



Illinois
Department of Commerce
& Economic Opportunity



ILLINOIS WORKS

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Pre-Apprenticeship Program

The Office of Illinois Works Grantee Manual: Webinar I







Course Overview



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. As an Illinois Works grantee, you are now a part of this exciting new initiative that will create opportunities for Illinois businesses, communities, and families. Illinois Works consists of three key programs. The Illinois Works Pre-Apprenticeship Program is the second program that was implemented. The first being the Apprenticeship Initiative.

This training is the first of a three-part series that reviews each section of the 2023 Grantee Manual to ensure grantees can effectively implement their pre-apprenticeship program.



Course Overview



 **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



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1



Course Overview



Session 1 will cover the following:

- Section 1: Introduction to Illinois Works
- Section 2: Program Culture
- Section 3: Partnerships and Leveraged Resources





Course Objectives

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

- Describe the relationship between DECO and Illinois Works.
- Identify the Illinois Works three key programs.
- Reference Illinois Works definitions.
- Articulate the Illinois Works program core values.
- Measure cultural elements.





Course Objectives Cont.

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

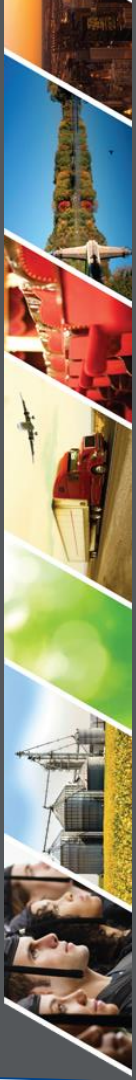
- Incorporate Diversity, Inclusion, Belonging, and Equity (DIBE) into your program design.
- Comply with legal expectations.
- Explain the critical role of partners.
- Differentiate between partners and providers.
- Implement an MOU.
- Overcome barriers to successful partnerships.





This Session is Being Recorded





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Module 2: Welcome & Introduction

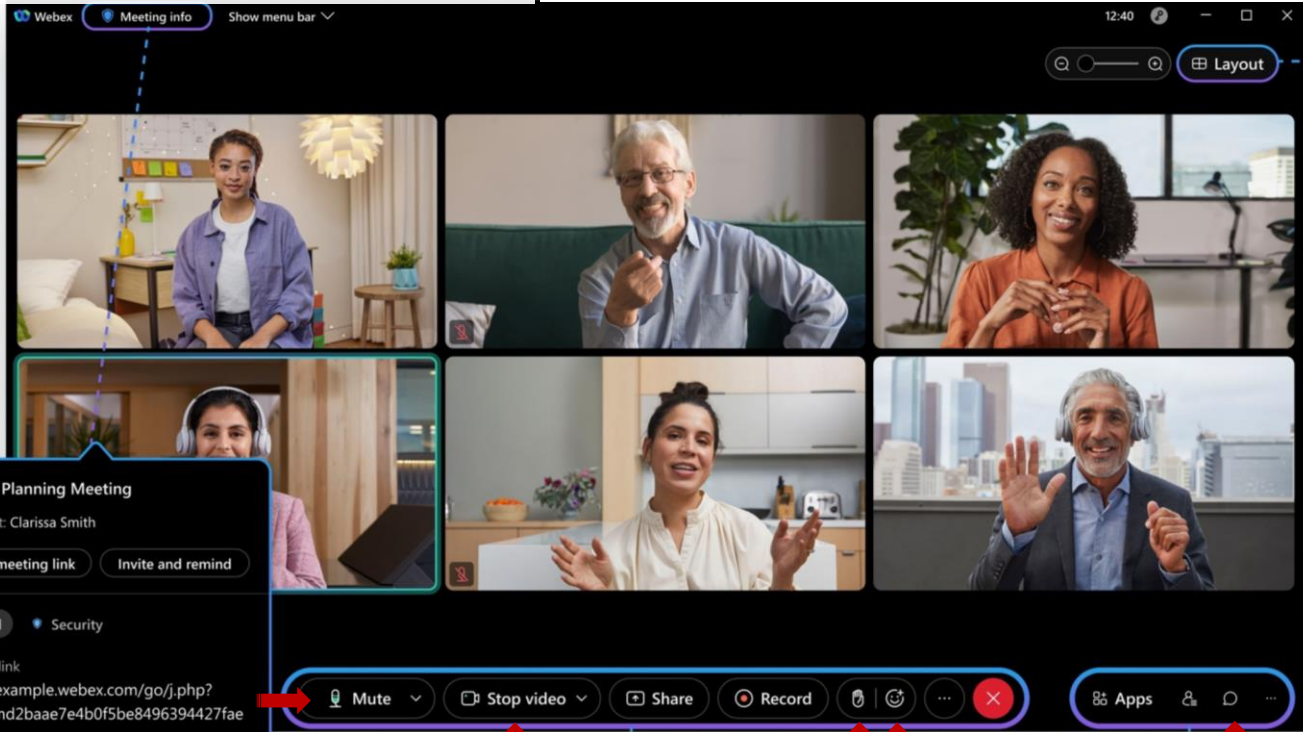
By the end of this section, you will be able to:

- Identify what you hope to learn from this training.





Webex Tutorial



- Mute/Unmute
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Comments, feedback, or questions?

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- Your Name
- Organization/Agency
- Role
- Geographic Location



ILLINOIS 

Question:

“What excites you about the Illinois Works Pre-Apprenticeship Program?”



Question:

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








Module 3: Illinois Works

Section 1: Introduction to Illinois Works

Section Overview

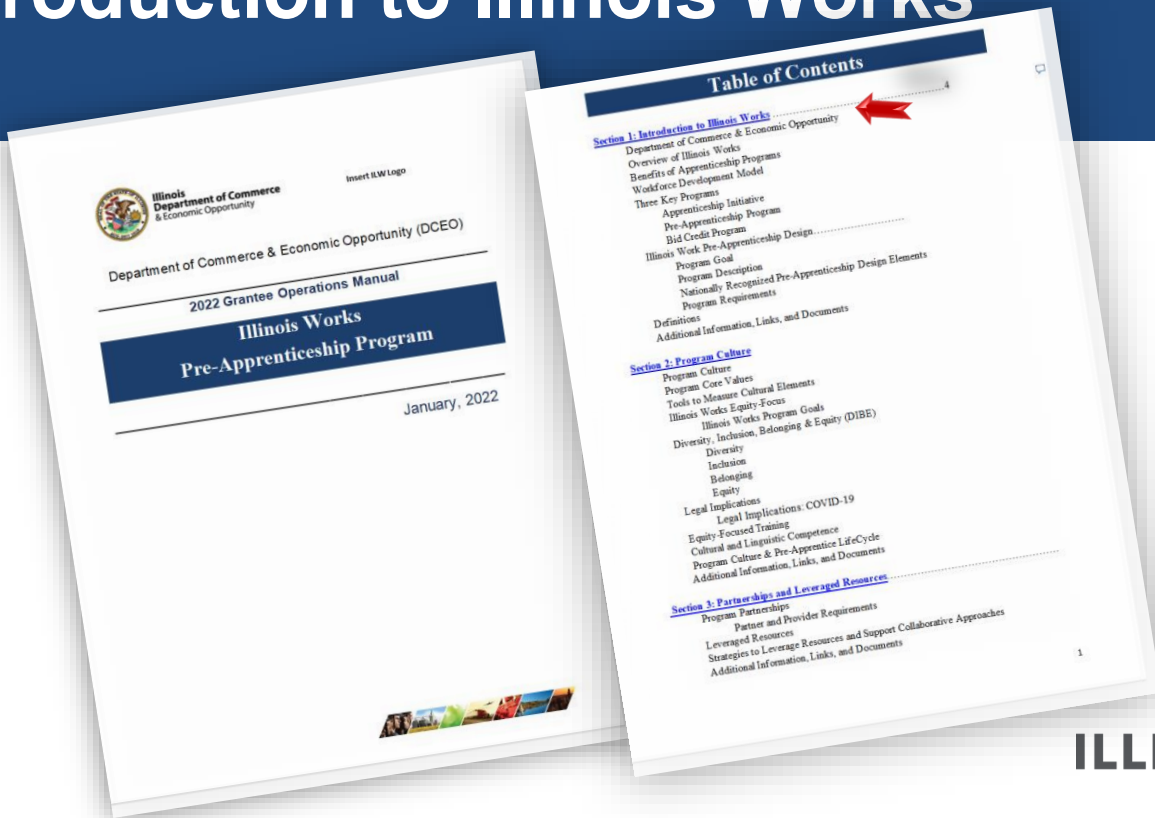
By the end of Section 1, you will be able to:

- Articulate the mission of **Department of Commerce & Economic Opportunity (DCEO)**. 
- Explain how the **Illinois Works Jobs Program Act** supports the Governor's 5-year economic plan. 
- Describe the **benefits** of apprenticeship programs. 
- List the three **key** Illinois Works Job Programs that together create a unique and innovative three-prong workforce development model.
- Describe each of the **DCEO Office of Illinois Works Programs**; Illinois Works Apprenticeship Initiative, Illinois Works Pre-Apprenticeship Program, and the Illinois Works Bid Credit Program.
- Recognize each of the program's **design elements** and **requirements**.
- Reference fundamental program **definitions**.





