

**Fiscal Year 2023**

Trades School Grant Program Application Notice of Funding Opportunity (NOFO)

**Application Due Date/Time:** April 14, 2023, 11:59 p.m.

**Submit Application To:** [**ICCB.cte@illinois.gov**](mailto:ICCB.cte@illinois.gov)

**UNIFORM NOTICE OF FUNDING OPPORTUNITY (NOFO) SUMMARY INFORMATION**

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| **1.** | Awarding Agency Name: | *Illinois Community College Board (ICCB)* |
| **2.** | Agency Contact: | *Tasha Allan, Senior Director for CTE,* [*natasha.allan@illinois.gov*](mailto:natasha.allan@illinois.gov) |
| **3.** | Announcement Type: | *Initial announcement* |
| **4.** | Type of Assistance Instrument: | *Grant* |
| **5.** | Funding Opportunity Number: |  |
| **6.** | Funding Opportunity Title: | *FY2023 Trades School Grant Program* |
| **7.** | CSFA Number: |  |
| **8.** | CSFA Popular Name: |  |
| **9.** | CFDA Number(s): | *N/A* |
| **10.** | Grant Period | *June 1, 2023- June 30, 2024* |
| **11.** | Anticipated Number of Awards: | *12-25* |
| **12.** | Estimated Total Program Funding: | *$5,000,000* |
| **13.** | Award Range | *$50,000-$400,000* |
| **14.** | Source of Funding: | *State* |
| **15.** | Cost Sharing/Matching Requirement: | *No* |
| **16.** | Indirect Costs Allowed  Restrictions on Indirect Costs | *Yes*  *No* |
| **17.** | Posted Date: | *February 15, 2023* |
| **18.** | Closing Date for Applications: | *April 14, 2023, 11:59 p.m.* |
| **19.** | Technical Assistance: | *A technical assistance webinar (bidder’s conference) will be held March 14, 2023. Technical assistance will be provided throughout the grant period to grant recipients.* |

# Background and Purpose

The Illinois Community College Board (ICCB) is inviting eligible applicants to apply for the **Trades School Grant Program**. The purpose of this grant is to provide access and strengthen pathways to careers in the “trades” for young adults, particularly those in underserved communities marked by high youth unemployment, low graduation rates, or other relevant indicators. The ICCB will provide approximately $5 million in grant funding opportunities to be administered for the purposes of this grant.

* For the purpose of this grant, *youth* is defined as those age 16-24.
* For the purpose of this grant, the *“trades”* are defined as technical occupations in the following sectors:

1. Architecture and construction
2. Energy
3. Healthcare
4. Information Technology
5. Manufacturing
6. Science, Technology, Engineering & Mathematics
7. Transportation, Distribution & Logistics

# Eligible Applicants

Community colleges in the State of Illinois are invited to submit proposals under this Notice of Funding Opportunity (NOFO). Community colleges must have demonstrated partnerships with the following as a part of this program: local high school(s), employers, and community-based organizations or labor organizations. Other internal and external partnerships are encouraged and can be detailed in the grant narrative.

# Target Population

The intent of the grant is to prepare **in-school** **youth** for opportunities in trades programs. Primarily, programs should serve students enrolled in high school (including alternative high schools), particularly those in their junior and senior years, but may also create partnerships and pathways with middle schools for career awareness and exploration activities for middle school-age students. Additionally, grantees can work with out-of-school youth up to age 24, but the primary focus should remain in-school youth who will be transitioning to additional training and employment in the trades following graduation.

# Grant Objectives

The objectives of this grant are intended to increase awareness and access to sustainable wage employment in the trades for youth. Each grant proposal must address how the grantee will implement each objective.

* + **Objective 1: Career exploration.** Provide career exploration for youth (as low as middle school) as it relates to the trades.
  + **Objective 2: Seamless pathways/credential attainment.** Provide seamless education and training pathways to employment in the trades. These pathways may include providing CTE dual credit coursework to allow for students to earn a credential prior to or shortly after graduating high school; seamless transitions into the college using CTE Program of Study pathways and Model Programs of Study Guides, as well as career pathway endorsements. Development and implementation of stackable credentials as well asl essential employability skills are also encouraged.
  + **Objective 3: Work-based learning.** Provide paid, work-based learning opportunities, such as pre-apprenticeship, apprenticeship, and internship, to students participating in select training programs, as appropriate. Work-based learning not only provides students with hands-on training and application, but also provides them with applicable career-related employability skills.

# Priority Activities to be carried out in all Grant-funded Projects:

* + **Engage in partnerships** with other entities that may strengthen the ability of students to transition and persist through training and employment. Required partnerships include high school district(s), employers, and community-based organizations (particularly those that work with youth) or labor organizations. External partnerships that may be beneficial to achieve project goals include area career centers and workforce intermediaries. Internal partnerships that be beneficial to achieve project goals include high school and college counselors and advisors, Diversity, Equity, and Inclusion Offices, Career Services, as well as Access/Disability Coordinators, and members of current CTE Advisory Committees.
  + **Develop and implement career activities** which may strengthen career development and exploration, career planning, understanding the world of work, and integration of essential employability skills. This may include work-based learning opportunities (e.g., internships, pre-apprenticeships, apprenticeships, etc.).
  + **Implement and integrate equity-driven, evidenced-based practices,** strategies, and pedagogy throughout programming. Grantees should utilize data-informed decision-making in the development, implementation, and evaluation of programming to identify equity gaps and address inequities appropriately. Programs should aim to ensure diversity, equity, and inclusion is adequately supported in programming. Specifically, programs should aim to advance equitable access and outcomes for racially and ethnically minoritized communities as well as others marginalized by education and workforce systems.

# Allowable Activities with various Objectives:

The expectation is that applicants will propose activities that will align with statewide priorities around [career pathway](http://www.iccb.org/cte/wp-content/uploads/2018/01/Statewide-Career-Pathway-Definition-as-adopted-by-the-ICCB-on-Dec-1.pdf) opportunities and activities that **promote equity and diversity.** Grantees should utilize existing frameworks and resources, where applicable. Other allowable activities to be carried out by grantees include:

* Developing or Aligning Curriculum: Furthering the alignment of coursework by contextualizing and integrating basic skills or academic and career and technical education offerings.
* Creating non-credit, short-term training programs that support minority students’ transition into trades programs.
* Creating a program of study, inclusive of dual credit, for an in-demand industry sector, from high school to postsecondary education.
* Developing models that promote service integration with partner programs.
* Developing a student support center model that will enhance services to underrepresented populations.
* Developing support services models that include wrap-around services for basic needs including but not limited to housing, financial literacy, and other services that will reduce barriers to educational success for all students including those who are homeless and those individuals with disabilities.
* Other activities of statewide significance that expands career pathways and is aligned with labor market information as identified by local or regional needs.

# GRANT DELIVERABLES

1. Carry out deliverables of the proposed scope of work.
2. Submit required programmatic and fiscal reports on a quarterly basis per the schedule below to:
   * [Natasha.allan@illinois.gov](mailto:Natasha.allan@illinois.gov)
   * [ICCB.grantpayments@illinois.gov](mailto:ICCB.grantpayments@illinois.gov)

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| **Reporting Schedule for the FY2023 Trades School Program Grant** | | |
| **Quarter** | **Period** | **Date Due** |
| **1** | June 1, 2023 – June 30, 2023 | July 30, 2023 |
| **2** | July 1, 2023 – September 30, 2023 | October 30, 2023 |
| **3** | October 1, 2023 – December 31, 2023 | January 30, 2024 |
| **4** | January 1, 2024 – March 31, 2024 | April 30, 2024 |
| **5** | April 1, 2024- June 30, 2024 | July 30, 2024 |

(Reporting templates and other instructions will be made available to grant recipients at a later date.)

1. Participate in any required Operational Meetings or learning workshops. Participation in professional development and technical assistance events is encouraged, but not required.

# Application Package

Applications submitted under this grant program will undergo a merit-based review process. All parts of the application package must be completed by the deadline in order to be considered. Applicants should ensure that all elements are clearly addressed and are strongly encouraged to use headers to address all elements or some consistent form of response delineation. Applicants will receive a receipt of application. However, applicants will not be notified if there are items that are missing from their application. Applicants must use the templates provided on the ICCB website: [http://www2.iccb.org/iccb/grant-](http://www2.iccb.org/iccb/grant-opportunities/) [opportunities/](http://www2.iccb.org/iccb/grant-opportunities/)

The application must be organized as listed below.

1. Uniform Application

Applicants must complete each section of the Uniform Application in its entirety. If a question is not applicable, please enter NA. *A template is provided.*

1. Cover Page and Grant Summation Template

The applicant must complete the Cover Page and Grant Summation Template (*template provided*) which encompasses applicant information and a synopsis of the grant, including but not limited to:

* + Trade Sector and accompanying occupations
  + List of Required Partners
  + Summary of the project activities and how they align with the goals of the grant as listed in this NOFO. *Please make this concise.*
  + Goals of your Grant Project (measured quantifiably)

1. Application Narrative

The eligible applicant must submit a narrative of no more than twelve pages (charts and graphs are a part of the page limitation), double-spaced, 12-point font that must include the following information in the order listed below and utilizing a header for each Numbered Section.

**Narrative Sections**

1. **Statement of Need**:
   1. *Population to be Served:* Provide a description of the target population of students to be served (e.g., ethnicity, gender, socio-economic status of community, high school district). Applicants should use data as evidence for their selection. This may include but is not limited to high school graduation rate, youth unemployment rate, income status of community, racial and ethnic representation of the community being served.
   2. *Trades Sector:* Identify the Trades Sector(s) as well as the accompanying occupations that will be of focus for the grant. Grantees should provide evidence for selection of employment sector, including but not limited to labor market information, listing of relevant employers, anticipated growth in select occupations.
2. **Overall Project Goals/ Indicators of Performance:** 
   1. Identify anticipated number of youths to be engaged in this grant.
   2. Projected percentage of engaged youth who will participate in education and training preparing them for occupations in the trades.
   3. Number or percentage of engaged youth who participate in a paid, work-based learning opportunity.
   4. Number or percentage of engaged youth who become employed in the trades sector or identify an intention to work in the trades.
   5. Identify at least one other indicator of performance (system, programmatic, or participant- level)
3. **Project Work Plan:** Clearly describe the project activities and associated timeline for each activity to be carried out during the grant period. The activities should clearly relate to the goals of the grant. *A chart or table is encouraged*. Within the Work Plan, applications should address how they will carry out the following activities:
   1. Partnership development and engagement with the various required partners.
   2. Career awareness and exploration activities for the selected trade sectors for the youth engaged.
   3. Development and implementation of seamless education and training pathways to employment in the trades. (Applicants should identify education and training curriculum to be used, including sequence of courses if applicable, any culminating credentials to be earned, and other activities that contribute to seamless transitions.)
   4. Work-based learning opportunities to be offered (Applicants should identify employer partners).
   5. Wraparound support services. (Applicants should identify both academic and non-academic supports available to youth who participate in programs supported by this grant.)
   6. All other activities carried out under the grant to support the project goals.
4. **Partnerships:** Description of all partnerships and the role each partner will play in the grant project. Required partners include: a high school district, employer(s), and a community-based organization. Other encouraged partners include labor organizations, area career centers, and workforce intermediaries, high school and college counselors and advisors, Diversity, Equity, and Inclusion Offices, Career Services, as well as Access/Disability Coordinators, and members of current CTE Advisory Committees. **Letters of Commitments must be included for all external partners.**
5. **Desired Project Impact:** Description of the impact of the project on students, the community, the institution, employers, etc.
6. **Applicant Capacity and Effectiveness:** Description of the applicant’s capacity to execute the project including a description of previous experience in implementing successful grant programs of a similar nature, and related activities such as wrap-around services for the target population.
7. **Scalability and Replicability:** Description of how the project could be scaled or replicated by others in the State. *All resources and products developed with grant funds will be provided from the grantee to the ICCB to share with the field.*
8. **Contingency Plan:** Description of plan and budget in the event that the program plan must change, and funds are not able to be spent as defined in the original narrative and budget. *No more than one page.*
9. Letters of Commitment from our Required and External Partners.

5. Uniform Budget

All applicants must submit a proposed budget on the State of Illinois Uniform Grant Budget Template (*template provided*). Applicants should submit budgets based upon the total estimated costs for the project. Costs should be in line with allowable costs under the Grant Accountability and Transparency Act. Grantees should ensure that they have the institutional capacity to fully execute this grant and all funding provided with it. Grants funds must be expended within the allowable timeframes of the grant period. For information on allowable uses of funds and other administrative requirements: <https://www2.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.

# Application/Submission Information

Each grant application package must be submitted no later than April 14, 2023, to [ICCB.cte@illinois.gov](mailto:ICCB.cte@illinois.gov). Grant application and materials may be found on the ICCB website at <http://www2.iccb.org/iccb/grant-opportunities/>.

One bidder’s conference will be held. Bidder’s conference attendance is not mandatory. A recording of the information will be available.

**March 14, 2023 10:00-11:00 a.m.**

[**https://us02web.zoom.us/j/88190778228?pwd=Vk5IVitlZ3hKclVQUjMwdndIdW81dz09**](https://us02web.zoom.us/j/88190778228?pwd=Vk5IVitlZ3hKclVQUjMwdndIdW81dz09)

All questions must be submitted electronically to [natasha.allan@illinois.gov](mailto:natasha.allan@illinois.gov)[.](mailto:ICCB.IBT@illinois.gov) Phone calls will not be accepted. Include in the subject line: [**Organization’s Name**] FY23 Trades School Program Grant. All questions will be posted in an FAQ on the ICCB website.

**Paper copies of the applications are not permitted.** Applicants will receive confirmation of receipt of the e-mail containing the attachments. It is up to the applicant to ensure that all items in the package are attached and sent in the e-mail.

All applicants, funded or not funded, will be notified by May 19, 2023.

# Grant Pre-Qualification

Interested institutions may apply for a grant but will not be eligible for a grant award until the institution has pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal located a[t www.grants.illinois.gov.](http://www.grants.illinois.gov/)

During pre-qualification, the Unique Entity Identifier (UEI) verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State. The prequalification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire.

If applicable, the entity will be notified that it is ineligible for award as a result of the UEI verification. The entity will be informed of corrective action needed to become eligible for a grant award.

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR 25.110 (d)) is required to:

* Be registered in SAM before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration:

<https://governmentcontractregistration.com/sam-registration.asp>.

* Provide a valid UEI number in its application.
* Continue to maintain an active SAM registration with current information at all times during which it has an active award.

ICCB will not make an award to an applicant until the applicant has fully complied with all applicable UEI and SAM requirements.

Grant recipients must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment, and equal employment.

# Funding Information

*Grant Period:*

The grant period is June 1, 2023-June 30, 2024.

*Funding Availability:*

A total of $5,000,000 is appropriated from the General Revenue Fund to the ICCB for grants to eligible entities for the educational purposes as outlined under this NOFO. Only one grant application per district.

Recipients are not eligible to renew or extend existing grant-funded projects but may supplement or scale current initiatives.

*Funding Deadlines.* ***Please note that no extensions will be given for expending funds****.*

* + Grant funds must be obligated by June 30, 2024
  + Good/products must be ordered by June 30, 2024/received by August 31, 2024
  + Services must be rendered by June 30, 2024
  + Grant funds must be expended by August 31, 2024

*Cost Sharing or Matching*

* + No cost sharing or matching is required.

*Indirect Cost Rate*

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

* + Federally Negotiated Rate. Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. ICCB will accept the federally negotiated rate.
  + State Negotiated Rate. The organization must negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.
  + De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a De Minimis rate of 10% of modified total direct cost (MTDC). Once established, the De Minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDS annually in order to accept the De Minimis rate.

*Allowable and Unallowable Costs*

Grant recipients must adhere to the Grant Accountability Transparency Act (GATA) unless otherwise permitted.

# Review Criteria and Selection Process

The ICCB staff will use the criteria listed in this Notice of Funding Opportunity (NOFO) to review the applications and will award points accordingly. Decisions to award grants and the funding levels will be determined per application based upon compliance with the requirements of this NOFO and the grant proposal.

Applicants must demonstrate that they meet all requirements under this NOFO as described throughout.

# State Awarding Agency Contact

# Natasha Allan, Senior Director for Career and Technical Education

# Email: [natasha.allan@illinois.gov](mailto:natasha.allan@illinois.gov)

# Phone: (217) 785-0139

**Additional Resources**

* + Apprenticeship Illinois: <https://www.illinoisworknet.com/ApprenticeshipIL/Pages/default.aspx>
  + Career Pathways Dictionary: <https://www.isbe.net/Documents/IL-Career-Pathways-Dictionary.PDF>
  + IL Worknet: <https://www.illinoisworknet.com/ApprenticeshipIL/Pages/default.aspx>
  + ICSPS Equity Resources: <https://icsps.illinoisstate.edu/equity/equity-resources>
  + Illinois Program of Study Models: <https://edsystemsniu.org/model-programs-of-study-guides/>
  + College and Career Pathway Endorsement: <https://edsystemsniu.org/college-and-career-pathway-endorsements/>
  + Labor Market Information Resources: <https://ides.illinois.gov/resources/labor-market-information.html>