



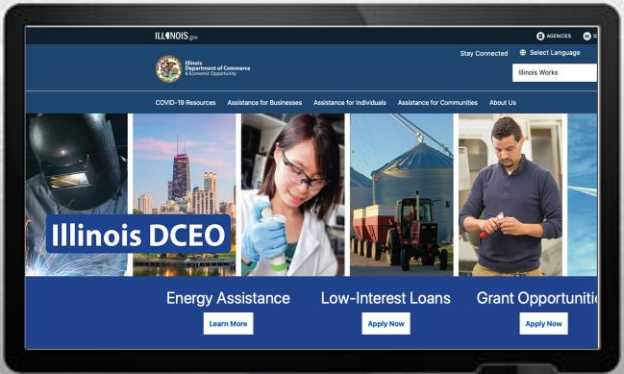
Illinois
Department of Commerce
& Economic Opportunity

Illinois Works Provider Network

Illinois Works Pre-Apprenticeship Program Administrator Orientation

Norman Ruano, Deputy Director of Illinois Works







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:

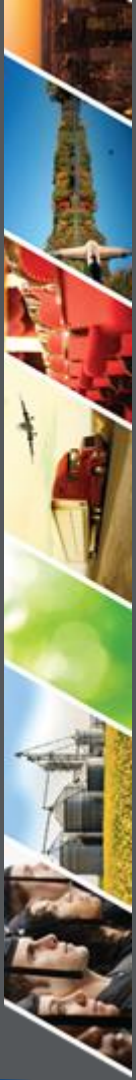
- Connect with other 2023 ILW Pre-Apprenticeship Program Grantees.
- Update your calendar with key dates on the program timeline.
- Describe the role of Governor Pritzker's historic \$45 billion capital plan in the creation of Illinois Works.
- Explain the role of the Illinois General Assembly regarding 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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Section 2: Welcome and Introduction

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

- Use the Webex features and functions to fully participate in the training.
- Identify what you hope to learn from this training.





Webex Tutorial

The screenshot shows a Webex meeting window with a 2x3 grid of participants. The control bar at the bottom contains several buttons: Mute (with a dropdown arrow), Stop video (with a dropdown arrow), Share, Record, a group of icons (mute, video, chat, etc.), and a red close button. To the right of these are buttons for Apps, a group of icons, and a red close button. Red arrows point to the Mute, Stop video, and the first icon in the group to the right of Record. A blue dashed line points from the 'Meeting info' tab to the top-left participant. A blue box highlights the 'Layout' button in the top right. A dark sidebar on the left shows meeting details for 'Feature Planning Meeting' hosted by Clarissa Smith, including a meeting link and options to copy the link or invite and remind.

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



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Department of Commerce
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Comments, feedback, or questions?

Email us at:

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



Question:

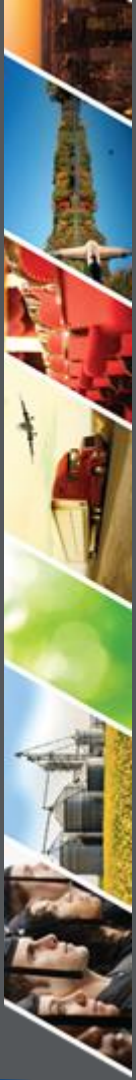
“What does your program uniquely contribute, as a new ILW grantee?”



Question:

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





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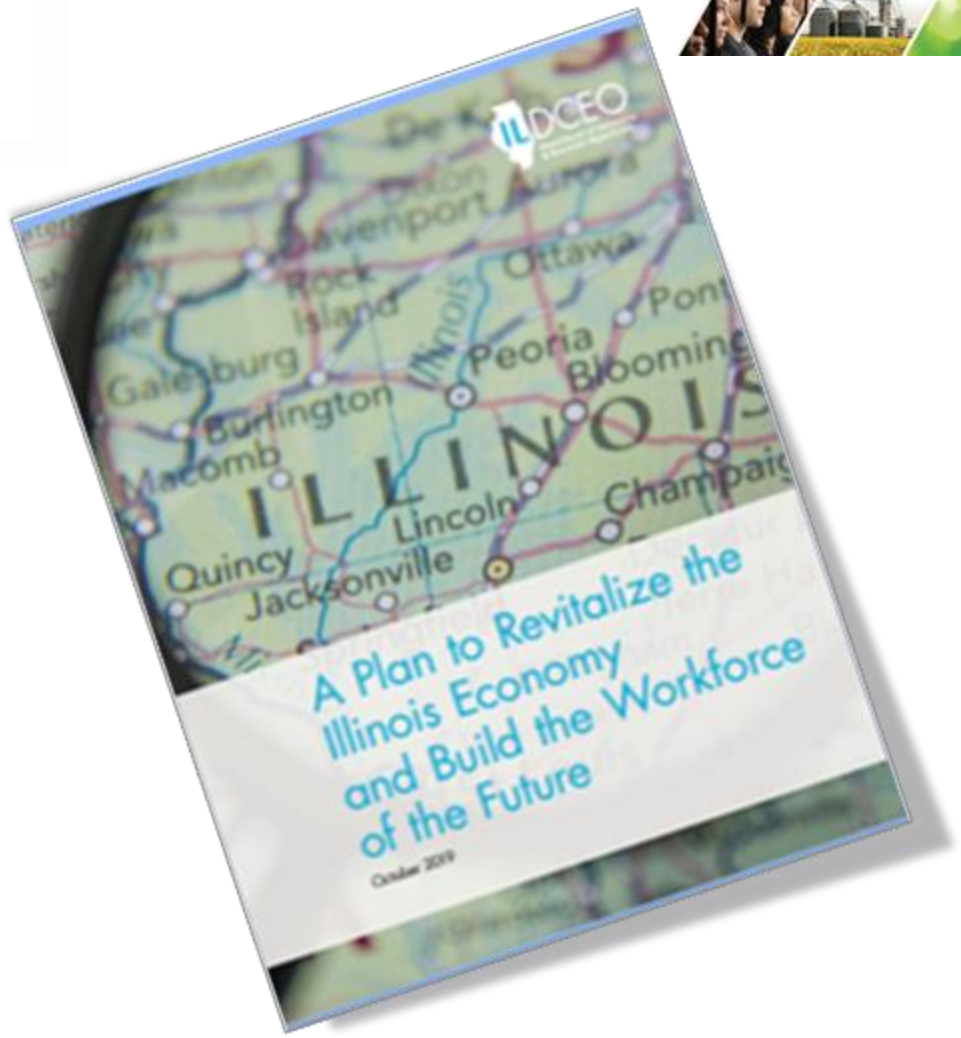
Section 3: Organizational Structure of Illinois Works



- 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.



