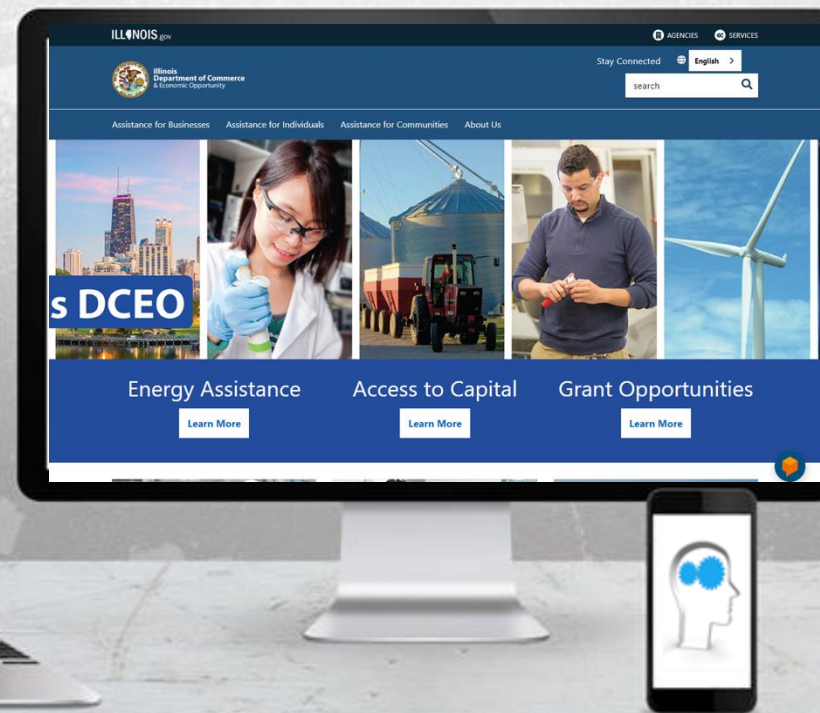
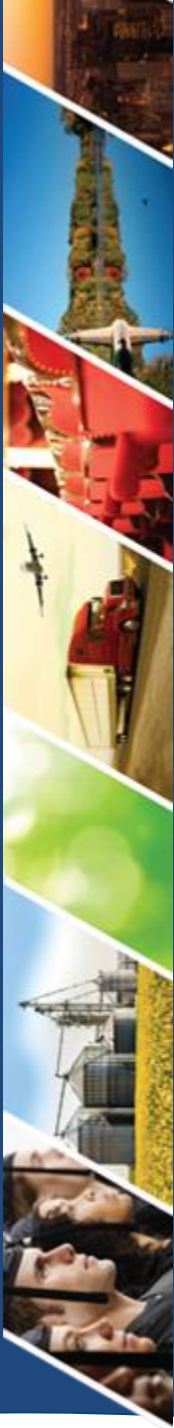


Welcome to the Illinois Works Apprenticeship Initiative Compliance Overview For CONTRACTORS







ILW Apprenticeship Initiative Team

- Dr. Norman Ruano, Deputy Director of Illinois Works
- Mrs. Maria Y. Perez, Senior Apprenticeship Initiative Program Manager
- Mr. Blake Young, Apprenticeship Initiative Program Manager
- Ms. Brenna Tierney, Apprenticeship Initiative Program Manager





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. This exciting new initiative will create opportunities for Illinois businesses, communities, and families.

During this course you will be provided with an overview of Illinois Works, the innovative workforce model that it uses, and its three key programs and their relevance to you, with a focus on the Apprenticeship Initiative.



Course Objectives



The Department of Commerce & Economic Opportunity (DCEO) Illinois Works program offers an innovative workforce model, including the Apprenticeship Initiative Program. Contractors are required to be in compliance with the program.

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

- Describe the Illinois Works' innovative model and its relationship to DCEO and the law.
- Identify changes to the Apprenticeship Initiative resulting from 2023 legislation.
- Accurately complete the paperwork and avoid common errors.
- Comply with expectations and stay within the compliance guidelines.



This Session is Being Recorded





Webex Tutorial

The screenshot shows a Webex meeting window with a grid of six participants. A dashed blue line connects the 'Meeting info' tab to the top-left participant. A red arrow points from the 'Mute' button to the meeting link in the sidebar. Three red arrows point to the 'Stop video', 'Raise hand', and 'React' buttons in the bottom toolbar. A red arrow points to the 'Layout' button in the top right. The sidebar on the left displays meeting details for a 'Feature Planning Meeting' hosted by Clarissa Smith, including buttons for 'Copy meeting link' and 'Invite and remind', and tabs for 'General' and 'Security'. The bottom toolbar contains buttons for 'Mute', 'Stop video', 'Share', 'Record', 'Raise hand', 'React', and a red 'X' button. The top right shows the time as 12:40 and a 'Layout' button.

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



Illinois
Department of Commerce
& Economic Opportunity

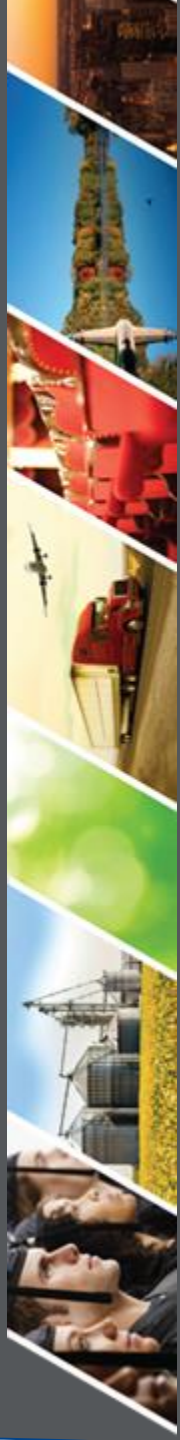


Comments, Feedback, or Questions?

Email us at:

CEO.ApprenticeshipInitiative@Illinois.gov





Email us at: CEO.ApprenticeshipInitiative@Illinois.gov



Illinois
Department of Commerce
& Economic Opportunity

Section 2: Illinois Works Overview



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

- Describe the role of Governor Pritzker's historic \$45 billion capital plan in the creation of Illinois Works.
- Articulate the mission of DCEO.
- Describe the innovative Illinois Works workforce development model.
- Summarize the role of each of the Illinois Works three key programs, including the Apprenticeship Initiative, the Pre-Apprenticeship Program and the Bid Credit Program
- Describe how to leverage the Illinois Works Career Services.

ILLINOIS



Department of Commerce & Economic Opportunity

The Office of Illinois Works



Illinois Works Jobs Program Act



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.

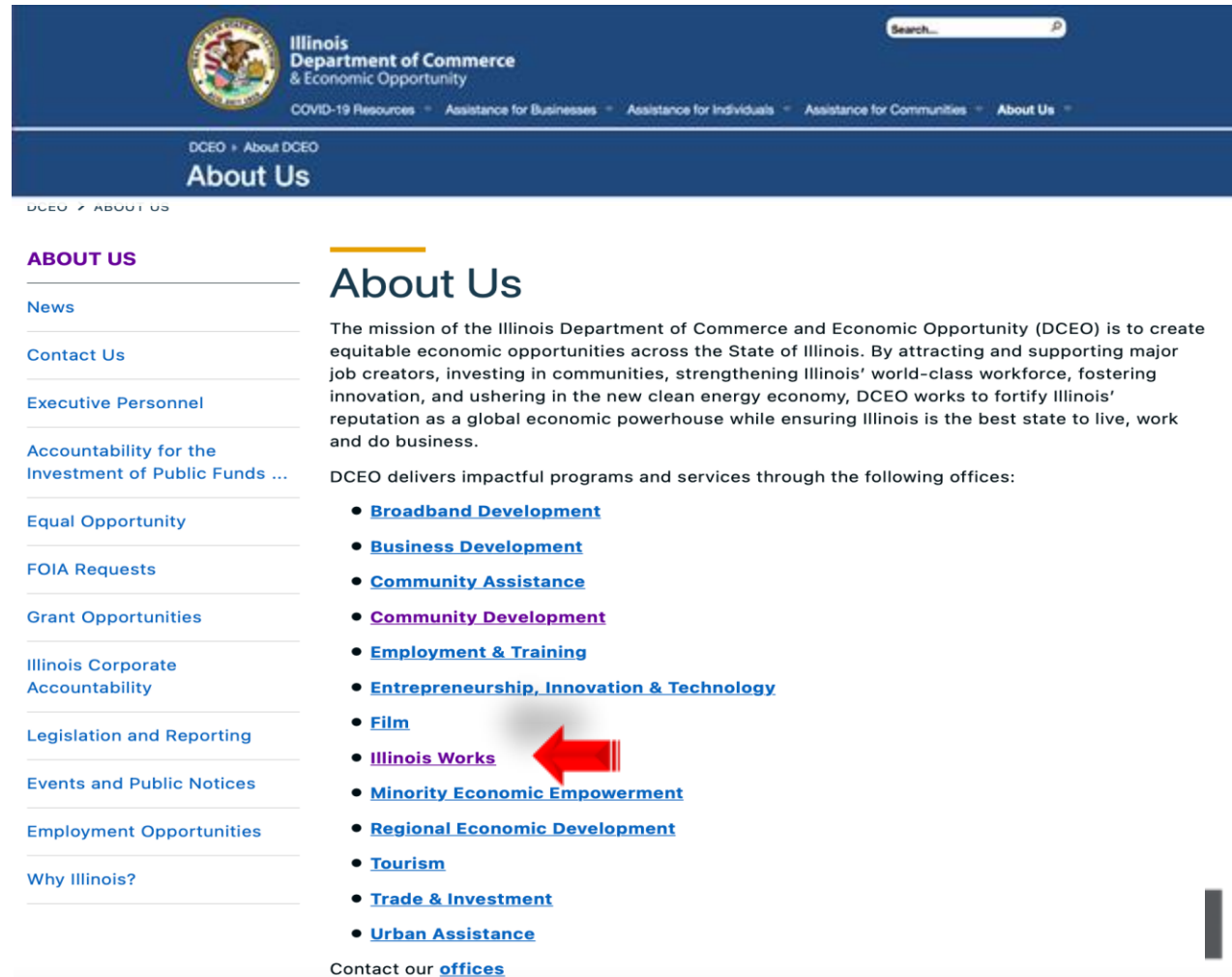
The **goal** is to provide contracting and employment opportunities to historically underrepresented populations in the construction industry.

