

**AGENCY SPECIFIC CONTENT FOR THE NOTICE OF
FUNDING OPPORTUNITY #75-1285**

**PY19 WIOA STATEWIDE WORKFORCE INNOVATION PROGRAM
Technical Assistance
Regional and Local Planning Support
Service Integration Implementation**

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WIOA STATEWIDE WORKFORCE INNOVATION PROGRAM

A. PROGRAM DESCRIPTION

This Notice of Funding Opportunity (NOFO) sets forth the requirements for the PY2019 Workforce Innovation and Opportunity Act (WIOA) Statewide Workforce Innovation Program and focuses on integrating services for job seekers and improving employer access to the skilled workforce they need through the systemwide adoption of best practices in service integration and WIOA regional & local planning. The Illinois Department of Commerce and Economic Opportunity (“Illinois Department of Commerce”, “Commerce” or “the Department”) administers WIOA funds, awarded by the United States Department of Labor (DOL). Funding received from DOL supports the work of Local Workforce Innovation Areas (LWIAs) and other partners in serving adults, youth, and dislocated workers as defined within WIOA (Public Law 113-128).

Specifically, the WIOA Statewide Workforce Innovation Program funds projects that support the vision, principles, goals and strategies articulated within the WIOA Unified State Plan. The overarching areas of focus for this program include: industry sector partnership projects, innovative workforce pilot and research projects, and statewide technical assistance initiatives.

The Illinois Workforce Innovation Board (IWIB) has placed a priority on service integration that leads to coordinated intake and the alignment of services. Through the IWIB Strategic Plan and under their oversight the Unified State Plan lays out the vision for WIOA services in Illinois. Additionally, Governor Pritzker’s Executive Order 2019-03 broadens this vision and directs Illinois’ State agencies to review current and potential industries targeted for economic growth and recommend how education and workforce resources can better align to serve disenfranchised populations in communities throughout Illinois. To that end, the NOFOs under this program also will support the following Action Areas developed in response to Governor Pritzker’s Executive Order.

- Action Area 1: Unite workforce development partners around regional cluster strategies
- Action Area 3: Integrate Workforce Services for Job Seekers

Below are items that applicants should familiarize themselves with to understand the requirements set forth in this application.

- [Workforce Innovation and Opportunity Act of 2014](#)
- [State of Illinois WIOA Unified State Plan](#)
- Illinois [Executive Order 2019-03](#)
- [An Action Agenda for Workforce Development and Job Creation – Illinois Executive Order 2019-03](#)
- [WIOA Regional/Local Plans by Economic Development Region](#)
- [WIOA Policy on Service Integration](#)
- [State of Illinois WIOA ePolicy Portal](#)
- [Grant Accountability and Transparency Act](#)

DEFINITIONS

Listed below are definitions of several terms commonly used in administering the federally funded workforce grants, including the PY2019 WIOA Statewide Workforce Innovation Program.

Career Pathway: Defined in WIOA as a combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as

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the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 USC 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171);

- Includes counseling to support an individual in achieving their education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster
(see Appendix A for more information on Illinois’ Common Career Pathways Definition & Guidance).

Eligible Training Provider: An Eligible Training Provider is an organization, such as a public or private technical school, college or university, or a community-based organization whose application has been approved by the Local Workforce Innovation Board (LWIB). These approved training providers are included on the State’s *Eligible Training Provider List* (ETPL) and approved to receive training funds through an Individual Training Account (ITA).

Incumbent Worker: An Incumbent Worker is an individual (or group of individuals) with an employment relationship with a participating employer or group of participating employers in a targeted industry; and an individual who is receiving upgraded skills training:

- to increase his or her skills in an occupation in which the individual is already an incumbent; or
- to prepare the worker for entry into a new occupation within the targeted workforce (i.e., the workforce of the participating employer or group of employers).

To qualify as an incumbent worker, the incumbent worker needs to be employed, meet the Fair Labor Standards Act requirements for an employer-employee relationship, and have an established employment history with the employer for 6 months or more.

