

State of Illinois Uniform Notice of Funding Opportunity (NOFO)
Summary Information

Awarding Agency Name	Commerce And Econ Opp
Agency Contact	Peter Hawley (peter.hawley@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	FY25-2
Funding Opportunity Title	Film and TV Workforce Training Program
CSFA Number	420-45-2336
CSFA Popular Name	Film and TV Workforce Training Program
Anticipated Number of Awards	7
Estimated Total Program Funding	\$1,000,000
Award Range	\$50000 - \$180000
Source of Funding	State
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	07/01/2025
Application Date Range	07/01/2025 - 07/30/2025 : 5:00PM
Grant Application Link	Please select the entire address below and paste it into the browser... https://dceo.illinois.gov/aboutdceo/grantopportunities/2336-3105.html
Technical Assistance Session	Offered : Yes Mandatory : No Date : 07/14/2025 : 10:00AM Registration link : https://illinois.webex.com/weblink/register/r27fb4fa6f5f0741a42e66d68b58a7e0a

Agency-specific Content for the Notice of Funding Opportunity

Film and TV Workforce Training Grant Program

NOFO ID: 2336-3105

For information about grants please visit <https://dceo.illinois.gov/aboutdceo/grantopportunities/granteeresources.html>.

A. Program Description

Notice of Funding Opportunity Intent

The Illinois Department of Commerce and Economic Opportunity (the “Department” or “DCEO”) is issuing this Notice of Funding Opportunity (“NOFO”) to set forth the requirements for the Film and TV Workforce Training Grant Program funded through the Illinois Production Workforce Development Fund 35 IICS 16/46. The training program will fund proposals to recruit, hire, promote, retain, develop, and train a diverse and inclusive workforce in the film industry. The training program will provide real-world, practical job skills to fulfill the demand of producers and studios, while providing job opportunities for Illinois residents, including unemployed individuals and individuals with barriers to employment.

Program Description

In 2021, film production revenues hit a record high of \$630 million, shattering pre-pandemic levels in 2019 by \$70 million¹ and Illinois ranks first in the nation in filming permit requests. However, the State’s revenues and rankings are at risk because there are not enough trained and qualified crew members for new productions. Producers and industry representatives have reported to the Illinois Film Office (“IFO”) that they struggle to find qualified people and cannot commit to productions in Illinois because there are not enough trained crew members to fully staff them.

Through this NOFO, the Department will fund training programs to meet the growing need for a skilled and knowledgeable workforce in the film and TV industry. DCEO will prioritize geographic diversity to help grow and guide workforce training programs outside of Chicago. Of the appropriated funds in a given fiscal year, 50% of the appropriated funds shall be reserved for organizations that meet one of the following criteria. The organization is: (1) a minority-owned business, as defined by the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; (2) located in an underserved area, as defined by the Economic Development for a Growing Economy Tax Credit Act; or (3) on an annual basis, training a cohort of program participants where at least 50% of the program participants are either a minority person, as defined by the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, or reside in an underserved area, as defined by the Economic Development for a Growing Economy Tax Credit Act. (EDGE)².

The following are the requirements for all job training programs funded through this grant:

1. Students must have a high school degree or GED;
2. Students must be able to enter the workforce after completing the training;
3. 50% of each cohort must reside in an underserved area as defined by (“EDGE”) Tax Credit Act²;
4. Students must be Illinois residents and be authorized to work in the state;
5. Each grantee should plan on enrolling three cohorts of 10-15 students over the course of the grant term; and
6. Each grantee must provide a monetary stipend to students.

All applicants must:

- Make a good-faith effort to recruit from a diverse population pool;
- Provide hands-on training with qualified industry professionals;
- Provide at least 80 hours of instruction;

¹ <https://dceo.illinois.gov/whyillinois/film/media.html>

² <https://dceo.illinois.gov/expandrelocate/incentives/underservedareas.html>

Grantees are strongly encouraged to achieve a graduation rate of at least 80% of program attendees. While this performance goal is not a strict requirement for current funding, the Department considers graduation rates an important measure of program effectiveness. Failure to meet this performance goal may be considered in evaluating grantee performance and may impact future funding decisions, including potential reductions in funding or less favorable consideration in future grant rounds. Grantees should provide context and mitigation strategies where graduation rates are not met.

Program History

In 2022, the Department launched the first Film and TV Workforce Training Program. This pilot training program was very successful. The Department funded programs through seven grantees from across the State of Illinois, which trained 75 people and placed 80% of those students in paid roles. One of the more successful programs ran a series of courses on crew positions, set safety, and etiquette. This program ran a mock production set with working professionals acting as mentors/trainees for the students.

Subsequent programs have trained nearly 500 students and are on track to train and place 2,500 diverse crew members over the next ten years.

