

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

Awarding Agency Name	Commerce And Econ Opp
Agency Contact	John Barr (john.w.barr@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	FY25-3 Electric Vehicle Career and Technical Education Program for Normal Illinois
Funding Opportunity Title	Clean Energy Career and Technical Education Pilot Program
CSFA Number	420-30-3460
CSFA Popular Name	Clean Energy Career and Technical Education Pilot Program
Anticipated Number of Awards	1
Estimated Total Program Funding	\$5,000,000
Award Range	Not Applicable
Source of Funding	State
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	02/11/2025
Application Date Range	02/11/2025 - 06/01/2025 : 11:59PM
Grant Application Link	Please select the entire address below and paste it into the browser... https://dceo.illinois.gov/aboutdceo/grantopportunities/3460-2974.html
Technical Assistance Session	No

Agency-specific Content for the Notice of Funding Opportunity

Electric Vehicle Career and Technical Education Pilot Program – Normal

NOFO ID: 3460-2974

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”) for a community college that is primarily located and serves Normal, Illinois, that agrees to lead a broad, regional approach to help meet the increasing demand for specialized technicians in electric vehicle (EV) manufacturing through the creation of an *EV career and technical education (CTE) pilot program*. The selected community college will coordinate with regional workforce, education and employer partners to develop and delivery services across central Illinois through this pilot program. This includes but is not limited to the establishment of a dual credit track for high school students to support EV manufacturing employers in Normal, Illinois.

Program Description

This Notice of Funding Opportunity (NOFO) sets forth the requirements for funding for the *Electric Vehicle (EV) Career and Technical Education Pilot Program* funded by Article 52, Section 100 of Illinois Public Act 103-0589.

Investments in clean energy technology and infrastructure, funded through state programs, offer numerous employment and business development opportunities for the residents of Illinois, with a focus on creating equitable opportunities for underserved and marginalized groups. The goal of this program is to support the electric vehicle sector in Normal, Illinois, by strengthening the talent pipeline throughout Central Illinois thanks to customized workforce programs, education and economic development services including, but not limited to:

- Developing and implementing EV industry sector strategies that align education and workforce development programs with the needs of EV employers;
- Developing and implementing strategies to build career pathways for students to enter EV jobs;
- Developing and implementing EV career and technical education pilot programs that will support students and workers that enter EV jobs;
- Developing customized training that may not align with traditional college semesters;
- Recruiting students into in-demand jobs in the EV industry, allowing students to be prepared for a career leading to steady employment and a livable wage;
- Directing outreach opportunities for partnering employers to connect with potential workers, particularly in underrepresented populations including, but not limited to, job fairs and hiring events;
- Supporting training costs incurred prior to employment with an EV employer under a customized job training program for Illinois students and workers; and
- Supporting the supplemental education costs and on-the-job learning cost for apprenticeships
- Developing and offering supportive services to students and workers to help them overcome barriers to engaging and completing training, and retaining employment with EV employers.

Program Requirements

This NOFO will identify one grantee in Normal Illinois to develop and implement the clean energy and EV regional pilot programs with local workforce, education, and economic development partners in Illinois on the following activities:

Employer Engagement

The applicant must partner with an EV manufacturing employers in Normal to develop and coordinate the implementation of all program activities and services. A memorandum of understanding or partnership agreement between the applicant and the employer partner is required as part of this NOFO application package. The agreement must spell out how the employer provided input into the application process, involvement of the employer during the pilot, and demonstrate that the community college will develop or developed the pilot program based on employer needs.

Electric Vehicle Career Pathway Strategy Development

The applicant must work with the EV employer as well as education and workforce development partners to develop career pathways strategies for occupations that support the EV industry in Illinois. The applicant must develop career pathway strategies for EV workers in Illinois that are consistent with the standards outlined in the Illinois Career Pathways Dictionary (see <https://pathwaysdictionary.org/>).

Electric Vehicle Career Curriculum Development and Customization

The applicant must enhance current programs and develop new programs of study and develop curriculum to meet the needs of EV manufacturing employers in Normal, Illinois. Strategies can include but are not limited to:

- Establishing dual enrollment courses for students to earn high school and college credits and/or industry recognized credentials;
- Developing pre-apprenticeship and Registered Apprenticeship programs
- Integrating and enhancing the related *Career and Technical Education* courses and labs;
- Adapting new community college training courses and programs to meet EV employer needs outside of traditional semester timeframes;
- Developing new class-size, customized and incumbent worker training programs and courses to meet EV employer needs; and
- Integration of new technologies including but not limited to virtual reality and artificial intelligence associated with EV jobs.

Participant Outreach and Recruitment

Proposals should outline specific outreach plans that address barriers to participation and ensure access for underrepresented communities. There must be at least two Local Workforce Innovation Areas that they will partner with to support the pilot program (see <https://www.illinoisworknet.com/WIOA/RegPlanning>).

Participant Career Planning

The applicant must provide career planning services to program participants (students and/or workers) as appropriate. Career planning is a customer-centered approach in the delivery of services to prepare and coordinate comprehensive career (employment) plans for participants that ensure access to workforce activities and supportive services during program participation. Effective career planning includes assessment, career readiness activities, preparation, and training, along with appropriate job placement, ending with follow-up.