Section 1: Introduction to Illinois Works



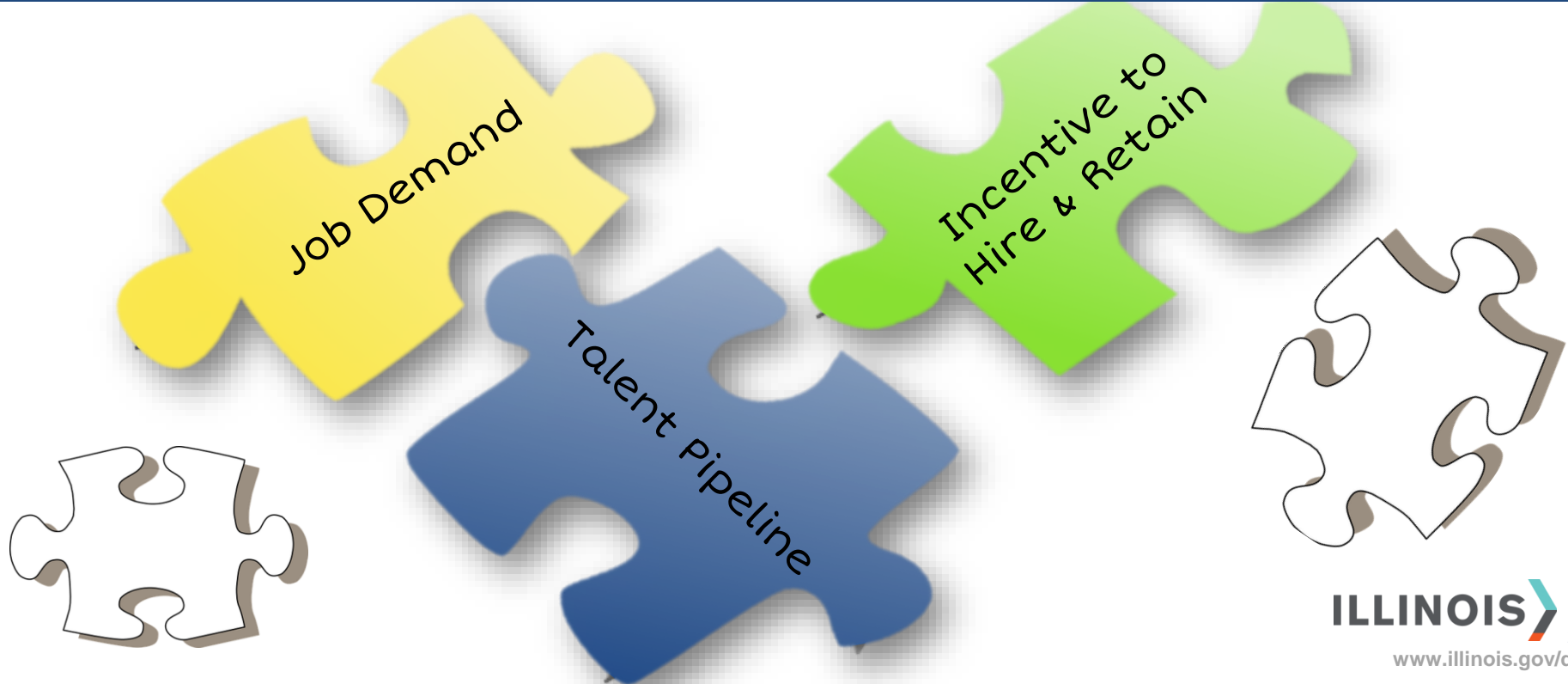


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Illinois Works ~ Unique and Innovative Model





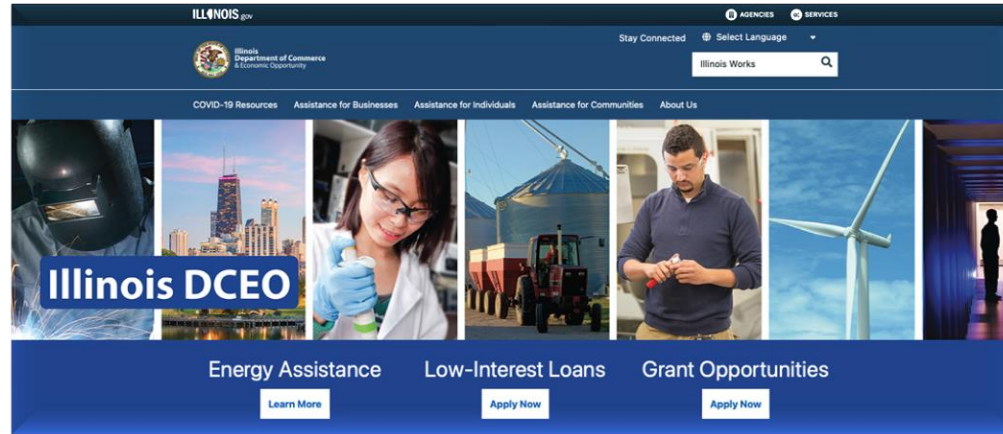
Department of Commerce & Economic Opportunity

The Office of Illinois Works

Illinois Works Jobs Program Act



Illinois Department of Commerce & Economic Opportunity ~ Website



Link: <https://www2.illinois.gov/dceo/Pages/EconPlan2019.aspx>

Illinois Economic Plan Executive Summary and Full Report





Illinois Works

Filters

Everything Services News Events Documents & Forms FAQs

Illinois Works

The Illinois Works Apprenticeship 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-apprenticeship-initiative-budget-supplement-accessible-and-enabled1.pdf](#)

ILLINOIS

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Illinois Works

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DCEO > Illinois Works

Illinois Works

- [Apprenticeship Initiative](#)
- [Construction Pre-Apprenticeship Program](#)
- [Bid Credit Program](#)
- [Meetings](#)
- [Contact Us](#)

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 Construction Pre-apprenticeship Program:** This grant program creates, throughout the state, a qualified talent pipeline to fill job opportunities with diverse candidates. This 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.
- Illinois Works Bid Credit Program:** This program incentivizes contractors to increase the diversity of their workforce. The Bid Credit program allows contractors and subcontractors to earn bid credits by employing and retaining apprentices who have completed the IL Works Pre-apprenticeship Program. Bid credits can be used toward future bids for public works projects contracted by an agency of the State.





Department of Commerce and Economic Opportunity (DCEO)



The **Department of Commerce and Economic Opportunity (DCEO)** mission is to support and maintain a climate that enables a strong economy for our customers - taxpayers, businesses, workers and communities - by keeping, attracting and growing businesses, maintaining a skilled workforce, and enhancing communities so that the climate here is one in which businesses, small and large, and their workers, can succeed to the greatest extent possible.



Question:

“Who does the DCEO serve?”





The Office of Illinois Works



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.

- Data shows that the construction industry and the trades have not been accessible for diverse communities.
- Fewer than 10% 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 jobs.



Illinois General Assembly



The Illinois General Assembly is the bicameral legislature of the U.S. state of Illinois and is comprised of the Illinois House of Representatives and the Illinois Senate.

The Illinois General Assembly passed the (30 ILCS 559/) **Illinois Works Jobs Program Act** on June 28th, 2019.

Through the **Illinois Works Jobs Program Act** the Illinois General Assembly appropriated funds for the pre-apprenticeship program.



Illinois Works Jobs Program



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.





Illinois General Assembly ~ Webpage



Illinois General Assembly

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(example: HB0001)

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Illinois Compiled Statutes

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Information maintained by the Legislative Reference Bureau
Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as [Public Acts](#) soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the [Guide](#).

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

FINANCE
(30 ILCS 559/) Illinois Works Jobs Program Act.

(30 ILCS 559/Art. 20 heading)
Article 20. Illinois Works Jobs Program Act
(Source: P.A. 101-31, eff. 6-28-19.)

(30 ILCS 559/20-1)
Sec. 20-1. Short title. This Article may be cited as the Illinois Works Jobs Program Act. References in this Article to "this Act" mean this Article.
(Source: P.A. 101-31, eff. 6-28-19.)

(30 ILCS 559/20-5)
Sec. 20-5. Findings. It is in the public policy interest of the State to ensure that all Illinois residents have access to State capital projects and careers in the construction industry and building trades, including those who have been historically underrepresented in those trades. To ensure that those interests are met, the General Assembly hereby creates the Illinois Works Preapprenticeship Program and the Illinois Works Apprenticeship Initiative.
(Source: P.A. 101-31, eff. 6-28-19.)



Data



The construction industry and the trades have not been accessible for diverse communities - with fewer than ten percent of the best paid apprenticeships extended to women and minorities.





Illinois Works Jobs Program

12%



The intent of these key programs is to expand apprenticeship opportunities, with a targeted focus on underrepresented populations.

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.



Illinois Works Jobs Program



- On average, jobs in this sector pay \$18 per hour to apprentices enrolled in DOL registered apprenticeship programs, and \$32 per hour to those that successfully achieve journey worker status.
- 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.



Reinvigorate the workforce
in Illinois for the future.

