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ESLTP Bidder's Conference

March 15, 2021 – 1:00 pm
March 18, 2021 – 9:00 am
Presented by: Angela Gerberding

GOALS

Today is to share information about the Early School Leaver Transition Program (ESLTP) FY22 grant application and process.

If after this meeting you still have questions:

1. Read the NOFO or
2. Read the FAQ, both on the ICCB Website

https://www.iccb.org/adult_ed/funding-plans/funding/fy22-esltp-grant/

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The Grant Management System: AmpliFund

AmpliFund website – https://il.amplifund.com/Public/Opportunities/Details/7b25120c-318a-43a2-b0b0- 2789dbb9dea6

Applicants MUST have credentials in to GATA system

- While waiting to gain credentials, the parts and pieces of the grant are posted on the ICCB website https://www.iccb.org/adult_ed/funding-plans/funding/fy22-esltp-grant/
- These documents can be used to collect required information.
- **Need help in AmpliFund?** If you experience difficulty accessing the application, please e-mail AmpliFund's Customer Success team directly.

support@il-amplifund.zendesk.com

Everything MUST be submitted in AmpliFund.

ICCB can not accept any attachments or addendums outside of AmpliFund.

Due Date: 11:59 p.m. (CST) April 30, 2021 – no late submissions will be allowed.

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Application Notes

"Help" button – at the top of most pages. It offers various topic explanations within the application and includes a User Guide for AmpliFund.

"Mark as Complete" button – each page must be marked as complete prior to final submission.

"Save & Continue" button – moves applicant automatically to the next section.

"Review" & "Submit" buttons – Review offers applicant opportunity to print paper copy prior to final submission. Submit is only an option after all ✓ across the top.

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Notes continued

How to Get Back in:

1. Log in to AmpliFund.
2. Click on ICCB logo at the top left.
3. Select your unsubmitted application.
4. Continue adding/uploading information.

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Notice of Official Funding Opportunity

- Maximum amount of funding - $60,000 per institution
- Grant period: July 1, 2021 –June 30, 2022
  - Continuation from July 1, 2022 to June 30, 2024
- **Due Date: 11:59 p.m. (CST) April 30, 2021** – no late submissions will be allowed

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Eligible Applicants

Applicants must:

- document the need to serve individuals in the community most in need of adult education and literacy services; in need of career pathway services; and who have low literacy skills or who are English language learners
- demonstrate the ability to serve eligible individuals with disabilities
- demonstrates past effectiveness in improving the literacy skills of the target audience
  - Levels of performance include maintaining the continuous enrollment of a minimum of 50 active students,
  - providing 200 minutes per week of classroom instruction, and
  - 15 hours of work-based learner per semester.

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Eligible Students

Eligible participants – out-of-school youth ages 16-24 whose:

- Reading score is at or above 8.0 grade level, AND
- Math score is at or above 6.0 grade level
- Participants also must be willing to:
  - Complete a secondary level of education
  - Participate in school and work-based learning related to career choices
  - Transition to post-secondary education and/or employment

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Goal of ESLTP Project

The goal of the ESLTP within the AEL Division is to provide:

- Alignment with the skill needs of industry within the State or region
- Assistance to students in the completion of the HSE exam or alternative high school credit toward graduation
- Exposure to workforce employability skills (career awareness, exploration and development) as defined by the Illinois Essential Employability Skills framework
- Assistance with preparation for employment through work-based learning opportunities
- Assistance with transition to postsecondary CTE programs within one of the 16 career clusters, specifically those identified as high growth sector needs within the geographic area
- Assistance and counseling to support the achievement of educational and career goals
- Ensure Diversity, equity, and inclusion

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REQUIREMENTS

- Maintain a minimum of 50 participants and coordinate participation in Adult Ed Instruction
- Collaborated with internal and external partners for program planning and transitioning of participants.
  - Partner with Title 1 programs to ensure student support
- Career Awareness and Development Instruction (CADI) - 200 minutes per week of classroom and/or individual instruction required for all participants (100%).
- Work-Based Learning (WBL) – 15 hours of work-based experience (apprenticeships, pre-apprenticeships, internships, on the job training (OJT) and job shadowing) is required
- Track local data in Veda

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Application Scoring

Application Review Information:

- Applications will be reviewed using a merit-based review process
- A rubric will be used to assess the extent to which the applicant meets the following criteria:

  Program Need – 6 points

  Applicant Capacity and Past Effectiveness – 6 points

  Program Design = 18 points

  Student Recruitment, Enrollment, and Retention = 18 points

  Career Awareness and Development Instruction = 18 points

  Transition Services = 12 points

  Support Services = 15 points

  Work-Based Learning and Work-Based Learning Sites = 4 points

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Award Notification

1. An award shall be made pursuant to a written determination based on the evaluation criteria set forth in the grant application and successful completion of finalist requirements.
2. A Notice of State Award (NOSA) will be issued to finalists that have successfully completed all grant award requirements. Based on the NOSA, the finalist then makes an informed decision to accept the grant award.
3. Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to Grants.Illinois.gov.
4. A written Notice of Denial shall be sent to the applicants not receiving awards.

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Award Administration Information

- Upon award and approval of a finalized post-allocation budget, ICCB will voucher awarded monies in regular intervals.
- A negotiated and finalized proposal returned to the applicant, with an authorized signature affixed to the funding agreement, will constitute an approved agreement with the ICCB.
- Successful applicants will be required to attend all ESLTP professional development offered by the ICCB.
- ESLTP Coordinators will be required to attend program meetings as mandated by the ICCB.
- All programs must comply with all federal and state labor and wage laws.
- The placement of students in WBL cannot result in the displacement of other workers who ordinarily perform such work.
- Grantees must maintain the following records related to the ESLTP:
  - Proof of age certificate as required by law
  - Records of the follow-up of students who have completed or left the program
  - Class records of Career Awareness and Development Instruction
  - Fiscal records supporting any claim for reimbursement, including vouchers indicating payment of bills for expenses incurred under the terms of any funding agreement.

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BUDGET

- Cost sharing or Matching required – minimum of 25% of cash or in-kind
- Indirect Costs are allowed – general administration not to exceed 5% of total allocation
- Allowable Activities:
  - Personnel - The cost of adult education or high school completion instruction is **not** an allowable activity and should be coordinated with the AEL administrator.
  - Fringe
  - Travel and Professional Development
  - Equipment
  - Supplies and Materials
  - Contractual Services
  - General Administration
- Budget modifications – more than 10% or $1,000 per budget line requires approval – contact Jane Black at jane.black@Illinois.gov
- No subgranting is allowed

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Reporting Responsibilities

- Funded programs will utilize the Virtual ESLTP Data Application (Veda) to record/document collected participant data, track progress, and submit required quarterly and annual reports.
- ESLTP students should correspondingly be identified in the Adult Education Data and Information System (DAISI) if applicable.

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Reporting Schedule

Quarterly expenditure and quarterly performance reporting will use the following schedule:

Quarter 1: July 1, 2021 – September 30, 2021	Report Due Date: October 30, 2021
Quarter 2: October 1, 2021 – December 31, 2021	Report Due Date: January 30, 2022
Quarter 3: January 1, 2022 – March 31, 2022	Report Due Date: April 30, 2022
Quarter 4: April 1, 2022 – June 30, 2022	Report Due Date: July 30, 2022

Final Expenditure Due: August 30, 2022

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ICCB Contacts

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ESLTP Grant FAQ

- A Frequently Asked Questions page can be found on the ICCB webpage - https://www.iccb.org/iccb/wp-content/pdfs/adulted/esltp/fy2022/ESLTP_FY22_FAQ.pdf
- As questions come in, more questions will be added to this document.
- If you have questions, please check the FAQ.

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