

**AGENCY SPECIFIC CONTENT FOR THE NOTICE OF
FUNDING OPPORTUNITY #80-626**

NATIONAL DISLOCATED WORKER GRANT PROGRAM



Illinois
Department of Commerce
& Economic Opportunity

OFFICE OF EMPLOYMENT & TRAINING

Bruce Rauner, Governor

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A. PROGRAM DESCRIPTION

This Notice of Funding Opportunity (NOFO) sets forth the requirements for the National Dislocated Worker Program. The Illinois Department of Commerce and Economic Opportunity (“Department of Commerce”, “Commerce” or “the Department”) administers the Workforce Innovation and Opportunity Act funds, awarded by the United States Department of Labor (DOL). This NOFO is funded under Training and Employment Guidance Letter No. 2-18, *Trade and Economic Transition National Dislocated Worker Grants*.

PROGRAM PURPOSE

National Dislocated Worker Grants (NDWG) are discretionary grants awarded by the Secretary of Labor, under Section 170 of WIOA, to respond to major economic dislocations. The funding is intended to temporarily expand capacity to serve dislocated workers and meet the increased demand for WIOA employment and training services, with a purpose to reemploy laid off workers and enhance their employability and earnings. DOL issued the *Trade and Economic Transition National Dislocated Worker Grants* funding opportunity (TEGL 2-18) to allow States to implement training and employment services to help address dislocations that can be traced to broader workforce needs or economic changes or transitions.

The State has experienced economic changes and transitions in the Retail and Manufacturing sectors resulting in significant worker dislocations across the state. This project will enable successful applicants to address ongoing or emerging workforce and economic challenges by providing comprehensive training and career services to eligible dislocated workers from the Retail and Manufacturing sectors seeking reentry into the workforce, and increasing their skill level to become competitive for growing or high-demand employment opportunities, earning a self-sustaining wage.

PROGRAM REQUIREMENTS

Allowable Activities and Eligible Participants: Projects and services funded under this NOFO must be allowable under the Workforce Innovation and Opportunity Act and Training and Employment Guidance Letter No. 2-18, *Trade and Economic Transition National Dislocated Worker Grants*. Comprehensive services are to be provided, consistent with local policies, to eligible dislocated workers laid off from the Retail and Manufacturing sectors, with an emphasis on Training and Work-Based Learning services.

Targeted Industries and Occupations: Commerce will accept projects that serve eligible dislocated workers laid off from the Retail and Manufacturing sectors as outlined in the State of Illinois’ application to the US Department of Labor under TEGL 2-18. As part of their labor market analysis, applicants will identify growth occupations and industries and demonstrate how the project will align with state, regional and local workforce plans and/or other resources as part of an analysis of the labor market information.

Participant Training Programs: All participant training programs must lead to a training-related employment placement and be delivered by an Eligible Training Provider. All participant training programs must be certified and include a target occupation(s) from the current Demand Occupation Training List. Successful proposals will identify the industry recognized credential(s) that will result from the training. If the training does not lead to an industry recognized credential, the applicant must provide a description of how the training will lead to unsubsidized employment or post-secondary education. Applicants are also encouraged to expand career pathway opportunities through accelerated training and

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work-based learning. The requirements for Eligible Training Providers and industry recognized credentials do not apply to on-the-job training.

Program Outcomes: Specific project outcomes and goals must be included in the proposal. Agreed upon deliverables and outcomes will be tracked utilizing project management tools developed by the Department of Commerce and Illinois workNet.

B. FUNDING INFORMATION

Funding Source: Funding for this program will utilize federal funds from the U.S. Department of Labor under Training and Employment Guidance Letter No. 2-18, *Trade and Economic Transition National Dislocated Worker Grants. (TEGL 2-18)*.

Award Amount: It is expected that 3-5 projects of \$100,000 to \$1,200,000 will be funded through this NOFO. The funding amounts for proposals will correspond with the project's anticipated outcomes and deliverables. The Department of Commerce may elect to award amounts over this amount based on strength of application or strength of performance during the grant period. It is anticipated that the Department of Commerce will award \$2 Million under this NOFO.