This effort specifically targets **women, people of color, and veterans**.





Illinois Department of Commerce & Economic Opportunity ~ Website



Illinois Department of Commerce & Economic Opportunity

COVID-19 Resources · Assistance for Businesses · Assistance for Individuals · Assistance for Communities · About Us

DCEO > About DCEO

About Us

The mission of the Illinois Department of Commerce and Economic Opportunity (DCEO) is to create equitable economic opportunities across the State of Illinois. By attracting and supporting major job creators, investing in communities, strengthening Illinois' world-class workforce, fostering innovation, and ushering in the new clean energy economy, DCEO works to fortify Illinois' reputation as a global economic powerhouse while ensuring Illinois is the best state to live, work and do business.

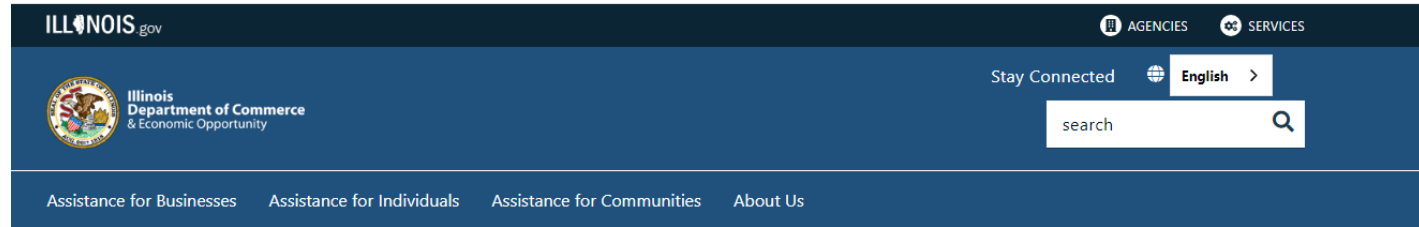
DCEO delivers impactful programs and services through the following offices:

- [Broadband Development](#)
- [Business Development](#)
- [Community Assistance](#)
- [Community Development](#)
- [Employment & Training](#)
- [Entrepreneurship, Innovation & Technology](#)
- [Film](#)
- [Illinois Works](#)
- [Minority Economic Empowerment](#)
- [Regional Economic Development](#)
- [Tourism](#)
- [Trade & Investment](#)
- [Urban Assistance](#)

Contact our [offices](#)



Illinois Works Jobs Program Act ~ Website



DCEO > Illinois Works

Illinois Works

[Illinois Works Contractor Resources](#)

[Apprenticeship Initiative](#)

[Construction Pre-Apprenticeship Program](#)

[Bid Credit Program](#)

[Illinois Works Career Services](#)

[Meetings](#)

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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.

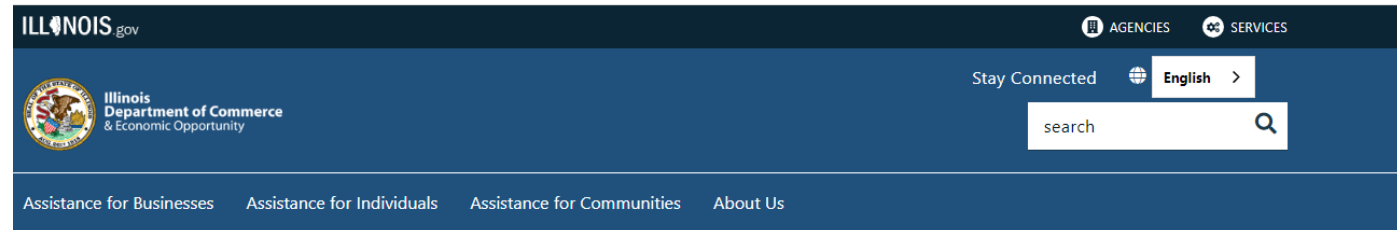
The Department of Commerce & Economic Opportunity (DCEO) Office of Illinois Works, with the support of community partners as well as the building trades and construction industry, will deliver three key programs:

- **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 Contractor Resources ~ Website



DCEO > Illinois Works > Illinois Works Contracto...

Illinois Works

Illinois Works Contractor Resources

[Apprenticeship Initiative](#)

[Construction Pre-Apprenticeship Program](#)

[Bid Credit Program](#)

[Illinois Works Career Services](#)

[Meetings](#)

[Contact Us](#)

Illinois Works Contractor Resources

The Illinois Works Jobs Programs Act was specifically designed to increase equity within construction and the building trades both by providing needed support and resources to workers and contractors. Contractors are an integral part of developing a more diverse, inclusive, and equitable construction industry in the State of Illinois, and as a result are a central stakeholder in the success of all three Illinois Works Programs.

How do the Illinois Works Programs benefit contractors?

Do you want to earn bid credits to make your bids more competitive?

The **Bid Credit Program** provides bid credits or virtual dollars to contractors who hire and retain Pre-apprenticeship Program graduates. These bid credits can be earned by employing these graduates on private or public projects; earned bid credits can be used by the contractor to win state funded capital construction projects by making their bids more competitive.

Learn more about the [Bid Credit Program](#)

Is your business interested in earning bid credits for use in future capital projects? Complete



Contains
information for
contractors on
all Illinois Works
programs





Illinois Works ~ Unique and Innovative Model





The DCEO Office of Illinois Works, with the support and partnerships of communities, building trades, and the construction industry, delivers **three key programs**:



Illinois Works Apprenticeship
Initiative



Illinois Works Pre-Apprenticeship
Program



Illinois Works Bid Credit Program

Illinois Works Jobs Program

12%

- 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.**
- 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.**



Illinois Department of Labor & RAPIDS Data

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	Grant Year 2024 ILW Pre-Apprenticeship Program
Women	50.8%	50.9%	4%	5%	5%	24.8%	23.9%
African American	13.4%	14.6%	9%	9%	8%	61%	51.3%
Hispanic/Latino	18.5%	17.5%	18%	17%	25%	18%	23.3%
American Indian/Native Alaskan	1.3%	0.6%	1%	1%	N/A	.8%	.7%
Asians	5.9%	2.9%	<1%	.7%	1%	.5%	.5%
Veterans	7%	5.7%	7%	7.1%	6%	.7%	1.5%