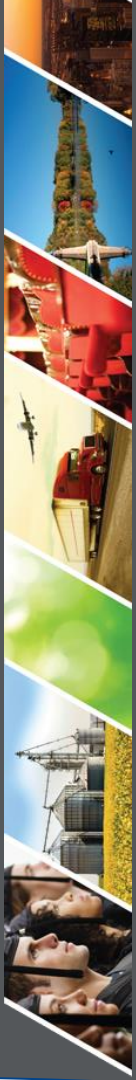




Question:

“How do apprenticeship programs impact individuals, families, communities, and businesses?”





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Module 4: Illinois Works Key Programs

Section 1: Introduction to Illinois Works

Section Overview

By the end of Section 1, you will be able to:

- Articulate the mission of **Department of Commerce & Economic Opportunity (DCEO)**.
- Explain how the **Illinois Works Jobs Program Act** supports the Governor's 5-year economic plan.
- Describe the **benefits** of apprenticeship programs.
- List the three **key Illinois Works Job Programs** that together create a unique and innovative three-prong workforce development model. 
- Describe each of the **DCEO Office of Illinois Works Programs**; Illinois Works Apprenticeship Initiative, Illinois Works Pre-Apprenticeship Program, and the Illinois Works Bid Credit Program. 
- Recognize each of the program's **design elements and requirements**.
- Reference fundamental program **definitions**.





Key Programs



Illinois Works Apprenticeship Initiative



Illinois Works Pre-Apprenticeship Program



Illinois Works Bid Credit Program





Key Programs



Illinois Works Apprenticeship Initiative



Illinois Works Pre-Apprenticeship Program

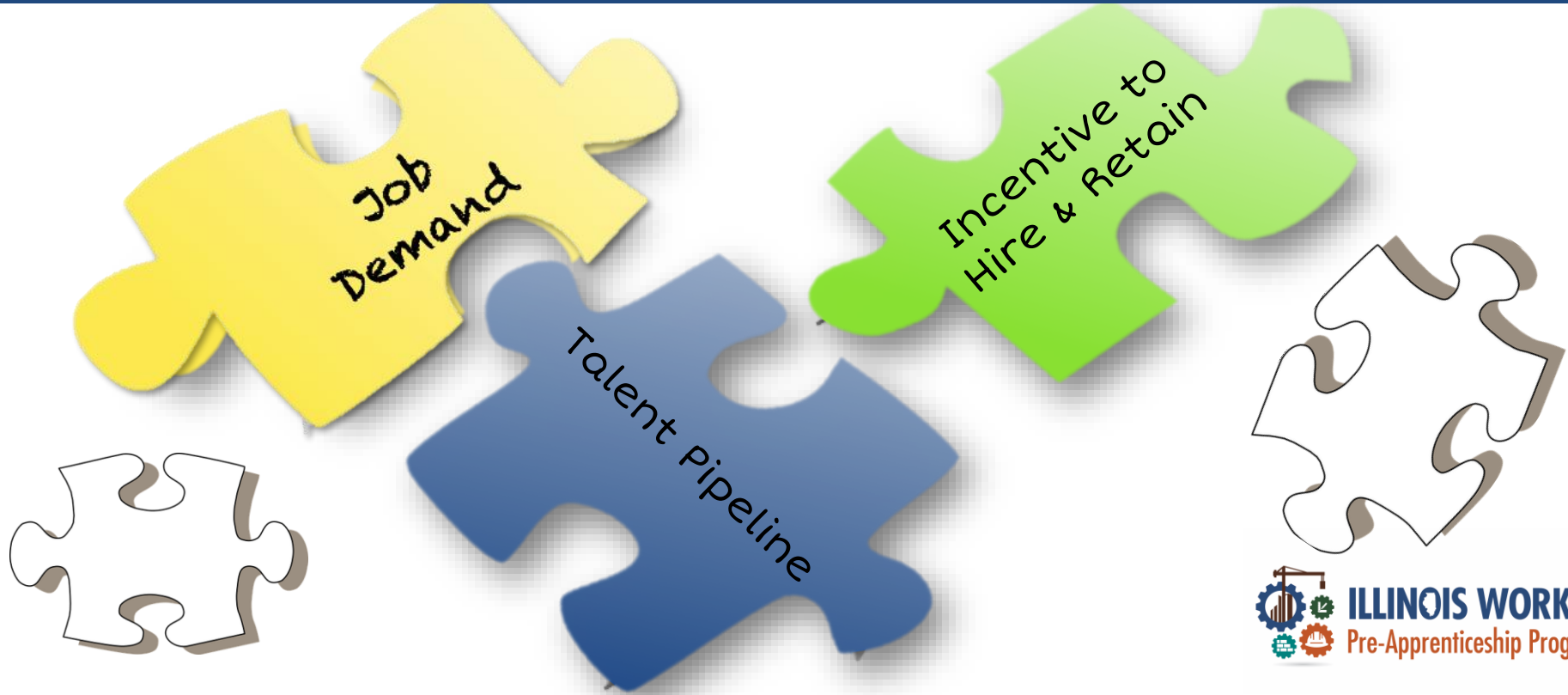


Illinois Works Bid Credit Program





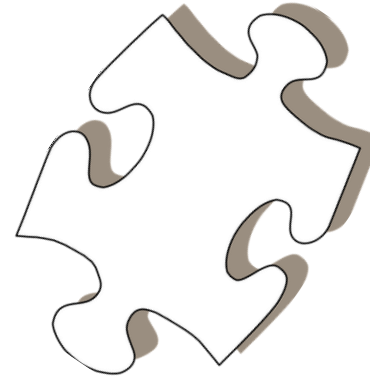
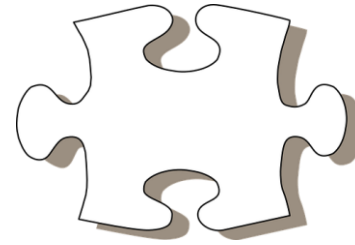
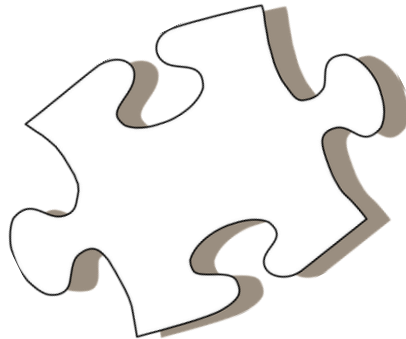
Illinois Works Apprenticeship Initiative





Illinois Works Apprenticeship Initiative Summary

For applicable projects, the goal is for the U.S. 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.





Apprenticeship Initiative Current Status





Apprenticeship Initiative



- Presently overseeing the program implementation of **over 718 Projects worth over \$10 Billion.**
- We launched a new system to assist with the transition from manual **quarterly** reporting to **a real time** reporting system that utilizes **Smartsheets technology.**



Periodic Project Report Upload

Please submit your grantee/contractor's periodic project report.

Has this project previously been reported to the Illinois Works Office? *

(Previous submissions were through email or the Illinois Works intake forms.)

Yes



Agency Name *

Select

Agency Contact Name *

Agency Contact Email Address *

Project Obligation Doc Reference Number *

Provide the grant, contract, or award number as initially reported to DCEO's Office of Illinois Works.

Is this project meeting the Illinois Works apprenticeship goal? *

Select or enter value

Please provide additional details related to the status of this project.





Upload the Grantee/Contractor's Periodic Report *

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

Submit



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Key Programs



Illinois Works Apprenticeship Initiative



Illinois Works Pre-Apprenticeship Program



Illinois Works Bid Credit Program





Unique and Innovative Model





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.


This program delivers pre-apprenticeship skills training through a network of community-based organizations, including community colleges, faith-based organizations, and business associations, among others.

For our grants, we strongly encourage proposals that provide training for underrepresented populations in the trades. Participants of the program attend tuition-free and receive a stipend and other supportive services to help address systemic barriers which 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.
 - **Preference to underrepresented populations** that have historically encountered barriers to entry or advancement in the trades.
 - **Free Tuition and a stipend** to participants who attend the program.
 - **\$25M appropriated** Illinois Works Funds for the grant program.

