



Illinois
Department of Commerce
& Economic Opportunity



ILLINOIS WORKS

Department of Commerce & Economic Opportunity (DCEO)

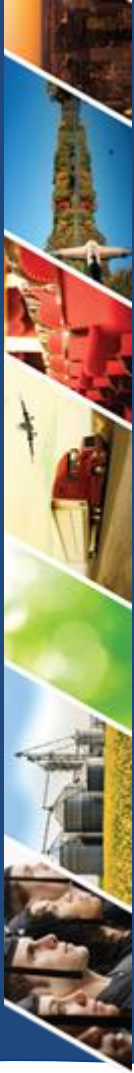
Illinois Works Pre-Apprenticeship Program

The Office of Illinois Works 2024 Grantee Manual: Webinar I



ILLINOIS WORKS
Pre-Apprenticeship Program







ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Mr. Dan Martinez, Grant Manager Analyst
- Mr. Steven Scott, Grant Manager Analyst
- Ms. Monica Pruitt, Grant Manager Analyst
- Dr. Ana Bedard, Training Analyst and Program Coach
- Dr. Vera Lee Robinson, Training Analyst and Program Coach
- Dr. Gia Suggs, Professional Development Lead, Training Analyst and Program Coach





Course Overview

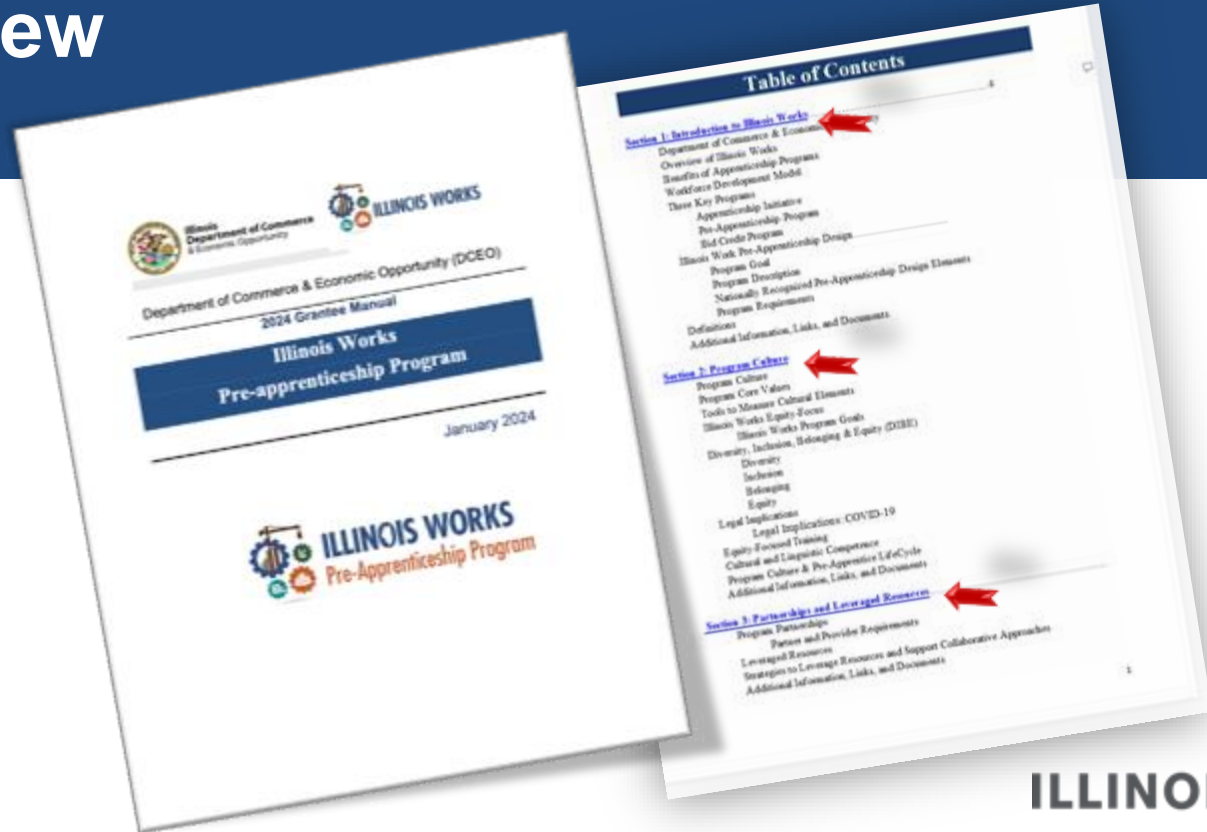


Illinois Works was created as a result of **Governor Pritzker's historic \$45 billion capital plan** and his commitment to expanding equity in Illinois' construction workforce. As an Illinois Works grantee, you are now a part of this exciting new initiative that will create opportunities for Illinois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

This training is the first of a three-part series that reviews each section of the **2024 Grantee Manual** to ensure grantees can effectively implement their pre-apprenticeship program.



Course Overview





Course Overview



Session 1 will cover the following:

- Section 1: Introduction to Illinois Works
- Section 2: Program Culture
- Section 3: Staff Roles, Partnerships, and Leveraged Resources





Course Objectives

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

- Describe the relationship between DECO and Illinois Works.
- Identify the Illinois Works three key programs.
- Reference Illinois Works definitions.
- Articulate the Illinois Works program core values.
- List the ILW staff roles.
- Measure cultural elements.





Course Objectives Cont.

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

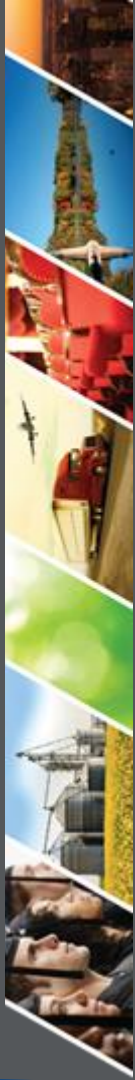
- Incorporate Diversity, Inclusion, Belonging, and Equity (DIBE) into your program design.
- Comply with legal expectations.
- Explain the critical role of partners.
- Differentiate between partners and providers.
- Implement an MOU.
- Overcome barriers to successful partnerships.





This Session is Being Recorded





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Module 2: Welcome & Introduction

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

- Utilize Webex features.
- Identify ILW staff and other course participants.
- Identify what you hope to learn from this training.





Webex Tutorial

The screenshot shows a Webex meeting window with a 2x3 grid of participants. A dashed blue line points from the 'Meeting info' tab to the top-left participant. A red arrow points from the 'Mute' button in the bottom toolbar to the left sidebar. Three red arrows point to the 'Stop video', 'Raise hand', and 'Chat' buttons in the bottom toolbar. The bottom toolbar also includes 'Share', 'Record', and 'Apps' buttons. The left sidebar shows the meeting title 'Feature Planning Meeting', host 'Clarissa Smith', and a meeting link.

Webex Meeting info Show menu bar 12:40 Layout

Feature Planning Meeting
Host: Clarissa Smith
Copy meeting link Invite and remind
General Security
Meeting link
<https://example.webex.com/go/f.php?MTID=md2baae7e4b0f5be8496394427fae7>

Mute Stop video Share Record Raise hand Chat Apps

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



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Comments, feedback, or questions?

Email us at:

CEO.ILWGrantManagement@illinois.gov



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- Your Name
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- Role
- Geographic Location

ILLINOIS



Question:

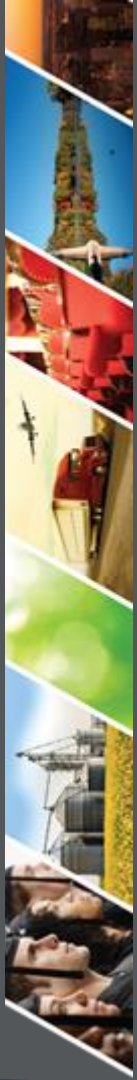
“What excites you about the Illinois Works Pre-Apprenticeship Program?”



Question:

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





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Module 3: Illinois Works

Section 1: Introduction to Illinois Works

Section Overview

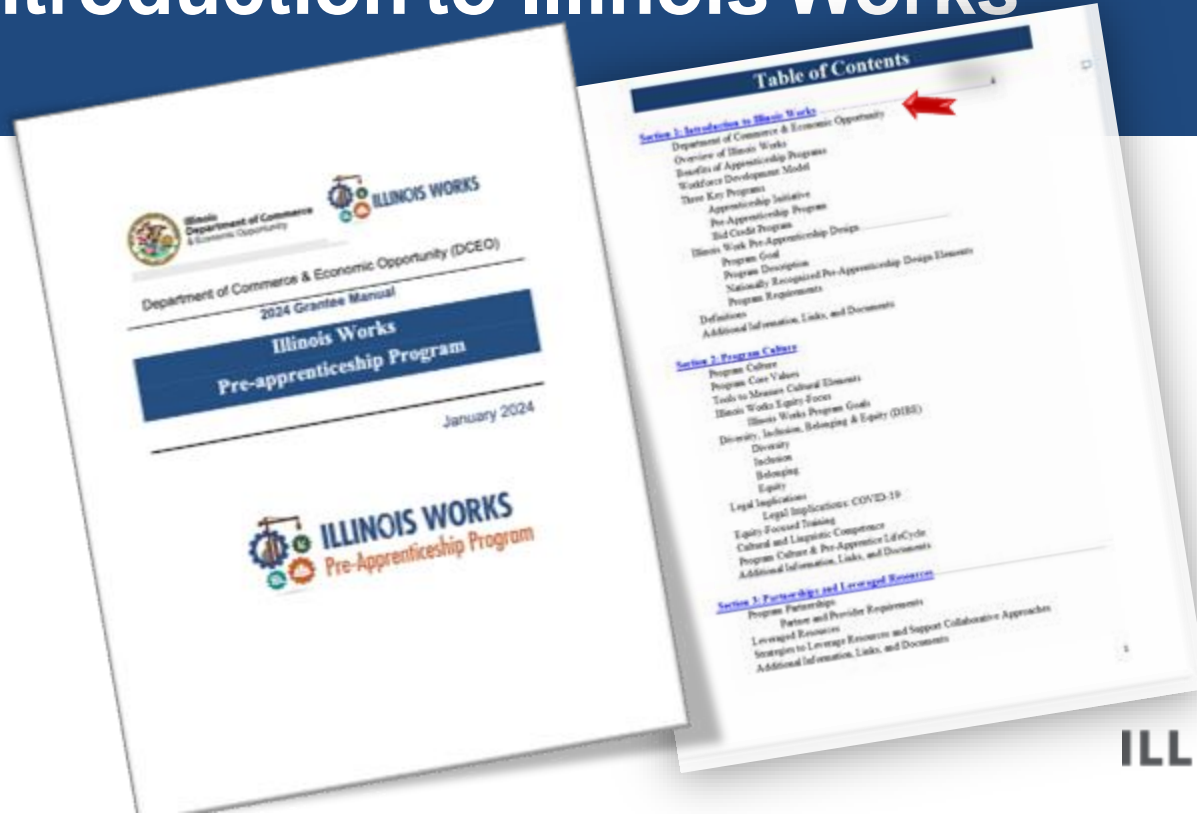
By the end of Section 1, you will be able to:

- Articulate the mission of **Department of Commerce & Economic Opportunity (DCEO)**.
- Explain how the **Illinois Works Jobs Program Act** supports the Governor's 5-year economic plan.
- Describe the **benefits** of apprenticeship programs.
- List the three **key** Illinois Works Job Programs that together create a unique and innovative three-prong workforce development model.
- Describe each of the **DCEO Office of Illinois Works Programs**; Illinois Works Apprenticeship Initiative, Illinois Works Pre-Apprenticeship Program, and the Illinois Works Bid Credit Program.
- Recognize each of the program's **design elements** and **requirements**.
- Reference fundamental program **definitions**.



