

# APPRENTICESHIP EXPANSION NOFO 3523-2970 SUBMISSION TIPS AND BUDGET DEFINITIONS

## BACKGROUND

This document provides applicants with important tips regarding the submission of applications in response to the Apprenticeship Expansion Competitive Grant Program Notice of Funding Opportunity (NOFO) issued by the Illinois Department of Commerce and Economic Opportunity (DCEO).

- Applications that are received by 11:59PM on 3/21/25 will be considered in this funding round.
- Application materials must be submitted to the Department via electronic *Smartsheet* at <https://app.smartsheet.com/b/form/fa8afb4b5be04e14879adba279de560f>
- Please note that incomplete or late applications will not be considered. Please do not wait for the last minute to submit applications - technical issues will not extend the deadline.

## APPLICATION AND SUBMISSION INFORMATION

Pages 17-18 of the NOFO outlines the requirements of an application package including nine (9) document that must be uploaded to the *Smartsheet Link*. DCEO is requesting that applicants use the naming conventions listed below. The following documents must be submitted using the *Smartsheet*

### **1. Uniform Grant Application - [Enter Organization Name]**

Complete, sign, scan/print and submit this form as a PDF document.

### **2. Uniform Budget Template - [Enter Organization Name]**

Complete the entire budget with all worksheets as an Excel file. Please do not change any formatting.

### **3. Uniform Budget Signature Page - [Enter Organization Name]**

Complete sign, scan/print and submit the Budget Certification Tab as a PDF document

### **4. Conflict of Interest Disclosures – [Enter Organization Name]**

Complete, sign, scan/print and submit this form as a PDF document - even if there are no conflicts.

### **5. Mandatory Disclosures – [Enter Organization Name]**

Complete, sign, scan/print and submit this form as a PDF document - even if there is nothing to disclose.

### **6. Technical Proposal - [Enter Organization Name]**

Complete and submit the Technical Proposal as a Word or PDF document (20-page limit)

### **7. Project Workplan - [Enter Organization Name]**

Complete and submit the project workplan including all 7 tabs and submit this as an Excel file.

### **8. Resumes and Credentials of Program Staff -[Enter Organization Name]**

Applications must include the resumes of key program staff that demonstrate capacity to complete the project. Scan all the resumes and credentials of the key Program staff and submit this in one PDF file.

### **9. Memorandum of Understanding - Partnership Agreements -[Enter Organization Name]**

Applications must include the MOUs and Partnership Agreements with all key partners. Scan all the MOUs and Agreements and submit this in one PDF file.

## APPRENTICESHIP EXPANSION NOFO 3523-2970 SUBMISSION TIPS AND BUDGET DEFINITIONS

### UNIFORM BUDGET CHANGES

The following budget line-item definitions have been added to the Uniform Budget Template for the Apprenticeship Expansion Competitive Grant Program NOFO 3523-2970. Please find the modified template under “NOFO Materials” on the [2025 Apprenticeship Expansion Competitive Grant Program NOFO site](#).

**15A. Direct Training Costs:** Program expenditures for training leading to jobs in demand occupations as outlined in the State of Illinois Training Expenditure Policy. **NOTE: Grantees will be required to report the direct training costs in the following categories:**

- **Occupational Skills Training:** Cost associated the academic or traditional training that this is directly related to a specific trade, occupation or vocational skills leading to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.
- **Occupational Skills Training Other:** Cost associated with training that this is traditionally non-academic and directly related to a specific trade, occupation or vocational skills leading to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.
- **Remedial Training / Pre-Vocational Training:** All payments made to a training institution or training provider for classroom instruction in academic remediation or short-term pre-vocational services which would normally be classified as a career service. This includes the costs associated with basic literacy training, adult basic education, GED and English as a second language if they are provided in conjunction with occupational training services
- **Supportive Services:** Expenditures to, or on behalf of, a participant enrolled in training or in the twelve-month follow-up period subsequent to placement, such as books, training fees transportation, and tutoring. These expenditures are needed to support the participant's participation in a workforce training program.

**15B. Work-Based Training:** Includes on-the-job training, incumbent worker training, and transitional jobs as outlined at 20 CFR 680.700 through 680.840. **NOTE: Grantees will be required to report the Work-Based Training Costs in the following categories:**

- **Work Experience / Internships:** Cost associated with a planned, structured, time-limited learning experience that takes places in a workplace as a work experience, internship or job-shadowing (20 CFR 680.180). This also includes the wages and staff costs for the development and management of the work experience.
- **On-the-Job Training (OJT):** Contract(s) with an employer(s) in the public, private non-profit, or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement for the extraordinary costs of providing the training and supervision related to the training. (Defined at WIOA Section 3(44)).
- **Incumbent Worker Training:** Training to workers that have an established employment history with the employer for six (6) months or more. The training must be conducted with a commitment by the employer to retain or avert the layoffs of the incumbent worker(s) trained (20 CFR 680.790).

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**15C. Other Program Costs:** All other program costs related to providing services to participants not elsewhere classified.