Funding decisions are made as funding is available and the Department of Commerce is not obligated to provide the maximum grant amount requested. Allowable costs must be necessary, reasonable, and allocable based on the activity or activities contained in the scope of work. Funding for the activities outlined in this NOFO are federal funds and are subject to State and federal legislative appropriation.

Pre-award and Application Costs: Pre-award costs for services in anticipation of an award are allowable, where necessary, for the efficient and timely performance of the program, and are subject to 2 CFR 200.458. To be accepted, proof of services must meet the guidelines and requirements outlined within this NOFO. Only applicants who receive an award as a result of the NOFO and merit-based review process will be eligible for pre-award costs. Grantees are advised to contact the Department of Commerce for technical assistance with questions or concerns prior to incurring costs. Costs associated with the development of a proposal are not allowed.

Cost Sharing or Matching: Matching funds are not required. Grantees are encouraged to co-enroll project participants in other WIOA grants as determined appropriate to maximize the impact of these grant funds and ensure delivery of the full range of necessary services.

Administration Costs: Pursuant to TEGL 2-18, and the terms and conditions of the Federal Award that funds this NOFO, the administrative costs, both direct and indirect, are limited to five and a quarter percent (5.25%), for local program operators. Successful applicants should keep administrative costs to five and a quarter percent (5.25%), or less, of total grant expenditures to provide maximum resources to the program and support the WIOA performance measures. Program budgets and narratives will detail how all proposed expenditures are directly necessary for program implementation and will distinguish between direct/indirect administrative and direct/indirect program costs.

Indirect Costs: In order to charge indirect costs to the grant, the applicant organization must elect one of the following options annually and complete the necessary requirements in the State of Illinois Indirect Cost Rate System:

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- *Federally Negotiated Rate.* Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally approved NICRA.
- *State Negotiated Rate.* The organization may negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate and if they do not receive funds directly from a federal agency. The indirect cost rate proposal must be submitted to the State within 90 days of the grant effective date.
- *De Minimis Rate.* An organization that has never received a Federally Negotiated Rate or a State of Illinois Negotiated Rate may elect a de minimis rate of 10% of the modified total direct costs (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.

Award Term: The term of the federal award is from October 1, 2018 through September 30, 2020. It is anticipated that awards will be made by January 1, 2019 with a grant term/performance period through September 30, 2020.

C. APPLICANT ELIGIBILITY INFORMATION

Eligible Applicants: This funding opportunity is limited to entities designated as Local Workforce Innovation Areas in Illinois. Grantees 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.).

Demonstrated Effectiveness: Eligible applicants must demonstrate effectiveness in serving the target population(s), engaging businesses, and the ability to meet performance targets. The applicant's capacity to show they have the ability to deliver in these areas is a strong factor in coordinating education, workforce and economic development services. Proposals must provide data and supporting related outcomes to demonstrate capacity and effectiveness.

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. Registration information is available at governmentcontractregistration.com/sam-registration.asp;
- Provide a valid DUNS number in its application; and
- Maintain an active SAM registration with current information at all times during the entire period of an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. The Department of Commerce 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.

Pre-Registration Requirement: 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

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Portal, www.grants.illinois.gov. During pre-qualification, Dun and Bradstreet verifications are performed including a check of Debarred and Suspended status and Good Standing with the Illinois Secretary of State. 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 an award as a result of the Dun and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award. If an applicant has failed to meet an eligibility criterion at the time of an application deadline, the application will still be reviewed but the State will not make a

State Award until all eligibility criteria are met. The online registration will trigger a pre-qualification process that will ensure the entity:

- Has a valid DUNS number;
- Has a current SAM.gov account;
- Is not be on the Federal Excluded Parties List;
- Is in Good Standing with the Illinois Secretary of State, as applicable;
- Is not be on the Illinois Stop Payment list; and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list.

