Illinois Department of Commerce & Economic Opportunity

ILLINOIS WORKS

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Pre-Apprenticeship Program

2023 Grantee Manual Session III

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ILLINOIS WORKS Pre-Apprenticeship Program

Course Overview

This training is the third and final installation of this three-part series that reviews each section of the **2022 Grantee Manual** to ensure grantees can effectively implement their pre-apprenticeship program.

In sessions I and II, we covered sections one through eight in the 2022 Grantee Manual. This webinar is a continuation of the series and will cover the remaining six sections.

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ILLINOIS WORKS
Pre-Apprenticeship Program

ILW Pre-Apprenticeship Team

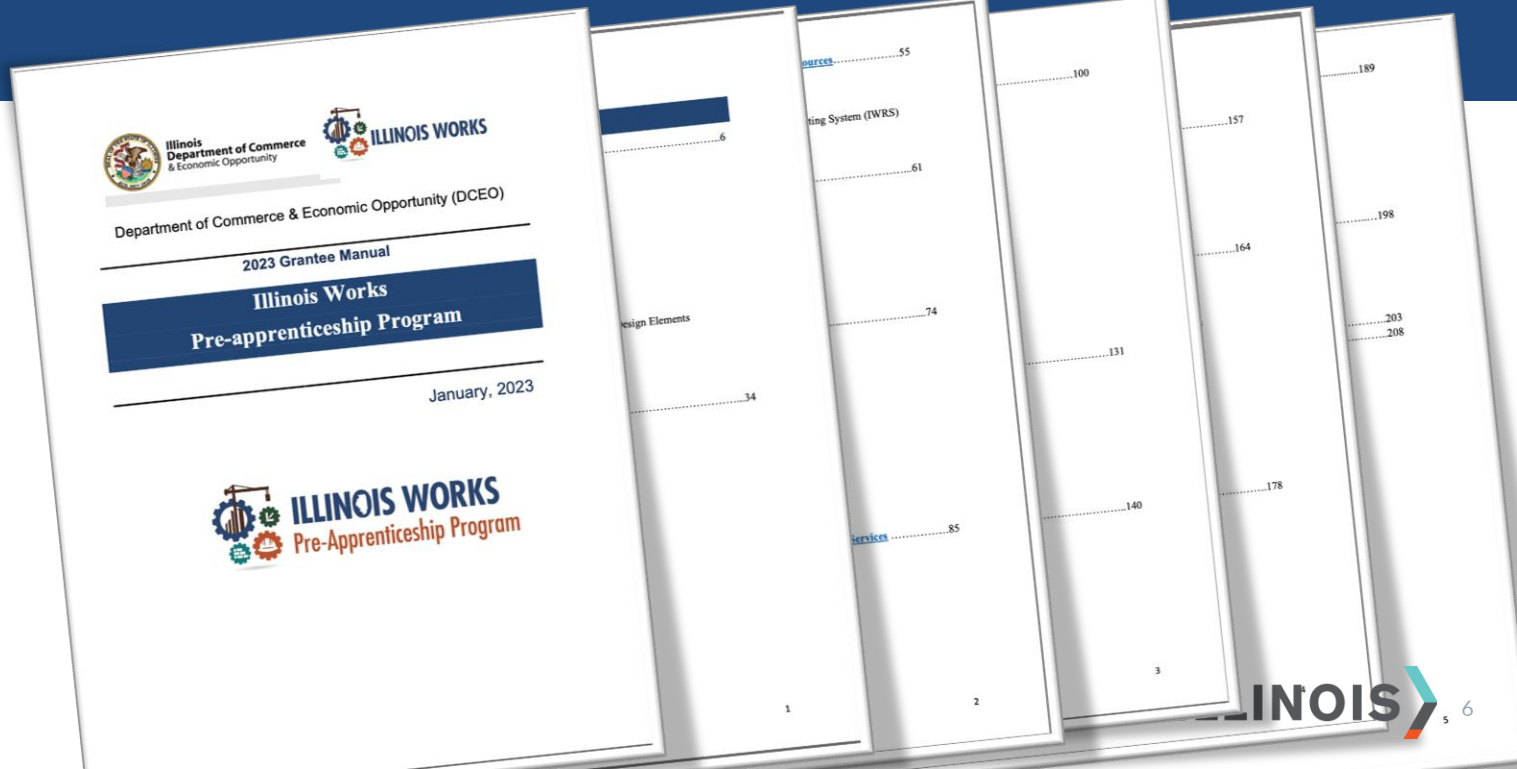
- Dr. Norman Ruano, Deputy Director of Illinois Works
- Ms. Christine Flynn, Grant Management Analyst
- Mr. Dan Martinez, Grant Management Analyst
- Dr. Gia Suggs, NIU Training Analysist
- Dr. Vera Lee Robinson, Program Coach

Course Description

Illinois Works was created as a result of Governor Pritzker's historic $45 billion capital plan and his commitment to expanding equity in the Illinois' construction workforce. As an Illinois Works grantee, you are now a part of this exciting new initiative that will create opportunities for Illinois residents, businesses, communities, and families. Illinois Works consists of three key programs. The first being the Apprenticeship Initiative. The Illinois Works Pre-Apprenticeship Program is the second program that was implemented. And the Bid Credit Program will debut later this year.

This training is the third of a three-part series that reviews each section of the 2023 Grantee Manual to ensure grantees can effectively implement their pre-apprenticeship program.

2023 Grantee Manual



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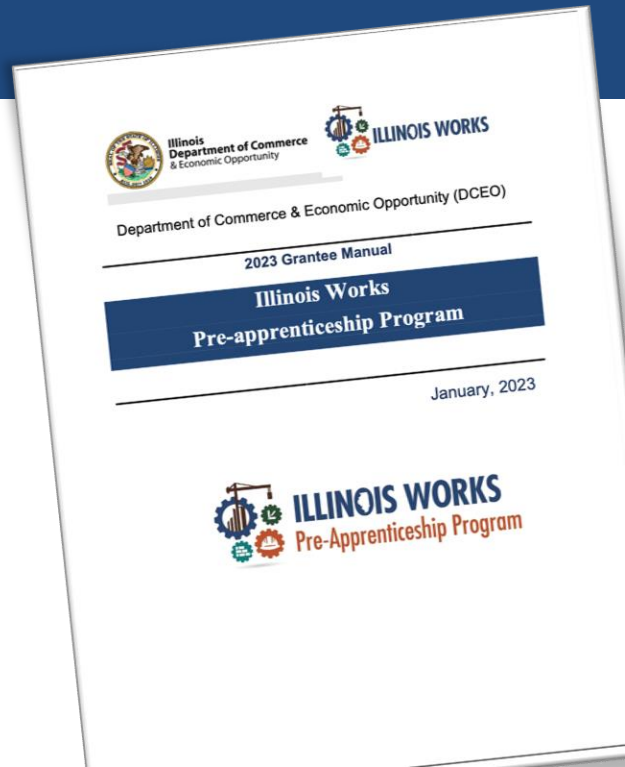
Course Overview

2023 Grantee Manual: Session III will cover the following:

- Section 9: Professional Development / Technical Assistance
- Section 10: Grantee's Data Management
- Section 11: Finances, Records, and Reports
- Section 12: Using Data for Program Management and Improvement
- Section 13: Programmatic Monitoring
- Section 14: Audit Requirements



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Course Objectives

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

- Describe the strategic role of professional development and technical assistance to support program success.
- Adhere to the guidelines of their program's track.
- Incorporate the ILW data management process into their program processes.
- Enter data from each data category into the IWRS.
- Utilize recordkeeping best practices.

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Course Objectives Cont.

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

- Maintain participant files.
- Access GATA standard reports.
- Comply with the ILW payment model guidelines.
- Effectively use data to support program management.
- Incorporate a continuous program improvement model.
- Adhere to ILW programmatic monitoring.
- Comply with appropriate audit requirements.

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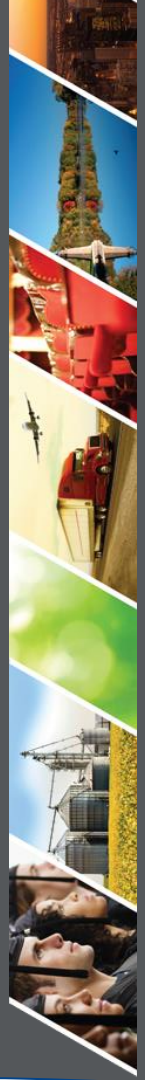

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Module 2: Welcome and Introduction

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

- Identify their follow session participants.
- Use the Webex features and functions to fully participate in the training.
- Identify what they hope to learn.