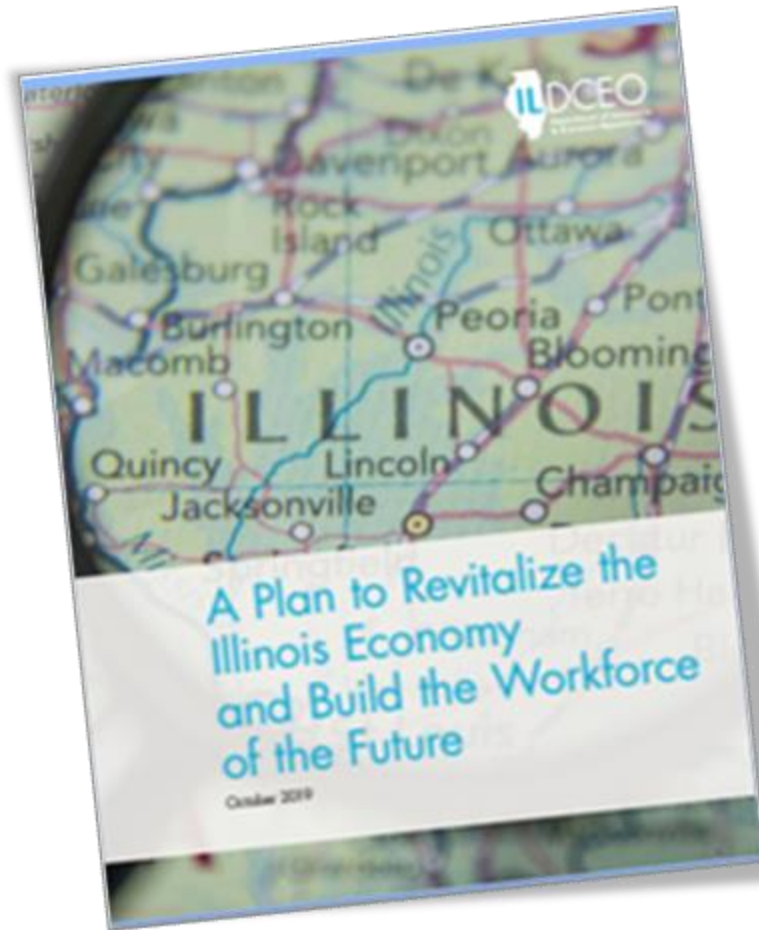


Section 1: Introduction to Illinois Works





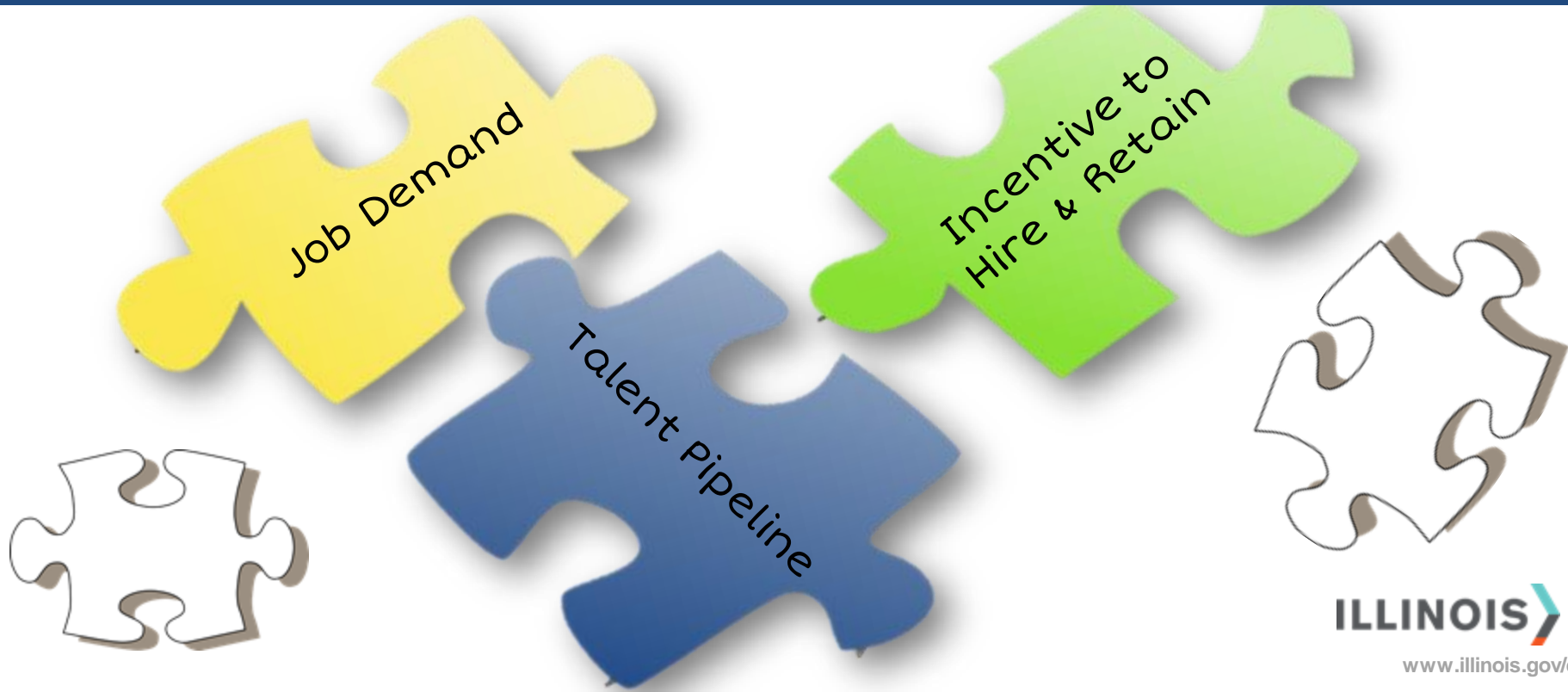
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ILLINOIS WORKS
Pre-Apprenticeship Program



Illinois Works ~ Unique and Innovative Model





Department of Commerce & Economic Opportunity

The Office of Illinois Works

Illinois Works Jobs Program Act



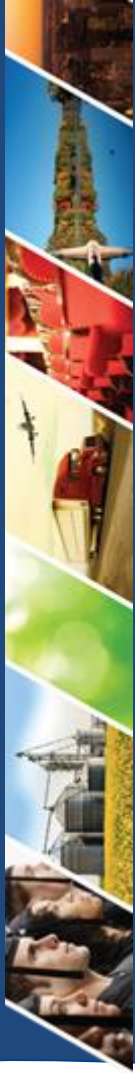
Illinois Department of Commerce & Economic Opportunity ~ Website



Link: <https://www2.illinois.gov/dceo/Pages/EconPlan2019.aspx>

Illinois Economic Plan Executive Summary and Full Report









Illinois Department of Commerce & Economic Opportunity



ILLINOIS WORKS Pre-Apprenticeship Program

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Illinois Works Jobs Program Act

Illinois Works: An Innovative Model to Reinvigorate our Workforce for the Future

The Illinois Works Jobs Program Act was created as a result of Governor Pritzker's historic \$45 billion capital plan and his commitment to expanding equity in Illinois' construction workforce. Unfortunately, diverse communities have not been adequately represented in the construction industry and the trades and fewer than 10% of apprentices are women or people of color. With this new capital funding set to pave the way for tens of thousands of jobs over the next decade, Illinois Works was intentionally designed to increase equity and opportunity in capital construction jobs.

The Department of Commerce & Economic Opportunity (DCEO) Office of Illinois Works, with the support of community partners as well as the building trades and construction industry, will deliver three key programs:

- Illinois Works Apprenticeship Initiative:** This program opens the doors of opportunity into the construction industry and the trades. It applies to public works projects with an estimated cost of \$500,000 or more, including both capital grants and direct capital contracts and awards. For applicable projects, the goal is for apprentices attending apprenticeship programs approved and registered by the U.S. Department of Labor to perform 10% of the total labor hours actually worked in each prevailing wage category OR 10% of the estimated labor hours in each prevailing wage category, whichever is less.
- Illinois Works Construction Pre-apprenticeship Program:** This grant program creates, throughout the state, a qualified talent pipeline to fill job opportunities with diverse candidates. This program will deliver pre-apprenticeship skills training through a network of non-profit, community-based organizations, including community colleges, faith-based organizations, and business associations. Applications will be accepted starting the summer of 2021, and grant proposals that provide training for underrepresented populations in the construction and building trades and prepare them for jobs on public works projects are strongly encouraged. Participants of the program will attend tuition-free and receive a stipend and other supportive services to help overcome systemic barriers to entering the construction industry.
- Illinois Works Bid Credit Program:** This program incentivizes contractors to increase the diversity of their workforce. The Bid Credit program allows contractors and subcontractors to earn bid credits by employing and retaining apprentices who have completed the IL Works Pre-apprenticeship Program. Bid credits can be used toward future bids for public works projects contracted by an agency of the State.



Department of Commerce and Economic Opportunity (DCEO)



The **Department of Commerce and Economic Opportunity (DCEO)** mission is to support and maintain a climate that enables a strong economy for our customers - taxpayers, businesses, workers and communities - by keeping, attracting and growing businesses, maintaining a skilled workforce, and enhancing communities so that the climate here is one in which businesses, small and large, and their workers, can succeed to the greatest extent possible.



Question:

“Who does the DCEO serve?”





