Office of Employment and Training

GRANT WRITING WORKSHOP

Today's Presenters…

John Barr
Office of Employment & Training
Illinois Department of Commerce & Economic Opportunity

Chase Martin
Office of Employment & Training
Illinois Department of Commerce & Economic Opportunity

Why are We Here?

- ✓To **learn** about the DCEO OET Grant Application Process
- ✓To **increase** your **understanding** of what is expected when you submit a grant application.
- ✓To **engage and ask questions** to be prepared for the next grant opportunity.
- ✓To increase your chances of writing a **successful proposal**.

Illinois Department of Commerce and Economic Opportunity

The mission of the Illinois Department of Commerce and Economic Opportunity (DCEO) is to create equitable economic opportunities across the State of Illinois. By attracting and supporting major job creators, investing in communities, strengthening Illinois' world-class workforce, fostering innovation, and ushering in the new clean energy economy, DCEO works to fortify Illinois' reputation as a global economic powerhouse while ensuring Illinois is the best state to live, work and do business.

Illinois
Department of Commerce
& Economic Opportunity

Today's Agenda

- Welcome and Introductions
- Understanding NOFOs
- ✓ Checkpoint Activities 1 and 2
- Key Elements in a NOFO
- ✓ Checkpoint Activity 3
- Connecting the Need to Your Plan
- ✓ Checkpoints 4-7
- Creating the Budget
- *Break*
- Grant Writing: Putting It All Together
- Lessons Learned: Challenges and Strategies for Success
- Resources and Questions
- Adjournment

Welcome and Introductions

- Name
- Organization
- What you want to learn today.

Why are we here? What is a NOFO?

- NOFO is a Notice of Funding Opportunity
  - Formal announcement inviting grant award applications
  - Includes a description of the project and the entities that are eligible to apply
- NOFOs have several names:
  - Funding Opportunity Announcement (FOA)
  - Request for Applications (RFA)
  - Program Announcement (PA)
  - Request for Proposal (RFP)

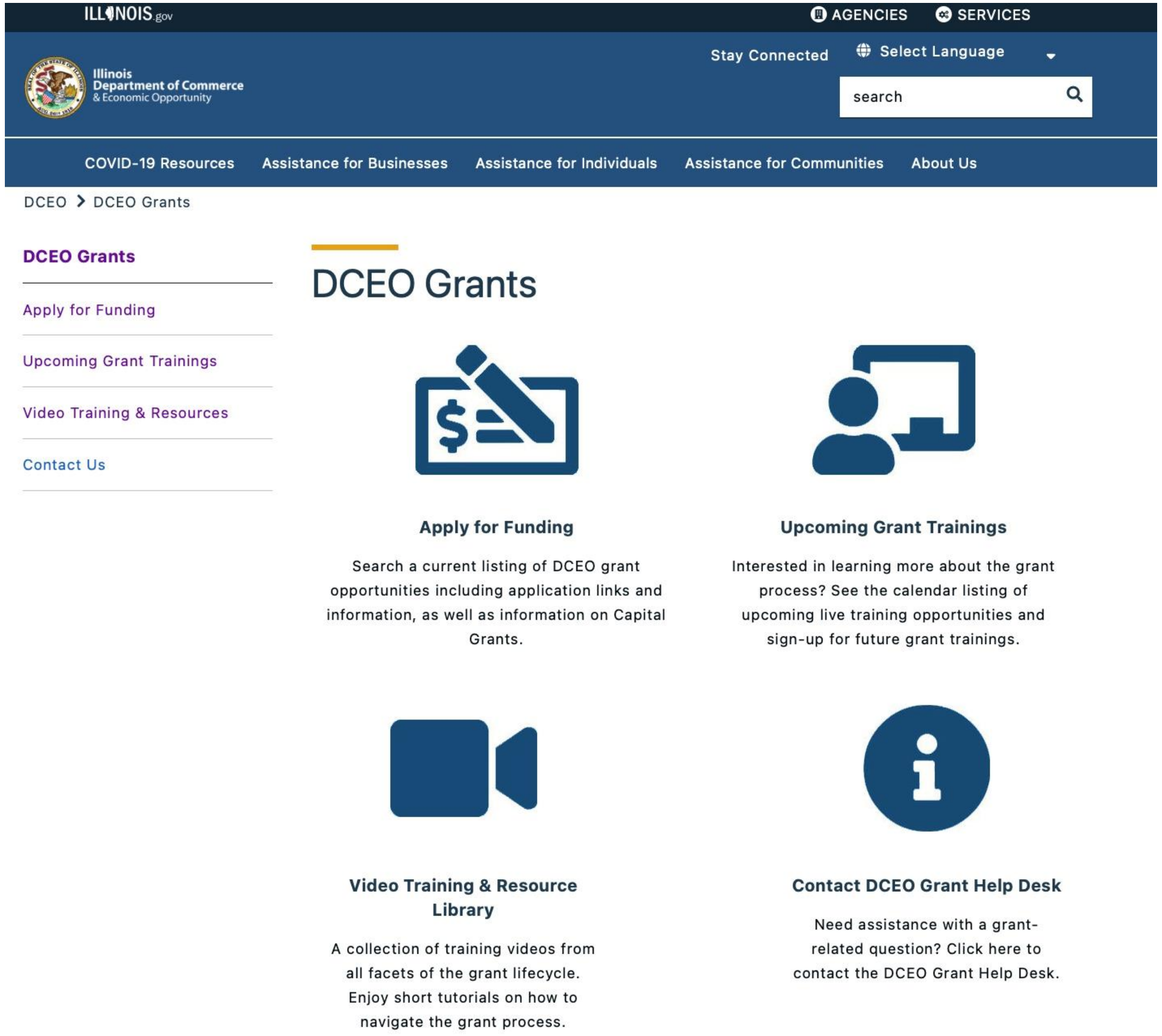
Locating NOFOs

MANY PRIVATE ORGANIZATIONS AND PUBLIC DEPARTMENTS RELEASE FUNDING OPPORTUNITIES.

- **National Funding Resources**
  - Grants.gov
  - Candid.
  - Google.org
  - Grantwatch.com
  - USGrants.org
  - US Department of Agriculture
- **Statewide Funding Resources**
  - IL Catalog of State Financial Assistance
  - IL Department of Commerce
  - IL Department of Human Services
  - IL Secretary of State

DCEO Grant Help

The Illinois Department of Commerce and Economic Opportunity has created a website that is a quick guide for DCEO grants, linked here.



Checkpoint 1: Staff Capacity

BEFORE YOU BEGIN, YOU NEED TO UNDERSTAND HOW MUCH CAPACITY YOUR ORGANIZATION HAS.

WHO WILL BE WORKING ON THIS POTENTIAL GRANT?

Instructions:

The ideal way to complete this exercise is to print this guide and give copies to any staff member working on this grant or works in your organization. Have each person complete the activity independently and find a time to meet and discuss.

Often, supervisors don’t know how long it takes staff to complete tasks or even all the tasks a person is responsible for.

Today, take your best guess in filling out the activity sheet.

Checkpoint 1: Staff Capacity

Checkpoint 1: Inventory Your Organization
Review Your Organization's Staff Capacity
Ask each team member to record their tasks for any given week and how much time it typically takes them.

Then, calculate the percentage of time they are spending on this project by dividing the weekly on hours spent on this project by the total weekly hours.

Role	Task	Hours Needed Per Week	Hours Available Per Week	% of time (Hours per tasks / weekly hours)
Outreach Coordinator	*Social Media Posts*	*2*	*37.5*	*5%*

Source Resource Link

Checkpoint 1: *Reflections*

Review and Allocate Accordingly

Review your staff's time allocation.

- Where are there gaps, and where can tasks be consolidated?
- If you want to add a new project/program, does your staff have the capacity?
- If you need additional staff, which roles will help with your capacity?
- What expertise does your current staff have?

Consider Partnerships

Many organizations cannot do it all on their own. Review your current organizational partnerships, networks, and cohorts.

- What programs, roles, or services could be expanded by partnering with another organization?
- What programs, roles, or services could your organization provide for another?

Expand or Regroup

If your staff has capacity, think about the following questions:

- Do you already have a program in mind?
    - Can any program be adapted?
    - Can any programs be expanded?
- Is there work you want to do that could be possible with additional resources?
- Could partnering with one or more organizations make a new program more feasible?

If your staff are at or over capacity, it may not be an excellent time to expand. Look into capacity grants or other resource-building funds.

Checkpoint 2: Financial Sustainability

REVIEW YOUR ORGANIZATION’S FINANCIAL SUSTAINABILITY

Checkpoint 2: Financial Sustainability

Checkpoint 2: Review Your Organization's Financial Sustainability
In each row, note the funding stream your organization currently has. Note in the rows to the right if they have a timeline, can only be spent on a specific program, or are allowed to be braided or combined in some way with another grant or funding opportunity.

Funding Stream	Timeline (If Applicable)	Program Specific Yes/No	Opportunity to Braid Funding Yes/No
DCEO	*1/30/25-3/21/25*	*YES*	*YES*

Checkpoint 2: Reflections

Review and Consider

- Can any funds be used for administrative costs?
- Are any of your funds able to be braided?
- What will happen when any of your funding streams end?
- Identify Partnerships that will help with financial sustainability. If you add any programs, will you need supplemental funds?
- Staff capacity and financial sustainability are linked; what happens to a staff person's job when funding ends?

Consider Partnerships

Review your current organizational partnerships, networks, and cohorts.

- Identify Partnerships that will help with financial sustainability.
- Are their services that could be provided by a partnering organization to diversify financial strain to any one organization?

Expand or Regroup

- Does your organization have revenue reliability?
- Does your organization have the ability to earn or raise a certain level of income with a fair amount of certainty?
- Does your organization have consistent surpluses?
- What is your organization's ability to manage debt?

If your organization is relying on one grant for the entirety of a program's services and staff salaries, your organization may want to explore programming that can be sustainable. Funders do not want "one-and-done" programming for the community, participants, or staff.

Identifying the Need

Identifying a Need

- Does your area have a need or problem?
- Does your target population have a need or a problem?
- Does your area have workforce needs?
- Why is this a need or problem?
- What will happen if the need or problem is not addressed?
- How do you know this information?

Examine the Data:

Data can come in many forms. For example:

- Census or other government data
- Community meetings
- Stakeholder interviews
- Surveys
- Original analyses of existing datasets
- Reports your organization or others have published
- Polling
- Case studies
- Policy details and analysis
- Requests for services your organization receives

Questions To Consider Before Starting Any *Workforce* Grant Application

Who?