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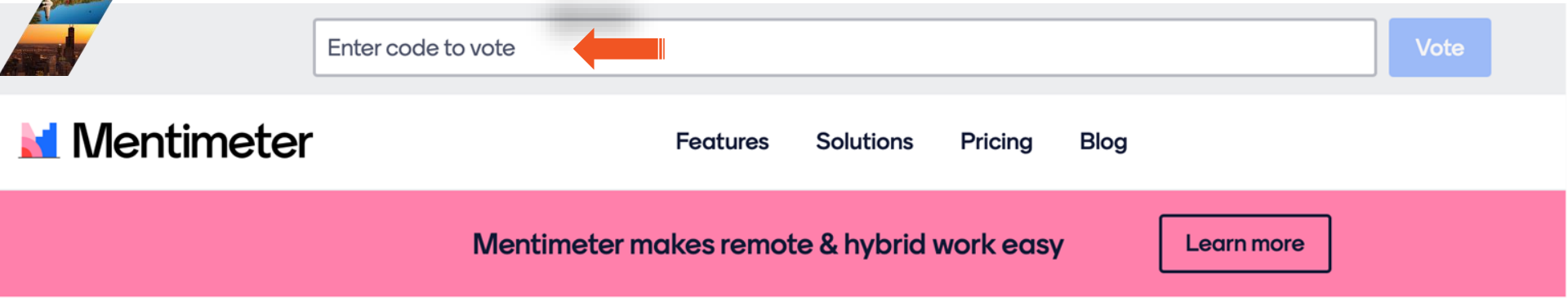
Program Engagement ~ Mentimeter

Access the website: www.menti.com

Enter:



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- Your Name
- Organization/Agency
- Role
- Geographic Location
- Attended Session I, add an asterisk by name, attended I & II, add two asterisk

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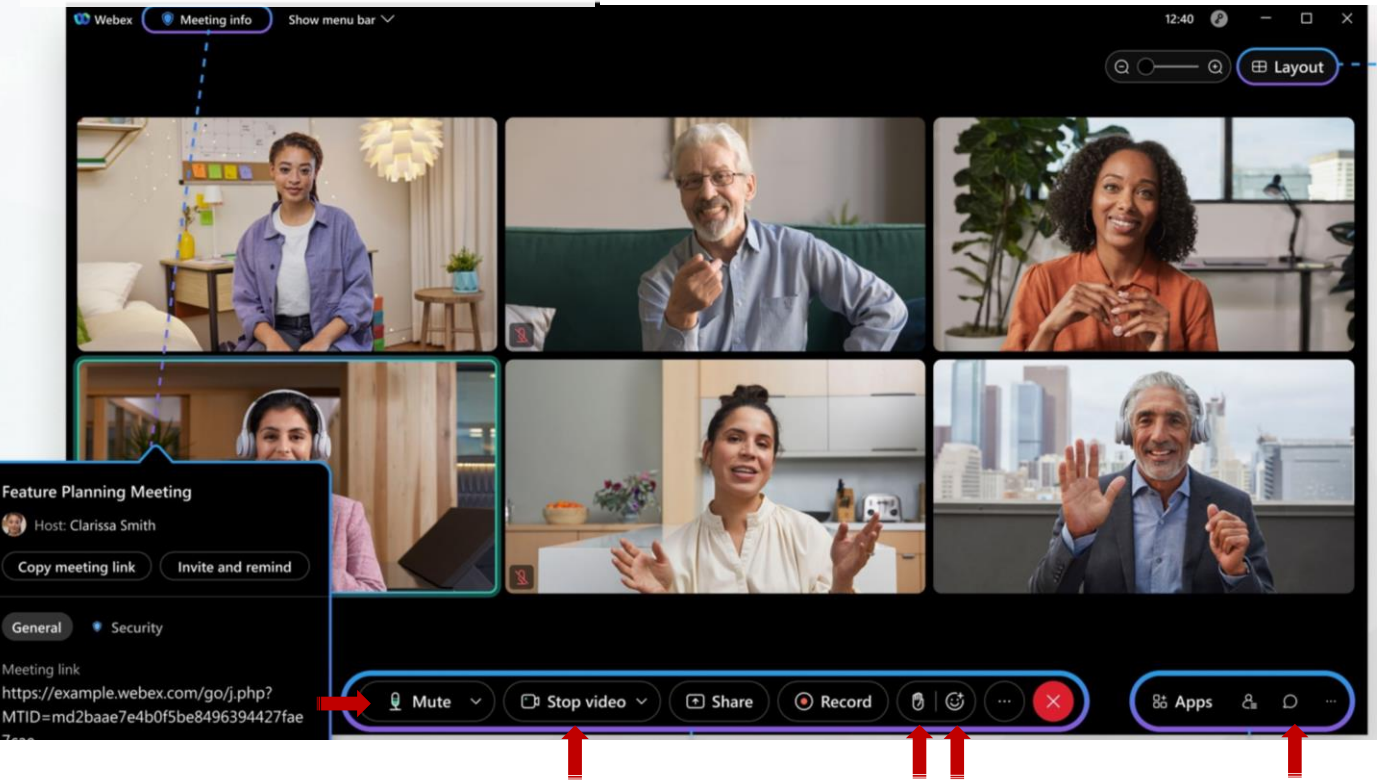
Webex Tutorial



- Mute/Unmute
- Stop/Start Video
- Raise Hand
- Emojis
- Chat

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Question:

"Is there anything in particular you are hoping we cover today?"

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Comments, feedback, or questions?

Email us at:

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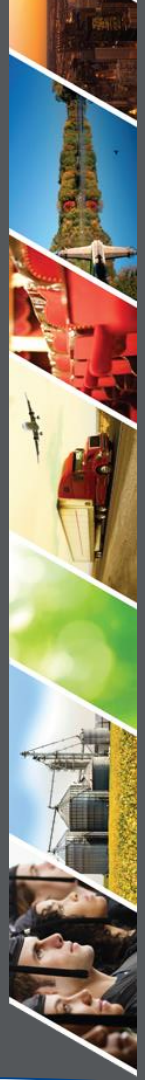

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Module 3: Section 9 Professional Development /Technical Assistance

Section 9: Professional Development and Technical Assistance

Section Overview

By the end of Section 9, you will be able to:

- Identify the **professional development opportunities** provided by The Office of Illinois Works.
- Reference professional development expectations for **Grantees.**
- Save the dates for the upcoming **professional development** sessions.
- Ensure internal professional development offerings are responsive to linguistic cultural needs.

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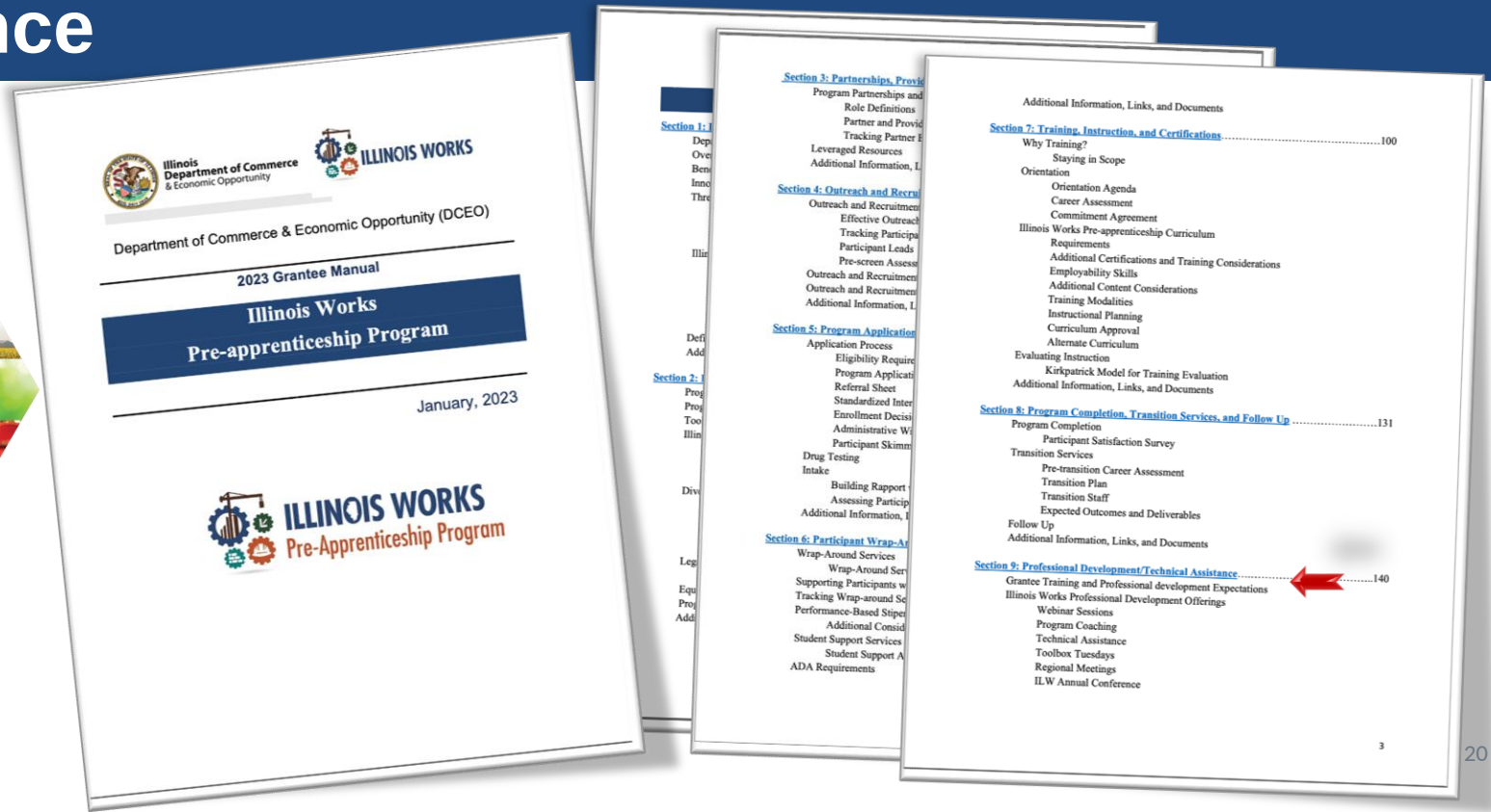
Section 9: Professional Development/Technical Assistance



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Professional Development/Technical Assistance

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Professional Development

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Professional Development

Webinar Session

These can be either trainings or informational sessions facilitated virtual and recorded for future viewing.

