

**AGENCY SPECIFIC CONTENT FOR THE NOTICE OF FUNDING OPPORTUNITY #75-186
2017 WIOA YOUTH CAREER PATHWAYS**

A. PROGRAM DESCRIPTION

The following is a funding opportunity for the 2017 WIOA Youth Career Pathways Initiative. The goal of this program is to develop a framework which supports regions to work collectively to connect Illinois' youth with careers in growth industries.

The Illinois Department of Commerce and Economic Opportunity (Department of Commerce), as the state agency responsible for the administration of statewide workforce development activities outlined in the Workforce Innovation and Opportunity Act (WIOA) funded by the U.S. Department of Labor, is the entity issuing this Notice of Funding Opportunity (NOFO), 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. This Notice of Funding Opportunity (NOFO) is geared towards the development of *Regional Youth Career Pathway Programs*, developed in partnerships/consortia across communities with the support of both public and private partners.

Definitions: Listed below are definitions of several terms commonly used in administering the federal funding workforce grants including the 2017 WIOA Youth Career Pathways Initiative.

Career Pathway – as defined in the Workforce Innovation and Opportunity Act, the term “career pathway” means a combination of rigorous and high-quality education, training, and other services that—(A) aligns with the skill needs of industries in the economy of the State or regional economy involved; (B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171); (C) includes counseling to support an individual in achieving the individual’s education and career goals; (D) includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; (E) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable; (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and (G) helps an individual enter or advance within a specific occupation or occupational cluster.

Opportunity Youth - Opportunity Youth are defined as young people between the ages of 16-24 who are not in school and not working, in recognition of their need for opportunities to connect to meaningful education, training, and employment opportunities.

This funding opportunity will award grants for projects that address priorities identified in the [WIOA Unified State Plan](#) and incorporate the practices identified as effective career pathway program criteria by the Illinois Workforce Innovation Board’s (IWIB) Disadvantaged Youth Task Force. Successful pilot projects will integrate workforce, education, and economic development services; break down barriers

to accessing job-driven training resulting in employment opportunities; and assist in the effective and efficient implementation of WIOA regulations within Illinois' economic development regions.

Pilot projects funded under this program will place emphasis on serving Opportunity Youth. The development and outcome of these pilot projects will help inform the direction of future work in Illinois for Opportunity Youth.

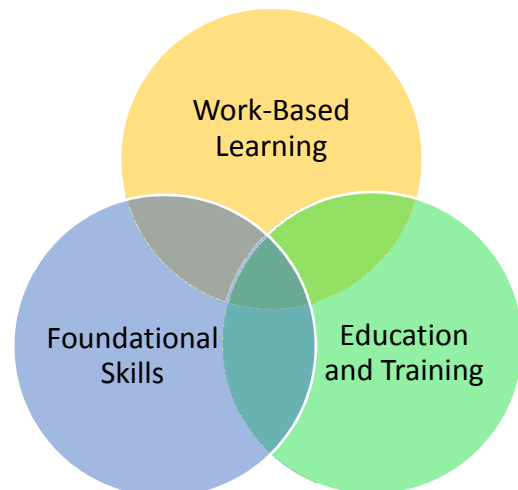
Objectives:

- By the end of the pilot period, the Department of Commerce will have supported approximately 8-12 regional partnerships in Illinois to develop regionally-based, cross-sector partnership programs. The number of regions will depend on the quality, quantity, and location of applications.
- By the end of the pilot period, the cross-sector partnership programs will have provided multiple best-practice models and outcome results for the development of continued funding support through WIOA Youth funding.
- By the end of the pilot period, at least two employers in each regional program will have committed to providing future support.
- By the end of the pilot period, youth ambassadors from each program will have met multiple times and have provided program feedback to the Illinois Standing Youth Committee.

Background: The 2017 WIOA Youth Career Pathways Initiative strives to provide regions with the tools necessary to address the needs of young people who are not in school and not working, coined Opportunity Youth, which are a particular focus for the Workforce Innovation and Opportunity Act and the State of Illinois Unified Workforce Plan. Illinois has an estimated 184,000 youth between the ages of 18 and 24 who fell into this category in 2013, and more recent studies, such as the report by the Great Cities Institute, affirmed this profile. For more information on the demographic and regional distribution of Opportunity Youth, please see the full Disadvantaged Youth Task Force report at www.illinoisworknet.com/Youth2017. The Illinois Workforce Innovation Board created the Disadvantaged Youth Task Force to use the vision and principles of the Workforce Innovation and Opportunity Act (WIOA) Unified State Plan to create a framework for the development of sustainable career pathways for young people throughout the state. WIOA is designed to serve low-income youth who face barriers to continued education and employment.

