



Department of Commerce & Economic Opportunity (DCEO)
Office of Employment and Training



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

Illinois 2021 Apprenticeship Expansion

Apprenticeship Illinois Intermediary Program Guide

October 2022



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Chapter 1 – Grantee Contact Information

Contact Information

Please contact us at any time with questions about your grant agreement, implementing your grant-funded project, reporting requirements, reimbursement procedures, supporting documentation due dates, and other related matters. Please direct inquiries to your assigned grant manager.

Email Address

We encourage grantees to submit all questions, forms, and paperwork to our office electronically. Please email correspondence to Chase Martin, Apprenticeship Expansion Program Grant Manager (Chase.Martin2@Illinois.gov). Please include your grant number and topic in the subject line and body of all email correspondence.

Mailing Address

Illinois Department of Commerce and Economic Opportunity
Office of Employment and Training
Attn: Apprenticeship Expansion Program
500 E Monroe Street
Springfield, IL 60601

Grantee Information Webpage

This document, required forms, examples of acceptable match documentation, reimbursement source documentation, and logos are available for download on the Apprenticeship Illinois Partner Guide at: <https://www.illinoisworknet.com/partners/Pages/Apprenticeship.aspx>. Additional information is posted on the Illinois Department of Commerce and Economic Opportunity at: <https://www2.illinois.gov/dceo/AboutDCEO/GrantOpportunities/Pages/GranteeResources.aspx>.

Chapter 2 – Apprenticeship Illinois Program Design

Program Overview

Illinois' 2021 Apprenticeship Expansion Program is focused on expanding and diversifying DOL registered apprenticeships in the state. The program is administered by the Illinois Department of Commerce and Economic Opportunity ("Illinois Department of Commerce," "Commerce" or "the Department") in conjunction with the Illinois Workforce Innovation Board (IWIB) Apprenticeship Illinois Committee and the partner agencies that administer workforce education and economic development programs under the Workforce Innovation and Opportunity Act (WIOA). Commerce is the state agency responsible for the administration of the WIOA Statewide Activities Program and Apprenticeship State Expansion Program funded by the U.S. Department of Labor (USDOL). The objective of this program is to fund proposals that will ultimately result in a total of 750 new registered apprenticeship programs by the end of 2024. It is Illinois' goal to use this NOFO to increase apprenticeship opportunities for historically underrepresented populations, including but not limited to: individuals with disabilities; youth from underserved communities; older workers; returning citizens from incarceration; and workers in jobs that have been severely impacted by COVID, such as the Arts, Entertainment Recreation and Accommodation industry.

Program Background

Apprenticeship is an industry-driven, high-quality career pathway in which workers can obtain paid work experience, classroom instruction, and transferable credentials while job creators develop and prepare their future workforce. Apprenticeship programs enable job creators to develop and train their future workforce while offering career seekers affordable paths to secure high-paying jobs. Apprenticeship programs are distinguished from other types of workplace training models by several factors:

- Apprentices are paid by their employers during training.
- Apprenticeship programs provide on-the-job learning and job-related classroom training.
- On-the-job learning is conducted in the work setting under the direction of a mentor(s); and
- Training results in an industry-recognized and portable credential.
- Apprenticeship is a flexible training model that can be customized to meet the needs of every business and industry.

Apprenticeship programs help employers

- Recruit and develop a diverse and highly skilled workforce that helps grow their business.
- Improve productivity, profitability, and an employer's bottom line.
- Create flexible training options that ensure workers develop the right skills.
- Receive tax credits and employee tuition benefits in participating states.
- Increase staff loyalty and retention of workers, during and following the apprenticeship.
- Provide efficient and cost-effective ways to keep staffing at the best level to meet goals and support apprentices by beginning a solid career and growing their skills without taking on substantial amounts of college debt.

Program Model – Apprenticeship Illinois

The Department and the IWIB Apprenticeship Illinois Committee have determined that the support for apprenticeship intermediaries and regional navigators will build the foundation for apprenticeship expansion in Illinois. Regional apprenticeship navigators and apprenticeship intermediaries represent two important sides of a statewide apprenticeship system: navigators represent the demand side, e.g., businesses who want to host apprenticeships, and intermediaries represent the supply side, e.g., the institutions and/or partnerships that coordinate and/or implement apprenticeship programs, including recruiting potential apprentices and preparing them to enter apprenticeships. This model also facilitates the capacity of both the employer and the Department of Labor Office of Apprenticeship to administer and expand registered apprenticeship programs.

Program Approach: Apprenticeship Intermediaries

Apprenticeship Intermediaries sponsor and/or coordinate the apprenticeship programs, coordinate with employers to hire, and mentor apprentices, facilitate program development and the provision of related technical instruction, and manage other components of the program. They aggregate the needs of employers and coordinate apprenticeship programs with and for them. They ease the burden for businesses, particularly small companies that do not have the personnel to execute such tasks, by performing administrative responsibilities such as registering businesses and apprentices, tracking activities, and reporting results.

A major goal of these grants is to increase the number of registered apprentices in Illinois. These grants will leverage the activity of established intermediaries that supplement both existing and emerging programs. This NOFO will support organizations that have existing apprenticeship programs in place or can quickly operationalize emerging apprenticeship programs, with a focus on the ability to immediately recruit and register apprentices. This NOFO will also support projects that proactively create recruiting, outreach, and support strategies that increase the number of diverse populations enrolling in and completing apprenticeships, including women, minorities, and underserved populations in Illinois (see Target Program Participants). Apprenticeship intermediaries must:

Coordinate with Navigators and Design Registered Apprenticeship Programs

- Coordinate with a regional navigator to facilitate the registration of new programs with the USDOL Office of Apprenticeship or expansion of existing programs. (Intermediaries are not primarily responsible for recruiting employers to host apprenticeships.)
- Create registered apprenticeship program standards.
- Develop the program design and coordinate the program activities including recruitment, assessment, case management, related technical training, work-based training, supportive service, and placement of participants.
- Support pre-apprenticeship activities only if the participant will be enrolled as a registered apprentice during the grant period.
- Utilize U.S. Department of Labor's Office of Apprenticeship marketing and outreach materials to expand the understanding of apprenticeship and promote apprenticeship to businesses and workers.

Recruit Apprentices and Prepare Them for Apprenticeships

- Target program participants listed below and create a plan for marketing, outreach, wraparound supports, and accommodations.
- Coordinate with LWIAs to leverage WIOA services designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with skilled workers needed to grow the economy. Cultivate a well-prepared, diverse talent pool with an emphasis on recruiting and preparing under-represented populations, especially women and people of color; recruiting should align with the local population and targets.
- Provide informational sessions on available or soon-to-be available programs.
- Demonstrate knowledge of diversity, equity, and inclusion of apprenticeship occupations and industries. Apprenticeship models, including recruitment, partnerships, pre-apprenticeship models, and training should consider the experience of women and people of color in the industry: hiring, advancement, retention, and earnings; as well as advance conditions that increase access, enrollment, and completion for women and people of color.