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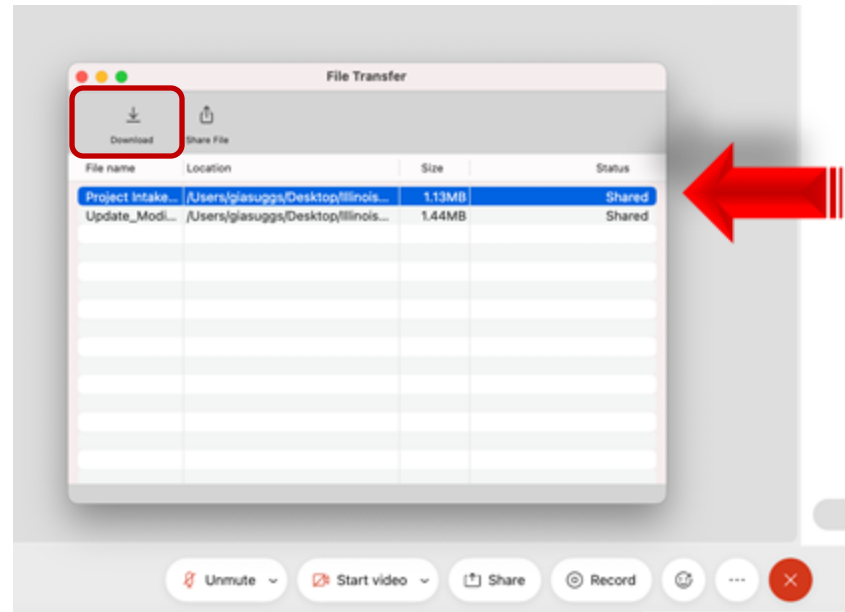


Illinois Economic Plan Executive Summary





Illinois Economic Plan Executive Summary



File Transfer

Download Share File

File name	Location	Size	Status
Project Intake...	/Users/glasuggs/Desktop/Illinois...	1.13MB	Shared
Update_Mod...	/Users/glasuggs/Desktop/Illinois...	1.44MB	Shared

Unmute Start video Share Record





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.

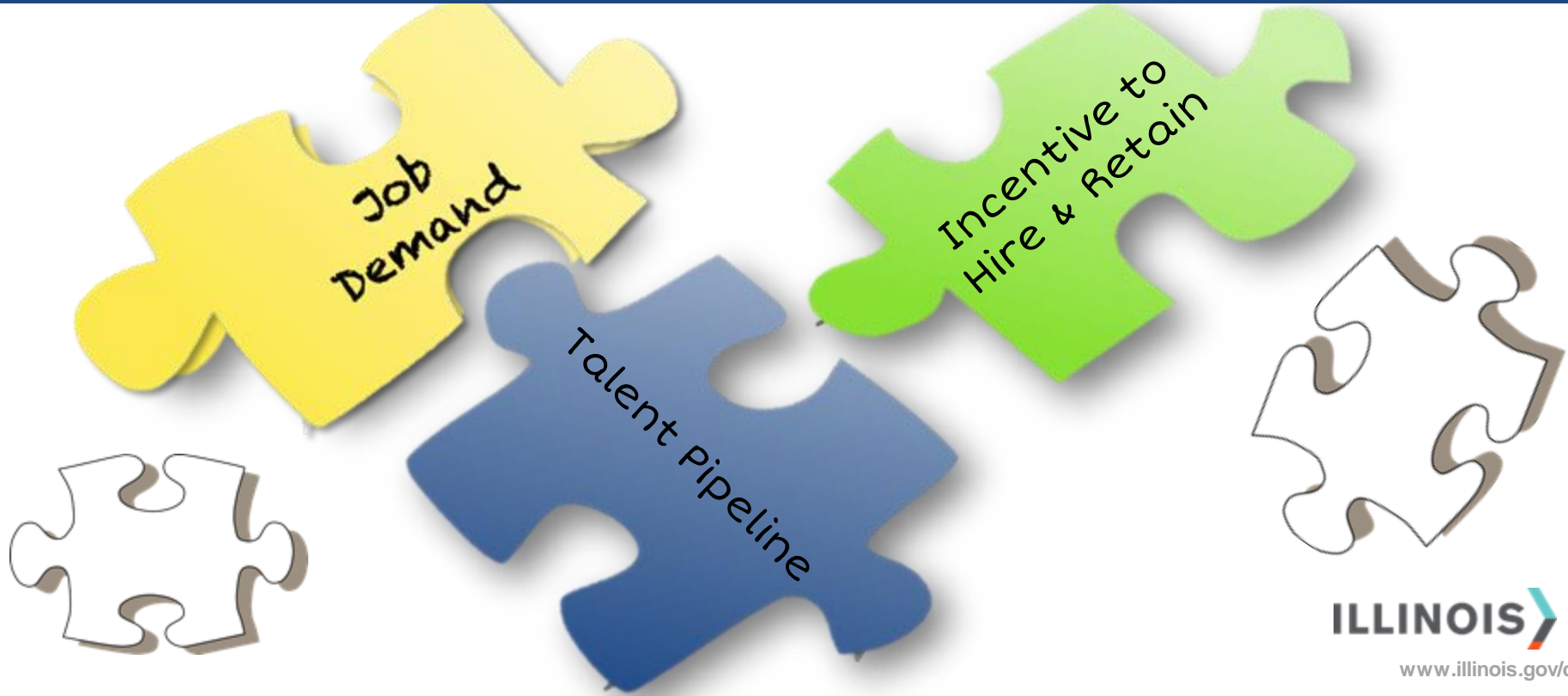
The goal is to provide contracting and employment opportunities to historically underrepresented populations in the construction industry.

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 providers which now total 30.

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 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 (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 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?”



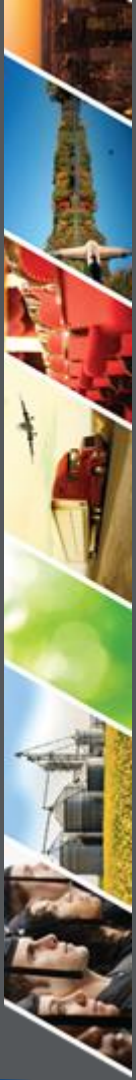


ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Ms. Christine Flynn, Grant Management Analyst
- Mr. Dan Martinez, Grant Management Analyst
- Dr. Gia Suggs, NIU Training Analyst
- Dr. Vera Lee Robinson, Program Coach





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Section 4: Structure of the Illinois Works Pre-Apprenticeship Program



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

- Incorporate the ILW 2023 Timeline into your calendar.
- Access the Illinois Works 2023 Grantee Manual.
- Reference the Pre-Apprenticeship LifeCycle.
- Add the ILW 2023 Grantee Manual Onboarding Session to your calendar.



