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Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Jobs Program

2023 Illinois Works Grantee Renewal

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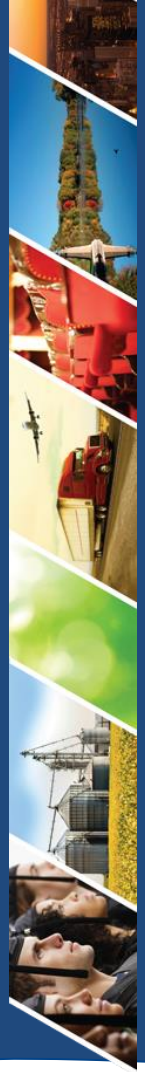

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ILLINOIS WORKS
Pre-Apprenticeship Program

ILW Pre-Apprenticeship Team

- Dr. Norman Ruano, Deputy Director of Illinois Works
- Ms. Christine Flynn, Grant Management Analyst
- Mr. Dan Martinez, Grant Management Analyst
- Dr. Vera Lee Robinson, Program Coach
- Dr. Gia Suggs, Training Analysist & Program Coach

Course Overview

Illinois Works is excited to offer 2023 grantees, who have met the minimum criteria for either a renewal or conditional renewal respectively, the opportunity to receive a contract modification that would extend their contract and funding through 2024.

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Course Objectives

By the end of this training, learners will be able to:

- Identify each step in the renewal process.
- Differential between criteria for Renewal and Conditional Renewal.
- Identify updates to the 2023 renewal process, from 2022.
- Successfully complete and submit each of the renewal documents.

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ILLINOIS WORKS Pre-Apprenticeship Program

Program Engagement ~ Mentimeter

Access the website: www.menti.com

Enter: 5342 3472

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ILW 2023
Renewal Webinar

- Your Name
- Organization/Agency

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Question:

“What do you hope to learn?”

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Comments, feedback, or questions?

Email us at:

CEO.IllinoisWorks@Illinois.Gov

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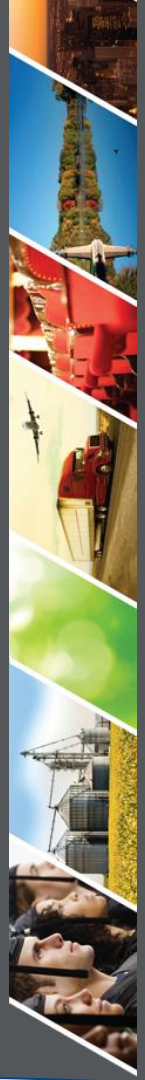

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Section 2: Pathways for Contract Modification

By the end of this section, you will be able to:

- Define contract modification.
- Identify the two pathways for a contract modification.
- Describe the ILW criteria for renewal.

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Contract Modification

A **contract modification** is **any written change by contracting officer to the contract terms and conditions**. A modification can be issued at any tim after the contract is awarded.

2023 qualified grantees will be offered an opportuni receive a contract modification that will increase the overall funding, extend their contact period through December of 2024, and update their scope of work t include the required services and outcomes for the 2 program year.

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Pathways for Contract Modification

Renewal

Conditional Renewal

- Inadequate High
- Inadequate Low

Process for Renewal

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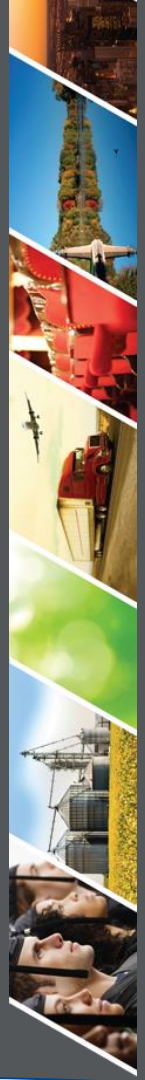

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Section 3: Renewal Process

By the end of this section, you will be able to:

- List the steps in the renewal process.
- Describe the actions for each step in the renewal process.

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Steps for the Renewal Process

- Renewal Document Submission
- Evaluation
- Negotiations
- Reach Consensus
- Agreement Modification

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Steps 1: Renewal Document Submission

- Renewal Document Submission
- Evaluation
- Negotiations
- Reach Consensus
- Agreement Modification

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Steps 2: Evaluation

- Renewal Document Submission
- **Evaluation**
- Negotiations
- Reach Consensus
- Agreement Modification

Steps 3: Negotiations

- Renewal Document Submission
- Evaluation
- Negotiations
- Reach Consensus
- Agreement Modification

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Steps 4: Reach Consensus

- Renewal Document Submission
- Evaluation
- Negotiations
- **Reach Consensus**
- Agreement Modification

Steps 5: Agreement Modification

- Renewal Document Submission
- Evaluation
- Negotiations
- Reach Consensus
- **Agreement Modification**

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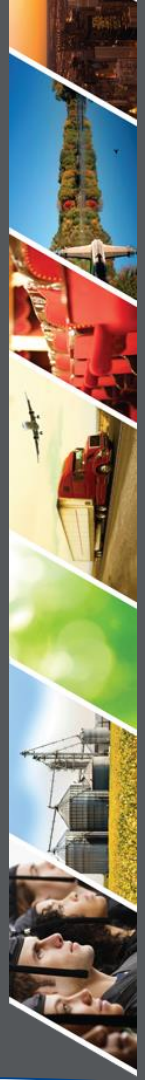

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Section 4: Renewal Documents

By the end of this section, you will be able to:

- Successfully complete and submit each of the renewal documents.
- Submit required disclosure documents.

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- Renewal Documents
  - GATA Checklist
  - Application
  - Work Plan
  - Improvement Plan
  - Marketing Plan
  - Staffing Plan
  - Curriculum Plan
  - Budget Template
  - Disclosure Documents

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GATA Checklist

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GATA Portal Disclosure

As required by the Grant Accountability and Transparency Act, each grantee organization must be in good standing with a state agency to receive state grant funds. Organizations not in good standing will be required to address these issues prior to the execution of a grant modification as part of the Illinois Works Pre-apprenticeship Program renewal process.