Participant Assessments and Individual Service Strategies

The applicant must provide participant assessment and individual service strategies to program participants. A thorough assessment is the foundation for understanding the participant's employment goals, existing skills, and career readiness and determining all barriers to employment that may exist. It is not a one-time activity. Nor is it a one-size-fits-all approach. Assessments help prepare participants to determine existing skills, identify those that require

additional training, develop an employment plan, and connect them to services through appropriate referrals.

Program participants will be required to have an Individual Service Strategy (ISS) document that identifies employment and education goals as part of a career pathway, objectives, and the appropriate combination of services for the participant to reach the goals. The ISS is the basic instrument for the grantee to document the appropriateness of the decisions made about the combination of the services for the participant, including referrals to other programs for specified activities. It is to be developed collaboratively with the participant to establish mutual goals. The ISS must be developed after an objective assessment and reflect the expressed interests and needs of the participant.

Participant Training

The applicant must develop, customize, and deliver training programs to program participants that is approved by the Department and the employer partner. Training services are critical to the employment success of many individuals. Training programs must align with the skills identified by the participating employer(s). The training provided to program participants must be consistent with the comprehensive assessment and employment plan. Identifying career pathways through education and work-based learning is encouraged to accelerate career advancement of program participants. Note that training providers funded under this NOFO must comply with the Private Business and Vocational Schools Act of 2012, 105 ILCS 426, as applicable (see: <https://www.ibhe.org/pbvfaq.html>).

Participant Supportive Services

The applicant must develop, customize, and deliver supportive services to program participants. Supportive Services provide participants with assistance that is necessary to achieve success. Applicants must provide their Supportive Service policy if they intend to provide these services through this grant. Examples of supportive services include but are not limited to the following:

- Linkages to community services;
- Assistance with transportation;
- Assistance with childcare and dependent care;
- Assistance with housing;
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Legal services, including background checks;
- Referrals to digital equity resources such as low or reduced-cost internet connectivity programs, devices, and digital solutions to facilitate remote work, at-home learning, or communications with employers or employability service providers;
- Referrals to the Illinois Comptroller for financial digital literacy training and banking enrollment and services;
- Referrals to health care and services such as immunizations, vision, and dental care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses, protective eye gear and other essential safety equipment;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications.

Participant Barrier Reduction Funds

Barrier reduction funding is devoted to increasing family stability and job retention by covering accumulated emergency costs for basic needs, such as housing-related expenses (rent, utilities, internet connectivity, etc.), transportation, childcare, digital technology needs, education needs, mental health services, substance abuse services, income support, and work-related supplies that are not typically covered by programmatic supportive services. Eligible entities must provide their Barrier Reduction Funding policy if they intend to provide these services through this grant.

Participant Placement

The applicant must provide job placement services for program participants, as appropriate. The placement of program participants in jobs in the EV industry in Normal is one of the primary goals of the Program. Successful applicants will utilize several job placement services, including:

- Working with the employer partner on the anticipated employment needs;
- Engaging with the employer partner on hiring and recruiting events and collaborating with workforce partners, including training providers and Chambers of Commerce, to identify employment opportunities, training needs and gaps in services; and
- Using the Virtual Job Fair site in Illinois workNet to connect workers with employers. The Virtual Job Fair (VJF) is a part of the GET HIRED initiative that Governor Pritzker announced on 5/14/20. Job fairs can be set up by employers, grantees, Chambers of Commerce, legislators, etc., provide job seekers information on how to prepare for a VJF and what to expect when attending the event, and is a chance to speak with potential employers.

Participant Follow-Up

The applicant must provide follow-up services for program participants, as appropriate. Follow-up services are encouraged, as appropriate, to support participants after they have been placed in a job. Follow-up services must meet the needs of the participant and may include, but are not limited to, the following:

- Supportive services and/or Barrier Reduction services;
- Mentoring;
- Financial literacy education;
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
- Providing individuals with information about additional educational or employment opportunities, including digital literacy, digital confidence, competency, and use training; and/or
- Counseling individuals about the workplace.

Program History

Although this is a new program, applicants should have an established history of providing a comprehensive range of workforce, education and economic development services tailored to the unique needs of EV manufacturers in Normal. The funding is intended to address workforce opportunities that contribute to the growth and sustainability of the EV industry in the region.

Performance Goals and Measures

Grantees will be required to report performance data that is associated with the program. It is anticipated that the following performance goals and measures will be negotiated with the Department and grantee

- Number of youth enrolled in the program
- Number of youth completing the program
- Number of youth obtaining credential(s)
- Number of youth that achieve a measurable skill gain
- Number of youth that are placed in post-secondary education
- Number of Industry Sector Strategies Supported
- Number of EV Training Programs Developed
- Number of EV Training Program Customized
- Number of EV Career Pathway Sequences Developed
- Number of EV Registered Apprenticeship Programs Developed
- Number of EV Pre-Apprenticeship Programs Developed

Other Information

Project Work Plan: The Department will work with the grantee and project partners to develop the grant scope of work, budget and project work plan that must be approved by the Department prior to the start of the grant program.

B. Funding Information

This grant program is utilizing state funds appropriated by Public Act 103-0589. Total amount of funding expected to be awarded through this NOFO is \$5,000,000. The Department expects to make one award through this NOFO.

Anticipated start date for awards is May 1, 2025. The period of performance is expected to be May 1, 2025 through April 30, 2027.

Grant expenditures must comply with the Uniform Guidance (2 CFR 200) and must be reasonable and necessary and support one of the allowable grant activities set forth in the grant Scope of Work.

Grant Award and Payment Terms

The successful applicant 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, the grantee will receive payments on a reimbursement basis and may be subject to proration dependent upon the grantee meeting performance targets that are negotiated in the final grant agreement.

Pre-award and Application Cost

Pre-award costs are incurred at the applicant's own risk and will not be funded if an award is not made. Pre-award costs for services in anticipation of an award may be allocable, where necessary for the efficient and timely performance of the program and are subject to 2 CFR 200.458 and, where permitted, in the final executed grant agreement. To be accepted, proof of services must meet the guidelines and requirements outlined within this NOFO and GATA (See 30 ILCS 708/125). Costs associated with the development of a proposal are not allowed.

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:

The community college that is primarily located and primarily serves Normal, Illinois.

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.

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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.

A revised application addressing any deficiencies in the original application may be submitted after receiving a denial based on a low score. The revised application will be considered complete when additional documentation or revised material have been submitted to the Department. This opportunity will not be afforded to projects that were ineligible as originally submitted.

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

Applicant Rights: Submission of an application confers no right to an award or to a subsequent grant agreement. The Department 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

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:

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Shannon Hampton
Illinois Department of Commerce & Economic Opportunity
1011 S 2nd Street
Springfield, IL
Email: Shannon.B.Hampton@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**:

- Attachment A: Electric Vehicle CTE Pilot Program for Normal NOFO Application
- Memorandum of Understanding / Partnership Agreement

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:

- (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.

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Applications for this opportunity will be accepted on a first come first served basis until an award is established for this NOFO. Applications submitted by 11:59PM CST on Thursday, March 13, 2025 will be included in the first merit review cycle. Application received after this date will be reviewed as they are received from the applicants. The final deadline for applications submitted under this NOFO is 11:59PM CST on June 1, 2025.

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/0dffe6bf91a0400aa4aac405f852b83f>

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.

Not Applicable

6. Funding Restrictions.

This opportunity does 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 on a 100 point scale. The Department shall consider the following criteria when evaluating the application submittal:

Capacity- <i>The ability of the applicant to execute the project according to requirements of the grant program</i>	40
Assess the applicant's ability to successfully manage grants of a comparable scale and scope	
Assess the applicant's ability to effectively deliver quality workforce and education training targeted for EV workers	
Need- <i>Identification of stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose</i>	20
Assess how the project will provide effective workforce development training opportunities for prospective trainees	
Assess how the project will enable workforce development training aligned with needs of EV employers	
Quality- <i>The totality of features and characteristics of the project that indicate its ability to satisfy the requirements of the grant program</i>	40
Assess the applicant's plan to implement the program requirements outlined in Part A of the NOFO including, but not limited to: <ul style="list-style-type: none">• Employer Engagement• Electric Vehicle Career Pathway Strategy Development• Electric Vehicle Career Curriculum Development and Customization	

<ul style="list-style-type: none">• Participant Outreach and Recruitment• Participant Career Planning• Participant Assessments and Individual Service Strategies• Participant Training• Participant Supportive Service / Barrier Reduction Funds• Participant Placement• Participant Follow-Up
Assess how the applicant's activities and performance measures are consistent with Part A of this NOFO and that the outcome projections will support the Department's Workforce, Education and Economic Development goals outlined in this NOFO.
Assess if the budget is reasonable in relationship to the planned activities and projected outcomes

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 based on an evaluation committee's merit review of the applications and development of a funding recommendation. Decisions to award grants and the funding levels will be determined based on the applicant's response and compliance with the requirements of this NOFO. Selected applications will enter negotiations with the Department for a grant. The purpose of negotiations will be to arrive at acceptable grant terms, including budget and scope of work revisions, at which time the final decision to make a grant award will be made.

The Department reserves the right to request additional information from applicants for evaluation purposes. At its sole discretion, the Department reserves the right to reject all applications, reject individual applications for failure to meet any requirement, award in part or total, and waive minor defects and non-compliance.

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/meritappreview.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.

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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).

Project Reporting:

The Grantee will be required to submit regular reports to document the progress of the project as part of the grant requirements as directed by the Department including but not limited to:

- Periodic Performance Report (as described above).

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- Periodic Financial Report (as described above).
- Success stories.
- A final narrative assessment of project outcomes that identifies promising practices and lessons learned to inform future workforce program implementation efforts.
- Other reporting deemed necessary by the Department.
- Project and Program Evaluations.

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

Not Applicable