Illinois Works: Three Key Programs



Illinois Works Apprenticeship
Initiative



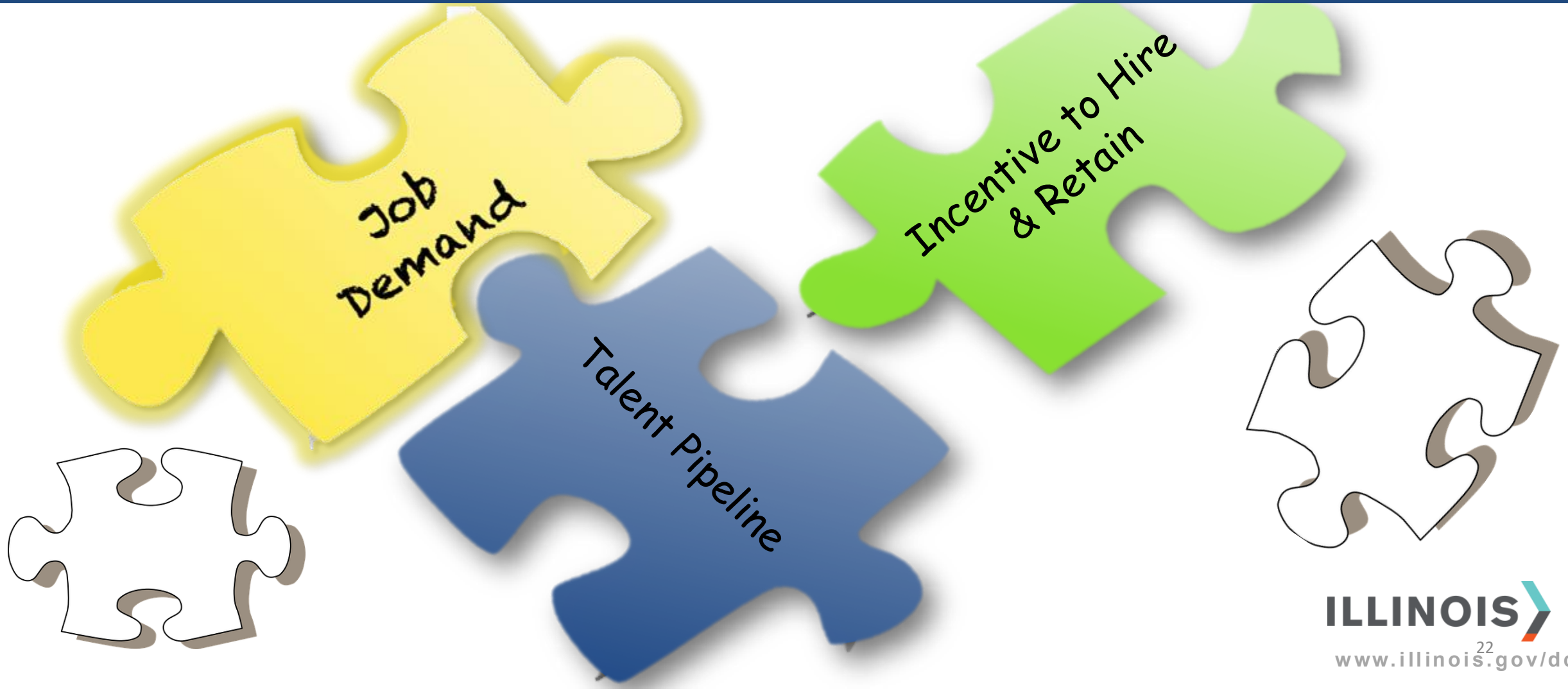
Illinois Works Pre-Apprenticeship
Program



Illinois Works Bid Credit Program



Illinois Works Apprenticeship Initiative





Illinois Works Apprenticeship Initiative Summary

Sets an apprenticeship goal for public works projects estimated to cost **\$500,000 or more**, including both **capital grants** and **direct capital contracts and loans**.

Ensures that contractors and subcontractors comply with the **legislated goals**:

- **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.
- **5% of the actual or estimated labor hours** for each wage classification of qualifying capital construction projects **are to be performed by graduates of Illinois Works, Climate Works, or Highway Construction Careers Training Programs.**

2023 change
(Public Act 103-0305)



Apprenticeship Initiative Implementation



- The Apprenticeship Initiative launched in June of 2020 and is presently overseeing the implementation of over **800 Projects** worth over **\$8.5 billion**.
- We launched a new system that allowed us to transition from a manual quarterly reporting system to a real reporting system that utilizes Smartsheet. This is a compliance management platform.





Illinois Works: Three Key Programs



Illinois Works Apprenticeship
Initiative



Illinois Works Pre-Apprenticeship
Program



Illinois Works Bid Credit Program





Illinois Works Pre-Apprenticeship Program





Illinois Works Pre-Apprenticeship Program

In summary, the program provides:

- 
- **Pre-apprenticeship skill training** through a network of community-based organizations (community colleges, faith-based organizations, and business associations, among others).
 - **Preference to underrepresented populations** that have historically encountered barriers to entry or advancement in public works trades, including minorities, women and veterans.
 - **Free Tuition and a stipend to** participants who attend the program.
 - **A comprehensive array of supportive services** delivered to help address systemic barriers which prevent underrepresented populations from entering the construction industry.
 - **Generous funding at an average of \$11,000 per participant. ILW has a \$25 million annual appropriation to fund our grantees.**



Current Enrollment Per Underrepresented Group

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	Grant Year 2024 ILW Pre-Apprenticeship Program
Women	50.8%	50.9%	4%	5%	5%	24.8%	23.9%
African American	13.4%	14.6%	9%	9%	8%	61%	51.3%
Hispanic/Latino	18.5%	17.5%	18%	17%	25%	18%	23.3%
American Indian/Native Alaskan	1.3%	0.6%	1%	1%	N/A	.8%	.7%
Asians	5.9%	2.9%	<1%	.7%	1%	.5%	.5%
Veterans	7%	5.7%	7%	7.1%	6%	.7%	1.5%



Illinois Works: Three Key Programs



Illinois Works Apprenticeship
Initiative



Illinois Works Pre-Apprenticeship
Program



Illinois Works Bid Credit Program





Unique and Innovative Model





Illinois Works Bid Credit 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 contracted by the State of Illinois or an agency of the state.



Illinois Works Bid Credit Program Summary

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 but they can be earned for any project the graduate works.
 - DCEO will establish the bid credit earning rate for all prevailing wage construction trades once the program rules are approved. This rate will be reviewed and revised annually.
 - There is no maximum for bid credits that can be earned by contractors and/or subcontractors and no limit to the number of ILW Pre-apprenticeship graduates they can hire. **The Illinois Works Bid Credit Bank** is administered by DCEO as mechanism for tracking the bid credits.
 - Bid credits **can be pooled** between multiple contractors and/or subcontractors for a single capital funded projects but there will have a **maximum allowable bid credit amount** for each project based on the estimated project cost.



Bid Credit Tracking System



Illinois Works Career Services





Where Do I Find Illinois Works Graduates?



ILLINOIS WORKS



Connecting to Illinois Works Graduates – Job Matching



Illinois Works Employer Form

The Office of Illinois Works welcomes employers in the construction industry to hire graduates from our pre-apprenticeship program. Please complete this form and we will send you a list of graduates that meet your needs.

After reviewing and screening our graduates, please use this form again to provide a status of the interview or hire.

Please tell us if you are requesting a list of candidates OR providing an update of a previous interview or hire? *

Select

Employer Information

Please provide information about your organization

Employer Company Name *

Employer Contact Name *

Employer Contact Title *

Employer Contact Email *

Employer Address *

Employer City *

What type work and/or service does your company provide? *

i.e. general contractor, carpentry, electrical, etc

Is your company signatory to a union?

Select

☐ Send me a copy of my responses

Submit



Pre-Apprenticeship Programs Graduates





**Contact Mr. Victor Castillo
with the Career Service Team at:**

Victor.Castillo2@Illinois.gov

or

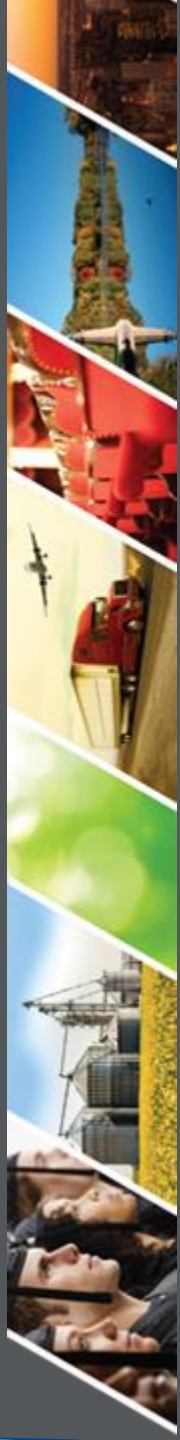
CEO.ILWCareerServices@Illinois.gov



Illinois Works Program Goals:

- Provide the construction industry with a consistent skilled workforce for generations to come.
- Provide eligible apprentices with the skills for success and lifelong job security.
- Provide a career pathway for residents in disadvantaged communities.
- Promote construction as a viable job industry for women and minority communities.
- Create new partnerships between state agencies and community organizations.