The Office of Illinois Works



- The DCEO oversees the Office of Illinois Works and is a top priority of the Governor's 5-year economic plan.
- Data shows that for too long, the construction industry and the trades have not been accessible for diverse communities - with fewer than ten percent of the best paid apprenticeships extended to women and racial and ethnic minorities.
- New capital funding paves the way for tens of thousands of jobs over the next decade, the Illinois Works Jobs Program Act was intentionally designed to increase equity and opportunity in capital construction projects.



Illinois General Assembly



The Illinois General Assembly is the bicameral legislature of the U.S. state of Illinois and is comprised of the Illinois House of Representatives and the Illinois Senate.

The Illinois General Assembly passed the (30 ILCS 559/) **Illinois Works Jobs Program Act** on June 28th, 2019.

Through the **Illinois Works Jobs Program Act** the Illinois General Assembly appropriated funds for the pre-apprenticeship program.



Illinois Works Jobs Program



The **Illinois Works Jobs Program Act** is a statewide initiative to ensure that all Illinois residents have access to state capital projects and careers including, in the construction industry and building trades.

The goal is to provide contracting and employment opportunities to historically underrepresented populations in the construction industry.





Illinois General Assembly ~ Webpage



Illinois General Assembly

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Information maintained by the Legislative Reference Bureau
Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as [Public Acts](#) soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the [Guide](#).

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

FINANCE
(30 ILCS 559) Illinois Works Jobs Program Act.

(30 ILCS 559/Art. 20 heading)
Article 20. Illinois Works Jobs Program Act
(Source: P.A. 101-31, eff. 6-28-19.)

(30 ILCS 559/20-1)
Sec. 20-1. Short title. This Article may be cited as the Illinois Works Jobs Program Act. References in this Article to "this Act" mean this Article.
(Source: P.A. 101-31, eff. 6-28-19.)

(30 ILCS 559/20-5)
Sec. 20-5. Findings. It is in the public policy interest of the State to ensure that all Illinois residents have access to State capital projects and careers in the construction industry and building trades, including those who have been historically underrepresented in those trades. To ensure that those interests are met, the General Assembly hereby creates the Illinois Works Preapprenticeship Program and the Illinois Works Apprenticeship Initiative.
(Source: P.A. 101-31, eff. 6-28-19.)





Data



The construction industry and the trades have not been accessible for diverse communities - with fewer than ten percent of the best paid apprenticeships extended to women and minorities.





Illinois Works Jobs Program

12%



The intent of these key programs is to expand apprenticeship opportunities, with a targeted focus on underrepresented populations.

An expansion of apprenticeship opportunities will help boost employment and wages for more Illinois residents. It will also yield significant benefits for our economy at large since the construction sector is projected to grow 12% in the next ten years.



Illinois Works Jobs Program



- On average, jobs in this sector pay \$18 per hour to apprentices enrolled in DOL registered apprenticeship programs, and \$32 per hour to those that successfully achieve journey worker status.
- Investments in job training in the construction industry result in significant long-term economic impact totaling \$1.2 billion.
- For every dollar invested in construction job training, Illinois obtains \$11 in social and economic returns.



Reinvigorate the workforce
in Illinois for the future.

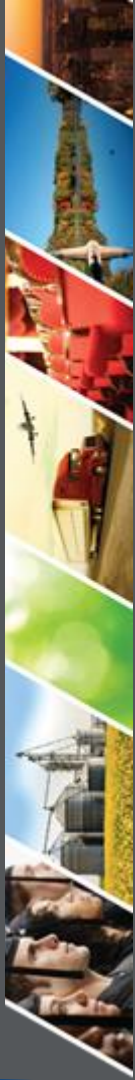




Question:

“How do apprenticeship programs impact individuals, families, communities, and businesses?”





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Module 4: Illinois Works Key Programs

Section 1: Introduction to Illinois Works

Section Overview

By the end of Section 1, you will be able to:

- Articulate the mission of **Department of Commerce & Economic Opportunity (DCEO)**.
- Explain how the **Illinois Works Jobs Program Act** supports the Governor's 5-year economic plan.
- Describe the **benefits** of apprenticeship programs.
- List the three **key Illinois Works Job Programs** that together create a unique and innovative three-prong workforce development model.
- Describe each of the **DCEO Office of Illinois Works Programs**; Illinois Works Apprenticeship Initiative, Illinois Works Pre-Apprenticeship Program, and the Illinois Works Bid Credit Program.
- Recognize each of the program's **design elements** and **requirements**.
- Reference fundamental program **definitions**.





Key Programs



Illinois Works Apprenticeship Initiative



Illinois Works Pre-Apprenticeship Program



Illinois Works Bid Credit Program





Key Programs



Illinois Works Apprenticeship Initiative



Illinois Works Pre-Apprenticeship Program



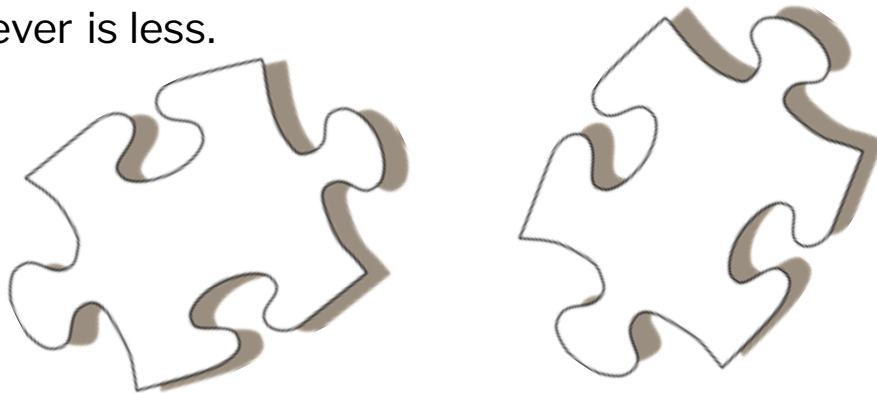
Illinois Works Bid Credit Program





Illinois Works Apprenticeship Initiative Summary

For applicable projects, the goal is for the U.S. Department of Labor certified apprentices (not limited to pre-apprentice program graduates) to perform: 10% of total labor hours actually worked in each prevailing wage category or 10% of the estimated labor hours in each prevailing wage category, whichever is less.





Apprenticeship Initiative Current Status





Apprenticeship Initiative Current Status



- Presently overseeing the program implementation of **over 818 Projects worth over \$5.3 Billion.**
- We launched a new system to assist with the transition from manual **quarterly** reporting to **a real-time** reporting system that utilizes **Smartsheets technology.**



Periodic Project Report Upload

Please submit your grantee/contractor's periodic project report.

Has this project previously been reported to the Illinois Works Office? *

(Previous submissions were through email or the Illinois Works intake forms.)

Yes



Agency Name *

Select

Agency Contact Name *

Agency Contact Email Address *

Project Obligation Doc Reference Number *

Provide the grant, contract, or award number as initially reported to DCEO's Office of Illinois Works.

Is this project meeting the Illinois Works apprenticeship goal? *

Select or enter value

Please provide additional details related to the status of this project.





Upload the Grantee/Contractor's Periodic Report *

Drag and drop files here or [browse files](#)

Submit



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Key Programs



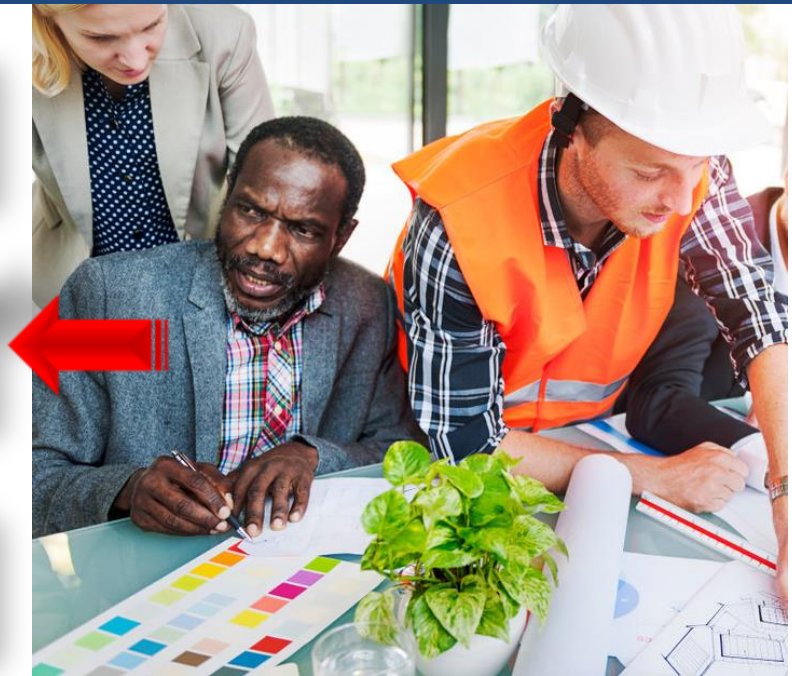
Illinois Works Apprenticeship Initiative



Illinois Works Pre-Apprenticeship Program



Illinois Works Bid Credit Program





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Unique and Innovative Model





Illinois Works Pre-Apprenticeship Program



The **Illinois Works Pre-Apprenticeship Program** or ILWPP creates a *qualified talent pipeline* to fill job opportunities with diverse candidates. ILWPP launched in 2021 with 23 programs. The grantee network continued to grow in 2023 and this year, the network will contain 36 providers delivering services throughout the State of Illinois.

ILWPP has five different models that are operational and being actively evaluated to determine how the program can best support differing workforce development organizations to bring about equity in construction and the building trades.


This program delivers pre-apprenticeship skills training through a network of community-based organizations, including community colleges, faith-based organizations, and business associations, among others.

Participants of the program attend tuition-free and receive a stipend and other supportive services to help address systemic barriers which prevent them from entering and succeeding in the construction industry and the trades.



Illinois Works Pre-Apprenticeship Program Summary

In summary, the program provides:

- 
- **Pre-apprenticeship skills training** through a network of community-based organizations.
 - **Preference to underrepresented populations** that have historically encountered barriers to entry or advancement in the trades.
 - **Free Tuition and a stipend** to participants who attend the program.
 - **\$25M appropriated** Illinois Works Funds for the grant program.



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ILLINOIS WORKS
Pre-Apprenticeship Program





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- Program Year 2023
- 27 Grantees
- 29 grants
- Average award of \$436,671.61.
- An approximate \$13 million investment
- Serving 1,300 Illinois Residents





Illinois Works Reporting System (IWRS)





IWRS



EDIT CUSTOMER SERVICE

Profile: Jane Dooerr

Email testingjane23@test.com

User Name JDooerr

Last 4 SSN

[See All](#)

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Module 1 - Illinois Works Pre-apprenticeship Program Orientation

Total Subsidized days for all items: 0

Goal*

Training Services

Status*

Successful Completion

Planned
Start
Date*

3/21/2022

Planned
Due
Date*

3/28/2022

Planned
Completion
Date*

3/28/2022


How
many
hours a
week are
you
planning
on
working
on this?