- Who will you serve?
- How many individuals will you serve?
- Who is your training provider?
- Who are your business partners?

What?

- What is your target industry?
- What credentials will be earned?
- What type of work-based learning will be used?
- What occupations will the training lead to?

How Much?

- How much will training cost?
- How much will the program cost per participant?
- How much funding will be used for supportive services and/barrier reduction services?

NOTE:

Refer to the NOFO to make sure your population served meets program criteria.

NOFO Review – Key Elements Guide

Program Description	Funding Information	Eligibility Information	Application and Submission Information	Application Review Information	Award Administration Information
• Intent • Program Description • Program History • Performance Goals and Measures	• Award Range • Start date/End date	• Eligible Applicants • Cost Sharing or Matching • Indirect Cost Rate	• Address to Request Application Package • Content and Form of Application Submission • Unique Entity Identifier (UEI) and System for Award Management (SAM) • Submission Dates and Times • Intergovernmental Review • Funding Restrictions	• Criteria • Review and Selection Process • Anticipated Announcement	• State Award Notices • Administrative and National Policy Requirements • Subrecipients and Subcontractors • Grant Uniform Requirements • Procurement • Reporting • Audit

A. Program Description

a. Intent
b. Program Description
c. Program History
d. Performance Goals and Measures

A. Program Description

Sample NOFO

Notice of Funding Opportunity Intent
The Illinois Department of Commerce and Economic Opportunity (the "Department" or "DCEO") is iss this Notice of Funding Opportunity (NOFO) to launch the Illinois Clean Jobs Workforce Network Program. A network of at least 13 Illinois Clean Jobs Program delivery hub sites ("Workforce Hubs") throughout the State to recruit and provide clean energy and related workforce training to jobseekers. Workforce Hubs will engage with potential employers, community-based organizations, educational institutions, and community-based and labor-based training providers to ensure program-eligible individuals across the State have dedicated and sustained support to enter and build clean energy careers. The Workforce Hubs will be run by community-based organizations and utilize a Clean Jobs Curriculum Framework (https://dceo.illinois.gov/content/dam/soi/en/web/dceo/ceja/documents/clean-jobs-curriculum-framework.pdf) to provide clean jobs training and a career pathway for participants.

This Notice of Funding Opportunity also includes funding for Energy Transition Barrier Reduction Program services to support participants of the Illinois Clean Jobs Workforce Network Program with "wrap-around" and support services to improve access and successful program outcomes.

Program Description

Includes:

Full program description of the funding opportunity

The purpose of the program and program objectives

Whether it is a new program or a changed area of program emphasis

Performance goals, indicators or milestones, timing and scope of expected outcomes

Who?

What?

B. Funding Information

a. Award range
b. Start date/End date

Sample NOFO

B. Funding Information

This grant program is utilizing state funds appropriated by the Illinois General Assembly under Public Act 103-0006. https://www.ilga.gov/legislation/103/SB/PDF/10300SB0250lv.pdf. Total amount of funding expected to be awarded through this NOFO is up to approximately $22.9 million for the Clean Jobs Workforce Network Program and up to $15 million for the Energy Transition Barrier Reduction Services Program for a statewide total of $37.9 million for the first 12 months of the program. Awards will range from approximately $500,000 to $3,000,000 for the delivery of the Clean Jobs Workforce Network Program in each region identified in Section A of this NOFO. The initial grant awards range from approximately $500,000 to $2,000,000 for the delivery of the Energy Transition Barrier Reduction Services to support the Clean Jobs Workforce Network Program in each of the regions identified in this NOFO. The initial grant awards for the two programs combined will range from $1,000,000 to $5,000,000 for each Workforce Hub location identified in this NOFO. The Department expects to make at least one award in each of the Workforce Hub locations through this NOFO. An applicant may submit multiple applications if they intend to administer the program in more than one of the Workforce Hub Locations. The Department anticipates offering awards that provide an average funding of approximately $10,000-$15,000 per participant (including program and administrative costs) based on the quality and quantity of services that are provided and the length of training.

Includes:

Federal, pass-through, state, and/or private funds

Total amount of funding expected to be awarded through this NOFO

The award range from lowest amount to the highest amount

The anticipated award start date and the anticipated award end date

How Much?

C. Eligibility Information

a. Eligible Applicants
b. Cost Sharing or Matching
c. Indirect Cost Rate

Includes:

Meeting the qualification standards

Cost sharing or matching

Indirect cost rate

Sample NOFO

C. Eligibility Information

An entity must be registered in the Grant Accountability and Transparency Act (GATA) Grantee Portal, https://grants.illinois.gov/portal/, at the time of grant application. The portal will verify that the entity:

- Has a valid FEIN number (*https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#:~:text=You%20can%20use%20the%20IRS%27s,for%20Individual%20Taxpayer%20Identification%20Number*);
- Has a valid UEI number (*https://sam.gov*);
- Has a current SAM.gov registration (*https://sam.gov*);
- Is not on the Federal Excluded Parties List (verified at *https://sam.gov*);
- Is in Good Standing with the Illinois Secretary of State, as applicable (*https://www.cyberdriveillinois.com/departments/business_services/corp.html*);
- Is not on the Illinois Stop Payment list (verified once entity is registered in GATA Grantee Portal); and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list (*https://www.illinois.gov/hfs/oig/Pages/SanctionsList.aspx*).

1. Eligible Applicants include:

Eligible applicants are community-based organizations, defined as organizations that:

- Provide employment, skill development or related services to members of the community;
- Includes community colleges, nonprofits, and local governments;
- Has at least one main operating office in the community or region it serves; and
- Demonstrates relationships with residents and other organizations serving the community.

Who?

How Much?

D. Application & Submission Information

a. Address to Request Application Package
b. Content and Form of Application Submission
c. Unique Entity Identifier (UEI) and System for Award Management (SAM)
d. Submission Dates and Times
e. Intergovernmental Review
f. Funding Restrictions

Sample NOFO

D. Application and Submission Information

1. Address to Request Application Package.

Grant application forms are available at the web link provided in the "Grant Application Link" field of this announcement or by contacting the Program Manager:

Karen Lockhart
Illinois Department of Commerce & Economic Opportunity
607 E. Adams, 3rd floor
Springfield, IL 62701
Email: Karen.B.Lockhart@illinois.gov

2. Content and Form of Application Submission.

A standard application package must be submitted to and reviewed by DCEO. Each package must contain the following items:

- ☐ Uniform Grant Application in fillable PDF format. Signature page must be printed, signed, scanned and submitted with application.
- ☐ Uniform Budget utilizing the template provided by DCEO for this project. The entire budget with all worksheets included even if the worksheets are not relevant to the grant opportunity must be submitted with the application materials. Signature page must be printed, signed, scanned and submitted with application.
- ☐ Conflict of Interest Disclosure
- ☐ Mandatory Disclosures
- ☐ Executive Summary (one page): Provide a one-page summary that identifies/describes the:

Includes:

Where the NOFO should be sent

Application package needed

Approved unique identifier (UEI)

Number of days the application period will be open

SMARTSHEET link

If applicable, intergovernmental review

If the opportunity does or does not allow reimbursement or pre-award costs

How to Submit?

E. Application Review Information

a. Criteria
b. Review and Selection Process
c. Anticipated Announcement

Sample NOFO

E. Application Review Information

1. Criteria.

Grant application will be reviewed on a competitive basis. Each proposal will be scored on a 100-point scale. Applicants must demonstrate that they meet the requirements under this NOFO as described throughout. The following criteria will be used as part of the merit review of

Applicant Team Qualifications and Capacity (35%)	
Applicant's qualifications and capacity to administer the Clean Jobs Network Program and meet the proposed program outcomes.	10%
Related experience and qualifications of the applicant team's staff to be assigned to recruit, enroll, train, and provide support services to equity eligible persons	10%
The quality of applicant's experience and ability to use an equity lens for program operations.	8%
Related experience and qualifications of the applicant team's staff to work with and connect participants to clean energy jobs or advanced training programs.	7%
Documentation of Need (10%)	
The project's focus on specific equity investment eligible communities or populations; identification of barriers that these target communities or populations may face; and workforce needs in target communities.	4%
The project's identification of the clean energy employment needs and targeted occupations in the proposed area(s) and how the applicant will address these needs through clean jobs training program as demonstrated through local and	3%

Includes:

The criteria the agency will use to evaluate applications

MORE INFORMATION ON UPCOMING SLIDES

How will I be graded?

F. Award Administration Information

a. State Award Notices
b. Administrative and National Policy Requirements
c. Sub recipients and Subcontractors
d. Grant Uniform Requirements
e. Procurement
f. Reporting
g. Audit

Sample NOFO

. **Award Administration Information**

1. **State Award Notices.**

The Notice of State Award (NOSA) will specify the funding terms and specific conditions resulting from the pre-award risk assessments and the merit-based review process. The NOSA must be accepted in the GATA Portal by an authorized representative of the grantee organization. The NOSA is not an authorization to begin performance or incur costs.

3. **Reporting.**

Periodic Performance Report (PPR) and Periodic Financial Report (PFR)
Grantees funded through this NOFO are required to submit in the format required by the Grantor, at least on a quarterly basis, the PPR and PFR electronically to their assigned grant manager. The first of such reports shall cover the first three months after the award begins. Pursuant to 2 CFR 200.328, Periodic Financial Reports shall be submitted no later than 30 calendar days following the period covered by the report. Pursuant to 2 CFR 200.329, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements will be disclosed in the NOSA. Grantees are required within 45 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor (*See* 2 CFR 200.344). DCEO requires the Periodic Financial Report (PFR), outlined above, to be submitted with expenses on a monthly basis.

Monitoring
Grantees funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department in accordance with 2 CFR 200.337. They must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Program staff will also maintain contact with participants and monitor progress and performance of the contracts. The Department may modify grants based on performance.

Includes:

Specification of funding terms

Special terms and conditions of funding opportunity

Agreements and budgets with sub-recipients and subcontractors must be pre-approved

Grant Accountability and Transparency Act (GATA)

Procurement methods and standards

Periodic Performance Report (PPR) and Periodic Financial Report (PFR)

Programmatic monitoring visits

What are the Requirements?

Questions To Consider Before Starting Any *Workforce* Grant Application

Who?

- Who will you serve?
- How many individuals will you serve?
- Who is your training provider?
- Who is your business partners?

