



**Illinois**  
**Department of Commerce**  
& Economic Opportunity  
**OFFICE OF EMPLOYMENT & TRAINING**  
JB Pritzker, Governor

**WIOA NOTICE NO. 22-NOT-03**

**TO:** Chief Elected Officials  
Local Workforce Innovation Board Chairpersons  
Local Workforce Innovation Board Staff  
WIOA Fiscal Agents and Grant Recipients  
WIOA Program Services Administrators  
Illinois workNet® Operators  
WIOA State Agency Partners  
Other Interested Persons

**SUBJECT:** Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth Activities Program Allocations for Program Year 2023 (PY 2023)

**DATE:** May 9, 2023

**I. SUBJECT INDEX**

Fiscal Reporting and Accountability  
Planning

**II. PURPOSE**

To provide information to all Local Workforce Innovation Boards (LWIBs) on the formula allocations for PY 2023 for the Adult, Dislocated Worker, and Youth funding streams under Title 1B of the Workforce Innovation and Opportunity Act (WIOA).

**III. ISSUANCES AFFECTED**

**A. References:**

Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, as amended

USDOL Training and Employment Guidance Letter (TEGL) 15-22, Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2023; PY 2023 Allotments for the Wagner-Peyser Act Employment Service (ES) Program; and PY 2023 Allotments of Workforce Information Grants to States (April 21, 2023)

USDOL Training and Employment Guidance Letter (TEGL) No. 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234 (August 15, 2006)

USDOL Training and Employment Notice (TEN) No. 13-20, Advancing a *One Workforce* Vision and Strategy (January 4, 2021)  
Workforce Innovation and Opportunity Act Notice 21-NOT-07, Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth Activities Program Allocation for Program Year 2022 (May 20, 2022)  
WIOA Notice No. 22-NOT-04, Program Year 2022 Rapid Response (1E) Grant Funds Application (April 27, 2023)  
[Data for Persons Defined as Disadvantaged Youth and Adults \(2016-2020\)](#)

B. Rescissions:

None

IV. BACKGROUND

Training and Employment Guidance Letter (TEGL) No. 15-22 provides states with the WIOA Title I Adult, Dislocated Worker, and Youth Activities program allotments for Program Year 2023 (PY 2023).

The Governor will be reserving the following amounts for statewide workforce investment activities and Dislocated Worker rapid response activities for utilization of the PY 2023 funds:

- Fifteen percent (15%) of the PY 2023 formula funds are reserved for statewide workforce investment activities.
- Ten percent (10%) of the PY 2023 Dislocated Worker funds are reserved for statewide rapid response activities.

Salary caps are imposed under Public Law 116-260. No funds under the header “Employment and Training Administration” may be used by a recipient or subrecipient to pay the salary and/or bonus of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The rates of basic pay for the Executive Schedule are found at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. The rate for an Executive Level II is currently \$212,100. States also may establish lower salary caps. (See TEGL No. 05-06 for further guidance.)

The U.S. Department of Labor (DOL) used the updated 2020 Census data to calculate the Adult and Youth program allotments to states. The state used the updated data to calculate the Adult and Youth program allocations to the local areas.

### *Local Planning Process*

The PY 2023 WIOA Title IB formula funding allocation included in this Notice restores the aggregate funding to average funding levels for the LWIBs<sup>1</sup>. PY 2023 is an important year for the workforce system to assess, evaluate, and refocus resources as a part of the 2024 workforce planning process. As part of the planning process, Chief Elected Officials (CEOs), LWIBs, and program administrators are expected to analyze current outreach and partnership strategies that result in increased service to workers and employers and focus resources to align with the priorities in the State of Illinois unified state workforce plan and the following strategies:

- Governor's Commission on Workforce Equity and Access  
During 2021 and 2022, the Governor's Commission on Workforce Equity and Access was formed to make recommendations on:
  - key design enhancements to the state workforce development system;
  - the streamlining of state agencies and their administration of workforce programs; and
  - the governance structure and state leadership needed for execution.

During the Commission's proceedings, it was evident that the workforce development system in Illinois needed a redesign to prioritize the users, considering their backgrounds, goals, and experience. The Commission established three strategic principles - accessibility, inclusivity, and responsiveness - to ensure an efficient and equitable workforce development system in Illinois. Although the recommendations have not been released, LWIBs, CEOs, and program administrators are advised to incorporate these principles and strategies while planning for the 2024 regional and local plans.

- State of Illinois Service Integration Policy and Action Plans  
<https://www.illinoisworknet.com/WIOA/Resources/Pages/Service-Integration.aspx>

Integrating local workforce services for job seekers and employers is a priority for the Illinois Workforce Innovation Board (IWIB). The State of Illinois, Service Integration Policy, outlines a process for LWIBs to develop action plans that include key considerations of the local one-stop delivery system, including customer-centered design, staff, intake and assessment, services, career pathways, information, and evaluation. CEOs, LWIBs, and program administrators are encouraged to proactively review existing service integration assessments and plans as a part of the planning process for the 2024 regional and local plans. The State of Illinois is anticipated to issue updated guidance regarding the next round of service integration assessment and plans.

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<sup>1</sup> The average WIOA Title IB formula allocation for WIOA PY 2018-2021 was \$117 million. The WIOA Title IB formula allocation for WIOA PY 2022 was \$107 million.

- Advancing Equity in the Illinois Workforce System  
<https://apps.illinoisworknet.com/GroupCalendarManagement/Home/Preview/af956b0b-45c9-4283-8764-40f4203006cf>

The IWIB Equity Taskforce has identified six broad action areas for state and LWIBs, program administrators, and service providers. A summary of the recommendations includes strategies to:

- Build a culture of equity in the Illinois Workforce System;
  - Integrate an equity lens into the work of the IWIB (and LWIBs);
  - Invest in data analysis capacity, track disaggregated data and outcomes, and identify disparities and factors contributing to those disparities;
  - Diversify workforce system leadership and staff and provide systemwide training on equity, cultural competence, cultural awareness, and humility for those served by the system; and
  - Provide funding to and partner with organizations providing culturally specific services with a track record of success in serving target populations.
- Advancing a *One Workforce* Vision and Strategy  
[https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEN/2021/TEN\\_13-20\\_acc.pdf](https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEN/2021/TEN_13-20_acc.pdf)

The DOL published Training Employment Notice (TEN) No. 13-20 that outlines a vision and strategies to develop and administer an aligned, flexible, and streamlined system of workforce development services and programs that bring all partners together with a shared goal of enhancing service delivery, leveraging all available resources to help job seekers overcome their barriers, and achieve economic self-sufficiency and mobility for American workers and businesses. LWIBs, CEOs and program administrators are encouraged to review and implement these strategies in the context of shifting labor markets brought on by the pandemic and talent supply chain shortages.

#### *Additional Funding Opportunities*

Coordinating funding sources can support activities that drive performance and improve outcomes for job seekers and employers. The 2024 regional and local planning process is an opportunity to consider how non-formula workforce funds can support local initiatives and strategies. The list below provides examples of additional funding that will be available for LWIBs to apply for in the next program year:

- Rapid Response Grants (Statewide Rapid Response Funds);
- Apprenticeship Expansion (State Apprenticeship Expansion Funds);
- Youth Career Pathways (WIOA Statewide Activities Funds);
- Job Training Economic Development Program (State ARPA Funds); and
- Climate and Equitable Jobs Act Programs (State CEJA Funds).

**V. COMPONENTS**

LWIBs are to follow the guidance provided in the WIOA Policy on Annual Allocation and Modification Requirements of WIOA Formula Grant Funds and this notice to establish a grant for local PY 2023 WIOA Title I Adult, Dislocated Worker, and Youth activities program allocations.

A. Program Year 2023 Allocation: Each LWIB must use the amounts provided in the attachments to this notice to establish the local formula grant for PY 2023. Attached to this notice are tables that contain the following information:

1. Summary of Allocations (Attachment A);
2. Adult Allocations (Attachment B-1);
3. Adult Allocations by Federal Fiscal Year (Attachment B-2);
4. Adult First Quarter Allocations (Attachment B-3);
5. Dislocated Worker Allocations (Attachment C-1);
6. Dislocated Worker Allocations by Federal Fiscal Year (Attachment C-2);
7. Dislocated Worker First Quarter Allocations (Attachment C-3); and
8. Youth Allocations (Attachment D).

B. Transfer Authority: WIOA Section 133(b)(4) allows an LWIB to transfer up to one hundred percent (100%) of funds between the Adult and Dislocated Worker funding streams with the Governor's approval.

1. The Governor has approved LWIBs to transfer up to one hundred percent (100%) of the PY 2023 funds between the Adult and Dislocated Worker funding streams without submitting a formal request.
  - a. LWIBs are to follow the guidance in the Modification sub-section of the Annual Allocation and Modification Requirements of WIOA Formula Grant Funds and the Procedures to Modify section of this notice.
2. LWIBs may exercise the transfer authority and request transfers between the Adult and Dislocated Worker funding streams at the time of the life of the grant.
3. Since LWIBs can transfer funds between the Adult and Dislocated Worker funding streams, there is an expectation that LWIBs will budget the funds to

avoid waiting lists for Adult and Dislocated Worker services to the extent that it is possible.

C. Pre-Award Registration and Assessment Requirements: Each grantee must follow the pre-award registration and assessment procedures outlined by the State of Illinois Office of Management and Budget (OMB) in accordance with the Grant Accountability and Transparency Act (GATA). These procedures are outlined on the OMB website at <https://www2.illinois.gov/sites/GATA/Grantee/Pages/default.aspx> and below.

1. **Grantee Registration**: All grantees must be registered with the State of Illinois. Grantee Registration is completed by following the instructions posted at <https://grants.illinois.gov/portal>.
2. **Grantee Pre-qualification**: All entities must be qualified to do business with the State of Illinois. Pre-qualification status will be verified after Grantee Registration is submitted. Grantees should access the Grantee Portal to edit/add information or check the status of pre-qualification requirements. Grantees must remain in good standing in all pre-qualification requirements. The status of these requirements is validated nightly. Grantees can manage Grantee Portal access to receive emails when changes occur to pre-qualification status. If an entity has a pre-qualification issue, the specific issue and remediation support is provided through the Grantee Portal.
3. **Fiscal and Administrative Risk Assessment**: Entities must complete an Internal Control Questionnaire (ICQ) as the Fiscal and Administrative Risk Assessment. The ICQ is completed annually through the OMB portal at <https://grants.illinois.gov/portal>. Any grants beginning 7/1/23 must have an approved State Fiscal Year (SFY) 2024 ICQ.
4. **Programmatic Risk Assessment**: Entities must complete a Programmatic Risk Assessment Questionnaire (PRAQ) for each grant award. The Department of Commerce and Economic Opportunity administers the PRAQ. The Department has agreed to allow grantees to complete one PRAQ for all WIOA and Trade formula non-competitive grants. A PRAQ must be completed annually. Any grants beginning 7/1/23 must have an approved SFY 2024 PRAQ. The link to complete the PRAQ for SFY 2024 is <https://www.surveymonkey.com/r/FY24WIOAFormula>.
5. **Indirect Cost Rate Selection**: Each grantee must elect one of the indirect cost rate options by submitting an Indirect Cost Rate Proposal (ICRP) within the Centralized Indirect Cost Rate System (CARS) on an annual basis within six (6) months of the end of the recipient's fiscal year. Proposals must be submitted even if the grantee selects the de minimis rate or no reimbursement of indirect costs. Approved Indirect Cost Rates (ICRs) could be either SFY 2023 or 2024,

depending on the grantee's fiscal year-end date. If the grantee's fiscal year-end date is 11/30, they have until 5/31 to receive an approved SFY 2024 ICR for DCEO to issue grants in July.

- D. Grant Establishment Award Submission Requirements: Each grantee must follow the pre-award registration and assessment procedures outlined by the State of Illinois Office of Management and Budget in accordance with the Grant Accountability and Transparency Act as well as the Department of Commerce and Economic Opportunity. In addition, each grantee must complete and submit the following:
1. Cover Letter: Entities must submit a cover letter signed by the LWIB Chairperson and the Chief Elected Official indicating approval of the grant establishment planned budget and registrants.
  2. Uniform Grant Application: Entities must complete, sign, and submit the Uniform Grant Application (included as Attachment E to this notice) as part of the PY 2023 grant application package.
  3. Uniform Budget Template: Entities must complete, sign and submit the Uniform Budget Template (included as Attachment F to this notice) as part of the PY 2023 grant application package. The Uniform Budget Template Attachment is an Excel spreadsheet that includes several required worksheets that are broken out into the following sections:
    - a. *Section A – State Funds*: Entities must complete the top portion of the worksheet. The rest of this worksheet captures the entries made on the grant specific budget line-item worksheets in Section C.
    - b. *Section A – Indirect Cost Rate Information (ICI)*: Entities must select one of the indirect cost options listed in this tab. This selection must be consistent with the indirect cost rate selection that the grantee has made or plans to make in the Centralized Indirect Cost Rate System. Instructions for this worksheet can be found in the General Instructions worksheet of the Uniform Budget Template.
    - c. *Section A – Indirect Worksheet*: Entities must complete the indirect cost worksheet that details the applicable indirect cost rate allocation base. Instructions for completing this worksheet can be found in the Program Specific Instructions worksheet of the Uniform Budget. Completing this worksheet is to be done instead of breaking out detailed information in the corresponding worksheets. Please refer to the United States Department of Labor's Guide for Indirect Cost Negotiation posted on [www.illinoisworknet.com/gata](http://www.illinoisworknet.com/gata) for more information regarding the requirements for determining indirect costs.

- d. *Section B – Non-State Match:* This worksheet captures the non-state match entries made on the other budget line-item worksheets in Section B.
- e. *Certification:* The Uniform Budget Template must be signed by the grantee's Chief Financial Officer (or equivalent) or an authorized signator (such as an Executive Director) with the authority to enter into contractual agreements on behalf of the organization.
- f. *Section C – Budget Worksheet & Narrative:* Grantees must complete a budget worksheet that justifies the proposed costs for each line item. The budget line-item definitions and additional information regarding the level of detail that is required of the grantee to report in the Department's Accounting System as required by the WIOA Policy on Annual Allocation and Modification Requirements of WIOA Formula Grant Funds are contained in the Program Specific Instructions worksheet of the Uniform Budget Template.
- g. *Section C – Budget Narrative Summary:* Grantee must ensure the information on the Budget Narrative Summary Form is accurate. This summary sheet should list the grant line-item totals from the completed budget worksheets. The amount of formula grant funds are listed in the *State* funds column.
- h. *Section D – WIOA Program Funding Worksheet:* Entities must complete the WIOA PY 2023 funding worksheet that details the total grant amount and the amount of funds available during the first quarter of the program year (July 1, 2023, through September 30, 2023). Amounts specified by the LWIA for the Administration, Adult, and Dislocated Worker line items on this tab will be used by the Department to control costs as outlined in Attachments B-3 and C-3 to this notice. Please see the WIOA policy on Annual Allocation and Modification Requirements of WIOA Formula Grant Funds for more information regarding the WIOA first quarter limitation. Instructions for completing this worksheet can be found in the Program Specific Instructions worksheet of the Uniform Budget Template.
- i. *Section D – WIOA Registrant Worksheet:* Entities must complete the WIOA PY 2023 WIOA Registrant Worksheet detailing the registrant services for the entire program year. Prior year registrant's line is to be used to identify the registrants that will be carried over into the upcoming program year. Instructions for completing this worksheet can be found in the Program Specific Instructions worksheet of the Uniform Budget Template.
- j. *Agency Approval:* This worksheet will be completed by the Department.



