Illinois
Department of Commerce
& Economic Opportunity

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Jobs Program

Meeting Starts In: 10:00

ILLINOIS WORKS
Pre-Apprenticeship Program

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Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Pre-Apprenticeship Program

2026 Grantee Manual Session III

ILLINOIS

ILLINOIS WORKS Pre-Apprenticeship Program

Course Overview

This training is the third and final installation of this three-part series that reviews each section of the **2026 Grantee Manual** to ensure grantees can effectively implement their pre-apprenticeship program.

In sessions I and II, we covered sections one through eight in the 2026 Grantee Manual. This webinar is a continuation of the series and will cover the **remaining six sections.**

TRAINING
coaching
knowledge
learn
development
Illinois DCEO
Stay Connected
Select Language
Illinois Works
COVID-19 Resources
Assistance for Businesses
Assistance for Individuals
Assistance for Communities
About Us
Energy Assistance
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Low-Interest Loans
Apply Now
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ILLINOIS WORKS
Pre-Apprenticeship Program

ILW Pre-Apprenticeship Team

- Dr. Norman Ruano, Deputy Director of Illinois Works
- Mr. Dan Martinez, Senior Pre-Apprenticeship Program Manager
- Ms. Monica Pruitt, Grant Manager
- Mr. Edwin Sanchez, Grant Manager
- Ms. Sharhianna Fulce, Grant Manager
- Mr. Robyn Hovey, Financial Grant Manager
- Ms. Sue Ridings, Monitoring Grant Manager
- Dr. Jeff Doolittle, ID and Professional Coach
- Dr. Carleta L. Alston, ID and Professional Coach
- Ms. Olivia Meisenbach, Technical Writer
- Mr. Shiva Sai Jammula, Virtual Producer
- Dr. Gia Suggs, Professional Development Lead, ID, and Professional Coach

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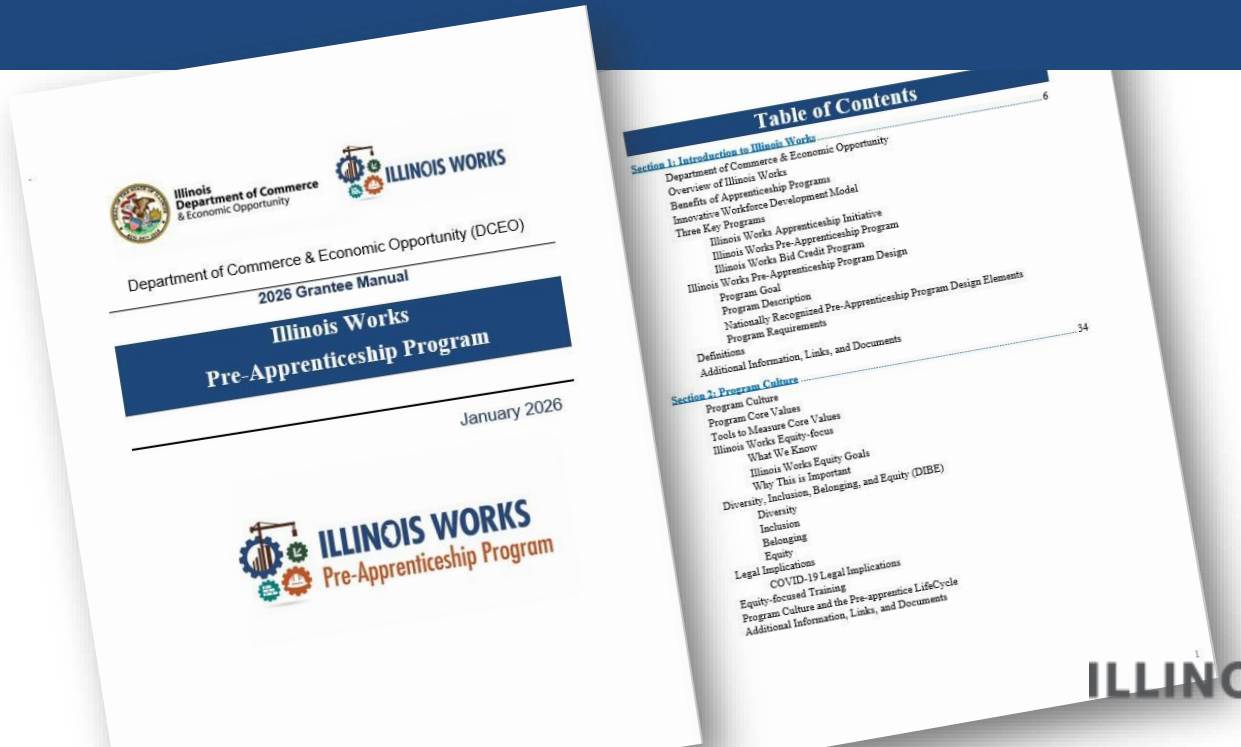
Course Description

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

This training is the **third** of a three-part series that reviews each section of the **2026 Grantee Manual** to ensure grantees can effectively implement their pre-apprenticeship program.

Webinar III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Illinois Works
Pre-Apprenticeship Program
January 2026
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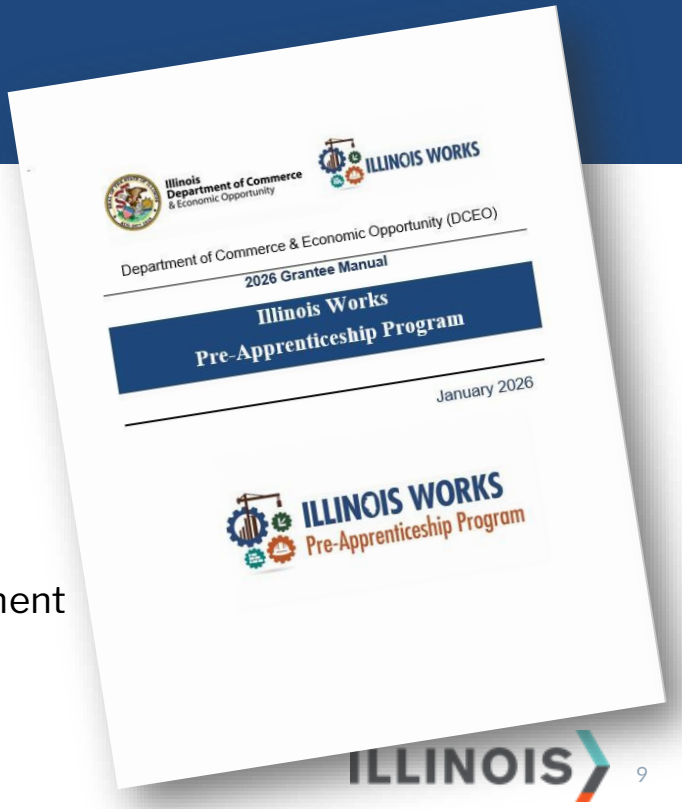
Additional Information, Links, and Documents

Course Overview

2026 Grantee Manual: Session III will cover the following:

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



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Course Objectives

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

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

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Course Objectives Cont.

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

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

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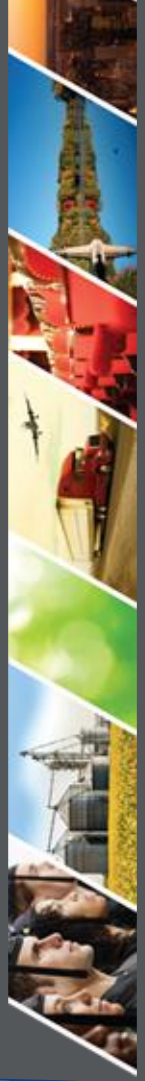

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Section 2: How to use Webex and Mentimeter to Fully Participate

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

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

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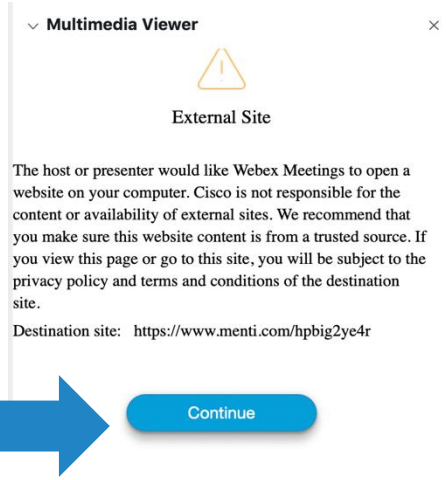
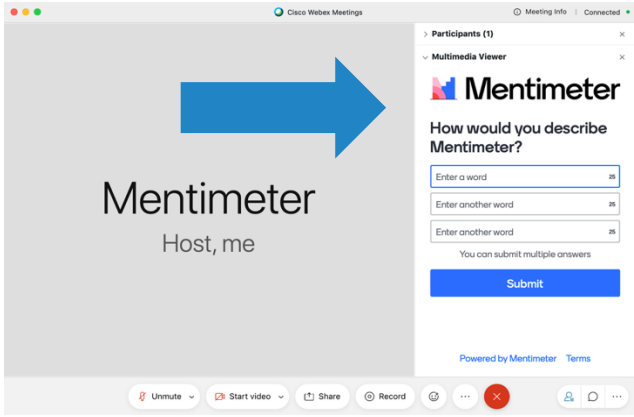
Mentimeter

- On the right-hand of your Webex screen click the blue **Continue** button.
- Once you click the button the Mentimeter app will show in the Multimedia viewer.





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

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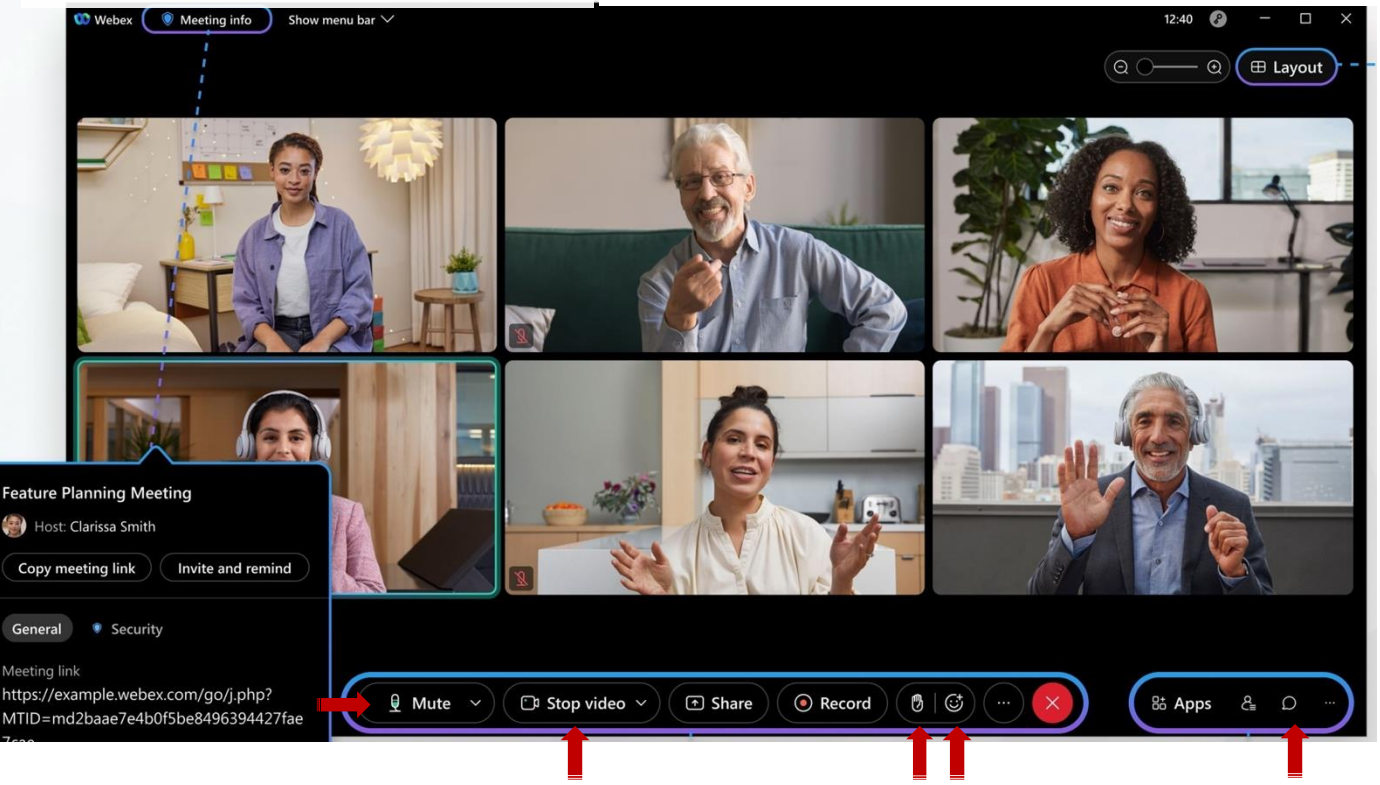
Webex Tutorial



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

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Question:

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

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Comments, feedback, or questions?

Email us at:

CEO.ILWGrantManagement@illinois.gov

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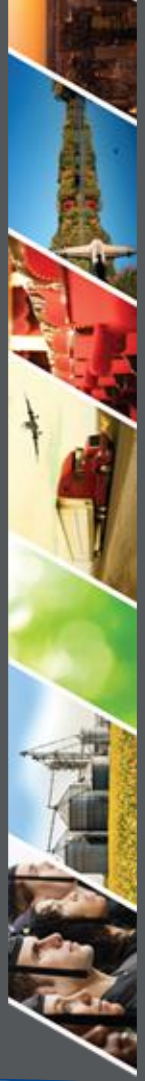

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Section 3: Section 9 Professional Development and Technical Assistance

Section 9: Professional Development and Technical Assistance

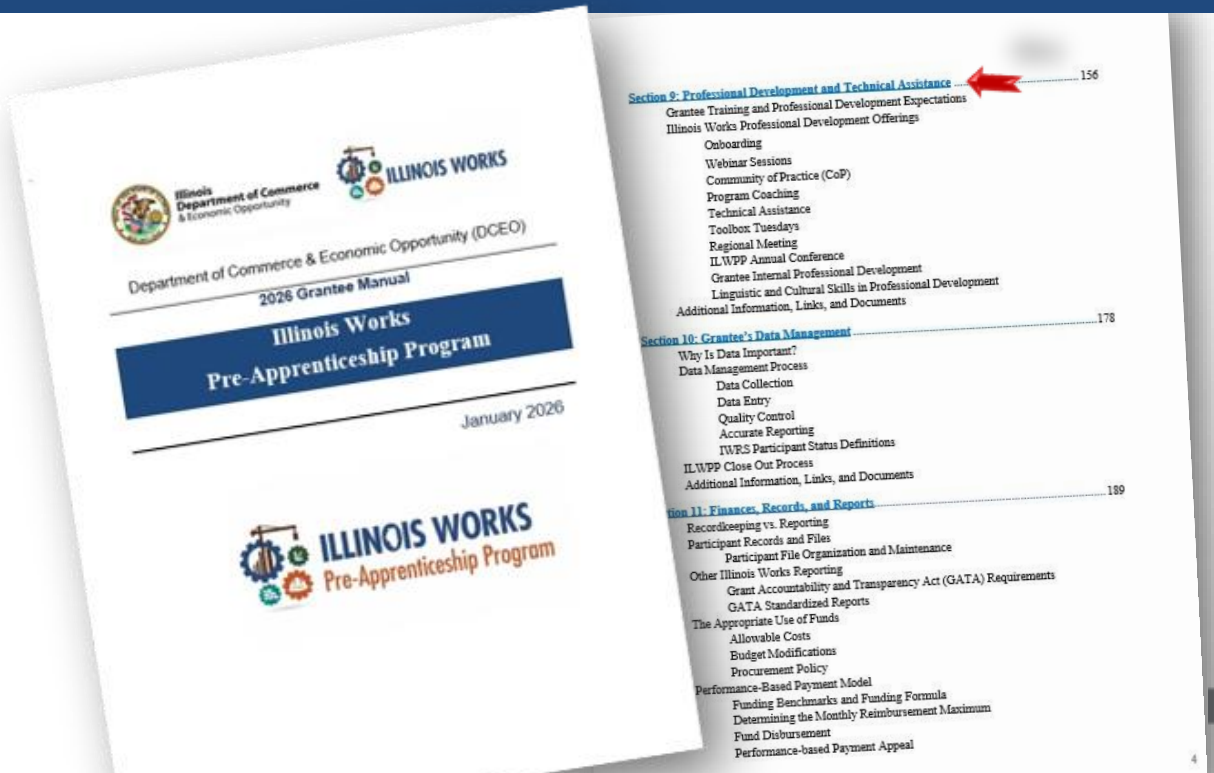
Section Overview

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

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

ILLINOIS WORKS Pre-Apprenticeship Program

Section 9: Professional Development/Technical Assistance



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January 2026

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Professional Development/Technical Assistance

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Professional Development

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Professional Development (Cont.)

Webinar Sessions

Community of Practice (CoP)

Program Coaching

Program Coaching (Cont.)

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Required Coaching

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Track Designations

Professional Development and Coaching Plans

- Track 1: Internal Professional Development Plan
- Track 2 and 3: Coaching Plan

Track Designations

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Pre-Apprenticeship Program

ILW Annual Conference

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Technical Assistance (TA)

Program Coaching Versus Technical Assistance

Table 24: Coaching vs. Technical Assistance

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

Grantee Internal Professional Development

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

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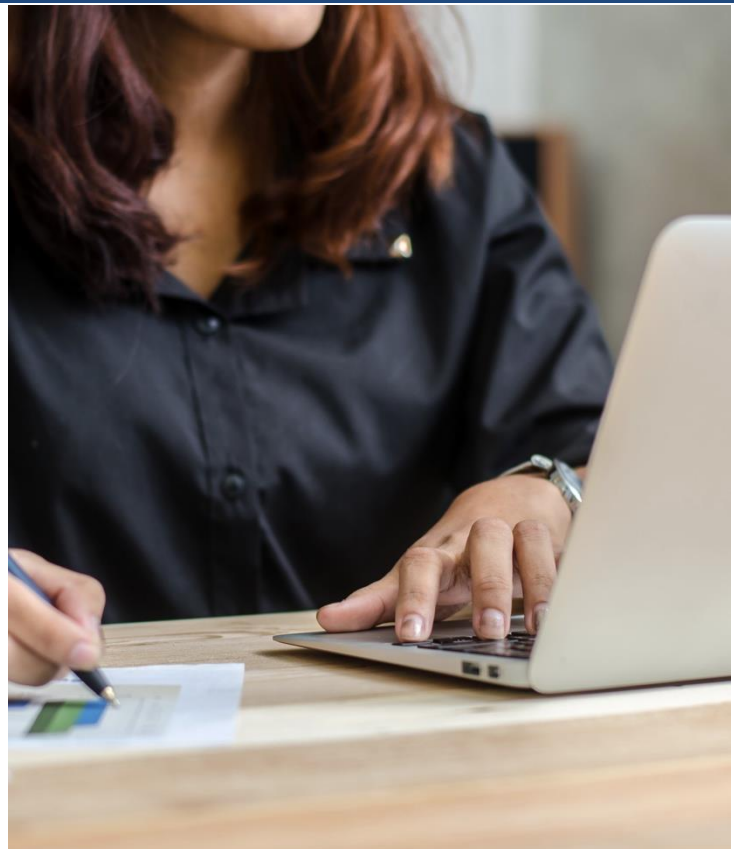
Pre-Apprenticeship Program

Internal Professional Development Plan

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



Question:

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

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Linguistic and Cultural Skills

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STEP 1

- Refrain from Judgment

STEP 2

- Clarify Understanding

STEP 3

- Seek First to Understand

Question:

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

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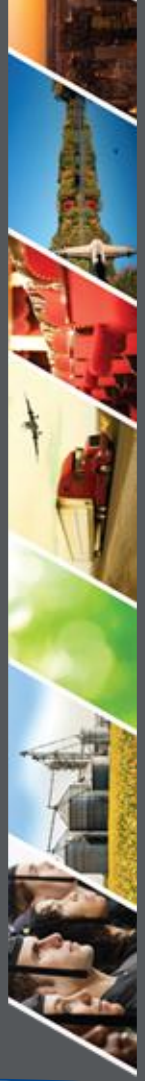

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Section 4: Section 10 Grantee's Data Management

Section 10: Grantee's Data Management

Section Overview

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

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

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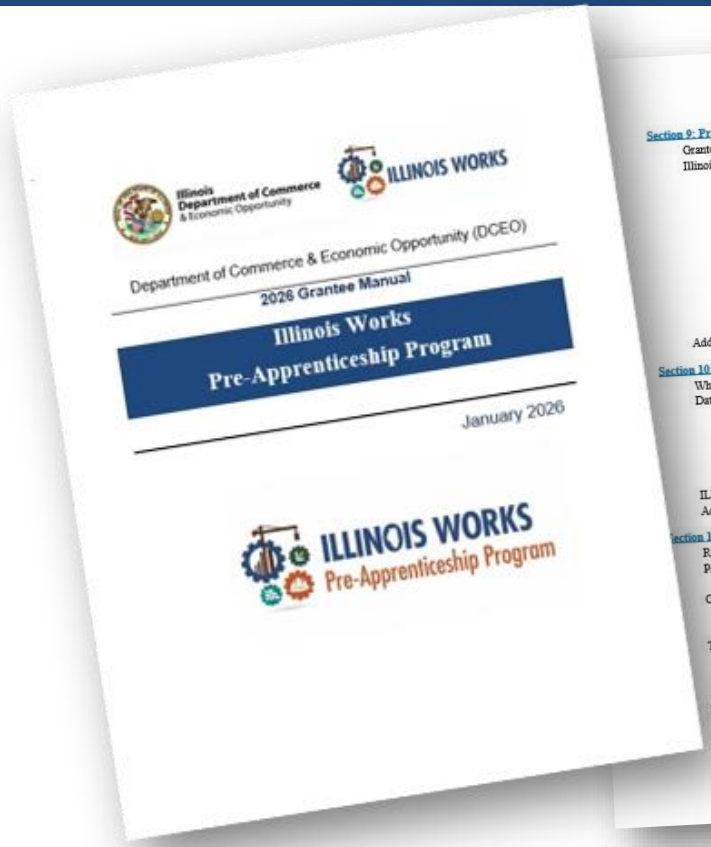
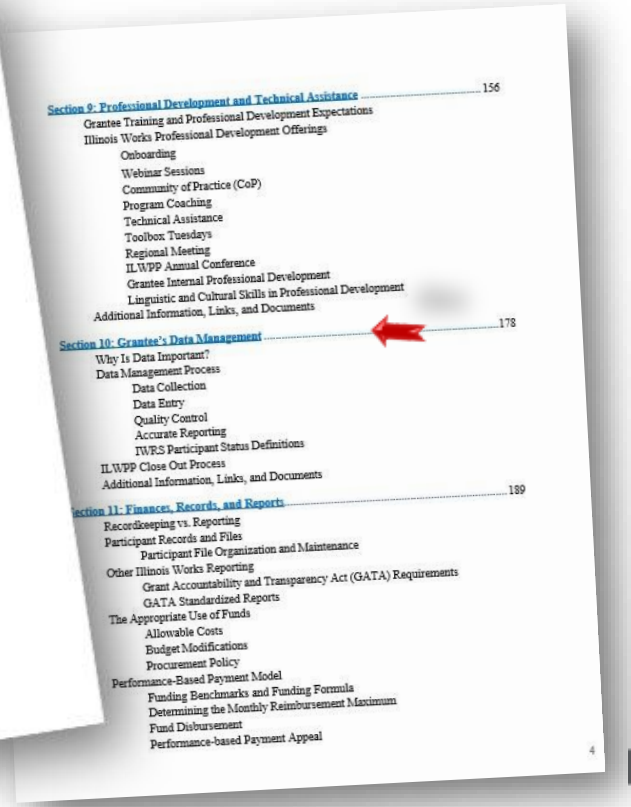
Section 10: Grantee's Data Management





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Why Is Data Important?

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Question:

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

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Data Management Process

Data Collection → Data Entry → Quality Control → Accurate Reporting

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Data Entry Coordinator (DEC)

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Question:

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

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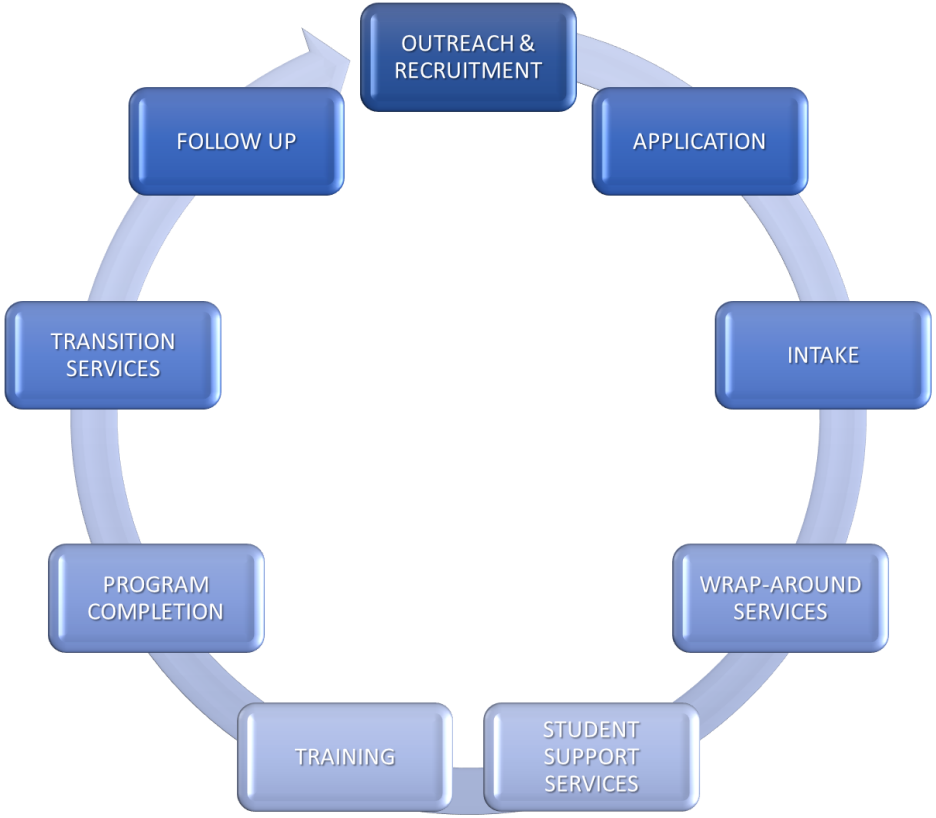
Categories of Data

- Grantee actions
- Participant actions
- Financials

Pre-Apprentice LifeCycle



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Data Entry

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

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Quality Control

Incorrect data

Incorrect Reports

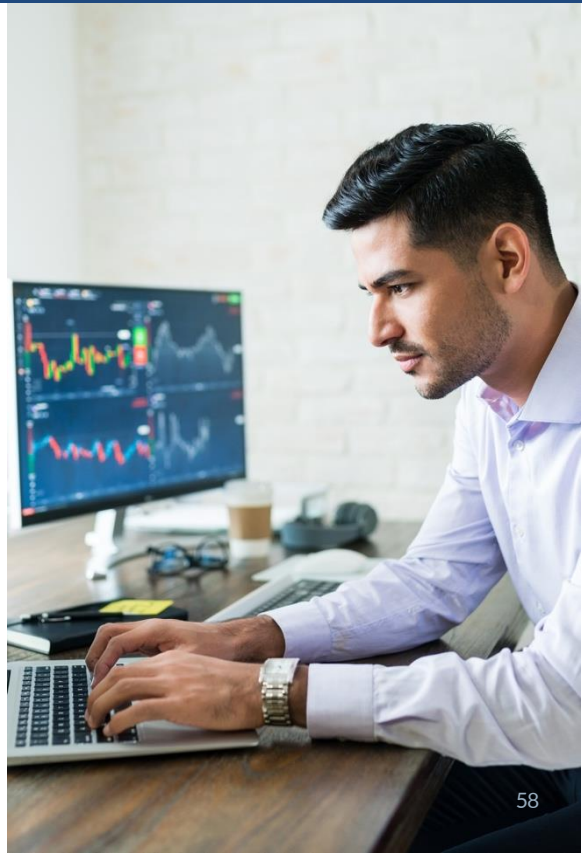
Inaccurate Outcomes and Impact

Data Verification Checklist and DQM Plan

Accurate Reporting

The staff at the **Center for Workforce Development** at SIU offers resources and ongoing technical assistance to all ILW grantees. Grantees are required to have an **Illinois workNet profile** to utilize the **IWRS** for programmatic tracking and reporting.

There is no limit on the number of grantee staff that can maintain a profile. However, it is important to remember that with more individuals entering data, there is a higher need for quality control.



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ILWPP Close Out Process

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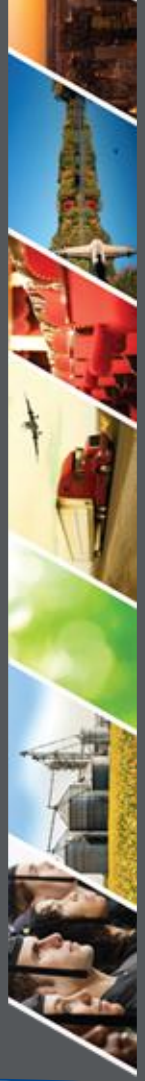

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Section 11: Records and Reports

Section 11: Finances, Records, and Reports

Section Overview

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

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

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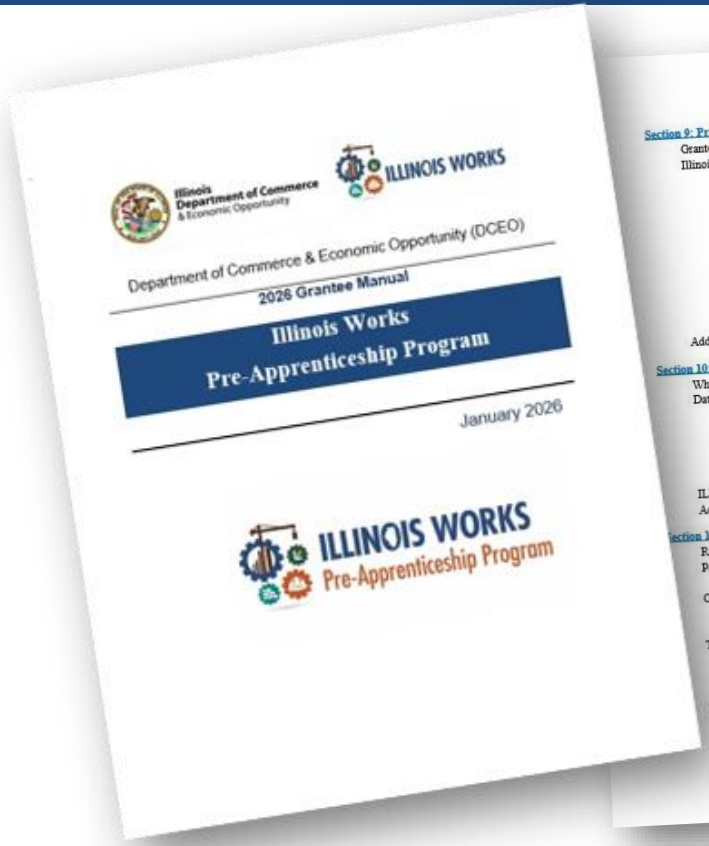
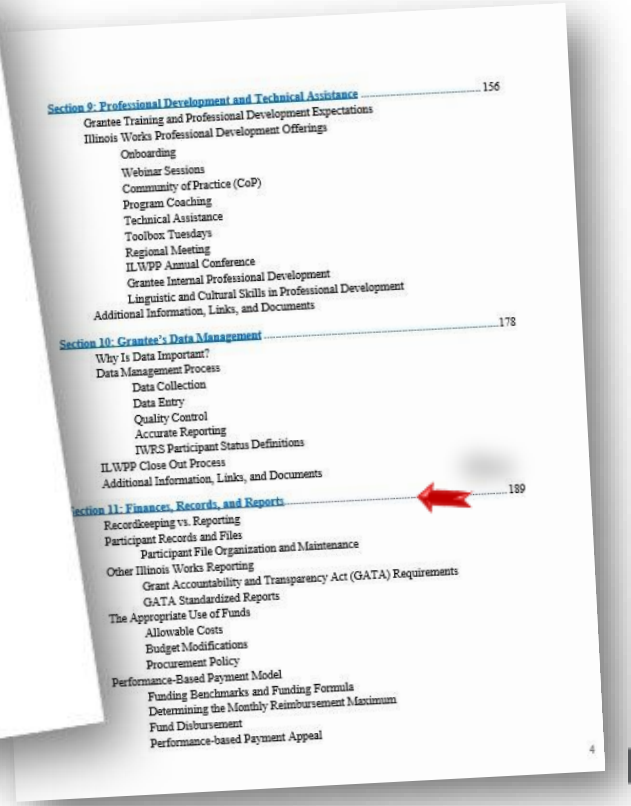
Section 11: Finances, Records and Reports





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Recordkeeping vs. Reporting

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Effective Recordkeeping

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

Participant Records and Files

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ILW Reports

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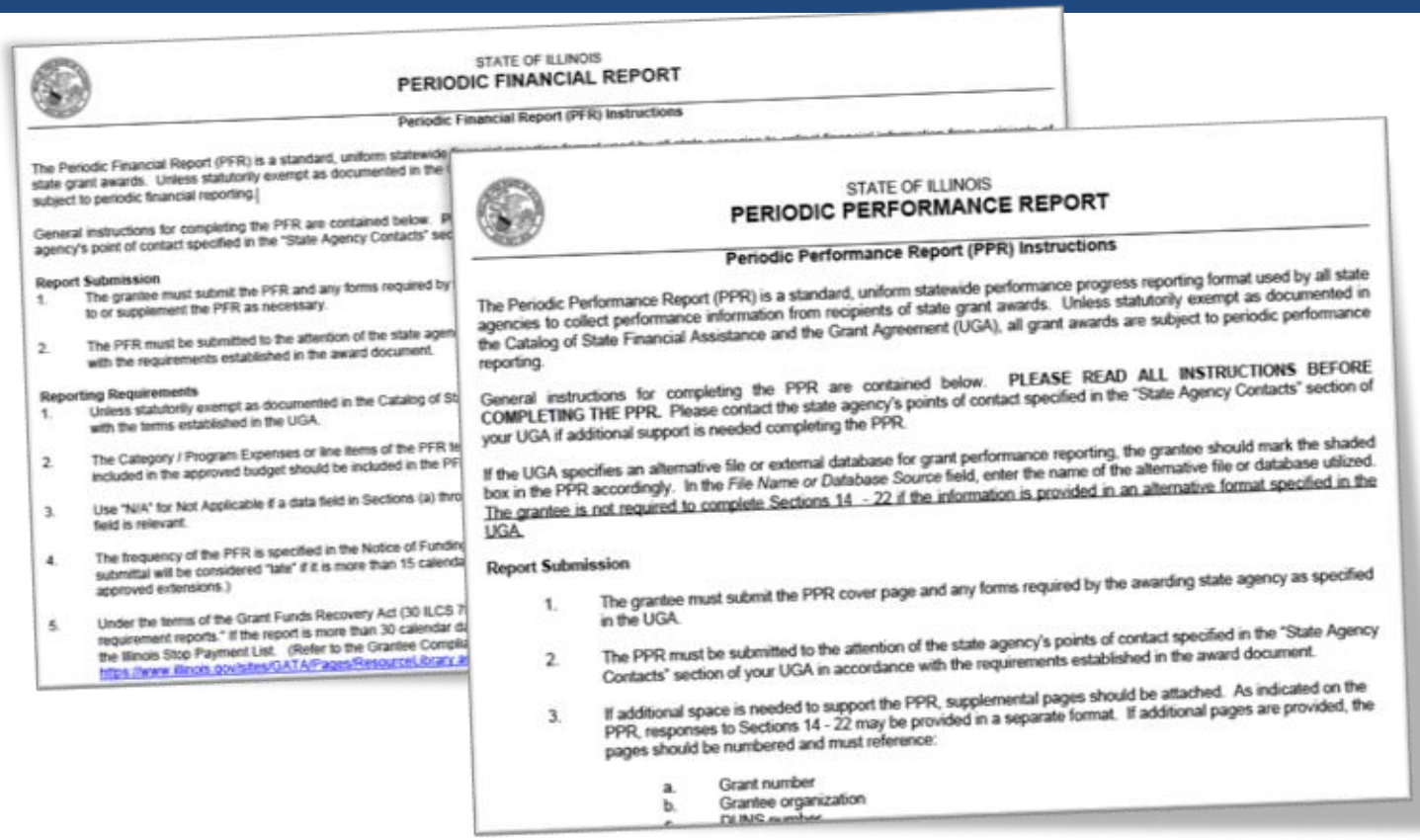

STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

Periodic Financial Report (PFR) Instructions

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

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

Report Submission

1. The grantee must submit the PFR and any forms required by
to or supplement the PFR as necessary.
2. The PFR must be submitted to the attention of the state agen
with the requirements established in the award document.

Reporting Requirements

1. Unless statutorily exempt as documented in the Catalog of St
with the terms established in the UGA.
2. The Category / Program Expenses or line items of the PFR te
included in the approved budget should be included in the PF
3. Use "N/A" for Not Applicable if a data field in Sections (a) thro
field is relevant.
4. The frequency of the PFR is specified in the Notice of Fundin
submittal will be considered "late" if it is more than 15 calenda
approved extensions.)
5. Under the terms of the Grant Funds Recovery Act (30 ILCS 7
requirement reports." If the report is more than 30 calendar d
the Illinois Stop Payment List. (Refer to the Grantee Compli
https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.a

STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Periodic Performance Report (PPR) Instructions

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

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

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

Report Submission

1. The grantee must submit the PPR cover page and any forms required by the awarding state agency as specified in the UGA.
2. The PPR must be submitted to the attention of the state agency's points of contact specified in the "State Agency Contacts" section of your UGA in accordance with the requirements established in the award document.
3. If additional space is needed to support the PPR, supplemental pages should be attached. As indicated on the PPR, responses to Sections 14 - 22 may be provided in a separate format. If additional pages are provided, the pages should be numbered and must reference:
   a. Grant number
   b. Grantee organization
   c. DUNS number

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Fiscal Report Requirements

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- The Grantee's financial management system shall be structured to provide for accurate, current, and complete disclosure of the financial results of the Project funded under this grant program.

- The general ledger must support costs and revenue reported to the Department and must allow tracing of funds to a level of expenditure adequate to ensure funds have been expended appropriately.

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The Appropriate Use of Funds

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

Budget modifications must be approved by the ILW Deputy Director, Grant Manager, and the Financial Grant Manager.