Vision and Theory of Action: The vision and theory of action outlined in this section is key to the development of an application for funding in this NOFO. The Standing Youth Committee of the IWIB, responsible for the development of this NOFO, recognizes the need to connect young people to meaningful education, training, and employment. WIOA emphasizes deeper investment in a system which supports employer-demand driven programs that address the diverse needs of young people.

Career Pathway Systems: Young people who are disconnected from either the employment and/or



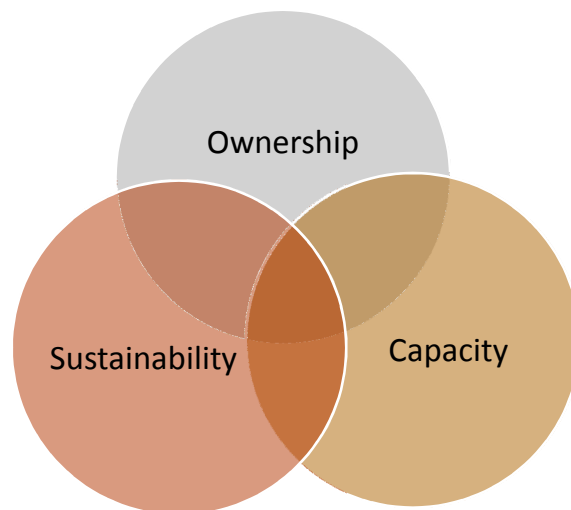
education system represent diverse socioeconomic backgrounds and circumstances. As such the issue of disconnection (i.e. why students are disconnected in the first place) requires various approaches to solve. The theory of action for addressing the needs of opportunity youth centers on development of career pathway systems, with both elements that pertain to the development of the learner and the system that supports that learner.

Learner focused framework: As learners progress through an education program and into a career, there are three aspects of career pathway development that must be taken into consideration:

1. **Workplace Learning**, through work-based learning opportunities, particularly those skills that enable people to grow in their work;
2. **Foundational Skills**, such as accountability, timeliness, and interpersonal skills, those skills that are essential to developing workplace relationships with others; and
3. The continuation of **Education and Training**, to develop and continuously fine-tune technical and academic skills which support both personal and business development goals.

System focused framework: Career Pathway system development requires several key elements to ensure long-term feasibility and inclusiveness:

1. **Ownership** of local and regional programs by local actors, targeting participants with the supports that suit local needs, addressing the needs and requirements of the business community, working with providers, and blending/braiding public funds where appropriate from federal and state agencies and private sector investments;
2. Building **capacity** of local and regional actors to develop programs that are locally and regional appropriate, with the necessary intermediary supports to ensure the continuation of programs;
3. Ensuring program **sustainability** through the blending of private and public funds where appropriate and the braiding of those funds where feasible.



Addressing Youth Needs: A key in shifting the conversation from disconnection to opportunity is a recognition that young people are ready and eager to be part of the solution, and desire ways in which to reconnect to work and to school, but face multiple obstacles in their attempts to do so. Career Pathway models have proved successful in reintegrating young people into education and employment, but care must be taken to ensure that appropriate supports are provided based on individual need. Opportunity Youth needs can be organized based up on their degree of preparation and ability to take up opportunities. Within each of these quadrants, critical needs and the types of support required are identified. This helps providers and community partners ascertain what types of support an opportunity youth learner might need in relation to his/her own career development.

Table 1: Opportunity Youth Segmentation. Opportunity youth can be segmented based upon their degree of preparation and ability to take up opportunities.

Degree of Preparation	Higher	C: Facing obstacles outside education <i>High school or better education</i> Unable to transition	A: Mismatched with the employment system <i>High School or better education</i> Able to transition
	Lower	D: Facing multiple hurdles <i>Less than high school education</i> Unable to transition	B: Mismatched with the education system <i>Less than high school education</i> Able to transition
		Lower	Higher

Ability to Take Up Opportunities

Source: White House Council on Community Solutions. June 2012. *Community Solutions for Opportunity Youth*. http://www.serve.gov/sites/default/files/ctools/12_0604whccs_finalreport.pdf

Table 2: Needs and Supports Required for Opportunity Youth



	Group D Facing Multiple Hurdles	Group C Facing Obstacles Outside Education	Group B Mismatched with Education System	Group A Mismatched with Employment System
Critical Needs	Integrated services across education, social supports, and employability	<ul style="list-style-type: none"> Wraparound supports Alternative pathways to learning & employment 	<ul style="list-style-type: none"> Pathways to GED/high school completion Alternative training and credentialing programs 	<ul style="list-style-type: none"> Employment pathways & more advanced credentialing opportunities
Types of Support Required	<ul style="list-style-type: none"> Opportunity for education within a stable set of interventions (identified in group C) Move youth a “step up the ladder” on path to full employability 	<ul style="list-style-type: none"> Food access Housing and transport Health/mental health services Life skills mentoring Daycare Financial/legal literacy Alternative pathways to GED, diploma, or community college 	<ul style="list-style-type: none"> High school graduation support GED support On-the-job training and work learning programs Alternative credentialing programs Afterschool summer programs 	<ul style="list-style-type: none"> Community college collaborations Certification/credentialing programs Internship or work experience opportunities Starter jobs

