



# DCEO CEJA Workforce Program Orientation Part 2: Program Manuals Chapters 3-5



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

JB Pritzker, Governor

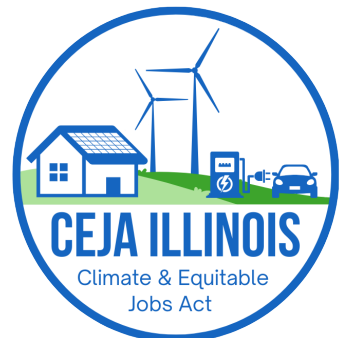
# CEJA Presenters & Support Team

## Presenters:

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

## Support Team:

- Valerie Charles, Director of Capacity Building and Training with the Chicago Jobs Council
- Linda Larsen, Climate Jobs Institute
- Diana Fuller, CEJA Division Manager



# Program Launch Priorities

## Grant Establishment

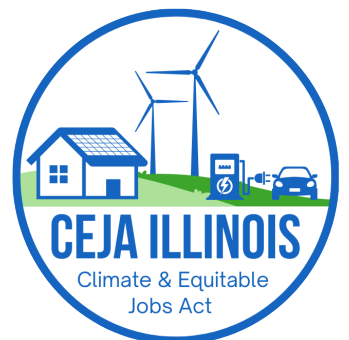
- Review and Sign the Grant
  - Signed Grant DUE ASAP Grant obligated (no later than June 30, 2024)
- Submit initial "Quarterly Report" & Cash request

## Grant Implementation

- Participate in group orientation meetings June 4-July 15 (Tues)
- Develop grant workplans (draft due today; DCEO approval ASAP in July)
- **Work on PBVS application, if needed**
- Participate in individual grantee meetings

## Ongoing Technical Assistance

- Weekly technical assistance
- Office hours
- Other



# Session Outline

- **Part 1: Program Manual Review (1 hour)**
  - Chapter 3: Partnerships (Larry)
  - Chapter 4: Outreach and Recruitment (Nate)
  - Chapter 5: Intake (Michelle)
- **Break (5 minutes)**
- **Part 2: Regional Discussion and Coordination (55 minutes)**



# Grantee Finalists in Illinois

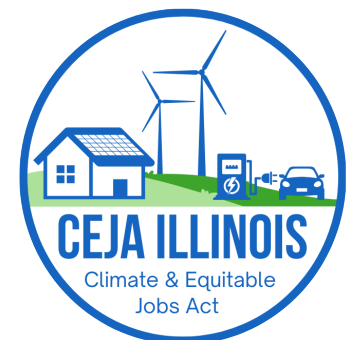
	Regional Hubs	CEJA Workforce Hubs	Energy Transition Navigator	Climate Works
Northern	Chicago South	Chicago Cook Workforce Partnership; Safer Foundation	Chicago Urban League; Community Assistance Program	548 Foundation
	Chicago West & Southwest	Chicago Cook Workforce Partnership; 548 Foundation	Central States SER Jobs for Progress; North Lawndale Employment Network	
	Aurora	College of DuPage	Goodwill Industries of Metropolitan Chicago	
	Joliet	Joliet Junior College	TBD	
	Waukegan	College of Lake County	Community Works Inc NFP	
	Rockford	The Workforce Connection, Inc.	Goodwill Industries of Northern IL	HIRE360
Central	Peoria	TBD	Heaven's View Community Development Corp.	
	Champaign	Parkland College	TBD	
	Danville	TBD	Vermilion Advantage, NFP	
	Decatur	Richland Community College	Community Foundation of Macon County	
Southern	East St. Louis	Macedonia Development Corporation	TBD	HIRE360
	Alton	Lewis & Clark Community College	Senior Services Plus	
	Carbondale	TBD	Carbondale Branch NAACP	

# Zoom Basics



- Mute/unmute
- Stop/start video
- Raise hand
- Emojis
- Chat
- Breakout groups

*This session is being recorded and will be made available on your program's partner guide*



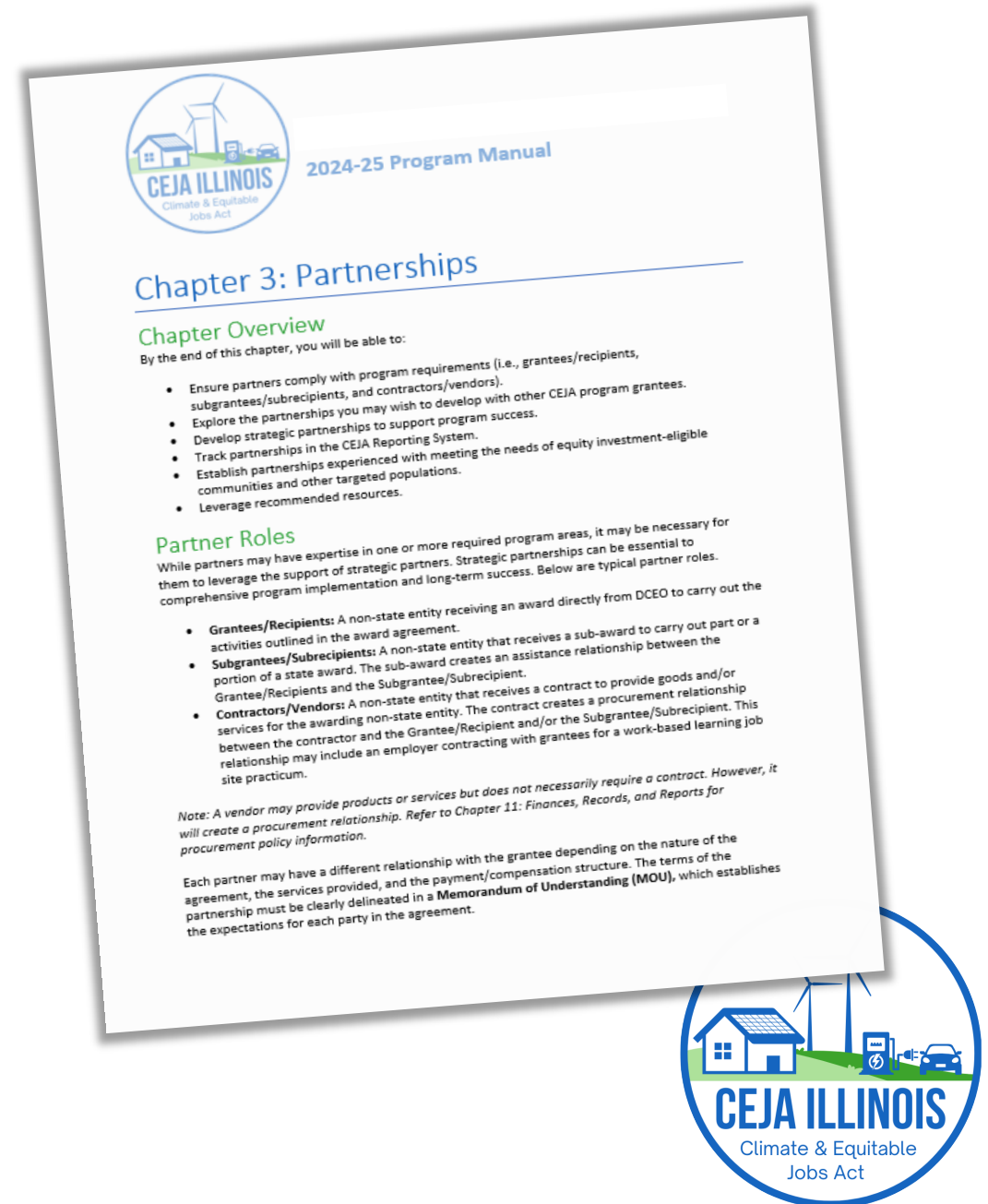
# Questions - Chat

- *Name*
- *Organization*
- *What do you hope to learn from the session today?*



# Chapter 3: Partnerships

(Refer to Chapter 3 of your Program Manual)





# Part 1: Program Manual Review

*Refer to your program specific manual*



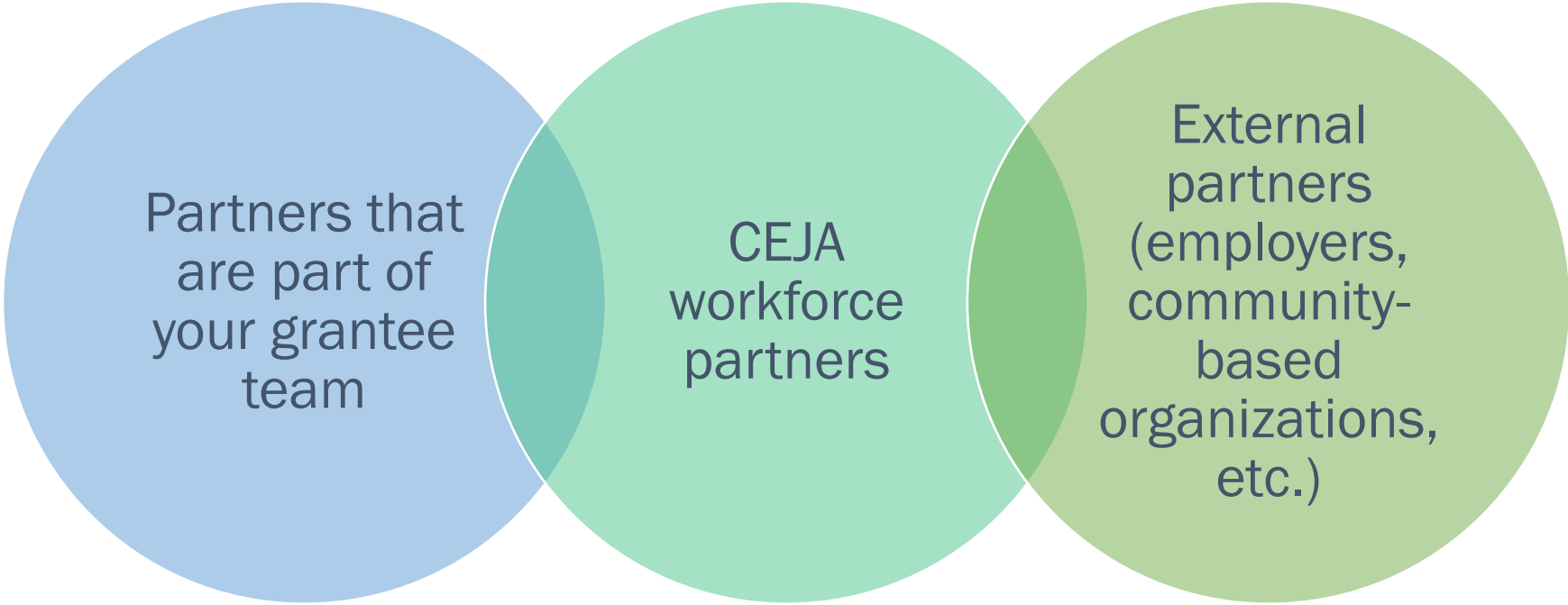
# Section I Objectives

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

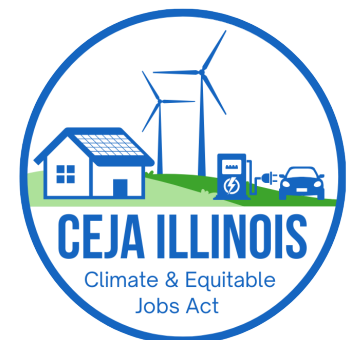
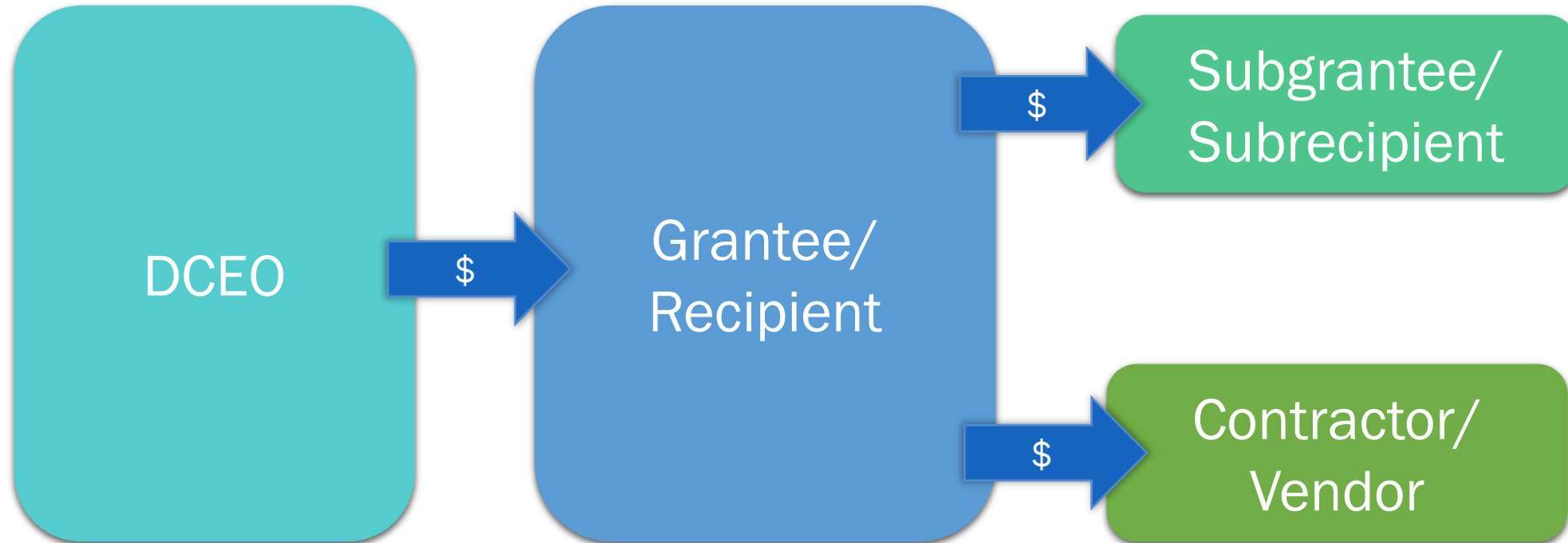
- Explain the importance of strong partnerships with other CEJA program grantees
- Describe how partnerships with employers and other organizations can support participants of your program



