



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

## **WIOA NOTICE NO. 22-NOT-04**

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

**SUBJECT:** Program Year 2022 (PY'22) Rapid Response (1E) Grant Funds Application

**DATE:** April 27, 2023

### **I. SUBJECT INDEX**

Layoff Aversion  
Planning  
Rapid Response

### **II. PURPOSE**

To provide information to all Local Workforce Innovation Boards (LWIBs) on the availability of Statewide Rapid Response Funding to assist in economic recovery, rapid response, and layoff aversion activities.

### **III. ISSUANCES AFFECTED**

#### **A. References:**

Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, as amended  
Workforce Innovation and Opportunity Act of 2014 Final Rule at 20 CFR 682.320  
U.S. DOL Training and Employment Guidance Letter (TEGL) No. 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules (March 01, 2017)

U.S. DOL Training and Employment Notice (TEN) No. 09-12, Layoff Aversion in Rapid Response Systems (August 31, 2012)

U.S. DOL Training and Employment Notice (TEN) No. 08-20, Public Workforce System Role in Reopening State and Local Economies (December 10, 2020)

U.S. DOL Training and Employment Notice (TEN) No. 13-20, Advancing a *One Workforce* Vision and Strategy (January 04, 2021)

WIOA Policy 9.1 Rapid Response (April 29, 2021)

B. Rescissions:

WIOA Notice No. 21-NOT-02 Program Year 2021 (PY'21) Rapid Response (1E) Grant Funds Application (March 14, 2022)

#### IV. **BACKGROUND**

The purpose of Rapid Response is to promote economic recovery and vitality by developing an ongoing, comprehensive approach to identifying, planning for, or responding to layoffs and dislocations and preventing or minimizing their impacts on workers, businesses, and communities. WIOA offers significant flexibility regarding the use of Rapid Response funds. To conduct layoff aversion activities or to respond to dislocation events, Rapid Response providers may devise additional strategies or conduct activities to support those identified in the regulations that are intended to minimize the negative impacts of dislocation on workers, businesses, and communities and to ensure that workers impacted by layoffs can be reemployed as quickly as possible.

Additionally, when circumstances allow, Rapid Response providers may provide guidance and/or financial assistance to establish community transition teams to assist the impacted community in organizing support for dislocated workers and in meeting the basic needs of their families. Such assistance can include but is not limited to, providing heat, shelter, food, clothing, and other necessities and services beyond the resources and ability of the one-stop delivery system to provide.

The United States Department of Labor (DOL) issued Training and Employment Notice (TEN) No. 13-20 that outlines strategies for state and local workforce agencies regarding service delivery, customer outreach, and business engagement. This notice will provide LWIBs with additional resources to implement the strategies outlined in TEN 08-20 and TEN 13-20, as appropriate.

#### V. **COMPONENTS**

This notice is to provide funding to LWIBs to respond to the immediate training needs of job seekers and avoid waiting lists for training services. This notice also encourages LWIBs to apply for 1E funds to support the strategies outlined in TEN 08-20 and TEN 13-20 to address the immediate needs of impacted job seekers and businesses in Illinois.

A. Rapid Response (1E) Funding

Illinois will continue to provide 1E funds to LWIAs to help laid-off workers quickly transition to new employment. Funds are available to support the following activities:

*Strategies to Rapidly Connect Jobseekers to Work*

Funding will support enhanced efforts to connect dislocated workers to jobs, including individualized career counseling, job search assistance, short-term training credentialing opportunities, and local labor market guidance to inform workers of possible career pathways. Strategies include:

- Increased Outreach Activities;
- Increase Capacity for Online Services and Training;
  - Training Program: Flexible Online Training Design
  - Supplies: Computers / Tablets / Devices
  - Services: Broadband Service
- Aligning Workforce Programs with Jobseekers' Immediate Needs;
- Adjusting Physical Service Delivery Options; and
- Adapting Work-Based Learning Opportunities.

*Strategies to Expand Supportive Services*

The state will award funding to LWIBs that provide enhanced supportive services to help workers overcome barriers to employment. This may require a review of the local supportive service policy and a temporary (or permanent) expansion of the supportive services that are offered. Strategies include:

- Training case managers to be "resource navigators" that identify the appropriate supportive services that are available from all workforce and human service programs;
- Expanding childcare options, especially for workers, by exploring flexibility in eligibility for public funds and WIOA supportive services; and
- Expanding transportation allowances for individuals who must find alternative transportation to work and training.

*Strategies to Support Workers in Targeted Industries*

The state will award funding to LWIBs that administer pilot programs and innovative interventions focused on serving workers in key industries in the local workforce area.

Strategies include:

- Implementing pilot programs that help restore employment opportunities;
- Offering supply chain management training; and
- Providing comprehensive assessments to identify transferable skills to connect job seekers with alternative career pathways.

*Strategies to Support Employers*

Businesses are vital to the success of the public workforce system as customers, partners, and leaders of the workforce system. Strategies include:

- Business Engagement to connect employers to their immediate needs including, but not limited to, OSHA and Public Health information, referrals to small business experts and workforce strategies;

- Incumbent Worker Training projects to help upskill and retain the existing workforce;
- Expanding Apprenticeships and On-the-Job Training to place new workers in businesses;
- Convening industry leaders in key sectors to identify the immediate needs and identify solutions from workforce education and economic development partners. Funding would be used to support industry sector partnership activities; and
- Funding for other Layoff Aversion Activities, as appropriate and allowable.

#### *Allowable Activities*

LWIBs must utilize funds to support dislocated workers, rapid response, and layoff aversion activities. Requests must be reasonable, necessary, and directly related to the purpose of this notice.

#### *Program Funding*

The Department is expected to award \$2-4 million on the 1E projects. Consideration will be given to the geographic distribution of awards. LWIBs are encouraged to work with regional partners (including, but not limited to, other LWIBs) to streamline the management of projects located in multiple local workforce areas.

#### *Application Submission*

LWIBs that request 1E funds to increase the services to job seekers and employers under this notice should submit a completed application electronically to [CEO.OET.Grants@illinois.gov](mailto:CEO.OET.Grants@illinois.gov) and copy their Office of Employment and Training Regional Manager using the attached application template (Attachment A).

Applications will be accepted and reviewed on a rolling, first-come, first-served basis until funds are exhausted. LWIBs may consolidate Layoff Aversion projects under one submission to the Department or submit individual projects as soon as an application is completed. Applications must be received by May 26, 2023, to guarantee consideration for funding before the June 30, 2023, State of Illinois fiscal year processing deadline. At a minimum, a completed application must provide the applicable information that is listed below:

- The number of employees affected;
- The number of dislocated workers served;
- The number of businesses assisted;
- A brief profile of the business, including industry, occupation, and physical location(s);
- A brief narrative describing the layoff aversion plan, timeline, and need for funds;
- The amount of funds requested and brief budget description; and
- A commitment of the employer to adhere to the required certifications.

#### *Application Review*

A team from the Office of Employment and Training will review the applications on a first-come, first-served basis until all the available funds have been committed. Applications will be reviewed based on the following criteria:

- Regional and Local Need;
- Impact of the Project; and
  - Number of Dislocated Workers served
  - Number of layoffs avoided
  - The number of businesses assisted
  - Targeted industries and occupations as outlined in the regional plan
  - The economic impact on the community
- Geographic Distribution of Awards.

#### *Reporting Requirements*

The outcome measures for these grants include the number of dislocated workers served, jobs saved, estimated annual wages saved, businesses assisted, and other relevant project-specific results. LWIBs will be requested to report program activity and outcomes with the quarterly reports for this grant. Projects that provide incumbent worker training must follow the *State Incumbent Worker Training Policy*, including the *Illinois Workforce Tracking System* reporting requirements.

#### *Fiscal Management and Monitoring*

The DOL funds this program, so grantees must follow all applicable WIOA regulations. The funding for this grant will be provided on a reimbursement basis, and pre-award costs will be allowed. All costs must be associated with allowable eligible layoff aversion activities and must be documented in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 CFR Part 200. This grant will be included in the annual monitoring of the Local Workforce Areas by the Office of Employment and Training, as appropriate.

## **VI. ACTION REQUIRED**

Local Workforce Innovation Boards, Local Workforce Area Directors, and Business Service Teams are requested to review this notice, identify layoff aversion projects promptly, with an open willingness to consider and explore innovative approaches to meeting your communities' needs and submit an application, as appropriate.

## **VII. INQUIRIES**

Inquiries related to this application should be directed to the Office of Employment and Training Regional Managers Annamarie Dorr [AnnaMarie.Dorr@Illinois.gov](mailto:AnnaMarie.Dorr@Illinois.gov), Bryan Ellis [Bryan.Ellis@Illinois.gov](mailto:Bryan.Ellis@Illinois.gov), or Kelly Lapetino [Kelly.Lapetino@Illinois.gov](mailto:Kelly.Lapetino@Illinois.gov).

## **VIII. EFFECTIVE DATE**

This notice is effective on release.

April 27, 2023

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**IX. EXPIRATION DATE**

This notice will remain in effect until June 30, 2024.

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

JR:ld

Attachment(s): A – PY'22 Rapid Response (1E) Grant Funds Application

# **RAPID RESPONSE (1E) APPLICATION – PROGRAM YEAR 2022**

*This is a suggested project summary format for applicants requesting Rapid Response (1E) funds. Upon receiving a 1E funding commitment from the Illinois Department of Commerce and Economic Opportunity, grantees must submit a complete application, including the standard application form, budget, and implementation plan.*

APPLICATION INFORMATION			
LWIA		DATE SUBMITTED	
DIRECTOR NAME			
SIGNATURE			

PROJECTED OUTCOMES	
Number of Dislocated Workers Served	
Number of Layoffs Avoided	
Number of Businesses Assisted	
Other (Please Describe)	

BUDGET	
TOTAL FUNDING REQUEST	\$
-Strategies to Rapidly Connect Jobseekers to Workers	\$
-Strategies to Expand Supportive Services	\$
-Strategies to Support Workers in Targeted Industries	\$
-Strategies to Support Employers	\$

**ACTION PLAN:** Provide a brief narrative of the local workforce innovation board’s (LWIB) plan to use 1E funds to help employers retain workers, prevent layoffs, and help job seekers get self-sustaining jobs. Include information on the specific needs of the job seekers, employers that will be served with these funds, and the layoff aversion activities. Include relevant information regarding the implementation of each strategy, including the projected activities, outcomes, and timeline for the project(s). Provide a summary for each applicable category outlined in Section V. Part A. of 22-NOT-04 planned to be implemented using 1E funds.

- *Strategies to Rapidly Connect Jobseekers to Workers*
- *Strategies to Expand Supportive Services*
- *Strategies to Support Workers in Targeted Industries*
- *Strategies to Support Employers*

**BUDGET:** Complete the budget table and provide a brief narrative of the funding request. Please provide enough detail to justify the reasonableness of the cost in the table or the narrative below. Note that grantees must submit a complete Budget using the State of Illinois Uniform Budget Template after DCEO makes a funding commitment.

BUDGET CATEGORIES	AMOUNT	NARRATIVE
Personnel	\$	
Fringe Benefits	\$	
Direct Training	\$	
Work-Based Training	\$	
Other Program Costs	\$	
Supportive Services	\$	
Direct Administration	\$	
Indirect Costs	\$	
<b>GRAND TOTAL</b>	<b>\$</b>	

#### COMPANY CERTIFICATIONS AND COMMITMENTS

Note that companies that are served must comply, or agree to comply, with the following federal and state laws and related regulations (as applicable) to be considered for an award:

- Workforce Innovation and Opportunity Act (Public Law 113-128) and applicable regulations;
- Equal Employment Opportunity/Nondiscrimination Provision and will comply with the physical, programmatic, and accessibility requirements;
- Protection of Personally Identifiable Information;
- Jobs for Veteran Act (Public Law 107-288);
- Flood Disaster Protection Act of 1973 as amended (42 U.S.C 4001);
- Architectural Barriers Act of 1968 as amended (42 USC 4151);
- Drug-Free Workplace Act of 1988 (41 USC 702 et seq., and 2 CFR § 182);
- Hotel Motel Fire Safety Act (15 USC 2225a);
- Buy American Act (41 U.S.C 10a);
- Copeland "Anti-Kickback" Act (18 USC 874 and 40 USC 276c);
- Davis-Bacon Act, as amended (40 USC 276a to a-7);
- Contract Work Hours and Safety Standards Act (40 USC 327-333);
- Rights to Inventions Made Under a Contract or Agreement;
- Clean Air Act (42 USC 7401 et seq.) and the Federal Water Pollution Control Act (33 USC 1251 et seq.), as amended;
- Byrd Anti-Lobbying Amendment (31 USC 1352);
- Uniform Administrative Requirements found at 2 CFR Part 200 and the US Department of Labor Exceptions found at 2 CFR Part 2900;
- Applicable State of Illinois Laws;
- State Workforce Innovation and Opportunity Act Policies; and
- Illinois Executive Order 2020-10 (COVID-19 Stay-at-Home Order).



### LAYOFF AVERSION RISK FACTORS

Projects that are providing layoff aversion activities should check the layoff aversion “at-risk” indicator(s) below that are applicable for the proposed projects (check as many as applicable)

- ☐ **Declining sales** - A company has undergone or will undergo (must be confirmed) a significant loss in sales that puts part of their workforce in threat of layoff. Declining sales must be expressed in terms of X dollars or Y units for Z period (months or years), along with information that provides known or suspected reasons for the decline.
- ☐ **Supply chain issues** - A company loses a supplier or consumer that threatens the employment of part of their workforce or acquires a new supplier that requires new skills to maintain the workforce. Supply chain issues must be accompanied by explaining why the change occurred.
- ☐ **Industry/market trends** - The industry/market standards have changed to the point where new training is needed to retain the current workforce. For example, have the employer’s customers asked for the production or delivery of products to be handled in a specific way that requires skill upgrade training?
- ☐ **Changes in management philosophy or ownership** - A company has undergone a new approach to conducting business, or new ownership requires new skills to maintain the employment of part of the workforce. Changes in ownership are generally the result of a lack of profitability but may also occur where a company is profitable but not profitable enough (this level of profit may meet the profit requirements of another owner) or the current owners do not have the resources to take advantage of new business strategies.
- ☐ **Worker does not have necessary skills** - A worker’s skills or functions are no longer relevant to the employer’s production process, and the worker is at risk of losing employment without training to acquire new skills.
- ☐ **Strong possibility of a job if a worker attains new skills** - The worker is in a position that is subject to layoff, and by acquiring new skills training, they can move into a position that is not subject to layoff. New skills attainment may avert a layoff for individuals within a company or may make them more attractive to other companies.
- ☐ **Other “at risk” indicators** - Additional causes for potential layoffs may exist that the company and local area need to outline in making a case for assistance for incumbent workers. These may be other criteria that the Local Workforce Investment Area (LWIA) can gather with the consultation of the employer that puts part of their workforce “at risk” for layoff (e.g., the trend in company layoffs).