Community Ownership: Communities should have a sense of ownership and participation in the design and implementation of career pathway systems. This co-ownership among partners at the local and regional level helps to build capacity among local actors to build regionally responsive programs and to build mechanisms for sustainability. The community ownership is facilitated by a connection to other communities who are doing this work, to learn from best practices and collectively overcome hurdles.

Consortia Models: [Building a consortium](#) helps to consolidate partners who are often servicing similar constituencies and/or connecting with the same partners and employers. Joining forces towards a common cause helps to avoid many issues of program overlap and can concentrate a community's focus for greater impact on a particular problem.

Youth Ownership: Young people should be given the opportunity to participate fully depending on their level of need and should be provided with the commensurate support to do so. Youth ownership is facilitated by the development of a forum where opportunity youth who demonstrate capacity for leadership are provided with the opportunity to speak for the opportunity youth community at large and to play a leadership role in that community.

Sector-Based Strategies and Career Pathways: Sector-based initiatives at the regional level are approaches to workforce and economic development that improve access to good jobs and/or increase job quality in ways that strengthen an industry's workforce. Sector initiatives:

1. Focus intensively on an industry within a regional labor market, and multiple employers in the industry, over a sustained period of time.
2. Are led by a workforce intermediary with credibility in the industry.
3. Create new pathways for low-wage workers into the industry, leading to good jobs and careers.
4. Achieve systemic changes that are "win-win" for employers, workers, and the community.

Career pathways are an approach to connecting progressive levels of basic skills and postsecondary education, training, and supportive services:

1. In specific sectors or cross-sector occupations.
2. In a way that optimizes the progress and success of individuals, including those with limited education, English, skills, and/or work experience.
3. In helping individuals secure marketable credentials, self-sustaining employment, and further education and employment opportunities.

Career pathway programs focus on a) participant-focused instruction and training; b) appropriate and meaningful assessment; c) supportive services and navigation; and d) direct connections to employment.

Sector and career pathways initiatives are complementary, and all career pathways should incorporate sector strategy principles.

Action Plan: Program applicants must complete a Career Pathways Self-Assessment Tool as well as a Logic Model and an Action Plan as part of their application as a Regional Opportunity Youth Systems; *please see Appendices A and B*. Program applicants will also be required to participate in measuring pilot program effectiveness through Process Measures and WIOA Youth Performance Measures, as outlined in Appendix C.

B. FUNDING INFORMATION

Funding Source: This program will utilize federal funds from the U.S. Department of Labor under the Workforce Innovation and Opportunity Act. The Applicant must submit a project plan that describes how the award will be executed. The project plan should include necessary detail to enable the agency to manage the grant agreement activity against planned project performance.

Award Amount: The funding amounts for proposals will commensurate with the project anticipated outcomes and deliverables. Grant awards will generally not exceed \$500,000. However, the Department of Commerce may elect to award amounts over this based on strength of application or strength of performance during the grant period. It is anticipated that the Department of Commerce will award \$3-5 Million in Youth Career Pathways grants, with the potential additional of funding contributed by other Core WIOA partners.

Pre-award and Application Costs: Pre-award costs for services in anticipated of an award are allowable where necessary for the efficient and timely performance of the program, and are subject to 2 CFR 200.458. To be accepted, proof of services must meet the guidelines and requirements outlined within this NOFO. Only applicants who receive an award as a result of the NOFO and merit-based review process will be eligible for pre-award costs. Grantees are advised to contact the Department of Commerce for technical assistance with questions or concerns prior to incurring costs. Costs associated with the development of a proposal are not allowed.

Award Term: The grant term/performance period will be determined on a project specific basis, targeted at 12-18 months.

C. ELIGIBILITY INFORMATION

Eligible Applicants: This competitive funding opportunity is limited to public and private organizations that are in good standing with the Illinois Secretary of State.

The Department of Commerce and Economic Opportunity complies with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.)

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM). Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:

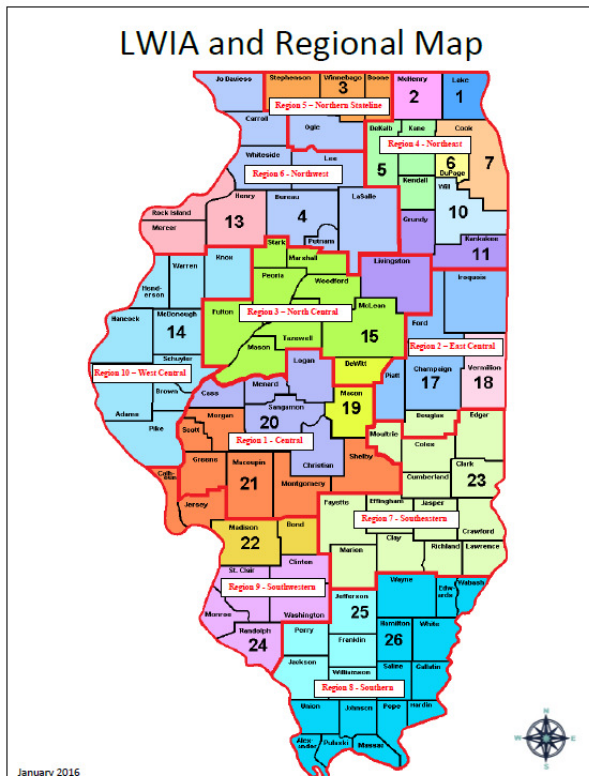
- Be registered in SAM before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration: governmentcontractregistration.com/sam-registration.asp;
- Provide a valid DUNS number in its application; and
- Maintain an active SAM registration with current information at all times during the entire period of an active Federal, Federal pass-through or State award or an application or plan under consideration

by a Federal or State awarding agency. The Department of Commerce and Economic Opportunity may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

Pre-Registration Requirement: As part of the changes to the state grant process brought about by the Federal 2 CFR Part 200 (Uniform Requirements) and the Illinois Grant Accountability and Transparency Act (GATA), all entities wishing to receive grants from the State of Illinois must now register at: grants.illinois.gov/registration. Please note that FEIN and DUNS numbers are required to complete registration. The online registration will trigger a pre-qualification process that will ensure the entity:

- Has a current DUNS number;
- Has a current SAM CAGE Code (you will need to register at SAM.gov);
- Is not on the Federal Excluded Parties List; and
- Is in Good Standing with the Illinois Secretary of State.

Once your entity is pre-qualified, you will receive a link to an Internal Controls Questionnaire (ICQ). Applicants must complete the ICQ as part of the pre-award process and program staff will then determine whether any or all risk-based conditions shall be incorporated into the Agreement. If your entity is ineligible for the award as a result of the Dun and Bradstreet verification, the entity will be informed of corrective action need to become eligible for a grant award.



WIOA Eligibility & Performance: Applicants other than LWIAs and their active WIOA operators and providers well-versed in WIOA program requirements must work with their designated Local Workforce Area to create a viable approach for complying with WIOA eligibility, reporting, and performance requirements. Negotiated performance measures unique to each local area are applicable to all youth served under this NOFO. Such applicants must enter into a Memorandum of Understanding developed and signed by the applicant and a Local Workforce Area that details at a minimum the applicant’s and Local Workforce Area’s roles and responsibilities related to recruitment, eligibility determination, enrollment, performance requirements, and strategies. More information about WIOA can be found at: www.doleta.gov/wioa.

Applicants that demonstrate the administrative capacity and a history of successfully implementing innovative pilots and other priority projects are eligible to apply for funding. The Department of Commerce will consider projects from across the State of Illinois, in Local Workforce Areas and regions throughout the state. Applicants must identify the workforce / economic development region and

administer the pilot programs within the context of the State, Regional, and Local workforce development plans. Applicants must work with the State, Regional and Local partners to implement the project in coordination with WIOA. The above is a map of the workforce and economic development regions in Illinois.

Grant funds that provide direct services must be targeted to youth that are age 16-24 and [meet the eligibility requirements of WIOA](#). Please note that the Department of Commerce is committed to providing preference to all United States veterans, their spouses, and family members who are eligible in regard to all services needed for education and employment acquisition. For those applicants serving youth with disabilities, please see the addendum to this NOFO posted at www.illinoisworknet.com/Youth2017.

WIOA Eligibility & Performance: Non-LWIA applicants (see above) must work with their designated Local Workforce Area to create a viable approach for complying with eligibility, reporting, and performance requirements. Negotiated performance measures are applicable. Applicants must enter into a Memorandum of Understanding developed and signed by the applicant and a Local Workforce Area that details at a minimum the applicant's and Local Workforce Area's roles and responsibilities related to recruitment, eligibility determination, enrollment, performance requirements, and strategies. More information about WIOA can be found at: <http://www.doleta.gov/wioa/>.

