



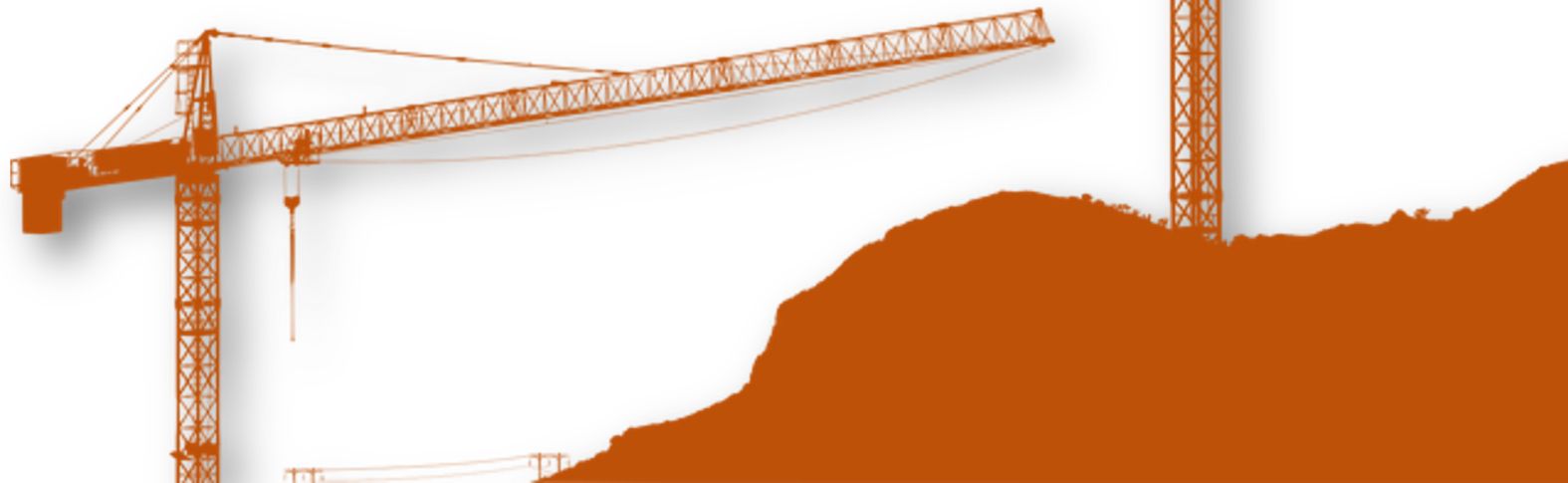
Illinois Works Provider Network

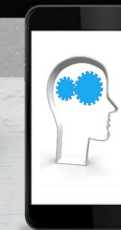
Illinois Works Pre-Apprenticeship Program New Administrator Orientation

Dr. Norman Ruano, Deputy Director of Illinois Works

Presenters:

- Dr. Norman Ruano
- Dr. Ana Bedard
- Mr. Dan Martinez







ILW Pre-Apprenticeship Team

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





Course 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 creates opportunities for Illinois businesses, communities, and families. As a result, substantial funding has been made available for the Illinois Works Job Program Act and its three key programs. Most relevant for this orientation is the Illinois Works Pre-Apprenticeship Program.

This webinar was designed to introduce Illinois Works Pre-Apprenticeship Program grantee administrators to key components, expectations, and resources relevant to their Illinois Works Pre-Apprenticeship Program.



Course Objectives

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

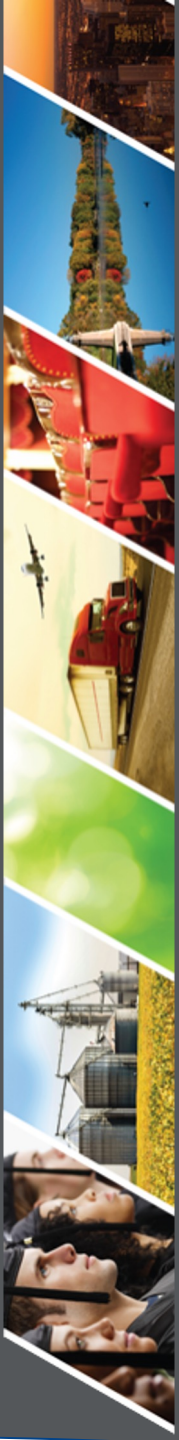
- Connect with other 2024 ILW Pre-Apprenticeship Program Grantees.
- Update your calendar with key dates on the program timeline.
- Describe the role of Governor Pritzker's historic \$45 billion capital plan in the creation of Illinois Works.
- Explain the role of the Illinois General Assembly regarding the Illinois Works Jobs Program Act.
- List the Illinois Works three key programs.
- Attend quarterly administrator meetings.
- Reference the Illinois Works Grantee Manual as a key resource.
- Access the relevant Illinois Works program technology.
- Comply with professional development and technical assistance expectations.
- Describe the Illinois Works outcome-based grant reimbursement process.





This Session is Being Recorded





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Department of Commerce
& Economic Opportunity

- Your Name
- Organization/Agency
- Role
- Geographic Location
- What does your program uniquely contribute to ILW?





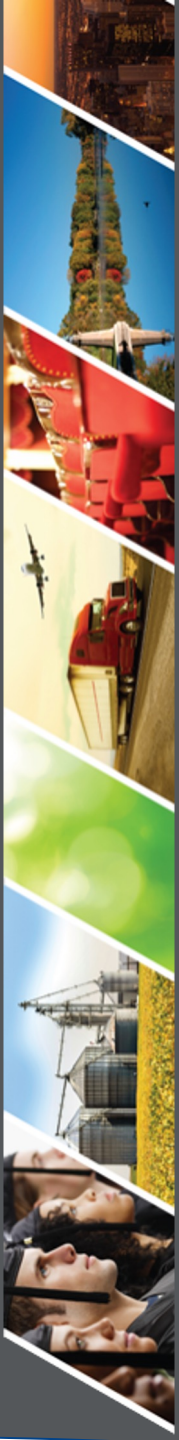
Icebreaker



Question:

“Is there anything specifically you are hoping to get from this session today?”





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Section 2: Organizational Structure of Illinois Works

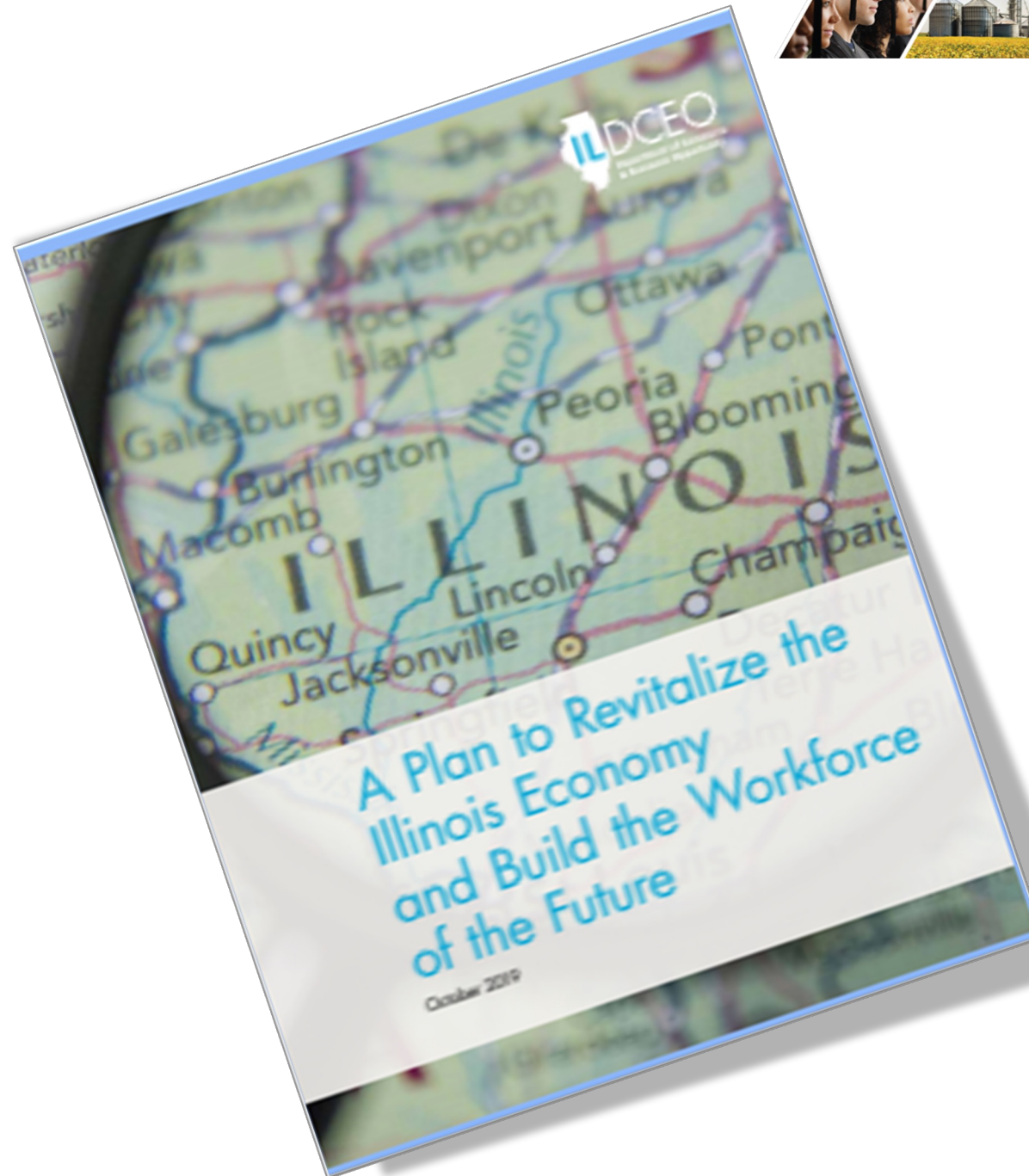


By the end of this section, you will be able to:

- Articulate Governor Pritzker's historic \$45 billion capital plan's role in the creation of Illinois Works.
- Explain the role of the Illinois Works Jobs Program Act.
- List the three Illinois Works Key Programs.
- Describe the primary characteristics of the Illinois Works Pre-Apprenticeship Program.
- Identify the Illinois Works goals.
- Identify members of the Illinois Works Pre-Apprenticeship team.



