November Lunch & Learn:
ILW Grant Close Out Requirements

Wednesday, November 9, 2022

Illinois
Department of Commerce
& Economic Opportunity

Grant Close Out Requirements

Each grantee will need to complete and submit three documents to close out their Illinois Works Pre-apprenticeship Program 2022 grant.

These three documents are for grantees who were not renewed for 2023.

Once all three of these are submitted and approved, funding attached to Close Out reports will be released for reimbursement.

Grant Close Out Required Documents

1. Illinois Works Pre-apprenticeship Program Grant Close Out Checklist

2. End of grant Closeout Financial Report

3. End of grant Closeout Performance Report

ILW Required Document

- Submit this document to the ILW grant manager

- This checklist will verify that all IWRS participant profiles are complete including
  - Enrollment
  - Instruction
  - Completion
  - Transition
  - Follow up survey has been completed with all completed participants

Illinois Works Pre-apprenticeship Program Grant Close Out Checklist
Grantees must verify that all the following items are completed in IWRS for each participant.

Intake/Referral
Completed application in IWRS
Interview sheet uploaded & interview score entered
Verify cohort number
Signed commitment agreement uploaded
Wrap-around support services assessment completed
Orientation Career Assessment completed
Transition Career Assessment completed

Training/Services
All training services added and updated to the appropriate status
All training services have accurate attendance
All training services have accurate post-assessments scores
All earned credentials have been added (NCCER/NABTU, First Aid/CPR, OSHA-10) to appropriate training services
Certifications/credential documents have been uploaded to Uploads folder (NCCER/NABTU, First Aid/CPR, OSHA-10)
All wrap-around services are appropriately added and completed
All student support services are appropriately added and completed
All transition services are appropriately added and completed

Program Completion/Follow-Up
Appropriate program completion status has been added
Transition documentation uploaded for all participants listed as Complete & In Transition or Post-Program Active Tracking
At least one active tracking follow-up questionnaire is documented for each participant

I verify that all the items above have been accurately entered and/or updated in the Illinois Works Reporting System. I understand that if any of the tasks above are not completed for any or all participants, the Office of Illinois Works will not approve the close out of the 2022 Illinois Works Pre-apprenticeship Program grant until those tasks are successfully completed.

_____
Program Administrator Name

_____
Date

_____
Program Administrator Signature

ILW Required Document

Data verification checklist will be sent to grantees in early November 2022 to begin this process.

Checklist Due Dates:
Thursday, December 21, 2022 | 5PM CT
(for all programs ending instruction before 11/30/22)

Thursday, January 12, 2022 | 5PM CT
(for programs ending instruction after 12/1/22)

OGM Required Documents

- Submit these documents to your organization's OGM grant manager

- Requirements and timelines for submission of these are in your organization's grant agreement in Article XL

- These will be complete once the grant is fully paid out and deposited by the grantee & all performance measures have been met
- *These are only for those who will not be renewed for 2023*

OGM Required Documents

- End of grant Closeout Financial Report

- End of grant Closeout Performance Report

ILLINOIS WORKS

Q & A