Coaching

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.

Technical Assistance

Tailored one-on-one intervention, corractive action, and compliance support, driven by program reports.

Annual Conference

Subject matter experts share and exchange ideas, information, experiences, new technologies, theories, etc. to advance the mission of Illinois Works

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Webinar Sessions

Webinar Session

These can be either trainings or informational sessions facilitated virtual and recorded for future viewing.

Coaching

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.

Technical Assistance

Tailored one-on-one intervention, corractive action, and compliance support, driven by program reports.

Annual Conference

Subject matter experts share and exchange ideas, information, experiences, new technologies, theories, etc. to advance the mission of Illinois Works

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Program Coaching

Webinar Session

These can be either trainings or informational sessions facilitated virtual and recorded for future viewing.

Coaching

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.

Technical Assistance

Tailored one-on-one intervention, corractive action, and compliance support, driven by program reports.

Annual Conference

Subject matter experts share and exchange ideas, information, experiences, new technologies, theories, etc. to advance the mission of Illinois Works

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Program Coaching

- Instructional Certifications
- Pre-apprenticeship Lifecycle
- Business Development

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Program Coaching

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Track Designations

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Professional Development and Coaching Plans

- Track 1: Internal Professional Development Plan
- Track 2: Coaching Plan

ILW Annual Conference

Webinar Session

These can be either trainings or informational sessions facilitated virtual and recorded for future viewing.

Coaching

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.

Technical Assistance

Tailored one-on-one intervention, corractive action, and compliance support, driven by program reports.

Annual Conference

Subject matter experts share and exchange ideas, information, experiences, new technologies, theories, etc. to advance the mission of Illinois Works

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Conference Sessions

Technical Assistance (TA)

Webinar Session

These can be either trainings or informational sessions facilitated virtual and recorded for future viewing.

Coaching

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.

Technical Assistance

Tailored one-on-one intervention, corractive action, and compliance support, driven by program reports.

Annual Conference

Subject matter experts share and exchange ideas, information, experiences, new technologies, theories, etc. to advance the mission of Illinois Works

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Program Coaching Verses Technical Assistance

Table 24: Coaching vs. Technical Assistance

Coaching	Technical Assistance
Proactive	Responsive/Reactive
Prevention/Mitigation	Intervention/Course Correction
Preemptive Supporting	Troubleshooting/Problem Solving
Driven by Needs Analysis	Driven by Program Reports
Regularly Scheduled	As-needed Basis

Grantee Internal Professional Development

ILW	Program Experts	Grantee Professional Development Agenda
Grantees	Instructor/Staff Experts & Institutional Knowledge	Internal Professional Development Plan

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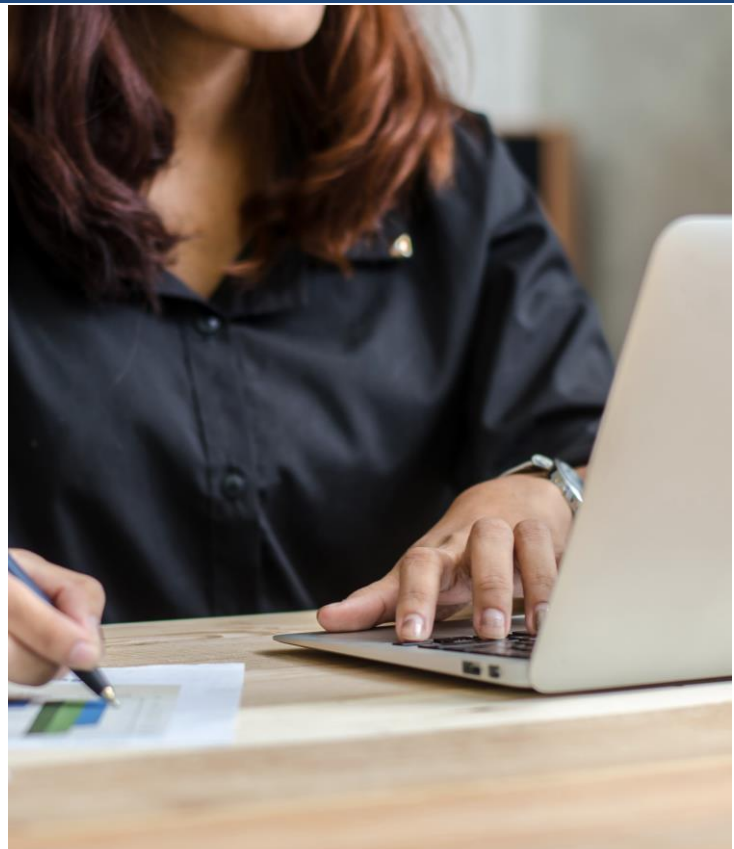
Internal Professional Development Plan

- Title/Role Expectations
- Professional Development
- Events
- Approved Staff



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Question:

"What type of professional development opportunities have you planned or are you planning for your staff?

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Linguistic and Cultural Skills

STEP 1

- Refrain from Judgment

STEP 2

- Clarify Understanding

STEP 3

- Seek First to Understand

Question:

"What are you doing to prepare your staff to respond to linguistic and cultural differences?"

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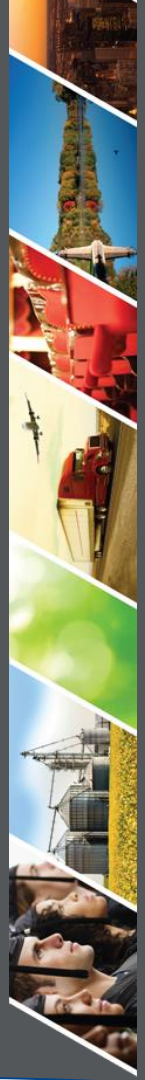

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Module 4: Section 10 Grantee's Data Management

Section 10: Grantee's Data Management

Section Overview

By the end of Section 10, you will be able to:

- Articulate the first three steps in the **data management process**.
- Collect **relevant data for each stage of the Pre-apprentice LifeCycle**.
- Identify data entry staff.
- Implement **quality control measures** to ensure data integrity.

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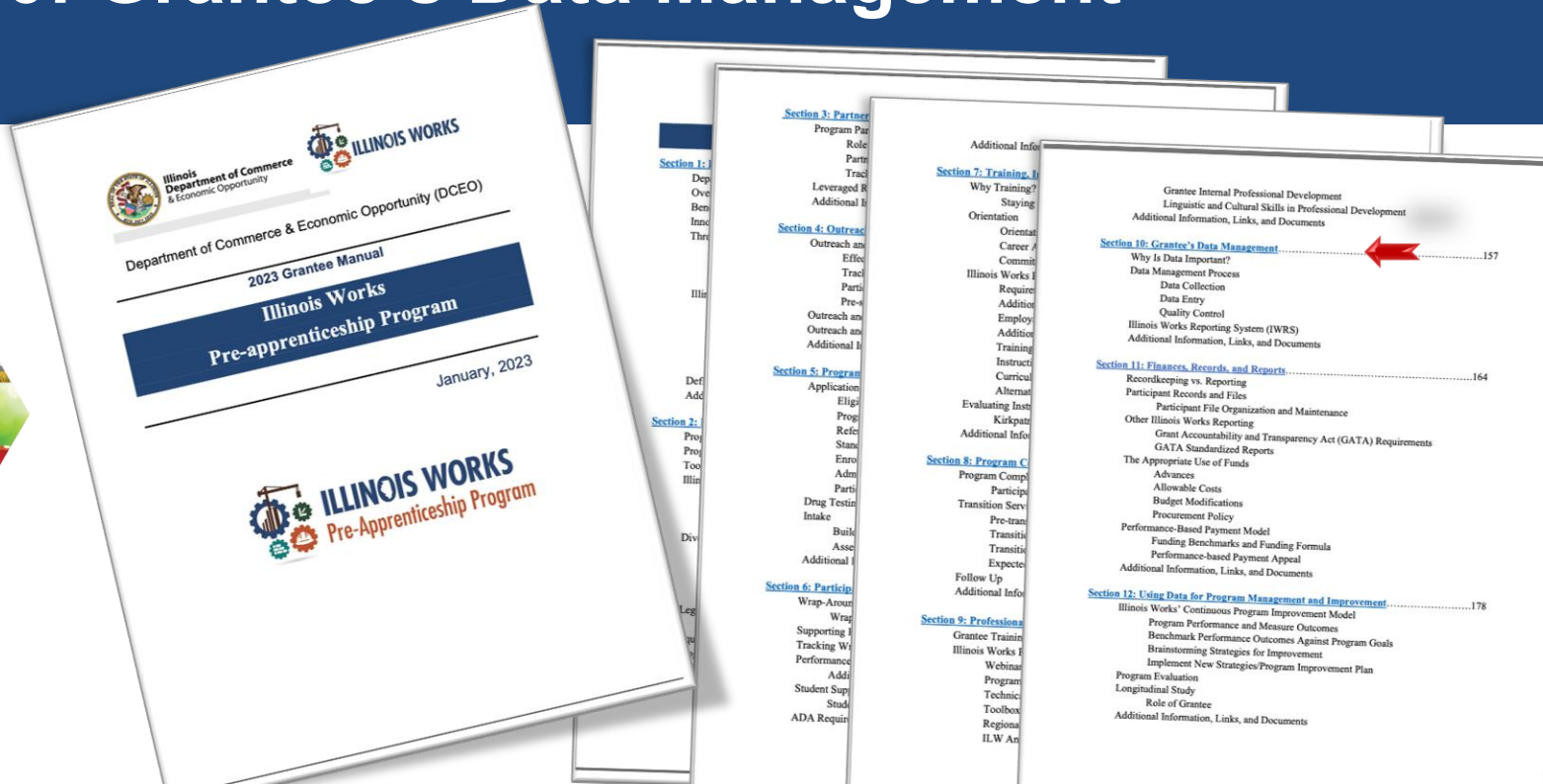
Section 10: Grantee's Data Management



