ILLINOIS DEPARTMENT OF COMMERCE & ECONOMIC OPPORTUNITY
APPRENTICESHIP EXPANSION PROGRAM QUARTERLY REPORT REQUIREMENTS   11-19-20

BACKGROUND
This document highlights that information that is required by the Illinois Department of Commerce for the quarterly reports. The reporting period covers three months (example: 7/1/2020 – 9/30/2020), and the reports are due 30 days after the end of the quarter (example: 10/30/2020).

PROGRAM REPORT
DCEO is required to use the **Periodic Progress Report** as the official quarterly report template for each grant. For the Apprenticeship Expansion Program, this document is essentially a coversheet for the grant activities and outcomes that is reported in the grant's project workplan spreadsheet. Complete the Periodic Progress Report by following the steps outlined below:

STEP 1: Fill out the Periodic Progress Report Template *{PDF Document)*
- Complete Items 1-13
  - #4 – CSFA #: **420-30-0082**
  - #7 – 19-111 Grants CFDA #: **17.285** OR 19-638 Grants CFDA #: **17.258, 17.259, 17.278**
  - #6 – Program Name: **2019 Illinois Apprenticeship Expansion Program**
  - #9 – Start date: **6/1/2020**   End Date: **12/31/2021**
  - #10 – Report period end date – example: **6/30/2020**
  - #13 - **CHECK THE** BOX by "Alternative file or database used" In the box under "File Name Database Source" type: **"DCEO Program Template"**
- Leave 14 – 22 **Blank**
- Complete #23 – Check the box by "Performance is consistent with grant-to-date expected services and expenditures/earnings"
- Complete #24 – Type in the name of the "Authorized Signator" for the grant
- Complete #25 and #26
- Save this PDF using the naming convention in the attached "Quarterly Report Naming Conventions". When saving the document click on "Save", **DO NOT CLICK "Save as a PDF"**

STEP 2: Create a Periodic Progress Report – Supporting Documentation Cover Sheet *(Word Document)*

STEP 3: Complete the Quarterly Report Information in the Project Report Workbook *(Excel Workbook)*
The project workplan spreadsheet includes "Tabs" to document the grant activities and outcomes. Grantees should update each tab outlined in the workbook for each quarter. The entire workbook should be submitted as an Excel File.
- *Work Plan Quarterly Progress Report Worksheet:* For quarterly reporting you need to update / add rows as needed for reporting future reporting periods as this report must be cumulative.
- *Outcomes-Activities Worksheet:* Be sure to update this to show progress accomplished during the reporting period.
- *Project Work Plan Worksheet:* Do not make any changes to this tab for reporting purposes. The only time changes may be made to this tab is if you have discussed the changes you wish to make and have DCEO approval to make those changes. Once the approved changes are made you will submit a "Revised Work Plan" for the file.
- *Organizations Engaged Worksheet:* Submit this report each reporting period. This should be a cumulative listing of companies and other organizations you have engaged with as a result of activities related to the grant. Please do not list companies to which you made a phone call to a company that had no interest and therefore created no benefit to your grant efforts. For the purpose of this spreadsheet, "Organizations Engaged" will be defined as an organization

(Chamber, Association, College, Business, CBO, etc.) with which you have had meaningful contact, engaging in discussion about apprenticeship. Organizations only need to be entered once.

FINANCIAL REPORT

DCEO is required to uses the **Periodic Financial Report** as the official quarterly fiscal report template that is submitted for each grant. Complete this report by following the steps outlined below:

STEP 1: Fill out the Periodic Financial Report Template *{PDF Document)*

- Complete Items (a)-(x)
    - (c) – CSFA #: **420-30-0082**
    - (d) – 19-111 Grants CFDA #: **17.285** OR 19-638 Grants CFDA #: **17.258, 17.259, 17.278**
    - (h) – Program Name: **2019 Illinois Apprenticeship Expansion Program**
    - (j) – **6/1/2020** thru **12/31/2021**
    - (k) – Quarterly Reporting Period – example: **7/1/2020** thru **9/30/2020**
    - (n) – Indirect Cost Rate: **[From Grant Award]**
    - (p) – Check "**Yes"**
    - **(q) – Type in "Reference Article 41 and the Budget"**
    - (r) – Mandatory Match Check "**No**"
    - (x) – In the First Grey Box Type: "**See GRS"** DO NOT ENTER EXPENSES
- Type in the name of the person who is identified as the "Authorized Signator" for the grant
- Complete Items (gg) thru (ii)
- Save this PDF using the naming convention in the attached "Quarterly Report Naming Conventions". When saving the document click on "Save", **NOT "Save as a PDF"**

STEP 2: Create a Periodic Financial Report – Supporting Documentation Cover Sheet *(PDF Document)*

STEP 3: Create a Trial Balance and Grant Reporting System Printout *(PDF Report)*

- Generate a Trial Balance from the grantee's accounting system. Note that the submittal of a Trial Balance in an Excel spreadsheet is not acceptable.
- Generate screen prints of the GRS 362 Screen for the cost reported at the end of the quarter
- Organize the supporting financial report documents as outlined below and submit to DCEO:
    - **Part I – Supporting Document Cover Sheet**
    - **Part II – Trial Balance (Generated from Grantee Accounting System)**
    - **Part III – Screen Shots of GRS 362 Screens for the End of the Quarter**
- Note that the Information from the Trial Balance and GRS should align.

GRANT REPORTING SYSTEM MANUAL

The Grant Reporting System Manual provides grantees with the directions for entering costs and vouchering for payment in the DCEO Grantee Reporting System. The grants are based on "reimbursement", so costs must be incurred and entered into GRS into the Costs Reporting screen before you can voucher for payment/reimbursement of costs.

REPORT NAMING CONVENTIONS

The quarterly performance and fiscal reports must be uploaded into the State of Illinois grant management system. When you submit your reports you will be submitting 4 (four) separate files as

outlined below.   Grantee are requested to use the naming conventions outlined below when submitting the quarterly report information

- Periodic Performance Report (PPR) Example: **19-111001 PPR 9-30-20 (Use the date that is the end of the quarter reporting period.) (PDF)**
- Periodic Performance Report (PPR) Support Example: **19-111001 PPR Support 9-30-20 (Word)**
- Project Workplan Report Example: **19-111001 Workplan 9-30-20 (Excel)**
- Periodic Financial Report (PFR) Example: **19-111001 PFR 9-30-20 (PDF)**
- Periodic Financial Report (PFR) Support Example: **17-651023 Trial Balance 9-30-20 (PDF)**

BACKGROUND
DCEO is working with the Illinois workNet to clarify the data entry requirements into the *Illinois Workforce Integration System* that will be used for the Apprenticeship Expansion Program. It is important to note that this is a complex program that has different federal reporting requirements based on the funding source and the services that are provided to the registered apprentice. This document summarizes the reporting and data entry workflow for the different scenario's in serving registered apprentices under the Illinois Apprenticeship Expansion Program.

DEFINITIONS
Illinois has a goal of serving 800 registered apprentices over the next two years using the US Department of Labor Apprenticeship USA funds and the WIOA Statewide Activities funds. There are two types of Registered Apprentices that the state is tracking to reach this goal: (1) Apprentices who are directly funded with grant money are considered "Participants" (2) Apprentices who are NOT directly funded with Apprenticeship USA grant money but can be considered as an "Other Individual Impacted" as defined by the USDOL.

(1) *Apprenticeship USA Participants:* Includes apprentices that were enrolled after 7/1/19 that are directly funded with *Apprenticeship USA (Program 11)* grant funds to support the related technical Instruction, on the job learning and/or supportive services.

(2) *Other Individuals Impacted:* Includes apprentices that were placed in a registered apprenticeship program after 7/1/19 that receive a benefit of the Illinois Apprenticeship Expansion Program, but who do not meet the definition of an Apprenticeship USA Participant. Under the Illinois Apprenticeship Expansion Program, *Other Individuals Impacted* include:

 a. WIOA Participants (Adults, Dislocated Workers, Youth) that were provided case management, related technical Instruction, on the job learning or supportive services. These WIOA Participants are funded by the *WIOA Statewide Activities Grant (Program 63)* or by the *WIOA Formula Grant (Program 68).*

 b. Incumbent Workers: Incumbent workers that are placed into a registered apprenticeship program

 c. Individuals placed into a registered apprenticeship program that was developed as a result of the Illinois Apprenticeship Expansion Program

 d. Individuals recruited and placed into a registered apprenticeship program by an intermediary, navigator or program partner.

Program 11 Funded Grantees:	*Program 63 Funded Grantees:*
• Rend Lake College	• CAIC
• Township High School D214	• National Able
• Elgin CC	• Safer Foundation
• Lincoln Land CC	• St. Clair County (all)
• ACPE	• Danville Area CC
• TEC Services	• Man-Tra-Con (all)
• St. Augustine College	• College of DuPage
• Cook County BED	• OAI
• United Way of Metro Chicago	• Heartland CC
	• The Workforce Connection (City of Rockford)
	• Business Employment Skills Team, Inc.
	• Western Illinois Works Inc.
	• Land of Lincoln Workforce (County of Sangamon)

REPORTING / SYSTEM REQUIREMENTS

The funding source of your Illinois Apprenticeship Expansion Grant will determine the reporting requirement for each of the registered apprentices that are served under this Program. The systems that will be used include:

- IwN – Illinois workNet Illinois Workforce Integration System
- IWDS – Illinois Workforce Development System
- IWTS – Incumbent Worker Training System

DCEO is working to streamline the Apprenticeship Expansion Program application, eligibility determination, intake process to only include the DOL required information, especially those needed for reporting. The workNet team is also working to develop a tool from the *Illinois Workforce Tracking System* to report the required Incumbent Worker data. The following table outlines the major components of the reporting systems that will be used to track the program outcomes to the US Department of Labor. The Apprenticeship USA participants and Other Individuals that are paid with WIOA Statewide workforce funds will be required to use the six core components of the Illinois WorkNet system that are listed below. To track and report on the registered apprentices that are incumbent workers, grantees can use a report that is being developed in the Illinois Workforce Tracking Systems. To track and report on the registered apprentices that are funded by other sources, grantees can upload spreadsheet into Illinois workNet.

COMPONENT	Apprenticeship USA Participant (Program 11) Not Coenrolled	Other Individuals Impacted (Program 63) Not Coenrolled	Apprenticeship USA Participant OR Other Individuals Impacted Coenrolled with WIOA Formula Funds	Other Individuals Impacted/ Incumbent Worker (Program 11 or 63 Funded)	Other Individuals Impacted/Other Apprentices(Training and OJTs Paid by other source)
Intake Form & Eligibility	IwN / Required	IwN / Required	IWDS (Program 68)* IwN (Program 11 or 63) / Required	IWTS / Required	
Career Plan	IwN / Required	IwN / Required	IwN / Required		
Case Notes	IwN / Required	IwN / Required	IwN / Required		
Participant Tracking Dashboard	IwN / Required	IwN / Required	IwN / Required		
Outcomes	IwN / Required	IwN / Required	IwN / Required		
Reports /Exports	IwN / Required	IwN / Required	IwN / Required	IwN / Required: Auto-populated from IWTS	IwN / Required: Spreadsheet upload

*Additional entry into IWDS is only required if adding supporting services using Program 68.