Email us at: CEO.ApprenticeshipInitiative@Illinois.gov

Section 3: Apprenticeship Initiative Program



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

- Know how to identify if your project is eligible to comply with the Apprenticeship Goal.
- Name the required compliance documents and when they are due.
- Summarize key 2025 legislative changes.
- Name consequences if the legislated goal is not met.
- Avoid the most common paperwork mistake.
- New public reporting is required for Project Compliance.
- Identify how State Agencies and the

How do I know if my project is eligible to comply with the apprenticeship goal?

If a public works project has an ***estimated cost of \$500,000 or more***, eligibility is determined by:

Calculations based on the ***percentage of the state funding contribution to the overall project cost.***

The Apprenticeship Initiative utilizes a set of criteria to determine project eligibility.

Illinois Works informs State agencies if a project must comply. **State agencies, in turn, inform contractors, grantees, or loan recipients** if they need to comply and guide them through the process.





Illinois Works Apprenticeship Initiative Responsibility



Sets an apprenticeship goal for public works projects estimated to cost \$500,000 or more, including both capital grants and direct capital contracts and loans.

Ensures that contractors and subcontractors comply with the **contractor goals:**

- **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.
- **5% of the actual or estimated labor hours** for each wage classification of qualifying capital construction projects **are to be performed by graduates of the Illinois Works Pre-apprenticeship Program, Climate Works, or Highway Construction Careers Training Programs.**

2023 change
(Public Act 103-0305)



Review of 2025 Legislative Changes

HB2300 (now Public Act 103-0305) updated the Illinois Works Jobs Program Act (the “Act”) to increase job opportunities for Illinois Works graduates, strengthen the program’s pipeline, include compliance accountability measures, and more seamlessly integrate the pre-apprenticeship program into existing apprenticeship goals.



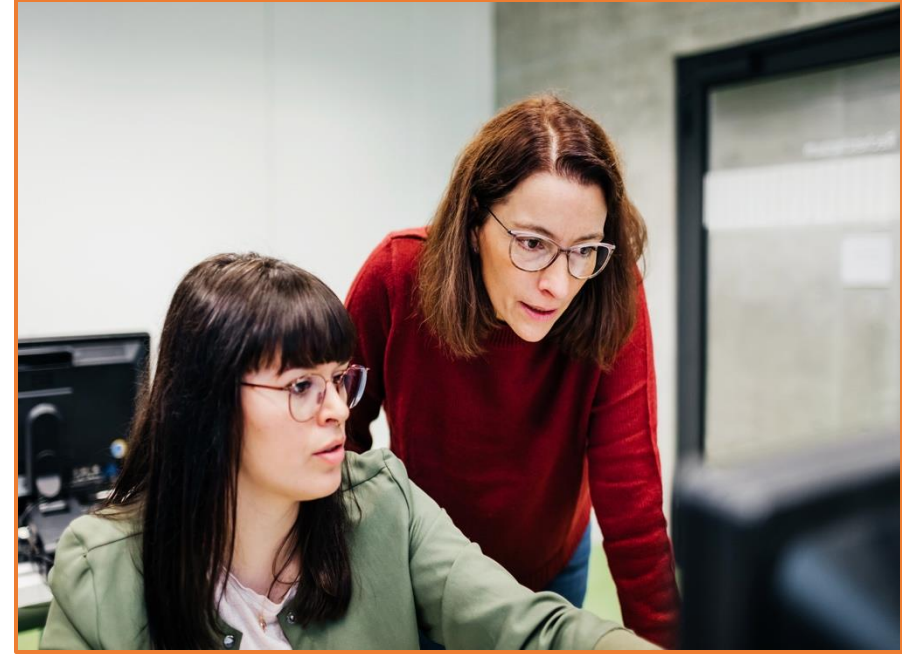
- **5% of labor hours** for each prevailing wage classification must be performed by an apprentice who is a graduate of the Illinois Works Pre-Apprenticeship Program, the Climate Works Pre-Apprenticeship Program, or the IDOT Highway Construction Careers Program.
- **Additional waiver eligibility** in the event there are insufficient graduates from the programs listed above.
- **New accountability provisions** for non-compliance
- **Compliance certification** once a project has ended now **includes all possible options.**

Blanket Waiver Eligibility for the 5% Goal

The blanket waiver covers the 5% requirement to hire graduates from:

- Pre-apprenticeship Program
- Illinois Climate Works Program
- Highway Construction Careers Training Program.

The 10% overall goal remains unchanged.



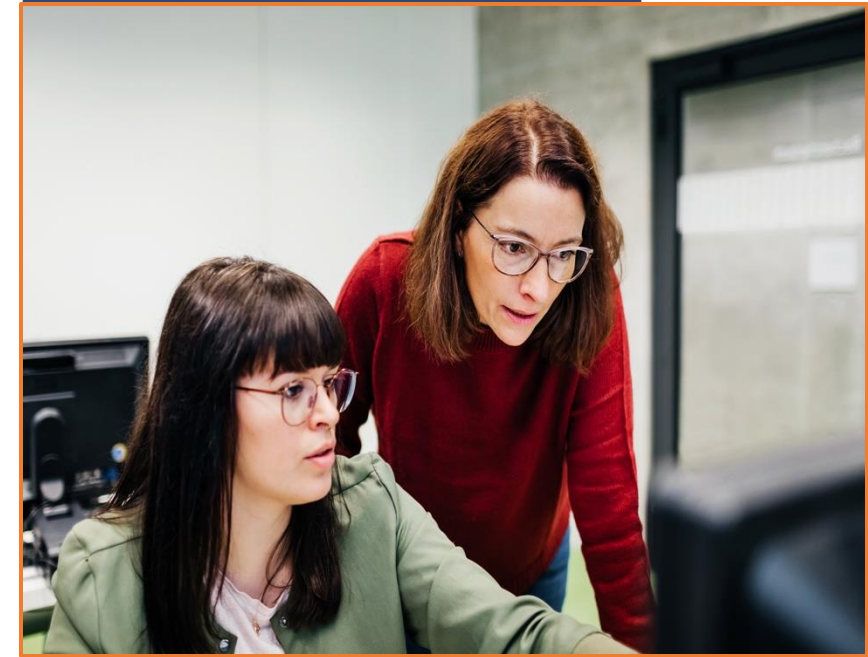
Blanket Waiver Timeline

Applies to contracts, grants, or loans, executed, or projects that went through bidding, letting, or that did not have the legal language included on or after July 28, 2023.

The blanket waiver period will be from July 28, 2023, to December 31, 2025.

Only at state agencies request.

State agencies must submit blanket waiver requests to the Apprenticeship



Illinois
Department of Commerce
& Economic Opportunity



Blanket Waiver Required Document- Approved Budget Supplement

STATE OF ILLINOIS
ILLINOIS WORKS JOBS PROGRAM ACT APPRENTICESHIP INITIATIVE BUDGET SUPPLEMENT
FOR PUBLIC WORKS PROJECTS FUNDED BY STATE APPROPRIATED CAPITAL FUNDS

Grantee Instructions: Please complete this form as soon as: (1) the estimated total project costs (Part I) are known; **and** (2) the prevailing wage classifications and estimated hours are known (**only required if the estimated total project costs are over \$500,000**). See Part III.C. This supplement form should only be completed once and must be submitted to the grant-funding State Agency no later than at the time the first periodic reports are due.*

Part I. Organization and Project Information

Organization Name

Grant/Contract/Loan Number

Project Description

Estimated Total Project Cost Estimated Project Term



1. Do the State Funding and Non-State Funding on Sections A and B of the Uniform Capital Grant Budget Template **total \$500,000 or more**:

☐ Yes ☐ No

If Yes, please complete the remainder of this supplement form.

If No, please only complete Part I and Part IV of this form. The State Agency funding the grant opportunity must maintain this form in its grant file.