Incumbent Worker Training: Incumbent Worker training must meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to maintain or retain employment or have the opportunity for increased earnings potential through promotion. The training must satisfy the requirements in WIOA Section 134(d)(4) and §680.790 and increase the competitiveness of the employee or employers. Employers that receive these funds must match the cost of the training on the following sliding scale:

- 10 percent for employers with less than 50 employees;
- 25 percent for employers with 50-99 employees; and
- 50 percent for employers with more than 100 employees.

Participant: Defined in WIOA as a reportable individual who has received staff-assisted services after satisfying all applicable programmatic requirements for the provision of services, such as eligibility determination. The following individuals are not participants: (i) Individuals who have not completed at least 12 contact hours in the Adult Education and Family Literacy Act (AEFLA) program; (ii) Individuals who only use the self-service system; (iii) Individuals who only receive information services or activities; and (iv) Individuals receiving incumbent worker training through an eligible employer.

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Sector Partnership: Partnerships of companies, from the same industry and in a shared labor market region, with education, workforce development, economic development, community organizations and other stakeholders that collectively focus on a set of priorities that matter to the competitiveness of their industry. These partnerships are:

- Industry-led, driven by a committed group of employer champions;
- Community-supported by a diverse range of public program partners;
- Convened or facilitated by a credible third-party (or intermediary);
- An organizing vehicle for multiple program partners to respond to industry priorities together;
- Local or regional (not top-down or statewide); and
- Action-oriented, focused on improving industry sector competitiveness, and not limited to just workforce issues.

Service Integration: In Illinois, the Illinois Workforce Innovation Board (IWIB), through WIOA Works ePolicy [Chapter 1 Section 13.1.1](#), defines service integration as a combination of strategies to align and simplify access to One-Stop Center services and supports for employers, job seekers, and system customers with the goal of providing the best experience possible. Service integration may occur across entities delivering specific services or programs, across time as customer needs change, or both.

Training Services: Defined in section 134(b)(3) of WIOA, as a service provided through an Individual Training Account (ITA) or through a training contract, that may be provided to eligible individuals if it is determined, after an interview, evaluation or assessment, and career planning, that the individual:

- is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;
- is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and
- has the skills and qualifications to successfully participate in the selected program of training services.

Workforce Innovation & Opportunity Act (WIOA): An act to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.

WIOA Local Plan: A Local Plan is a four-year action plan to develop, align and integrate service delivery strategies and resources among the WIOA partners in a specific local area. The Local Plan should support achievement of the State's vision and goals, as outlined in the State Plan. This is described at WIOA Section 108(a), and the contents of the Local Plan are described at WIOA Section 108(b) and 20 CFR §679.560. Guidelines for Illinois' "2020 Regional and Local Planning Guide" is posted at [WIOA Regional/Local Plans by Economic Development Region](#).

WIOA Regional Plan: A Regional Plan is a four-year action plan to develop, align and integrate service delivery strategies and resources among the local workforce innovation areas in a given economic development region. These strategies must be consistent with the vision and goals of the Illinois WIOA Unified State Plan. The substance of the Regional Plan is described at WIOA Section 106(c)(2) and final regulations 20 CFR § 679.510. Guidelines for Illinois' "2020 Regional and Local Planning Guide" is posted at [WIOA Regional/Local Plans by Economic Development Region](#).

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ILLINOIS' WIOA UNIFIED STATE PLAN

Under WIOA, the State of Illinois is required to submit a plan that outlines the vision, principles and goals for the integration of workforce, education and economic development programs. The plan describes the partnership of core partners, including Title I and III, through the Department of Labor, and Title II and IV through the Department of Education. The Statewide Workforce Innovation Program seeks projects that will address the priorities within the state plan including sector partnership projects, innovative workforce/research projects, priority populations projects and statewide technical assistance projects. The following are the key elements of Illinois' WIOA Unified State Plan.

Vision Statement: "Foster a Statewide workforce development system that supports the needs of individuals and businesses to ensure Illinois has a skilled workforce to effectively compete in the global economy."

Guiding Principles: Illinois will work toward achieving the vision using these principles as guideposts for policy development and program service delivery. Each partner will use its resources to support the following principles:

- Business demand driven orientation through a sector strategy framework;
- Strong partnerships with business at all levels;
- Pathways to Careers of Today and Tomorrow;
- Cross-agency Collaboration and Connections
- Integrated service delivery;
- Equitable Access and Opportunity for all Populations;
- Clear metrics for progress and success; and
- Focus on continuous improvement and innovation.

State Strategies: The vision and principles laid the groundwork for the six strategies of the Unified State Plan and are at the foundation of the planning process. These strategies are as follows:

- Coordinate demand-driven strategic planning at the state and regional levels;
- Support employer-driven regional sector initiatives;
- Provide economic advancement for all populations through career pathways;
- Expand service integration;
- Promote improved data driven decision making; and
- Advance public-private data infrastructure.

PROGRAM PURPOSE

Through this Notice of Funding Opportunity (NOFO) eligible organizations may apply to receive funds that support integrating services for job seekers and improving employer access to the skilled workforce they need through the systemwide adoption of best practices in service integration and WIOA regional & local planning. For purposes of this opportunity, eligible organizations are limited to local workforce innovation boards or their designee organization with the capacity to accept and manage federal funds. Projects related to service integration may be regional or local.

WIOA Regional and Local Planning Support

The Workforce Innovation and Opportunity Act and final regulations require local workforce boards and chief elected officials (CEOs) within an identified planning region to participate in a regional planning process that results in the preparation of a regional plan. This NOFO will support key activities including:

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- Efforts for data gathering and/or analysis such as labor market information (regional employer workforce surveys), regional economic conditions and trends, regional demographic conditions and trends or developing ROI metrics for performance;
- Coordinating stakeholder extraordinary convenings or other public engagement events related to regional and local plan development to:
 - i. review data elements or development of regional priorities;
 - ii. conduct regional outreach to businesses, workforce and education system practitioners, economic development professionals and/or other community-based organizations; and
 - iii. align partner plans and activities across programs.
- Developing and/or implementing of strategies and initiatives that do not supplant funding for current service integration and/or program coordination efforts.

Service Integration Implementation

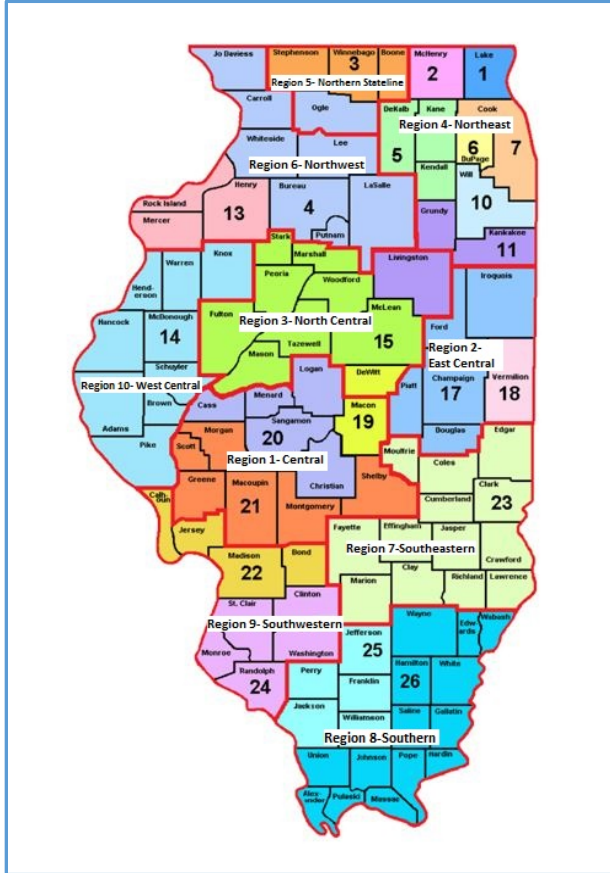
Projects must address priorities identified in the Service Integration Self-Assessment and align with the proposed Action Steps. Proposals must demonstrate that they support efforts in the implementation of strategies that improve service integration between WIOA program partners and providers at the State, regional and local levels through such sustainable activities as:

- Developing replicable models for services that are shaped by either business and/or jobseeker needs and that are easily navigated so the individual can access different programs for which they are eligible;
- Providing cross-training and program information resources that address the role, services, and eligibility requirements for all WIOA partner programs provided in the one-stop;
- Developing replicable models that integrate services through common referral systems and coordinated career plans;
- Providing training to partners on the use of career pathways in employment plans and how one-stop services support career pathways;
- Providing technical assistance for the coordination of business services; and
- Providing technical assistance to partners and local boards on the alignment of funding resources.

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PROGRAM REQUIREMENTS

Allowable Activities: Projects that are funded under this NOFO must be allowable under the Workforce Innovation and Opportunity Act.



Support of Regional and Local Plans: The Department of Commerce will consider projects in Local Workforce Innovation Areas and regions throughout the state. Applicants must identify the workforce/economic development region and administer the programs within the context of the State, Regional, and Local workforce development plans. Applicants must work with the State, Regional and Local partners to implement the project in coordination with WIOA. A map of the workforce and economic development regions in Illinois is provided on this page. Additional information regarding the regional and local workforce plans is posted on the Illinois workNet portal in the [WIOA Regional/Local Plans by Economic Development Region](#) page.

Project Outcomes: Specific project outcomes, goals, and deliverables 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.

Service Integration Implementation: Commerce will accept proposals that address replicable models that support strategies that align and simplify access to one-stop center services and support for employers, job seekers, and system customers with the goal for providing the best customer experience as possible. Proposals must address one or more of the seven goal outcomes of service integration as outlined in the WIOA Service Integration Policy located in the WIOA ePolicy Manual.

B. FUNDING INFORMATION

Funding Source: Funding for this program will utilize federal funds from the U.S. Department of Labor under the Workforce Innovation and Opportunity Act award number AA-33227-19-55-A-17.

Award Amount: It is anticipated that the Department of Commerce will award \$1-2 million in Statewide Workforce Innovation Program grants to support projects awarded through this funding opportunity. Grant funds should not supplant funding for ongoing program coordination and development. The funding amounts for proposals will correspond with the project’s anticipated outcomes and deliverables. Grant awards will generally not exceed \$100,000. However, 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.

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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 for projects serving WIOA Adults, Dislocated Workers and Youth; however, projects that include matching or leveraged funds from multiple funding sources will be given priority consideration. Successful applicants will be required to report the matching and/or leveraged funds from partners over the life of the project, including WIOA formula funds and other federal, state, local, and private resources. There is no minimum requirement, but applications will be reviewed in part based upon their ability to leverage additional funding sources, which should be clearly described in the budget proposal.

Administration Costs: It is expected that administrative costs, both direct and indirect, will represent a small portion of the program budget. Successful applicants should strive to keep administrative costs to 10 percent (10%), or less, of direct costs as outlined at 20 C.F.R. 683.205. 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:

- *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 grant term/performance period will be determined on a project specific basis.

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Technical Assistance: Technical Assistance (TA) will be provided throughout the application process, in the form of webinars, regional meetings, and on-site technical assistance. More information will be posted at: www.illinoisworknet.com/WIOAInnovationNOFO.

C. ELIGIBILITY INFORMATION

Eligible Applicants: This funding opportunity is limited to local workforce innovation boards or their designee organizations that are in good standing with the Illinois Secretary of State. Additional consideration will be given to organizations and projects in local workforce areas and regions throughout the State that document how the project will impact workforce, education, and economic development, and that can be replicated throughout the State (if applicable).