2023 Program Timeline



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Grantee Manual

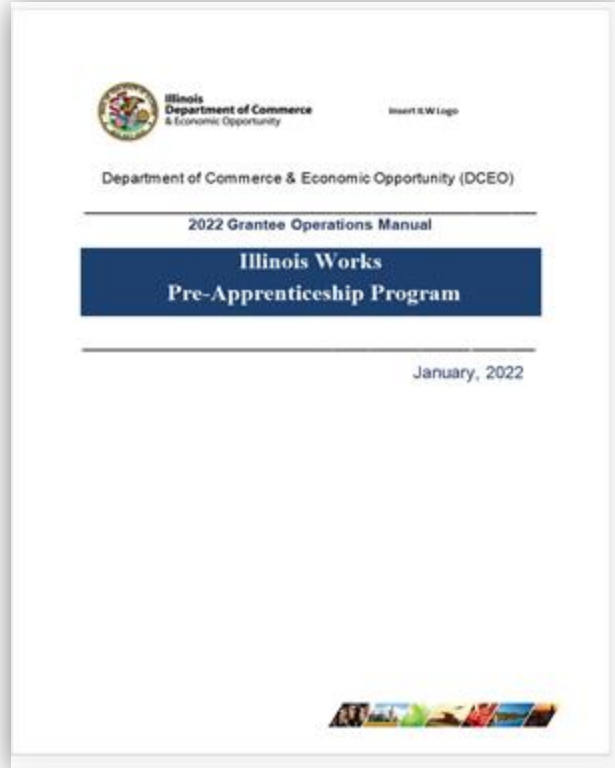


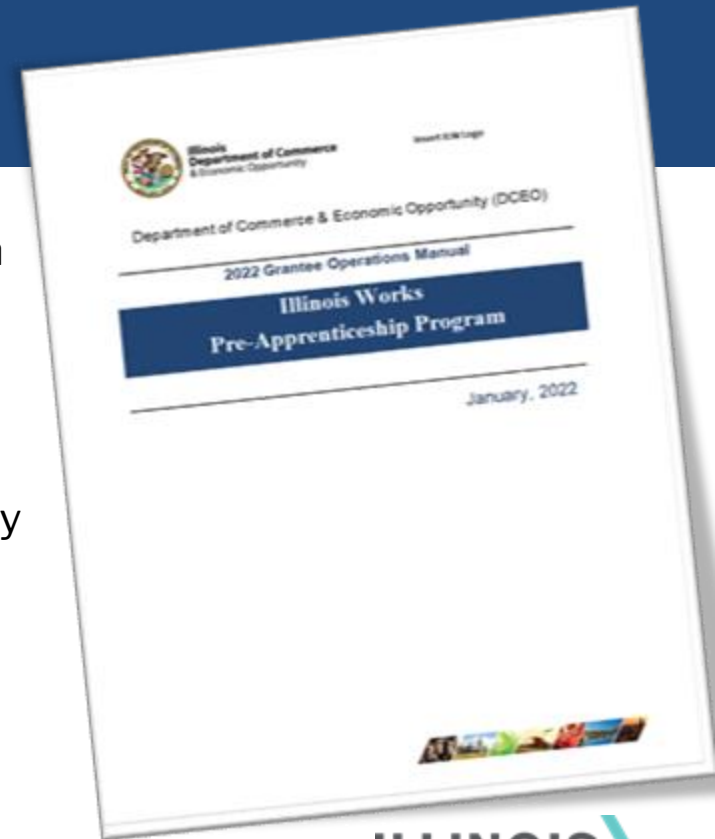
Table of Contents

- Section 1. Introduction to Illinois Works**
 - Department of Commerce & Economic Opportunity
 - Division of Illinois Works
 - Compliance Agencies
 - Additional Information, Links, and Documents
- Section 2. Outreach and Recruitment**
 - Compliance Agencies
 - Illinois Works Pre-Apprenticeship Curriculum
 - Requirements
 - Additional Information and Training Considerations
- Section 3. Budget and Reporting**
 - Accounting vs. Reporting
 - Participant Records and Files
 - Participant File Organization and Maintenance
 - Other Illinois Works Reporting
 - Client Accountability and Transparency Act (CATA) Requirements
 - GATA Standardized Reports
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 - Key of Success
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- Section 6. Audit Requirements**
 - Audit Requirements
 - Audit Types
 - Audit Reporting Documentation
 - Audit Submissions
 - 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 2023 Grantee Manual is due to be released in January 2023.
- There are 14 content sections.





Grantee Manual Features

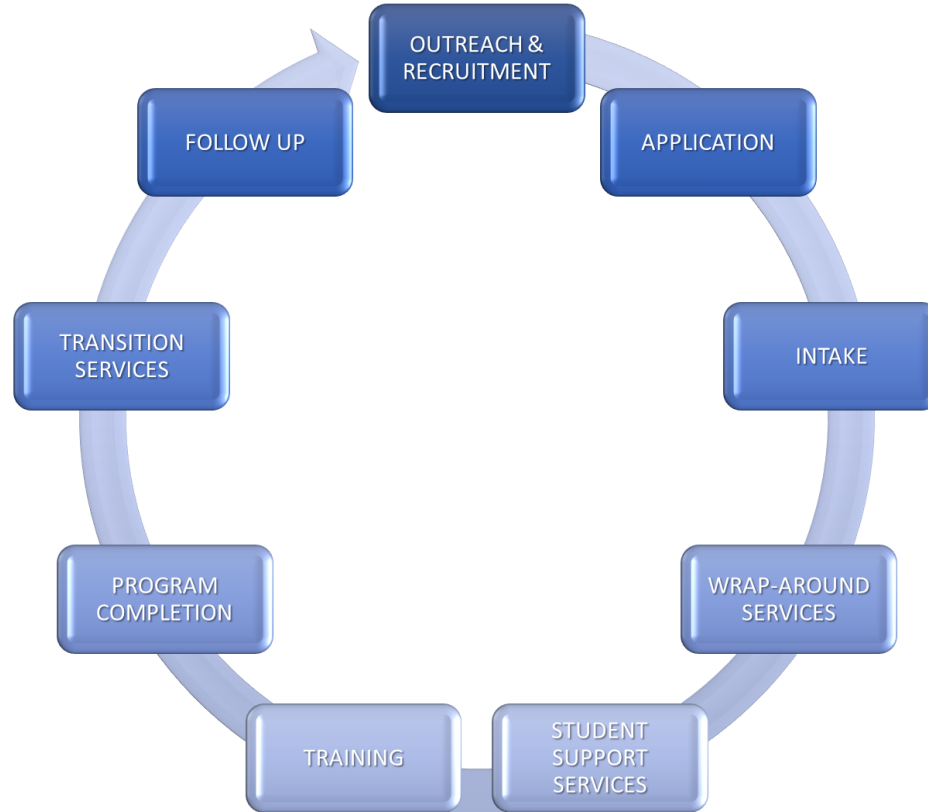
The Illinois Works Grantee Manual provides:

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





Pre-Apprentice LifeCycle





Grantee Manual Sections



- Section 1: Introduction to Illinois Works
- Section 2: Program Culture
- Section 3: Partnerships, Provider Relationships, and Leveraged Resources
- Section 4: Outreach and Recruitment
- Section 5: Program Application and Intake
- Section 6: Participant Wrap-Around Services and Student Support Services
- Section 7: Training, Instruction and Certifications
- Section 8: Program Completion, Transition Services, and Follow Up
- Section 9: Professional Development /Technical Assistance
- Section 10: Grantee's Data Management
- Section 11: Finances, Records and Reports
- Section 12: Using Data for Program Management and Improvement
- Section 13: Programmatic Monitoring
- Section 14: Audit Requirements



2023 Grantee Manual Onboarding Sessions



Administrator Orientation

- January 10, 2023

Grantee Manual: Session I

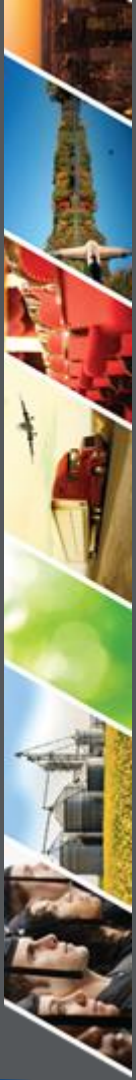
- January 19, 2023

Grantee Manual: Session II

- February 2, 2023

Grantee Manual: Session III

- February 16, 2023



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Section 5: 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

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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

Customer Status

Search
Export
Student Support Needs Report

Add Participant

Show 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

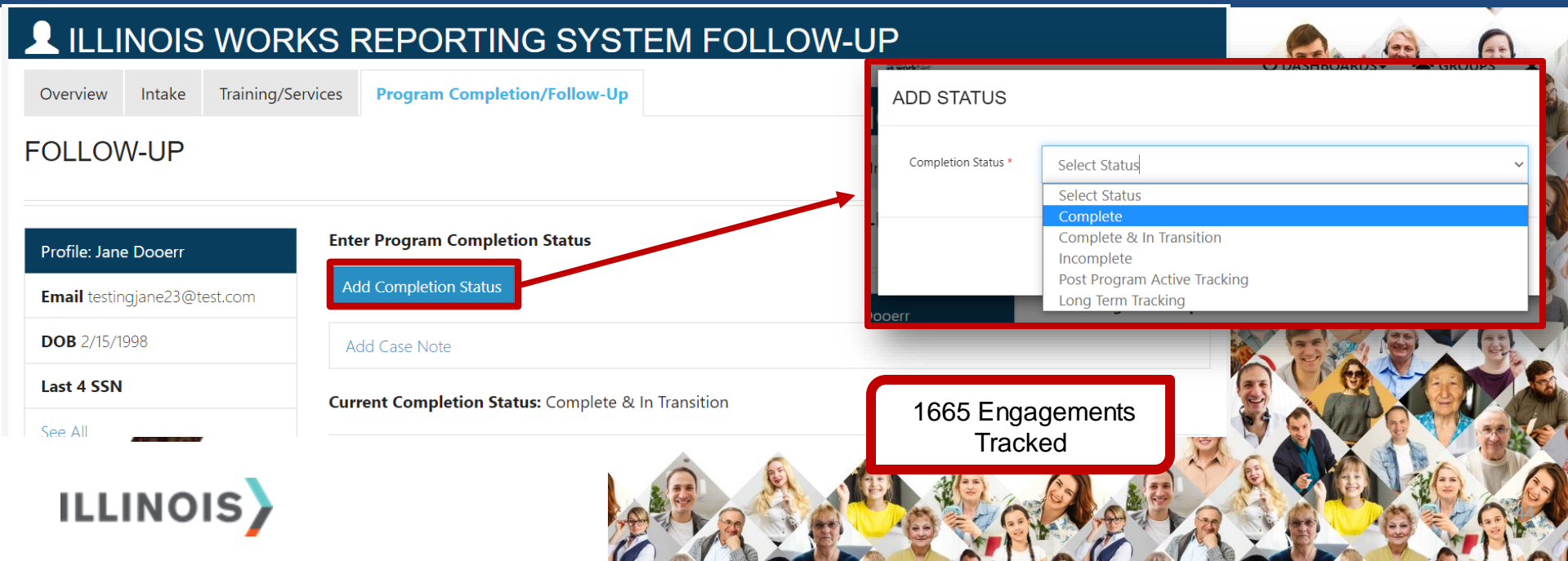
Current Completion Status: Complete & In Transition

