



Illinois
Department of Commerce
& Economic Opportunity

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Pre-Apprenticeship Program

2025 Illinois Works Grantee Renewal





This Session is Being Recorded





Course Overview



Grant Renewal is the opportunity to receive a contract modification that extends eligible grant agreements and funding through 2026. During this webinar, we will share the details of the Renewal process including criteria for Renewal as well as documents required for application and the overall Renewal timeline.

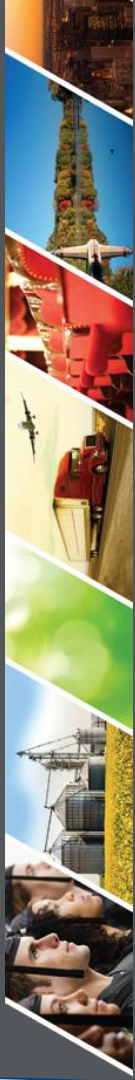


Illinois
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In the Webex chat

- Your Name
- Organization/Agency
- Your Original Grant
Year (2024 or 2025)





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Section 2: Pathways for Renewal



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

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



Pathways for Renewal



Renewal

- Good standing (76% Compliance Score or above)

Conditional Renewal

- Inadequate High (65 to 75% Compliance Score)





Renewal Announcements



- Illinois Works will use the grantee's September and October Compliance Scores as documented on the Monthly Compliance Report to determine if the grantee met the Compliance Thresholds/Criteria for renewal.
- If a grantee is not offered renewal and they are interested in continuing to offer services through Illinois Works, they will need to apply for funding through the competitive NOFO process scheduled to open in August of 2026 (to receive funding for the 2027 program year)



Renewal Announcements (Cont.)

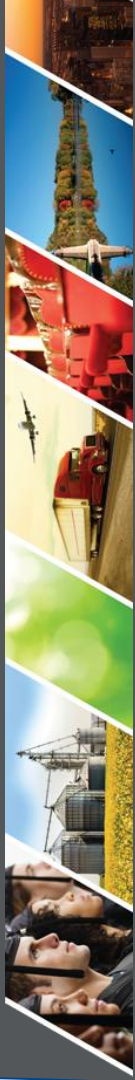


If your organization **meets** the Compliance Thresholds/Criteria for renewal, you will:

- Receive a Renewal or Conditional Renewal Letter with the instructions on how to submit the required renewal documentation

If your organization **does not meet** the Compliance Thresholds/Criteria for renewal, you will:

- Receive a Renewal Extension Letter with the instructions on working towards achieving renewal in October



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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.





