



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

WIOA NOTICE NO. 21-NOT-02

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 2021 (PY'21) Rapid Response (1E) Grant Funds Application

DATE: March 14, 2022

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 the COVID-19 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)
U.S. DOL Training and Employment Notice (TEN) No. 20-21, Planning Estimate for Workforce Innovation and Opportunity Act (WIOA) Youth, Adult, and Dislocated Worker Program Allotments for Program Year (PY) 2022 (February 2, 2022)
WIOA Policy 9.1 Rapid Response (April 29, 2021)
WIOA Notice No. 20-NOT-07, Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth Activities Program Allocations for Program Year 2021 (PY'21) (May 7, 2021)
WIOA Notice No. 20-NOT-07, Change 1, Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth Activities Program Allocations for Program Year 2021 (PY'21) (March 14, 2022)

B. Rescissions:

WIOA Notice No. 19-NOT-02 Emergency (1E) Assistance Application in Response to COVID-19 (April 14, 2020)
WIOA Notice No. 20-NOT-04 Emergency Assistance (1E) Application in Response to COVID-19 (February 5, 2021)

IV. **BACKGROUND**

The United States Department of Labor (DOL) issued Training and Employment Notice (TEN) No. 08-20 that emphasized how the public workforce system has an important role to play in supporting jobseekers and businesses as regional and local economies move through the varying stages of reopening following closures related to COVID-19. DOL TEN 13-20 outlines strategies for state and local workforce agencies regarding service delivery, customer outreach, and business engagement during this vital time. This notice is to provide LWIBs with additional resources to implement the strategies outlined in TEN 08-20 and TEN 13-20, as appropriate.

Program Year 2022 (PY'22) Funding Outlook

The DOL issued TEN 20-21 to provide states with planning estimates for the Workforce Innovation and Opportunity Act (WIOA) PY'22 Title IB funds. The TEN outlines each state's relative share of the PY'22 WIOA Adult, Dislocated Worker, and Youth funds. It is projected that Illinois' share of the WIOA Title IB funds that are available to all the states will be reduced from 4.81% in PY'21 to 4.36% in PY'22. This will result in a cut in funding for the State of Illinois.

Rapid Response Funding

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 that are beyond the resources and ability of the one-stop delivery system to provide.

V. COMPONENTS

This notice outlines the actions that the State of Illinois is taking to provide LWIBs with the resources that are needed to serve the anticipated increase in the number of unemployed and at-risk workers. Additional Statewide Rapid Response funds will be added to each of the Local Workforce Innovation Board (LWIB)'s PY'21 formula grants to sustain these efforts through PY'22 despite the anticipated funding cuts in the PY'22 WIOA Title IB funds. This notice is to also encourage LWIBs to apply for 1E funds now 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. Program Year 2021 (PY'21) Formula Funding

To support the LWIB's recovery strategies from the COVID-19 pandemic as well as supplement the shortfall of PY'22 funds as indicated in TEN 20-21, the Illinois Department of Commerce and Economic Opportunity (DCEO) has identified \$3 million in Statewide Rapid Response funds to support the provision of career services in the one-stop delivery system and carry out activities to facilitate remote access to training services provided through the one-stop delivery system over the next 15 months. DCEO will provide the amount of additional dislocated worker funds that will be added to the PY'21 WIOA Title IB formula grants along with the instructions and deadlines to process the grant modifications in a change to WIOA Notice 20-NOT-07.

B. 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 Work¹

Funding will support enhanced efforts to connect dislocated workers to jobs including individualized career counseling, job search assistance, short-term training, and

¹ See the National Governor's Association State Roadmap for Workforce Recovery, January 2021 at <https://www.nga.org/center/publications/roadmap-workforce-recovery/>

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 essential workers, by exploring flexibility in eligibility for public funds and WIOA supportive services; and
- Expanding transportation allowances for individuals that have to 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 the most impacted industries including, but not limited to, the Creative Arts, Leisure, and Hospitality. Strategies include:

- Implementing pilot programs that help restore employment opportunities for members of the creative arts, leisure, and hospitality sector;
- 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

As the economy adjusts and recovers across Illinois, business engagement has never been more important. Regional and local business needs will continue to evolve in response to COVID-19. Whether deciding to continue operating during the pandemic, ramping up quickly post-pandemic, retooling to meet emerging demand, or shifting operations and service delivery to virtual platforms, the workforce system has the potential to address pressing employer needs and in supporting economic success for businesses, individuals, and communities. Businesses are vital to the success of the public workforce system, as customers, partners, and leaders of the workforce system². Strategies include:

² See: Training and Employment Notice No. (TEN) 08-20 Public Workforce System Role in Reopening State and Local Economies https://wdr.doleta.gov/directives/attach/TEN/TEN_8-20_acc.pdf

- 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, identify solutions from workforce education and economic development partners. Funding would be used to support industry sector partnership activities focused on COVID-19 recovery efforts; 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

It is anticipated that the Department will award \$2-4 million on the 1E projects outlined in Part V.B. of this notice. 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. Consideration will be given to the geographic distributions of awards.

Application Submission

LWIBs that request 1E funds to increase the services to jobseekers and employers under this notice should submit a completed application electronically to CEO.OET.Grants@illinois.gov 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 14, 2022, to guarantee consideration for funding before the June 30, 2022 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 of staff 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

This program is funded by the DOL and 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, Bryan Ellis Bryan.Ellis@Illinois.gov, or Kelly Lapetino 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, 2023.

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'21 Rapid Response (1E) Grant Funds Application

RAPID RESPONSE (1E) APPLICATION – PROGRAM YEAR 2021

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 full 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 a self-sustaining job. Include information on the specific needs of the job seekers, employers that will be served with these funds as well as the layoff aversion activities. Include the relevant information regarding the implementation of each strategy including the projected activities, outcomes, and timeline for the project(s). Provide a summary for each of the applicable categories outlined in Section V., Part B. of 21-NOT-02 that is 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 make sure to provide enough detail to justify the reasonableness of the cost in the table or the narrative below. Note that grantees will be required to 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	\$	
	\$	
GRAND TOTAL	\$	

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 acquired a new supplier that requires new skills to maintain the workforce. Supply chain issues must be accompanied by an explanation as to 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 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 their employment without undergoing 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 he/she 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., trend in company layoffs).