10.00





IWRS Program Completion

 **ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP**

Overview

Intake

Training/Services

Program Completion/Follow-Up

FOLLOW-UP

Profile: Jane Dooerr

Email testingjane23@test.com

DOB 2/15/1998

Last 4 SSN

See All

Enter Program Completion Status

Add Completion Status

Add Case Note

Current Completion Status: Complete & In Transition

ADD STATUS

Completion Status *

Select Status

Select Status

Complete


Complete & In Transition


Incomplete

Post Program Active Tracking

Long Term Tracking

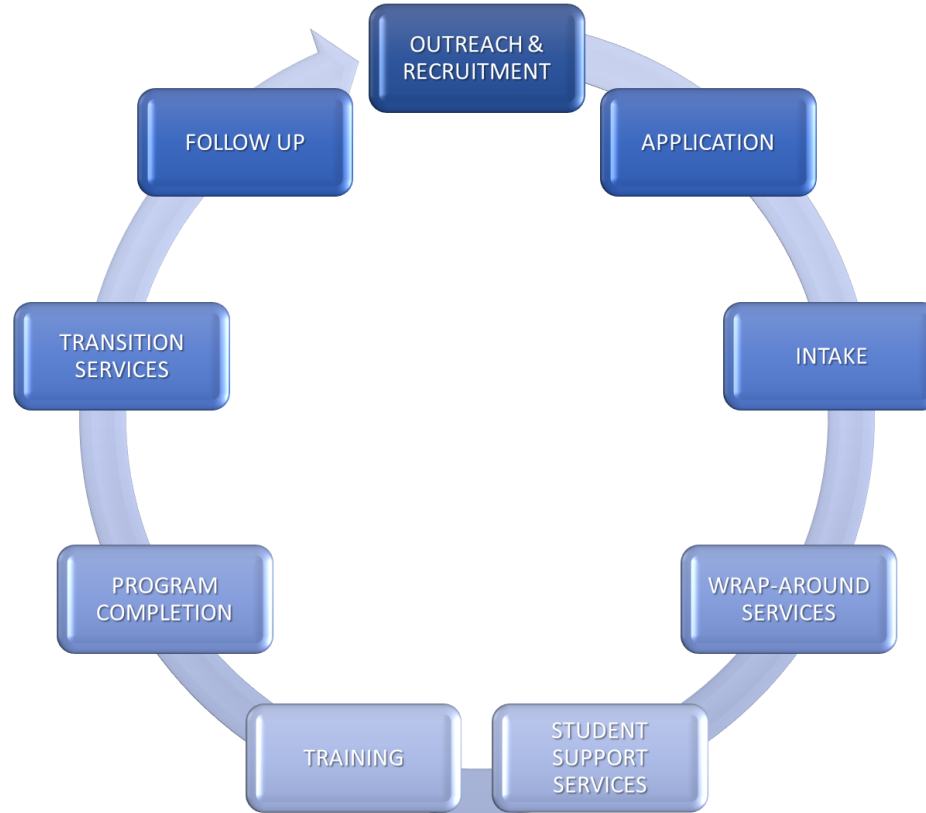
1665 Engagements Tracked







Program Elements

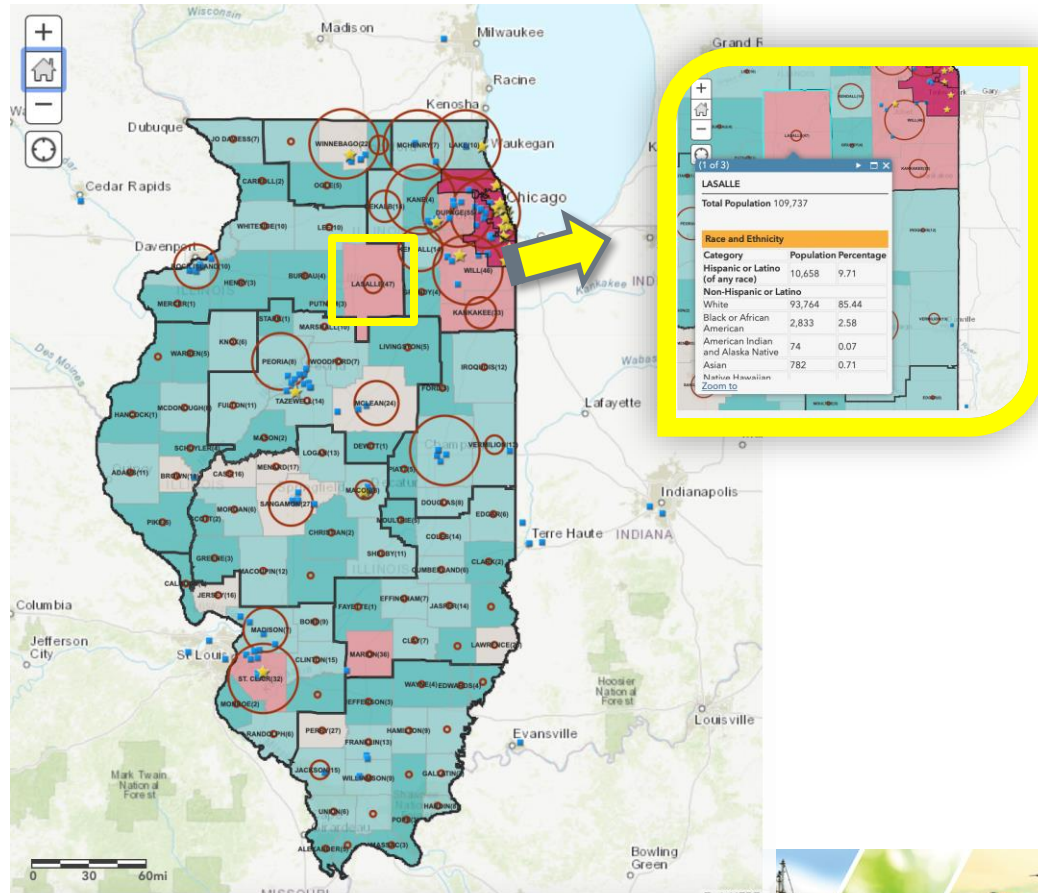


Illinois Department of Labor & RAPIDS ()

Population	U.S. Population	Illinois Population	2019 Construction/ Trade Apprentices	2021 Construction/ Trade Apprentices	2023 Construction/ Trade Apprentices	Grant Year 2023 ILW Pre-Apprenticeship Program
Women	50.8%	50.9%	4%	5%	5%	24.8%
African American	13.4%	14.6%	9%	9%	8%	61%
Hispanic/Latino	18.5%	17.5%	18%	17%	25%	18%
American Indian/Native Alaskan	1.3%	0.6%	1%	1%	N/A	.8%
Asians	5.9%	2.9%	<1%	.7%	1%	.5%
Veterans	7%	5.7%	7%	7.1%	6%	.7%



ILW Heat Map





Key Programs



Illinois Works Apprenticeship Initiative



Illinois Works Pre-Apprenticeship Program



Illinois Works Bid Credit Program





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Illinois Works Pre-Apprenticeship Program



ILLINOIS WORKS
Pre-Apprenticeship Program



Illinois Works Pre-Apprenticeship Program




The Illinois Works Bid Credit Program ***incentivizes*** contractors to **hire** and **retain** a diverse pool of candidates. It allows contractors and subcontractors to earn bid credits by employing apprentices who have completed the Illinois Works Pre-Apprenticeship Program. Bid credits can be used toward future bids for public works projects funded by the State of Illinois or contracted by an agency of the state.



Illinois Works Pre-Apprenticeship Program

In summary:

- 
- The Illinois Works Bid Credit Program allows contractors and subcontractors to earn bid credits for use toward future bids for public works projects contracted by the state or an agency of the state.
 - Bid credits can only be earned for employing apprentices who have completed the Illinois Works Pre-apprenticeship Program on any project, public or private.
 - DCEO determines the bid credit earning rate by rule based on labor hours worked on state-contracted public works projects by apprentices who completed the Pre-Apprenticeship Program.
 - The rate is published and may include maximum bid credits allowed per contractor, per subcontractor, per apprentice, per bid, or per year.



Bid Credit Program






Bid Credit Applicant Tracking System

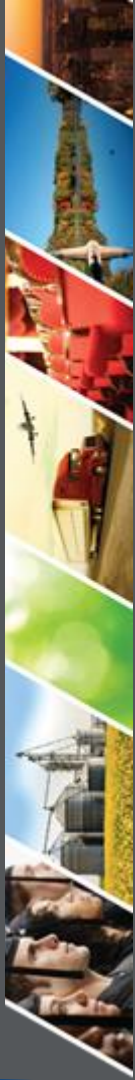




Illinois Works Bid Credit Program Summary

To ensure collaboration between each of the key programs, **Illinois Works** requires the following:

- 
- Contractors needing to comply with 10% Apprenticeship Goal will come to the Applicant Tracking System to look for qualified candidates to hire and sponsor into DOL-registered apprenticeship programs
 - Illinois Works Pre-Apprenticeship Program grantees will enter the profile of their graduates and upload an updated resume (they are responsible for keeping the information current)
 - Contractors that join the Bid Credit Program will come to the Applicant Tracking System to look for qualified candidates to hire and sponsor into DOL-registered apprenticeship programs so they can earn bid credits