What?

- What is your target industry?
- What credentials will be earned?
- What type of work-based learning will be used?
- What occupations will the training lead to?

How Much?

- How much will training cost?
- How much will the program cost per participant?
- How much funding will be used for supportive services and/barrier reduction services?

NOTE:

Refer to the NOFO to make sure your population served meets program criteria.

Example Criteria

Appendix E - Evaluation of Applications

Criteria	Maximum Points	% of Total Points
Section 1: Capacity	40	28%
Section 2: Need	25	18%
Section 3: Program Plan	50	36%
Section 5: Budget Narrative/Cost Effectiveness	25	18%
TOTAL	**140**	**100%**

Application Evaluation Rubric and Point Values

Not Provided	Very Limited	Somewhat Limited	Moderate	Strong	Very Strong
0	1	2	3	4	5
Application requirements are absent	Application provides very few details to meet the project outcomes	Application is unclear and lacks enough evidence to meet project outcomes	Application provides moderate detail and conveys potential to meet project outcomes	Application provides good detail and solid evidence to meet project outcomes	Application exceeds expectations and provides substantial evidence to meet project outc es

Internal Checklist for M...	
Signed Uniform Grant Application	
WORKFORCE GRANT Notice of Funding Application completed in a fillable Word template with the following components: • Staffing Plan with Roles • Grant History • Program Implementation Plan • Sustainability Plan	
Mandatory Disclosures	
Conflict of Interest Disclosure	
Memorandum of Understanding or Partnership Agreements	
Uniform Budget (State of Illinois Unified Budget Template - Excel Workbook)	

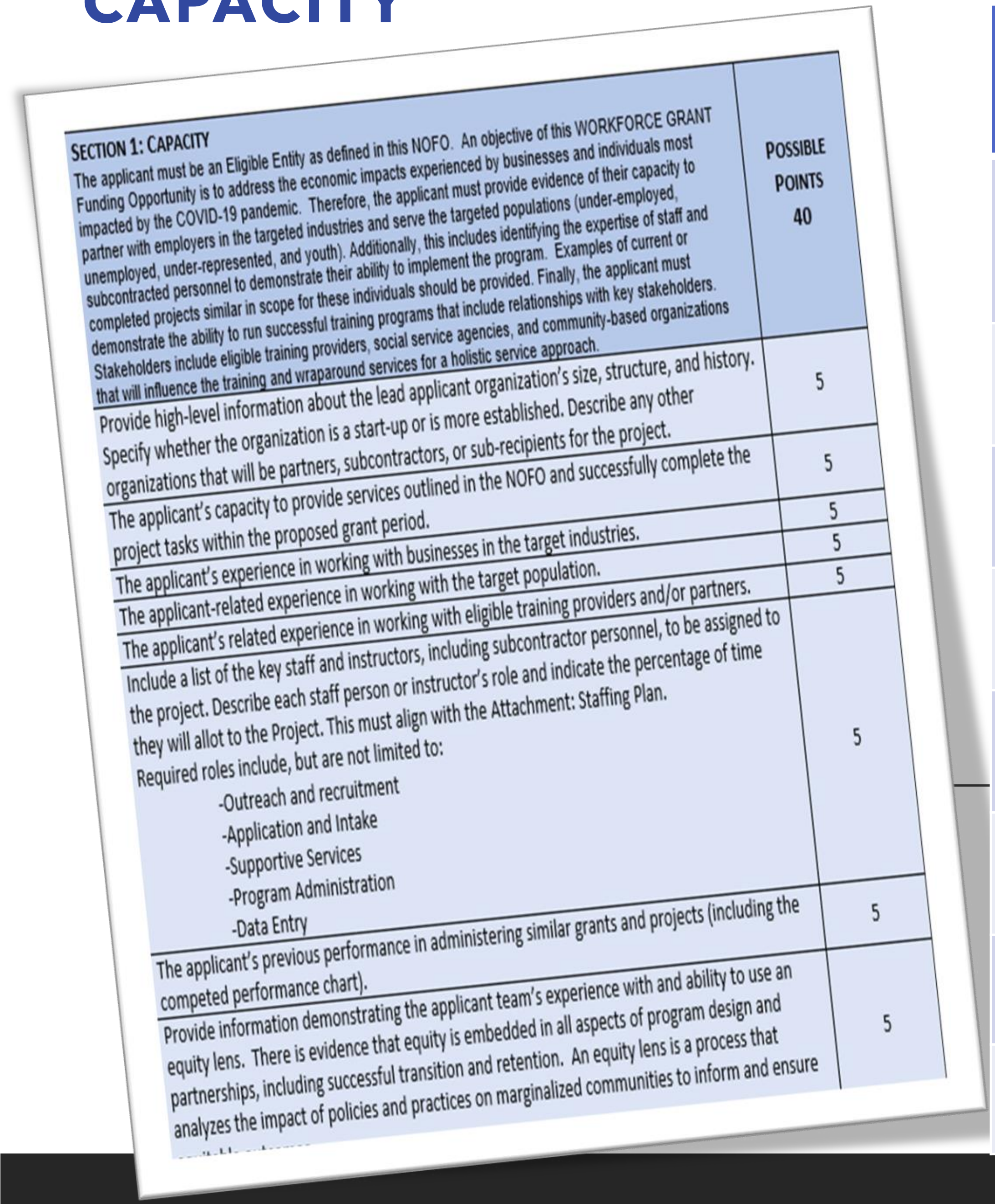
Section 1: Capacity The applicant must be an Eligible Entity as defined in this NOFO. An objective of this WORKFORCE GRANT Funding Opportunity is to address the economic impacts experienced by businesses and individuals most impacted by the COVID-19 pandemic. Therefore, the applicant must provide evidence of their capacity to partner with employers in the targeted industries and serve the targeted populations (under-employed, unemployed, under-represented, and youth). Additionally, this includes identifying the expertise of staff and subcontracted personnel to demonstrate their ability to implement the program. Examples of current or completed projects similar in scope for these individuals should be provided. Finally, the applicant must demonstrate the ability to run successful training programs that include relationships with key stakeholders. Stakeholders include eligible training providers, social service agencies, and community-based organizations that will influence the training and wraparound services for a holistic service approach.	**Possible Points 40**
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 that will be partners, subcontractors, or sub-recipients for the project.	5
The applicant's capacity to provide services outlined in the NOFO and successfully complete the project tasks within the proposed grant period.	5
The applicant's experience in working with businesses in the target industries.	5
The applicant-related experience in working with the target population.	5
The applicant's related experience in working with eligible training providers and/or partners.	5
Include a list of the key staff and instructors, including subcontractor personnel, to be assigned to the project. Describe each staff person or instructor's role and indicate the percentage of time they will allot to the Project. This must align with the Attachment: Staffing Plan. Required roles include, but are not limited to: -Outreach and recruitment -Application and Intake -Supportive Services -Program Administration -Data Entry	5
The applicant's previous performance in administering similar grants and projects (including the competed performance chart).	5
Provide information demonstrating the applican eam's experience with and ability to use a equity lens. There is evidence that equity is emb dded in all aspects of program design a partnerships, including successful transition and tention. An equity lens is a process th a es the act of p es and pr ices on arginaliz commu ies to inform ar ensure eq able outc es.	5

Sec on 2: Nee The merican Re ue Plan ... dispropor nal impact ... ic-related recession on economically disadvantaged mmunities as defined by HUD's Qualified Census Tracts. Applications must identify the area and populat s served. This should include the qualified census tract(s) and/or disproportionately impacted a(s) where the project will operate or serve individuals. Training programs developed must be informed local labor market information (LMI). Include the analysis of data that determined the needs of employers and individuals served under this program. Include the specific needs of the industry(s) and related occupations and the impact the training will have on meeting those needs. Include information on how the data is utilized to develop sector-based career pathways and how other resources support this approach. Based on the results of this analysis, identify the specific needs of businesses and the needs of individuals, including barriers to employment.	**Possible Points 25**
Identify the Qualified Census Tract (QCT) or Disproportionately Impacted Area (DIA) where customers will be recruited from and/or the project will operate and the specific locations where the training will be offered. (For underemployed customers his could include the employer worksite.)	5
Applicant's focus on identifying appropriate services in target industries and occupations as informed by labor market analysis, regional workforce data, and employer needs information.	5
Applicant's description of the need for quality training in sector(s) and career pathway(s) and analysis of resources that can be leveraged through local and regional partners.	5
The potential impact the program will have on stabilizing employers in the target industries affected by the COVID-19 pandemic;	5
Applicant's identification of the needs of the target population including barriers to employment and how participation in the project will result in family-sustaining careers.	5

Section 3: Program Plan Applicants can include one or more categories in the program design. The program plan section of the application template includes overall operational components. Additionally, the applicant must compile the training program summary(s) which provides details related to the categorical training to be offered. In the application template, applicants will provide a high-level program summary. The summary needs to be comprehensive but concise and should be written so the public can understand the program's intent. Applicants must include the role of local businesses, the local workforce system, and other key stakeholders in developing and delivering services including job placement, retention, and follow-up services. Additionally, the application must include a list of the training providers, the credentialing body, and information on the training materials used and how it relates to the targeted industry sector and employers. The Department may request training materials during the evaluation process. In this section, applicants indicate what targeted populations will be served and describe the customer flow from outreach to employment or post-secondary education. If customer flow varies between targeted populations, show each process.	**Possible Points 50**
Applicants must focus on equity in all aspects of program design and partnerships, including successful transition and retention in a welcoming, inclusive environment.	5
A plan for outreach and recruitment strategies to target populations in the QCT or DIA.	5
The applicant's plan to work with employers in the target industries and approach to meet the employers' needs for skilled employees.	5
The level of participation of local employers or industry associations in the development of training and implementation, including the hiring of program completers.	5
The applicant's process to serve the target populations and their plan for outreach and to serve individuals based on the participants' skill levels.	5
The level of participation of partners, including training providers, the local workforce system, social service agencies, community-based providers, etc. to work together and design programs that collaborate on service delivery to maximize benefits to individuals in the local target population.	5
The quality of the training providers and credentials, licenses, or certifications training participants will earn and the career pathways facilitating long-term advancement with the employer or within the industry sector (provided the credentialing body for each eligible training provider).	5
The process to provide support services and barrier reduction funding is based on a needs assessment.	5
A plan to deliver barrier reduction services, including intake, distribution of funds and services, and refe ls. Applicants must explain how they will provide servi and funds promptly and efficiently to addr immediate and longer-term needs.	5
rdin ng a h local nal workf ce catio l and ec development entities. is inclu s the refe l of progr partic ts into pa er programs base n the individu employ nt plan each partici t.	5

