

Illinois Community College Board Workforce Equity Initiative
Frequently Asked Questions
as of 9/12/19

1. What percentage of those served need to be employed?
 - a. There is no percentage. This is determined by the applicant and the proposed services.
2. By after how many weeks following their program completion do they need to be employed?
 - a. By the final report
3. Can some be students from identified communities already at the college or they all need to be completely new students?
 - a. They can be existing students
4. Are we going off of the median salary value?
 - a. Employment wage should be 30% above the living wage.
5. We would like to confirm we are able to use the grant funds to cover tuition and book costs for the Fall 2020 semester which begins in August 2020 and ends in December 2020. The grant document states the funds must be expended by 9/17/20. We believe as long as we pay the tuition and book costs for Fall 2020 by 9/17/20, they are an acceptable cost's under the grant. Is this correct?
 - a. Yes, these supports, tuition and books, fall under the provisions as listed on page 3 of the Workforce Equity Initiative Grant and are acceptable costs.
6. Would we be able to use grant funds to pay student tuition for the fall 2020 semester?
 - a. The grant period ends on September 17, 2020, if those expenses are incurred during this time, then it is an allowable expense.
7. If bus service is limited, can gas cards be utilized for help with transportation for students?
 - a. Yes, transportation costs are an allowable service.
8. Will mobile classrooms be an allowable model/expense?
 - a. Yes, it is an allowable expense.
9. Do we have to show employment during the one year?
 - a. Yes, employment must be shown during the project year.
10. Does the credential have to be earned during the one year?
 - a. Yes, credential must be earned within the project year.

11. Do you anticipate any additional future funding or will all of the things that we do have to be sustained on our own?
 - a. Development of a sustainability is always a good practice.
12. We able to recruit currently enrolled students?
 - a. Yes, current students are allowed to be enrolled.
13. Do we need to place and track students in employment?
 - a. Yes, placement employment is an object of the grant, however tracking is not.
14. Are we able to pay for student tuition?
 - a. Yes, you may use the grant for tuition.
15. What is meant by tuition payments for instruction?
 - a. Payment for tuition is an allowable activity.
16. What is the expected definition of “accelerated” and/or “short term” programs regarding length of time?
 - a. Accelerated – for the purposes of this grant, acceleration means the completion of certificate or industry recognized credential in less than a year.
17. Do you have a suggested cost per participant that we should attempt to reach?
 - a. There isn’t a cost per student for this grant.
18. Must we have participants complete within 12 months?
 - a. Yes, participants must complete within the grant.
19. Given the short time-frame of this grant, what are the precise deliverables that must be completed and by what date?
 - a. See page 2, item D. Also, the outcomes that your institution outlines have to be achieved.
20. What are the allowable timelines/time-frames?
 - a. September 18, 2019 – September 17, 2020.
21. Some proposed activities, including developing curriculum, would be difficult to bring to a conclusion (if that includes employment). Any suggestions?
 - a. The applicant should propose services that will be accomplished by the end of the grant period.
22. Developing curriculum, training faculty, recruiting students, teaching the program, and then gaining them employment would be difficult in one year. Any suggestions?
 - a. Same as above.
23. Are transportation costs, such as bus passes allowed?
 - a. Yes, transportation costs (bus passes) are allowable.

24. Just to be clear, the applications are due September 16th and we will be notified by the next day if awarded or not?
 - a. Yes, per the NOFO.
25. Can we issue subcontracts to community or employer partners?
 - a. Yes, you can subcontract services.
26. Is there a minimum number of participants that need to be served?
 - a. There are no minimum number of participants to be served.
27. Can we require participants to complete FAFSA so that they can use Pell dollars first before tuition assistance?
 - a. Yes, we encourage college to maximize the use of grant funds.
28. Does 60% of the target area need to be African-American or 60% of the people benefited by the grant?
 - a. 60% of those served must be African-Americans.
29. Can the abstract be single-spaced?
 - a. Not state. Single spaced for the **abstract only** is acceptable.
30. Are renovations an allowable expense?
 - a. Yes, renovations are an allowable activity.
31. Are the indirect costs included in the total budget or in addition to the total budget?
 - a. Indirect costs are to be included as part of the total budget. The maximum amount available per college is 1.7 million.
32. Does the double spacing requirement extend to tables and charts?
 - a. No
33. Are colleges able to use both geographic boundaries and individual characteristics to determine eligibility?
 - a. Yes, as a part of the narrative indicate what criteria is being used. If both, then indicate and cite the source of the information.
34. During the bidder's conference Jennifer indicated she would provide some links to helpful resources for guidance related to the following target population criteria: "high rates of arrest, conviction, incarceration, ex-offenders, gun violence and low rates of home ownership."
 - a. Below are a few sites that may be useful to applicants. These sites are only recommendations and are by no means complete. Applicants should search local data for more complete data references.
 - i. **Illinois Crime Rate and Statistics**
 - o <https://www.cityrating.com/crime-statistics/illinois/>