Cost Sharing or Matching: [Blending and braiding of funds](#) is required, and there must be a co-investment of public and private funds. Successful applicants will be required to report leveraged resources from partners over the life of the project, including WIOA formula funds, other federal, state, local, and private resources. There is no minimum requirement, but applications will be reviewed in part based upon their ability to leverage additional funding sources, which should be clearly demonstrated in the application.

Administration Costs: Funding under this program is intended to provide direct services that impact youth in Illinois. It is expected that administrative costs, both direct and indirect, will represent a small portion of the program budget and shall not exceed 10%. Administrative means those activities performed by staff and costs which are supportive of and required for project implementation for which there is no direct client contact such as fiscal staff; audit; clerical support; office rent, utilities, insurance; general office, and equipment. Program budgets and narratives will detail how all proposed expenditures are directly necessary for program implementation and will distinguish between Indirect/Direct Administrative and Direct Program expenses.

Indirect Costs: In order to charge indirect costs to the grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

- *Federally Negotiated Rate.* Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally approved NICRA.
- *State Negotiated Rate.* The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the 10% de minimis rate. The indirect

cost rate proposal must be submitted to the State of Illinois within 90 days of the grant effective date.

- *De Minimis Rate.* An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.

Required Technical Assistance: Technical Assistance (TA) will be provided throughout the application process, in the form of webinars, regional meetings, and direct support. **Applicants will be required to attend a one-day technical assistance session in early December and are encouraged to participate in all technical assistance webinars that are offered in conjunction with this grant.** A TA schedule will be available and regularly updated. For information regarding the TA, the NOFO, and the Standing Youth Committee, please visit Illinois workNet at www.illinoisworknet.com/Youth2017 or contact Matthew Hillen at Matthew.Hillen@illinois.gov or Andrea Messing-Mathie at amessingmathie@niu.edu. Successful applicants must agree to receive consultation technical assistance from authorized representatives of the Department. The applicant and collaborating partners may be required to be in attendance at site visits. Successful applicants may also be required to attend regular meetings and training as provided by the Department or a subcontractor of the Department and should budget accordingly.

D. APPLICATION REQUIREMENTS AND SUBMISSION INFORMATION

Application Information: Application materials are provided throughout the announcement and at www.illinoisworknet/grants. This website will contain information regarding the NOFO and materials necessary for submission. Questions and answers will also be posted on the program website. It is the responsibility of each applicant to monitor that website and comply with any instructions or requirements relating to the NOFO.

Address to Request Application Package: Paper copies of the NOFO may be obtained by contacting the person listed below:

Matt Hillen, Program Manager
Illinois Department of Commerce and Economic Opportunity
100 West Randolph, Suite 3-400
Chicago, IL 60601
Matthew.Hillen@Illinois.gov
312-814-6018

Content and Form of Application Submission: Regional Opportunity Youth Program proposals must address the elements expressed in Section A. Each applicant must submit all sections as follows:

Executive Summary: Provide a one-page summary that identifies the applicant, the amount of funding requested, describe the geographic region, identify members of the regional partnership including education and training agencies, regional employers, business and industry associations, economic development organizations, one-stop partners, organized labor, and others determined appropriate.

Provide an overview of the services that will be provided and describes the anticipated goals and outcomes of this project.

Technical Proposal: Provide a technical proposal that meets the following guidelines pertaining to the grant application:

1. *Applicant Capacity:*

- a. Describe the related experience of the applicant and partners responding to the NOFO. If any of the work is to be sub-contracted, provide the name of and describe the relevant experience of the sub-contractor(s).
- b. Provide information about the applicant's size and structure, as well as the length of time in business.
- c. Include a list of the applicant's staff, including sub-contractor personnel, to be assigned to the project. Describe the role each staff person will fulfill. Indicate the number of hours each staff will be assigned to the project. Provide resumes for all project staff. Indicate, at a minimum, their positions and total years in the organization, education, and relevant work experience.
- d. Include references (with contact information) for projects recently completed or underway that required skills and experience similar to those required for this proposed project.

2. *Documentation of Need:*

- a. Provide a detailed explanation of how this organization meets the priorities specified in the Program Description of the NOFO (Section A).
- b. Describe your connection to the population (program participants) targeted in this proposal. How many program participants will be served and how will they be identified/recruited?
- c. Describe any additional contextual details that you feel will strengthen the reviewers understanding of the program need.

