

# **American Recovery and Reinvestment Act of 2009**

## **Workforce Investment Act Sector Based Initiative**

### **Request for Proposal** (Revised August 20, 2009)

**Illinois Department of Commerce and Economic Opportunity**

Pat Quinn  
*Governor*

Warren Ribley  
*Director*

Department of Commerce and Economic Opportunity  
American Recovery and Reinvestment Act of 2009  
Workforce Investment Act--Sector Based Initiative  
Request for Proposal

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# I. General Information

- A. Grantor Agency: The Illinois Department of Commerce and Economic Opportunity (DCEO) is the state agency responsible for the administration of Workforce Investment Act (WIA) funds and is the entity issuing this Request for Proposal (RFP).
- B. Project Goal: The State of Illinois will utilize these funds to prevent dislocation, to support recovery in key sectors by accelerating its investment in the skills of Illinois' workers, and to build upon regional sector-based initiatives approach.
- C. Funding:
1. American Recovery and Reinvestment Act, Workforce Investment Act (WIA) State Discretionary Funds are the source of funds for this RFP.
  2. Funding will support initiatives of the following sectors: healthcare and healthcare Information Technology (IT), manufacturing, transportation/distribution/logistics, and green initiatives (as identified in this RFP).
  3. The estimated maximum allowable award will be \$500,000, based on availability.
- D. Eligible Respondents: Eligible entities include community colleges, universities, community-based organizations, for profit and not-for-profit organizations, employers, industry sector associations, and Local Workforce Investment Areas (LWIAs).
- E. Requirements:
1. A Pre-Application must be submitted to Tammy Stone at [Tammy.Stone@illinois.gov](mailto:Tammy.Stone@illinois.gov) by September 21, 2009.
  2. All Proposals must be sent electronically to DCEO by midnight on September 28, 2009 in order to be considered for funding. Proposals must be submitted to Tammy Stone at [Tammy.Stone@illinois.gov](mailto:Tammy.Stone@illinois.gov).
  3. All Proposals must fully address the Proposal Requirements listed in this RFP.
  4. Applicants may apply for more than one sector or sector initiative, but must submit a separate Proposal for each initiative.
  5. All bidders must be in compliance, or agree to comply, with the following federal and state laws and related regulations in order to be considered for an award:
    - a. Workforce Investment Act
    - b. American Recovery and Reinvestment Act
    - c. Equal Employment Opportunity
    - d. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)
    - e. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)
    - f. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)
    - g. Rights to Inventions Made Under a Contract or Agreement

- h. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended
- i. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- j. Debarment and Suspension (E.O.s 12549 and 12689)
- k. Applicable State of Illinois Laws
- l. State WIA policies
- m. 20 CFR Parts 667.200 and 667.410

F. Schedule:

1. RFP re-issued as amended August 20, 2009
2. Bidder's conference August 21, 2009 in Chicago, and August 24, 2009 in Springfield
3. Submission of pre-application September 21, 2009
4. Submission of Proposal September 28, 2009
5. Anticipated grant awards November 1, 2009

G. Bidder's Conference: A bidder's conference will be held in Springfield and Chicago on the following dates and locations:

Chicago

Friday, August 21  
1:30-3:30 pm  
Michael A Bilandic Building  
Auditorium - 5th Floor  
160 North LaSalle Street  
Chicago, IL 60601

Springfield

Monday, August 24  
1:30-3:30 pm  
Department of Commerce and Economic Opportunity  
Theater - Main Level  
620 East Adams  
Springfield, IL 62701

H. Agency Contact:

Tammy Stone  
620 East Adams  
Springfield, Il 62701  
217-557-5549  
Tammy.Stone@illinois.gov

## II. Program Description

### A. Background:

Since 2004, the State of Illinois DCEO has utilized WIA state discretionary funding to address critical skill shortages in high demand and high wage occupations and to develop state and regional sector-based strategies designed to address the long-term issues and solutions for state and regional economic growth in key sectors.