1665 Engagements Tracked

ADD STATUS

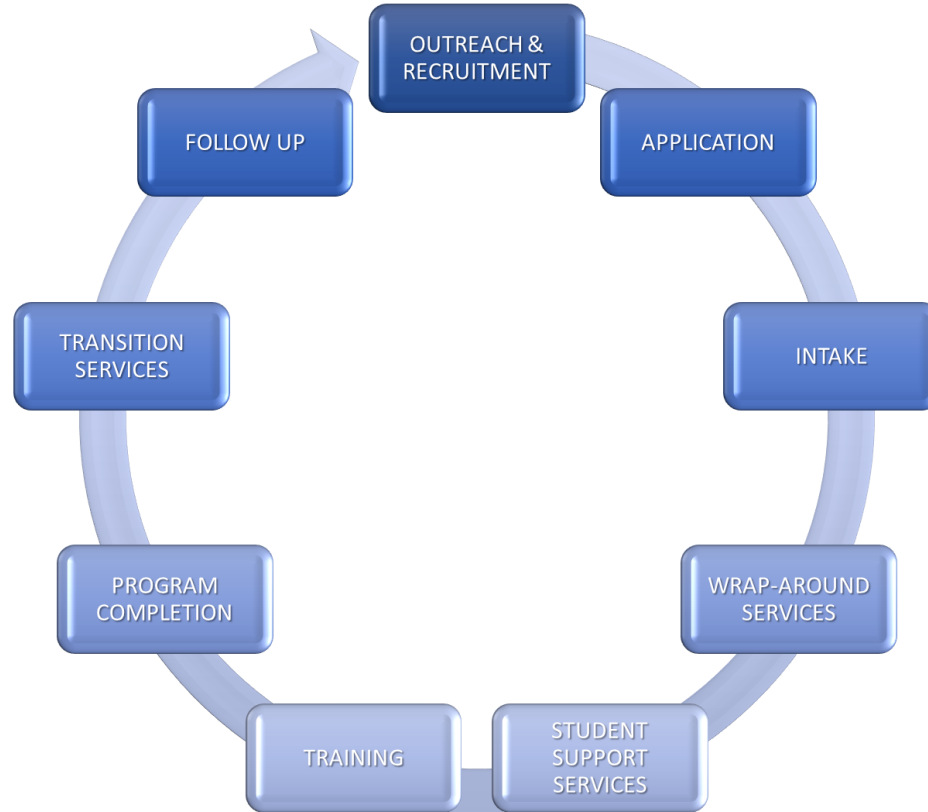
Completion Status *

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



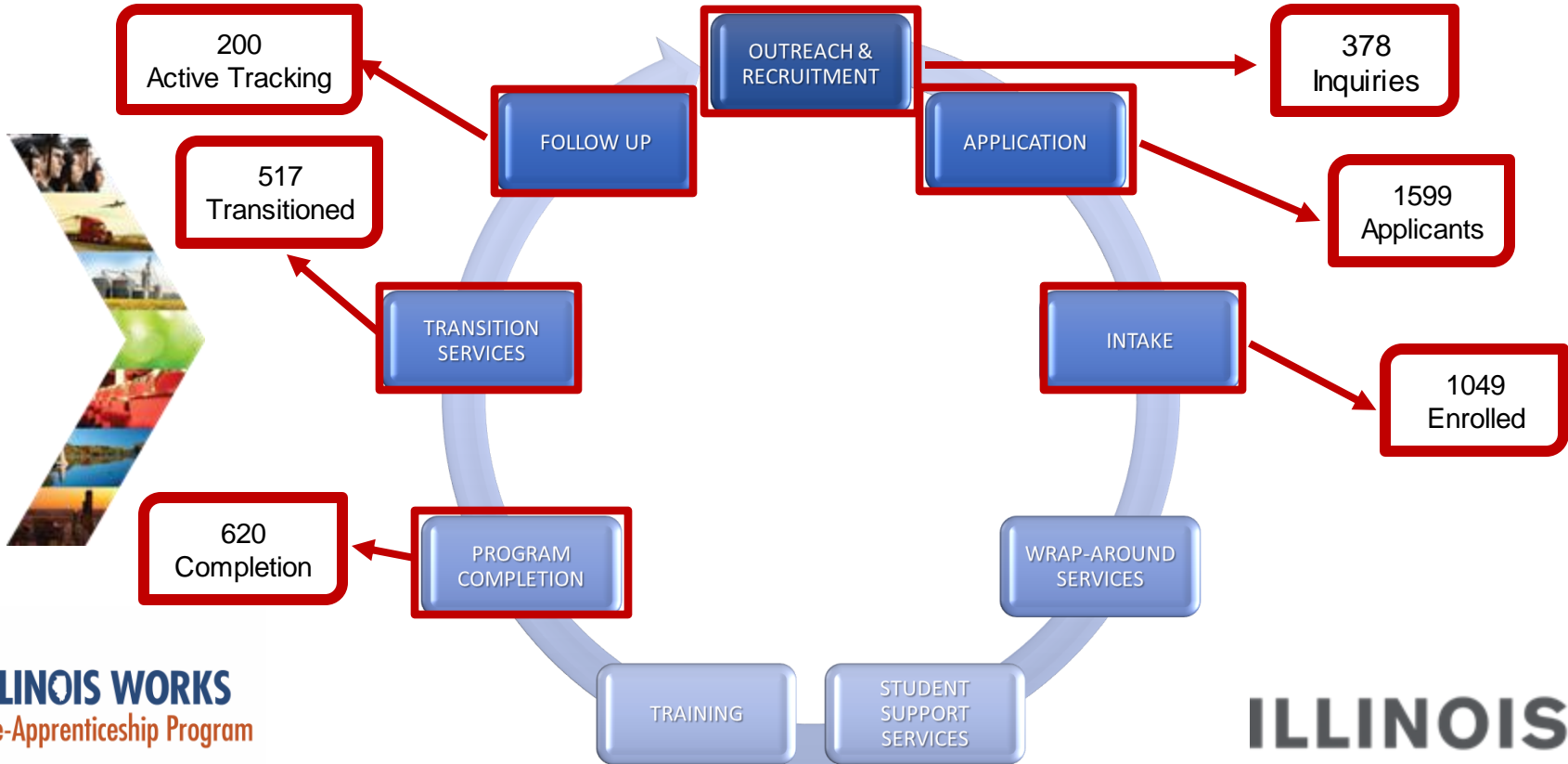


Pre-Apprentice LifeCycle & IWRS





Program Elements





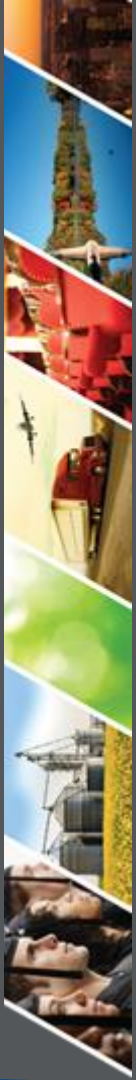
IWRS



EDIT CUSTOMER SERVICE

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





What is a 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.

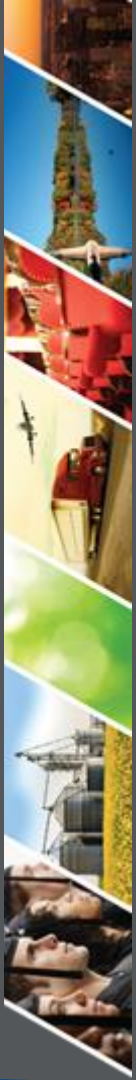




Integration of Three Illinois Works Programs: Applicant Tracking System



- 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 Reporting
System (IWRS)

