UNIFORM NOTICE OF FUNDING OPPORTUNITY (NOFO)
SUMMARY INFORMATION

1.	Awarding Agency Name:	*Illinois Community College Board (ICCB)*
2.	Agency Contact:	*Angela Gerberding /* 217-558-2162/ *angela.gerberding@illinois.gov*
3.	Announcement Type:	*Initial announcement*
4.	Type of Assistance Instrument:	*Grant*
5.	Funding Opportunity Number:	*684*
6.	Funding Opportunity Title:	*FY2022 Apprenticeship Scaling*
7.	CSFA Number:	*684-00-2549*
8.	CSFA Popular Name:	*Career and Technical Education Leadership*
9.	CFDA Number(s):	*84.048*
10.	Grant Period	*July 01, 2021 – June 30, 2022*
11.	Anticipated Number of Awards:	*5-10*
12.	Estimated Total Program Funding:	*$300,000-$500,000*
13.	Award Range	*$25,000 - $100,000*
14.	Source of Funding:	*Federal pass-through*
15.	Cost Sharing/Matching Requirement:	*No*
16.	Indirect Costs Allowed Restrictions on Indirect Costs	*Yes* *Yes, up to 5% of the total grant award Adherence to EDGAR 2CFR200; Section 135 of Perkins Act*
17.	Posted Date:	*May 6, 2021*
18.	Closing Date for Applications:	*June 7, 2021 at 11:59 p.m.*
19.	Technical Assistance:	*Technical assistance will be provided throughout the grant period to grant recipients.*

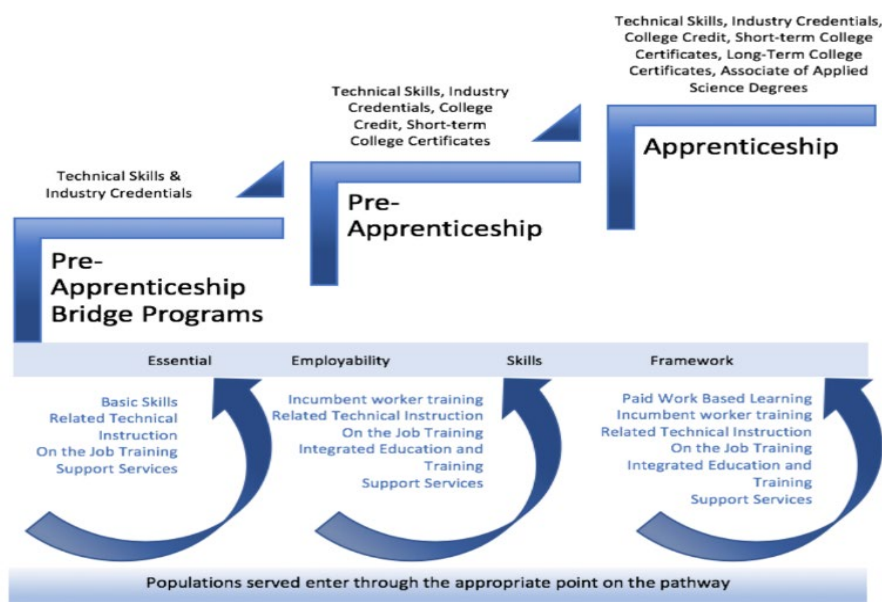NOTICE OF FUNDING OPPORTUNITY: *APPRENTICESHIP SCALING*

A. Program Scope

This grant package is designed to support the scaling of apprenticeship programming in Information Technology as identified by ICCB's U.S. Department of Labor Scaling Apprenticeships Grant project. The Illinois Community College Board (ICCB) has worked with other partners in a statewide effort to expand apprenticeship in multiple sectors. In FY2019, half of our 48 community colleges provided apprenticeship opportunities to more than 1900 individuals through various employers throughout the state. The primary focus of these apprenticeship programs have been in the construction/manufacturing trades (around 85%-90%).

In an effort to continue these expansion efforts, in October 2018 the ICCB submitted an application to the U.S. Department of Labor's (DOL) for the Scaling Apprenticeship Sector Strategies Grant. The ICCB applied on behalf of the community college system and received $3,999,400 over four years (July 15, 2019 – July 14, 2023) to develop and support the Customized Apprenticeship Programming – Information Technology (CAP-IT).

The project will be focused on high-demand occupational pathways in the Information Technology Pathway Sector and use a model that will allow multiple on ramps for apprentices at various skill levels. The model below includes:

1. Pre apprenticeships bridge programs.
2. Pre-apprenticeship with related instruction such as integrated education training.
3. Apprenticeships, both non-registered registered.

Grant Objectives:
1. Expand employer partnerships, including those in the public sector.
2. Expand outreach and recruitment for apprentices, including those in targeted populations.
3. Build on current efforts to meet or exceed performance metrics under the CAP-IT grant.
4. Build capacity at the institution for sustainability of apprenticeship activities.

Performance Outcomes:

Funding under this grant will be utilized to assist grant recipients in meeting or exceeding their performance metrics under the CAP-IT grant.

Participant Metrics:
1. Total number of all apprentices served in pre-apprenticeship and apprenticeship programs.
2. Total apprentices hired by an employer and enrolled in an apprenticeship.
3. Total apprentices who complete an apprenticeship.
4. Total apprentices who complete an apprenticeship education/ training program and receive an industry-recognized degree or other credential.
5. Total number of unemployed or underemployed apprentices prior to enrollment who complete an apprenticeship program and maintain employment.
6. Total number of incumbent worker apprentices who complete an apprenticeship program and advance into a new position.
7. Average hourly wage of apprentices at completion of apprenticeship.

Programmatic Metrics:
1. Total number of newly created apprenticeship programs including Registered Apprenticeship programs.
2. Total number of newly created apprenticeship programs including Registered Apprenticeship programs.
3. Total number of employers engaged (i.e., those employers that adopt apprenticeship programs as a result of your grant project).

B. Funding Information

Grant Period:
This grant is provided through Illinois Community College Board (ICCB) Perkins Leadership funds. The grant period is from July 01, 2021 through June 30, 2022.

Funding Availability:
Grants will be funded at a minimum amount of $25,000 and a maximum amount of $100,000 per project, and 5-10 projects are expected to be funded. Recipients are not eligible to renew or extend existing grant-funded projects, but may supplement or scale current initiatives. In order to be eligible to receive funding, recipients must complete a grant proposal, which can be found on the ICCB website at https://www.iccb.org/iccb/grant-opportunities/.

Funding Deadlines:
- Grant funds must be obligated by July 31, 2022.
- Good/products must be ordered by July 31, 2022/received by September 30, 2022.
- Services must be rendered by July 31, 2022.
- Grant funds must be requested by August 01, 2022.
- Grant funds must be expended by September 30, 2022.

Supplanting:
Perkins funds should supplement, not supplant, non-federal funds expended for CTE activities.
Examples of supplanting are as follows:

An eligible recipient uses Perkins funds to provide services that the recipient:
- was required to make available under other federal, state, or local law, except as permitted by Section 324(c) of Perkins V;
- was provided with non-federal funds the year prior; or,
- was provided with non-federal funds for non-CTE students but charged to Perkins for CTE students.

Cost Sharing or Matching:
Not applicable.

Allowable and Unallowable Expenditures:
Grant recipients must adhere to the Education Department General Administrative Regulations (EDGAR) Part 2 C.F.R. 200, the Grant Accountability Transparency Act (GATA), unless otherwise permitted under Section 135 of the Strengthening Career and Technical Education for the 21st Century Act. For additional guidance on allowable and unallowable expenditures, please see this Perkins expenditure resource.

EDUCATION DEPARTMENT GENERAL ADMINISTRATIVE REGULATIONS (EDGAR) ALLOWABLE EXPENDITURE CATEGORY GUIDELINES	
Compensation— Personnel 2 CFR 200.430	Compensation for personnel services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries.
Compensation— Fringe Benefits 2 CFR 200.431	Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity.
Travel Costs 2 CFR 200.474	Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip.

Equipment **2 CFR 200.33**	Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than $5,000. Please also see 2 CFR §200.439 Capital Expenditures.
Supplies **2 CFR 200.94**	All tangible personal property [other than those described in §200.33 Equipment]. Generally, supplies include any materials that are expendable or consumed during the course of the grant.
Contractual **Services** **2 CFR 200.318**	All products or services which are procured by contract. "Contract" means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.
Training and **Education** **2 CFR 200.472**	The cost of training and education provided for student and employee development.
Indirect **Cost/General** **Administration**	An indirect cost rate of up to 5% of the total grant is allowable. This is in adherence to EDGAR 2 CFR 200 and Section 135c of Carl D. Perkins Act. Indirect costs: those 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. Indirect costs must be classified within two broad categories: "Facilities" and "Administration." "Facilities" is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. "Administration" is defined as general administration and general expenses such as the director's office, accounting, personnel and all other types of expenditures. General Administration (Perkins Section 136(d)): organized administrative activities that provide assistance and support to CTE students, including activities specifically designed to provide administrative or managerial support for CTE programs and any special services provided for CTE students.
Other **Expenditures**	Must first be approved in writing by appropriate ICCB staff. Please include a short description of any costs listed under this Budget Category.

C. Eligibility Information

Eligible Applicants:

Eligible grant recipients include Illinois postsecondary institutions (public community colleges) that are participants under the Customized Apprenticeship Programming in Information Technology grant project.

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.)*.

An entity may apply for a grant but will not be eligible for a grant award until the entity has pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov. During pre-qualification, UEI and Bradstreet verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State (see below). 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 UEI and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM):
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 Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. It also must state that the State awarding agency may not make a Federal pass-through 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.

D. Application and Submission Information

Application Materials:

Grant application materials include a Cover Page, Grant Narrative, and Uniform Budget and can be found on the ICCB website at https://www.iccb.org/iccb/grant-opportunities/.

Cover Page:
See Grant Materials

Grant Narrative:
In less than 4 pages double-spaced, please submit a grant narrative that includes the following information:
1. **Need:** Describe the need for additional funding to support your CAP-IT grant. Need may be determined fiscally and/or programmatically.
2. **Use of Funds:** Describe how funds under this grant will be used (employer engagement, student outreach and engagement, student support, capacity-building, etc.). Clearly describe activities that will be supported by this grant.
3. **Deliverables:** Describe the deliverables to be achieved by June 30, 2022 as supported directly by this grant.
4. **Performance:** Describe how funds under this grant will assist the college in achieving and exceeding the participant and programmatic metrics under the existing CAP-IT grant.
- Will this grant help you meet OR exceed your goals for Year 3 (e.g. is this grant needed to help support the institution in meeting its goals or is this grant aimed at scaling or expanding past your original performance goals?)
- Which goals will be targeted by this grant funding?

Uniform Budget:
See Grant Materials. A uniform budget must be complete, accurate, and signed by the authorized signatory.

Submission:
- **Applications, including the Uniform Budget, are due by 5 p.m. on June 7, 2021.** All application documents should be signed and dated, where appropriate.
- All questions, applications, and required reports should be submitted electronically to iccb.itapprenticeshipgrant@illinois.gov. Paper copies are not permitted. Applicants will receive confirmation of receipt.
- All applicants, funded or not funded, will be notified by June 30, 2021.

E. Application Review Information

Criteria:
Applicants must demonstrate that they meet all requirements under this NOFO as described throughout. Applications that fail to meet the criteria as identified in Section C, "Eligibility Information" may not be scored and considered for funding. Submissions that are late or are in any way incomplete will not be considered for funding. Likewise, any submissions which contain unallowable expenditures will not be considered. The following criteria will be used to evaluate applications:

Project Need (25%)

- The college should identify both programmatic and financial need for the grant.
- Supporting data and documentation should be provided to support said need.

Project Quality (40%)
- Activities are thoroughly described, supported by evidence and/or data, include specific tasks and timelines, and relate to the identified objectives.
- Integration with key partners, internal and external, and strength of those partnerships, as well as detailing each partner's role.
- The submitted budget is accurate and reasonable.

Project Impact (25%)
- Expected outcomes are well-defined, measurable, reasonable, and relate to the identified activities and objectives.
- The project clearly addresses any identified equity gaps present at the institution, and places an emphasis on closing those gaps.

Project Capacity and Sustainability (10%)
- The applicant has acknowledged that it has the institutional capacity to effectively implement and manage grant funding awarded under this grant, including completing all required deliverables, reporting procedures, etc.

Considerations will be taken into account for grant recipients who have previously received grant funding in which grant deliverables were not met or where significant funds were left unexpended.

Review and Selection Process:
A team of agency staff will use the criteria listed in this section of the 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. The ICCB holds the authority to fund or not fund applications based on the above criteria and applicants may not appeal the ICCB's final funding decision based on their evaluation score. Applicants may, however, appeal the evaluation/selection process. This appeals process can be found within the Merit Based Review Policy on pages three and four.

Merit Based Review, 2 CFR 200.204*. For competitive grants unless prohibited by Federal statute, the Federal awarding agency must design and execute a merit review process for applications. This process must be described or incorporated by reference in the applicable funding opportunity (see Appendix I to this part, Full text of the Funding Opportunity.) See also Section 200.203 Notices of funding opportunities. An appeals process must be described and incorporated with the merit based review process.*

F. Award Administration Information

State Award Notices:

Successful applicants will be notified in writing by the ICCB (note that this notification is not an authorization to begin performance). Subsequently, a Notice of State Award (NOSA) will be distributed by the ICCB prior to the issuance of a grant agreement. The NOSA will specify terms and conditions added to the award based on the results of the fiscal and administrative internal control questionnaire and the programmatic risk assessment. All components as relayed above will be provided electronically to the email address provided by the recipient in the grant proposal. All applicants, funded or not funded, will be notified by June 30, 2021.

Administrative and National Policy Requirements:
Refer to Section B, "Funding Information", Indirect Costs for details on indirect rate requirements and limitations.

Required Programmatic and Financial Reporting:
Recipients are required to submit quarterly programmatic and expenditure reports to iccb.itapprenticeshipgrant@illinois.gov. The reporting schedule is detailed below. Reporting templates and other instructions will be made available to grant recipients at a later date.

FY2022 Reporting Schedule		
Quarter	**Period**	**Date Due**
1	July 01, 2021 - September 30, 2021	October 30, 2021
2	October 01, 2021 - December 31, 2021	January 30, 2022
3	January 01, 2022 - March 31, 2022	April 30, 2022
4	April 01, 2022 - June 30, 2022	July 30, 2022

G. State Awarding Agency Contact(s)

Questions:
Please direct all questions to iccb.itapprenticeshipgrant@illinois.gov

Programmatic contacts:
Angela Gerberding / 217-558-2162/ angela.gerberding@illinois.gov

Natasha Allan / 217-785-0139 / natasha.allan@illinois.gov

H. Other Information

Technical Assistance:

Technical assistance during the grant period will be provided by the ICCB staff and/or its affiliates. Please direct all questions to iccb.itapprenticeshipgrant@illinois.gov .