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Module 5: Program Culture

Section 2: Program Culture

Section Overview

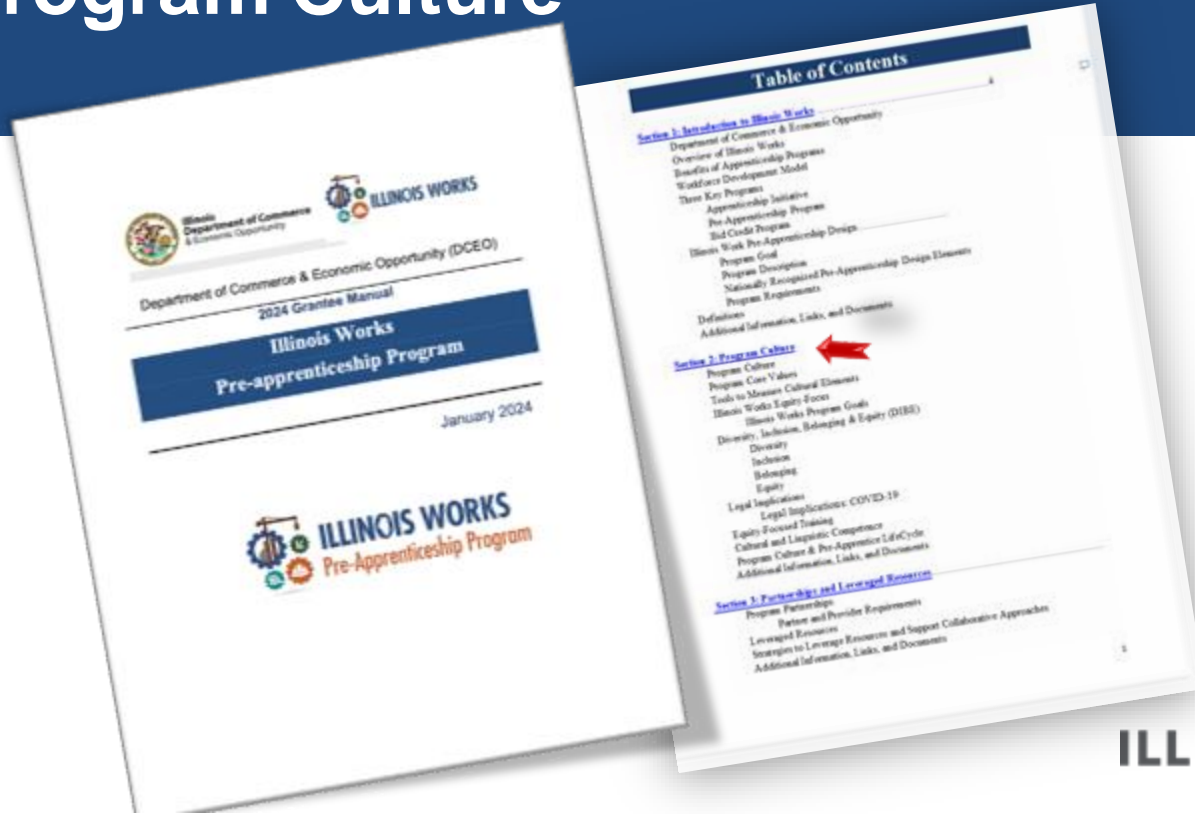
By the end of Section 2, you will be able to:

- List the six Illinois Works Pre-Apprenticeship Program **core values**. 
- Incorporate recommended **tools to measure the utilization of the core values**. 
- Articulate the impact of an **equity-focus** on Illinois Works program goals. 
- Infuse **diversity, inclusion, belonging, and equity** into your program's culture, each of the program's elements, and each phase of the Pre-Apprentice LifeCycle. 
- Avoid potential **legal consequences** by implementing a **comprehensive anti-discrimination, harassment and bullying policy**, and develop a **reporting and routing process**.
- Identify each phase in the **Pre-Apprentice** LifeCycle.





Section 2: Program Culture



Question:

"How does your organization define program culture?"





Program Culture

- Honoring the **Program Core Values**
- Tools to **Measure Cultural Elements**
- Understanding the impact of **Illinois Works Equity-Focus**
- Incorporating **Diversity, Inclusion, Belonging, and Equity (DIBE)**



Question:



"What elements/characteristics do you think would create a positive and impactful pre-apprenticeship program culture?"





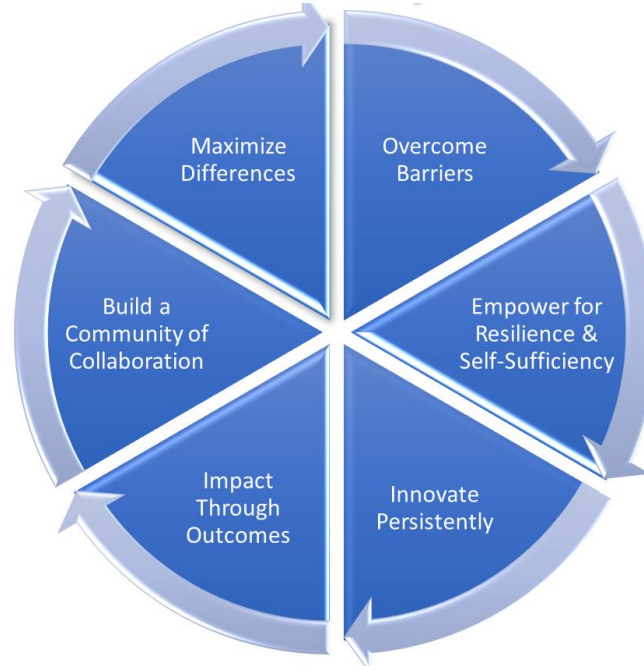
Program Culture

- Honoring the **Program Core Values**
←—————→
- Tools to **Measure Cultural Elements**
- Understanding the impact of **Illinois Works Equity-Focus**
- Incorporating **Diversity, Inclusion, Belonging, and Equity (DIBE)**



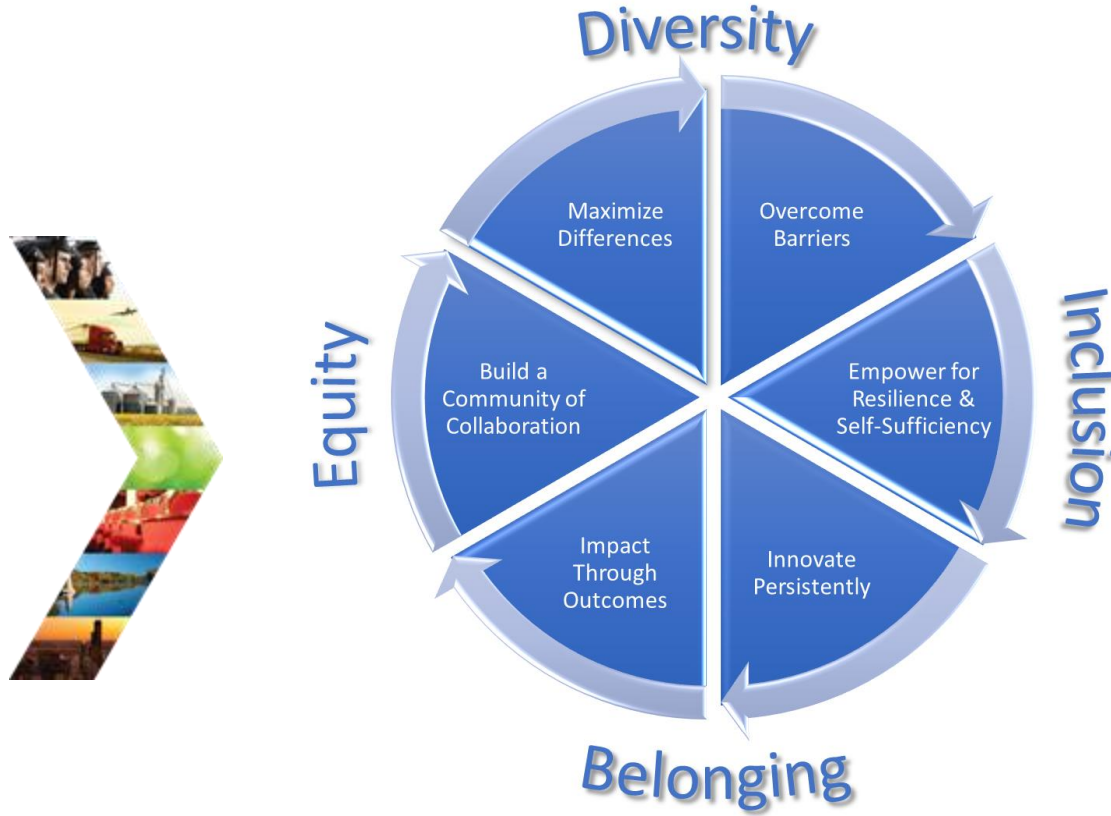


Program Culture





Program Culture





Tools to Measure Cultural Elements.

- Honoring the **Program Core Values**
- Tools to **Measure Cultural Elements**
←—————→
- Understanding the impact of **Illinois Works Equity-Focus**
- Incorporating **Diversity, Inclusion, Belonging, and Equity (DIBE)**





Tools to Measure Core Values



Table 1: Cultural Strategies Measurement Matrix

Core Values	Measurement Tools and Utilization
Overcome Barriers	<p><u>Wrap-Around Service Assessment</u> Wrap-Around Services will be a direct action that grantees can take to mitigate or eliminate key barriers to student success. Reviewing wrap-around service data can also help grantees identify needed relationships with partners that provide services grantees organizations do not have the capacity to offer.</p> <p><u>Participant Satisfaction Survey</u> These surveys can help grantees identify what barriers their participants are facing or have faced during the program. They also provide the participant's perspective on how the program was able to address those barriers. This can help programs gather information on how to restructure their program or where to build new partnerships/relationships to address gaps that may be identified.</p>
Empower for Resilience and Self-Sufficiency	<p><u>Wrap-Around Services Assessment</u> In addition to mitigating barriers, this assessment can also act as a foundation for long-term planning for participants who may have needs beyond the program. While grantees are not responsible for needs beyond the program, grantees may seek to help students address these issues through alternate programs or develop plans that extend beyond graduation.</p>
Innovate Persistently	<p><u>Performance Improvement Plan</u> These plans will be produced on an annual basis and require grantees to review overall program data. This data should be utilized to evaluate how to improve key areas of the program and the participant experience even when programs meet all the required outcome metrics.</p> <p><u>Participant Progress Reports</u> Providing updates on participant progress including strengths and opportunities for growth can help students to challenge themselves and motivate them to improve their skills and knowledge.</p>
Impact Through Outcomes	<p><u>Career Assessment</u> Setting goals and creating plans to achieve them increases the likelihood of success for participants. These career plans, in combination with Participant Progress Reports, can help participants track movement toward their goals.</p>

	<p><u>Performance Improvement Plan</u> In addition to being a tool utilized to help programs improve performance, these can also demonstrate the impact the grantees have made in the previous year. These metrics are invaluable for grants annual reports or newsletters and help build a basis for capacity growth.</p> <p><u>Monthly Performance Review (through FPKS Dashboard)</u> In preparation for their monthly program review with the ILW Grant Manager, grantees will use the FPKS Dashboard to verify their progress towards meeting their program required outcomes and how they compare to other programs in the Illinois Works provider network.</p>
Build a Community of Collaboration	<p><u>Non-Discrimination, Harassment, and Retaliation Complaint Forms & LRE</u> Ensuring participants feel safe and that their concerns will be taken seriously is a key component in developing a collaborative environment. Grantees should track all complaints related to any form of discrimination, harassment, and bullying as well as the investigation process and results.</p> <p><u>Participant Satisfaction Survey</u> Satisfaction surveys will provide a space where participants can raise concerns on critical components such as offering support for the program on critical components, engaging instructors, target populations, engagement, listening, and ensuring instructors and program staff are trained in key areas like trauma informed and gender informed services.</p>
Maximize Differences	<p><u>Standardized Interview</u> The wealth of information that can be gathered from these one-on-one interviews is extremely helpful in program planning and helping connect students to one another, alumni, or apprenticeships. Through the participants' answers grantees can ensure participants alternate answers are collected and used as a benefit to the program overall.</p> <p><u>Exit Interview</u> Exit interviews take place when a participant leaves the program prematurely either through withdrawal or dismissal. These one-on-one, confidential meetings can offer vital information about if and how the program succeeded in offering participants, a sense of inclusion and belonging. Negative exit interviews can act as a foundation for program improvement plans. (Refer to Exhibit 1: Illinois Works Pre-apprenticeship Program Exit Interview in the Appendix of this manual or in the resource section of the Illinois Work Partner Guide on Illinois workNet).</p>

