



Illinois
Department of Commerce
& Economic Opportunity

IWDS 2.0 Trainer NOFO

Application Technical Assistance

AGENDA

- **Overview of Program**
- **Application Process**
- **Technical Assistance**





FUNDING DESCRIPTION

support Illinois Local Workforce Innovation Areas (LWIAs) in designating qualified staff as trainers to effectively implement the Illinois Workforce Development System (IWDS) 2.0 reporting and case management system.

Funding will enable up to 20 local trainers (based on the availability of funds) to deliver comprehensive training for career planners on IWDS 2.0 and associated workforce policies, promoting a customer-centered approach that aligns with the Workforce Innovation and Opportunity Act.

Slide 3

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Statewide Training Strategy to Support Roll-Out of IWDS 2.0

DCEO/OET is implementing a regional, collaborative training model to support the rollout of IWDS 2.0 and customer-centered service delivery for WIOA Title I and Trade-funded programs.


Trainer Cadre Development: Approximately 15–20 trainers will be funded to train around 900 case managers, with assignments based on LWIA size and regional groupings.

Train-the-Trainer Model Benefits: Expands training reach, promotes consistency, reduces costs, and empowers staff to take on leadership roles in workforce development.

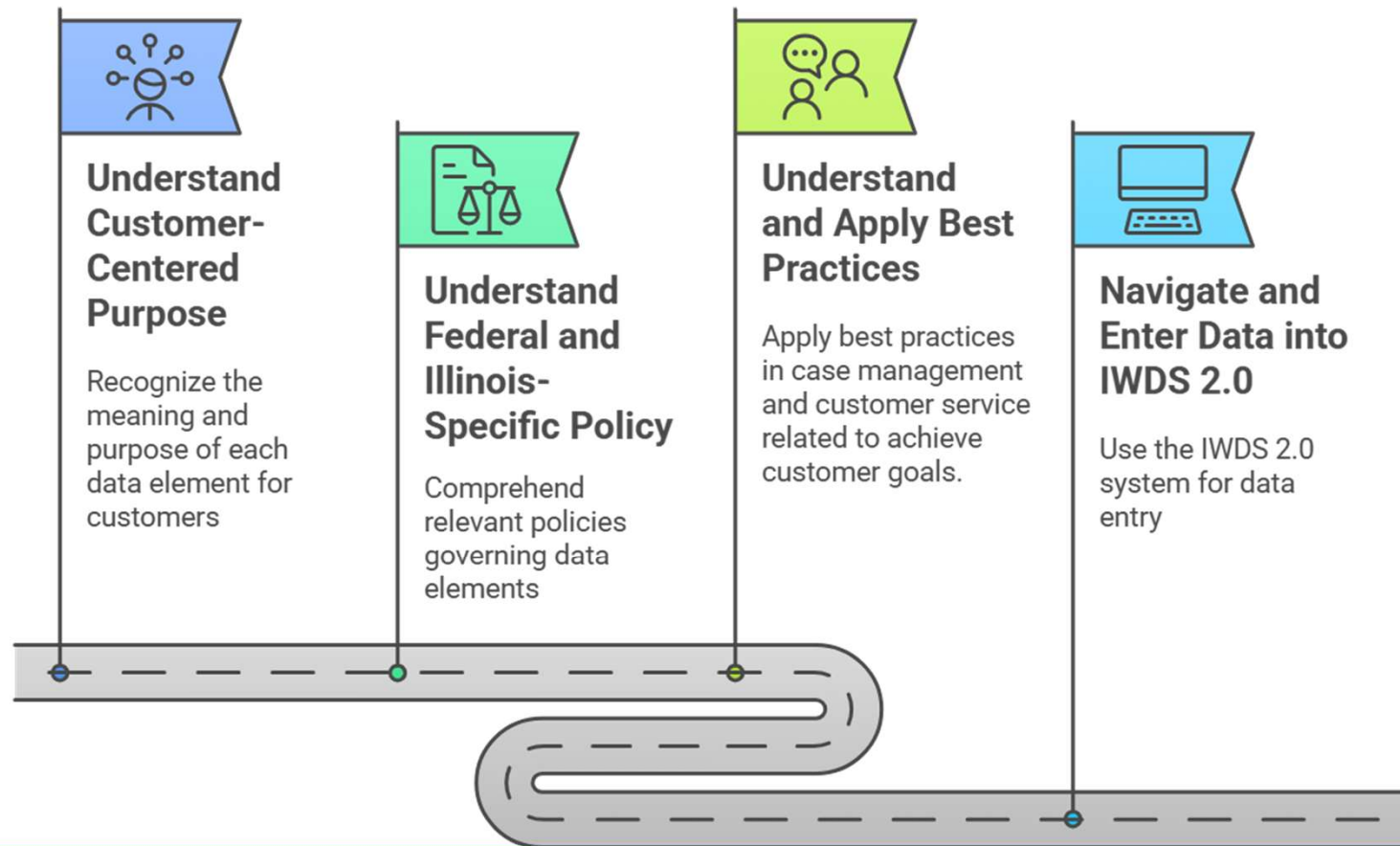
Integrated Instructional Approach: Training combines policy guidance with technical instruction, showing how IWDS 2.0 supports WIOA policy and service delivery.