Illinois
Department of Commerce
& Economic Opportunity





Illinois Works Jobs Program Act



The Governor's Rebuild Illinois capital program paved the way for the Illinois Works Job Program Act.

Governor Pritzker is committed to expanding equity in Illinois' construction workforce. This is driven by the data that shows that for too long, the construction industry and the trades have not been equitably accessible for diverse communities - with fewer than ten percent of the best paid apprenticeships extended to women and minorities.

The Illinois Works Jobs Program Act was intentionally designed to increase equity and opportunity in capital construction projects.



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 in the construction industry and the building trades.

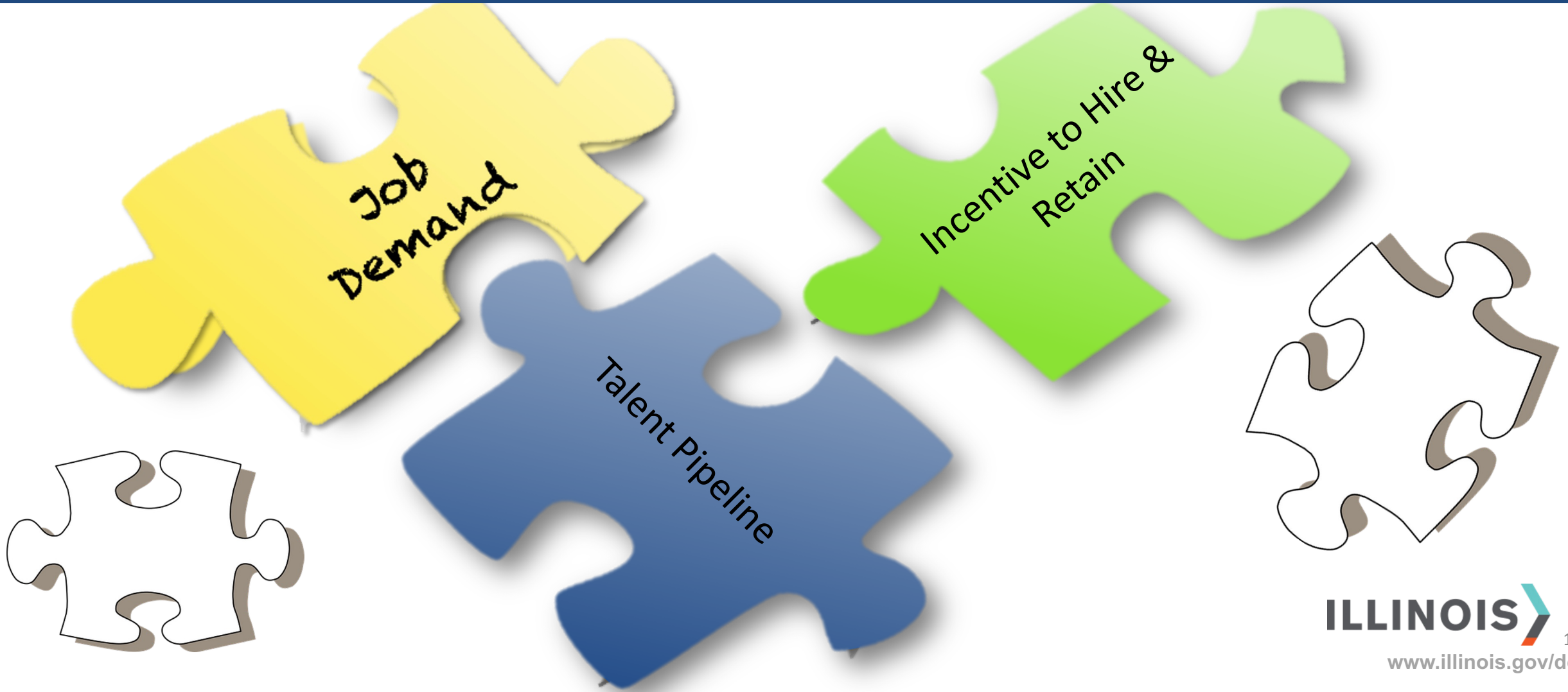
The goal is to provide contracting and employment opportunities to historically underrepresented populations in the construction industry.

If you would like to access the Illinois Works Jobs Program Act, a link to the Act is being shared with you in the chat.





Illinois Works Apprenticeship Initiative





Key Programs



Illinois Works Apprenticeship Initiative



Illinois Works Pre-Apprenticeship Program

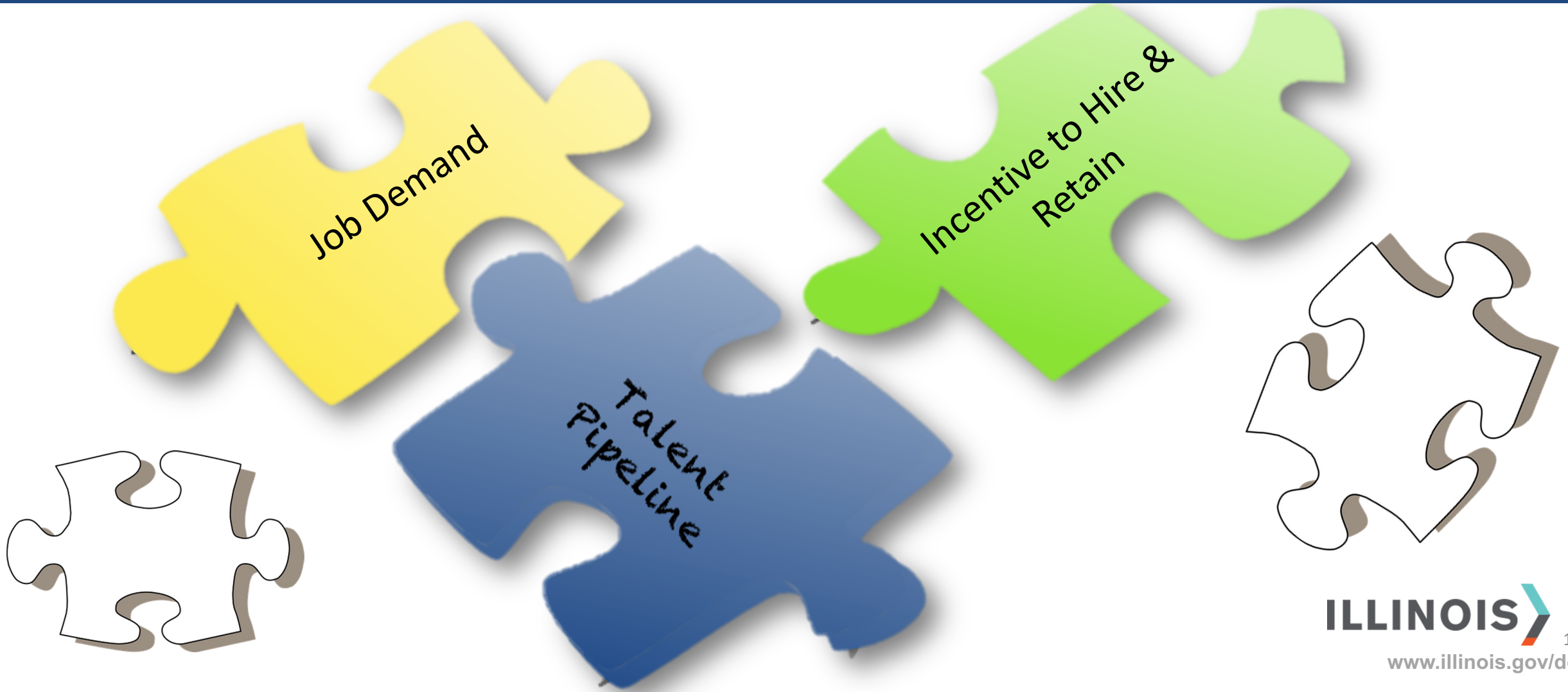


Illinois Works Bid Credit Program





Illinois Works Pre-Apprenticeship Program





Illinois Works Pre-Apprenticeship Program

The Illinois Works Pre-Apprenticeship Program creates a qualified talent pipeline to fill job opportunities with diverse candidates. It launched in 2021 with the release of the NOFO, and on January 1, 2022, the first 23 programs of the Illinois Works Provider Network became operational.

We are excited to welcome each of you as our new grantees for the 2023 network of over 30 providers.

This Pre-Apprenticeship Program delivers skills training through a network of community-based organizations, including community colleges, faith-based organizations, and business associations, among others.

Participants of the program attend tuition-free and receive a stipend (mandated by State law) and other supportive services to help address systemic barriers that prevent them from entering the construction industry.





Illinois Works Pre-Apprenticeship Program Summary

In summary, the program provides:

- **Pre-apprenticeship skills training** through a network of community-based organizations (including Community Colleges).
- **Preference is given to underrepresented populations** that have historically encountered barriers to entry or advancement in the trades, including minorities, women, and veterans.
- **Free Tuition and a stipend** to participants who attend the program.
- **\$25M appropriated** Illinois Works Funds for the grant program (we expect to receive this funding for years to come making this the first financially sustainable pre-apprenticeship program in the state).