*For grants with an estimated total project cost of \$500,000 or more, the grantee will be required to comply with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and the applicable administrative rules at 14 Ill. Admin. Code Part 680. The "estimated total project cost" is a good faith approximation of the costs of an entire project being paid for in whole or in part by appropriated capital funds to construct a public work. Operational costs are not included in the calculation of estimated total project costs. The goal of the Illinois Apprenticeship Initiative is that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. (Rev. 10/15/23)

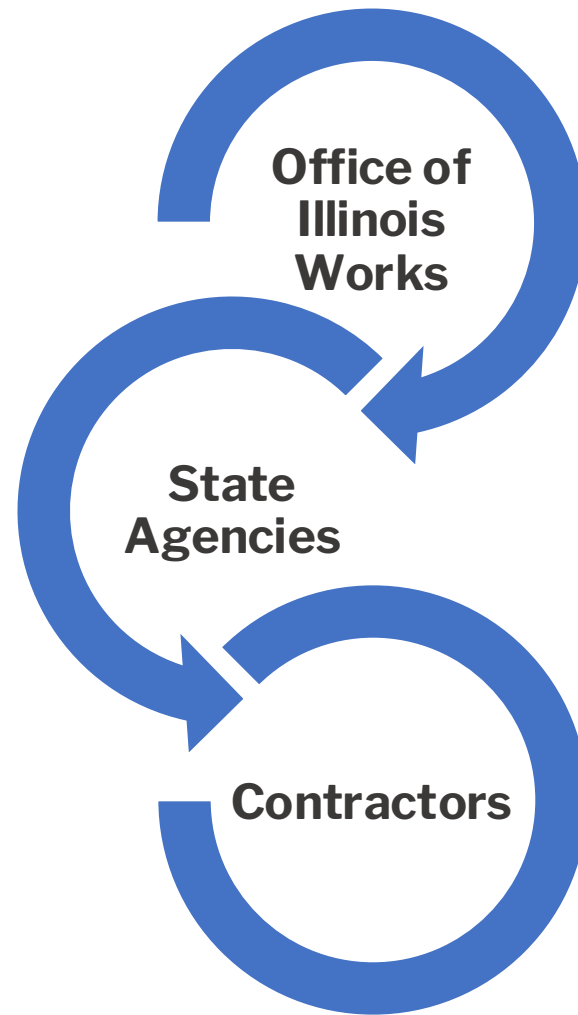


Illinois
Department of Commerce
& Economic Opportunity

ILLINOIS WORKS
Apprenticeship Initiative



How is compliance ensured?





Compliance Process

**Project
Eligibility
Require-
ments**

**Budget
Supple-
ment**

**Update
Request
Form
(Optional)**

**Periodic
Report**

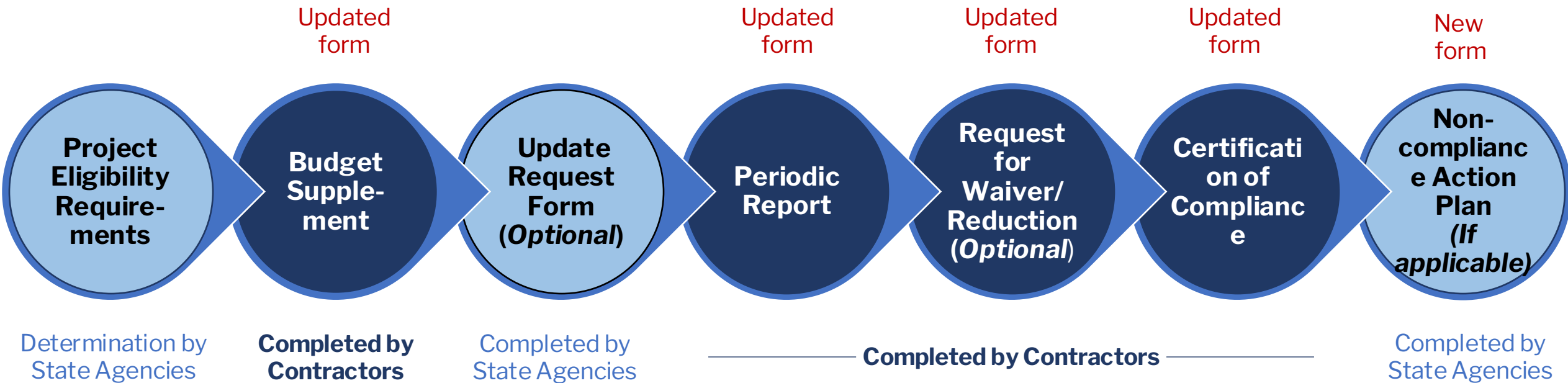
**Request
for
Waiver/
Reduction
(Optional)**

**Certificati
on of
Complianc
e**

**Non-
complianc
e Action
Plan
(If
applicable)**



2023 Legislative Changes to the Compliance Process





Where to Find Updated and Original Compliance Documents



ILLINOIS gov

Illinois Department of Commerce & Economic Opportunity

Stay Connected English >

search

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Illinois Works

Illinois Works Contractor Resources

Apprenticeship Initiative

Construction Pre-Apprenticeship Program

Bid Credit Program

Illinois Works Career Services

Meetings

Contact Us

Illinois Works Apprenticeship Initiative

The goal of the Illinois Works Apprenticeship Initiative ("10% apprenticeship goal") is that for projects estimated to cost \$500,000 or more, apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. The 10% apprenticeship goal applies to projects being paid for in whole or in part by appropriated capital funds to construct a public work either through a contract, grant, or loan issued by a state agency. The State agency funding the project is responsible for ensuring compliance with the Illinois Works Apprenticeship Initiative for all contracts, grants, or loans it administers.

For information on applicability, please contact the contract, grant, or loan manager at the State agency managing your contract, grant, or loan.

2023 Legislative Changes and their Impact on the Illinois Works Apprenticeship Initiative Goal

In July 2023, Governor Pritzker signed into law a new legislated goal that will increase opportunities for graduates, strengthen the pipeline for the program, and more seamlessly integrate the pre-apprenticeship programs into existing apprenticeship goals. The new legislative updates require that (5%), half of the (10%) goal of the apprenticeship hours for each classification must be performed by apprentices who graduated from the Illinois Works Pre-apprenticeship, Climate Works Pre-



How the Legislative Changes Impact the Compliance Process

The Apprenticeship Initiative updated all compliance forms to capture the new compliance goal.

ALL CONTRACTS, GRANTS, OR LOANS EXECUTED **PRIOR TO** THE ILLINOIS WORKS JOBS PROGRAM ACT UPDATES ON JULY 28, 2023, USE THE FOLLOWING DOCUMENTS:

[Illinois Works Budget Supplement Form \(for contractors, grantees, and loan recipients\)](#)

[Illinois Works Periodic Report Form \(for contractors, grantees, and loan recipients\)](#)

[Request for Waiver or Reduction of Public Works Project Apprenticeship Goal](#)

[Certification Form \(for contractors, grantees, and loan recipients\)](#)

ALL CONTRACTS, GRANTS, OR LOANS EXECUTED **AFTER** THE ILLINOIS WORKS JOBS PROGRAM ACT UPDATES ON JULY 28, 2023, USE THE FOLLOWING DOCUMENTS:

Updated: [Illinois Works Budget Supplement Form \(for contractors, grantees, and loan recipients\)](#)

Updated: [Illinois Works Periodic Report Form \(for contractors, grantees, and loan recipients\)](#)

Updated: [Request for Waiver or Reduction of Public Works Project Apprenticeship Goal](#)

Updated: [Certification Form \(for contractors, grantees, and loan recipients\)](#)

New: [Illinois Works Noncompliance Action Plan Form](#)



Updated Budget Supplement: Overview – p. 1

STATE OF ILLINOIS
 ILLINOIS WORKS JOBS PROGRAM ACT APPRENTICESHIP INITIATIVE BUDGET SUPPLEMENT
 FOR PUBLIC WORKS PROJECTS FUNDED BY STATE APPROPRIATED CAPITAL FUNDS

Grantee/Contractor/Loan Recipient Instructions: Please complete this form as soon as: (1) the estimated total project costs (Part I) are known; and (2) the prevailing wage classifications and estimated hours are known (only required if the estimated total project costs are over \$500,000). See Part III.C. This supplement form should only be completed once and must be submitted to the grant-funding State Agency no later than at the time the first periodic reports are due.

Part I. Organization and Project Information

Organization Name:	DUNS/UEI (Unique Identity Identifier) for grant recipient/applicant only:
Grant/Contract/Loan Number:	
Grant/ Contract /Loan Start Date:	Grant/ Contract /Loan End Date:
Project Number:	
Project Description:	
Estimated Total Project Cost:	
Estimated Project Start Date:	Estimated Project End Date:

- Do the State Funding and Non-State Funding on Sections A and B of the Uniform Capital Grant Budget Template total \$500,000 or more: ☐ Yes ☐ No
 If Yes, please complete the remainder of this supplement form.
 If No, please only complete Part I and Part IV of this form. The State Agency funding the contract/grant/loan opportunity must maintain this form in its grant file.

*For contracts/grants/loan recipients with an estimated total project cost of \$500,000 or more, the contractor/grantee/loan recipient will be required to comply with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and the applicable administrative rules at 14 Ill. Admin. Code Part 680. The "estimated total project cost" is a good faith approximation of the costs of an entire project being paid for in whole or in part by appropriated capital funds to construct a public work. The goal of the Illinois Apprenticeship Initiative is that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less.