Once an entity is pre-qualified, they will receive a link to an Internal Controls Questionnaire (ICQ). Applicants must complete the ICQ as part of the pre-award process and program staff will then determine whether any or all risk-based conditions shall be incorporated into the Agreement.

D. APPLICATION REQUIREMENTS AND SUBMISSION INFORMATION

Application Information: Application materials are provided throughout the announcement and at www.illinoisworknet.com/ndwg. This website will contain information regarding the NOFO and materials necessary for submission. Questions and answers will also be posted on the program website. It is the responsibility of each applicant to monitor that website and comply with any instructions or requirements relating to the NOFO.

Content and Form of Application Submission: National Dislocated Worker Grant Program proposals must address the elements expressed in *Section A. Program Description*. Each applicant must submit all sections as follows:

Executive Summary (one page): Provide a one-page summary that identifies/describes the:

- a. Applicant name and city;
- b. Amount of funding requested;
- c. Geographic region and community(ies) to be served;
- d. Targeted participant population;
- e. Services to be provided; and
- f. Anticipated goals and outcomes of this project.

Technical Proposal (10 page maximum): Provide a technical proposal that meets the following guidelines pertaining to this NOFO (as applicable):

1. **Applicant Capacity and Effectiveness (1 page maximum):**

- a. Demonstrate applicant's effectiveness in recruiting and serving dislocated workers, recruiting and engaging businesses/employers for Work-Based Learning and job placement, developing a comprehensive partnership network, and meeting dislocated

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worker performance targets. Provide data and supporting related outcomes to demonstrate capacity and effectiveness.

- b. Describe your participation and outcomes in the three previous National Emergency Grants (i.e. Dislocated Worker Training NEG, Job-Driven NEG, Sector Partnership NEG) and other special dislocated worker grant projects in terms of meeting enrollment and Training/Work-Based Learning goals and fully utilizing all grant funds.
2. *Project Need (2 pages maximum):*
 - a. Describe the need for additional funding to increase capacity to serve additional dislocated workers in your area.
 - b. Describe Retail and Manufacturing layoff activity in your area in terms of number of events, number of layoffs, and rapid response activity, along with any other indicators.
 - c. Include a labor market analysis summary identifying the needs of employers and job seekers, including the identification of growth occupations and industries. As part of the analysis, describe how the project will align with state, regional and local workforce plans and/or other resources to meet the needs of business and industries and dislocated workers in the target regions. (attachments may be included)
 - d. Provide any additional contextual details that will strengthen the reviewers' understanding of the identified issues/problems and needs.
 3. *Project Plan (6 pages maximum):*
 - a. Describe the overall plan for delivering comprehensive services with an emphasis on Training and Work-Based Learning, including participant assessment and IEP development, leading to participant job placement with self-sustaining wages for individuals from Retail and Manufacturing events.
 - b. Provide participant enrollment and service goals: number of dislocated workers to be enrolled; number to receive Training (e.g. occupational, vocational training); number to receive Work-Based Learning; number to receive Supportive Services. Note that there is a project emphasis on providing Training and Work-Based Learning services. Also provide an estimate of the percentage of participants from the Retail sector and the percentage from the Manufacturing sector, totaling 100% (e.g. 40% Retail; 60% Manufacturing).
 - c. Describe the network of project partners (including economic development, business and industry organizations/agencies) that will have a role in outreach/recruitment, project services and planning, job placement, and can address specific challenges and needs facing participants.
 - d. Identify outreach and recruitment strategies to reach individuals laid off from the Retail and Manufacturing sectors that will enable you to meet enrollment goals in the first twelve months of operation. Discuss how you will overcome challenges in recruiting eligible dislocated workers at the level needed to meet enrolment goals. Discuss plans to use a Sector Specialist to assist with outreach and recruitment efforts, explaining their role and activities (included in the Budget narrative).
 - e. Identify outreach and recruitment strategies to engage employers for Work-Based Learning opportunities and participant job placement. Identify specific employers that will provide Work-Based Learning opportunities and permanent employment.
 - f. Identify the types of Work-Based Learning opportunities that will be provided (e.g. OJT, Customized Training, Apprenticeships, etc.), consistent with local policy. Note that Incumbent Worker Training is not an allowable activity at this time.
 - g. Identify the targeted industry(ies), businesses and occupations for training and job placement.