- ii. **Crime:**
 - local or county jail information
 - iii. **Illinois State Police**
 - www.isp.state.il.us/
 - iv. **Homelessness:**
 - <https://www.hud.gov/library/bookshelf06>
 - v. **Housing/homeownership:**
 - <https://www.hud.gov/library/bookshelf08>
 - <https://www.hud.gov/library/bookshelf04>
35. After several programs had issues with completion, the uniform budget template has been updated on our website. It can be found at <https://www.iccb.org/iccb/workforce-equity-initiative/>. However, you will still need to download the form to your computer and open it in Adobe Reader in order to use it.
36. The directions say to complete each section (or put N/A) in the Uniform Application form. We are assuming that does NOT include page one, which is the “Agency Completed Section.”
- a. Yes, this is true. This does not include page 1.
37. Is there any line item for which we cannot apply our indirect rate?
- a. You will need work with your fiscal office about what line item in the grant is appropriate to apply indirect cost rate to.
38. Need clarification regarding charts that are embedded in the narrative of the grant application. Are charts/graphs allowed to be single-spaced?
- a. Yes, that is fine for the charts and graphs to be single spaced.
39. On Page 8. Should we use the digital signature feature embedded in the PDF, or should we print out and submit a copy of a traditionally signed page?
- a. A digital signature is acceptable.
40. Page 10-25. I cannot get the PDF form to add additional lines so that we can add multi line totals. Is there a particular version of Adobe that is necessary to get this feature to work?
- a. The FY20 budget template has been updated - <https://www.iccb.org/iccb/workforce-equity-initiative/>
 - b. If you are still unable to add lines, please just add an attachment with your submission.
41. I am completing the Uniform Grant Budget Template for our WEI application and I notice in Contractual Services it states that a separate budget should be provided for each sub-award. We are planning to work with Goodwill Industries of Northern Illinois to provide our wrap-around support services. In the budget template, I have itemized costs in the narrative. Is this sufficient, or is a complete Uniform Grant Budget Template

required? If it is required, would the College still be identified in Section A as State Agency? If so, where is Goodwill identified as the recipient of the sub-award?

- a. Yes, for each sub-award, a separate Uniform Grant Budget Template has to be submitted.
 - b. 'State Agency' is The Illinois Community College Board. Your program name goes in 'Organization Name'.
 - c. Sub-awardee information goes on page 5 of 23 (FFATA Data Collection Form...) on the Uniform Budget Template.
42. As we work to complete our application, we are wondering if you would like to receive the application materials as a single PDF or if three attachments (Uniform Application, Narrative, Uniform Budget) are acceptable?
- a. Your submission can be as a single PDF attachment or in multiple attachments. However, if multiple emails are sent, make sure they are labeled. For example: 1 of 3, 2 of 3...etc.
43. And just to make sure, to apply we simply send these documents as an attachment to Nora.l.rossman@illinois.gov ?
- a. Yes, per the NOFO on page 6 under item 6, send the documents as an attachment to Nora.l.rossman@illinois.gov. Applicants will receive confirmation of the receipt of the email submission (s).
44. We plan to have a few subcontractors who are 501C3's who will provide direct student services under the project (we understand this is allowable). Do we have to fill out the FFATA Data Collection form portion of the Uniform Grant Budget Template where it states that *all sub-recipients who receive \$30,000 or more must provide the following information for federal reporting and list the names and total compensation of the top five officials* or would they be not considered sub-recipients under the definition?
- a. See the information below. Please re-read the following highlighted and underlined information to make your determination if this is relevant to your organizations or to your subcontractors. No further information is available at this time.

Under certain circumstances, sub-recipient must provide names and total compensation of its top 5 highly compensated officials. Please answer the following questions and follow the instructions.

Q1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches and affiliates worldwide) receive (1) 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements and (2) \$25,000,000 or more in annual gross revenue from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements?

If Yes, must answer Q2 below.
data.

If No, you are not required to provide

Q2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Security Exchange Act of 1934 (5 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue code of 1986 (i.e., on IRS Form 990)?

Yes or No **If No, you must provide the data. Please fill out the rest of this form.**