An Executive Director or Program Director is required to certify each of the statements below to verify that the organization is in good standing and eligible for a budget modification. Please initial to the right of each statement.

Grantee contacts listed in the GATA Portal are accurate and have accurate emails and phone numbers. _____

The individual(s) that have access to the GATA Portal as accurate and up to date for the organization. _____

As of the signing of this document,I certify that [Organization Name] is in good standing with the following entities:

SAM.gov _____
Federal Employer ID (FEIN)_____
Federal Excluded Parties List_____
Federal Delinquent Debt _____
Illinois Secretary of State_____
Illinois Stop Payment List _____
Illinois DHFS Sanction List _____

A Fiscal and Administrative Rick Assessment (ICQ) for the current grant year (FY24) has been submitted in the GATA Portal _____

I [Executive Director] certify that the following items in the GATA Portal for [Organization Name] are accurate as of the date of this document's signing.

_____
[Title]
[Organization Name]

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IL Works Pre-Apprenticeship RENEWAL

The goal of the Illinois Works Pre-apprenticeship Program is to provide gr
to community-based organizations or coalitions throughout the State tha
recruit, prescreen, and provide pre-apprenticeship skills training. Success
grantees will also be expected to provide pathways and manage the
transition from the pre-apprenticeship program to a full apprenticeship
program in construction and building trades.

Pre-Qualification *

By checking this box I understand for my application to be considered, my entity m
be pre-qualified prior to application deadline.

For more information on pre-qualification, please visit
https://www2.illinois.gov/dceo/AboutDCEO/GrantOpportunities/Pages/GranteeRes
es.aspx.

☐

Contact First Name *

Contact Last Name *

Contact Phone Number *

Contact Email Address *

Organization Legal Name *

Organization Address 1 *

Organization Address 2 *

City *

Zip Code *

DCEO Region *

Employer/Taxpayer Identification Number (EIN/TIN) *

Unique Entity Identifier (UEI) *

SAM Cage Code *

2022 Grant Year Award Amount *

2023 Grant Year Award Amount Requested *

Total Cohorts *

Proposed number of Participants Enrolled (Total All Cohorts) *

Proposed number of Participants Completed (Total All Cohorts) *

Proposed number of Participants with a Primary Transition (Total All Cohor

Curriculum Offered *

Select

Additional Certifications *

Illinois Department of Commerce & Economic Opportunity

Submission

Additional Certifications *

Length of Program (Weeks) *

Hours of Instruction *

Required Documents to Upload *

Grant Renewal Application

Uniform Budget Template

Conflict of Interest Form

Mandatory Disclosures Form

2023 Proposed Work Plan (1/1/2023-12/31/2023)

Marketing Plan (1/1/2023-12/31/2023)

Staffing Plan with required attachments (1/1/2023-12/31/2023)

Program Improvement Plan

Sample Curriculum and Proposed Curriculum

Optional: Advance Request, MOUs/Partner Agreements

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Application

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- Renewal Documents
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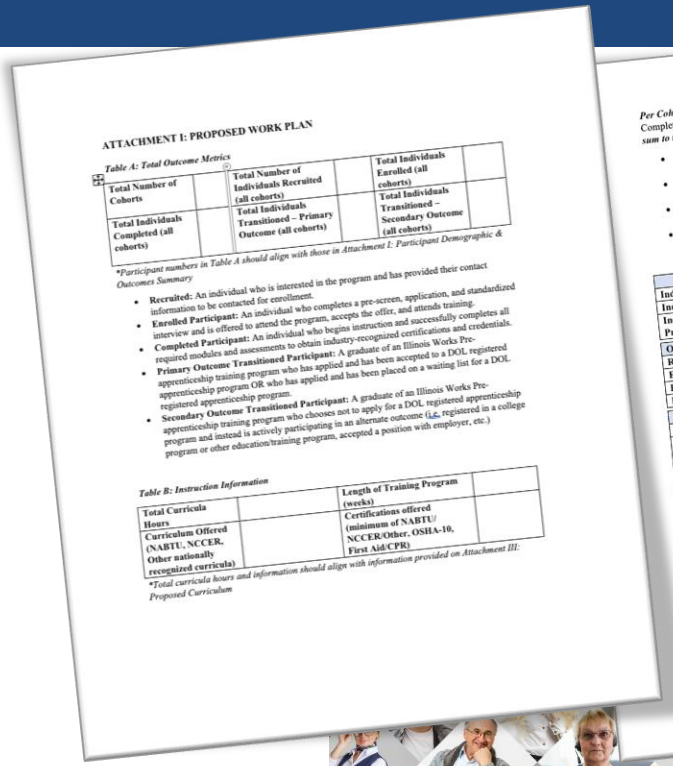
Pre-Apprenticeship Program

Work Plan



ATTACHMENT I: PROPOSED WORK PLAN

Table A: Total Outcome Metrics

Total Number of Cohorts		**Total Number of Individuals Recruited (all cohorts)**		**Total Individuals Enrolled (all cohorts)**	
Total Individuals Completed (all cohorts)		**Total Individuals Transitioned – Primary Outcome (all cohorts)**		**Total Individuals Transitioned – Secondary Outcome (all cohorts)**	

**Participant numbers in Table A should align with those in Attachment I: Participant Demographic & Outcomes Summary*

- **Recruited:** An individual who is interested in the program and has provided their contact information to be contacted for enrollment.
- **Enrolled Participant:** An individual who completes a pre-screen, application, and standardized interview and is offered to attend the program, accepts the offer, and attends training.
- **Completed Participant:** An individual who begins instruction and successfully completes all required modules and assessments to obtain industry-recognized certifications and credentials.
- **Primary Outcome Transitioned Participant:** A graduate of an Illinois Works Pre-apprenticeship training program who has applied and has been accepted to a DOL registered apprenticeship program OR who has applied and has been placed on a waiting list for a DOL registered apprenticeship program.
- **Secondary Outcome Transitioned Participant:** A graduate of an Illinois Works Pre-apprenticeship training program who chooses not to apply for a DOL registered apprenticeship program and instead is actively participating in an alternate outcome (i.e. registered in a college program or other education/training program, accepted a position with employer, etc.)

