

**AGENCY SPECIFIC CONTENT FOR THE NOTICE OF
FUNDING OPPORTUNITY #74-547**

TRADE ADJUSTMENT ASSISTANCE PROGRAM



Illinois
Department of Commerce
& Economic Opportunity

OFFICE OF EMPLOYMENT & TRAINING
Bruce Rauner, Governor

**AGENCY SPECIFIC CONTENT FOR THE NOTICE OF FUNDING OPPORTUNITY 74-547
TRADE ADJUSTMENT ASSISTANCE PROGRAM**

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A. PROGRAM DESCRIPTION

This Notice of Funding Opportunity (NOFO) sets forth the requirements for the Trade Program. The U.S. Department of Labor (DOL) designates and grants authority to the Illinois Department of Commerce and Economic Opportunity (Department of Commerce, Commerce or the Department) to administer the Trade Adjustment Assistance (TAA or Trade) Training Program in conjunction with the Workforce Innovation and Opportunity Act (WIOA) Title IB Program in the State of Illinois. Funding received from DOL supports the work of Local Workforce Innovation Areas (LWIA) and other partners in serving dislocated workers as defined within Trade Act of 1974 (Public Law 114-27), as amended, and WIOA (Public Law 113-128).

The Trade Adjustment Assistance Program was first established at the United States Department of Labor by the Trade Act of 1974, and has been amended several times. The Trade Adjustment Assistance (TAA) and Reemployment/Alternative Trade Adjustment Assistance (R/ATAA) provide aid to workers who have become unemployed because of increased imports from, or shifts in production to, foreign countries. The TAA program is also a required partner in the one-stop delivery system, established under Section 121 of WIOA.

TAA offers a very specific list of benefits and reemployment services to assist Trade-affected workers to prepare for and obtain suitable reemployment. To obtain Trade reemployment services and benefits, a petition must be filed with the U.S. Department of Labor's Division of Trade Adjustment Assistance requesting certification for workers adversely affected by foreign trade. If the worker group meets the necessary group eligibility criteria, a certification will be issued.

After a worker group certification is issued, each worker in the group, including workers threatened with layoffs, may then apply for individual services and benefits. Individual workers who meet the qualifying criteria may receive the following:

- Income support in the form of Trade Readjustment Allowances (TRA);
- Job Training assistance;
- Out-of-area job search and out-of-area relocation assistance;
- Health Coverage Tax Credit (HCTC) (as determined by the Internal Revenue Service (IRS));
- A wage supplement in the form of RTAA for workers age 50 and older;
- Case Management; and
- Travel-to-Training Reimbursements.

The purpose of this NOFO is to identify qualified organizations to assist with the administration of TAA programs in Cook County, Northeast Region in Illinois. Commerce will designate a qualified organization to assist with the Trade program administration to provide services to Trade certified workers, and will provide grant funding to support allowable TAA activities based on the level of TAA Program activities during the grant period. The Grantee will provide Trade certified workers with opportunities to obtain the skills, resources, and support they need to become reemployed. The Grantee will be primarily responsible for providing TAA services to eligible workers in Cook County and the Northeast Economic Development Region as directed by the Department. The Grantee may also be required to support the Department in the regional coordination of the TAA Program in Illinois' Northeast Economic Development Region (including Lake, McHenry, DuPage, Kane, DeKalb, Kendall, Grundy, and Kankakee Counties) and/or other areas of the State. Below are items that applicants should familiarize themselves with to understand the requirements set forth in this application.

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- [Trade Adjustment Assistance Law & Regulations](https://www.doleta.gov/tradeact/law/)
<https://www.doleta.gov/tradeact/law/>
- [Trade Program Policy and Procedures](https://apps.il-work-net.com/WIOAPolicy/Policy/Home)
<https://apps.il-work-net.com/WIOAPolicy/Policy/Home>
- [Workforce Innovation and Opportunity Act of 2014](https://www.doleta.gov/wioa/)
<https://www.doleta.gov/wioa/>
- [State of Illinois WIOA Unified State Plan](https://www.illinoisworknet.com/wioastateplan)
<https://www.illinoisworknet.com/wioastateplan>
- [WIOA Regional/Local Plans by Economic Development Region](https://www.illinoisworknet.com/WIOA/RegPlanning/Pages/Plans_MOUs_Dashboard.aspx)
https://www.illinoisworknet.com/WIOA/RegPlanning/Pages/Plans_MOUs_Dashboard.aspx
- [State of Illinois WIOA ePolicy Portal](https://apps.il-work-net.com/WIOAPolicy/Policy/Home)
<https://apps.il-work-net.com/WIOAPolicy/Policy/Home>
- [Grant Accountability and Transparency Act](https://www.illinois.gov/sites/gata/Pages/default.aspx)
<https://www.illinois.gov/sites/gata/Pages/default.aspx>

Definitions

Listed below are definitions of several terms commonly used in administering the federally funded workforce grants, including the Trade Program.

Alternative/Reemployment Trade Adjustment Assistance (ATAA/RTAA): A wage supplement provided to eligible workers over the age of 50 that supplements a portion of the wage difference between their new wage and their old wage (up to a specified maximum amount) for full time employment.

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 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 individuals 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).

Case Management Services: The workers will receive many Case Management services during their participation in the Trade program, however there are several Case Management services that are required to be offered. These include Assessment, Development of IEP, Availability and Suitability of Training, Financial Aid Assistance, Pre-Vocational Skills Workshops, Career Counseling, Employment

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Statistics Info, and Availability of Supportive Services. Illinois requires that all Customers be co-enrolled in the WIOA program to maximize the workers' access to all available services both programs can offer.

Health Coverage Tax Credit (HCTC): The Health Coverage Tax Credit is a tax credit that pays 72.5 percent of qualified health insurance premiums for eligible individuals and their families. The HCTC program does not provide health insurance coverage. The Trade affected worker will need to have or obtain qualified health insurance coverage. All plans that were qualified for the HCTC in 2013 qualify for the HCTC through 2019. This includes Consolidated Omnibus Budget Reconciliation Act (COBRA) or spousal coverage if the employer, or former employer, did not pay 50 percent or more of the cost of coverage. Individual (private and non-group) health insurance that you purchase for yourself or your family from an insurance company, agent, or broker is also included.