Why Is Data Important?

Question:

"How is your program currently planning to use data?"

Data Management Process

Data Collection → Data Entry → Quality Control → Accurate Reporting

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Data Entry Coordinator (DEC)

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Question:

"Have you identified a Data Entry Coordinator (DEC)?"

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Categories of Data

- Grantee actions
- Participant actions
- Financials

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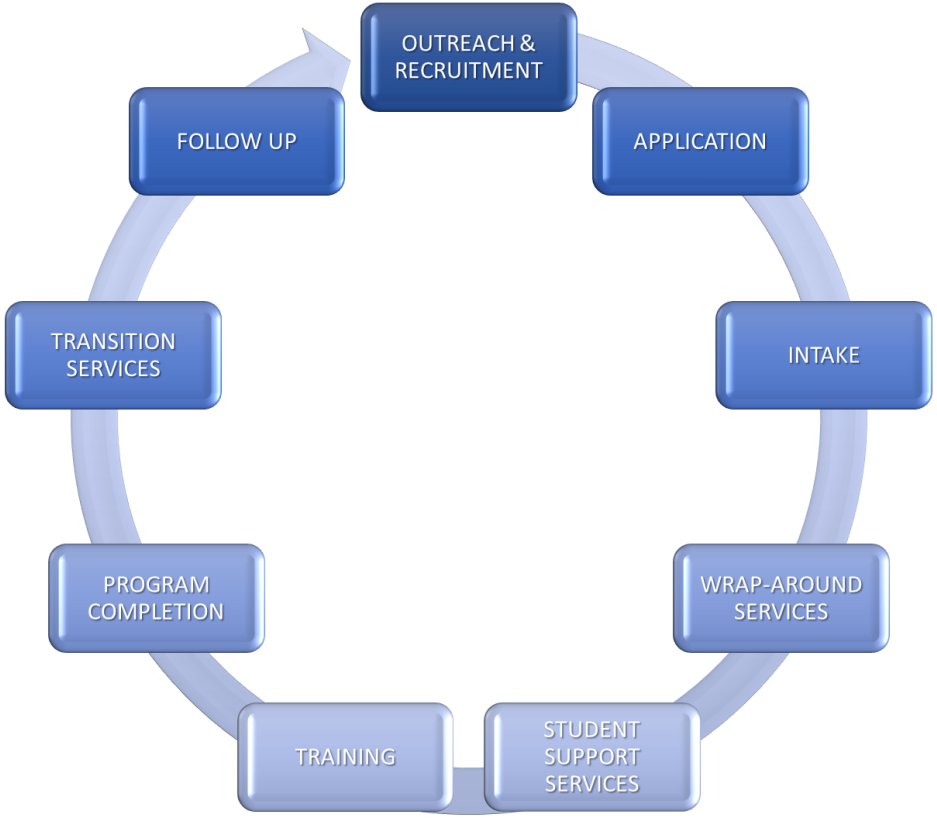
Pre-Apprentice LifeCycle



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Data Entry

While **data collection** is focused on sources of information, **data entry** is where grantees demonstrate their progress and that of their participants.

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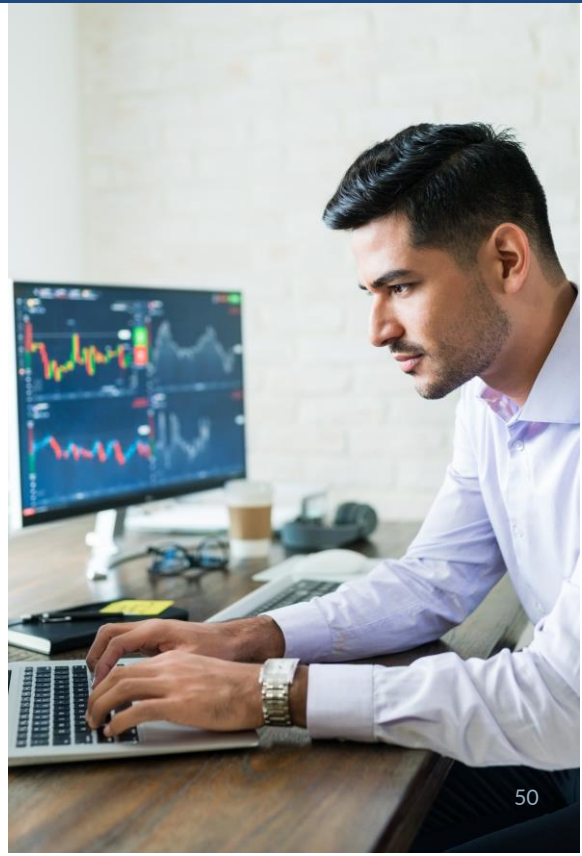
Data Entry

Incorrect data

Incorrect Reports

Inaccurate Outcomes and Impact



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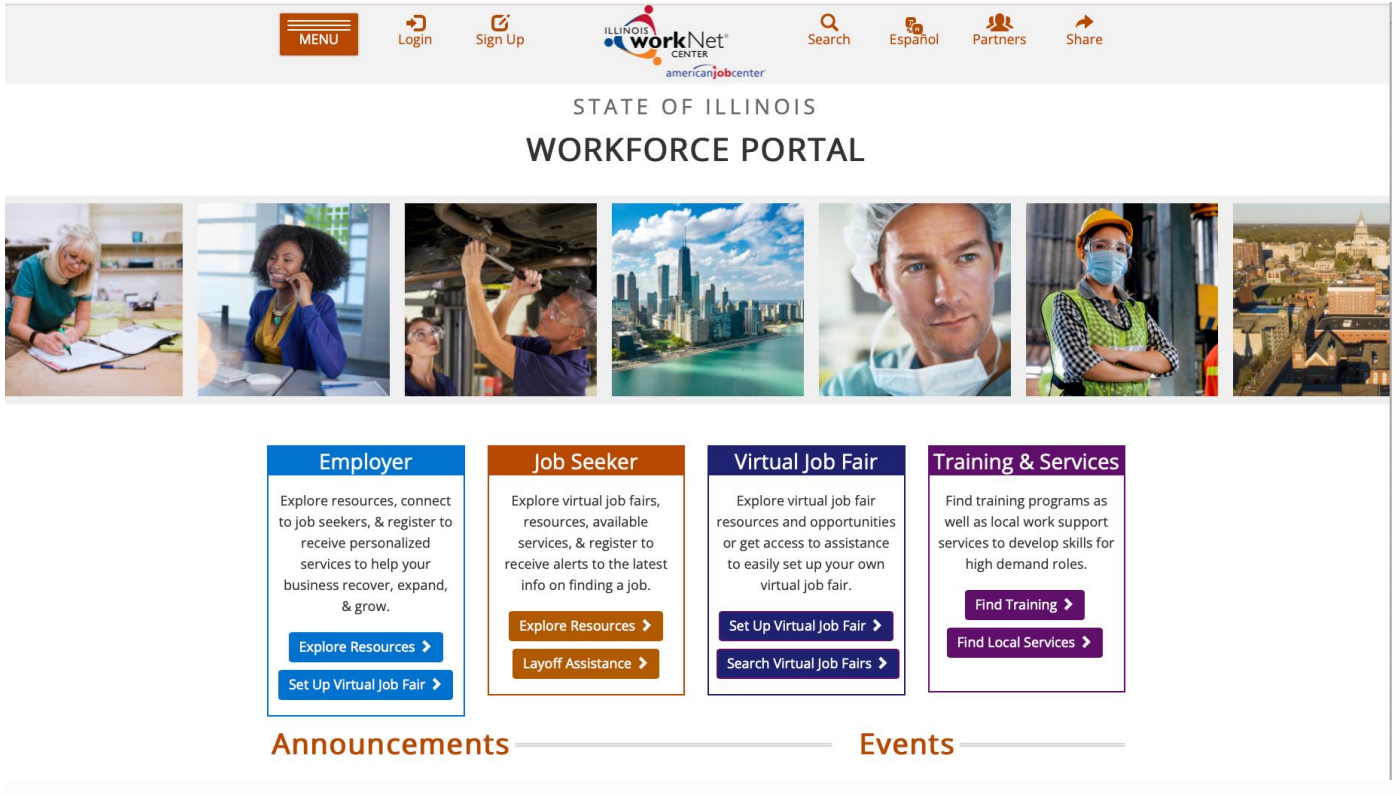
Illinois workNet