# Three Partner Groups

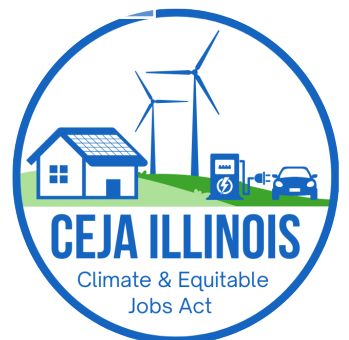


# Grantee Team Partner Types

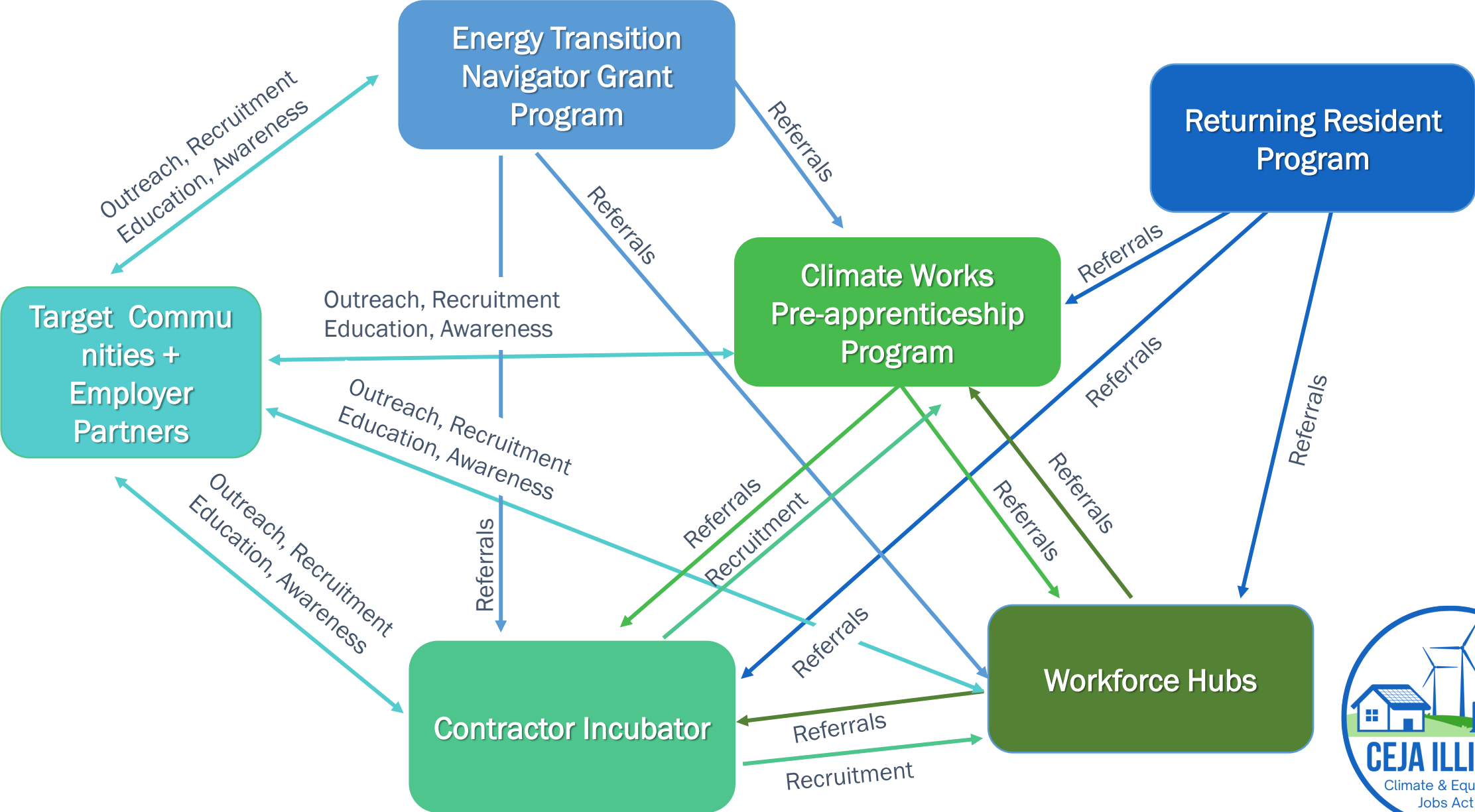


# Grantee Team Partner & Provider Requirements

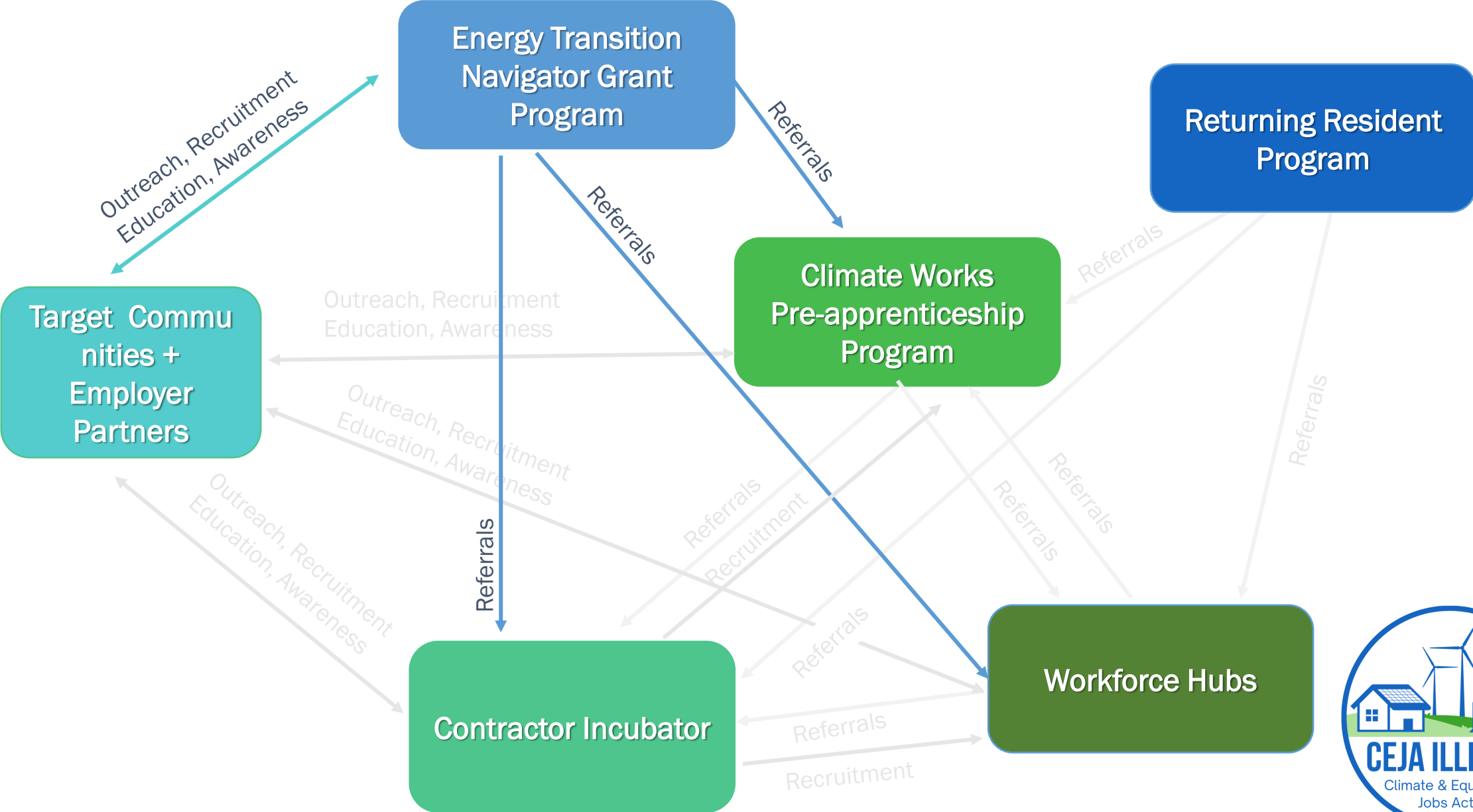
Requirements	Grantees/ Recipients	Subgrantees/ Subrecipients	Contractors/ Vendors
On record for the grant	Yes	Yes	No
Receives funds directly from DCEO	Yes	No	No
Receives funds from grantees through subgrant/contract	No	Yes	Yes
Requires an MOU with grantee or subgrantee	Yes	Yes	Recommended
Must report program participation and outcomes	Yes	Yes	Yes



