



# Eliminate the Digital Divide Program

## FY 2012 Request for Applications

## Information Session



# Illinois Eliminate the Digital Divide Program Background

- ▶ The Department is authorized to issue request for applications (RFA) under the provisions of the Illinois Eliminate the Digital Divide Law (30 ILCS 780).
- ▶ The law authorizes DCEO to make grants to plan, establish, administer, and expand Community Technology Centers.

# Illinois Eliminate the Digital Divide Program Goals

- ▶ **Immediate Goal:** Increase access to computers and telecommunications technology and related training for populations residing in low-income communities.
- ▶ **Ultimate Goal:** Strengthen communities, enable job opportunities, and support innovation and entrepreneurship in Illinois.

# GRANT AMOUNT

A Community Technology Center may not receive more than \$75,000 in a single fiscal year through the Eliminate the Digital Divide Program.



# Eligible Applicants

- ▶ Public hospitals
- ▶ Libraries
- ▶ Park districts
- ▶ State educational agencies
- ▶ Local educational agencies
- ▶ Institutions of higher education
- ▶ Public and private nonprofit or for-profit educational organizations

# Eligible Applicants

- ▶ The law requires that a CTC provide computer access and educational services to the general public at least twelve (12) hours each week.
- ▶ All applicants will be required to demonstrate that computer access and educational services are being provided to the general public at least twelve hours per week before their applications will be considered.

# Eligible Communities

- ▶ Eligible applicants serve:
  - Communities in which not less than 40% of the students are eligible for a free or reduced price lunch under the national school lunch program.
  - Communities in which not less than 30% of the students are eligible for a free lunch under the national school lunch program.
- ▶ A listing of school districts showing the percent of enrollments meeting the eligibility criteria for the national school lunch program is posted on the Department's website at:  
[www.ildceo.net/digitaldivide](http://www.ildceo.net/digitaldivide)

# Target Populations

- ▶ African Americans
- ▶ Hispanics
- ▶ Low-income persons
- ▶ Less educated
- ▶ Older individuals
- ▶ Residents of urban central cities
- ▶ Persons with disabilities
- ▶ Residents of rural areas
- ▶ Children attending high poverty schools



# Eligible Training

The primary goal of the proposed training must be the acquisition of computer-related competencies by residents of eligible low-income communities.



# Eligible Training Activities

- ▶ **Basic skills** training needed to access and utilize computers and the Internet.
- ▶ **Vocational skills** training related to information technology occupations.
- ▶ **Access to career information**, employment opportunities, and related Internet job searches.
- ▶ Computerized instruction in **basic literacy skills**, GED preparation, and English as a second language instruction, including distance learning opportunities.

# Eligible Training Activities

- ▶ Computer-based before and after school programs for academic enrichment and reinforcement.
- ▶ Computer skills training and support for entrepreneurs and small businesses and video conferencing.
- ▶ Access to assistive technology for disabled populations.
- ▶ Professional development opportunities related to technology for teachers.
- ▶ Promotion of home access to computers.

# Project Outcomes

*Provide pathways to employment and education opportunities*

- ▶ Clearly defined outcomes should be established for each CTC program. These outcomes should be aligned with the vision, mission and business plan of the CTC. Outcomes should be developed from the input of the K-12, post-secondary, workforce development, employer, funding source and other stakeholder communities. The outcomes should also be mapped to the individual training plans established for participants.
- ▶ Outcomes should be tracked throughout the individual's participation in each CTC program and beyond. Tracking outcomes will assist in identifying the factors that impact success or failure of individual participants and provide input into program assessment.
- ▶ Partnerships with employers and educational institutions should be established to assist in collecting post-program outcome information. Collecting outcome information over time will assist the CTC in measuring the residual impact of the program training and assist in truly measuring the return on investment for the participant, funding source and other stakeholders.

# Basic Technology Literacy Skills

- ▶ Use common technology terminology and equipment
- ▶ Use a computer and productivity software to organize and create information
- ▶ Use a computer and communications software to access and transmit information

# Allowable Training

Instruction may focus on traditional **basic computer skills training** such as instruction in competencies required to access and use personal computers, common computer applications programs and the Internet.



# Allowable Training



Instruction may be project-based learning where computer-related training is “embedded” in a project that requires participants to learn and apply basic and/or advanced technology tools that leads to a tangible result.

