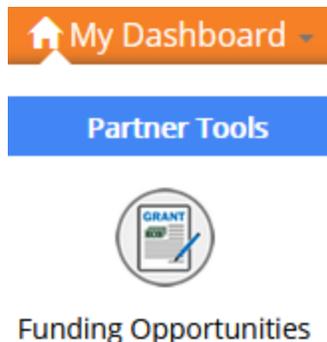


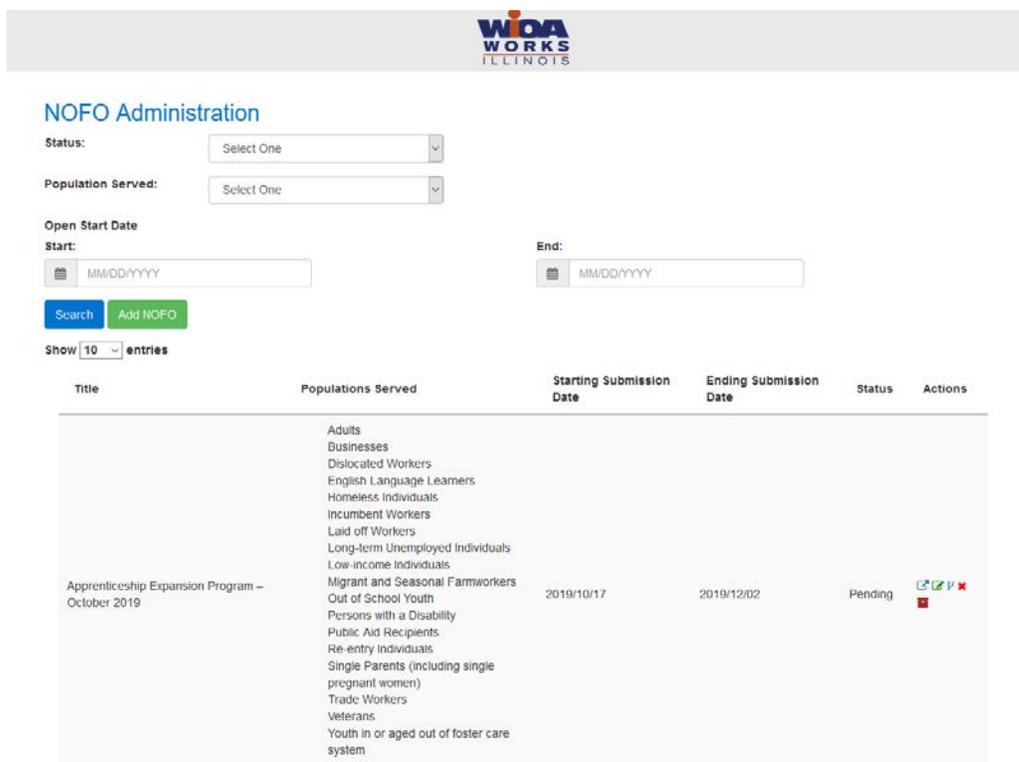
Notice of Funding Opportunities Administration Guide

The instructions below will guide you through the NOFO Administration Dashboard

1. Log in to IwN using your personal login information.
2. To access the NOFO Dashboard, click on “My Dashboard” and select “Funding Opportunities” under “Partner Tools”. If you have access, you can also reach the NOFO Dashboard by visiting: <https://apps.il-work-net.com/NofoTools/Admin>



3. You should now be in the NOFO Dashboard and see a screen like the image below:



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NOFO Administration

Status:

Population Served:

Open Start Date
Start: End:

Show entries

Title	Populations Served	Starting Submission Date	Ending Submission Date	Status	Actions
Apprenticeship Expansion Program – October 2019	Adults Businesses Dislocated Workers English Language Learners Homeless Individuals Incumbent Workers Laid off Workers Long-term Unemployed Individuals Low-income Individuals Migrant and Seasonal Farmworkers Out of School Youth Persons with a Disability Public Aid Recipients Re-entry Individuals Single Parents (including single pregnant women) Trade Workers Veterans Youth in or aged out of foster care system	2019/10/17	2019/12/02	Pending	

Adding a New Funding Opportunity

1. Click on “Add NOFO”.

NOFO Administration

Status:

Population Served:

Open Start Date

Start:

End:

Show entries

2. The next page will look like this:

Add Opportunity

Status: Pending

NOFO Title*

NOFO Logo
Logo must be a minimum of 150 x 150 pixels.

Background

Program Design

Funding Information

3. On the “Add Opportunity” screen, fill out the required fields
 - a. NOFO Title
 - b. Upload a Logo
 - c. Enter “Background” text.
 - d. Enter “Program Design” text.
 - e. Enter “Funding Information” text.
 - f. Add a “Start” and “End” date for Public Posting
 - g. Add an “Open” and “Close” date for Application Submission.
 - h. Add an “Open” and “Close” date for the Grant Term.
 - i. Select all “Eligible Applicants”.
 - j. Select “Funding” source.
 - k. Select “Populations Served”.
 - l. Upload any “NOFO Materials”.
 - m. Add any “Resources” (optional)
 - n. Enter an email address for the contact the application is being submitted to.
 - o. Choose whether there are any planned events for the NOFO. If yes:
 - i. Select the “Add Event” button.
 - ii. A modal will display allow you to add an existing event or series

Add Events to NOFO x

Event Name	Time and Date	Location City	Action
Zoom Medical Billing and Coding	October 14 2019 06:00 PM - 07:00 PM	Online	<input type="button" value="Add event"/>
Easy Access to Business Lines of Credit - Chicago	October 14 2019 07:00 PM - 08:00 PM	Online	<input type="button" value="Add event"/> <input type="button" value="Add series"/>
Where Can I Get Business Funding - Chicago	October 14 2019 07:00 PM - 08:00 PM	Online	<input type="button" value="Add event"/> <input type="button" value="Add series"/>
Write a Business Plan - Template	October 15 2019	Online	<input type="button" value="Add event"/> <input type="button" value="Add series"/>
3rd Wednesday Hiring Event	October 16 2019 10:00 AM - 12:00 PM	Peoria, IL	<input type="button" value="Add event"/>
Job Fair	October 16 2019 10:00 AM - 12:00 PM	Wilmington, IL	<input type="button" value="Add event"/>
Lisle Township Job Club	October 16 2019 10:30 AM - 12:00 PM	Naperville, IL	<input type="button" value="Add event"/> <input type="button" value="Add series"/>

Managing the Dashboard

The NOFO Dashboard shows a list of created Opportunities and the relative status (i.e. pending/activate). Under the Actions column is a group of icons that related to the added Opportunity. The icons are:

1. View – Displays the added opportunities pages.
2. Edit – Make changes/updates to already submitted opportunities.
3. Clone – Creates a duplicate opportunity prefilled with the existing information and allows you edit before submitting.
4. Delete – Delete the opportunity
5. Archive – Archives the opportunity.

Show entries

Title	Populations Served	Starting Submission Date	Ending Submission Date	Status	Actions
Apprenticeship Expansion Program – October 2019	Adults Businesses Dislocated Workers English Language Learners Homeless Individuals Incumbent Workers Laid off Workers Long-term Unemployed Individuals Low-income Individuals Migrant and Seasonal Farmworkers Out of School Youth Persons with a Disability Public Aid Recipients Re-entry Individuals Single Parents (including single pregnant women) Trade Workers Veterans Youth in or aged out of foster care system	2019/10/17	2019/12/02	Pending	    

Showing 1 to 1 of 1 entries

Previous Next

The Illinois workNet® Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.

October, 2019 v1