4. Disclosures: Entities must have submitted a completed and signed Conflict of Interest form and Mandatory Disclosures form to the Department for this grant. The required forms that list the PY 2023 formula grant and others will be forwarded to the grantee for completion by OET staff. The Department has agreed to allow grantees to utilize one set of forms for all the WIOA and Trade formula non-competitive grants.
5. The LWIB must ensure the grantee enters the budget and registrant information into the Illinois Workforce Development System (IWDS) grant plan and sets the plan to a Pending status.

E. Procedures to Modify

1. The LWIB must ensure that the grantee's budgeted costs for the fourth quarter submitted on the Uniform Budget Modification Template (Attachment G) are in excess of costs reported in the Department's Accounting System for each budgeted line item.
2. The following documents are required when submitting a grant modification:
  - a. A cover letter that includes a detailed reason for the modification signed by the LWIB Chairperson and the CEO(s) indicating approval of the grant modification planned budget and/or registrants.
  - b. The completed attached Uniform Budget Modification Template (Attachment G).
  - c. The signed Certification page from the Uniform Budget Modification Template.
3. The LWIB must ensure the grantee enters the modified budget and registrant information into the Illinois Workforce Development System (IWDS) grant plan and sets the plan to a Pending status.
4. Submit modifications electronically to [CEO.OET.Grants@illinois.gov](mailto:CEO.OET.Grants@illinois.gov).

**VI. ACTION REQUIRED**

Use this information in conjunction with the WIOA Policy on Annual Allocation and Modification Requirements of WIOA Formula Grant Funds to establish and modify the PY 2023 WIOA formula grants.

Electronic submission of the information included in this notice, summarized below, for grant establishment must be emailed to [CEO.OET.Grants@illinois.gov](mailto:CEO.OET.Grants@illinois.gov) by close of business on June 23, 2023.

- Cover Letter
- Uniform Grant Application (Attachment E)
- Uniform Budget Template along with the signed Certification page (Attachment F)

**VII. INQUIRIES**

Inquiries related to grant management should be directed to OET, Josh Koons, at [joshua.koons2@illinois.gov](mailto:joshua.koons2@illinois.gov). Inquiries related to fiscal concerns should be directed to OET, John Barr, (312) 805-9505 or [john.w.barr@illinois.gov](mailto:john.w.barr@illinois.gov).

**VIII. EFFECTIVE DATE**

This notice is effective on release.

**IX. EXPIRATION DATE**

This notice will remain in effect until June 30, 2025.

Sincerely,

A handwritten signature in black ink, appearing to read "Julio Rodriguez", with a stylized flourish at the end.

Julio Rodriguez, Deputy Director  
Office of Employment and Training

Attachment(s):   A- Summary of Allocations  
                          B-1- Adult Allocations  
                          B-2- Adult Allocations by Federal Fiscal Year  
                          B-3- Adult First Quarter Allocations  
                          C-1- Dislocated Worker Allocations  
                          C-2- Dislocated Worker Allocations by Federal Fiscal Year  
                          C-3- Dislocated Worker First Quarter Allocations  
                          D- Youth Allocations  
                          E- Uniform Grant Application for WIOA Formula Grants Accessible Enabled  
                          F- FY24-PY23 WIOA 681 Uniform Budget Template (Excel)  
                          G- FY24-PY23 WIOA 681 Uniform Budget Modification Template (Excel)

JR:ld