Experienced Trainers as Facilitators: Trainers will teach system navigation and customer-centered practices, helping career planners apply policy in daily case management.


Comprehensive Funding Support: Grants will cover personnel, travel, facilities, and materials needed to deliver effective training across Illinois LWIAs.




IWDS 2.0 User Learning Journey



System-Wide Training

- **Training Timeline:** Begins in Q2 2026 and continues beyond the July 2026 launch of IWDS 2.0, following the development of regional trainers.
 - **Blended Learning Model:** Combines in-person training (10–16 hours), virtual sessions (up to 12 hours), and a self-paced online course for flexibility and accessibility.
 - **Instructional Resources:** Includes documents, desk aids, quick-start guides, videos, and regularly scheduled virtual office hours for real-time support.
 - **Trainer Role:** Local workforce professionals will lead IWDS 2.0 training, ensuring consistent application of WIOA policies and supporting the shift to customer-centered service delivery.
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Training for the Trainers

- **Phased Training Rollout:** Preparation begins in Fall 2025, with trainers undergoing a structured, phased-in training process before delivering sessions to career planners.
 - **Training Components:** Includes WIOA policy integration, full system walkthroughs, hybrid learning (online and in-person), and hands-on practice with real-world scenarios.
 - **Time Commitment:** Trainers will complete approximately 32 hours of training, including 10–16 hours of in-person instruction and guided pre-work.
 - **Expected Outcomes:** Trainers will master IWDS 2.0, confidently teach WIOA policy, demonstrate strong facilitation skills, and provide ongoing support and refresher training.
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ELIGIBLE ENTITIES

Eligible entities for this NOFO are defined as: LWIA grantees of the WIOA Title I grant funds.

- The DCEO/OET will fund approximately 15-20 trainers across the State, each working at approximately 25% Full-Time Equivalent (FTE), to effectively manage the training of around 900 case managers. The grant will cover the costs for LWIA staff to serve as regional trainers who will deliver training and support to career planners, as outlined in the table.
- OET has reviewed staff counts and recommends the groupings in the table, taking into account both staff availability and geographic areas. To ensure effective interaction and participation, OET suggests that training sessions be limited to no more than 20 participants each. Each trainer can provide training to a maximum of 80 career planners annually.

LWIA	# of Trainers	LWIA	# of Trainers
LWIA 1	1	LWIA 17	1
LWIA 2		LWIA 18	
LWIA 3	1	LWIA 23	1
LWIA 4		LWIA 19	
LWIA 5	1	LWIA 20	1
LWIA 6		LWIA 21	
LWIA 10	1	LWIA 22	1
LWIA 11		LWIA 24	
LWIA 13	1	LWIA 25	1
LWIA 14		LWIA 26	
LWIA 15		LWIA 7	5

TIMELINE

Grant Period of Performance: October 1, 2025 through June 30, 2027.

Pre-award costs may be allowed starting on July 1, 2025; based on the final negotiation of the terms of the grant award.



Local Area Trainers – Required Activities

- Master IWDS 2.0 system and WIOA policy to accurately convey information
- Conduct outreach and share information about the training
- Schedule training sessions and update the statewide training calendar
- Handle all logistics associated with regional in-person training events
- Support learners participating in self-paced, online training activities
- Host regular office hours to answer questions from and assist training participants and staff using IWDS 2.0
- Serve as an ongoing resource for end users post-training (e.g., hosting Q&A sessions).
- Troubleshoot common user issues and escalate complex problems effectively
- Provide monthly reports to DCEO on staff participation in in-person training, staff evaluations of the training, and other topics as requested
- Participate in quarterly virtual coordination meetings and attend an annual in-person meeting for trainers
- Actively contribute to continuous improvement by providing feedback on training materials and approaches

Trainer Level of Effort

Phase 1: Preparation and Orientation (September, 2025 – March 2026) - 16 hours/month

- User group discovery and testing of IWDS 2.0
- User group feedback on customer-centered service delivery policy updates
- Training on group facilitation and related training skills
- Participating in State trainings and coordination meetings

Phase 2: Intensive Transition Training (April 2026 – September, 2026) - up to 16 hours/week

- Outreach and information sharing
- Scheduling, tracking training registration and participation, reporting, analyzing feedback from standard training evaluation forms (provided by DCEO) and other administrative tasks
- Participating in State trainings and coordination meetings
- Delivering in-person training
- Supporting learners participating in online training
- Hosting regular office hours (at least once/week after training begins)
- Answering *ad hoc* questions

Phase 3: Maintenance Training (October 2026 – June 2027) - up to 16 hours per month

- Delivering on-going training related to WIOA policy and practice
- Hosting regular office hours (at least 2x month)
- Answering *ad hoc* questions
- Participating in State trainings and coordination meetings



Trainer Selection Criteria

Knowledge and Experience

- Knowledge of effective case management; willingness to learn and become a subject matter expert on IWDS 2.0 and WIOA case mgmt policies
- Can address complex inquiries with accuracy, provide detailed explanations, and stay up to date with the latest developments in their field

Passion and Connection

- Demonstrates genuine enthusiasm for the subject matter and DCEO's vision for customer-centered service delivery
- Able to share relevant examples and applications of the content, fostering a deeper understanding

Strong Communication and Training Skills

- Able to use/follow the train-the-trainer guide that will be provided to all local area trainers
- Able to use language the audience understands, avoids jargon, and models customer-centered language
- Able to provide opportunities for learners to ask questions and seek clarification


Effective Facilitation

- Cultivates an inclusive and supportive learning environment
- Encourages active participation, manages discussions effectively, and addresses questions and concerns with patience and insight
- Provides constructive feedback and guidance to help learners achieve their learning goals

Performance Measures and Goals

Measure	Goal
1. Trainer attendance at mandatory trainings and meetings.	Trainers must commit to attending at least 90% of all Phase 1 meetings and activities and 100% of all Phase 2 train-the-trainer activities and events in preparation for delivering career planner training.
1. Number of career planners trained during Phase 2 and Phase 3.	90% of all career planners in the LWIAs included in the proposal receive Phase 2 training by August 31, 2026.
1. Number of office hours held	During Phase 2 (minimum is 1x week) and Phase 3 (minimum is 2x month)
1. Feedback on standard training evaluations (to be provided by DCEO).	Trainers achieve an average satisfaction rating of 80% or greater.

Allowable Costs

1. Personnel Costs
 2. Travel Expenses
 3. Facility Costs
 4. Supplies and Materials
 5. Technology and Software
 6. Communications and Outreach
 7. Evaluation and Reporting
 8. Trainer Support and Professional Development
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Funding Information

The total amount of funding expected to be awarded through this NOFO is **\$1.5 – 2 million**

Awards will range from approximately **\$50,000 to \$500,000**

The Department expects to make **10-12** awards through this NOFO. The grant will be awarded to selected applicants for a period of 21 months, from October 1, 2025 through June 30, 2027.

Preaward costs may be allowed starting on July 1, 2025 based on the final negotiation of the terms of the grant award.



Application and Submission

Submission Details

Application Deadline: The application due date for this round of funding is 5:00 PM (Central Time) on **April 1, 2025**. Failure to meet the application deadline or failure to submit all required materials may result in the Department returning the application without review or may preclude the Department from making the award.

Application Submission Requirements: Application materials must be submitted to the Department via the SmartSheet. The link to the SmartSheet is in the NOFO. The Department will not accept applications submitted by mail, overnight mail, diskette, or by fax machine. Electronic submissions, including links to documents stored in Google Docs or other cloud-based servers, are not allowed. The Department is under no obligation to review applications that do not comply with the above requirements.

[WIOA \(illinoisworknet.com\)](http://illinoisworknet.com)



NOFO Materials

- Program Application
- DCEO Uniform Application
- DCEO Conflict of Interest Disclosure
- DCEO Mandatory
- Uniform Budget Template
- NOFO Supplement

Application Materials

- ☐ **Uniform Grant Application in fillable PDF format.** Signature page must be signed electronically or must be printed, signed, scanned and submitted in addition to the Uniform Grant Application PDF submission.
- ☐ **Uniform Budget** utilizing the template provided by DCEO for this project. The entire Excel document with all the tabs included, even if the tabs are not relevant to the grant opportunity, must be submitted. Certification page must be signed electronically or must be printed, signed, scanned and submitted in addition to the Uniform Grant Application PDF submission
- ☐ **Conflict of Interest Disclosure.** Completed and signed.
- ☐ **Mandatory Disclosures.** Completed and signed.

Program Narrative – Executive Summary

(one page maximum)

- Provide a brief overview of the LWIAs that will be serviced by the grant, including the applying local workforce area, the other LWIAs included in the training area and the number of WIOA Title I-funded career planners in the training area as applicable.
- Provide a concise overview summarizing the objectives and anticipated outcomes of local participation in the IWDS 2.0 Train-the-Trainer initiative.

Program Narrative – Commitment Statement from Local Leadership

(two page maximum)

- Describe the process that was used to identify the trainer(s)
- Provide a narrative statement from the LWIA leadership of each participating local workforce area confirming their full support for proposed trainers and their willingness to coordinate and collaborate to identify dates and locations of career planner training and to make career planners available for those trainings
 - Attach a partnership agreement or memorandum of understanding if applicable
- Provide a narrative assurance that proposed trainers will be provided the necessary time, resources, and support required to fulfill training responsibilities effectively.

Program Narrative - Trainer Identification, Qualifications and Experience

(four page maximum)

Trainer skills and expertise

- Identify the proposed trainer(s) for the training area (see table on page 3)
- Provide a brief overview of each trainer's relevant professional background, key skills, career highlights, and contributions to workforce development.
- Describe each trainer's knowledge of and experience with effective case management and their ability to accurately address complex questions related to case management policy and practice.
- Describe each trainer's experience with WIOA Title I policy implementation and customer-centered service delivery
- Describe the proposed trainer's communication, training, and facilitation skills, including previous training and facilitation experience.

Capacity building/professional development:

- Demonstrate the trainers' previous engagement and commitment to ongoing professional development, particularly related to workforce development and training methodologies.
- Grant activities and outcomes
- Confirm each trainer's commitment to attending all training and preparation activities across all phases of the project.
- Provide an estimate of the number of case managers that will be trained through this grant.
- Provide information regarding the physical location(s) where the in-person training will be coordinated

Resumes of Proposed Trainers (no page limit)

- Attach a clearly formatted, detailed resume highlighting relevant education, experience, training expertise, policy knowledge, and technical proficiency related to IWDS 2.0 and WIOA implementation.

Program Narrative – Budget and Budget Justification

(two pages maximum)

- Provide a detailed budget narrative to document the reasonableness of the proposed costs clearly linking expenditures to training needs, anticipated outcomes, and compliance with NOFO guidelines
- Provide information regarding any programs or funds that will be leveraged to support this initiative.

Review Information



Reporting

- ProPeriodic Performance Report (PPR) and Periodic Financial Report (PFR)

Grantees will be required to submit regular reports to document the progress of the project as part of the grant requirements.

In addition to the PPR and PFR, grantees will be required to report real-time program activities and outcomes using the Illinois workNet reporting system as required by the Department.



Office Hours

NOFO Technical Assistance Office Hours

Applicants are invited to sign up for Technical Assistance Office Hours (via Zoom) to receive one-on-one assistance to prepare their proposals. These Office Hours provide an opportunity to ask questions related to the intent of the NOFO.

Office hours will be held on the following Wednesdays:

- **September 12 – 1:00 – 2:00 PM**
- **September 16 – 9:00 – 10:00 AM**
- **September 23 – 9:00 – 10:00 AM**