Section 5: udget rrative/ t Effect ness Applicants must provide a high-level budget narrative, including an analysis of the cost efficiency in relationship to planned outcomes; Provide a detailed narrative of each line item costs. This will correlate with the narrative in the budget template; Describe any leveraged and matching funds from partners and participating businesses. (programs that include matching funds will receive additional consideration.) Describe how this project will be sustained beyond the grant funding period. Discuss how this project will benefit the target industries and target population and community.	**Possible Points 25**
Provide a high-level budget narrative of the WORKFORCE GRANT program, including justification of the main budget expense items and an analysis of the cost efficiency related to planned outcomes and proposed activities.	5
The quality of the detailed information for each line item.	5
The amount of leveraged resources and plans to combine public and private funding.	5
Provide information regarding any subcontracts or partner agreements that will be funded under this grant. Include a brief description of the services and the amount and the location of the services.	5
Describe any programs, services, and partnerships that will be leveraged to improve the program's cost-effectiveness, return on investment, and long-term sustainability. Describe any leveraged/matching funds from workforce partners, participating businesses, and others.	5

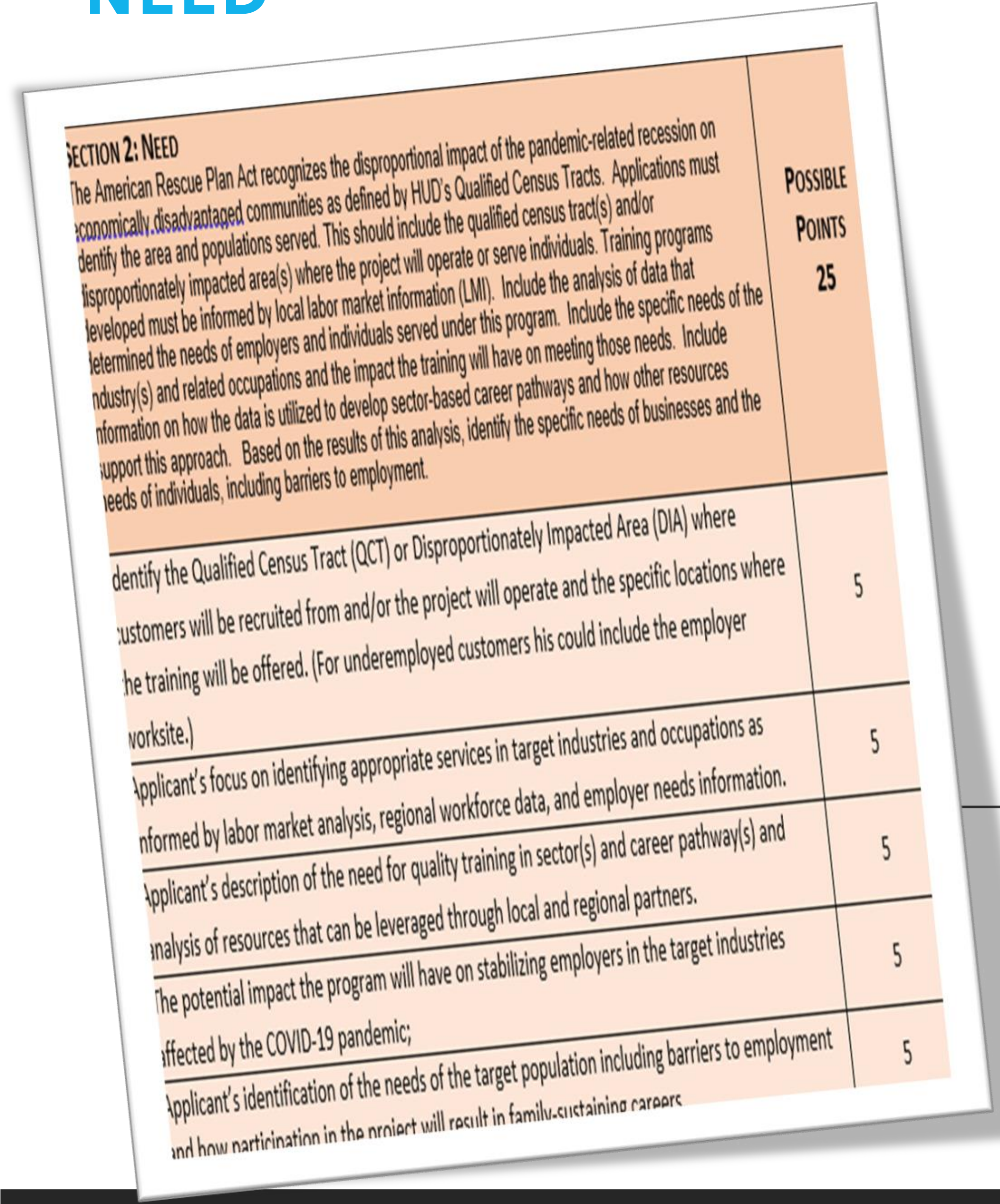
CAPACITY



SECTION 1: CAPACITY The applicant must be an Eligible Entity as defined in this NOFO. An objective of this WORKFORCE GRANT Funding Opportunity is to address the economic impacts experienced by businesses and individuals most impacted by the COVID-19 pandemic. Therefore, the applicant must provide evidence of their capacity to partner with employers in the targeted industries and serve the targeted populations (under-employed, unemployed, under-represented, and youth). Additionally, this includes identifying the expertise of staff and subcontracted personnel to demonstrate their ability to implement the program. Examples of current or completed projects similar in scope for these individuals should be provided. Finally, the applicant must demonstrate the ability to run successful training programs that include relationships with key stakeholders. Stakeholders include eligible training providers, social service agencies, and community-based organizations that will influence the training and wraparound services for a holistic service approach.	POSSIBLE POINTS 40
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 that will be partners, subcontractors, or sub-recipients for the project.	5
The applicant's capacity to provide services outlined in the NOFO and successfully complete the project tasks within the proposed grant period.	5
The applicant's experience in working with businesses in the target industries.	5
The applicant-related experience in working with the target population.	5
The applicant's related experience in working with eligible training providers and/or partners.	5
Include a list of the key staff and instructors, including subcontractor personnel, to be assigned to the project. Describe each staff person or instructor's role and indicate the percentage of time they will allot to the Project. This must align with the Attachment: Staffing Plan. Required roles include, but are not limited to: -Outreach and recruitment -Application and Intake -Supportive Services -Program Administration -Data Entry	5
The applicant's previous performance in administering similar grants and projects (including the competed performance chart).	5
Provide information demonstrating the applicant team's experience with and ability to use an equity lens. There is evidence that equity is embedded in all aspects of program design and partnerships, including successful transition and retention. An equity lens is a process that analyzes the impact of policies and practices on marginalized communities to inform and ensure	5

SECTION 1- CAPACITY ***Consider the following questions regarding organizational capacity.***
What is your organization's size? How long has your organization been established? Do you have any partners?
Outline your organization's capacity to implement a workforce grant successfully:
What experience does your organization have working with businesses in the target industry?
What experience does your organization have working with the target population?
What experience does your organization have working with training providers?
Describe your organization's outreach and recruitment, intake, administration, and data entry staffing plan:
What similar grants has your organization administered in the past few years?
How does your organization use an equity lens when it comes to program design?