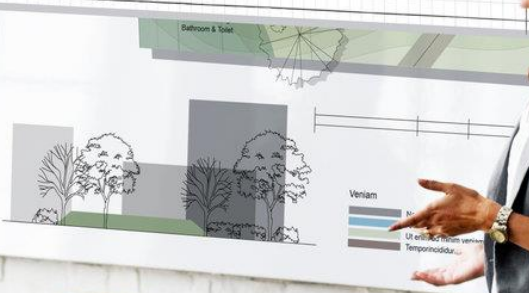


Illinois
 Department of Commerce
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CONSTRUCTION

Product specification	Extrusion
Concrete	
Grass	
Wooden Floor	
Acrylic Floor	



ILLINOIS WORKS
 Pre-Apprenticeship Program



Illinois
Department of Commerce
& Economic Opportunity

- Program Year 2023
- 27 Grantees
- 29 grants
- Average award of \$436,671.61.
- An approximate \$13 million investment
- Serving 1,300 Illinois Residents





Illinois Works Reporting System (IWRS)



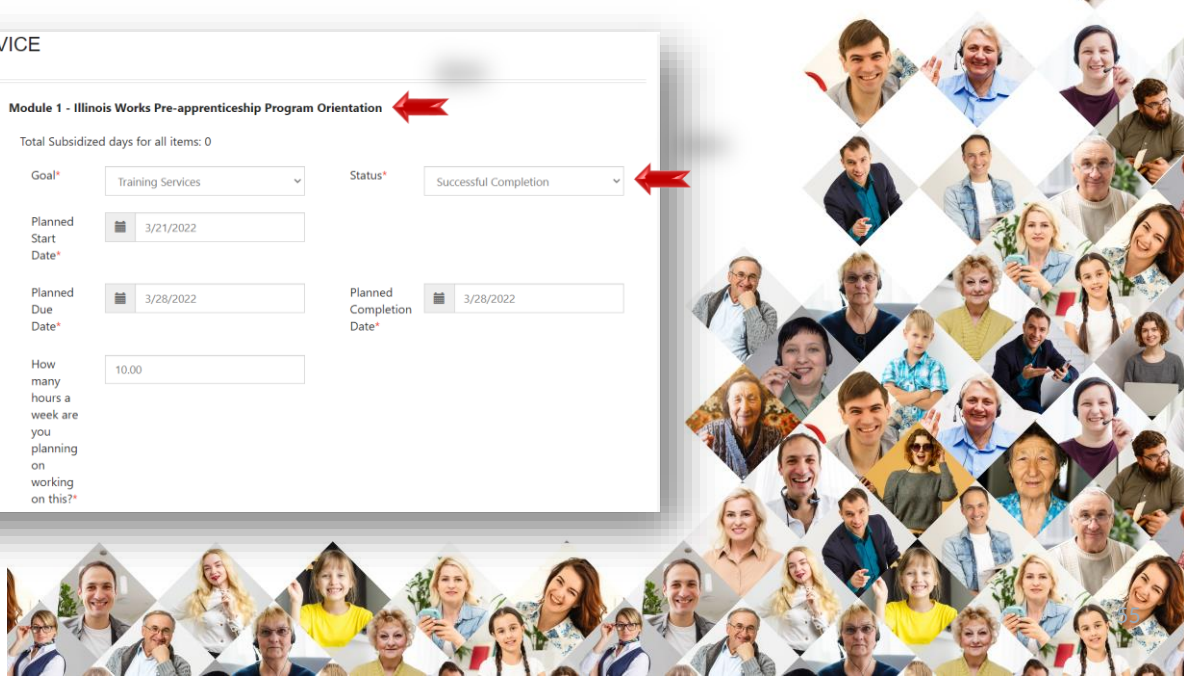


IWRS



EDIT CUSTOMER SERVICE

<p>Profile: Jane Dooerr</p> <p>Email testingjane23@test.com</p> <p>User Name JDooerr</p> <p>Last 4 SSN</p> <p>See All</p> <p>Reset Password Send Message</p>	<p>Module 1 - Illinois Works Pre-apprenticeship Program Orientation ←</p> <p>Total Subsidized days for all items: 0</p> <p>Goal* Training Services</p> <p>Status* Successful Completion →</p> <p>Planned Start Date* 3/21/2022</p> <p>Planned Due Date* 3/28/2022</p> <p>Planned Completion Date* 3/28/2022</p> <p>How many hours a week are you planning on working on this? 10.00</p>
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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: [REDACTED]
[See All](#)

Enter Program Completion Status

[Add Completion Status](#)

Add Case Note

Current Completion Status: Complete & In Transition

1665 Engagements Tracked

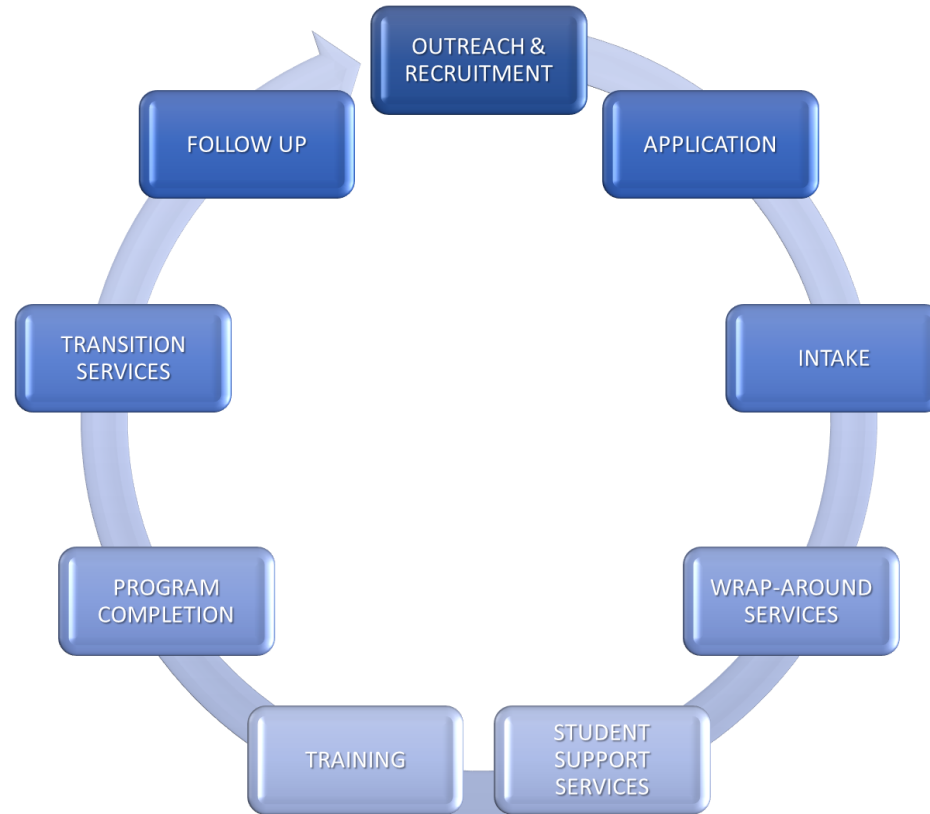
ADD STATUS

Completion Status *

- Select Status
- Select Status
- Complete**
- Complete & In Transition
- Incomplete
- Post Program Active Tracking
- Long Term Tracking



Program Elements

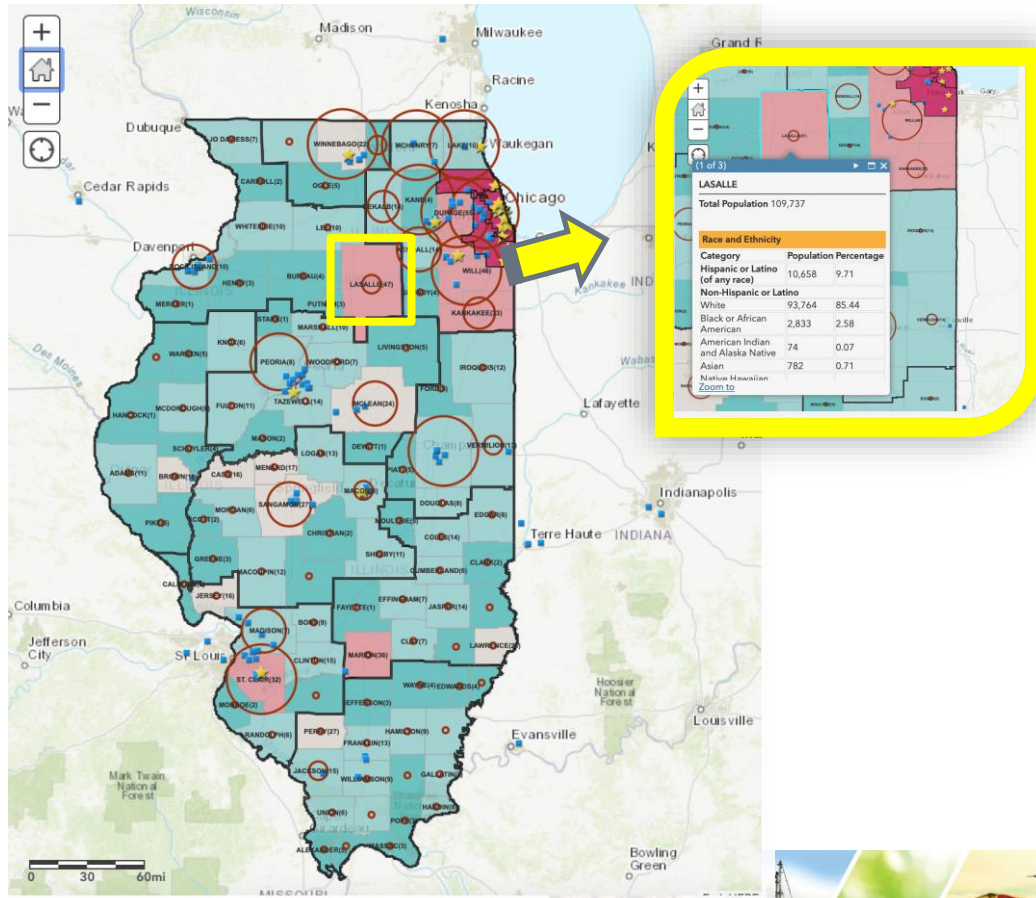


Illinois Department of Labor & RAPIDS (2019 - 2021)

Population	U.S. Population	Illinois Population	2019 Construction/ Trade Apprentices	2020 Construction/ Trade Apprentices	2021 Construction/ Trade Apprentices	ILW Pre-Apprenticeship Program
Women	50.8%	50.9%	4%	4%	5%	21%
African American	13.4%	14.6%	9%	9%	9%	64%
Hispanic/Latino	18.5%	17.5%	18%	19%	17%	15.7%
American Indian/Native Alaskan	1.3%	0.6%	1%	1%	1%	.76%
Asians	5.9%	2.9%	<1%	<1%	.7%	.67%
Veterans	7%	5.7%	7%	5.9%	7.1%	.86%



ILW Heat Map





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 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 Pre-Apprenticeship Program

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 on public works projects contracted by state agencies.
- DCEO determines the bid credit earning rate by rule based on labor hours worked on state-contracted public works projects by apprentices who completed the Pre-Apprenticeship Program.
- The rate is published and may include maximum bid credits allowed per contractor, per subcontractor, per apprentice, per bid, or per year.





Bid Credit Program






Bid Credit Applicant Tracking System

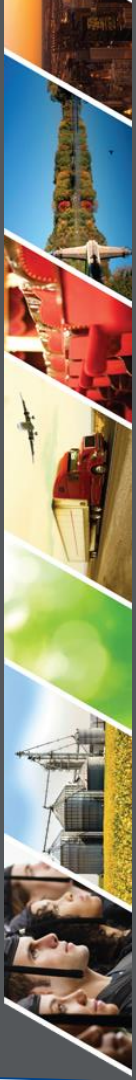




Illinois Works Bid Credit Program Summary

To ensure collaboration between each of the key programs, **Illinois Works** requires the following:

- 
- 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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Module 5: Program Culture

Section 2: Program Culture

Section Overview

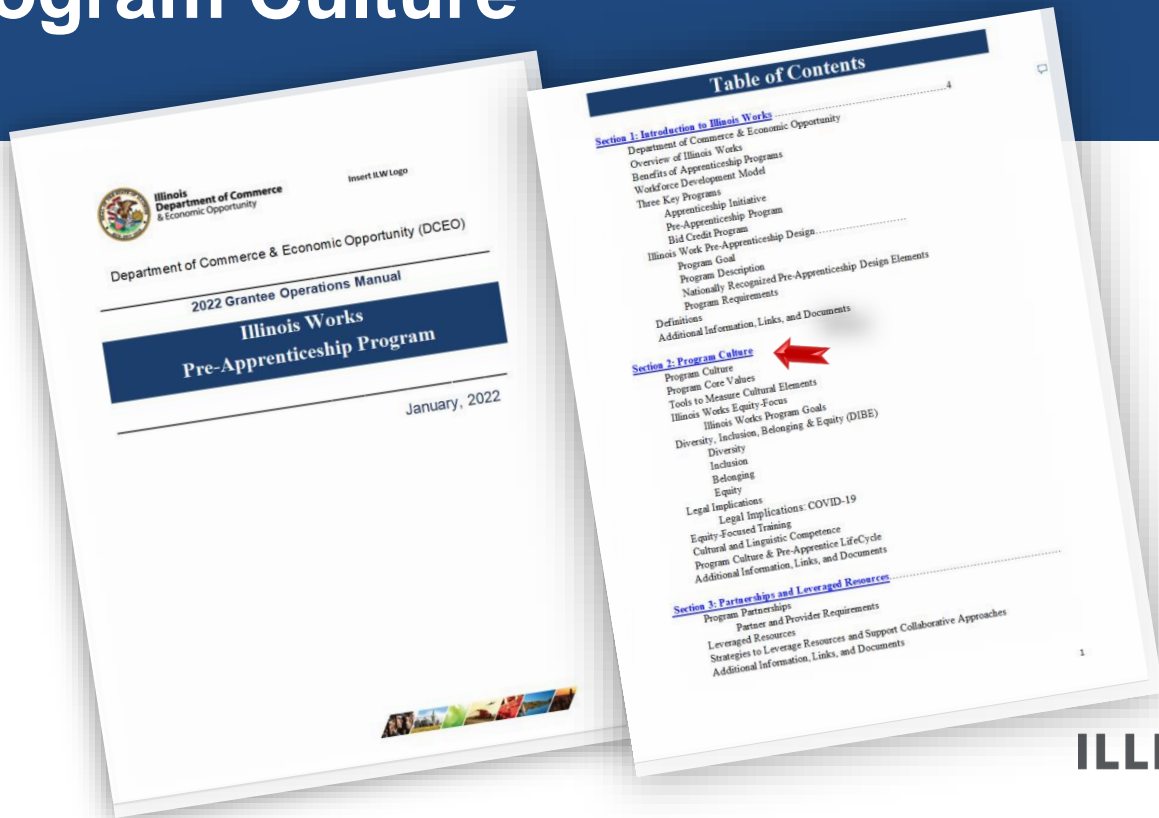
By the end of Section 2, you will be able to:

- List the six Illinois Works Pre-Apprenticeship Program **core values**. ←
- Incorporate recommended **tools to measure the utilization of the core values**. ←
- Articulate the impact of an **equity-focus** on Illinois Works program goals. ←
- Infuse **diversity, inclusion, belonging, and equity** into your program's culture, each of the program's elements, and each phase of the Pre-Apprentice **LifeCycle**. ←
- Avoid potential **legal consequences** by implementing a **comprehensive anti-discrimination, harassment and bullying policy**, and develop a **reporting and routing process**.
- Identify each phase in the **Pre-Apprentice LifeCycle**.





Section 2: Program Culture



Question:



"How does your organization define program culture?"





Program Culture

- Honoring the **Program Core Values**
- Tools to **Measure Cultural Elements**
- Understanding the impact of **Illinois Works Equity-Focus**
- Incorporating **Diversity, Inclusion, Belonging, and Equity (DIBE)**



Question:



"What elements/characteristics do you think would create a positive and impactful pre-apprenticeship program culture?"





Program Culture

- Honoring the **Program Core Values**
←—————→
- Tools to **Measure Cultural Elements**
- Understanding the impact of **Illinois Works Equity-Focus**
- Incorporating **Diversity, Inclusion, Belonging, and Equity (DIBE)**





Program Culture





Program Culture





Tools to Measure Cultural Elements.

- Honoring the **Program Core Values**
- Tools to **Measure Cultural Elements**
- Understanding the impact of **Illinois Works Equity-Focus**
- Incorporating **Diversity, Inclusion, Belonging, and Equity (DIBE)**





Tools to Measure Core Values



Table 1: Cultural Strategies Measurement Matrix

Core Values	Measurement Tools and Utilization
Overcome Barriers	<p><u>Wrap-Around Service Assessment</u> Wrap-Around Services will be a direct action that grantees can take to mitigate or eliminate key barriers to student success. Reviewing wrap-around service data can also help grantees identify needed relationships with partners that provide services grantees organizations do not have the capacity to offer.</p> <p><u>Participant Satisfaction Survey</u> These surveys can help grantees identify what barriers their participants are facing or have faced during the program. They also provide the participant's perspective on how the program was able to address those barriers. This can help programs gather information on how to restructure their program or where to build new partnerships/relationships to address gaps that may be identified.</p>
Empower for Resilience and Self-Sufficiency	<p><u>Wrap-Around Services Assessment</u> In addition to mitigating barriers, this assessment can also act as a foundation for long-term planning for participants who may have needs beyond the program. While grantees are not responsible for wrap-around services beyond the program, grantees may seek to help students address these issues through alternate programs or develop plans that extend beyond graduation.</p>
Innovate Persistently	<p><u>Performance Improvement Plan</u> These plans will be produced on an annual basis and require grantees to review overall program data. This data should be utilized to evaluate how to improve key areas of the program and the participant experience even when programs met all the required outcome metrics.</p> <p><u>Participant Progress Reports</u> Providing updates on participant progress including strengths and opportunities for growth can help students to challenge themselves and motivate them to improve their skills and knowledge.</p>
Impact Through Outcomes	<p><u>Career Assessment</u> Setting goals and creating plans to achieve them increases the likelihood of success for participants. These career plans, in combination with Participant Progress Reports, can help participants track movement toward their goals.</p>

	<p><u>Performance Improvement Plan</u> In addition to being a tool utilized to help programs improve performance, these can also demonstrate the impact the grantee has made in the previous year. These metrics are invaluable for grantee annual reports or newsletters and help build a basis for capacity growth.</p> <p><u>Monthly Performance Reports (through IWRS Dashboard)</u> In preparation for their monthly program review with the ILW Grant Manager, grantees will use the IWRS Dashboard to verify their progress towards meeting their program required outcomes and how their compare to other programs in the Illinois Works provider network.</p>
Build a Community of Collaboration	<p><u>Non-Discrimination, Harassment, and Bullying Complaint Forms & LOG</u> Ensuring participants feel safe and that their concerns will be taken seriously is a key component in developing a collaborative environment. Grantees should track all complaints related to any form of discrimination, harassment, and bullying as well as the investigation process and results.</p> <p><u>Participant Satisfaction Survey</u> Satisfaction surveys will provide a space where participants can rate the program on critical components such as offering support for target populations, empathetic listening, and ensuring instructors and program staff are trained in key areas like trauma informed and gender informed services.</p>
Maximize Differences	<p><u>Standardized Interview</u> The wealth of information that can be gathered from these one-on-one interviews is extremely helpful in program planning and helping connect students to one another, alumni, or apprenticeships. Through the participants' answers grantees can ensure participants alternate interests are celebrated and used as a benefit to the program overall.</p> <p><u>Exit Interview</u> Exit interviews take place when a participant leaves the program prematurely either through withdrawal or dismissal. These one-on-one, confidential meetings can offer vital information about if and how the program succeeded in offering participants, a sense of inclusion and belonging. Negative exit interviews can act as a foundation for program improvement plans. (Refer to Exhibit 1: Illinois Works Pre-apprenticeship Program Exit Interview in the</p>
Appendix of this manual or in the resource section of the Illinois Work Partner Guide on Illinois workNet.	

Question:

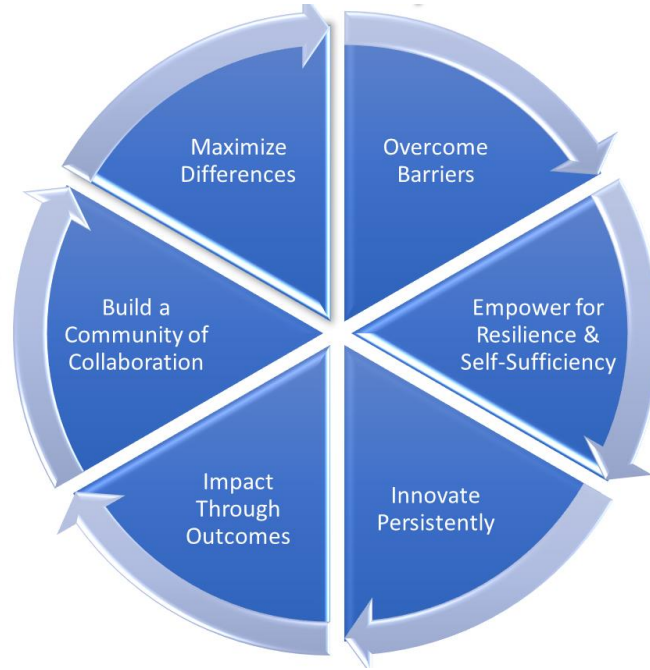


*"Which ILW core value is current a part of your program's culture?
How do you demonstrate them?"*





Program Culture





Question:

"What tools do you plan to use to measure how well the core values are incorporated into your pre-apprenticeship program?"





Illinois Works Equity-Focus

- Honoring the **Program Core Values**
- Tools to **Measure Cultural Elements**
- Understanding the impact of **Illinois Works Equity-Focus**
- Incorporating **Diversity, Inclusion, Belonging, and Equity (DIBE)**





Illinois Works Equity-Focus



Data shows that the construction industry, as well as the trades, have not been accessible for many diverse groups resulting in fewer than 10% of apprenticeships being extended to women and some minority groups in many of the higher paid trade jobs.



Question:



"What might be some factors that impact equity in construction and the building trades?"





Factors that Impact Equity

Factors that impact equity in the construction and trade industries, include, but may are not limited to:

- Race/ethnicity biases
- Gender biases
- Negative perceptions regarding women working in the construction or building trades
- Knowledge regarding occupational opportunities within construction and the building trades
- Equal access to opportunities for training
- Hostile or unwelcoming workplace environment/culture





Here's What We Know





You Serve a Critical Role



Remove Barriers

**Create a
Welcoming
Environment**

**Support Entrance
into Construction
and Building
Trades**





Illinois Works Equity-Focus

- Honoring the **Program Core Values**
- Tools to **Measure Cultural Elements**
- Understanding the impact of **Illinois Works Equity-Focus**
- Incorporating **Diversity, Inclusion, Belonging, and Equity (DIBE)**





DIBE

- Diversity
- Inclusion
- Belonging
- Equity





DIBE



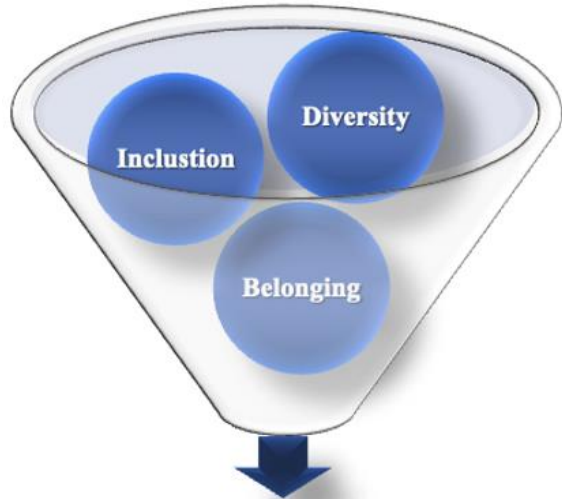


DIBE





DIBE



Program Success





DIBE

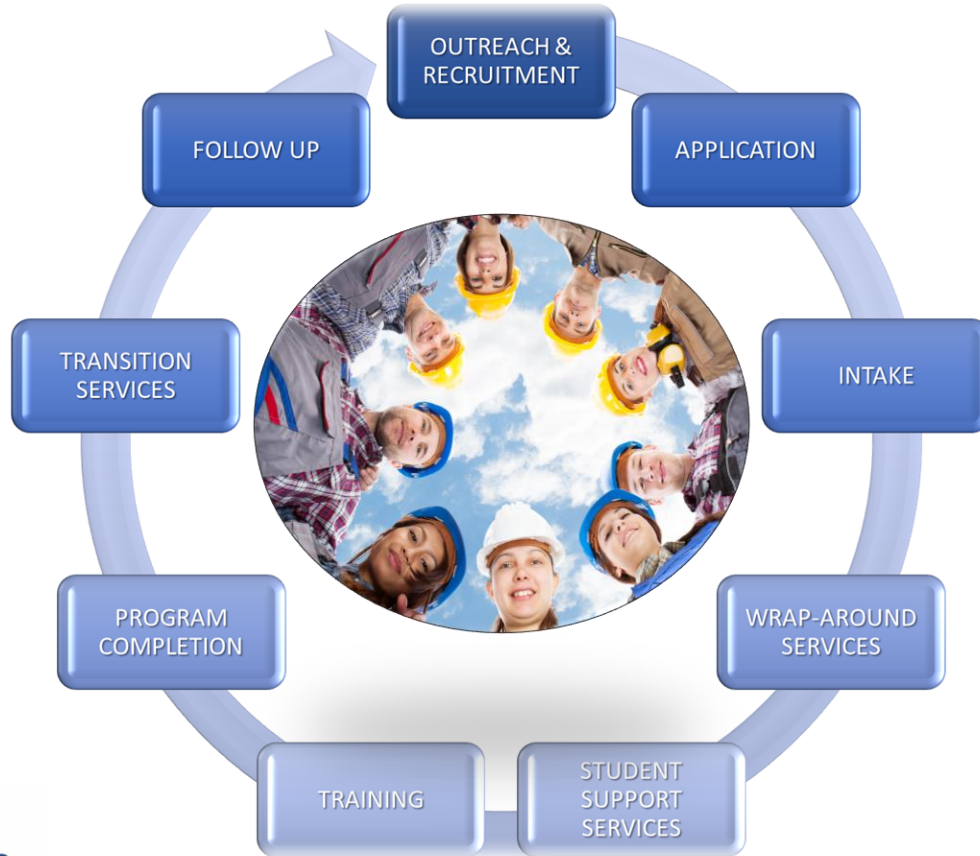


To maximize the impact and the effectiveness of diversity, inclusion, belonging, and equity (DIBE) efforts, and to help ensure compliance with Illinois Works mandates, Illinois Works will provide technical assistance and training related to the following topics:

- DIBE. Diversity, Inclusion, Belonging, Equity
- Understanding Barriers to Employment in the Construction Industry

More information related to upcoming training can be found on the Illinois Works Partner Guide website and the published 2022 TA Grantee Schedule.









Module 6: Legal Implications and the Pre-Apprentice LifeCycle



Section 2: Program Culture

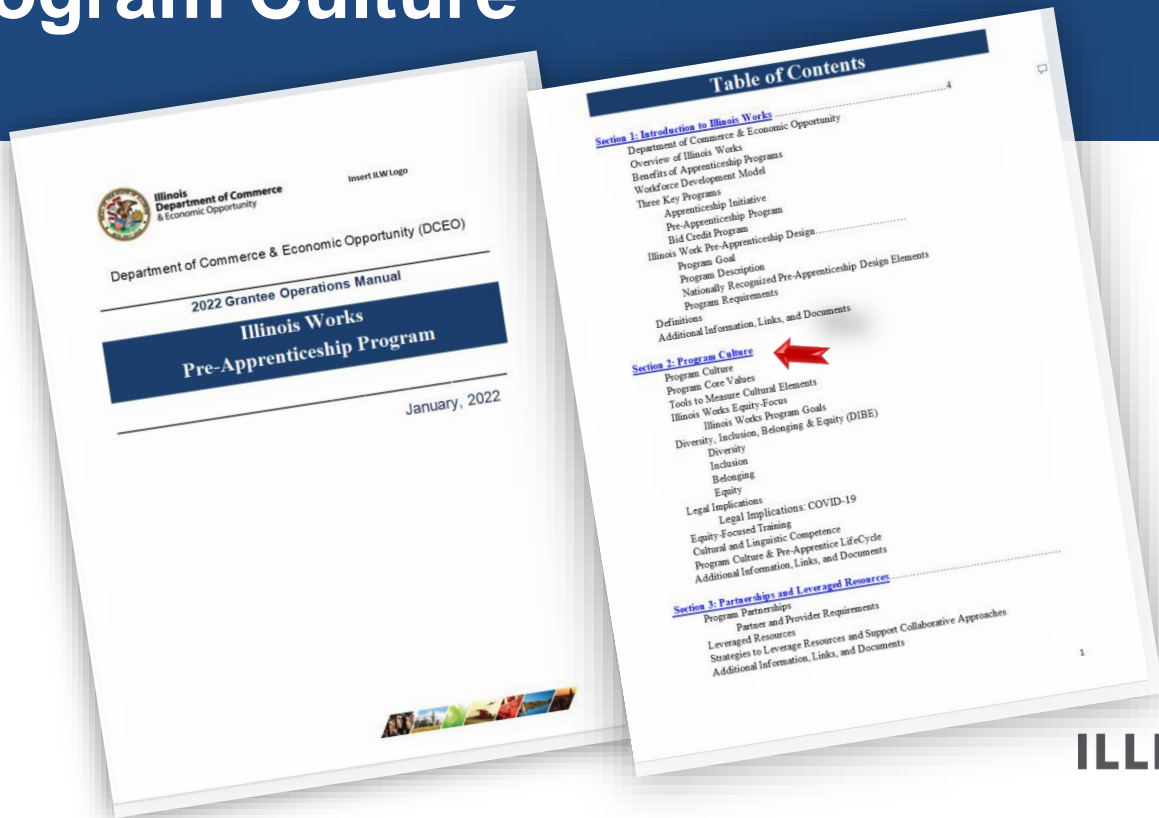
Section Overview

By the end of Section 2, you will be able to:

- List the six Illinois Works Pre-Apprenticeship Program **core values**.
- Incorporate recommended **tools to measure the utilization of the core values**.
- Articulate the impact of an **equity-focus** on Illinois Works program goals.
- Infuse **diversity, inclusion, belonging, and equity** into your program's culture, each of the program's elements, and each phase of the Pre-Apprentice **LifeCycle**.
- Avoid potential **legal consequences** by implementing a **comprehensive anti-discrimination, harassment and bullying policy**, and develop a **reporting and routing process**. 
- Identify each phase in the **Pre-Apprentice LifeCycle**. 



Section 2: Program Culture





Definitions



- **Discrimination** is bias or prejudice resulting in denial of opportunity or unfair treatment when hiring, creating or applying policies, training, promoting, firing or laying off employees or in any other terms and conditions of employment or program participation.
- **Harassment** can be a wide range of unwelcome and offensive behaviors. They usually are repetitive, but do not have to be.
- **Bullying** is a persistent pattern of mistreatment from others in the workplace/training environment that causes either physical or emotional harm. It can include such tactics as verbal, nonverbal, psychological, physical abuse, and humiliation.
- **Workplace harassment** and **discrimination** is illegal, and individuals' rights are protected by local, state, and federal legislation.



ILW Applicant Tracking System



- Empower for Resilience & Self-Sufficiency
- Build a Community of Collaboration
- Maximize Differences



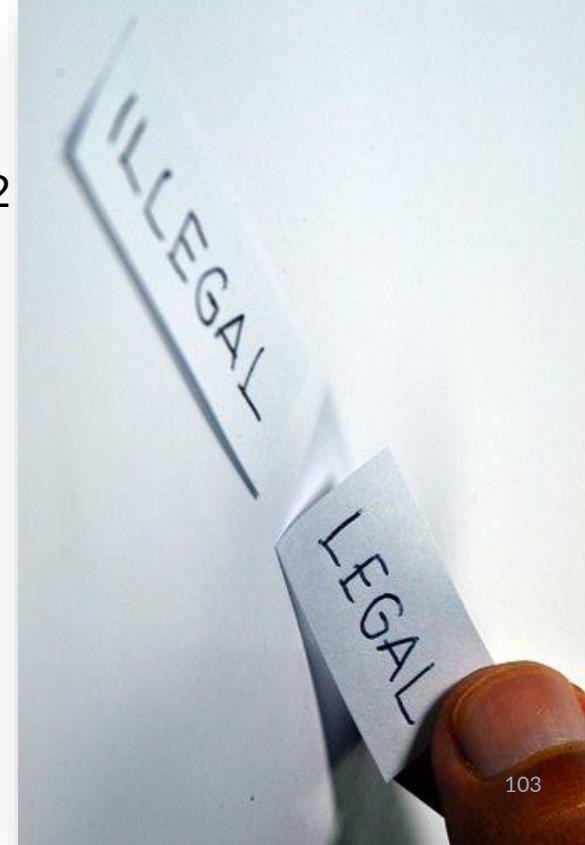




Definitions



- Title IX of the Education Amendments Act of 1972
- Title VII of the Civil Rights Act of 1964
- The Equal Pay Act of 1963 (EPA)
- Illinois Human Rights Act
- American with Disabilities Act (ADA) 1990





Supportive Tools

Anti-Discrimination, Harassment and Bullying Policy

[Grantee Name] strives to create and maintain a working and training environment in which people are treated with dignity, decency, and respect. The environment of the organization should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. [Grantee Name] will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, [Grantee] will seek to prevent, correct, and discipline behavior that violates this policy.

All employees, regardless of their positions, and program participants are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee or participant who violates this policy. Managers and employees who knowingly allow or tolerate discrimination, harassment, or bullying, including the failure to immediately report such misconduct are in violation of this policy and subject to discipline.

Prohibited Conduct Under This Policy

[Grantee Name], in compliance with all applicable federal, state, and local anti-discrimination, harassment, and bullying laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

Discrimination is a violation of [Grantee Name]'s policy to discriminate in the provision of training opportunities, benefits or privileges; to create discriminatory training conditions; or to use discriminatory evaluative standards in training if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status.

National Harassment/Bullying Complaint Form

Name of Organization: _____
 Date of Initial Complaint: _____
 Name of Complainant: _____
 Name of Alleged Offender: _____
 Type of Complaint (Check All That Apply): _____ Discrimination _____ Harassment _____ Bullying

Reason for harassment/bullying:
 Sex (including pregnancy, sexual orientation)
 Gender Identity
 Veteran's Status
 National Origin

Explain/describe: _____

Location of Harassment/Bullying: _____

Offender (if known): _____

Is the offender an individual? Yes No

Identify the offender (use additional sheets if necessary): _____

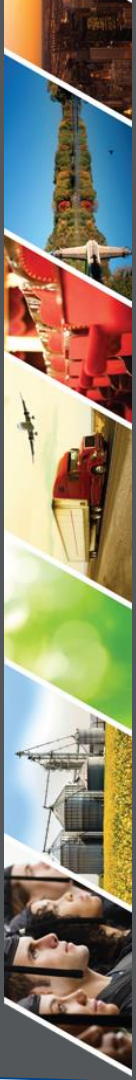
The information above is true and correct to the best of my knowledge.

Action Steps to Respond to Complaints	Step Completed		Date Completed	Comments
	Yes	No		
<ul style="list-style-type: none"> Initial Step After Receiving Complaint 				
After the initial complaint was received, did the grantee follow the following steps? Consider whether to place the accused on paid administrative leave pending the investigation. Some factors to consider include whether the accused poses a potential safety risk and whether having the accused in the workplace may intimidate witnesses or otherwise impede the investigation.				
Take appropriate interim steps to prevent harassment and retaliation. For example, it may be appropriate to separate the accused and the complainant, instruct the complainant, or to place an upcoming performance review on hold pending the conclusion of the investigation.				
Determine who will conduct the investigation. Choose the investigator carefully, as that person may need to testify in any legal proceeding. <ul style="list-style-type: none"> Investigators must be free from actual or apparent bias or conflict of interest. For example, an investigator should not investigate the conduct of the investigator's superiors or friends. Determine whether to retain an outside investigator. Consider whether the investigator needs a particular expertise. 				
Name of Investigator: _____ Preserve evidence that may be relevant to the investigation. The evidence may include emails, texts, and internal messages. Involve IT as necessary.				