Table B: Instruction Information

Total Curricula Hours		**Length of Training Program (weeks)**	
Curriculum Offered (NABTU, NCCER, Other nationally recognized curricula)		**Certifications offered (minimum of NABTU/ NCCER/Other. OSHA-10, First Aid/CPR)**	

**Total curricula hours and information should align with information provided on Attachment III: Proposed Curriculum*

Per Cohort Instructions
Complete the following tables based on information per cohort. ***Per cohort outcome numbers should sum to the numbers in Table A.***

- **Recruitment** begins with the first planned outreach activity for each cohort and ends the day before the first day of instruction.
- **Enrollment** begins no later than four weeks before program instruction begins. Enrollment of participants should take place before instruction begins.
- **Program Dates** are the first and last day of instruction. This should match the number of programs weeks listed in Table B.
- **Participant Transition** begins immediately after the end date of the program and generally lasts for 2-3 months after the program. All transition dates must be within the grant year (1/1/2023 - 12/31/2023)

Cohort 1			
Individuals Recruited:		**Individuals Completed**	
Individuals Enrolled		**Individuals Transitioned – Secondary Outcome**	
Individuals Transitioned – Primary Outcome			

Outcome Metric	**Start Date**	**End Date**
Recruitment		
Enrollment		
Program Dates		
Participant Transition		

Cohort 2			
Individuals Recruited:		**Individuals Completed**	
Individuals Enrolled		**Individuals Transitioned – Secondary Outcome**	
Individuals Transitioned – Primary Outcome			

Outcome Metric	**Start Date**	**End Date**
Recruitment		
Enrollment		
Program Dates		
Participant Transition		

Cohort 3			
Individuals Recruited:		**Individuals Completed**	
Individuals Enrolled		**Individuals Transitioned - Secondary Outcome**	
Individuals Transitioned – Primary Outcome			

Outcome Metric	**Start Date**	**End Date**
Recruitment		
Enrollment		
Program Dates		
Participant Transition		

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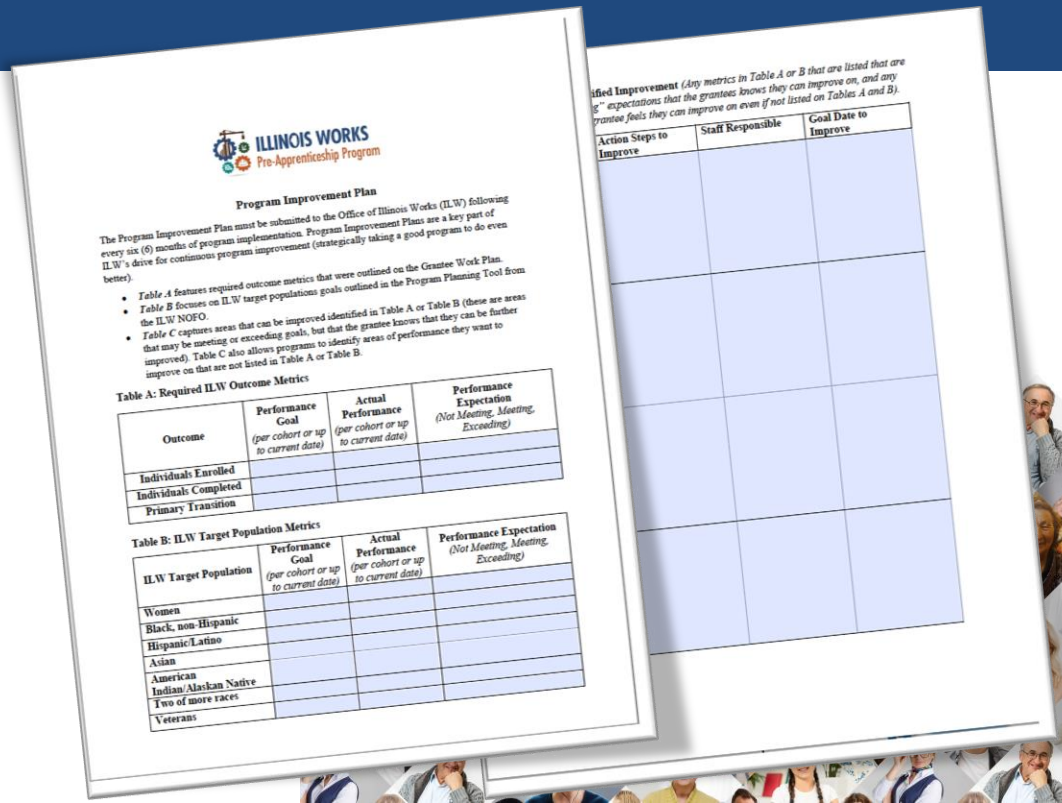
Pre-Apprenticeship Program

Improvement Plan



ILLINOIS WORKS
Pre-Apprenticeship Program

Program Improvement Plan

The Program Improvement Plan must be submitted to the Office of Illinois Works (ILW) following every six (6) months of program implementation. Program Improvement Plans are a key part of ILW's drive for continuous program improvement (strategically taking a good program to do even better).

- *Table A* features required outcome metrics that were outlined on the Grantee Work Plan.
- *Table B* focuses on ILW target populations goals outlined in the Program Planning Tool from the ILW NOFO.
- *Table C* captures areas that can be improved identified in Table A or Table B (these are areas that may be meeting or exceeding goals, but that the grantee knows that they can be further improved). Table C also allows programs to identify areas of performance they want to improve on that are not listed in Table A or Table B.