Steps for the Renewal Process



Renewal Document Submission

Evaluation

Negotiations

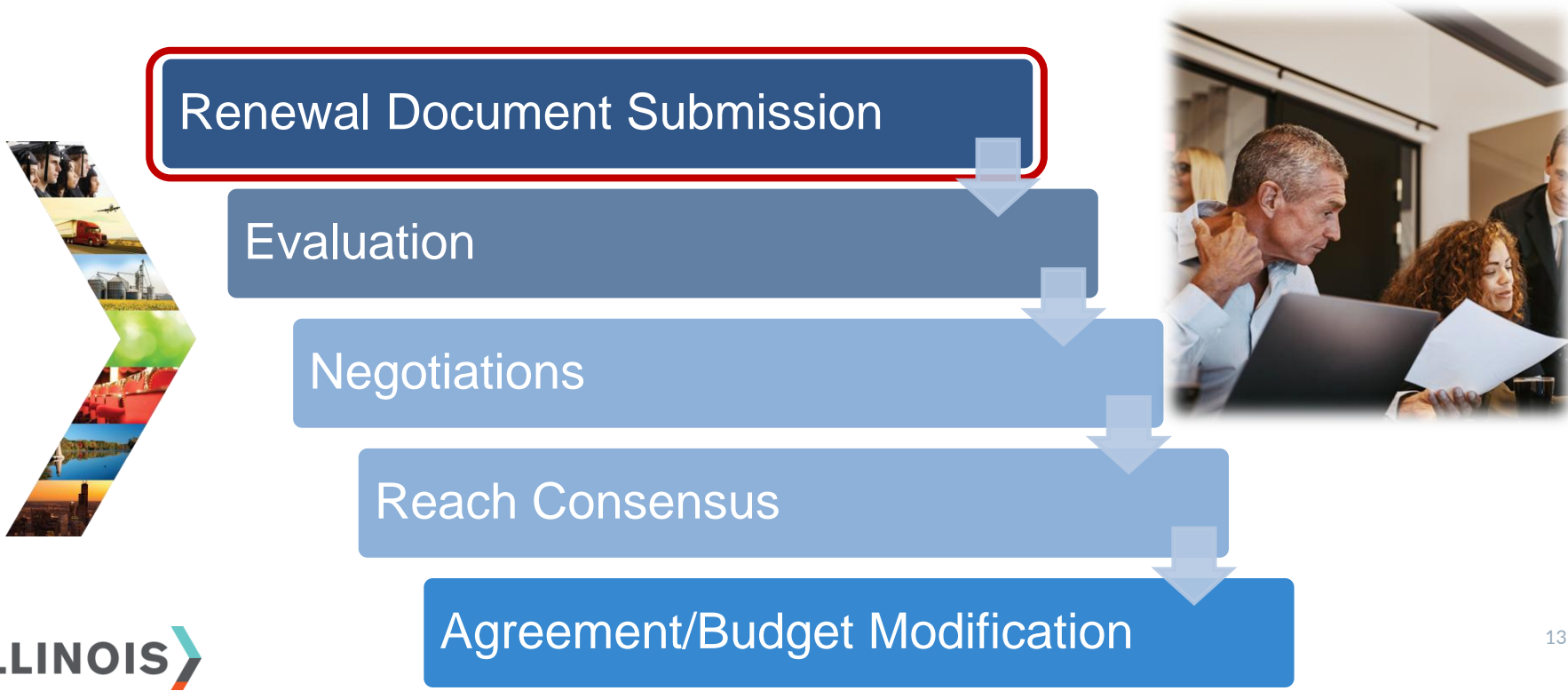
Reach Consensus

Agreement/Budget Modification



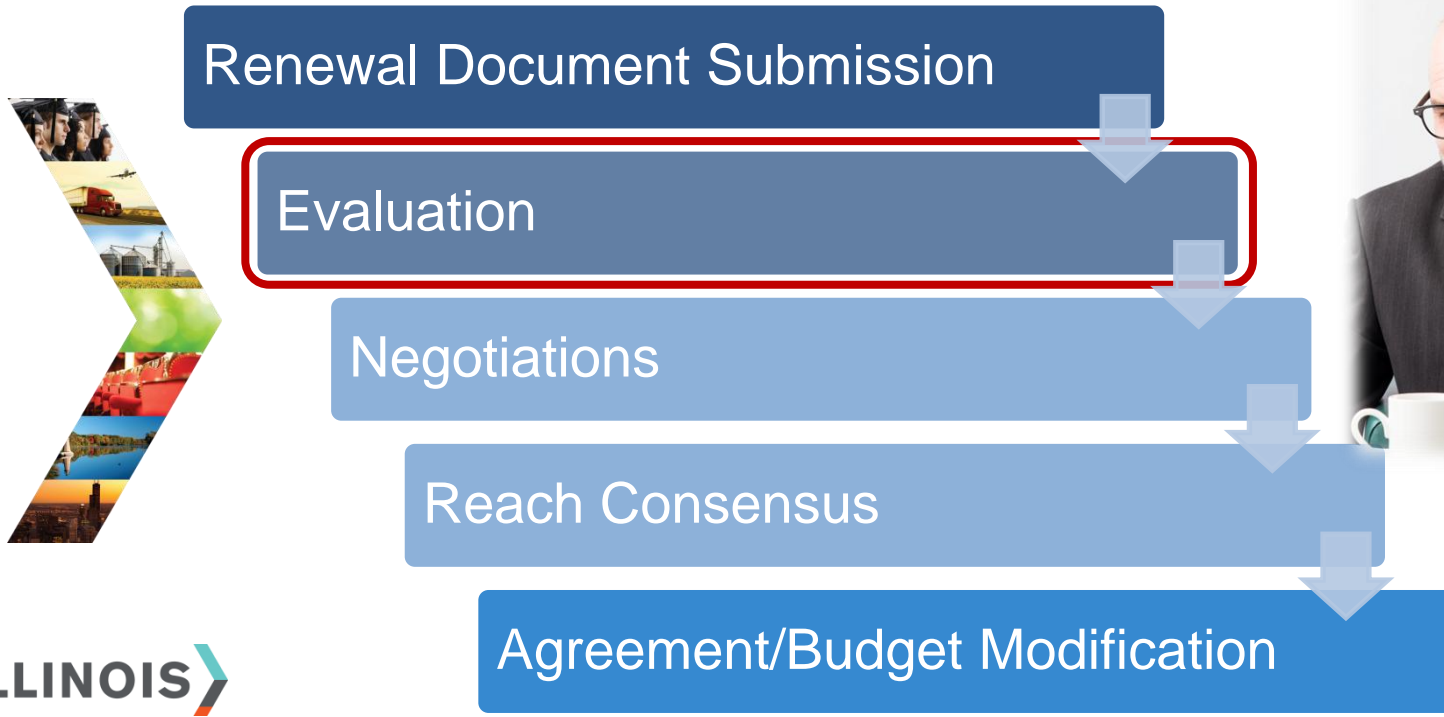


Steps 1: Renewal Document Submission





Steps 2: Evaluation





Steps 3: Negotiations



Renewal Document Submission

Evaluation

Negotiations

Reach Consensus

Agreement/Budget Modification





Steps 4: Reach Consensus



Renewal Document Submission

Evaluation

Negotiations

Reach Consensus

Agreement/Budget Modification





Steps 5: Agreement Modification



Renewal Document Submission

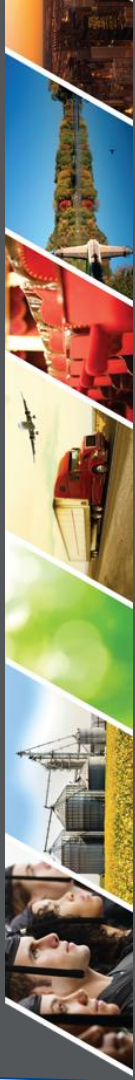
Evaluation

Negotiations

Reach Consensus

Agreement/Budget Modification





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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.



Renewal Documents

GATA Checklist

Application

Executive
Summary

Budget
Template

Disclosure
Documents



GATA Checklist



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 Risk 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]



IL Works Pre-Apprenticeship RENEWAL

The goal of the Illinois Works Pre-apprenticeship Program is to provide grantees to community-based organizations or coalitions throughout the State that recruit, prescreen, and provide pre-apprenticeship skills training. Successful 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 must be pre-qualified prior to application deadline.

For more information on pre-qualification, please visit
<https://www2.illinois.gov/dceo/AboutDCEO/GrantOpportunities/Pages/GranteeRegistration.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 Cohorts) *

Curriculum Offered *

Select

Additional Certifications *



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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

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

☐ Send me a copy of my responses

Submit



Powered by  smartsheet
[Privacy Notice](#) | [Report Abuse](#)





Renewal Documents

GATA Checklist

Application

Executive
Summary

Budget
Template

Disclosure
Documents



Executive Summary (Your actual plans will be submitted during Administrative Onboarding)



This document will provide discrete sections for your organization to describe and summarize your:

- Workplan
- Program Improvement Plan
- Marketing Plan
- Staffing Plan
- Curriculum Plan





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:

- Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.
- Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.
- Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)

18. TOTAL COSTS STATE OF ILLINOIS FUNDS (10 of 17)

Economic Opportunity

514-2348

923

REVENUE

EXPENDITURES

ity

UE

URES

time to be
similar work
the narrative
s. Personnel

Personnel Cost



Budget Example



Example 1

Grant Year 1 (Current year)	Grant Year 2 (Next Year)	Total Grant Award for Renewal Budget
\$400,000	\$500,000	\$900,000

Example 2

Grant Year 1 (Last year)	Grant Year 2 (Current Year)	Grant Year 3 (Next Year)	Total Grant Award for Renewal Budget
\$400,000	\$500,000	\$500,000	\$1,400,000

Budget Example



	A	B	C	D	E	F	G	H	I
1	Section C - Budget Modification Worksheet & Narrative							0	ONLY ENTER
2	14). Other or Miscellaneous Costs --This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (e.g., Printing, Memberships & subscriptions, recruiting costs, etc.)								
3									
4	Description	Computation				Cost	Length of time		
5		Quantity	Basis	Cost	Length of time				
6	Year 2023			\$ -		\$ -			
7	Stipends	30	each	\$ 11.00	169	\$ 55,770.00			
8	Wrap-Around Services	30	each	\$ 75.00	1	\$ 2,250.00			
9	Transition Services	30	each	\$ 75.00	1	\$ 2,250.00			
10				\$ -		\$ -			
11	Year 2024			\$ -		\$ -			
12	Stipends	30	each	\$ 11.00	169	\$ 55,770.00			
13	Wrap-Around Services	30	each	\$ 100.00	1	\$ 3,000.00			
14	Transition Services	30	each	\$ 50.00	1	\$ 1,500.00			
15	Student Support Services	30	each	\$ 25.00	1	\$ 750.00			
16				\$ -		\$ -			
17	Year 2025			\$ -		\$ -			
18	Stipends	50	each	\$ 14.00	180	\$ 126,000.00			
19	Barrier Reduction	1		\$ 7,500.00	1	\$ 7,500.00			
20	Events	1		\$ 3,000.00	1	\$ 3,000.00			
21				\$ -		\$ -			
22				\$ -		\$ -			
23				\$ -		\$ -			
24						State Total	\$ 257,790.00	If you need to	
25									
26				\$ -		\$ -			
27				\$ -		\$ -			
28						NON-State Total	\$ -	If you need to	
29									
30	Other Costs Narrative (State):								Give a brief d
31	2025 Stipends will be paid per instructional hour based on performance. 50 participants at \$14.00 per hour for 180 instructional hours. 2025 Barrier Reduction will be used to pay for Wrap-Around, Transition, and Student Support services as outlined in the ILWPP Grantee Manual. 2025 Events will provide food for the participants at orientations, trainings, and/or graduations.								
32						State Total	\$ 257,790.00	Formula in C	
33									