On February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act (ARRA). The economic stimulus bill is designed to revive the economy and put American's back to work by saving or creating 3.5 million jobs over the next two years through \$499 billion in critical investments and providing \$288 billion in tax relief. The ARRA provides a significant increase in funding for many federal programs including WIA. Through ARRA, the Workforce Investment Act received an additional \$3.95 billion, with the State of Illinois receiving over \$156 million in additional WIA funding.

The State of Illinois is, therefore, issuing this Request for Proposal (RFP) utilizing the state's discretionary portion of this additional WIA ARRA funding. These funds will further support the goals and objectives of the State's Five Year WIA Plan and continue to address the shortage of qualified workers in key sectors.

### B. Approach:

The approach for this RFP is to solicit demonstration projects in key sectors that will form partnerships between industry organizations, employers, education and training providers, and Local Workforce Investment Areas (LWIAs) to utilize incumbent, customized, OJT, and class-size training mechanisms to accelerate training and provide transitional employment opportunities for workers while in training, where possible.

The key industry sectors for this RFP are healthcare and healthcare IT; manufacturing; transportation/ distribution/ logistics; and green initiatives with a focus on the energy sector as identified in this RFP. Following is a detailed discussion of each sector and the priority for project funding for each:

#### **1. *Healthcare and Healthcare IT:***

Proposals for the healthcare and healthcare IT sector are being solicited in three major parts with two containing subparts. Healthcare Proposals that do not address at least one of these parts will not be funded:

##### **a. *Healthcare Transformation:***

Proposals for this area will support the Illinois Biomedicine Enterprise Initiative and related state and regional economic and workforce development initiatives. The goal is to provide funding for incumbent

worker training to support Illinois healthcare providers. Priority will be given to those projects targeting Illinois hospitals and their larger healthcare systems that are undertaking major initiatives to reduce costs and improve quality and patient safety, which can become national and state models for healthcare transformation. There are two subparts for which Proposals are being solicited:

- i. **Improving Healthcare Service:** The goal of this subpart is to provide funding to upgrade and retrain incumbent healthcare workers to fully implement significant improvement initiatives. Eligible projects will target Illinois healthcare providers, with project priority given to hospitals and their larger healthcare systems.

To qualify for funding, applicants must show that the project is undertaking or will undertake improvement efforts designed to improve quality of service, patient safety, and lower costs. As a result this will help maintain or improve access to high-quality healthcare for low-income populations and improve the working conditions of healthcare workers. To fully implement these improvements, training funds are required to upgrade or retrain healthcare workers.

This subpart is to focus on improving healthcare services to low-income populations in Illinois. Priority will be given to projects where healthcare providers provide a significant proportion of healthcare services to Medicaid recipients and uninsured low-income populations; are facing major fiscal and budgetary challenges; and must make substantial improvements to continue to provide high-quality, affordable healthcare to low-income populations.

This subpart will support strategies that improve healthcare services by helping front-line healthcare workers do their jobs better and improve their overall job quality, job satisfaction, and working conditions. The focus is on those healthcare facilities and systems that are committed to improvement strategies that fully engage front-line healthcare workers, including nurses. Applicants must describe specific improvement strategies that will empower and improve job satisfaction and reduce turnover of nurses and other front line workers.

- ii. **Conversion to Electronic Medical Records:** Proposals for this area will also support the Illinois Biomedicine Enterprise Initiative and related state and regional economic and workforce development initiatives to make Illinois a national leader in transforming healthcare to improve quality and patient safety and to lower costs. This part is designed to fund pilot efforts to provide worker training to support

Illinois healthcare employers that are undertaking the conversion to electronic healthcare records.

The goal is to focus on improving healthcare services to low-income populations in Illinois.

- Priority will be given to projects where healthcare providers provide a significant proportion of healthcare services to Medicaid recipients and uninsured low-income populations; are facing major fiscal and budgetary challenges; and must convert to electronic healthcare records to continue to provide high-quality, affordable healthcare to low-income populations.
- Priority will be given to projects where healthcare employers are making the conversion part of a larger effort to improve quality and patient safety and reduce costs.
- Priority will be given to projects where employers upgrade and retrain current staff working with existing medical records and information to prevent dislocation and job loss.