Out-of-Area Job Search Assistance: Out-of-Area Job Search Assistance may cover expenses for a pre-approved job interview or other job search activities that occurs outside the worker's normal commuting area if suitable employment, as defined by State law, is not available in the area. The commuting area in Illinois is 10 miles. This service is available to affected workers certified under TAA 2002, Trade and Globalization Adjustment Assistance Act (TGAAA) 2009, and TAA Reauthorization Act (TAARA) 2015.

Out-of-Area Relocation Assistance: Out-of-Area Relocation Assistance may cover expenses for a pre-approved move of the worker, his/her family and their household goods, outside the worker's normal commuting area if suitable employment as defined by State law is not available in the area. The commuting area in Illinois is 10 miles. The workers must have a bona fide offer of work. This service is available to affected workers certified under TAA 2002, TGAAA 2009, and TAARA 2015.

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; and (iii) Individuals who only receive information services or activities.

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);
- Action-oriented, focused on improving industry sector competitiveness, and not limited to just workforce issues.

Trade Adjustment Assistance Program: Helps trade-affected workers who have lost their jobs because of increased imports or shifts in production out of the United States. Under the Trade Act of 1974, as amended, workers who experience a partial or total separation from employment due to increased

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imports may apply for Trade, which offers a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment.

Training Services: Training will be provided to workers that do not have sufficient skills to obtain suitable employment in the current labor market. Allowable types of training include Vocational/Occupational Training; On-the-Job Training (OJT); Customized; DOL approved Apprenticeships and Remedial and Pre-Requisites Training. All training must result in an Industry-Wide Certification and meet all Training Benchmarks.

Waiver from the Training Requirement: Under certain circumstances, an eligible worker may receive a waiver from the requirement for training, if they meet one of the three following conditions: health, enrollment unavailable or training not available.

Workforce Innovation & Opportunity Act: An act to replace the Workforce Investment Act of 1998 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 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 Trade Adjustment Assistance Program is one of the required programs that must be included in the WIOA Unified State Plan. The following are the key elements of Illinois' WIOA Unified State Plan.

Vision Statement: Promote business-driven talent solutions that integrate education, workforce and economic development resources across systems to provide businesses, individuals, and communities with the opportunity to prosper and contribute to growing the state's 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;
- Career pathways to jobs of today and tomorrow;
- Integrated service delivery;
- Access and opportunity for all populations;
- Cross-agency collaboration and alignment for developing and/or promoting career pathways and industry recognized stackable credentials;
- Clear metrics for progress and success; and
- Focus on continuous improvement and innovation.

State Goals: The partners will collectively use the following goals to support Illinois' vision to align and integrate education, workforce and economic development strategies at the state, regional and local levels to improve the economic growth and competitiveness of the state's employers and their workforce.

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- Foster improvement and expansion of employer-driven regional sector partnerships to increase the focus on critical in-demand occupations in key sectors that are the engine of economic growth for the state and its regions.
- Expand career pathway opportunities through more accelerated and work-based training and align and integrate programs of study leading to industry recognized credentials and improved employment and earnings.
- Expand career services and opportunities for populations facing multiple barriers to close the gap in educational attainment and economic advancement through career pathways and improved career services and expansion of bridge programs.
- Expand information for employers and job seekers to access services by improving the Illinois public-private data infrastructure to support the alignment and integration of economic development, workforce development and education initiatives for supporting sector partnerships and career pathways.

State Strategies and Highlighted Activities: Illinois will explore a variety of strategies for the implementation of principles and goals with a focus on improving community prosperity through more competitive businesses and workers. These strategies and highlighted activities include:

- Coordinate Demand-Driven Strategic Planning at the State and Regional Levels
 - Providing data and tools to support regional planning to align education, workforce and economic development strategies.
 - Developing a state and regional cross-agency benchmark report for stakeholders.
- Support Employer-Driven Regional Sector Initiatives
 - Conducting outreach to regional and local economic development organizations to improve regional collaboration in economic development planning.
 - Aligning and integrating business and job seeker services among the programs, along with state and regional economic development partners.
- Provide Career Pathways for Economic Advancement
 - Exploring ways to fully mainstream targeted populations into sector-based career pathway initiatives to achieve outcomes similar to other populations (see “Targeted Populations” in Chapter 1 of the WIOA Unified State Plan).
 - Creating new pathways for success by preparing low-skill adults to take advantage of sector based bridge programs.
- Coordinate and Enhance Career Services and Case Management
 - Establishing case management teams to coordinate and support the delivery of enhanced case management services to participants across programs.
 - Promoting continuous improvement in career services and case management through the identification of best practice models and incentivizing demonstration projects.
- Expand Access to Labor Market Information
 - Improving access to labor market information for employers and job seekers that will allow them to promote and access job openings, review changing labor market trends, and identify education and training programs.
 - Supporting awareness and adoption of innovative private sector models, such as the U.S. Chamber of Commerce Talent Pipeline Management Initiative.
- Improve Public-Private Data Infrastructure
 - Working with core partners and the State Chief Information Officer to develop a framework of how to integrate state intake, case management and reporting systems.

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- Expanding and improving the state education and workforce longitudinal data system to support these six strategies.

Program Purpose

The Trade Program is jointly administered by the Illinois Department of Commerce and Economic Opportunity that provides the training, job search and relocation allowances, and the Illinois Department of Employment Security that provides the income support.

Program Requirements

Allowable Activities: The activities are funded under this NOFO must be allowable under the Trade Act and the Workforce Innovation and Opportunity Act. Projects that provide direct services to existing and new individuals must meet the eligibility guidelines outlined in the TAA and WIOA regulations and summarized in Appendixes B and C. Note that the Department of Commerce is committed to providing preference to all United States veterans, their spouses, and family members who are eligible in regard to all services needed for education and employment acquisition.

Funding Policy: To pay for the individual services and benefits, Commerce receives an allocation to be used in the administration of the Trade program. This allocation is distributed to sub-grantees throughout the state based on the level of TAA Program activity. As there is no way to determine when a worker group may be adversely affected, the State has the responsibility to ensure the funding resource for Trade-certified workers are distributed fairly and equitably. To be considered for funding, the grantee must follow the general funding procedures outlined in Trade Policy Letter No. 13-TAA-01 to utilize the application process for funding, and comply with restrictions imposed on requests for and utilization of Trade funds.

Funding under this award will be made based on the amount of current TAA Program activity. The number of Trade Program participants over the past three years has fluctuated between 275-500. The organization that is selected under this NOFO will enter into multiple agreements with the State of Illinois including a *Trade Program Award* to cover the applicable cost of training, approved travel, out-of-area job search, and out-of-area relocation services and a *WIOA Rapid Response Award* to cover the cost of case management and supportive services for both current and new Trade Program participants after State Merit Staff approval has been obtained. Training/Funding commitments are allowed based on the Pre-Award clause in the Grant Agreement. The range of awards for the Trade Program has been between \$825,000 and \$2.5 million over the past three years. The range of awards of WIOA Rapid Response funds has been between \$675,000 and \$1.2 million over the past three years.

Reporting Requirements: Grantees are required to submit quarterly program and financial reports in the format provided by Commerce. Reporting is the responsibility of the grantee. Following notification by Office of Employment and Training staff, the grantee must enter participant information in the Illinois Workforce Development System (IWDS). Fiscal data must be reported in the Department's Grantee Reporting System (GRS). Accrued expenses and obligations must be reported monthly in GRS.

All programmatic activities must be reported in the Illinois Workforce Development System within thirty days of the client related occurrence. The Grantee must report quarterly to Commerce through a file import process into IWDS the quarter's Expenditures for Training (including Occupational/Classroom, Remedial, and On-the-Job Training, Trade Transportation and Subsistence Assistance), Out-of-Area Job

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Search and Relocation by TAA Program participant. These amounts must reconcile to the aggregate quarterly expenditures posted into the Grant Reporting System by the Grantee.

Program Administration: The TAA Program must be administered following the federal program regulations and the State of Illinois Trade Program policy and procedures. All activities must be pre-approved and documented by State Merit Staff prior to participant activity. WIA Notice No. 10-NOT-46 provides Illinois' Merit Staffing Procedures for 2002 and 2009 Trade, link follows: [https://www.illinoisworknet.com/DownloadPrint/10NOT47 Attachment DRAFT Illinois Merit Staffing LWIA Procedures.pdf](https://www.illinoisworknet.com/DownloadPrint/10NOT47%20Attachment%20DRAFT%20Illinois%20Merit%20Staffing%20LWIA%20Procedures.pdf). Grant funds awarded under this NOFO will support the allowable Trade Adjustment Assistance Training Program activities outlined below:

Provide Trade-Allowed Services to Clients

Funding will be provided to support the TAA Program services for eligible workers as detailed in the applicable law, regulation, and TAA Program administrative procedures. These services may include:

- Coordination with other partners and agencies for the delivery of Rapid Response and program benefits and services;
- Making appropriate referrals to other partners and agencies;
- Establishment of Outreach and Rapid Response activities, notifying at-risk and laid off workers of benefits, rights, and participation obligations;
- Establishment and maintenance of eligibility;
- Case Management and Co-enrollment, as required per 13-TAA-01;
- Providing eligible workers job retraining and related expenses including tuition, supplies, training related consumables;
- Providing eligible workers transportation and/or subsistence assistance; and
- Providing eligible workers out-of-area job search allowances and/or relocation allowances for eligible participants as outlined in state workforce policy posted at: [https://apps.il-worknet.com/Policies/13-TAA-01/version_0/13-TAA-01 - Trade Funding Procedures w Attachs.pdf](https://apps.il-worknet.com/Policies/13-TAA-01/version_0/13-TAA-01_-_Trade_Funding_Procedures_w_Attachs.pdf).

Provide Payment Processing Services

The Grantee will facilitate the issuance of payments for allowable TAA Training Program activities. This will involve the recording and payment of the following activities:

- Training Provider Invoices;
- Book/Supply Payments Invoices and Reimbursements;
- Transportation/Subsistence Reimbursements;
- Out-of-Area Job Search Reimbursements; and
- Out-of-Area Relocation Reimbursements.

Provide Program Reporting

The Grantee will be responsible for keeping records and reporting on grant expenditures. Grant funds will support the administrative payment processing activities. Payments will be processed on a periodic basis as directed by Commerce. The funds that are required to make payments will be drawn directly from the Illinois Grantee Reporting System. The Grantee will implement a payment processing workflow that:

- Ensures secure, accurate, and efficient administration of all payments;
- Enables compliance with grant requirements through financial reporting;
- Enables the issuance of payments to training providers, vendors, and/or participants; and

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Reporting on program activity to the Department via online grant reporting methods.

WIOA Performance: Projects that provide services directly to participants are expected to meet the WIOA performance measures of the LWIA in which they are partnering. The WIOA performance measures and targets for the grant will be determined at the State level under this Award. The following are the applicable WIOA performance measures:

Dislocated Workers

- *Employment Rate 2nd Quarter after Exit* - The percentage of WIOA registered participants in unsubsidized employment during the 2nd quarter after exit from the program.
- *Employment Rate 4th Quarter after Exit* - The percentage of WIOA registered participants who are in unsubsidized employment during the 4th quarter after exit from the program.
- *Median Earnings* - The median earnings of WIOA registered participants who are in unsubsidized employment in the 2nd quarter after exit from the program.
- *Credential Attainment – Includes all Adult and Dislocated workers who received training or education (excluding OJT or Customized Training)* - The percentage of WIOA registered participants who obtain a postsecondary credential or a high school diploma or GED during participation in a program or within 1 year after exit from the program. If participant obtains secondary school diploma or equivalent, they must also be employed or in an education/training program leading to a postsecondary credential within 1 year after exit to count as having met the performance indicator.
- *Measurable Skill Gains* – includes those in education or training in a given program year (not exit based) that achieve any of the following – educational functioning level increase, secondary school diploma attainment, transcript/report card showing 12 credits attained, satisfactory progress report toward established milestone, and successful passage of a required exam. (Only 1 gain per program year (i.e., one time in numerator and denominator) unless a participant has multiple periods of participation in a given program year).

Target Populations: Additional consideration will be provided to projects that serve the targeted populations included in the Illinois' WIOA Unified State Plan including:

- Low-income individuals;
- Individuals with disabilities;
- Returning Citizens (ex-offenders);
- Homeless individuals;
- Youth who are in or have aged out of the foster care system;
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- Eligible migrant and seasonal farmworkers;
- Single parents (including single pregnant women); and
- Long-term unemployed individuals.

Targeted Industries and Occupations: Commerce will accept projects that support the targeted industries included in the state and/or regional workforce plans, as appropriate.

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B. FUNDING INFORMATION

Funding Source: Funding for this program will utilize federal funds from the U.S. Department of Labor under the Trade Act and the Workforce Innovation and Opportunity Act.