Question:

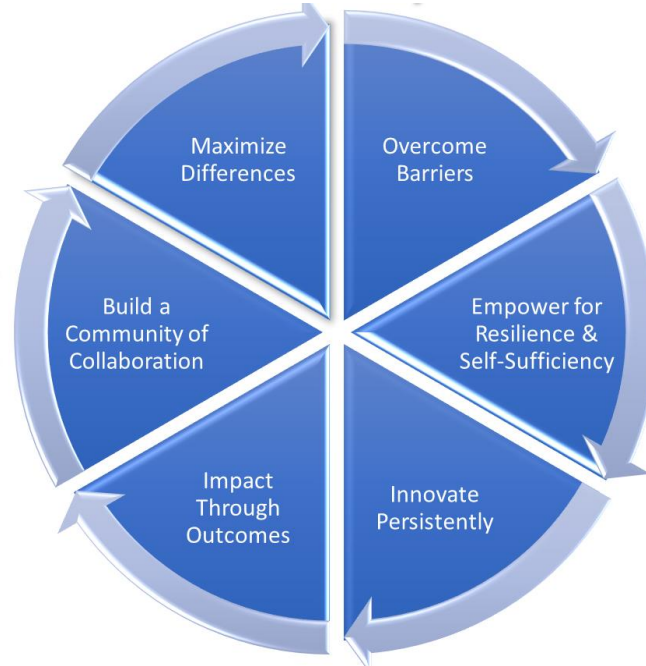


*"Which ILW core value is current a part of your program's culture?
How do you demonstrate them?"*





Program Culture



Question:

"What tools do you plan to use to measure how well the core values are incorporated into your pre-apprenticeship program?"





Illinois Works Equity-Focus

- Honoring the **Program Core Values**
- Tools to **Measure Cultural Elements**
- Understanding the impact of **Illinois Works Equity-Focus**
- Incorporating **Diversity, Inclusion, Belonging, and Equity (DIBE)**





Illinois Works Equity-Focus



Data shows that the construction industry, as well as the trades, have not been accessible for many diverse groups resulting in fewer than 10% of apprenticeships being extended to women and some minority groups in many of the higher paid trade jobs.



Question:

"What might be some factors that impact equity in construction and the building trades?"





Factors that Impact Equity

Factors that impact equity in the construction and trade industries, include, but may are not limited to:

- Race/ethnicity biases
- Gender biases
- Negative perceptions regarding women working in the construction or building trades
- Knowledge regarding occupational opportunities within construction and the building trades
- Equal access to opportunities for training
- Hostile or unwelcoming workplace environment/culture





Here's What We Know





You Serve a Critical Role



Remove Barriers

**Create a
Welcoming
Environment**

**Support Entrance
into Construction
and Building
Trades**





Illinois Works Equity-Focus

- Honoring the **Program Core Values**
- Tools to **Measure Cultural Elements**
- Understanding the impact of **Illinois Works Equity-Focus**
- Incorporating **Diversity, Inclusion, Belonging, and Equity (DIBE)**





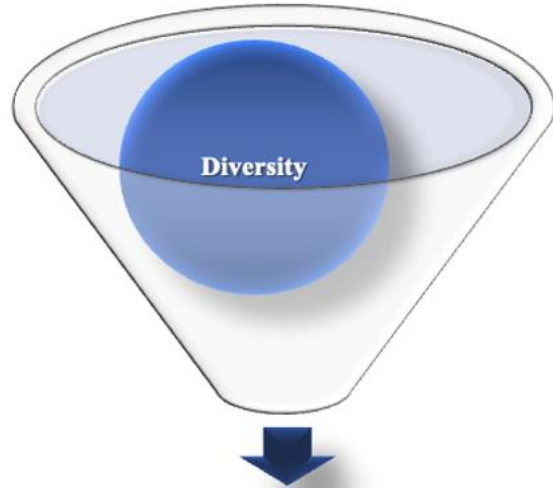
DIBE

- Diversity
- Inclusion
- Belonging
- Equity





DIBE



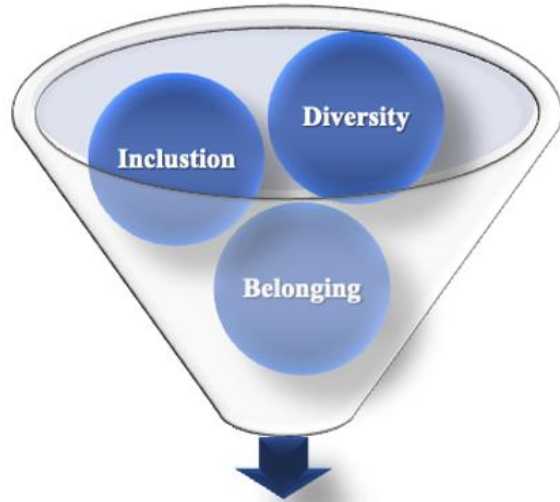


DIBE





DIBE





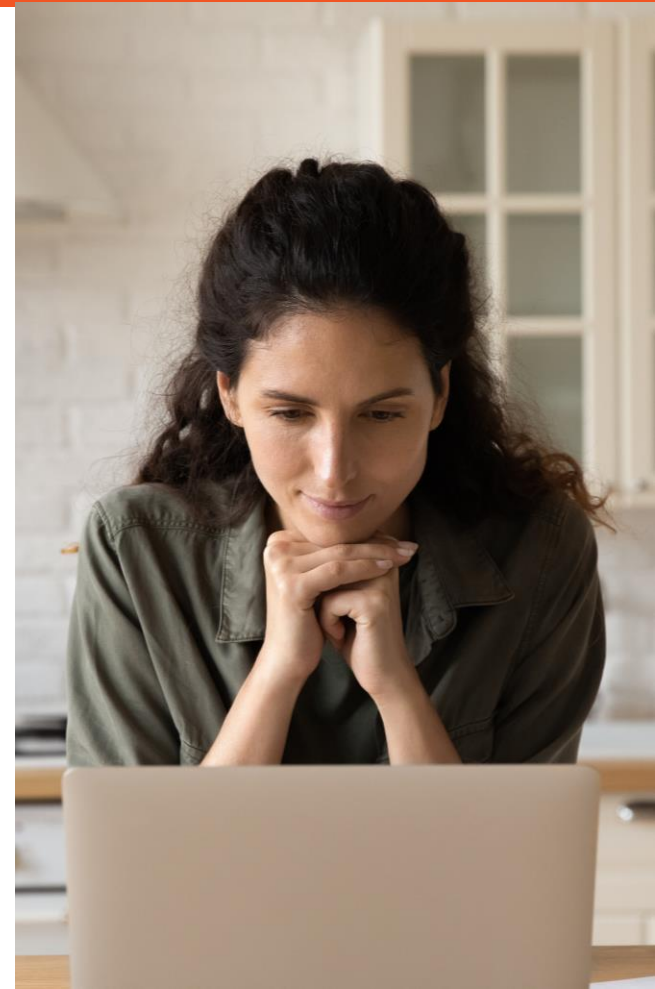
DIBE



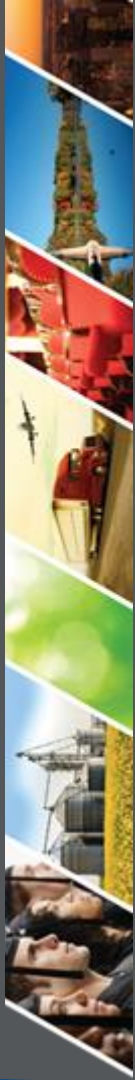
To maximize the impact and the effectiveness of diversity, inclusion, belonging, and equity (DIBE) efforts, and to help ensure compliance with Illinois Works mandates, Illinois Works will provide technical assistance and training related to the following topics:

- Diversity, Inclusion, Belonging, Equity (DIBE)
- Understanding Barriers to Employment in the Construction Industry

More information related to upcoming training can be found on the Illinois Works Partner Guide website and the published 2022 TA Grantee Schedule.







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Module 6: Legal Implications and the Pre-Apprentice LifeCycle

Section 2: Program Culture

Section Overview

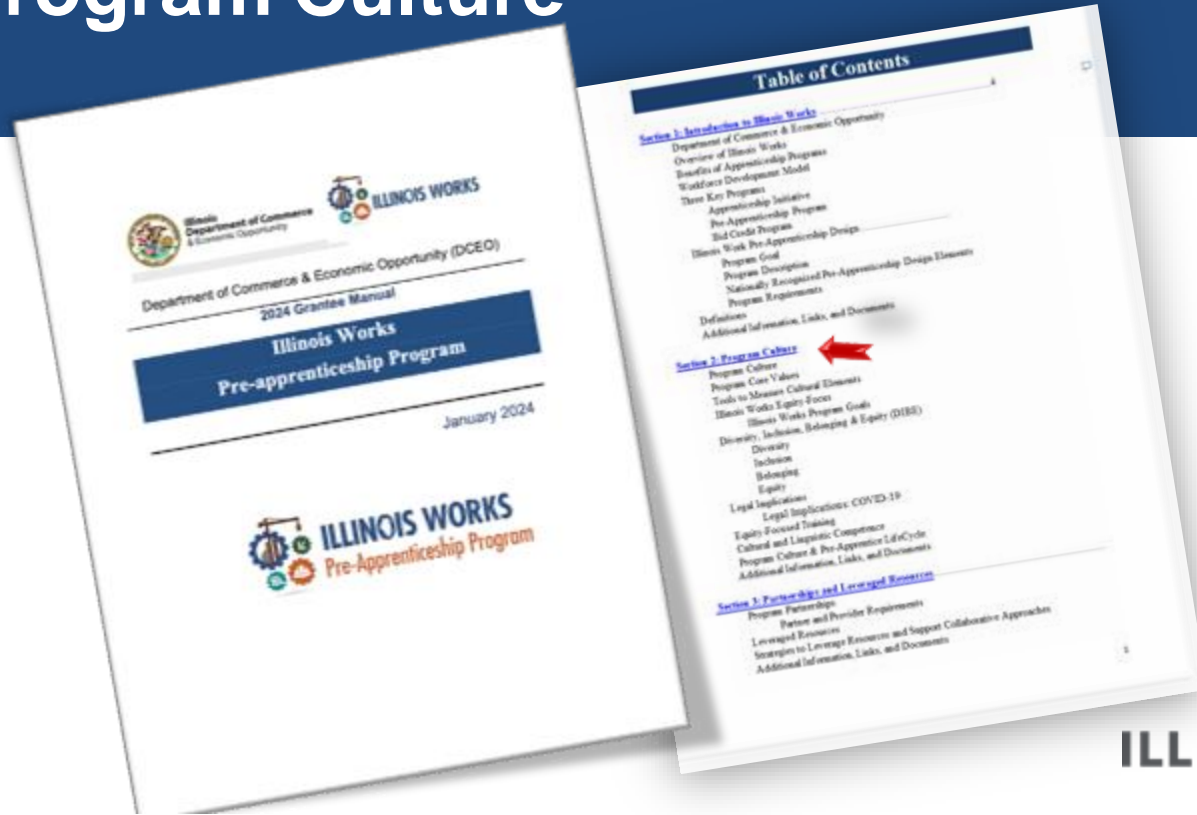
By the end of Section 2, you will be able to:

- List the six Illinois Works Pre-Apprenticeship Program **core values**.
- Incorporate recommended **tools to measure the utilization of the core values**.
- Articulate the impact of an **equity-focus** on Illinois Works program goals.
- Infuse **diversity, inclusion, belonging, and equity** into your program's culture, each of the program's elements, and each phase of the Pre-Apprentice LifeCycle.
- Avoid potential **legal consequences** by implementing a **comprehensive anti-discrimination, harassment and bullying policy**, and develop a **reporting and routing process**. 
- Identify each phase in the **Pre-Apprentice** LifeCycle. 





Section 2: Program Culture





Definitions



- **Discrimination** is bias or prejudice resulting in denial of opportunity or unfair treatment when hiring, creating or applying policies, training, promoting, firing or laying off employees or in any other terms and conditions of employment or program participation.
- **Harassment** can be a wide range of unwelcome and offensive behaviors. They usually are repetitive, but do not have to be.
- **Bullying** is a persistent pattern of mistreatment from others in the workplace/training environment that causes either physical or emotional harm. It can include such tactics as verbal, nonverbal, psychological, physical abuse, and humiliation.
- **Workplace harassment** and **discrimination** is illegal, and individuals' rights are protected by local, state, and federal legislation.



ILW Applicant Tracking System



- Empower for Resilience & Self-Sufficiency
- Build a Community of Collaboration
- Maximize Differences



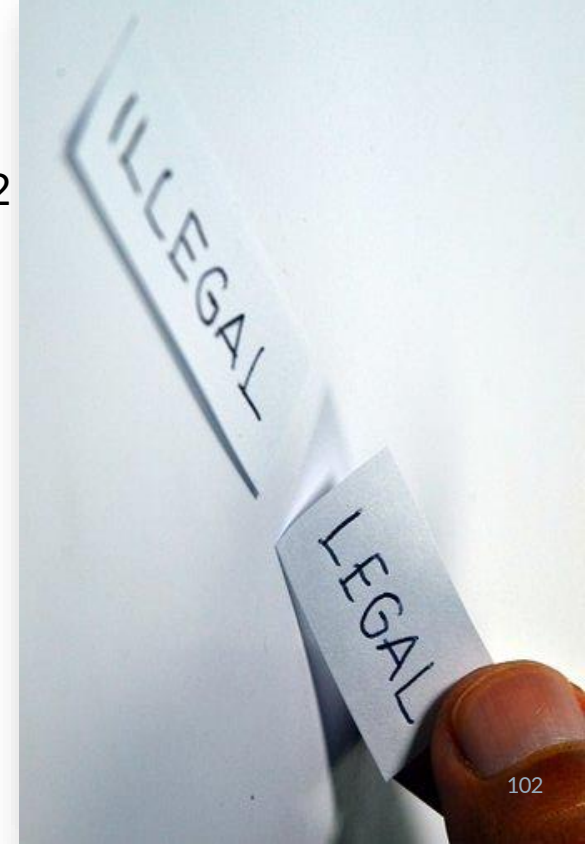




Legal Implications



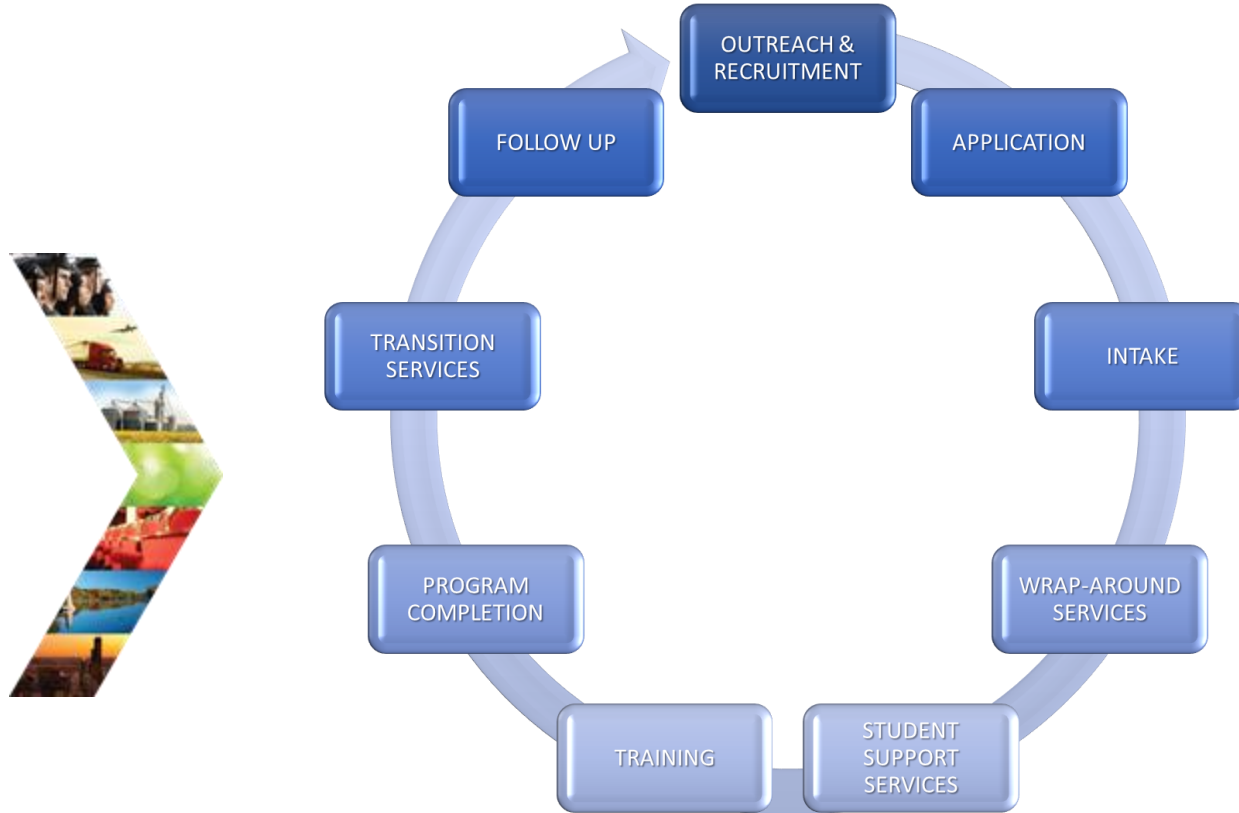
- Title IX of the Education Amendments Act of 1972
- Title VII of the Civil Rights Act of 1964
- The Equal Pay Act of 1963 (EPA)
- Illinois Human Rights Act
- American with Disabilities Act (ADA) 1990

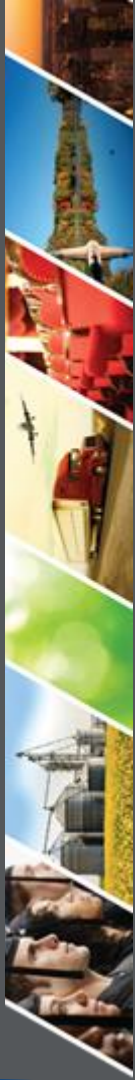


Policy and Checklist for Addressing Discrimination/Harassment/Bullying Complaints			
Organization: _____		Date of Initial Complaint: _____	
Name of Complaining Party: _____		Name of Alleged Offender: _____	
Type of Complaint (Check All That Apply): _____		Discrimination _____ Harassment _____ Bullying _____	
Action Steps to Respond to Complaints	Step Completed		Comments
	Yes	No	
<ul style="list-style-type: none"> Initial Step After Receiving Complaint 			
After the initial complaint was received, did the grievor follow the following steps?			
Consider whether to place the accused on paid administrative leave pending the investigation. Some factors to consider include whether the accused poses a potential safety risk and whether having the accused in the workplace may intimidate witnesses or otherwise impede the investigation.			
Take appropriate interim steps to prevent harassment and retaliation. For example, it may be appropriate to separate the accused and the complainant, restrict the accused's access to the complainant, or to place an interim suspension on the accused, or to place an interim suspension on the complainant.			
Determine who will conduct the investigation. Choose the investigator carefully, so that persons may need to testify in any legal proceeding.			
<ul style="list-style-type: none"> Investigators must be free from actual or apparent bias or conflict of interest. For example, an investigator should not investigate the conduct of the investigator's supervisor or friend. Determine whether to create an outside investigator. Consider whether the investigator needs a particular expertise. 			
Name of Investigator: _____			
Preserve evidence that may be relevant to the investigation. The evidence may include articles, gifts, and internal messages. Interview IT as necessary.			



