Apprenticeship ILLINOIS.com
Prepare • Train • Retain

2025 Apprenticeship Expansion Competitive Grant Program

Notice Of Funding Opportunity
Information Session

Illinois Department of Commerce and Economic Opportunity

Office of Employment and Training

AGENDA

- Overview of Apprenticeship Expansion

- Overview of Funding Opportunity

- Details of NOFO

- Requirements of Intermediaries

- Overview of Grant Requirements with DCEO

- Application, Selection Process, & Important Dates

- Q&A

Apprenticeship Expansion Program Overview

Illinois Workforce Development Priorities

- IWIB Work-Based Learning and Apprenticeship Committee and Apprenticeship Illinois

- Governor's Action Agenda for Workforce Development and Job Creation

- Illinois' Essential Employability Skills Framework

- Illinois' Sector Partnerships and TPM Framework

- Illinois' Core Equity Values

- The Good Jobs Initiative
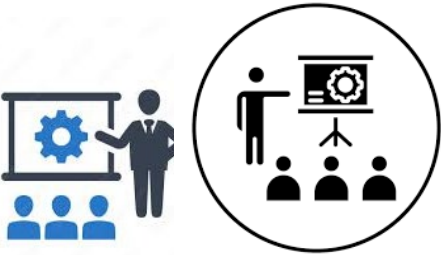
What is Registered Apprenticeship?

Industry Led

Paid Job

Structured On-the-Job Learning

MENTORING

APPRENTICESHIP

Supplemental Education

Equal Employment Opportunity

Quality & Safety

Credentials

Apprenticeship Benefits to Employers

Flexible and Customizable

Reliable Pipeline of Employees

Higher Productivity

Highly Skilled Employees

Reduced Turnover Costs

Safer Workplace

Enhanced Retention and Loyalty

Tax Credits

Overview of Illinois Apprenticeship Expansion

PROGRAM PURPOSE: Creating more apprenticeships that empower Illinois workers while supporting employers.

Demand: Employer Need for Talent

Supply: Illinois Workers

Currently, the supply (people seeking apprenticeships) outweigh the demand (employers offering programs).

Apprenticeship Expansion Framework

2025 Notice of Funding Opportunity Overview

Overview of 2025 NOFO

- This NOFO will award grants to fund **high-impact intermediaries** the administer programs that are consistent with Illinois' workforce priorities by targeting and serving the following groups
    - Adults Enrolling in Nontraditional and In-Demand Registered Apprenticeships
    - Youth and Young Adults
    - People with Disabilities Seeking Apprenticeships

- Apprenticeship intermediaries are **key players** in this effort **by administering programs** that provide **direct services to program participants** that will be enrolled in Registered Apprenticeship Programs (RAPs) or Pre-Apprenticeship Programs offering a pathway to RAPs

- The NOFO is governed by WIOA and **National Apprenticeship Act rules and regulations**

- **Funding Source:** WIOA Statewide Activities ($5 million Federal), USDOL State Apprenticeship Expansion *($5 million, dependent on receipt*)

- **Total NOFO amount**: *not to exceed* $10 Million

- **Award Range:** $200,000 to $1,000,000

- **Number of Anticipated Awardees**: 10-35

- **Matching Requirements**: N/A

- **Pre-Award Costs Allowed**: Yes

- **Indirect Allowed:** Yes

- **Funding Restrictions**: Outlined in NOFO

FUNDING

Applicant Eligibility

- Community-based organizations,
- Municipalities,
- Education institutions (i.e. high schools, school districts, community colleges),
- Industry associations,
- State and County agencies,
- Illinois Local Workforce Boards, and
- Non-profits

Program Requirements

This NOFO will support high-impact Apprenticeship Intermediary projects that are participant-focused.

High-impact intermediaries provide services and support for **both** the **employers** and **apprentices**, easing the burden on employers and ensuring success of the apprentices.

Responsibilities of Intermediaries

Design and Develop Registered Programs and/or Pre-Apprenticeship

- Align program design with industry need

- Determine program standards with needed supplemental education and OJT

- Ensure smooth integration for apprentice

DESIGN
DEVELOP

NOFO p. 9
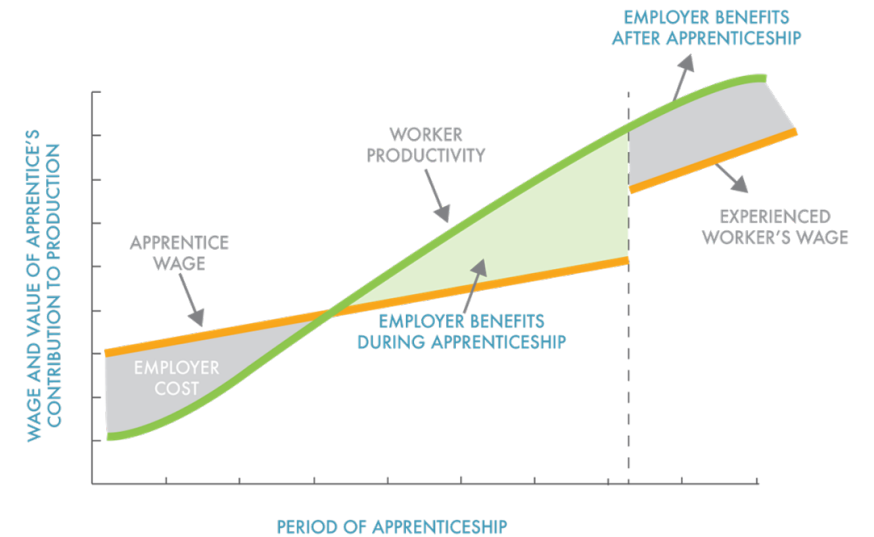
Responsibilities of Intermediaries

Administrative Oversight

- Submitting documentation

- Data collection & input

- Reporting

- Case manage participants

Responsibilities of Intermediaries

ILLUSTRATIVE WAGES AND PRODUCTIVITY, RELATIVE TO STANDARD FTE

Employer Engagement

- No employer? No successful program.

- Recruit employers

- Understand pain points

- Match with apprentices

NOFO p. 9

Responsibilities of Intermediaries

Equitable Access

Recruitment and Equitable Access to Apprenticeship and/or Pre-apprenticeship Opportunities

- Adequately prepared participants

- Address unique experiences

- Diverse talent pool

Responsibilities of Intermediaries

Program Management

- Primary liaison

- Comprehensive support to apprentices

- Ensure success of program

Responsibilities of Intermediaries

Coordination of Career Planning

- Customer centered

- Assessment

- Individual Employment Plan

NOFO p. 9 & 10

Responsibilities of Intermediaries

Coordination of Related Instruction / Supplemental Education

- Aligns with employers' needs
  - Both content and schedule

- Complements on-the-job learning (OJL)

- Monitor & Track

NOFO p. 10

Responsibilities of Intermediaries

Apprenticeship Support and Retention

- Case Management

- Resources, e.g. tutoring, coaching

- Support Services, e.g. transportation, childcare, uniforms

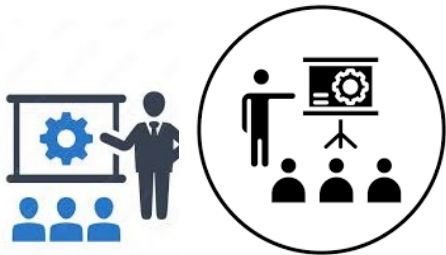NOFO p. 10

Registered Apprenticeship Defined

Industry Led

Paid Job

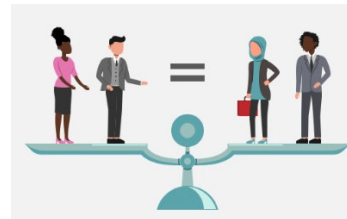**Structured On-the-Job Learning**

MENTORING

APPRENTICESHIP

Supplemental Education

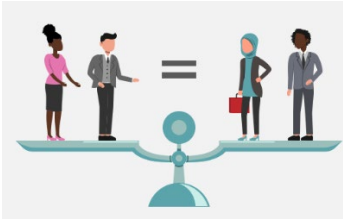**Equal Employment Opportunity**

Quality & Safety

Credentials

Pre-Apprenticeships - Programs that are designed to prepare individuals to enter and succeed in apprenticeship programs or in another career pathway approach

Inclusive Recruitment

Industry Focused Curriculum & Training

Hands-On / Work-Based Learning

ELEMENTS OF QUALITY PRE-APPRENTICESHIPS

Success-Oriented Retention Services

Connections – Employers & RAPs

Strive for Credential Acquisition

Pre-Apprenticeship --
Registered Apprenticeship Programs (RAPs)

- **Primary** purpose of the grant is to **CREATE** new & **EXPAND** existing **Registered Apprenticeships** and **PATHWAYS** to apprenticeships

- Pre-Apprenticeship pathways to RAPs are the activities or building blocks that prepare individuals for employment and RAPs

Pre-Apprenticeship & Registered Apprenticeship

Pre-apprenticeship activities

- This NOFO will **not** fund pre-apprenticeships or pre-apprenticeship activities alone

- Pre-apprenticeship activities funded must be a pathway leading to a Registered Apprenticeship program (RAP)

- May use funds to create the RAP with employers but must be created by end of grant period. E.g.
    - Curriculum development, funding supplemental education expenses, cost of OJL, train-the-trainer for program mentors

Registered Apprenticeship

- Must be registered with the USDOL

Quality Apprenticeship Programs = SUCCESSFUL INDIVIDUALS

NOTE: The designation of an occupation as 'apprenticeable' does not necessarily mean it is beneficial for the individual or to the employer in the long run.

For example: No RAPs in low skill, low paying, high turnover occupations such as CNA

However, a **strong** application could propose

- CNA as one part of an RN apprenticeship program *or*

- CNA as the pre-apprenticeship activity **leading to** a RAP and a career

CAREER

Program Partners

Competitive applications must have MOUs or written agreements with Partners

Describes how the proposed project is aligned and will leverage existing workforce and/or education efforts to create more registered apprenticeships.

For example:

- *Employer and industry partnerships* commitment

- *Training providers* supplemental education details

- *Community-based organizations* and *other stakeholders'* support
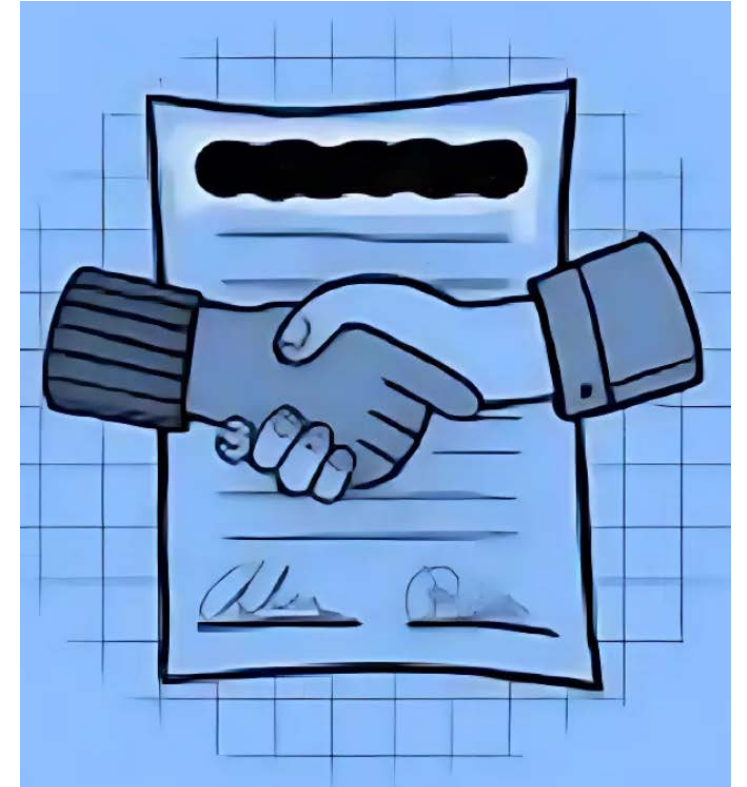
Eligible Participants – Funding Priorities

1. **Adults** Enrolling In Non-Traditional and In-Demand Registered Apprenticeship and Pre-apprenticeship Programs

2. **Youth** And Young Adults Enrolling In Non-Traditional and In-Demand Registered Apprenticeship and Pre-apprenticeship Programs

3. **People with Disabilities** Enrolling In Non-Traditional and In-Demand Registered Apprenticeship and Pre-Apprenticeship Programs

Examples of Non-Traditional Occupations

- **Healthcare:** Registered nurses, community health workers, pharmacy technicians, surgical technologists.

- **Information Technology:** Cybersecurity analysts, software developers, network administrators, data analysts, quantum computing.

- **Finance and Business**: Bankers, financial analysts, project managers, human resource professionals.
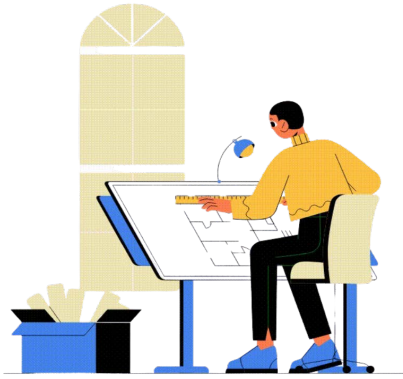
Examples of Non-Traditional Occupations

- **Architecture and Engineering**: Architectural designer, urban planner, landscape architect, technicians.

- **Creative Industries**: Digital marketing specialists, graphic designers, video production professionals, animation artists.

- **Public Sector and Government**: Public safety (police, fire, EMS), transportation, infrastructure, public works, analysts, planners, educators.
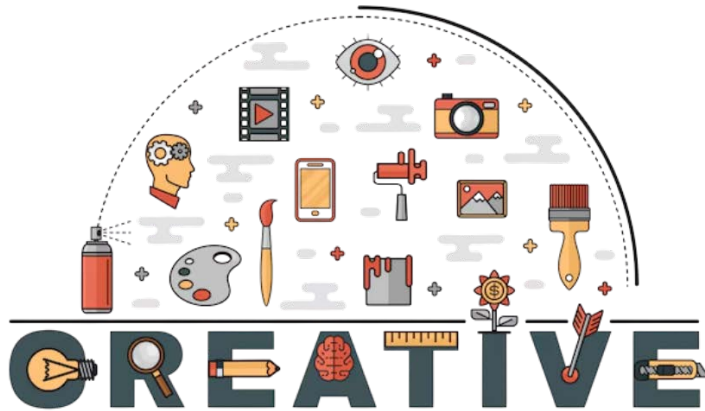
Participant Tracking, Case Management, & Illinois workNet System

- Customers (participants) who receive a grant-funded service(s) must be tracked

- All customers must be case managed

- Must use Illinois workNet System for intake, case management, and program outcomes

Statewide Outcomes/Goals

Registered Apprenticeship Programs*

- Number of Registered Apprentices served: 400
- Number of New Registered Apprenticeship Programs Established: 15
- Number of Existing Registered Apprenticeship Programs Expanded: 15

Pre-Apprenticeship Programs**

- Number of Pre-Apprentices Served: 400
- Number of Pre-Apprentices who will successfully transition into a RAP: 200
- Number of New Pre-apprenticeship Programs Established: 15
- Number of Existing Pre-apprenticeship Programs Expanded: 15

*Preliminary Projections Based on $6 million in Registered Apprenticeship grants with an average participant cost of $15,000
** Preliminary Projections Based on $4 million in Pre-Apprenticeship grants with and average participant cost of $10,000

Grantee Performance Goals and Measures

Registered Apprenticeship Programs

- Number of Registered Apprentices enrolled in a Registered Apprenticeship Program
  - Total Apprentices who achieve a measurable skills gain
  - Total Apprentices who complete the Registered Apprenticeship Program
  - Total Apprentices who earn an industry recognized credential(s) in addition to the USDOL credential
- Number of New Registered Apprenticeship Programs Created and Approved
- Number of Existing Registered Apprenticeship Programs Expanded

Grantee Performance Goals and Measures

Pre-Apprenticeship Programs

- Number of Pre-Apprentices Served

  - Total Pre-Apprentices who achieve a measurable skills gain

  - Total Pre-Apprentices who complete an apprenticeship education/training program

  - Total Pre-Apprentices who receive a degree or other credential

- Number of Pre-Apprentices who will successfully transition into a Registered Apprenticeship Program before the grant ends

- Number of New Pre-apprenticeship Programs Established

- Number of Existing Pre-apprenticeship Programs Expanded

WIOA Performance & Eligibility

WIOA Performance applies to….

- Projects that provide services directly to participants are expected to meet the WIOA performance measures of the LWIA in which they are partnering.

- Negotiated performance measures unique to each local area are applicable to all participants served under this NOFO are listed in Appendix D.

- In instances where the Grantee is not an LWIA, WIOA performance measures and targets for the grant will be determined at the State level

WIOA Performance & Eligibility

WIOA Eligibility for Youth

To assist out-of-school youth and in-school youth with one or more barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities.

- Out-of-school youth (OSY) who is: not attending school, age 16-24, and has one or more barriers to employment;

- In-school youth (ISY) who is: attending school, age 14-21, is low income and has one or more barriers to employment.

Fund	Age & Other	Work Status	Selective Service	Low Income
WIOA In-School Youth	A. 14-21 years old and B. Attending compulsory school and **C. Low-Income** and D. At least one of the following apply: 1. Deficient in Basic Literacy Skills; or 2. Homeless, Runaway; or 3. In foster care or aged out of foster care; or 4. Pregnant/Parenting; or 5. Offender; or 6. Has a disability; or 7. An English language learner.	Authorized to work in U.S.	If male, registered as required.	A. Family income at or below 100% of poverty line or 70% lower living standard; or B. Meets one of the following criteria: 1. Customer receives or is a member of a family that receives (currently or in the past six months) one of the following: a. TANF, or b. SNAP, or c. SSI, or d. Other public assistance; or 2. Foster Child; or 3. Homeless; or 4. Receives or is eligible to receive free or reduced-price lunch; or 5. Lives in a high poverty census tract. Note: Individual with a disability must be considered family of one for income determination purposes if family income exceeds youth income criteria and 1-5 above do not apply.

Application and Submission Information

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)

Grantee Pre-Qualification

- **An entity must be registered in the GATA** Portal https://grants.illinois.gov/portal at the time of grant application.

- The portal will verify that the entity Pre-Qualification includes an automated verification of the organizations:

    - SAM.gov account
    - Federal Unique Identifier Number (UEI)
    - 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 Status

Your organization not in good standing. Items in red re

Items in yellow are being evaluated by the State. Their status could

Requirement	Status	Remediation
SAM.gov Account	UEI not found	Help
Federal Employer ID (FEIN)	Pending	Help
Federal Excluded Parties List	Good	Help
Illinois Secretary of State	Not Found	Help
Illinois Stop Payment List	Good	Help
Illinois DHFS Sanction List	Good	Help

Your organization must remain in good standing in all pre-qualification requir
requirements are validated nightly. Notifications when changes occur to the p
emailed to Grantee Portal Access users by clicking the "Manage" button below

- Applicants **must be registered in GATA** Grantee Portal **at the time of grant application** (see page 14 of the NOFO)

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)

  - Federal Unique identifier (UEI) 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)

Application Submission

- ❑ Uniform Grant Application in fillable PDF format
- ❑ Uniform Budget
- ❑ Conflict of Interest Disclosure
- ❑ Mandatory Disclosures
- ❑ Formatted Grant Technical Proposal
- ❑ Project Workplan (Excel spreadsheet)
    - ❑ Attachment 1: PROJECT SUMMARY
    - ❑ Attachment 2: PARTICIPANT INFO & OUTCOMES
    - ❑ Attachment 3: EMPLOYER INFO & OUTCOMES
    - ❑ Attachment 4: RAP TRAINING INFO
    - ❑ Attachment 5: PRE-APPRENTICESHIP TRAINING INFO
    - ❑ Attachment 6: STAFFING PLAN
    - ❑ Attachment 7: GOAL & ACTIVITY TIMELINE
- ❑ Staff Resumes
- ❑ MOUs / Partnership Agreements
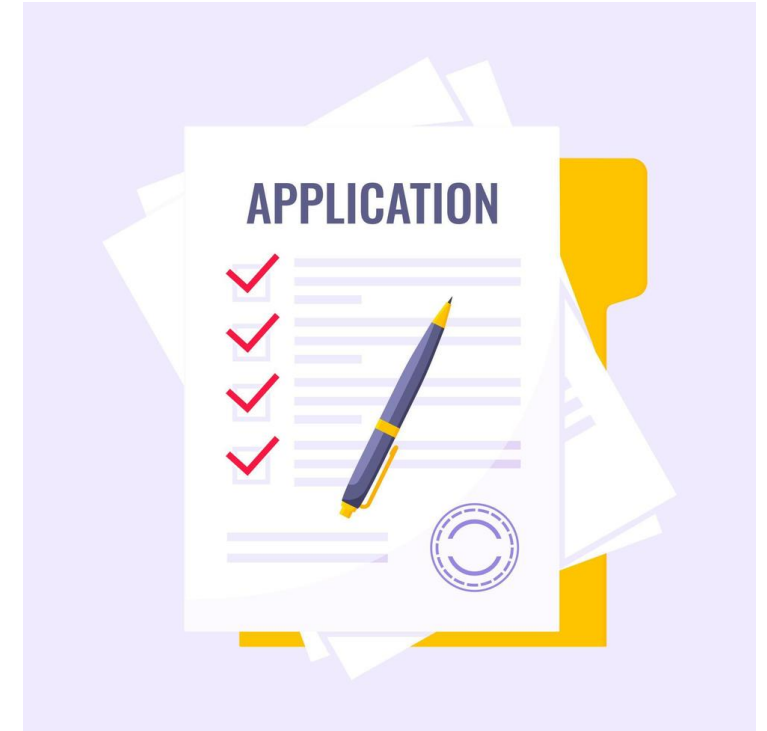
Uniform Grant Application for State Grant Assistance

- 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

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

Allowable Costs § 200.403

- 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.

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. **§ 200.414**
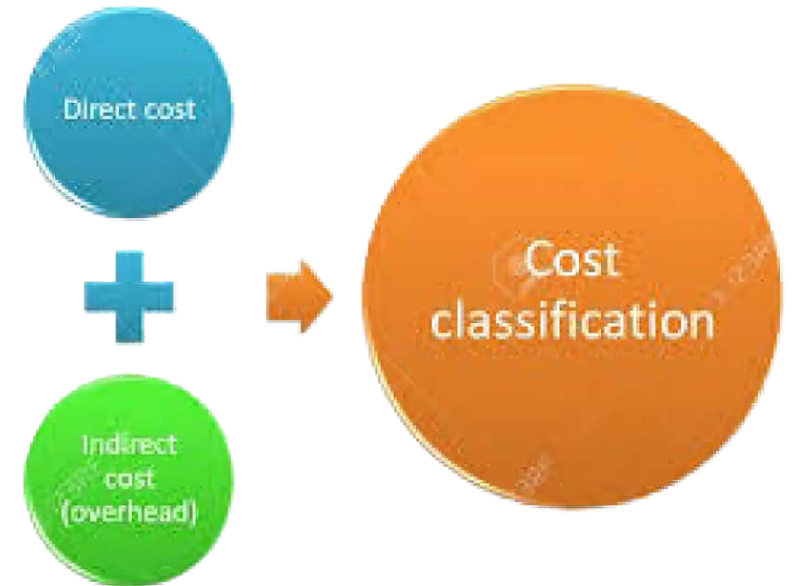
Uniform Budget Template Outline

- Instructions

- **Section A – Grant Funds**

  - Summary

  - Indirect Cost Rate Information

- Indirect Cost Information (ICI)

- Certification

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 Uniform Budget Template provides a space for Program-Specific line items.

Section A: Indirect Cost Selection

All grantees must complete the Indirect Cost Rate Form and select one of the following options:

✓ Use the current Federally approved indirect cost rate as a result of being a direct grant recipient from a Federal awarding agency;

✓ Negotiate a rate with the State of Illinois by first submitting an Indirect Cost Rate Proposal to the State of Illinois' Centralized Indirect Cost Unit;

✓ Use the Federal "de minimis" rate of 15% of modified total direct costs (MTDC);

✓ Use a Restricted Rate designated by programmatic or statutory policy;

✓ Choose not to request reimbursement of indirect costs.

Highlighted Grant Requirements

- Audit Requirements

- Fund Accounting

- Fiscal Reporting Requirements

- Quarterly Report Requirements

- Subgrantees

- Internal Controls

- Expenditure of Funds

- Allowable Costs

- Budget Variations

- Program Income

- Participant Reporting Requirements

- Monitoring

Formatted Grant Technical Proposal

FORMATTED GRANT TECHNICAL PROPOSAL
Illinois Apprenticeship Expansion Program - NOFO ID: 3523-2970

Lead Applicant Name	*Enter Lead Applicant name here*

Using the following formatted technical proposal, please provide your project narrative by answering the questions using the space provided under each. Ensure you use spaces and paragraphs as needed for flow and readability.

Section 1: Applicant Organization Capacity *(approximately 3 pages)*

Section 1: Applicant Organization Capacity	
1	Provide high-level information about the lead applicant organization's size, structure, and history. Specify whether the organization is a start-up or is more established. Describe any other organizations who will be partners or subcontractors for the project.
2	Briefly outline the mission of your organization and describe how it directly connects to the objectives outlined in this NOFO and your application. *(See Design and Develop Registered Program Requirements)*
3	Detail your experience and capacity to meet the administrative requirements of the grant including the financial management, program management, and reporting of the grant activities. *(See Administrative Oversite Requirements)*

Project Workplan – Excel w/Attachments

Uniform Grant Agreement

- Pursuant to the GATA, a state-wide uniform grant agreement template was developed and implemented.

- There are three parts to the agreement:

  - Part 1 is uniform for all state agencies.

  - Part 2 is unique to the state awarding agency.

  - Part 3 is grant or program specific terms and conditions.

- To download the DCEO Uniform Grant Agreement Visit:
  https://dceo.illinois.gov/aboutdceo/grantopportunities/uniformgrantagreement.html

Uniform Grant Agreement – Part I

- Exhibit A – Project Description
- Exhibit B – Deliverables or Milestones
- Exhibit C – Contact Information
- Exhibit D – Performance Measures and Standards
- Exhibit E – Specific Conditions

Application Submission

- Applications for this opportunity will be reviewed on a rolling basis until the funds that the Department makes available for this NOFO are awarded.

- Applications that are received by 11:59PM on March 21, 2025, will be <u>included in the first merit review of applications</u>.

- Application materials must be submitted to the Department via electronic form at <u>https://app.smartsheet.com/b/form/fa8afb4b5be04e14879adba279de560f</u>

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

Grant Selection Process

- Applicants must demonstrate that they meet all the requirements outlined in the Notice of Funding Opportunity

- Applications will be reviewed by a Merit Review Committee using the following criteria that is outlined in the NOFO *pp. 19-20*

    - Applicant Capacity – 20%
    - Documentation of Need – 20%
    - Quality of Project Plan – 50%
    - Cost Effectiveness – 10%

- The merit review committee will follow the formal review procedures and the OET will develop the funding recommendation
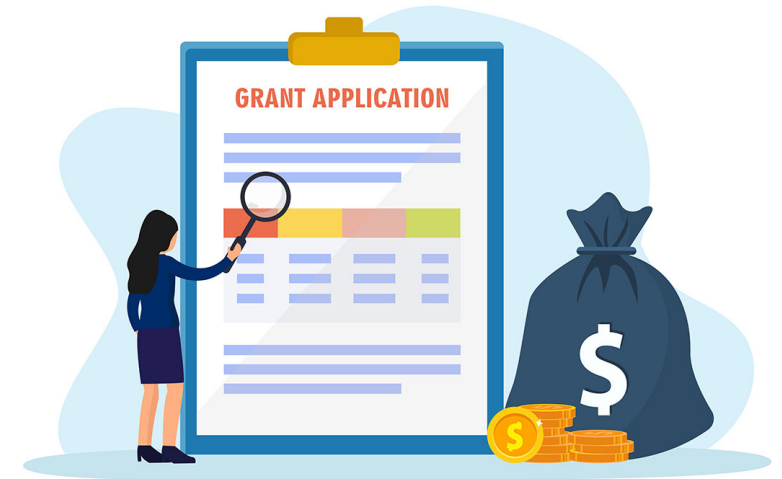
Key Dates

- Applications due: March 21, 2025 by 11:59pm (no late extensions)

- Anticipated Funding Award Commitment: July 1, 2025

- Anticipated Award End Date: June 30, 2027

Full NOFO

- https://dceo.illinois.gov/aboutdceo/grantopportunities/3523-2970.html
- https://www.illinoisworknet.com/apprenticeshipNOFO2025

Grantee Resources

- https://dceo.illinois.gov/aboutdceo/grantopportunities/3523-2970.html
- https://www.illinoisworknet.com/ApprenticeshipNOFO2025
- https://dceo.illinois.gov/aboutdceo/grantopportunities/resource-library.html
- https://dceo.illinois.gov/ceja.html
- https://www.illinoisworknet.com/wioastateplan
- https://gata.illinois.gov
- https://www.dol.gov/agencies/eta/grants/resources/uniform-guidance
- https://www.workforcegps.org

For More Information Contact

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Questions and Answers