



Apprenticeship
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2019 Illinois Apprenticeship Expansion Program Notice of Funding Opportunity

Overview of the Grant Submission and Pre-Award Requirements

*Illinois Department of Commerce and
Economic Opportunity*



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JB Pritzker, Governor

Agenda

Illinois Apprenticeship Expansion Program

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Pre-Award & Submission Requirements

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Apprenticeship NOFO Website



APPRENTICESHIP EXPANSION 2019 NOTICE OF FUNDING OPPORTUNITY

Background

In June of 2019, Illinois received an Apprenticeship State Expansion (ASE) Grant for \$2.19M to serve at least 800 new registered apprentices. With an additional \$2-3M from DCEO's WIOA Statewide Activities Fund, the total funds to be released via a NOFO in Fall of 2019 will be approximately \$4-5 Million. The Apprenticeship Expansion Program is part of a larger strategy to help Illinois' companies develop and expand apprenticeships. The NOFO will also identify projects to serve WIOA eligible youth, adults and incumbent workers in Registered Apprenticeship programs. This NOFO supports the Governor's priority of expanding apprenticeship opportunities in Illinois.



Program Design

The Apprenticeship Expansion Program Design is centered on supporting businesses and individuals. Expanding apprenticeships helps businesses with their current and future workforce needs as well as individuals with a career pathway, which includes work-based learning. Commerce will accept proposals that expand registered apprenticeships in Illinois. This may include projects that serve youth, adults, dislocated workers, and/or incumbent workers that are eligible under the Workforce Innovation and Opportunity Act. Additional consideration will be provided to projects

NOFO Materials

- 2019 Apprenticeship Expansion Program NOFO
- Attachment I – Project Implementation Plan
- Attachment II – Program Activities and Outcomes

<https://www.illinoisworknet.com/apprenticeshipnofo2019>

Apprenticeship in Context of State Workforce Goals

- Strong proposals will demonstrate a solid understanding of the state's overarching workforce strategies and goals.
- Combined federal and state resources mean greater flexibility in apprenticeship expansion
- There are several resources identified in the NOFO as background information, including synopses of and links to:
 - State Unified Plan,
 - IWIB Apprenticeship Committee, and
 - Governor's Action Agenda

A Way to Address Skill Gaps: Talent Pipeline Management

Mapping the Value Stream of Talent Development



NOFO page: 7

Career Pathways: Addressing Industry Skill Needs

A combination of rigorous and high-quality education, training, and other services that aligns both vertically and horizontally across Secondary Education, Adult Education, Workforce Training and Development, Career and Technical Education, and Postsecondary Education systems, pathways, and programs.

CONTINUUM OF EMPLOYER ENGAGEMENT & WORK-BASED LEARNING EXPERIENCES



Five Core Components of Registered Apprenticeship



Related
Instruction



On-The-Job
Training



Rewards for
Skill Gains



National
Credential



Business
Involvement

Registered Apprenticeship is adaptable and flexible

Competency Based Time Based Hybrid



Example shows a four-year program; however, program length varies and is driven by industry needs.

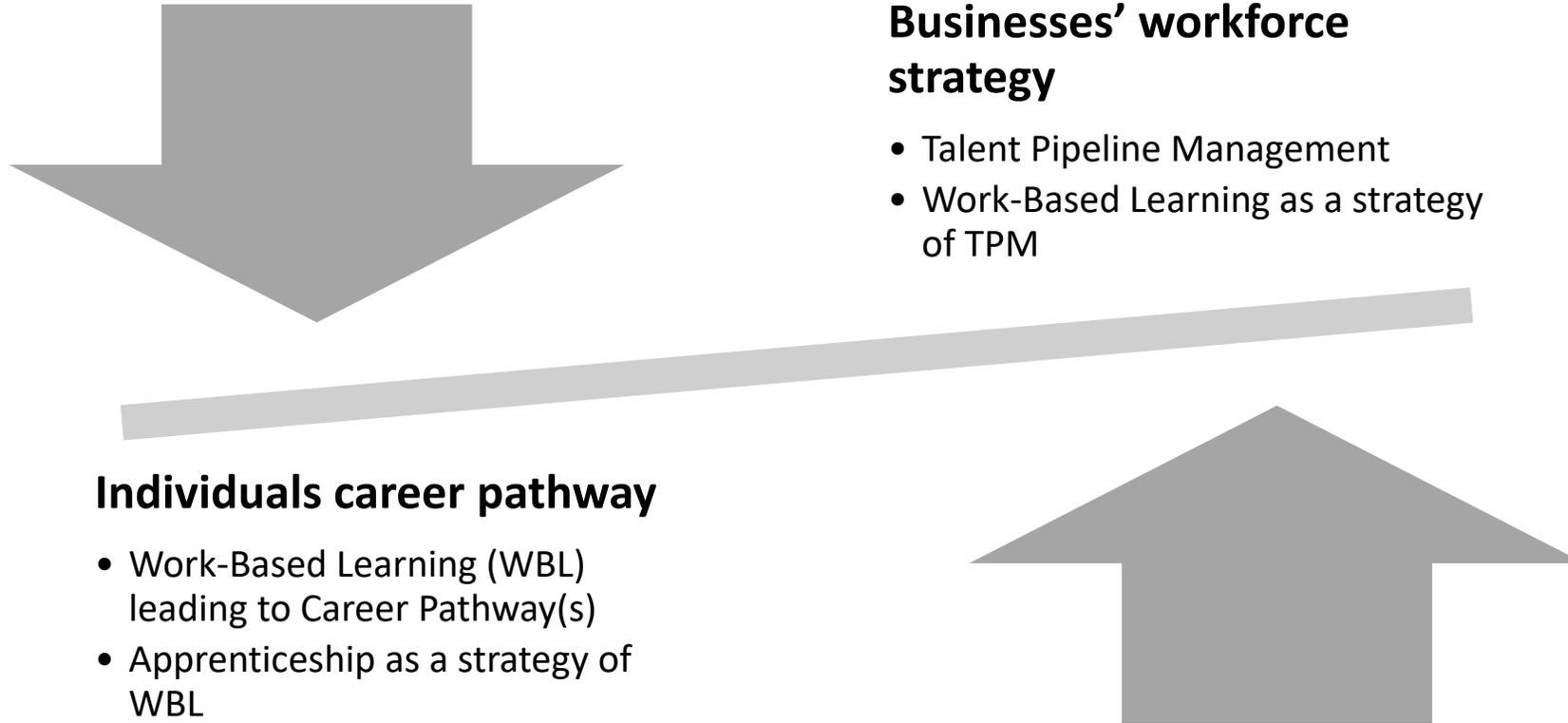


Example shows a program with diminishing time spent in related classroom instruction; however, all related instruction could occur at the beginning of program.

