

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

Awarding Agency Name	Commerce And Econ Opp
Agency Contact	Sergio Talavera (sergio.talavera2@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	FY26-1
Funding Opportunity Title	ETIP Strategic Sectors Single Company Grant
CSFA Number	420-45-0516
CSFA Popular Name	ETIP Single Company
Anticipated Number of Awards	7
Estimated Total Program Funding	\$24,800,000
Award Range	\$150000 - \$10000000
Source of Funding	State
Cost Sharing or Matching Requirements	Yes
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	11/14/2025
Application Date Range	General announcement open for a period of time with no specific due dates for applications.
Grant Application Link	Please select the entire address below and paste it into the browser... <a href="https://dceo.illinois.gov/aboutdceo/grantopportunities/0516-3186.html">https://dceo.illinois.gov/aboutdceo/grantopportunities/0516-3186.html</a>
Technical Assistance Session	No

## ETIP Single Company Grant Program

**NOFO ID: 0516-3186**

For information about grants please visit:  
<https://dceo.illinois.gov/dceo-grants.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 Employer Training Investment Program (ETIP) – Single Company Grant Program. This program provides qualified companies with an award of up to 50% of the approved eligible costs to provide structured job training programs and job skill enhancement opportunities to their full-time Illinois-based workforce. Special consideration will be given to applicants in targeted sectors as identified in the 2024 Illinois Economic Plan, including Life Sciences, Quantum Computing, AI, and Microelectronics, Clean Energy Production and Manufacturing, Advanced Manufacturing, Next Generation Agriculture, Ag Tech, and Food Processing, Transportation, Distribution, and Logistics (TDL).

#### Program Description

The ETIP Single Company Program aims to enhance employment opportunities for Illinois citizens by assisting Illinois employers in upgrading the technological skills of their workforce and introducing efficient business practices, allowing them to be more efficient and competitive and expand their market shares. The training and upgraded skills will help facilitate increases in employee earnings, future employment opportunities, and economic self-sufficiency.

Qualified companies that receive an ETIP Single Company award can use funds to pay up to 50% of the approved costs to provide structured job training programs and job skill enhancement opportunities to their full-time Illinois-based workforce.

#### **Eligible Training Activities**

Training activities should be delivered in an economical, cost-effective manner. They should be directly associated with the trainee’s daily work-related activities and structured to enhance skills related to the job the trainee will perform. Training delivery methods may include (1) in-person, instructor-led group training; (2) virtual classroom instructor-led training; and (3) an e-learning computer-based training platform. Each training delivery method must document Trainee participation and completion. On-the-job training (OJT) may be considered for approval when other forms of training are not practical. The training can be delivered through a structured training platform where skill progression is documented. The Department reserves the right to deny reimbursement of any training submitted that it deems inconsistent with program requirements.

Examples of acceptable training activities include, but are not limited to:

- Training programs in response to new or changing technologies or processes being introduced in the workplace;
- Training necessary to implement total quality management or improvement systems in the workplace;

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- Job-linked training to upgrade existing employees' skills that leads directly to long-term job security;
- Training employees in skills necessary to enable the company to establish or expand into new export markets;
- Training in conjunction with new or additional product lines;
- Training related to new machinery or equipment;
- Training new or existing employees of companies that are locating or expanding in Illinois;
- Basic and/or remedial training of employees as a prerequisite for other vocational or technical skills training including English language instruction;
- Training related to regulatory compliance issues mandated for the workplace; or
- Technical, language, and vocational skills training provided to members of migrant communities who hold Temporary Protected Status.

Examples of ineligible training activities include, but may not be limited to:

- Tuition reimbursement for GED, college credit/degree
- Professional continuing education
- Skills assessment
- Team building
- Soft skills (basic/remedial level)
- Conferences/seminars
- Strategic planning development

### **Ineligible Employee/Trainee**

Employees of participating entities who are part-time, seasonal, contractual, or temporary are not eligible to participate in training activities associated with this award. To qualify as a participant, a person must be a full-time, Illinois-based employee of the participating entity working from a facility in Illinois.