Table A: Required ILW Outcome Metrics

Outcome	Performance Goal *(per cohort or up to current date)*	Actual Performance *(per cohort or up to current date)*	Performance Expectation *(Not Meeting, Meeting, Exceeding)*
Individuals Enrolled			
Individuals Completed			
Primary Transition			

Table B: ILW Target Population Metrics

ILW Target Population	Performance Goal *(per cohort or up to current date)*	Actual Performance *(per cohort or up to current date)*	Performance Expectation *(Not Meeting, Meeting, Exceeding)*
Women			
Black, non-Hispanic			
Hispanic/Latino			
Asian			
American Indian/Alaskan Native			
Two of more races			
Veterans			

ified Improvement *(Any metrics in Table A or B that are listed that are g" expectations that the grantees knows they can improve on, and any rantee feels they can improve on even if not listed on Tables A and B).*

Action Steps to Improve	Staff Responsible	Goal Date to Improve

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  - Staffing Plan
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  - Budget Template
  - Disclosure Documents

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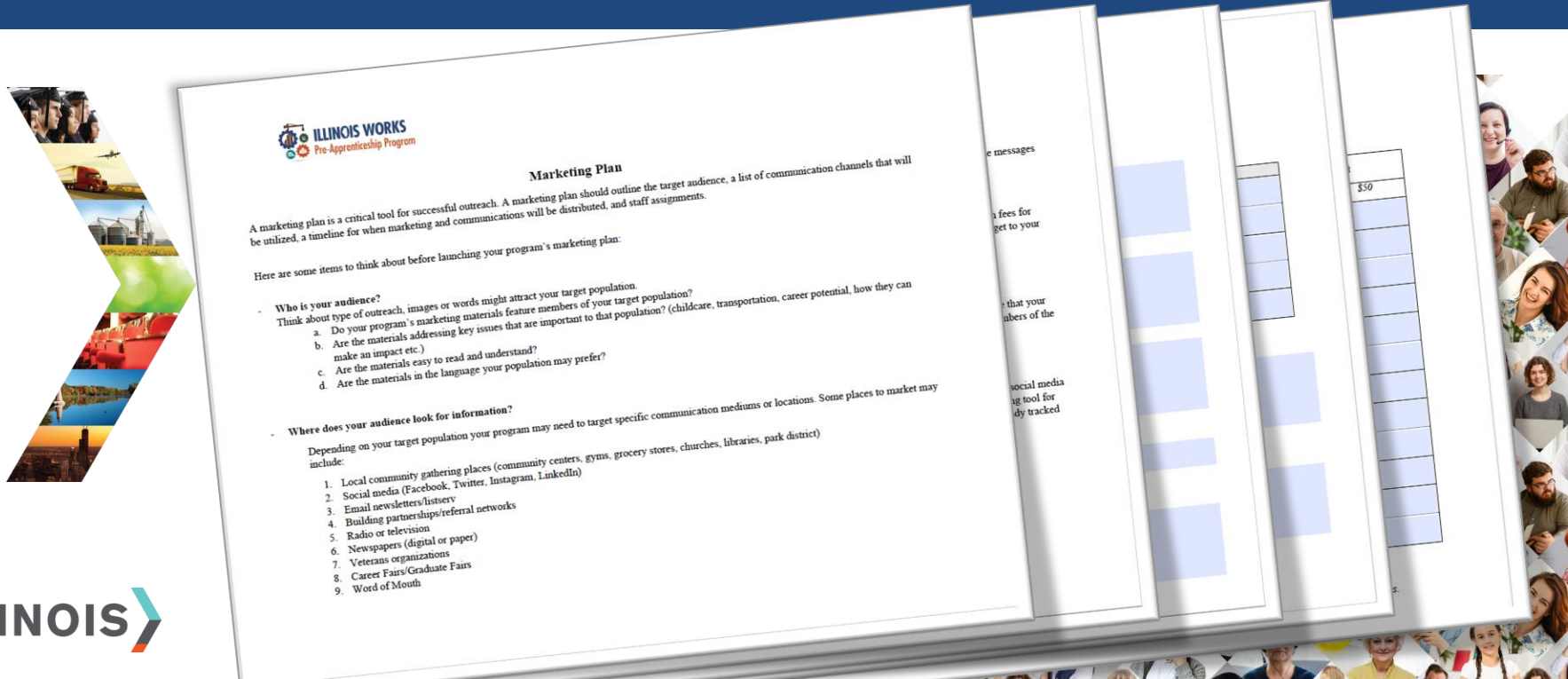
Pre-Apprenticeship Program

Marketing Plan



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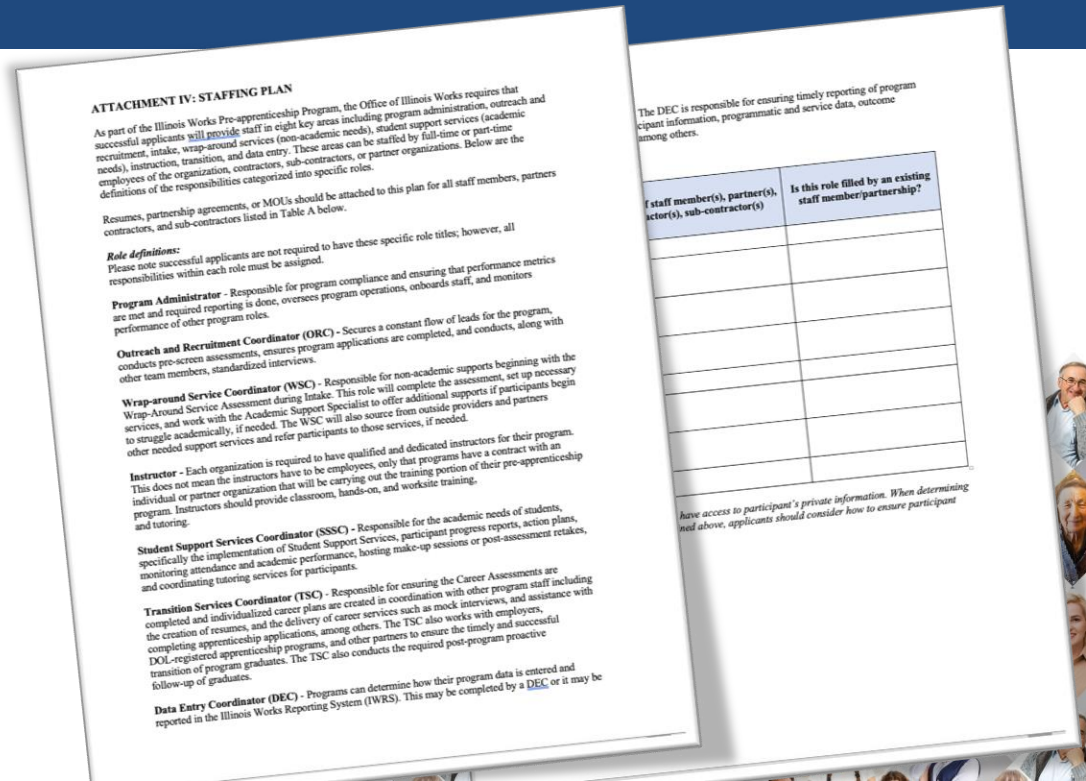
Pre-Apprenticeship Program