3. *Specific Project Requirements and Considerations:*

- a. Program applicants are highly encouraged to participate in a consortium in order to address opportunity youth needs. If the applicant chooses not to apply as a member of a consortium, they must explain their rationale including a description of their access to the eligible targeted population; ability to provide education, training and supportive services; and established relationships with employers for Work-Based Learning placements and eventual unsubsidized employment.
- b. Include a labor market analysis and sound data that illustrates both the needs of business and opportunity youth to find points of connection. This data should inform a sector-based approach that leverages existing networks and resources.
- c. Applicants should clearly describe any elements of their project they consider to be innovative, the evidence supporting and the specific intended outcomes of the proposed innovation.
- d. Priority consideration will be given to regional projects that:

- i. Develop innovative programs and strategies designed to meet the talent pipeline needs of business (such as bridge programs, customized training, on-the-job training, internships, and work experience in a targeted career pathway).
 - ii. Identify or document partnership with a regional intermediary who will act as the go-between to coordinate the work of the separate partners in the initiative [this will be explained].
 - iii. Develop innovative programs that identify activities to improve linkages and alignment between workforce partners.
- e. Additional considerations: The Department of Commerce is interested in local/regional projects that break down barriers to accessing career pathways and will result in employment opportunities for all Illinois youth. Projects may focus on:
 - i. Priority Populations: Developing strategies for effectively serving individuals with barriers to employment and for coordinating programs and services among workforce partners. Projects may include the integration of employment and training activities with;
 - ii. Child support services, and assistance provided by State and local agencies carrying out part D of title IV of the Social Security Act (42 U.S.C. 651 et seq.);
 - iii. Cooperative extension programs carried out by the University of Illinois;
 - iv. Programs carried out in for individuals with disabilities, including programs carried out by State agencies relating to intellectual disabilities and developmental disabilities, activities carried out by Statewide Independent Living Councils established under section 705 of the Rehabilitation Act of 1973 (29 U.S.C. 796d), programs funded under part B of chapter 1 of title VII of such Act (29 U.S.C. 796e et seq.), and activities carried out by centers for independent living, as defined in section 702 of such Act (29 U.S.C.796a). For more information on funding strategies for applications seeking to serve individuals with disabilities, please see the addendum to this NOFO;
 - v. Programs that target services to out of school youth in contact with the Juvenile Justice System;
 - vi. Programs that target services to out of school youth in the Child Welfare and Foster Care System;
 - vii. Youth covered under Deferred Action for Childhood Arrivals (DACA);
 - viii. Adult education and literacy activities, including those provided by public libraries;
 - ix. Activities in the corrections system that assist ex-offenders in reentering the workforce; and
 - x. Digital literacy and financial literacy activities.
- f. Full Inclusion Models: Supporting Illinois' commitment to Employment First principles through development of career pathway programs that fully integrate youth with disabilities into general training classrooms/program models and feature full integration in the general working population for work-based learning and employment opportunities.

- g. Evidence Based Programming: Supporting the development of alternative, evidence-based programs and other activities that enhance the choices available to eligible youth and encourage such youth to reenter and complete secondary education, enroll in postsecondary education and advanced training, progress through a career pathway, and/or enter into unsubsidized employment that leads to economic self-sufficiency.
4. *Narrative of Action Plan:*
- a. The narrative of proposed activities should highlight the goals of the organization towards the population, the activities, and the outcomes these activities will accomplish.
 - b. Provide detailed information about the service or training providers(s) selected for this project including but not limited to:
 - i. Where will the service or training take place?
 - ii. Who will provide the service or training?
 - iii. What is the duration of service or training?
 - iv. What course credit(s) and/or credential(s) will be received at completion of training? (Be sure to note any credentials that are nationally recognized and portable).
 - v. If your project includes training services, explain how you will assure that the training provider is accredited and will successfully fulfill their duties.
 - c. Indicate a plan for the use of 20% of all funds for Work-Based Learning efforts. This must be clearly illustrated in the application and may include work-experience, internships, on-the-job training if the candidate is WIOA-eligible.

Logic Model, Career Pathways Self-Assessment Tool, and Action Plan: All pilot programs will be required to create a logic model (appendices A & B), fill out the Career Pathways Self-Assessment Worksheet (appendix C), and create an action plan (appendix D). These attachments must be provided with the application in ordered to be considered.

Resumes of Program Staff: Resumes of program staff that demonstrate capacity to complete work outlined in the application.

Memorandum of Understanding (MOU): For applicants other than LWIAs, an MOU must be developed and signed by the applicant and Local Workforce Area that minimally includes the Local Workforce Area's role and responsibilities related to recruitment, eligibility determination, enrollment, and performance requirements and strategies. Attach Partnership Agreements (as opposed to Letters of Support) with all key partners detailing entity information and contact information, responsibilities, functions, and integration.

Budget Proposal: Complete the budget form and provide a narrative justification of each cost including information on how each proposed cost in the budget is calculated.