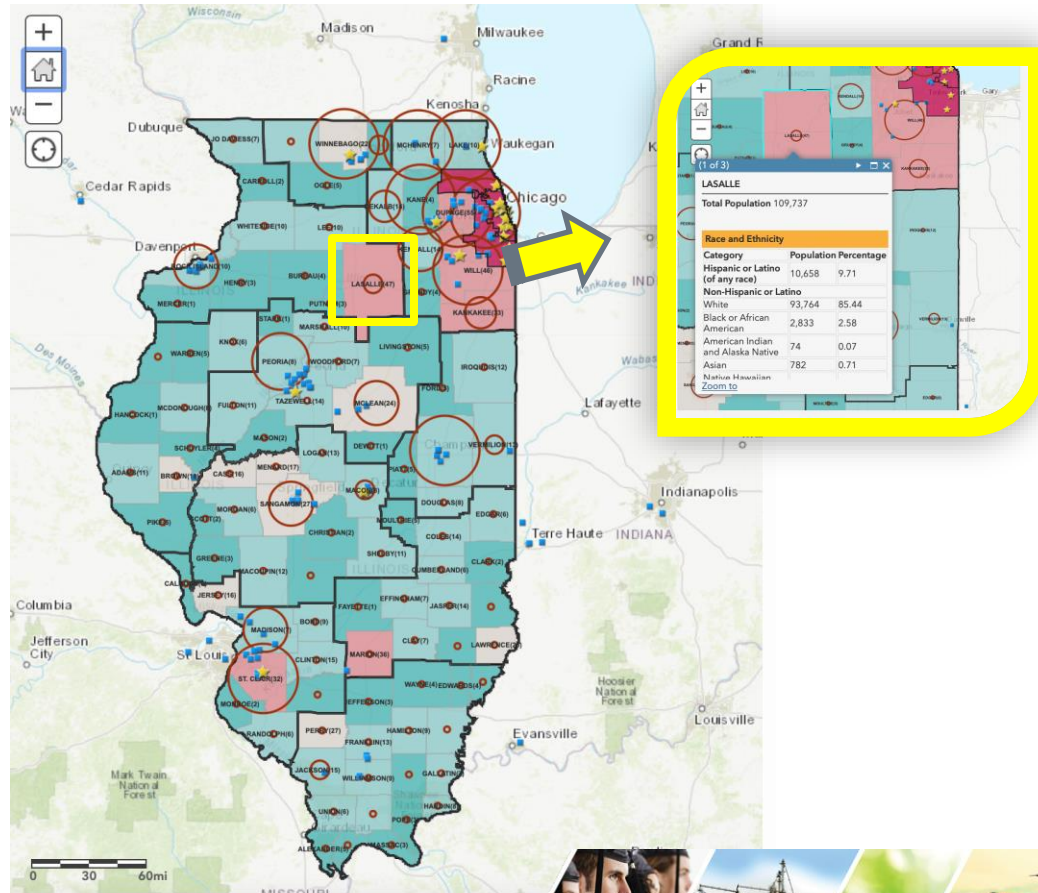
Applicant Tracking
System (ATS)

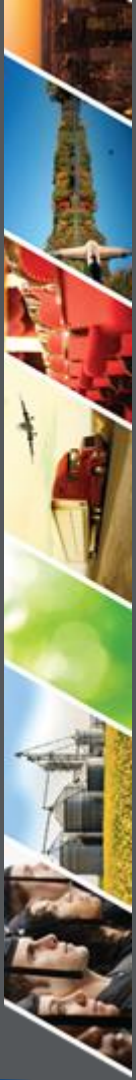
Illinois Works Heat Map

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ILW Heat Map





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Illinois Works Technology



Illinois Works Technology

Illinois Works Reporting
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Illinois Works Partner Guide



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



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

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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*

Email Address*

Confirm Email Address*

Main Number Ext

Alternate Number Ext

ZIP Code*

Secret Question*

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*

Announcements



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 Incumbent Worker Tracking System	 Youth Career Pathways Guide	 WIDA Contract Reporting Guide
 Illinois Employment Business Systems (IEBS)	 IPATS	 ISETS	 Apprenticeship Illinois Partner Guide
 Funding Opportunities	 Illinois Works Pre-Apprenticeship Program	 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 Accreditation & 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



ALL RESOURCES

Access the Illinois Works Reporting System

Video Tutorials & Training Materials

Full List of Resources

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Lunch & Learn	April 20, 2022	10:00 AM
Lunch & Learn: IWRS Discussion Forum	May 18, 2022	10:00 AM

Illinois Works Pre-Apprenticeship Program NCCER Info Webinar

Norman Ruano, Deputy Director of Illinois Works
Vera Lee Robinson (NCCER Master Trainer)

More from this Playlist

- DCEO Instructor Accreditation Certification NCCER OSHA First Aid 1/20/22
- DCEO Illinois Works Pre Apprenticeship Program Grantee Manual 1/18/22
- DCEO Illinois Works Pre Apprenticeship Program Orientation 1/11/22
- DCEO Grantee Manual Session II - 2/1/22
- DCEO Illinois Works Reporting System II III - 2/3/22
- DCEO Grantee Manual Session III - 2/15/22
- DOL Work System VI

Archived TA Sessions & Materials

Type	Dates	Topic & Description	Related Materials
Video Link	1/11/2022	Administrator Orientation	Illinois Works Orientation Presentation (PDF)
Video Link	01/18/2022	Grantee Manual I & Illinois Works Reporting System I	Grantee Manual Presentation (PDF) Illinois Works TA Presentation (PDF)
Video Link	1/20/2022	Instructors Accredentiation & Certification	NCCER Info Webinar Presentation (PDF)
Video Link	2/3/2022	Illinois Works Reporting System I Session II	Illinois Works TA Presentation (PDF) Grantee Manual II Presentation (PDF)
Video Link	2/15/2022	Grantee Manual III	Grantee Manual III Presentation (PDF)
Video Link	2/17/2022	Illinois Works Reporting System I Session III	Illinois Works TA Presentation (PDF)
Video Link	3/9/2022	Women in Construction Panel	
Video Link	3/10/2022	Women in Construction- Public Forum	
Video Link	3/15/2022	Providing Impactful Wrap around and Student Support Services	PowerPoint Presentation (PDF)



Illinois Works Partner Guide

IL WORKS PARTNER GUIDE

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

About IL Works

The Illinois Works Jobs Program Act was created as a result of Governor Pritzker's historic \$40 billion fiscal plan and his commitment to expanding opportunities 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 2022, and grant proposals that provide training for underserved 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 26, 2022	10:00 AM	Instructor Accreditation & Certification (NCCER, OSHA, PWT AIG)
Webinar (Register Now)	February 2, 2022	9:00 AM	Grantee Manual II
Webinar (Register Now)	February 9, 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
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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 OOL 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 16, 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 18-19, 2022	TBA	Illinois Works Construction Pre-Apprenticeship Program

VIDEO TUTORIALS & TRAINING MATERIALS

Tutorials

- Administrator Orientation
- Grantee Manual I & Reporting System I
- Instructor Accreditation & Certification
- Grantee Manual II
- Illinois Works Reporting Systems I & Session II & III
- Grantee Manual III

Webinars

Illinois Works Pre-Apprenticeship Program NCCER Info Webinar

Norman Ruams, Deputy Director of Illinois Works
Yveta Lee Robinson (NCCER Master Trainer)

Archived TA Sessions & Materials

Date	Topic	Topic & Description	Related Document
01/11/2022	Administrator Orientation	Illinois Works Construction Pre-Apprenticeship Program	Administrator Orientation
01/18/2022	Grantee Manual I & Reporting System I	Grantee Manual I & Reporting System I	Grantee Manual I & Reporting System I
01/26/2022	Instructor Accreditation & Certification	Instructor Accreditation & Certification	Instructor Accreditation & Certification
02/02/2022	Grantee Manual II	Grantee Manual II	Grantee Manual II
02/09/2022	Illinois Works Reporting Systems I & Session II & III	Illinois Works Reporting Systems I & Session II & III	Illinois Works Reporting Systems I & Session II & III
02/15/2022	Grantee Manual III	Grantee Manual III	Grantee Manual III



Illinois Works Partner Guide

IL WORKS PARTNER GUIDE

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

About IL Works

The Illinois Works Jobs Program Act was created as a result of Governor Pritzker's historic \$40 billion capital plan and his commitment to expanding opportunities 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 2022, and grant proposals that provide training for underserved 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 26, 2021	10:00 AM	Instructor Accreditation & Certification (NCCCO, OSHA, First Aid)
Webinar (Register Now)	February 2, 2022	9:00 AM	Grantee Manual II
Webinar (Register Now)	February 9, 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 System - 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 OIG Registered Apprenticeships
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 16, 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 16-18, 2022	TBA	Illinois Conference: Workforce & Apprenticeship

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/Care 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 Workforce	<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 Workforce	<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.