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- h. Describe the type of training and the method for delivery, along with the associated credentials and certifications, as applicable.
 - i. Discuss management and oversight of the project, including strategies and tools for early identification and course-correction of project delays, shortcomings, deficiencies and challenges.
 - j. Describe the elements of the project that are innovative and how they lead to participant and project success.
 - k. List the Retail and Manufacturing layoff events that you are targeting for this project. (This may be submitted as a separate attachment.)
4. *Cost Effectiveness/Return on Investment (1 page maximum):*
- a. Describe how the project will work with partner agencies and organizations to ensure comprehensive services, including supportive services, are provided from various funding sources so that grant funds are maximized.
 - b. Describe the return on investment and how the project will result in Dislocated Workers being placed in permanent employment with self-sustaining wages.
5. *Trade and Economic Transition Pre-Application:*
- a. State whether or not the applicant submitted a project Pre-Application to the Department to assist in developing the State's Trade and Economic Transition application for submission to DOL.

Implementation Plan: Grant applications must include an implementation plan using the format provided in Attachment 1, showing the timelines and major project activities for project start-up, implementation, and wrap-up for the expected project period of January 1, 2019 through September 30, 2020.

Budget Proposal: The State of Illinois has developed a standard budget proposal that must be submitted with the grant application as a separate "file" from the application. The budget must be submitted as an Excel file and the certification pages must be printed off signed. The budget proposal provides a narrative justification of each cost including information on how each cost in the budget is calculated. The grant application website includes the budget proposal template and technical assistance documents.

Submission Dates and Times: The Department will fund applications based on the order the Department received them, until all funds for this program are depleted. Complete grant applications will be evaluated in the order in which they were received. Submit the proposal via e-mail to grantapplications@illinoisworknet.com. When submitting the proposal list in the Subject Line NOFO #80-626 and organization/agency name. Please submit the application as one PDF file and one Excel file for the budget. Applications will be considered based on quality and feasibility and contingent on the availability of funds.

Intergovernmental Review, if applicable: This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

Funding Restrictions: The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Final Guidance"), located at 2 CFR Part 200, supersedes and combines the requirements of Office of Management and Budget (OMB) Circulars A-21, A-87, A-102, A-110, A-122, and A-133. The U.S. Department of Labor has published exceptions to the Final Guidance at 2 CFR Part 2900. Any reference to the OMB Circulars is subject to the Final Guidance. The Final Guidance regulations may be viewed at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

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Application Format and Submission Requirements: All applicants must meet the following submission requirements:

- Applications must be formatted to an 8 1/2 x 11-inch page size, using 11-point type and at 100% magnification. Tables may be used to present information with a 10-point type.
- The program narrative must be typed single-spaced, with 1-inch margins on all sides. The proposal narrative is a maximum of 10 pages.
- The entire application, including appendices, must be sequentially page numbered (hand written page numbers are acceptable). Items included in the attachments are NOT included in the page limitations.
- Applicants must submit the proposal via email. Submit the proposal to grantapplications@illinoisworknet.com. In the Subject Line indicate NOFO #80-626 and organization/agency name.
- The Department of Commerce is under no obligation to review applications that do not comply with the above requirements.

Required Application Components: All applications must include the following components in the order identified below. Please compile this information into one electronic file for items 1-4 (preferably a PDF) and one electronic Excel file for the Budget Proposal.