Illinois Works Program Goals:

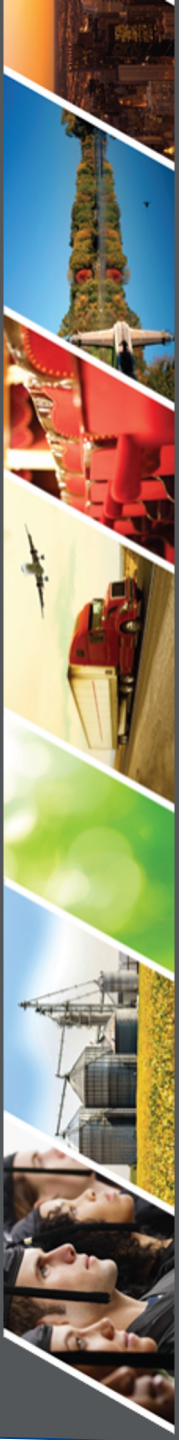
- Provide a career pathway for residents in disadvantaged communities.
- Provide eligible apprentices with the skills for lifelong job security.
- Promote construction as a viable job industry for women and minority communities.
- Provide the construction industry with a consistent and skilled workforce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



Question:

“If Illinois Works is successful in achieving its goals, what impact will it have on Illinois communities?”





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Section 3: Structure of the Illinois Works Pre-Apprenticeship Program



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

- Incorporate the ILW 2024 Timeline into your calendar.
- Access the Illinois Works 2024 Grantee Manual.
- Reference the Pre-Apprenticeship LifeCycle.
- Add the ILW 2024 Grantee Manual Onboarding Session to your calendar.



2024 Program Timeline





Grantee Manual



Illinois
Department of Commerce
& Economic Opportunity

Insert ILW Logo

Department of Commerce & Economic Opportunity (DCEO)

2022 Grantee Operations Manual

Illinois Works
Pre-Apprenticeship Program

January, 2022

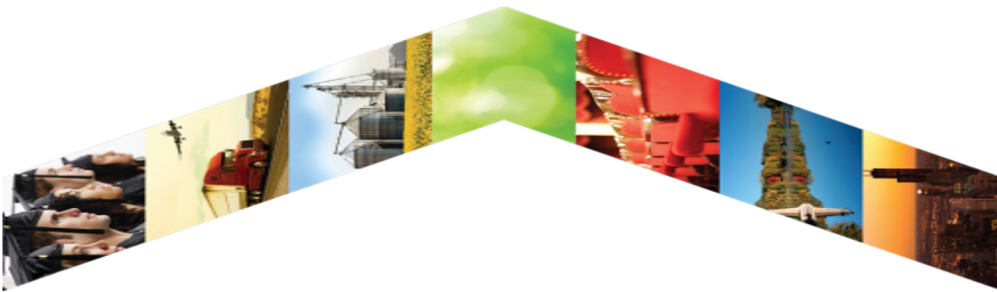


Table of Contents	
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Role of Grantee	
Additional Information, Links, and Documents	
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Compliance Review	
Progressive Corrective Action	
Additional Information, Links, and Documents	
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Audit Requirements	
Audit Types	
Audit Reporting Documentation	
Audit Submission	
Additional Information, Links, and Documents	



Grantee Manual Overview

- The Grantee Manual was written by Illinois Works staff in partnership with NIU.
- The first version was created for the 2022 grantees and published in January 2022.
- The 2024 Grantee Manual is due to be released in January 2024.
- There are 14 content sections.





Grantee Manual Features

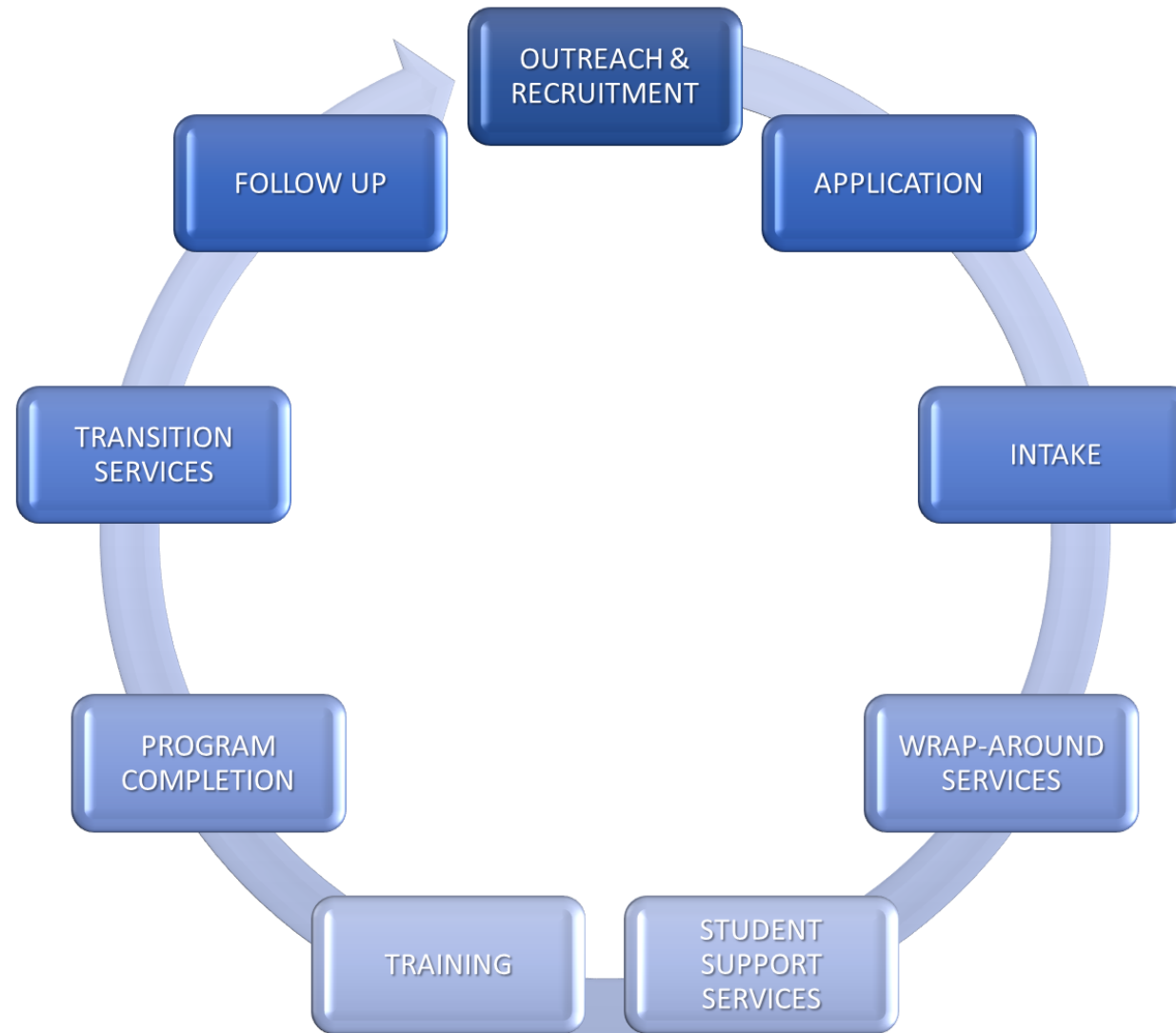
The Illinois Works Grantee Manual provides:

- Guidance for required elements of Illinois Works.
- Recommendations, based on best practice, for nonrequired elements.
- Numerous tools (templates and sample policies).





Pre-Apprentice LifeCycle





2023 Grantee Manual Onboarding Sessions



Administrator Orientation

- January 18, 2024 (In-Person)

Grantee Manual: Session I

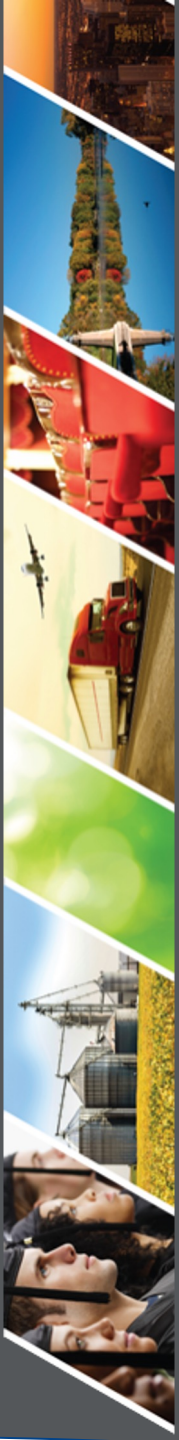
- January 30, 2024 (Virtual)

Grantee Manual: Session II

- February 6, 2024 (Virtual)

Grantee Manual: Session III

- February 13, 2024 (Virtual)



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Section 4: Illinois Works Technology



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

- Describe the role of the Illinois Works Reporting System (IWRS).
- Explain how the Applicant Tracking System connects the three Illinois Works key programs.
- Access the Illinois Works Heat Map.
- Describe the purpose of the Administrative Quarterly Meetings.



Illinois Works Technology



Illinois Works Technology

Illinois Works Reporting System (IWRS)

Applicant Tracking System (ATS)

Illinois Works Heat Map

Illinois workNet - Illinois Works Partner Guide



Illinois Works Technology



Illinois Works Technology

Illinois Works Reporting
System (IWRS)

Applicant Tracking
System (ATS)

Illinois Works Heat Map

Illinois workNet - Illinois
Works Partner Guide







Illinois Works Reporting System (IWRS)











IWRS






DASHBOARDS  GROUPS     | HI, CFLYNNILW 

ILLINOIS WORKS REPORTING SYSTEM


[Participant Recruitment & Engagement](#) [Partner Engagement & Management](#) [Work Plan & Report](#)

Name

Intermediary/Provider


Chicago Test Provider 1 

Customer Status

Select 

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show

10 


 entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Doe	Johnny	Chicago Test Provider 1	
Inquiry	Doe	Jane	Chicago Test Provider 1	
Inquiry	Doe	Jane	Chicago Test Provider 1	
Complete & In Transition	Dooerr	Jane	Chicago Test Provider 1	3/29/2022
Post Program Active Tracking	February	January	Chicago Test Provider 1	Not Submitted





IWRS Program Completion

 ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Overview

Intake

Training/Services

Program Completion/Follow-Up

FOLLOW-UP

Profile: Jane Dooerr

Email testingjane23@test.com

DOB 2/15/1998

Last 4 SSN

See All

Enter Program Completion Status

Add Completion Status

Add Case Note

Current Completion Status: Complete & In Transition

ADD STATUS

Completion Status *

Select Status

Select Status

Complete


Complete & In Transition


Incomplete

Post Program Active Tracking

Long Term Tracking

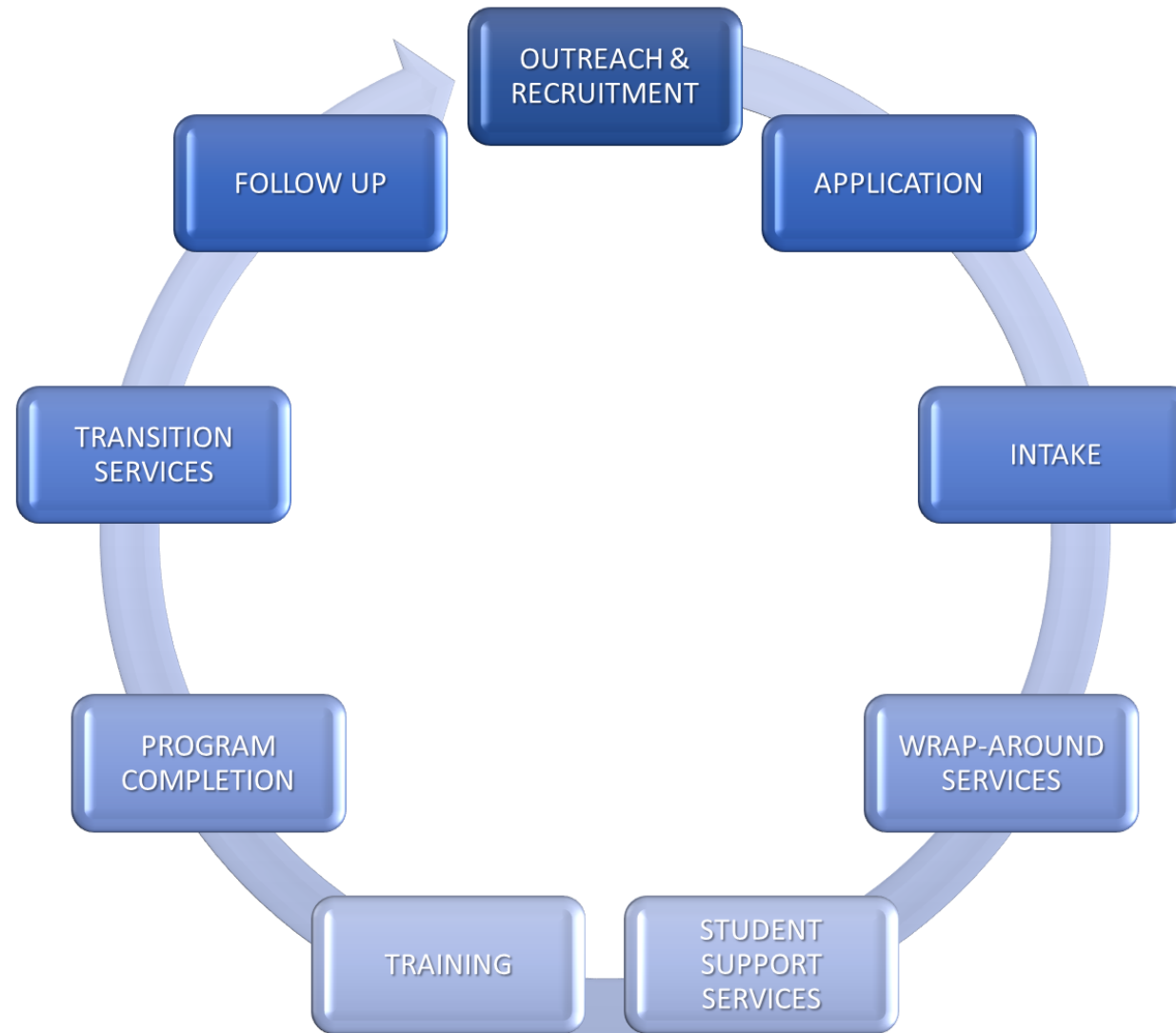
1665 Engagements Tracked





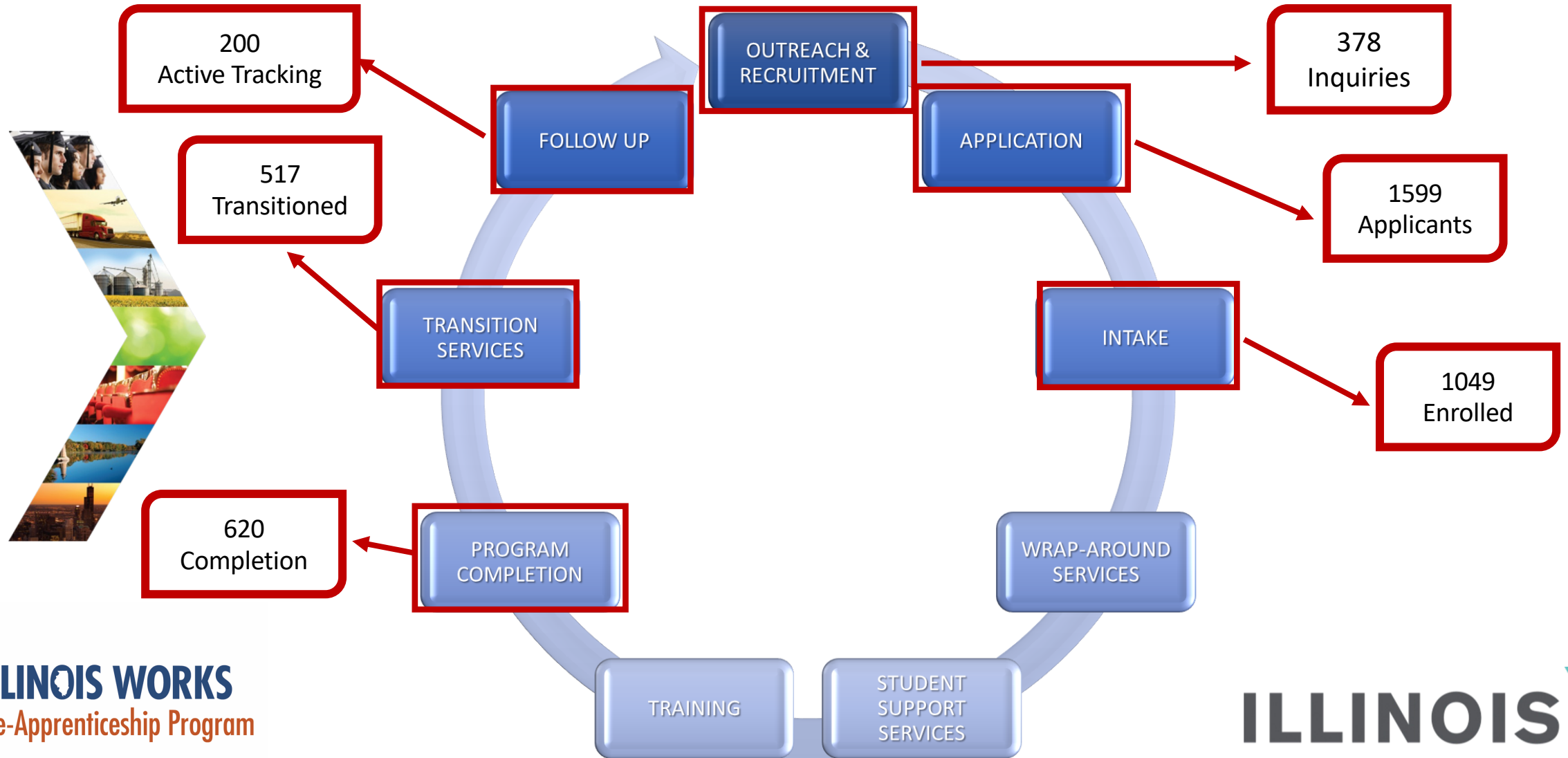


Pre-Apprentice LifeCycle & IWRS





Program Elements





IWRS



EDIT CUSTOMER SERVICE

Profile: Jane Dooerr

Email testingjane23@test.com

User Name JDooerr

Last 4 SSN

[See All](#)

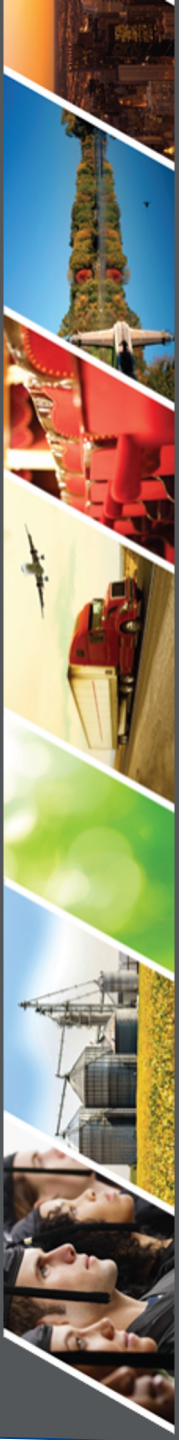
[Reset Password](#) [Send Message](#)

Module 1 - Illinois Works Pre-apprenticeship Program Orientation

Total Subsidized days for all items: 0

Goal*	<input type="text" value="Training Services"/>	Status*	<input type="text" value="Successful Completion"/>
Planned Start Date*	<input type="text" value="3/21/2022"/>		
Planned Due Date*	<input type="text" value="3/28/2022"/>	Planned Completion Date*	<input type="text" value="3/28/2022"/>
How many hours a week are you planning on working on this?*	<input type="text" value="10.00"/>		





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Illinois Works Technology



Illinois Works Technology

Illinois Works Reporting System (IWRS)

Applicant Tracking System (ATS)

Illinois Works Heat Map

Illinois workNet - Illinois Works Partner Guide





Applicant Tracking System





ILW Applicant Tracking System



ILW Applicant Tracking System

The **ILW Applicant Tracking System** traces the professional qualification and trajectory of Illinois Works Pre-apprentice Program graduates.





