

**AGENCY SPECIFIC CONTENT FOR THE NOTICE OF
FUNDING OPPORTUNITY #75-216**

2017 APPRENTICESHIP PLUS YOUTH PROGRAM



Illinois
Department of Commerce
& Economic Opportunity

OFFICE OF EMPLOYMENT & TRAINING

Bruce Rauner, Governor

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A. PROGRAM DESCRIPTION

The following is a Notice of Funding Opportunity (NOFO) for the 2017 Apprenticeship PLUS Program. The goal of this program is to develop and support pilot projects that address the apprenticeship-related priorities identified by the Illinois Workforce Innovation Board's (IWIB's) Apprenticeship Committee and the [Governor's Cabinet on Children and Youth](#).

The Illinois Department of Commerce and Economic Opportunity ("Department of Commerce"), as the state agency responsible for the administration of statewide workforce development activities outlined in the Workforce Innovation and Opportunity Act (WIOA) funded by the U.S. Department of Labor (USDOL), is the entity issuing this NOFO in conjunction with its core WIOA partners: the Illinois Community College Board, the Illinois Department of Employment Security, and the Illinois Department of Human Services' Division of Rehabilitation Services. This NOFO makes resources available to develop the *Illinois Apprenticeship PLUS System* in three regions across Illinois through partnerships/consortia with the support of both public and private partners: (1) Western and Southern Cook County area; (2) Peoria/Bloomington/Normal area; and (3) Mt. Vernon/Marion area.

Definitions: Terms commonly used in administering apprenticeship programs are defined below.

Pre-Apprenticeship. Pre-apprenticeship is defined in [Training and Employment Notice No. 13-12](#) as "a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s)." A quality pre-apprenticeship program is one that incorporates the following elements: (a) approved training and curriculum; (b) strategies for long-term success; (c) access to appropriate support services; (d) promotes greater use of Registered Apprenticeship to increase future opportunities; (e) meaningful hands-on training that does not displace paid employees; and (f) facilitated entry and/or articulation.

Career Pathway – Career Pathway is defined by the Workforce Innovation and Opportunity Act as a combination of rigorous and high-quality education, training, and other services that—(A) aligns with the skill needs of industries in the economy of the State or regional economy involved; (B) 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 U.S.C. 50 et seq.) (referred to individually in this Act as an "apprenticeship", except in section 171); (C) includes counseling to support an individual in achieving the individual's education and career goals; (D) 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; (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; (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and (G) helps an individual enter or advance within a specific occupation or occupational cluster.

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Purpose: This funding opportunity will award grants for youth apprenticeship and pre-apprenticeship projects that address priorities identified by the IWIB Apprenticeship Committee and the Governor’s Cabinet on Children and Youth.

Objectives: Pilot projects funded under this NOFO will support the following goals and objectives:

- Increase the number of youth earning industry-recognized credentials and post-secondary certificates in high-growth, high-demand occupations.
- Support and develop at least 10 new apprenticeship pilots in three Economic Development Regions of the state.
- Develop apprenticeship pilot programs that serve disadvantage youth, such as youth with disabilities; teen parents; youth transitioning from the juvenile justice system; youth aging out of the child and family services system; and youth with other evidence-based risk factors, who are between the ages of 16 and 24.

Background: The groundwork has been laid for the rapid expansion of apprenticeship throughout Illinois. Quality work-based learning opportunities – with Registered Apprenticeship as a centerpiece – are a major focus of Illinois’ WIOA Unified State Plan. Apprenticeships will be used to improve and expand employer-driven regional sector partnerships, increase career pathway opportunities that lead to industry-recognized credentials and improved employment and earnings, and provide career services and opportunities for populations facing multiple barriers to educational attainment and economic advancement, particularly youth.

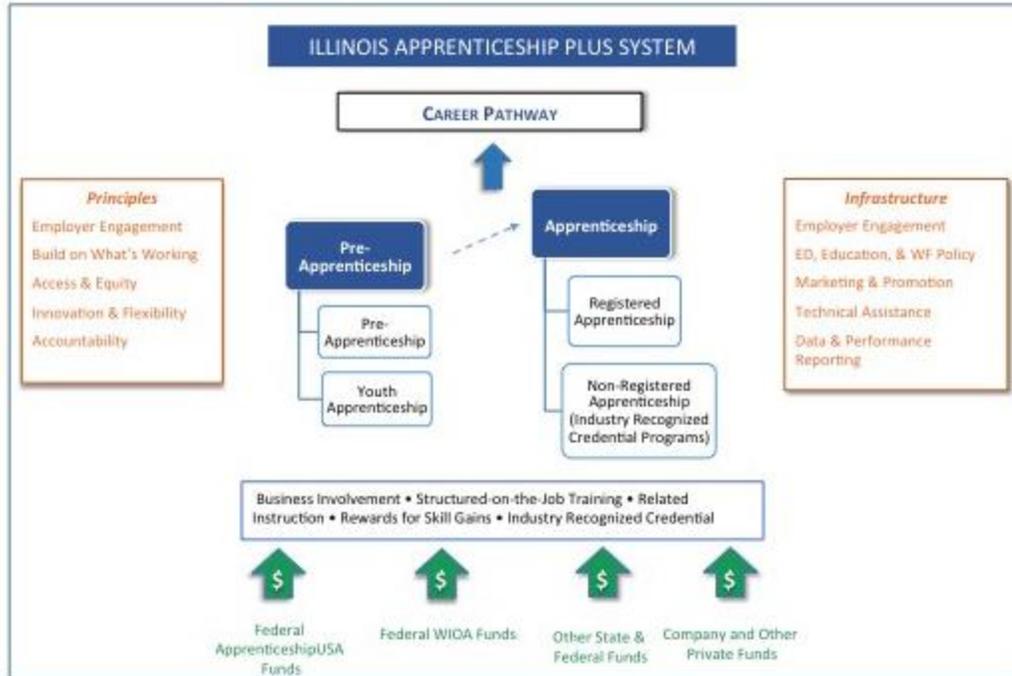
To lead and coordinate these statewide efforts, the IWIB created a standing Apprenticeship Committee in 2016. The Committee includes leaders representing all key state apprenticeship stakeholders: business and industry, training providers, local workforce innovation boards, labor, philanthropies, community colleges, community-based organizations, rehabilitation services, and employment exchange services. The Committee will oversee a major capacity-building and promotion effort in Illinois to expand the number of Registered Apprenticeships, pre-apprenticeships, youth apprenticeships, and industry recognized credential programs in both traditional and nontraditional industry sectors and to increase access to apprenticeship opportunities for underrepresented populations. Programs funded under this NOFO will be expected to accelerate and expand the work of the Apprenticeship Committee and the Governor’s Cabinet on Children and Youth, to improve the economic prospects of young people between the ages of 16 and 24 who have barriers to entry into pre- and youth apprenticeship programs.

Program Design: Based on research on other state apprenticeship models, insights from Apprenticeship Committee members and other experts, a conceptual framework for apprenticeship development and expansion in Illinois was created (see Figure 1). This Illinois Apprenticeship PLUS System recognizes that employers and job-seekers have varying degrees of knowledge and comfort with the concept of apprenticeships, and the goal is to provide a variety of options for participation. In addition to the well-known options of Registered Apprenticeship, pre-apprenticeship, and youth apprenticeship, the Illinois Apprenticeship PLUS system includes a fourth option: industry-recognized credential programs. As noted in Figure 1, all four training options must address the five characteristics associated with DOL

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Registered Apprenticeship: (1) business involvement, (2) structured on-the-job training, (3) related instruction; (4) rewards for skill gains, and (5) an industry-recognized credential.

Figure 1



These options represent multiple pathways to increasing the number of Registered Apprenticeships and, taken together, represent “apprenticeship scaffolding” that supports entry and progression toward paid full-time employment in a career pathway. Additional information regarding this model, and the distinguishing features of the four program options contained within it, can be found in Attachment A (“Apprenticeship PLUS Training Option Descriptions”) and Attachment B (“Illinois’ Apprenticeship PLUS System – Comparison of Program Components”).

To help build out Illinois’ Apprenticeship PLUS system, the State will offer a number of funding opportunities throughout 2017. This NOFO is specifically targeted to youth apprenticeship programs and pre-apprenticeship programs that could lead to Registered Apprenticeships and/or industry-recognized credential programs. The network of projects supported through this offering will help connect apprenticeship initiatives to growth sectors identified in the State and regional unified WIOA plans; assist in raising awareness of apprenticeship pathways; create new opportunities for Registered Apprenticeships, and help build capacity and identify ongoing technical assistance needs.

WIOA Statewide Project resources will be made available to fund the development and/or expansion successful models of youth apprenticeships and pre-apprenticeships that could lead to Registered Apprenticeships and/or industry-recognized credential programs from the Apprenticeship PLUS system

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that serve WIOA-eligible youth ages 16-24 in three regions (described below) who face multiple barriers to education and economic advancement.

Allowable Activities: Projects that are funded under this NOFO must be focused on Youth apprenticeships, Pre-apprenticeships, and industry recognized credential programs. The Workforce Innovation and Opportunity Act (WIOA) advances the use of apprenticeship as an effective work-based learning approach that builds worker skills and establishes pathways to higher levels of employment and wages. WIOA funds can be used in a variety of ways to help job seekers and workers prepare for, enter, and complete apprenticeship programs. WIOA programs can support the on-the-job training component of apprenticeship programs. WIOA funds can also pay for the cost of related classroom instruction for the apprentice, including tuition, books, supplies, fees, uniforms, tools, and other required items. See Attachment C for information on how to use the federal workforce funds to support the expansion of apprenticeships.

Target Populations: Commerce will accept proposals that target disadvantaged youth, such as youth in foster care, teen mothers, and youth transitioning out of the Juvenile Justice system, who are between the ages of 16 and 24. Additional points will be awarded for projects that target apprenticeships to youth with barriers to employment including (but not limited to) the following:

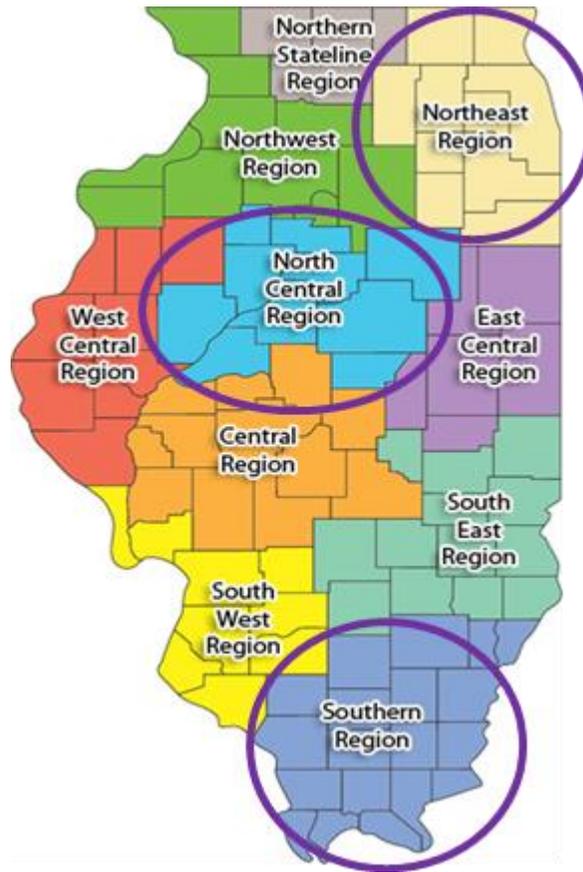
- Low-income individuals;
- Individuals with disabilities;
- Ex-offenders;
- Homeless children and youths;
- Youth who are in or have aged out of the foster care system;
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural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

Priority Communities: Eligibility for the *Apprenticeship Plus Youth Grants* is limited to youth residing in these Economic Development Regions (EDR) and communities (see Figure 2):

- North Central Region (Peoria/Bloomington/Normal area)
- Southern Region (Mt. Vernon/Marion area)
- Northeast Region – (Western and Southern townships in Cook County that are listed below)
 - Berwyn
 - Bloom
 - Bremen
 - Calumet
 - Cicero
 - Leyden
 - Palos
 - Proviso
 - Rich
 - Stickney
 - Thornton
 - Worth

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Figure 2



Targeted Industries and Occupations: There are no restrictions on the industries that may be targeted for apprenticeships. However, review teams will award additional points for projects that target apprenticeships in the following industries:

- Healthcare
- Manufacturing
- Information Technology
- Construction Trades
- Transportation, Distribution, and Logistics

B. FUNDING INFORMATION

Funding Source: Youth Apprenticeships, Pre-Apprenticeships, Registered Apprenticeships and Industry Recognized Credential Programs will be funded through Illinois' WIOA Statewide Projects funding.

Award Amount: It is expected that 6-10 pilot projects of \$250,000 to \$350,000 will be funded through this NOFO. The funding amounts for proposals will correspond with the project anticipated outcomes and deliverables. Grant awards will generally not exceed \$350,000. However, the Department of Commerce may elect to award amounts over this amount based on strength of application or strength

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of performance during the grant period. It is anticipated that the Department of Commerce will award \$3-4 million in Apprenticeship PLUS grants under this NOFO.

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.

Award Term: The grant term/performance period will be determined on a project specific basis, targeted at 12-18 months. It is anticipated that funding decisions will be made by May 31, 2017.

C. ELIGIBILITY INFORMATION

Eligible Applicants: This competitive funding opportunity is limited to public and private organizations that are in good standing with the Illinois Secretary of State.

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: As part of the changes to the state grant process brought about by the Federal 2 CFR Part 200 (Uniform Requirements) and the Illinois Grant Accountability and Transparency Act (GATA), all entities wishing to receive grants from the State of Illinois must now register at:

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grants.illinois.gov/registration. Please note that FEIN and DUNS numbers are required to complete registration. The online registration will trigger a pre-qualification process that will ensure the entity:

- Has a current DUNS number;
- Has a current SAM CAGE Code (you will need to register at SAM.gov);
- Is not on the Federal Excluded Parties List; and
- Is in good standing with the Illinois Secretary of State.

Once your entity is pre-qualified, you 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. If your entity is ineligible for the 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. Because these new requirements may take several weeks to complete, entities considering applying for funds under this NOFO are urged to take these pre-registration steps as soon as possible.

Participant Eligibility Requirements: *Apprenticeship Plus Youth Projects:* Includes targeted youth ages 16-24 that are WIOA-eligible that live in the targeted communities that have barriers to educational attainment and economic advancement.

WIOA Eligibility & Performance: Applicants other than Local Workforce Innovation Areas (LWIAs) and their active WIOA operators and providers must work with their designated LWIA(s) to create a viable approach for complying with WIOA client eligibility, reporting, and performance requirements. Negotiated performance measures unique to each local area are applicable to all youth served under this NOFO. In instances where the Grantee is not an LWIA, WIOA performance measures and targets for the grant will be determined at the State level. Such applicants must enter into an MOU developed and signed by the applicant and an LWIA or other qualified organization that details roles and responsibilities related to recruitment, eligibility determination, enrollment, performance requirements, and strategies. More information about WIOA can be found at: www.doleta.gov/wioa .

Organizations that demonstrate adequate administrative capacity and a history of successfully implementing innovative pilots and other priority projects are eligible to apply for funding. The Department of Commerce will initially consider projects from three regions in the state as listed above. Applicants must identify the workforce / economic development region and administer the pilot programs within the context of the State, Regional, and Local workforce development plans.

Cost Sharing or Matching: Matching funds are not required; however, [blending and braiding of funds](#) is encouraged, and projects leveraging multiple funding sources will be given priority consideration. Successful applicants will be required to report leveraged resources 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 application.

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Administration Costs: Funding under this program is intended to provide direct services that impact youth in Illinois. It is expected that administrative costs, both direct and indirect, will represent a small portion of the program budget and shall not exceed 10%. Program budgets and narratives will detail how all proposed expenditures are directly necessary for program implementation and will distinguish between direct/indirect administrative and direct/indirect program costs.

Indirect Costs: In order to charge indirect costs to the grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

- *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 must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the 10% de minimis rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the grant effective date.
- *De Minimis Rate.* An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (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.

D. APPLICATION REQUIREMENTS AND SUBMISSION INFORMATION

Application Information: Application materials are provided throughout the announcement and at www.illinoisworknet.com/YouthNOFO. 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.

Address to Request Application Package: Paper copies of the NOFO may be obtained by contacting the person listed below:

Patrick Campbell
Patrick.Campbell@Illinois.gov
Illinois Department of Commerce and Economic Opportunity
100 West Randolph, Suite 3-400
Chicago, IL 60601

Content and Form of Application Submission: Apprenticeship PLUS proposals must address the elements described in Section A. Each applicant must submit all sections as follows:

Executive Summary: Provide a one-page summary that identifies the:

- a. Applicant information
- b. Amount of funding requested

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- c. Geographic region and community/ies to be served
- d. Members of the regional partnership including education and training agencies, regional employers, business and industry associations, economic development organizations, one-stop partners, organized labor, and others determined appropriate
- e. Services to be provided
- f. Anticipated goals and outcomes of this project including but are not limited to
 - o The number of youth earning industry-recognized credentials and post-secondary certificates in high-growth, high-demand occupations.
 - o The number of disadvantaged youth, such as youth with disabilities; teen parents; youth transitioning from the juvenile justice system; youth aging out of the child and family services system; and youth with other evidence-based risk factors, who are between the ages of 16 and 24 that are provided apprenticeship
 - o The development or expansion of a youth apprenticeship or pre-apprenticeship program as described in the *Program Design* section of this NOFO (pages 2-3)

Technical Proposal: The narrative technical proposal should highlight the goals of the organization with respect to the targeted population, activities to be undertaken, and the outcomes of these activities.

The technical proposal should include the following information:

1. *Applicant Capacity:*
 - a. Describe the related experience of the applicant and partners responding to the NOFO. If any of the work is to be sub-contracted, provide the name(s) of and describe the relevant experience of the sub-contractor(s).
 - b. Provide information about the applicant's size and structure and length of time in business.
 - c. Include a list of the applicant's staff, including sub-contractor personnel, to be assigned to the project. Describe the role each staff person will fulfill. Indicate the number of hours each staff will be assigned to the project. Provide resumes for all project staff. Indicate, at a minimum, their positions and total years in the organization, education, and relevant work experience.
 - d. Include references (with contact information) for projects recently completed or under way that required skills and experience similar to those required for this proposed project.
2. *Documentation of Need:*
 - a. Provide a detailed explanation of how this project will serve the targeted communities and populations specified in the Program Description of the NOFO (Section A).
 - b. Describe your historical connection and experience serving the population (program participants) targeted in this proposal. How many program participants will be served and how will they be identified/recruited?
 - c. Provide any additional contextual details that will strengthen the reviewers understanding of the program need.
3. *Specific Project Requirements and Considerations:*
 - a. Identify the targeted industry and occupations that will be targeted. Include a labor market analysis and relevant data that illustrate the needs of employers and job seekers.

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- b. Describe the specific components of the project, and exactly how they will combine to successfully complete the program model(s) that have been selected for targeting by this project. (e.g., if selecting the Pre-Apprenticeship model, describe the depth of relationship your program will have with the apprenticeship program they are feeding into, if selecting the Youth Apprenticeship model describe the mix and coordination of work-based learning and classroom instruction, for all of the models describe the level and types of employer engagement and partnerships the project will have).
- c. Applicants should clearly describe any elements of their project they consider to be innovative, evidence supporting the innovation, and the specific intended outcomes of the proposed innovation.
- d. Priority consideration will be given to projects that are regional in scope.

4. *Project Plan*

- a. Describe the youth apprenticeship programs and/or pre-apprenticeship programs, how they meet federal Apprenticeship guidelines and/or the state Apprenticeship Plus framework, and how it will result in youth gaining high level technical and theoretical skills in the designated occupation.
 - i. Describe how the program will provide practical, hands-on experience as well as classroom instruction.
 - ii. Provide a detailed outline of the training program and schedule of work processes
 - iii. Describe how the participant's occupational skills will be tracked and evaluated
 - iv. Describe the total cost of the apprenticeship program and outline how the training and education components will be paid for.
- b. Provide detailed information about the service or training providers(s) selected for this project including but not limited to:
 - i. Where the service or training will take place.
 - ii. Who will provide the service or training.
 - iii. The duration of service or training.
 - iv. Any course credit(s) and/or credential(s) that will be received at completion of training. (Be sure to note any credentials that are nationally recognized and portable.)
 - v. If the project includes training services, explain what processes are in place to insure that the training provider is qualified to provide those training services and will successfully fulfill their duties.
- c. Provide detailed information about the work-based learning activities (work experience, on-the-job training) that will be provided for this project including but not limited to:
 - i. Name of the employer / industry partner
 - ii. Who will provide the work-based training
 - iii. The projected duration of the work based training

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Resumes of Program Staff: Resumes of key program staff that demonstrate capacity to complete the work outlined in the application.

Memorandum of Understanding (MOU): For applicants other than LWIAs, an MOU must be developed and signed by the applicant and LWIA or other qualified organization that outlines the roles and responsibilities related to recruitment, eligibility determination, enrollment, and performance requirements and strategies. Attach Partnership Agreements (as opposed to Letters of Support) with all key partners detailing entity information and contact information, responsibilities, functions, and integration.

Budget Proposal: Complete the budget form and provide a narrative justification of each cost including information on how each proposed cost in the budget is calculated.

Submission Dates and Times: Applications must be received via email no later than 5:00 p.m. on April 17, 2017. The date and time on the sent email will serve as the time stamp. The Department of Commerce will not accept applications submitted via mail, overnight mail, diskette, or by fax machine. Submit the proposal electronically on or before **April 17, 2017 at 5:00 p.m.** to grantapplications@illinoisworknet.com . Applications received after this final date for application submittal may be considered if funds remain after review and award to timely submittals.

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

Funding Restrictions: The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Final Guidance"), located at 2 C.F.R. 200 et seq., 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 C.F.R. Part 2900. Any reference to the OMB Circulars are 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.

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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.

1. Signed Application
2. Executive Summary
3. Technical Proposal
4. Resumes of Program Staff
5. Partnership Agreements and/or Memorandums of Understanding
6. Budget Proposal

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 (20%)

- The applicants' capacity to successfully complete the project tasks within the proposed grant period
- The related experience of the applicant, contracts and/or partners on similar projects
- The applicants' experience in working with, and ability to recruit from the targeted population
- The applicants' previous performance in administering similar grants and projects
- The qualifications of the applicants' staff to be assigned to the project

Documentation of Need (25%)

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

Project Quality and Integration (30%)

- The types of training and the method of delivery that will be implemented.
- The number of participants, companies served, the participant recruitment plan, and the services provided to priority populations (minority, women, returning citizens, veterans, individuals with disabilities).
- The quality of the training providers and training outcomes (industry recognized skills, certifications).
- Coordination with key partners and strength of the partnership agreements / MOUs.
- How the project will result or aid in the permanent employment of participants.
- The overall feasibility and quality of the work plan.

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Cost Effectiveness/Return on Investments (25%)

- The proposed project costs in relationship to planned outcomes including cost per participant
- The reasonableness of the costs in relation to the proposed activities
- The applicants' commitment to secure leveraged costs
- The applicants' commitment to braiding public and private funding for the project
- Identified specific work placements for permanent employment

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

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

F. AWARD ADMINISTRATION INFORMATION

State Award Notices: A successful applicant will be notified in writing by the Department of Commerce.

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

Administrative and National Policy Requirements: Refer to C. ELIGIBILITY INFORMATION, Indirect Costs for details on indirect rate requirements and limitations. A Notice of State Award (NOSA) will be distributed by the awarding agency 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.

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

1. Quarterly Progress Reports including a trial balance
2. Registered Apprentice registrant information and reports for projects serving Registered Apprentice registrants using the Illinois Workforce Development System, Illinois workNet™, or other reporting process as directed by the Department of Commerce
3. Other reporting deemed necessary by the Department of Commerce and/or USDOL .
4. Formal evaluation of projects will be required as the State deems necessary.

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It is anticipated that the State of Illinois will identify key performance factors and deliverables that will be negotiated as part of the grant scope of work and reporting requirements. Because these are pilot programs, it is anticipated that additional information including ad hoc reports and success stories will be requested throughout the life of the grant.

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

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

- Workforce Innovation and Opportunity Act (Public Law 113-128)
- 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 U.S.C. 4151)
- Drug-Free Workplace Act of 1988, (41 U.S.C. 702 et seq., and 2 C.F.R. § 182)
- Hotel Motel Fire Safety Act (15 U.S.C. 2225a)
- Buy American Act (41 U.S.C 10a)
- Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)
- Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)
- Rights to Inventions Made Under a Contract or Agreement
- Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Uniform Administrative Requirements found at 2 CFR Part 200 and the US Department of Labor Exceptions found at 2 CFR 2900
- Applicable State of Illinois Laws
- State Workforce Innovation and Opportunity Act Policies

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G. STATE AWARDING AGENCY CONTACT

Please direct any questions regarding this NOFO to:

Patrick Campbell

Patrick.Campbell@Illinois.gov

Illinois Department of Commerce and Economic Opportunity

100 West Randolph, Suite 3-400

Chicago, IL 60601

H. OTHER INFORMATION

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

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

Freedom of Information Act/Confidential Information: Applications are subject to disclosure in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*). Information that could reasonably be considered to be proprietary, privileged, or confidential commercial or financial information should be identified as such in the application. The Department of Commerce will maintain the confidentiality of that information only to the extent permitted by law.

I. ACRONYMS USED IN THIS NOFO

CAGE	Commercial and Governmental Entity
DCEO	Department of Commerce and Economic Opportunity
DUNS	Data Universal Numbering System
FEIN	Federal Employer Identification Number
IWIB	Illinois Workforce Innovation Board
LWIA	Local Workforce Innovation Area
MOU	Memorandum of Understanding
MTDC	Modified Total Direct Cost
NICRA	Negotiated Indirect Cost Rate Agreement
NOFO	Notice of Funding Opportunity
NOSA	Notice of State Award
SAM	System for Award Management
USDOL	United States Department of Labor
WIOA	Workforce Innovation and Opportunity Act