Submission Dates and Times: Applications must be received no later than 5:00 p.m. on February 1, 2017. Applications must be emailed. Applications will be date and time-stamped upon receipt via email. The Department will not accept applications submitted by mail, overnight mail, diskette, or by fax machine. Submit the proposal electronically on or before February 1, 2017 at 5:00 p.m. to Youth2017@illinoisworknet.com. Applications received after this final date for application submittal may be considered if funds remain after review and award to timely submittals.

If you have trouble emailing the document due to the file size, please utilize the CMS File Transfer Utility located at filet.illinois.gov/filet/PIMupload.asp . Please follow the instructions to attach your application.

Intergovernmental Review, if applicable: This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs.

Funding Restrictions: The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Final Guidance"), located at 2 C.F.R. 200 et seq., supersedes and combines the requirements of Office of Management and Budget (OMB) Circulars A-21, A-87, A-102, A-110, A-122, and A-133. The U.S. Department of Labor has published exceptions to the Final Guidance at 2 C.F.R. Part 2900. Any reference to the OMB Circulars are subject to the Final Guidance. The Final Guidance regulations may be viewed at: www.ecfr.gov/cgi-bin/textidx?SID=31c

Application Format and Submission Requirements: All applicants must meet the following submission requirements:

- Applications must be typed on 8 1/2 x 11-inch paper using 11-point type and at 100% magnification. Tables may be used to present information with a 10-point type.
- The program narrative must be typed single-spaced, on one side of the page, with 1-inch margins on all sides. The proposal narrative is a maximum of 12 pages.
- The entire application, including appendices, must be sequentially page numbered (hand written page numbers are acceptable). Items included in the Attachments are NOT included in the page limitations.
- Applicants must submit the proposal via an email. Submit the proposal to Youth2017@illinoisworknet.com.
- The Department is under no obligation to review applications that do not comply with the above requirements.

Required Attachments: All Applications must include the following mandatory forms/attachments in the order identified below.

- | | |
|---|--|
| 1. Executive Summary | 5. Action Plan |
| 2. Technical Proposal | 6. Resumes of Program Staff |
| 3. Logic Model | 7. Partnership Agreements and/or
Memorandums of Understanding |
| 4. Career Pathways Self-Assessment
Worksheet | 8. Budget Proposal |

E. APPLICANT REVIEW INFORMATION

The Illinois Department of Commerce's regional focus facilitates reduced administrative costs, the maximum use of available resources and stronger regional coordination of workforce, education, and economic development services to better meet regional needs. Applicants must demonstrate that they meet all requirements under this NOFO as described throughout. Applications that fail to meet the criteria described in "Eligible Applicants" as identified in Section C "Eligibility Information" may not be scored and considered for funding. The following criteria will be used to evaluate applications:

Applicant Capacity (20%)

- The applicants' capacity to successfully complete the project tasks within the proposed grant period
- The applicants' experience in working with employers on similar projects
- The applicants' experience in working with, and ability to recruit from the targeted population
- The related experience of the applicant, sub-contractors, and partners
- The applicants' previous performance in administering similar grants and projects
- The qualifications of the applicants' staff to be assigned to the project

Documentation of Need (10%)

- The proposed project is aligned with the State vision and principles, and the expected outcomes of the NOFO
- Demonstrated historic connection to, and understanding of the needs of the population targeted in the application
- The proposed project shows focus on needs within the targeted population that are supported by evidence, and achievable in scope

Project Quality and Integration (40%)*Component 1: Completion of Career Pathways Worksheet and Action Plan (20%)*

- Working with partners, program applicants must work to determine what criteria is currently in use, in process, or not being used for each element
- Program applicants must provide an explanation of current status and identified needs under each element
- The current status and identified needs should be used to create the 12-18 month action plan (located on page 14 of the Career Pathways Worksheet)
- The overall feasibility and quality of the work and input into the worksheet

Component 2: Narrative on Project Quality/Integration (20%)

- The types of services and the method of delivery that will be implemented, including any partnerships implemented to deliver services
- The number of participants, companies served, the participant recruitment plan, and the services provided to priority populations
- The quality of education/training providers and education/training outcomes (industry recognized skills, certifications, etc.)
- Integration with key partners and strength of the partnership agreements/MOUs
- The innovative approach and potential impact on workforce, education, and economic development in the State
- The business engagement strategies and projected impacts

Cost Effectiveness/Return on Investments (30%)

- The proposed project costs in relationship to planned outcomes including cost per participant
- The reasonableness of the costs in relation to the proposed activities
- The applicants' commitment to secure leveraged costs
- The applicants' commitment to braiding public and private funding for the project
- Identified specific work placements for permanent employment

Review and Selection Process: A team of Department of Commerce staff and WIOA Core Partner agency staff will use the criteria listed in this section of the NOFO to review the applications. Decisions to award grants and the funding levels will be determined per application based upon compliance with the requirements of this NOFO. Based on the review, applicants may be selected to enter into negotiations with the Department for a grant. 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.