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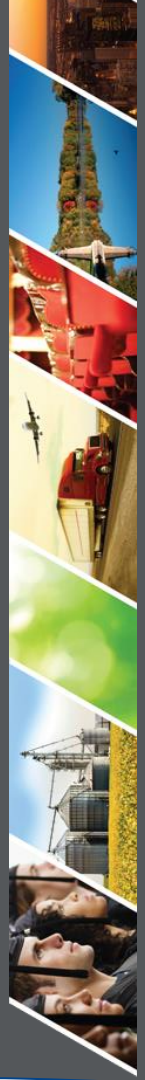

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Section 11: Records and Reports

Section 11: Finances, Records, and Reports

Section Overview

By the end of Section 11, you will be able to:

- Differentiate between **reporting and recordkeeping.**
- Reference tips for file organization and maintenance.
- Utilize the **Participant File Checklist** to collect and maintain required documents.
- Comply with **Grant Accountability and Transparency Act (GATA)** requirements.
- Accurately and timely submit required standardized GATA reports tied to grant agreement.
- Utilize the **Periodic Financial Report (PFR)** to submit monthly expenses.
- Understand how the **ILW performance-based payment model** was designed and is applied to grant reimbursement.
- Submit a **Performance-based Payment Appeal Form**
- Determine the appropriate use of funds, how to request an **advance or budget modification**, and how to **establish a procurement policy.**

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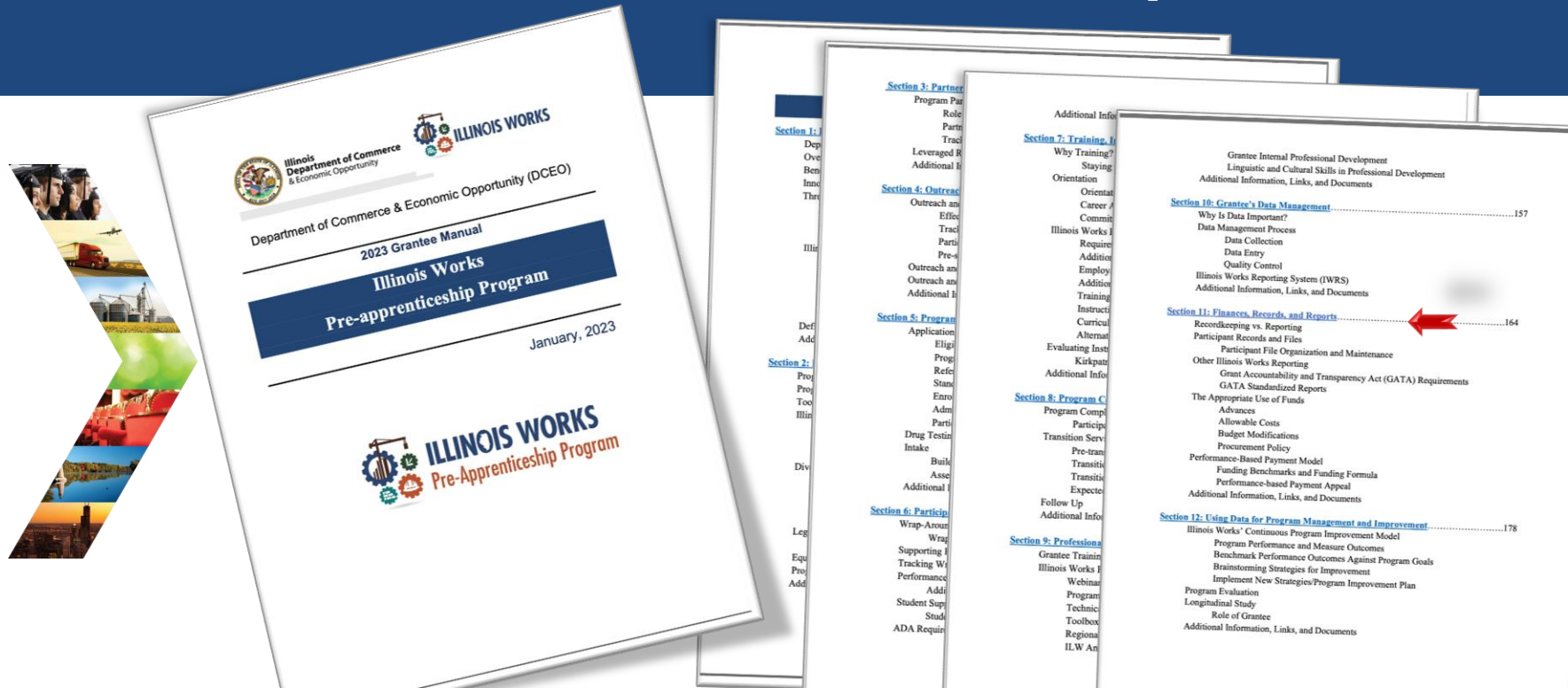
Section 11: Finances, Records, and Reports



Recordkeeping vs. Reporting

Recordkeeping vs. Reporting

- Documentation of completed work
- Program planning
- Program operations
- Program evaluation
- Ongoing monitoring/Self-assessment
- Continuous improvement
- Communication
- Knowledge transfer
- Institutional memory
- Legal issues
- Risk management
- Leadership continuity

Participant Records and Files

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Periodic Performance Report (PPR)

STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

Periodic Financial Report (PFR) Instructions

The Periodic Financial Report (PFR) is a standard, uniform statewide
state grant awards. Unless statutorily exempt as documented in the
subject to periodic financial reporting.

General instructions for completing the PFR are contained below. P
agency's point of contact specified in the "State Agency Contacts" sec

Report Submission

1. The grantee must submit the PFR and any forms required by
to or supplement the PFR as necessary.

2. The PFR must be submitted to the attention of the state agen
with the requirements established in the award document.

Reporting Requirements

1. Unless statutorily exempt as documented in the Catalog of St
with the terms established in the UGA.

2. The Category / Program Expenses or line items of the PFR te
included in the approved budget should be included in the PF

3. Use "N/A" for Not Applicable if a data field in Sections (a) thro
field is relevant.

4. The frequency of the PFR is specified in the Notice of Fundin
submittal will be considered "late" if it is more than 15 calenda
approved extensions.)

5. Under the terms of the Grant Funds Recovery Act (30 ILCS 7
requirement reports." If the report is more than 30 calendar da
the Illinois Stop Payment List. (Refer to the Grantee Compli
https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.a

STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Periodic Performance Report (PPR) Instructions

The Periodic Performance Report (PPR) is a standard, uniform statewide performance progress reporting format used by all state agencies to collect performance information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Grant Agreement (UGA), all grant awards are subject to periodic performance reporting.

General instructions for completing the PPR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PPR.** Please contact the state agency's points of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PPR.

If the UGA specifies an alternative file or external database for grant performance reporting, the grantee should mark the shaded box in the PPR accordingly. In the *File Name or Database Source* field, enter the name of the alternative file or database utilized. The grantee is not required to complete Sections 14 - 22 if the information is provided in an alternative format specified in the UGA.

Report Submission

1. The grantee must submit the PPR cover page and any forms required by the awarding state agency as specified in the UGA.

2. The PPR must be submitted to the attention of the state agency's points of contact specified in the "State Agency Contacts" section of your UGA in accordance with the requirements established in the award document.

3. If additional space is needed to support the PPR, supplemental pages should be attached. As indicated on the PPR, responses to Sections 14 - 22 may be provided in a separate format. If additional pages are provided, the pages should be numbered and must reference:

   a. Grant number
   b. Grantee organization
   c. DUNS number

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The Appropriate Use of Funds

Funds must be used for the purpose of implementing the Illinois Works Pre-apprenticeship.

Budget modifications must be approved by the ILW Deputy Director Grantee Manager.

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Question:

"Who has previously managed a performance-based grant?"

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Performance-Based Payment Model

IWRS Metrics

OGM Allowable Cost

Performance - based Payment Model

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Key Aspects

- If grantees exceed their metrics, they can earn funding beyond their initial grant award.
- Due to live, real-time, reporting through the Illinois Works Reporting System (IWRS), DCEO will make disbursements on a monthly basis.
- Grantees have the right to appeal to ILW if a grantee believes that they missed their outcome metrics due to variables outside of their control.

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Funding Benchmarks

- Enrollment
- Completion
- Transition
- Close out reports

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Funding Formula

Enrollment (25%) + Completion (30%) + Transition (35%) + Close Out Reports (10%) = 100%

Monthly Outcome Reviews and Fund Disbursement

Example 1a: Per participant allotment

Enrollment goal: 25 participants; Enrollment amount: $100,000

$100,000/25 participants = $4,000 per participant allotment

Monthly Compliance Reviews

At the end of each month, the ILW Grant Manager will check each grantee's outcome metrics and based on the organization's progress toward their goal will alert OGM of the maximum amount available for reimbursement.

Monthly Reimbursements

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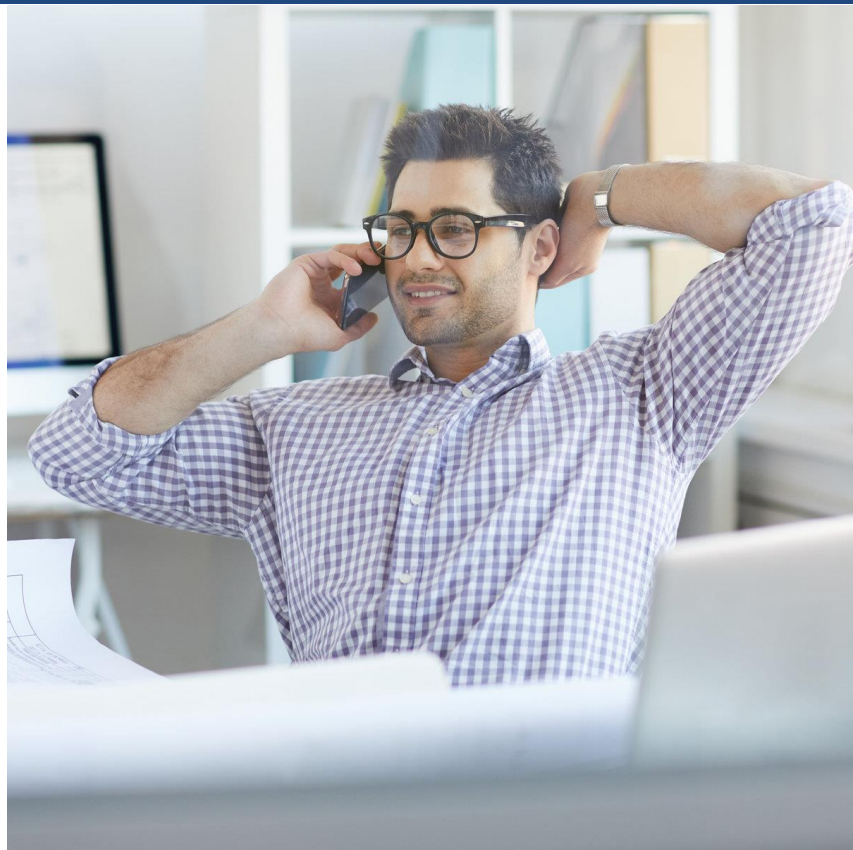
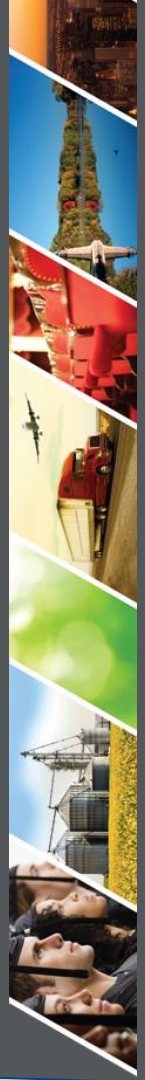
Performance-based Payment Appeal

ILW allows grantees to request an advance on a portion of their grant award. These advances can be up to 10% of the overall grant award.

To request a grant advance, the grantee must email a formal letter on organization letterhead to their assigned ILW Grant Manager no later than the second Friday of January. This letter must outline the advance request and the amount being requested.





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Section 12: Using Data for Program Management and Continuous Improvement

Section 12: Using Data for Program Management and Continuous Improvement

Section Overview

By the end of Section 12, you will be able to:

- Understand Illinois the Works **Continuous Program Improvement Model**.
- Utilize the **Program Improvement Plan** template to execute continuous improvement for your program.
- Apply each step in the **performance management process**.
- Identify different approaches for **pre-apprenticeship program evaluation**.
- Ensure all participants take the **Participant Satisfaction Survey** and learn how to utilize the results of the survey to strengthen your program.

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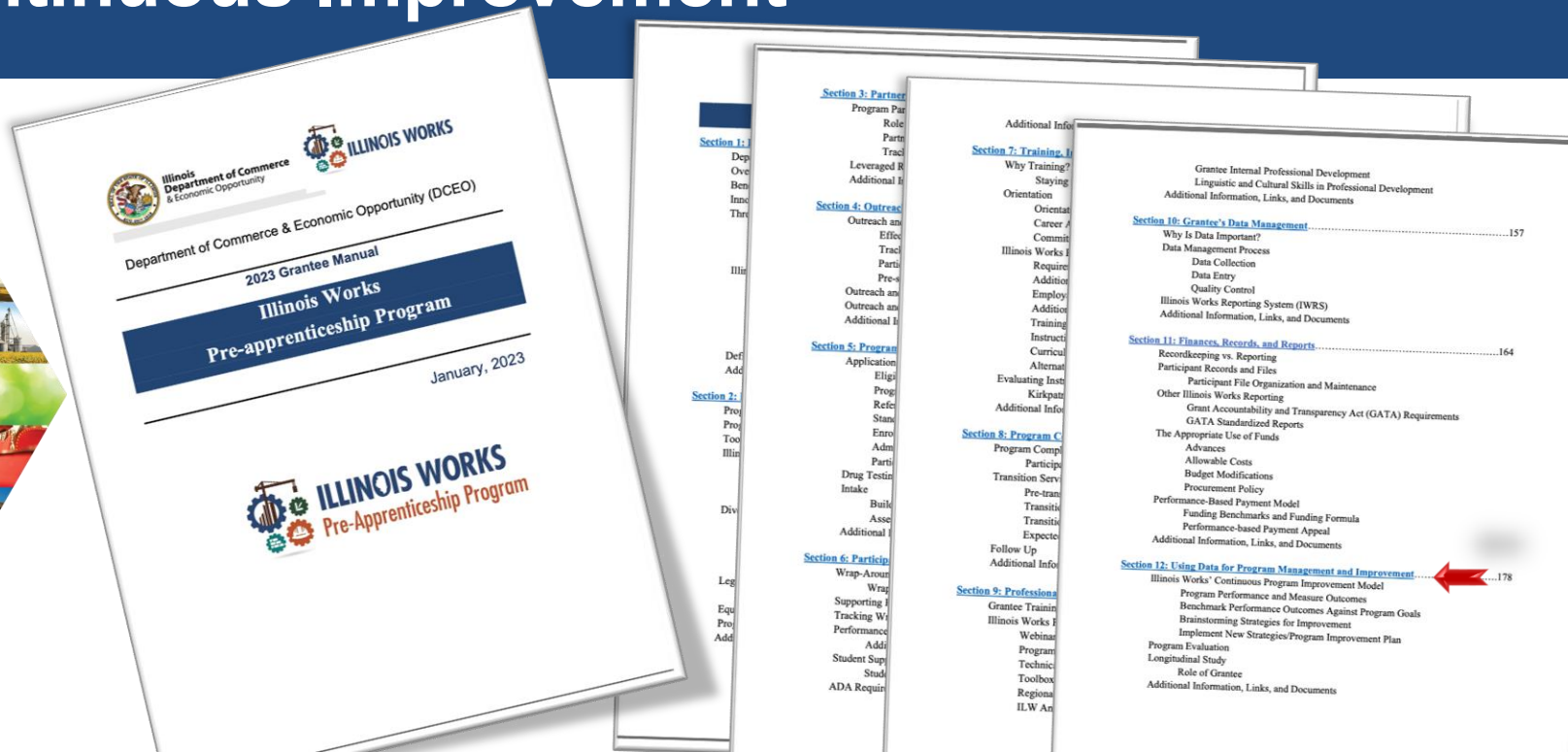
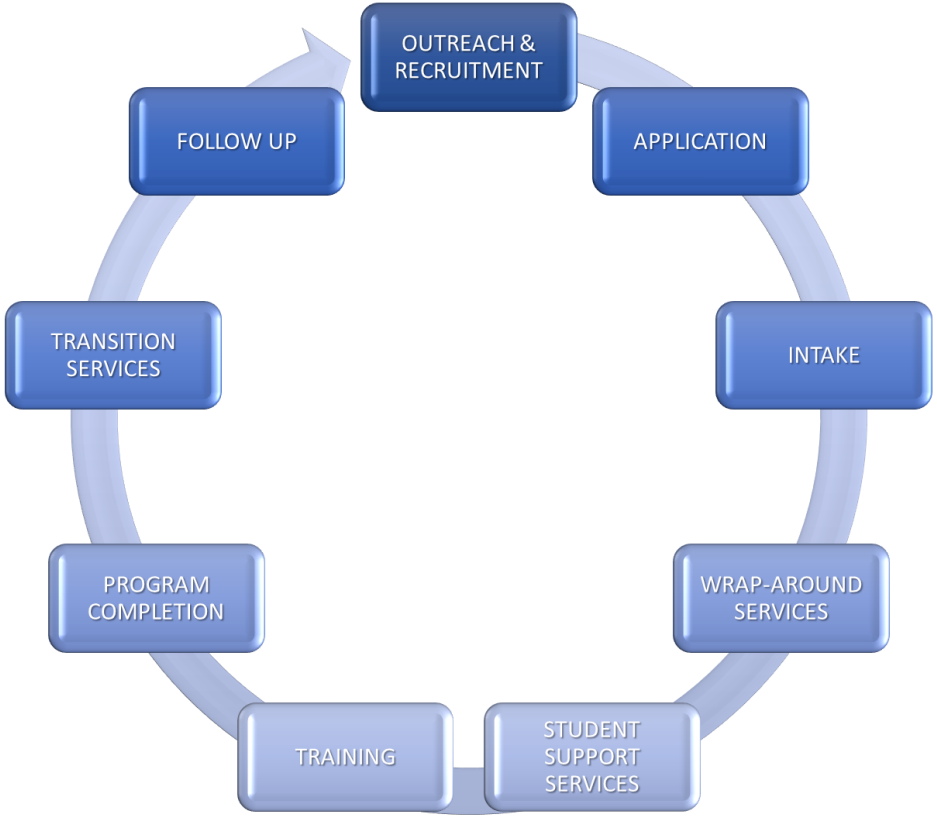
Section 12: Using Data for Program Management and Continuous Improvement



