



Fiscal Year 2022
WORKFORCE EQUITY INITIATIVE

Application Due Date/Time: Monday, November 15, 2021 11:59 p.m. CST

Submit Application To: iccb.submitrfp@illinois.gov

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

1.	Awarding Agency Name:	<i>Illinois Community College Board (ICCB)</i>
2.	Agency Contact:	<i>Jennifer Foster; (217)785-0171</i>
3.	Announcement Type:	<i>Initial announcement</i>
4.	Type of Assistance Instrument:	<i>Grant</i>
5.	Funding Opportunity Number:	<i>2213-2032</i>
6.	Funding Opportunity Title:	<i>FY2022 Workforce Equity Initiative</i>
7.	CSFA Number:	<i>684-01-2213</i>
8.	CSFA Popular Name:	<i>Workforce Equity Initiative</i>
9.	CFDA Number(s):	<i>N/A</i>
10.	Grant Period	<i>December 1, 2021 – December 31, 2022</i>
11.	Anticipated Number of Awards:	<i>18</i>
12.	Estimated Total Program Funding:	<i>\$18,700,000</i>
13.	Award Range	<i>Up to \$1,200,000</i>
14.	Source of Funding:	<i>State</i>
15.	Cost Sharing/Matching Requirement:	<i>No</i>
16.	Indirect Costs Allowed	<i>Yes</i>
	Restrictions on Indirect Costs	
17.	Posted Date:	<i>October 4, 2021</i>
18.	Closing Date for Applications:	<i>November 15, 2021, 11:59 p.m.</i>
19.	Technical Assistance:	<i>Technical assistance will be provided throughout the grant period to grant recipients.</i>

A. Background

Public Act 101-0637 provided \$18.7 million dollars to respond to the increasing need to ensure workforce equity for African Americans in Illinois.

The number of collegiate-level degrees and certificates awarded to Illinois community college students in fiscal year 2020 totaled 65,707. Of degrees and certificates awarded in fiscal year 2020, four out of ten (41.0 percent) were awarded to minority students (nonwhite) whose race/ethnicity was known. Compared to last year, there was an increase in minority completions among Hispanic/Latinx students (19.6 percent), Pacific Islander students (12.5 percent), Asian American students (7.8 percent), students of Two or More Races (7.4 percent), and African American students (5.5 percent). A decrease in completions occurred for Native American students (-21.2 percent) and Nonresident Alien students (-7.0 percent).

**Student Completers in the Illinois Community College System by Race/Ethnicity
Fiscal Years 2016-2020**

<i>Race/Ethnicity</i>	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	One-Year % Change	Five-Year % Change
<i>African American</i>	10,283	9,218	7,728	7,093	6,951	7,331	5.47%	-20.47%
<i>Hispanic/Latinx</i>	10,036	11,209	11,506	12,145	12,181	14,564	19.56%	29.93%
<i>Asian American</i>	3,278	2,795	2,538	2,521	2,589	2,791	7.80%	-0.14%
<i>Nonresident Alien</i>	384	372	477	462	513	477	-7.02%	28.23%
<i>Native American</i>	362	187	157	197	165	130	21.21%	-30.48%
<i>Pacific Islander</i>	202	112	72	62	56	63	12.50%	-43.75%
<i>Two or More Races</i>	--	1,237	1,350	1,330	1,464	1,572	7.38%	27.08%
<i>Minority Subtotal</i>	24,545	25,130	23,828	23,810	23,919	26,928	12.58%	7.15%
<i>Unknown</i>	2,688	2,477	1,843	1,811	1,626	1,647	1.29%	-33.51%
<i>White</i>	44,554	42,852	40,472	39,050	36,697	37,132	1.19%	-13.35%

—ICCB Student-Level 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 2021 beginning December 1, 2021 through December 31, 2022 that focuses on improving workforce equity in at-risk communities.