Eligible projects will target Illinois healthcare providers, with project priority given to healthcare providers that provide a significant proportion of healthcare services to Medicaid recipients and uninsured low-income populations and face major financial and budgetary challenges in continuing that care without undertaking major improvement efforts.

To qualify for funding, applicants must show that the project is undertaking or will undertake improvement efforts designed to improve quality of service, patient safety, and lower costs. As a result, this will help maintain or improve access to high-quality healthcare for low-income populations and improve working conditions for staff. To fully implement these improvements, training funds are required to upgrade or retrain healthcare workers. Projects must use strategies that will improve the jobs of front-line workers to improve job satisfaction and prevent dislocation of medical information staff.

**b. Upgrading Front-Line Healthcare Workers:**

DCEO and state agency partners have been working with healthcare employers to meet their short-term and long-term workforce needs by upgrading the skills of their existing workers. DCEO is continuing to support pilot-testing and expansion of employer-led efforts to upgrade their front-line healthcare workforce, providing opportunity to enter high-demand skilled healthcare jobs in three major career pathways—therapeutic, diagnostic services, and healthcare informatics. Reference "Find Jobs in Key Sectors at the "IllinoisworkNet" site [http://www.illinoisworknet.com/vos\\_portal/industry/en/Home/](http://www.illinoisworknet.com/vos_portal/industry/en/Home/) DCEO invites funding Proposals in two subparts:

**i. Hospital-based Health Sciences Bridge Programs:**

The intent is to provide funding to pilot-test or expand programs within a hospital setting that upgrade low-income, unskilled healthcare workers (incumbent workers) to enter allied healthcare programs in high demand jobs in the three career pathways. These programs must be designed to ensure that these workers can successfully enter and complete these programs and enter healthcare employment.

Funding priority will be given to projects that can demonstrate the following:

- Partnerships: Employer partnerships that include community colleges and other necessary entities.
- ICCB Bridge Programs: Bridge programs meeting Illinois Community College Board definition which prepares students to enter healthcare careers in three major career pathways in high-demand/high wage areas.
- Leveraged Funding including Tuition Aid: Priority will be given to those projects that leverage employer tuition aid programs and other funding sources.
- Sustainable Program: Priority will be given to those projects that have a plausible sustainability plan.

**ii. Career Advancement in Long-Term and Home Based Healthcare:**

This subpart is soliciting projects that explore approaches for expanding career opportunities in long-term and home healthcare which help in recruiting and retaining workers in this critical area. The intent is to support the pilot-testing of programs that upgrade incumbent workers in lower-skilled positions to enter skilled occupations such as certified nursing aides and provide additional opportunities for workers to progress beyond these occupations into other healthcare opportunities, including nursing.

Projects target long-term care and home care employers that will pilot-test or expand training programs to provide career advancement opportunities for low-skilled, low-income workers.

Priority will be given to projects that can demonstrate the following:

- Employer-based Career Advancement: Participating employers that are committed to establishing a well-defined career advancement program that minimally includes upgrading to key occupations and opportunities to continue in a career pathway leading to a higher skill set.
- Capacity to Deliver: Priority is given to projects whose employers and training partners have the proven capacity to implement this program.

- Sustainability: Priority is given to projects whose employers and training providers are committed to continue the program after funding ends and who have a plausible sustainability plan.

**c. Expanding Nurses Entering Healthcare Employment:**

DCEO is working with the Illinois Center for Nursing and other partners to expand nursing programs to address short-term and long-term shortages. As part of this effort, DCEO and partners have promoted new models for using WIA resources to expand the number of nurses entering and completing nursing programs and entering healthcare employment.