Pre-Apprentice LifeCycle



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Program Improvement Plan

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Question:

"How has your program previously used continuous program improvement models?"

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Continuous Program Improvement Model

Question:

"What techniques do you use to generate new/innovative ideas to support program success?"

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Performance Gaps

Program Goal

−

Actual Performance Outcomes

=

Performance Gaps

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Programmatic Dashboard

- Red Flags
- Intake
- Participant Engagement
- Earned Credentials
- Completion Information
- Pre-Apprenticeship Program Completion /Transitional Services
- Provider and Employer/Sponsor Relationships

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Follow-up Dashboard

- Post-Program Active Tracking
- Long-term Tracking

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Key Outcome Metrics

- At least 85% of individuals enrolled will successfully complete the pre-apprenticeship training program
- At least 70% of individuals enrolled will be hired and enroll in a DOL-registered apprenticeship program

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Current Standing

- Not Meeting Expectation
- Meeting Expectations
- Exceeding Expectations

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Participation Satisfaction Survey

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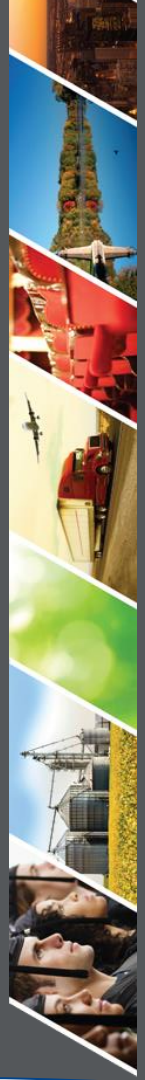
Program Evaluation

- Implementation Studies
- Outcome Studies
- Impact Studies

Longitudinal Study

- Prepared pre-apprentices for entry into construction and the building trades;
- Increased the entry of women, people of color, and veterans into construction and building trades apprenticeships; and
- Increased the likelihood that women, people of color, and veteran apprentices will complete apprenticeships in construction and the building trades.



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Section 13: Programmatic Monitoring

Section 13: Programmatic Monitoring

Section Overview

By the end of Section 13, you will be able to:

- Describe the importance of **program monitoring.**
- Adhere to the Illinois Works **compliance review process**.
- Understand **two-level verification** for completion and transition metrics.
- Navigate the **grant renewal process and carryover credits.**
- Respond to the **progressive corrective action process.**
- Create and implement **corrective action plans** to get off the watch list and probation status and return to program compliance.
- Attend **Quarterly Administrator Meetings** to learn about network updates and provide feedback on programmatic progress.

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Section 13: Programmatic Monitoring

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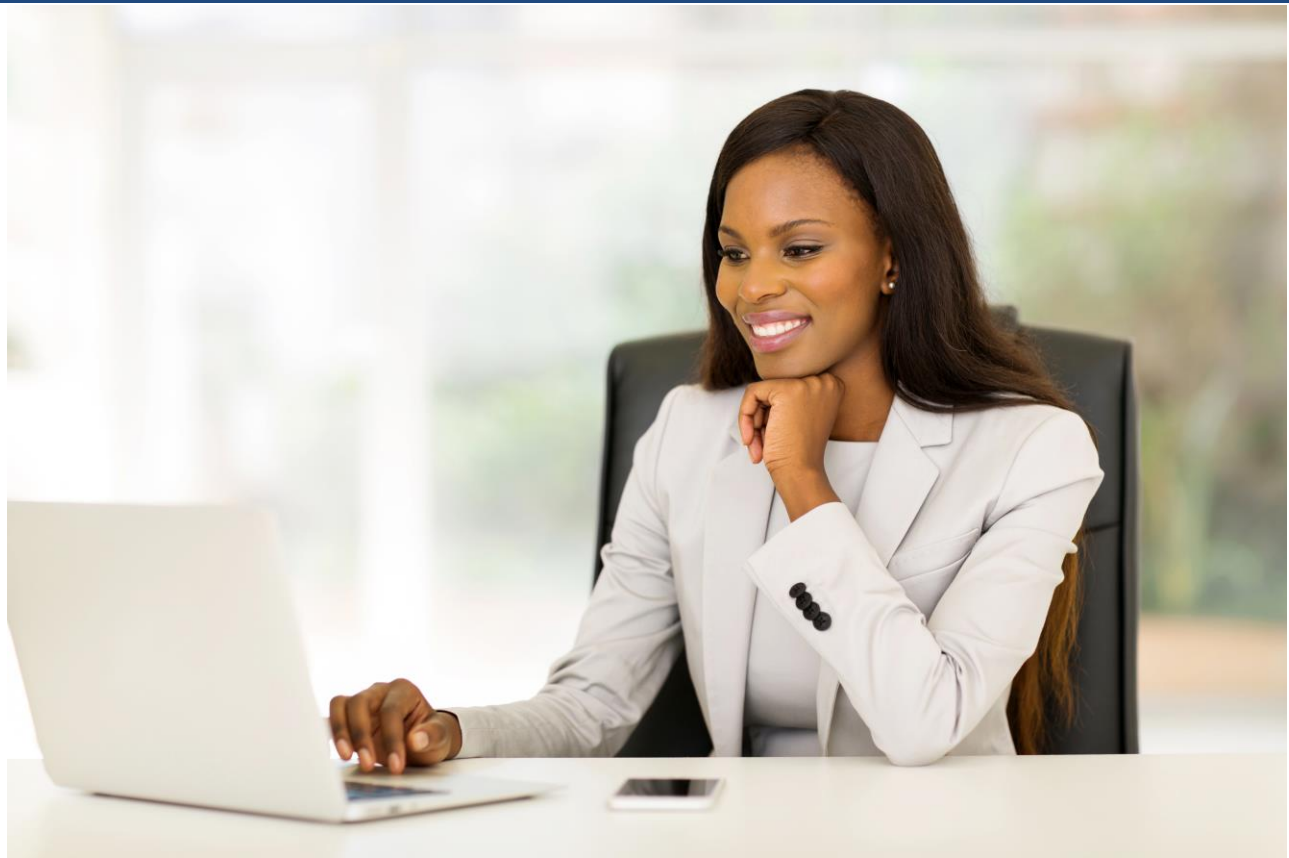
Program Monitoring



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Question:

"What safeguards has your program put in place to ensure compliance?"