Updated Budget Supplement Form – p. 2

STATE OF ILLINOIS
ILLINOIS WORKS JOBS PROGRAM ACT APPRENTICESHIP INITIATIVE BUDGET SUPPLEMENT FOR PUBLIC WORKS PROJECTS
FUNDED BY STATE APPROPRIATED CAPITAL FUNDS

Part II. Applicable Apprenticeship Goal

Please respond to question number 1 OR 2, as applicable:

1. For projects estimated to receive \$500,000 or more in appropriated capital funds:
Is the percentage of State contribution of appropriated capital funds to the overall project 50% or more of the estimated total project cost: ☐ Yes ☐ No
If Yes, the 10% apprenticeship goal applies to all prevailing wage eligible work performed on the entire project.

If No, the 10% apprenticeship goal applies only to prevailing wage eligible work being funded by State appropriated capital funds.
2. For projects estimated to receive less than \$500,000 in appropriated capital funds:
Is the percentage of State contribution of appropriated capital funds to the overall project 50% or more of the estimated total project cost: ☐ Yes ☐ No
If Yes, the 10% apprenticeship goal applies to all prevailing wage eligible work performed on the entire project.

If No, the 10% apprenticeship goal does not apply.

Part III. Apprenticeship Goal Compliance (Please answer Parts A, B and C as noted.)

A. Based on the answer provided above in number 1 or 2 in Part II:

- ☐ The 10% apprenticeship goal applies to all prevailing wage eligible work performed on the entire project (Complete Parts B and C, below. Provide detailed information on prevailing wage classifications for **both** the State appropriated capital funds and the remainder of the project in Part C.)
- ☐ The 10% apprenticeship goal applies only to prevailing wage eligible work being funded by State appropriate capital funds. (Complete Parts B and C, below. Provide information on prevailing wage classifications for **only** the State appropriated capital funds in Part C.)
- ☐ The 10% apprenticeship goal does not apply at all (If this box is checked, please skip Parts B and C.)

B. The Organization:

- ☐ Will fully comply with the 10% apprenticeship goal.
- ☐ Will seek a partial or complete reduction of the 10% apprenticeship goal. (Submit a reduction/waiver request form to the grant/contract/loan recipient-funding Agency).





Updated Budget Supplement Form – p. 3

STATE OF ILLINOIS
ILLINOIS WORKS JOBS PROGRAM ACT APPRENTICESHIP INITIATIVE BUDGET SUPPLEMENT FOR PUBLIC WORKS PROJECTS
FUNDED BY STATE APPROPRIATED CAPITAL FUNDS

- ☐ Will seek a complete waiver of the 10% apprenticeship goal. (Submit a reduction/waiver request form to the grant/contract/loan recipient-funding Agency).
- ☐ Will seek a partial waiver of the 10% apprenticeship goal. (Submit a reduction/waiver request form to the grant/contract/loan recipient-funding Agency).
- ☐ Will attempt to comply with 10% apprenticeship goal but may request a waiver if necessary.

C. Complete this chart, below to provide the total hours estimated for work on the project for each prevailing wage classification as directed in Part III.A, above.

Prevailing wage classifications and rates can be found from the Illinois Department of Labor. Please visit <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx> for rate and classification information.

As you continue to work towards meeting the 10% apprenticeship goal, you will have to follow the new statutorily mandated Illinois Works compliance requirement (per State legislative update (30ILCS559o/20-20(a)(2)) where half of the 10% goal for each wage classification is performed by graduates of the Illinois Works Program, Pre-apprenticeship Program, Climate Works Pre-apprenticeship Program, or Highway Construction Career Training Program.

County(ies)

Prevailing Wage Classification	Estimated Total Hours



[illegible]



Updated Budget Supplement Form – p. 5



STATE OF ILLINOIS
ILLINOIS WORKS JOBS PROGRAM ACT APPRENTICESHIP INITIATIVE BUDGET SUPPLEMENT FOR PUBLIC WORKS PROJECTS
FUNDED BY STATE APPROPRIATED CAPITAL FUNDS

Part IV. Organization Certification and State Agency Acknowledgement

1. Organization Certification:

By signing this form, I certify to the best of my knowledge and belief that the form is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my Contract, Grant, and Loan award(s).

Institution/Organization Name:

Printed Name (Executive Director or equivalent):

Title (Executive Director or equivalent):

Signature (Executive Director or equivalent):

Date/Time Field

2. State Agency Acknowledgement:

State Agency

Printed Name

Title

Signature

Date/Time Field

State Agency Instructions: If, after completion of this supplement form, the State Agency reviewing the form determines that an apprenticeship goal does apply to this grant, please forward this form to the Department of Commerce and Economic Opportunity platform. If the State Agency determines that no apprenticeship goal applies to this contract/grant/loan, the State Agency should maintain a copy of this form in its contract, grant, loan file.



Updated Periodic Report: Overview – p.1



Illinois Works Apprenticeship Initiative Periodic Report

Organization Name		FEIN Number		DUNS/UEI	
Grant/Contract /Loan Awarding Agency		Project Start Date		Project End Date	
Grant/Contract /Loan Number		Project Number		Estimated Total State Contribution (including all Appropriated funds)	
Estimated Total Project Costs					

Reporting Period: Period Start Date Period End Date

Applicable Apprenticeship Goal (Select all that apply):

- ☐ 10% total project cost ☐ 10% total state contribution only
- ☐ Waiver Approved by IL DCEO/IL DCEO Waiver Approval Date
(If a waiver was granted for any prevailing wage classification, the Grantee does not need to report on those classifications on this form.)
- ☐ Reduction Approved by IL DCEO/IL DCEO Reduction Approval Date
(If selected, enter the applicable prevailing wage classification(s) and approved reduced percentage(s).)



Updated Periodic Report Form- p. 2

Illinois Works Apprenticeship Initiative Periodic Report

Prevailing Wage Classification	Reduced Percentage		Prevailing Wage Classification	Reduced Percentage



Illinois Works Apprenticeship Initiative Periodic Report

Please provide information in Chart 1 for the apprentices who are graduates of the Illinois Works Pre-apprenticeship Program, Climate Works Pre-apprenticeship Program, or Highway Construction Careers Program and their contributions to the project. Ideally, the last four digits of their Social Security number, and ID number; however, at a minimum, the ID number must be provided.

[illegible]



Updated Periodic Report Form – p. 5-6



Illinois Works Apprenticeship Initiative Periodic Report

Please provide information in Chart 2 Part A & B for the apprentices who are graduates of the Illinois Works Pre-apprenticeship Program, Climate Works Pre-apprenticeship Program, or Highway Construction Careers Program and their contributions to the project.

Chart 2/Part A					
A. Prevailing Wage Classification	B. Total Hours for Classification in Reporting Period	C. Total Apprenticeship Hours for Classification in Reporting Period	D. % of Apprenticeship Hours (Divide C by B)	E. Total Hours for Classification in Reporting Period Performed by Apprentices who are Graduates of Illinois Works, Climate Works, or Highway Construction Careers Programs	F. % of Apprenticeship Hours Performed by Apprentices who are Graduates of Illinois Works, Climate Works, or Highway Construction Careers Programs (Divide E by B)

Illinois Works Apprenticeship Initiative Periodic Report

Chart 2/Part A

D. % of Apprenticeship Hours (Divide C by B)	E. Total Hours for Classification in Reporting Period Performed by Apprentices who are Graduates of Illinois Works, Climate Works, or Highway Construction Careers Programs	F. % of Apprenticeship Hours Performed by Apprentices who are Graduates of Illinois Works, Climate Works, or Highway Construction Careers Programs (Divide E by B)

Periodic Report

uation of Chart 2)

[illegible][illegible]



Updated Periodic Report Form – p. 9

Illinois Works Apprenticeship Initiative Periodic Report

Organization Certification and State Agency Acknowledgement

1. Organization Certification:

By signing this form, I certify to the best of my knowledge and belief that the form is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my contract, grant, and loan award(s).

Institution/Organization Name

Printed Name (Executive Director or equivalent)

Signature (Executive Director or equivalent)

Title (Executive Director or equivalent)

Date/Time Field

2. State Agency Acknowledgement:

State Agency

Printed Name

Signature

Title

Date/Time Field



Updated Waiver/Reduction Request: Overview – p. 1



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

Illinois Works Jobs Program Act
Request for Waiver or Reduction of Public Works Project
Apprenticeship Goals
(30 ILCS 559/20-20(b); 14 Ill. Admin. Code 680.40)

Submit the completed form and all supporting documents to your State Agency issuing the Contract/Grant/Loan for review and make their recommendation to Illinois Works for final evaluation.