Disclosure Documents



Other relevant documents include:

- Conflict of Interest Disclosure
- Mandatory Disclosure





Conflict-of-Interest Disclosure



Conflict of Interest Disclosure

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as "Grantee") must disclose in writing to the awarding State agency any actual or potential conflict of interest that could affect the State award for which the Grantee has applied or has received. See 30 ILCS 708/35; 44 Ill. Admin Code § 1000.40(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 gives the appearance of, being motivated by a desire for a personal gain, financial or nonfinancial, whether direct or indirect, for themselves or others, particularly those with whom they have a family business or other close associations. In addition, the following conflict of interest standards apply to governmental and non-governmental entities.

Definitions:

Governmental Entity. If the Grantee is a governmental entity, no officer or employee of the Grantee, member of its governing body or any other public official of the locality in which the award objectives will be carried out shall participate in any decision relating to a State award which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, direct or indirect, in his personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the 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 shall participate in any decision relating to a State award which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or which affects his personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the 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 officers of Grantee from engaging in actions, which create or which appear to create a conflict of interest as described 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:

If the Grantee provides information above regarding a current potential conflict of interest or any actions that create or appear to create a conflict of interest, the Grantee must immediately provide documentation to the applicable Department grant manager to support that the potential conflict of interest was appropriately handled by the Grantee's organization. If at any later time, the Grantee becomes aware of any actual or potential conflict of interest, the Grantee must notify the Department's grant manager immediately, and provide the same type of supporting 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 board members; board meeting minutes; procedures to safeguard against the appearance of personal gain by the organization's officers, directors, agents, and family members; procedures detailing the proper internal controls in place; timesheets documenting time spent on the award; and bid documents supporting the selection of 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 _____

Printed Title (Authorized Signator Name): _____

Printed Name (Authorized Signator Name): _____

Date _____

CSFA Number _____



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 are 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) _____

_____ Date

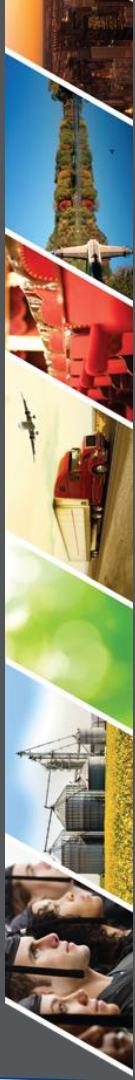
Signature of Authorized Representative _____

Printed Name (Authorized Signator Name) _____

Printed Title (Authorized Signator Title) _____

CSFA Number _____





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Section 5: Timeline and Submission

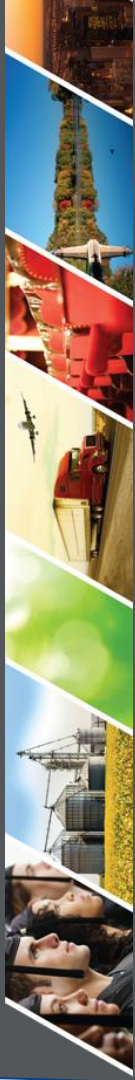


By the end of this section, you will be able to:

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



- 9/24/2025 - First Round Invitations for Renewals Disseminated
- 10/03/2025 – First Round Documents Due
- 10/17/2025 - Second Round Invitations for Renewals Disseminated
- 10/24/2025 – Second Round Documents Due
- 11/17/2025 –Budget Workshop
- 11/21/2025 – Final Budget Due
- 12/1/2025 – 1/31/2026 Grant Agreement and Budget Modification Execution)
- Goal: have all executed grant agreements and modifications by January 31, 2026.



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Thank You!



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor