

Welcome to the Illinois Works Apprenticeship Initiative Compliance Overview For Contractors

Meeting Starts In: **10:00**



ILLINOIS WORKS
Apprenticeship Initiative



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

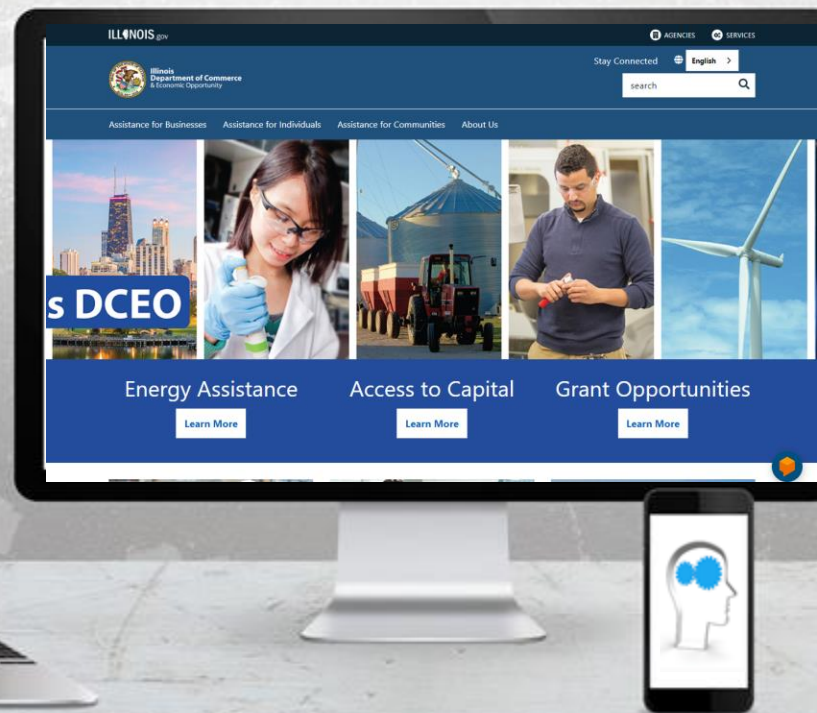
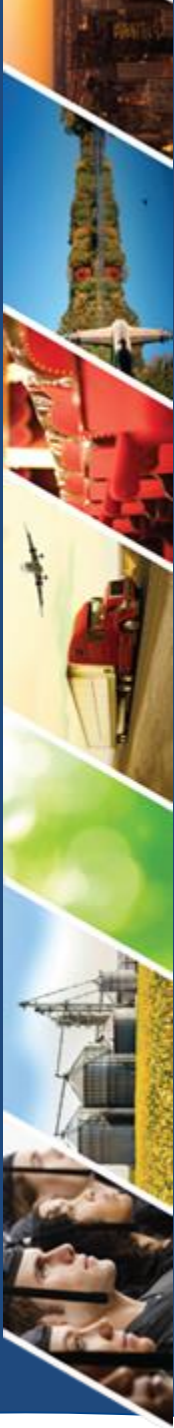
Welcome to the Illinois Works Apprenticeship Initiative Compliance Overview For Contractors



ILLINOIS WORKS
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Illinois
Department of Commerce
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JB Pritzker, Governor





ILW Apprenticeship Initiative Team

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

Today we will help you:

- Describe 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 dark theme. At the top, there's a 'Meeting info' tab and a 'Show menu bar' dropdown. The main area displays a grid of six video feeds of participants. On the left, a sidebar shows the meeting title 'Feature Planning Meeting', the host 'Clarissa Smith', and buttons for 'Copy meeting link' and 'Invite and remind'. Below this, there are tabs for 'General' and 'Security', and a meeting link. At the bottom, a toolbar contains icons for 'Mute', 'Stop video', 'Share', 'Record', and other controls. Red arrows point to the 'Mute', 'Stop video', and 'Record' buttons. A blue dashed line connects the 'Meeting info' tab to the sidebar. A blue box highlights the 'Layout' button in the top right corner.

Webex Meeting info Show menu bar 12:40 Layout

Feature Planning Meeting
Host: Clarissa Smith
Copy meeting link Invite and remind

General Security

Meeting link
<https://example.webex.com/go/j.php?MTID=md2baae7e4b0f5be8496394427fae7ce8>

Mute Stop video Share Record

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



Illinois
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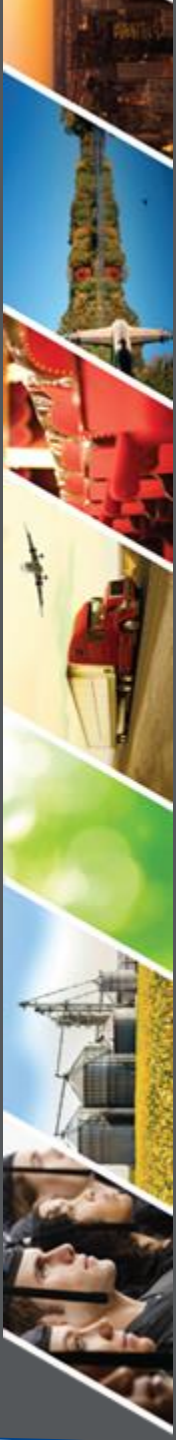


Comments, Feedback, or Questions?

Email us at:

