check your math

SECTION 7: BUDGET

PROPOSED MATCH – COMPLETE THE PROPOSED MATCH COLUMN ONLY IF THE APPLICANT IS A PRIVATE SECTOR EMPLOYER THAT WILL BE THE PRIMARY RECIPIENT OF THE GRANT FUNDS

Line Item or Cost Category Description	Requested Grant Budget Amount	Proposed Match Budget Amount
Personnel & Fringe (grantee's employees assigned to the project)	$0.00	$0.00
Contractual	$0.00	$0.00
Travel	$0.00	$0.00
Supplies	$0.00	$0.00
Supportive Services	$0.00	$0.00
Training --*Provide an itemized list below – i.e., ITAs; Tuition; Text Books; Stipend; Instructor / Consultant Trainer Costs; Training; etc.--*	$0.00	$0.00
	$0.00	$0.00
	$0.00	$0.00
	$0.00	$0.00
	$0.00	$0.00
	$0.00	$0.00
	$0.00	$0.00
	$0.00	$0.00
Other Costs --*Provide itemized list of costs below--*	$0.00	$0.00
	$0.00	$0.00
	$0.00	$0.00
	$0.00	$0.00
Program Overhead (no > 10% of grant amount)	$0.00	$0.00
Total Cost	$ 0.00	$ 0.00

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- Follow Budget Narrative Directions to Explain your Program Costs in detail

- Double Check your math. Again!

SECTION 7 CONTINUED: DETAILED BUDGET NARRATIVE

LINE ITEM	DETAILED NARRATIVE EXPLANATION AND JUSTIFICATION ~~ Provide a detailed descriptive itemization of each of the budget line items, including mathematical calculations that constitute the total for each budget line item. Reasonableness and necessity for achieving project objectives will be evaluated.
Personnel & Fringe: Include salaries / wages and fringe benefits such as retirement, medical insurance, FICA, etc.	Identify project personnel employed by the applicant by name and title. For each position, list the individual's salary and specify the percent of time and level of effort (hours) to be dedicated to the project. Briefly describe the individual's role in the project (i.e., grant manager; project manager; administrative assistant; chief fiscal officer, etc.). Provide a detailed breakdown of all types of costs included in the fringe benefit package (e.g., retirement contributions, medical insurance, Unemployment Compensation, Workers' Compensation, FICA) in the budget detail.
Contractual: Include all costs to be incurred via contract, voucher, or sub-grant not elsewhere described.	Separately list and describe all contractual costs to be charged to the grant via contact, voucher, and / or sub-grant. Specify the cost for each item and describe why each item is needed for the achievement of project objectives.
Travel: Include travel costs for the project staff of the applicant.	List planned travel expenses (e.g., mileage reimbursement, per diem, hotel charges) by individual or position. Also specify the purpose of the planned trip(s) and indicate if the trip is to an in-state or out-of-state destination.
Supplies: Include all tangible personal property that is required for this program.	Provide a description of all supplies to be purchased. Separately identify all requests costing in excess of $500 per single item or per category for expendable supplies. Specify the cost for these items or categories of items.
Supportive Services: Include services that are required for an individual to participate in the program.	List planned services such as transportation, childcare, dependent care, housing and needs related payments necessary for participants to participate and successfully complete the training / program.
Training: Provide an itemized list of costs including but not limited to ITA's; Tuition; Text Books; Stipends; Instructor / Trainer Costs; Training; etc.	Separately list and describe all training costs to be charged to the grant, specifically addressing any requested items broken out in the worksheet (e.g., ITAs, tuition & fees, books & supplies, training, stipends & allowances, instructor / trainer costs, etc.). Specify the cost for each item and describe why each item is needed for the achievement of project objectives.
Other Costs: Use for all direct costs not clearly covered by above line items.	Include a detailed list describing all of the other costs in the budget detail.
Program Overhead: Limit of 10% of the grant amount. Includes the costs of	Provide a description / list of all items that you intend to charge to program overhead and the cost charged for each item.

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Be sure to…

- Respond to all elements of RFA
- Be clear, be concise
- Be Timely
  - Application Deadline is May 2
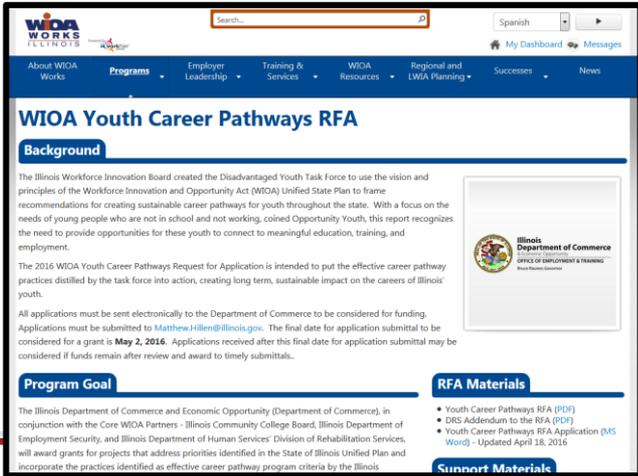   *Applications received after deadline will only be considered if funds remain*

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ONLINE AT: www.illinoisworknet.com/Youth2016

RFA materials, FAQ, data, and resources for a strong application

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Key Contact

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QUESTIONS

POST QUESTIONS AT WWW.ILLINOISWORKNET.COM/YOUTH2016

FAQ will be updated and published on the site

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Timelines/Project Length

- Applications Due May 2, 2016
- Project Start Date July 1, 2016
- 12-18 months targeted project length
- Projects longer than 18 months must show deliverables within the 18 month time period that include Career Pathway outcomes
  - Permanent Unsubsidized Placement
  - Post Secondary track for next career credential

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Project Scope

- Regional or Local, <u>not Statewide</u>

- Focused on Key Sectors, backed by data

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Business Engagement

- Memoranda of Understanding
  - Applications must have a statement of intent at a minimum
    - MOU's ***are required prior to receipt of funds*** for the project
  - A good basis would be the Local Workforce Area's OJT process

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High Demand/Higher Skill

- Must consult with Local Workforce Area
  - Targeted Sectors should align with what is expected in the Regional WIOA planning process
  - More about Career Pathway sectors can be found at www.illinoispathways.com

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Work-Based Learning

- WBL includes:
  - On the Job Training (preferred)
    - Training/Remedial Ed. Can be done alongside OJT
  - Paid Work Experience
  - Internships
  - Apprenticeships
- If internship, the work plan needs to include the plan for placement in a similar job
- WIOA 20% Requirement
  - WIOA Title I funds require 20% of Youth funds go toward Work Experience
  - Projects under this RFA should Exceed that Requirement

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Credentials

- Applicants must articulate in their project plans the specific credentials to be earned in training
  - Credentials should be industry (not company) recognized
  - The credentials should be stackable and portable
  - College credit is encouraged, but not required

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Continuous Improvement

- Questions to ask in developing a plan for Continuous Improvement
  - What are the strategies/data points are key to improvement cohort over cohort or year over year?
  - Does that data speak to business partners' bottom lines?
  - Does the analysis make Sustainability a logical step?

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Application

- Section 4B (Activities/Outcomes):
  - Grantee Level Activities that tie to participants
  - Outcomes that speak to impact of the program

- Section 7A (Budget) correction:
  - The proposed match column should reflect the contributions of the applicant and other partners including business to each line item of the budget. Those contributions should be detailed in the budget narrative.

- Section 8 (Work Plan)
  - Address Questions on the Application and attach the technical proposal as a separate document

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MOUs Cont'd

The RFA seeks to fund projects that increase partnership and address regional planning priorities.

- Contact your Local Workforce Area
  - Address Key Sectors in the Region
  - Address Planning Priorities
  - Address feasibility to sustain successful projects

- For Cook County Requests:
  - Chicago Cook Workforce Partnership
  http://www.workforceboard.org/request-a-letter-of-support/

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Fiscal FAQ

- Match/Leverage Percentage Requirement
  - No Minimum Requirement, but Evaluated on strength of partnership
- Leveraged funds can include in-kind or cash contributions
  - In-Kind must be:
    - necessary, reasonable and allocable
    - Based on activities contained in the project scope
  - Leveraged funds, that are cash or in-kind *must be verifiable in recipient records*.

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Fiscal FAQ

– **Leveraged Funds-** *All resources used by the grantee to support grant activity and outcomes, whether those resources meet the standards applied to match or not.*
  • Leveraged resources means both allowable match and other costs that do not rise to the requirements of the regulations, but which support the outcomes of grant activity.

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Fiscal FAQ

– **Matching Funds-** The portion of project costs not paid by Federal funds that meet the following conditions:
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  • Provided for in approved budget and Allowable under the grant
  • Conform to other applicable Uniform Guidance provision (see §200.306 Cost sharing or matching)

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Fiscal FAQ

- **Non-Federal Cash Expenditures**- *Funds or services provided and paid for by recipient or subrecipient from non-Federal funds including payment for services that are allowable under the grant or 3rd party cash contributions to recipient that are spent by the recipient on allowable costs*
- **Non-Federal In-Kind Expenditures-** *Products, space, or services provided by a third-party organization and not paid for by recipient or subrecipient*

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Fiscal FAQ

- Allowable Costs
  - This grant will not pay profit
  - This grant will pay indirect costs

- "Start-Up" Funds
  - Funding for this program is provided on a reimbursement basis. The Department will work with the grantees to provide prompt payment.
  - If up front costs are absolutely necessary, the need should be made clear
    - Per Uniform Guidance 2 CFR 200.305(1) the timing and amount of advance payments must be as close as is administratively feasible to the actual cash disbursements...

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