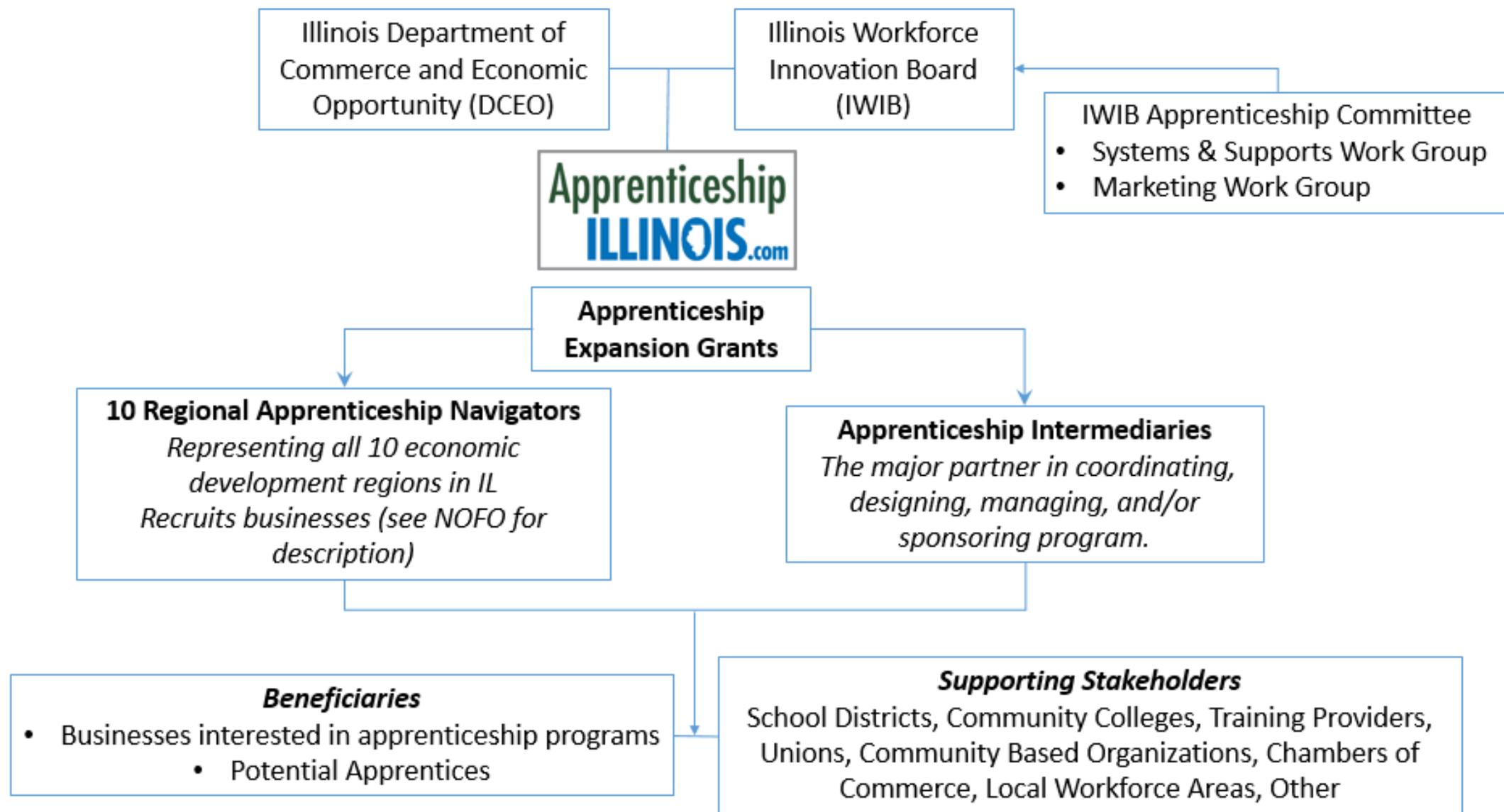


Example shows a one-year program spread out over two years with related instruction segmented between periods of on-the-job training.

Apprenticeship Illinois Supports Businesses and Individuals



Apprenticeship Illinois Apprenticeship Expansion NOFO Framework

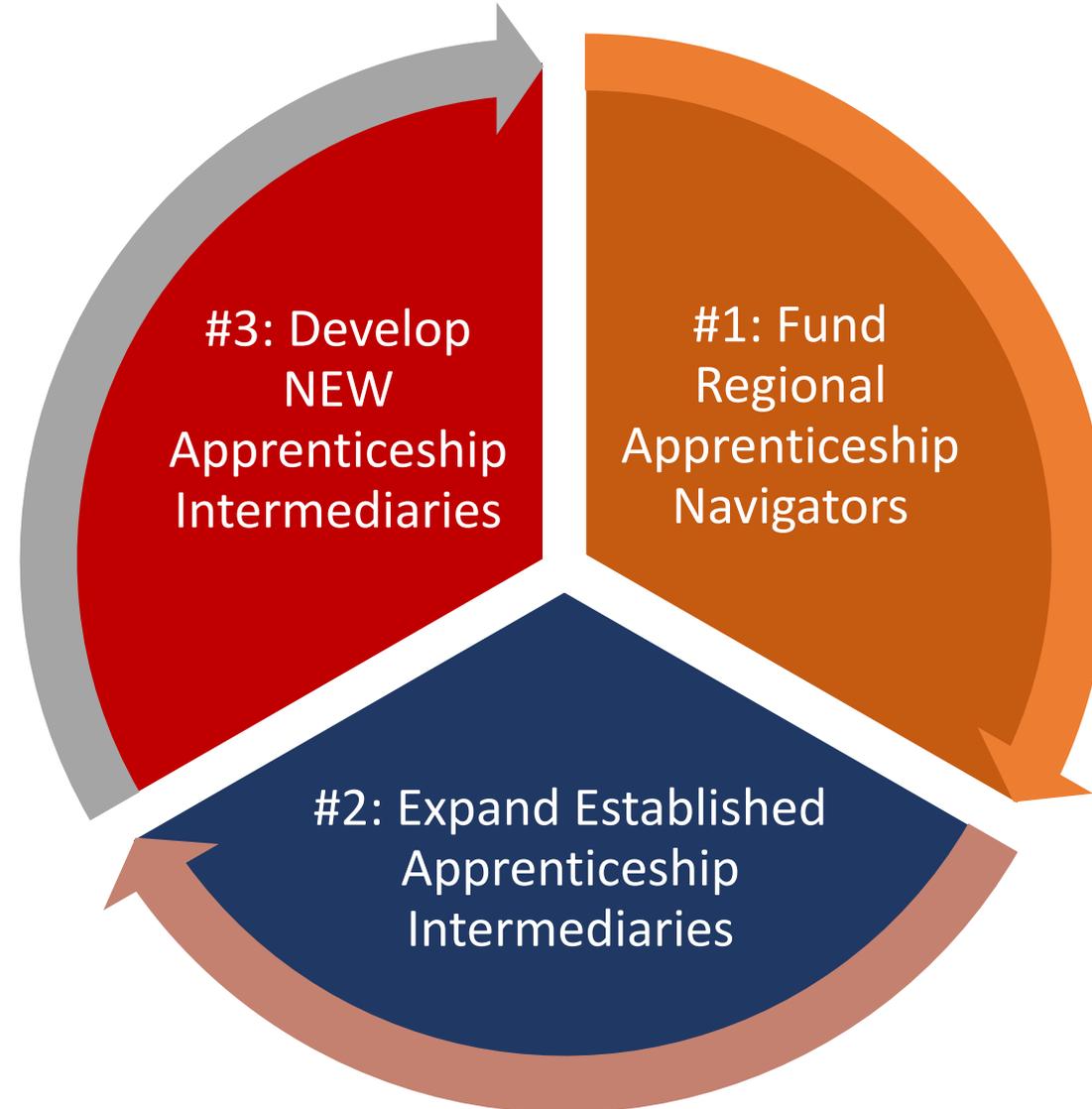


Program Purpose: Grow Apprenticeships Statewide



- Illinois recognizes apprenticeships are a proven work-based learning strategy connecting individuals to a career pathway and providing employers with skilled talent.
- Goal of grants: enroll at least 800 new registered apprentices by June 2022.
- Other goals include:
 - increase the diversity of apprentices, specifically people of color and women; and
 - grow apprenticeship programs across industry sectors that are aligned with local and regional needs.