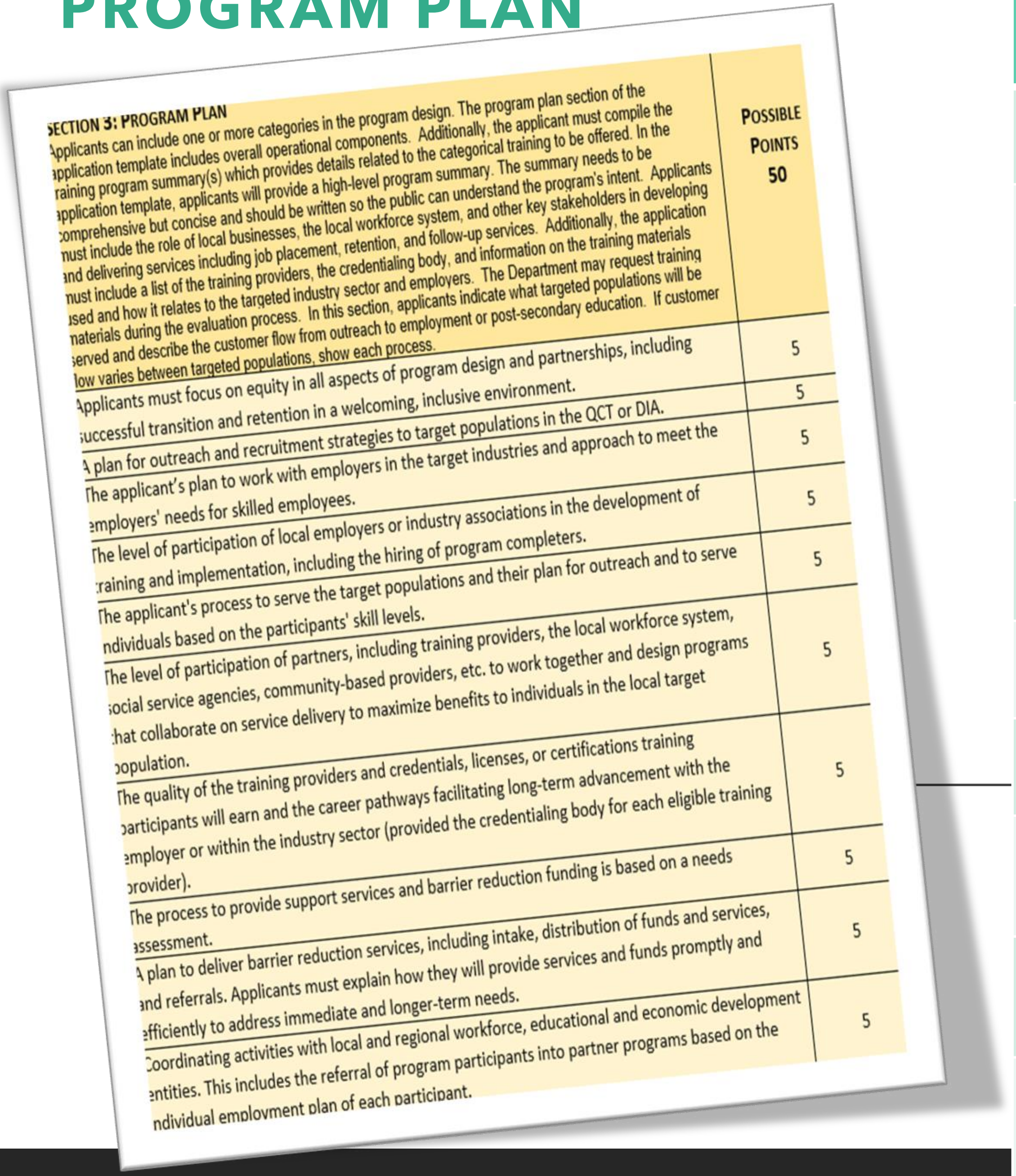
NEED



SECTION 2: NEED The American Rescue Plan Act recognizes the disproportional impact of the pandemic-related recession on economically disadvantaged communities as defined by HUD's Qualified Census Tracts. Applications must identify the area and populations served. This should include the qualified census tract(s) and/or disproportionately impacted area(s) where the project will operate or serve individuals. Training programs developed must be informed by local labor market information (LMI). Include the analysis of data that determined the needs of employers and individuals served under this program. Include the specific needs of the industry(s) and related occupations and the impact the training will have on meeting those needs. Include information on how the data is utilized to develop sector-based career pathways and how other resources support this approach. Based on the results of this analysis, identify the specific needs of businesses and the needs of individuals, including barriers to employment.	POSSIBLE POINTS 25
Identify the Qualified Census Tract (QCT) or Disproportionately Impacted Area (DIA) where customers will be recruited from and/or the project will operate and the specific locations where the training will be offered. (For underemployed customers his could include the employer worksite.)	5
Applicant's focus on identifying appropriate services in target industries and occupations as informed by labor market analysis, regional workforce data, and employer needs information.	5
Applicant's description of the need for quality training in sector(s) and career pathway(s) and analysis of resources that can be leveraged through local and regional partners.	5
The potential impact the program will have on stabilizing employers in the target industries affected by the COVID-19 pandemic;	5
Applicant's identification of the needs of the target population including barriers to employment and how participation in the project will result in family-sustaining careers	5

SECTION 2- NEED ***Consider the following questions regarding organizational needs.***
Where will customers be recruited from? Identify the qualified census tract (QCT) or community. Where will the training be offered?
How will you identify services and occupations in target industries?
How are resources for sector training and career pathways leveraged through local and regional partners?
How was your target industry and employer needs?
How will your project lead to sustainable careers? How will barriers to employment be addressed?

PROGRAM PLAN



SECTION 3: PROGRAM PLAN Applicants can include one or more categories in the program design. The program plan section of the application template includes overall operational components. Additionally, the applicant must compile the training program summary(s) which provides details related to the categorical training to be offered. In the application template, applicants will provide a high-level program summary. The summary needs to be comprehensive but concise and should be written so the public can understand the program's intent. Applicants must include the role of local businesses, the local workforce system, and other key stakeholders in developing and delivering services including job placement, retention, and follow-up services. Additionally, the application must include a list of the training providers, the credentialing body, and information on the training materials used and how it relates to the targeted industry sector and employers. The Department may request training materials during the evaluation process. In this section, applicants indicate what targeted populations will be served and describe the customer flow from outreach to employment or post-secondary education. If customer flow varies between targeted populations, show each process.	POSSIBLE POINTS 50
Applicants must focus on equity in all aspects of program design and partnerships, including successful transition and retention in a welcoming, inclusive environment.	5
A plan for outreach and recruitment strategies to target populations in the QCT or DIA.	5
The applicant's plan to work with employers in the target industries and approach to meet the employers' needs for skilled employees.	5
The level of participation of local employers or industry associations in the development of training and implementation, including the hiring of program completers.	5
The applicant's process to serve the target populations and their plan for outreach and to serve individuals based on the participants' skill levels.	5
The level of participation of partners, including training providers, the local workforce system, social service agencies, community-based providers, etc. to work together and design programs that collaborate on service delivery to maximize benefits to individuals in the local target population.	5
The quality of the training providers and credentials, licenses, or certifications training participants will earn and the career pathways facilitating long-term advancement with the employer or within the industry sector (provided the credentialing body for each eligible training provider).	5
The process to provide support services and barrier reduction funding is based on a needs assessment.	5
A plan to deliver barrier reduction services, including intake, distribution of funds and services, and referrals. Applicants must explain how they will provide services and funds promptly and efficiently to address immediate and longer-term needs.	5
Coordinating activities with local and regional workforce, educational and economic development entities. This includes the referral of program participants into partner programs based on the individual employment plan of each participant.	5

SECTION 3- PROGRAM PLAN   ***Consider the following questions regarding the plan for the project.***
What will the high-level impact or result of the grant
What are your outreach and recruitment strategies for your target population?
How will you work with employers in the target industries?
How will local employers participate in the development of training?
What will be your process for outreach and serving target populations?
How will partners collaborate on service delivery?
What is the credentialing body for each eligible training provider?
How will you assess supportive services and barrier reduction needs?
How will you provide supportive services and barrier reduction funding?
How will you coordinate activities with local and regional workforce entities?

BUDGET

SECTION 5: BUDGET NARRATIVE/COST EFFECTIVENESS Applicants must provide a high-level budget narrative, including an analysis of the cost efficiency in relationship to planned outcomes; Provide a detailed narrative of each line-item costs. This will correlate with the narrative in the budget template; Describe any leveraged and matching funds from partners and participating businesses. (Programs that include matching funds will receive additional consideration.) Describe how this project will be sustained beyond the grant funding period. Discuss how this project will benefit the target industries and target population and community.	POSSIBLE POINTS 25
Provide a high-level budget narrative of the WORKFORCE GRANT program, including justification of the main budget expense items and an analysis of the cost efficiency related to planned outcomes and proposed activities.	5
The quality of the detailed information for each line item.	5
The number of leveraged resources and plans to combine public and private funding.	5
Provide information regarding any subcontracts or partner agreements that will be funded under this grant. Include a brief description of the services and the amount and the location of the services.	5
Describe any programs, services, and partnerships that will be leveraged to improve the program's cost-effectiveness, return on investment, and long-term sustainability. Describe any leveraged/matching funds from workforce partners, participating businesses, and others.	5

SECTION 4- BUDGET ***Consider the following questions regarding the budget for the project.***
What are your planned outcomes and proposed activities?
What does a budget look like for these proposed activities?
How much will be leveraged resources?
Are there any subcontractors or partner agreements for this project?
Are there any programs, services, and partnerships that will improve the project's cost-effectiveness?

Checkpoint 3: Administrative Requirements

Administrative Requirements

Every successful program has staff in key areas, including program administration, outreach and recruitment, intake, wrap-around services, and data entry. Full-time or part-time employees of the organization, contractors, sub-contractors, or partner organizations can staff these areas. Here are definitions of the responsibilities categorized into specific roles.

Responsibilities

Program Administrator Responsibilities
Responsible for program compliance and ensuring that performance metrics are met and required reporting is done; oversees program operations, onboards staff, and monitors the performance of other program roles.

Outreach and Recruitment Responsibilities
Secures a constant flow of leads for the program, conducts pre-screen assessments, ensures program applications are completed, and conducts, along with other team members, standardized interviews.

Responsibilities

Support Service Responsibilities
This role will complete the assessment, set up necessary services, and work with the Academic Support Specialist, as needed, to offer additional support if participants begin to struggle academically. They will administer barrier reduction funds to provide support services to help eligible individuals overcome financial and other barriers to participation. They will also source from outside providers and partners for other needed support services and refer participants to those services if needed.

Data Entry Responsibilities
Programs can determine how their program data is entered and reported in the Illinois workNet portal. They may complete this, or it may be part of the other roles in the program. They are responsible for ensuring timely reporting of program data, including entering participant information, programmatic and service data, outcome metrics, and verifying data accuracy, among others.

Checkpoint : Administrative Requirements

Complete the table using the roles and responsibilities on the previous slide.

You are not required to have these specific roles hired; however, <u>all responsibilities within each role must be assigned</u>. More than one role can be assigned to a staff person.

Name	Role Of Staff (I.E., Program Administrator, Fiscal Manager, Outreach And Recruitment, Job Coach, Case Manager, Employer Relations, Trainer/Educator)	Percent Of Time Spent On Program
	Reporting	
	Oversees Program Operations	
	Onboards Staff	
	Monitors The Performance Of Other Program Roles	
	Secures A Constant Flow Of Leads For The Program	
	Conducts Pre-screen Assessments	
	Ensures Program Applications Are Completed	
	Conducts Standardized Interviews	
	Complete Assessments	
	Set Up Necessary Services	
	Work With The Academic Support Specialist, As Needed, To Offer Additional Support If Participants Begin To Struggle Academically	
	Administer Barrier Reduction Funds	
	Refer Participants To Outside Partners/Providers Supportive Services	
	Ensuring Timely Reporting Of Program Data	
	Entering Participant Information	
	Entering Programmatic And Service Data	
	Entering Outcome Metrics	
	Verifying Data Accuracy	

Checkpoint 3: *Reflections*

Review and Consider

- Where do you feel comfortable in staff capacity?
- Where do you see gaps in staff capacity? Do you need to hire staff?
- Do you still have the staff capacity for a grant with these general administrative requirements?
- Do you have records maintenance or accounting software in place to help manage the data of this grant?

Note: New programs to any funder or grant will spend more time on each activity.

Consider Partnerships

Review your current organizational partnerships, networks, and cohorts.

- Are there areas of administrative activities that can be shared with a partner?
- Could partnering with another organization allow your staff to complete these administrative requirements?

Expand or Regroup

Consider the following:

If required, administrative requirements will not overload staff capacity or programming; proceed to program planning!

If you cannot partner with another organization and/or the required administrative requirements will exceed staff capacity, it may not be time to expand. Look into capacity grants or other resource-building funds.

Break

Please return to the room in 10 minutes.

Quick Review

- Staff Capacity Planning
- Financial Sustainability Review
- Identified Needed Staff For Programming Roles
- Identified A Need And Supporting Data
- Who, What, How Much: NOFO Review
- Staff Capacity Planning 2.0: Administrative Requirements

Questions To Consider Before Starting Any *Workforce* Grant Application

Who?

- Who will you serve?
- How many individuals will you serve?
- Who is your training provider?
- Who are your business partners?

