

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

Awarding Agency Name	Commerce And Econ Opp
Agency Contact	Sabrina Canela (sabrina.canela@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	FY25-1
Funding Opportunity Title	Workforce Training Support Program
CSFA Number	420-45-3551
CSFA Popular Name	Workforce Training Support Program
Anticipated Number of Awards	1
Estimated Total Program Funding	\$2,600,000
Award Range	Not Applicable
Source of Funding	State
Cost Sharing or Matching Requirements	Yes
Indirect Costs Allowed	No
Restrictions on Indirect Costs	No
Posted Date	03/18/2025
Application Date Range	03/18/2025 - 04/17/2025 : 5:00PM
Grant Application Link	Please select the entire address below and paste it into the browser... <a href="https://dceo.illinois.gov/aboutdceo/grantopportunities/3551-2978.html">https://dceo.illinois.gov/aboutdceo/grantopportunities/3551-2978.html</a>
Technical Assistance Session	No

# Agency-specific Content for the Notice of Funding Opportunity

## Workforce Training Support Program NOFO ID: 3551-2978

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 allow existing Illinois manufacturers to provide workers with the skills necessary to capitalize on the ever changing manufacturing landscape and provide educational assistance to create a safe and productive workforce, as well as assist companies to grow their business. The intent of this training program is to supplement a current Employer Training Investment Program in place which receives a high volume of applications.

#### Program Description

The Workforce Training Support program will assist community employers in the training and retaining of our skilled workforce. It is without question a challenge for almost every manufacturer to obtain the necessary assistance to include financial support to provide the required training for their workforce. Structured educational programs designed to equip employees working in a manufacturing setting with the necessary skills and knowledge to perform their jobs effectively and safely, including technical abilities, equipment operation, efficient process understanding, and adherence to safety protocols allows them to contribute productively on the production floor. In short, workforce training programs help Illinois manufacturers provide their workers with the skills necessary to be safe and productive, as well as grow our Illinois based businesses. This Illinois manufacturing program will supplement the Employer Training Investment Program in place. This grant will provide additional participating manufacturers assistance increasing the number of companies and employees and strengthening our workforce through our training programs.

Grant Funds may be used to cover no more than 50% of a Participating Entity’s actual expenses related to the delivery of training for their full-time employees. Participating Entities will be required to fund an equal or greater match amount of the remaining eligible training. Grantee will be required to submit reports evidencing the total amount spent on training by all Participating Entities. Grantee will validate expenses of Participating Entities prior to requesting reimbursement from DCEO.

#### Program History

The Workforce Training Support program is a new training program but will mirror the already successful Employer Training Investment Program which exist across the State of Illinois through support from direct line-item appropriations.

#### Performance Goals and Measures

##### Outcomes/Goals:

The Grantee will be able to increase the number of companies/employees supported through training programs.

##### Metrics:

1. Number of manufacturers participating in the workforce development program

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2. Number of employees trained at each company requesting reimbursement through the program
3. Number of training hours (total) completed by the employees at each company

### Deliverables:

1. Evidence of completion of all training activities by Participating Entities by the end of the Award Term for which the Participating Entities are seeking reimbursement.
2. Evidence of contribution by Participating Entities of at least 50% of the actual expenses related to the delivery of training for the Participating Entities' Full-time employees.
3. Evidence that all training expenditures are within the eligible training activities and eligible expense categories.

Goal: The Grantee will provide reimbursement to a minimum of **46 eligible Participating Entities**, and those entities cumulatively will have trained approximately **14,500 Full-time Employees** of which an estimated **2,500 will be New Trainees** and **12,000 will be Existing Trainees** before the end of the grant term. Note figures within this goal are not supplemental to the organizations existing Employer Training Investment Program goals.

Organization will not be penalized for not meeting this goal but should provide rationale if the goal is not met.

### Other Information

Grantee shall use funds awarded within this grant to supplement an existing Employer Training Investment Program.

## **B. Funding Information**

This grant program is utilizing state funds appropriated by Public Act 103-0589 through the Fast Track Workforce Program from the Workforce, Technology, and Economic Development Fund. Total amount of funding expected to be awarded through this NOFO is **\$2,600,000**. The Department expects to make 1 award through this NOFO.

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

Allowable non-capital expenses shall include Personal Services (Salaries and Wages) and Training and Education (participant training expenses). Costs incurred from January 1, 2025 through the grant execution date are allowable.

**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>);

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- Is in Good Standing with the Illinois Secretary of State, as applicable ([https://www.ilsos.gov/departments/business\\_services/corp.html](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:**

Eligible Applicants must be a non-profit Business or Industry Association based in Illinois that supports the manufacturing workforce by helping to meet specialized training needs. Organization must presently participate in the DCEO- Employer Training Investment Programs a multi-company training program grant recipient. Applicant must presently serve Small (average full-time employment of less than 250 employees) and Large Companies (average full-time employment of 250 employees or above) in all regions of the state. Grantee must have expended more than 80% of SFY2025 awarded Employer Training Investment Program funds prior to applying for this grant.

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.**

Match is required as stated in Section A Program Description.

### **3. Indirect Cost Rate.**

Indirect Costs are not allowable for this grant.

### **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.**

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Applicants may submit one (1) 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:

Sabrina Canela  
Illinois Department of Commerce & Economic Opportunity  
555 W Monroe Street  
Chicago, IL 60661  
Tele: (312) 209 - 9765  
Email: Sabrina.Canela@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 the program application that can be found on the website where you accessed the application document:**

- Program Application
  - Workforce Training Schedules A,B,C
- Statement summarizing activity within SFY25 – this summary should include the following:
  - Pending requests for reimbursement
  - Information regarding the location of trained employees (applicant should be able to demonstrate that employees across the state are able to access this program)

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](http://www.SAM.gov) and/or utilize this instructional link: [www.grants.illinois.gov](http://www.grants.illinois.gov) Resource Links tab. SAM.gov registrations must be “public.”

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- (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 5:00PM CST on **Thursday April 17<sup>th</sup> 2025**.

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/810fc30a81c545a8b7740a2be779b8e2>

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 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 will consider the following criteria when evaluating the application submittal: Need, Capacity, and Quality. Applicant with the highest score will be recommended for funding.

<b>Need- Identification of stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose</b>	
Applicant has expended at least 80% of SFY2025 Employer Training Investment Program grant award	20
Applicant has a queue of Participating Entities with pending reimbursement requests	20

<b>Capacity- The ability of the applicant to execute the project according to requirements of the grant program</b>	
Applicant has a structure in place to continue execution of the Employer Training Investment Program grant	10
Applicant can demonstrate capacity to execute grant across the state	10
<b>Quality- The totality of features and characteristics of the project that indicate its ability to satisfy the requirements of the grant program</b>	
Applicant must have at least 25 Participant Entities	20
Applicant must have provided training reimbursement for at least 1000 full-time employees in SFY2025 prior to applying for this opportunity	20

**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 to the highest scoring applicant.

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.**

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).

## **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**

Workforce Training Support Program is a new program but will mirror the current Employer Training Investment Program. This is a one-time award.

The State government is not obligated to make any State award as a result of the announcement.