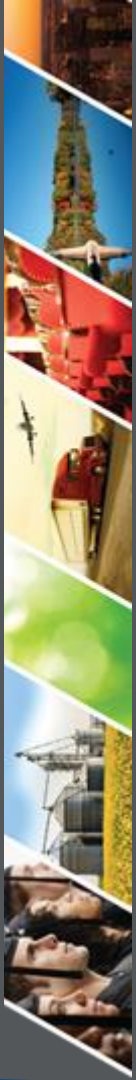
Topic	Instructions	Related Resources	Policy/Procedure
Business/Employer Outreach	Partner Instructions for Intake-Partner Engagement and Management (PDF)	<ul style="list-style-type: none"> • Illinois Works Pre-apprenticeship Program Flyer (PDF) • Apprenticeship Business Engagement Guide (PDF) • Tools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





Quarterly Administrative Meetings





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Section 6: 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 –**
Coaching Plan





Track I and Track II



Grantee Program Tracks	Description	Professional Development & Technical Assistance
Track I	Grantees that are experienced providers of a construction pre-apprenticeship program and have a robust staffing infrastructure (including strong, formal partnerships or contractor/vendor relationships) to deliver the required services.	<ul style="list-style-type: none"> ✓ Training Sessions ✓ Annual Conference ✓ 1:1 Technical Assistance
Track II	Grantees that have recently formed construction pre-apprenticeship programs or will be launching their construction pre-apprenticeship program with Illinois Works. These organizations may also need additional support identifying partners, contractor/vendors, or building internal infrastructure to deliver the required services.	<ul style="list-style-type: none"> ✓ Technical Assistance Sessions ✓ Annual Conference ✓ 1:1 Technical Assistance ✓ Monthly Coaching Sessions



Professional Development / Technical Assistance



Webinar Session

Track I

These can be either trainings or informational sessions facilitated virtual and recorded for future viewing.



Coaching

Track I + Track II

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.



Technical Assistance

Track I + Track II

Tailored one-on-one intervention, corrective action, and compliance support, driven by program reports.



Annual Conference

Track I + Track II

Subject matter experts share and exchange ideas, information, experiences, new technologies, theories, etc. to advance the mission of Illinois Works



Webinar Sessions



Webinar Session

Track I

These can be either trainings or informational sessions facilitated virtual and recorded for future viewing.



Coaching

Track I + Track II

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.



Technical Assistance

Track I + Track II

Tailored one-on-one intervention, corrective action, and compliance support, driven by program reports.



Annual Conference

Track I + Track II

Subject matter experts share and exchange ideas, information, experiences, new technologies, theories, etc. to advance the mission of Illinois Works



Program Coaching



Webinar Session

Track I

These can be either trainings or informational sessions facilitated virtual and recorded for future viewing.



Coaching

Track I + Track II

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.



Technical Assistance

Track I + Track II

Tailored one-on-one intervention, corrective action, and compliance support, driven by program reports.



Annual Conference

Track I + Track II

Subject matter experts share and exchange ideas, information, experiences, new technologies, theories, etc. to advance the mission of Illinois Works



Annual Conference



Webinar Session

Track I

These can be either trainings or informational sessions facilitated virtual and recorded for future viewing.



Coaching

Track I + Track II

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.



Technical Assistance

Track I + Track II

Tailored one-on-one intervention, corrective action, and compliance support, driven by program reports.



Annual Conference

Track I + Track II

Subject matter experts share and exchange ideas, information, experiences, new technologies, theories, etc. to advance the mission of Illinois Works



Technical Assistance



Webinar Session

Track I

These can be either trainings or informational sessions facilitated virtual and recorded for future viewing.



Coaching

Track I + Track II

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.



Technical Assistance

Track I + Track II

Tailored one-on-one intervention, corrective action, and compliance support, driven by program reports.



Annual Conference

Track I + Track II

Subject matter experts share and exchange ideas, information, experiences, new technologies, theories, etc. to advance the mission of Illinois Works



Program Coaching vs. Technical Assistance



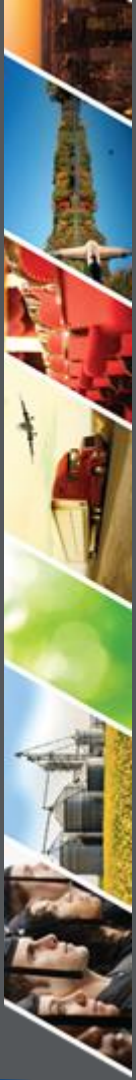
Coaching
Track I + Track II

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.



Technical Assistance
Track I + Track II

Tailored one-on-one intervention, corrective action, and compliance support, driven by program reports.



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Section 7: Reporting and Reimbursement



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

- Comply with Gata requirements and reporting.
- Identify allowable cost.
- Request a budget modification.
- Comply with the procurement policy.
- Identify the key aspects of the performance-based payment model.



Section 7: Reporting and Reimbursement



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

- List the steps for fund disbursement.
- Describe the role of the monthly compliance review.



Grant Accountability and Transparency Act (GATA) Requirements



The screenshot shows the website header for the Grant Accountability and Transparency Act. It features a dark blue navigation bar with a search box on the right. The navigation bar contains the following links: Home, About, Current News, CSFA, Resource Library, Grantee Links, and Webinars. The search box is labeled "Search..." and has a magnifying glass icon.

- 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




The screenshot shows the header of the website for the Grant Accountability and Transparency Act. It features a dark blue navigation bar with the following items: Home, About (with a dropdown arrow), Current News, CSFA, Resource Library, Grantee Links (with a dropdown arrow), and Webinars (with a dropdown arrow). To the right of the navigation bar is a search bar with the placeholder text "Search..." and a magnifying glass icon. Above the navigation bar, there is a logo of the state of Illinois and the text "Grant Accountability and Transparency Act".

➤ 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>)



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.

```
graph LR; S1[Step One: Obtain a Federal Employer Identification Number (FEIN) FREE] --> S2[Step Two: Register Your Business with the IL Secretary of State COST]; S2 --> S3[Step Three: Register with the IL Department of Revenue FREE]; S3 --> S4[Step Four: Register with System Award Management (SAM.gov) FREE]; S4 --> S5[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

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

ECFR CONTENT

ENHANCED CONTENT

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:

“What experience have you had with performance-based grants?”



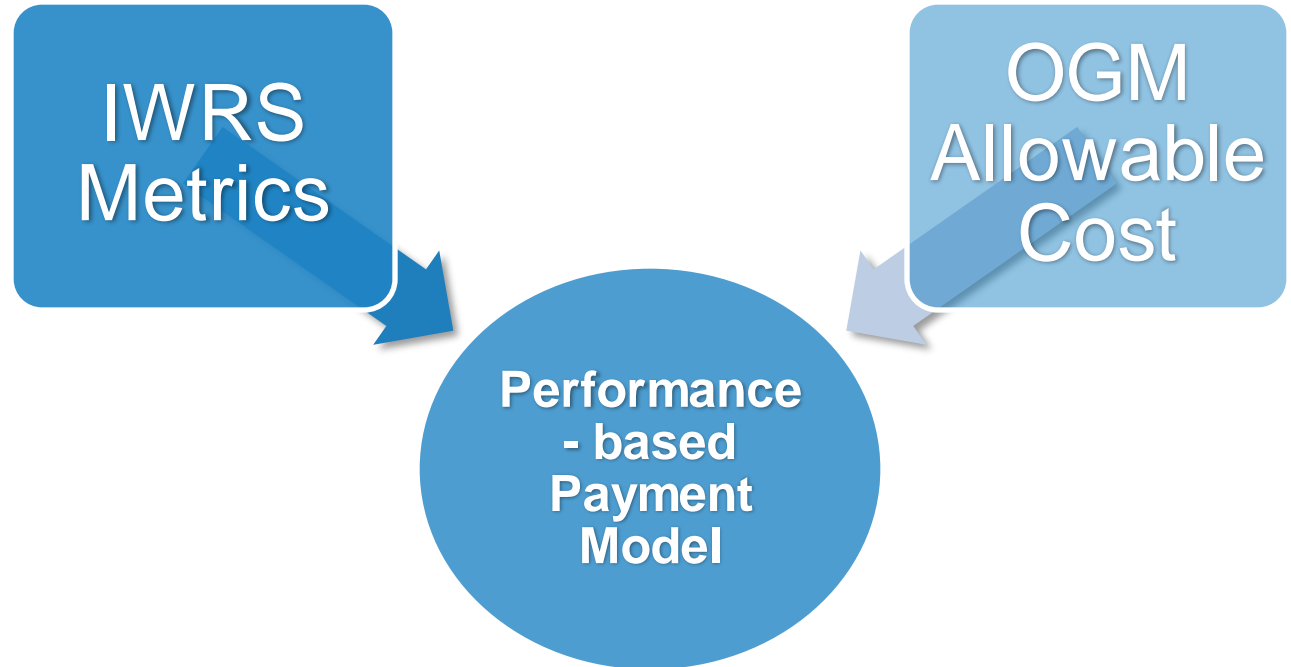


Performance Payment Model





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.
- Grantees have the right to appeal to ILW if a grantee believes that they missed their outcome metrics due to variables outside of their control.





Funding Benchmarks



- Enrollment
- Completion
- Transition
- Close Out Reports





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

$\$100,000/25$ participants = \$4,000 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.



Performance-Based Payment Model Examples




<u>Funding Award</u>	<u>Enrollment Goal</u>	<u>Completion Goal (85% of Enrolled)</u>		<u>Primary Transition Goal (70% of Enrolled)</u>		
\$500,000	50	43		35		
		<u>% of total funding award</u>	<u>Max. Funding based on initial award and goals</u>	<u>Per participant allotment</u>	<u># of Actual Participants</u>	<u>Actual Funding Paid Out</u>
	Program Enrollment	25%	\$125,000	\$2,500	52	\$130,000
	Program Completion	30%	\$150,000	\$3,488.37	44	\$153,488.28
Transitions	Primary Transition Preliminary (75%)	35%	\$175,000	\$3,750	35	\$131,250
	Primary Transition Final (25%)			\$1,250	35	\$43,750
	Secondary Transition			\$2,500	1	\$2,500
	Close-Out Reports	10%	\$50,000	n/a	n/a	\$50,000
	Total	100%	\$500,000	n/a		\$510,988.28



Monthly Compliance Report





Illinois Works Monthly Compliance Review Progress Report

June 2022

Organization Name:		ADC Pro-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 timelines.

Cohort	Enrollment Goal Total	Enrollment Actual Since Last Review	Per Participant Allowment	Completion Goal Total	Completion Actual Since Last Review	Per Participant Allowment	Primary Transition Goal Total	Primary Transition Actual Since Last Review	Per Participant Allowment	Secondary Transition Actual Since Last Review	Per Participant Allowment	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 IWIS 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 Grants Manual - Section 13: Programmatic Monitoring.



Monthly Reports


- Monthly Compliance Progress Report
- Payment Worksheet





Payment Worksheet





Total Grant Award	\$500,000
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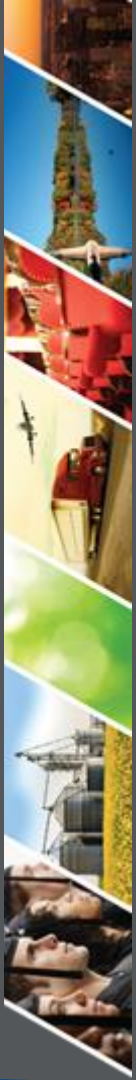
	Funding	Per Participant
Enrollment Funding Cap (25%)	\$125,000.00	\$ 2,500.00
Completion Funding Cap (30%)	\$150,000.00	\$ 3,000.00
Primary Transition Funding Cap (35%)	\$175,000.00	\$ 3,500.00
Secondary Transition Funding Cap	\$50,000.00	\$ 2,500.00

End of Year Balance	\$147,500.00
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Outcome Metric Goals	
Individuals Enrolled	50
Individuals Completed	41
Individuals Primary Transition	25
Individuals Secondary Transition	0

Close Out Reports (10%)	\$50,000.00
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	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	\$0.00
February	12	\$20,000.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$20,000.00
March	20	\$75,000.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$75,000.00
April	16	\$40,000.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$40,000.00
May	2	\$7,500.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$7,500.00
June	2	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
July	2	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
August	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
September	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
October	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
November	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
December	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
	50	\$147,500.00	41	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$147,500.00



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Feedback ~ We want to hear from you



**Thank you, and we are glad
to have you as part of our
provider network!**



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor