

**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	FY24-1 Quality Jobs Program
Funding Opportunity Title	Job Training Economic Development Program
CSFA Number	420-30-0513
CSFA Popular Name	Job Training Economic Development Program
Anticipated Number of Awards	3
Estimated Total Program Funding	\$600,000
Award Range	\$100000 - \$200000
Source of Funding	State
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	01/30/2024
Application Date Range	01/30/2024 - 12/31/2024 : 5:00PM
Grant Application Link	Please select the entire address below and paste it into the browser... https://dceo.illinois.gov/aboutdceo/grantopportunities/0513-2691.html
Technical Assistance Session	Offered : Yes Mandatory : No Date : 02/09/2024 : 1:00PM Registration link : https://illinoisstate.zoom.us/webinar/register/WN_rbge7E9zRseRkHgj mNnLww

Agency-specific Content for the Notice of Funding Opportunity

Quality Jobs Pilot Program NOFO ID: 0513-2691

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 select Local Workforce Innovation Area (LWIA) partners to participate in Illinois’ Quality Jobs Pilot Program.

Program Description

The Illinois Department of Commerce and Economic Opportunity (“DCEO” or “the Department”) oversees the administration of state and federally-funded workforce development programs including the Workforce Innovation and Opportunity Act (“WIOA”) Title IB funds, awarded by the United States Department of Labor (“USDOL”). Funding received from USDOL supports the work of LWIAs and other partners in serving adults, youth, and dislocated workers as defined within WIOA (Public Law 113-128). Under WIOA, the State of Illinois is required to submit a plan that outlines the vision, principles and goals for the integration of workforce, education and economic development programs. The plan includes essential data on the key industries, employers, and workers in Illinois and the programs and services that will be administered to support the workforce system in Illinois (please see:

<https://www.illinoisworknet.com/wioastateplan>). The State workforce plan identifies the need to focus on job quality, as the quality of jobs has an impact on workers, employers, communities and the overall economy. Prioritizing job quality is not only a matter of individual well-being but also a strategic approach for fostering economic growth, social equity, and workforce development.

Exploring how the workforce system can better promote quality jobs has been a significant focus of recent state and federal workforce policy. Illinois’ workforce system expends significant resources on training workers to obtain the skills needed to enter certain career pathways, but it has not traditionally prepared workers for the challenges or circumstances they may encounter once on the job. Nor has it evaluated whether the jobs that workforce system participants enter are “quality jobs.” The USDOL Employment and Training Administration (USDOL ETA) describes the characteristics of a quality job/good job as including:

- Intentional hiring practices.
- Pay and benefits that allow workers to support their families.
- Diversity, Equity, Inclusion and Accessibility (DEIA efforts that address systematic barriers to advancement).
- Job security practices that protect workers from arbitrary or discriminatory discipline or dismissal.
- Organizational culture where all workers belong, are valued, and contribute meaningfully to the organization.
- Opportunities for advancement including career coaching, training opportunities, and internal promotions.

The Quality Jobs Pilot Program is a joint initiative of the State workforce partners and the Illinois Department of Labor (ILDOL) that is focused on developing, testing and evaluating strategies that improve the quality of jobs for workers and increase the competitiveness of key industries and employers.

The Illinois Quality Jobs Pilot Program will expand on the *USDOL good jobs framework* and engage the workforce and education system with workers, businesses, labor unions, advocates, and researchers in developing strategies to support quality jobs in Illinois. This NOFO will identify 2-4 grantees to partner

with the State of Illinois workforce, education and economic development partners on the following activities:

Staff training and support

- Participating LWIAs identify frontline staff members to be trained to identify characteristics of quality jobs including competitive wages, benefits packages, and a commitment to providing safe and healthy working conditions.
- Frontline staff go through initial labor standards “bootcamp” training and receive supporting materials to help them understand and talk to workers about their core rights on the job and options if they experience issues such as discrimination, harassment, wage theft, etc. either in training or on the job.
- Frontline staff join a job quality cohort that supports their development in this area and helps them respond and think through questions and scenarios that are brought to them.

Participant training and support

- Workforce participants receiving training in select industries receive labor standards training.
- Participating LWIAs collaboratively formulate questions or conversations about job quality in career services conversations they may be having with job seekers as they pursue a training program or career path.
- Participating LWIAs begin receiving and using qualitative data on these workforce system participants (currently enrolled and exited from the program) to help inform conversations about quality training paths moving forward.
- To ensure workforce funding is used effectively, it is important to further examine workers’ pathways and experiences following the receipt of job training. Key questions include:
 - i. Are workers entering their intended fields?
 - ii. Are they staying in this field for significant time after they begin a job?
 - iii. If not, what barriers exist and how can they be addressed?

Data collection and analysis

- The Department will partner with a State university partner to help collect and evaluate the data generated from this pilot and summarize findings.
- It is anticipated that the State university partner will develop a survey for LWIAs to send to recent program participants (including participants that have “exited” the program) to understand why they are working in the job they are, whether that job is a quality job, and factors that led them to find a job in the field they trained in or not.
- State University Partner will analyze survey results to inform job quality analysis.
- State University Partner will analyze impact of both employee and employer supports and produce a final summary of the pilot’s findings.

Employer supports (will depend on outside partnerships and funding)

- Participating LWIAs could utilize existing State data to identify training programs or employers within the priority industries that regularly use the workforce system and also appear to be struggling with retention, are offering wages well below the industry, and/or have other job quality flags that the LWIA has learned of through job seekers/exiters.
- Employers could receive technical assistance and intensive supports aimed at building quality jobs to move them towards a qualityjobs strategy. This may include labor standards training, human resources help, a compensation consultant, and more.

Targeted Industries

DCEO and IDOL identified *healthcare, hospitality, manufacturing and transportation distribution logistics* as priority industries for this pilot program. Eligible applicants should ensure they have training programs and employer relationships in these industries. The priority industries were identified by using existing workforce data to identify the top industries that workforce system exiters find employment in and average wages in those industries. Those industries with lower wages were then cross-referenced with studies on

industries with high incidents of wage theft and other labor standards violations. This exercise identified a few industries that employ significant numbers of system exiters and seem, in the aggregate, to struggle with job quality (recognizing that, of course, there are good actors and employers in every industry). Employers in these industries may be eligible for more intensive employer supports funded by other workforce and economic development programs.

Data Analysis and Evaluation Resource

It is anticipated that the Department will partner with a State university with the capability to coordinate a quality jobs data analysis that will provide a comprehensive examination of key indicators related to labor standards, job satisfaction, and economic well-being within key regions and industries. The analysis aims to uncover trends, patterns, and insights that can inform workforce and economic development policy, programs, and regulations. This quality jobs data analysis serves as a foundation for informed decision-making, emphasizing the importance of strategic investments in workforce development, benefits packages, and diversity and inclusion initiatives.

Staff Training Program Resource

It is anticipated that the Department will partner with State university experts to support the development and delivery of the quality jobs training for staff. One of the areas of focus for the training curriculum is to connect workers' rights education to workforce development programming.

It is also anticipated that this resource will help LWIAs develop strategies and tools that can be used to work with program participants and employers.

Program History

This is a new initiative to support the implementation of Governor JB Pritzker's Commission on Workforce Equity and Access Strategic Recommendations for an Accessible, Inclusive and Responsive Workforce Development System in Illinois. See

<https://cwea.illinois.gov/content/dam/soi/en/web/cwea/documents/1271-governor-commission-report-v11.pdf>.

Performance Goals and Measures

The goal of this pilot program is to foster and promote quality jobs for job seekers by providing supports to both employees and employers. The outcomes measured through the pilot will inform future efforts to build quality jobs strategies and to help guide skilled workers to higher quality jobs. Specific aspects of the pilot may include the following activities, deliverables and outcomes:

- Identifying priority industries and LWIAs to participate in the pilot program, focusing on where need is greatest
 - *Activity / Goal:* LWIA Quality Jobs data and analysis
- Training LWIA frontline staff on industry-specific labor standards so that they can in turn educate workers on their rights and how to advocate for them
 - *Activity / Goal:* Frontline staff training program developed / customized to LWIA
 - *Activity / Goal:* Number of frontline staff trained
 - *Activity / Goal:* Number of LWIA workforce participants trained by LWIA frontline staff
- Collecting and analyzing information from LWIAs about participants to better understand their job pathways following training for these priority industries
 - *Activity / Goal:* LWIA workforce participant analysis
 - *Activity / Goal:* LWIA analysis / update of workforce training policy and procedures
 - *Activity / Goal:* LWIA analysis / update of career pathways information that is provided to workers
 - *Activity / Goal:* Number of workforce participants provided quality jobs counseling
- The Department may coordinate with organizations that work with employers in the priority industries to provide training and technical assistance in cultivating work environments that support and retain workers.
 - *Activity / Goal:* Number of employers provided quality jobs counseling
 - *Activity / Goal:* Number of employers provided job training incentives by LWIA
 - *Activity / Goal:* Number of employers providing new worker supports

- *Outcome:* Increased employer retention rate

The specific performance goals and measures will be developed with the grantees and the State workforce partners that participate in this program.

B. Funding Information

This grant program is utilizing State of Illinois General Revenue Funds appropriated by the General Assembly in the State Fiscal Year 2024 budget. Total amount of funding expected to be awarded through this NOFO is \$600,000. Awards will range from \$100,000 to \$200,000. The Department expects to make 2-4 awards through this NOFO.

Anticipated start date for awards is May 1, 2024. The period of performance is expected to be May 1, 2024 through June 30, 2025.

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 Section A, above. It is anticipated that most of the grant funding will support staff that will assist in the development, implementation and evaluation of the pilot program.

Grant Award and Payment Terms

Successful applicants will be invited to negotiate a grant with the Department. The executed grant agreement(s) will specify conditions for payment and a payment schedule. In general, grantees will receive payments on a reimbursement basis and may be subject to proration dependent upon the grantee meeting performance targets.

Pre-award and Application Costs: 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 Grant Accountability and Transparency Act (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.cyberdriveillinois.com/departments/business_services/corp.html);
- Is not on the Illinois Stop Payment list (verified once entity is registered in GATA Grantee Portal); and

NOFO ID: 0513-2691

- 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:

Local Workforce Innovation Area grantees that administer the Workforce Innovation and Opportunity Act Title IB programs

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.

This grant opportunity does not include a cost sharing or match requirement. Note that applicants that include a commitment to braiding public and private funding for the project will receive increased points in the merit review of the application.

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 10% 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.

State Universities may request an indirect cost rate of 10% due to the State of Illinois' continuous funding of a portion of facility and administrative costs.

4. Other, if applicable.

A revised application addressing any deficiencies in the original application may be submitted after receiving a conditional funding recommendation from the merit review team.

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:

Tammy Stone
Illinois Department of Commerce & Economic Opportunity
Springfield, IL
Tele: 217-986-6030
Email: Tammy.Stone@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

NOFO ID: 0513-2691

Mandatory Disclosures

This Notice of Funding Opportunity also requires the submission of the following program specific item as part of the program application:

ATTACHMENT A: Quality Jobs Pilot Application

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

3. Unique Entity Identifier (UEI) and System for Award Management (SAM).

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR 25.110(d)) is required to:

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

4. Submission Dates and Times.

Applications for this opportunity will be reviewed on a rolling first come first served basis until all of the funding has been committed. Applications submitted by March 1, 2024 will be included in the first round of merit reviews.

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/0ad07b6dbb154525910942db46e47244>

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.

This funding opportunity is not subject to federal Executive Order 12372, “Intergovernmental Review of Federal or State Programs” (<https://www.archives.gov/federal-register/codification/executive-order/12372.html>).

6. Funding Restrictions.

This opportunity does allow reimbursement of pre-award costs. Other restrictions can be found in Sections B. and C.3.

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 threshold for not being recommended for funding will be set by the Department. The Department shall consider the following criteria when evaluating the application submittal: Capacity, Need, Program Plan and Budget.

Capacity (30%)

Evaluators must examine if the applicant has the capacity to successfully complete the project tasks within the proposed grant period. In making this judgment, evaluators must consider the applicant's response to the application questions and the following criteria:

- The applicant's capacity and commitment to successfully complete the project tasks within the proposed grant period;
- The related experience of the applicant, contracts and/or partners on similar projects if applicable;
- The applicant's experience in working with, and ability to recruit from the targeted industries; and
- The qualifications of the applicant's staff to be assigned to the project.

Need (20%)

Evaluators must examine how this project will serve the needs of businesses and identified priority industries (*healthcare, hospitality, manufacturing and transportation distribution and logistics*) in the targeted regions. In making this judgment, evaluators must consider the applicant's response to the application questions and the criteria listed below:

- The expected impact on the workforce system;
- The project's target population(s), targeted community and regional focus; and
- The project's target industry and occupation(s).

Project Quality / Work Plan (30%)

Evaluators will examine the project quality and work plan. In making this judgment, evaluators must consider the applicant's response to the application questions and the following considerations:

- Assess the effectiveness of the applicant's staff training plan
 - Training and technical assistance content
 - Frequency and method of delivery
 - Number of staff that will be trained
- Assess the effectiveness of the participant (job seeker) training and support plan
 - The number of participants
 - The services provided to individuals seeking employment in the targeted industries
- Assess the effectiveness of the employer outreach and support plan
- Assess the proposed coordination with key partners
- Assess the overall feasibility and quality of the work plan;

Budget / Cost Effectiveness (20%)

Evaluators will examine the cost effectiveness and return on investment of the project. In making this judgment, evaluators must consider the applicant's response to the application questions and the following considerations:

- The proposed project costs in relationship to planned outcomes
- The reasonableness of the costs in relation to the proposed activities
- Potential for innovation to refine policy and/or program design that ultimately results in improved outcomes for program participants and businesses
- The applicants' commitment to braiding public and private funding for the project

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 according to the following process: All applications will be sorted based on the State of Illinois economic development regions. The highest scoring application per region will be prioritized in the funding recommendation. Selected applications will enter into 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 and award in part or total.

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).

In addition to the PPR and PFR, Grantees will be required to submit regular reports to document the progress of the project as part of the grant requirements. These reports include, but are not limited to, the following:

- Participant level information including services, outcomes, and demographic information available through the Illinois workNet™, or other reporting processes as directed by the Department.
- 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.

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

NOFO ID: 0513-2691

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 shall apply (See 30 ILCS 708/65(c)).

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