CEO.ApprenticeshipInitiative@Illinois.gov





Email us at: CEO.ApprenticeshipInitiative@Illinois.gov



Section 2: Illinois Works Overview

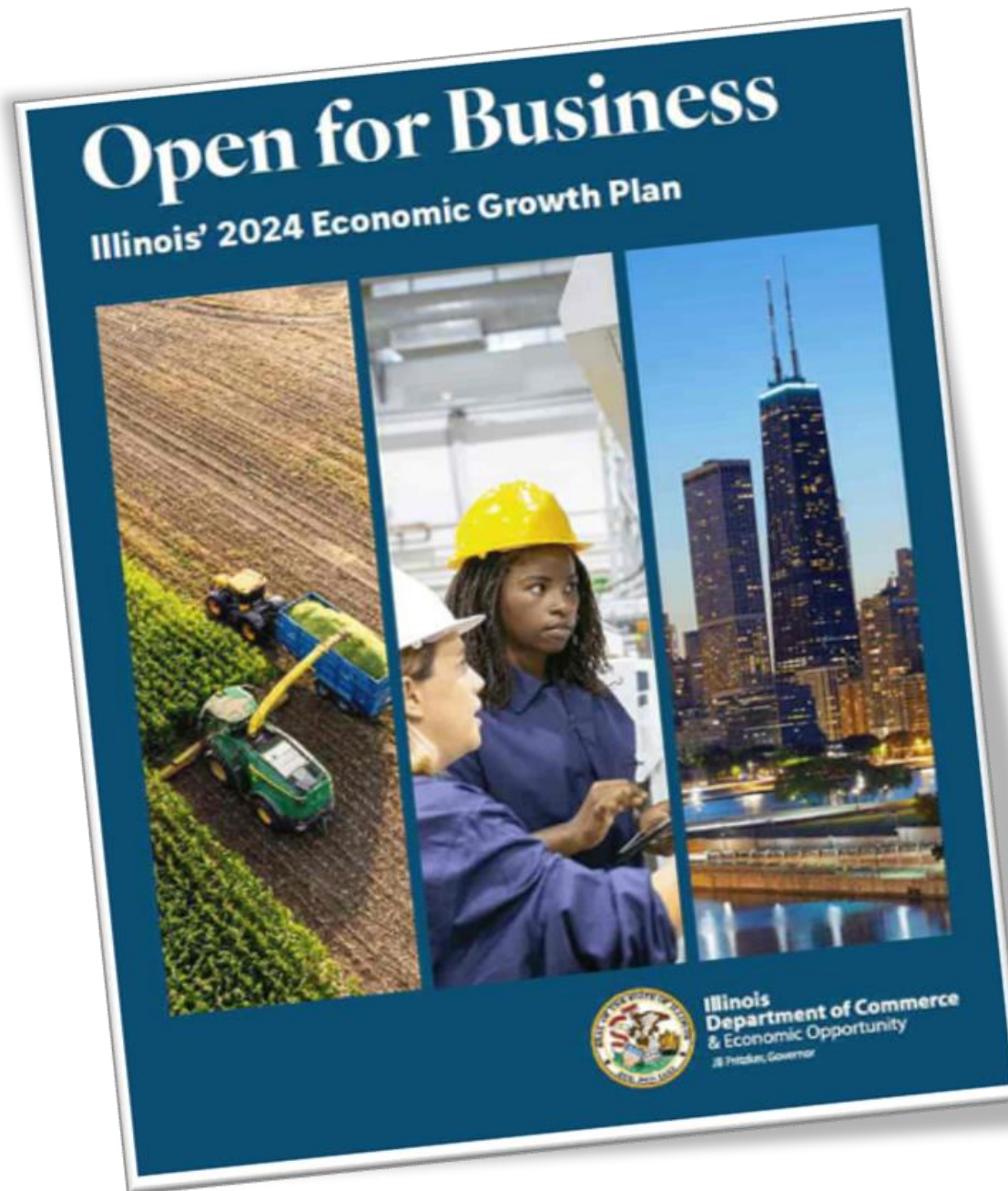


By the end of this section, you will be able to:

- 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
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& Economic Opportunity





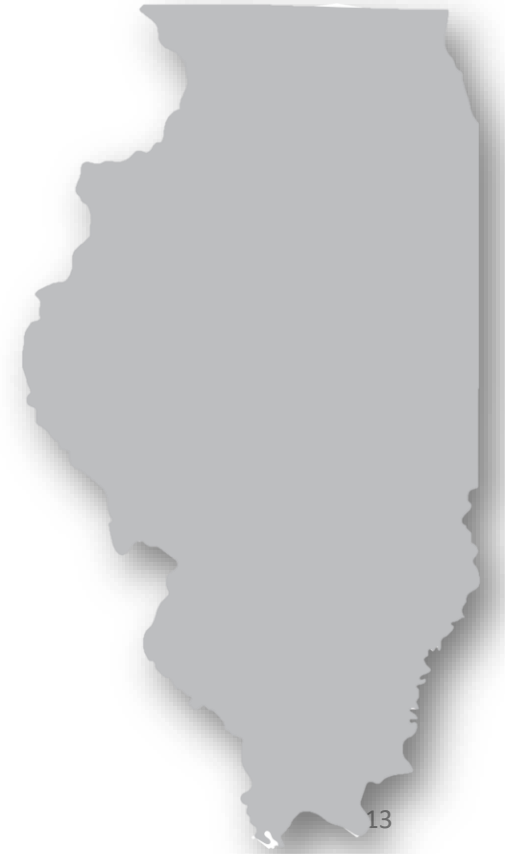
Illinois Works Jobs Program Act



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**.