IWRS VS ATS





ILW Applicant Tracking System



- IWRS separate and independent of the new Illinois Works Applicant Tracking System.
- The Applicant Tracking System allows grantees to add their pre-apprenticeship graduates to a candidate pool for contractors seeking to hire or sponsor apprentices.

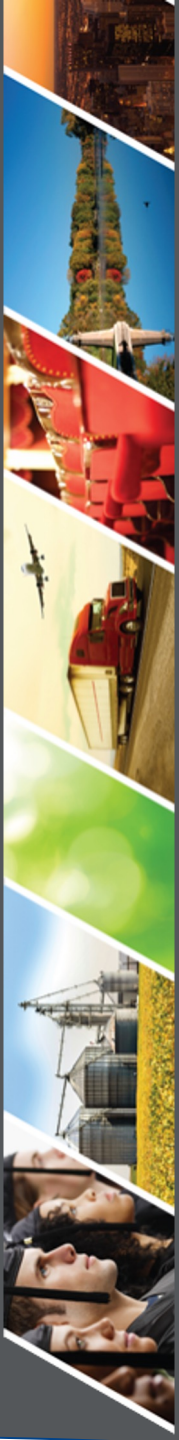




Integration of Three Illinois Works Programs: Applicant Tracking System



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



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Illinois Works Technology



Illinois Works Technology

Illinois Works Reporting System (IWRS)

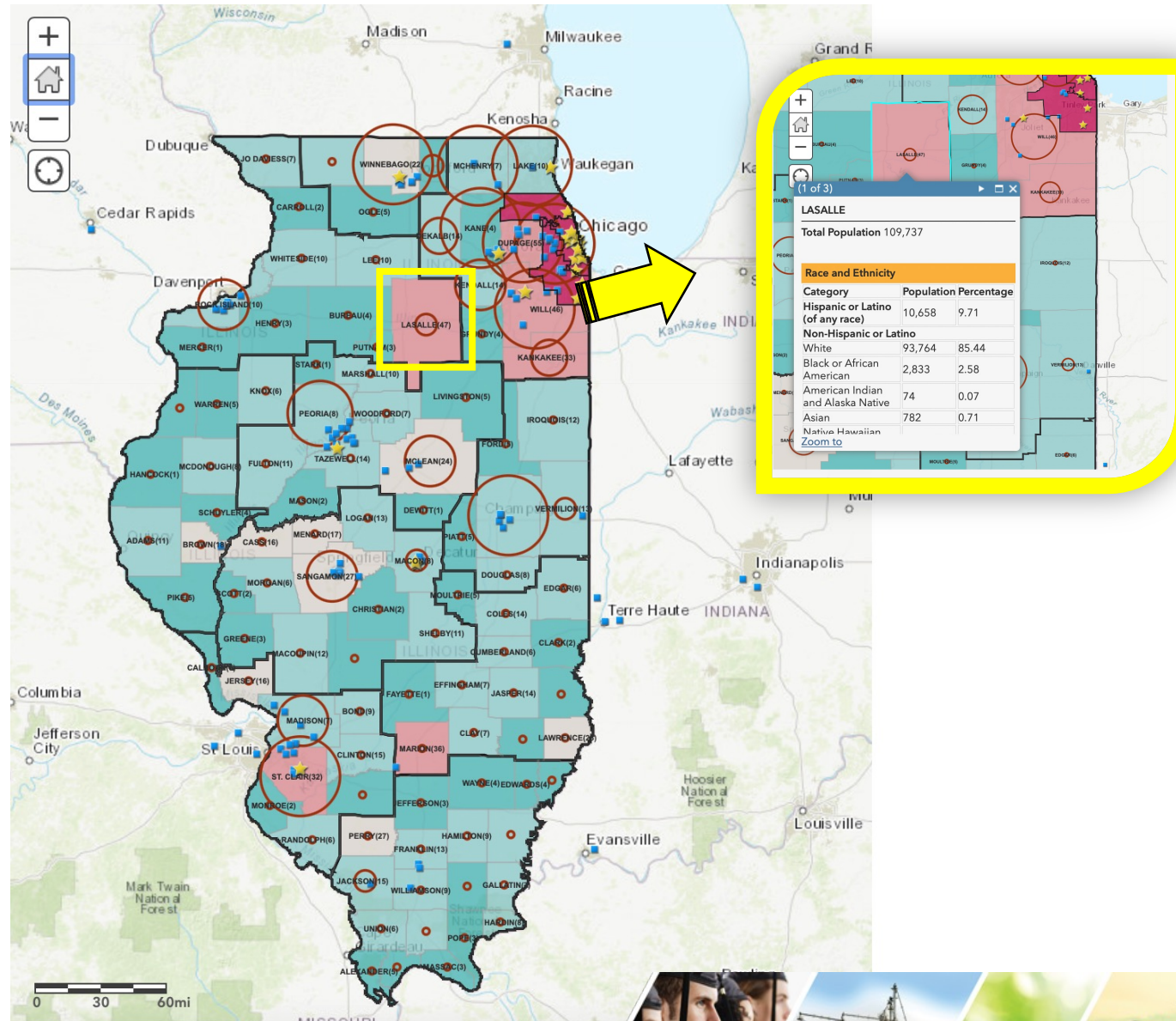
Applicant Tracking System (ATS)

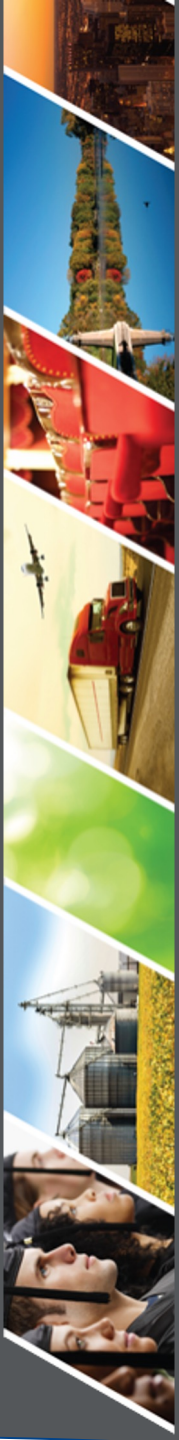
Illinois Works Heat Map

Illinois workNet - Illinois Works Partner Guide



ILW Heat Map





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Illinois Works Technology



Illinois Works Technology

Illinois Works Reporting System (IWRS)

Applicant Tracking System (ATS)

Illinois Works Heat Map

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Illinois Works Partner Guide



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 Sign Up

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workNet[®]
CENTER
americanjobcenter

 Search

 Español

 Partners

 Share

STATE OF ILLINOIS
WORKFORCE PORTAL

Employer

Explore resources, connect to job seekers, & register to receive personalized services to help your business recover, expand, & grow.

[Explore Resources >](#)[Set Up Virtual Job Fair >](#)

Job Seeker

Explore virtual job fairs, resources, available services, & register to receive alerts to the latest info on finding a job.

[Explore Resources >](#)[Layoff Assistance >](#)

Virtual Job Fair

Explore virtual job fair resources and opportunities or get access to assistance to easily set up your own virtual job fair.

[Set Up Virtual Job Fair >](#)[Search Virtual Job Fairs >](#)

Training & Services

Find training programs as well as local work support services to develop skills for high demand roles.

[Find Training >](#)[Find Local Services >](#)




Illinois Works Partner Guide



MENU

Login

Sign Up

 **ILLINOIS workNet CENTER**
americanjobcenter



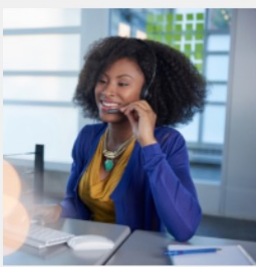

Search

Español

Partners

Share

STATE OF ILLINOIS
WORKFORCE



Employer

Explore resources, connect to job seekers, & register to receive personalized services to help your business recover, expand, & grow.

Explore Resources >

Set Up Virtual Job Fair >

Job Seeker

Explore virtual job fairs, resources, available services, & register to receive alerts to the latest info on finding a job.

Explore Resources >

Layoff Assistance >

Illinois workNet Registration

[Click here to learn about Illinois workNet account benefits.](#)

Fields with an asterisk (*) are required for registration. Enter your information below to begin using your Illinois workNet account.

First Name*

Last Name*

Date Of Birth*

mm/dd/yyyy

Email Address*

Confirm Email Address*

Main Number

Ext

Alternate Number

Ext

ZIP Code*

Secret Question*

Select

Secret Answer*

User Name*

Password*

Confirm Password*

You are required to read and indicate that you agree to the updated Terms and Conditions of this site. Click the following link to read the terms and conditions. Then indicate that you agree with the terms by checking the box below. [View Terms and Conditions](#)

Accept Agreement* ☐

Submit



Illinois Works Partner Guide

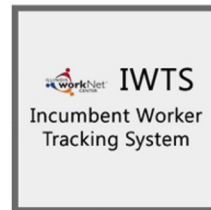
Program Guides for Partners

These guides provide program related instructions/resources.

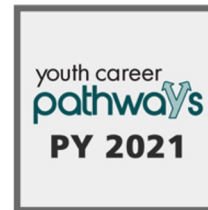
Please note these links are **not** intended as guidance for the general public.



DHS Youth Partner Tools



IWTS Guide



Youth Career Pathways Guide



WIOA Contract Reporting Guide



Illinois Employment Business System (IEBS)



IPATS



ISETS



Apprenticeship Illinois Partner Guide



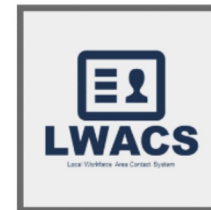
Funding Opportunities



Illinois Works



JTED



LWACS

ALL RESOURCES



Access the Illinois Works Reporting System



Video Tutorials & Training Materials



Full List of Resources



Partner Tool Updates

Professional Development

Topic	Date	Time
Administrator Orientation	January 11, 2022	10:00 AM
Grantee Manual I & Illinois Works Reporting System I	January 18, 2022	10:00 AM
Instructor Accrediation & Certification (NCCER, OSHA, First Aid)	January 20, 2021	10:00 AM
Grantee Manual II	February 1, 2022	9:00 AM
Illinois Works Reporting Systems I Session II & III	February 3, 2022	9:00 AM
Grantee Manual III	February 15, 2022	9:00 AM
Illinois Works Reporting Systems - Session IV - VI	February 17, 2022	9:00 AM
Developing & Implementing a Pre-Apprenticeship Curriculum & Instruction.	March 3, 2022	10:00 AM
Providing Impactful Wrap-Around Services & Student Support Services	March 15, 2022	10:00 AM
Providing Effective Transition Services & Working with DOL Registered Apprenticeship Programs	April 7, 2022	10:00 AM
Lunch & Learn	April 20, 2022	10:00 AM
Lunch & Learn: IWRS Discussion Forum	May 18, 2022	10:00 AM



Illinois Works Partner Guide



IL WORKS PARTNER GUIDE

[Back to Workforce & Education Partner Resources](#)

About IL Works

The Illinois Works Job 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.


Illinois Works Construction Pre-apprenticeship Program will deliver pre-apprenticeship skills training through a network of non-profit, community-based organizations, including community colleges, faith-based organizations, and business associations. Applications will be accepted starting the summer of 2021, and grant proposals that provide training for underrepresented populations in the construction and building trades and prepare them for jobs on public works projects are strongly encouraged. Participants of the program will attend tuition-free and receive a stipend and other supportive services to help overcome systemic barriers to entering the construction industry.

This guide is intended to be used by Illinois Works grantees, student supports services providers, Commerce participating in the Illinois Works Pre-apprenticeship Program.


[Go to the Customer Support Center to access the Illinois Works Reporting System.](#)

IMPORTANT DATES


- TBA




ALL RESOURCES




[Access the Illinois Works Reporting System](#)



[Video Tutorials & Training Materials](#)



[Full List of Resources](#)



[Partner Tool Updates](#)

Technical Assistance

Type	Date	Time	Topic
Webinar	January 11, 2022	10:00 AM	Administrator Orientation
Webinar	January 18, 2022	10:00 AM	Grantee Manual I & Illinois Works Reporting System I
Webinar	January 20, 2021	10:00 AM	Instructor Accreditation & Certification (NCCER, OSHA, First Aid)
Webinar (Register Now)	February 1, 2022	9:00 AM	Grantee Manual II
Webinar (Register Now)	February 3, 2022	9:00 AM	Illinois Works Reporting Systems I Session II & III
Webinar (Register Now)	February 15, 2022	9:00 AM	Grantee Manual III
Lunch and Learn	February 16, 2022	10:00 AM	TBA
Webinar (Register Now)	February 17, 2022	9:00 AM	Illinois Works Reporting Systems - Session IV - VI
Webinar (Register Now)	March 3, 2022	10:00 AM	Developing & Implementing a Pre-Apprenticeship Curriculum & Instruction
Webinar (Register Now)	March 15, 2022	10:00 AM	Providing Impactful Wrap-Around Services & Student Support Services
Lunch and Learn	March 16, 2022	10:00 AM	TBA
Webinar (Register Now)	April 7, 2022	10:00 AM	Providing Effective Transition Services & Working with DOL Registered Apprenticeship
Lunch and Learn	April 20, 2022	10:00 AM	N/A
Webinar (Register Now)	May 12, 2022	10:00 AM	Providing Impactful Wrap Around and Student Support Services
Lunch and Learn	May 18, 2022	10:00 AM	TBA
Lunch and Learn	June 15, 2022	10:00 AM	TBA
Webinar (Register Now)	July 14, 2022	10:00 AM	Creating a Diverse and Equitable Pre-Apprenticeship Program Culture
Lunch and Learn	August 17, 2022	10:00 AM	TBA
Conference	September 14-15, 2022	TBA	Grantee Conference (Hosted by us on person)

[www.illinoisworknet.com](#)

FULL LIST OF RESOURCES

[Back to IL Works Partner Guide](#)

Select a topic to view instructions, related resources, and related policy.

- Getting Started
- Outreach and Recruiting
- Business/Employer Engagement
- Intake - Eligibility/Enrollment
- Intake - Assessment

- Training & Support Services
- Transition Services
- Follow-up/Case Notes
- Reports/Dashboards
- Fiscal

- Performance
- Placeholder
- Placeholder
- Placeholder
- Placeholder

Getting Started

[Back to top](#)

*Link coming soon.

Topic	Instructions	Related Resources	Policy/Procedure
Getting Access to Illinois workNet	<ul style="list-style-type: none"> Become a Partner (PDF) Requesting Access to Partner Tools (PDF) User Management (PDF) 	TBD	Procedures Manual:
Getting Setup in Illinois workNet	<ul style="list-style-type: none"> File Upload (PDF) Grantee Details the Customer Support Center (PDF) Add Training Programs (PDF) Add Services (PDF) Enter Worksite Placements (PDF) 	TBD	Procedures Manual:
Instructor Accreditation & Certification		TBD	

Outreach & Recruitment

[Back to top](#)

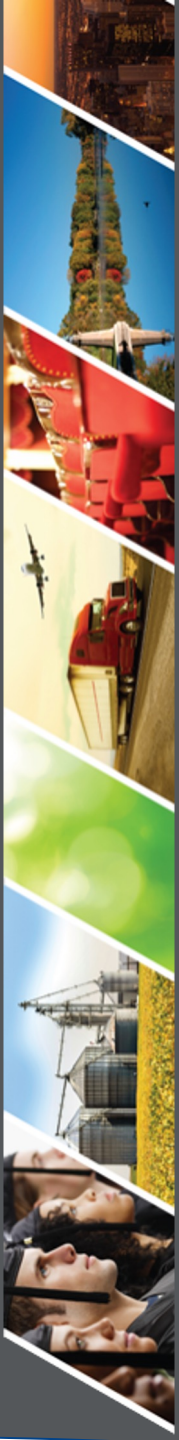
*Link coming soon.

Topic	Instructions	Related Resources	Policy/Procedure
Business/Employer Outreach	Partner Instructions for Intake-Partner Engagement and Management (PDF)	<ul style="list-style-type: none"> Illinois Works Pre-apprenticeship Program Flyer (PDF) Apprenticeship Business Engagement Guide (PDF) Tools by Preapprentice LifeCycle (PDF) 	Procedures Manual:



Quarterly Administrative Meetings





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Section 5: Illinois Works Professional Development and Technical Assistance



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

- Differentiate between professional development and technical assistance.
- Describe the two development tracks.
- Explain the expectations for each of the professional development opportunities including; webinars, coaching, technical assistance, and annual conference.



Professional Development/Technical Assistance





Tracks



- Internal Controls Questionnaire (ICQ)
- Customized ILW Programmatic Risk Assessment
- Application Evaluation Scoring Sheets and Reviewer Notes
- ILW Grantee Coaching Needs Assessment
- Illinois Works Deputy Director (per the contract negotiations)
- Monthly Compliant Reports (for Renewal Grantees)
- Updated Work Plans





Tracks



- **Track I –**
Professional Development
Plan Recommendations
- **Track II & Track III –**
Coaching Plan





Track I and Track II



Grantee Track	Professional Development & Technical Assistance
Track I	<ul style="list-style-type: none"> ✓ Webinar Sessions ✓ Annual Conference ✓ Regional Meetings ✓ Communities of Practice (CoP) ✓ Technical Assistance
Track II	<ul style="list-style-type: none"> ✓ Webinar Sessions ✓ Annual Conference ✓ Regional Meetings ✓ Communities of Practice (CoP) ✓ Technical Assistance ✓ Coaching (up to 10 hours per month)
Track III	<ul style="list-style-type: none"> ✓ Webinar Sessions ✓ Annual Conference ✓ Regional Meetings ✓ Communities of Practice (CoP) ✓ Technical Assistance ✓ Support Groups ✓ Peer Monitoring ✓ Coaching (between 10 – 20 hours per month)



Professional Development / Technical Assistance





Webinar Sessions





Toolbox Tuesday





Community of Practice (CoP)





Program Coaching





In-Person Events





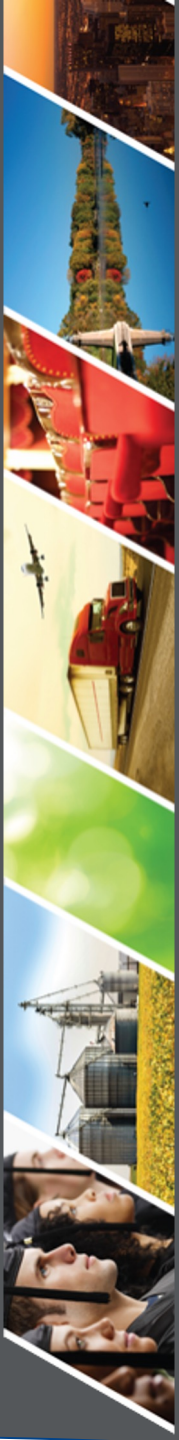
Technical Assistance





Program Coaching vs. Technical Assistance





CEO.ILWorks@Illinois.Gov



Section 6: Reporting and Reimbursement

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

- Comply with GATA requirements and reporting.
- Request a budget modification.
- Comply with the procurement policy.
- Identify the key aspects of the performance-based payment model.
- List the steps for fund disbursement.
- Describe the role of the monthly compliance report.