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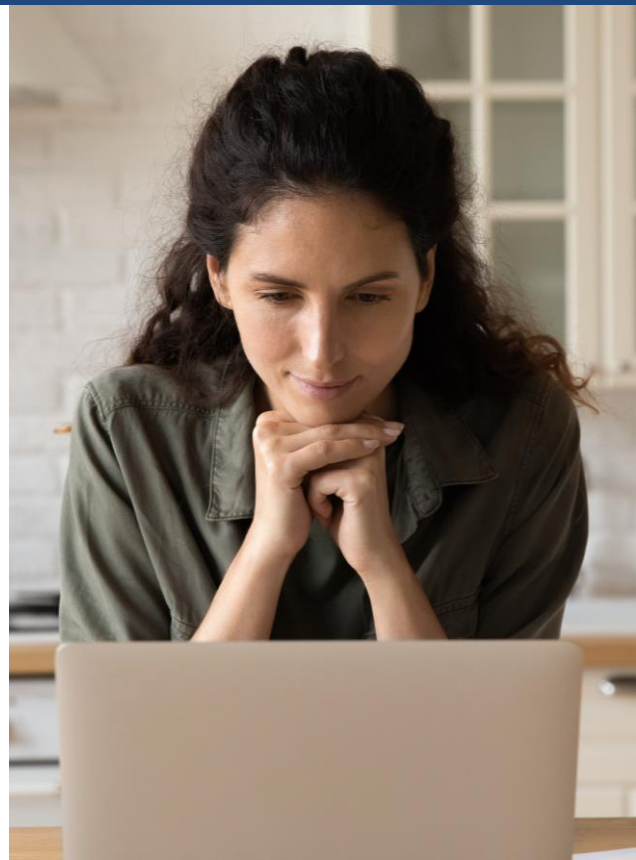
Completion and Transition Verification

- Preliminary Verification
- Final Verification



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Third Party Documentation

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Communicating Compliance Ratings and Findings

- Monthly Compliance Progress Report
- Monthly Compliance Payment Worksheet

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Grantee Renewal Process

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Carryover Credit

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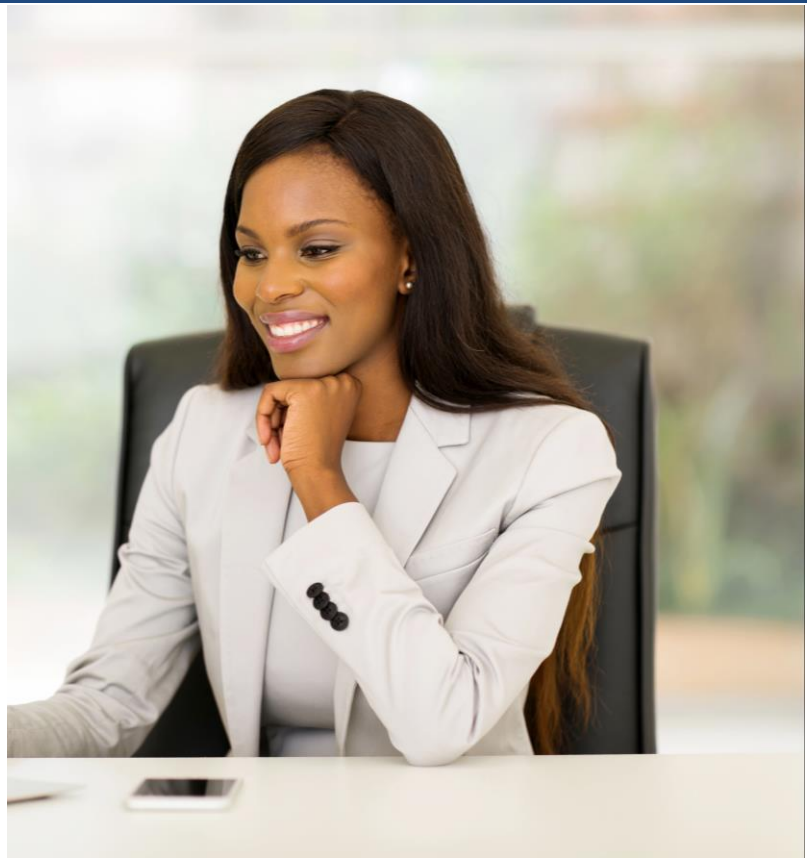
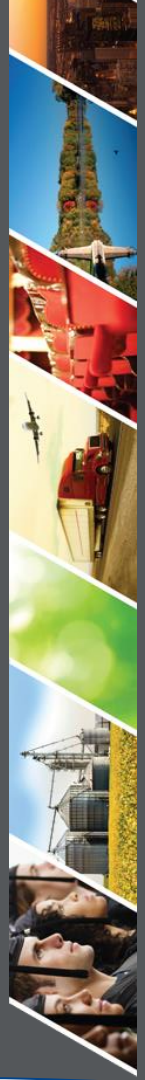


Progressive Corrective Action

Monthly Program Review → Warning → Watchlist → Probation

Quarterly Administrator Meetings



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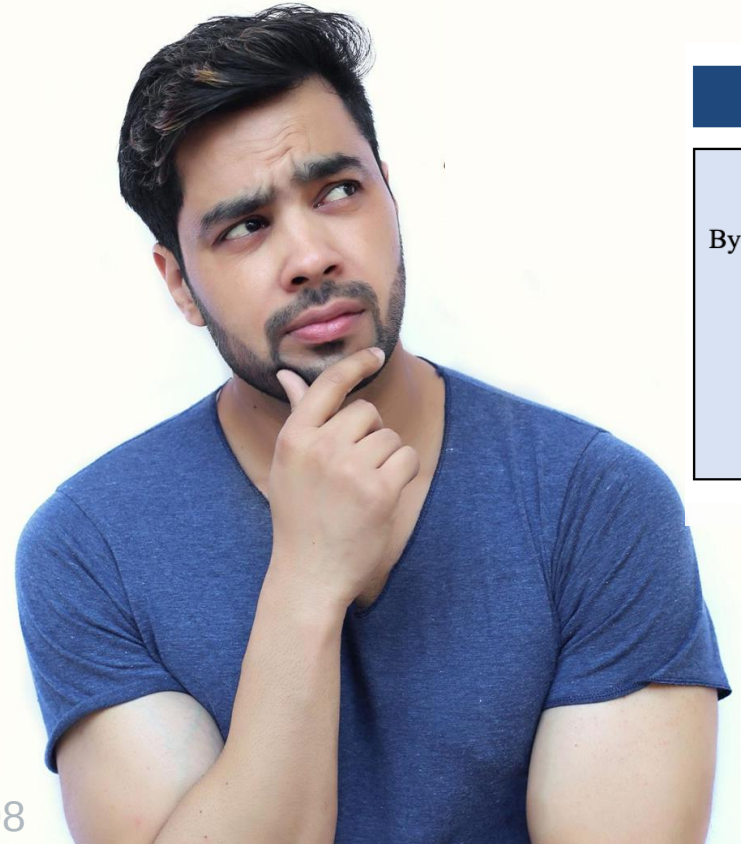
Section 14: Audit Requirements



Section 14: Audit Requirements

Section Overview

By the end of Section 14, you will be able to:

- Articulate **GATA, 2 CFR 200, and the Illinois Administrative Code.**
- Articulate a**udit types.**
- Understand **audit submission** requirements.

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Section 14: Audit Requirements

Audit Types

- Single Audit
- Audit Conducted in Accordance with GAGAS (between 500,000 - 749,999)
- Audit Conducted in Accordance with GAAS (between 300,000 - 499,999)

Audit

$750,000 or > in federal funds → Single Audit

$750,000 or < in federal funds

- $500,000 - $749,999 in federal (direct/passthrough) and/or state funds → Audit conducted in accordance with GAGAS
- $300,000 - $499,999 in federal (direct/passthrough) and/or state funds → Audit conducted in accordance with GAAS

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Audit Reporting Documentation

- Single Audit Reporting Package
- Financial Statement Audit
- Audit Not Required and No Audit Conducted

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Question:

"Which is your audit type?"

Single Audit Reporting Package

$750,000 or > in federal funds

$750,000 or < in federal funds

$500,000 - $749,999 in federal (direct/passthrough) and/or state funds

$300,000 - $499,999 in federal (direct/passthrough) and/or state funds

Single Audit

Audit conducted in accordance with GAGAS

Audit conducted in accordance with GAAS

Financial Statement Audit

$750,000 or > in federal funds

$750,000 or < in federal funds

$500,000 - $749,999 in federal (direct/passthrough) and/or state funds

$300,000 - $499,999 in federal (direct/passthrough) and/or state funds

Single Audit

Audit conducted in accordance with GAGAS

Audit conducted in accordance with GAAS

Audit Not Required and No Audit Conducted

For grantees that are not required to complete an audit because the previous criteria discussed does not apply, grantees must still submit the following document(s):

- Consolidated Year End Financial Report (due 30 days after completion but no later than six (6) months after the end of the grantee's fiscal year-end)

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Audit Submission

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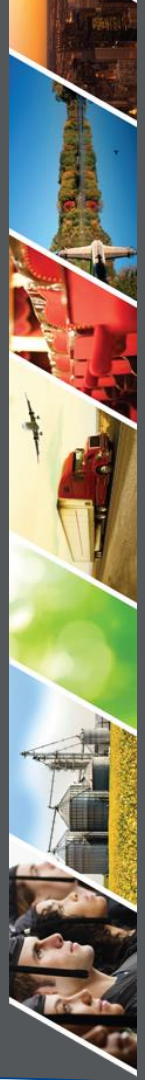

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Feedback ~ We want to hear from you

Thank You!

Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

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