



DCEO CEJA Workforce Program Orientation

Session 1: CEJA Returning Residents Clean Jobs Training Program



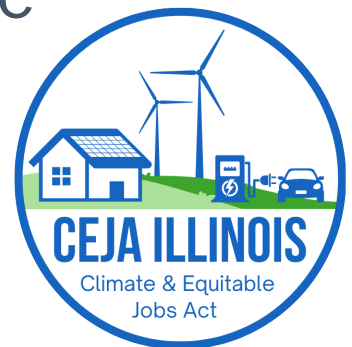
Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

April 28, 2025

Program Overview

During this session, we will cover aspects of the following:

- Welcome and Introductions
- Introduction to the Climate & Equitable Jobs Act (CEJA)
- Returning Residents Program Manual Chapter 1: Introduction
- Returning Residents Program Manual Chapter 3: Facilities and Security
- Returning Residents Program Manual Chapter 2: Program Culture
- Returning Residents Program Manual Chapter 11: Finances
- Returning Residents Program Manual Chapter 10: Data Management



CEJA Team & Presenters

Presenters:

- Michelle Cerutti, CEJA Southern Regional Administrator
- Larry Dawson, CEJA Northern Regional Administrator
- Nate Keener, CEJA Central Regional Administrator

Support Team

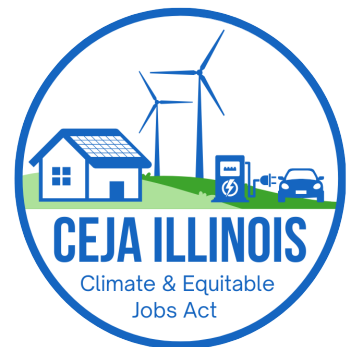
- Diana Fuller, CEJA Division Manager
- CEJA Grant Managers: Connor Bertrand, Sarah Graham



Zoom Basics



- Mute/unmute
- Stop/start video
- Emoji
- Raise hand
- Chat
- Breakout group



Zoom Basics – Chat Introductions



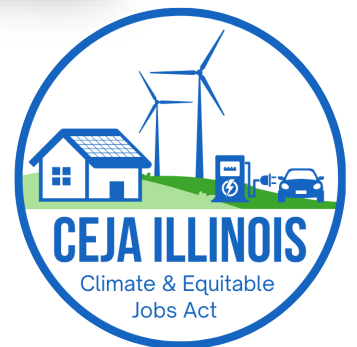
Chat Introductions:

- Name Pronouns
- Grantee Organization
- Region/Geographic Location

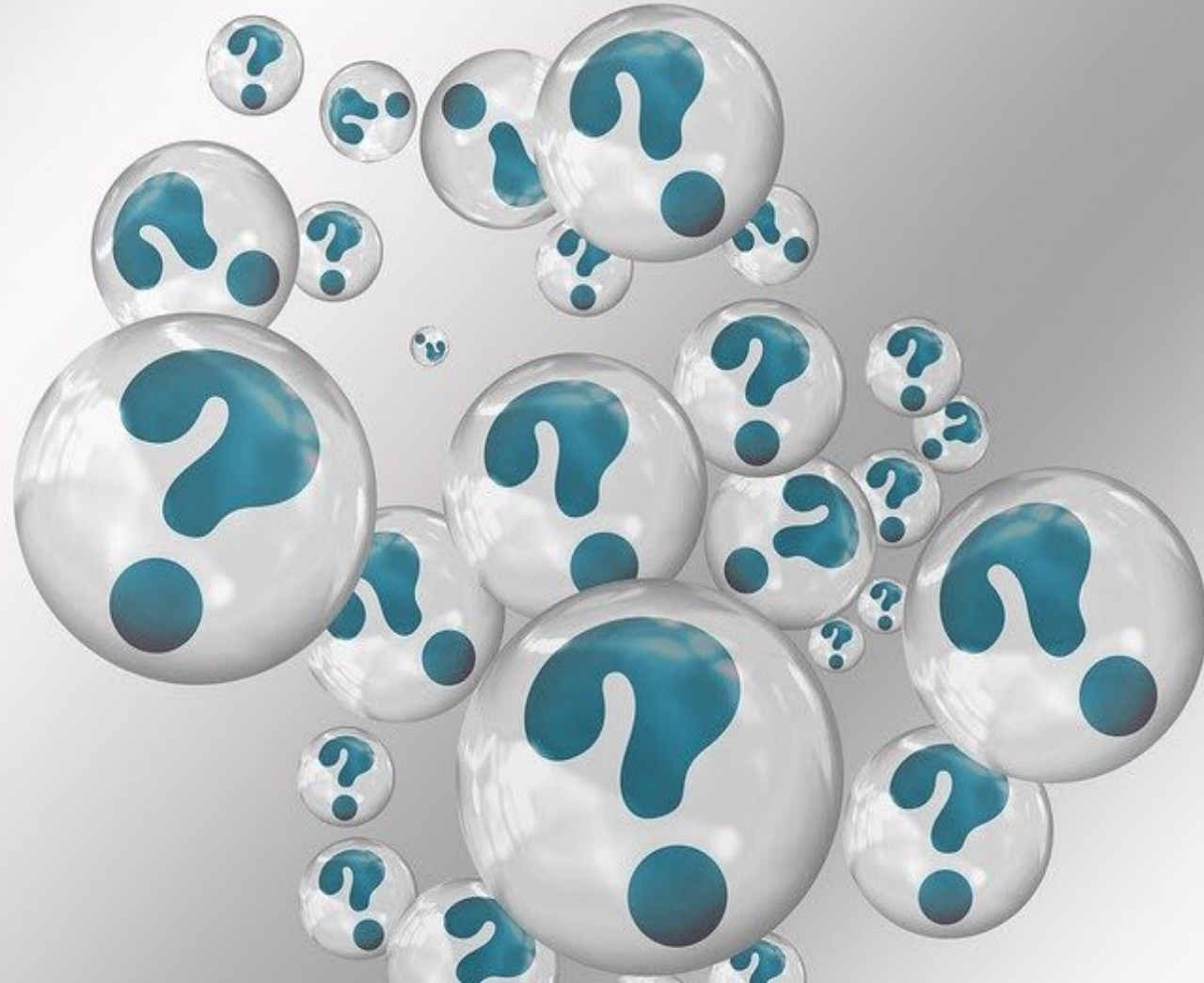


Chat Question

“What do you hope to get out of this workshop?”



Any Questions?



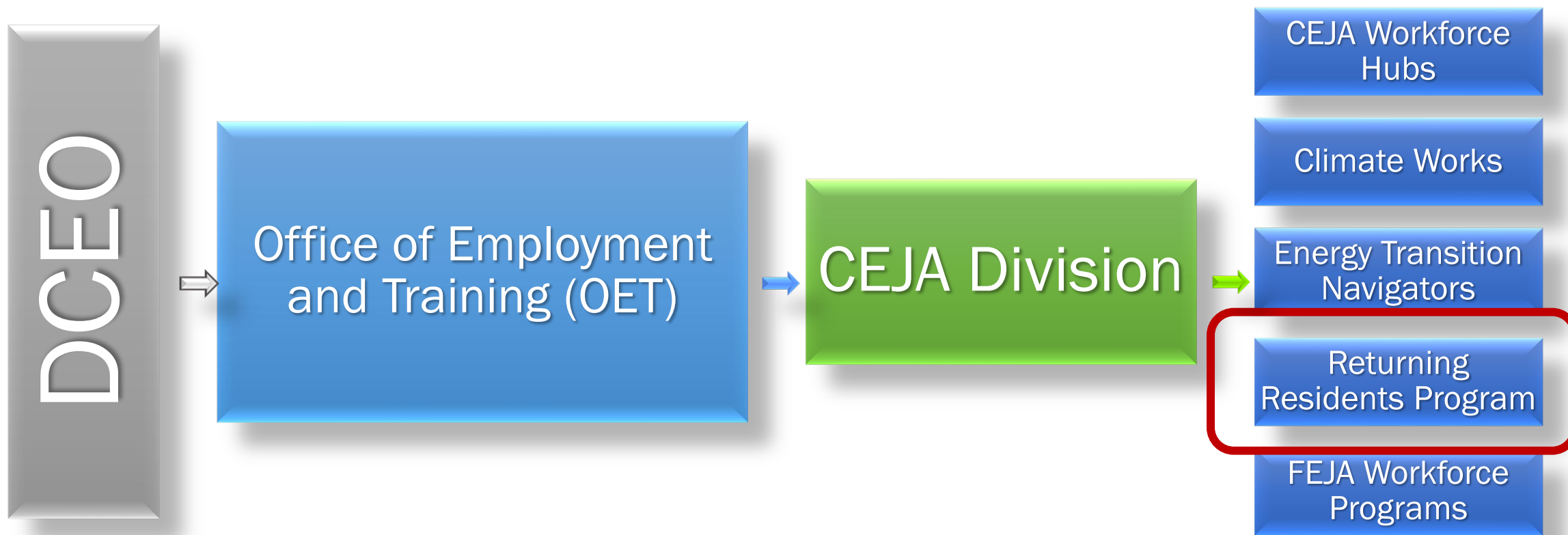


Climate & Equitable Jobs Act (CEJA) Workforce Programs



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DCEO CEJA Workforce Programs



Program Manual

<https://www.illinoisworknet.com/returningresidentsresources>

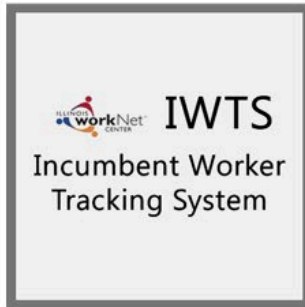
Program Guides for Partners

These guides provide program-related instructions/resources.

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



DHS Youth Partner Tools



IWTS Guide



CEJA - Climate Works



CEJA - Energy Transition Navigators



CEJA - Workforce Hubs



CEJA - Returning Residents



GRF Partner Guide



Illinois Employment Business System (IEBS)

ALL RESOURCES



Returning Residents Dashboard

Access the Returning Residents system - forthcoming



Policies and Procedures

Find the full list of resources, instructions, and related policies for



Technical Assistance, Tutorials, & Videos

Find technical assistance documents, tutorials, training videos, and more.



Partner Tool Updates

View this page to see the latest partner tool updates to the Returning Residents Dashboard tool.

RETURNING RESIDENTS FULL LIST OF RESOURCES

RETURNING RESIDENTS PROCEDURES MANUAL

- 1 Chapter 1: Introduction
Download Chapter 1 (PDF)
- 2 Chapter 2: Program Culture
Download Chapter 2 (PDF)
- 3 Chapter 3: Safety and Security
Download Chapter 3 (PDF)
- 4 Chapter 4: Partnerships
Download Chapter 4 (PDF)
- 5 Chapter 5: Outreach & Recruitment
Download Chapter 5 (PDF)
- 6 Chapter 6: Program Entry
Download Chapter 6 (PDF)

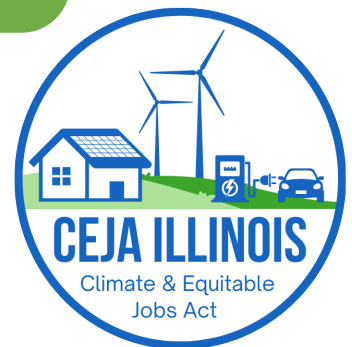
Your DCEO Points of Contact

Grant Manager (Everyday management of grant)

- Connor Bertrand – connor.bertrand@illinois.gov

CEJA Regional Administrator (Program level administration and guidance)

- Southern Illinois: Michelle Cerutti, michelle.cerutti@illinois.gov





CEJA Returning Residents Clean Jobs Training Program Chapter 1



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Chapter 1:

Introduction to the CEJA Returning Residents Clean Jobs Training Program



Returning Resident Clean Jobs Training Program 2024-25 Program Manual



Chapter 1: Introduction to the CEJA Returning Resident Clean Jobs Training Program

Chapter Overview

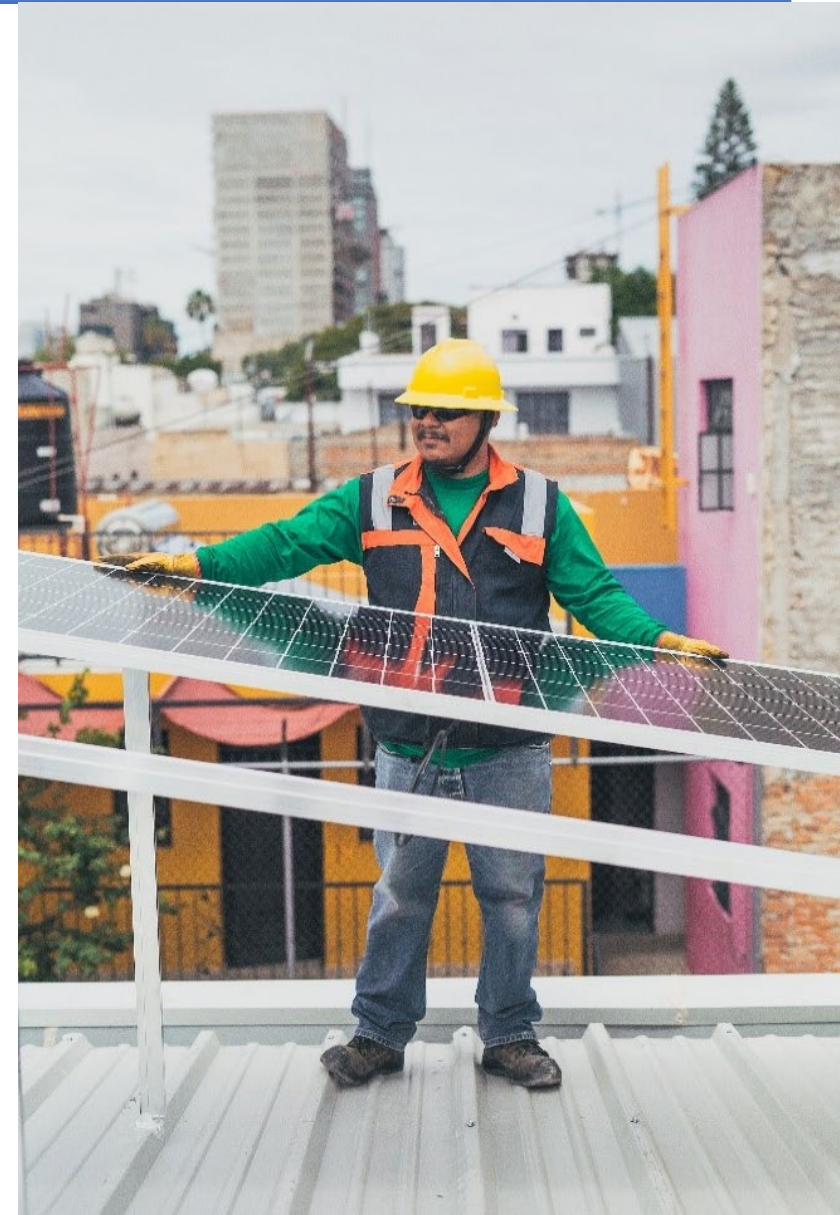
By the end of this chapter, grantees will be able to:

- Explain how the Climate and Equitable Jobs Act (CEJA) workforce development programs will help grow the clean energy workforce in Illinois.
- Describe how the CEJA Returning Resident Clean Jobs Training Program aligns with the Illinois workforce priorities.

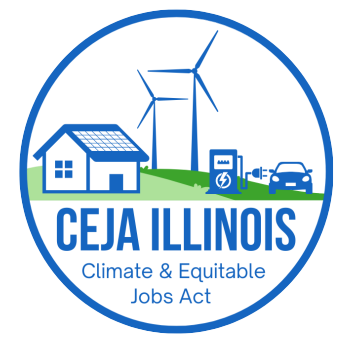
Chapter 1 Overview

This chapter in the Program Manual provides information regarding:

- The Climate and Equitable Jobs Act (CEJA) workforce development programs will help grow the clean energy workforce in Illinois.
- The CEJA Returning Residents Clean Jobs Training Program aligns with the Illinois workforce priorities.
- The need to grow Illinois's clean energy industry.
- The key components of the CEJA Returning Residents Clean Jobs Training Program.
- The staffing roles required for the successful implementation of the CEJA Returning Residents Clean Jobs Training Program.
- Fundamental program definitions.



Program Goals



- Increase access to and opportunities for training in the clean energy industry for returning residents.
- Prepare people for entry-level, good paying clean energy jobs.
- Help returning residents succeed in the labor market, generally, and in the clean energy sector specifically.
- Support returning residents in retaining employment and growing their careers.



Four Correctional Facilities



- Kewanee Life Skills Entry center
- Decatur Correctional Center
- Western Illinois Correctional Center
- Vienna Correctional Center



Program Focus and Objectives



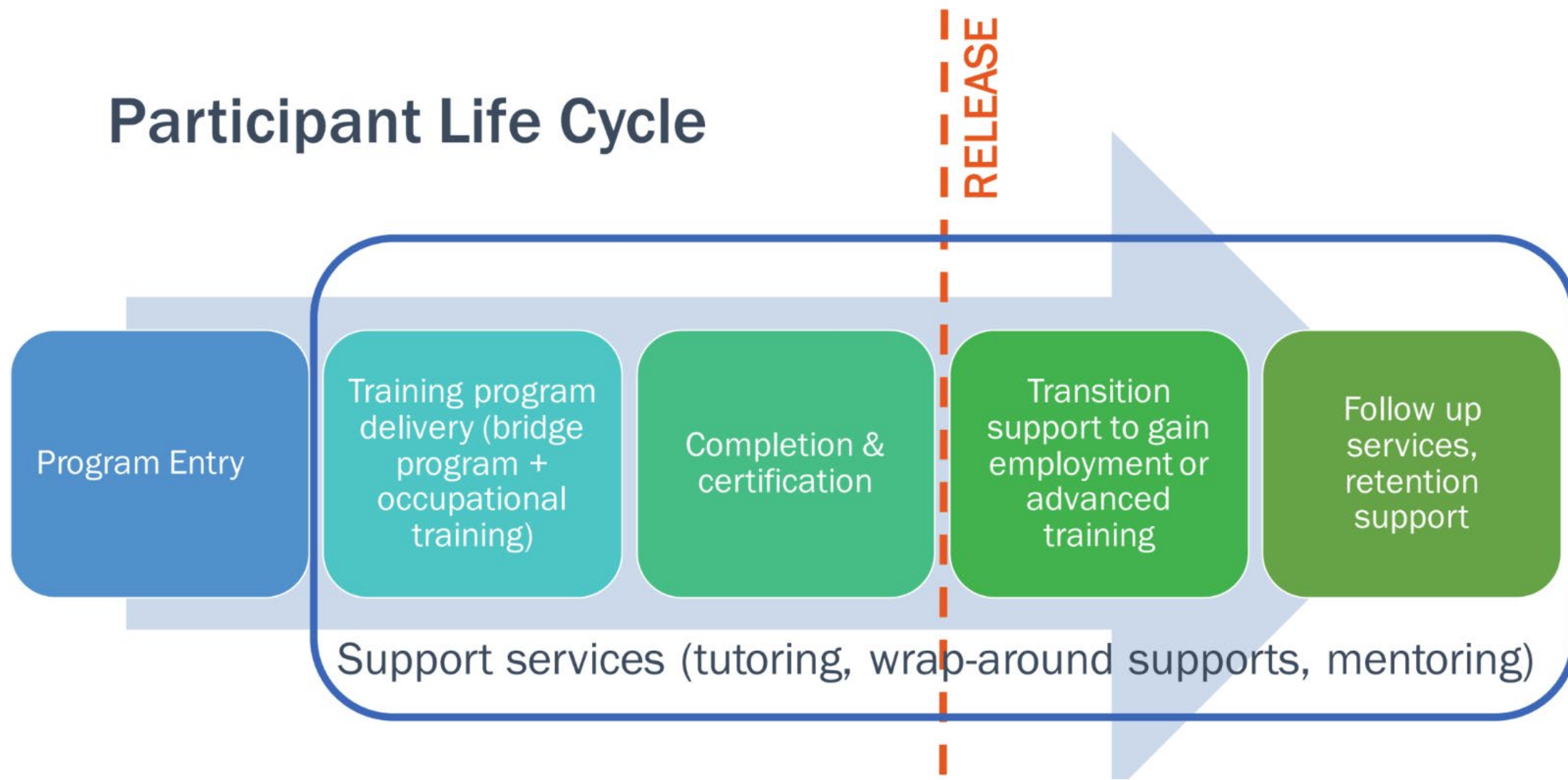
- Increase access to opportunities for education, training, and supportive services
- Help returning residents develop rewarding careers in clean energy



"Typical" Participant Lifecycle



Participant Life Cycle



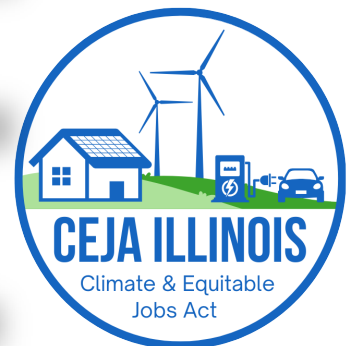
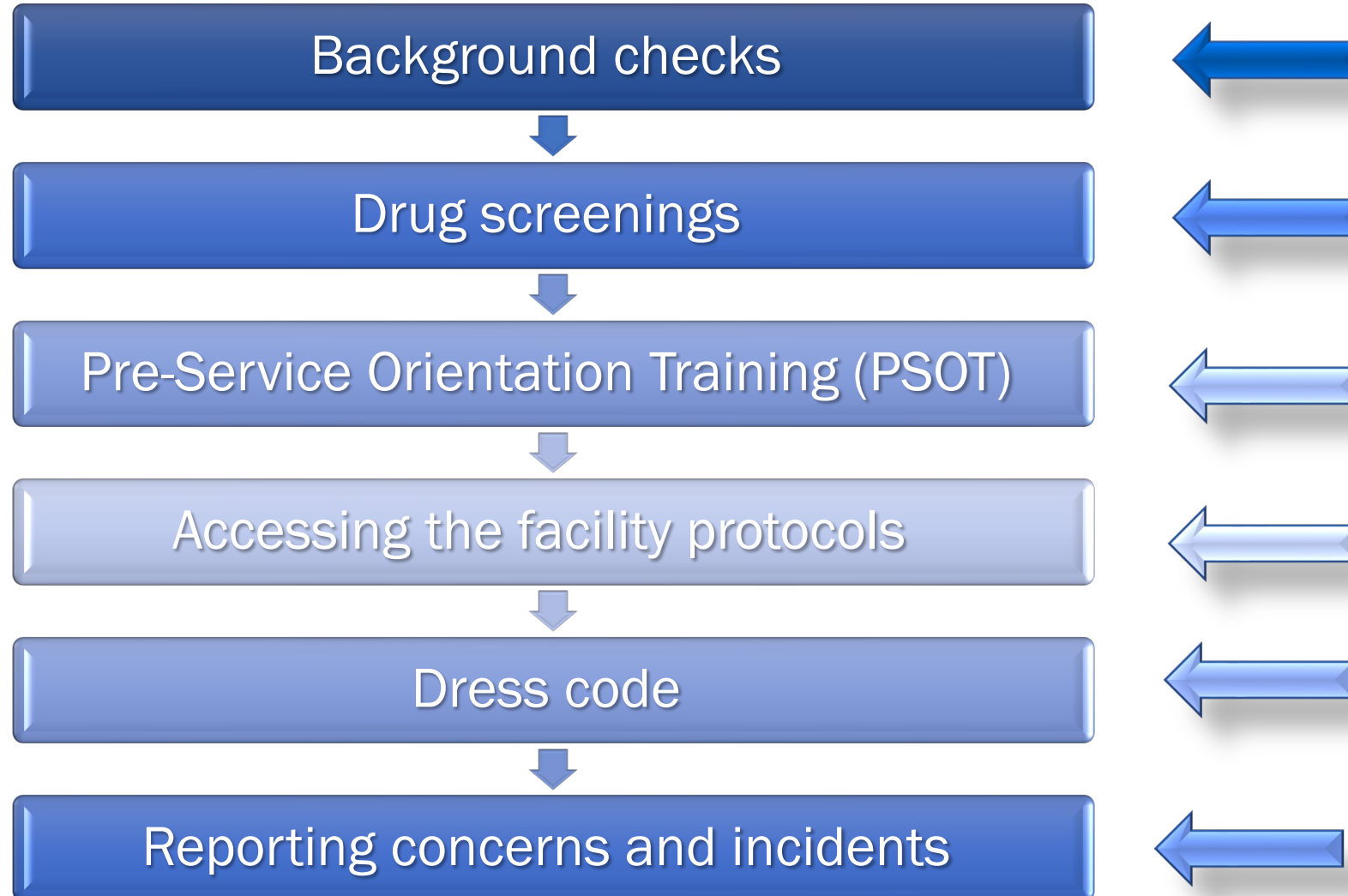


CEJA Returning Residents Clean Jobs Training Program Chapter 3: Safety and Security

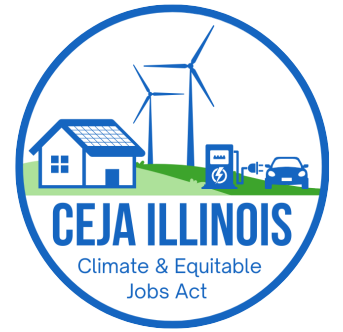


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Facility Safety and Security



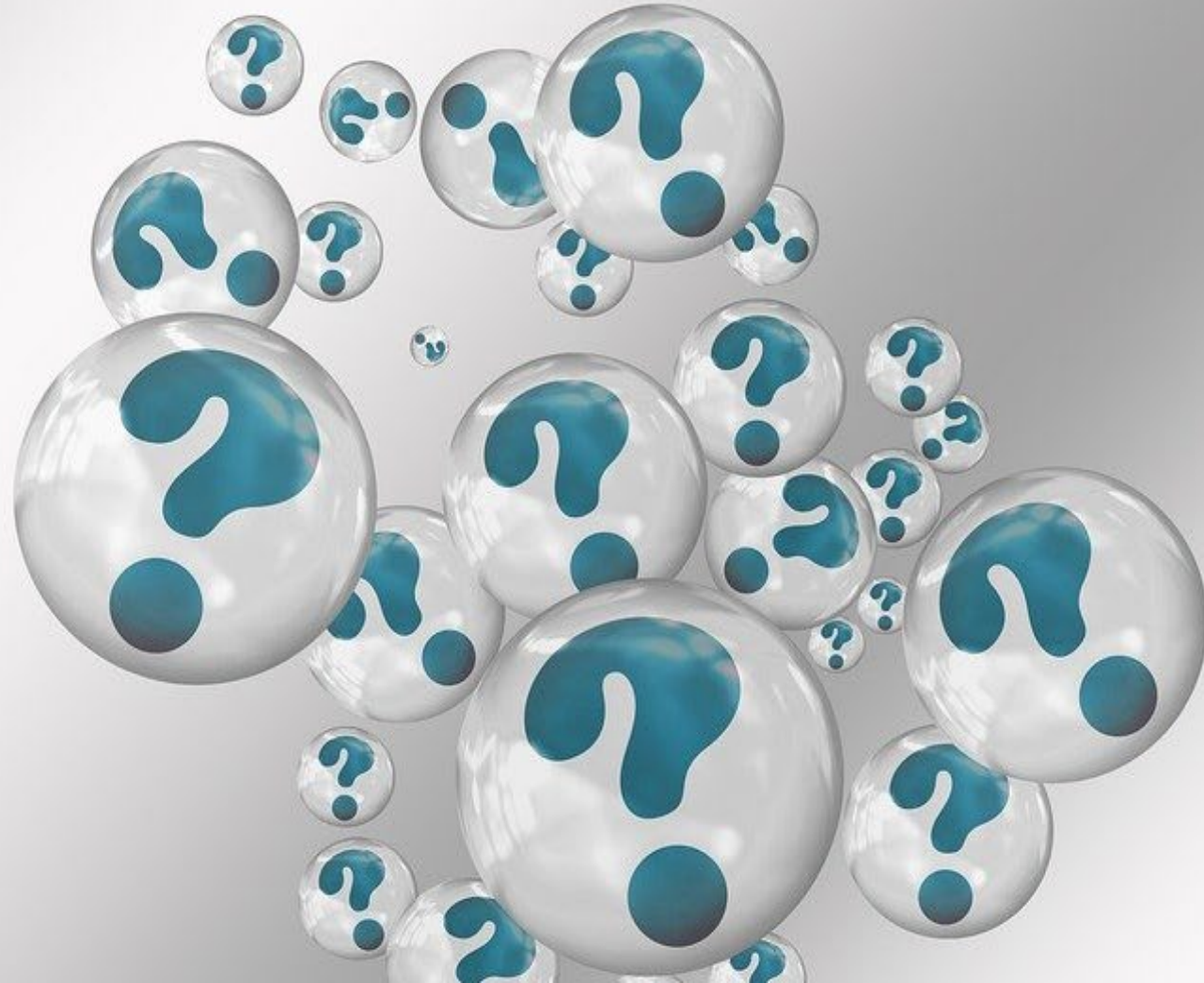
Technology and Equipment

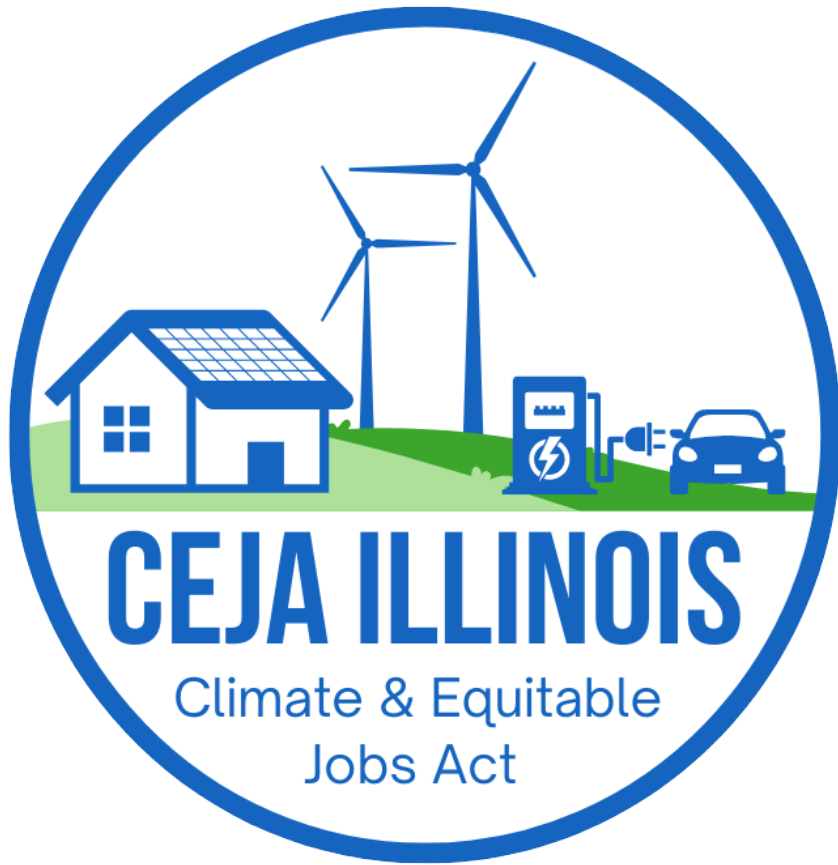


- On-site restrictions
- Technology procurement (DoIT)
- Technology Storage



Any Questions?





CEJA Returning Residents Clean Jobs Training Program Chapter 2



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Chapter 2:

Equity and Program Culture



Returning Resident Clean Jobs Training Program 2024-25 Program Manual

Chapter 2: Equity and Program Culture

Chapter Overview

By the end of this chapter, grantees will be able to:

- Articulate why equity is at the center of CEJA and the CEJA Returning Resident Clean Jobs Training Program.
- Describe the core equity values that serve as the program's foundation.
- Center equity, diversity, inclusion, welcoming, accessibility, and belonging into the program's culture, each of the program's elements, and each phase of the program.
- Articulate how grantees can demonstrate compliance with federal and state laws that support equity.

The Climate and Equitable Jobs Act (CEJA) workforce programs are equity focused. This chapter will explore how workforce programs can foster an equity-focused program culture that empowers participants to engage fully, develop professionally, and reach their fullest potential.

Building an Equitable Clean Energy Workforce

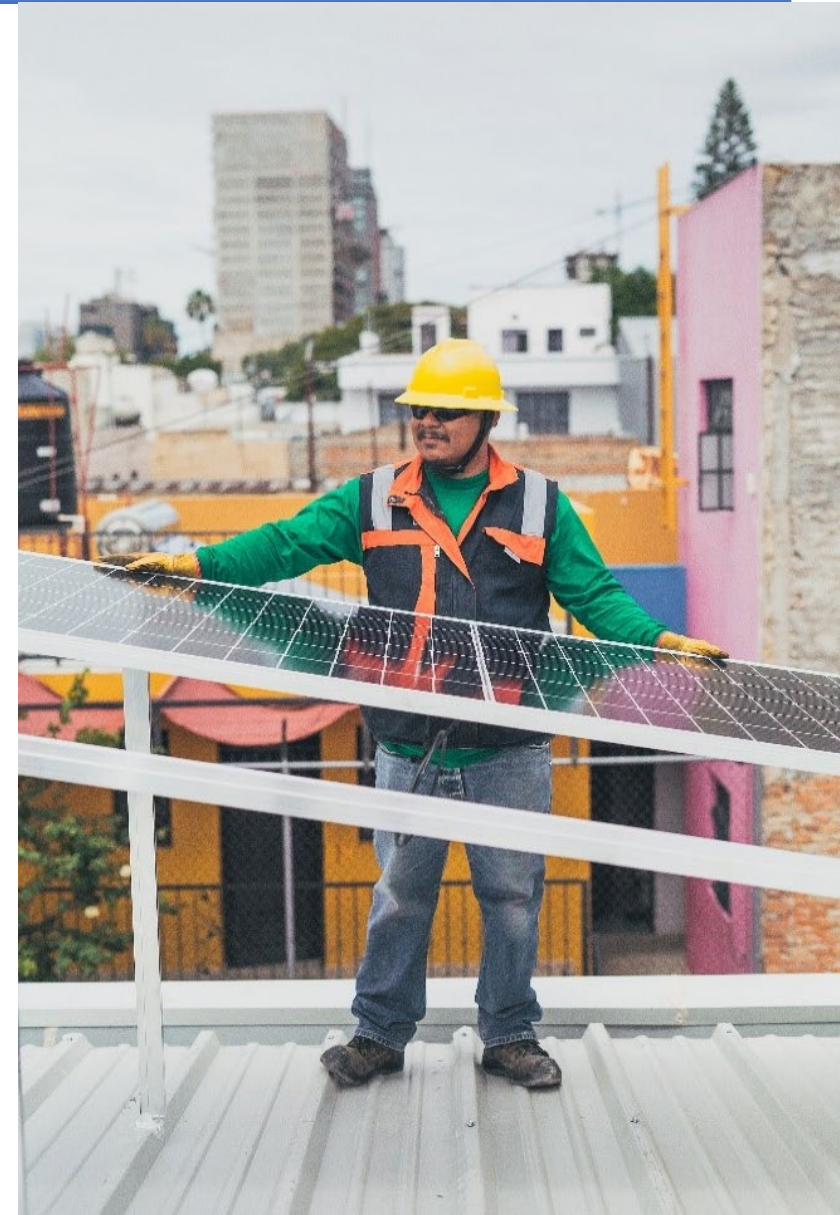
The CEJA Returning Resident Clean Jobs Training Program, as part of the **Climate and Equitable Jobs Act** legislation, was uniquely designed to:

- Provide training and career pathways for targeted groups that have historically been left out of workforce opportunities in clean energy, including:
 - People who live in environmental justice and R3 communities.
 - People with barriers to employment, including **formerly incarcerated** people.
 - People who are current or former members of the foster care system.
 - Displaced energy workers.
- Help people build careers in clean energy that provide sustainable living wages, contributing to economic independence.
- Remove barriers to training participation and job attainment.
- Provide participants with the skills for lifelong job security.

Chapter 2 Overview

This chapter in the Program Manual provides information:

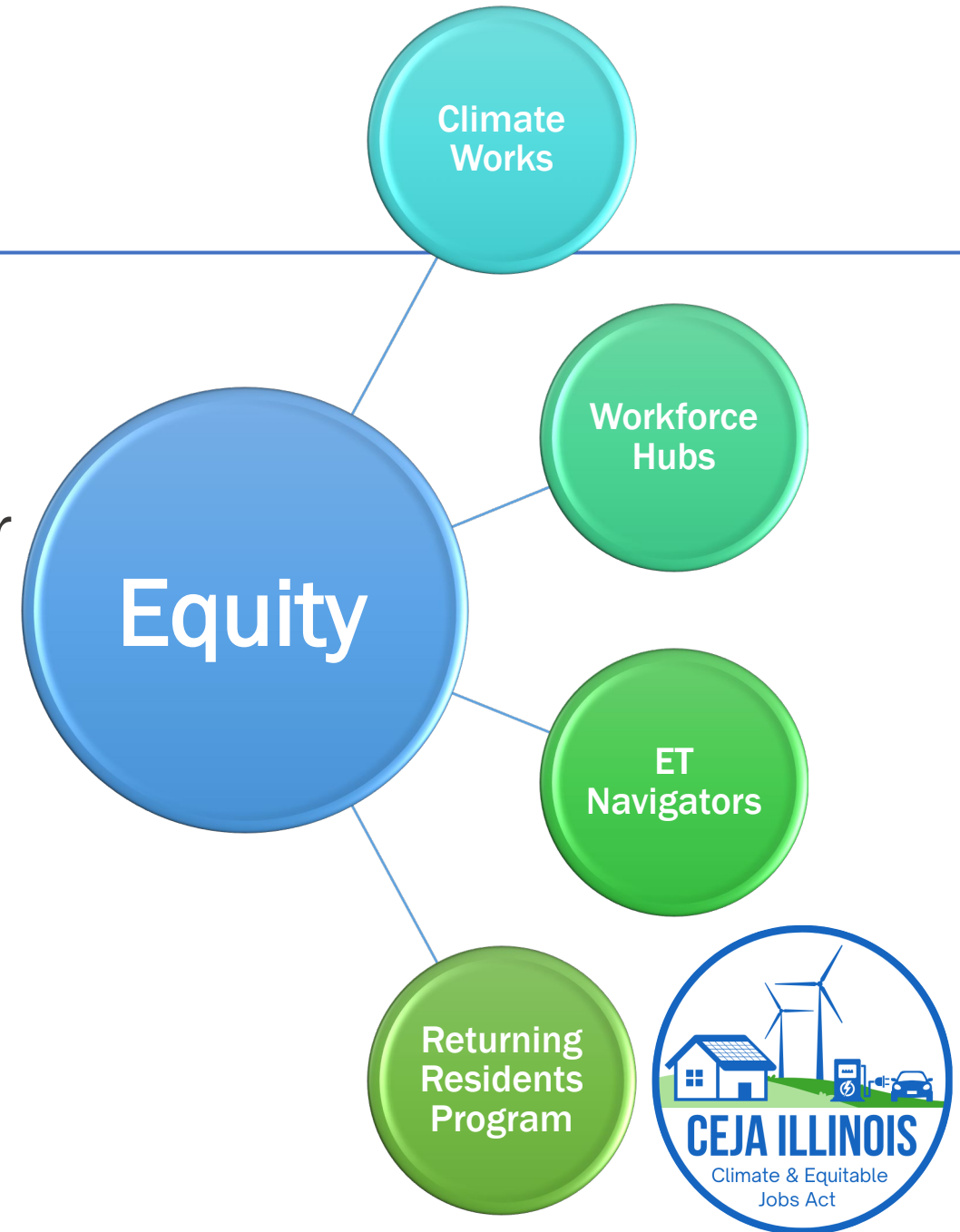
- Articulating why equity is at the center of CEJA and the CEJA Returning Residents Clean Jobs Training Program.
- Describing the core equity values that serve as the program's foundation.
- Centering equity, diversity, inclusion, welcoming, accessibility, and belonging in the program's culture, each of the program's elements, and each phase of the program.
- Articulating how grantees can demonstrate compliance with federal and state laws that support equity.



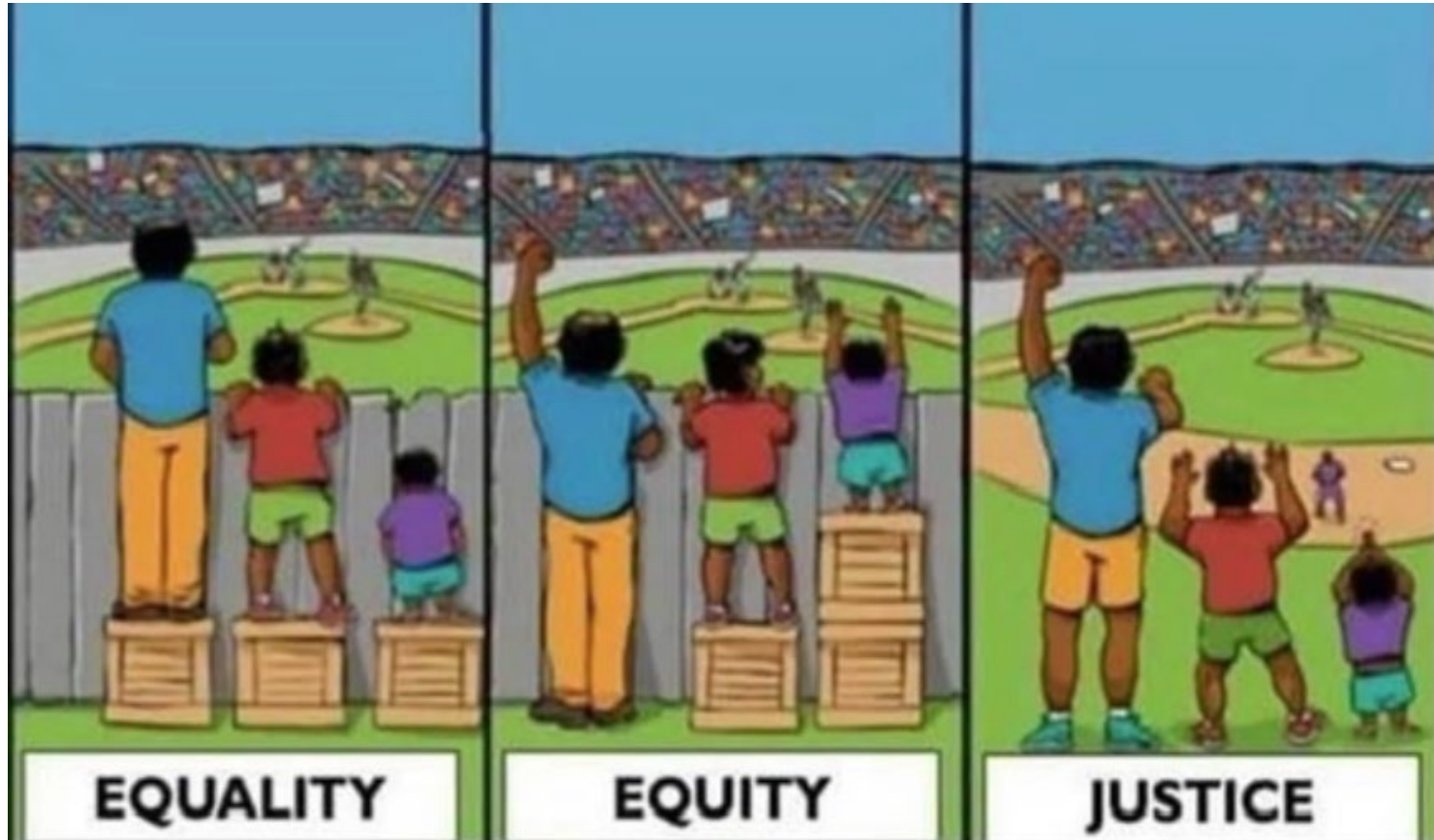
CEJA: Equity at the Center

CEJA Workforce Programs **center equity** to:

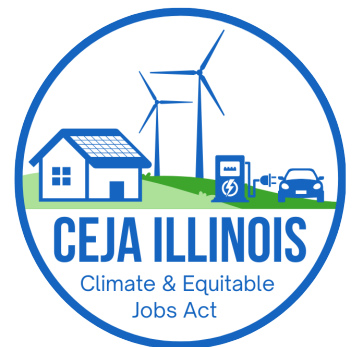
- Provide training and career pathways for equity-investment eligible participants.
- Provide eligible participants with the skills for lifelong job security.



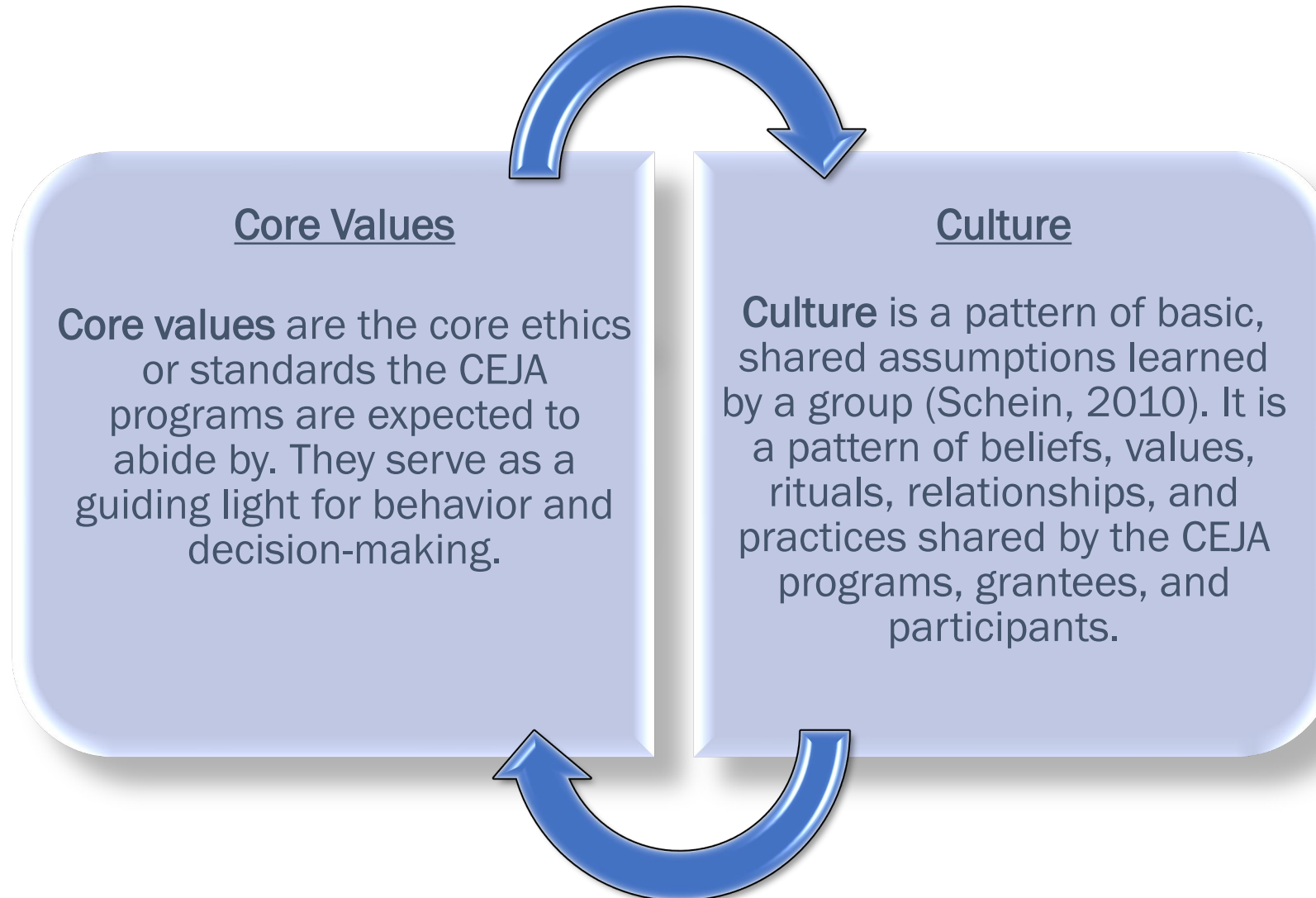
CEJA Workforce Programs Center Equity



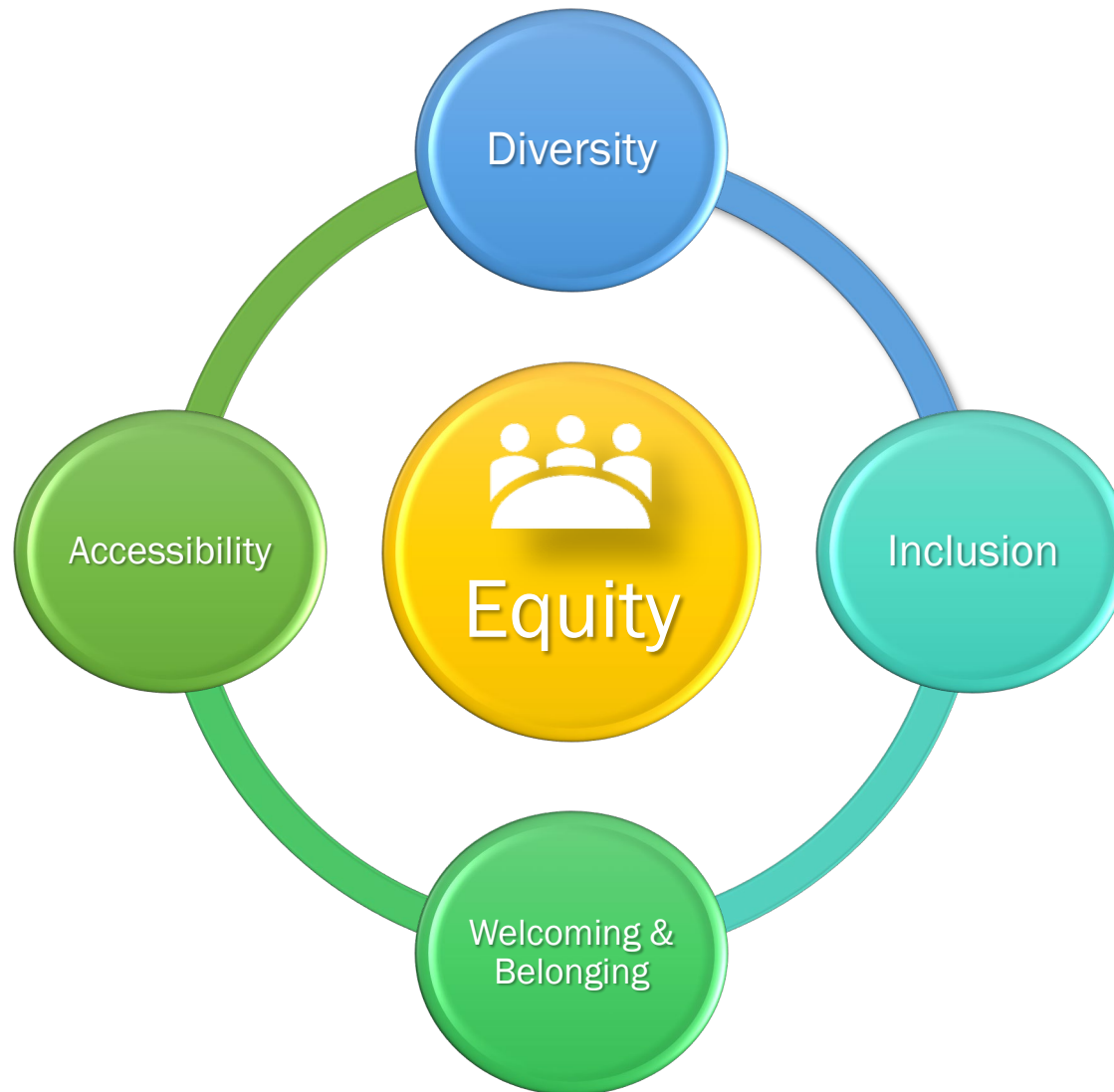
Equity recognizes that each person has different circumstances. It allocates resources based on need and removes barriers to reach the desired outcome.



Equity Focused Culture and Values

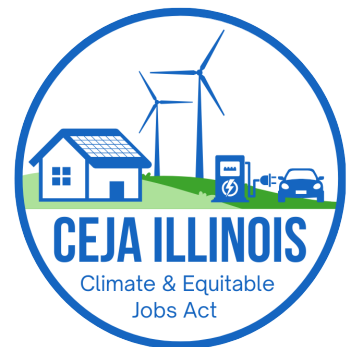


Core Equity Values



Chat Question

*“When thinking about delivering the Returning Residents Program, what does an **equity focus** look like compared to an **equality focus**?”*



Chat Question

“What are some specific barriers returning residents may face when acclimating back into society?”



Learning Styles

Assessments:

- Reflective writing prompts
- Dialogue/informal interviews
- Aptitude tests/quizzes

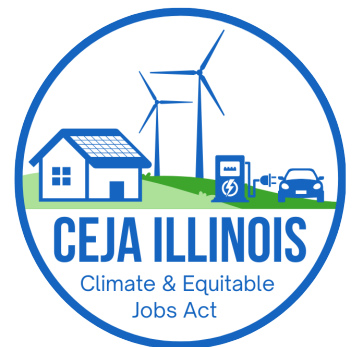
Evaluations:

- Role-playing on-the-job scenarios
- Formal demonstrations with evaluation and feedback by the instructor



Chat Question

“What additional tools might you use when assessing or evaluating your participants?”



Student Support Services

Student Support Services	Within IDOC	Within & Outside IDOC	Outside IDOC
Technology Training/Digital Literacy	X		
Tutoring (especially in math)	X		
Make-up Classes	X		
Retesting	X		
Educational Enrichment	X		
Mentoring/Coaching	X		
Course Packets	X		
Industry Credential Test Preparation	X		
Credit/Credentials Transcription		X	



Core Equity Values In Action

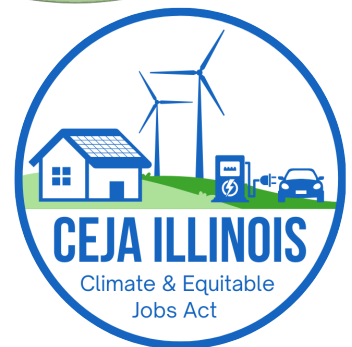
Empower for
resilience
and self-
sufficiency

Embrace
difference by
cultivating
cultural
competence

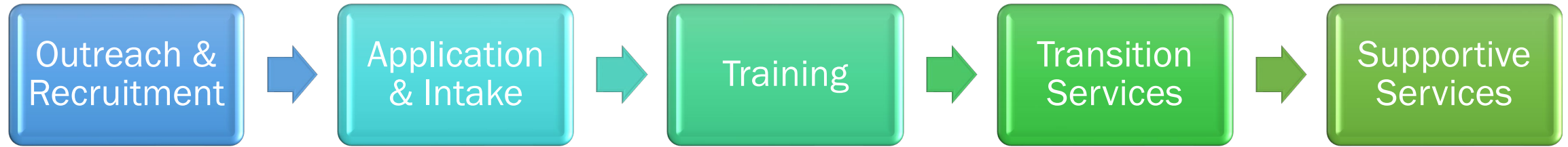
Overcome
barriers to
participation
&
completion

Build a
community
of
collaboration

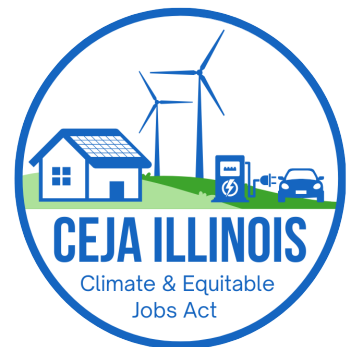
Track and
measure
success



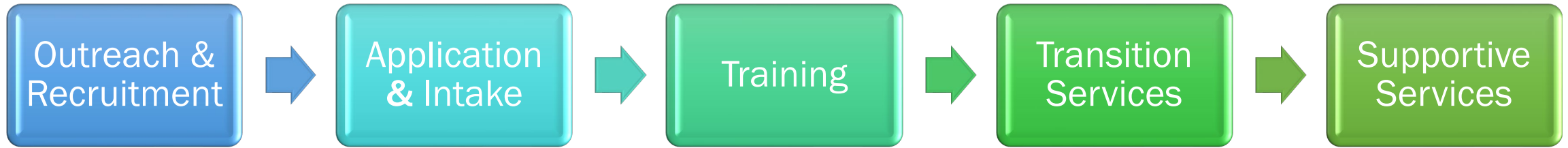
Core Equity Values and the Participant Lifecycle



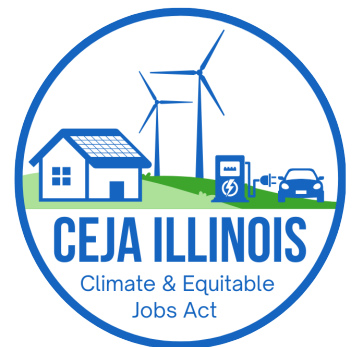
Equity Values: Diversity, Inclusion, Welcoming, Belonging, and Accessibility



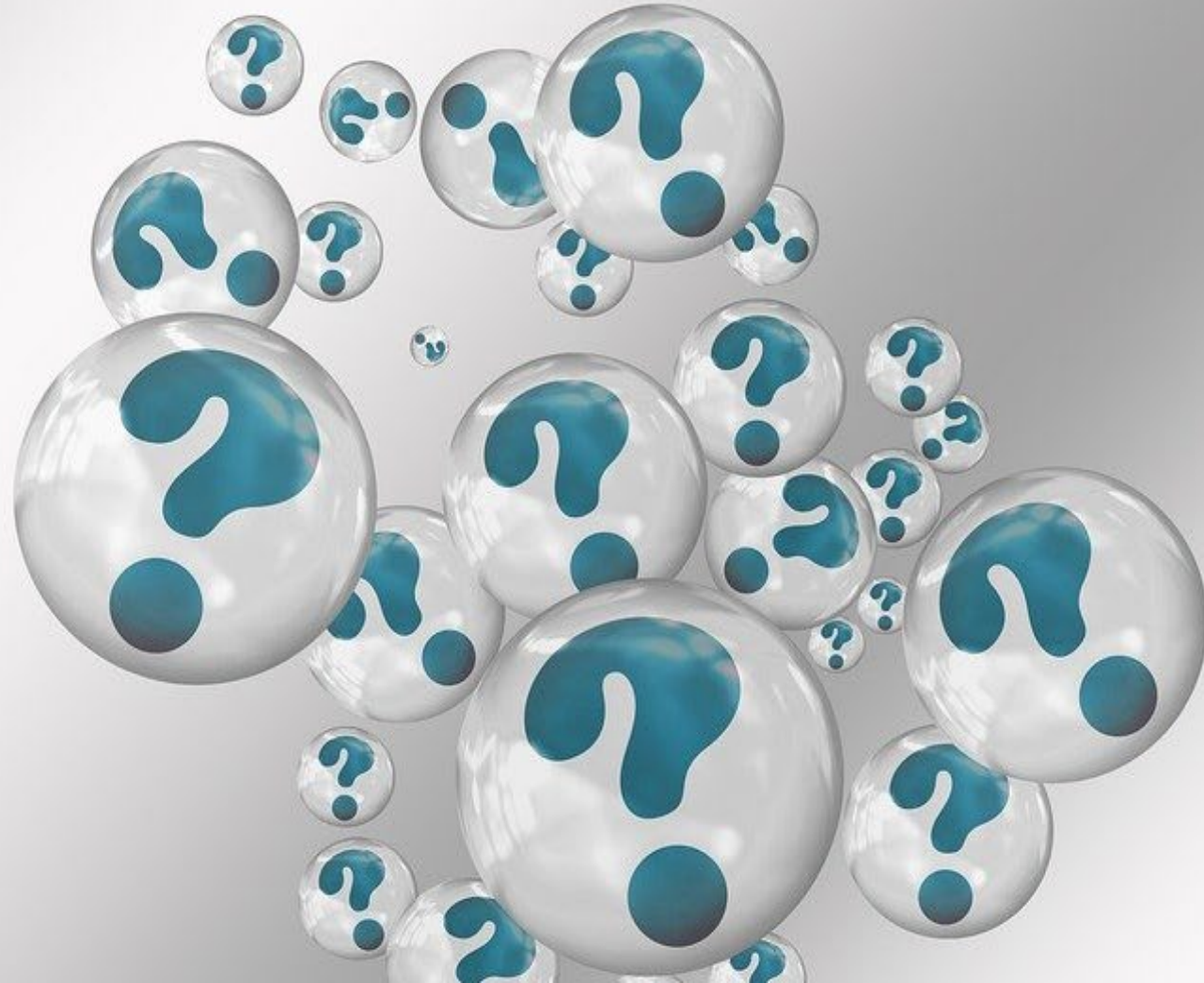
Breakout Discussion: How might the Core Equity Values be integrated into the Participant Lifecycle?



Equity Values: Diversity, Inclusion, Welcoming, Belonging, and Accessibility



Any Questions?





COFFEE

5-minute Break





CEJA Returning Residents Clean Jobs Training Program Chapter 11: Finances



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Chapter 11:

Finances



Returning Residents Clean Jobs Training Program 2024-25 Program Manual

Chapter 11: Finances, Records and Reports

Chapter Overview

By the end of the chapter, you will be able to:

- Describe the expectations related to participants' files.
- Utilize the Participant File Checklist to collect and maintain required documents.
- Comply with the Grant Accountability and Transparency Act (GATA) requirements.
- Determine the appropriate use of funds, how to request an advance or budget modification, and how to establish a procurement policy.
- Utilize the Periodic Financial Report (PFR) to submit monthly expenses.
- Explain the fund disbursement process.

This section will set expectations for recordkeeping and management, explore how to submit programmatic and financial reports, and teach the appropriate use of program funds related to expenditures, budget modifications, and procurement.

Recordkeeping

Typically, data entry staff are also responsible for reporting and recordkeeping. **Recordkeeping** is the maintenance of participant records, including all required documents such as applications, certificates, and certifications.

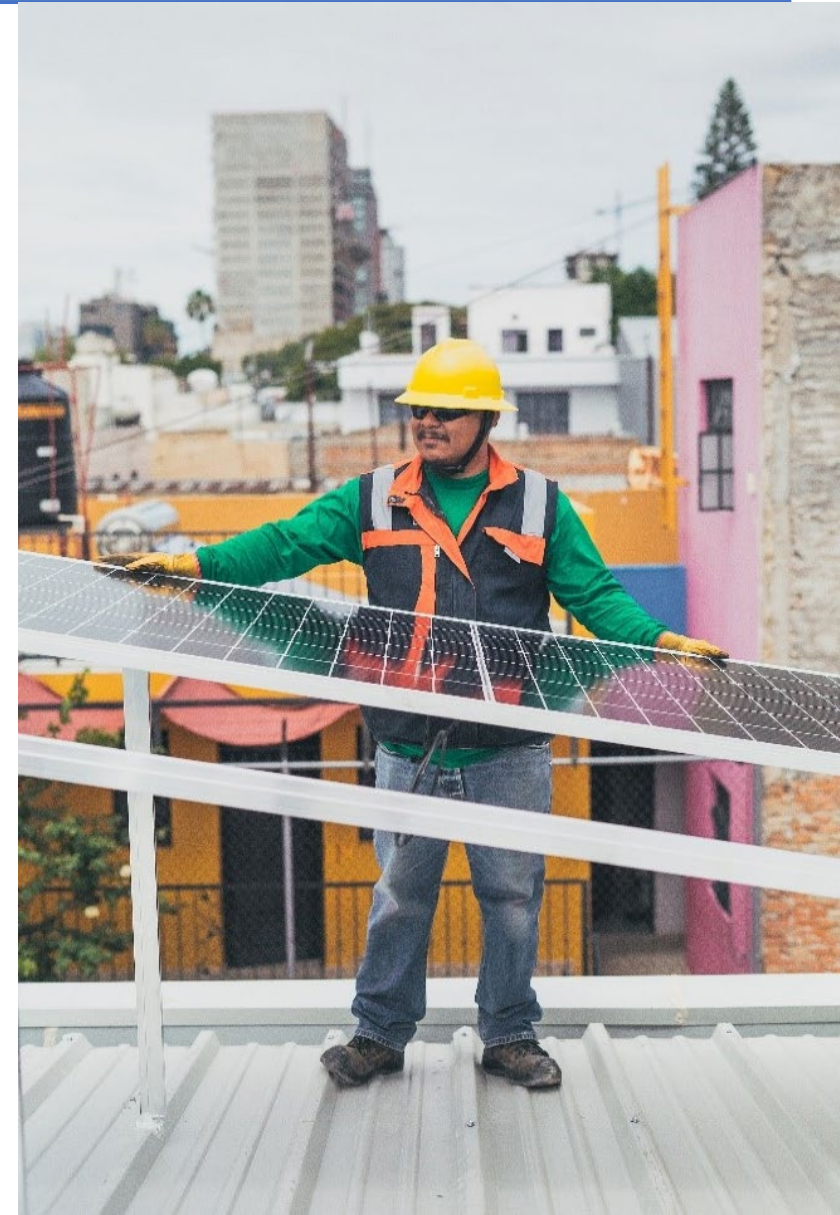
Accurate recordkeeping is necessary to:

- Document that work has been completed.
- Monitor and assess the program.
- Communicate and transfer information across staff and grantees.

Chapter 11 Overview

This chapter in the Program Manual provides information about:

- Describing the expectations related to participants' files.
- Utilization of the Participant File Checklist to collect and maintain required documents.
- Compliance with the Grant Accountability and Transparency Act (GATA) requirements.
- Determining the appropriate use of funds, how to request an advance or budget modification, and how to establish a procurement policy.
- Utilization of the Periodic Financial Report (PFR) to submit monthly expenses.
- Explaining the fund disbursement process.



Recordkeeping and Participant Files

- Recordkeeping
- Participant files
- Participant File Checklist



Reporting Requirements

Illinois Grant Accountability and Transparency Act Welcome to the GATA Grantee Portal

Grantee Portal
Sign In

Amplifund
Sign In

Create Account

Public Account
Help

Partner Account
Help

To access the Portal or Amplifund you must have an Illinois.gov account.

To create an account, click the Create Account button.

For Public domain account help, click the Public Account Help button.

For Partner domain account help, click the Partner Account Help button.



Periodic Performance Report

➤ The Periodic Performance Report (PPR) uses a standard reporting format to collect performance information from grantees

➤ Narrative explanation of progress towards grant deliverables and relationship of expenditures to performance

STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Section	Data Element	Section Instruction for PPR
1	Grantee Name (per UGA)	Enter the name of the grantee exactly as stated in the UGA.
2	Grant Number	Enter the number assigned by the awarding state agency; Grant Number specified in the UGA.
3	Grantee UEI	Enter the grantee's Unique Entity Identifier.
4	CSFA Number	Enter the number assigned to the program through the Catalog of State Financial Assistance.
5	Grantee FEIN	Enter the grantee's Federal Employer Identification Number provided by the Internal Revenue Service.
6	Program Name (per UGA)	Enter the program name exactly as stated in the UGA.
7	Assistance Listing Number(s)	Enter the number(s) associated with the federal Assistance Listing(s) as stated in the UGA. List each if multiple federal awards fund the program.
8	State Agency (Grantor)	Enter the name of the state agency awarding the grant as identified in the UGA.
9	Agreement Period	Enter the agreement period established in the Grant Agreement. This may span multiple years, based on the terms of the UGA.
10	Report Period End Date	Enter the ending date of the reporting period. The reporting periods are specified in the UGA.
11	Final Report?	Mark appropriate box. Check "yes" only if this is the final or last PPR for the Agreement Period specified in Section 9.
12	Report Frequency	Select the appropriate term corresponding to the requirements specified in the UGA. "Other" may be used when a different reporting schedule is required due to Specific Conditions. State the frequency as state in the UGA Specific Conditions.
13	Prepared Date:	Enter date the PPR was prepared by the grantee.
		Responses to Sections 14 - 22 may be provided in a separate format. All grantees must complete Section 23.
14	Deliverable (if applicable)	List all high-level deliverables required under the current, approved UGA. Enter one Deliverable per row. Examples of Deliverables could include: <ul style="list-style-type: none">o Provide IT trainingo Purchase equipmento Hire contractorso Conduct workshopo Submit document As delineated in the UGA, "Deliverables" are not "Performance Measures." Performance Measures are addressed in Section 18 - 22. Grantees are not required to report on deliverables that were due and completed in prior reporting periods.
15	Due Date	Per the current, approved UGA, enter the Due Date for the corresponding Deliverable. This date may fall outside the time frame of the current PPR.
16	Date Completed	Enter the date the Deliverable task was completed. If the task has not yet been completed, leave this cell blank.

Periodic Performance Report

- The PPR is due within 30 days of the end of each quarter
- Submission instructions are included in your grantee manual


STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

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15	Due Date	

Periodic Financial Report

- The Periodic Financial Report (PFR) uses a standard reporting format to collect grant-related financial information from grantees
- Details about grant budget and grant expenditures

STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

 Section Instruction for PFR

Section	Data Element	Section Instruction for PFR
	State Agency/Grantor	State Awarding Agency Name.
(a)	Grantee Name	Enter the name of the grantee as exactly stated in the UGA.
(b)	Grant Number	Number assigned by the state awarding agency to the grant award and specified in the UGA.
(c)	CSFA	Number assigned through the Catalog of State Financial Assistance.
(d)	Assistance Listing	Enter the federal Assistance Listing number(s) (formerly CFDA) as stated in the UGA. List each number if more than one.
(e)	Appropriation Number(s) (State Agency Use Only)	Enter the federal Assistance Listing number(s) (formerly CFDA) as stated in the UGA. List each number if more than one.
(f)	FEIN Number	(For State Agency Use Only) Enter the 16 digit State Appropriation code(s) that fund the grant.
(g)	UEI	Enter the grantee's Federal Employer Identification Number provided by the Internal Revenue Service.
(h)	Program Name and/or Code	Enter the grantee's Unique Entity Identifier assigned by sam.gov.
(i)	Date Prepared	Enter the grantee's Unique Entity Identifier assigned by sam.gov.
(j)	Agreement Period	Enter the program name and / or code exactly stated in the UGA.
(k)	Report Period	Enter date PFR was developed and submitted by the grantee to the awarding state agency.
(l)	Final Report for Award Period	Indicate the start and end date established in the UGA. This may span multiple years, based on the terms of the UGA.
(m)	No changes from prior reporting period and/or No new expenses	Enter the start and ending date of the reporting period. The reporting frequency is specified in the UGA.
(n)	Indirect Cost Rate	Mark the box to identify this PFR is the final report required for the Agreement Period specified in Section (j).
(o)	Approved Indirect Cost Rate Base	Mark the box if there are no changes from the prior reporting period and/or no new expenses.
(p)	Program Restrictions	Enter the Indirect Cost Rate percentage (%) as accepted by your State Cognizant Agency for indirect cost reimbursement on this particular award. (Example: 10%) - If no indirect cost reimbursement is requested please enter 0%
(q)	List of Restrictions	Enter the Indirect Cost Base description as accepted by your State Cognizant Agency for indirect cost reimbursement on this particular award. (Example: Modified Total Direct Costs - MTDC) - If no indirect cost reimbursement is requested please enter N/A.
(r)	Mandatory Match %	Based on the UGA, select "Yes" or "No" to indicate if there are funding-related program restrictions that will be monitored.
(s)	Specify Match	Specify the program restriction(s) if Section (p) was marked "Yes". If the UGA includes a mandatory match, select "Yes" and identify percentage in the field provided. If the UGA does not include a mandatory match, select "No". Specify the match percentage if Section (r) was marked "Yes".

GOMBGAT U-4002 (N-08-17) - Periodic Financial Report Printed by Authority of the State of Illinois -0- Copies

Periodic Financial Report

- The PFR is due within 30 days of the end of each quarter
- Submission instructions are included in your grantee manual

STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

Section Instruction for PFR

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(f)	FEIN Number	(For State Agency Use Only) Enter the 16 digit State Appropriation code(s) that fund the grant.
(g)	UEI	Enter the grantee's Federal Employer Identification Number provided by the Internal Revenue Service.
(h)	Program Name and/or Code	Enter the grantee's Unique Entity Identifier assigned by sam.gov.
(i)	Date Prepared	Enter the grantee's Unique Entity Identifier assigned by sam.gov.
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(k)	Report Period	Enter the date PFR was developed and submitted by the grantee to the awarding state agency.
(l)	Final Report for Award Period	Enter date PFR was developed and submitted by the grantee to the awarding state agency.
(m)	No changes from prior reporting period and/or No new expenses	Indicate the start and end date established in the UGA. This may span multiple years, based on the terms of the UGA.
(n)	Indirect Cost Rate	Enter the start and ending date of the reporting period. The reporting frequency is specified in Section (j).
(o)	Approved Indirect Cost Rate Base	Mark the box to identify this PFR is the final report required for the Agreement Period specified in Section (j).
(p)	Program Restrictions	Mark the box if there are no changes from the prior reporting period and/or no new expenses.
(q)	List of Restrictions	Enter the Indirect Cost Rate percentage (%) as accepted by your State Cognizant Agency for indirect cost reimbursement on this particular award. (Example: 10%) - If no indirect cost reimbursement is requested please enter 0%
(r)	Mandatory Match %	Enter the Indirect Cost Base description as accepted by your State Cognizant Agency for indirect cost reimbursement on this particular award. (Example: Modified Total Direct Costs - MTDC) - If no indirect cost reimbursement is requested please enter N/A.
(s)	Specify Match	Based on the UGA, select "Yes" or "No" to indicate if there are funding-related program restrictions that will be monitored. Specify the program restriction(s) if Section (p) was marked "Yes". If the UGA includes a mandatory match, select "Yes" and identify percentage in the field provided. If the UGA does not include a mandatory match, select "No". Specify the match percentage if Section (r) was marked "Yes".

GOMBGATU-4002 (N-08-17) - Periodic Financial Report

Printed by Authority of the State of Illinois

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Fiscal Reporting Requirements

- The Grantee's financial management system shall be structured to provide for accurate, current, and complete disclosure of the financial results.
- Grantees must request funds through GRS.
- The system must allow the tracking of funds to ensure they have been expended appropriately.



Appropriate Use of Funds

- The Returning Residents Program is a reimbursement based grant
- Funds shall only be used for the purposes expressly permitted by the grant agreement
 - Recruit, prescreen, and provide training
 - Provide pathways and manage the transition to a clean energy job or advanced training program
- Allowable costs are detailed in the grantee manuals
- Budget modifications are allowed
 - Submit an updated budget to your grant manager



Advances

- Grantees may request an advance of their grant award.
 - Up to 20% of the overall grant award.
- Advances must be requested during grant negotiations or within the first three months of the performance period.
 - Formal letter to the assigned Grant Manager on organization letterhead.

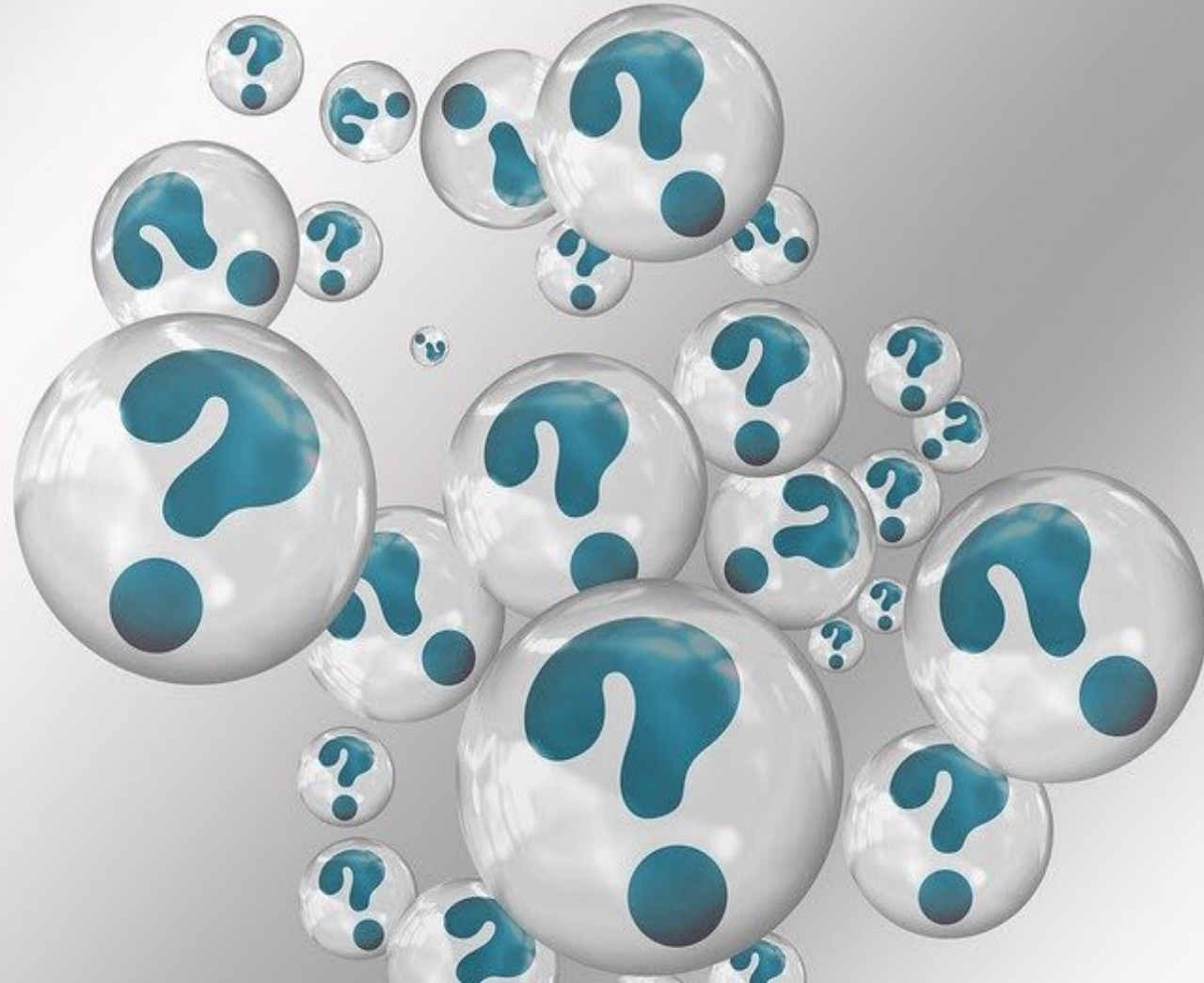


Procurement Policy

DCEO Grantee Resources



Any Questions?





CEJA Returning Residents Clean Jobs Training Program Reporting System



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

CEJA Reporting System



- Outreach Tracking
- Program Entry
- Supportive Services
- Training Program Tracking
- Transition Services
- Follow-up Services



CEJA Reporting System



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

This guide is intended to be used by grantees participating in the Climate Works program. This site will be updated ongoing as the projects progress and materials are needed.

Only partner accounts that have been granted access will see this program listed in their Customer Support Center Group list.

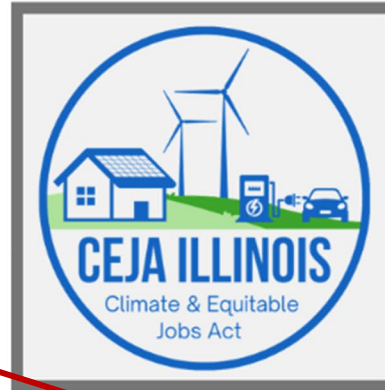


Access the CEJA Reporting System.

[Access CEJA Policy Documents](#)



View the [CEJA Reporting System Quick Start Guide](#) and [Quick Start Instructions](#).



Login to your account

User name

Password

☐ Remember me

Sign-In

Priority Grantee Responsibilities

Grant
Establishment

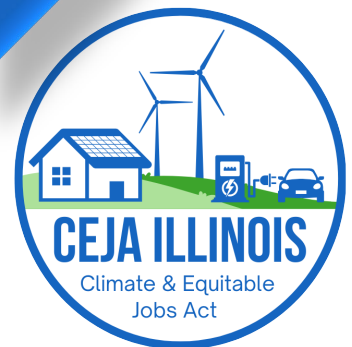
Workplan
Approval

Curriculum
Approval

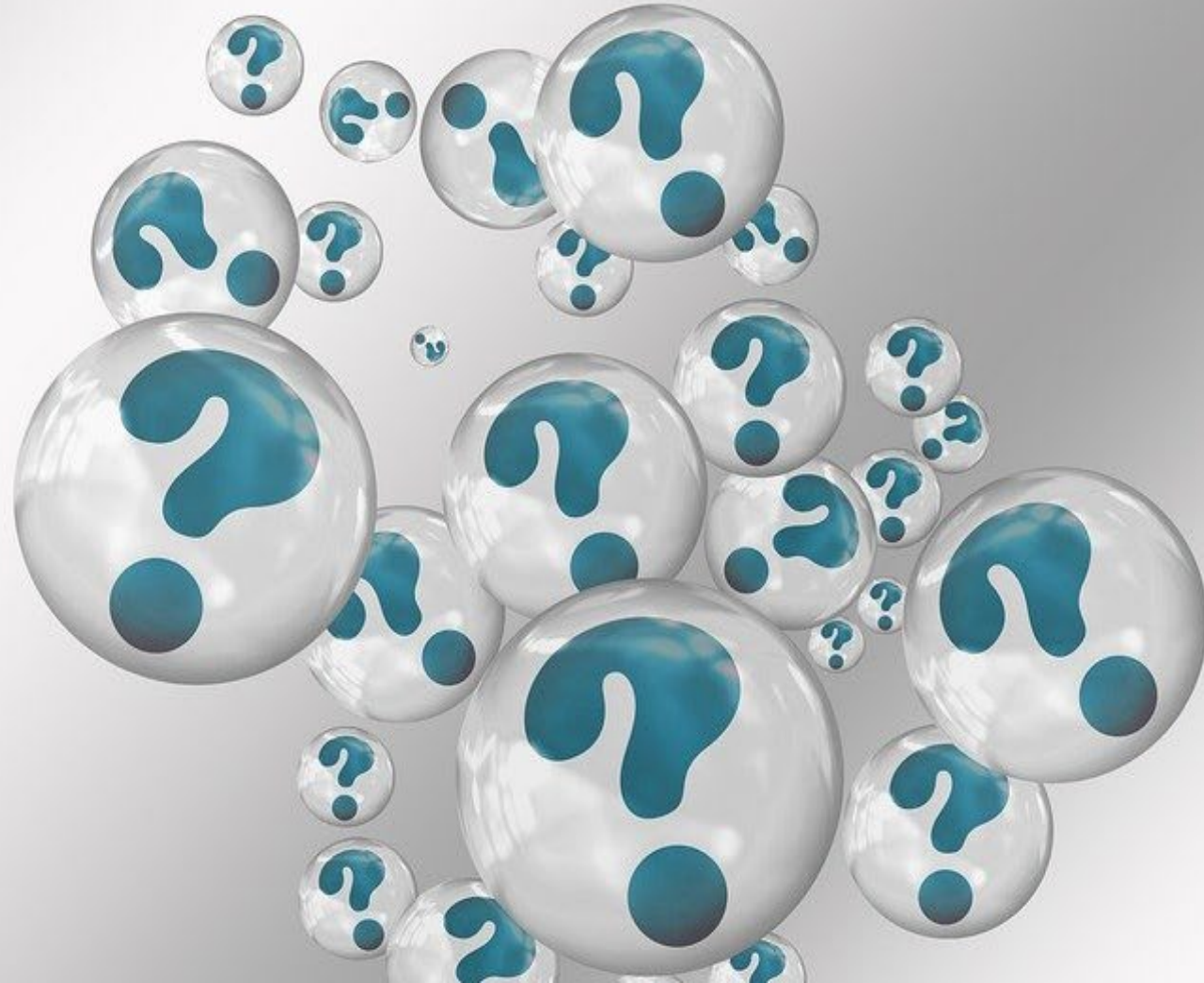
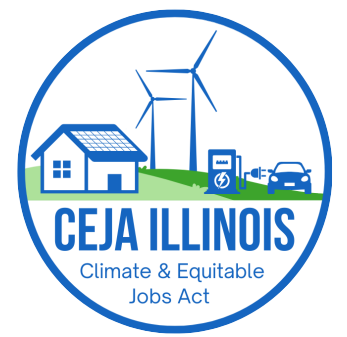
Policies
Approval

Grant
Implementation

Ongoing
Technical
Assistance



Any Questions?



Upcoming Orientation Sessions

Date	Session Topic	Preparation . . .
April 28, 10am-12pm	Returning Residents Orientation Session 1 Part A	Chapters 1, 3, 2, 11, 10 Complete!
April 29, 11am-12pm	Returning Residents Orientation Session 1 Part B: Getting Set Up in the CEJA Reporting System	
May 12, 10am-12pm	Returning Residents Orientation Session 2 Part A	Chapters 6, 9, 4-7
May 13, 11am-12pm	Returning Residents Orientation Session 2 Part B	
May 19, 1pm-3pm	Returning Residents Orientation Session 3 Part A	Chapter 8
May 20, 11am-12pm	Returning Residents Orientation Session 3 Part B	

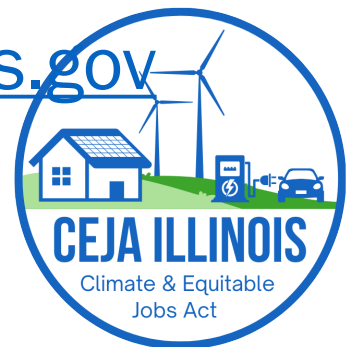
Contact Us

CEJA Grant Managers

- Returning Residents:
Connor Bertram, connor.bertrand@illinois.gov

CEJA Regional Administrators

- Northern Illinois: Larry Dawson, larry.dawson@illinois.gov
- Central Illinois: Nate Keener, nate.keener@illinois.gov
- Southern Illinois: Michelle Cerutti, michelle.cerutti@illinois.gov



Evaluation: Feedback



<https://forms.office.com/r/4MMHRWW5CS>



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