



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

**WIOA NOTICE NO. 23-NOT-01**

**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 2023 Supplemental State Funding Allocation and Application

**DATE:** August 25, 2023

**I. SUBJECT INDEX**

Fiscal Reporting and Accountability  
Planning

**II. PURPOSE**

To provide information to all Local Workforce Innovation Boards (LWIBs) on the availability of State of Illinois Fiscal Year 2024 General Revenue Funds to supplement and support local workforce priorities.

**III. ISSUANCES AFFECTED**

**A. References:**

State of Illinois Public Act 103-0006

WIOA Notice No. 22-NOT-03, Workforce Innovation and Opportunity Act (WIOA)  
Title I Adult, Dislocated Worker, and Youth Activities Program Allocations for  
Program Year 2023 (PY 2023) (May 9, 2023)

B. Rescissions:

None

**IV. BACKGROUND**

The State of Illinois Fiscal Year 2024 budget includes \$5 million in General Revenue Funds for the Local Workforce Innovation Areas (LWIAs) to support workforce services provided in coordination with the Workforce Innovation and Opportunity Act (WIOA) Title IB programs for LWIBs that require supplemental support, as determined by the department, utilizing a needs-based assessment. The Department of Commerce and Economic Opportunity (DCEO) identifies the following data factors that will be used to make a needs-based assessment of each of the LWIBs.

*WIOA Program Year 2023 Funding Levels / Funding Loss*

DCEO completed a trend analysis of the WIOA Title IB formula funding over the past five (5) years. DCEO calculated the five-year average for each LWIA's WIOA Title IB grants based on the WIOA funding notices. If the five-year average of the WIOA Title IB grants exceeds the Program Year 2023 grant, then the LWIA will be awarded the difference between the five-year average and the Program Year 2023 grant. DCEO will allocate approximately \$2.54 million under this data factor.

*Rural Community Support*

Population loss in rural areas can reduce available resources while needs remain. Those who migrate out of rural areas often do so for job opportunities, while the remaining population may do so because of limited opportunities. DCEO will use the data from the U.S. Department of Agriculture Rural-Urban Continuum classification scheme that distinguishes metropolitan counties by the population size of their metro area and non-metropolitan counties by the degree of urbanization and adjacency to a metro area. DCEO will allocate \$1 million to LWIAs with rural and nonmetropolitan areas, including 62 Illinois counties, based on the proportionate share of the population. Please see <https://www.ers.usda.gov/data-products/rural-urban-continuum-codes/> for more information about this data factor.

*Communities with Increased Needs*

DCEO will support LWIBs with increased poverty, unemployment and educational attainment needs. DCEO will allocate approximately \$1.46 million based on the LWIA's proportionate share of the WIOA Program Year 2023 Adult Funds.

## V. COMPONENTS

This notice is to provide funding to LWIBs up to the amount listed in Attachment A - Program Year 2023 Supplemental State Funding Allocation to implement workforce strategies outlined in this Notice. LWIBs must utilize funds for one or more of the strategies outlined in [Illinois' WIOA Unified State Workforce Plan](#), summarized below. Requests must be reasonable, necessary, and related to the purpose of this notice including but not limited to:

- *Increase Access and Outreach:* Achieving equity requires multiple approaches, not just one. By incorporating principles of diversity, equity, inclusion, and accessibility into the public workforce system, Illinois residents can benefit from more culturally responsive workforce services. LWIBs can implement various strategies such as expanding outreach, providing on-site assistance to underinvested and rural communities, and offering customized training for underrepresented individuals in high-demand industries to ensure equal opportunities for underrepresented populations in training and employment.
- *Enhance career pathways for youth to support careers in growing industries:* Career pathway initiatives or approaches within a local workforce system engage multiple organizations and stakeholders to create a framework for advancement that is clear to employers and workers and eases transitions across different organizations and programs within the workforce system. LWIBs can coordinate career pathway events for young adults (in-school and out-of-school youth) aimed to connect to education and employers and promote work-based learning opportunities.
- *Expand work-based learning for underinvested areas:* Innovative workforce initiatives can make a significant difference in supporting targeted populations, empowering individuals with the necessary skills, resources, and opportunities to succeed in the job market and achieve economic stability. LWIBs can promote employment in-demand industries and occupations for underrepresented communities and veterans and facilitate retraining and employment of displaced/underemployed workers. On-the-job training could be expanded to encourage reverse referrals for employers in underserved areas and looking to hire/onboard new employees who might not meet WIOA eligibility criteria.
- *Increase access to workforce resources for justice-involved individuals:* Individuals formerly incarcerated face significant challenges in finding gainful employment in the formal economy. To address the employment challenge for returning citizens, LWIBs can expand employment and training offerings within Illinois Department of Corrections facilities and local law enforcement. Expanding these offerings would