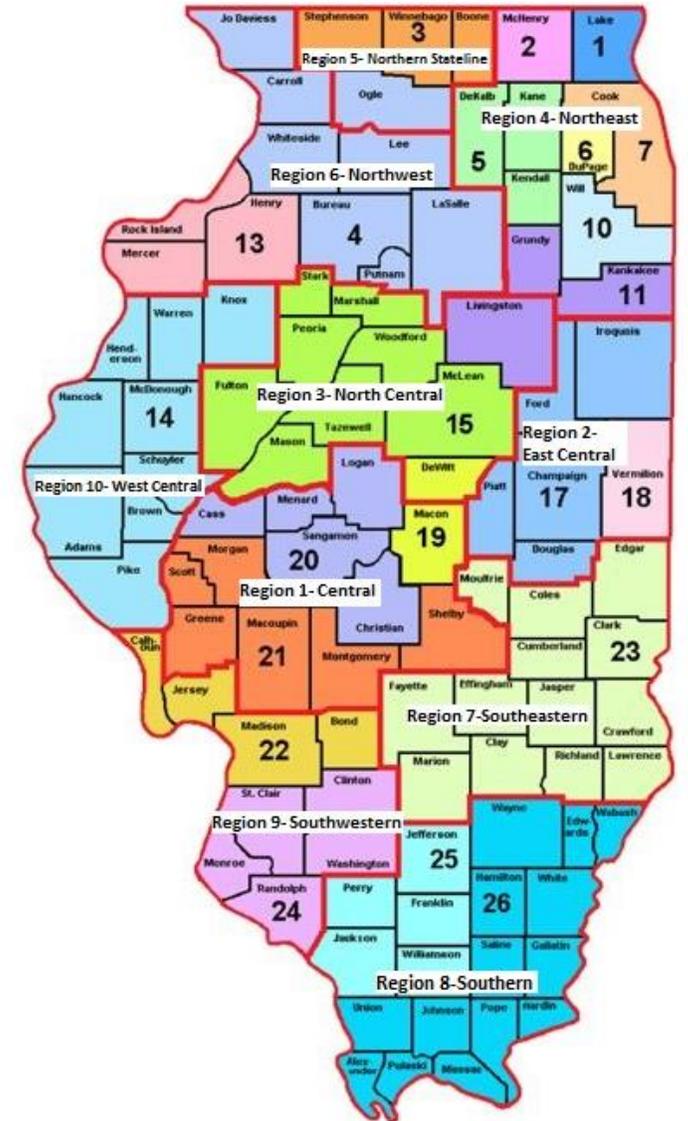
Three Grant Program Approaches



PROGRAM APPROACH 1:

Fund an apprenticeship navigator in all ten economic development regions.

- NUMBER OF GRANTS: 5-10
- FUNDING RANGE: \$100K-150K
- NAVIGATOR total: \$500K-1.5



What does a regional navigator do?



Serves as key point of contact in the region for apprenticeship expansion



Facilitates development of apprenticeships with businesses and industries

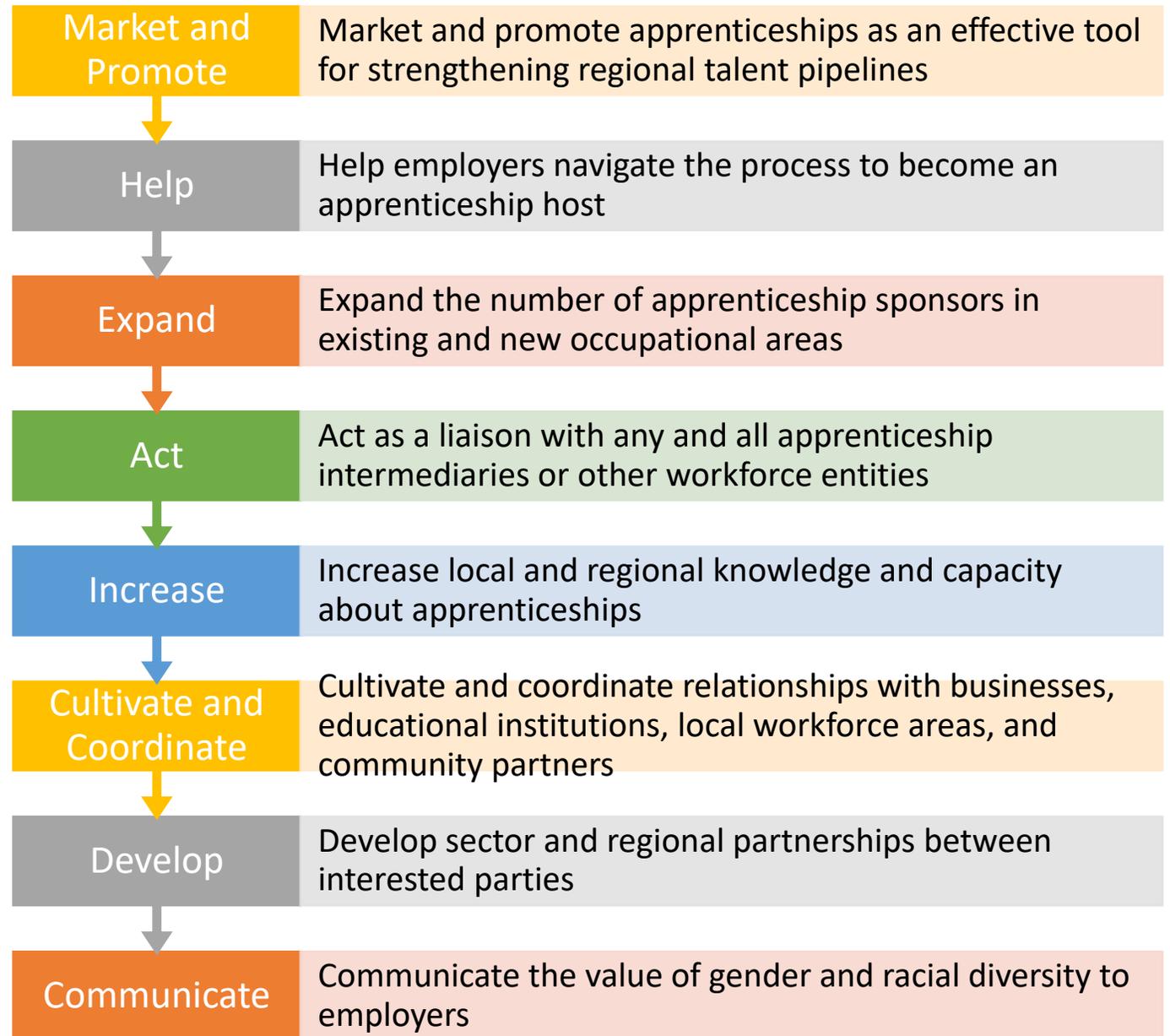


Acts as a hub for regional coordination and system networking



Supports existing and potential intermediaries in the region

A Strong Regional Apprenticeship Navigator will:





Regional Apprenticeship Navigators deliverables/outcomes:

New businesses engaged

New or expanded registered apprenticeship programs

Sponsors that receive apprenticeship expansion support

Partners from underutilized areas that receive apprenticeship support

Outreach events & attendees

Industry sector partnerships supported and developed

Matching / leveraged funds

PROGRAM APPROACH 2:

Expanding Established Apprenticeship Programs Through Existing Intermediaries

- NUMBER OF GRANTS: 12-17
- FUNDING RANGE: \$50K-250K
- INTERMEDIARY OPTION 2 total: \$2-2.5 Million

PROGRAM APPROACH 3:

Develop Apprenticeship Programs Through New Intermediaries

- NUMBER OF GRANTS: 6-8
- FUNDING RANGE: \$200K-300K
- INTERMEDIARY OPTION 1 total: \$1.5-2 Million

What does an intermediary do?



Coordinates with Navigators and designs registered apprenticeship programs



Recruits apprentices and prepares them for apprenticeships



Implements and manages apprenticeship partnerships or programs



Provides participant supports and coordinate training

Strong Apprenticeship Intermediaries will:





Apprenticeship Intermediary deliverables/outcomes:

Total Number of Apprentices Served Under this Grant

Total Participants that are hired by an employer and enrolled in a Registered Apprenticeship Program

Total Registered apprentices who complete an apprenticeship education/training program.

Total participants who complete a Registered Apprenticeship program and receive a degree or other credential.

Total number of participants identified as unemployed, LTU, dislocated or incarcerated prior to enrollment who complete a Registered Apprenticeship program and maintain their employment status with a new employer.

Average hourly wage of apprentices at enrollment of a Registered Apprenticeship program.

Average hourly wage of apprentices at enrollment of a Registered Apprenticeship program.

Distinguishing Features Between New and Existing Intermediaries

New:

- New as an intermediary
- New industries
- New areas of the state
- Recognizes differences in outcomes for start up programs

Existing:

- Expands number of registered apprentices quickly
- Supporting programs that can hit the ground running
- Desire to leverage existing programs without double counting

Grantee Requirement: Highlights of Note

- ❖ Talent Pipeline Management Participation
- ❖ Target Populations
- ❖ Targeted Industries, Occupations and Growth Sectors
- ❖ Incumbent Workers
- ❖ New Employees
- ❖ Pre-Apprenticeship

NOFO pages 15-17



Grantee Requirements Overview for Both Navigators and Intermediaries

- Navigators must participate in TPM
- All must participate in other activities related to apprenticeship system-building
- Must encourage expansion in emerging industries and align with regional and local workforce plans
- Must use state performance management systems for participant outcomes
- To count as part of 800 apprentice expansion, participant must be in a registered apprenticeship program by the end of the grant period

NOFO pages 15-17

Target Populations: Increasing racial and gender equity in apprenticeships

According to Closing the Divide: Making Illinois a Leader in Equitable Apprenticeships, a report by Young Invincibles:

“Only 4 percent of Illinois apprentices are women and only 27 percent are people of color. Women and people of color are less likely to complete apprenticeships and are often employed in positions with lower-than-average pay.”

Some strategies to address equity include:

- ❖ changes in recruitment practices
- ❖ intentional marketing (including using images of women and people of color)
- ❖ addressing discrimination within programs and at workplaces, and
- ❖ offering supports that boost retention and completion, such as childcare, transportation, and career counseling.

Targeted Industries, Occupations, & Growth Sectors

Leading sectors include:

- Manufacturing
- Educational Services, Private and Public
- Utilities
- Transportation and Warehousing
- Health Care and Social Assistance

Medium growth sectors include:

- Wholesale Trade
- Professional and Business Services
- Leisure and Hospitality
- Construction
- Financial Activities



Can These Grants Support Incumbent Workers?

- Incumbent worker training is an effective strategy to support business and expand apprenticeship programs.
- Apprenticeships are a good way to up-skill entry-level employees, retain them, and provide workers with an upward career path.
- Incumbent worker training provides both workers and employers with the opportunity to build and maintain a quality workforce and increase both participants' and companies' competitiveness.
- This NOFO will support work-based training and upskilling outlined in a registered apprenticeship program to ensure that employees of a company can acquire the skills necessary to retain employment and advance within the company. Companies are typically required to pay for at least 50% of the incumbent worker training costs.



Can These Grants Support New Employees?

- Most of the projects that provide direct services to individuals must meet the eligibility guidelines outlined in the WIOA regulations.
- Grantees will be required to use *Illinois workNet* to provide information on every registered apprentice that is supported by this program.



Can These Grants Support Pre-Apprenticeship Programs?

- **It is recognized that** having a strong pre-apprenticeship infrastructure is needed to ensure access for individuals that are not fully prepared for a registered apprenticeship program.

This NOFO will support pre-apprenticeship programs that lead directly to Registered Apprenticeship Programs before the end of the grant period. It is important to note that the pre-apprenticeship programs will be subject to the WIOA Participant Eligibility, Case Management and Performance requirements.

Elements for Competitive Proposal

- ❖ Coordination with Regional and Local Workforce Plans
- ❖ Importance of Partnerships and Coordination (MOUs)
- ❖ Resource materials online and in appendix
- ❖ Navigator Must Haves
- ❖ Intermediary Must Haves

Eight Application Requirements

Signed Application

Executive Summary

Technical Proposal (Note: there are separate proposals required for Navigators and Intermediaries)

Project Implementation Plan

Outcomes Summary

Resumes of Program Staff

Memorandum of Understanding or Partnership Agreements (if applicable)

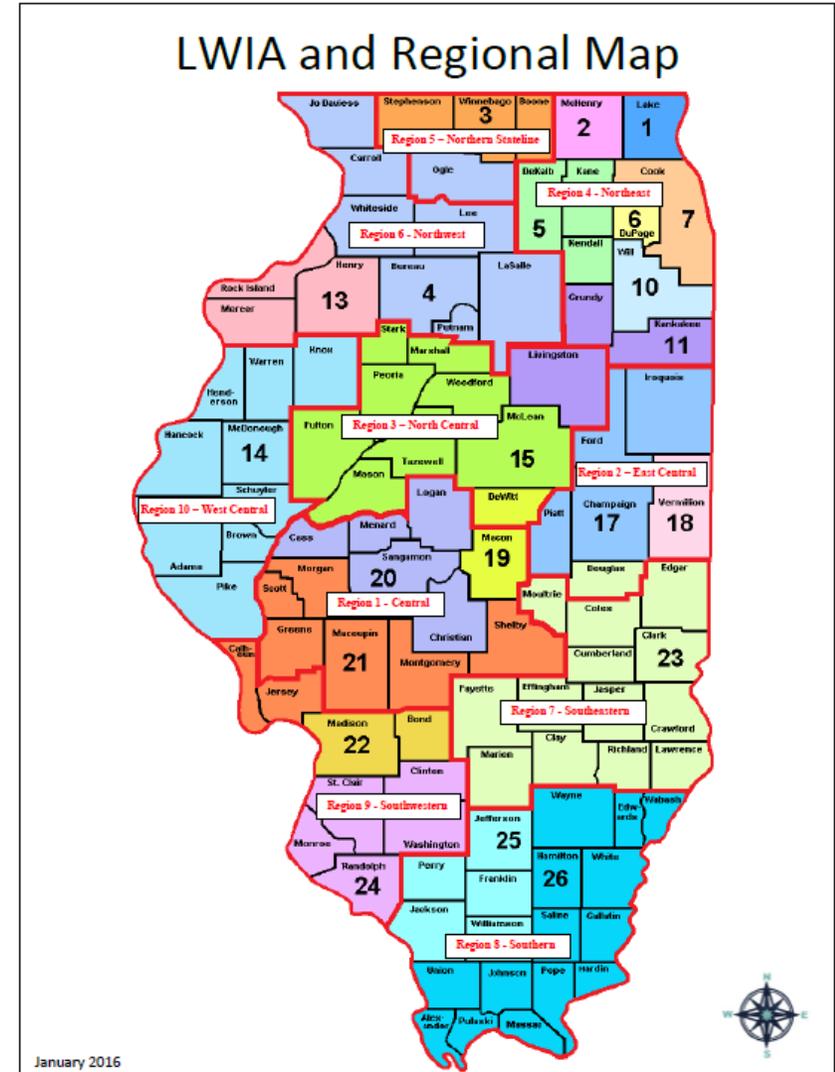
Budget Proposal (State of Illinois Unified Budget Template - Excel Workbook)

Coordination with Regional Workforce Plans

Applicants must identify the workforce / economic development region and administer the pilot programs within the context of the State, Regional, and Local workforce development plans.