What?

- What is your target industry?
- What credentials will be earned?
- What type of work-based learning will be used?
- What occupations will the training lead to?

How Much?

- How much will training cost?
- How much will the program cost per participant?
- How much funding will be used for supportive services and/barrier reduction services?

NOTE:

Refer to the NOFO to make sure your population served meets program criteria.

Connecting the Need to Each Step of the Process

Checkpoint 4: Creating a Needs Statement

Needs Statement

As you conduct business, are there needs that could be met with more funding? Is this need supported by data? If the answer is yes, it is time to create your Needs Statement.

A Needs Statement is the foundation of your grant application and should tie directly to the criteria of the NOFO.

A needs statement should:

1. Focus on one core concern.
2. Show how your project ties in with the funder’s objectives.
3. Support your claims with quantitative and qualitative data.
4. Demonstrate the urgency of the need.
5. Proofread your needs statement before sending it.

Checkpoint 4: Creating a Needs Statement

Needs Statement 1: According to the National Education Foundation, 46% of middle school students nationally do not have access to after-school programs. In our state, that statistic rises to 57%. Moreover, our state education budget is being cut by 22% this coming year. These are devastating trends that the middle-school students in our community must be able to overcome.

Does everyone think this statement is Bad, Better, or Best?

Why?

Checkpoint 4: Creating a Needs Statement

Needs Statement 2: Our middle schoolers have limited access to educational resources. Mostly from low-income households, the neighborhood is generally very corrupt. With just a single after-school program that is well-attended, we need more resources to reach more of these students. Please help us educate our youth.

Does everyone think this statement is Bad, Better, or Best?

Why?

Checkpoint 4: Creating a Needs Statement

Needs Statement 3: Approximately 3,600 middle-school foster children do not have access to after-school programs in Missouri each year, and many youths are on the brink of lifelong poverty due to unhealthy behaviors and attitudes learned from their environment." They are, in fact, the most at-risk youth in the state and those most likely to consistently fail...their risk is the greatest; their adversity is most profound, and their present and future costs to our community is the most significant." (RWD Foundation). Owing to a lack of services personalized to their needs, many of our middle-school foster youth are at risk of becoming homeless. Studies show that 29-53% of middle-school foster youth live below the poverty level. (U.S.D.H.U.D.). …Project Rescue is designed to provide a supportive environment that will offer the sense of autonomy and self-worth that at-risk youth desperately seek while providing a foundation for academic distinction and leadership.

With your help, our program will be able to assist at-risk youth in making healthy, productive decisions by providing them with tools to complete their education. Youth participating in our program will unlock their unique entrepreneurship creativity, better understand the free enterprise system, improve their quality of life, and dare to prepare for promising futures.

Does everyone think this statement is Bad, Better, or Best? Why?

Checkpoint 4: *Reflections*

Review and Consider

When creating your own Needs Statement:

- Does your Needs Statement align with the grant criteria?
- Are you using data points to support your Needs Statement?
- Is there urgency with this need? Have you discussed the urgency and cited your information?

Consider Partnerships

- Are other partners also experiencing this need?
- If you partner with other organizations, do they have data that can contribute to your Needs Statement, either qualitative or quantitative?

Goals and Objectives

GOAL: a broad statement of what you wish to accomplish. Goals are *broad, general, intangible, and abstract*. A goal is really about the final impact or outcome that you wish to bring about. In the case of goals for a grant proposal, make sure they are linked back to your need statement. Use words such as decrease, deliver, develop, establish, improve, increase, produce, and provide.

Example: *Decrease the degree of malnutrition among young children in northwest Louisiana.*

OBJECTIVE: a step toward accomplishing a goal. In contrast to the goal, an objective is *narrow, precise, tangible, concrete, and can be measured.*

Example: *By the end of year one, provide 125 mothers in northwest Illinois with a 2-hour training program that will provide health and nutrition information.*

Source Resource Link

Tips for Good Goal Statements

- Tie your goals and objectives directly to your need statement.
- Include all relevant groups and individuals in your target population.
- Always allow plenty of time to accomplish the objectives.
- Do not confuse your outcome objectives for methods.
- Figure out how you will measure the change projected in each objective. If there is no way to measure an objective, it's not measurable and should be rewritten.
- Don't forget to budget for the evaluation (measurement) of your objectives.

[Source Resource Link]

Checkpoint 5: Goals and Objectives

Checkpoint 5: Goals and Objectives

Using your Needs Statement, it is time to create Goals and Objectives.

- Goals are broader statements you wish to accomplish.
- Objectives are the individual actions you must take to achieve a goal. They are specific steps to achieving a goal.

Objectives are usually precise and measurable statements that explain how the goal will be accomplished.

When working toward accomplishing a goal, often you'll have objectives you must complete along the way. By completing objectives, you’re making progress towards completing your goal.

Example Goal and Objectives

Personal Goal

- *Get eight hours of sleep every night.*

Objectives

1. *Stop drinking caffeine in the afternoon.*
2. *Set alarms for going to bed and for waking up.*
3. *Avoid exercising two hours before going to bed.*

Checkpoint 5: Understanding Goals and Objectives

In the space provided, create a Goal for a grant opportunity and then write three corresponding objectives to that goal.

Goal:

____

____

____

Objectives:

1. ____
2. ____
3. ____

Checkpoint 5: *Reflections*

Review and Consider

Review your Goals and Objectives you completed earlier:

- Are your goal/objectives specific? Do you or your organization have subject matter knowledge on this topic?
- Can you measure your goals and objectives?
- Are these goal/objectives achievable? Is the goal relevant to your organization or target population?
- How will a timeline influence this goal?
- Does your organization have the staff capacity to meet the objectives of this goal?

Consider Partnerships

- Are there areas of this goal that would be aided if you partnered with another agency?
- Could partnering with another organization allow your staff to meet these objectives?

Expand or Regroup

If the goal and objectives are specific, measurable, achievable, relevant, and time-bound, and your organization can achieve them on your own or through partnering, it is time to start your workplan!

If the goal or objectives would put too much strain on your organization and you cannot partner with another agency, you need to revisit your need and/or this funding opportunity.

Workplan

A workplan should answer all the questions a funder may have, including:

- ✓ What is your solution to the need/problem? How will you approach the solution?
- ✓ What is your plan of action to address the identified need/problem?
- ✓ What are the steps you will take? Who will do what? How long will it take?
- ✓ Explain the project goal and how it would meet the need or solve the problem identified.
- ✓ List specific, measurable objectives to meet the project's goal.
- ✓ State expected project outcomes and how they would benefit the target population.
- ✓ State the planned activities, methodology, and timetable for accomplishing the planned activities.
- ✓ Explain how the project will be managed.
- ✓ Always tie the objectives back to the identified need/problem.

Checkpoint 6: Creating Your Workplan

Checkpoint 6: Creating Your Workplan

Once you have reviewed your organization’s capacity, identified a need supported by data, confirmed that you have met the grant’s criteria, drafted a needs statement, created goals and objectives; it is time to create a workplan.

The workplan typically includes the activities that provide further detail on how the objectives will be achieved by listing specifically what will be completed in a specific timeframe.

Example Workplan

List the major project activities in the first column. In the second column, indicate the timeliness for completion of the activities. Timeliness may be specified by the month of the project (e.g., such as month 1, month 2, etc.) or by specific dates. In the third column, indicate the staff by name and title responsible for performing the activities, and indicate the organizational affiliation of each staff person listed. The fourth column must describe the deliverable associated with the project activity.

Activity	Timeline	Responsible Staff and Role	Deliverable (Outcome)
Expand social media outreach through Facebook and Instagram by geofencing School District 1234	*January 2025*	*Ms. Teal*	*Increase enrollment by ten students in Program Year 2025*

Checkpoint 6: *Reflections*

Review and Consider

Review your workplan:

- Are your activities tied directly to your Need, Goals and Objectives?
- Are the timelines realistic?
- Have you noted all the activities for each Goal and Objective?

Consider Partnerships

- If you are partnering with other organizations, are their activities also noted?
- Will partnering with other organizations help your staff capacity and aid in completing these activities?

Checkpoint 7: Planning for Pivot Points

Checkpoint 7: Pivot Points

Review your plan to ensure that you have accounted for potential issues:

- If staff changes, will someone else be able to aid?
- Who will train new staff?
- Who will oversee and manage the program in the interim? If so, who?
- Are your staff members able to take time off?
- Are there multiple people with knowledge of how to manage this grant?

Checkpoint 8: Pivot Points

Use your workplan from the previous activity to note the above points in the right-hand column. If a new staff member is to be hired, who will be training that person? Who can manage these activities if there is staff turnover? Which staff will have "knowledge overlap" to ensure multiple people have the knowledge to manage these activities?

Activity	Timeline	Responsible Staff and Role	Deliverable (Outcome)	Pivot Person
Expand social media outreach through Facebook and Instagram by geofencing School District 1234	*January 2025*	*Ms. Teal*	*Increase enrollment by ten students in 2025*	

Checkpoint 7: *Reflections*

Review and Consider

Review your workplan:

- Does your staff have the capacity to allot for these pivot points?
- Does your staff have time to be sick? Take Vacation?
- Is any one staff member responsible for a majority of the knowledge of this grant?
- Will your organization have time to hire new staff *and* train them?

Consider Partnerships

- Could partnering with other organizations allow your organization to allot for these pivot points?
- Are there partners that already do some of this work?

Expand or Regroup

If you do not have the capacity to sufficiently plan for any pivot points, you need to review your goals and objectives and consider streamlining.

If your organization can plan for these points, to allow for knowledge diversity and does not overload staff, it is now time to start your budget!

Budget

Budget Overview

- Return on Investment
- Budget Purpose
- Budget Expenditure Categories
- Types of Costs
- Budget Walkthrough
- Helpful Tips
- Do's/Don'ts
- Budget Resources

Return on Investment

- What are the expected outcomes of the project? The measurements should be quantitative.
- You need to show that your proposed project has the support of those it affects.
- You need to show that you have considered the need/problem from many different angles.
- You need to show that you have considered all available resources.
- Will the project be evaluated? The evaluation should measure accomplishment of the stated project goals and objectives.
- How will the project be continued after the grant expires?

