



CEJA Work Plan Approvals –

A review of expected materials



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor

Advance Cash Requests

- Needed for approval:
 - Initially approved Project Work Plan
 - Executed Subawards (if advance cash is being dispersed to subgrantees)
 - First PPR and PFR



The Project Work Plan – INITIAL APPROVAL

- Each Tab Completed
 - Project Summary:
 - Narrative is complete
 - Outcomes align with the numbers in the Grant Agreement or written justification for variances is approved
 - Implementation Timeline:
 - Project start up activities are listed in chronological order
 - A hiring timeline is included
 - There's a timeline for development/finalization of the following policies:
 - Barrier Reduction Policy
 - Stipend Policy (if different from Barrier Reduction Policy)
 - Procurement Policy (should cover conflicts of interest)
 - Outreach/Marketing Plan
 - Timeline for Subawards
 - Project implementation activities are listed in chronological order
 - Timeline for development of Curriculum Plan
 - Planned completion dates are listed, not ranges



The Project Work Plan – INITIAL APPROVAL

- Each Tab Completed
 - Staffing Plan
 - All staff devoting paid time to the project should be listed
 - Hiring that needs to be done is reflected in the Implementation Timeline Tab
 - Contact info provided
 - Curriculum Plan (if applicable)
 - Please fill out or attach separate documentation as appropriate
 - Whatever format is submitted, all required elements should be included – instructional hours, credentials, a description of modules, etc
 - Activities & Outcomes
 - Again, numbers here should align with the Grant Agreement. If they don't align, written justification should be submitted for approval explaining the variance



The Project Work Plan – FINAL APPROVAL

- Executed Sub-Awards are approved – must be approved before cash can be disbursed
- Barrier Reduction/Stipend Policies are approved
- Procurement Policy aligns with 2 CFR 200
- Marketing/Outreach Plan is accurate and includes Navigators
- Curriculum is approved – must be approved prior to enrollment
 - Meets minimum instructional hours
 - Is training toward a relevant credential
 - Instructor(s) qualified to teach
- Outcomes match the NOGA or we have approved justification for any mismatches



Walk Through – Policies, Forms, and Templates



Barrier Reduction/Supportive Services Policy

- How are funds distributed?
- How often?
- What does a participant need to do in order to maintain eligibility for these services?
- Are there caps?
 - Dollars
 - Time



Stipend Policy (if separate from BRF)

- How much per hour?
- How often are funds dispersed?
- How does a participant maintain eligibility for these funds?
- Do you have language ensuring participants understand this is NOT a wage, but that it is reportable income?
- Is the stipend being used to reward participants at specific milestones? If so, what are those milestones?



Procurement Policy

- Does it align with 2 CFR 200?
- Are there \$ thresholds that determine when multiple quotes are required to purchase a product or service? Are there similar thresholds that determine when a product or service must be bid out?
- How do you ensure that there are no conflicts of interests in the products or services being procured?

<https://dceo.illinois.gov/content/dam/soi/en/web/dceo/aboutdceo/grantopportunities/grantdocs/procurement.pdf>



Outreach/Marketing Plan

- Are you recruiting the targeted populations? How will you know?
- Are you partnering with relevant stakeholders?
- Are you working with your local Navigator (for Hub and CW)
- Are you working with your local Hub and CW (for Navigator)
- How are you prioritizing acceptance, if at all?
- How will you know if your efforts are successful? How will you course correct?



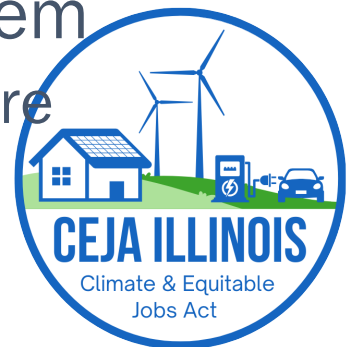
Subawards

- Are they fully executed?
- Did you use DCEO's template?
 - If not, does your subaward contain all the required elements that were part of the DCEO template?



Setting up Users in the CEJA Reporting System

- We're also asking for a description of the workflow
 - Who are the partners (contact info including address)
 - What will they be doing? Be specific – are they doing intake? Assessments? Applications? Training? Transition Support? How are they working with the main grantee?
 - Will they enter information into or otherwise use the CEJA Reporting System?
- This will help us determine what groups each grantee and subgrantee should be assigned to in the CEJA Reporting System
 - Not just about who the partners are, but also about what services are being assigned to the participant, and where those are





STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Report Transmittal

1. Grantee Name (per UGA):	2. Grant Number:	3. Grantee DUNS:
	4. CSFA Number: 420-30-3174	5. Grantee FEIN:

6. Program Name (per UGA): Illinois Energy Transition Navigators Program (CEJA)	7. CFDA Number(s): N/A
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8. State Agency (Grantor): Department of Commerce and Economic Opportunity

9. Agreement Period:		10. Report Period End Date:
Start Date (Month/Day/Year):	End Date (Month/Day/Year):	(Month/Day/Year):

11. Final Report?	12. Report Frequency:	13. Prepared Date:
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Other (specify):	

**Responses to Sections 14 - 22 may be provided in a separate format.
 All grantees must complete Section 23.**

Alternative file or database used.

File Name or Database Source:

14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
				ADD DEL

18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period	21. Required (R) or Inform Only (IO)	Add - Delete
				ADD DEL





STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

(a) Grantee Name		(b) Grant Number	(c) CSFA 420-30-3174	(d) CFDA(s) N/A	(e) Appropriation Number(s) (State Agency Use Only) 24-427-42030-4900-0000	
(f) FEIN Number	(g) DUNS	(h) Program Name and/or Code Illinois Energy Transition Navigators Program (CEJA)			(i) Date Prepared	
(j) Agreement Period thru		(k) Report Period thru		(l) Final Report for Award Period <input type="checkbox"/>	(m) No changes from prior reporting period and/or No new expenses <input type="checkbox"/>	
(n) Indirect Cost Rate: %		(o) Approved Indirect Cost Base:				
(p) Program Restrictions: Yes <input type="checkbox"/> No <input type="checkbox"/>		(q) List of Restrictions:				
(r) Mandatory Match %: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		(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)

(x) 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	Expend %	Current Period Grant Expense	Prior Approved Grant Expenses	Grant Expense Adjustment	Post-Adjustment Grant Expenses (award to date)	Cash	In-kind	Total		
			0.00									ADD DEL
(cc) TOTAL DIRECT EXPENSES			0.00									
(dd) Indirect Costs			0.00									
(cc) TOTAL EXPENDITURES			0.00									





Questions?



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Contact Us

CEJA Grant Managers

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