# Allowable Training

Instruction may be job-related, providing instruction necessary for participants to acquire computer skills needed to qualify for entry-level jobs in specific occupations.





# Allowable Costs

1. Instructor Salaries
2. Fringe Benefits
3. Training Materials & Supplies
4. Contractual Training Costs
5. Capacity Building Costs
6. Computer Equipment
7. Other Related Equipment
8. Software
9. One-time Contractual Services
10. Administrative & Indirect Costs (Limited to 10%)

# Allowable Equipment Costs

- ▶ Equipment specifications should not exceed the computing requirements of the software and usage goals for the program.
- ▶ Priority will be given to applicants that demonstrate higher cost/price efficiencies through the purchase of refurbished equipment.

# Matching Costs

- ▶ Funds available to the DCEO for this program are limited and should not be viewed by applicants as an ongoing source of funding.
- ▶ Applicants proposing matching expenditures will be viewed more favorably during the competitive review of applications.
- ▶ Matching expenditures may be either cash or in-kind.

# Cost Requirements

Project expenditures (grant funds and matching funds) must meet the following requirements:

1. Costs must be incurred during the authorized period of the grant agreement.
2. Costs must be directly related to the conduct of the project activities authorized by the grant.
3. Costs must be directly related to an cost item.
4. The monetary value assigned to the costs must be reasonable given the function or activity being performed that generates the matching expense.

# 2012 Funding Priority

DCEO will give priority funding to organizations that operate and expand sustainable community technology centers *in the most severely underserved communities.*

# Evaluation and Selection Procedures

- ▶ Grant applications are evaluated on a competitive basis.
- ▶ Applications are reviewed in three stages:
  - Stage 1 Initial Screening
  - Stage 2 Qualitative Evaluation
  - Stage 3 Site Visits / Interviews (at DCEO's Request)
- ▶ Based on the evaluation, applicants are selected to enter into negotiations with the DCEO for a grant.

# Initial Screening

- ▶ The application must be submitted by an eligible applicant.
- ▶ The applicant must serve an eligible community.
- ▶ The applicant must provide “public access” services of at least 12 hours per week.
- ▶ The primary purpose of the training must be the acquisition of computer-related skills.
- ▶ The applicant must have substantially followed the guidelines for the preparation of the application.

# Qualitative Evaluation

- ▶ Community Need(40%)
  - ▶ Community Partners & Support (20%)
  - ▶ Quality of Proposal (20%)
  - ▶ Cost and sustainability (20%)
- 
- ▶ Geographic Distribution of Awards



# Qualitative Evaluation

## Community Need (40%)

- Economic need in the target community as evidenced by poverty statistics and the proportion of local students eligible for reduced, or free lunches.
- Demonstrates access and training is needed even if other CTC's also serve the area.
- Impact on community.

# Qualitative Evaluation

## Community Partnerships & Support (20%)

- The amount of private sector donations of equipment, cash, or in-kind services provided to the CTC.
- The level of volunteer support directly related to the operation of the CTC.
- The strength of the partnership with local organizations, CTCs and service providers.

# Qualitative Evaluation

## Quality of the Proposal (20%)

Public Access Services: range, quality and volume of services provided to the general public to determine if the applicant is meeting the intent of the law to provide services to the general public.

Accessibility to Training: of the physical location, the hours training is provided, the degree to which any fee structure may serve as an impediment to low-income persons accessing the training.

# Qualitative Evaluation

## Quality of the Proposal (continued):

Computer-related Skills Taught: range and nature of the skills that will be taught to the participants and the software they will become proficient using.

Volume of Training Proposed: total number of persons to receive computer access and training, as well as the “increase” in the number to be served due to receipt of the grant.

Qualifications of Instructors: the qualifications of those providing instruction in view of what skills are to be taught and the training methodology / approach.

# Qualitative Evaluation

## Quality of the Proposal (continued):

Proposed Outcomes: number of successful completers, the methodology used to measure skill acquisition, the number of completers placed into computer-related jobs, and the quality of those jobs as reflected in entry wages.

Implementation Plan: Thoroughness of the proposed implementation plan

# Qualitative Evaluation

## Cost & Sustainability (20%)

- FUNDING HISTORY: met goals, demonstrates new funding will be utilized to expand services and capacity.
- The maximum grant award allowed under the Eliminate the Digital Divide Law is \$75,000.
- Applicants must provide a detailed budget narrative justification.
- Costs are reasonable
- Includes Matching Expenditures
- Project Sustainable

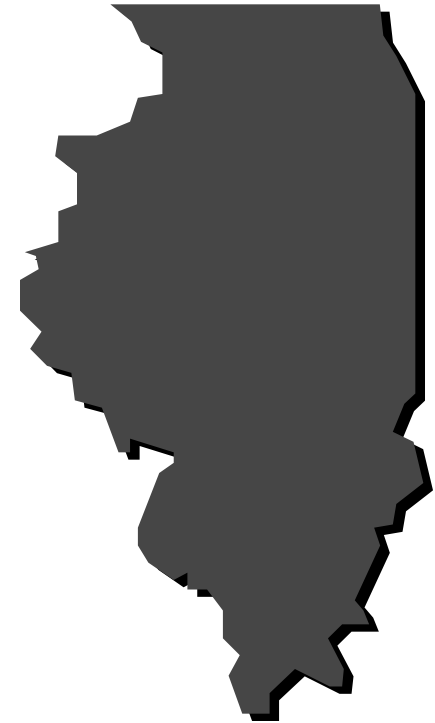
# Site Visits and Interviews

The 2012 Digital Divide application process may also include (at the Departments discretion) interviews and/or site visits of the CTC. The site visit information may be used in developing the final funding recommendation. The purpose of the site visit and/or interview is to assess the capacity of the applicant organization to deliver sustainable technology training programs.

# Funding Decision

Along with the qualitative criteria listed in the RFA, DCEO may consider the following factors when making the final funding decisions:

- The geographic distribution of grants throughout the State
- The applicant's previous performance, and
- The interview/site visit report.





# FY2012 Application

## Standard DCEO Template

- A. Section 1: Applicant Information
- B. Section 2: Applicant History
- C. Section 3: Proposal Information
- D. Section 4: Scope of Work
- E. Section 5: Performance Measures
- F. Section 6: Projected Employment Impact
- G. Section 7: Budget
- H. **Section 8: Program Specific Information**
- I. Section 9: Applicant Certification
- J. Instructions
- K. Appendices

# Application Section 1.4 (pg1)

- ▶ 1.4 Description of Applicant – replaces the Project Summary. Provides for a history of the applicant and current services.

# Application – Section 1 (pg 1)

## SECTION 1: APPLICANT INFORMATION

1.1	<b>Legal Name of Applicant:</b> <i>(Attach copy of W-9)</i>	
1.2	<b>Address of Applicant:</b> <i>(Include your extended 9-digit zip code):</i>	
1.3	<b>Chief Officer:</b> <i>(If more than one, attach a list with all Officers)</i>	Name: Title: Address: Phone: Fax: E-Mail:
1.4	<b>Description of Applicant:</b> <b>A: Year Established/History:</b>  <b>B: Mission:</b>  <b>C: Current Programs:</b>  <b>D: Number of Participants Currently Served:</b>  <b>E: Number of Full-Time Employees:</b> Number of Full-Time Employees assigned to the CTC:  <b>F: What is the ORGANIZATION'S Annual Budget?</b>  List the ORGANIZATION'S funding sources and amounts over the last 24 months:	

# Application – Section 3 (Page4)

- ▶ Proposal Information
- ▶ Submit a separate page for each CTC that will be supported.
- ▶ 3.7 Project should last 12 months
- ▶ Project should not begin earlier than July 1, 2012

# Section 4: Scope of Work (Pg5)

- ▶ **Description of Tasks** is the implementation schedule
- ▶ Incorporated in the final agreement
- ▶ Will be included in quarterly reporting

# Application – Section 5 (Pg6)

## ▶ Performance Measures Incorporated in Agreement

SECTION 5: PERFORMANCE MEASURES						
Performance Measure	Target					
	Youth	Adult	Total	AVG Training Hours per individual	\$ AVG Cost Per Individual	\$ AVG Grant Request per Individual
1. General Access To Computers and Telecommunications Technology ( Unduplicated)						
1. Training Participants (Unduplicated)						
1. Successful Completers (Unduplicated)						
1. Transition to Advanced Educational Programs (Unduplicated)						
1. Transition to Workforce Training Programs (Unduplicated)						

# Application – Section 8 (Pg8 –16)

- ▶ 8.1 Community Need
- ▶ 8.2 Community Partnerships & Support
- ▶ 8.3 Community Technology Center
- ▶ 8.4 Training Plan
- ▶ 8.5 Funding History
- ▶ 8.6 Detailed Budget Justification

# 8.5 Funding History (pg 13)

- ▶ Community Technology Centers that have previously received funding under the Illinois Digital Divide Grant Program **ARE ELIGIBLE** to submit an application under this RFA.
- ▶ Must be in good standing with DCEO & State of IL
- ▶ Demonstrate that additional funds will be utilized to expand technology programs and services



# Illinois WorkNet Center

<http://www.illinoisworknet.com>

- Min. of 1 staff person Certified workNet Advisor
- Agree to participate in 2 training webinars
- include workNet activities in quarterly reporting

The screenshot shows the homepage of the Illinois WorkNet Center. At the top, there is a navigation bar with links for 'Stay Connected', 'Browsealoud', 'FAQ', 'Facebook', 'LinkedIn', 'Newsletter', 'RSS - Events', 'RSS - News', 'Twitter', and 'YouTube'. A language selector is set to 'English'. A search bar is located on the right. The main header features the 'ILLINOIS workNet CENTER' logo and the tagline 'TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE'. Below this is a section for 'Workforce and Education Partners Enter Here' with social media share buttons. The central area is titled 'ILLINOIS Pathways' and displays various industry icons: AGRICULTURE FOOD & NATURAL RESOURCES, ARCHITECTURE AND CONSTRUCTION, ENERGY, FINANCE, HEALTH SCIENCE, INFORMATION TECHNOLOGY, MANUFACTURING, RESEARCH & DEVELOPMENT, and TRANSPORTATION DISTRIBUTION AND LOGISTICS. To the right, a list of resources includes: Southern IL Flood Clean-Up Jobs, WIA Works for Illinois, Laid Off Worker Assistance, Veterans Step Guide, Statewide Workforce Development Policies, and WIA Board Activities. At the bottom, there are four main categories: INDIVIDUALS (Find and prepare for jobs, connect to training, services, and more...), BUSINESSES (Find recruitment, training, development resources and more...), KEY SECTORS (Learn about career pathways, trends, jobs in growing Illinois industries and more...), and DISABILITY RESOURCES (For adults and youth to go from disability benefits or school to work and more...). Each category has an 'Enter Here' button. The footer contains the copyright notice: 'Copyright © 2006 - 2012 Illinois Department of Commerce and Economic Opportunity'.

# Submittal of Proposals

- ▶ Applicants must use the updated application and forms. Applicants using the previous application forms may be disqualified and returned.
- ▶ Submit **FOUR HARD COPIES AND THE ELECTRONIC VERSION** of the complete proposal on diskette or CD-Rom or email to **ceo.DigitalDivide@illinois.gov**
- ▶ Faxed applications will not be accepted
- ▶ Maximum proposal length is **25 PAGES** excluding attachments.

# TIPS: Things To Do!



- ▶ Answer all of the questions and complete all of the required forms.
- ▶ Use the updated application and forms.
- ▶ **Submit application on time!**

# TIPS: Things Not To Do!

- ▶ Do not submit duplicate proposals.
- ▶ Do not attach unrelated materials to “bulk up” your proposal.
- ▶ Do not send proposals completed by hand.
- ▶ Do not bind your proposal, use three ring binders or, use “hard stock” tabs.
- ▶ Do not talk about unrelated programs.
- ▶ **Do not send in applications previously submitted, without updating them to the new RFA guidelines AND Forms.**



# Submittal of Proposals

- ▶ **The deadline for submitting a proposal is March 16, 2012.**
- ▶ **Submit proposal (Original +3 Copies) to:**  
Department of Commerce and Economic Opportunity  
Attention: Joey Mak  
100 West Randolph, Ste. 3-400  
Chicago, IL 60601  
  
Electronic copy to :  
**[ceo.DigitalDivide@illinois.gov](mailto:ceo.DigitalDivide@illinois.gov)**

Application Deadline: *March 16, 2012*

Download Application:

<http://www.ildceo.net/digitaldivide>