support current state and local efforts so that all incarcerated individuals can access various resources to prepare them for successful reentry.

- *Emphasis on workforce development and rural prosperity:* Funding can assist rural areas in creating and improving access to jobs to enhance workforce development. Increasing access to workforce opportunities, training and education, and barrier reduction in rural communities can ensure areas have a skilled workforce to support economic prosperity. LWIAs can build new partnerships, develop tools and resources to meet the needs of rural employers and employees, and share and identify information on emerging trends, best practices, and workforce development resources.
- *Integrated workforce programs and barrier reduction services to address homelessness:* A quality job paying a living wage is crucial for preventing and ending homelessness. It also helps support individuals in emergency shelters or transitional housing and those who have survived domestic violence. However, people who are homeless encounter numerous challenges when it comes to finding, keeping, and progressing in their employment. LWIAs can coordinate with other partner agencies to pay for services that are not otherwise allowable under a supportive services policy, boosting economic opportunities for this population.
- *Expand employment and job training services for single parents:* Due to costs and childcare limitations, single parents often struggle to acquire in-demand skills, which puts them at a disadvantage in a rapidly changing economy that requires workers to upskill frequently. For single parents who can't afford to pay for an advanced degree, finding short-term training or obtaining industry-recognized credentials can help them quickly develop the skills they need to be successful in the workforce. LWIAs can develop initiatives and best practices addressing gaps to scale and strengthen single-parent workforce pathways.
- *Targeted initiatives that enable immigrants and refugees to access "good jobs" (See TEGL 07-22):* Many immigrants and refugees may face barriers to accessing resources such as technology and broadband, which can hinder their ability to find jobs and receive training. LWIAs can develop successful programs that provide opportunities for these individuals. By delivering targeted training, immigrants can better integrate into the economy and establish career paths that lead to better job prospects.
- *Expand WIOA Title II and Title I collaboration:* Illinois workers, including immigrants and those with limited English language skills, can benefit from adult education and skills development programs offered by local service providers. To ensure alignment between adult education, postsecondary education, and employers, LWIAs can work together with their local Adult Education partners. Collaboration can be enhanced

to leverage funding between the two programs for work-based learning, Bridge, Adult Education, ICAPS, Digital Literacy, and English as a Second Language services. The funds allotted can specifically serve individuals facing barriers to employment who have not yet met WIOA eligibility criteria.

- *Build flexibility to scale current programs:* Coordinate outreach with less restrictive participant enrollment with the potential to co-enroll. LWIAs can target other sectors, such as Public Service careers with a need but might not qualify as in-demand under WIOA. Collaboration and partnerships with local employers, industry associations, and other stakeholders are strongly encouraged.

#### *Application Review*

A team from the Office of Employment and Training will review the applications based on the following criteria:

- **Regional and Local Need:** Demonstrate a clear understanding of the local labor market's needs and how the proposed program will address those needs.
- **Project Impact:** The potential for the program to effectively address workforce challenges along with anticipated outcomes.
- **Feasibility:** The likelihood of successful program implementation based on the applicant's capacity and resources and grant timeline.
- **Partnerships:** The strength and depth of collaborations with relevant stakeholders.
- **Sustainability:** The plan for program continuation and sustainability after the funding period.

#### *Fiscal and Grant Management*

LWIAs may request funding up to the amount listed in Attachment A - Program Year 2023 Supplemental State Funding Allocation to support the allowable activities in this notice. Allowable costs must be necessary, reasonable, and allocable based on the activities in the scope of work. The Department of Commerce is not obligated to provide the maximum grant amount requested. It is expected that administrative costs, both direct and indirect, will represent a small portion of the program budget. Successful applicants should strive to keep administrative costs to 10 percent (10%), or less, of direct costs as outlined in 20 CFR 683.205. The funding for this program is from the Fiscal Year 2024 State of Illinois General Revenue Funds.

#### *Grant Term*

The anticipated term of this grant is from October 1, 2023, to June 30, 2024. The funding for this grant will be provided on a reimbursement basis, and pre-award costs will be allowed going back to July 1, 2023.

#### *Reporting and Monitoring*

LWIBs will be requested to report program activity and outcomes with the quarterly reports for this grant. All costs must be documented in accordance with the Uniform

Administrative Requirements, Cost Principles, and Audit Requirements located at 2 CFR Part 200. This grant will be included in the annual monitoring of the LWIAs by the Office of Employment and Training, as appropriate.

*Funding Notice Webinar*

The Department will coordinate a webinar on August 31, 2023 at 2:00PM to review the components of this notice. Please register for the webinar at:

[https://illinoisstate.zoom.us/meeting/register/tJctc-CprTMjEt0r6-5i0g\\_e8xpxu5XClrYh](https://illinoisstate.zoom.us/meeting/register/tJctc-CprTMjEt0r6-5i0g_e8xpxu5XClrYh)

*Application Submission*

LWIBs 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 Attachment B - Program Year 2023 Supplemental State Funding Application by October 1, 2023. Applications submitted after this date may be considered based on the availability of funds.

**VI. ACTION REQUIRED**

LWIBs and LWIA Title IB Directors are requested to review this notice and identify projects promptly, with an open willingness to consider and explore innovative approaches to meeting your communities' needs and apply 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.

**IX. EXPIRATION DATE**

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

August 25, 2023

Page 7 of 7

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- Program Year 2023 Supplemental State Funding Allocation  
                              B- Program Year 2023 Supplemental State Funding Application

JR:ld

Program Year 2023 Supplemental State Funding Allocation

| LWIA  | WIOA FUNDING LOSS<br>ALLOCATION | RURAL NEED<br>ALLOCATION | COMMUNITY NEED<br>ALLOCATION | TOTAL           |
|-------|---------------------------------|--------------------------|------------------------------|-----------------|
| 1     | \$ 158,084.00                   | \$ -                     | \$ 61,637.20                 | \$ 219,721.20   |
| 2     | \$ -                            | \$ -                     | \$ 22,395.08                 | \$ 22,395.08    |
| 3     | \$ -                            | \$ 17,804.43             | \$ 69,603.11                 | \$ 87,407.54    |
| 4     | \$ 288,230.00                   | \$ 132,072.00            | \$ 31,851.39                 | \$ 452,153.39   |
| 5     | \$ -                            | \$ -                     | \$ 75,215.79                 | \$ 75,215.79    |
| 6     | \$ 3,361.00                     | \$ -                     | \$ 61,803.37                 | \$ 65,164.37    |
| 7     | \$ -                            | \$ -                     | \$ 708,257.02                | \$ 708,257.02   |
| 10    | \$ 414,335.00                   | \$ -                     | \$ 59,752.70                 | \$ 474,087.70   |
| 11    | \$ 41,913.00                    | \$ 57,785.74             | \$ 21,215.32                 | \$ 120,914.06   |
| 13    | \$ 200,189.00                   | \$ -                     | \$ 22,195.93                 | \$ 222,384.93   |
| 14    | \$ 68,625.00                    | \$ 84,696.24             | \$ 23,561.10                 | \$ 176,882.34   |
| 15    | \$ 219,496.00                   | \$ 88,522.23             | \$ 63,720.31                 | \$ 371,738.54   |
| 17    | \$ 228,869.00                   | \$ 115,388.65            | \$ 24,918.85                 | \$ 369,176.50   |
| 18    | \$ 66,238.00                    | \$ 29,521.15             | \$ 10,503.09                 | \$ 106,262.24   |
| 19    | \$ -                            | \$ 47,663.90             | \$ 17,814.61                 | \$ 65,478.51    |
| 20    | \$ 84,346.00                    | \$ 114,407.97            | \$ 29,889.14                 | \$ 228,643.11   |
| 21    | \$ 126,674.00                   | \$ 39,762.16             | \$ 15,869.31                 | \$ 182,305.47   |
| 22    | \$ 204,359.00                   | \$ -                     | \$ 25,552.08                 | \$ 229,911.08   |
| 23    | \$ 130,014.00                   | \$ 108,691.23            | \$ 30,716.23                 | \$ 269,421.46   |
| 24    | \$ 7,761.00                     | \$ 17,838.71             | \$ 38,886.08                 | \$ 64,485.79    |
| 25    | \$ 138,167.00                   | \$ 87,147.73             | \$ 28,198.75                 | \$ 253,513.48   |
| 26    | \$ 157,889.00                   | \$ 58,697.86             | \$ 17,893.53                 | \$ 234,480.39   |
| TOTAL | \$ 2,538,550.00                 | \$ 1,000,000.00          | \$ 1,461,450.00              | \$ 5,000,000.00 |

| PROGRAM YEAR 2023 SUPPLEMENTAL STATE FUNDING APPLICATION |  |                |  |
|--|--|----------------|--|
| APPLICATION INFORMATION                                  |  |                |  |
| LWIA   |  | DATE SUBMITTED |  |
| AMOUNT REQUESTED   |  |                |  |
| DIRECTOR NAME  |  |                |  |
| SIGNATURE  |  |                |  |

**APPLICATION REQUIREMENTS:**

- ☐ Executive Summary
- ☐ Budget Summary & Narrative
- ☐ Technical Proposal
- ☐ Implementation Plan
- ☐ Additional Information / Exhibits (Optional)

**EXECUTIVE SUMMARY:** Provide an executive summary that outlines the team assigned to the project, the communities to be served, the project partners, a brief description of the services provided, a description of the anticipated goals and outcomes of the project and the amount of funding requested.

**BUDGET:** Complete the budget table and provide a brief narrative of the funding request. Please provide enough detail to justify the reasonableness of the costs in the table or in a narrative document. 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          | \$        |           |
| Travel                   | \$        |           |
| Equipment                | \$        |           |
| Contractual Services     | \$        |           |
| Consultant               | \$        |           |
| Research and Development | \$        |           |
| Telecommunications       | \$        |           |
| Training & Education     | \$        |           |
| Direct Training          | \$        |           |
| Work-Based Training      | \$        |           |
| Other Program Costs      | \$        |           |
| Supportive Services      | \$        |           |
| Direct Administration    | \$        |           |
| Indirect Costs           | \$        |           |
| <b>GRAND TOTAL</b>       | <b>\$</b> |           |

**ADDITIONAL BUDGET NARRATIVE / NOTES**

**TECHNICAL PROPOSAL:** Complete a narrative technical proposal that highlight the goals of the organization with respect to the targeted population, activities to be undertaken, and the outcomes of these activities. At a minimum, the technical proposal should include the following information as applicable.

1. *Applicant Capacity*
  - a. Describe the team that will be assigned to the grant project/activity
  - b. Provide information regarding the qualifications of the personnel, sub-contractors, or partner staff that will be assigned to the grant project/activity
2. *Documentation of Need*
  - a. Describe the issues, problems, and/or needs that are addressed by this grant.
  - b. Identify the industry/companies/region/area affected by the identified issues.
  - c. Provide a detailed explanation of how this project will serve the targeted communities and populations outlined in your local/regional workforce plan.
3. *Specific Project Requirements and Considerations -*
  - a. Describe the type of training and the delivery method, along with the associated credentials and certifications (if applicable)
  - b. Describe the potential for the program to effectively address workforce challenges
  - c. Describe the elements of the project that are innovative and how they will be measured
  - d. Identify the partnerships and collaborations with relevant stakeholders
  - e. Document the project goals, activities, anticipated outcomes, and timeline summary
4. *Cost Effectiveness/Return on Investment*
  - a. Describe why this project is a good investment of the State of Illinois workforce funds
  - b. Describe how this project could be sustained beyond the grant funding period
  - c. Discuss how this project could be implemented on a statewide basis and what benefits the State will realize from the statewide implementation (if applicable)

[illegible]