Budget Purpose

- Submitting a Uniform Budget excel is required with all grants with the State of Illinois
  - Template will be made available with all other mandatory documents in the NOFO
- Uniform Budget Template (modeled after the SF-524 Federal Budget template)
- Applicants must also submit the Certification tab (see budget template) in PDF form with wet/electronic signature
  - PDF certification tab must be signed by Executive Director and/or Chief Financial Officer
- An accurate and concise budget is important to being funded by the Office of Employment and Training
  - In many cases, the budget tends to be the weakest part of the application
  - Program material and budget material submitted should align and support each other
  - Program staff should work with fiscal staff to create a complete uniform budget

Budget Purpose

- Submitting a strong budget in your proposal benefits both you and the funder:
  - Demonstrates that a program is feasible
  - Demonstrates "bang for the buck"
  - Demonstrates fiscal responsibility of taxpayer funds
  - Helps the merit review team comprehend the vision of the project
- Note: During the negotiation phase of awarding a grant, you may be asked to increase/decrease budgeted amounts or explain costs associated with the program intent. The budget submitted with your application many times is not the finalized budget used for execution

Budget Expenditure Categories (Operating Grant)

Operating Grant - grant issued to support an organizations general mission, fulfil obligations set forth in the opportunity, and pay for overhead expenses such as rent, salaries, and other day to day costs of running a business. These funds are to be invested in the communities across the state.

- **Personnel** – compensation paid for employees engaged in grant activities; must be consistent with that paid for similar work with the applicant organization
- **Fringe Benefits** – costs of leave, insurances, pensions, and unemployment; must be actual known costs or an established formula
- **Travel** – expenses for transportation, lodging, subsistence, and related items incurred by employees who are in a travel status on official business
- **Equipment** – tangible property having a useful life of more than one year and a per-unit acquisition cost equals or exceeds $5,000; must be used in the program or project for which it was acquired
- **Supplies** – tangible property other than those described in equipment and a per-unit acquisition costs less than $5,000, regardless of the length of its useful life
- **Contractual Services/Subawards** – a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under the award
- **Consultant/Professional Services** - costs associated with professional or consultant services rendered by a person/persons who possess certain skills

Budget Expenditure Categories (Operating Grant)

- **Occupancy** – costs of renting/maintaining a building and utilities needed to carry out an award
- **Research and Development** – costs towards the innovation, introduction, and improvement of products and services
- **Telecommunications** – costs incurred for telecommunications and video surveillances services or equipment such as phones, internet, and cloud services
- **Training and Education** – costs incurred for training and education provided for employee development
- **Direct Administration** – costs that can be identified specifically with a particular final cost objective
- **Miscellaneous** – costs that do not fall under into any other category listed; be specific!
- **Direct Training** - costs incurred for training leading to jobs in demand occupations
- **Work Based Training** - includes on-the-job training, customized training, work experience/internships, transition jobs, and incumbent worker training
- **Other Program** - costs related to providing services to participants
- **Indirect Costs** – costs associated with carrying out the project or award that cannot be specifically assigned

Types of Costs

- **Direct costs:** Costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. § 200.413

- **Indirect Costs** (Facilities and Administration): Costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. § 200.456

General Requirements – Allowable Costs § 200.403

Factors affecting allowability of costs:

- Be necessary and reasonable for the performance of the Federal award and be allocable under the Federal Cost Principles
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity
- Be determined in accordance with generally accepted accounting principles (GAAP)
- 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

General Requirements – 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
  - 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

General Requirements – 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

Uniform Budget Template Outline

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

State of Illinois -- Uniform Budget Template -- General Instructions

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions.

You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.

Section A – Budget Summary

STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. **Please read all instructions before completing form.**

STATE OF ILLINOIS GRANT FUNDS

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

BUDGET SUMMARY – STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

Please use detail worksheet and narrative section for further descriptions and explanations of budgetary line items

Section A (continued) Indirect Cost Information: *(This information should be completed by the applicant's Business Office)* . If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A Indirect Cost Information (1-4).

Option (1): The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois' Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information"*

NOTE: The applicant may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for the applicant to be reimbursed for Indirect Costs from the State of Illinois, the applicant must either:

A) Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.

B) Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.

C) Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)

Option (2a): The applicant currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-

General Instructions | Section A | Section A - Indirect Worksheet | Section A - Subaward Listing | ICI | Section B | Certification

Many OET budget templates will also include a tab for program specific instructions – be sure to read through each of these before entering data

STATE OF ILLINOIS	UNIFORM GRANT BUDGET TEMPLATE			Commerce & Economic Opportunity	
Organization Name:		UEI#		NOFO #	3523-2970
CSFA Number:	420-30-3523	CSFA Description:	Apprenticeship Expansion Competitive Grant	Fiscal Year:	2025
SECTION A -- STATE OF ILLINOIS FUNDS				Grant #	25-111XXX
Revenues				TOTAL REVENUE	
(a). State of Illinois Grant Amount Requested				$	-

BUDGET SUMMARY STATE OF ILLINOIS FUNDS

Budget Expenditure Categories	OMB Uniform Guidance Federal Awards Reference 2 CFR 200	TOTAL EXPENDITURES
1. Personnel (Salaries & Wages)	200.430	$ -
2. Fringe Benefits	200.431	$ -
3. Travel	200.474	$ -
4. Equipment	200.439	$ -
5. Supplies	200.94	$ -
6. Contractual Services & Subawards	200.318 & 200.92	$ -
7. Consultant (Professional Services)	200.459	$ -
9. Occupancy (Rent & Utilities)	200.465	$ -
10. Research & Development (R&D)	200.87	$ -
11. Telecommunications		$ -
12. Training & Education	200.472	$ -
13. Direct Administrative costs	200.413 (c)	$ -
14. Miscellaneous Costs		$ -
15A.Direct Training Costs		$ -
15B.Work Based Training		$ -
15C.Other Program Costs		$ -
15D.Employer Incentives		$ -
16. Total Direct Costs (lines 1-15)	200.413	$ -
17. Indirect Costs* (see below)	200.414	$ -
Rate:		
Base:		
18. Total Costs State Grant Funds (16 &17)		$ -

General Instructions | Section A | ICI | Section B | Certification | Personnel | Fringe Benefits | Travel

Ready Filter Mode Accessibility: Investigate

GATA Line	GRS Exp Code	Description		Total Costs	Direct Cost Base Exclusions	Indirect Cost Rate = Direct Cost Base	Notes - **for de minimis calculations only**
1	1001	Personnel (Salaries & Wages)		$ -		$ -	Not Excludable
2	1002	Fringe Benefits		$ -		$ -	Not Excludable
3	1003	Travel		$ -		$ -	Not Excludable
4	1004	Equipment		$ -		$ -	Total Amount of Equipment is Excludable
5	1005	Supplies		$ -		$ -	Not Excludable
6	1006	Contractual Services & Subawards		$ -		$ -	*See Note Below
7	1007	Consultant (Professional Services)		$ -		$ -	Not Excludable
9	1009	Occupancy (Rent & Utilities)		$ -		$ -	Exclude only rent portion
10	1010	Research & Development (R&D)		$ -		$ -	Not Excludable
11	1011	Telecommunications		$ -		$ -	Not Excludable
12	1012	Training & Education		$ -		$ -	Not Excludable
14	1013	Direct Administrative Costs		$ -		$ -	Not Excludable
13	1014	Miscellaneous Costs		$ -		$ -	Not Excludable
15A	1510	Direct Training Costs		$ -		$ -	
			Occupational Skills Training ITA	$ -		$ -	Must Exclude
			Occupational Skills Training Other	$ -		$ -	**Not Excludable
			Remedial/Pre-Vocational Training	$ -		$ -	**Not Excludable
			Supportive Services	$ -		$ -	Must Exclude
15B	1520	Work Based Training		$ -	$ -	$ -	
			Work Experience/Internships	$ -		$ -	**Not Excludable
			On-the-Job Training	$ -		$ -	**Not Excludable
			Transitional Jobs	$ -		$ -	**Not Excludable
			Incumbent Worker	$ -		$ -	**Not Excludable
15B3	1530	Other Program Costs		$ -		$ -	Not Excludable
						$ -	TOTAL DIRECT COST BASE
						10%	INDIRECT RATE
17	1017	Indirect		$ -			

Comments:

* If a subaward includes training or work-based learning, those amounts have to be reported under Direct Training (DT) or Work Based Training (WBT) and not subawards. Subawards should be indicated on the Section A - Subaward Listing tab.

General Instructions | Section A | **Section A - Indirect Worksheet** | Section A - Subaward Listing | ICI | Section B

Organization Name: 0 NOFO # 3523-2970

SECTION - A (continued) Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options.

1) ☐ Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations.

NOTE: (If this option is selected, please provide basic Negotiated Indirect Cost Rate Agreement information in area designated below)

Your Organization may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for your Organization to be reimbursed for Indirect Costs from the State of Illinois, your Organization must either:

A. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from your State Cognizant Agency on an annual basis.

B. Elect to use the de minimis rate of 15% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.

C. *Use a Restricted Rate designated by programmatic or statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)*

2a) ☐ Our Organization currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c).

NOTE: (If this option is selected, please provide basic Indirect Cost Rate information in area designated below)

2b) ☐ Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. Our Organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit.

NOTE: (Check with your State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated)

3) ☐ Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State of Illinois and elects to charge the de minimis rate of 15% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68).