The purpose of this grant is to create, support, or expand short-term (year or less) 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:

- a. meets at least one of the following criteria:
 - i. the area has a poverty rate of at least 20 percent according to the latest federal decennial census; or
 - ii. 75 percent 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
 - iii. at least 20 percent of the households in the area receive assistance under the Supplemental Nutrition Assistance Program; or
 - iv. the area has an average unemployment rate, as determined by the Illinois Department of Employment Security, that is more than 120 percent of the national unemployment average, as determined by the United States Department of Labor, for a period of at least two consecutive calendar years preceding the date of the application; and
- b. 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 percent 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 percent 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. All programs must include an essential skill which includes, at a minimum, the elements included as a part of the Illinois Essential Employability Framework. This framework is designed to provide students with the important skills necessary to obtain and keep employment.

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

- accelerated programs
- stackable credentials
- industry recognized credentials
- 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
- 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, equity and cultural awareness training, 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.

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 iccb.submitrfp@illinois.gov:

FY2022 Reporting Schedule for the WEI Grant		
Quarter	Period	Date Due
1	December 1 – December 31, 2021	January 30, 2022
2	January 1- March 30, 2022	April 30, 2022
3	April 1 – June 30, 2022	July 30, 2022
4	July 1 – September 30, 2022	October 30, 2022
5	October 1 – December 31, 2022	January 30, 2023

(Reporting templates and other instructions will be made available to grant recipients at a later date.) Code of Federal Regulations / Title 2 – Grants and Agreements / Vol. 1 / 2014-01-01194

3. Participate in all required Meetings.

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. All application materials are located on the ICCB website: <http://www2.iccb.org/iccb/grant-opportunities/>

Applicants must complete each of the following required application components:

- a. Uniform Application

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

- b. 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).

- c. 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 percent 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

d. Application Narrative

The eligible applicant must submit a narrative **in the order as specified below and including all of the information under each of the categories**. The narrative must be no more than ten pages, double spaced, 12-point type that must include the following information:

- I. **Statement of Need** including:
 - a description of need for the proposed services/programs offered
 - the target population of students to be served with a breakdown (e.g., ethnicity, gender, socio-economic status, educational levels, workforce status, etc.)
 - existing identified college equity gaps in serving African American students and other low income populations which may include college data and/or data pertinent to the proposed industry to be offered as a part of this project and other factors demonstrating the needs services for the area
- II. Detail of the **high demand sectors and occupations** that will be targeted as a part of the project. Cite the source of information that will be used to determine the sectors.
- III. Projected unduplicated number of **individuals to be served** and include how participants will be selected.
- IV. Detailed description of the **project and activities**, including:
 - a chart of the measurable project goals and objectives. (Note that goals and objectives must be measurable.) Measurable goals must include, but are not limited to, the following:
 - the unduplicated number proposed to be recruited and enrolled, including the number of African Americans proposed to be served
 - the number of completions
 - the number of individuals entering employment earning 30 percent above the regional living wage
 - the projected number of students who will receive a credential
 - the total estimated number of college and industry recognized certifications attained by each student
 - the number of students who make a transition to additional postsecondary education

- V. Project **timeline of activities**, including how the activities will help to achieve the grant's project goals.
- VI. Description of any **partnerships** and the role of each partner in the project, including internal partners, elected officials, and community-based organizations.
- VII. Detailed description of the **employer engagement** activities as a part of the project, including:
 - an overall plan for engaging employers
 - how the college will connect students exiting with the employment industry in which they received training
 - identifying the potential employers with which the college will work
- VIII. Description of the proposed academic and non-academic **supportive services** to be provided including transportation, childcare services, stipends, counseling services/employment, etc.
- IX. Description of the **employability essential skills framework** and instruction that will be used.
- X. Description of the **project impact** on students, the community, the institution, businesses, etc.
- XI. 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.
- XII. Description of the applicant's experience and capacity in applying a **racial equity** lens in programming for the targeted population which includes the applicant's involvement in diversity, equity, and inclusion activities.

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

e. Uniform Budget

All applicants must submit a 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. 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 Grant Accountability and Transparency Act.

f. Application/Submission Information

Each grant application package must be submitted no later than Monday, November 15, 2021 11:59 p.m. CST to iccb.submitrfp@illinois.gov. Grant application and materials may be found on the ICCB website at: <http://www2.iccb.org/iccb/grant-opportunities/>

A Bidder's Conference webinar will be held on **Monday, October 18, 2021 from 10:00 a.m. – 11:30 a.m.** This is not mandatory. A link to the webinar is listed below:

- **Monday, October 18, 2021 from 10:00 – 11:30 a.m.**

<https://illinois2.webex.com/illinois2/j.php?MTID=mbbo5d676d3dffd6b175157f774906d8>

Submit all questions electronically to iccb.submitrfp@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 email containing the attachments. It is up to the applicant to ensure that all items in the package are attached and sent in the email.

All applicants, funded or not funded, will be notified by November 30, 2021.

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: <https://grants.illinois.gov/portal/>.

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.

Grantees are also required to be registered in SAM before submitting their application. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: How to Register in SAM from the www.grants.illinois.gov Resource Links tab. Grantees must provide a valid DUNS number in their application and continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through, or State award or an application or plan under consideration by a Federal or State awarding agency. Grantees also must state that the State awarding agency may not make a Federal passthrough or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the State awarding agency is ready to make a Federal pass-through or State award, the State awarding agency may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

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 December 1, 2021 – December 31, 2022.

Funding Availability

The total \$18,700,000 will provide resources for an estimated 18 community colleges. The maximum grant award available is \$1.2 million. Colleges may apply for less, as appropriate. Consortia of colleges may apply for up to \$1.2 million per participating institution.

Funding Deadlines

- Grant funds must be obligated by December 31, 2022.
- Goods/products must be ordered by December 31, 2022/received by January 31, 2022.
- Services must be rendered by December 31, 2022.
- Grant funds must be expended by February 28, 2023.

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 percent 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. **Total points awarded under this NOFO is 100 points. Current grantees making satisfactory progress will be awarded an additional 10 points, for a total of 110 points.** 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. Applications scoring 60 points or higher will be considered for funding, contingent upon availability of funds.

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 percent must be African American.
 - The applicant identified college equity gaps in serving African American students and other low income populations which may include college data and/or data pertinent to the proposed industry to be offered as a part of this project and other factors demonstrating the need for services for the area.
 - 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 (45)**
 - 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.

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- The applicant identifies the individuals to be served and how they will be selected.
- The applicant clearly defines the supportive services to be provided including transportation, childcare services, stipends, counseling services/employment, etc.
- The applicant describes the collaboration efforts with key partners, internal and external, and details of each partner's role is clearly explained.
- The applicant describes how they will engage employers as a part of the project, including:
 - an overall plan for engaging employers
 - how the college will connect students completing the program with the employment in the industry in which they received training
 - the identification of the potential employers that the college will engage
- The applicant provided a description of the employability essential skills framework that will be used.
- **Project Impact (20)**
 - The applicant's expected outcomes/goals are well-defined, measurable, 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.
 - The applicant includes a chart of the measurable goals that include:
 - the unduplicated number to be recruited and enrolled, including the number of African American proposed to be served
 - the number of completions
 - the number of individuals entering employment earning 30 percent above the regional living wage
 - the projected number of students who will receive a credential, including:
 - the total estimated number of college and industry recognized certifications attained by each student
 - the number of students who make a transition to additional postsecondary education.
 - 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 percent 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, in implementing successful instructional programs, and related activities, 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, and include the applicant's involvement in diversity, equity, and inclusion activities.
- **Completion and submission of all required Documents (5)**
 - Uniform Application
 - Cover Page
 - Includes: Statement Signed by the President/CEO
 - One Page Abstract
 - Application Narrative
 - Uniform Budget
- **Current Grantee Points (10)**
 - Additional points for current college grantees making satisfactory progress.

J. State Awarding Agency Contact(s)

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