The WIOA Regional and Local Plans may be viewed at: www.illinoisworknet.com/WIOA/RegPlanning/Pages/Plans_MOU_Dashboard.aspx

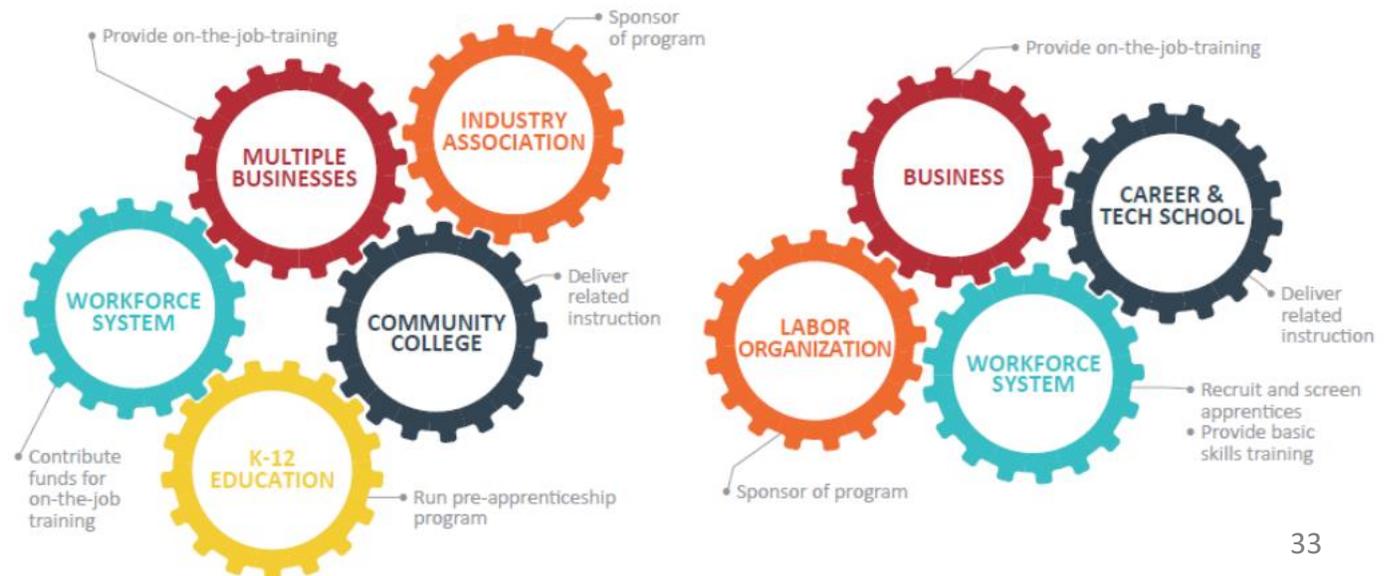
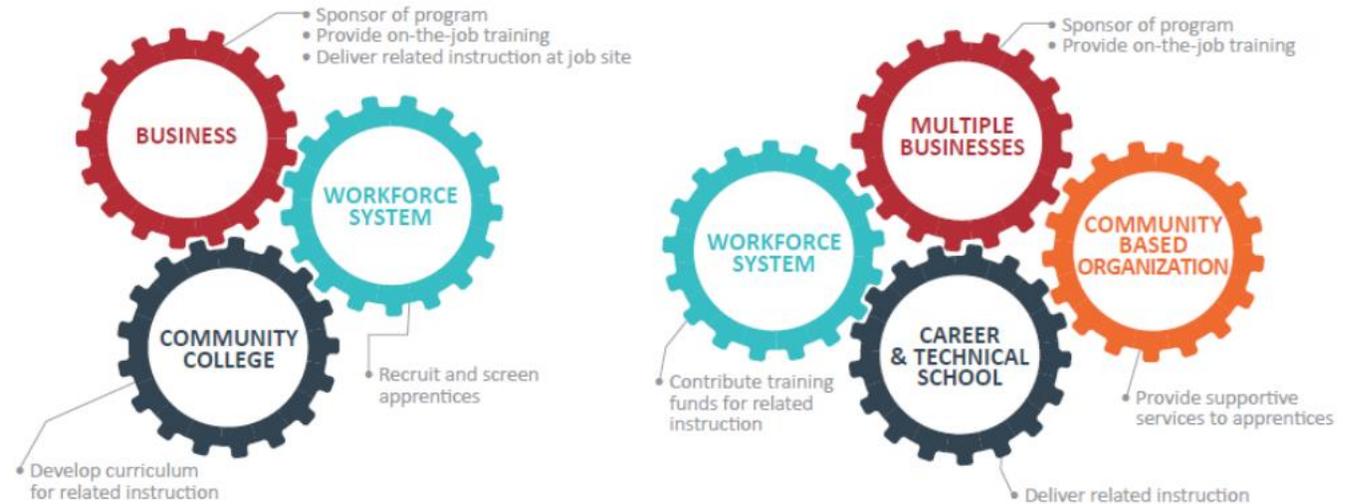
Applicants must work with the State, Regional, and Local WIOA partners to implement the project in coordination with WIOA. Illinois workforce and economic development regions are depicted in the map on this page.



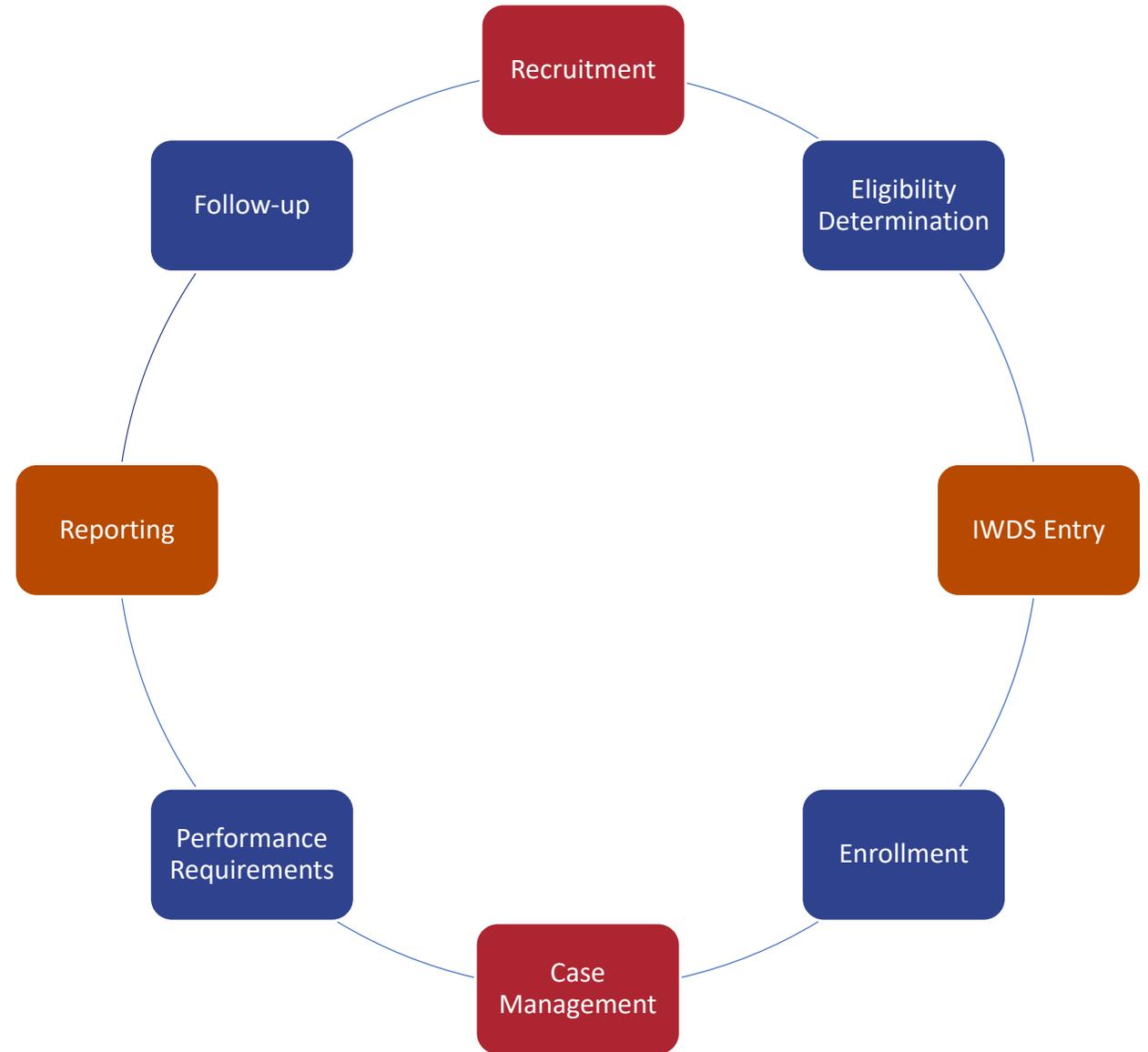
Importance of Partnerships

The Development of partnerships should result in the following goals:

- To connect with businesses that need this training for their workforce
- To connect with organizations that can facilitate or provide skill upgrade training to these workers
 - ✓ Industry & Business Associations
 - ✓ Community Colleges
 - ✓ Public-Private Partners
 - ✓ Local Workforce Agencies
 - ✓ High School Districts
 - ✓ Unions
 - ✓ Chambers of Commerce
 - ✓ Community Based Organizations
 - ✓ Other needed partners



MOU “Musts”



Apprenticeship NOFO Website: Resources from Appendices



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Navigator Proposal MUST HAVES:



Region needs and opportunities identified



How they will serve as point of contact



Business outreach and development plans and capacity, including equity in apprenticeship strategies



Any evidence of existing capacity or past experience



Evidence that they will be able to increase number of apprentices in the region by June 2022

Intermediary Proposal MUST HAVES:



Solid program design and implementation plan



For new, how will this intermediary develop programs where they don't exist



For leveraged, how will these resources help build and expand programming? Especially for underserved populations.



Solid outreach plan for potential apprentices and plan for preparation (including equity in apprenticeship strategies)



Evidence that they will be able to increase number of apprentices in the region by June 2022

Bidder's Conference Schedule

Date	Time	Activity	Registration
10/21/2019	2:00 – 4:00 pm	Webinar	Webinar
10/22/2019	9:00 – 11:00 am	Bidder's Conference	Chicago
10/28/2019	1:00 – 3:00 pm	Bidder's Conference	Naperville
10/29/2019	9:00 – 11:00 am	Bidder's Conference	Rockford
10/29/2019	2:00 – 4:00 pm	Bidder's Conference	Peoria
10/30/2019	9:00 – 11:00 am	Bidder's Conference	Champaign
11/4/2019	2:00 – 4:00 pm	Bidder's Conference	Marion
11/5/2019	9:00 – 11:00 am	Bidder's Conference	Collinsville
11/6/2019	9:00 – 11:00 am	Bidder's Conference	Springfield

Application Review Information

- Applicants must demonstrate that they meet all the requirements outlined in the Notice of Funding Opportunity.
- The following criteria will be used to evaluate applications:
 - ❖ Applicant Capacity (20%)
 - ❖ Documentation of Need and Opportunity (25%)
 - ❖ Includes geographic considerations
 - ❖ Quality of Project Plan (35%)
 - ❖ Includes strategies for addressing equity in apprenticeships
 - ❖ Budget Narrative/Cost Effectiveness/Return on Investment/Sustainability (20%)

Application Timeline

APPLICATION TIMELINE

Grant Information Workshops

October/November

Applications Due

December 2, 2019

Grant Negotiation

January/February

Grant Award (Anticipated)

March

Grant Submission Details

- Applications must be received via email no later than 5:00 p.m. on December 2, 2019 to grantapplication@illinoisworknet.com including:
 - Uniform Application Form
 - Executive Summary
 - Technical Proposal
 - Resumes of Program Staff
 - Partnership Agreement and/or MOUs
 - Budget Proposal
- Applications must be formatted on 8 1/2 x 11-inch paper using 11-point type and at 100% magnification. Tables may be used to present information with a 10-point type.
- The technical proposal is limited to 20 pages.



Freedom of Information / NOFO Questions

- Applications are subject to disclosure in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*). Information that could reasonably be considered to be proprietary, privileged, or confidential commercial or financial information should be identified as such in the application.
- Questions regarding the grant opportunity can be sent to: apprenticeship@illinoisworknet.com
- The program webpage includes a question and answer document for all applicants to view. <http://www.illinoisworknet.com/apprenticeshipnofo>

Frequently Asked Questions (FAQ)

- Can my organization apply to be both a navigator and an intermediary?
Yes, but the organization must submit separate proposals and must prove they hire distinct staff for each role. Additionally, navigators must be sector, industry and intermediary neutral and work with any business or intermediary interested in starting an apprenticeship
- Will these grants fund Pre-apprenticeship activity?
Yes, but only if the pre-apprenticeship results in the participant enrolling in a registered apprenticeship before the end of the grant period.
- Can High School Districts apply?
Yes, but they must have or create a Registered High School Apprenticeship with the U.S. Department of Labor
- Can Unions apply?
Yes. A union is an existing intermediary and apply for an intermediary grant using those guidelines.

All questions regarding this NOFO
must be submitted in writing via
email to:

apprenticeship@illinoisworknet.com



Comments & Questions

Apprenticeship Tools & Resources

US Department of Labor Workforce GPS:

<https://apprenticeshipusa.workforcegps.org/>

- US Department of Labor Apprenticeship Playbook:

<https://www.doleta.gov/oa/federalresources/playbook.pdf>

- High Level Apprenticeship Partner Roles Infographic:

[https://www.dol.gov/apprenticeship/docs/Partner Roles Infographic 20150616.pdf](https://www.dol.gov/apprenticeship/docs/Partner_Roles_Infographic_20150616.pdf)

US Department of Labor Guide to Expand Apprenticeship to Under Represented Populations:

<https://apprenticeshipusa.workforcegps.org/resources/2017/02/28/12/33/Expanding-Apprenticeship-to-Under-Represented-Populations>



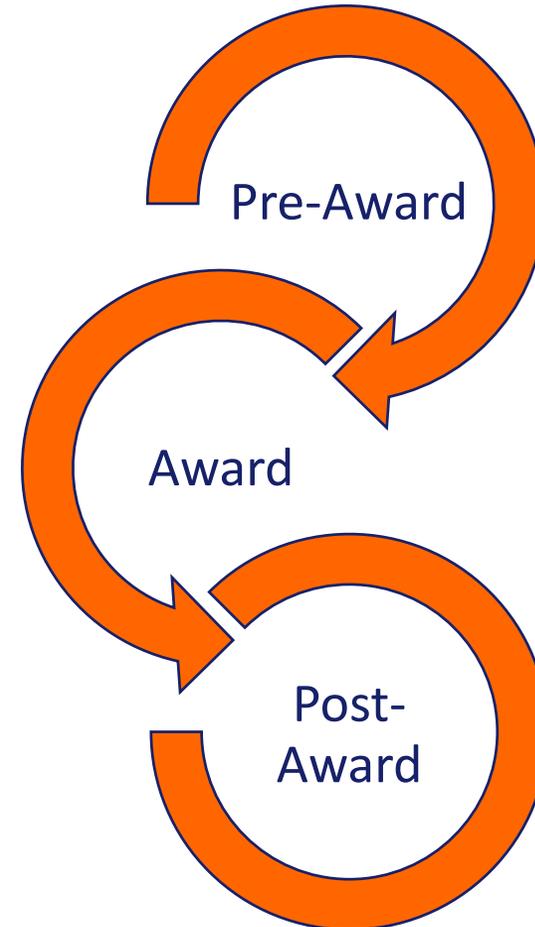
Workforce Grants 101:

*An Overview of the Grant Submission Requirements
under the Illinois Grant Accountability and
Transparency Act*

Illinois Department of Commerce and Economic Opportunity

Grant Life Cycle

This presentation will focus on the pre-award requirements of a workforce grant from the Illinois Department of Commerce and Economic Opportunity.