Anticipated Announcement and State Award Dates: Applicants will be notified upon completion and approval of the funding plan, contingent on the availability of funds.

F. AWARD ADMINISTRATION INFORMATION

State Award Notices: A successful application will be notified in writing by the Department of Commerce.

Payment Schedule: The executed grant agreement will specify conditions for payment and payment schedule. Generally, grantees will receive payments on a reimbursement basis.

Administrative and National Policy Requirements: Refer to C. ELIGIBILITY INFORMATION, Indirect Costs for details on indirect rate requirements and limitations. A Notice of State Award (NOSA) will be distributed by the awarding agency prior to the issuance of a grant agreement. The NOSA will specify terms and conditions added to the award based on the results of the fiscal and administrative internal control questionnaire and the programmatic risk assessment.

Project Reporting: Successful applicants will be required to submit regular reports to document the progress of the project as part of the grant requirements. These reports include, but are not necessarily limited to, the following:

1. Quarterly Progress Reports including a Trial Balance
2. WIOA registrant information and reports for projects serving WIOA registrants using the Illinois Workforce Development System, Illinois workNet™, or other reporting process as directed by the Department of Commerce
3. Other reporting deemed necessary by the Department of Commerce and/or the United States Department of Labor
4. Formal Evaluation of projects will be required as the State deems necessary.

Monitoring: Applicants funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department of Commerce. The successful applicant must have an open door policy allowing periodic visits by Department of Commerce monitors to evaluate the progress of the project, and provide documentation upon request of the monitor. Program staff will also maintain contact with the participating businesses and monitor progress and performance of the contracts. The Department of Commerce may modify grants based on performance. Successful applicants may be subject to monitoring by other Core Partners, in the instance where the additional agency funding is included in the award. Formal Evaluation of projects will be required as the State deems necessary.

WIOA Requirements: All applicants must be in compliance, or agree to comply, with the following federal and state laws and related regulations in order to be considered for an award:

- Workforce Innovation and Opportunity Act (Public Law 113-128)
- Equal Employment Opportunity / Nondiscrimination Provision and will comply with the physical, programmatic and accessibility requirements
- Protection of Personally Identifiable Information
- Jobs for Veteran Act (Public Law 107-288)
- Flood Disaster Protection Act of 1973 as amended (42 U.S.C 4001)
- Architectural Barriers Act of 1968 as amended (42 U.S.C. 4151)
- Drug-Free Workplace Act of 1988, (41 U.S.C. 702 et seq., and 2 C.F.R. § 182)
- Hotel Motel Fire Safety Act (15 U.S.C. 2225a)
- Buy American Act (41 U.S.C 10a)
- Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)
- Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)
- Rights to Inventions Made Under a Contract or Agreement
- Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Uniform Administrative Requirements found at 2 CFR Part 200 and the US Department of Labor Exceptions found at 2 CFR 2900
- Applicable State of Illinois Laws
- State Workforce Innovation and Opportunity Act Policies

G. STATE AWARDING AGENCY CONTACT

If you have any questions regarding the Notice of Funding Opportunity and Uniform application, please use the contact information below.

Matt Hillen, Program Manager
Illinois Department of Commerce and Economic Opportunity
100 West Randolph, Suite 3-400
Chicago, IL 60601
Matthew.Hillen@Illinois.gov
312-814-6018

H. OTHER INFORMATION

If an applicant fails to meet an eligibility criterion at the time of an application deadline, the application may still be reviewed but the State will not make a State Award until all eligibility criteria are met.

The Department of Commerce reserves the right to request additional information from applicants to evaluate applications. The Department, at its sole discretion, reserves the right to reject all applications; to reject individual applications for failure to meet any requirement; to award in part or total; and to waive minor defects and non-compliance. Submission of an application confers no right to an award or to a subsequent grant agreement. Formal evaluation of projects will be required as the State deems necessary. The Department of Commerce is not obligated to award any grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application, or pay any grant related costs incurred prior to the grant beginning date. All decisions of the Department of Commerce are final.

Freedom of Information Act/Confidential Information: Applications are subject to disclosure, in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*). Information that could reasonably be considered to be proprietary, privileged or confidential commercial or financial information should be identified as such in the application. The Department of Commerce will maintain the confidentiality of that information only to the extent permitted by law.

Required Attachments:

1. Standard Department of Commerce Grant Application
2. Executive Summary
3. Technical Proposal
4. Logic Model
5. Career Pathways Self-Assessment Worksheet
6. Action Plan
7. Resumes of Program Staff
8. Partnership Agreements and/or Memorandums of Understanding
9. Budget Proposal