Staffing Plan



ATTACHMENT IV: STAFFING PLAN

As part of the Illinois Works Pre-apprenticeship Program, the Office of Illinois Works requires that successful applicants will provide staff in eight key areas including program administration, outreach and recruitment, intake, wrap-around services (non-academic needs), student support services (academic needs), instruction, transition, and data entry. These areas can be staffed by full-time or part-time employees of the organization, contractors, sub-contractors, or partner organizations. Below are the definitions of the responsibilities categorized into specific roles.

Resumes, partnership agreements, or MOUs should be attached to this plan for all staff members, partners contractors, and sub-contractors listed in Table A below.

Role definitions:
Please note successful applicants are not required to have these specific role titles; however, all responsibilities within each role must be assigned.

Program Administrator - Responsible for program compliance and ensuring that performance metrics are met and required reporting is done, oversees program operations, onboards staff, and monitors performance of other program roles.

Outreach and Recruitment Coordinator (ORC) - Secures a constant flow of leads for the program, conducts pre-screen assessments, ensures program applications are completed, and conducts, along with other team members, standardized interviews.

Wrap-around Service Coordinator (WSC) - Responsible for non-academic supports beginning with the Wrap-Around Service Assessment during Intake. This role will complete the assessment, set up necessary services, and work with the Academic Support Specialist to offer additional supports if participants begin to struggle academically, if needed. The WSC will also source from outside providers and partners other needed support services and refer participants to those services, if needed.

Instructor - Each organization is required to have qualified and dedicated instructors for their program. This does not mean the instructors have to be employees, only that programs have a contract with an individual or partner organization that will be carrying out the training portion of their pre-apprenticeship program. Instructors should provide classroom, hands-on, and worksite training, and tutoring.

Student Support Services Coordinator (SSSC) - Responsible for the academic needs of students, specifically the implementation of Student Support Services, participant progress reports, action plans, monitoring attendance and academic performance, hosting make-up sessions or post-assessment retakes, and coordinating tutoring services for participants.

Transition Services Coordinator (TSC) - Responsible for ensuring the Career Assessments are completed and individualized career plans are created in coordination with other program staff including the creation of resumes, and the delivery of career services such as mock interviews, and assistance with completing apprenticeship applications, among others. The TSC also works with employers, DOL-registered apprenticeship programs, and other partners to ensure the timely and successful transition of program graduates. The TSC also conducts the required post-program proactive follow-up of graduates.

Data Entry Coordinator (DEC) - Programs can determine how their program data is entered and reported in the Illinois Works Reporting System (IWRS). This may be completed by a DEC or it may be

The DEC is responsible for ensuring timely reporting of program cipant information, programmatic and service data, outcome among others.

f staff member(s), partner(s), ctor(s), sub-contractor(s)	Is this role filled by an existing staff member/partnership?

have access to participant's private information. When determining ned above, applicants should consider how to ensure participant

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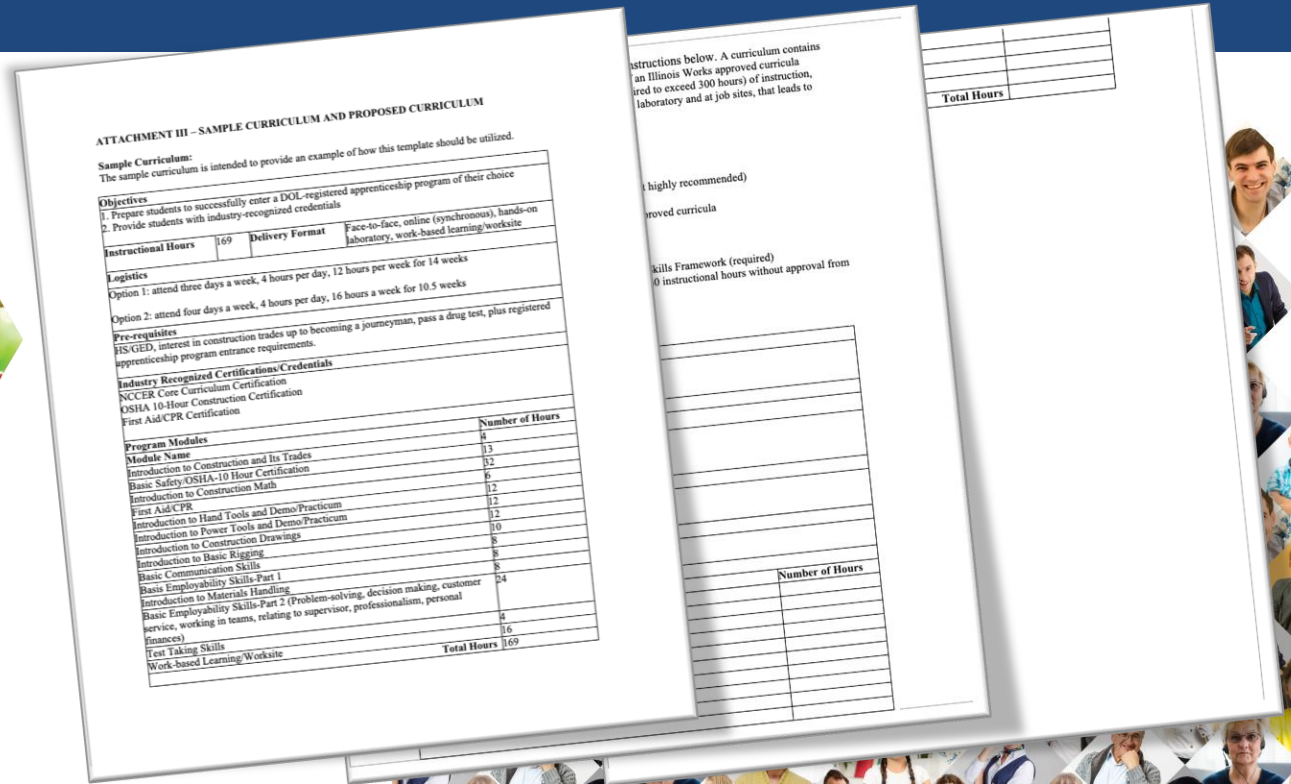
Pre-Apprenticeship Program