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 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-Award Requirements: An entity may not apply for a grant until the entity has first registered and then pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov. 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 on the Federal Excluded Parties List;
- Is in Good Standing with the Illinois Secretary of State, as applicable;
- Is not on the Illinois Stop Payment list; and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list.

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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.

Once an entity is pre-qualified, the applicant must complete a programmatic and fiscal and administrative risk assessment prior to award. Applicants will complete the Internal Controls Questionnaire (ICQ) through the GATA Grantee Portal. The ICQ assesses the applicant organization's fiscal and administrative risk. Applicants must complete the ICQ annually 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.

Applicants will also be requested to complete a programmatic risk assessment to assess grant-specific risk. This assessment will be administered towards the end of the application process by the Illinois Department of Commerce and Economic Opportunity. 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/WIOAInnovationNOFO. 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.

Required Attachments: All applications must include the following mandatory forms/attachments in the order identified below. Please compile the following attachments into one electronic file for items 1-7 and one electronic file for the budget proposal.

- Signed Application
- Executive Summary
- Technical Proposal)
- Implementation Plan & Schedule
- Resumes of Program Staff
- Memorandum of Understanding or Partnership Agreements (if applicable)
- Budget Proposal (State of Illinois Unified Budget Template - Excel Workbook)

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

- a. Applicant;
- b. Funding Category (Service Integration, Planning, Both)
- c. Amount of funding requested;
- d. Region and/or LWIA receiving support Geographic region and community(ies) to be served; and
- e. Anticipated goals and outcomes of this project.

Technical Proposal (12-page maximum): The narrative technical proposal should highlight the goals of the organization with respect to the targeted population, activities to be undertaken, and the outcomes of these activities. The technical proposal should include the following information:

1. *Applicant Capacity (2 pages maximum):*

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- a. Describe the related experience of the applicant and partners responding to the NOFO. If any of the work is to be sub-contracted, provide the name(s) of and describe the relevant experience of the sub-contractor(s).
 - b. Include a list of the applicant's staff, including sub-contractor personnel, to be assigned to the project. Describe the role each staff person will fulfill. Indicate the number of hours each staff will be assigned to the project. Provide resumes for all project staff. Indicate, at a minimum, their positions and total years in the organization, education, and relevant work experience.
 - c. Describe any projects recently completed or under way that required skills and experience similar to those required for this proposed project.
 - Include a brief summary of the project and the outcomes
 - Include references and contact information of the project's sponsor (as appropriate).
2. *Documentation of Need (2 pages maximum):*
- a. Describe the issues, problems, and/or needs that are addressed by this project (e.g., implementation needs, data analysis support.). Identify the specific strategy(ies) in the service integration planning tool and if applicable to the action the industry/companies/region/area affected by the identified issues.
 - b. Provide any additional contextual details that will strengthen the reviewers' understanding of the identified issues/problems and needs.
3. *Specific Project Requirements and Considerations (6 pages maximum):*
- a. Describe the project in detail including the goals, activities, and projected outcomes;
WIOA Regional and Local Planning Support
The Workforce Innovation and Opportunity Act and final regulations require local workforce boards and chief elected officials (CEOs) within an identified planning region to participate in a regional planning process that results in the preparation of a regional plan. This NOFO will support key activities including:
 - Efforts for data gathering and/or analysis such as labor market information (regional employer workforce surveys), regional economic conditions and trends, or regional demographic conditions and trends;
 - Coordinating stakeholder extraordinary convenings or other public engagement events related to regional and local plan development for review of data elements or development of regional priorities, conducting regional outreach to businesses, workforce and education system practitioners, economic development professionals and/or other community-based organizations; and
 - Developing and/or implementing of innovative plans strategies and initiatives.
- Service Integration Implementation*
Projects must align with the Service Integration Policy and address priorities identified in the Service Integration Self-Assessment and Action Plan. Proposals must demonstrate that they support efforts in the implementation of strategies that improve service integration between WIOA program partners and providers at the State, regional and local levels through such sustainable activities as:
 - Developing replicable models for services that are shaped by either business and/or jobseeker needs and that are easily navigated so the individual can access different programs for which they are eligible;
 - Providing cross-training and program information resources that address the role, services, and eligibility requirements for all WIOA partner programs provided in the one-stop system;

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- Developing replicable models that integrate services through common referral systems and coordinated career (individual employment) plans;
 - Providing training to partners on the use of career pathways in employment plans and how one-stop services support career pathways;
 - Providing technical assistance for the coordination of business services; and
 - Providing technical assistance to partners and local boards on the alignment of funding resources.
- b. Describe specifically how the project is intended to address the need(s) identified in section 2;
- c. Describe the elements of the project that are innovative. Provide evidence and the rationale supporting the innovation, the specific intended outcomes derived from the innovation and how the impact of the innovation will be measured;
- d. Describe how the results of the project will be documented, including: specific performance metrics, how best practices and lessons learned will be identified, and which staff will work with the program evaluator; and
- e. Describe how the project will increase equity within the workforce system (if applicable).
4. *Cost Effectiveness/Return on Investment (2 pages maximum):*
- a. Provide a high-level budget narrative, including an analysis of the cost efficiency in relationship to planned outcomes;
 - b. Describe how the project will measure improved: effectiveness and/or efficiency; service integration; and ultimately improved outcomes for businesses and jobseekers;
 - c. Describe how the project will use leveraged and matching funds from the applicant, public workforce or education partners and private funds from participating businesses, industry groups or foundations;
 - d. Describe how this project will be sustained beyond the grant funding period (if applicable); and
 - e. Discuss how this project could be implemented on a statewide basis and what benefit the State will realize from the statewide implementation (if applicable).

Implementation Plan and Schedule: Grant applications must include an implementation plan using the format provided in Attachment 1. The implementation plan must include the major project activities, timelines for completion of the activities, the staff responsible for performing the activities and the deliverable associated with the project activity.

Resumes of Program Staff: Grant applications must include the resumes of key program staff that demonstrate capacity to complete the work outlined in the application.

Memorandum of Understanding (MOU): For applicants other than LWIAs, an MOU must be developed and signed by the applicant and LWIB or other qualified organization that outlines the roles and responsibilities related the implementation of strategies that improve service integration between WIOA program partners and providers at the regional and/or local levels. Attach Partnership Agreements (as opposed to Letters of Support) with all key partners detailing entity information and contact information, responsibilities, functions, and integration.

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 and 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.

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WIOA STATEWIDE WORKFORCE INNOVATION PROGRAM**

Submission Dates and Times: Grant Applications will be accepted until December 23, 2019. Submit the proposal via e-mail to grantapplications@illinoisworknet.com. When submitting the proposal list in the Subject Line the NOFO # and organization 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. The Department will not accept applications submitted by mail, overnight mail, diskette, or by fax machine.

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 (see http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

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 in Times New Roman font, 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 12 pages.
- The entire application, including appendices, must be sequentially page numbered (hand written page numbers are acceptable). The attachments are NOT included in the page limitations.
- Applicants must submit the proposal via email. Submit the proposal to:
grantapplications@illinoisworknet.com.
- The Department of Commerce is under no obligation to review applications that do not comply with the above requirements.

E. APPLICANT REVIEW INFORMATION

Applicants must demonstrate that they meet the requirements under this NOFO as described throughout. The following criteria will be used as part of the merit review of applications:

Applicant Capacity (20%)

- The applicant's capacity to successfully complete the project tasks within the proposed grant period;
- The related experience of the applicant, contracts and/or partners on similar projects;
- The applicant's previous performance in administering similar grants and projects; and
- The qualifications of the applicant's staff to be assigned to the project.