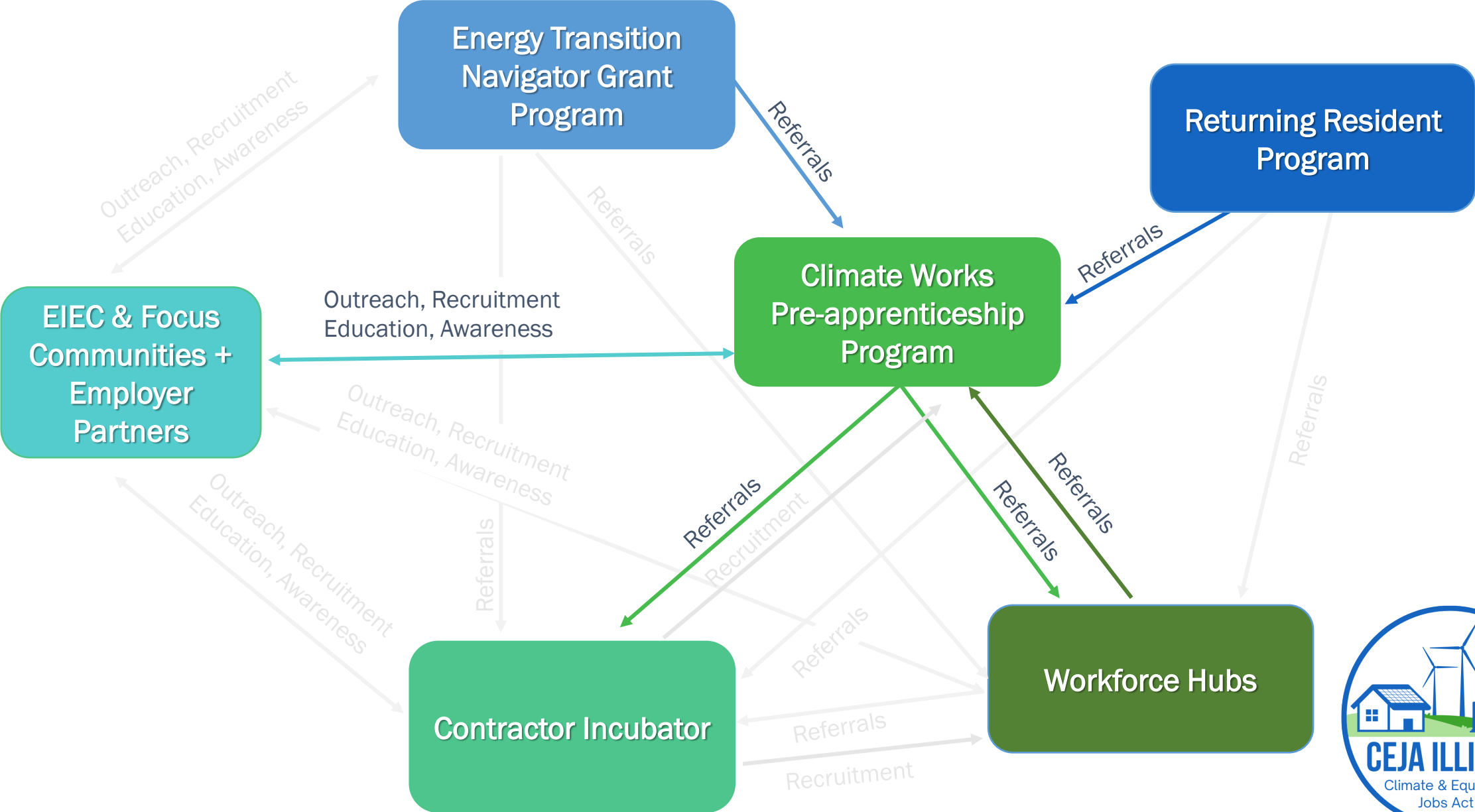
# CEJA Workforce Partners Network



# CEJA Workforce Partners: Energy Transition Navigator

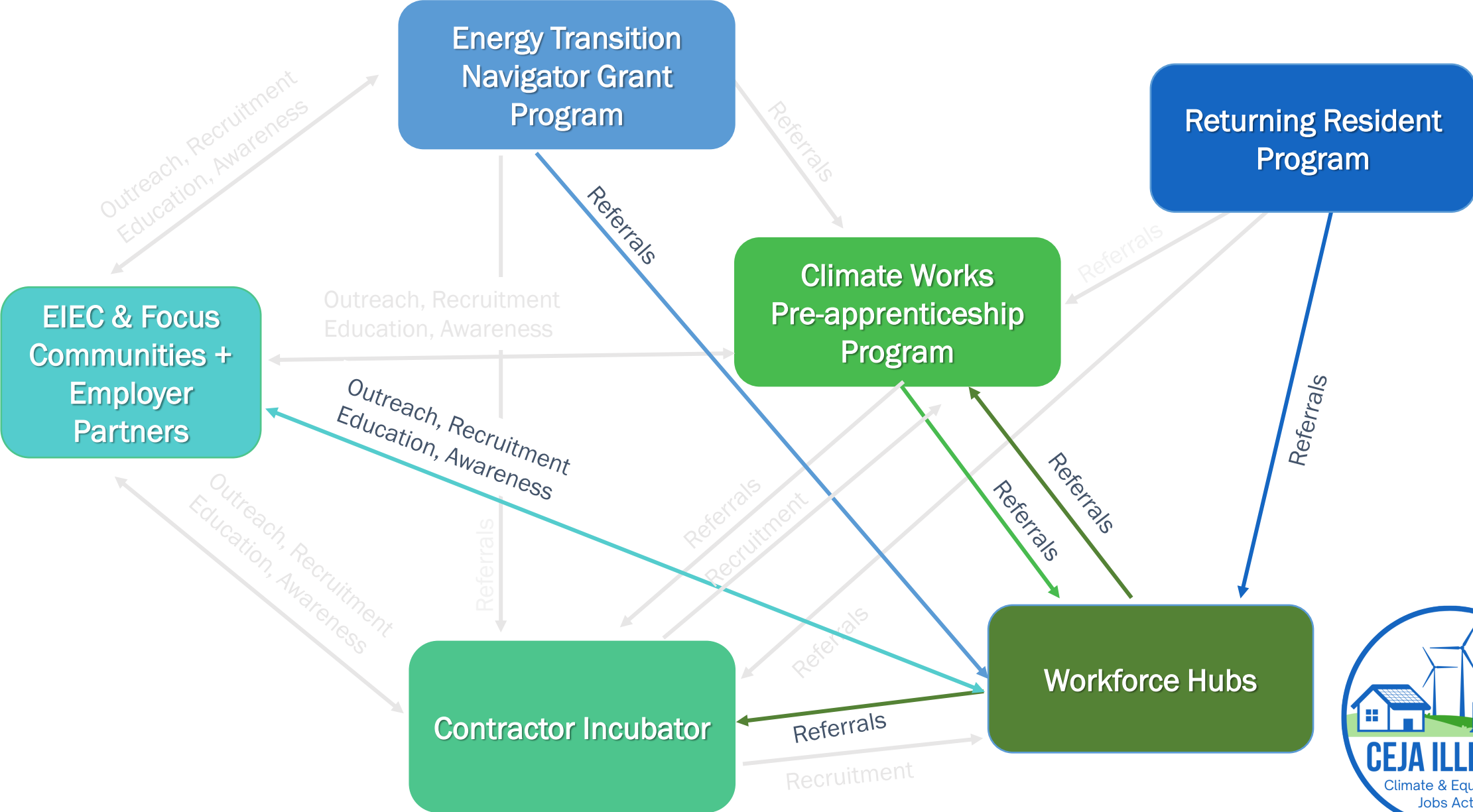


# CEJA Workforce Partners: Climate Works

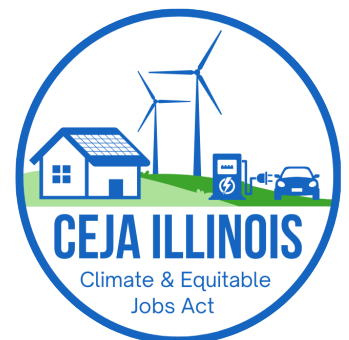
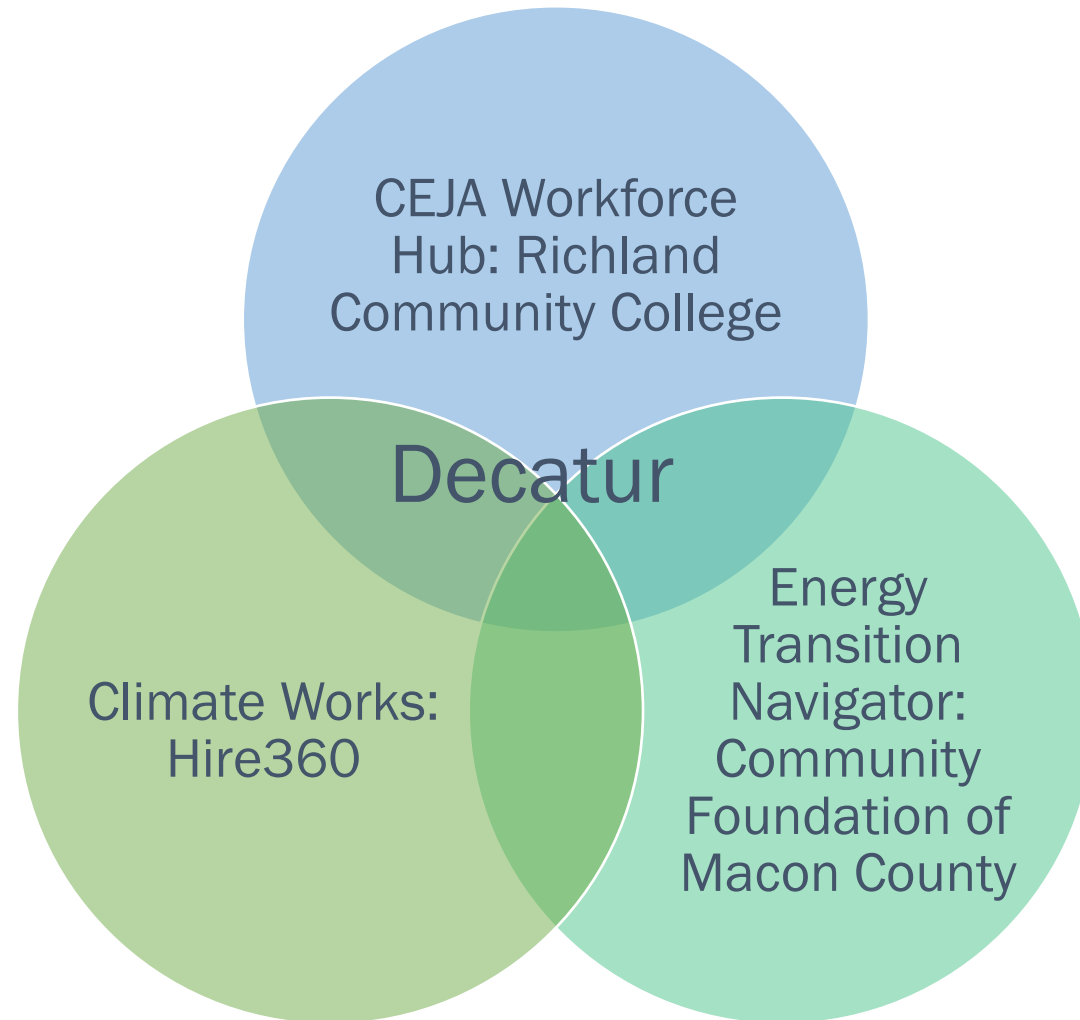




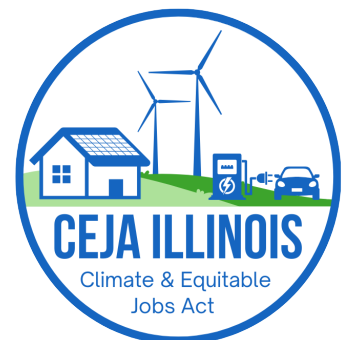
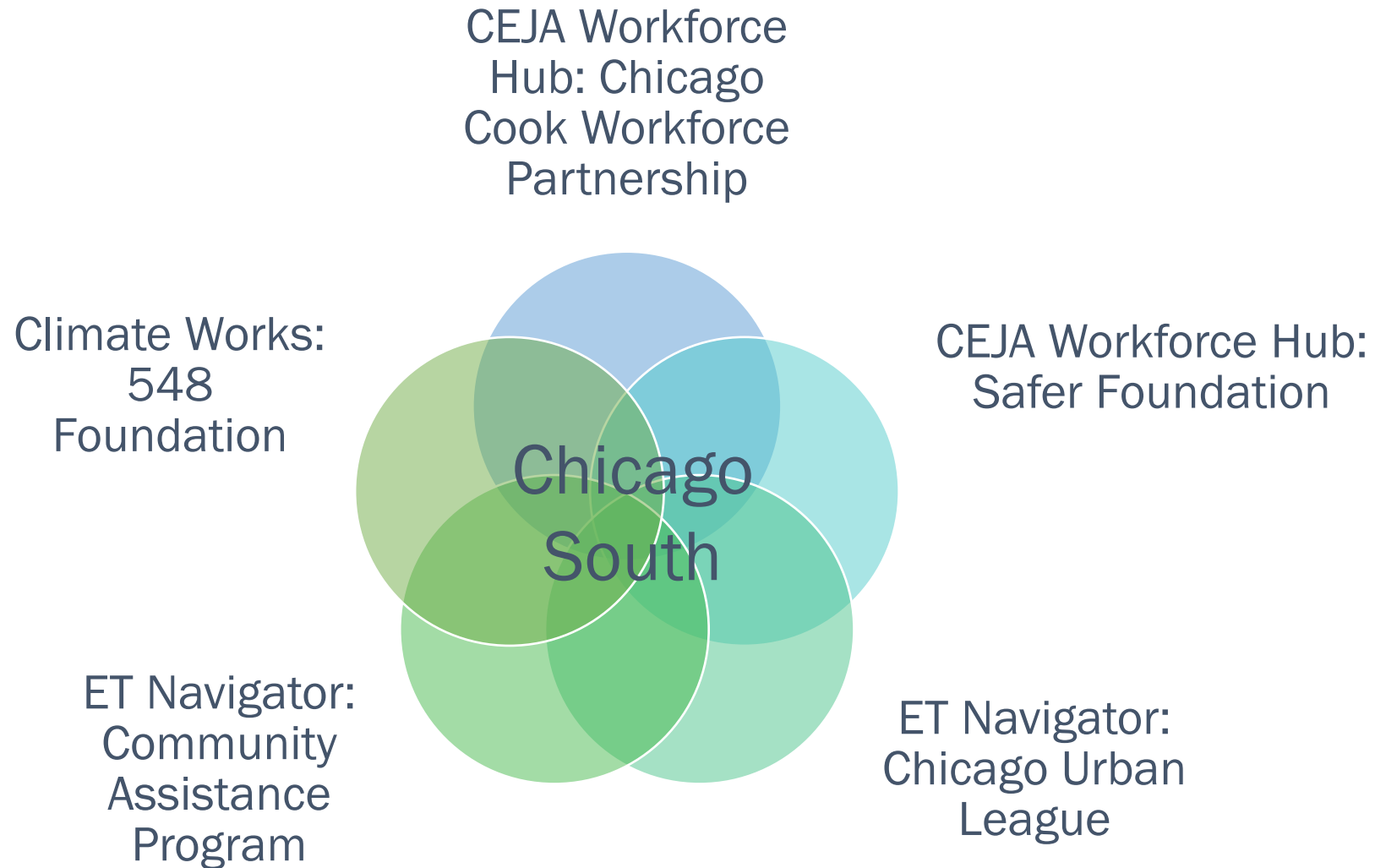
# CEJA Workforce Partners : Workforce Hubs