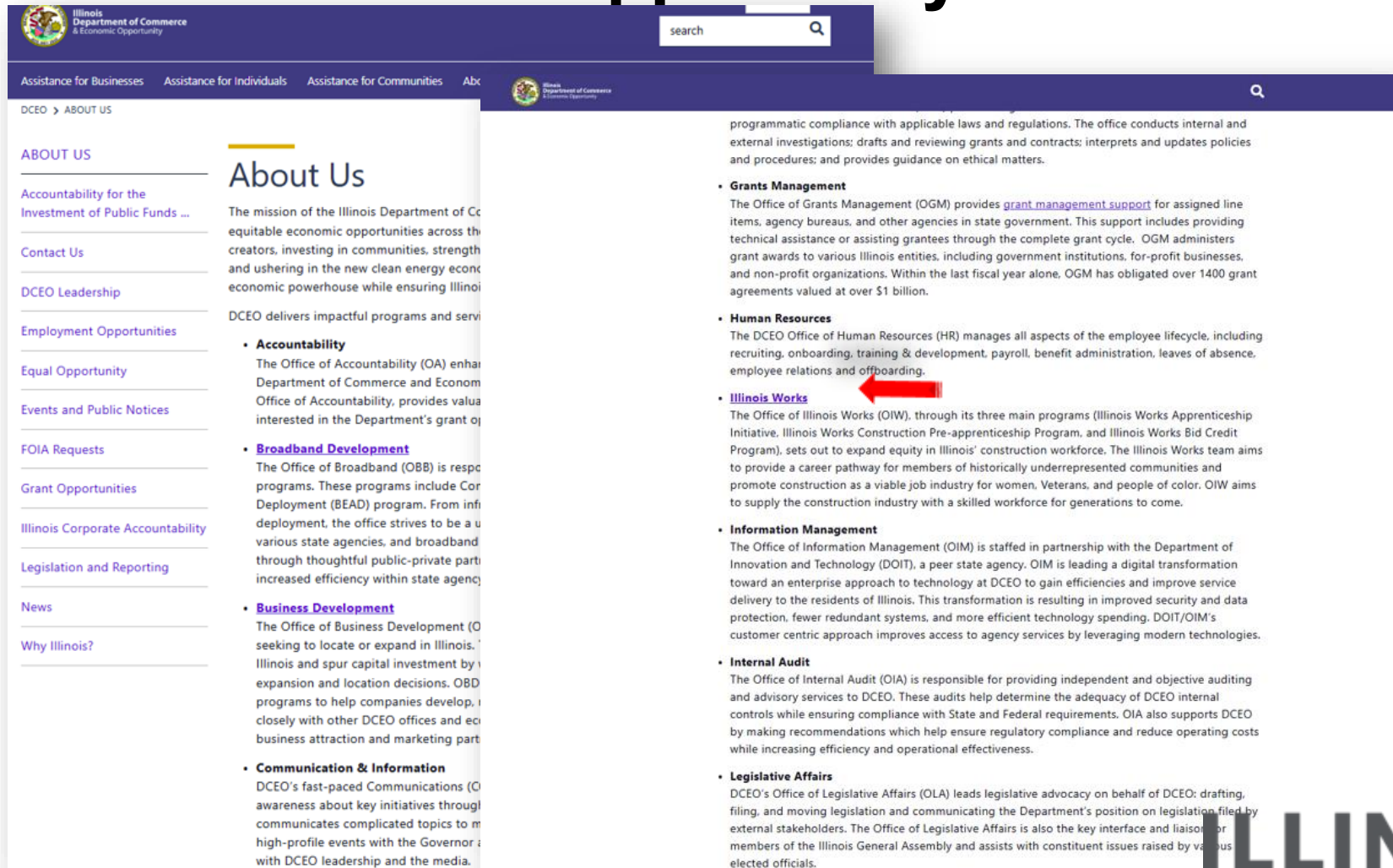


Department of Commerce & Economic Opportunity

The Office of Illinois Works



Illinois Department of Commerce & Economic Opportunity ~ Website



ABOUT US

- Accountability for the Investment of Public Funds ...
- Contact Us
- DCEO Leadership
- Employment Opportunities
- Equal Opportunity
- Events and Public Notices
- FOIA Requests
- Grant Opportunities
- Illinois Corporate Accountability
- Legislation and Reporting
- News
- Why Illinois?

About Us

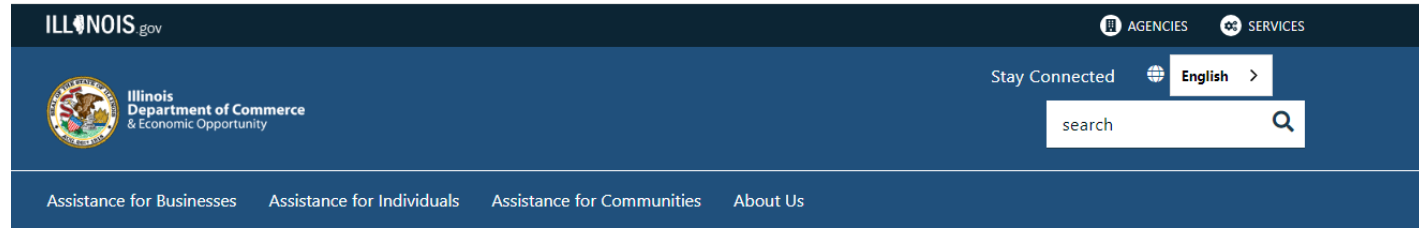
The mission of the Illinois Department of Commerce & Economic Opportunity is to create equitable economic opportunities across the state by supporting business creators, investing in communities, strengthening the workforce, and ushering in the new clean energy economic era while ensuring Illinois remains an economic powerhouse.

DCEO delivers impactful programs and services to support economic development across the state.

- Accountability**
The Office of Accountability (OA) enhances the transparency and accountability of the Department of Commerce and Economic Opportunity. The Office of Accountability, provides valuable information to the public interested in the Department's grant opportunities.
- Broadband Development**
The Office of Broadband (OBB) is responsible for managing the state's broadband programs. These programs include the Construction Deployment (BEAD) program. From infrastructure deployment, the office strives to be a valuable partner to various state agencies, and broadband deployment through thoughtful public-private partnerships to increase efficiency within state agencies.
- Business Development**
The Office of Business Development (OBD) is responsible for seeking to locate or expand in Illinois. The office works with Illinois and spur capital investment by various state agencies, expansion and location decisions. OBD works closely with other DCEO offices and external partners to help companies develop, grow, and attract business attraction and marketing partnerships.
- Communication & Information**
DCEO's fast-paced Communications (OC) office is responsible for awareness about key initiatives through various channels. The office communicates complicated topics to the public through high-profile events with the Governor and other state leaders with DCEO leadership and the media.
- Grants Management**
The Office of Grants Management (OGM) provides [grant management support](#) for assigned line items, agency bureaus, and other agencies in state government. This support includes providing technical assistance or assisting grantees through the complete grant cycle. OGM administers grant awards to various Illinois entities, including government institutions, for-profit businesses, and non-profit organizations. Within the last fiscal year alone, OGM has obligated over 1400 grant agreements valued at over \$1 billion.
- Human Resources**
The DCEO Office of Human Resources (HR) manages all aspects of the employee lifecycle, including recruiting, onboarding, training & development, payroll, benefit administration, leaves of absence, employee relations and offboarding.
- Illinois Works**
The Office of Illinois Works (OIW), through its three main programs (Illinois Works Apprenticeship Initiative, Illinois Works Construction Pre-apprenticeship Program, and Illinois Works Bid Credit Program), sets out to expand equity in Illinois' construction workforce. The Illinois Works team aims to provide a career pathway for members of historically underrepresented communities and promote construction as a viable job industry for women, Veterans, and people of color. OIW aims to supply the construction industry with a skilled workforce for generations to come.
- Information Management**
The Office of Information Management (OIM) is staffed in partnership with the Department of Innovation and Technology (DOIT), a peer state agency. OIM is leading a digital transformation toward an enterprise approach to technology at DCEO to gain efficiencies and improve service delivery to the residents of Illinois. This transformation is resulting in improved security and data protection, fewer redundant systems, and more efficient technology spending. DOIT/OIM's customer centric approach improves access to agency services by leveraging modern technologies.
- Internal Audit**
The Office of Internal Audit (OIA) is responsible for providing independent and objective auditing and advisory services to DCEO. These audits help determine the adequacy of DCEO internal controls while ensuring compliance with State and Federal requirements. OIA also supports DCEO by making recommendations which help ensure regulatory compliance and reduce operating costs while increasing efficiency and operational effectiveness.
- Legislative Affairs**
DCEO's Office of Legislative Affairs (OLA) leads legislative advocacy on behalf of DCEO; drafting, filing, and moving legislation and communicating the Department's position on legislation filed by external stakeholders. The Office of Legislative Affairs is also the key interface and liaison for members of the Illinois General Assembly and assists with constituent issues raised by various elected officials.



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



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Illinois Works

Illinois Works Contractor Resources

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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





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 Works: Three Key Programs



Illinois Works Apprenticeship
Initiative



Illinois Works Pre-Apprenticeship
Program



Illinois Works Bid Credit Program

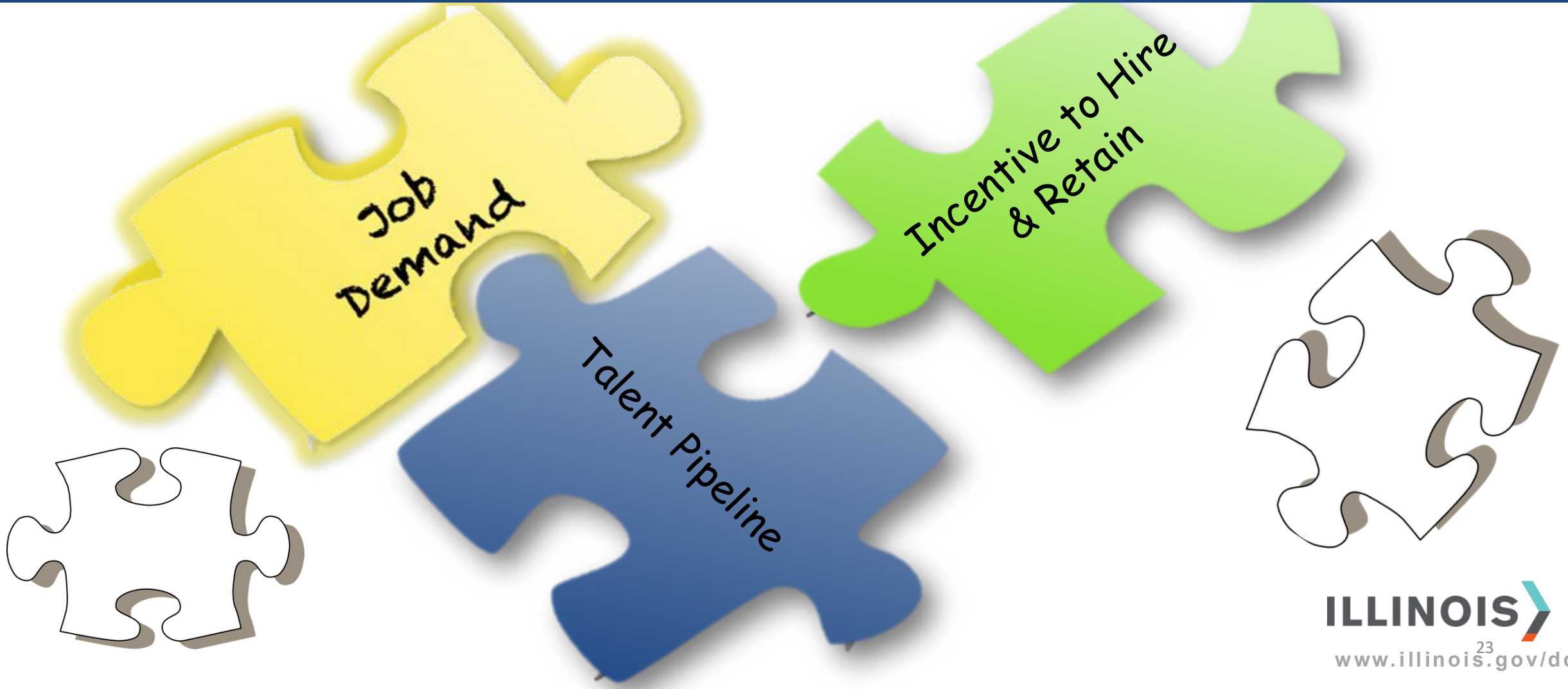




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Illinois Works Apprenticeship Initiative





Illinois Works Apprenticeship Initiative Summary



In applicable projects, the goal is that US Department of Labor certified apprentices (not limited to pre-apprentice program graduates) to perform:

- **10% of total labor hours actually worked** in each prevailing wage category **or 10% of the estimated labor hours** in each prevailing wage category, whichever is less.
- **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 (**this is a new requirement resulting from an Illinois Works Jobs Act update signed into law in 2023**).

2023
Change
(Public Act 103-0305)





Apprenticeship Initiative Implementation

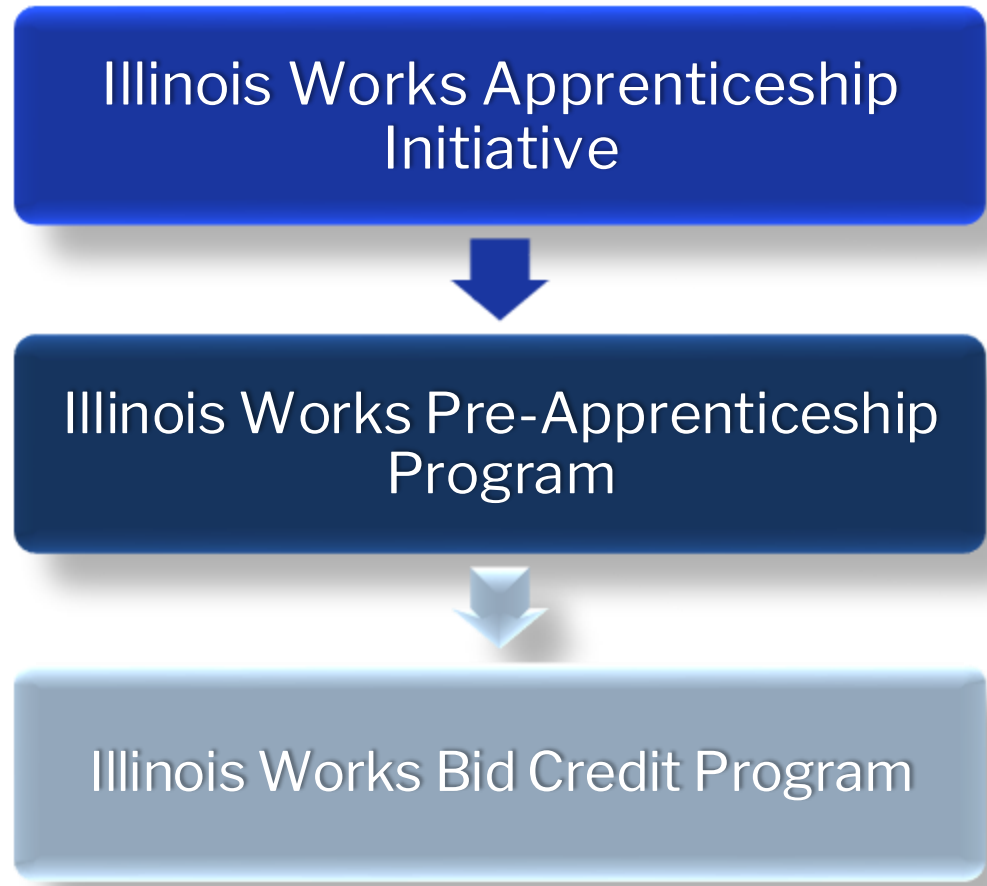


- The Apprenticeship Initiative launched in June of 2020 and is presently overseeing the implementation of over **600 Projects** worth over **\$4.5 billion**.
- We launched a new system that allowed us to transition from a manual quarterly reporting system to a real reporting system that utilizes Smartsheet. This is a compliance management platform.





Illinois Works: Three Key Programs





Illinois Works Pre-Apprenticeship Program





Illinois Works Pre-Apprenticeship Program Summary

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.**





Illinois
Department of Commerce
& Economic Opportunity



ILLINOIS WORKS
Pre-Apprenticeship Program





As of January of 2026

- 38 Grantees
- Average award of \$501,439.02
- \$17 million investment
- Serving approximately 1,900 Illinois Residents





Illinois Works: Three Key Programs



Illinois Works Apprenticeship
Initiative



Illinois Works Pre-Apprenticeship
Program



Illinois Works Bid Credit Program





Incentives to Hire and Retain





Bid Credit Overview



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 on – public or private, union or non-union.
- The bid credit earning rates for all prevailing wage construction trades is updated annually by DCEO.
- Contractors and/or subcontractors can hire as many ILWPP graduates as they want and there is no maximum to the amount of bid credits they can earn.
- DCEO administers the ILW Bid Credit Bank to track all bid credit transactions.
- Bid credits can be pooled between multiple contractors and/or subcontractors for a single capital funded project but there will have a maximum allowable bid credit amount for each project based on the estimated project cost.
- Graduates will be bid credit eligible for up to six years from the date they are accepted into the DOL-registered apprenticeship program OR until they become a journey person.





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
Department of Commerce
& Economic Opportunity

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 the Career Service Team at:

Enisa.Jakupovic@illinois.gov

Sarah.Graham@Illinois.gov

or

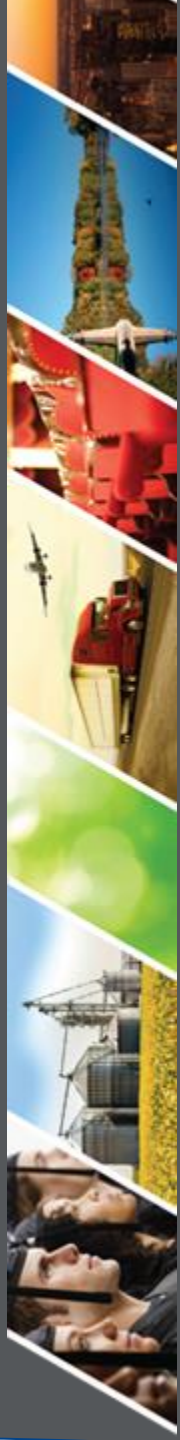
CEO.ILWCareerServices@Illinois.gov



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.
- Created new partnerships between state agencies, community organizations, and contractors.





Email us at: CEO.ApprenticeshipInitiative@Illinois.gov

Section 3: Apprenticeship Initiative



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 Goals.
- Name required compliance documents and when they are due.
- Summarize key 2023 legislative changes.
- Name consequences if the apprenticeship goal is not met.
- Avoid the most common paperwork mistakes.
- Identify how State Agencies and the Apprenticeship Initiative help contractors meet the apprenticeship goals.

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.***

- **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/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 **apprenticeship 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 2023 Legislative Changes



The Illinois Works Jobs Program Act (the “Act”) was updated in order 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.

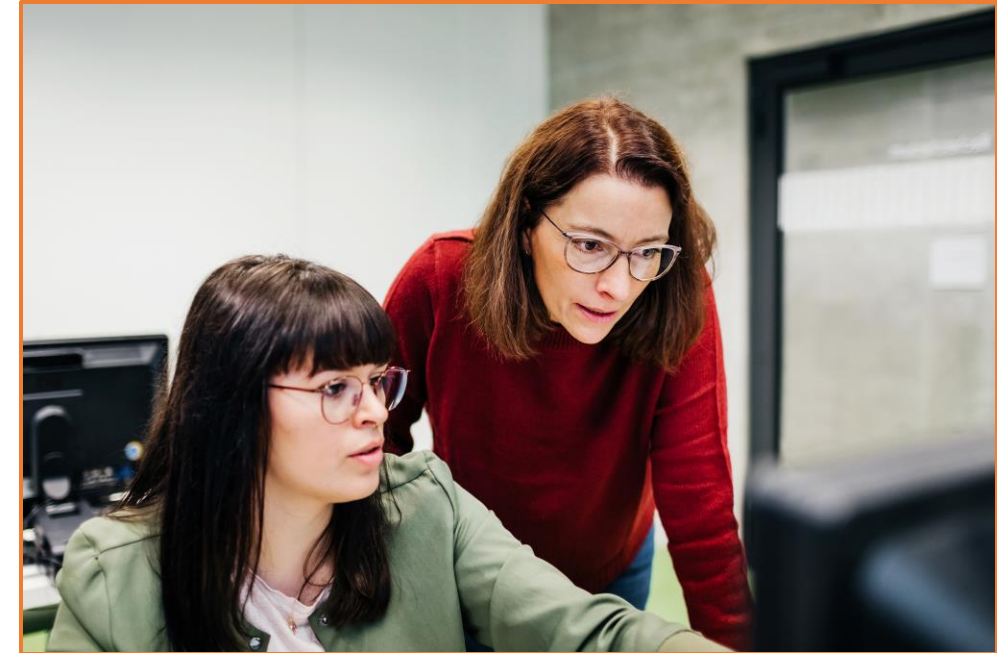
In addition to the 5% rule, there are three other key changes that you should know about:

- The law now provides **additional waiver eligibility** for the aforementioned legislative change in the event there are insufficient graduates from the Illinois Works Pre-Apprenticeship Program to meet the goal.
- The legislation also adds **accountability provisions for noncompliance**.
- It updated compliance certification once a project has ended to include all possible options. Whereas before a contractor/grantee/loan recipient could only indicate if they had complied with the Apprenticeship Initiative 10% goal or had received a waiver, now they can also certify that they did not comply with the 10% goal.

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 all contracts, grants, loans, and executed projects that went through bidding or letting on or after July 28, 2023, and it did not include the new legal language, then those projects may qualify for the blanket waiver.

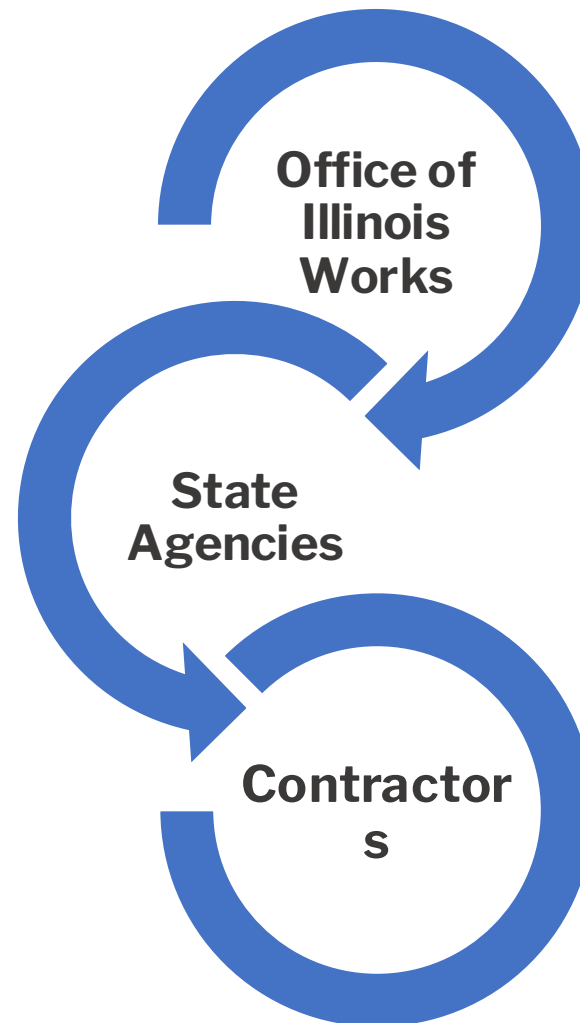
This includes projects that were already in the pipeline, within the July 28, 2023 timeframe.

As of January 15, 2026, all state agencies with executed contracts/grants/loans have submitted a Blanket Waiver Request.



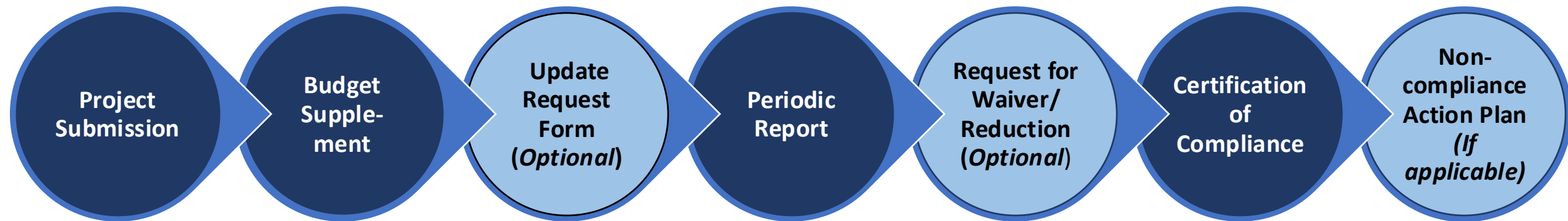


How Is Compliance Ensured?



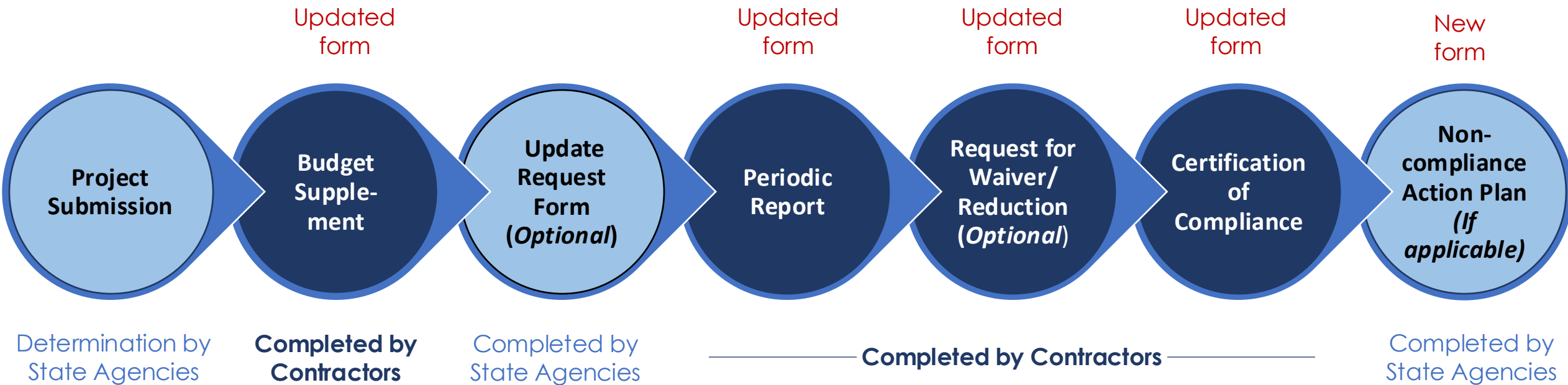


Compliance Process





2023 Legislative Changes to the Compliance Process





Where to Find Updated and Original Compliance Documents



Illinois Works

[Illinois Works Contractor Resources](#)

Apprenticeship Initiative

[Construction Pre-Apprenticeship Program](#)

[Bid Credit Program](#)

[Illinois Works Career Services](#)

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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 or grant issued by a State agency. The State agency funding the project will be responsible for ensuring compliance with the Illinois Works Apprenticeship Initiative for all contracts and grants it administers.

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

Program Documents

- [Illinois Works Apprenticeship Initiative Periodic Reporting Form \(for grantees and contractors\)](#)
- [Illinois Works Apprenticeship Initiative Budget Supplement \(for grantees\)](#)



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.

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

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 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 to all prevailing (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-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.

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



Updated Budget Supplement Form – p. 4



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

Prevailing Wage Classification	Estimated Total Hours

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).)

1

[illegible]

Chart 1

[illegible][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

[illegible]

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Illinois Works Apprenticeship Initiative Periodic Report

Chart 2/Part B (this is a continuation of Chart 2)

[illegible]

Part 2)

[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 Form – 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 issuing
Contract/Grant/Loan

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

Project Number

Project Name



Updated Waiver/Reduction Request: Overview-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.



Updated Waiver/Reduction Request Form – p.4

Apprenticeship Goal Waiver or Reduction Requested

Directions: Complete the applicable chart below to demonstrate the apprenticeship goals the requesting entity is seeking for each prevailing wage classification.

For projects for which the 10% apprenticeship goal applies to all prevailing wage eligible work performed on the entire project, complete **Chart A** below. The contractor must provide specifically the percentage goal they are requesting to have waived or reduced.

A. Apprenticeship Goals for Entire Project (complete if goal applies to entire project)

County(ies)

A. Prevailing Wage Classification	B. Estimated Total hours	C. % Goal for Apprenticeship Hours for Classification	D. Estimated Apprenticeship Hours (multiply columns B & C)	E. 5% Goal (Half of the 10% Apprenticeship Goal) Performed by Graduates of Illinois Works, Climate Works, or Highway Construction Careers Program	F. 5% of Total Hours Performed by Apprentices who are NOT Graduates of Illinois Works, Climate Works, or Highway Construction Careers Program	G. Source of Funds



Updated Waiver/Reduction Request Form - p. 5

Apprenticeship Goal Waiver or Reduction Requested

Directions: Complete the applicable chart below to demonstrate the apprenticeship goals the requesting entity is seeking for each prevailing wage classification.

For projects for which the 10% apprenticeship goal applies only to prevailing wage eligible work being funded by State appropriated capital funds, complete Chart B below. The contractor must provide specifically the percentage goal they are requesting to have waived or reduced.

B. State-Funded Contract/Grant/Loan Apprenticeship Goals (complete if goal applies only to State appropriated capital funds.)

County(ies)

A. Prevailing Wage Classification	B. Estimated Total Hours	C. % Goal for Apprenticeship Hours for Classification	D. Estimated Apprenticeship Hours (multiply columns B & C)	E. 5% Goal (Half of the 10% Apprenticeship Goal) Performed by Graduates of Illinois Works, Climate Works, or Highway Construction Careers Program	F. 5% of Total Hours Performed by Apprentices who are NOT Graduates of Illinois Works, Climate Works, or Highway Construction Careers Program



Updated Waiver/Reduction Request – 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

10



Criteria for Waiver

To submit a waiver indicating that you are unable to meet the apprenticeship compliance goals, as a contractor you will need to provide evidence that you first 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 you can choose from 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 ratio 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



Criteria for Waiver Cont.

Criterion 1: Insufficient apprentices.

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

- ✓ The letter indicate what trade(s) are they seeking to waive
- ✓ Date the letter was written
- ✓ That the contactor requested an apprentice for the project, and no apprentices were available
- ✓ Project number
- ✓ Name of party issuing the letter, and 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.

- ✓ This document indicates a condition, requirement, or/ limitation that hinders the project from complying with Illinois Works.
- ✓ The copy of the contract or grant agreement must be provided highlighting the condition, requirement, or limitation claimed.



Criteria for Waiver Cont.

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 or contracts that show the identified conflict, a copy of the federal requirements, and how it connects to the public works in question.



Criteria for Waiver Cont.

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

Acceptable evidence: A letter or email from the Illinois Works Career Services team, a letter from a DOL registered apprenticeship program or Hiring Hall, or a letter from the contractor.

- ✓ After requesting from Career Service job order for graduates of the Pre-apprenticeship Program, Career Services will issue an email or letter to let the contractor know that Illinois Works graduates are not available.
- ✓ 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.
- ✓ Letter from a US DOL apprenticeship program or hiring hall indicating they do not have apprentices who graduated from Illinois Works who are available for the project.



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).)						
	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))



Updated Certification of Compliance p. 2



**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)

As you work towards meeting the 10% apprenticeship goal, you will have to follow the new statutorily mandated Illinois Works compliance requirement (per State legislative update (30ILCS559/20-20(a)(2))) where half of the 10% apprenticeship goal for each wage classification is to be performed by apprentices who are graduates of the Illinois Works Pre-apprenticeship Program, Climate Works Pre-apprenticeship Program, or Highway Construction Careers Program (graduates of one of the programs or a combination of graduates from the programs can be used for compliance).

Please provide information Chart 1 for the apprentices who are graduates of Illinois Works Pre-apprenticeship Program, Climate Works Pre-apprenticeship Program, or Highway Construction Careers Program and their contributions to the project. Preferably both the last four of the SS# and the ID# are provided; if both are not available, at least one must be provided.

Chart 1

A. Prevailing Wage Classification	B. First and Last Name of Apprentices who are Graduates of Illinois Works, Climate Works, or Highway Construction Careers Programs	C. Last Four of Social Security #	D. ID # (provided by Illinois Works, Climate Works, or Highway Construction Careers Programs)



**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 1

[illegible]

Goals

[illegible][illegible]

bs Program Act
Compliance with
Apprenticeship Goals
(Admin Code 680.50)

on of Chart 2)

J. % of Total Hours
Performed by Apprentices
(Divide I by B and multiply
by 100)

[illegible]

Certification of Compliance 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

- It was mandated on May 7, 2025, that all project compliance data will be required to be publicly reported on a quarterly basis.
- First Report: **September of 2025**
- State agencies are aware of this new reporting requirement.



Public Compliance Reporting (Cont.)

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.

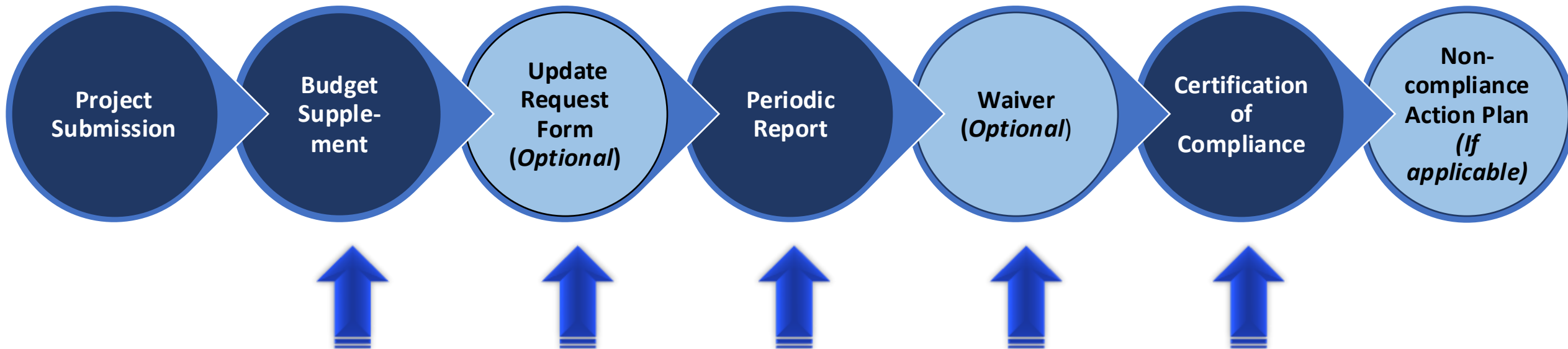
Remember you do have the option to complete a waiver if you made a good-faith effort but were unable to comply. However, if this was not your situation, and **if the goal is not met and/or if you have not completed the required forms properly**, the State Agency is now required to create and submit to Illinois Works 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 apprenticeship goals?



Apprenticeship goals include:

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



How does the Apprenticeship Initiative help contractors meet the apprenticeship goals?



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 accountability measures given by the state agency executing/funding your projects.

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



What type of training is provided?



- **Illinois Works** provides training to ensure that State Agencies and you have the information you need.
- 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.
- **The Apprenticeship Initiative will conduct monthly information webinars on procedures and technical steps for contractors.**



In Summary

- **As contractors, you are legally required to comply with the apprenticeship initiative and now hire apprentices who are graduates of certain Illinois pre-apprenticeship programs** according to the requirements of the Illinois Works Jobs Act.
- **Your funding State Agency will help** you comply by providing one-on-one Technical Assistance sessions upon your 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 through the Illinois Works Career Services team.



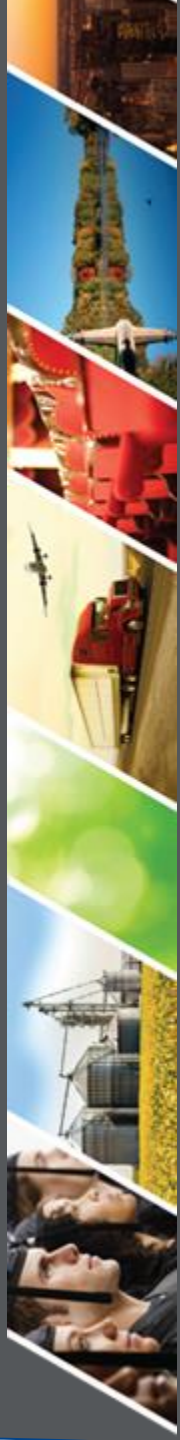


Contact the **Apprenticeship Initiative Program** Team

CEO.ApprenticeshipInitiative@Illinois.gov

Maria.y.perez@illinois.gov

CEO.ilwcareerservices@Illinois.gov



Email us at: CEO.ApprenticeshipInitiative@Illinois.gov

Feedback ~ We want to hear from you





Illinois
Department of Commerce
& Economic Opportunity



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Multimedia Viewer

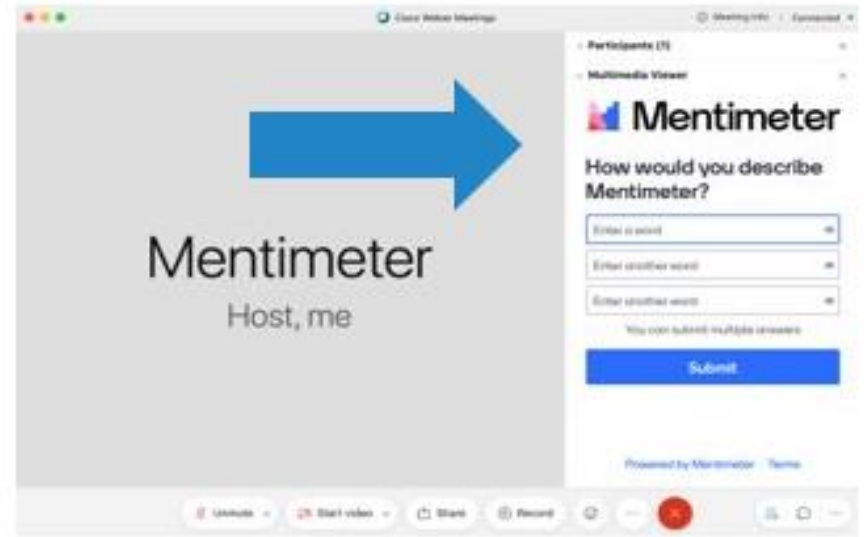


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& Economic Opportunity



THANK YOU!