1. Signed Application
2. Executive Summary
3. Technical Proposal
4. Implementation Plan Attachment and any other Attachments
5. Budget Proposal (Excel File)

E. APPLICANT REVIEW INFORMATION

Applicants must demonstrate that they meet all requirements under this NOFO as described throughout. Applications that fail to meet the criteria described in "Eligible Applicants" as identified in *Section C. Eligibility Information* may not be scored and considered for funding. The following criteria will be used to evaluate applications:

Applicant Capacity and Effectiveness (20%)

- The applicant's capacity to successfully complete the project tasks, achieve project goals and fully utilize grant funds;
- The applicant's previous performance in administering National Emergency Grants and other special dislocated worker projects; and
- The applicant's ability to recruit dislocated workers from Retail and Manufacturing events and to recruit and engage employers for Work-Based Learning and job placement opportunities.

Documentation of Need (15%)

- Demonstrated need for additional funding to increase capacity beyond formula funding.
- The level of Retail and Manufacturing events, layoffs and Rapid Response activity supporting the need for additional funding;
- The expected impact on the targeted population and community.

Project Plan -- Project Quality (30%)

- The overall feasibility and quality of the project plan;

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- The number of participants to be served, a demonstrated emphasis on Training and Work-Based Learning services, the quality of participant and employer outreach and recruitment plans, and the comprehensive services to be provided;
- Extensive project partnerships;
- Detail and reasonableness of the Implementation Plan, including reasonable timelines resulting in goal achievement within the 21-month project period;
- The types of training and the method of delivery that will be implemented;
- Inclusion of innovative strategies and services; and
- The likelihood that implementation of the project plan will result in project success in terms of fully utilizing all grant funds and meeting project goals, including job placement for participants with self-sustaining wages.

Cost Effectiveness/Return on Investments (15%)

- The proposed project costs in relationship to planned outcomes;
- The reasonableness of the costs in relation to the proposed activities;
- Identified specific work placements for permanent employment; and
- The project outcomes including the number of dislocated workers placed in permanent jobs.

Trade and Economic Transition Pre-Application Submission (20%)

- Participation in the development of the State's DOL application by previous submittal of a project Pre-Application to the Department.

Review and Selection Process: A team of Department of Commerce staff will use the criteria listed in this section of the NOFO to review the applications. Decisions to award grants and the funding levels will be determined per application based upon compliance with the requirements of this NOFO. Based on the review, applicants may be selected to enter into negotiations with the Department for a grant. The purpose of negotiations will be to arrive at acceptable grant terms, including budgetary and scope-of-work provisions, at which time the final decision to make a grant award will be made.

Anticipated Announcement and State Award Dates: Applicants will be notified upon completion and approval of the funding plan, contingent on the availability of funds.

F. AWARD ADMINISTRATION INFORMATION

State Award Notices: Successful applicants will be notified in writing by the Department of Commerce. A Notice of State Award (NOSA) will be distributed by the Department 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.

Payment Schedule: The executed grant agreement will specify conditions for payment and payment schedule. Generally, grantees will receive payments on a reimbursement basis and may be prorated dependent upon the grantee meeting performance targets. Each grant will have enrollment and outcome goals specific to the types of projects funded. Penalties for missing performance targets may be applied at the Department's discretion.

Administrative and National Policy Requirements: Refer to *Section C. Eligibility Information*, Indirect Costs for details on indirect rate requirements and limitations.

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Project Reporting: Successful applicants will be required to submit regular reports to document the progress of the project as part of the grant requirements. These reports include, but are not necessarily limited to, the following:

- Quarterly Progress Reports including a trial balance;
- Narrative Performance Reports;
- WIOA registrant information and reports for projects serving WIOA registrants using the Illinois Workforce Development System, Illinois workNet™, or other reporting processes as directed by the Department of Commerce;
- Consolidated year-end financial reporting;
- A final narrative assessment of project outcomes that identifies promising practices and lessons learned to inform future workforce program implementation efforts;
- Other reporting deemed necessary by the Department of Commerce and/or DOL; and
- Formal evaluation of projects will be required as the State deems necessary.

Monitoring: Applicants funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department of Commerce. The successful applicant must have an open-door policy allowing periodic visits by Department of Commerce monitors to evaluate the progress of the project, and provide documentation upon request of the monitor. Program staff will also maintain contact with the participating businesses and monitor progress and performance of the contracts. The Department of Commerce may modify grants based on performance. Successful applicants may be subject to monitoring by other core partners, in the instance where the additional agency funding is included in the award. Formal evaluation of projects will be required as the State deems necessary.