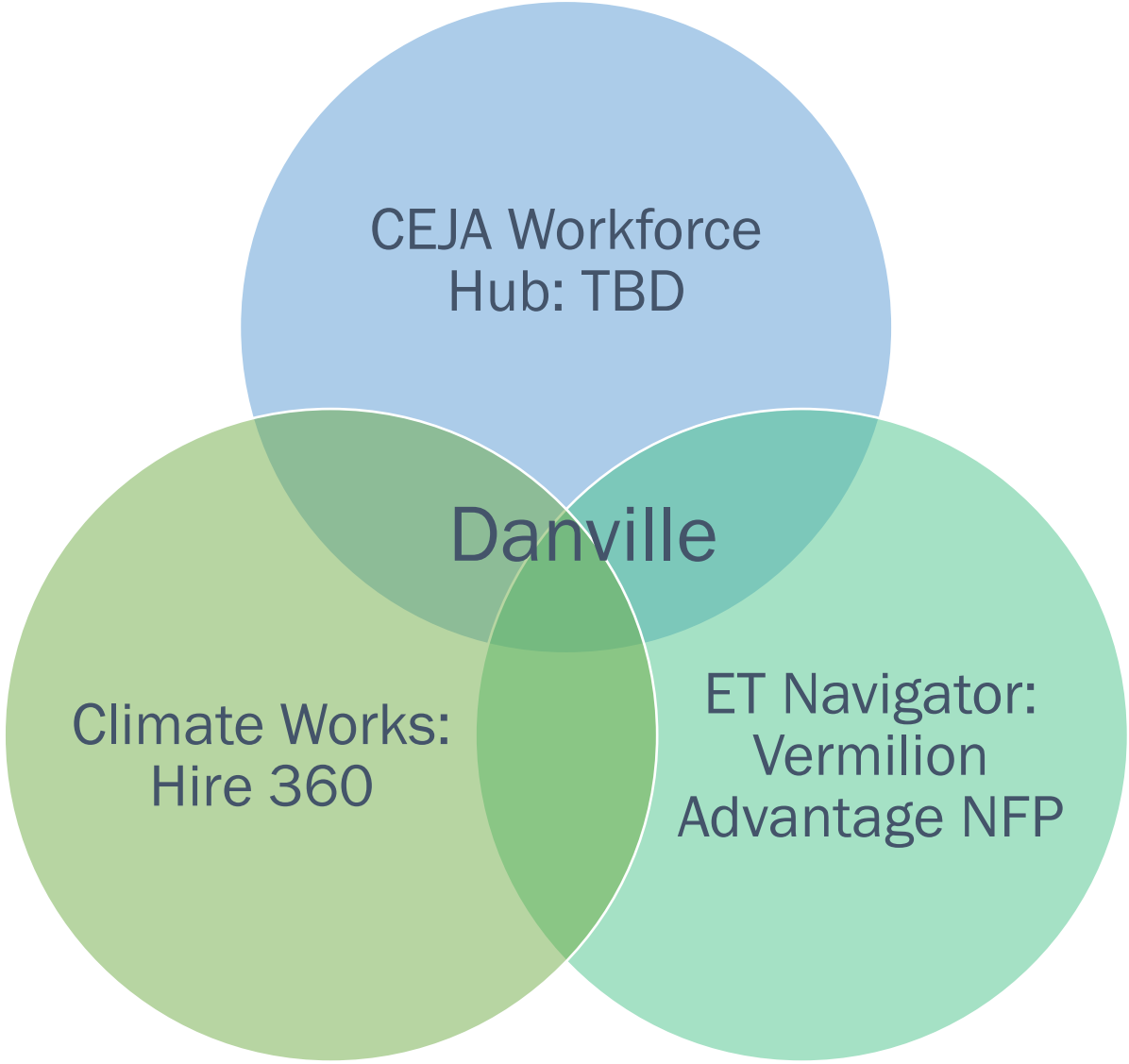
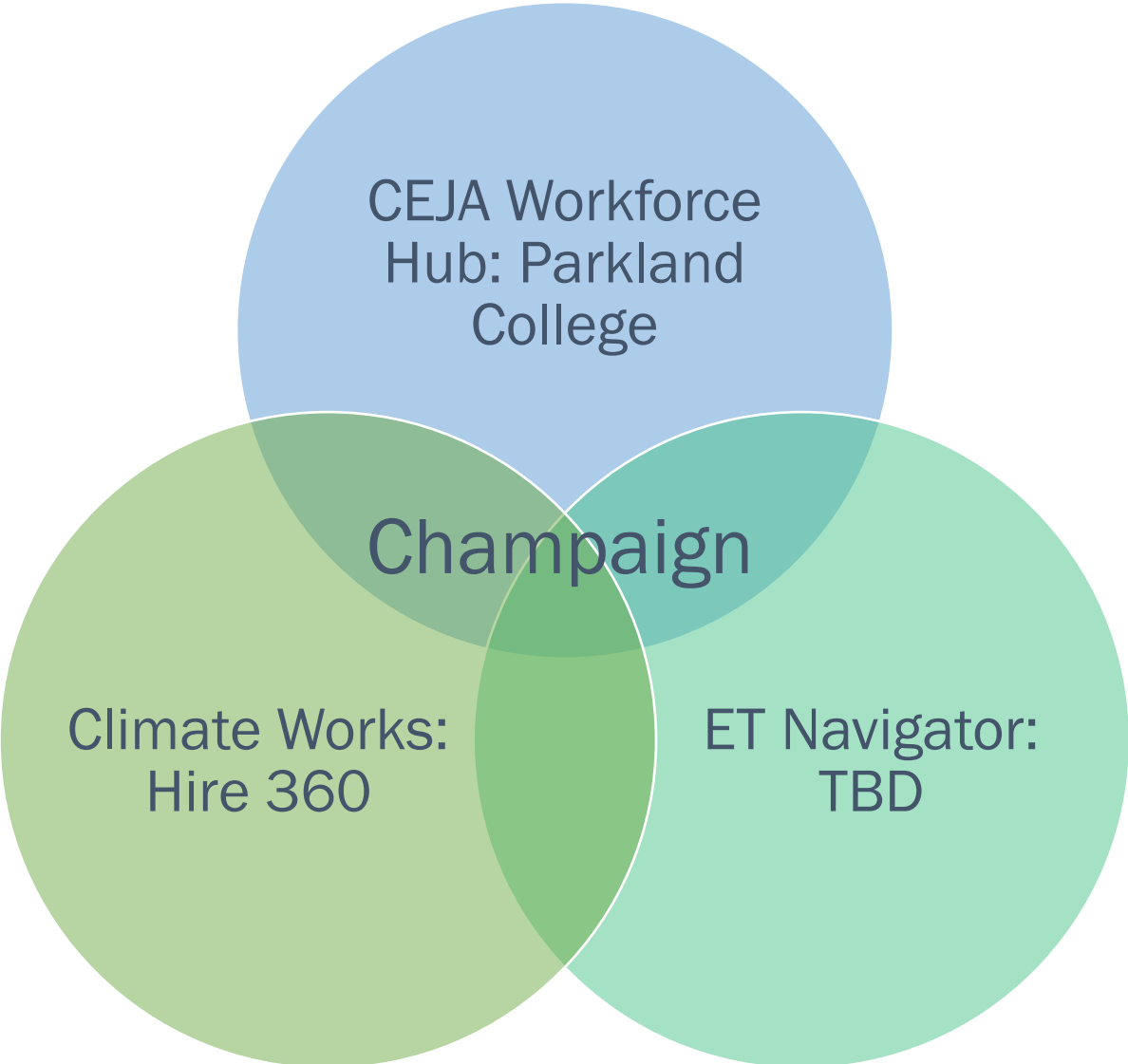
# Coordinating with the CEJA grantees in your region



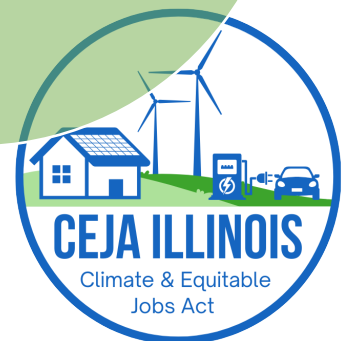
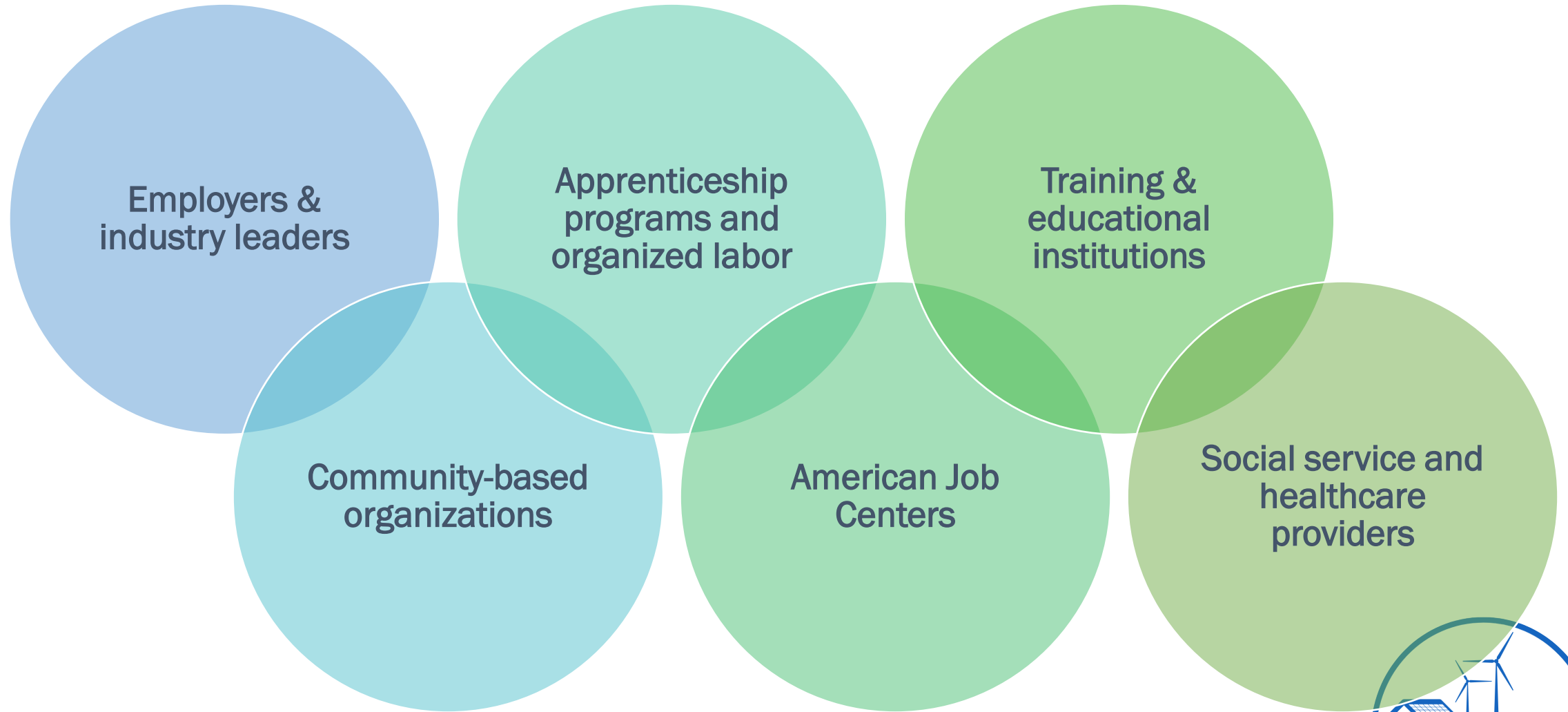
# Some regions have more than 3 partners



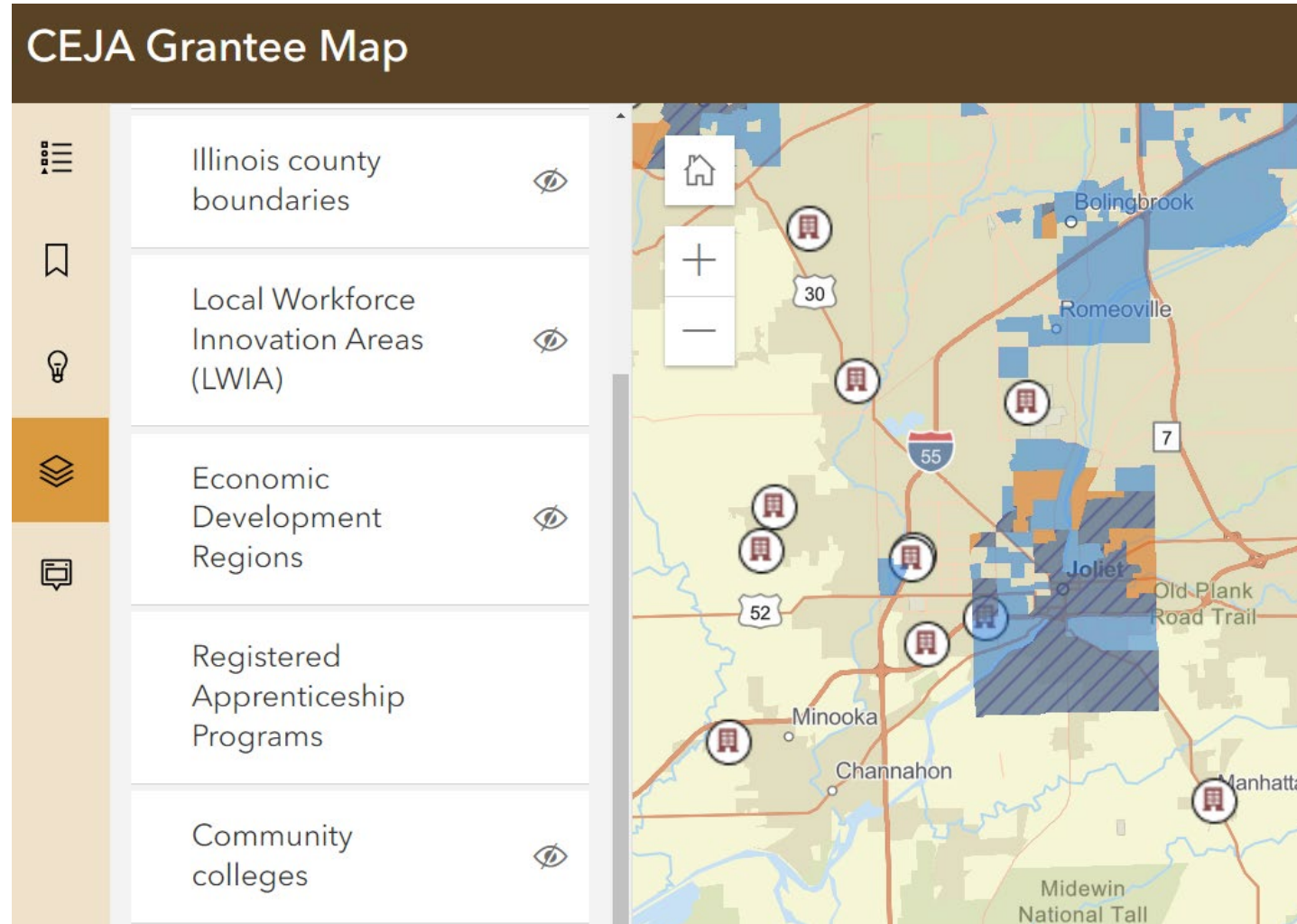
# Some regions have missing partners (no grantees selected)



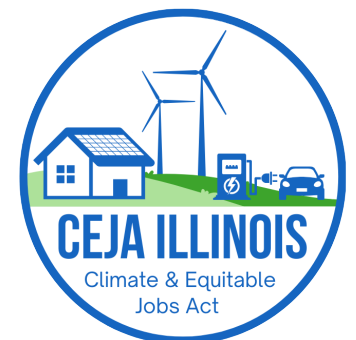
# External Partners



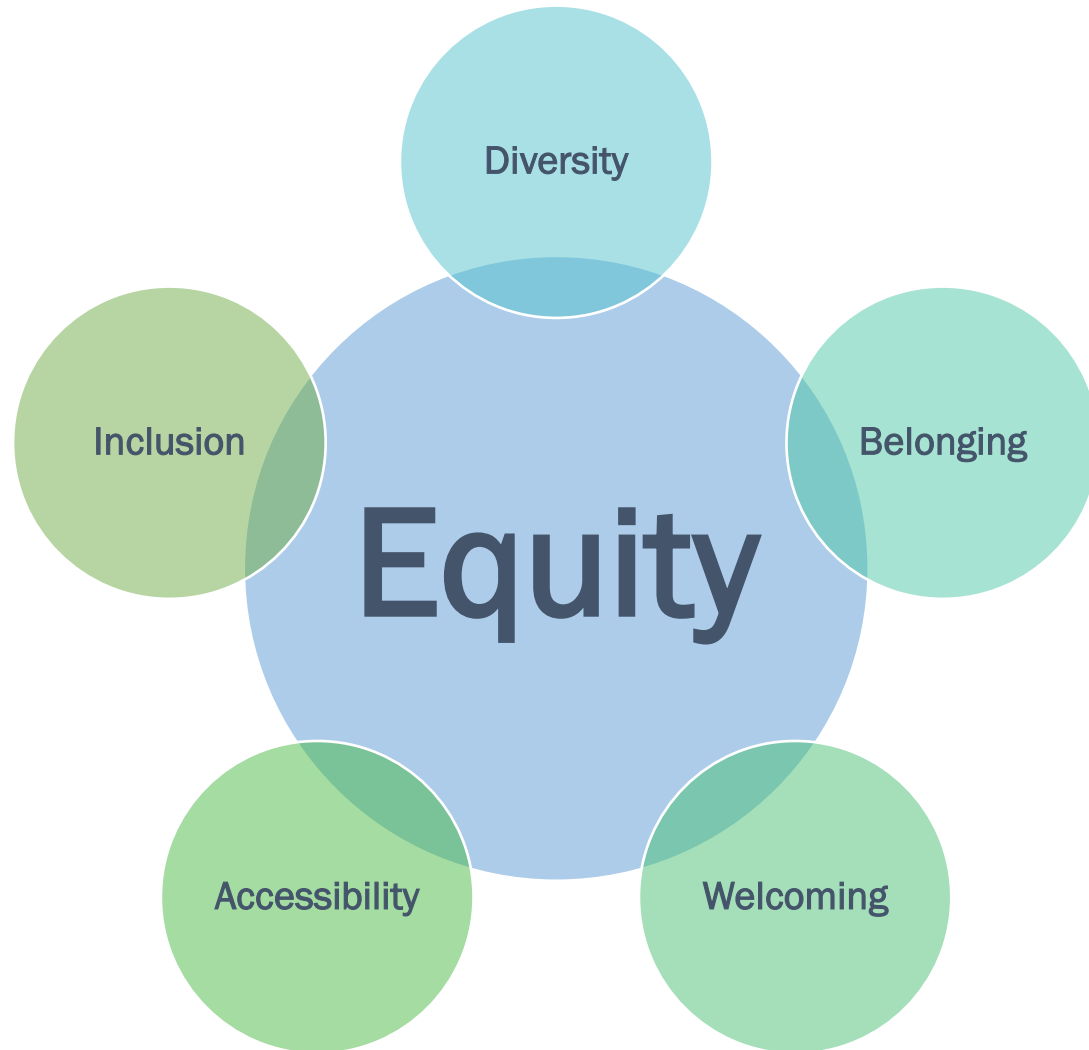
# Tools to Identify Employer/Industry Partners



- [CEJA Grantee Map](#): Registered apprenticeship programs
- [Solar for All Approved Vendors](#)
- [Illinois Shines Approved Vendors](#)
- [ComEd Service Providers](#)
- [Ameren IL Program Allies](#)
- [Regional/Local Plans](#)



# Equity Values & Partnerships



- Build partnerships with diverse, inclusive organizations with connections to target communities.
- Set expectations with partners around participant interactions.
- Host or extend invitations to equity centered trainings.
- Create a culture of inclusion and belonging—invite meaningful contributions and involvement from partners.
- Honor commitments and be transparent.



# Tracking Partner Engagement

## CEJA REPORTING SYSTEM

Customer Information **Partner Engagement & Management** Reports

Partner Engagement Contact Notes

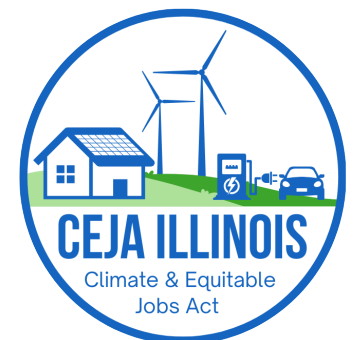
Name \*

Grantee

Navigator

Show  entries

Partner Name	Provider or Navigator Name	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
Nav Partner	CEJA - Navigators - All Hubs	Business Association		No	1234 Street Springfield, IL 62704
Samsonite	Garvey Wind Energy	Public University or College	10-19	No	111 First Avenue Street





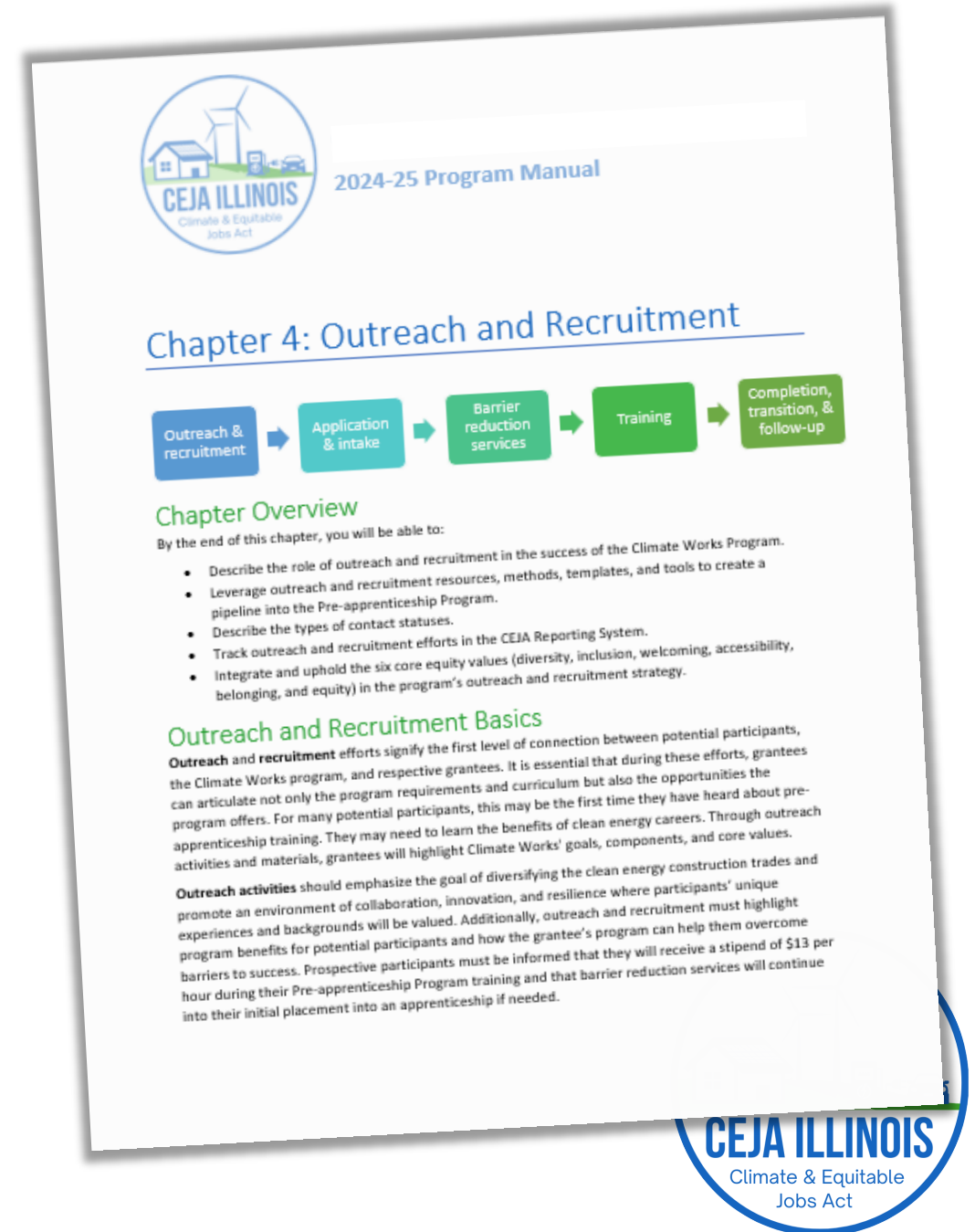
# Questions - Chat

*What questions do you have about partnerships?*



# Chapter 4: Outreach and Recruitment

(Refer to Chapter 4 of your Program Manual)



# Section II: Objectives

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

- Describe the role of outreach and recruitment in the success of CEJA workforce programs
- Leverage outreach and recruitment resources, methods, templates and tools
- Describe the types of contact statuses
- Track outreach and recruitment efforts in the CEJA Reporting System
- Integrate and uphold the core equity values in outreach and recruitment.



# Participant Lifecycle

CEJA Workforce Hubs & Climate Works Grantees

Outreach & Recruitment

Application & Intake

Barrier Reduction Services

Training

Completion, Transition & Follow-up

Energy Transition Navigators



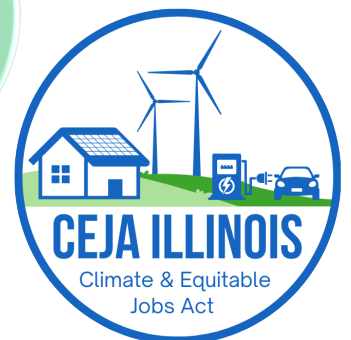
# Outreach & Recruitment Goals

1. **Raise awareness** of clean energy jobs and training opportunities
2. **Build trust** with community members and organizations
3. **Recruit community members** to CEJA workforce programs (Climate Works and Workforce Hubs)



# Equity Values in Outreach & Recruitment

- Staff equity training, cultural sensitivity training
- Outreach tools: reflect diverse, target population(s)
- Outreach plans: outreach methods that appeal to target population(s)
- Incorporate community and participant feedback
- Partner with trusted community organizations



# Inclusive Outreach: Equity-focused Persons

Persons residing in equity investment eligible communities

Low-income persons

Persons who identify as black, indigenous, and people of color

Formerly incarcerated persons

Persons who are/were in child welfare system

Displaced energy workers and their dependents

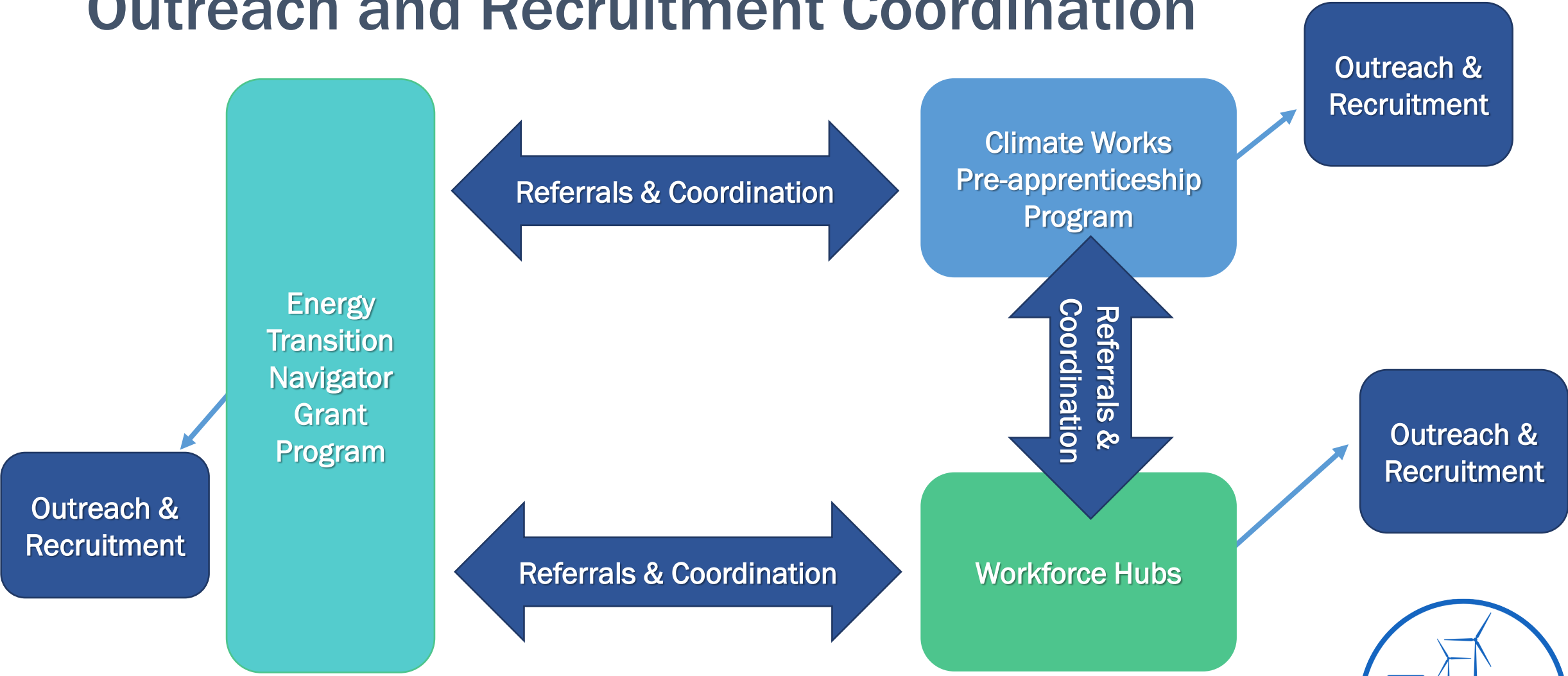
Women

LGBTQ+, transgender, or gender non-conforming persons

Persons with disabilities



# Outreach and Recruitment Coordination





# Provide Information about Program Elements & Requirements

	Climate Works	Workforce Hubs
<b>Program Goal</b>	Placement in a registered apprenticeship program in the construction and building trades	Placement in an entry-level clean energy job.
<b>Program Length</b>	150-300 hours	200-500 hours (depending on job-specific training options offered)
<b>Content Covered</b>	Construction basics, with a clean energy focus; essential employability skills	Bridge program: Essential employability skills and clean energy basics Job-specific training options: Will depend on what the specific hubs offer, such as solar, wind, energy efficiency
<b>Certifications</b>	TradesFutures MC3 or NCCER Core Construction Certificate; OSHA 10; First Aid/CPR	Bridge Program: OSHA 10; First Aid/CPR Other job-specific certifications (such as NABCEP PV Associate exam or NATE ready to work certifications)
<b>Barrier Reduction Services</b>	Transportation, childcare, tutoring, mentoring, job application support, etc.	Transportation, childcare, tutoring, mentoring, job application support, etc.
<b>Stipends</b>	Stipends provided for attending training provided	Stipends provided for attending training provided

# Raise Awareness of Clean Energy Careers & Pathways



Career resources available in Chapter 4



# Understand Participant Eligibility & Prioritization

Program	Geographic Eligibility/Prioritization	Other eligibility	Age	Other requirements
<b>Climate Works Pre-apprenticeship</b>	Anyone living in an EJ and/or R3 community	Formerly incarcerated people; Current or former foster care members	16 +	Must have a diploma or equivalent or be in a program where they are working towards one.
<b>CEJA Workforce Hubs</b>	Prioritize placement, where applicant pool allows: 1/3 people living in BOTH EJ and R3 community; 2/3 people living in EITHER EJ or R3 community	Preference and priority for people with barriers to employment*, current or former members of the foster care system, displaced energy workers	18 +	N/A



# CEJA Provided Outreach Tools

### Marketing Plan Worksheet

Who is your target population? (E.g., age, race, ethnicity, gender, geographic location, language, etc.)

What do members of your target population care about? Or what services might this group need?

Where do members of your target population get their information?

What is a realistic timeline for your organization to do outreach? (E.g., weekly, biweekly, monthly, quarterly, other)

Will any of your marketing activities cost money? If so, what is the budgeted marketing amount?

Task/Responsibility	Staff Member(s) Assigned
Create Marketing Materials	
Approve Marketing Materials	
Distribute Marketing Materials	
Track Effectiveness of Marketing Materials	
Other	

What metrics or measures will be tracked to determine success of program outreach efforts?

Based on the metrics identified above, how will your program define success?

Table A: Outreach activity summary

Outreach activity	Tools, resources needed	Location(s)	Date(s)	Assigned to	Cost
Ex. Block party # 1	Fliers, posters	Community centers			

Marketing Plan

[Grantee logo]

## Start a career in clean energy!

Enroll in a FREE CEJA training program near you.

Interested in learning more about the CEJA clean energy training programs? Scan the QR code to be contacted by outreach staff

[Contact info]

The CEJA Workforce Programs are funded by the Illinois Department of Commerce and Economic Opportunity (DCEO) through the Climate and Equitable Jobs Act (CEJA).

General CEJA Flyer & Poster

## CEJA WORKFORCE HUBS

### Chart a path to a clean energy career!

**Why participate?**  
The CEJA Workforce Hubs offer **FREE** training to prepare you for a well-paying clean energy career. Upon completion, you'll be prepared for a job in clean energy.

**Who can participate?**

- Eligibility is based on geography and other factors.
- Must be 18 or older.
- Find out if you're eligible by contacting us (see below)

**What does the program include?**

- Hands-on clean energy training
- Industry-recognized certifications
- Wrap-around and student support services
- Participant stipends

**For more information, contact us**

Phone number      Website      Address      LOGO

The CEJA Workforce Hubs Program is funded by the Illinois Department of Commerce and Economic Opportunity (DCEO) through the Climate and Equitable Jobs Act (CEJA).

Program Specific Flyers & Information Sheets

## Start a career in clean energy!

[Contact info]

Social Media



# Updating Outreach & Recruitment Templates

## CEJA Workforce Program Outreach Material Templates:

All Templates are designed in Canva. To access, click on the links. You will need to create a free account to access. Once you have created this account, you should be able to edit the design files by adding your organization's contact information, QR codes, logos, etc. The updated design files will be saved under your account.

Scroll down for links to design file templates for the following materials.

- CEJA Materials—General outreach materials that can be used by grantees of all of the CEJA Workforce Programs to recruit people for both the Climate Works Program and the CEJA Workforce Hubs Program
  - Includes fliers & posters in English and Spanish and social media graphics
- Climate Works Materials—outreach materials for the Climate Works Program
  - Includes a flier and an information sheet in English and Spanish
- CEJA Workforce Hubs Materials—outreach materials for the CEJA Workforce Hubs program
  - Includes a flier and an information sheet in English and Spanish

### CEJA Materials (for all programs)

#### CEJA Flier (English)

[https://www.canva.com/design/DAFuinXzWMy/ka3zHyYed9xpAm6agYSqwg/view?utm\\_content=DAFuinXzWMy&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=publishshare&utm\\_mode=preview](https://www.canva.com/design/DAFuinXzWMy/ka3zHyYed9xpAm6agYSqwg/view?utm_content=DAFuinXzWMy&utm_campaign=designshare&utm_medium=link&utm_source=publishshare&utm_mode=preview)

#### CEJA Flier (Spanish)

[https://www.canva.com/design/DAF77ks\\_6\\_o/rM2nlzqcV\\_xq2-C7dyAEg/view?utm\\_content=DAF77ks\\_6\\_o&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=publishshare&utm\\_mode=preview](https://www.canva.com/design/DAF77ks_6_o/rM2nlzqcV_xq2-C7dyAEg/view?utm_content=DAF77ks_6_o&utm_campaign=designshare&utm_medium=link&utm_source=publishshare&utm_mode=preview)

#### CEJA for Job Seekers (English):

[https://www.canva.com/design/DAFqaEiAjvQ/B1SV1\\_1UZZdiQNCaZYV2Q/view?utm\\_content=DAFqaEiAjvQ&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=publishshare&utm\\_mode=preview](https://www.canva.com/design/DAFqaEiAjvQ/B1SV1_1UZZdiQNCaZYV2Q/view?utm_content=DAFqaEiAjvQ&utm_campaign=designshare&utm_medium=link&utm_source=publishshare&utm_mode=preview)

#### CEJA for Job Seekers (Spanish):

[https://www.canva.com/design/DAF77ptw7yc/28x8cCox5Cz2iix1jvHnjw/view?utm\\_content=DAF77ptw7yc&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=publishshare&utm\\_mode=preview](https://www.canva.com/design/DAF77ptw7yc/28x8cCox5Cz2iix1jvHnjw/view?utm_content=DAF77ptw7yc&utm_campaign=designshare&utm_medium=link&utm_source=publishshare&utm_mode=preview)

#### CEJA Poster (English):

A template created by Linda Larsen was shared with you, start designing now

**Start a career in clean energy!**

Enroll in a FREE CEJA training program near you.

8.5 x 11 in

Edit template

Use template for new design

**Edit the design now**

Create a free Canva account and edit the design. Canva is loved by everyone, beginners and experts, teams and individuals.

Continue with Google

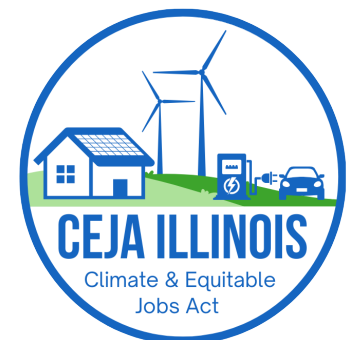
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By continuing, you agree to Canva's [Terms of Use](#). Read our [Privacy Policy](#).

Sign up with your work email



# Custom Outreach Materials

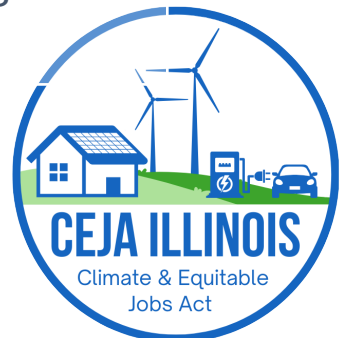
- **Materials must be:**
  - Co-branded with your organization's logo and the CEJA logo
  - Approved by the assigned DCEO grant manager
- **Materials must use:**
  - Approved CEJA Illinois logo
  - Approved language/messaging

## Can be co-branded

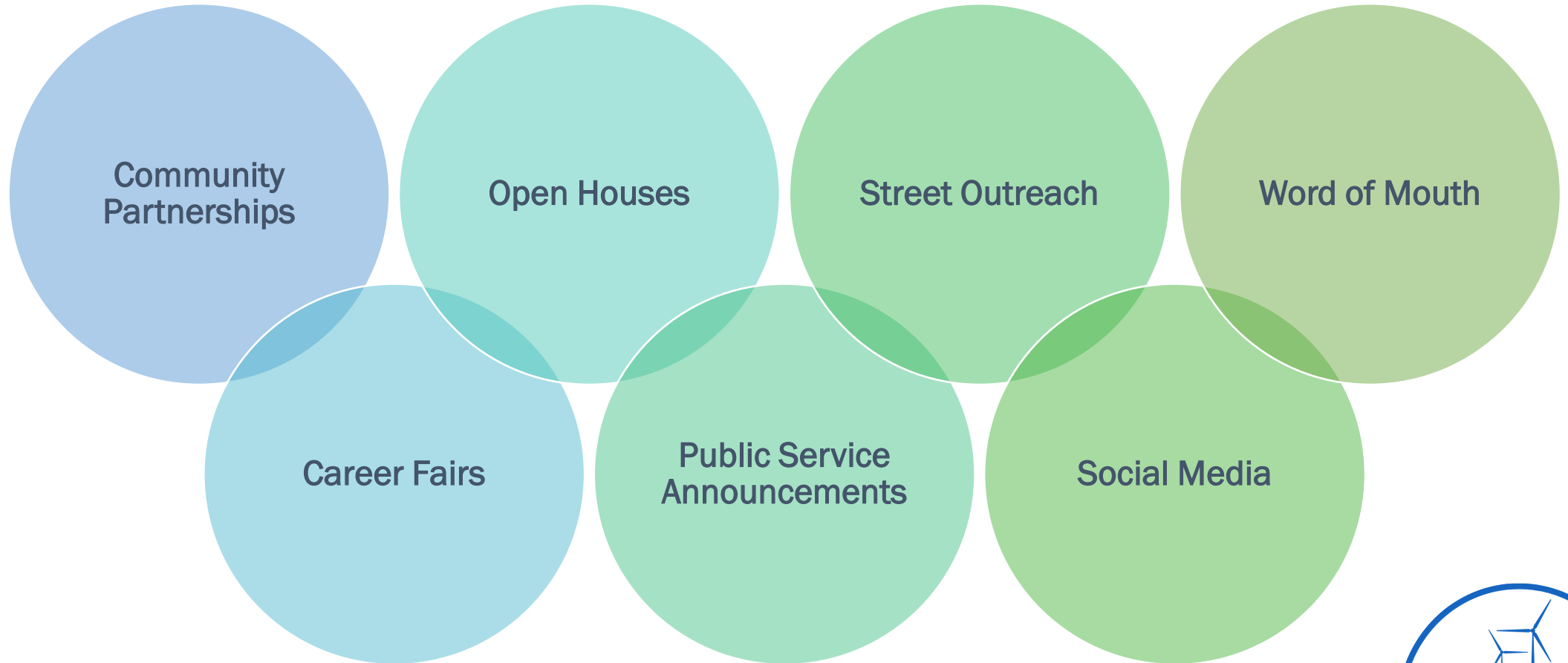
Fliers and brochures  
Postcards and mailings  
Posters, banners or displays  
Back of business cards  
Webpages describing your program  
Videos or television spots  
Email blasts  
Presentations  
Social media

## Cannot be co-branded

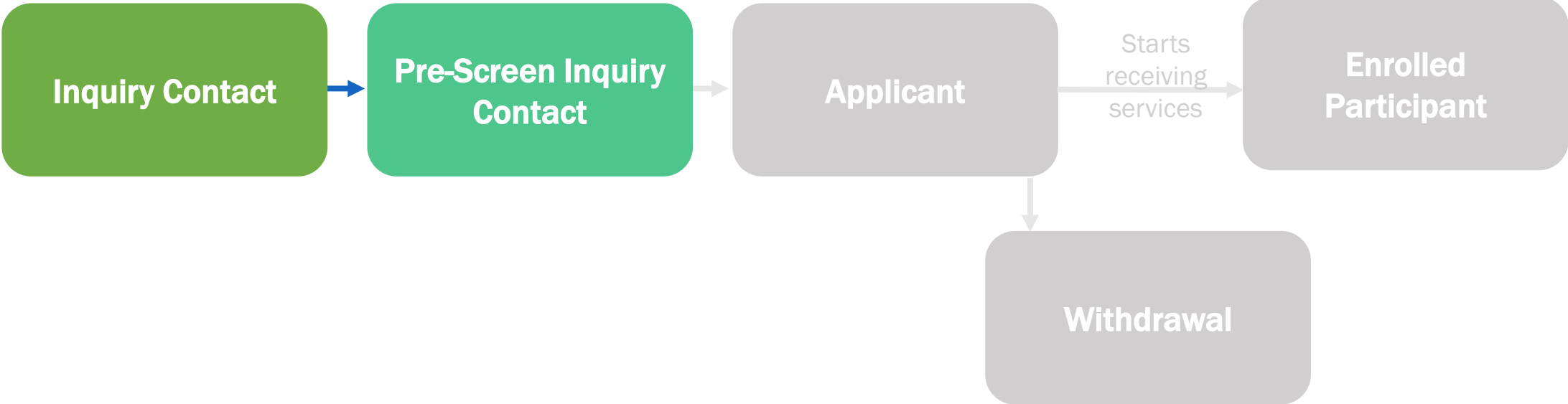
Invoices, quotes, receipts  
Clothing  
Vehicles  
Identification badges  
Promotional items or giveaways



# Outreach & Recruitment Methods



# CEJA Reporting System Status





# Questions - Chat

*What questions do you have about outreach & recruitment?*



# Chapter 5: Program Application & Intake

(Refer to Chapter 5 of your Program Manual)



# Section III Objectives

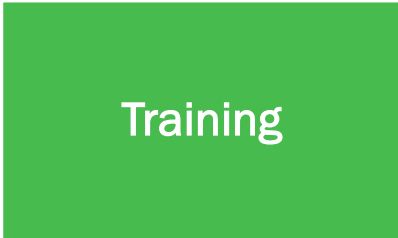
By the end of this section, you will be able to:

- Leverage standardized tools and templates to complete the application and intake process
- Comply with the application and intake requirements in the CEJA reporting system
- Complete tasks related to the intake process, including the Service Needs Assessment
- Integrate equity values into your program's application and intake processes



# Participant Lifecycle

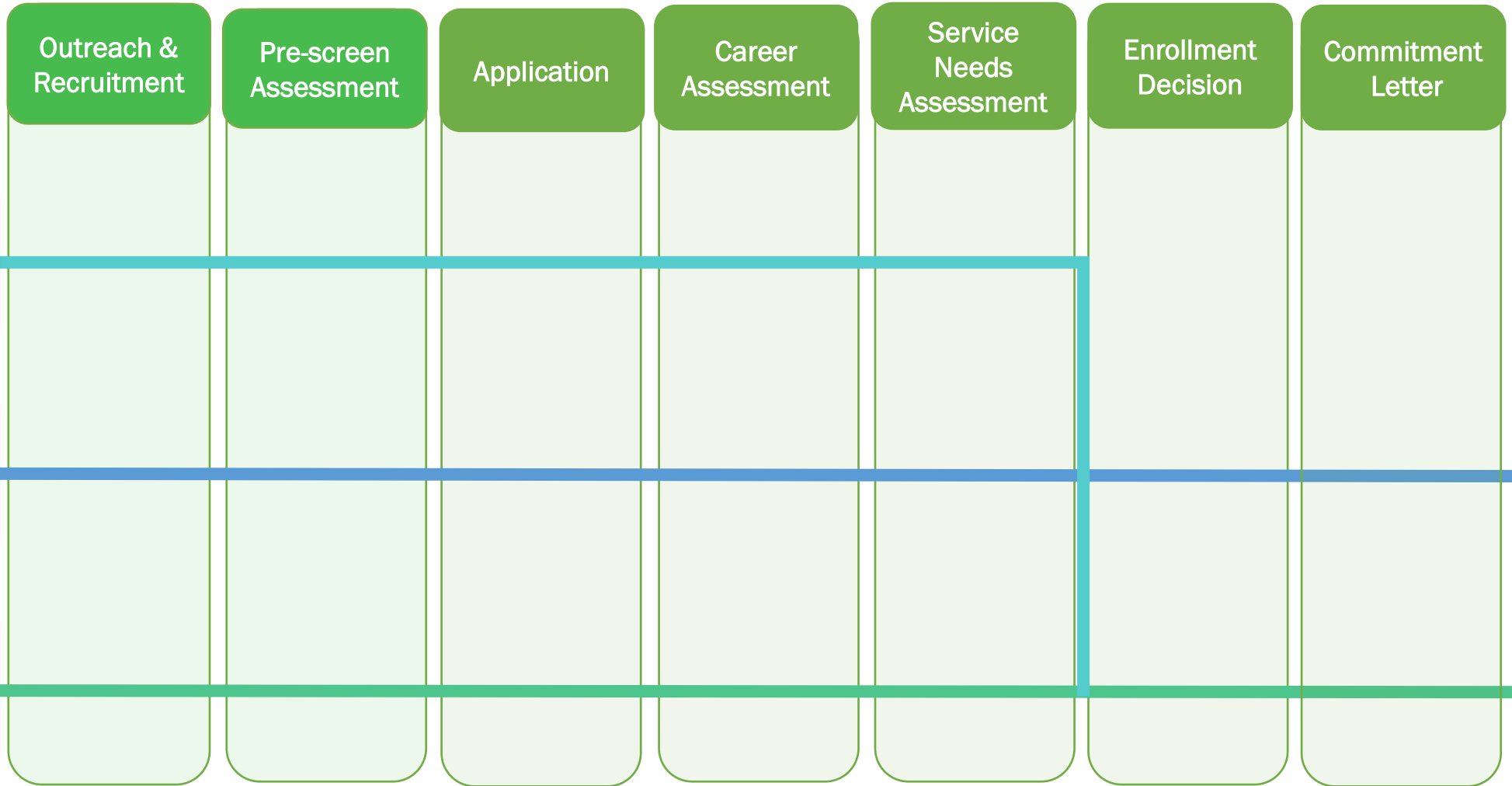
CEJA Workforce Hubs & Climate Works Grantees



Energy Transition Navigators



# Application & Intake Coordination

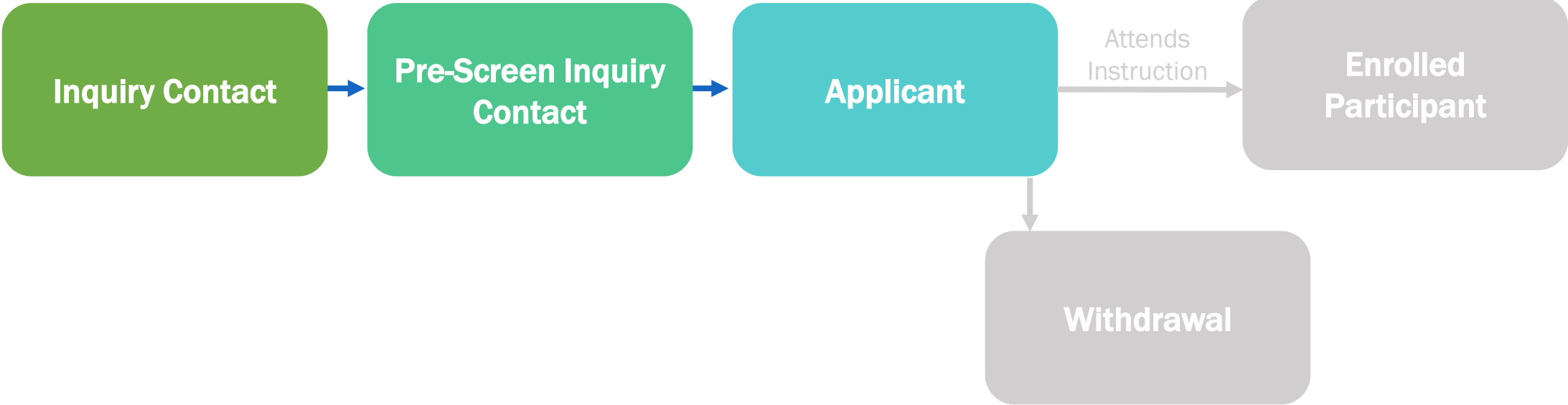


Energy Transition  
Navigator Grant  
Program

Climate Works  
Pre-apprenticeship  
Program

Workforce Hubs

# CEJA Reporting System Status



# Supportive Services for People in the Application & Intake Process (Pre-enrollment)



- Transportation assistance or childcare assistance to get to meetings
- Translation services
- Acquiring personal identification documents (birth certificate, State ID/Driver's License)



# Application & Intake

## Application

**CEJA CLIMATE WORKS PRE-APPRENTICESHIP REPORTING SYSTEM**  
**APPLICATION FOR SAMMY SAMPLE**

Demographic & Contact Information

First Name \*

Last Name \*

Do you have an SSN? \*

Email \*

Confirm Email \*

Street Address 1 \*

Street Address 2

City \*

State \*

ZIP Code \*

Primary Phone \*

Primary Phone Type \*

Alternate Phone (Format: XXX-XXX-XXXX)

Alternate Phone Type

Date of Birth \*

What sex were you assigned at birth on your birth certificate? \*

Are you authorized to work in the US? \*  Yes  No

How do you currently describe yourself? \*

## Career Assessment

**ADD CAREER ASSESSMENT**

Assessment Date \*

What is your current employment status? \*

Hourly Wage

Employer Name

Start Date

End Date

Job Duties (for most recent job)

Reason for Leaving (if applicable)

Some jobs have lifting requirements. Please indicate whether you are able to lift this amount of weight. \*

Many of the apprenticeship programs require people to stand for long periods of time. Please indicate whether you are able to stand for long periods of time \*

## Service Needs Assessment

**CLIMATE WORKS REPORTING SYSTEM SERVICE SCREENING FOR SAMMY SAMPLE**

**Last Saved: Never**

**ACCOMMODATIONS AND STUDENT SERVICES**  
Do you need accommodations or other services to help you in the classroom? \*  Yes  No  N/A (Not needed for Program)

**TECHNOLOGY ASSISTANCE FOR VIRTUAL LEARNING (BROADBAND AND HARDWARE - IF VIRTUAL LEARNING WILL BE EMPLOYED)**  
Do you have steady and reliable access to the internet? \*  Yes  No  N/A (Not needed for Program)  
Do you have a computer that will allow you to access lessons including online instruction? \*  Yes  No  N/A (Not needed for Program)  
Do you feel confident in your ability to use technology including emailing, navigate the internet, and completing basic tasks on a computer? \*  Yes  No  N/A (Not needed for Program)  
Do you have a phone to communicate with your case manager, providers, and employers? \*  Yes  No

**TRANSPORTATION**  
Do you have transportation concerns that could affect your participation in the program? \*  Yes  No

**CHILDCARE/FAMILY MEMBER CARE**  
Would you require any assistance in supporting or caring for your family members while you are enrolled in the program? \*  Yes  No

**ASSISTANCE WITH HOUSING**  
Do you have housing concerns that could affect your participation in the program? \*  Yes  No

**FOOD**  
Do you need assistance with food to be successful in the program? \*  Yes  No

**HEALTH CARE**  
Do you have any physical or mental health needs including substance abuse treatment that require assistance to succeed in this training program? \*  Yes  No

**LEGAL ASSISTANCE**  
Would you like to receive legal assistance services? \*  Yes  No  
This could include:  
a) Expunging or sealing old criminal records  
b) Obtaining and reinstating revoked or suspended driver's licenses  
c) Untangling outside court debt issues  
d) Assistance with child support orders  
e) Certificates of rehabilitation  
f) Assistance preventing illegal evictions, resolving credit report problems, or filing for domestic violence restraining orders  
g) Assisting veterans with accessing healthcare, education grants, and housing services.  
h) Not authorized to work in the U.S.\*





# Service Needs Assessment: Assessing the Need for Barrier Reduction Services

Transportation Services

Childcare/Family Member Care

Broadband Fees

Tools/Equipment

Uniforms

Technology Rentals

Legal Aid

Driver's Education Lesson & License

ID Support & Costs

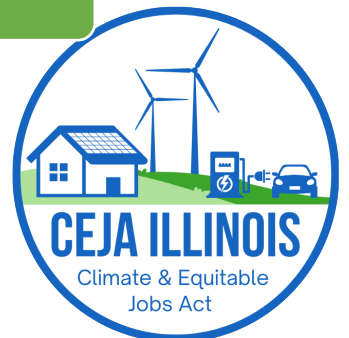
Guidance & Counseling

Housing Assistance

Healthcare

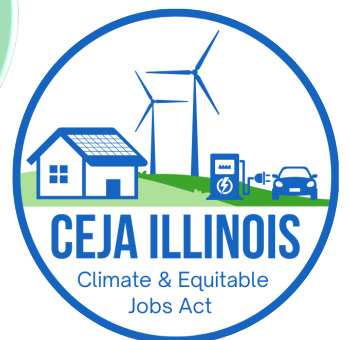
Needs-related payments

Other barrier reduction service needs



# Equity Values in Application and Intake

- Staff equity training, cultural sensitivity training
- Provide support services to reduce barriers to enrollment
- Build rapport with potential participants
  - Use supportive communication
  - Remember names
  - Find common experiences
  - Actively listen
  - Be aware of body language



# Enrollment Decisions

- Enrollment decisions must be made based on eligibility and the applicant's career goals
- Enrollment decisions must be communicated by a formal letter (mailed or emailed)
- Enrollment decisions can be **Acceptance** or **Denial**
- Enrollment decisions must be communicated to the Energy Transition Navigator as well.



# Acceptance & Commitment Letter

- Enrollment decision: You're in!
- Program & orientation information
- Climate Works Program Commitment Agreement
  - Rights, obligations, training conditions
  - FERPA waiver
  - Must be signed by applicant and staff



The image shows a sample of the "Climate Works Pre-apprenticeship Program Acceptance and Commitment Letter" form. The form is tilted and contains the following text:

 **Climate Works Pre-apprenticeship Program**  
**Acceptance and Commitment Letter**

[Date]  
[Participant Name]  
[Participant Address]  
[Participant City, State, Zip Code]

Dear [Participant Name],

Congratulations! We are pleased to accept you into the Climate Works Pre-apprenticeship Program, offered by [Provider Name]. We look forward to you joining the training beginning this [Fall/Winter/Spring/Summer].

**Program Information**

- Program Address: [Program Address]
- Program Dates & Times: [Program Dates & Times]

Before you begin the program, on or before your Orientation, please complete the following steps:

- **Verification Documents.** On or before your first day of training, please bring in a document that confirms your date of birth (i.e., Driver's License/State ID, Birth Certificate).
- **Intake Appointment.** If you haven't already completed an intake appointment, please set up a time to meet with our staff. There are many support services included in this program that you may receive to help you succeed. During this meeting, you can ask questions about the program. Call our office at [Provider Phone Number] to set up your intake appointment.
- **Commitment Letter.** Sign the attached Commitment Letter and bring the signed letter on the first day of training. This letter explains the program requirements and asks you to commit to meeting these requirements.

If you do not complete the items above, you will not be able to begin the training.

We cannot wait for you to join our program! Please reach out if you have any questions.

Sincerely,

[Program Contact Signature]  
[Program Contact Typed Name]  
[Program Contact Email]  
[Program Contact Phone Number]

# Enrollment Decision: Denial

## Letter outlines:

- The enrollment decision
- Referrals for programs/services that will help the participant
- Work with denied applicants to:
  - Address issues so that they can return to the CEJA program
  - Help them engage with another program that meets their career goals.

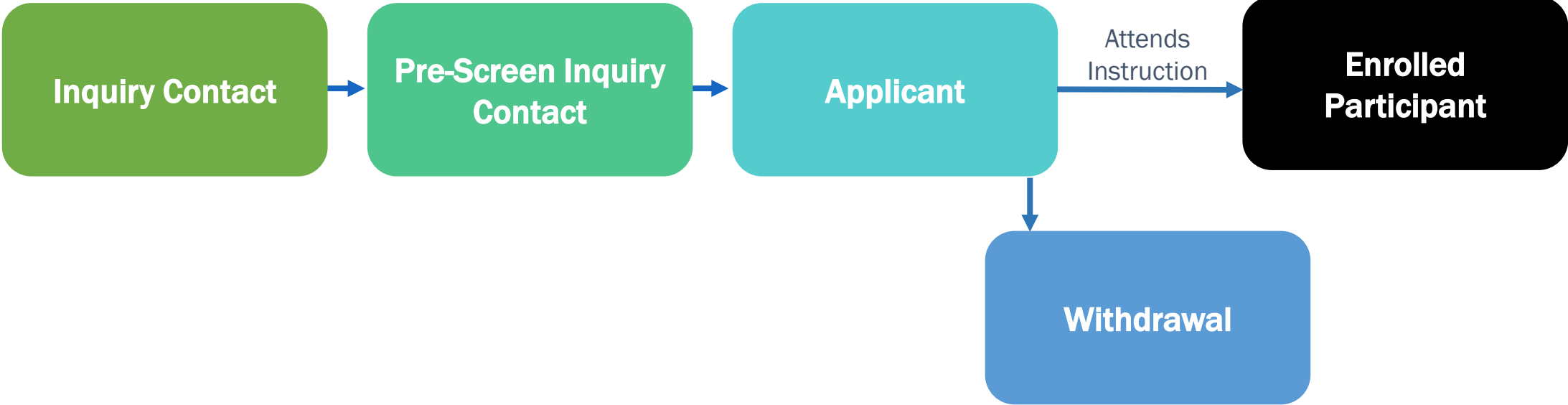


# Participant Skimming

*...programs select applicants who are deemed more likely to succeed and may have less need for wrap-around or supportive services.*



# CEJA Reporting System Status



# Questions - Chat

*What questions do you have about the application and intake process?*







# 5 Minute Break



# Breakout group discussion agenda

1. Introductions to the grantee team partners in your region.
  - a. What does your team bring to the table?
  
2. CEJA Program Partnerships
  - a. Discuss ways grantee teams can partner on outreach and recruitment.
  - b. How can DCEO help facilitate strong partnerships?






## Part 2: Regional Discussion & Collaboration



# Breakout Groups by Region

Breakout Group	CEJA Workforce Hubs	Energy Transition Navigator	Climate Works
Chicago South (Larry)	Chicago Cook Workforce Partnership; Safer Foundation	Chicago Urban League; Community Assistance Program	548 Foundation
Chicago West & Southwest (Valerie + Devin)	Chicago Cook Workforce Partnership; 548 Foundation	Central States SER Jobs for Progress; North Lawndale Employment Network	548 Foundation
Aurora & Joliet (Karen + Linda)	College of DuPage Joliet Junior College	Goodwill Industries of Metropolitan Chicago (No ET Navigator in Joliet)	
Waukegan (Char + Christine)	College of Lake County	Community Works Inc NFP	
Rockford (Kristin + Brian)	The Workforce Connection, Inc.	Goodwill Industries of Northern IL	
Decatur & Peoria (Nate)	Richland Community College (No Hub in Peoria)	Community Foundation of Macon County Heaven's View Community Development Corp.	HIRE360
Champaign & Danville (Diana)	Parkland College (No Hub in Danville)	Vermilion Advantage, NFP (No ET Navigator in Champaign)	HIRE360
East St. Louis, Alton, and Carbondale (Michelle)	Macedonia Development Corporation Lewis & Clark Community College (No hub in Carbondale)	Senior Services Plus Carbondale Branch NAACP (No ET Navigator in East St. Louis)	 <p>HIRE360 CEJA ILLINOIS Climate &amp; Equitable Jobs Act</p>

# Instructions for breakout room facilitators

- Welcome people to the breakout room.
- Set expectations for participation. (We'd love to hear from everyone. Turn on your cameras if you feel comfortable. Feel free to use the chat to respond or unmute yourself and speak. If you've talked a lot, let others take a turn. Etc.)
- Invite them to ask questions throughout this session. Explain that you'll do your best to answer their questions but may need to get back to them later with an answer.
- Explain that this conversation will be just a start—we'll have other opportunities for you to work together, get to know each other, and make plans.
- Ask if someone would be willing to take notes (if you don't already have a notetaker on the call)
- Put the questions in the chat (see notes) so that they can see them ahead of time.



# Get to know your partners: What do you each bring to the table?

- Invite each grantee team to introduce the members of their team that are on the call.
- Have each team share a little bit about their organization. What unique experiences do they bring to the table?
- Give each grantee team about 3-5 minutes to share.



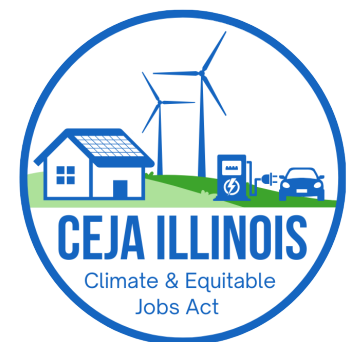
# Outreach and recruitment coordination

- What ideas do you have for communicating with each other as you do outreach and recruitment?
- Who are your target audiences for outreach and recruitment? (If needed, list the equity focused populations and eligible communities and groups of people for the different CEJA programs. Explain that some partners might have strong connections with certain communities or groups of people. Let's leverage those connections!)
- What kinds of outreach activities and materials would help reach those target audiences?
- How will you work together to conduct outreach activities?
- How can DCEO help you build successful partnerships with the other grantees in your region?





**Welcome back!**





# Upcoming Orientation Sessions

Date	Session Topic	Prepare by . . .
June 25, 10am-12pm	Illinois workNet Session 2: Outreach & Intake	N/A
July 9, 10am-12pm	Manual Session 3: Barrier Reduction, Training, and Transitions	Read manual chapters 6-8 (Workforce Hubs, Climate Works)
July 11, 11am-12pm	Illinois workNet Session 3: Career Plan, Adding/Updating Services, Completion, Follow-up	
July 16	Manual Session 4: Administrative requirements (data, reporting, finances, monitoring, etc.)	Read Workforce Hubs, Climate Works chapters 9-12; ET Navigator chapters 6-9



# Survey: Evaluation/Feedback



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

# Questions? Contact Us

## CEJA Grant Managers

- Climate Works: Charlotte Flickinger, [charlotte.flickinger@illinois.gov](mailto:charlotte.flickinger@illinois.gov)
- CEJA Workforce Hubs: Karen Lockhart, [Karen.B.Lockhart@Illinois.gov](mailto:Karen.B.Lockhart@Illinois.gov)
- Energy Transition Navigators: Kristin Wheeler, [Kristin.Wheeler@Illinois.gov](mailto:Kristin.Wheeler@Illinois.gov)

## CEJA Regional Administrators

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

# Thank you!

## Contact Us At:

- Charlotte Flickinger, CEJA Program Manager, DCEO  
[charlotte.flickinger@illinois.gov](mailto:charlotte.flickinger@illinois.gov)
- Nate Keener, CEJA Central Regional Administrator for the Office of Employment & Training: [nate.keener@illinois.gov](mailto:nate.keener@illinois.gov)
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