Pre-Apprentice LifeCycle





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Module 7: Partnerships and Leveraged Resources



Section 3: Staff Roles, Partner and Provider Relationships, and Leveraged Resources

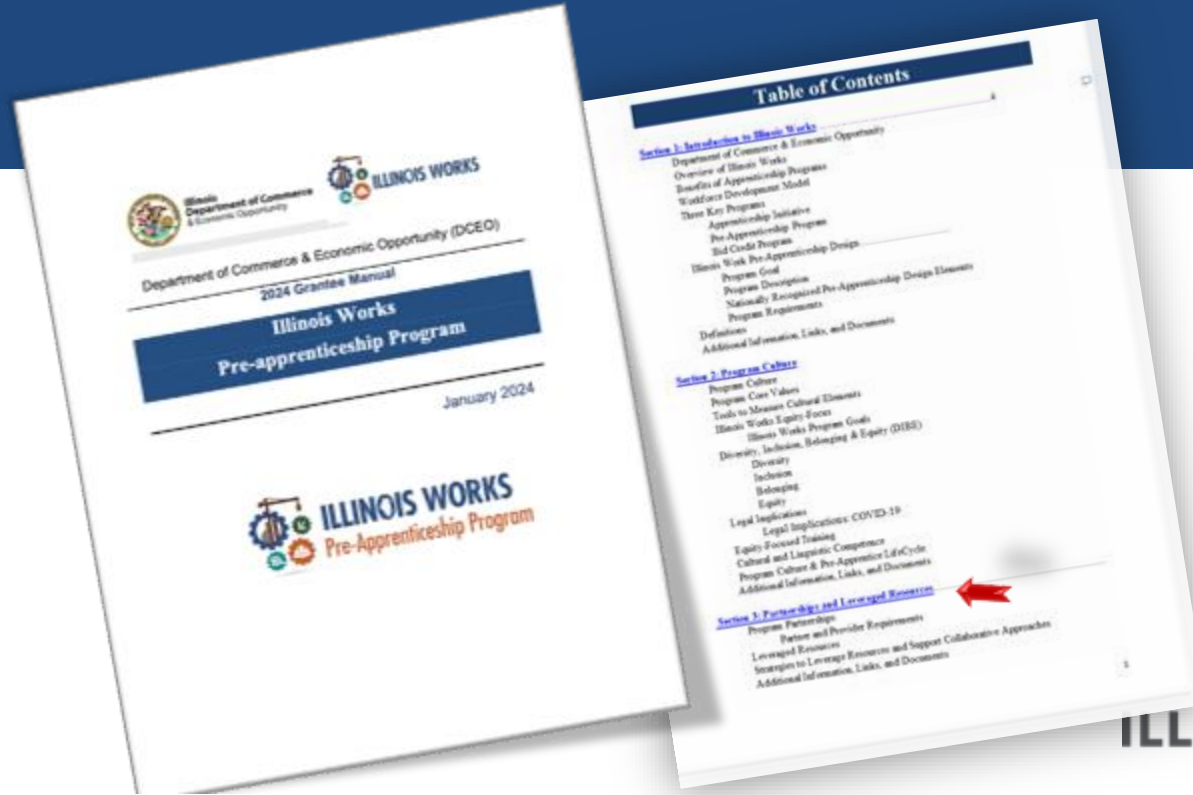
Section Overview

By the end of Section 3, you will be able to:

- Assign staff roles and responsibilities to appropriate organization team members. 
- Define partnerships and providers. 
- Understand key requirements of grantees/recipients, subgrantees/subrecipients, and contractors/vendors. 
- Utilize strategies for leveraging resources and collaborations. 



Section 3: Partnerships, Providers and Leveraged Resources





Staff Roles



- Program Administrator
- Outreach and Recruitment Coordinator (ORC)
- Wrap-around Service Coordinator (WSC)
- Instructor
- Student Support Services Coordinator (SSSC)
- Transition Services Coordinator (TSC)
- Data Entry Coordinator (DEC)





Staff Roles



All staff and partners who are paid through ILWPP funds are required to be qualified to serve in their roles. This includes having relevant experience and/or credentials when applicable.

All grantees are required to have a procedure which outlines how these qualifications will be verified.



Question:

“Which of these roles are currently staffed in your organization?”



Question:

“What type of entities have you partnered with? Who are some of your critical partners?”



Partnerships



Partnerships are typically formally structured long-term relationships created by entities that work together to address complex issues to achieve a shared goal.



Partnerships



Partnerships can create bridges that allow you to comprehensively respond to the needs of your pre-apprenticeship program and participants.



Partnerships

Partners Versus Providers



Partnerships



Partners may include the following:

- ✓ Recipient/Grantee
- ✓ Subrecipient/Subgrantee

Providers may include the following:

- ✓ Contractor/Vendor



Partnerships



- ✓ Recipient/Grantee
- ✓ Subrecipient/Subgrantee
- ✓ Contractor/Vendor



Partnerships

	Grantees/ Recipients	Subgrantees/ Subrecipients	Contractors/ Vendors
GATA Pre-Pre-qualified	X		
On Record for the Grant	X	X	
Receives Funds	X		
Requires an MOU	X	X	
Can be a non-profit	X	X	X
Can be a for-profit		X	X
Must Report Program Participation & Outcomes	X	X	X
Must Maintain 3-5 yrs. of Program Documentation	X	X	



Question:

“What new partnerships have been created?”





Memorandum of Understanding

A **memorandum of understanding** (MOU or MoU) is a formal agreement between two or more entities. Although they are not legally binding, they do communicate a degree of seriousness, mutual respect, and understanding regarding accountabilities.

MOUs are required for partnerships between **Recipients/Grantees** and **Subrecipients/Subgrantees**.





Question:

“Based on your experience with MOUs, what additional items have you found valuable for an MOU to ensure partnerships are functional once the program is running?”



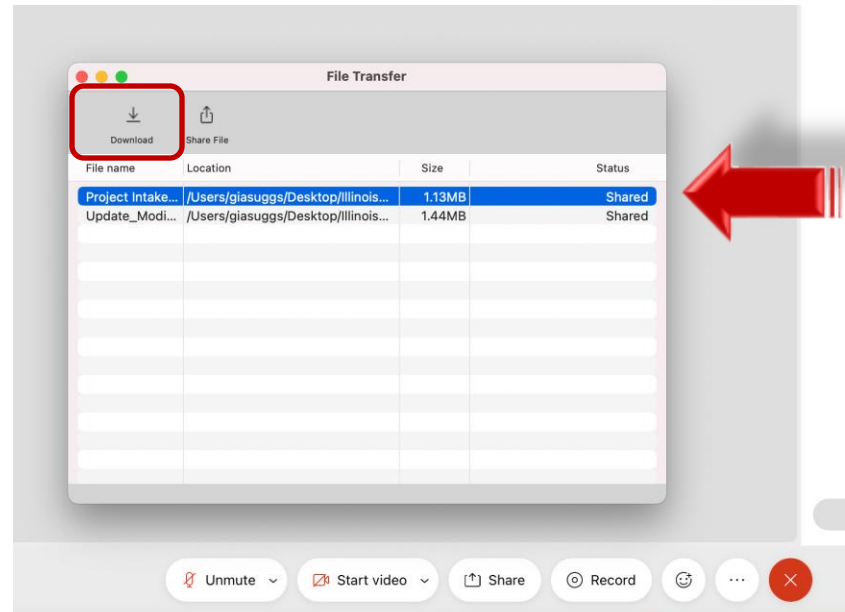


Sample MOU





Example MOU



Accountability



If a Subrecipients/Subgrantees or provider is not performing as agreed, they can be removed and/or replaced.

However, a Recipient/Grantee **will** be held accountable!



Partnerships

Identifying and cultivating successful partnerships requires hard work by all parties.





Illinois Works Reporting System (IWRS)




Question:

“What might be some potential barriers to developing successful partnerships?”



Barriers

- 
- ✓ Lack of mutual respect
 - ✓ Lack of trust/trustworthiness
 - ✓ Focus on money and not outcomes
 - ✓ Deceptive practices regarding joint goals
 - ✓ Poor listening skills
 - ✓ Unwillingness to acknowledge or confront issues or challenges
 - ✓ Lack of subject matter expertise
 - ✓ Competition instead of cooperation
 - ✓ Hoarding of Information
 - ✓ Developing click/silos




Question:

“What are some strategies you can employ to overcome barriers to developing successful partnerships?”



Tips & Techniques

- 
- ✓ Practice active listening
 - ✓ Focus on outcomes
 - ✓ Create a detailed MOU
 - ✓ Acknowledge and confront issues or challenges
 - ✓ Freely share relevant information
 - ✓ Have regular planning and progress meetings
 - ✓ Agreeing on how the work will be done (use the Grantee Manual as your guide)
 - ✓ Audit by the recipient of the subgrantees and providers to ensure performance and reporting compliance
 - ✓ Submit progress reports (to be reviewed at progress meetings)

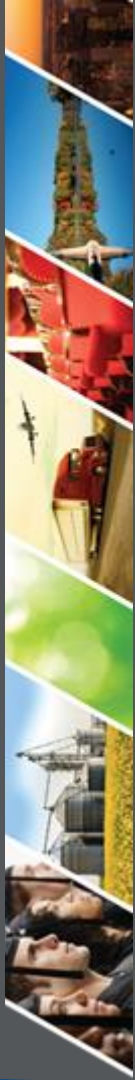


Effective Partnerships



- ✓ Provide accurate and up-to-date information on reports(General DCEO/GATA requirements)
- ✓ Utilize available resources from workforce development organizations
- ✓ Deliver reports on time
- ✓ Deliver services on time
- ✓ Communicate concerns and issues immediately
- ✓ If you are unsure ask Illinois Works
- ✓ Utilize Illinois Works available tools





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2024 Grantee Manual Onboarding Sessions



Administrator Orientation (January 18, 2024 - In-Person)

Grantee Manual: Session I (February 1, 2024 - Virtual - New Grantees)

Grantee Manual: Session II (February 6, 2024 - Virtual - New Grantees)

Grantee Manual: Session III (February 13, 2024 - Virtual - New Grantees)

2024 Grantee Manual Updates (February 8, 2024 - Virtual - Renewal Grantees)

Illinois Works Coaching Needs Assessment Questionnaire (February 15, 2024 - Virtual - New & Renewal Grantees)

2024 IWRS Updates (February 22, 2024 - Virtual - Renewal Grantees)

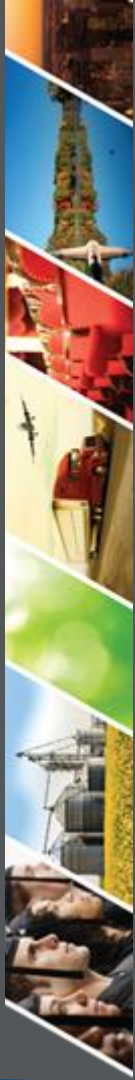
IWRS: Session I (February 20, 2024 - Virtual - New Grantees)

IWRS: Session II (February 27, 2024 - Virtual - New Grantees)

IWRS: Session III (March 5, 2024 - Virtual - New Grantees)

IWRS: Session IV (March 19, 2024 - Virtual - New Grantees)

Using Data for Continuous Program Improvement (CPI) (March 7, 2024 - Virtual - New & Renewal Grantees)



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Feedback ~ We want to hear from you



Thank You!



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