Award Amount: It is anticipated that Commerce will designate one qualified organization to assist with the Trade program administration to provide services to current and new Trade certified workers after State Merit Staff approval has been obtained, and will provide grant funding to support allowable TAA activities based on the level of TAA Program activities during the grant period. Grantees will provide Trade certified workers with opportunities to obtain the skills, resources, and support they need to become reemployed. Note that the specific award amount will depend on the amount of current TAA Program activity. Grant funds will be provided in accordance with the State of Illinois Trade Program funding procedures as outlined [https://apps.il-work-net.com/Policies/13-TAA-01/version_0/13-TAA-01 - Trade Funding Procedures w Attachs.pdf](https://apps.il-work-net.com/Policies/13-TAA-01/version_0/13-TAA-01_-_Trade_Funding_Procedures_w_Attachs.pdf)

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; 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, as applicable: 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, as applicable: 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

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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 for 3 years per grant with Pre-Award date provided in the Grant Agreement. The Department reserves the right to award agreement(s) in subsequent years based on the performance of the Grantee.

Technical Assistance: Technical Assistance (TA) may be provided upon request from the applicant throughout the application process, in the form of webinars and direct support. More information will be posted at: <https://www.illinoisworknet.com/tradenofa>.

C. ELIGIBILITY INFORMATION

Eligible Applicants: This funding opportunity is limited to public and private organizations that are in good standing with the Illinois Secretary of State. Additional consideration will be given to organizations that demonstrate the administrative capacity and a history of successfully administering the Trade and WIOA Programs.

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.).

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 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

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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 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.

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 <https://www.illinoisworknet.com/tradenofa>. 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: Proposals must address the elements expressed in *Section A. Program Description*. Each applicant must submit all sections as follows:

Uniform Application for State Grant Assistance: This is the standard application that effectively serves as cover sheet for Executive Summary, Technical Proposal, Implementation Plan and Schedule, and Resumes of Program Staff.

Executive Summary (one page): Provide a one-page summary of the applicant and the technical proposal.

Technical Proposal (12 page maximum): The narrative technical proposal should include the following information:

1. *Applicant Capacity and Expertise*
 - a. Provide information about the applicant's size and structure, as well as the length of time in business.
 - b. Provide information regarding the applicant's expertise in administering the TAA Training Program federal legislation and regulations.
 - c. Provide information regarding the applicant's expertise in administering the Workforce Innovation and Opportunity Act, State's TAA Program policy and procedures, Rapid Response activities, and reporting systems.
 - d. Provide information about the applicant's ability to complete project tasks within the proposed grant period. Provide data and supporting related outcomes to demonstrate capacity and effectiveness.

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2. *Applicant Experience in Administering the TAA Program*
 - a. Provide information that demonstrates knowledge of the State of Illinois TAA Program policy and procedures including but not limited to the following:
 - i. Trade Petition / Certification Process
 - ii. Rapid Response
 - iii. Case Management & Merit Staff Approval Process
 1. Assessment
 2. Enrollment
 3. Waivers
 - iv. Provision of Service
 1. Training/Travel
 2. Supportive Service
 3. Income Support
 4. Out of Area Job Search
 5. Out of Area Relocation
 6. RTAA
 7. HCTC
 - v. Monitoring Oversight and Compliance
 1. Denial of a Service / Appeal
 2. Reporting of Fraud
 3. Protection of Personally Protected Information (PII)
 - vi. Reporting & Performance
 - b. Provide information on how program staff will provide outreach and Rapid Response in accordance with federal and state Rapid Response and Trade Program regulations.
 - c. Describe any innovative projects that you have administered serving dislocated workers that have resulted in the permanent employment of participants including:
 - i. The types of training and the method of delivery that will be implemented including priority On-the-Job Training and Apprenticeship projects.
 - ii. The quality of the training providers and training outcomes (industry recognized skills, certifications).
 - iii. Explain how these strategies will be used in serving TAA Program customers under this grant.
 - d. Describe the organization's ability to assist with the implementation of the TAA requirements at the state and local levels in Illinois. Include specific examples of previous projects.
 - e. Provide a list of the project 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.
 - f. Provide a summary of reports of projects recently completed or underway that required skills and experience similar to those required for this proposed project. Provide contact information for references.
3. *Program Coordination*
 - a. Describe the historic connection to the population targeted in the application.
 - b. Explain the applicant's connection to the population (program participants), demand occupations, and schools targeted in this application.

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- c. Identify the organization's strategy to cooperate and coordinate with the other TAA service areas in the Northeast Region.

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. Indicate, at a minimum, their positions and total years in the organization, education, and relevant work experience.

Budget Proposal: Note that a budget proposal is not included as part of the initial application under this NOFO. Funding under this award will be made based on the amount of current TAA Program activity. The organization that is selected under this NOFO will enter into multiple agreements with the State of Illinois including a *Trade Program Award* to cover the applicable cost of training and relocation services and a *WIOA Rapid Response Award* to cover the cost of case management. Grantees must use the Uniform Budget Templates posted on the program website at <https://www.illinoisworknet.com/tradenofo> as a part of the Award negotiation process. Applicants should review the applicable Uniform Budget Templates which indicate the types of allowable costs for the grants that will be awarded pursuant to this NOFO.

Submission Dates and Times: Grant Applications will be accepted through August 15, 2018. Submit the proposal via e-mail to grantapplications@illinoisworknet.com, noting NOFO #74-547 within the [Subject Line](#). Applications will be considered based on the criteria outlined in this NOFO and the availability of funds.

Intergovernmental Review: 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

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 12 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, noting NOFO #74-547 within the [Subject Line](#).

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- The Department of Commerce is under no obligation to review applications that do not comply with the above requirements.

Required Attachments: All applications must include the following mandatory forms/attachments in the order identified below. Please compile these attachments into one electronic file for items 1-5.

1. Signed Application
2. Executive Summary
3. Technical Proposal
4. Implementation Plan
5. Resumes of Program Staff

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 Expertise (40%)

- The applicants' capacity to successfully complete the project tasks within the proposed grant period.
- The qualifications of the applicants' staff to be assigned to the project.
- The applicants' knowledge of the TAA federal legislation and regulations in the area of compliance with applicable provisions of the TAA regulations.
- The applicants' knowledge of State of Illinois WIOA, Rapid Response and TAA Program policy, procedures, and reporting systems.

Applicant Experience (50%)

- The related experience of the applicant staff, sub-contractors, and partners in administering the TAA program in Illinois.
- The applicant's knowledge of the TAA Trade Program policy and procedures.
- The proposed method of delivery of Rapid Response services and the degree of alignment with federal and state Rapid Response and Trade Program regulations.
- The innovative projects and approaches that serve dislocated workers that result in the permanent employment of participants.
 - The types of training and the method of delivery that will be implemented including priority On-the-Job Training and Apprenticeship projects.
 - The quality of the training providers and training outcomes (industry recognized skills, certifications).
 - How these strategies will be used in serving TAA Program customers under this grant.
- The applicants' ability to assist with the implementation of the TAA requirements at the state and local levels.
- The overall feasibility and quality of the work plan.

Program Coordination (10%)

- Demonstrated historic connection to the population targeted in the application.

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- The applicants' connection to the population (program participants), demand occupations, and schools targeted in this application.
- The organization's strategy to cooperate and coordinate with the other TAA service areas in the Northeast Region.

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 will be determined 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. The applicant that is selected to enter into negotiations with the Department will be required to submit Uniform Budget Templates for the Trade Program funding (training, travel, out-of-area job search, and relocation costs) and WIOA Rapid Response Program funding (case management and supportive services).

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

F. AWARD ADMINISTRATION INFORMATION

State Award Notices: The successful applicant 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.

Administrative and National Policy Requirements: Refer to *Section B. Funding Information*, Indirect Costs for details on applicable 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:

- Quarterly Progress Reports including a trial balance;
- TAA and WIOA registrant information and reports for projects serving TAA and 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;
- 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

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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:

- Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015), Title IV of the Trade Preferences Act of 2015, Public Law (P.L.) No 114-27;
- Trade Adjustment Assistance Reform Act of 2002 (P.L. No 107-210);
- Trade Act of 1974, as amended (P.L. No. 93-618, as amended);
- Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009 (Division B, Title I, Subtitle I of the American Recovery and Reinvestment Act of 2009, (P.L. No 111-5);
- Trade Adjustment Assistance Extension Act of 2011, Title II, (P.L. No. 112-40); and
- 2 Code of Federal Regulations, Part 200 and the US Department of Labor exceptions outlined at 2 Code of Federal Regulation, Part 2900.
- 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);
- 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:

Crystal Bigelow
Crystal.Bigelow@Illinois.gov
Illinois Department of Commerce and Economic Opportunity
500 East Monroe Street
Springfield, IL 62701

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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

AEFLA	Adult Education and Family Literacy Act
COBRA	Consolidated Omnibus Budget Reconciliation Act
DOL	U.S. Department of Labor
DUNS	Dun and Bradstreet Universal Numbering System
ETA	Employment and Training Administration
GATA	Grant Accountability and Transparency Act
GRS	Grantee Reporting System
HCTC	Health Coverage Tax Credit
ICQ	Internal Controls Questionnaire
IRS	Internal Revenue Service
IWDS	Illinois Workforce Development System
LWIA	Local Workforce Innovation Area
OJT	On-the-Job Training
NOFO	Notice of Funding opportunity
NOSA	Notice of State Award
OMB	Office of Management and Budget
R/ATAA	Reemployment/Alternative Trade Adjustment Assistance
SAM	System for Award Management
TAA	Trade Adjustment Assistance
TAARA	TAA Reauthorization Act of 2015
TGAAA	Trade and Globalization Adjustment Assistance Act of 2009
TRA	Trade Readjustment Assistance
Trade	Trade Adjustment Assistance
WIOA	Workforce Innovation and Opportunity Act

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APPENDIX A - Illinois Common Career Pathways Definition and Guidance

Introduction to WIOA Career Pathways Definition

A career pathway means a combination of rigorous and high-quality education, training, and other services that aligns both vertically and horizontally across Secondary Education, Adult Education, Workforce Training and Development, Career and Technical Education, and Postsecondary Education systems, pathways, and programs. Collaborative partnerships with these entities and business and industry, along with human service agencies, corrections, and other community stakeholders, serve as the foundational structure for high-quality and sustainable career pathways. A career pathway also includes multiple entry and exit points to facilitate individuals to build their skills as they progress along a continuum of education and training and advance in sector-specific employment.

The following guidance should help policymakers and practitioners implement state, regional, and local career pathways. The guidance is meant to clarify how a successful pathway—often comprised of one or more career pathway programs—should operate. This guidance also addresses the career pathway system, which sets the policies and procedures that shape career pathways and can assist with strong pathway development and sustainability. A- G represents elements of the WIOA Career Pathways definition, with added guidance to clarify and provide additional detail for each element.

(A) Aligns with the skill needs of industries in the economy of the State or regional economy involved;
Career pathways should:

- Use labor market data, informed by state, regional, and local employers, to design sector-focused programs that meet the needs of the employers in the state, regional, and local economies.
- Regularly and meaningfully engage employers at every stage of pathway development in an interactive, ongoing relationship¹ and encourage employers to assume leadership roles
- Identify the certifications, licenses, and industry-recognized credentials that state, regional, and local employers require and craft programs leading to them.

(B) Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the National Apprenticeship Act.²

Career pathways should:

- Enable lifelong learning that ensures youth and adult participants can gain entry to and advance, as desired, through successive education and training programs, leading to stackable credentials³ in a given occupational cluster.
- Lead to jobs in increasingly high-skill, high-wage, and/or high-demand industries.
- Ensure access and appropriate services for the targeted populations included in the State of Illinois Workforce Innovation and Opportunity Act Unified State Plan.⁴

¹ “Meaningful employer engagement” is the process by which State and/or local stakeholders (e.g. training providers, colleges, workforce boards) convene with local and regional industry employers to discuss the skill and credential needs of their workforce and ways in which education and training programs can best prepare individuals.

² The Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”); 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.).

³ A stackable credential is part of a sequence of credentials that can be accumulated over time and move an individual along a career pathway or up a career ladder.

⁴ Priority populations identified in the [State of Illinois Workforce Innovation and Opportunity Act Unified State Plan](#) are: Long-term unemployed; Low-income adults; Low literacy adults, including those without a high school diploma; Low-skilled adults; Individuals with disabilities, including youth with disabilities; Those receiving public assistance; Out-of-school youth; Veterans; Migrant and seasonal farm workers; Re-entry individuals

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(C) Includes counseling to support an individual in achieving the individual’s education and career goals; Career pathways should:

- Ensure participants have access to career exploration, academic advising, support with transitions through the pathway, and comprehensive individualized support services, such as, but not limited to, child care, transportation, and financial aid (where appropriate).
- Involve partnerships among K-12, postsecondary educational institutions, workforce training and development agencies, public and private employers, workforce boards, human services providers, and other partners to ensure participant access to the above services.

(D) Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities⁵ and training for a specific occupation or occupational cluster;

Career pathways should:

- Include career-focused instruction that integrates academic and technical content with foundational professional skills⁶, which are skills needed for success in education, and training, career, and life.
- Offer opportunities for work-based learning⁷ experiences.
- Offer job placement assistant services that are tailored to participant needs at different points along the pathway.

(E) 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; Career pathways should:

- Offer quality, non-duplicative training, coursework, assignments, and assessments⁸ to accelerate progress, maximize credit and credential attainment, and increase student success.
- Encourage concurrent enrollment and early college credit opportunities that support progression through the pathway.
- Offer participant-focused education and training that incorporates flexible class formats, locations, and times that makes learning accessible and achievable for all populations. Strategies include, but are not limited to, modularized curriculum⁹, contextualized curriculum and instruction¹⁰, and virtual learning.

(ex-offenders); English Language Learners; Older individuals; Homeless individuals; Single parents; Youth in the foster system or who have aged out; Displaced homemakers; Veterans with disabilities; Indians, Alaska Natives, and Native Hawaiians.

⁵ “Workforce preparation activities” means activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment. WIOA HR 803, SEC. 203. DEFINITIONS (17)

⁶ “Foundational professional skills” (often also called “soft skills” or “essential skills”) are the skills needed for success in college, career, and life, such as, but not limited to, punctuality, communication, collaboration, and problem-solving.

⁷ Work-based learning provides participants with work-based opportunities to practice and enhance the skills and knowledge gained in their program of study or industry training program, as well as to develop employability. Examples include: Internships, service learning, paid work experience, on-the-job training, incumbent worker training, transitional jobs, and apprenticeships.

⁸ Non-duplicative (across education and training partners) assessments of participants’ education, skills, competencies, assets, and support service needs as they move through a career pathway and its programs.

⁹ “Modularized curriculum” is curriculum that is divided into shorter, ‘self-contained’ segments or chunks of instruction. The common module length can vary depending upon content, format, and schedule of the course.

¹⁰ “Contextualized curriculum and instruction” is the practice of systematically connecting basic skills and academic instruction to industry, or occupational content.

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(F) Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; Career pathways should:

- Create partnerships between programs that serve youth and adults of all skill levels to ensure that participants can in time earn a recognized postsecondary credential¹¹, as desired.
- Enable participants to gain entry to or advance within a given sector or occupational cluster, facilitate efficient transitions to continuing education, and incorporate stackable and portable industry-recognized credentials.
- Facilitate co-enrollment in programs administered by the core¹² and required¹³ partners (as defined by WIOA), in addition to Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T).

(G) Helps an individual enter or advance within a specific occupation or occupational cluster.

Career pathways should:

- Involve partnerships with employers to support participant educational and career advancement through on-the-job training, customized training, corporate training, incumbent worker training¹⁴, and other work-based training strategies.
- Overcome barriers to entry to ensure that participants with diverse backgrounds and experience have the opportunity to enroll and succeed in a pathway.

An effective and efficient career pathway will also commit to equity for all participants and potential participants and continuous improvement. To ensure that is possible, the system will:

- Collect, share, and use evidence to identify and eliminate barriers to participant access and success.
- Include shared qualitative and quantitative evaluation of participant outcomes, with a focus on equity of access and services across participant groups, to inform the improvement of all programs within the pathway as well as the pathway itself.
- Disaggregate participant-level data to identify inequities in performance among participant groups and improve the outcomes of different participant groups.
- Include shared qualitative and quantitative evaluation of effectiveness in serving employers (the business community) in order to inform strategies for improvement.

¹¹ “Recognized post-secondary credential”, as defined by the Workforce Innovation and Opportunity Act, means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree. <https://www.doleta.gov/wioa/Docs/wioa-regs-labor-final-rule.pdf>
[WIOA sec. 3\(52\)](#)

¹² Core programs within WIOA are: WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL); Adult Education and Literacy Act programs administered by the Department of Education (DoED); Wagner-Peyser Act employment services administered by DOL; and Rehabilitation Act Title I programs administered by DoED.

¹³ Required programs within WIOA are: Career and Technical Education (Perkins), Community Services Block Grant, Indian and Native American Programs, HUD Employment and Training Programs, Job Corps, Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program, National Farmworker Jobs Program, Senior Community Service Employment Program, Temporary Assistance for Needy Families (TANF), Trade Adjustment Assistance Programs, Unemployment Compensation Programs, and YouthBuild

¹⁴ “Incumbent worker training” is training that is developed with an employer or employer association (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 retain employment.

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APPENDIX B – WIOA Eligibility Requirements

Fund	Age & Other	Work Status	Selective Service	Low Income
WIOA Dislocated Worker	There is no age limit. Customer is requesting individualized services	Authorized to work in U.S., and 1. Terminated or laid off, eligible for or exhausted UI and unlikely to return to industry or occupation; <u>or</u> 2. Lost job from permanent closure or substantial layoff of a plant, facility or enterprise; <u>or</u> 3. Was self-employed and now unemployed because of economic conditions or natural disaster; <u>or</u> 4. Displaced Homemaker; <u>or</u> 5. Spouse of a member of Armed Forces who lost employment due to permanent change in duty station or is unemployed, underemployed and has difficulty finding or upgrading employment	If male, registered as required	Income test not required for eligibility or service.

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APPENDIX C - Trade Eligibility Requirements

Side-by-Side Comparison of TAA Program Benefits under the 2002 Program, 2009 Program, 2011 Program, and 2015 Program

Please note: State Merit Staff pre-approvals are required for all Trade benefits and services.

	2002 Program	2009 Program	2011 Program	2015 Program
<u>Group Eligibility:</u> Defines the worker group that is eligible to apply for and potentially receive benefits through the TAA program.	<p>Manufacturing sector workers ONLY</p> <p align="center">-----</p> <p>Workers who have lost their jobs because their company's decline in production and/or sales was due to increased imports or to the outsourcing of jobs to a country with which the U.S. has a Free Trade Agreement</p>	<p>Manufacturing sector workers Service sector workers Public sector workers</p> <p align="center">-----</p> <p>ITC workers (those who work for a firm that has been identified by the International Trade Commission as a domestic industry that has been injured/is a party to a market disruption)</p> <p align="center">-----</p> <p>Workers who have lost their jobs because their company's decline in production and/or sales was due to increased imports or to outsourcing to ANY country</p>	<p>Manufacturing sector workers Service sector workers</p> <p align="center">-----</p> <p>ITC workers (those who work for a firm that has been identified by the International Trade Commission as a domestic industry that has been injured/is a party to a market disruption)</p> <p align="center">-----</p> <p>Workers who have lost their jobs because their company's decline in production and/or sales was due to increased imports or to outsourcing to ANY country</p>	<p>SAME AS 2011</p> <p>Manufacturing sector workers Service sector workers</p> <p align="center">-----</p> <p>ITC workers (those who work for a firm that has been identified by the International Trade Commission as a domestic industry that has been injured/is a party to a market disruption)</p> <p align="center">-----</p> <p>Workers who have lost their jobs because their company's decline in production and/or sales was due to increased imports or to outsourcing to ANY country</p>

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	2002 Program	2009 Program	2011 Program	2015 Program
<p><u>Trade Readjustment Allowances (TRA):</u> Income support available in the form of weekly cash payments to workers who are enrolled in a full-time training course.</p>	<p>Up to 104 weeks of TRA available to workers enrolled in full-time training</p> <p><i>OR</i></p> <p>Up to 130 weeks of TRA available to workers enrolled in remedial training</p> <p>Must enroll in training within 8 weeks of certification or 16 weeks of layoff</p>	<p>Up to 130 weeks of TRA available to workers enrolled in full-time training</p> <p><i>OR</i></p> <p>Up to 156 weeks of TRA available to workers enrolled in remedial training</p> <p>Must enroll within 26 weeks of either certification or layoff</p>	<p>Up to 130 weeks of TRA available to workers enrolled in full-time training, the last 13 of which are only available if needed for completion of a training program and training benchmarks are met</p> <p>Must enroll within 26 weeks of either certification or layoff</p>	<p>SAME AS 2011</p> <p>Up to 130 weeks of TRA available to workers enrolled in full-time training, the last 13 of which are only available if needed for completion of a training program and training benchmarks are met</p> <p>Must enroll within 26 weeks of either certification or layoff</p>

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TRADE ADJUSTMENT ASSISTANCE PROGRAM**

	2002 Program	2009 Program	2011 Program	2015 Program
<u>Training Waivers:</u> Basic TRA is payable if an individual participates in TAA training OR is under a waiver of the requirement to participate in training. Training may be determined not feasible or appropriate and waived as a requirement for basic TRA eligibility for the following reasons:	<ol style="list-style-type: none"> 1. The worker will be recalled to work reasonably soon 2. The worker has marketable skills for suitable employment and a reasonable expectation of employment in the foreseeable future 3. The worker is within two years of eligibility for a pension or social security 4. The worker is unable to participate in or complete training due to a health condition 5. No training program is available 6. An enrollment date is not immediately available 	<ol style="list-style-type: none"> 1. The worker will be recalled to work reasonably soon 2. The worker has marketable skills for suitable employment and a reasonable expectation of employment in the foreseeable future 3. The worker is within two years of eligibility for a pension or social security 4. The worker is unable to participate in or complete training due to a health condition 5. No training program is available 6. An enrollment date is not immediately available 	<ol style="list-style-type: none"> 1. The worker is unable to participate in or complete training due to a health condition 2. No training program is available 3. An enrollment date is not immediately available 	SAME AS 2011
<u>Funding:</u>				NEW AMOUNT

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<p><u>Training Funding:</u> Funds to states to pay for TAA training.</p> <p><u>State Administration Funding:</u> Funds to states to pay for state administration of TAA benefits, not administration of TRA or ATAA/RTAA (covered by UI Funding Agreement).</p> <p><u>Job Search and Relocation Allowances Funding:</u> Funds to states to pay allowances.</p> <p><u>Case Management Funding:</u> Funds to states to pay for TAA case management and employment services.</p>	<p>\$220 Million Statutory Cap Applies to Training Funds Only</p> <p>An additional 15% above the amount provided for training is available for State Administration</p> <p>Additional funds are available for Job Search and Relocation Allowances</p> <p>No funds are available for TAA Case Management and Employment Services</p>	<p>\$575 Million Statutory Cap Applies to Training Funds Only</p> <p>An additional 15% above the amount provided for training is available for State Administration, and Case Management and Employment Services</p> <p>Additional funds are available for Job Search and Relocation Allowances</p> <p>At least 1/3 of these funds must be used for TAA Case Management and Employment Services</p> <p>States also receive \$350,000/year for TAA case management and employment services</p>	<p>\$575 Million Statutory Cap Applies to Training, Job Search and Relocation Allowances, Case Management and Employment Services, and related State Administration</p> <p>No more than 10% of the amount provided may be spent for State Administration</p> <p>No less than 5% of the amount provided may be spent for TAA Case Management and Employment Services</p> <p>DOL may recapture states' Fiscal Year funds that remain unobligated after two or three FYs and distribute such funds to states in need of funds, if authorized under FY appropriation.</p>	<p>\$450 Million Statutory Cap Applies to Training, Job Search and Relocation Allowances, Case Management and Employment Services, and related State Administration</p> <p>No more than 10% of the amount provided may be spent for State Administration</p> <p>No less than 5% of the amount provided may be spent for TAA Case Management and Employment Services</p> <p>DOL may recapture states' Fiscal Year funds that remain unobligated after two or three FYs and distribute such funds to states in need of funds, if authorized under FY appropriation.</p>
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**AGENCY SPECIFIC CONTENT FOR THE NOTICE OF FUNDING OPPORTUNITY 74-547
TRADE ADJUSTMENT ASSISTANCE PROGRAM**