Curriculum Plan



ATTACHMENT III – SAMPLE CURRICULUM AND PROPOSED CURRICULUM

Sample Curriculum:
The sample curriculum is intended to provide an example of how this template should be utilized.

Objectives 1. Prepare students to successfully enter a DOL-registered apprenticeship program of their choice 2. Provide students with industry-recognized credentials			
Instructional Hours	169	**Delivery Format**	Face-to-face, online (synchronous), hands-on laboratory, work-based learning/worksite
Logistics Option 1: attend three days a week, 4 hours per day, 12 hours per week for 14 weeks Option 2: attend four days a week, 4 hours per day, 16 hours a week for 10.5 weeks			
Pre-requisites HS/GED, interest in construction trades up to becoming a journeyman, pass a drug test, plus registered apprenticeship program entrance requirements.			
Industry Recognized Certifications/Credentials NCCER Core Curriculum Certification OSHA 10-Hour Construction Certification First Aid/CPR Certification			

Program Modules **Module Name**	**Number of Hours**
Introduction to Construction and Its Trades	4
Basic Safety/OSHA-10 Hour Certification	13
Introduction to Construction Math	32
First Aid/CPR	6
Introduction to Hand Tools and Demo/Practicum	12
Introduction to Power Tools and Demo/Practicum	12
Introduction to Construction Drawings	12
Introduction to Basic Rigging	10
Basic Communication Skills	8
Basis Employability Skills-Part 1	8
Introduction to Materials Handling	8
Basic Employability Skills-Part 2 (Problem-solving, decision making, customer service, working in teams, relating to supervisor, professionalism, personal finances)	24
Test Taking Skills	4
Work-based Learning/Worksite	16
Total Hours	169

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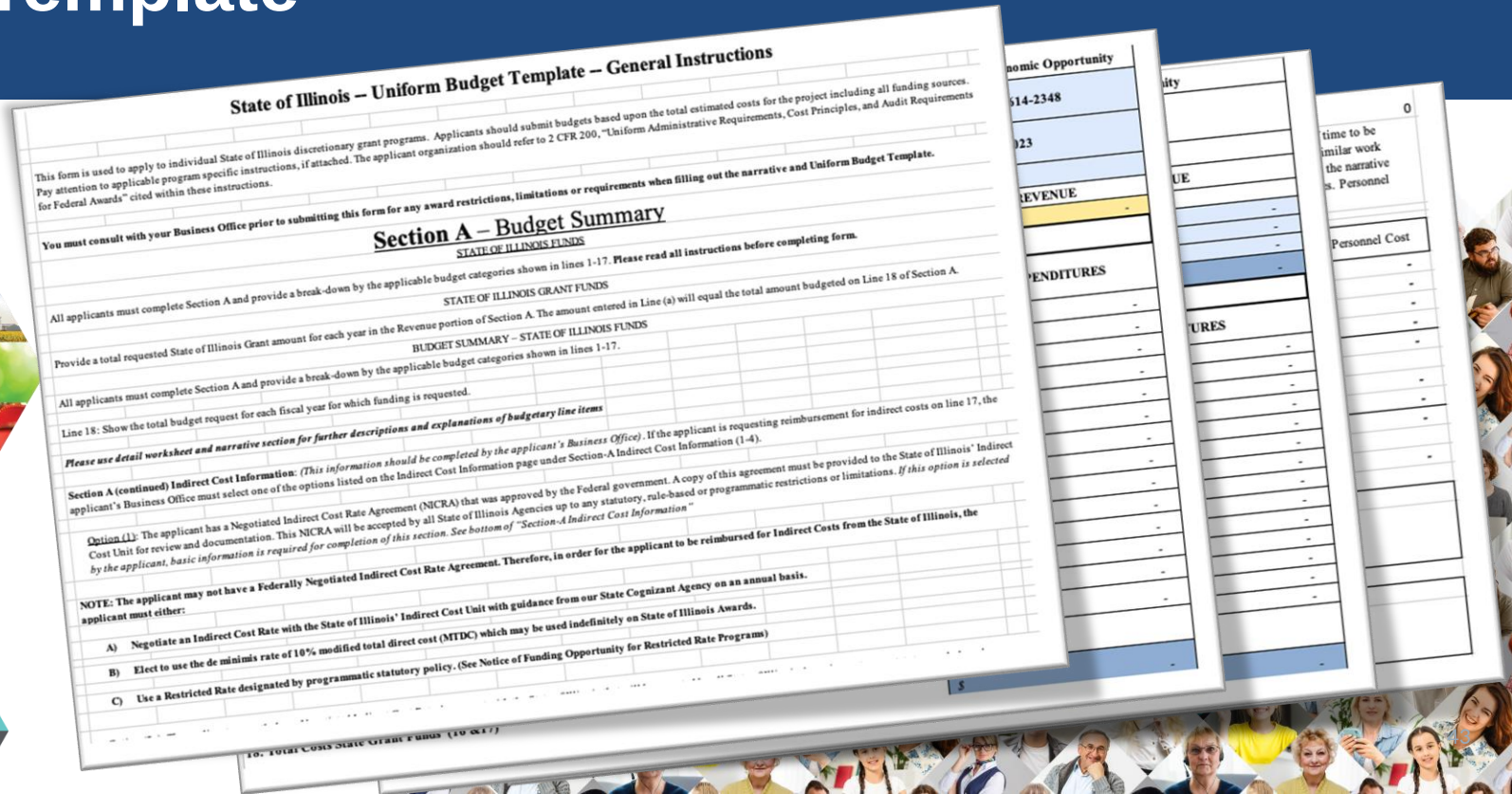
Pre-Apprenticeship Program

Budget Template



State of Illinois – Uniform Budget Template – General Instructions

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions.