NOTE: (Your Organization must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs)

4) ☐ For Restricted Rate Programs (check one) -- Our Organization is using a restricted indirect cost rate that:

_____ Is included as a "Special Indirect Cost Rate" in our NICRA (2 CFR 200Appendix IV (5) Or;

_____ Complies with other statutory policies (please specify):

The Restricted Indirect Cost Rate is __________%

5) ☐ No reimbursement of Indirect Cost is being requested. (Please consult your program office regarding possible match requirements)

Basic Negotiated Indirect Cost Rate Agreement information if Option (1) or (2a) is selected

Period Covered by the NICRA: From: ________ To: ________ (mm/dd/yyyy)

Approving Federal/State agency (please specify): ________

The Indirect Cost Rate is: ________ % The Distribution Base is: ________

General Instructions | Section A | ICI | Section B | Certification | Personnel | Fringe Benefits | Travel | Equipment

Ready Accessibility: Investigate

STATE OF ILLINOIS	UNIFORM GRANT BUDGET TEMPLATE	Commerce & Economic Opportunity
Organization Name:	NOFO #	Fiscal Year
SECTION B -- NON STATE OF ILLINOIS FUNDS		Grant Number:
Revenues		TOTAL REVENUE
Grantee Match Requirement ________% *(Agency to populate)*		
(b). -Cash		$ -
(c). -Non-cash		$ -
(d). Other Funding & Contributions		$ -
NON-STATE Funds Total		$ -

content in

BUDGET SUMMARY NON-STATE OF ILLINOIS FUNDS

you shoul

Budget Expenditure Categories	OMB Uniform Guidance Federal Awards Reference 2 CFR 200	TOTAL EXPENDITURES
7001. Personnel (Salaries & Wages)	*200.430*	$ -
7002. Fringe Benefits	*200.431*	$ -
7003. Travel	*200.474*	$ -
7004. Equipment	*200.439*	$ -
7005. Supplies	*200.94*	$ -
7006. Contractual Services & Subawards	*200.318 & 200.92*	$ -
7007. Consultant (Professional Services)	*200.459*	$ -
7009. Occupancy (Rent & Utilities)	*200.465*	$ -
7010. Research & Development (R&D)	*200.87*	$ -
7011. Telecommunications		$ -
7012. Training & Education	*200.472*	$ -
7013. Direct Administrative costs	*200.413 (c)*	$ -
7014. Miscellaneous Costs		$ -
7510. *Direct Training Costs*		$ -
7520. *Work Based Training*		$ -
7530. *Other Program Costs*		$ -
16. Total Direct Costs (lines 1-15)	*200.413*	$ -
17. Indirect Costs* (see below)	*200.414*	$ -
Rate: ________ % Base:__________________		
18. Total Costs NON -State Grant Funds (16 &17)		$ -

General Instructions | Section A | Section A - Indirect Worksheet | Section A - Subaward Listing | ICI | Section B

CERTIFICATION	STATE OF ILLINOIS UNIFORM GRANT BUDGET TEMPLATE	AGENCY: Commerce & Economic Opportunity
Organization Name:	**CSFA Description:**	**NOFO #**
CSFA #:	**DUNS #**	**Fiscal Year(s):**

(2 CFR 200.415)

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and that any false, fictitious, or fraudulent information or the omission of any material fact, could result in the immediate termination of my grant award(s).

Institution/Organization	Institution/Organization
Signature	Signature
Name of Official	Name of Official
Title	Title
Chief Financial Officer (or equivalent)	Executive Director (or equivalent)
Date of Execution	Date of Execution

Note: The State awarding agency may change required signers based on the grantee's organizational structure. The required signers must have the authority to enter into contractual agreements on behalf of the organization.

General Instructions | Section A | Section A - Indirect Worksheet | Section A - Subaward Listing | ICI | Section B | Certification

Section C - Budget Worksheet & Narrative

0

1). Personnel (Salaries & Wages) *(2 CFR 200.430)* --List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project . Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative space provided below. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects.

Name	Position(s)	Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of time	Personnel Cost	
							Length of time=# of units of Basis
						$ -	
						$ -	
						$ -	
						$ -	
					State Total	$ -	*If you need to insert rows, insert them between existing rows that total up to the formula in column G*
						$ -	
						$ -	
						$ -	
					NON-State Total	$ -	*If you need to insert rows, insert them between existing rows that total up to the formula in column G*
					Total Personnel	$ -	*This rows adds State & Non-State Totals*

Personnel Narrative (State):

Give a brief description of items that you are claiming

Personnel Narrative (Non-State) *i.e. "Match" or "Other Funding"*

Give a brief description of items that you are claiming

General Instructions | Section A | Section A - Indirect Worksheet | Section A - Subaward Listing | ICI | Section B | Certification | Personnel | Fringe Benefits | Travel | Equipment | Supplies | Contractual Services | Consultant | Occupancy

Important Tips

- Be sure to submit the excel budget and certification pdf with your application
- Have a cost estimate of your project readily available when completing the budget
- Complete each tab by detailing the specific purpose, description, and cost
- Complete the narrative by describing the items listed in the budget line – 1 to 2 sentences how the items are purposeful to the project

Important Tips

- Follow the Cost Principles – 2 CFR 200
  - Review allowable costs and categories
  - Audit Costs
  - Procurement Standards
- If you have questions, refer to the Notice of Funding (NOFO) or reach out to the Department of Commerce and Economic Opportunity program contact
- Utilize the CEO.GrantHelp@Illinois.gov org email box for generic questions related to required application documentation, becoming GATA pre-qualified, etc.

Budget Considerations

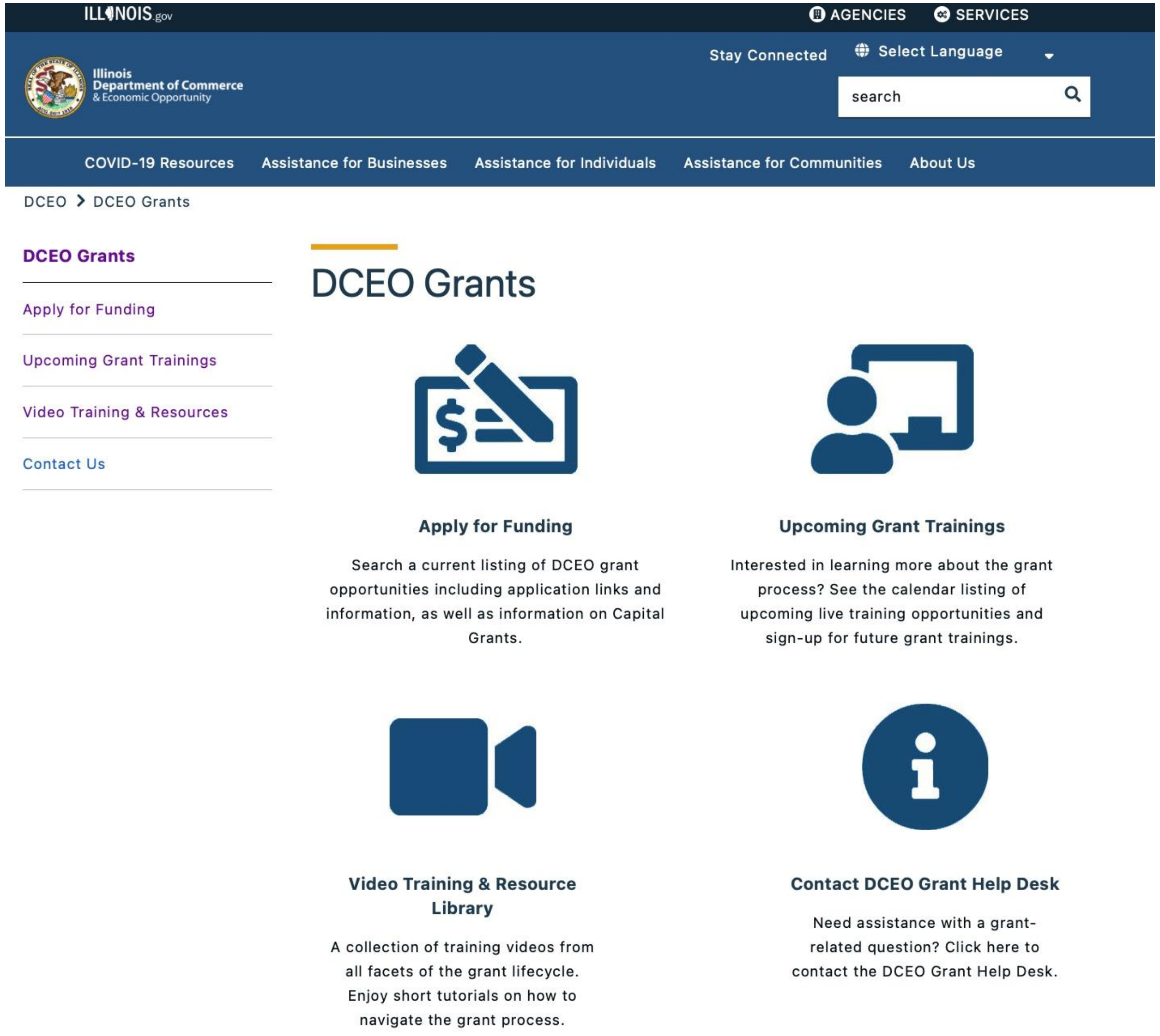
- Make sure it is within the required range.
- Make sure your math is correct.
- Look at where your money is allocated and what this says about the project.
- Provide clearly delineated description of costs, use cost categories.
- Use the budget template or model included in the NOFO.
- Be specific in describing your project activities.
- Remember the primary readers may be external reviewers so you may need to explain the components of the program

Budget Considerations

- Apply for the exact full amount allowed unless your project needs it
- Add extraneous equipment, supplies, or activities to “pad” the budget.
- Ignore costs for interns, instructors or partners.
- Ignore opportunities to justify the need for the program and reasonableness of the proposed project
- Ask your fiscal team to develop the budget without the program staff input
- Wait until the last minute to prepare

Budget Resources

- [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards]
- [Microsoft Word - Admin vs Prog costs grantee version.docx (illinois.gov)]
- [procurement.pdf (illinois.gov)]
- [Video Training & Resources (illinois.gov)]
  - Budget Overview
  - Pre-qualification
  - Operating Budgets
  - Procurement Standards



Questions To Consider Before Starting Any *Workforce* Grant Application

Who?

- Who will you serve?
- How many individuals will you serve?
- Who is your training provider?
- Who is your business partners?

What?

- What is your target industry?
- What credentials will be earned?
- What type of work-based learning will be used?
- What occupations will the training lead to?

How Much?

- How much will training cost?
- How much will the program cost per participant?
- How much funding will be used for supportive services and/barrier reduction services?

NOTE:

Refer to the NOFO to make sure your population served meets program criteria.

Tips to Remember Before You Submit

Be concise

Assume the audience is not familiar with your program
Explain partnerships and areas of responsibility

Set S.M.A.R.T. goals
Specific, Measurable, Attainable, Relevant and Timely

Proofread before final submission – run a spell check and have a colleague read over your final submission.

Don’t be afraid to ask questions.

Additional Tips…

- ✓ All items need to be “accounted” for; items listed in the budget need to be mentioned in the narrative and vice versa.
- ✓ Spell out all acronyms at least once (preferably the first time you use them)
- ✓ Question whether activities are worth repeating, and if there are enhancements, explain them.
- ✓ Double Check that your program plan matches your budget!
- ✓ Don’t be afraid to be innovative – look for new solutions to old problems

Thank you!

THANK YOU FOR YOUR TIME AND ATTENTION. ADDITIONAL RESOURCES WILL BE SHARED WITH ATTENDEES LATER THIS WEEK.