Federal Requirements: All applicants must be in compliance, or agree to comply, with the following federal and state laws and related regulations (as applicable) in order to be considered for an award:

- Workforce Innovation and Opportunity Act (Public Law 113-128) and applicable regulations;
- Training and Employment Guidance Letter No. 2-18
- Equal Employment Opportunity/Nondiscrimination Provision and will comply with the physical, programmatic and accessibility requirements;
- Protection of Personally Identifiable Information;
- Jobs for Veteran Act (Public Law 107-288);
- Flood Disaster Protection Act of 1973 as amended (42 U.S.C 4001);
- Architectural Barriers Act of 1968 as amended (42 USC 4151);
- Drug-Free Workplace Act of 1988 (41 USC 702 et seq., and 2 CFR § 182);
- Hotel Motel Fire Safety Act (15 USC 2225a);
- Buy American Act (41 U.S.C 10a);
- Copeland "Anti-Kickback" Act (18 USC 874 and 40 USC 276c);
- Davis-Bacon Act, as amended (40 USC 276a to a-7);
- Contract Work Hours and Safety Standards Act (40 USC 327-333);
- Rights to Inventions Made Under a Contract or Agreement;
- Clean Air Act (42 USC 7401 et seq.) and the Federal Water Pollution Control Act (33 USC 1251 et seq.), as amended;
- Byrd Anti-Lobbying Amendment (31 USC 1352);
- Uniform Administrative Requirements at 2 CFR Part 200 and the USDOL Exceptions at 2 CFR 2900;
- Applicable State of Illinois Laws; and
- State Workforce Innovation and Opportunity Act Policies.

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G. STATE AWARDING AGENCY CONTACT

Please direct any questions regarding this NOFO to:

David E. Smith
David.E.Smith@illinois.gov
Illinois Department of Commerce and Economic Opportunity
500 East Monroe Street
Springfield, IL 62701

H. OTHER INFORMATION

If an applicant fails to meet an eligibility criterion at the time of an application deadline, the application may still be reviewed but the State will not make an award until all eligibility criteria are met.

The Department of Commerce reserves the right to request additional information from applicants to evaluate applications. The Department, at its sole discretion, reserves the right to reject all applications; to reject individual applications for failure to meet any requirement; to award in part or total; and to waive minor defects and non-compliance. Submission of an application confers no right to an award or to a subsequent grant agreement. The Department of Commerce is not obligated to award any grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application, or pay any grant-related costs incurred prior to the grant beginning date. All decisions of the Department of Commerce are final.

Freedom of Information Act/Confidential Information: 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. The Department of Commerce will maintain the confidentiality of that information only to the extent permitted by law.

I. ACRONYMS USED IN THIS NOFO

CAGE Commercial and Governmental Entity
DCEO Department of Commerce and Economic Opportunity
DUNS Data Universal Numbering System
ETPL Eligible Training Provider List
FEIN Federal Employer Identification Number
ITA Individual Training Account
IWIB Illinois Workforce Innovation Board
LWIA Local Workforce Innovation Area
LWIB Local Workforce Innovation Board
MOU Memorandum of Understanding
MTDC Modified Total Direct Costs
NDWG National Dislocated Worker Grant
NICRA Negotiated Indirect Cost Rate Agreement
NOFO Notice of Funding Opportunity
NOSA Notice of State Award
SAM System for Award Management
USDOL United States Department of Labor
WIOA Workforce Innovation and Opportunity Act

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ATTACHMENT 1 - PROJECT IMPLEMENTATION PLAN

In the first column indicate the timeline for major project activities with the expectation that the project period will be January 1, 2019 through September 30, 2020. In the second column, list the major activities for project start-up, implementation, and wrap-up, with all participant enrollments completed within the first 12 months of the project. [Expand the table as needed.]

TIMELINE	ACTIVITY