Pre-Apprentice LifeCycle





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Module 7: Partnerships and Leveraged Resources



Section 3: Partnerships, Provider Relationships, and Leveraged Resources

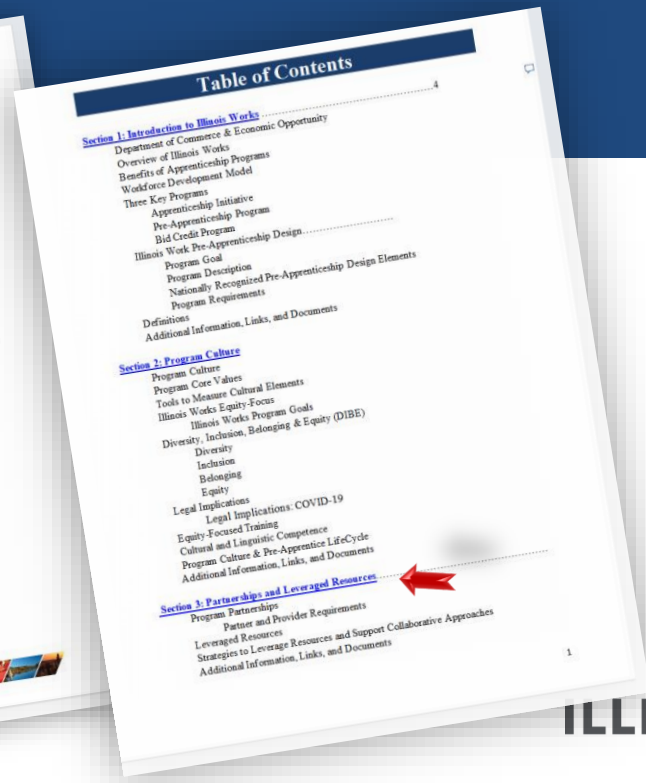
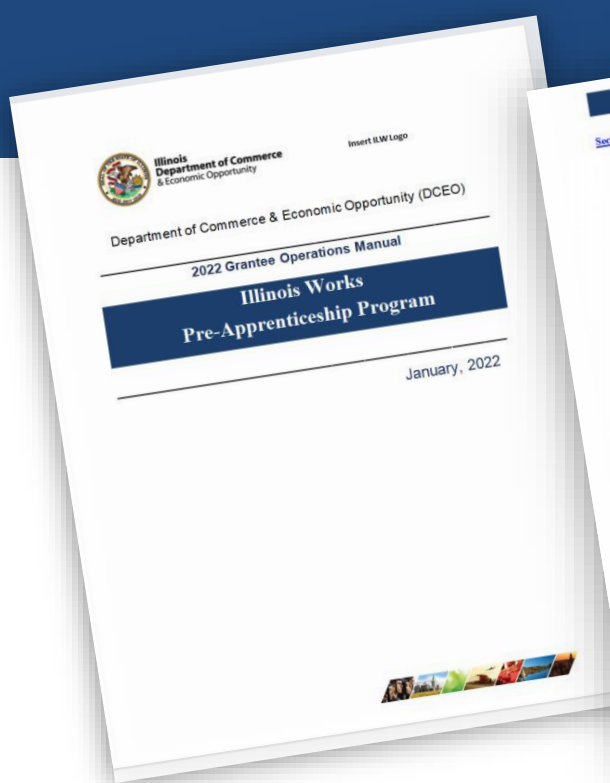
Section Overview

By the end of Section 3, you will be able to:

- Differentiate between **partnerships and providers.** 
- Understand **requirements of grantees/recipients, subgrantees/subrecipients, and contractors/vendors.** 
- Utilize strategies for **leveraging resources and collaborations.** 



Section 3: Partnerships, Providers and Leveraged Resources



Partnerships



Partnerships are typically a formally structured long-term relationship created by entities that work together to address complex issues to achieve a shared goal.





Question:

“What type of entities have you partnered with? Who are some of your critical partners?”



Partnerships



Partnerships can create bridges that allow you to comprehensively respond to the needs of your pre-apprenticeship program and participants.



Partnerships

Partners Versus Providers



Partnerships



Partners may include the following:

- ✓ Recipient/Grantee
- ✓ Subrecipient/Subgrantee

Providers may include the following:

- ✓ Contractor/Vendor



Partnerships



- ✓ Recipient/Grantee
- ✓ Subrecipient/Subgrantee
- ✓ Contractor/Vendor



Partnerships

	Grantees/ Recipients	Subgrantees/ Subrecipients	Contractors/ Vendors
GATA Pre-Pre-qualified	X		
On Record for the Grant	X	X	
Receives Funds	X		
Requires an MOU	X	X	
Can be a non-profit	X	X	X
Can be a for-profit		X	X
Must Report Program Participation & Outcomes	X	X	X
Must Maintain 3-5 yrs. of Program Documentation	X	X	



Question:

“What new partnerships have been created?”





Memorandum of Understanding

A **memorandum of understanding** (MOU or MoU) is a formal agreement between two or more entities. Although they are not legally binding, they do communicate a degree of seriousness, mutual respect, and understanding regarding accountabilities.

MOUs are required for partnerships between **Recipients/Grantees** and **Subrecipients/Subgrantees**.





Question:

“Based on your experience with MOUs, what additional items have you found valuable for an MOU to ensure partnerships are functional once the program is running?”





Sample MOU







Example MOU




File Transfer

 Download  Share File

File name	Location	Size	Status
Project intake...	/Users/giasuggs/Desktop/Illinois...	1.13MB	Shared
Update_Modi...	/Users/giasuggs/Desktop/Illinois...	1.44MB	Shared

Unmute Start video Share Record



Accountability



If a Subrecipients/Subgrantees or provider is not performing as agreed, they can be removed and/or replaced.

However, a Recipient/Grantee **will** be held accountable!



Partnerships

Identifying and cultivating successful partnerships requires hard work by all parties.





Illinois Works Reporting System (IWRS)





Question:

“What are some strategies you can employ to overcome barriers to developing successful partnerships?”



Barriers



- ✓ Lack of mutual respect
- ✓ Lack of trust/trustworthiness
- ✓ Focus on money and not outcomes
- ✓ Deceptive practices regarding joint goals
- ✓ Poor listening skills
- ✓ Unwillingness to acknowledge or confront issues or challenges
- ✓ Lack of subject matter expertise
- ✓ Competition instead of cooperation
- ✓ Hoarding of Information
- ✓ Developing click/silos





Question:

“What might be some potential barriers to developing successful partnerships?”



Tips & Techniques

- ✓ Practice active listening
- ✓ Focus on outcomes
- ✓ Create a detailed MOU
- ✓ Acknowledge and confront issues or challenges
- ✓ Freely share relevant information
- ✓ Have regular planning and progress meetings
- ✓ Agreeing on how the work will be done (use the Grantee Manual as your guide)
- ✓ Audit by the recipient of the subgrantees and providers to ensure performance and reporting compliance
- ✓ Submit progress reports (to be reviewed at progress meetings)

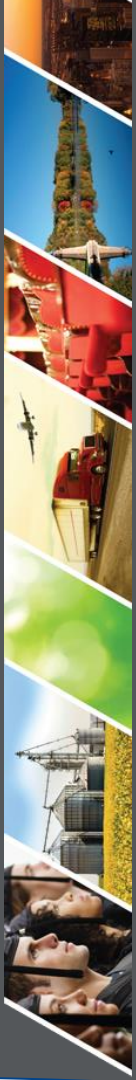


Effective Partnerships



- ✓ Provide accurate and up-to-date information on reports (General DCEO/GATA requirements)
- ✓ Utilize available resources from workforce development organizations
- ✓ Deliver reports on time
- ✓ Deliver services on time
- ✓ Communicate concerns and issues immediately
- ✓ If you are unsure ask Illinois Works
- ✓ Utilize Illinois Works available tools

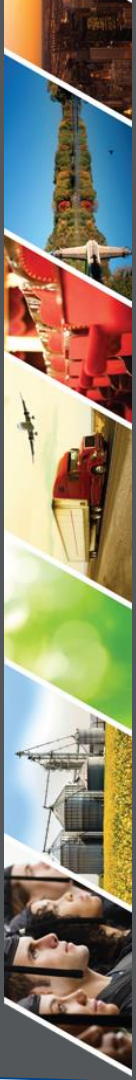




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Session Title	Description
Administrator Orientation	This program introduces grantees to the most pertinent and relevant aspects of the Illinois Works pre-apprentice program, next steps post the orientation, and the 2023 funding implementation timeline.
Grantee Manual: Session I	This program is the first installation of a three-part series that reviews sections 1-3 of the 2023 Grantee Manual to ensure grantees can effectively implement their pre-apprenticeship program.
Grantee Manual: Session II	This program is the second installation of this three-part series that reviews sections 4-8 of the 2023 Grantee Manual to ensure grantees can effectively implement their pre-apprenticeship program.
Grantee Manual: Session III	This program is the final installation of this three-part series that reviews sections 6-14 of the 2023 Grantee Manual to ensure grantees can effectively implement their pre-apprenticeship program.
IWRS: Session I	This program is the first of a three-part series that provides program administrators with an IWRS demonstration and practice managing Grantee Details, Partner Information, Employee Information, and reports.
IWRS: Session II	This program is the second of a three-part series that provides appropriate program staff with an IWRS demonstration and practice adding/updating Participant; Recruitment, Intake, Engagement, and Training Information, as well as updating Partner Engagement Information.
Illinois Works Coaching Needs Assessment	This session was designed to assist grantees with completing their Illinois Works Coaching Needs Assessment Questionnaire.
IWRS: Session III	This program is the last of a three-part series that provides program administrators with an IWRS demonstration and practice updating participant profiles, adding/uploading transition information and documentation, and tracking participants.
Applicant Tracking System	This program provides information about the Illinois Works Applicant Tracking System, how it connects each of the Illinois Works three key programs, as well as how the tracking system can be used to enter, search and track pre-apprenticeship graduates.



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Feedback ~ We want to hear from you



Thank You!



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