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Question:

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

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Performance-Based Payment Model

IWRS Metrics

OGM Allowable Cost

Performance - based Payment Model

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Key Aspects

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

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Funding Benchmarks

- Enrollment
- Completion
- Transition
- Close out reports

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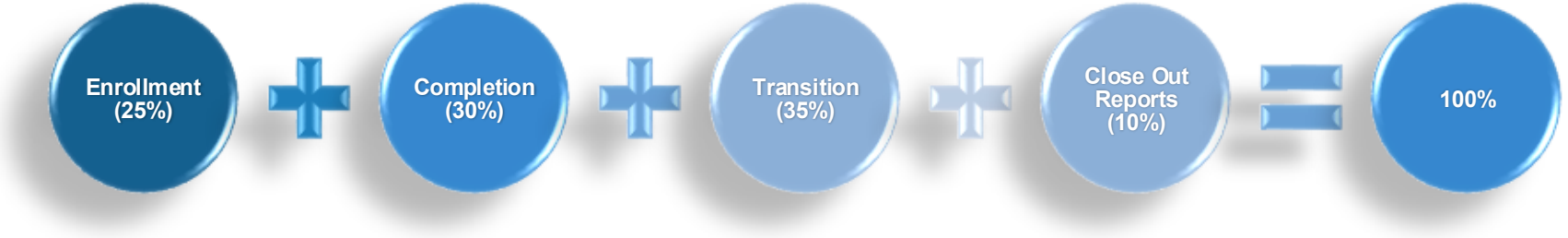
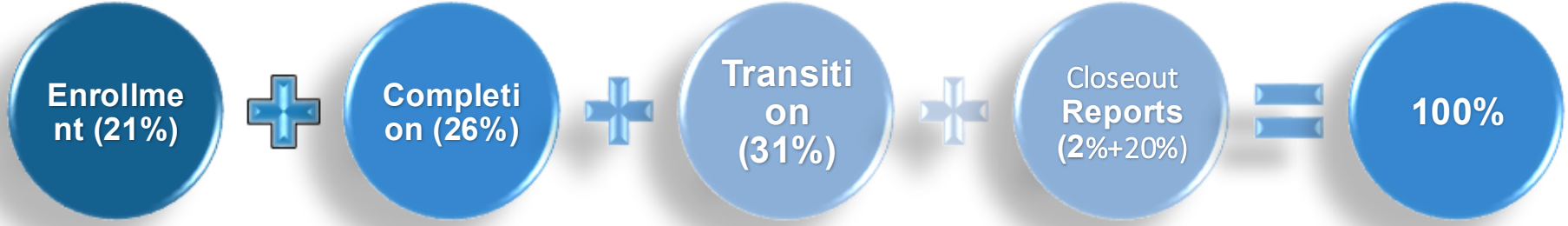
Funding Formula



Track III Accelerator Program - Funding Formula



Monthly Compliance Review and Fund Disbursement

Example 1a: Per participant allotment

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

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

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Pre-Apprenticeship Program

Fund Disbursement Steps

1. You will submit your expenses through PFR on a monthly basis.

2. PFRs successfully submitted will be reviewed by the ILW Financial Grant Manager and allowable expenses will be approved.

3. ILW Financial Grant Manager will compare that amount to the maximum reimbursement amount submitted by the ILW Grant Manager.

4. If the ILW Financial Grant Manager approved amount is equal to or less than the maximum reimbursement amount submitted by the Grant Manager those expenses will be -approved for release.

Note: All fund disbursements come from the Illinois Office of Comptroller.

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Performance-Based Payment Model - Example

Funding Award	Enrollment Goal	Completion Goal (85% of Enrolled)	Primary Transition Goal (70% of Enrolled)
$550,000.00	50	43	35

		Percent (%) of Total Funding	Maximum Funding Based On Initial Award & Goals	Per Participant Allotment	# of Actual Participants	Actual Funding Paid Out
	Program Enrollment	25%	$137,500.00	$2,750.00	52	$143,000.00
	Program Completion	30%	$165,000.00	$3,837.21	43	$165,000.00
Transitions	Primary Transition Preliminary (75%)	35%	$192,500.00	$4,125.00	35	$144,375.00
	Primary Transition Final (25%)			$1,375.00	33	$45,375.00
	Alternate Construction Transition (70%)			$3,850.00	3	$11,550.00
	Secondary Transition (50%)			$2,750.00	5	$13,750.00
	Close-Out Reports	10%	$55,000.00	n/a	n/a	$55,000.00
	TOTAL	100%	$550,000.00	n/a		$578,050.00

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Monthly Outcome Reviews and Fund Disbursement

Example 1a: Per participant allotment

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

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

Monthly Compliance Reviews

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

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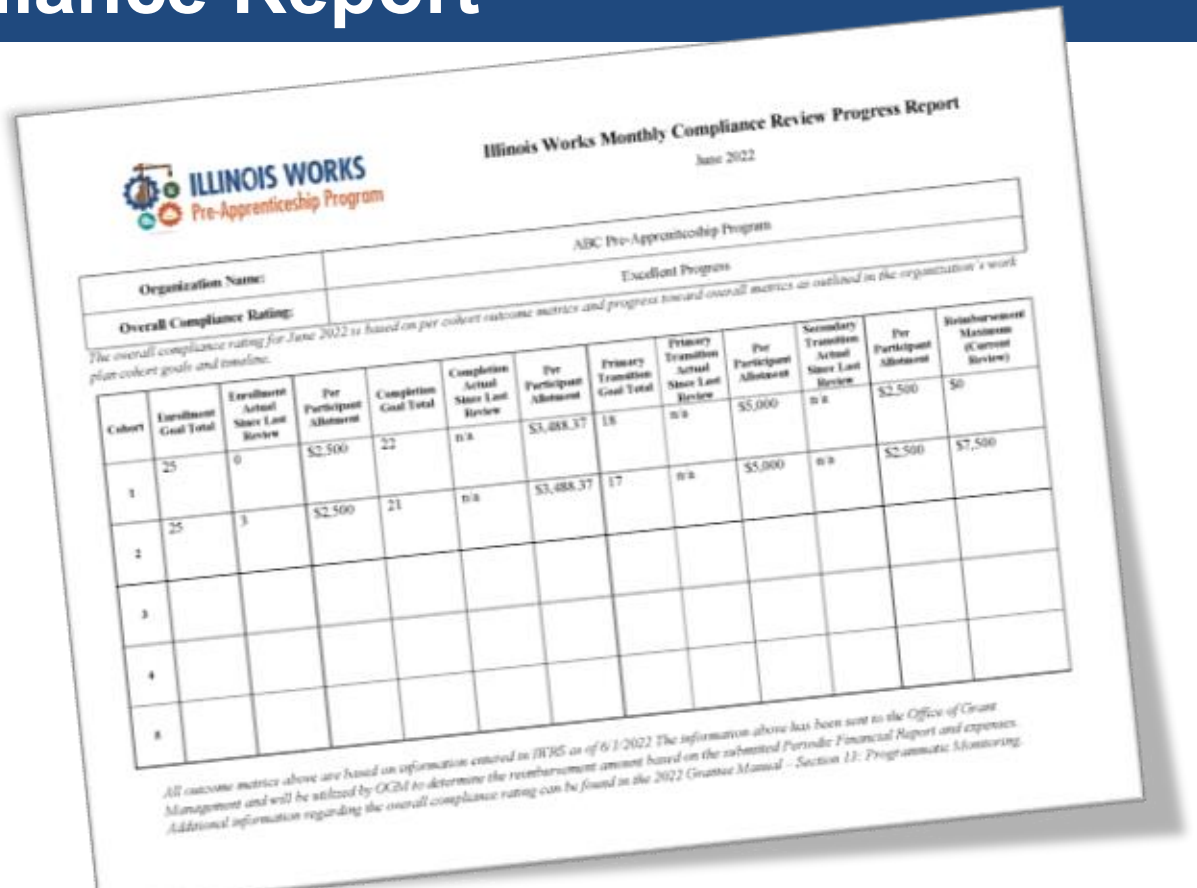
Monthly Compliance Report



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Pre-Apprenticeship Program

Illinois Works Monthly Compliance Review Progress Report

June 2022

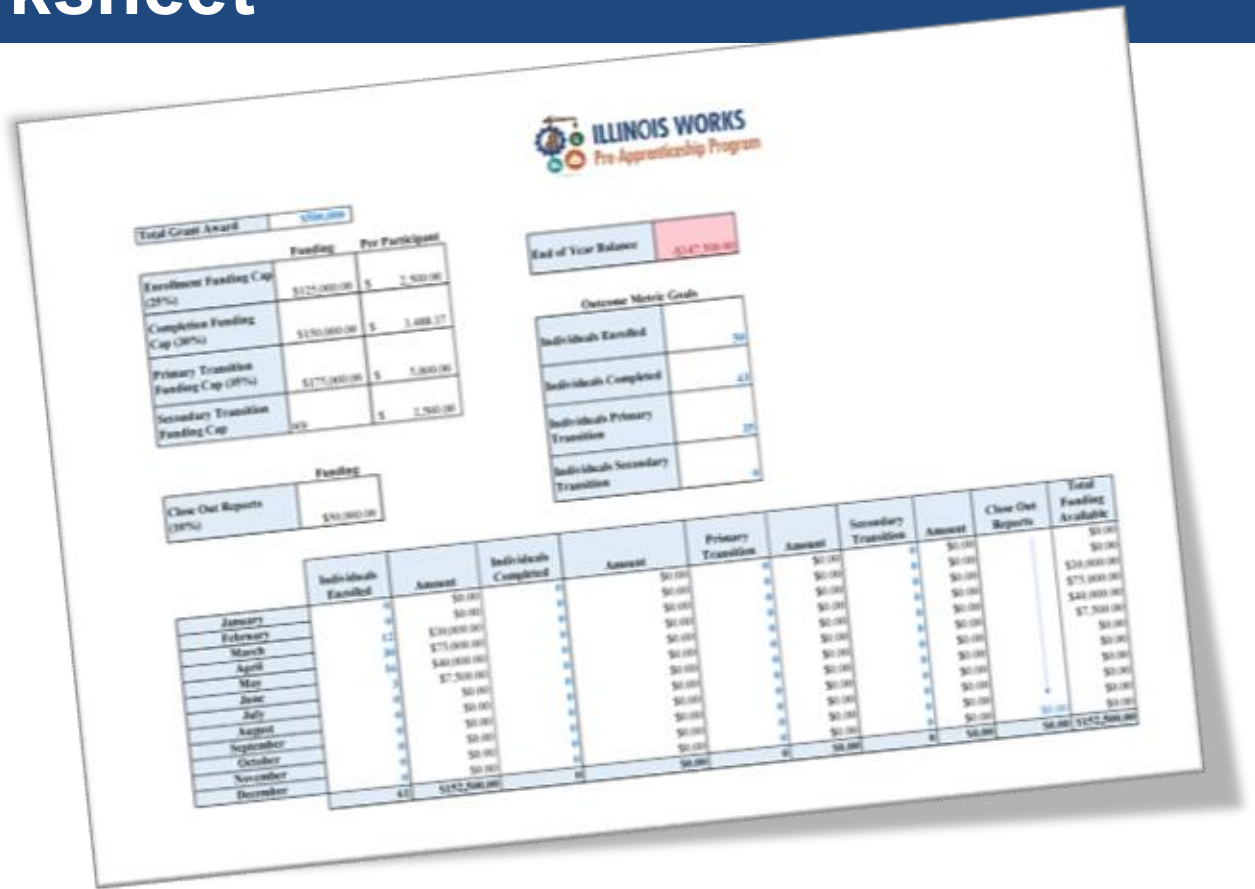
Organization Name:	ABC Pre-Apprenticeship Program
Overall Compliance Rating:	Excellent Program

The overall compliance rating for June 2022 is based on per cohort outcome metrics and progress toward overall metrics as outlined in the organization's work plan cohort goals and timeline.

Cohort	Enrollment Goal Total	Enrollment Actual Since Last Review	Per Participant Allotment	Completion Goal Total	Completion Actual Since Last Review	Per Participant Allotment	Primary Transition Goal Total	Primary Transition Actual Since Last Review	Per Participant Allotment	Secondary Transition Actual Since Last Review	Per Participant Allotment	Reimbursement Maximum (Current Review)
1	25	0	$2,500	22	n/a	$3,488.37	18	n/a	$5,000	n/a	$2,500	$0
2	25	3	$2,500	21	n/a	$3,488.37	17	n/a	$5,000	n/a	$2,500	$7,500
3												
4												
5												

All outcome metrics above are based on information entered in IWBS as of 6/1/2022 The information above has been sent to the Office of Grant Management and will be utilized by OGM to determine the reimbursement amount based on the submitted Periodic Financial Report and expenses. Additional information regarding the overall compliance rating can be found in the 2022 Grantee Manual – Section 13: Programmatic Monitoring.

Payment Worksheet



Monthly Reimbursements

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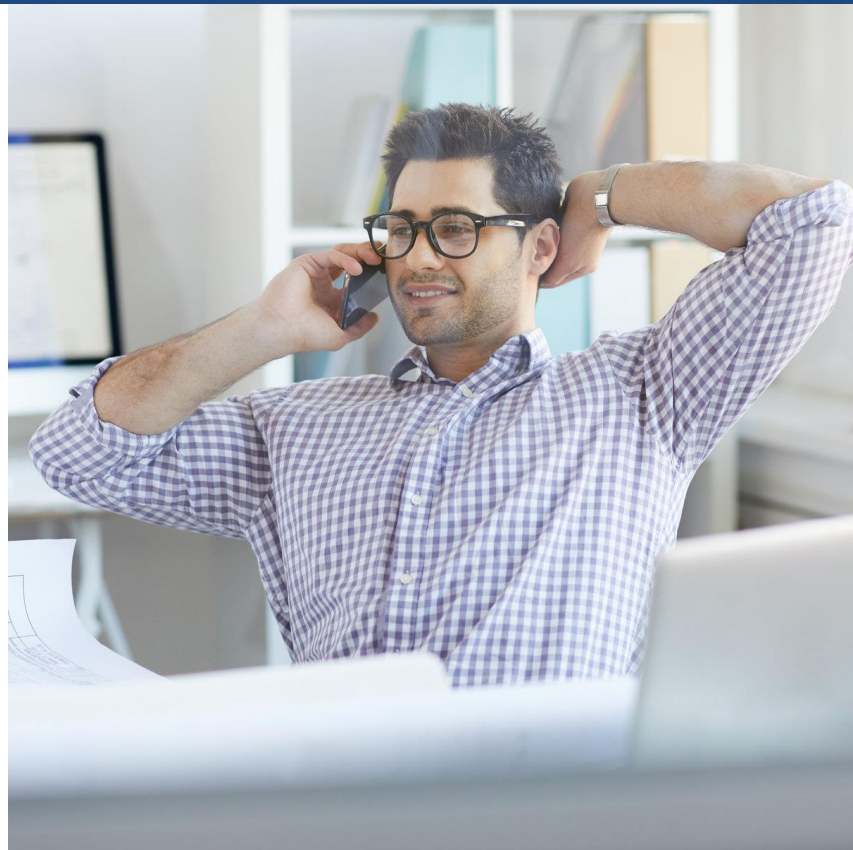
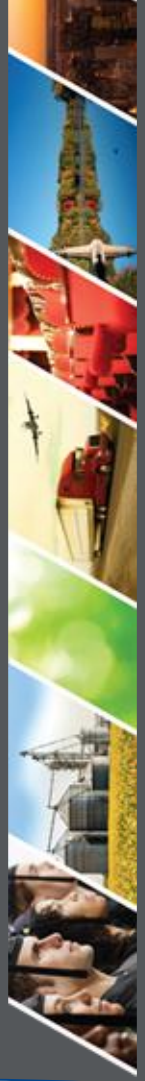
Pre-Apprenticeship Program

Performance-based Payment Appeal

- ILW will accept an outcome metric appeal from the grantee for circumstances outside of the control of the grantee.
- Grantees are required to submit **Exhibit 14:Performance-Based Payment Appeal Form** to their ILWPP Grant Manager.
- The appeal form allows up to **three (3) participant appeals per form.**





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Section 12: Using Data for Program Management and Continuous Improvement

Section 12: Using Data for Program Management and Continuous Improvement

Section Overview

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

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

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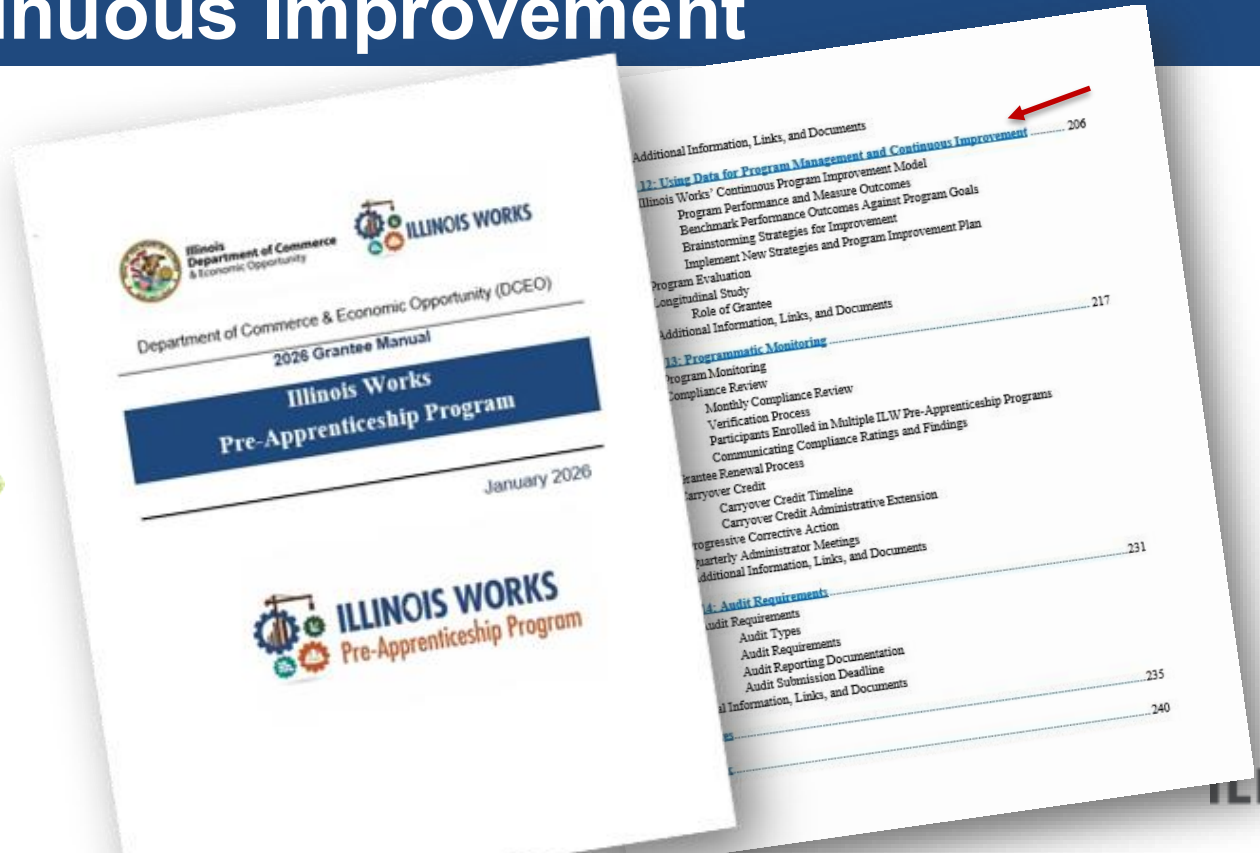
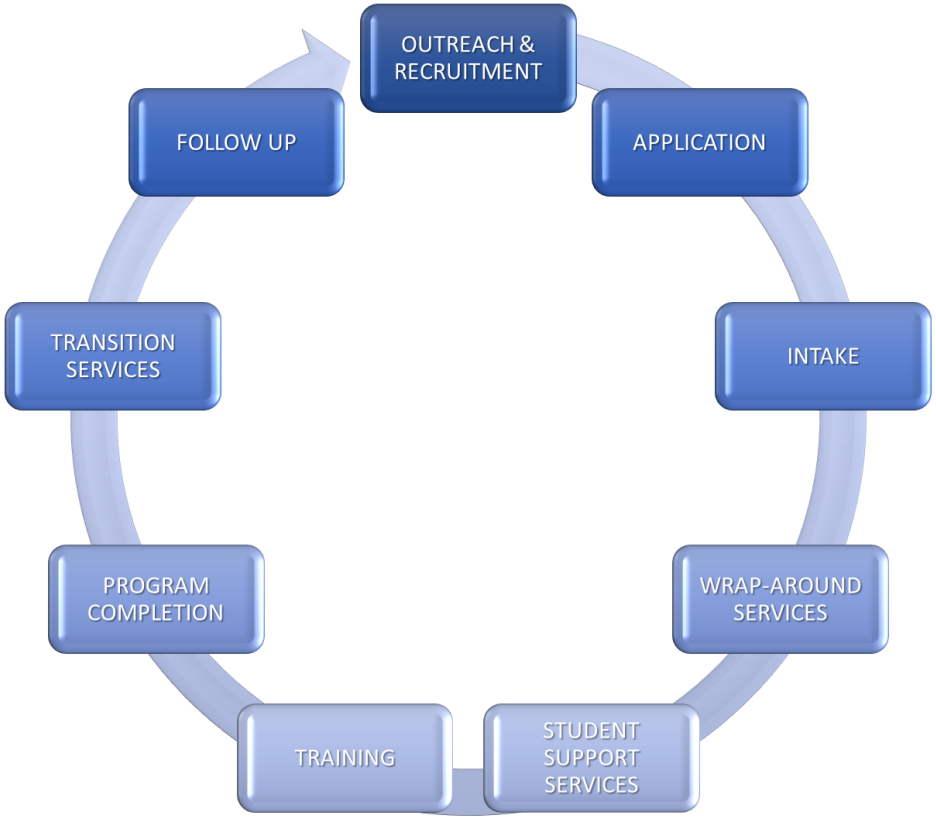
Section 12: Using Data for Program Management and Continuous Improvement



Pre-Apprentice LifeCycle



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Program Improvement Plan

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Question:

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

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Continuous Program Improvement Model

Question:

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

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Performance Gaps

Program Goal

Actual Performance Outcomes

Performance Gaps

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Programmatic Dashboard

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

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Follow-up Dashboard

- Post-Program Active Tracking
- Long-term Tracking

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Key Outcome Metrics

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

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Current Standing

- Not Meeting Expectation
- Meeting Expectations
- Exceeding Expectations

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Participation Satisfaction Survey

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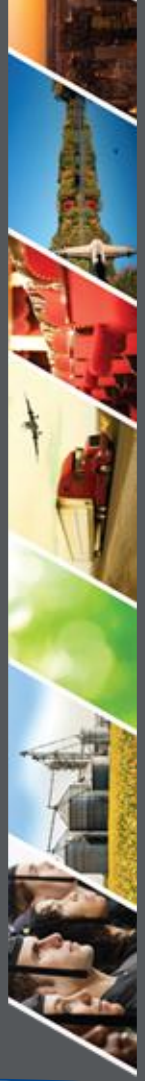
Program Evaluation

- Implementation Studies
- Outcome Studies
- Impact Studies

Longitudinal Study

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



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Section 13: Programmatic Monitoring

Section 13: Programmatic Monitoring

Section Overview

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

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

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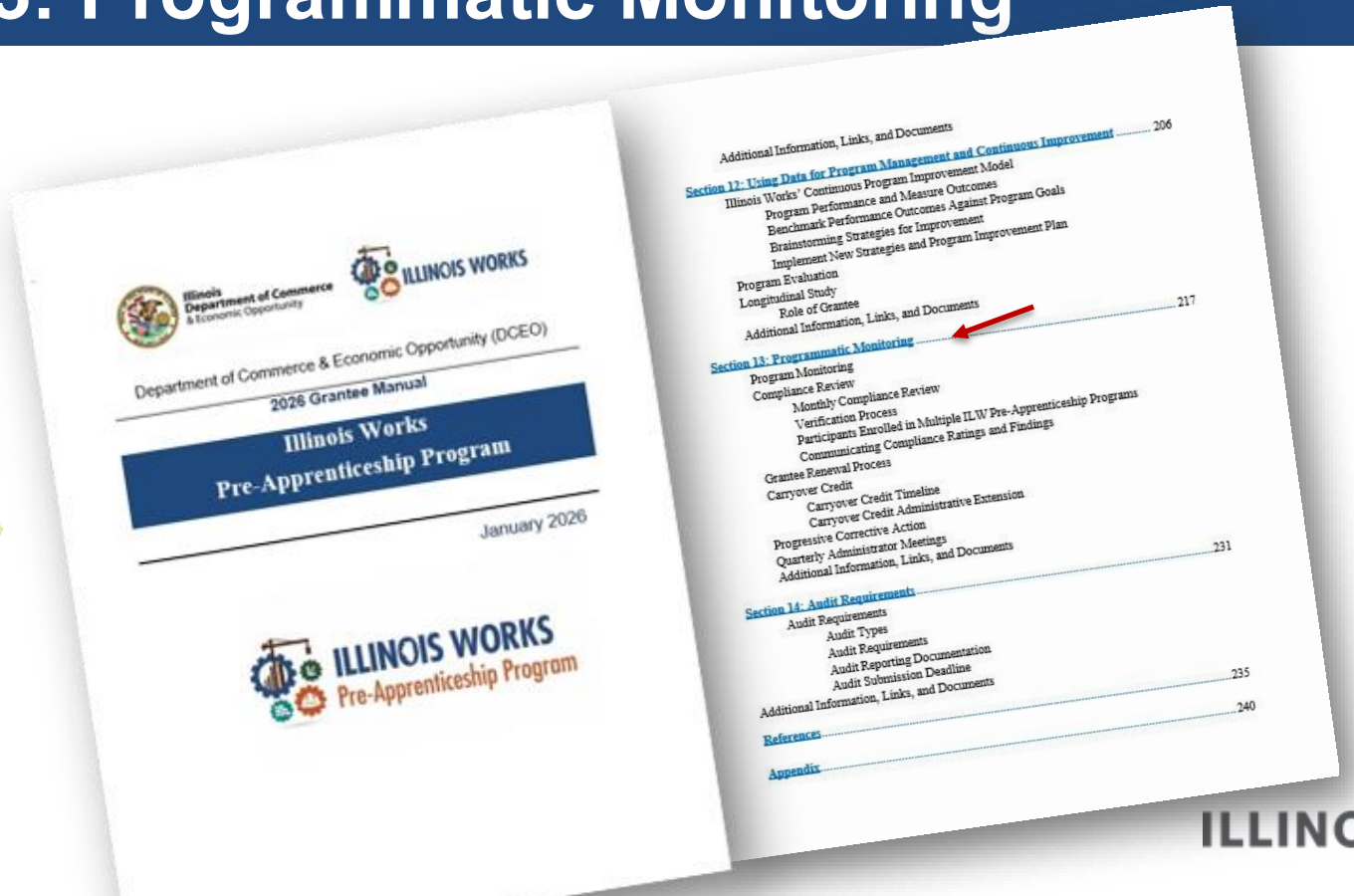
Section 13: Programmatic Monitoring



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Department of Commerce & Economic Opportunity (DCEO)

2026 Grantee Manual

Illinois Works
Pre-Apprenticeship Program

January 2026

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Program Monitoring

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Question:

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

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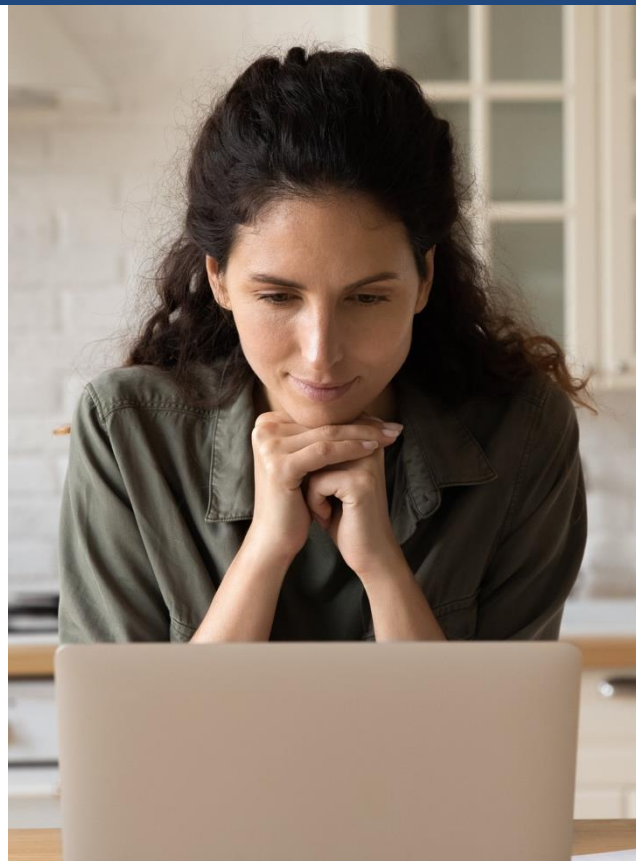
Completion and Transition Verification

- Preliminary Verification
- Final Verification



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Third Party Documentation

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Pre-Apprenticeship Program

Communicating Compliance Ratings and Findings

- Monthly Compliance Progress Report
- Monthly Compliance Payment Worksheet

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Pre-Apprenticeship Program

Grantee Renewal Process

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Carryover Credit

Progressive Corrective Action

Monthly Program Review → Warning → Watchlist → Probation

Quarterly Administrator Meetings

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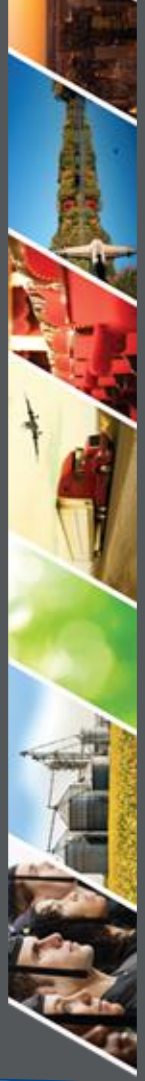

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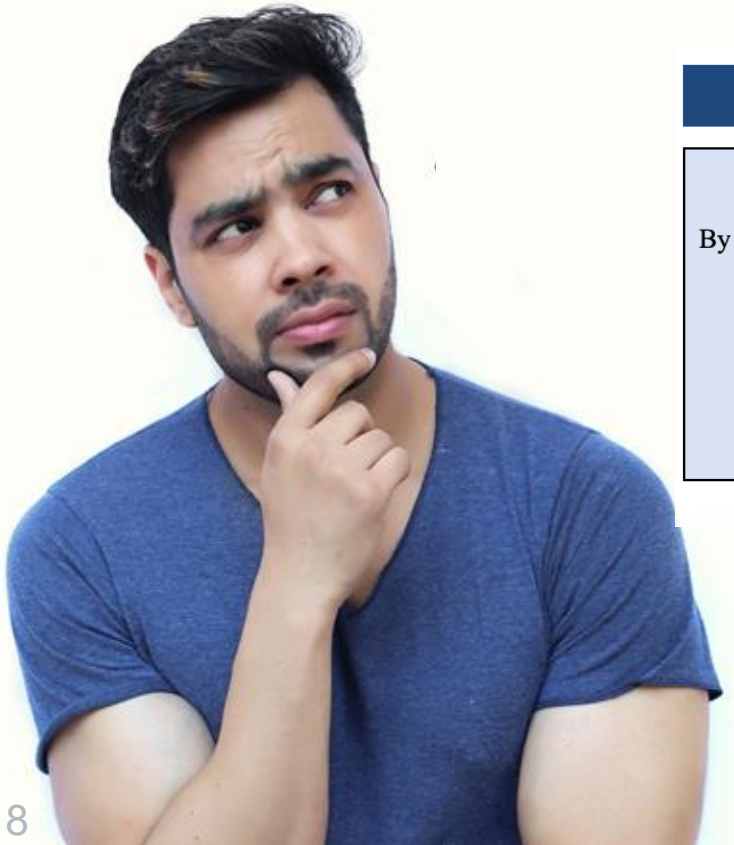
Section 14: Audit Requirements



Section 14: Audit Requirements

Section Overview

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

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

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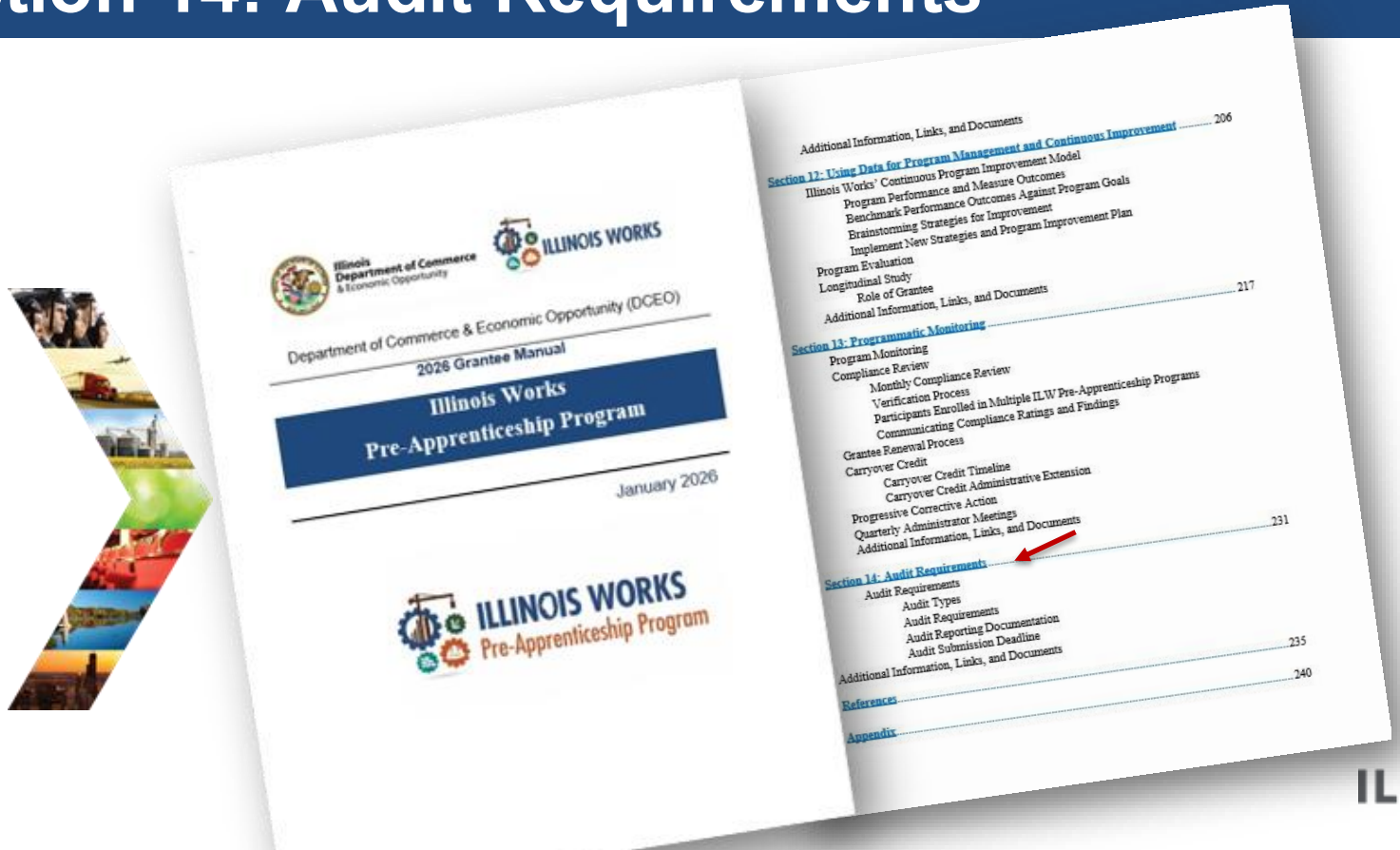
Section 14: Audit Requirements



Audit Types

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

Audit

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

$750,000 or < in federal funds

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

Audit Not Required and No Audit Conducted

Audit Submission

Single Audit Reporting Package is due 30 days after audit report completion but no later than nine (9) months after the end of the grantee's fiscal year-end as described in 200.512(c)(1).

Financial Statement Audit Reporting Packages, including **GAGAS, GAAS**, and Other are due 30 days after audit report completion but no later than six (6) months after the end of the grantee's fiscal year-end.

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Additional Audit Information

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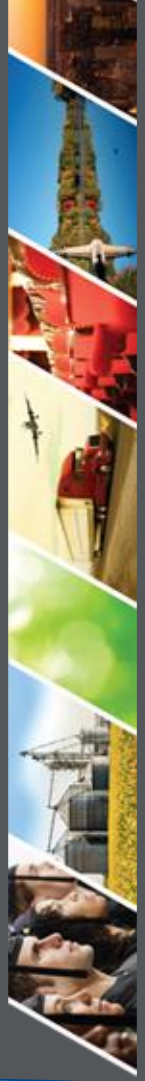

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Feedback ~ We want to hear from you

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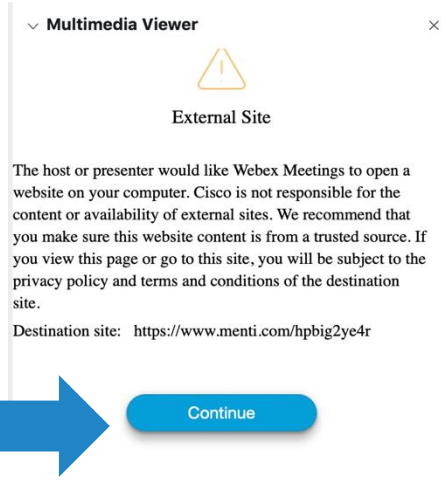
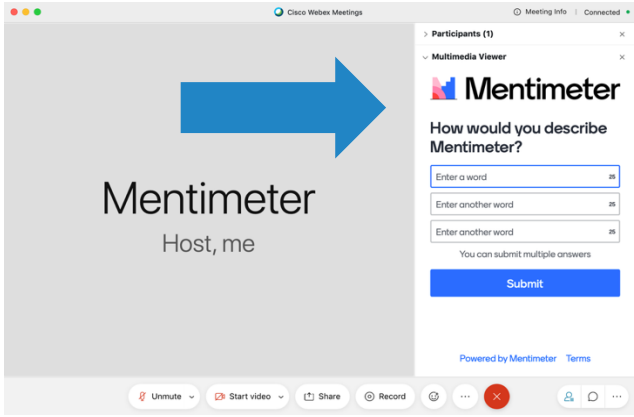
Mentimeter

- On the right-hand of your Webex screen click the blue **Continue** button.
- Once you click the button the Mentimeter app will show in the Multimedia viewer.





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Thank You!

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JB Pritzker, Governor

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