Requestor Information

Requesting Entity's Name

Requesting Entity's Role
in Project (e.g.,
grantee, contractor,
subcontractor)

Requestor Name

Requestor Phone#

Requestor Email

Date Submitted

Project Information

(Please submit the State Contract/Grant/Loan agreement if it has been executed, or all application materials if the contract/grant/loan agreement has not yet been issued.)

Is the requester seeking
or receiving a State
contract/grant/loan
for this project (Y/N)

State Agency State
Contract/Grant/Loan

Contract/Grant/Loan
Number(s) (if known)

Project Number

Project Name



Updated Waiver/Reduction Request Form – p. 2

Project Description (include a description of both the contract/grant/loan and the larger project, if applicable.)

Project Location (city and county)

Total Estimated Project Cost* (Cost of the overall project including amounts awarded through the contract/grant/loan. Please submit all documentation supporting the total estimated project cost.)

Total Contract/Grant/Loan Awarded, or Requested from State Agency, if Award decision not yet made.

Percentage of State appropriated capital funds contribution through contract/grant/loan of the total estimated cost of the overall project.

Apprenticeship Goal Waiver or Reduction Information

What is the apprenticeship goal based on the total estimated project cost and the State's contribution? Please check one box only. (See Budget Supplement Form Part III.A.)

- ☐ The 10% apprenticeship goal applies to all prevailing wage eligible work performed on the entire project.
- ☐ The 10% apprenticeship goal applies only to prevailing wage eligible work being funded by State appropriated capital funds.

Is a goal waiver and/or goal reduction being requested? (Please check all boxes that are applicable.)

- ☐ Waiver
- ☐ Reduction

Specify the Basis for the Request (Please check all boxes that are applicable.)

- ☐ Insufficient apprentices are available.
- ☐ The reasonable and necessary requirements of the contract or grant do not allow the goal to be met.
- ☐ There is a disproportionately high ratio of material costs to labor hours that make meeting the goal infeasible.
- ☐ Apprentice labor hour goals conflict with existing requirements, including federal requirements, in connection with the public work.
- ☐ Insufficient graduates of the Illinois Works Pre-Apprenticeship Program are available to meet the compliance requirements.



Updated Waiver/Reduction Request Form – p. 3



Explanation of the basis for this request. (Please provide details explaining the need for the request, including a description of the specific waiver and/or reduction being requested, plus submit all documents that support the request.)

Statute(s) or rule(s) that support the request, if applicable.

Has the requesting entity received a reduction or waiver on other projects? If yes, please list the applicable contracts/grants/loans and the waivers or reductions received and the dates they were received.

Prevailing wage classifications and rates can be found from the Illinois Department of Labor. Please visit <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx> for rate and classification information.

[illegible]

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5



Updated Waiver/Reduction Request Form – p. 6

**Entity Certification:**

By signing this form, I certify to the best of my knowledge and belief that the form is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my contract, grant, or loan award(s).

Institution/Organization Name:

Title (Executive Director or equivalent):

Printed Name (Executive Director or equivalent):

Signature (Executive Director or equivalent):

Date

A vertical collage of images representing various aspects of the United States. From top to bottom, the images are: a group of people, a red semi-truck, a commercial airplane, a farm with silos, a city skyline, and a bridge. The collage is set against a background of a large, stylized number 1.

10



Criteria for Waiver

To submit a waiver, as a contractor you will first need to provide evidence that you looked for an appropriate candidate, for example that you approached a Union hall and the Illinois Works Career Services team. There are five criteria that must be met in order to submit a waiver:

- 
- Insufficient apprentices are available.
 - The reasonable and necessary requirements of the contract or grant do not allow the goal to be met.
 - There is a disproportionately high ration of material costs to labor hours that make meeting the goal infeasible.
 - Apprenticeship labor hour goals conflict with existing requirements, including federal requirements, in connection with the public work.
 - Insufficient graduates of the Illinois Works Pre-Apprenticeship Program are available to meet the compliance requirements.



Criteria for Waiver

Criterion 1: Insufficient apprentices.

Acceptable evidence: Letter(s) from Union Hall, or from an approved USDOL certified association.

- ✓ The letter indicates what trade(s) are they seeking to waive
- ✓ The letter indicates the contractor requested an apprentice for the project and no apprentices were available.
- ✓ Date the letter was written
- ✓ Project number
- ✓ Signature

Criterion 2: Reasonable requirements of the contract or grant do not allow the goal to be met.

Acceptable evidence: Copy of the contract or grant agreement.

- ✓ Indicates a condition/requirement/limitation that hinders the project from complying with IL Works.
- ✓ The copy of the contract or grant agreement must be highlighted to point the condition/requirement/limitation.



Criteria for Waiver

Criterion 3: Disproportionately high ratio of material costs to labor hours makes meeting the goal infeasible. The grantee/loan recipient/contractor is responsible for supplying proof of the disproportionately high ratio of material costs.

Acceptable evidence: Receipt of estimate from the supplier.

- ✓ Proof of an estimate or receipt showing the disproportionately high ratio of material costs from the construction supplier.

Criterion 4: Goal conflicts with existing requirements, including federal requirements, in connection with the public work.

Acceptable evidence: Agreements/contracts/federal requirements.

- ✓ May include, but not be limited to, agreements/contracts that show the identified conflict, a copy of the federal requirements and how it connects to the public works in question.



Acceptable Evidence for Waiver/Reduction Request

New Criterion 5: Insufficient graduates of the Illinois Works Pre-apprenticeship Program are available to meet the compliance requirements.

Acceptable evidence: Job Order Request from the Career Services or a letter from a contractor.

- ✓ Requesting a Career Service job order for graduates of the Pre-apprenticeship Program.
- ✓ Letter from a contractor explaining despite the availability of graduates, they are unable to enroll them in a USDOL-registered apprenticeship program due to contractual limitations.



Updated Certification of Compliance: Overview- p. 1



**Illinois Works Jobs Program Act
Certification of Compliance with
Public Works Project Apprenticeship Goals**
(30 ILCS 559/20-20(c); 14 Ill. Admin Code 680.50)

*Contractors, grantees and loan recipients shall submit the completed form to the state agency
administering the contract/grant/loan.*

Organization Name		FEIN Number		DUNS Number		Project Number										
Contract/Grant/Loan Awarding Agency		Project Start Date		Project End Date												
Contract/Grant/Loan Number		Estimated Total Project Cost		Total State Contribution (including all Appropriated funds)		Final Total Project Cost (if known)										
Certification Type:	☐ End of contract/grant/loan ☐ End of Project															
Applicable Apprenticeship Goal: (Select all that apply)	☐ 10% total project cost ☐ 10% total state contribution only															
	☐ Waiver Approved by IL DCEO IL DCEO Waiver Approval Date ____/____/____															
	(If a waiver was granted for any prevailing wage classification, the Grantee does not need to report on those classifications on this form.)															
	☐ Reduction Approved by IL DCEO IL DCEO Reduction Approval Date ____/____/____															
	(If selected, enter the applicable prevailing wage classification(s), and approved reduced percentage(s).)															
	<table border="1"> <thead> <tr> <th>Prevailing Wage Classification</th> <th>Reduced Percentage</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>							Prevailing Wage Classification	Reduced Percentage							
Prevailing Wage Classification	Reduced Percentage															

The goal of the Illinois Apprenticeship Initiative is that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. (30 ILCS 559/20-20(a)(2))

A vertical collage of images representing various aspects of the food and agriculture industry. The images are stacked vertically: people in hard hats, a red semi-truck, a small airplane, grain silos, a red tractor, a river with a bridge, and a city skyline at sunset.

[illegible][illegible]



Updated Certification of Compliance Form- p. 4-5



Illinois Works Jobs Program Act Certification of Compliance with Public Works Project Apprenticeship Goals (30 ILCS 559/20-20(c); 14 Ill. Admin Code 680.50)

Please provide information in Chart 2 Part A & B for apprentices who are and who are NOT graduates of the Illinois Works Pre-apprenticeship Program, the Climate Works Pre-apprenticeship Program, or Highway Construction Careers Program and their contributions to the project.