	2002 Program	2009 Program	2011 Program	2015 Program
<p><u>Job Search Allowances:</u> A cash allowance provided to workers who cannot find an available job within the commuting area (e.g. 50 miles). Used to cover transportation costs, etc.</p> <p><u>Relocation Allowances:</u> A cash allowance provided to workers who have to accept a job outside of their commuting area and relocate.</p>	<p>90% of allowable job search costs, up to a maximum of \$1,250</p> <p>-----</p> <p>90% of allowable relocation costs, plus an additional lump sum payment of up to \$1,250</p>	<p>100% of allowable job search costs, up to a maximum of \$1,500</p> <p>-----</p> <p>100% of allowable relocation costs, plus an additional lump sum payment of up to \$1,500</p>	<p>90% of allowable job search costs, up to a maximum of \$1,250, available if state elects to provide the benefit</p> <p>-----</p> <p>90% of allowable relocation costs, plus an additional lump sum payment of up to \$1,250, available if state elects to provide the benefit</p>	<p>SAME AS 2011</p> <p>90% of allowable job search costs, up to a maximum of \$1,250, available if state elects to provide the benefit</p> <p>-----</p> <p>90% of allowable relocation costs, plus an additional lump sum payment of up to \$1,250, available if state elects to provide the benefit</p>
<p><u>Alternative Trade Adjustment Assistance/ Reemployment Trade Adjustment Assistance:</u> A wage supplement provided to eligible workers over the age of 50 that supplements a portion of the wage difference between their new wage and their old wage (up to a specified maximum amount).</p>	<p><u>Alternative Trade Adjustment Assistance:</u> Requires a separate group certification</p> <p>Available to workers earning less than an annual salary of \$50,000</p> <p>Maximum total ATAA benefit of up to \$10,000</p>	<p><u>Reemployment Trade Adjustment Assistance:</u> Does not require a separate group certification</p> <p>Available to workers earning less than an annual salary of \$55,000</p> <p>Maximum total income support (RTAA and TRA) benefit of \$12,000</p>	<p><u>Reemployment Trade Adjustment Assistance:</u> Does not require a separate group certification</p> <p>Available to workers earning less than an annual salary of \$50,000</p> <p>Maximum total income support (RTAA and TRA) benefit of \$10,000</p>	<p>SAME AS 2011</p> <p><u>Reemployment Trade Adjustment Assistance:</u> Does not require a separate group certification</p> <p>Available to workers earning less than an annual salary of \$50,000</p> <p>Maximum total income support (RTAA and TRA) benefit of \$10,000</p>

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	2002 Program	2009 Program	2011 Program	2015 Program
	Reemployed within 26 weeks of separation Reemployed in full time employment Training benefit NOT available	Reemployed with no deadline Reemployed in full-time or part-time employment in combination with approved training Training benefit is also available	Reemployed with no deadline Reemployed in full-time or part-time employment in combination with approved training Training benefit is also available	Reemployed with no deadline Reemployed in full-time or part-time employment in combination with approved training Training benefit is also available
<p><u>Health Coverage Tax Credit:</u> A tax credit offered to eligible TAA recipients to help pay for qualified health insurance premiums of the worker and their family.</p> <p>http://www.irs.gov/Individuals/HCTC</p>	<p align="center">72.5% of qualifying health insurance premium costs</p> <p align="center">http://www.irs.gov/Individuals/HCTC</p>			

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APPENDIX D – WIOA Performance Measures/Negotiated Goals for PY 2016/2017

	Adult				Dislocated Worker				Youth		
	Adult Employment Rate 2nd Quarter after Exit	Adult Employment Rate 4th Quarter After Exit	Adult Median Earnings	Adult Credential Attainment	DW Employment Rate 2nd Quarter After Exit	DW Employment Rate 4th Quarter After Exit	DW Median Earnings	DW Credential Attainment	Youth Employment/Placement in Education Rate 2nd Quarter After Exit	Youth Employment/Placement in Education Rate 4th Quarter After Exit	Youth Credential Attainment
DCEO	72.4%	71.0%	5,000	55.6%	78.0%	75.4%	6,978	60.5%	73.0%	61.1%	69.0%
LWIA 1	67.0%	63.0%	3,900	71.0%	69.0%	69.0%	7,500	74.0%	58.0%	66.0%	80.0%
LWIA 2	73.0%	75.0%	4,500	65.0%	77.0%	75.0%	7,500	65.0%	56.0%	65.0%	60.0%
LWIA 3	65.0%	62.0%	3,000	53.0%	67.0%	67.0%	5,000	42.0%	53.0%	50.0%	60.0%
LWIA 4	74.0%	73.0%	5,100	64.0%	78.0%	74.0%	5,500	58.0%	58.0%	55.0%	70.0%
LWIA 5	68.0%	69.0%	4,300	54.0%	75.0%	75.0%	6,500	60.0%	70.0%	70.0%	69.0%
LWIA 6	76.0%	71.0%	5,000	63.0%	74.0%	73.0%	9,000	61.0%	70.0%	67.0%	74.0%
LWIA 7	66.0%	66.0%	4,000	50.0%	71.0%	71.0%	6,300	45.0%	54.0%	56.0%	56.0%
LWIA 10	62.0%	71.0%	3,200	71.0%	72.0%	73.0%	7,000	76.0%	52.0%	57.0%	47.0%
LWIA 11	72.0%	71.0%	4,200	60.0%	76.0%	75.0%	5,600	61.0%	50.0%	40.0%	75.0%
LWAI 13	71.0%	60.0%	4,500	66.0%	65.0%	57.0%	4,800	55.0%	50.0%	44.0%	80.0%
LWIA 14	74.0%	72.0%	4,200	78.0%	68.0%	71.0%	3,500	75.0%	69.0%	70.0%	75.0%
LWIA 15	78.0%	78.0%	5,600	72.0%	76.0%	71.0%	6,000	66.0%	65.0%	65.0%	72.0%
LWIA 17	73.0%	75.0%	3,600	66.0%	78.0%	78.0%	5,600	63.0%	60.0%	67.0%	80.0%
LWIA 18	70.0%	71.0%	3,600	52.0%	74.0%	73.0%	5,000	58.0%	50.0%	53.0%	69.0%
LWIA 19	73.0%	71.0%	4,000	70.0%	76.0%	74.0%	6,800	52.0%	55.0%	60.0%	60.0%
LWIA 20	78.0%	80.0%	5,000	73.0%	73.0%	73.0%	5,700	70.0%	66.0%	62.0%	75.0%
LWIA 21	75.0%	74.0%	4,200	60.0%	70.0%	73.0%	5,500	58.0%	70.0%	63.0%	65.0%
LWIA 22	72.0%	63.0%	4,800	66.0%	74.0%	60.0%	5,000	60.5%	52.0%	50.0%	63.0%
LWIA 23	82.0%	69.0%	4,200	56.0%	83.0%	75.0%	4,800	60.5%	60.0%	57.0%	60.0%
LWIA 24	74.0%	70.0%	3,400	60.0%	76.0%	60.0%	4,000	50.0%	40.0%	46.0%	72.0%
LWIA 25	73.0%	69.0%	4,000	30.0%	78.0%	76.0%	5,400	40.0%	60.0%	52.0%	67.0%
LWIA 26	72.0%	71.0%	4,300	75.0%	74.0%	71.0%	5,400	68.0%	50.0%	60.0%	73.0%

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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