Documentation of Need (25%)

- The issues, problems, and/or needs addressed by this project (i.e., support needed for development and completion of regional/local planning and/or support needed for implementation to increase level of service integration within the workforce system, etc.);

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- The expected impact on the workforce system;
- The project's target population(s), targeted community and regional focus;
- The project's target industry and occupation(s); and
- The expected impact on the targeted population and community.

Project Quality and Integration (30%)

- The project clearly articulates how the proposed deliverables address the needs of regional/local planning efforts and/or implementation of service integration strategies;
- The demonstration of the collaboration among workforce partners in determining how to align and coordinate services;
- The proposed strategies demonstrate how they tie to the outcomes identified within the service integration policy;
- The strategies within the workplan reflect replicable models and/or that address sustainability within the regional/local plan;
- The overall feasibility and quality of the work plan;
 - The work plan addresses one or more of the service integration goals
- The timeline for implementation of strategies is realistic; and
- The quality of the project outcomes evaluation plan;

Cost Effectiveness/Return on Investments (25%)

- The quality of the applicant's high-level budget narrative, including an analysis of the cost efficiency in relationship to planned outcomes;
- The reasonableness of the costs in relation to the proposed activities;
- Potential for innovation to refine policy and/or program design that ultimately results in improved outcomes for program participants and businesses;
- The applicants' commitment to secure leveraged costs; and
- The applicants' commitment to braiding public and private funding for the project.

Review and Selection Process: A Review Team will complete the *merit review* of the applications and develop a funding recommendation. 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

Additional Assessments: After an applicant is selected to receive an award, the applicant will be instructed to complete a programmatic risk assessment survey.

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

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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.

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:

1. Quarterly Progress Reports including a trial balance;
2. Consolidated year-end financial reporting;
3. A final narrative assessment of project outcomes that identifies promising practices and lessons learned to inform future workforce program implementation efforts;
4. Other reporting deemed necessary by the Department of Commerce and/or DOL; and
5. Formal evaluation of projects beyond that provided by a program evaluation 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 must 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 during the grant term 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 beyond that provided by a program evaluation will be required as the State deems necessary.

Renewals: The Department will not authorize the renewal of projects awarded under this NOFO.

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;
- 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);

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- 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 found at 2 CFR Part 200 and the US Department of Labor Exceptions found at 2 CFR Part 2900;
- Applicable State of Illinois Laws; and
- State Workforce Innovation and Opportunity Act Policies.

G. STATE AWARDING AGENCY CONTACT

Please direct any questions regarding this NOFO to:

Lora Dhom

Lora.Dhom@illinois.gov

Illinois Department of Commerce and Economic Opportunity

500 East Monroe Street

Springfield, IL 62701

H. OTHER INFORMATION

The Department of Commerce Office of Employment and Training reserves the right to request additional information from applicants to evaluate applications. The Department's Office of Employment and Training, 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. The DCEO Grant Managers may contact the applicants to request information on a quick turnaround (generally 48 hours) to resolve technical questions including: technical or administrative clarifications; missing or incomplete components; and technical transmission errors.

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. Applicants may utilize the appeal process as stated in the Merit-Based Review Policy available in the Resource Library at www.grants.illinois.gov.

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
FEIN Federal Employer Identification Number

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IWIB Illinois Workforce Innovation Board
LWIA Local Workforce Innovation Area
MOU Memorandum of Understanding
MTDC Modified Total Direct Costs
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

List the major project activities in the first column. In the second column, indicate the timelines for completion of the activities. Timelines may be specified by the week of the project (e.g., such as month 1, month 2, etc.) or by specific dates. In the third column, indicate the staff by name and title responsible for performing the activities, and indicate the organizational affiliation of each staff person listed. The fourth column must describe the deliverable associated with the project activity. [Expand the table as needed].

ACTIVITY	TIMELINE	RESPONSIBLE STAFF	DELIVERABLE