**Section 2660.120 Application Procedures**

a) Initial Application and Awards

Contingent upon the availability of funds, the Department shall initially issue a Request for Proposal (RFP) to interested community-based providers. The Department shall advertise the availability of the RFP and maintain a bidders list of community-based providers for this purpose. The Department shall review all applications submitted in accordance with RFP instructions and make all grant awards on a competitive basis. The RFP shall include but is not limited to:

1) a description of the purpose of the grant program.

2) a discussion of activities and costs eligible for reimbursement.

3) a format for preparation of grant applications including:

A) a description of the community-based provider;

B) a description of the partnership agreement with local businesses;

C) a narrative description of the proposed training program (including the targeted industries and occupations, the curriculum, and the role of local employers in the delivery of training);

D) a description of the local employers' role in assessing skill needs, curriculum development, the provision of training and placement of program completers;

E) the specific activities and costs proposed for grant reimbursement;

F) projected outcomes from grant activities including a description of deliverable products, the number of low wage and recently hired disadvantaged persons to be trained and the likely effect training will have on their future earnings;

G) a description of the qualifications of key personnel to be assigned to the project;

H) a requested budget; and

I) supporting budget justification.

4) a schedule for the submittal, review, and selection of grant applicants for funding.

b) Continuation Grants

Pursuant to 20 ILCS 605/46.19j(f), and contingent upon availability of funds, the Department may negotiate continuation grants for projects that were originally competitively procured and performed successfully. An application shall include but not be limited to:

1) a description of the purpose of the grant program.

2) a discussion of activities and costs eligible for reimbursement.

3) a format for preparation of grant applications, including:

A) a description of the community-based provider;

B) a description of the partnership agreement with local businesses;

C) a narrative description of the proposed training program (including the targeted industries and occupations, the curriculum, and the role of local employers in the delivery of training);

D) a description of the local employers' role in assessing skill needs, curriculum development, the provision of training and placement of program completers;

E) the specific activities and costs proposed for grant reimbursement;

F) projected outcomes from grant activities, including a description of deliverable products and the number of low wage and recently hired disadvantaged persons to be trained and the likely effect training will have on their future earnings;

G) a description of the qualifications of key personnel to be assigned to the project;

H) a requested budget;

I) supporting budget justification;

J) a detailed comparison of previous years' projected outcomes with actual performance; and

K) a narrative description of the accomplishments under the projects to be continued.

4) a schedule for the submittal and review of applications, and selection of grant applicants for funding.

(Source: Amended at 24 Ill. Reg. 2648, effective February 4, 2000)