### **Program History**

The Illinois Employer Training Investment Program (ETIP) was established in 1992 to assist Illinois businesses in training their full-time employees. The program aims to enhance workforce skills, increase business competitiveness, and improve the overall business climate in Illinois. ETIP is funded through the state's general revenue fund and is divided into two sub-programs: an incentive program for businesses relocating or expanding in Illinois, and a competitive program for a broader range of training activities.

### **Performance Goals and Measures**

At the end of the grant term, the applicant shall provide required documentation and reports demonstrating they have trained an agreed number of new and retained employees as identified in their ETIP Single Company application and qualifying tax credit program. Grantees will be required to train the approved number of new and existing full-time employees by the end of the grant term. Grant term extension modifications could be considered based on the Grantee's request validation. Grantees will be required to provide performance and financial reports during the grant term and at the end of the grant close-out report to include verifiable support documentation.

Upon review and approval by ETIP program staff, the Grantee may use transcript records exported from a digital training platform to generate employee and course training records if the reporting meets the standards required.

When electronic transcripts are not available, an executive or designee of the company must attest to the accuracy and completion of the generated training records. However, the Grantee must have training and employment verification support documentation available upon request for review by the Department.

Other Information

DCEO will release a separate Notice of Funding Opportunity for the ETIP Multi-company Grant Program.

## **B. Funding Information**

This grant program is utilizing state funds appropriated by the Illinois General Assembly. The total amount of funding expected to be awarded through this NOFO is \$24,800,000. Awards will range from \$150,000 to \$10,000,000. The Department expects to make 7 awards through this NOFO.

Anticipated start date for awards is December 15, 2025. The period of performance is expected to be December 15, 2025, through August 31, 2027.

**Allowable expenditures include:**

**Grant Eligible Training Expenses**

Grant Funds may be used to cover no more than 50% of a company's actual expenses related to the delivery of training for their full-time employees. Companies will be required to fund an equal or greater match amount of eligible training costs. Company expenditures must fall within the following categories:

- Instructor costs, including wages, fringe benefits and travel expenses
- Costs for tuition and educational fees
- Training materials
- Rent or lease of training equipment and/or facilities
- Other usual and customary training costs
- Trainee travel expenses
- Trainee wages and fringe benefits for full-time employees who are defined as an individual who is employed for consideration for at least 35 hours each week or who renders any other standard of service generally accepted by industry custom or practice as full-time employment. [35 ILCS 10/5-5]

**Grant Ineligible Training Expenses**

The following expenses are considered ineligible under the terms of this Notice of Funding Opportunity:

- Training program development/preparation/planning
- Conference/workshop/seminars (unless a certificate of completion is issued)
- Depreciable equipment
- Consulting fees
- Training costs for part-time, seasonal, temporary, and/or contractual employees are not eligible for training reimbursement
- No participating employee may be an unauthorized alien as defined in 8 U.S.C. 1324a.

**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/businesses/small-businesses-selfemployed/get-an-employer-identification-number>)

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- 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](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.

At this time, federal memo M-21-20 allows entities to apply for grant awards without a valid UEI number. The UEI number must be obtained prior to grant execution. The State of Illinois has adopted this guidance for the issuance of state awards also.

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:

- A. Applicants must have an active Tier II REV, EDGE or MICRO program agreement.
- B. Applicants must be a company whose primary business operations do not include training, education, or other skills development, with physical location(s) in Illinois, but who are:
  - a. Training programs in response to new or changing technologies or processes being introduced in the workplace.
  - b. Training is necessary to implement total quality management or improvement systems in the workplace.
  - c. Job-linked training to upgrade existing employees' skills that leads directly to long-term job security.
  - d. Training employees in skills necessary to enable the company to establish or expand into new export markets.
  - e. Training in conjunction with new or additional product lines.
  - f. Training related to new machinery or equipment.
  - g. Training new or existing employees of companies that are locating or expanding in Illinois.
  - h. Basic and/or remedial training of employees as a prerequisite for other vocational or technical skills training, including English language instruction.
  - i. Training related to regulatory compliance issues mandated for the workplace; *or*
  - j. Technical, language, and vocational skills training provided to members of migrant communities who hold Temporary Protected Status.
- C. Priority will be given to the following applicants:
  - a. Applicants whose primary targeted sectors are identified in the 2024 Illinois Economic Plan, including:
    - i. Quantum Computing, AI, and Microelectronics
    - ii. Clean Energy Production and Manufacturing
    - iii. Advanced Manufacturing
    - iv. Next Generation Agriculture, Ag Tech, and Food Processing

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- v. Transportation, Distribution, and Logistics (TDL)
- b. Applicants who have past success managing DCEO workforce development grants.
- c. Applicants located in an:
  - i. Illinois Enterprise Zone
    1. <https://dceo.illinois.gov/expandrelocate/incentives/taxassistance/enterprisezone.html>
  - ii. Underserved Area
    1. <https://dceo.illinois.gov/expandrelocate/incentives/underservedareas.html>
  - iii. Energy Transition Zone
    1. <https://dceo.illinois.gov/ceja/map.html>
  - iv. Opportunity Zone
    1. <https://dceo.illinois.gov/oppzn.html>

The following types of entities are not eligible for participation in this award:

- Units of local, state, or federal government
- Retail sales/services
- Retail restaurant/food services
- Financial management service/sales office
- Insurance services/sales office
- Fitness centers
- Charities/not-for-profits.

All training activities and related expenditures must have been initiated and completed during the Award Term.

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.

The ETIP Single Company Component Grant Program requires a 50% match from the Grantee for all eligible training delivery related expenditures (20 ILCS 605/605-800(e); 56 Ill. Admin. Code § 2650.40(a)).

Funds awarded within this program will not allow for pre-award costs. Costs reimbursable within this award must be incurred after a Notice of Grant Award is fully executed.

## 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

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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 (1) application for this opportunity per facility. 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.

### 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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Business Development – Grants Management  
Illinois Department of Commerce & Economic Opportunity  
555 W Monroe Street  
Chicago, IL 60661  
Tele: 217-558-2474  
Email: ceo.obd@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 signed by the authorized signatory before submission
    - o Can be printed, signed, and scanned
    - o Can be signed digitally
- Uniform Budget utilizing the template provided by DCEO for this project
  - The entire Excel document with all the tabs included, even if the tabs are not relevant to the grant opportunity, must be submitted
  - Do not send a restricted version of the Uniform Budget
  - Certification page must be signed by the authorized signatory before submission
    - o Can be printed, signed, and scanned
    - o Can be signed digitally
- Conflict of Interest Disclosure
  - Conflict of Interest Disclosure must be signed by the authorized signatory before submission.
    - o Can be printed, signed, and scanned
    - o Can be signed digitally
- Mandatory Disclosure
  - Mandatory Disclosure must be signed by the authorized signatory before submission
    - o Can be printed, signed, and scanned
    - o Can be signed digitally

This Notice of Funding Opportunity also requires the **submission of the following other programmatic specific items:**

- Program Application
- Application Cover Page – that contains name, address, and telephone number of applicant; name, address, e-mail address and telephone number of training coordinator, if different from the applicant; amount of program funds being requested; starting and ending dates of program; total number of new and upgraded employees to be trained; current number of employees working in administration and production; company Federal Employment Identification Number (FEIN); North American Industry Classification System (NAICS); Illinois Unemployment Insurance Account Code; Senate District number; Representative District number; indication whether the company is located in an Illinois State Enterprise Zone, Underserved Area, Energy Transition Zone, or Opportunity Zone; indication whether company is reopening a facility which had been previously closed; the name of labor unions representing employees at the facility, if applicable; and an indication of whether the company applied for or received training assistance under the program in prior fiscal years.
- Materials minimally required by GATA including: the Uniform Grant Application, the Uniform Budget Template, the Conflict of Interest Disclosure form, and Mandatory Disclosure form.

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- Training Outline – that details, by job classification or training course, minimum skills desired for entry into training by job or training course additional skills to be acquired in training by job or training course, and how the outcomes of the training will be evaluated.
- Program Outline Timetable – that details the training schedule of employee entry by job classification or training course per month into the program.
- Training Outline Data/Trainees – that lists the job classification or training course and the number of trainees for each classification or training course. This form lists the number of new and upgraded trainees, the number of hours of training requested for each trainee or training course, and the average wage paid to the employees in that job classification or training course.
- Training Outline Data/Trainers – that identifies whether instructors are internal or external. The total number of instructional hours and the instructor costs, including tuition and fees, are required.
- Project Training Budget Summary – which details the total cost of training and the requested grant amounts of the Program.
- A Brief Narrative – explaining each line item on the budget summary. The narrative shall state how each "total costs" figure was obtained and should provide information regarding how all training hours and other training costs will be tracked and documented.
- Optional Transmittal – letter providing information on: recent trends and significant events in the company's workforce, sales, competition, production, markets, and facility locations; how applicant will coordinate and use other training programs for funding, as appropriate; describe training activities, including training content, training providers, timeline, training methods, assessment techniques and how the training is linked to any new capital investment; and how these activities will be linked to work unit and/or company performance.
- Disclosure of Financial Information – a form that may be signed and dated by the Chief Executive Officer certifying that the commercial and financial information contained in the grant application is proprietary, privileged, confidential or is of a nature that its disclosure may cause competitive harm to the applicant, thereby rendering the application exempt from disclosure under Section 7 of the Freedom of Information Act [5 ILCS 140].
- Other – other materials may also be required as determined by the Department.

ETIP Schedules A, B, C- Applicants will be required to complete Training Schedules A, B, and C, which will be used to collect the following information (an additional application attachment in Excel format):

- Training Outline that details, by job classification or training course, minimum skills desired for entry into training by job or training course, and additional skills to be acquired in training by job or training course.
- Program Outline Timetable that details the training schedule of employee entry by job classification or training course per quarter into the program.
- Training Outline Data/Trainees that lists the job classification or training course and the number of trainees for each classification or training course. This form lists the number of new and upgraded trainees, the number of training hours requested for each trainee or training course, and the average wage paid to the employees in that job classification or training course.
- Training Outline Data/Trainers that identifies all instructors or entities conducting training. The number of instructors, the number of instructional hours, and the instructor costs, including tuition and fees, and proof of payment (if applicable) are required.

W-9 Form

IRS Letter 147C Applicants need to request from the IRS

Authorized Designee Form

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.”
- (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 will be reviewed on a rolling basis until funding is exhausted.

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/e8c2f2c64a10464987863736f2e6b396>.

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.

The applicant can receive a copy of their submitted application by checking the “Send me a copy of my responses” box at the bottom of the application submission form.

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

## E. Application Review Information

### 1. Criteria.

The Department shall screen all applications to determine that all requirements of the application package have been addressed. Complete applications will be reviewed and evaluated pursuant to a merit review by Department staff following the requirements of the Grant Accountability and Transparency Act ("GATA") (44 Ill. Adm. Code 7000.350). This review and evaluation process will be completed within 75 days after receipt of all required information. Those applications determined eligible for funding based on the evaluation process described in subsections (a) and (b), according to the following criteria:

<b>Need –</b> Identification of stakeholders, facts and evidence that demonstrate the proposal supports the grant program's purpose. The following criteria will be evaluated:	
1) Located in a State-designated enterprise zone, underserved area, energy transition area, or opportunity zone	<b>5 pts</b>
2) County unemployment rate; and	<b>10 pts</b>
3) Applicant is adversely affected by foreign competition or training would provide company an advantage in competing in a global market (e.g., project relates to advance technology, quality and/or productivity improvements or export oriented, job retention or improving business competitiveness);	<b>10 pts</b>
<b>Capacity –:</b> The ability of an entity to execute the grant project according to project requirements; and	
1) Project readiness (e.g., time schedule for project initiation);	<b>10 pts</b>
2) Illinois-based company; and	<b>5 pts</b>
3) Participation within other DCEO programs including, but not limited to, EDGE, REV, MICRO, Data Centers, HIB;	<b>10 pts</b>
<b>Quality:</b> The totality of features and characteristics of a service, project, or product that indicates its ability to satisfy the requirements of the grant program	
1) Average wage rate of trainees;	<b>10 pts</b>

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2) New capital investment (e.g., training directly relates to jobs) and capital investment per trainee;	10 pts
3) Applicant has identified specific and measurable training objectives;	10 pts
4) Quality and consistency of the proposed training program;	10 pts
5) Level of value-added for the specific industry and/or region within Illinois	10 pts

### 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. All applicants with a merit review score that exceeds 70 will receive a recommendation for an award.. Applications will be reviewed on a rolling basis until funding is exhausted.