You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.

Section A – Budget Summary

STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. **Please read all instructions before completing form.**

STATE OF ILLINOIS GRANT FUNDS

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

BUDGET SUMMARY – STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

Please use detail worksheet and narrative section for further descriptions and explanations of budgetary line items

Section A (continued) Indirect Cost Information: *(This information should be completed by the applicant's Business Office)*. If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A Indirect Cost Information (1-4).

Option (1): The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois' Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information"*

NOTE: The applicant may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for the applicant to be reimbursed for Indirect Costs from the State of Illinois, the applicant must either:

A) Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.

B) Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.

C) Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)

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Budget Example

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Disclosure Documents

Other relevant documents include:

- Conflict of Interest Disclosure
- Mandatory Disclosure

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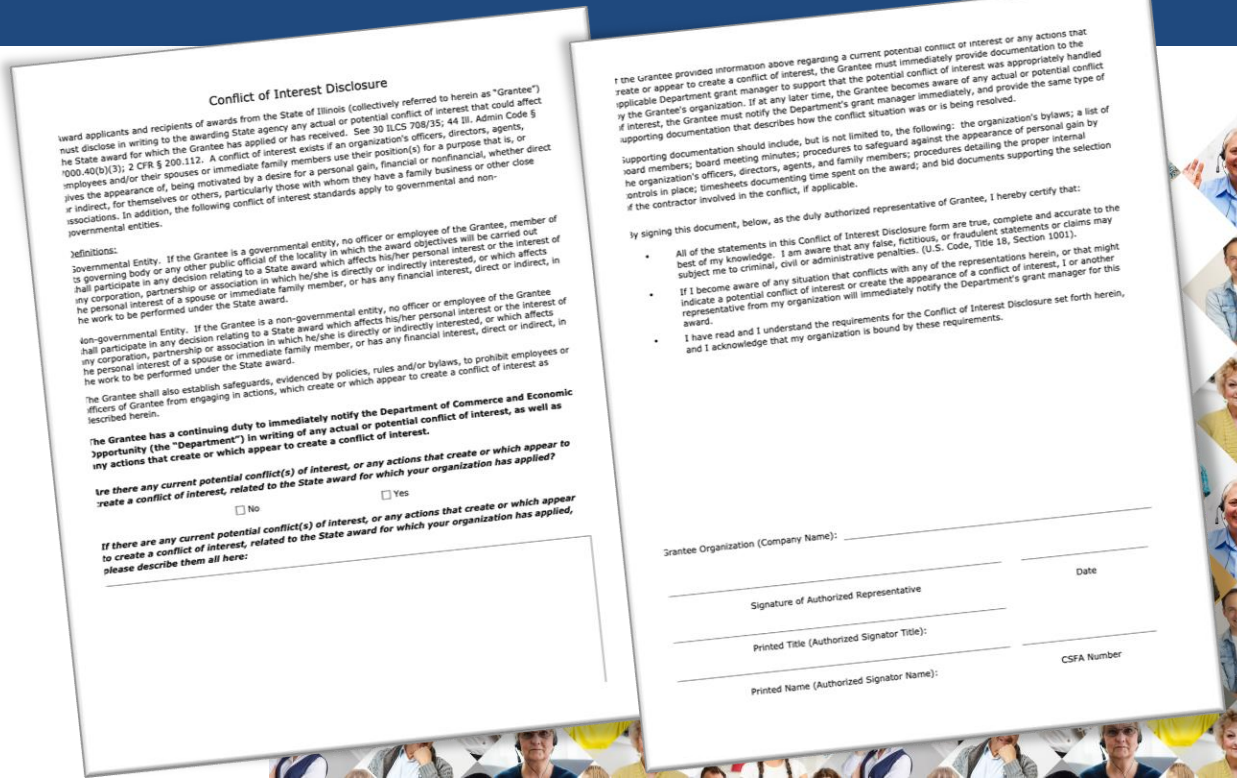
Pre-Apprenticeship Program

Conflict-of-Interest Disclosure



Conflict of Interest Disclosure

ıward applicants and recipients of awards from the State of Illinois (collectively referred to herein as "Grantee") nust disclose in writing to the awarding State agency any actual or potential conflict of interest that could affect he State award for which the Grantee has applied or has received. See 30 ILCS 708/35; 44 Ill. Admin Code § '000.40(b)(3); 2 CFR § 200.112. A conflict of interest exists if an organization's officers, directors, agents, employees and/or their spouses or immediate family members use their position(s) for a purpose that is, or ives the appearance of, being motivated by a desire for a personal gain, financial or nonfinancial, whether direct r indirect, for themselves or others, particularly those with whom they have a family business or other close ssociations. In addition, the following conflict of interest standards apply to governmental and non-overnmental entities.

Definitions:

Governmental Entity. If the Grantee is a governmental entity, no officer or employee of the Grantee, member of ts governing body or any other public official of the locality in which the award objectives will be carried out hall participate in any decision relating to a State award which affects his/her personal interest or the interest of ny corporation, partnership or association in which he/she is directly or indirectly interested, or which affects he personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in he work to be performed under the State award.

Non-governmental Entity. If the Grantee is a non-governmental entity, no officer or employee of the Grantee hall participate in any decision relating to a State award which affects his/her personal interest or the interest of ny corporation, partnership or association in which he/she is directly or indirectly interested, or which affects he personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in he work to be performed under the State award.

The Grantee shall also establish safeguards, evidenced by policies, rules and/or bylaws, to prohibit employees or fficers of Grantee from engaging in actions, which create or which appear to create a conflict of interest as escribed herein.