Implement and Manage Apprenticeship Partnerships or Programs

- Manage or coordinate the placement and training of registered apprentices.
- Intermediary organizations function as apprenticeship program sponsors to manage administrative responsibilities such as registering businesses and apprentices, tracking activities, and reporting results. This eases the burden for businesses, particularly small companies that do not have the personnel to execute such tasks.
- Coordinate with regional navigators to aggregate the needs of small employers within an industry.
- Manage apprenticeship experience for employers, including matchmaking process, mentoring, coaching, employer tax credits, and other needs to facilitate employer participation.
- Coordinate education and learning, necessary support, and retention services coaching from other partner institutions.
- Identify funding and resources to support demonstration projects.

Provide Participant Supports and Coordinate Training

- Coordinate all organizations that support the training and retention of apprentices.
- Utilize resources from other partner organizations for process acceleration that help stakeholders rapidly embrace programs; this includes sharing curricula, standards, and best practices.
- Identify and train mentors for apprentices (mentors provide on-the-job learning).
- Support the development and expansion of apprenticeship programs beyond traditional industries such as construction and manufacturing (see emerging industries below), employers, and occupations. Note: apprenticeship expansion should reflect employer demand and need as evidenced by labor market information and/or alignment with LWIA workforce plans.

Diversity, Equity, and Inclusion

Governor Pritzker identified the need to address workforce equity gaps in the 2019 Action Agenda for Workforce Development and Job Creation at

https://www2.illinois.gov/dceo/whyillinois/Documents/EO3_Full_Report_04.14.19.pdf as well as in the state's 2020-2024 Economic Plan for Illinois at:

<https://www2.illinois.gov/dceo/Documents/IllinoisEconomicPlan2019.10.9.2019.pdf>. It is recognized that there is a significant gap for underrepresented populations in recruitment, retention, and successful completion of registered apprenticeships.

Projects funded under this program must include strategies to address equity including changes in recruitment practices, intentional and inclusive marketing (including using images of women and people of color), addressing discrimination within programs and at workplaces, and offering supports that boost retention and completion, such as childcare, transportation, and career counseling. Apprenticeship Illinois Intermediaries are required to address diversity, equity, and inclusion (DEI) in the programs, including addressing why and how this can be cost-efficient and an effective solution for both the employer and community. Components include:

- Developing and implementing an inclusive marketing strategy.
- Offering career counseling that highlights career pathways in jobs that are in demand.
- Providing support to reduce barriers such as transportation assistance, uniforms, etc.
- Providing retention supports such as mentoring, affinity networks, and more.

Targeted Program Participants

Governor Pritzker, the Illinois Workforce Innovation Board, and state workforce partners are committed to increasing equity in the workforce. A fundamental goal of Apprenticeship Illinois is to increase apprenticeship opportunities for minorities and targeted populations that are underrepresented in registered apprenticeship occupations in Illinois. The applications that serve the targeted populations listed below will be given priority in the merit review process:

- Low-income individuals.
- Individuals with disabilities.
- Returning citizens (previously incarcerated).
- Homeless individuals.
- Justice involved youth.
- Youth who are in the foster care system or have aged out of the foster care system.
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- Eligible migrant and seasonal farmworkers.
- Single parents (including single pregnant women).
- Long-term unemployed individuals.
- Older workers.
- Lesbian, gay, bisexual, and transgender individuals; and
- Minorities that are under-represented in registered apprenticeships in Illinois

Targeted Industries and Occupations

The Department will accept projects that support the targeted industries included in the state and/or regional workforce plans, as appropriate. Applicants must demonstrate how the project will align with state, regional and local workforce plans and/or other resources as part of an analysis of the labor market information. Please review Appendix F for more information regarding the State and Regional Workforce Plans.

Table 1 illustrates Illinois' top growth industries, using data from the Illinois Dept. of Employment Security and Economic Modeling Services, Inc. (EMSI). By expanding Registered Apprenticeship Programs (RAP) talent and business development services, this NOFO will support projects that target industries recovering from pandemic impacts while developing a strong workforce for future growth. The targeted occupations are ideal for RAP development and expansion as they require specialized knowledge and skills best gained through on-the-job training (OJT) and feature strong career pathways opportunities for advancement.

Table 1 – Top Growth Industries in Illinois

Top Growth Industries (2015-20)	2015 Jobs	2020 Jobs	Change	% Change
Transportation and Warehousing	280,877	327,635	46,758	17%
Finance and Insurance	309,387	323,650	14,263	5%
Healthcare and Social Assistance	789,548	800,224	10,676	1%
Professional, Scientific, Tech Service	447,041	456,986	9,945	2%
Construction	268,637	273,442	4,805	2%

Source: *EMSI Analysis*

As outlined in Table 2, industries such as accommodation and food services, retail trade, manufacturing, health care and social assistance, and arts, entertainment, recreation, and hospitality industries are some of the hardest-hit industries in Illinois. Please see Appendix G for more information regarding the impact on the Arts, Entertainment, and Recreation industries. Small businesses have also been severely impacted by the pandemic. The impacts are exacerbated in rural regions such as Southern Illinois, which is still recovering from impacts of de-industrialization, energy economy shifts away from coal, and the loss of companies that employed residents.

Table 2 - Top COVID-19 Impacted Industries in Illinois

Top Impacted Industries (2019-20)	2019 Jobs	2020 Jobs	Change	% Change
Accommodation and Food Services	537,170	445,932	-91,238	-17%
Waste Management and Remediation	466,320	431,544	-34,776	-7%
Retail Trade	607,289	577,907	-29,382	-5%
Manufacturing	592,283	568,359	-23,924	-4%
Health Care and Social Assistance	823,569	800,224	-23,345	-3%
Arts, Entertainment, and Recreation	111,009	88,434	-22,575	-20%

Source: *EMSI Analysis*

Although apprenticeships have been traditionally associated with construction and the trades occupations, apprenticeship programs are now within a variety of industries, including some “non-traditional” apprenticeship industries such as healthcare, IT, advanced manufacturing, banking, insurance, and transportation, distribution, and logistics (TDL). Apprenticeship training is flexible, and all programs are different. The length of an apprenticeship varies depending on the employer’s needs and the occupation. Credentials can be awarded after apprentices spend a certain length of time in the program (time-based) or awarded after a certain level of competency is reached (competency-based), or a combination of time-based and competency-based, which is called a “hybrid.” The related instruction piece can take place during work or after work hours and can be provided at a school, at the employer’s

site, or even online This related instruction can be “front-loaded” meaning most or all instruction can be provided at the beginning of the program before on-the-job training begins; it can be provided in segments by schedule, or it can be spread out over the life of the program.

The Department and the Apprenticeship Illinois Committee encourage broadening apprenticeship development beyond traditional sectors such as construction when aligned with Local Workforce Innovation Areas and Economic Development Regional plans. The expansion of apprenticeship opportunities should also be considered as Illinois moves to reopen and recover from the COVID-19 National Health Emergency. There are several industries and occupations that may be appropriate to target under Apprenticeship Illinois outlined in Table 3 below.

Table 3: Emerging Registered Apprenticeship Opportunities

Industry	Occupation	Industry Status	RAP Status
Arts, Entertainment, Recreation and Hospitality industries	Multiple	Recovery	New
Construction	Multiple	Growth	Expanded
Cross Sector	Human Resources	Cross sector	New
Cross Sector	Janitor (Develop. Disabilities)	Recovery	Expanded
Education	Multiple	Growth	Expanded

Energy	Solar and Wind Technician	Growth	Expanded
Multiple	Geospatial Technician (GIS/GPS)	Growth	New
Hospitality, Culin. Arts	Multiple	Recovery	Expanded
Info Technology	Multiple	Growth/ED	Expanded
TDL	Supply Chain Management	Growth/ED	Expanded
TDL, Manufact.	Robotics/Mechatronics Technician	Growth/ED	New
Life Sciences	Chemistry Quality Control Tech	Growth/ED	New
Healthcare	Healthcare Technician positions	Recovery	Expanded
Retail Trade	Manager, Retail Store	Recovery	New
Public Works	Water Treatment Plant Operator	Recovery	New

Definitions: Program Services and Activities

Registered Apprenticeship- An apprenticeship registered with the U.S. Department of Labor meeting the standards defined by USDOL under 29 CFR Part 29, Subpart A. It is an employer-driven model that combines on-the-job training with job-related instruction in curricula tied to the attainment of industry-recognized skill standards. There are five key elements of apprenticeship: Business involvement; Structured on-the-job training; Related instruction; Rewards for skill gains; and Industry-recognized credentials.

Pre-Apprenticeship- A program that has a documented partnership with an employer and is designed to prepare individuals to enter and succeed in a Registered Apprenticeship which includes all the following:

- Training and curriculum that aligns with the skill needs of employers in the economy of the State or region and that have been designed to prepare participants to meet the minimum entry-level requirements of the apprenticeship.
- Access to educational and career counseling, and other supportive services as needed by participants.

- Hands-on meaningful learning activities that are connected to education and training activities, such as Career Exploration and Career Development Experiences, and that reinforce foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework.
- Upon successful completion of the program, participants are supported to apply for a Registered Apprenticeship program and may receive enrollment preference.

Job Shadowing- Job shadowing is a work experience option where students learn about a job by walking through the workday as a shadow to a competent worker. They witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student and can be anywhere from a few hours to a day, to a week or more.

Paid Work Experience- A work experience or internship is a planned, structured learning experience that takes place in a workplace for a limited period. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. The work experience or internship is paid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act.

Related Technical Instruction / Skill Upgrading and Retraining - Training is provided to assist with upgrading the skills and/or retraining the participants. Courses that provide an occupational changing type of instruction to prepare person(s) for entrance into a new occupation through instruction in new and different skills demanded by technological changes. Training will result in the workers' acquisition of transferable skills or industry-recognized certifications or credentials.

Job readiness training - includes job seeking and interviewing skills, understanding employer expectations, and enhancing a customer's capacity to move toward self-sufficiency.

Adult education and literacy activities- including activities of English language acquisition and integrated education and training programs, are provided concurrently or in combination with services provided in any of the services listed above or as part of work-based learning.

Chapter 3 –Participant Case Management, Reporting, and Tracking

The desired outcome for Apprenticeship Illinois Intermediaries is the expansion and diversification of DOL registered apprenticeships in Illinois. Two types of participants are tracked in the Illinois workNet Apprenticeship Illinois system. *Case-managed participants* are directly impacted by the Apprenticeship Illinois Intermediary program. *Other Impacted Individuals* are apprentices that have been impacted indirectly by the intermediaries' work with a registered apprenticeship sponsor or employer. Each is described in more detail below.

Case Managed Participants

A *case-managed participant* is an individual who has received a grant-funded service after being determined eligible for the program. A grant-funded service may include but is not limited to services such as training supported through grant funds, supportive services, and on-the-job learning. There are three types of services that activate an individual's inclusion as a case-managed participant:

1. Receipt of Grant Funded Related Technical Instruction (RTI)
 - Occupational skills training, including training for nontraditional employment.
 - Incumbent Worker Training
2. Receipt of Grant Funded On the Job Training (OJT)
3. Training services under the Workforce Innovation and Opportunity Act Sec. 134(c)(3)(D)
 - programs that combine workplace training with related instruction, which may include cooperative education programs.
 - training programs operated by the private sector.
 - skill upgrading and retraining.
 - entrepreneurial training.
 - transitional jobs in accordance with subsection (d)(5).
 - job readiness training provided in combination with services described in any of clauses (i) through (viii).
 - adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described in any of clauses (i) through (vii); and
 - customized training conducted

Case-managed participants need not be in a Registered Apprenticeship Program (RAP) at the time of registration in Illinois workNet. However, it is expected that each one will enter a RAP and obtain a RAPIDS ID number by the end of the grant period of performance. **Only apprentices with RAPIDS ID numbers can be counted toward an Intermediary's apprentice grant deliverables.**

Eligibility Requirements

The following information is required to add a case-managed customer.

- Name
- Date of birth
- E-mail address
- Social Security Number
- Home ZIP code

Eligibility Verification

Apprenticeship Illinois participants are required to be legally eligible to work in the United States. Although Illinois workNet has a document upload feature that allows users to attach documents to a participant record, grantees should not upload the eligibility documentation. Grantees are required to maintain records in their local files for each of the participants that is served. The following documents are acceptable evidence of legal eligibility:

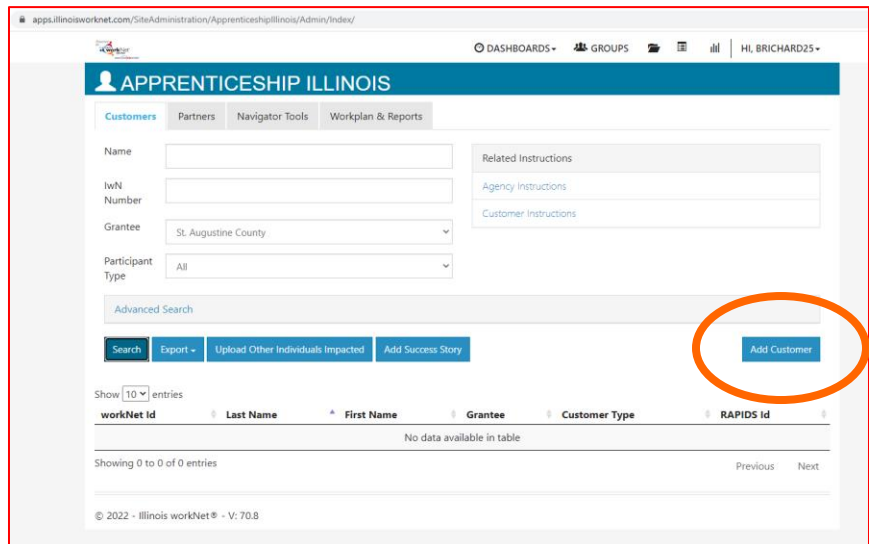
- Acceptable Documents for INS form I-9
- Alien Registration card (Right-to-Work)
- Baptismal Certificate with place of birth
- Birth Certificate with place of birth
- Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350)
- Consular Report of Birth Abroad or Certificate of Birth
- DD-214/Report of Transfer or Discharge
- E-Verify with documentation
- Foreign Passport stamped Eligible to work
- Hospital Birth Record indicating US Citizenship
- ID card for use of Resident Citizen in the U.S. (INS Form I-179)
- IDES or other State's UI (UI Claimant only)
- Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
- Self-Attestation on How to Meet DACA requirements outlined in DOL TEGL 02-14
- U.S. Naturalization Certificate
- U.S. Social Security card (work eligible)
- Unexpired Employment Authorization Document (INS Form I-688A or I-688B) with or without photograph
- Unexpired Foreign Passport, with I-551 stamp or attached INS Form I-94
- Unexpired Reentry Permit (INS I-327)
- Unexpired Refugee Travel Document (INS Form I-571)
- Unexpired Temporary Resident Card (INS Form I-688)
- United States Passport

Participant Enrollment Process

The step-by-step process for adding a case-managed participant (apprentice) to the workNet system is posted at <https://www.illinoisworknet.com/appilcasemgtguide> and highlighted below.

1. Add customers into Illinois workNet

- A. Go to the Customer list and select Add Customer
- B. Enter required fields
- C. If the customer does not have an existing Illinois workNet account, an account will be created
Detailed Instructions: [Add Customer](#)

The screenshot shows the 'APPRENTICESHIP ILLINOIS' web application. The 'Customers' tab is active, displaying a form with fields for Name, IwN Number, Grantee (St. Augustine County), and Participant Type (All). There are also sections for 'Related Instructions' (Agency and Customer Instructions) and an 'Advanced Search' section with buttons for Search, Export, Upload Other Individuals Impacted, and Add Success Story. The 'Add Customer' button is circled in orange. Below the form is a table with columns for workNet Id, Last Name, First Name, Grantee, Customer Type, and RAPIDS Id. The table currently shows 'No data available in table'.

2. Complete the application with the customer

- A. Go to the Intake Review tab
- B. Email the application to the customer or complete it with them
- C. Complete the application fields needed to determine eligibility. The fields include situations, education, work history, and demographic information
- D. Submit
Detailed Instructions: [Completing the Customer Application](#)

3. Complete customer eligibility

- A. Complete Eligibility review
- B. Collect eligibility documentation
- C. Sign eligibility form
- D. Select Enrollment Status
- E. Save
Detailed Instructions: [Complete Eligibility review](#)

4. Create a Career Plan (Individual Employment Plan)

- A. Add goals
- B. Enter services
- C. Update as needed
Detailed Instructions: [Create Career Plan](#)

Individual Employment Plan

All case-managed customers are required to have an individual employment plan that, at a *minimum* includes the items that are listed below. Grantees are recommended to use all the applicable tools in

Illinois workNet to provide case management to participants. Please review the career plan guide at <https://www.illinoisworknet.com/DownloadPrint/Career%20Plan%20Overview%20App%20IL.pdf> for detailed instructions on how to enter this information.

1. **Employment Goal:** Each participant must have at least one goal listed in the system. A basis goal that should apply to most participants is: *“Participate in Apprenticeship Illinois Program and Obtain Employment”*
2. **Services:** Each participant must have at least three services listed in Illinois workNet. The services that most participants should receive include:
 - Case Management / Career Planning
 - Development of an IEP
 - Registered Apprenticeship Program OR WBL Pre-Apprenticeship*Note: There may be other services that are appropriate to add to the customer record*
3. **Case Notes:** Grantees must add case notes or upload information to document participant activity as they are served throughout the grant. It is a “best practice” to stay connected with clients every month and document the participant activity in a case note. For information on how to enter case notes please see the Illinois workNet case note guide at: <https://www.illinoisworknet.com/DownloadPrint/Case%20Note%20Tool%20App%20IL.pdf>
4. **Outcomes:** Grantee must document the participant outcomes as the grant progresses.
 - Employment: Add information about apprenticeship job
 - Mark all services as complete
 - Exit Customer For information on how to enter the employment information and exit a customer please see the Illinois workNet case note guide at: <https://www.illinoisworknet.com/DownloadPrint/Outcomes%20Tab%20App%20IL.pdf>

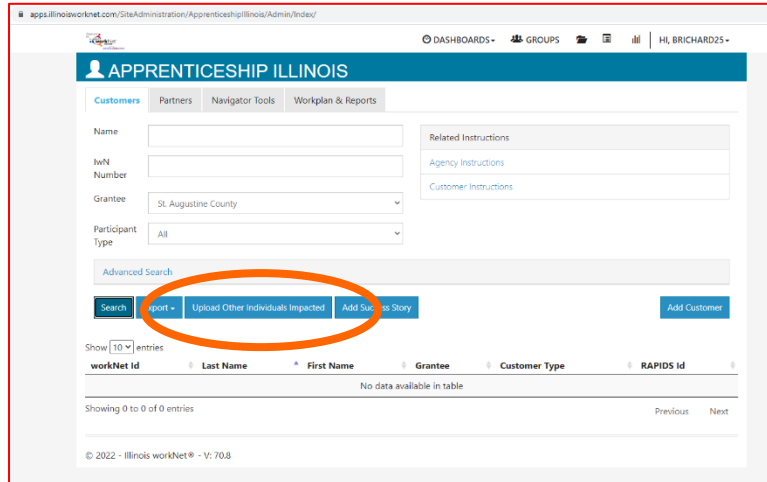
Other Impacted Individuals/Reportable Individuals

An *Other Impacted Individual* (OII) is an individual who is enrolled in a Registered Apprenticeship Program (RAP) that was developed or expanded with grant funds and is, therefore; impacted by the grant, but who does not receive a direct, grant-funded participant-level service. Additional guidance on developing and expanding RAPs is included in *Chapter 4. Apprenticeship Program Development and Tracking*.

OII participants must have a RAPIDS ID number to be counted towards grant deliverables. Although the process is different, information about OII participants is uploaded through the Illinois workNet system from the same starting page as entering case managed participants.

- Add customer into Illinois workNet reports.
- Go to the Customer list and Download the OII Upload Spreadsheet
 - i. Complete all fields on the import spreadsheet
 - ii. Upload spreadsheet through secure server

Detailed instructions: [Other Impacted Individuals PDF](#)



RAPIDS ID Number

Each apprentice in a Registered Apprentice will be issued a *Registered Apprenticeship Partners Information Database System (RAPIDS) ID* number. This number is their unique identifier in the RAPIDS system. It is generated after completing the DOL ETA-671 Apprenticeship Agreement form. Grantees are requested to keep a copy the DOL ETA 671 form on file for all program participants to serve as an additional document regarding the program services that are provided to the participants. The US DOL will only “count” the registered apprentices that have a RAPIDS ID number toward the completion of the State of Illinois Apprenticeship Expansion grant goal.

Participant Exit

Participant tracking in apprenticeship expansion programs has some significant differences relative to many other federally funded workforce development programs. Case-managed participants that enter RAPs are not considered exiters for performance tracking until they complete their RAPs or withdraw from their RAP and are no longer receiving grant-funded services. As a result, many participants will exit after the grant’s period of performance. For more information regarding the exit procedures in Illinois workNet, please see page 7 of the outcomes reference guide at:

<https://www.illinoisworknet.com/DownloadPrint/Outcomes%20Tab%20App%20IL.pdf>.

Program Registration and Apprenticeship Agreement		U.S. Department of Labor Employment and Training Administration Office of Apprenticeship	
APPRENTICE AGREEMENT AND REGISTRATION - SECTION II OMB No. 1205-0223 Expiration Date: 06/30/2024			
PART A: APPRENTICE'S INFORMATION			
1. First Name	Last Name	Answer Both 4a. and 4b. below	5. Veteran Status (Select All That Apply)
Middle Name (Optional)	Suffix (Optional)	4. a. Ethnicity (Select One)	<input type="checkbox"/> Non Veteran
Address (No., Street, City, State, Zip Code)		<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Veteran
Telephone Number (Optional)	E-mail Address (Optional)	<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Non Veteran, Other Eligible Individual
*Social Security Number		<input type="checkbox"/> Participant Did Not Self-Identify	<input type="checkbox"/> Veteran, Eligible
		b. Race (Select One or More)	<input type="checkbox"/> Participant Did Not Self-Identify
		<input type="checkbox"/> American Indian or Alaska Native	
		<input type="checkbox"/> Asian	6. Education Level (Select One)
		<input type="checkbox"/> Black or African American	<input type="checkbox"/> Not High School graduate
		<input type="checkbox"/> Native Hawaiian or other Pacific Islander	<input type="checkbox"/> High School graduate (including equivalency)
		<input type="checkbox"/> White	<input type="checkbox"/> Bachelor's degree
		<input type="checkbox"/> Participant Did Not Self-Identify	<input type="checkbox"/> Master's degree
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Select One)		<input type="checkbox"/> Doctorate or professional degree
	<input type="checkbox"/> Male <input type="checkbox"/> Female		
	<input type="checkbox"/> Participant Did Not Self-Identify		
7. Employment Status of Apprentice (Select One)			
<input type="checkbox"/> New Employee <input type="checkbox"/> Current Employee			
8. Did the apprentice complete a pre-apprenticeship program prior to their registration in this apprenticeship program?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide the Pre-Apprenticeship Program Name and Address:			
PART B: PROGRAM SPONSOR'S INFORMATION			
1. Program Number	2. Occupation (The work processes listed in the standards are part of this agreement.)		
Sponsor's Name and Address (No., Street, City, State, Zip Code, County)	a. RAPIDS Code:		
Telephone Number	b. O*NET Code:		
Cell Phone Number (Optional)	c. Interim Credentials Offered (i.e., Career Lattice Occupation)?		

1. For those participants that enter a RAP and receive a RAPIDS ID, program exit will be tracked by DCEO through the RAPIDS data system.
2. For case-managed participants that do not enter a RAP, U.S. DOL provides the following definition of exit:

When a participant has not received services for 90 days (either grant-funded or partner program services) and there are no future services scheduled, the participant exits the program.

- Date of exit is applied retroactively to the last date of service
- Does not include self-service, information-only service, or follow-up service
- Includes both successful completion of the program and dropping out of the program
- Apprenticeship activities (i.e., OJL and RTI) are considered services and exit should not occur for Apprenticeship grant participants while participants are still in their Apprenticeship.

Primary Indicator of Performance

The tracking of case-managed participant employment outcomes is required for U.S. DOL-funded apprenticeship expansion programs. The outcome metrics (Primary Indicators of Performance) tracked are similar to other WIOA-funded programs:

- Employment Rate in the 2nd Quarter After Exit
- Employment Rate in the 4th Quarter After Exit
- Median Earnings in the 2nd Quarter After Exit
- Credential Attainment Rate
- Measurable Skill Gains

Chapter 4. Apprenticeship Program Development and Tracking

The development of new RAPs and the expansion of existing RAPs are important outcomes for Apprenticeship Illinois. Apprentices that are in a new or expanded RAP can be counted toward an Intermediary's individual apprentice level goals. Business engagement to build awareness about apprenticeship can take many forms including speaking at events, hosting webinars, or working with economic development and other partners to reach businesses with hiring challenges. According to DOL research, the most common partners for business engagement are industry associations, WIOA-administering agencies, and postsecondary education and training providers¹

Including employer partners that have already adopted apprenticeships in outreach efforts enhances the credibility of the message. Existing relationships with employer partners open up opportunities to engage with additional employers. The existing relationships establish credibility for the organization and allow them to approach potential new partners more easily.

The Apprenticeship Illinois Information Center

(<https://www.illinoisworknet.com/ApprenticeshipIL/Pages/InformationCenter.aspx>) includes links to resources that can help with business engagement. These include:

- 5 Reasons Employers Should Consider Apprenticeship
- Apprenticeship Business Engagement: Strategies in Action
- A Targeted Approach to Apprenticeship: Business Engagement
- Discovery Questions, Active Listening, & Uncovering Pain Points: Presenting Apprenticeship as a Workforce Solution
- Cost of Turnover Tool
- Financial Services Fact Sheet
- Construction Fact Sheet
- Health Care Fact Sheet
- Information Technology (IT) Fact Sheet
- Upskilling Toolkit
- Transportation Fact Sheet
- Talking to Businesses: About Apprenticeship
- Apprenticeship: The Employer Advantage

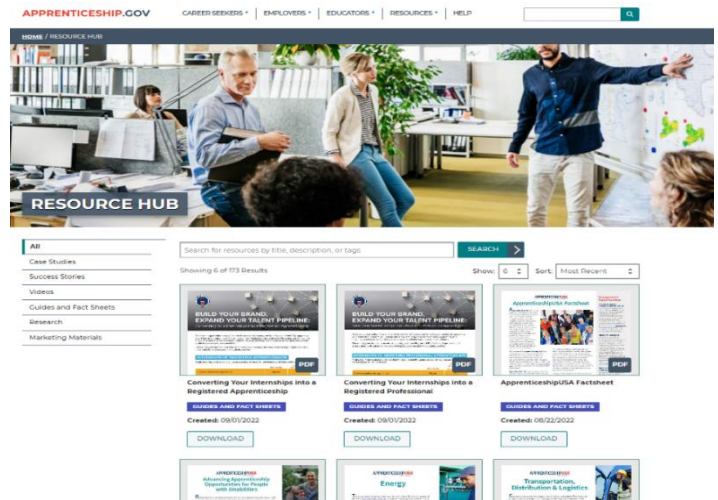
The U.S. Dept. of Labor Apprenticeship Resource Hub (<https://www.apprenticeship.gov/resource-hub>) provides a variety of resources to help make business engagement more effective. Resources include:

- Case Studies. Descriptions of successful apprenticeship development projects.
- Success Stories. Description of successful individual apprentices.
- Videos: Short video presentation of successful apprenticeship programs, announcements related to apprenticeship, and explanations about successful apprenticeship approaches.
- Guides and Factsheets. Practical information about specific apprenticeship challenges and information about working with specific industries and occupations.
- Research: In-depth studies about successful approaches, trends in apprenticeship, and deeper look into successful apprenticeship programs.
- Marketing materials and examples of marketing materials that have been previously developed.

¹ U.S. Dept of Labor (2021). *Expanding Registered Apprenticeship in the United States*. <https://www.apprenticeship.gov/sites/default/files/expanding-registered-apprenticeship-in-united-states.pdf>

Developing a New Apprenticeship Program

For reporting, new apprenticeship programs are those that are developed and registered with the U.S. Dept. of Labor Apprenticeship Office during the grant period of performance (POP). Business outreach efforts should lead to a more intense engagement with individual employers about developing an apprenticeship program to meet their workforce needs. Collaborating with an employer to create a new apprenticeship program can be a lengthy process, with trusting relationships being critical. Employers are diverse with varying needs, timelines, and expectations. Broadly speaking, apprenticeship development can be seen as a three-step process conducted in partnership with the employer².



1. **Identifying Key Occupations for your Program:** Apprenticeship programs are built by companies to train employees for critically needed occupations. Apprenticeable occupations require:

- A minimum of 2,000 hours of on-the-job learning (OJL), meaning that to become an accomplished professional at the occupation an apprentice needs to spend 2,000 hours each year learning from a supervisor/mentor AND
- A minimum of 144 hours of related technical instruction (RTI) – this is time apprentices spend in a classroom, online, or another learning environment (outside the 2,000 OJL hours) gaining critical knowledge for an occupation

Occupations that do not require a minimum of 2,000 hours yearly learning on the job and 144 hours of related technical instruction – for example, a fast-food cashier – cannot be turned into registered apprenticeship programs.

2. **Writing the Plan:** A written plan that meets all the required program standards must be approved by the U.S. Department of Labor (USDOL). To be approved an apprenticeship program must include specific components that fall into the following broad categories:

- Work Environment and Mentors
- Program Guidelines
- Minimum Program Qualifications
- Program Management
- Registration and Legal Compliance

² ApprenticeshipUSA: A Step-By-Step Guide to Creating Your Registered Apprenticeship Program <https://www.illinoisworknet.com/ApprenticeshipIL/Documents/A%20Step%20by%20Step%20Guide%20to%20Creating%20your%20RA%20Program.pdf>

3. Registering the Program & Apprentices

- **Registering the Program:** The written plan should be reviewed with your DOL OA staff. The employer will sign the Employer Acceptance Agreement and submit the package to DOL. DOL OA will review and approve the package so apprentices can enter the new program.
- **Registering the Apprentices:** Once a new hire or an incumbent worker is placed into an apprenticeship program, a signed agreement with the apprentice is required, using DOL Form 671. This will be a “living document” that is used to record key information on the apprentice and his/her performance throughout the program.

More detail about each of these steps can be found in the DOL ApprenticeshipUSA report [A Step-By-Step Guide to Creating Your Registered Apprenticeship Program](#).

Expanded Apprenticeship Programs

Working with existing Registered Apprenticeship programs will involve many of the same steps described above for the creation of new programs. USDOL provides specific guidance on the definition of an existing RAP that was expanded with grant funds. The expansion of an existing RAP occurs within the grant’s period of performance (POP) and includes one or more of the following methods of expansion:

- *The addition of new industries.* Example: grantee uses grant funds to assist a RAP sponsor to expand into a new industry during the grant’s POP, e.g., expanding into information technology (IT) from healthcare.
- *The addition of new occupations:* For example, the grantee uses grant funds to assist a RAP sponsor to add one or more occupations to an existing RAP during the grant’s POP. This might include utilizing grant funds to create a work process schedule for the new occupation or to develop a curriculum.
- *The addition of new employers to an existing RAP* as evidenced by Appendix D (i.e., Employer Acceptance Agreement). Example: If a grantee collaborates with a sponsor to recruit a new employer and that new employer serves registered apprentices with grant funds during the grant POP, grantees can report this as one expanded program. Other examples of expanding an existing RAP by increasing the number of new employers include adding more employers to a Group program, Joint program, or independent program.
- *Increasing the number of apprentices registered*³. If a grantee provides grant funds to a RAP sponsor to increase registered apprentices (e.g., when an employer receives incentive funding for extraordinary costs related to on-the-job learning or related technical instruction) during the grant POP.

³ This method only applies to 2021 grants funded by the DOL SAEEI grant program.

Department of Labor Apprenticeship and Training Representatives

DOL Apprenticeship and Training Representatives (ATRs) are critical partners for the development and registration of new apprenticeship programs. They can provide sample written plans from apprenticeships that have been previously developed. The IL ATR contact information is listed below:

Marlene Budge | Apprenticeship & Training Representative

Email: budge.marlene@dol.gov

Areas of coverage: Cook, Lake, McHenry, DuPage, and N.E. corner of Kane

Nakeya Womack | Apprenticeship & Training Representative

Email: Womack.nakeya@dol.gov

Areas of coverage: Cook

Bruce A. L. Hallam | Apprenticeship Training Representative

Email: Hallam.Bruce.AL@dol.gov

Areas of coverage: Beginning with Southern Counties going north to the Mid Central Counties of (west to east) Henderson, Warren, Knox, Stark, and Peoria with parts of Marshall, Livingston, and Iroquois.

Tracking Apprenticeship Program Development

One of the goals of this program is to expand existing apprenticeship programs and develop new registered apprenticeship programs. This activity should be described in detail in the narrative portion of the quarterly report. DCEO is working with Illinois WorkNet to develop additional apprenticeship tracking tools to document the apprenticeship program development activities.

Apprenticeship Program Development Resources

Apprenticeship Illinois participant tracking Apprenticeship Program Development and Expansion Quick Start Guide:

<https://www.illinoisworknet.com/DownloadPrint/Navigator%20Quick%20start%20guide.pdf>

U.S. Dept. of Labor Technical Assistance: *Expansion of Registered Apprenticeship Programs Using Office Of Apprenticeship Grant Funds*

<https://d2leuf3vilid4d.cloudfront.net/->

[/media/D88F1C06E9C148D99F57EE46C3EC74E3.ashx?rev=66451D463882D66C6F8A4E808812B23D](https://d2leuf3vilid4d.cloudfront.net/media/D88F1C06E9C148D99F57EE46C3EC74E3.ashx?rev=66451D463882D66C6F8A4E808812B23D)

Chapter 5 – Fiscal Management and Administration

Grant Accountability and Transparency Act (GATA) Requirements

The Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq., is legislation designed to increase accountability and transparency in the use of grant funds while reducing the administrative burden on both State agencies and grantees through the adoption of the federal grant guidance and regulations codified at 2 CFR Part 200 (Uniform Requirements).

There are three important items grantees must remember regarding GATA:

1. All programs must adhere to GATA requirements.
2. All grantees must ensure their GATA profile is up to date. Grantees can access the GATA system through the Grant Portal.
3. Failure to comply with requirements outlined in the grant agreement may lead to being placed on the Illinois Stop Payment List. If placed on this list, grantees will not be considered as Recipient/Grantees or Subrecipients/Subgrantees for any future funding opportunity if they remain on the list.

The Appropriate Use of Funds

Grant funds can only be spent on items that are “allowable.” To be allowable, costs must be necessary, reasonable, allocable (which means they can be broken down to accurately reflect the proportion of the expense that is related to the project) and allowed based upon the information contained in the *Uniform Administrative Requirements Cost Principles for Federal Awards*. Please see <https://www.illinoisworknet.com/GATA> for additional resources.

Authorized Expenditure Period

The Grant agreement outlines the period when the grantee is authorized to expend grant funds. Note that grant costs incurred after the end of your grant agreement are not eligible for reimbursement, even if these costs support project completion.

Fiscal Management System Requirements

Grantees must use fiscal management system that is structured to provide accurate, Current, and complete disclosure of the financial results of the Project funded under this grant program. The general ledger must support costs and revenue reported to the Department and must allow tracing of funds to a level of expenditure adequate to ensure funds have been expended appropriately. The grantee must report costs in GRS, an electronic reporting system used for requesting cash and reporting grant costs, obligations, and miscellaneous receipts and disbursements (i.e., program income).

Grantee Reporting System

The Grant Reporting System (GRS) is an electronic reporting system used for requesting cash and reporting grant costs, obligations, and miscellaneous receipts GRS Website for Grantees: <https://neonwebh.cmc.state.il.us/dceo/cotrpt>. The DCEO grant manager will send grantees the GRS External User ID Request Form to access the system.

- GRS IDs are limited to one per grantee.

- The person assigned to the ID should be the person who will be accessing the system to report expenditures and request cash.
- A new user will be emailed a temporary password. The new user must log in within 2 days to enter a new password or the temporary password will expire.
- Log in to GRS with your User ID and password once per month to keep the password current. You will be instructed to change your password every 2-3 months
- Reference the GRS manual at <https://www.illinoisworknet.com/DownloadPrint/Grantee%20Reporting%20System%20Manual%20Updated%202016.pdf>
- Contact the DCEO Help Desk for password resets or connectivity issues.
 - Email: ceo.racfsecurity@illinois.gov
 - The email should read as follows: “Please reset the password for RACF ID _____. I am a WIOA grantee that needs access to GRS.”

Expenditure Reporting Requirements

Expenditures for each month must be entered into GRS by the 20th of the following month. After the 20th, the grantee is locked out of reporting for the previous month. Late reporting, especially for the last month of the quarter, can result in discrepancies between the PFR and your accounting records. Failure to submit the reports by the reporting deadline may lead to suspension of cash.

Keep supporting documentation (e.g., P&L) on file for monitoring and reporting (quarterly financial reports and trial balances). Supporting documentation must tie to the expenditures entered in GRS. Any discrepancies must be documented in a trial balance crosswalk.

Reported expenditures must be on an accrual basis. If your accounting system is not on an accrual basis, you must develop and report accruals through the best estimates of the documentation on hand. Any accruals or adjustments not captured by your accounting system must be included on a supplemental spreadsheet or trial balance crosswalk that can be used to reconcile the trial balance to the expenses reported in GRS.

GRS Function	GRS Grantee Handbook Page(s)
Internet Access and Sign on Procedures	4-5
Cost Reporting and Cash Requests	6-7
Expenditure Reporting	8
Expenditure Summary	9
Cash Request and Tracking	10-11
Direct Deposit Inquiry	12
Sub Grantee Cost Ledger Summary and Detail	13-14
Misc. Receipts/Disbursements Summary	15
Sub Grantee Percentage Obligation Table	16
Sign-off Procedures and Changing Passwords	17

- [Grant Reporting System \(GRS\) Manual - Link](#)
- [GRS Link](#)

Grant Modifications

We know circumstances and personnel may change in the duration of a grant agreement. If there is a change in key personnel or a need to consider a budget modification to meet the goals in your scope of work, please contact your assigned grant manager right away. Making substantive changes to the project budget, scope of work, and end date requires prior approval from DCEO through a formal grant modification.

Budget

Discretionary transfers between line items in your approved budget may be made if the total amount transferred does not exceed either 10% of the total budget or \$1,000 of the line item, whichever is greater. Please note that such discretionary line-item transfers must not increase to your overall project budget. For changes greater than 10% or \$1,000 of the total budget between line items, you must request a formal budget amendment from the Coastal Management Program. Notify your assigned grant manager immediately if you are considering a budget modification. Expending funds without full approval, even if you have submitted a revision request, is prohibited. Expenditures will not be reimbursed without a fully approved amended budget.

Project Scope of Work

A grantee that is considering a project scope of work change should contact the assigned grant manager immediately. We will inform you as soon as possible about whether any changes to your project scope will be allowable and, if so, the process for formally amending the scope of work.

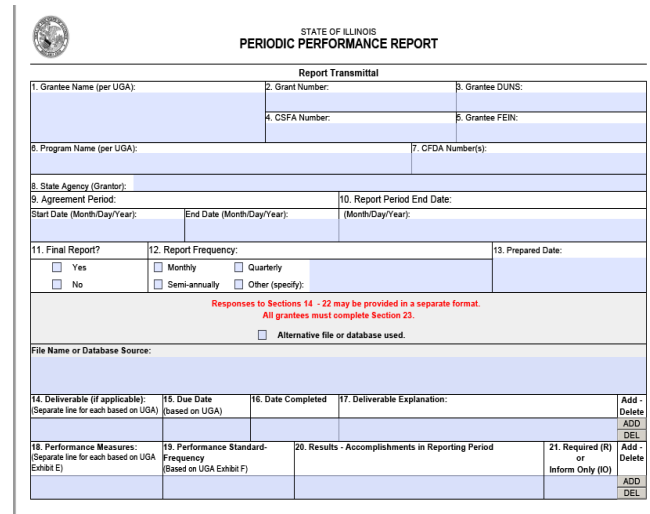
Chapter 6 – Grant Reporting

Each grantee will submit two forms of paperwork each quarter, a *Periodic Performance Report*, and a *Periodic Financial Report*. This documentation must be submitted to our office no later than 30 days after each quarter unless otherwise specified in the grant agreement. If a listed due date falls on a state holiday, a federal holiday, or a weekend, the report due date moves to the first business day after the listed due date. The performance report and financial report should be submitted together.

Periodic Performance Reports

Periodic Performance Reports (formerly referred to as *Quarterly Performance Reports*), provide DCEO with key updates on your work. **You are required to submit *Periodic Performance Reports* after each quarter, or as specified in your grant agreement, during the period of your grant-funded project, even if no work has occurred.** If education or technical training is a component of your project, it is your responsibility to track and report the number of participants for all your project activities.

- Please note that the high-level instructions are included on pages 1-4 of the Report. Note that the sections **must** match information found in the Uniform Grant Agreement.
- Grantees are to complete Sections 1-13
- Grantees will be entering Deliverable/Performance information into Illinois WorkNet. Check the box and enter Illinois WorkNet (between Sections 13 and 14). Grantees can skip to Section 23.
- A final PPR shall be required after the grant award. For final PPRs, the reporting period end date shall be the end date of the project/grant period and the box should be checked “yes” in Section 11.
- Section 23 is required to complete for **ALL GRANTS**, even if performance data is tracked via database.
- Include check boxes to indicate if performance is consistent with grant-to-date expected services and expenditures/earnings.
- Grantee **must** explain rows below when performance is not consistent with grant-to-date expected services and expenditures/earnings and is encouraged to explain rows below when performance is consistent with grant-to-date expected services and expenditures/earnings.



The image shows the 'STATE OF ILLINOIS PERIODIC PERFORMANCE REPORT' form. It is a structured document with various sections for data entry. Key sections include:

- Report Transmittal:** Fields for Grantee Name, Grant Number, DUNS, CSFA Number, FEIN, Program Name, and CFDA Number(s).
- Agreement Period:** Fields for State Agency, Start Date, End Date, and Report Period End Date.
- Final Report and Frequency:** Checkboxes for 'Final Report?' (Yes/No) and 'Report Frequency?' (Monthly, Quarterly, Semi-annually, Other).
- Deliverable and Performance:** Fields for Deliverable (if applicable), Due Date, Date Completed, Deliverable Explanation, Performance Measures, Performance Standard-Frequency, Results - Accomplishments, and Required (R) or Inform Only (IO).
- Database Source:** A field for 'File Name or Database Source'.
- Actions:** Small boxes for 'Add', 'Delete', and 'DEL' at the end of several rows.

 A red note in the center states: 'Responses to Sections 14 - 22 may be provided in a separate format. All grantees must complete Section 23.'

Periodic Financial Reports

The Apprenticeship Expansion Program grants are typically reimbursement grants. This means we provide a payment period after the costs have been reported in the Grant Reporting Systems.

- High-level instructions are included on pages 1-4 of the Report.
- Grantees are to complete Sections a-w.
- Indirect Cost Information:
 - Section n - Indirect Cost Rate Percentage
 - Section o - Indirect Cost Base
- Section p: Since there are funding-related program restrictions that will be monitored, mark “Yes.”
- Section q: Type in “Reference the requirements of Article 41 and the budget” for the List of Restrictions.
- Section r: Select “No” unless your grant agreement includes a match
- Section s: If section r is no, enter N/A. If yes, enter the percent match
- Sections t-w: Should be completed by the Grantee unless program income or interest were not allowed per terms and conditions of the grant.
- Section x: Should be marked “See GRS”
- Section y – Section ee: Can be left blank if costs are reported in GRS

The form is titled "STATE OF ILLINOIS PERIODIC FINANCIAL REPORT". It contains several sections for data entry:

- (a) Grantee Name**, **(b) Grant Number**, **(c) CSFA**, **(d) CFDA(s)**, **(e) Appropriation Number(s) (State Agency Use Only)**
- (f) FEIN Number**, **(g) DUNS**, **(h) Program Name and/or Code**, **(i) Date Prepared**
- (j) Agreement Period** thru, **(k) Report Period** thru, **(l) Final Report for Award Period** , **(m) No changes from prior reporting period and/or No new expenses**
- (n) Indirect Cost Rate:** % **(o) Approved Indirect Cost Base:**
- (p) Program Restrictions:** Yes No **(q) List of Restrictions:**
- (r) Mandatory Match %:** Yes % No **(s) Specify Match:**
- (t) Program Income (Award to Date)**, **(u) Program Income (In current reporting period)**, **(v) Interest earned (Award to Date)**, **(w) Interest earned (In current reporting period)**

Below these sections is a summary table:

(c) Category/Program Expenses	(y) Current Approved Budget		(z) Grant Expenditures				(aa) Current Period Match			(bb) Total Match (Award to Date)	Add/ Delete Row	
	Approved Budget	Remaining Balance Available	Expended %	Current Period Grant Expense	Prior Approved Grant Expenses	Grant Expense Adjustment	Post-Adjustment Grant Expenses (Award to date)	Cash	In-kind			Total
(cc) TOTAL DIRECT EXPENSES			0.00									ADD DEL
(dd) Indirect Costs			0.00									
(cc) TOTAL EXPENDITURES			0.00									

Submitting Reports

1. Keep organized records of the outreach, training, and outcomes of your project. We are looking for numbers that reflect an accurate count of project activities and participants as outlined in your project work plan. Grantee should review the grant dashboard in Illinois WorkNet to verify that the grant *plan vs actual* grant information is up to date and accurately reflects the current grant activity. Keep organized fiscal records including supporting documentation for grant expenditures.

2. Provide a narrative update in the Illinois workNet *Reporting Text Box* regarding the activity that occurred over the last quarter. Include a summary of information from all applicable categories.

- Summary of Grant Activities
- Progress Toward Grant Goals
- Status Update on Strategic Partnership Activities
- Status Update on Employer Engagement Strategies
- Key Issues and Technical Assistance Needs
- Summarize Significant Accomplishments and Reference Success Stories that have been posted.

3. Complete and Upload Standard Reports to Illinois workNet. Quarterly Program (PPRs), and Fiscal Quarterly Program (PPRs), and Fiscal (PFRs) Reports must be completed in Adobe and uploaded to the Workplan and Reports Tab of Illinois WorkNet. See

<https://www.illinoisworknet.com/DownloadPrint/Reporting%20Tools.pdf> for a step-by-step guide to posting the quarterly reports.

*** Naming Convention will be the same for PFR, PPR and Trial balance ***
Grant Number - Trial Balance - Reporting Period

- Periodic Performance Report
- Periodic Fiscal Report (Include Supporting Documentation)
- Trial Balance
- Quarterly Narrative

Trial Balance Instructions:

⇒ Grantee must attach a copy of the print-out from GRS screens 362 and 371.

⇒ If no costs have been reported so far then send PDF that states: **No costs reported in GRS for GRANT # through 7.31.22, along with a detailed explanation why no costs have been incurred.**

⇒ A "bridge" document providing details of why GRS and the Trial Balance don't match must be submitted - if applicable

Report Due Dates

Your first set of paperwork is typically due 30 days after the quarter in which your grant agreement was signed. For example, if your grant agreement were signed in October, your first set of paperwork would be due by January 30. In the case where no grant funding was expended during a reporting period, you are still required to submit a *Periodic Financial Report*. Simply check the no changes from the prior reporting period and/or no new expenses box (m). If your organization is unable to submit your paperwork within the required timeframe, contact your grant manager right away. You may request an extension if there are extenuating circumstances, but that request must be in writing (email is acceptable).

Grant Close Out

The last step in your grant process is submitting a *Closeout Report Package* to the DCEO Grant Manager. This package is due no later than 60 days after the end project date specified in your grant agreement. Your Closeout Report Package must include:

- *Periodic Performance Report* for the final quarter (unless already submitted)
- *Periodic Financial Report* for the final quarter (unless already submitted)
- *Final Report Narrative* - This narrative should summarize all work completed as a part of this grant-funded project and must include the following:
 - Project Title, Grant Number, and Date you are submitting your report
 - Description of the project scope
 - Discussion of any special considerations or problems encountered, and how they were overcome
 - Results and outcomes of your project
 - Quotes or anecdotes from project participants, public officials, or public meeting attendees
 - Next steps and future use of project results. Has this grant enabled the leveraging of any other funds or projects? If so, please describe.
 - Brief description of any publications, reports, and datasets produced through your project and how that information was or will be disseminated.
 - Link(s) to any websites or social media profiles created as a part of your project.