Chart 2/Part A					
A. Prevailing Wage Classification	B. Total Actual Hours Worked for Classification	C. Hours Performed by Apprentices who are Graduates of Illinois Works Program	D. Hours Performed by Apprentices who are Graduates of Climate Works Program	E. Hours Performed by Apprentices who are Graduates of the Illinois Highway Construction Careers Program	F. Total Hours Performed by Apprentices who are Graduates of Illinois Works, Climate Works, or the Highway Construction Careers Programs (Sum C+D+E)

Illinois Works Jobs Program Act Certification of Compliance with Public Works Project Apprenticeship Goals (30 ILCS 559/20-20(c); 14 Ill. Admin Code 680.50)

Chart 2/Part A

C. Hours Performed by Apprentices who are Graduates of Illinois Works Program	D. Hours Performed by Apprentices who are Graduates of Climate Works Program	E. Hours Performed by Apprentices who are Graduates of the Illinois Highway Construction Careers Program	F. Total Hours Performed by Apprentices who are Graduates of Illinois Works, Climate Works, or the Highway Construction Careers Programs (Sum C+D+E)

Part B (this is a continuation of Chart 2)

[illegible]



Updated Certification of Compliance Form- p. 8

Illinois Works Jobs Program Act
Certification of Compliance with
Public Works Project Apprenticeship Goals
(30 ILCS 559/20-20(c); 14 Ill. Admin Code 680.50)

Entity Certification

By signing this form, I certify that my organization:

- ☐ Has met the 10% apprenticeship goal for each wage classification (including half of the goal hours performed by apprentices who are graduates of Illinois Works Pre-apprenticeship, Climate Works, or Highway Construction Careers Programs).
- ☐ Has **not** met the apprenticeship goal nor received a Reduction or Waiver of the 10% apprenticeship goal.
- ☐ Has met the 10% apprenticeship goal (including half of the goal hours performed by apprentices who are graduates of Illinois Works Pre-apprenticeship, Climate Works, or Highway Construction Careers Programs) for some wage classifications and has received a Waiver or Reduction for the others.

I further certify to the best of my knowledge and belief that the information on this form is true, complete, and accurate and that any false, fictitious, misleading, or fraudulent information or the omission of any material on this form could result in the State of Illinois exercising any and all remedies provided for in the contract, grant, loan agreement(s), at law or in equity.

Institution/Organization Name

Title (Executive Director or equivalent)

Printed Name (Executive Director or equivalent)

Signature (Executive Director or equivalent)

Date



2025 Program Rules Updates

The Apprenticeship Initiative Program Rules were updated by JCAR on May 7, 2025:

- Project Compliance Reporting will now be made available for the public, elected officials, and the Governor's Office
- Project compliance information will be posted on the DCEO program website



Public Compliance Reporting

- Effective **May 7, 2025**-Quarterly Reporting
- First Report: **September 1, 2025**





Public Compliance Reporting

Project compliance reports will include:

- The project's county or counties
- The number of individuals that have graduated from an Illinois Works Pre-Apprenticeship program located within the county
- The five Illinois Works Pre-apprenticeship Program locations closest to the center of the county and the distance from each one to the county
- Whether the project met the apprenticeship goal (both the 10% and 5% goal)
- Whether the contractor or subcontractor submitted a request for a waiver or reduction of the apprenticeship goal
- Whether the project was granted a waiver or reduction of the apprenticeship goal
- If the contractor requested but was not granted a waiver or reduction, why the waiver or reduction request was denied
- If the project was granted a waiver or reduction, why it was granted.



What if the legislated goal is not met?



Contractors are legally required to hire apprentices according to the requirements of the Illinois Works Jobs Act.

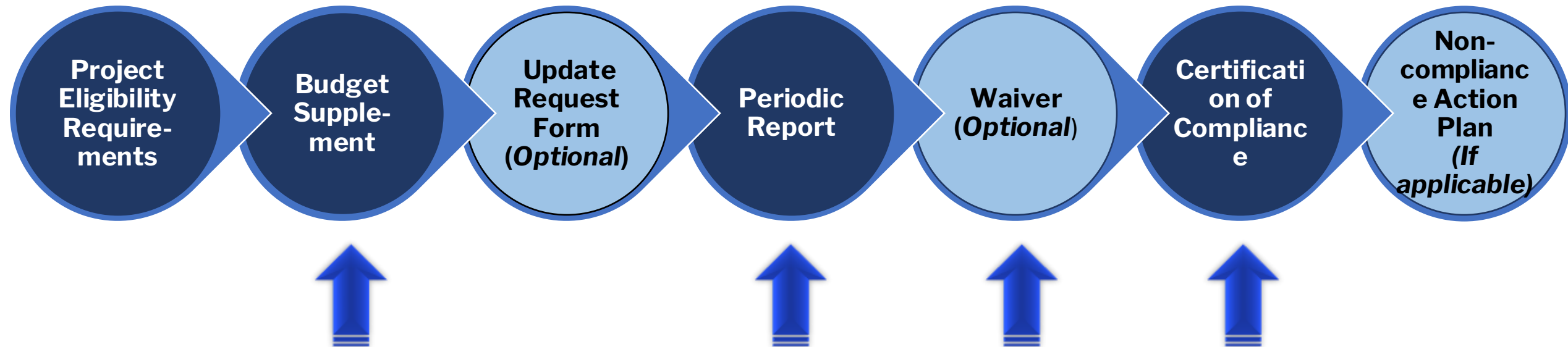
Remember you do have the option to complete a waiver if you made a good-faith effort but were unable to comply. However, if this was not your situation, and **if the goal isn't met and/or if you haven't completed the required forms properly**, the State Agency will create a **Compliance Action Plan** that may possibly include one or more of the following accountability measures:

- Termination of current contract.
- Suspension from future participation in public contracts or agreements for up to 3 years.
- Financial penalty of up to 25% of the contract or agreement amount.



Summary of Required Compliance Forms

- Know the required forms and when they are due.
- The State Agency will provide guidance.





Avoid the Most Common Compliance Forms Error



Sign the forms!





What do contractors have to do to meet the legislated goal?

- Work closely with the state agency funding your project, using them as trainers and guides.
- Know the required forms and when they are due.
- Review forms for completeness before submitting them in a timely manner.





How does the Apprenticeship Initiative help contractors meet the legislated goal?

The **Apprenticeship Initiative** acts as a **guide** to ensure contractors are hiring apprentices to meet the requirements of the Illinois Works Jobs Act.

- This results in avoiding possible fines and in obtaining the economic benefits of the Illinois Works **Bid Credit Program**.

The Apprenticeship Initiative also coordinates with the Illinois Works **Pre-apprenticeship Program** to provide lists of graduates for contractors to hire and sponsor into DOL-registered apprenticeship programs.





What type of training is provided?



- **Illinois Works trains State agencies** and meets regularly with them to provide guidance on projects and ensure the 10% and 5% goals are met.
- In turn, **State agencies train contractors** on the procedures and technical steps, and work closely with contractors during the lifespan of the capital project.
- Illinois Works also offers **monthly information webinars** for contractors related to compliance processes and procedures.



In Summary



- **Contractors are legally required to hire apprentices and graduates of certain Illinois jobs programs** according to the requirements of the Illinois Works Jobs Act.
- **Your funding State Agency will help** you do so by providing one-on-one Technical Assistance sessions upon request.
- **The Office of Illinois Works will help** you do so by providing information sessions and career-matching services with qualified graduates of the Pre-apprenticeship Program.

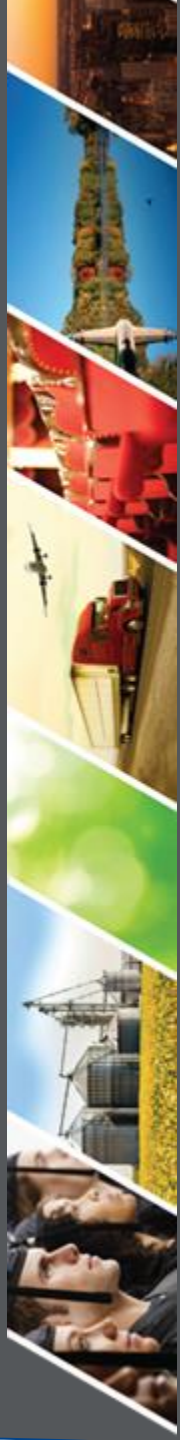


Contact **Mrs. Maria Y. Perez** with the
Apprenticeship Initiative Program
Team at:

Maria.Y.Perez@illinois.gov

or

[CEO.ApprenticeshipInitiative@Illinois.
gov](mailto:CEO.ApprenticeshipInitiative@Illinois.gov)



Email us at: CEO.ApprenticeshipInitiative@Illinois.gov

Feedback ~ We want to hear from you





Illinois
Department of Commerce
& Economic Opportunity



Program Engagement ~ Mentimeter

Access the website: www.menti.com
Enter: xx xx xx x



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THANK YOU!