Illinois Grant Accountability and Transparency Act

The Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq., is a State of Illinois law to:

- Increase accountability and transparency in the use of grant funds
- Reduce the administrative burden on both State agencies and grantees
- Adoption of the federal grant guidance and regulations codified at 2 CFR Part 200 (Uniform Requirements)



Grantee Pre-Award Requirements that must be Completed Prior to Grant Award Execution

- Grantee Registration
- Grantee Pre-Qualification
- Financial and Administrative Risk Assessment
(ICQ – Internal Control Questionnaire)
- Programmatic Risk Assessment
- Mandatory Disclosures & Conflict of Interest Documents



GATA & Indirect Cost Rate System

Office of Management and Budget GATA Website: <http://grants.illinois.gov>

- *Grantee Links Tab* is the entry point for the GATA portal
 - Authentication,
 - Registration,
 - Pre-qualification,
 - Fiscal & Administrative Risk Assessment
- *Centralized Indirect Cost Rate System* will be used to elect the indirect cost rate option and, if necessary, complete the indirect cost rate negotiation process.
 - Grantees that are not current users in the system will receive an invitation to the Centralized Indirect Cost Rate System once a Notice of State Award (NOSA) is generated by a State awarding agency



Grantee Registration

- All Grantees must be registered with the State of Illinois using the Illinois.gov Authentication Portal. A personal or business email address is required to establish an account
- Grantee Registration is completed by browsing to <https://grants.illinois.gov/portal> and associating your Illinois.gov account with your organization.
- Completing the registration process triggers Grantee pre-qualification verifications

Grantee Pre-Qualification

- Pre-Qualification includes verification of:
 - Valid DUNS number
 - Current SAM.gov account
 - Good Standing with Secretary of State
 - Not on Federal Excluded Parties List
 - Not on the Illinois Stop Payment List
 - Not on the DHFS Provider Sanction List



**Pre-qualification is dynamic and verifications are completed nightly.*



Pre-Qualification Notification

- If there are no issues, the GATA portal will send email to communicate “Qualified” status.
- If there are issues, the GATA portal emails qualification issue(s)
 - DUNS number is not current
 - SAM CAGE Code is not current
 - Not in Good Standing with Secretary of State
 - On the Federal Excluded Parties List (cannot be remediated)



GATA Framework for Risk Assessment

- Fiscal Risk Assessment (ICQ) is automated.
 - The Grantee can access the ICQ from the grantee portal.
 - The ICQ is completed on an annually basis by the Grantee
 - The ICQ should be completed at the entity-wide level
 - All state agencies will utilize the results of the ICQ
- Programmatic Risk Assessment will be conducted by the awarding agency (DCEO) in the application process. It is unique to each NOFO and grant program and is typically completed if the proposal is recommended for funding.
- Risk profiles will be determined based on the two risk assessments. Risk profile will determine grant specific conditions and monitoring.



Indirect Cost Rate Selection

Centralized Indirect Cost System

- All grantees must select an Indirect Cost Rate option in a centralized indirect cost rate system.
- An indirect cost rate is a device used for determining the appropriate amount of indirect costs each program should bear. An Indirect Cost Rate is the ratio between the total indirect expenses and some direct cost base.
- Options available for a Grantee to receive an Indirect Cost Rate:
 - Current Federal negotiated Indirect Cost Rate Agreement
 - Negotiate a rate with the State of Illinois
 - Elect to use the Federal 10% “de minimis” rate of Modified Total Direct Cost (MTDC)*
 - Elect to decline any indirect cost rate

** Note that if a grantee organization has ever federal or a state-negotiated rate, they are ineligible for the de minimis rate.*

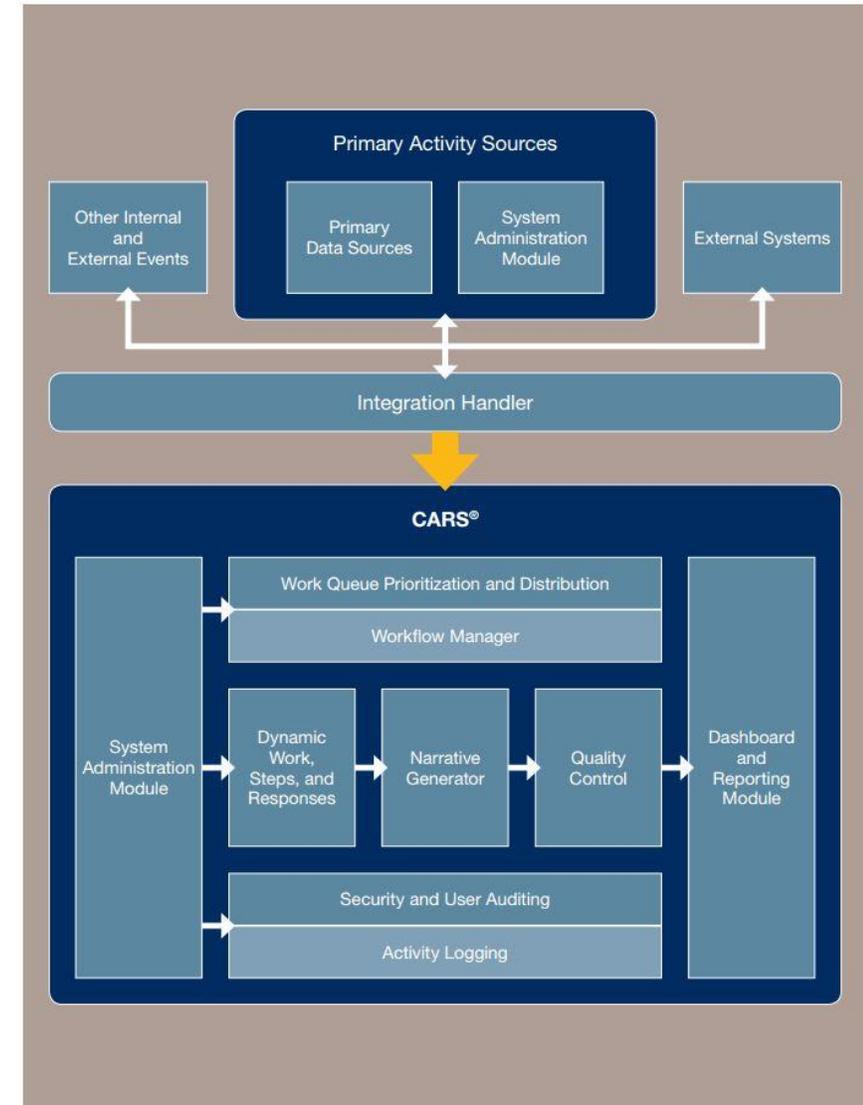


Indirect Cost Rate Proposals & Elections

- Centralized Indirect Cost System can be accessed at <http://grants.illinois.gov> from the dropdown menu in the Grantee Links Tab. This site includes:
 - FAQs
 - Training Modules
 - Forms and Indirect Cost Rate Templates
 - Department of Labor Indirect Cost Rate Guide
- An indirect cost proposal or rate election must be initiated with the Centralized Indirect Cost Rate system upon notice of award. The indirect cost rate proposal or rate election must be completed no later than three (3) months after the effective date of the State award.
- Uniform Guidance (2 CFR 200) requires an *annual* submission of an indirect cost proposal or rate election. The Centralized Indirect Cost Rate system will be used for annual renewals. Annual submissions must be received within six months after the Grantee's fiscal year end.

Who is Required to use the Centralized Indirect Cost Rate System

- Any organization that receives a grant from a State of Illinois grant making agency.
- If a grantee organization has a federally negotiated rate, they are required to provide information through the indirect cost rate system.
- If a grantee organization chooses to elect the 10% de minimis rate, they are required to make this election in the indirect cost rate system.
- A grantee may volunteer to accept a lower indirect cost rate, but state agencies are not allowed to force or coerce a grantee to take a lower rate





Standard Application & Grant Award Documents

- Notice of Funding Opportunity (NOFO)
Catalog of State Financial Assistance
<https://www.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx>
- Uniform Application for State Grant Assistance
- Uniform Budget Template
- Notice of State Award



Typical Application Requirements

- Executive Summary
- Technical / Programmatic Proposal
 - Applicant Capacity
 - Documentation of Need
 - Operational Plan
 - Project Outcomes / Return on Investment
- Implementation Plan & Schedule
- Required Technical / Programmatic Forms and Exhibits
- Resumes of Key Program Staff
- Memorandum of Understanding and/or other Partnership Agreements
- Budget Proposal



Applicant Capacity

- Who are you?
- What is your relationship to the target population?
- What are your qualifications?
- What other projects have you accomplished?
- Who are your partners?
- What are their qualifications?
- Describe the organization.
- Describe any similar projects undertaken.
- Describe the qualifications of individuals responsible to carry out the project activities.
- List any facilities, equipment, or resources available to the project and their sources.

Documentation of Need

- What is the target population?
- What are the needs/problems of the target population?
- What are the causes of the identified needs/problems?
- What documentation is there to support the existence of the identified needs/problems?
- Statistical information to document the extent of the need/problem
 - <http://www.census.gov/>
 - <http://www.bls.gov/home.htm>
 - <https://www.illinoisreportcard.com/>
- Only identify the need/problem you intend to address
- Describe the population affected by the need/problem

Operational Plan

- What is your solution to the need/problem? How will you approach the solution?
- What is your plan of action to address the identified need/problem?
- What are the steps you will take? Who will do what? How long will it take?
- Explain the project goal and how it would meet the need or solve the problem identified.
- List specific, measurable objectives that will allow the project to meet its goal.
- State expected project outcomes and how they would benefit the target population.
- State the planned activities, methodology, and timetable for accomplishing the planned activities.
- Explain how the project will be managed.
- Always tie the objectives back to the identified need/problem.

Return on Investment

- What are the expected outcomes of the project? The measurements should be quantitative.
- You need to show that your proposed project has the support of those it affects.
- You need to show that you have considered the need/problem from many different angles.
- You need to show that you have considered all available resources.
- Will the project be evaluated? The evaluation should measure accomplishment of the stated project goals and objectives.
- How will the project be continued after the grant expires?



Uniform Application for State Grant Assistance

- Agency Information
 - Funding Opportunity Information
 - Instructions on How to Submit an Application
 - Required Grant Information
- Applicant Completed Section
 - Applicant Information
 - Contact Information
 - Key Project Information (Location, Term, Amount)
 - Fiscal Information
- Certification



Uniform Budget Template - Overview

- Uniform Budget Template for most State of Illinois Grants (modeled after the SF-524 Federal Budget template).
- Basic Budget Line Item Definitions based on the Uniform Administrative Guidelines [Develop Budget Line Items Sheet].
- General Requirements
 - Allowable
 - Reasonable
 - Allocable



Allowable Costs § 200.403

Factors affecting allowability of costs:

- Be necessary and reasonable for the performance of the Federal award and be allocable under the Federal Cost Principles.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this Part.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period.
- Be adequately documented.

Reasonable Costs § 200.404

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally-funded. In determining reasonableness of a given cost, consideration must be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award.
- The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state and other laws and regulations; and terms and conditions of the Federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity, its employees, where applicable its students or membership, the public at large, and the Federal government.
- Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.



Allocable Costs § 200.405

- A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost:
 - Is incurred specifically for the Federal award;
 - Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
 - Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.
- All activities which benefit from the non-Federal entity's indirect (F&A) cost, including unallowable activities and donated services by the non-Federal entity or third parties, will receive an appropriate allocation of indirect costs.

Type of Costs

Program

- Direct
- Indirect

Administration

- Direct
- Indirect

See: http://www.illinoisworknet.com/WIOA/Documents/SMART_Module3.pdf for more information.

Types of Costs

- **Direct costs:** Costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. **§ 200.413**
- **Indirect Costs (Facilities and Administration):** 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. **§ 200.456**



Uniform Budget Template Outline

- Instructions
- **Section A – Grant Funds**
 - Summary
 - Indirect Cost Rate Information
- **Section B Match**
 - Cash
 - In-Kind
 - Leverage
- Certification
- FFATA Data Collection
- **Section C – Budget Worksheet & Narrative**



Uniform Budget Template Section A: State of Illinois Funds

- Includes funding that is provided by the state awarding agency regardless if the grant is state or Federally funded (federal pass-through funds).
- The standard budget line item definitions are consistent with the Uniform Administrative Guidance.
- The line items that are not applicable to the grant program are *“grayed out”*.
- The Uniform Budget Template provides a space for Program-Specific line items.



Section A: Indirect Cost Selection

All grantees must complete the Indirect Cost Rate Form and select one of the following options:

- ✓ Use the current Federally approved indirect cost rate as a result of being a direct grant recipient from a Federal awarding agency;
- ✓ Negotiate a rate with the State of Illinois by first submitting an Indirect Cost Rate Proposal to the State of Illinois' Centralized Indirect Cost Unit;
- ✓ Use the Federal "de minimis" rate of 10% of modified total direct costs (MTDC);
- ✓ Use a Restricted Rate designated by programmatic or statutory policy;
- ✓ Choose not to request reimbursement of indirect costs.



Section B: Non-State of Illinois Funds: Matching Funds

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- Are verifiable from the non-Federal entity's records;
- Are not included as contributions for any other Federal award;
- Are necessary and reasonable for accomplishment of project or program objectives;
- Are allowable under Subpart E— Cost Principles of this Part;
- Are not paid by the Federal government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- Are provided for in the approved budget when required by the Federal awarding agency; and
- Conform to other provisions of this Part, as applicable.



Uniform Grant Agreement - Part I

- Article I Award and Grantee Specific Information
- Article II Required Representations
- Article III Definitions
- Article IV Payment
- Article V Scope of Grant Activities/Purpose of Grant
- Article VI Budget
- Article VII Allowable Costs
- Article VIII Required Certifications
- Article IX Criminal Disclosure
- Article X Unlawful Discrimination
- Article XI Lobbying



Uniform Grant Agreement – Part I

- Article XII Maintenance and Accessibility of Records; Monitoring
- Article XIII Financial Reporting Requirements
- Article XIV Performance Reporting Requirements
- Article XV Audit Requirement
- Article XVI Termination; Suspension
- Article XVII Subcontracts/Sub-Grants
- Article XVIII Notice of Change
- Article XIX Reorganization and Board Membership
- Article XX Agreements with other State Agencies
- Article XXI Conflict of Interest
- Article XXII Equipment or Property
- Article XXIII Promotional Materials; Prior Notification
- Article XXIV Insurance
- Article XXV Lawsuits and Indemnification
- Article XXVI Miscellaneous



Uniform Grant Agreement – Part I

- Exhibit A – Project Description
- Exhibit B – Deliverables or Milestones
- Exhibit C – Payment
- Exhibit D – Contact Information
- Exhibit E – Performance Measures
- Exhibit F – Performance Standard
- Exhibit G – Specific Conditions



Uniform Grant Agreement

PART 2

- Grantor Specific Terms

PART 3

- Project Specific Terms

Grantee Resources

- <https://www2.illinois.gov/sites/GATA/Pages/default.aspx>
- <https://www2.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>
- <https://grants.illinois.gov/portal/>
- <https://www2.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx>
- <https://www2.illinois.gov/sites/GATA/Grantee/CentralizedIndirectCostSystem/Pages/default.aspx>
- <https://www2.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>
- <https://www.illinoisworknet.com/wioastateplan>
- <http://www.naswa.org/>