Grant Accountability and Transparency Act (GATA) Requirements



- All programs must adhere to GATA requirements.
- All ILW grantees must ensure their GATA profile is up to date.
- If for some reason, you are put on the state's Stop Payment List for non-compliance with grant expectations, you will, while on the list, no longer be considered for any future funding opportunity with ILW or other state granting body.



GATA Standardized Reports



➤ Periodic Financial Report (PFR)



Periodic Financial Report (PFR)



STATE OF ILLINOIS PERIODIC FINANCIAL REPORT

Periodic Financial Report (PFR) Instructions

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

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

Report Submission

1. The grantee must submit the PFR and any forms required by the awarding state agency as specified in the UGA. State awarding agencies have discretion to add to or supplement the PFR as necessary.
2. The PFR 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.

Reporting Requirements

1. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the UGA, all grant awards are required to submit a PFR in accordance with the terms established in the UGA.
2. The Category / Program Expenses or line items of the PFR template should correspond to the current, approved grant budget. All program-specific line items included in the approved budget should be included in the PFR.
3. Use "N/A" for Not Applicable if a data field in Sections (a) through (w) is not relevant to the grant agreement (e.g., Program Income). Terms of the UGA dictate if a field is relevant.
4. The frequency of the PFR is specified in the Notice of Funding Opportunity (NOFO) and the UGA. The PFR must be submitted within the specified time frames. A submittal will be considered "late" if it is more than 15 calendar days past the due date or the date specified by the State agency's JCAR Rules (including approved extensions.)
5. Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), "Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports." If the report is more than 30 calendar days delinquent, without any approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List:
<https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.)



Periodic Financial Report (PFR)



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.



Periodic Performance Report (PPR)



PPR Naming Convention Example

17-681066 **PPR Support** **03-31-22**

Grant Number

PPR Type (Support
or Final Support)

Last date of
reporting period

Final PPR Naming Convention Example

17-681066 **PPR Final Support** **12-31-22**

Grant Number


PPR Type (Support or
Final Support)

Last date of
reporting period






GATA Resource Website





Illinois
Department of Commerce
& Economic Opportunity

Stay Connected  Select Language 

search 

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

DCEO > ABOUT US > Grant Opportunities

GRANT OPPORTUNITIES

- Grantee Resources**
- [Setting Up Your Grant](#)
- [How to Receive Your Money](#)
- [Ongoing Compliance](#)

APPLY FOR FUNDING

ADDITIONAL RESOURCES

- [Uniform Grant Agreement](#)
- [Merit-Based Application Review Appeals Process](#)
- [Capital Grants Information](#)

Grantee Resources

Summary of Grants

What is a grant? A grant is a way the government funds your ideas and projects to provide public services and stimulate the economy. Grants support critical recovery initiatives, innovative research, and many other programs for the public good.

All organizations must be pre-qualified to receive a grant from the State of Illinois. The following graphic illustrates the pre-qualification steps to complete. Visit grants.illinois.gov/portal to create an account for your organization and complete the pre-qualification steps.

Step One:

Obtain a Federal Employer Identification Number (FEIN)

FREE

Step Two:

Register Your Business with the IL Secretary of State

COST

Step Three:

Register with the IL Department of Revenue

FREE

Step Four:

Register with System Award Management (www.sam.gov)

FREE

Step Five:

Register with Grant Accountability and Transparency Act (GATA)

FREE



The Appropriate Use of Funds



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





Allowable Cost





Budget Modifications



Budget modifications must be approved by ILW and must be signed by the grantee's authorized representative upon submission for approval.





Budget Modifications Notes



- Budget modifications can take 4-6 weeks to fully process.
- Once the modification goes to OGM, reimbursements will not be paid out until the new budget has been approved and entered into the state grant system.
- Grantees should continue to submit expenses and all required OGM reports during the modification process.





Advances





Procurement Policy



Code of Federal Regulations

A point in time eCFR system



Title 2



Displaying title 2, up to date as of 2/09/2022. Title 2 was last amended 10/18/2021.

[view historical versions](#)

Go to CFR Reference


ex: 1 CFR 1.1

Go


[Title 2](#) / [Subtitle A](#) / [Chapter II](#) / [Part 200](#) / [Subpart D](#) / [Procurement Standards](#)


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ECFR CONTENT

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ENHANCED CONTENT

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PROCUREMENT STANDARDS

§ 200.317 Procurements by states.

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.

Question:

“Who has experience with performance-based grants?”



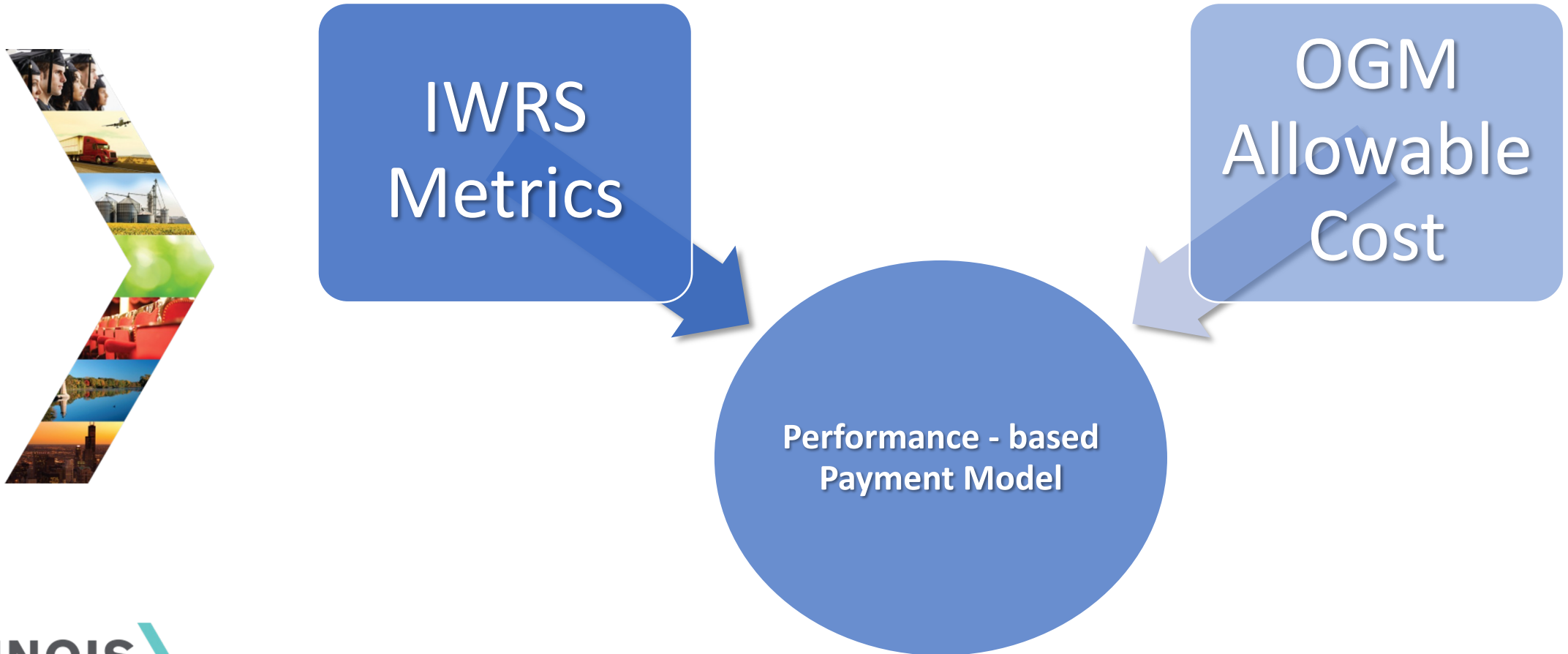


Performance Payment Model





Performance-Based Payment Model





Key Aspects



- 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), ILW is able to submit reimbursement information to OGM on a monthly basis or DCEO is able to approve and submit fund disbursements to the Comptroller on a monthly basis.





Funding Benchmarks

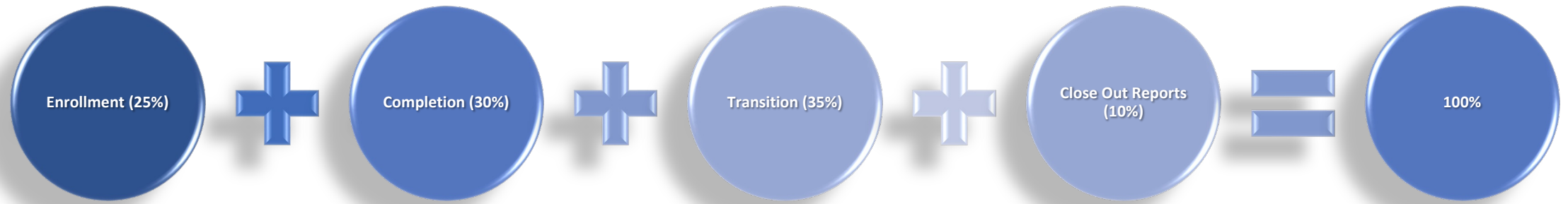


- Enrollment
- Completion
- Transition
- Close Out Reports



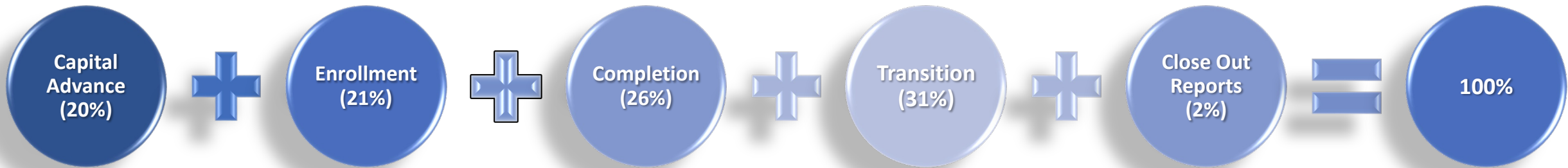


Funding Formula





Track III with Advance - Funding Formula





Monthly Compliance Reviews and Fund Disbursement



Determining the amount of funding available for reimbursement on a monthly basis is based on a **per participant** allotment.





Monthly Compliance Review and Fund Disbursement



Example 1a: Per participant allotment

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

$\$100,000 / 25 \text{ participants} = \$4,000 \text{ per participant allotment}$



Monthly Compliance Review and Fund Disbursement



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 Office of Grant Management (OGM)** of the maximum amount available for reimbursement.



Fund Disbursement Steps



1. You will submit your expenses through PFR on a monthly basis.
2. The OGM will review your expenses and determine what amount of the expenses are allowable.
3. OGM will compare that amount to the maximum reimbursement amount submitted by the ILW Grant Manager.
4. If the OGM-approved amount is equal to or less than the maximum reimbursement amount submitted by ILW, then those expenses will be reimbursed. Any extra expenses above and beyond the maximum reimbursement amount will be held by OGM until the grantee generates more reimbursement through their grant performance.



Performance-Based Payment Model - General



<u>Funding Award</u>		<u>Enrollment Goal</u>		<u>Completion Goal (85% of Enrolled)</u>		<u>Primary Transition Goal (70% of Enrolled)</u>
\$550,000.00		50		43		35
		<u>Percent (%) of Total Funding</u>	<u>Maximum Funding Based On Initial Award & Goals</u>	<u>Per Participant Allotment</u>	<u># of Actual Participants</u>	<u>Actual Funding Paid Out</u>
	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



Performance-Based Payment Model - Accelerator



<u>Funding Award</u>		<u>Enrollment Goal</u>	<u>Completion Goal (85% of Enrolled)</u>	<u>Primary Transition Goal (70% of Enrolled)</u>		
\$260,000.00		20	17	14		
		<u>Percent (%) of Total Funding</u>	<u>Maximum Funding Based On Initial Award & Goals</u>	<u>Per Participant Allotment</u>	<u># of Actual Participants</u>	<u>Actual Funding Paid Out</u>
	Program Enrollment	25%	\$65,000.00	\$3,250.00	21	\$68,250.00
	Program Completion	30%	\$78,000.00	\$4,588.24	17	\$78,000.00
Transitions	Primary Transition Preliminary (75%)	35%	\$91,000.00	\$4,875.00	14	\$68,250.00
	Primary Transition Final (25%)			\$1,625.00	12	\$19,500.00
	Alternate Construction Transition (70%)			\$4,550.00	2	\$9,100.00
	Secondary Transition (50%)			\$3,250.00	1	\$3,250.00
	Close-Out Reports	10%	\$26,000.00	n/a	n/a	\$26,000.00
	TOTAL	100%	\$260,000.00	n/a		\$272,350.00



Monthly Reports

- Monthly Compliance Progress Report
- Payment Worksheet





Monthly Compliance Report



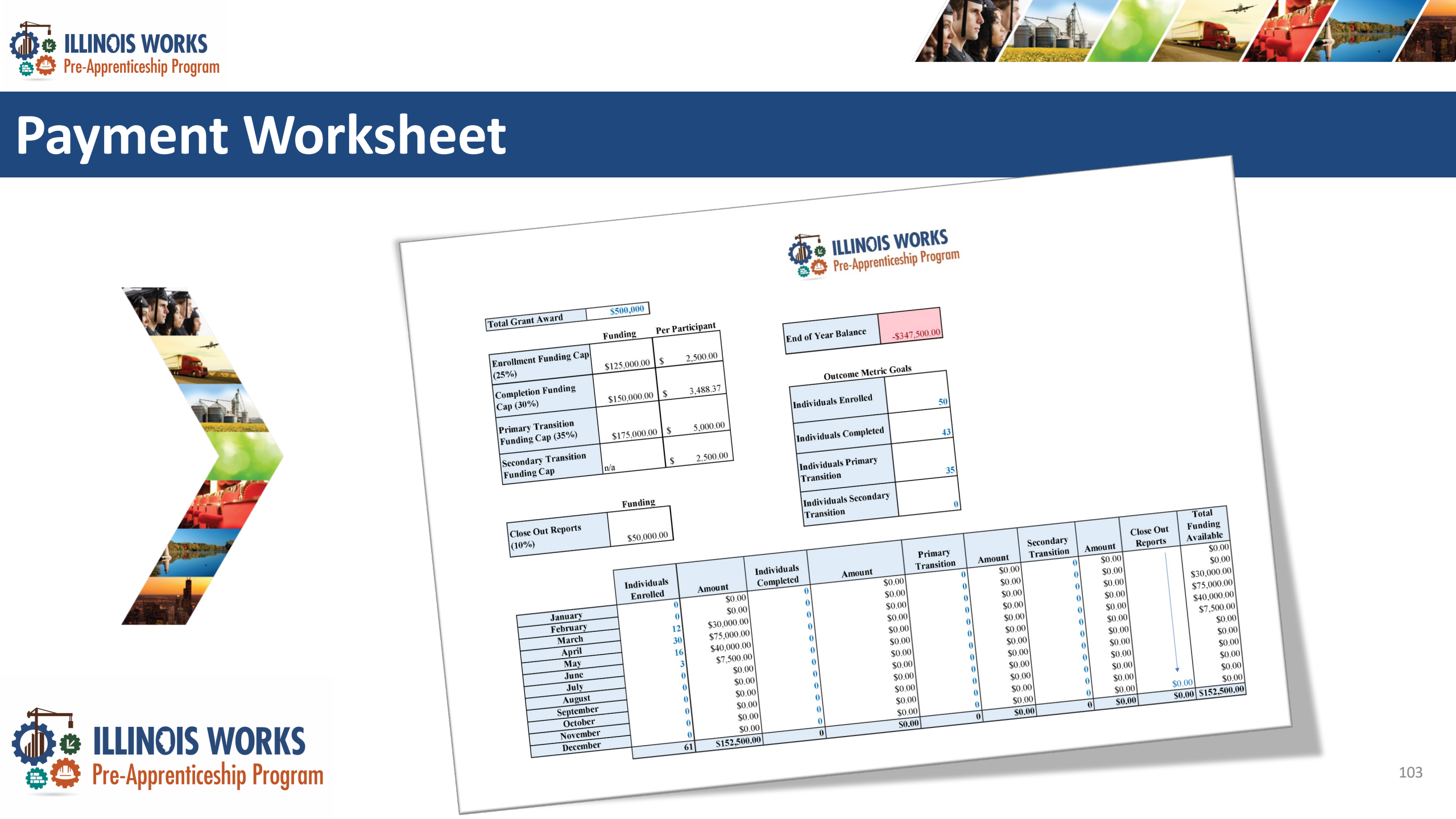
Illinois Works Monthly Compliance Review Progress Report June 2022

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

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 IWRS 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



 **ILLINOIS WORKS**
Pre-Apprenticeship Program

Total Grant Award	\$500,000	
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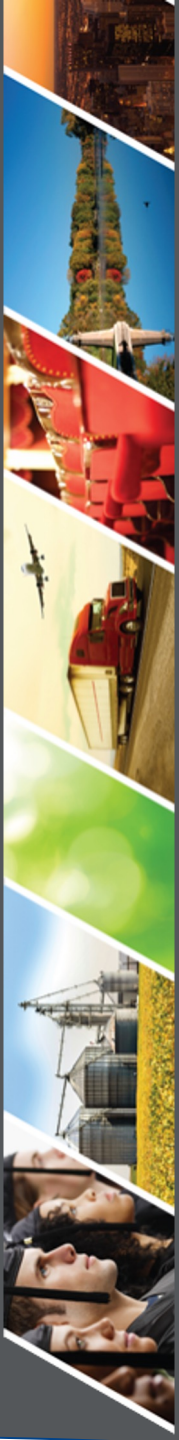
	Funding	Per Participant
Enrollment Funding Cap (25%)	\$125,000.00	\$ 2,500.00
Completion Funding Cap (30%)	\$150,000.00	\$ 3,488.37
Primary Transition Funding Cap (35%)	\$175,000.00	\$ 5,000.00
Secondary Transition Funding Cap	n/a	\$ 2,500.00

Close Out Reports (10%)	\$50,000.00
-------------------------	-------------

End of Year Balance	-\$347,500.00
---------------------	---------------

Outcome Metric Goals	
Individuals Enrolled	50
Individuals Completed	43
Individuals Primary Transition	35
Individuals Secondary Transition	0

	Individuals Enrolled	Amount	Individuals Completed	Amount	Primary Transition	Amount	Secondary Transition	Amount	Close Out Reports	Total Funding Available
January	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
February	12	\$30,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
March	30	\$75,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$30,000.00
April	16	\$40,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$75,000.00
May	3	\$7,500.00	0	\$0.00	0	\$0.00	0	\$0.00		\$40,000.00
June	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$7,500.00
July	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
August	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
September	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
October	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
November	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
December	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
	61	\$152,500.00	0		0	\$0.00	0	\$0.00	\$0.00	\$152,500.00



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Feedback ~ We want to hear from you