The Grantee has a continuing duty to immediately notify the Department of Commerce and Economic Opportunity (the "Department") in writing of any actual or potential conflict of interest, as well as any actions that create or which appear to create a conflict of interest.

Are there any current potential conflict(s) of interest, or any actions that create or which appear to create a conflict of interest, related to the State award for which your organization has applied?

☐ No ☐ Yes

If there are any current potential conflict(s) of interest, or any actions that create or which appear to create a conflict of interest, related to the State award for which your organization has applied, please describe them all here:

f the Grantee provided information above regarding a current potential conflict of interest or any actions that reate or appear to create a conflict of interest, the Grantee must immediately provide documentation to the pplicable Department grant manager to support that the potential conflict of interest was appropriately handled y the Grantee's organization. If at any later time, the Grantee becomes aware of any actual or potential conflict f interest, the Grantee must notify the Department's grant manager immediately, and provide the same type of upporting documentation that describes how the conflict situation was or is being resolved.

Supporting documentation should include, but is not limited to, the following: the organization's bylaws; a list of oard members; board meeting minutes; procedures to safeguard against the appearance of personal gain by he organization's officers, directors, agents, and family members; procedures detailing the proper internal ontrols in place; timesheets documenting time spent on the award; and bid documents supporting the selection f the contractor involved in the conflict, if applicable.

By signing this document, below, as the duly authorized representative of Grantee, I hereby certify that:

- All of the statements in this Conflict of Interest Disclosure form are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).
- If I become aware of any situation that conflicts with any of the representations herein, or that might indicate a potential conflict of interest or create the appearance of a conflict of interest, I or another representative from my organization will immediately notify the Department's grant manager for this award.
- I have read and I understand the requirements for the Conflict of Interest Disclosure set forth herein, and I acknowledge that my organization is bound by these requirements.

Grantee Organization (Company Name): _____

Signature of Authorized Representative _____ Date _____

Printed Title (Authorized Signator Title): _____

Printed Name (Authorized Signator Name): _____ CSFA Number _____

ILLINOIS

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Pre-Apprenticeship Program

Mandatory Disclosure

Mandatory Disclosure

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as "Grantee") must disclose, in a timely manner and in writing to the State awarding agency, all violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award. See 30 ILCS 708/40; 44 Ill. Admin. Code § 7000.40(b)(4); 2 CFR § 200.113. Failure to make the required disclosures may result in remedial action.

Are there any violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the awarding of a grant to your organization? ☐ No ☐ Yes

If there any violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the awarding of a grant to your organization, please describe them all here:

Grantee has a continuing duty to disclose to the Department of Commerce and Economic Opportunity (the "Department") all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this grant award.

By signing this document, below, as the duly authorized representative of the Grantee, I hereby certify that:

- All of the statements in this Mandatory Disclosure form are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).
- There is no action, suit or proceeding at law or in equity pending, nor to the best of Grantee's knowledge, threatened, against or affecting the Grantee, before any court or before any governmental or administrative agency, which will have a material adverse effect on the performance required by the grant award.
- Grantee is not currently operating under or subject to any cease and desist order, or subject to any informal or formal regulatory action, and, to the best of the Grantee's knowledge, it is not currently the subject of any investigation by any state or federal regulatory, law enforcement or legal authority.
- If Grantee becomes the subject of an action, suit or proceeding at law or in equity that would have a material adverse effect on the performance required by an award, or an investigation by any state or federal regulatory, law enforcement or legal authority, Grantee shall promptly notify the Department in writing.

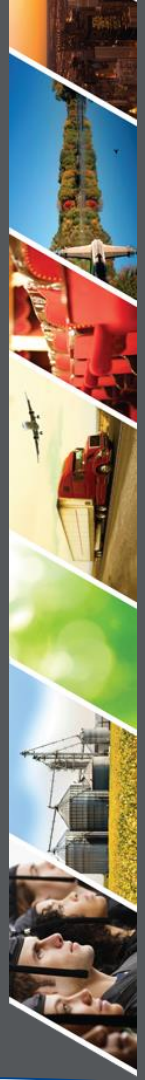
Grantee Organization (Company Name) _____

Signature of Authorized Representative _____ Date _____

Printed Name (Authorized Signator Name) _____

Printed Title (Authorized Signator Title) _____ CSFA Number _____

ILLINOIS



CEO.ILWorks@Illinois.Gov

Illinois Department of Commerce & Economic Opportunity

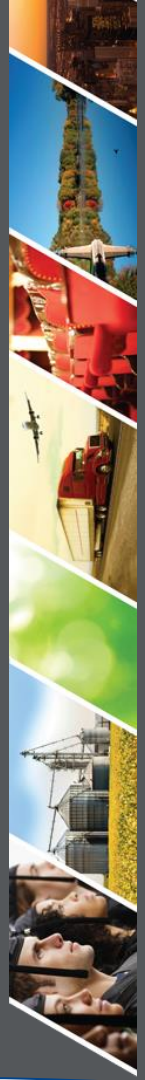
Section 5: Timeline and Submission

By the end of this section, you will be able to:

- Reference the timeline for submission.
- Submit renewal documents using Submission Form.

ILLINOIS

- 9/18/2023 - First Round Invitations for Renewals Disseminated
- 9/28/2023 – First Round Documents Due
- 10/11 - 10/13/2023 – First Round Grant Negotiations
- 10/17/2023 – First Round Renewals presented to DCEO Director
- 10/20/2023 – First Round Renewal Information Sent to OGM to begin modifications and Second Round Invitations for Renewals Disseminated
- 10/30/2023 – Second Round Documents Due
- 11/2/2023 - 11/3/2023 - Second Round Negotiations
- 11/7/2023 – Second Round Renewals presented to DCEO Director
- 11/9/2023 – Second Round Renewal Information Sent to OGM to begin modifications



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ILLINOIS WORKS Pre-Apprenticeship Program

Program Engagement ~ Mentimeter

Access the website: www.menti.com

Enter: 5342 3472

Feedback ~ We want to hear from you

Thank You!

Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor