



Fiscal Year 2020

WORKFORCE EQUITY INITIATIVE

Application Due Date/Time: Monday, September 16, 2019 by 4:30 p.m.
CST Submit Application To: Nora.l.rossman@illinois.gov

A. Background

Public Act 101-0007 provided for \$18.7 million dollars to respond to the increasing need to ensure workforce equity for African Americans in Illinois.

In fiscal year 2017, the Illinois Community College Underrepresented Report noted that across all minority groups in 2017, minority Career and Technical Education (CTE) program graduates accounted for 34% of completers. Among these, only 12% were African Americans.

The number of collegiate-level degrees and certificates awarded to Illinois community college students in fiscal year 2017 totaled 66,143. Over one-third (36.0%) of all degrees and certificates in fiscal year 2017 were awarded to minority students (nonwhite) whose race/ethnicity was known. There was an increase in minority completions only among Nonresident Alien students (28.2%), students of Two or More Races (9.1%), and Hispanic/Latino students (2.6%). African American students decreased by 16.2% since the previous year as the table below suggests.

**Student Completers in the Illinois Community College System
by Race/Ethnicity Fiscal Years 2013-2017**

<i>Race/Ethnicity</i>	FY 13	FY 14	FY 15	FY 16	FY 17	One-Year % Change	Five-Year % Change
<i>White</i>	45,010	44,337	44,554	42,852	40,472	-5.6%	-10.1%
<i>African American</i>	9,156	9,842	10,283	9,218	7,728	-16.2%	-15.6%
<i>Hispanic/Latino</i>	8,260	8,813	10,036	11,209	11,506	2.6%	39.3%
<i>Asian American</i>	3,378	3,481	3,278	2,795	2,538	-9.2%	-24.9%
<i>Nonresident Alien</i>	150	189	384	372	477	28.2%	218.0%
<i>Native American</i>	255	309	362	187	157	-16.0%	-38.4%
<i>Pacific Islander</i>	238	192	202	112	72	-35.7%	-69.7%
<i>Two or More Races*</i>	--	--	--	1,237	1,350	9.1%	--
<i>Unknown</i>	2,589	2,649	2,688	2,477	1,843	-25.6%	-28.8%
<i>Minority Subtotal</i>	21,437	22,826	24,545	25,130	23,828	-5.2%	11.2%

*Race/ethnicity classifications align with U.S. Department of Education collection and reporting standards.

SOURCE OF DATA: ICCB Centralized Data System—Annual Enrollment and Completion (A1 & A2) Data

B. Purpose

The Illinois Community College Board (ICCB) is inviting the 48 Illinois community colleges to apply for the Workforce Equity Initiative. The ICCB will provide grant-funding opportunities in fiscal year 2020 (beginning September 18, 2019) that focuses on improving workforce equity in at-risk communities.

The purpose of this grant is to create, support, or expand short-term workforce (credit and/or noncredit) training opportunities in high-need communities focused on specific sectors with identified workforce gaps.

C. Target Population

The targeted population for this Notice of Funding Opportunity is from “Disproportionately Impacted Areas” meaning a census tract or comparable geographic area that satisfies the following criteria as determined by the Department of Commerce and Economic Opportunity:

1. meets at least one of the following criteria:
 - a. the area has a poverty rate of at least 20% according to the latest federal decennial census; or
 - b. 75% or more of the children in the area participate in the federal free lunch program according to reported statistics from the State Board of Education; or
 - c. at least 20% of the households in the area receive assistance under the Supplemental Nutrition Assistance Program; or
 - d. the area has an average unemployment rate, as determined by the Illinois Department of Employment Security, that is more than 120% of the national unemployment average, as determined by the United States Department of Labor, for a period of at least 2 consecutive calendar years preceding the date of the application;
2. and has high rates of arrest, conviction, incarceration, ex-offenders, gun violence, and low rates of home ownership.

African American participants must represent a minimum of **60%** of the population proposed to be served through this grant.

D. Grant Objectives

The primary deliverable of this grant is employment after completion of the credential aligned with regional workforce gaps that provides a full-time job paying at least 30% above the regional living wage or is on a pathway to a family sustaining wage (See: www.livingwage.mit.edu).

The overall goal is to accelerate the time for the targeted population to enter and succeed in postsecondary education/training programs that lead to employment in high skilled, high wage, and in-demand occupations.

E. Program Description

All programs developed should be a part of a [career pathway](#) that allows participants to obtain an industry recognized credential and/or a community college certificate (credit or noncredit) in the shortest possible time while maintaining quality instruction and enhancing the participant’s eligibility for employment in the identified sectors.

Colleges are encouraged to submit proposals that incorporate any combination of instructional strategies listed:

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- accelerated programs
- pre-apprenticeship/apprenticeship
- bridge programs
- competency-based education programs
- incumbent worker training or customized training
- integrated education and training programs
- life skills (soft/essential skills) training programs
- modularized training programs
- work-based learning strategies
- other career pathway programs that lead to in-demand employment

In addition to instructional models, funds may be used to support any of the following activities:

- business and industry engagement and onboarding activities
- curriculum development and/or alignment with regional curricular gaps
- employment follow up and data tracking
- equipment upgrades or purchases
- faculty stipends, consistent with local board of trustees' policies
- marketing and outreach for programs
- One Stop connections and referrals
- participant stipends
- supportive services
- staff hiring for activities such as trainer, program director, job developer, recruiter, navigators, etc.
- student stipends and tuition assistance
- student support services, including but not limited to: transportation, childcare, food vouchers, tutoring, etc.
- professional development, skill enhancement, and/or industry credentialing of faculty
- transition services, including but not limited to individuals with disabilities
- tuition payments for instruction
- other activities of statewide significance that expands career pathways and is aligned with labor market information as identified by local or regional needs.

- limited building modifications and renovations with prior approval.

F. Application Package

THIS IS A COMPETITIVE PROCESS. All parts of the application package must be completed as instructed below and received by the deadline in order to be considered. Applicants will not be contacted if items are missing from their application package or not completed in their entirety; these applications will be considered incomplete and will not be read.

Applicants must complete each of the following required application components:

1. Uniform Application

Applicants must complete each section of the Uniform Application. If a question is not applicable, please enter NA.

2. Cover Page

The cover page must include the institution's name, address, telephone number, website, as well as the contact information including email address, telephone number and extension, and fax number of the President/CEO, Chief Financial Officer, and Project Coordinator/Administrator.

The cover page must also provide a statement that stipulates:

“This application is being submitted on behalf of the <institution's name>; and, if awarded, the applicant agrees to abide by the provisions and guidelines set forth in the application and by the ICCB. Furthermore, the individuals listed in the application are authorized to act on behalf of the institution.”

This statement must be signed and dated by the President/Chief Executive Officer (CEO).

3. Abstract

Provide a one-page (or less) abstract that describes the following:

- communities proposed to be served
- target population to include primarily African American (60% of participants) (e.g. ethnicity, gender, socioeconomic status, educational/workforce levels)
- projected number of individuals to be served
- principle objectives and measurable goals
- proposed employment sectors
- proposed project activities and services

4. Application Narrative

The eligible applicant must submit a narrative of no more than ten pages, double spaced, 12-point type, that must include the following information:

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- Statement of Need including a description of the target population of students to be served with a breakdown (e.g., ethnicity, gender, socio-economic status, educational levels, workforce status, etc.).
- Detail of the high demand sectors and occupation that will be targeted as a part of the program. Cite the source of information that will be used to determine the sectors.
- Projected unduplicated number of individuals to be served.
- Detailed description of the project and activities, including the measurable project goals and objectives. (Note that goals and objectives must be measurable.)
- Description of any partnerships and the role of each partner.
- Description of the engagement of employers as a part of the project.
- Project timeline of activities, including how the activities will help to achieve the grant's project goals.
- Description of the impact of the project on students, the community, the institution, businesses, etc.
- Description of the applicant's capacity to execute the project, including a description of previous experience in implementing successful instructional programs, and related activities such as wrap-around supportive services for the target population.
- Description of the applicant's experience and capacity in applying a racial equity lens in programming for the targeted population.

Additional information and charts may be included. These will count as part of the page limitation.

5. Uniform Budget

All applicants must submit a budget on the State of Illinois Uniform Grant Budget Template. Applicants should submit budgets based upon the total estimated costs for the project. The applicant organization should refer to 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within the template's instructions.

Be detailed and specific in completing the budget. Budget items must follow the guidelines set forth in the Education Department General Administrative Regulations (EDGAR).

6. Application/Submission Information

Each grant application package must be submitted no later than September 16, 2019 4:30 p.m. CST to Nora.l.rossman@illinois.gov. Grant application and materials may be found on the ICCB website at www.iccb.org/iccb/workforce-equity-initiative/.

A Bidder's Conference webinar will be held on **Thursday, August 15, 2019 from 1:00 p.m. – 3:00 p.m.** This is not mandatory. Registration is available at:

<https://attendee.gotowebinar.com/register/8704684424082634763>. All questions will be posted to the www.iccb.org/iccb/workforce-equity-initiative/ following the webinar.

Submit all questions electronically to Nora.l.rossman@illinois.gov. Phone calls will not be accepted. Include in the subject line: [Institution's Name] Workforce Equity Initiative. All questions will be posted in a FAQ on the ICCB website.

Paper copies 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 September 17, 2019.

G. Grant Accountability and Transparency Act (GATA)

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 at www.grants.illinois.gov.

During pre-qualification, Dun and Bradstreet verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification 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 Dun and Bradstreet 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 DUNS 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 DUNS 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

opportunity including, but not limited to, The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

H. Eligible Applicants and Funding Information

Individual community colleges or consortia of community colleges are eligible to apply. In the case of multi-college districts, colleges may apply individually or as a district. Only one application per institution or consortia will be considered.

Grant Period

The grant period is from September 18, 2019 – September 17, 2020.

Funding Availability

The total \$18,700,000 will provide resources for up to 15 community colleges. The maximum grant award available is \$1.7 million. Colleges may apply for less, as appropriate. Consortia of colleges may apply for up to \$1.7 million per participating institution.

Funding Deadlines

- Grant funds must be obligated by September 17, 2020
- Good/products must be ordered by September 17, 2020/received by October 17, 2020.
- Services must be rendered by September 17, 2020.
- Grant funds must be expended by September 17, 2020.

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.

I. Review Criteria and Selection Process

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.

The following criteria will be used to evaluate the Application Narrative submitted under this NOFO. Part of the criteria involves the organization, readability, and clarity of the narrative.

- **Project Need (20%)**
 - The applicant demonstrated both programmatic and financial need for the grant.
 - The applicant provides supporting data and documentation to support the need.
 - The applicant includes a description of the target population of students to be served including a breakdown (e.g., ethnicity, gender, socio-economic status, educational levels, workforce status, etc. At least 60% must be African American.
 - The applicant identified the high demand sectors and occupation that will be targeted as a part of the program, (sources are cited).
- **Project Development and Activities (50%)**
 - The applicant activities, as outlined in the proposal, are thoroughly described supported by evidence and/or data including specific tasks and timelines and how they relate to the identified objectives.
 - The applicant clearly defines the Supportive Services to be provided.
 - The applicant describes the collaboration with key partners, internal and external, and the detailing of each partner's role is clearly explained.
 - The applicant describes how they will engage employers as a part of the project.
- **Project Impact (20%)**
 - The applicant's expected outcomes/goals are well-defined, measureable, reasonable, and relate to the identified activities and objectives, including projected numbers to be served, certificates and industry credentials to be earned, those who enter employment, and other pertinent information.

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- The applicant includes a timeline of activities including how the activities will help to achieve the grant's project goals.
- The applicant clearly describes the impact of the project on students, the community, the institution, businesses, etc.
- The applicant demonstrates how participants will be provided with a full-time job paying at least 30% above the regional living wage or is on a pathway to a family sustaining wage.
- **Project Capacity (10%)**
 - The applicant has described the institution's experience in providing services to the targeted population and demonstrates that it has the institutional capacity to implement the project.
 - The applicant has described their experience and capacity in applying a racial equity lens in programming for the targeted population.

J. State Awarding Agency Contact(s)

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