DCEO is continuing to support the pilot-testing and expansion of new approaches for using WIA resources to expand nursing program capacity and improve the rates of completion and transition to healthcare employment. DCEO encourages regional collaborations that minimally include one or more DCEO-defined regions. **These projects may include WIA registrants; those that do include WIA registrants must partner with the Local Workforce Investment Area (LWIA) who must determine eligibility and enroll registrants. Performance expectations will be addressed based on the Grantee type as outlined on page 15, Section IV.F under Performance.**

Priority will be given to those projects whose nursing programs can demonstrate the following:

- Expanded Number of Nurses Entering Healthcare Employment: Priority will be given to projects that can provide the largest net increase in the number of nurses completing training and entering healthcare employment.
- Leveraging for Local and Regional Resources: Priority will be given to projects whose nursing programs can expand the number of nurses completing programs and entering employment by the leveraging of local and regional resources that match the state investment.
- Sustainability: Priority will be given to projects that can sustain the increase of nurses completing programs and entering employment after the end of state funding and have a plausible plan demonstrating such.

## 2. **Manufacturing:**

### a. **Improving Competitiveness and Preventing Dislocation:**

(Incumbent Worker Training). Proposals for this part will invest in incumbent worker training to support Illinois manufacturers. This will assist manufacturers who retrain workers on company time to remain competitive and fill critical skill shortages of current and proposed positions, facilitating upward career movement.

### b. **Accelerated Manufacturing Training Programs:**

(Class-Sized Training--Incumbent and Pre-Employment). DCEO will fund employer or industry-led projects that have identified employers wishing to hire in regions with verified shortages and will address their shortages through accelerated programs. Models could provide for non-incumbent workers to begin working in manufacturing (e.g., machine operator, warehousing) while still enrolled in training programs, thus providing transitional employment opportunities. **Pre-employment programs must partner with the Local Workforce Investment Area who must determine eligibility and enroll registrants. Performance expectations will be addressed based on the Grantee type as outlined on page 15, Section IV.F under Performance.**

### c. **Manufacturing Bridge Programs:**

The intent is to pilot-test or expand manufacturing bridge programs that upgrade low-income, unskilled workers (incumbent workers) to enter manufacturing programs in high demand jobs. These programs must be designed to ensure that these workers can successfully enter and complete these programs and enter high demand employment.

Priority will be given to applicants that demonstrate the following:

- Partnerships: Employer partnerships that include community colleges and other necessary entities.
- ICCB Bridge Programs: Bridge programs meeting ICCB definition which prepares students to enter careers in manufacturing.
- Leveraged Funding including Tuition Aid: Priority will be given to those projects that leverage employer tuition aid programs and other funding sources that will ensure sustainability of the program after the DCEO grant ends.
- Pre-employment programs: If the applicant is not an LWIA, they must partner with the LWIA, who will determine eligibility and enroll registrants.
- Sustainable Program: Priority will be given to those projects with plausible sustainability plans.

### **3. *Transportation/ Distribution/Logistics (TDL):***

#### **a. Improving Competitiveness and Preventing Dislocation:**

(Incumbent Worker Training). Projects will invest in incumbent worker training to support Illinois TDL companies. This will assist TDL companies who retrain workers on company time to remain competitive and fill critical skill shortages of current and proposed positions, facilitating upward career movement.

#### **b. Accelerated Transportation, Distribution and Logistics Training Programs:**

(Class-Sized Training--Incumbent and Pre-Employment). DCEO will fund employer or industry-led projects that have identified employers wishing to hire in regions with verified shortages and will address these shortages through accelerated programs. Models could provide for non-incumbent workers to begin working in transportation, distribution and logistics while still enrolled in training programs, thus providing transitional employment opportunities. **Pre-employment programs must partner with the Local Workforce Investment Area (LWIA) who must determine eligibility and enroll registrants. Performance expectations will be addressed based on the Grantee type as outlined on page 16, Section IV.F under Performance.**

#### **c. TDL Bridge Programs:**

The intent is to provide funding to pilot-test or expand TDL programs that upgrade low-income, unskilled workers (incumbent workers) to enter TDL programs in high demand jobs. These programs must be designed to ensure that these workers can successfully enter and complete the programs and enter high demand employment.

Priority will be given to applicants that demonstrate the following:

- **Partnerships:** Employer partnerships that include community colleges and other necessary entities.
- **ICCB Bridge Programs:** Bridge programs meeting the ICCB definition that prepares students to enter careers in TDL.
- **Leveraged Funding including Tuition Aid:** Priority will be given to those projects that leverage employer tuition aid programs and other funding sources that will ensure sustainability of the program after the DCEO grant ends.
- **Pre-employment programs:** If the applicant is not an LWIA, they must partner with the LWIA, who will determine eligibility and enroll registrants.
- **Sustainable Program:** Priority will be given to those projects that have a plausible sustainability plan.

#### **4. Green Initiatives:**

Proposals under the Green initiative are being solicited under five categories identified as being significant to the State in growth and expansion of green opportunities which focus on the workforce development needs of both public and private energy sector employers directly involved in these categories.

1. Energy Efficiency: Reducing electricity and natural gas consumption by improving energy efficiency, especially in new or retro-fitted industrial, commercial, education, government and residential facilities and improve overall energy distribution, transmission and management, including the use of smart grid technology.
2. Renewable Energy: Expanding the production and use of electrical energy from renewable sources as a share of total energy consumed, including electrical energy from solar, wind, biomass, landfill gas, water and hydroelectric, geothermal, and municipal solid waste.
3. Transportation Efficiency and Renewable Fuels: Improving overall public and private transportation energy efficiency by expanding public transit and inter-city rail services including high-speed rail, improving fleet efficiency, expanding the use of more fuel-efficient and electric-powered vehicles; and expanding the production and use of bio-fuels.
4. Clean Coal Energy: Expanding the production and use of energy using clean coal technology, including carbon capture and storage and related mitigation strategies.
5. Energy-Related Manufacturing: Developing and producing products, equipment, components, and related technology used to improve energy and transportation efficiency and produce bio-fuels and renewable and clean coal energy.

##### **a. Implementing Green Initiatives:**

The purpose is to invest in incumbent worker training to support Illinois companies which are retraining workers on company time in skill sets that are considered green, resulting in the company's increased capacity in developing renewable energy or become/facilitating energy efficient.

##### **b. Accelerated Green Training Programs:**

(Class-Sized Training--Incumbent and Pre-Employment). The purpose is to fund industry-led projects that have identified employers wishing to hire in regions with verified shortages and launch accelerated programs for green related occupations. Models should provide for non-incumbent workers to begin working in green industries while still enrolled in training programs providing transitional employment opportunities. **Pre-**

**employment programs must be partnered with the Local Workforce Investment Area who will determine eligibility and enroll registrants.**

Priority will be given to applicants that demonstrate the following:

- Partnerships: Employer partnerships that include community colleges and other necessary entities.
- ICCB Bridge Programs: Bridge programs meeting ICCB definition which prepares students to enter green related careers.
- Leveraged Funding including Tuition Aid: Priority will be given to those projects that leverage employer tuition aid programs and other funding sources that will ensure sustainability of the program after the DCEO grant ends.
- Pre-employment programs: If the applicant is not an LWIA, they must partner with the LWIA, who will determine eligibility and enroll registrants.
- Sustainable Program: Priority will be given to those projects that have a plausible sustainability plan.

### **III. Proposal Requirements**

Proposals are to be completed in the format provided - (Word document). Respond to all sections of the proposal. A Pre-Application must be submitted by September 21, 2009 followed by the RFP Application by September 28.

**DCEO is seeking demonstration projects that are: 1) unique and innovative, 2) target underserved populations, and 3) can be replicated and/or sustained.**

- A. Cover Sheet: Complete a cover sheet in the format provided. Complete all items of information on the cover sheet. The cover sheet is the identification tag for your Proposal. Be sure that all the information has been completed accurately.
- B. Table of Contents: Include a table of contents indicating page numbers for the major sections of the Proposal and listing any tables, exhibits, or attachments.
- C. Executive Summary: Include an executive summary which identifies the applicant, type of organization, the amount of funds requested, the sector, the proposed use for funds being requested, and the planned period of performance.

The summary should be clear, concise and specific. It should describe the applicant and the projected cost for performing project activities and producing project deliverables. Describe the approach for performing project activities and

the expected outcomes. The executive summary is limited to no more than two single-sided pages.

D. Applicant Information:

1. Provide an explanation of what qualifies the organization as an eligible respondent for this RFP.
2. Describe the related experience of the organization and partners responding to the RFP. If any of the work is to be subcontracted, describe the relevant experience of the contractor(s).
3. Identify any grants that either the applying organization or the proposed subcontractors have received from DCEO.
4. Provide information about the organization's size and structure, as well as the length of time in business. Indicate whether the organization is a minority or female-owned and operated business. For each board member of the organization, include a list of the names, city and state of residence, board position, and job affiliation.
5. Include a list of staff, including subcontractor personnel, to be assigned to the project. Describe the role each staff person will fulfill. Indicate the number of hours each staff will be assigned to the project. Provide resumes for all project staff. Indicate, at a minimum, their positions in the organization, total years with the organization, education, and relevant work experience.
6. Include references for projects recently completed or underway which require skills and experience similar to those required for this project. Identify references that may be contacted regarding the organization's quality of work on similar projects and capabilities in general.
7. Provide a detailed explanation of how this organization meets both the criteria and priorities for the sector and subpart as specified in the Program Description of the RFP--address all priorities.

E. Discussion of the Problem/Issue:

Provide a brief discussion of the problem and/or issue being addressed by this project in response to the narrative presented in the Background and Approach sections of this RFP.

As appropriate, respond to and amplify on the Department's discussion based on the knowledge and experience of your project team.

- F. Work Plan and Schedule: Propose the period of performance for the project (i.e., start and end dates) or, alternatively, specify the proposed duration of the project (i.e., number of months or weeks) without specific dates. Plan to begin the project(s) at the conclusion of the grant review and selection process, estimated to be November 1, 2009.

Submit a detailed schedule of project goals and activities, using the format presented in Attachment A. Also complete Attachment B to indicate the planned

number of WIA registrants and/or incumbent workers to be served along with quarterly service level and expenditure projections.

A narrative description of how the project activities will be completed and the deliverables that will be developed must accompany the schedule. While the schedule identifies tasks to be performed in very general terms, the narrative should discuss/describe each task in greater detail.

DCEO will look favorably on a detailed, task-oriented schedule and narrative, which reflects that the respondent has given considerable thought and consideration to the scope of work. The narrative will reflect how the respondent intends to accomplish each activity and provide desired project deliverables. The schedule serves to justify the number of hours to be devoted to each task and the project in total.

- G. Budget Request: Provide a line item budget of requested funds in the format provided in Attachment C in accordance with the Budget Narrative Instructions. The budget detail forms must be completed in the format provided. Incomplete budget forms or those that do not adhere to the format will be returned to the applicant and may not be considered further.

Also provide a detailed narrative justification for all requested costs in the format provided in Attachment D. The narrative justification must be provided by line item and must justify what is being requested in relation to project needs, as well as the “reasonableness” of the amount being requested. Be specific in fully explaining all costs to support your funding request; unsupported costs may be reduced or eliminated.

- H. Partnership Agreements and Memorandums of Understanding: Provide agreements with all key partners detailing entity information and contact information, responsibilities, functions, and coordination.

For projects that are serving WIA registrants and the applicant is a non-LWIA, a Memorandum of Understanding must be developed and signed by the applicant and Local Workforce Investment Area that details at a minimum the LWIA's role and responsibilities related to recruitment, eligibility determination, enrollment, and performance requirements and strategies.

For projects serving Incumbent Workers where the applicant is not the Employer, a Memorandum of Understanding must be developed and signed by the applicant and the Employer that details at a minimum the Employer's commitment to train and retain workers and meet Incumbent Worker requirements in WIA Policy Letter No. 07-PL-33, Change 1.

I. Required Attachments:

- If you are an LLC, classified as a corporation, an IRS letter CP277 must be submitted
- Central Contractor Registration (CCR) - <https://www.bpn.gov/ccr/default.aspx>
- Copy of the organizations 501 approval letter (if applicable)
- W9 report
- Board membership list as specified in Section III. D. 4
- Resume's of program staff as specified in Section II.D.5
- Partnership Agreements and Memorandums of Understanding

J. Related Links:

- Taskforce reports for Healthcare, Manufacturing and TDL  
[http://www.illinoisbiz.biz/dceo/Bureaus/Workforce\\_Development/Resources/Illinois+Workforce+Investment+Board+-+Sector+Task+Force+Reports.htm](http://www.illinoisbiz.biz/dceo/Bureaus/Workforce_Development/Resources/Illinois+Workforce+Investment+Board+-+Sector+Task+Force+Reports.htm)
- WIA Eligibility for Title IB of the WIA Guide  
<http://www.illinoisbiz.biz/NR/rdonlyres/E637BCAD-5BFA-42BE-9058-A9E07ACB4B2A/0/0012Change2EligibilityforTitleIBoftheWIAGuide.PDF>
- Incumbent Worker Training Reference  
<http://www.illinoisbiz.biz/NR/rdonlyres/1DF1F844-6A32-4D73-A39F-95EF7F085C93/0/07PL33Change1IncumbentWorkerTrainingWaiver.pdf>
- Workforce Investment Act (WIA) regulations at 20 CFR Parts 667.200 and 667.410

## IV. Program Requirements

- A. Project Schedule: Project schedules should be based on a beginning date of November 1, 2009 and end no later than December 31, 2010.
- B. Allowable Costs: Costs that are necessary and reasonable and allocable based on the activity or activities contained in the scope of work. Reference WIA regulations at 667.200 which provide guides to related OMB cost circulars. Reference WIA regulations at 663.600 for information on OJT and ITA's. Reference WIA regulations at 665.220 for incumbent worker along with state policy that is included as a link to this document. These are Federal funds and grantees will be held accountable to all federal rules and regulations governing the use of funds for Adult and Dislocated Workers.

C. Project Reporting:

Successful bidders 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:

- Quarterly Progress Reports
- Incumbent Worker Reports
- WIA registrant information and reports for projects serving WIA registrants
- Expenditure Reports
- Quarterly Trial Balance Report

D. Pre-Award Survey: New grantees are subject to a Pre-Award Survey to be conducted by DCEO Fiscal Monitors. The survey will be completed prior to the grant being issued. The purpose of the review is to establish confidence that the organization has a sound fiscal system established.

E. Monitoring - Fiscal and Programmatic: Organizations funded through this RFP are subject to fiscal and programmatic monitoring visits. The organization must have an open door policy to allow for periodic visits to evaluate the progress of the project.

F. Performance: In instances where the Grantee is not an LWIA, performance for the grant will be determined at the State level. Such Grantees must work with the Local Workforce Investment Area (LWIA) to comply with eligibility and performance related requirements and demonstrate that a viable approach has been developed with the Local Workforce Investment Area.

In instances where the Grantee is the LWIA, current negotiated levels of performance will apply.

## V. Review and Selection Procedures

The Proposals will be reviewed by a team made up of DCEO staff and external reviewers. Decisions to award grants and the funding levels will be determined per Proposal based upon compliance with the requirements of this RFP. The review team will make preliminary funding recommendations to the Director of DCEO. The Director will make all final funding decisions. The team will judge each Proposal based on the following criteria:

- Compliance with the requirements of the RFP;
- Agency and contractor experience;
- Experience and qualifications of staff assigned to the project;
- Coordination with key partners (e.g., other agencies);
- Strength of Partnership Agreements and Memorandums of Understanding;

- Demonstration of meeting priorities;
- Quality and detail of the work plan;
- Expected outcomes;
- Project uniqueness and innovation;
- Service to targeted underserved populations;
- Can be replicated;
- Demonstrate that a plausible sustainability plan is in place;
- Demonstrate leverage;
- Proposed project costs in relationship to planned outcomes; and
- Justifiable and reasonable costs in relation to the proposed activities.

DCEO, at its sole discretion, reserves the right to reject all Proposals; to reject individual Proposals for failure to meet any requirement; to award in part or total; and to waive minor defects and non-compliance. Submission of a Proposal confers no right to an award or to a subsequent grant agreement. All decisions of DCEO are final.