The Merit Based Review process is subject to appeal per <https://dceo.illinois.gov/aboutdceo/grantopportunities/meritappeal.html>. 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 through the merit review appeal request form (<https://app.smartsheet.com/b/form/6444bed39ef140c589f002f53b9bc092>) within 14 calendar days after the date that the grant award notice has been published.

### 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 month's 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

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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 - Support Documentation**

Successful applicants will be required to submit regular reports (quarterly as a rule) to document the progress of the training project as part of the grant requirements. Reports shall be submitted on forms supplied by the Department. These reports include but are not limited to the following:

- Training Evaluation Report. Grantee shall submit written evaluation reports directly to the Department on a routine basis and a final report no later than 60 days after the end of the grant term. The report shall include an overview of grant performance and provide insight of how the grant was beneficial to the companies and their employees who participated.
- Grantees will be asked to report on the number of jobs created and retained as a result of the training project(s) completed using the grant funds awarded.

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### Employment Verification:

- Verification of employee/trainee numbers will be through the qualifying program of EDGE, REV, HIB and MICRO process and procedures.
- The Department is committed to protecting the privacy of its vendors, Grantees and beneficiaries of programs and services; however, the programs rules and statutory authority reserves the Department's right to request and receive social security numbers (SSNs) or other personal identifying information for purposes of verification of program and grant term(s) compliance. Notice of such requests will be given in advance and any exchange or collection of personal information will be in accordance with all state and federal privacy laws.

### Additional Documentation:

To comply with conditions and terms of the grant agreement, Grantees should be prepared to collect and maintain the following information and documents. Such information should be kept on file for the time period documented in the grant agreement and qualifying program agreement.

- Proof of receipt and deposit of grant funds: copy of state warrants, deposit slips and complete bank statements depicting the deposit.
- Accounting records detailing year-to-date expenditures for both match and grant funds.
- Timesheets validating time allocated to the grant.
- Proof of payment, i.e. canceled checks, bank statements corresponding to invoices.
- Classroom rosters, sign-in sheets and other documentation of training.
- Official payroll documentation to validate reported hourly wage.
- A listing of hire dates for all employees.
- A listing of all individuals participating in the program to date.
- All contracts or sub-grants paid from grants or match funds (if applicable)
- Any additional documentation, policies and procedures required as outlined in their grant agreement and qualifying program agreement.

### **ETIP Targeted Sector Single-Company Training Course Expense Report**

This report should accompany each training activity providing details of cost and employees trained.

**Internal Trainer** support documentation must be attached to this form. Please provide verification of the internal trainer payroll for the period in which training occurred and any additional internal documentation to verify training activity (checklist, training outline, development plan, performance measures).

**External Trainer** support documentation must be attached to this form. Contract and invoice should show company name, company address, date(s) of training, course name or type of training provided, costs details. If invoice covers multiple courses, then a copy should be attached to each course expense report highlighting expenses covering each individual course. The company should also provide verification of payment processing.

**Trainee Information** Provide the number of New & Existing employee trained and provide verification documentation (registration, sign in sheets).

**Training Material** Provide an invoice and verification of payment processing must be attached to this form.

### **ETIP Targeted Sector Single-Company Master Employee Training Report**

## NOFO ID: 0516-3186

This report serves as the master training report and requires the listing of full-time employees who participated in training coursework as outlined in the grant application and qualifying program agreement. The report will list each full-time employee name, and the company mark an "X" in the appropriate box identifying the employee as a new or existing (retained) employee.

New Employee = Employee hired after their qualifying program agreement "effective date".

Existing (retained) employee = Employee hired prior to the qualifying program "effective date".

Additionally, the company will mark with an X each appropriate state fiscal year(s) the employee participated in training covered by the grant during the full grant term.

### **ETIP Targeted Sector Single-Company Expense Master Summary Report**

This summary report will provide companies a worksheet to maintain a running total of cost for each course/class then divide the final total cost with the grant allocated cost of 50% and company match of 50%.

## 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.

The State government is not obligated to make any State award as a result of this announcement. Only grants officers can bind the State government to the expenditure of funds.