Performance Goals and Measures

Each training program will be required to report on the following metrics

- Number of students entering the training program;
- Number of students completing the training program;
- Number of training program graduates obtaining program-relevant employment after completing the program;
- Demographics of the training cohorts.

The successful grantees will be required to report on the expenditure of funds and the number of students enrolled and expected to graduate from these state-funded job training programs. Using the Periodic Financial and Performance reporting templates, grantees must be able to relate financial data to performance accomplishments that support the Department's mission to grow the professional production community in Illinois. Performance measures as outlined in 2 CFR 200.76 dictate performance goals around tangible, measurable objectives around the number of workers trained and placed with productions.

Other Information

N/A

B. Funding Information

This grant program is utilizing the Illinois Production Workforce Development Fund appropriated by General Assembly, as outlined at 35 ILCS 16/46. Total amount of funding expected to be awarded through this NOFO is \$1,000,000. Awards will range from \$50,000 to \$180,000. The Department expects to make (8) eight awards through this NOFO.

Anticipated start date for awards is September 2, 2025. The period of performance is expected to be October 1, 2025 through June 30, 2026.

Grant Award and Payment Terms: Successful applicants will be invited to negotiate a grant with the Department. The executed grant agreement will specify conditions for payment and a payment schedule. In general, grantee(s) will receive reimbursement payments and may be subject to proration, dependent upon the grantee meeting performance targets. Grantees may be eligible for a working capital advance to cover the first two months of the program.

Applicants must submit a project narrative that describes in detail how the award will be executed. The project narrative should include enough information for DCEO to understand the scope of the project, the

budget, including a detailed breakdown of the costs associated with each budget line and any additional necessary detail to enable DCEO to manage the grant agreement activity against planned project performance. The Project Narrative must include evidence of capacity, quality and need as defined in Section E.1.

The release of this NOFO does not obligate the Department to make an award.

C. Eligibility Information

An entity must be registered in the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://grants.illinois.gov/portal/>, at the time of grant application. The portal will verify that the entity:

- Has a valid FEIN number (<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#:~:text=You%20can%20use%20the%20IRS%27s,for%20Individual%20Taxpayer%20Identification%20Number>);
- Has a current SAM.gov registration (<https://sam.gov>), SAM.gov registrations must be marked as “public” to allow the GATA Grantee Portal to expedite the review of the federal information;
- Has a valid UEI number (<https://sam.gov>);
- Is not on the Federal Excluded Parties List (verified at <https://sam.gov>);
- Is in Good Standing with the Illinois Secretary of State, as applicable (https://www.ilsos.gov/departments/business_services/corp.html);
- Is not on the Illinois Stop Payment list (verified once entity is registered in GATA Grantee Portal); and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list (<https://www.illinois.gov/hfs/oig/Pages/SanctionsList.aspx>).

Entities on the Illinois Stop Payment List and/or the Federal Excluded Parties List at time of application submission will not be considered for an award.

An automated email notification to the entity alerts them of “qualified” status or informs how to remediate a negative verification (e.g., not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.

Pursuant to the policy of the Illinois Office of the Comptroller, to receive grant funds from the State of Illinois, a grantee must be considered a regarded entity by the IRS for federal income tax purposes. Disregarded entities will not be eligible to receive grant funds.

1. Eligible Applicants include:

1. Nonprofit Organizations
2. Academic Institution
3. For Profit Organizations

Failure to meet application criteria by the application deadline may result in the Department returning the application without review or may preclude the Department from making the award.

The Department complies 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.).

2. Cost Sharing or Matching.

Cost sharing or matching is not required for this opportunity.

3. Indirect Cost Rate.

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

a) 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 NICRA.

b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within six to nine months after the close of the grantee's fiscal year, depending on the grantee's audit type requirements.

c) De Minimis Rate. An organization may elect a de minimis rate of 15% 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.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system.

The following State University Facilities & Administration Rate and Base will apply to all State issued awards that contain either Federal pass-through funding or State funding.

RATE:

20% Rate for awards or programs administered On-Campus*
10% Rate for awards or programs administered Off-Campus*

BASE:

Base approved in the State Universities' current Federally Negotiated Indirect Cost Rate Agreement (NICRA)

*Criteria for utilization of the On/Off campus rate is located within the general terms and conditions of Federal NICRA for each State University. If not clearly defined, State awarding agencies and officers will make final determination based upon the purposes of the grant scope.

4. Freedom of Information Act/Confidential Information.

Applications and accompanying materials 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 be proprietary, privileged, or confidential commercial or financial information should be clearly identified as such in the application materials. The Department will maintain the confidentiality of that information only to the extent permitted by law.

5. Other, if applicable.

Applicants may submit one application for this opportunity.

D. Application and Submission Information

1. Address to Request Application Package.

Grant application forms are available at the web link provided in the "Grant Application Link" field of this announcement or by contacting the Program Manager:

Peter Hawley
Illinois Department of Commerce & Economic Opportunity
555 W. Monroe St., Suite 1200
Chicago, IL 60661
Tele: 312-515-9230
Email: Peter.Hawley@illinois.gov

2. Content and Form of Application Submission.

A standard application package must be submitted to and reviewed by DCEO. Each package must contain the following items:

- ☐ Uniform Grant Application in fillable PDF format. Signature page must be printed, signed, scanned and submitted with application.
- ☐ Uniform Budget utilizing the template provided by DCEO for this project. The entire budget with all worksheets included even if the worksheets are not relevant to the grant opportunity must be submitted with the application materials. Signature page must be printed, signed, scanned and submitted with application.
- ☐ Conflict of Interest Disclosure
- ☐ Mandatory Disclosures

This Notice of Funding Opportunity also requires the submission of the following other programmatic specific items as part of a program application that can be found on the website where you accessed the application document:

- ☐ Program Specific Application

Please note there is a maximum upload of 10 documents in the web form that you submit the application, so combining files may be necessary.

3. Unique Entity Identifier (UEI) 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:

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- (i) Be registered in SAM. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: How to Register in SAM from the www.grants.illinois.gov Resource Links tab. SAM.gov registrations must be “public.”
- (ii) Provide a valid UEI number in the GATA Grantee Portal registration.
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has 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 will not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make a Federal pass-through or State award, the Department may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

4. Submission Dates and Times.

Applications for this opportunity must be submitted by July 30, 2025.

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/aa925dae76384e4d9ae434f6883d30d8>.

The Department is under no obligation to review applications that do not comply with the above requirements. Failure to meet the application deadline may result in the Department returning application without review or may preclude the Department from making the award.

5. Intergovernmental Review, if applicable.

N/A

6. Funding Restrictions.

This opportunity does not allow reimbursement of pre-award costs. Other restrictions can be found in Sections A., B., and C.

7. Other Submission Requirements.

Documents stored in Google Docs or other cloud-based servers are not allowed.

Applicants may confirm receipt of the application and documents by contacting the program contact listed in this NOFO.

E. Application Review Information

1. Criteria.

Grant proposals will be reviewed on a competitive basis. Each proposal will be scored on a 100-point scale. The Department shall consider the following criteria when evaluating the application submittal: Need, Capacity, and Quality.

Need- Identification of stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose	
The program links the needs of the industry to fill certain positions to the training opportunities that will be offered.	20

<p>20- The program adequately links the needs of the industry to fill certain positions to the training opportunities that will be offered and provides facts and figures to back up the decision of what training will be offered.</p> <p>15- The program adequately links the needs of the industry to fill certain positions to the training opportunities that will be offered but does not provide facts and figures to back up the decision of what training will be offered.</p> <p>5- The program partially links the needs of the industry to fill certain positions to the training opportunities that will be offered but does not provide facts and figures to back up the decision of what training will be offered.</p> <p>0- The program does not link the needs of the industry to fill certain positions to the training opportunities that will be offered.</p>	
<p>Capacity- The ability of the applicant to execute the project according to requirements of the grant program</p>	
<p>The applicant's staffing plan to administer this program is adequate.</p> <p>20- The applicant's staffing plan to administer the program is adequate and includes staff who have experience administering and/or training a similar program. 10- The applicant's staffing plan to administer the program is adequate but does not include staff who have experience administering and/or training a similar program.</p> <p>5- The applicant's staffing plan to administer the program is inadequate.</p>	20
<p>The applicant has a history of administering workforce training programs.</p> <p>10- The applicant has three or more years of experience administering workforce training programs.</p> <p>5- The applicant has less than three years but more than a year's experience administering workforce training programs.</p> <p>0- The applicant has no years of experience administering workforce training programs.</p>	10
<p>The applicant has a history of administering State of Illinois grants.</p> <p>5- The applicant has three or more years' experience administering State of Illinois grants.</p> <p>3- The applicant has less than three years but more than 1 year of experience administering State of Illinois grants.</p> <p>0- The applicant has no years of experience administering State of Illinois grants.</p>	5
<p>Quality- The totality of features and characteristics of the project that indicate its ability to satisfy the requirements of the grant program</p>	
<p>The program design adequately demonstrates how program participants will receive an exceptional training experience.</p> <p>20- The program design demonstrates how program participants will receive an exceptional training experience.</p> <p>10- The program design demonstrates how program participants will receive an adequate training experience.</p>	20

5- The program design demonstrates how program participants will receive an inadequate training experience.	
<p>The budget of the proposed project adequately demonstrates for what grant funds will be used.</p> <p>10- The budget of the proposed project is comprehensive and includes and sufficient details to justify costs.</p> <p>5- The budget of the proposed project is comprehensive and includes some details to justify costs.</p> <p>0- The budget of the proposed project is not comprehensive and/or does not include details to justify costs.</p>	10
<p>The program plan provides adequate explanation of how participants will be recruited and vetted and how an adequate number of diverse participants will be recruited for each cohort.</p> <p>10- The program plan provides adequate explanation of how participants will be recruited and vetted and how an adequate number of diverse participants will be recruited for each cohort.</p> <p>0- The program plan does not provide adequate explanation of how participants will be recruited and vetted and how an adequate number of diverse participants will be recruited for each cohort.</p>	10
<p>The applicant demonstrates that it has current relationships with Film and TV productions which will results in placement of program participants.</p> <p>5- The applicant demonstrates that it has current relationships with Film and TV productions which will results in placement of program participants.</p> <p>0- The applicant does not demonstrate that it has current relationships with Film and TV productions which will results in placement of program participants.</p>	5

2. Review and Selection Process.

Applications will be graded using the Merit Review Process and scored on the criteria specified in Section E.1. The Department will designate an Evaluation Committee to grade each application received for this funding opportunity. The final score of each Committee member will be calculated and an average of all scores will be the final applicant score. Grants will be awarded on a competitive basis. Awards will be made by awarding the highest scoring applicants in order. At least one award is reserved for projects that are located outside of Chicago.

The Merit Based Review process is subject to appeal. However, competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal. The appeal must be submitted in writing to the Department within 14 calendar days after the date that the grant award notice has been published. The written appeal shall include the name and address of the appealing party, the identification of the grant and a statement of reasons for the appeal. To file an appeal, applicants must submit the appeal in writing and in accordance with the Merit-Based Application Review Appeals Process listed on the Grant Opportunities page of the DCEO website:
<https://dceo.illinois.gov/aboutdceo/grantopportunities/meritappealreview.html>.

3. Anticipated Announcement and State Award Dates, if applicable.

After the application period is closed, the Department will conduct a merit based review of eligible applications. Successful applicants will receive a Notice of State Award (NOSA) to initiate the grant agreement phase. During this phase, you will be contacted by a grant manager to develop a grant agreement, which can be a months long process depending on complexity, cooperation, and conformity with all applicable federal and state laws.

The Department reserves the right to issue a reduced award, or not to issue any award.

F. Award Administration Information

1. State Award Notices.

The Notice of State Award (NOSA) will specify the funding terms and specific conditions resulting from the pre-award risk assessments and the merit-based review process. The NOSA must be accepted in the GATA Portal by an authorized representative of the grantee organization. The NOSA is not an authorization to begin performance or incur costs.

2. Administrative and National Policy Requirements.

Subrecipients and Subcontractors: Agreement(s) and budget(s) with subrecipients and subcontractors must be pre-approved by and on file with DCEO. Agreements can be submitted to DCEO when available. Subcontractors and subrecipients are subject to all applicable provisions of the Agreement(s) executed between DCEO and the grantee. The successful applicant shall retain sole responsibility for the performance of its subrecipient(s) and/or subcontractor(s).

Grant Uniform Requirements: The Grant Accountability and Transparency Act (30 ILCS 708/1 *et seq.*) (and its related administrative rules, 44 Ill. Admin. Code Part 7000), was enacted to increase the accountability and transparency in the use of grant funds from whatever source and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to those grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Procurement: Grantees will be required to adhere to methods of procurement per the Procurement Standards (2 CFR 200.317 – 2 CFR 200.327).

3. Reporting.

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

Grantees funded through this NOFO are required to submit in the format required by the Grantor, at least on a quarterly basis, the PPR and PFR electronically to their assigned grant manager. The first of such reports shall cover the first three months after the award begins. Pursuant to 2 CFR 200.328, Periodic Financial Reports shall be submitted no later than 30 calendar days following the period covered by the report. Pursuant to 2 CFR 200.329, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements will be disclosed in the NOSA. Grantees are required within 45 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor (See 2 CFR 200.344).

Monitoring

Grantees funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department in accordance with 2 CFR 200.337. They must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Program staff will also maintain contact with

participants and monitor progress and performance of the contracts. The Department may modify grants based on performance.

Audit

Grantees shall be subject to Illinois' statewide Audit Report Review requirements. Terms of the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules set forth under the Grant Accountability and Transparency Act Admin Rules shall apply (See 44 IL Admin Code 7000.90).

Grantees funded through this NOFO are required to submit within five (5) business days of the start of each training session a list of demographics in the format required by the Grantor.

G. State Awarding Agency Contact(s)

Grant Help Desk
Illinois Department of Commerce & Economic Opportunity
Email: **CEO.GrantHelp@illinois.gov**

H. Other Information, if applicable

N/A