



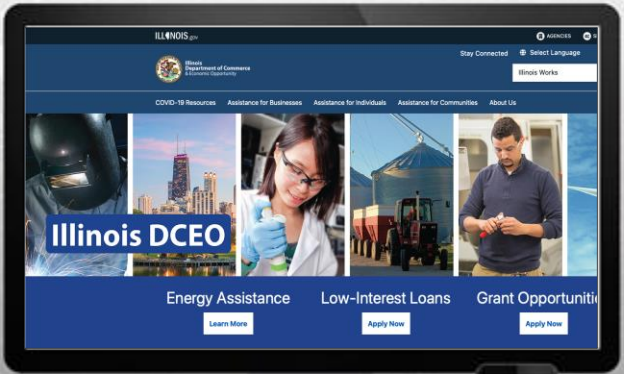
Illinois
Department of Commerce
& Economic Opportunity

Illinois Works Provider Network

2024 Grantee Manual Updates

Norman Ruano, Deputy Director of Illinois Works







ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Mr. Dan Martinez, Grant Manager
- Mr. Steven Scott, Grant Manager
- Ms. Monica Pruitt, Grant Manager
- Dr. Ana Bedard, Training Analyst and Program Coach
- Dr. Vera Lee Robinson, Training Analyst and Program Coach
- Dr. Gia Suggs, Professional Development Lead, Training Analyst and Program Coach





Course Description



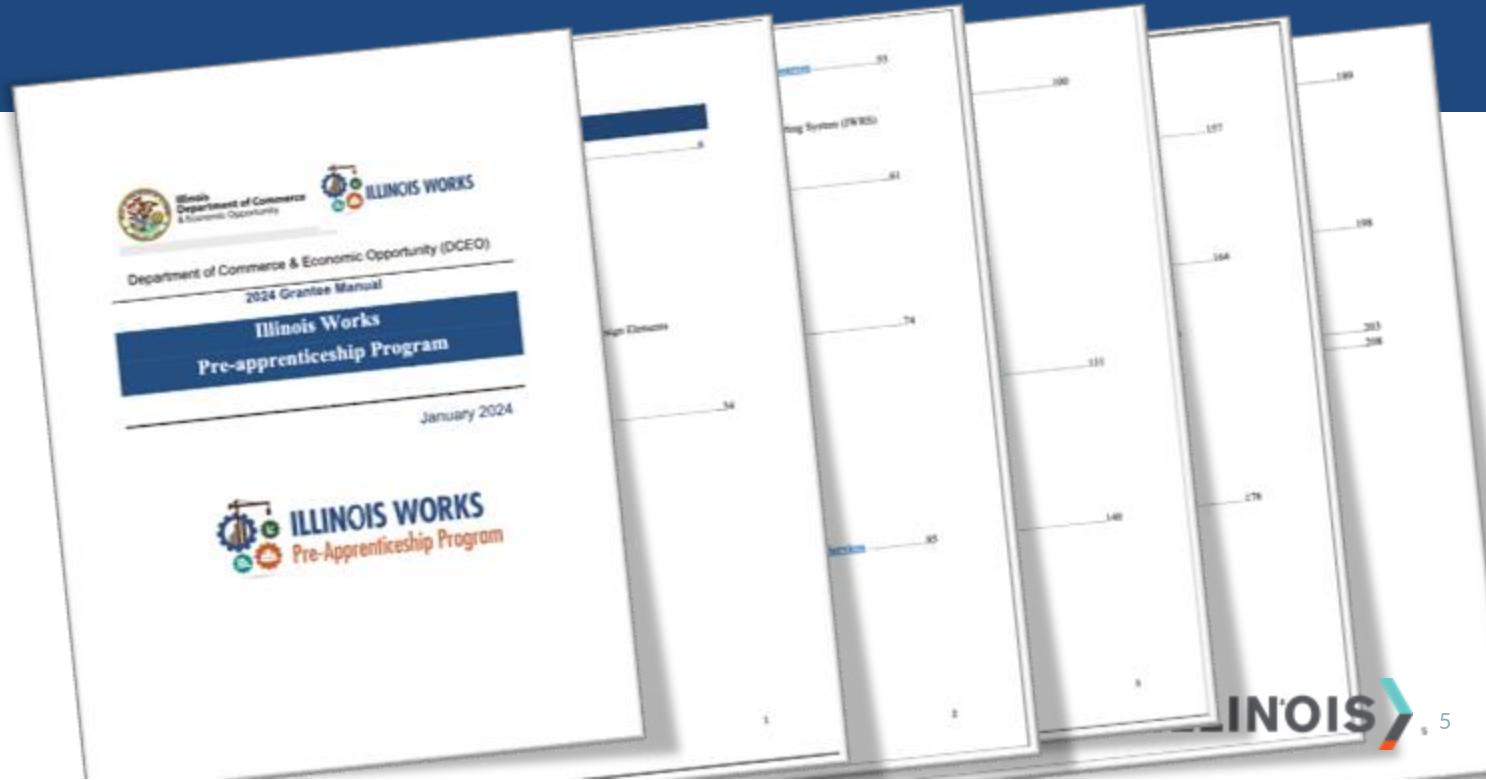
The Illinois Works Grantee Manual provides grantees with guidance on how to successfully implement their Illinois Works Pre-apprenticeship program in compliance with DCEO, Illinois Works and the Illinois Works Job Program Act.

The original Grantee Manual was released in early 2022. The 2024 Grantee Manual has been enhanced with additional program guidance, the application of new or updated data management systems, and additional tools including exhibits and templates.

This webinar is designed specifically for 2023 grantees who were offered and will receive Illinois Works Pre-apprenticeship renewal grants for the 2024 program year.



Course Overview





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ILLINOIS

Course Objectives

By the end of this training, learners will be able to:

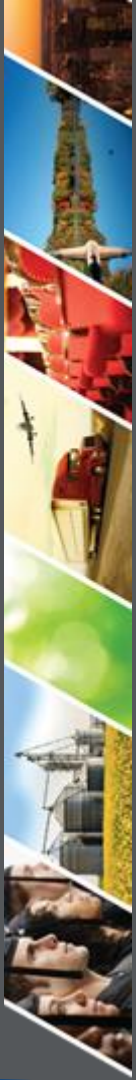
- Access the 2024 Grantee Manual.
- Apply additional guidance provided in the 2024 Grantee Manual.
- Utilize the additional tools; including exhibits and templates, provided in the 2024 Grantee Manual.





This Session is Being Recorded





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Section 2: Welcome and Introduction

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

- Identify your expectations for the 2024 program year.





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Comments, feedback, or questions?

Email us at:

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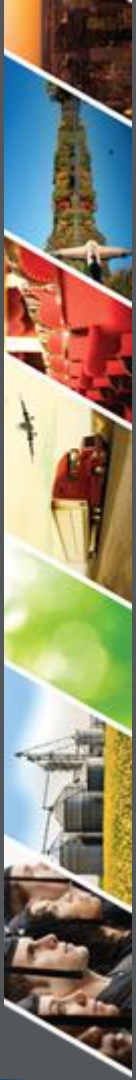
- Your Name
- Organization/Agency
- Role
- Geographic Location



Question:

“What aspect(s) of the program are you looking forward to for the 2024 program year?”





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Section 3: Section Updates

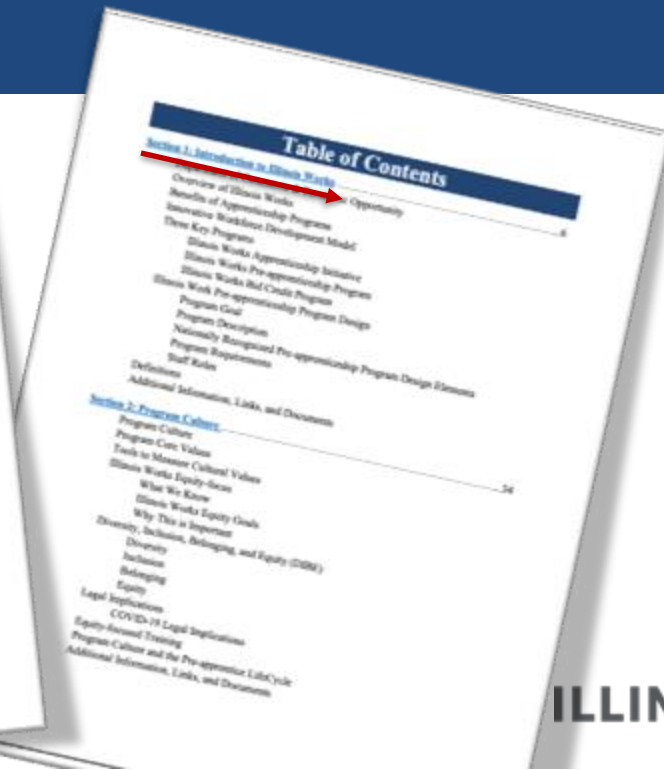
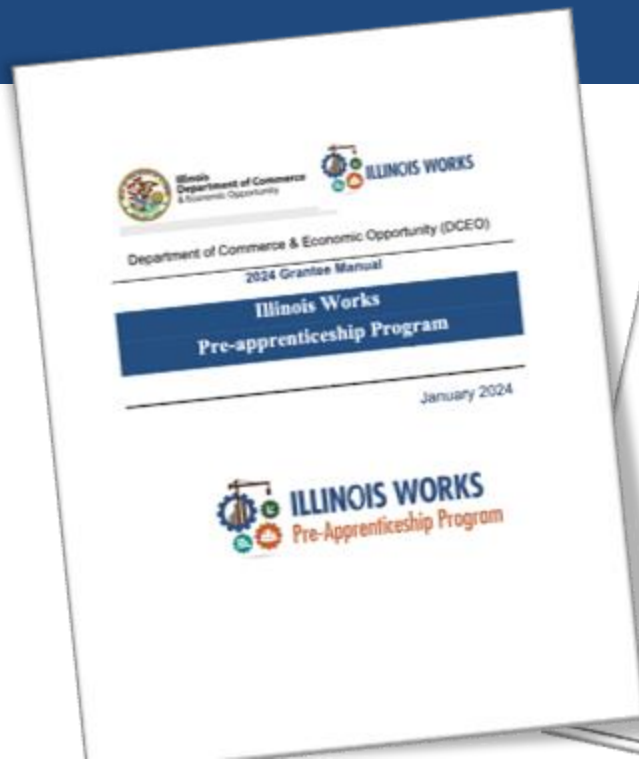


By the end of this section, you will be able to:

- Identify specific updates to each section of the 2024 Grantee Manual.
- Apply new guidance.
- Utilize new or updated tools.



Section 1: Introduction to Illinois Works





Training - Curricula and Instruction

- TradesFuture (MC3)
- NCCER
- ICCB
- Other approved construction curriculum



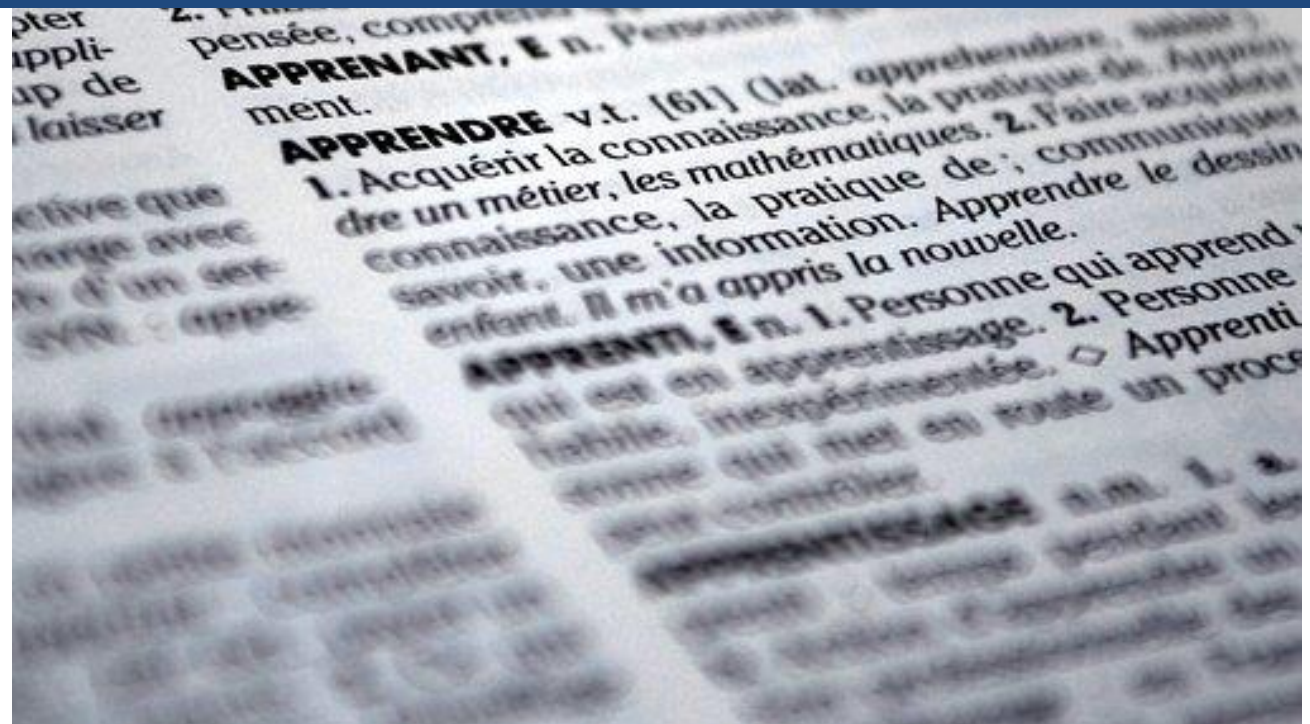


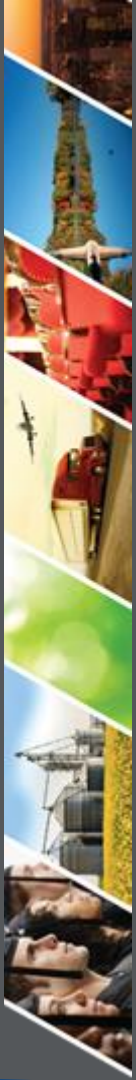
Table 1: Construction and Building Trade Occupations, Job Summary and 2021 Median Pay

Occupation	Job Summary	2021 Median Pay
Boilermakers	Boilermakers assemble, install, maintain, and repair boilers, closed vats, and other large vessels or containers that hold liquids and gases.	\$64,290
Carpenters	Carpenters construct, repair, and install building frameworks and structures made from wood and other materials.	\$48,260
Construction Equipment Operators	Construction equipment operators drive, maneuver, or control the heavy machinery used to construct roads, buildings, and other structures.	\$48,290
Construction Laborers and Helpers	Construction laborers and helpers perform many tasks that require physical labor on construction sites.	\$37,520
Construction and Building Inspectors	Construction and building inspectors ensure that construction meets building codes and ordinances, zoning regulations, and contract specifications.	\$61,640
Construction Equipment Operators	Construction equipment operators drive, maneuver, or control the heavy machinery used to construct roads, buildings, and other structures.	\$48,290
Drywall Installers, Ceiling Tile Installers, and Tapers	Drywall and ceiling tile installers hang wallboard and install ceiling tile inside buildings. Tapers prepare the wallboard for painting.	\$48,350
Electricians	Electricians install, maintain, and repair electrical power, communications, lighting, and control systems.	\$60,040
Elevator and Escalator Installer and Repairers	Elevator and escalator installers and repairers install, maintain, and fix elevators, escalators, moving walkways, and other lifts.	\$97,860
Flooring Installers and Tile and Stone Setters	Flooring installers and tile and stone setters lay and finish carpet, wood, vinyl, tile, and other materials.	\$47,310
Glaziers	Glaziers install glass in windows, skylights, and other fixtures in buildings.	\$47,180
Ironworkers	Ironworkers install structural and reinforcing iron and steel to form and support buildings, bridges, and roads.	\$57,160
Masonry Workers	Masonry workers use bricks, concrete and concrete blocks, and natural and manmade stones to build structures.	\$48,040



Definitions

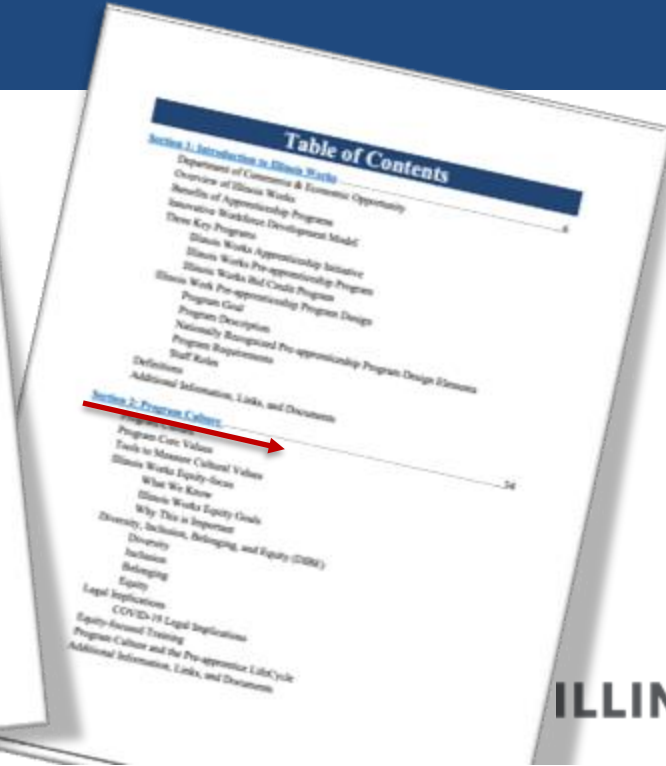
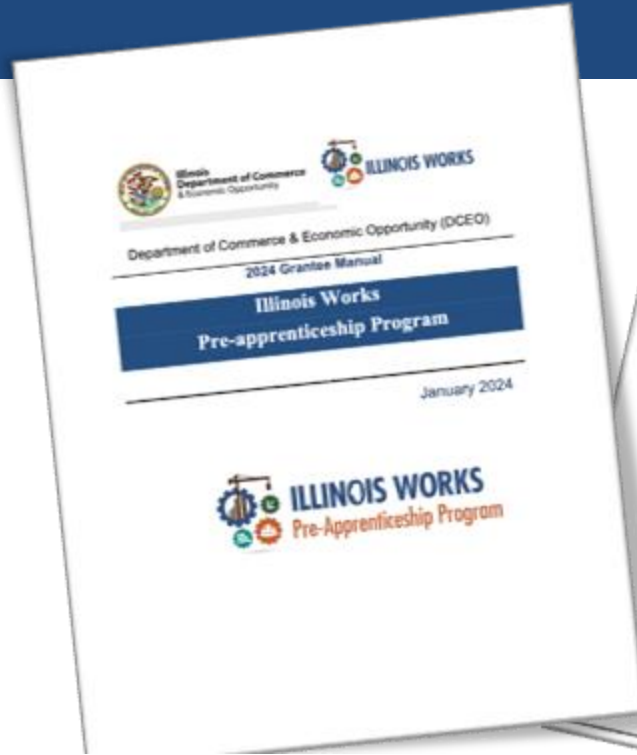


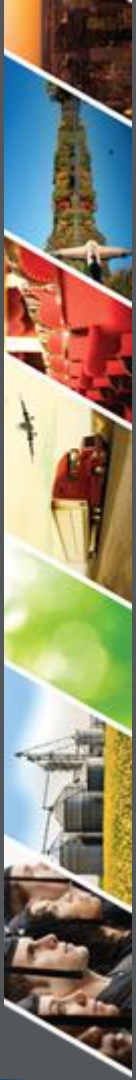


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Section 2: Program Culture



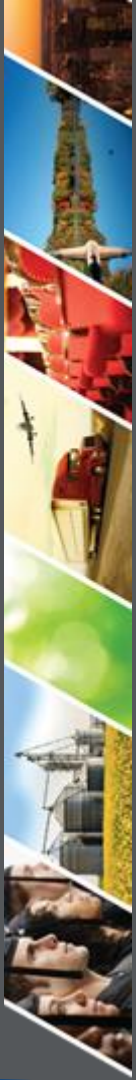


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Staff Roles

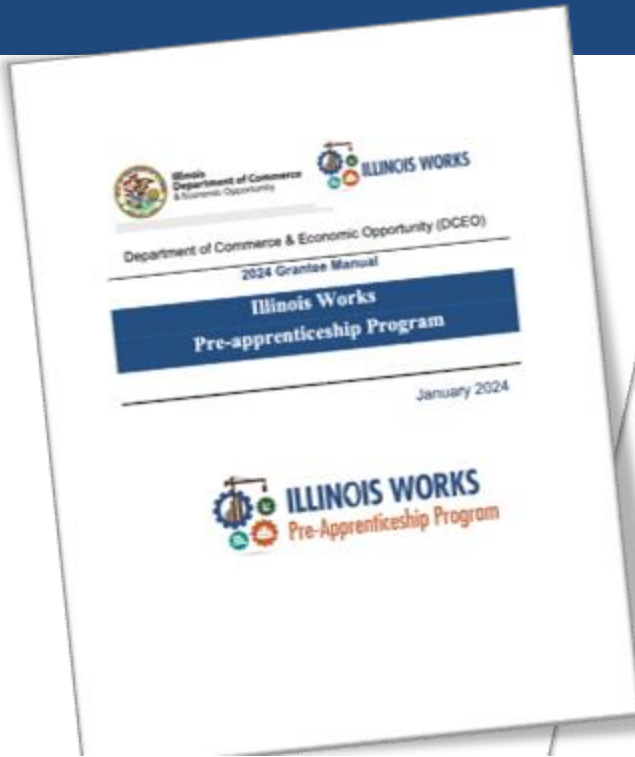


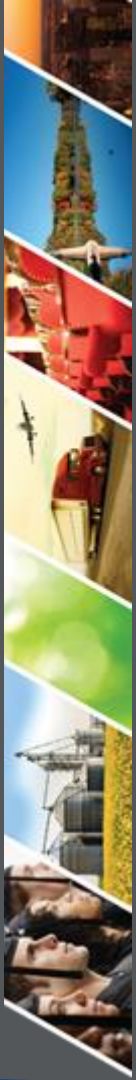


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Section 4: Outreach and Recruitment

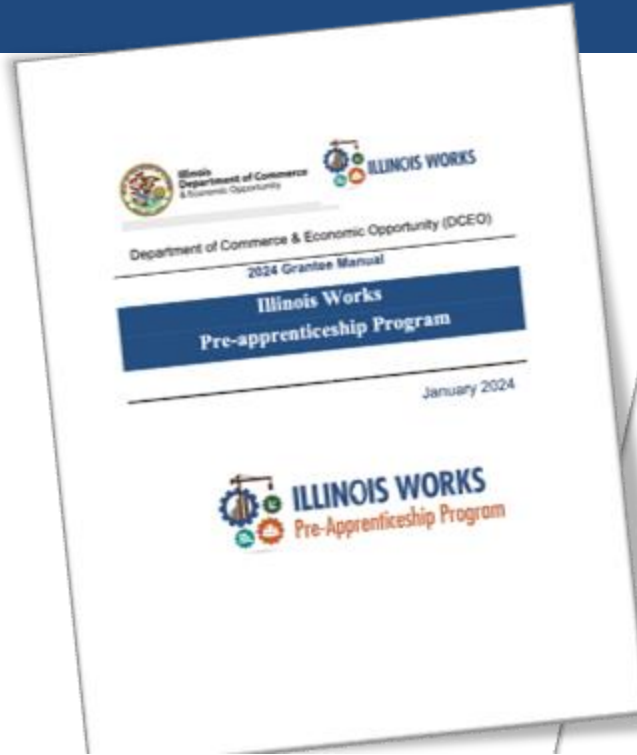




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Section 5: Program Application and Intake





High School/GED/HiSET



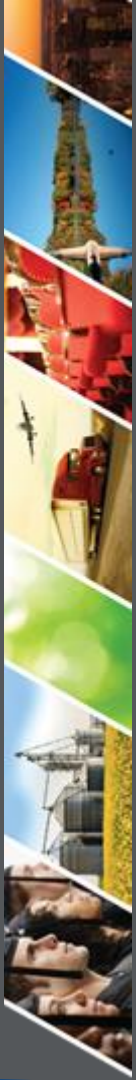


Eligibility Cohort Structure



A **cohort structure** has been added. A **cohort** is a predefined limited group of participants engaged in an area of study under the guidance of a highly engaged trainer or instructor. This group of participants begins and ends the program at the same time.

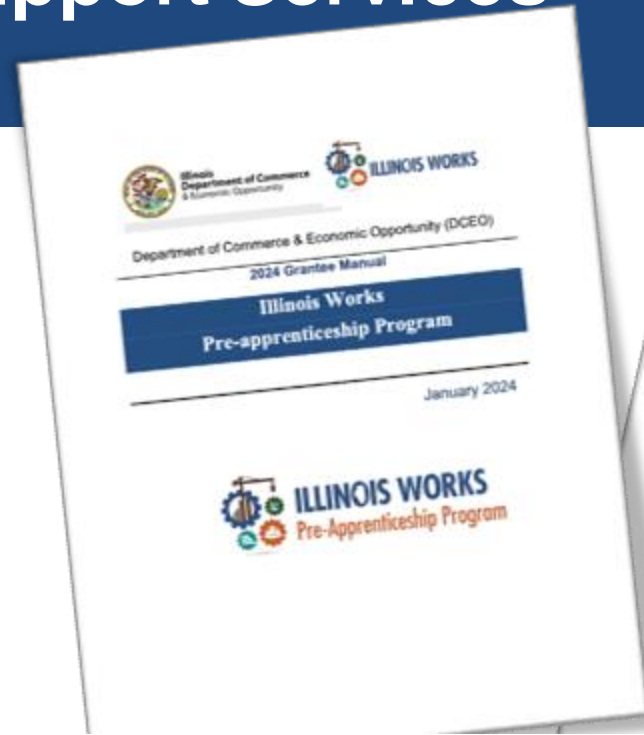
This model is in contrast to a **rolling enrollment** model that allows applicants to join the program at any time. All ILWPP grantees are required to utilize a cohort model.



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Section 6: Participant Wrap-Around Services and Student Support Services





Wrap-Around Service Assessment





Exhibit 15: Wrap-around Service Plan



Exhibit 15: Wrap-around Service Plan

ILLINOIS WORKS
Pre-Apprenticeship Program

Wrap-around Services Plan

Illinois Works 2024 Greater Manual Section 6 provides guidance on planning for Wrap-around services. These services are designed to support participants in completing their application for a job, but some common services are childcare, union application support, apprenticeship fees, and transportation. Participants must get the wrap-around services. This model of services leads to greater self-sufficiency as it challenges participants to think through long-term planning for services. Partnerships to ensure participants have an equitable opportunity to complete pre-apprenticeship training.

Organization Name: _____
Wrap-around Services Coordinator: _____

Illinois Works 2024 Greater Manual Section 6, Tables 10 and 11 can assist with identifying specific programs and/or services offered by your organization. The purpose of the Template below is to help you identify potential gaps to wrap-around services, so you can determine by the gaps can be filled. Use the Template to document Wrap-around Services Plan, along with specifying if the services will be provided by internal staff or provided by an external Partner/Provider.

Wrap-around Services	Service Partner/Provider *(Please specify if the service will be provided by internal staff, or an external Partner/Provider)	Person responsible for allocation to participant	Outreach Date	Confidence
Childcare				
Transportation (Public)				
Transportation (Car)				
Transportation (Car Rental)				
Plate Renewal				
Vehicle Registration				
Vehicle Sticker				
Plate Renewal				
Vehicle Registration				
Vehicle Sticker				
Tech Support (Broadband)				
Tech Support				

Other (please specify): _____
Tech Support (Lower Cost): _____
Driver Education _____
Licensing _____
Financial Literacy _____
Other (please specify): _____
Other (please specify): _____

Guidance on Other Wrap-around Supportive Services (Complex Needs)

In addition to the identified wrap-around specific challenges that require support beyond ILW's scope of services. Please see Table 12 for additional support for planning for these barriers. The ILW 2024 Greater Manual also provides other strategies for developing supportive services for participants with complex needs include planning and coordination of activities including but not limited to:

- Explore areas of support that are available to populations most in need.
- Connect regional topical interest groups to gather input on target populations, workforce development, career pathway, and transition issues.
- Explain, identify, and share options for providing high-quality counseling and advising to assist all participants in developing an appropriate social, academic and/or career pathway and enabling them to persist in the completion of programs making successful transitions along the way.
- Develop closer partnerships with social service agencies to assist immigrants and refugees with multiple native languages who may have difficulty understanding initial guidance and career counseling.
- Provide support services that empower all learners to take responsibility for self-advocacy.



Stipends



STIPEND

Grantees must provide stipends up to **\$14.25 per instructional hour.**





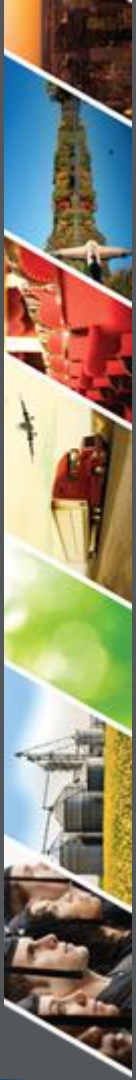
Attendance/Attendance Rosters





Tracking Wrap-around and Student Support Services in IWRS

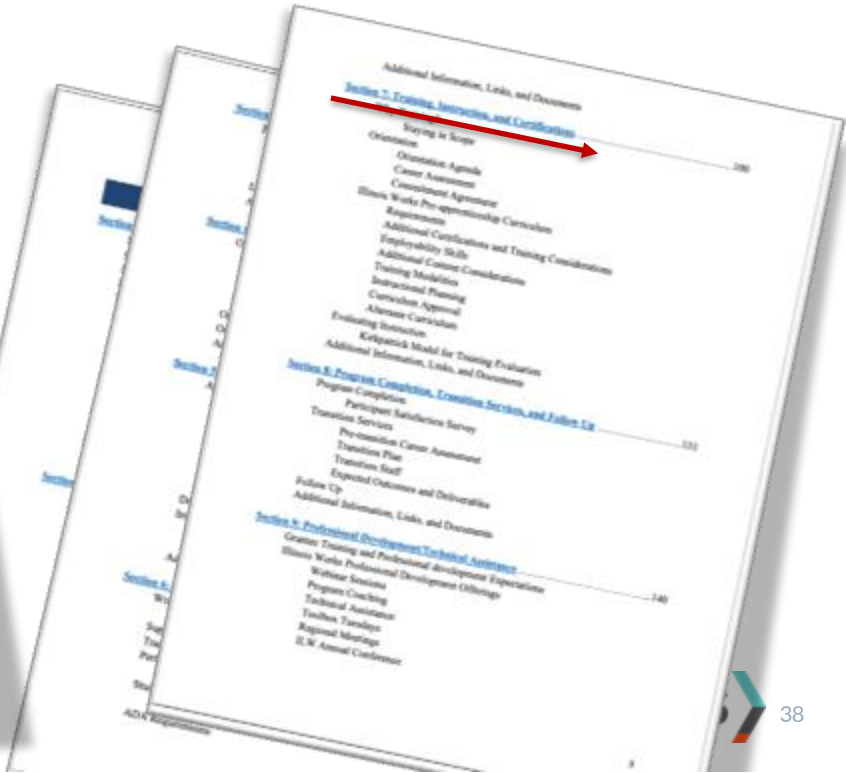
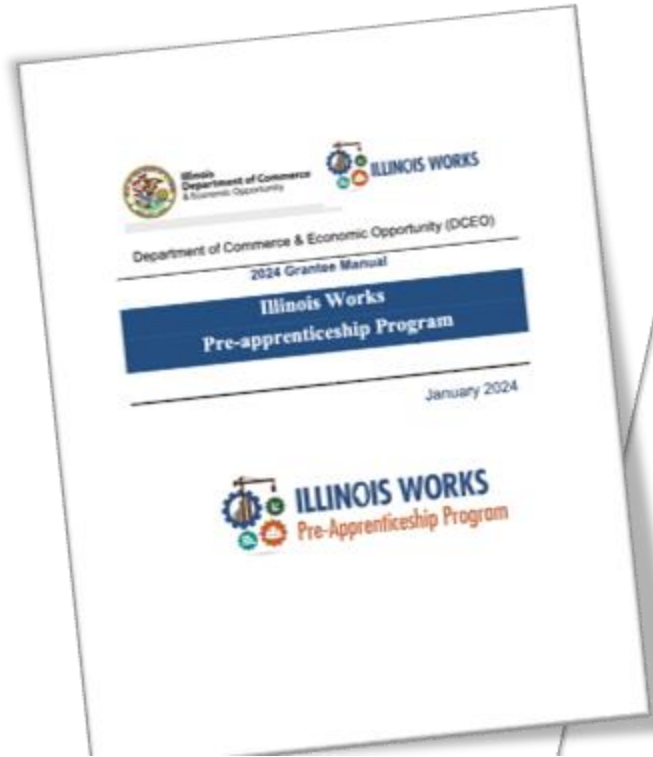




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Section 7: Training, Instruction, and Certificates





Curriculum Requirements

- ILWPP Orientation (4 hours) —New Requirement
- Introduction to Construction & Its Trades
- Construction Math (40 hours) —New Requirement
- Test Taking (4 hours)
- Work-based/Job site learning (10 - 50 hours)
- Employability Skills (32 - 40 hours)
- OSHA-10
- First Aid/CPR
- Nationally recognized construction certification (NCCER, TradesFutures MC3, ICCB)





Orientation





Transfer of Participants' NCCER Training Services





NCCER CareerSafe OSHA-10



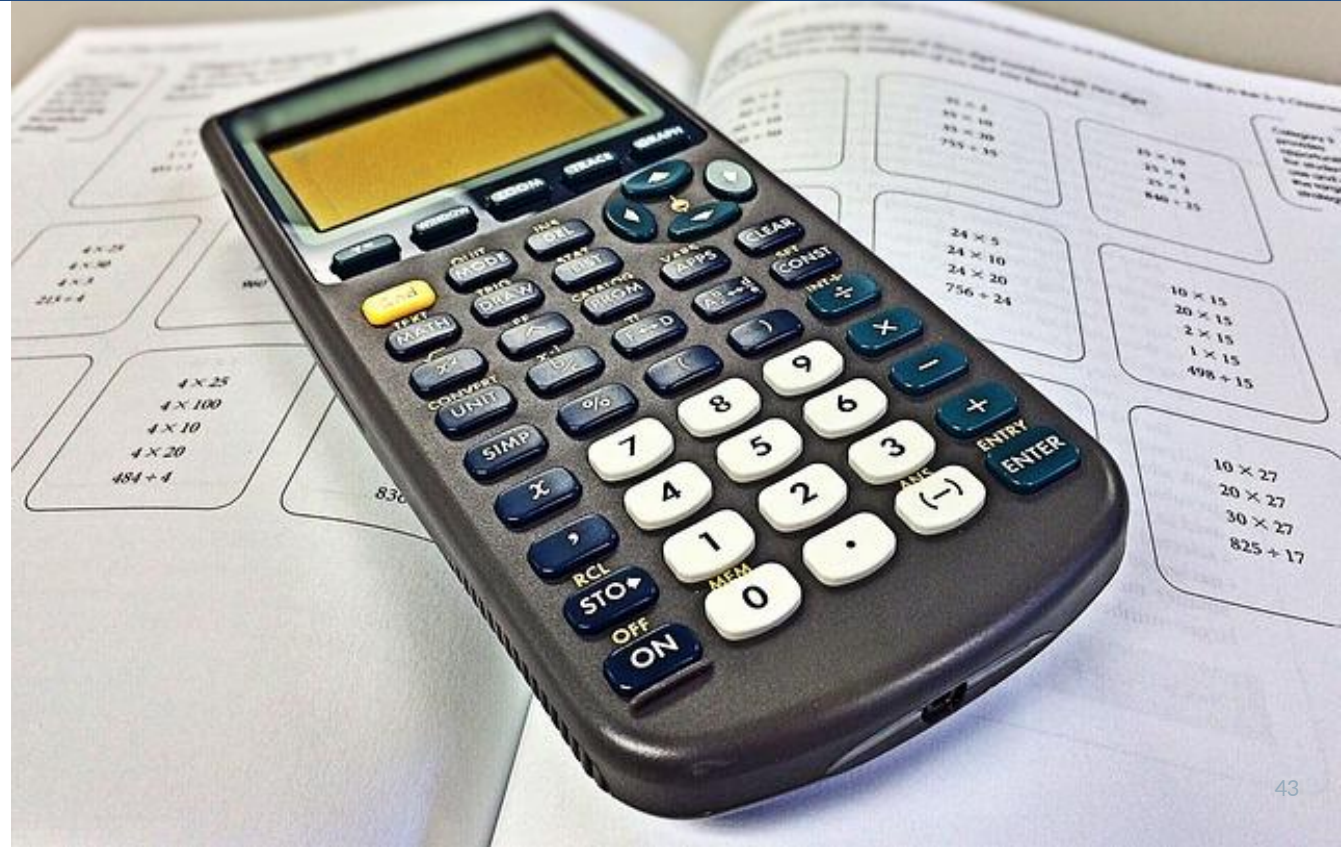
CareerSafe is an asynchronous curriculum; that provides training, and assessments specific to OSHA-10 guidelines.

For the ILWPP to accept CareerSafe to fulfill the OSHA-10 certification requirement





Construction Math





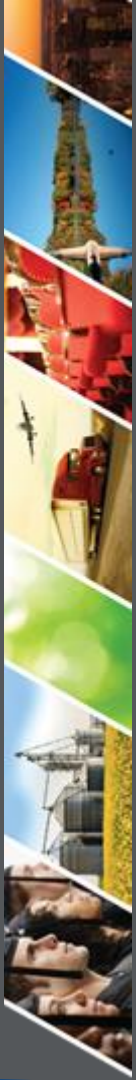
Worksite Personal Protective Equipment (PPE)





Tracking Training Services





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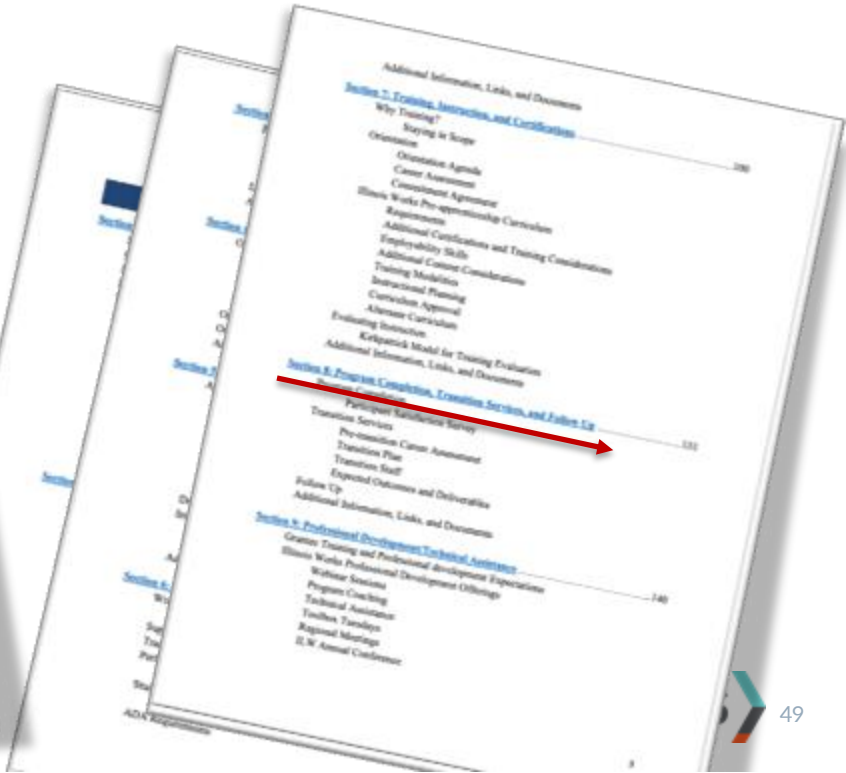
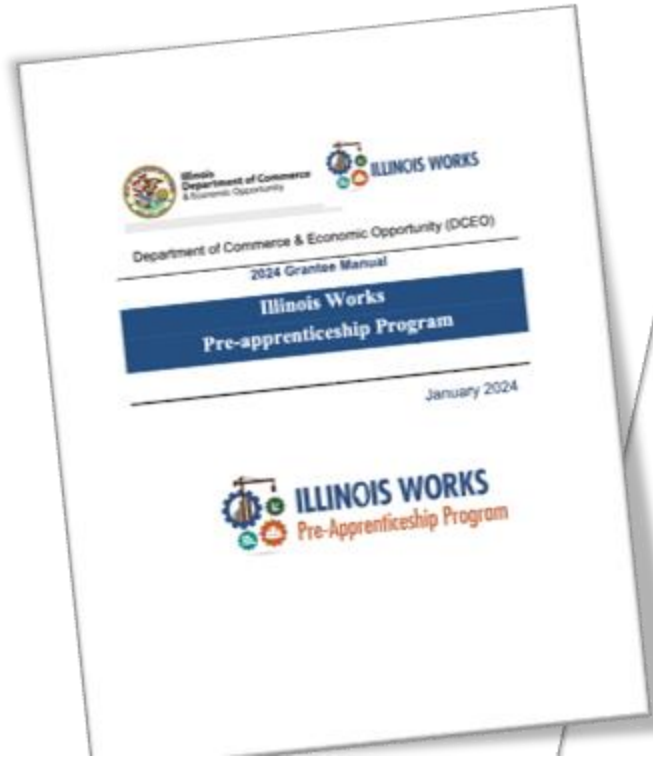
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Section 8: Program Completion, Transition Services, and Follow Up





New Learning Objective

Section 8: Program Completion, Transition Services, and Follow Up

Section Overview

By the end of Section 8, you will be able to:

- Reference **program completion** definitions.
- Complete the required **Pre-Transition - Career Assessment**.
- Describe **transition staff** responsibilities.
- Articulate **expected outcomes and deliverables**.
- Provide **transition and follow-up** services.
- Identify **active follow-up vs. long-term** follow up.
- Communicate to transition partners and participants about the **Illinois Works Bid Credit Program**.
- Integrate **DIBE and the six core values** into all elements of your program's transition services and follow up activities.





ILWPP Certificate and Card





Participant Satisfaction Survey



This survey can be accessed by participants via a computer or mobile device through a link provided by ILW. All responses to this survey are **anonymous** and individual data will not be made available to grantees.

However, **grantees will be provided with aggregate information** for their participants as a tool to improve programming.





Transition Services





Transition Activity Program



In 2023, ILWPP launched the **Transition Activity Program**, requiring Transition Service Coordinators to report their activity on a monthly basis and attend a monthly meeting designed to build the TSC network and enhance transition services provided to every monthprogram participants.

This is paired with the **Transition Services Coordinator Community of Practice (CoP)**.





ILW Bid Credit Programs



Illinois Works Apprenticeship Initiative



Illinois Works Pre-Apprenticeship Program



Illinois Works Bid Credit Program





Transition Credit



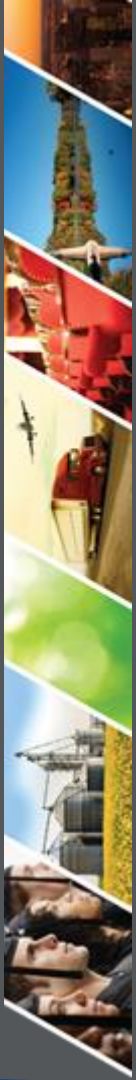
As graduates begin to move beyond a year from graduating their ILW pre-apprenticeship program, Illinois Works will begin following up with them through the Career Services Team and also as part of the longitudinal study through NIU's Center for Governmental Studies. If through the normal course of data matching or other actions as part of this long-term follow up process, ILWPP identified that a graduate has completed a primary, alternative construction, or secondary transition the grantee that provided instruction to the graduate will be provided with appropriate **transition credit.**





Career Service Team & Long Term Follow Up

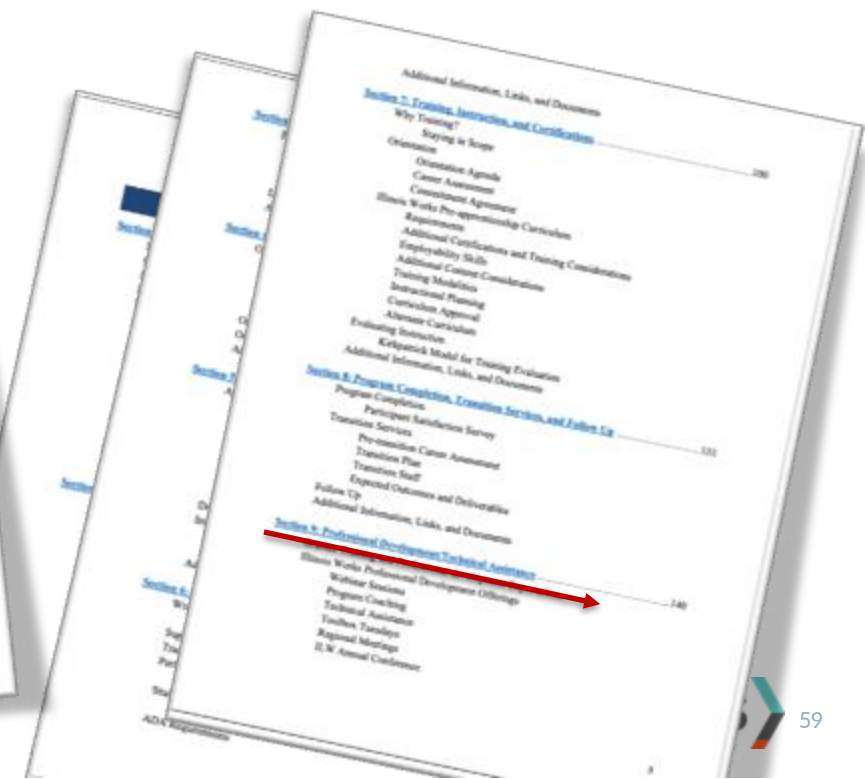
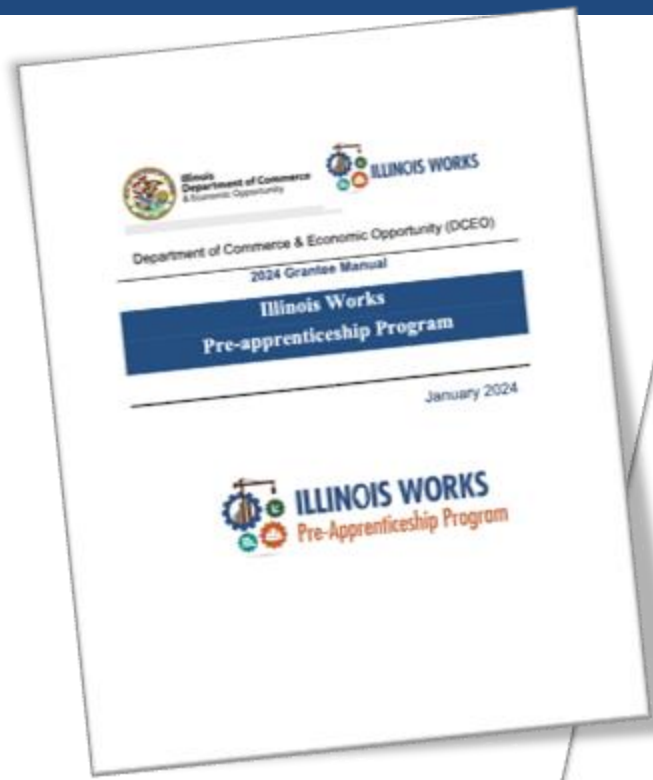




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Section 9: Professional Development and Technical Assistance





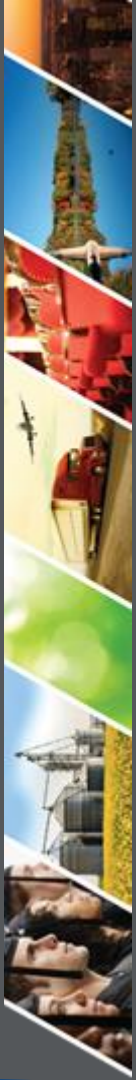
Professional Development





Track Designations

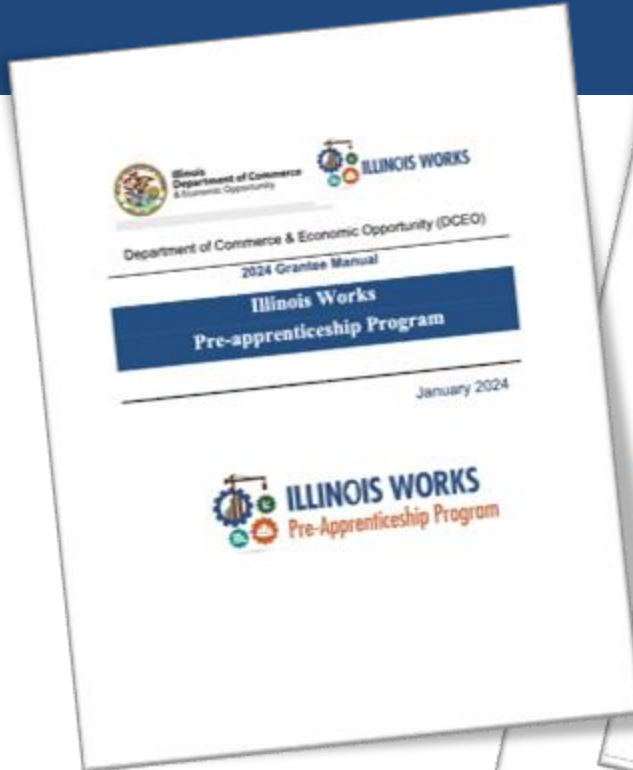




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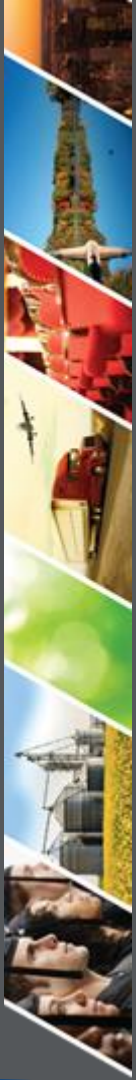
Section 10: Grantee Data Management





Data Verification Checklist and DQM Plan

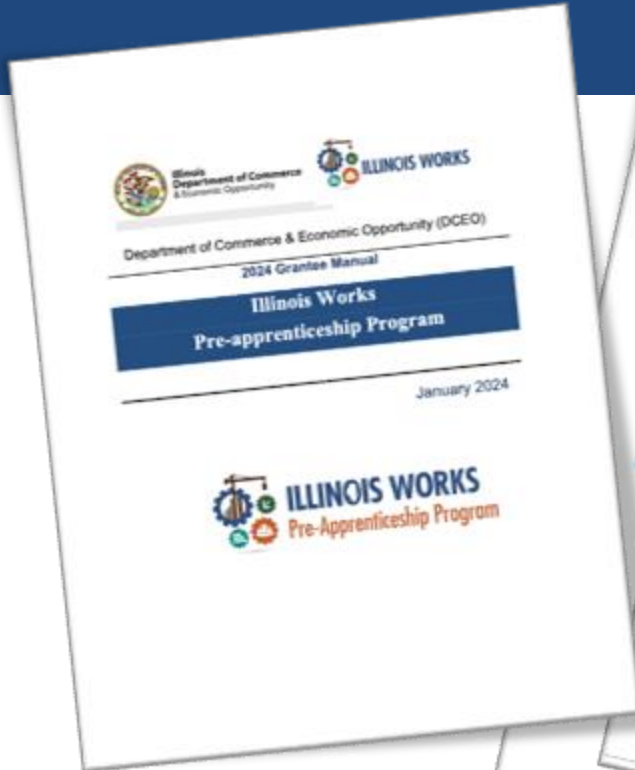




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Section 11: Finances, Records, and Reports



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Data Participant Status Definition

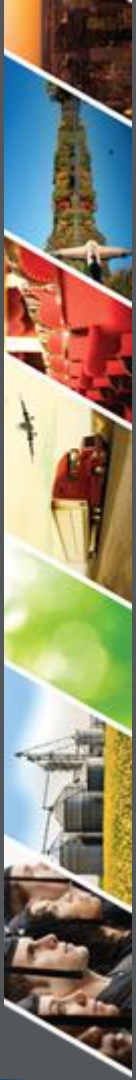
- Inquiry
- Administrative Withdrawal
- Applicant
- Enrolled Not Enrolled - Customer Declined to Participate
- Not Enrolled - Eligibility Not Complete
- Not Enrolled - Not Able to Complete Eligibility
- Re-Enrolled
- Incomplete
- Complete
- Complete & In Transition
- Complete on Appeal
- Complete with Transition on Appeal
- Complete & Transition on Appeal
- Post Program Active Tracking
- Long Term Tracking





ILWPP Close Out Process

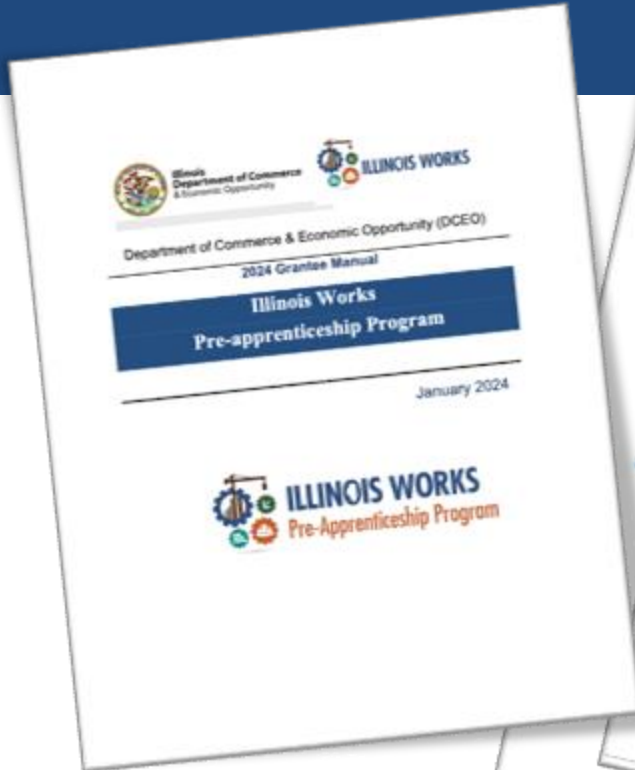




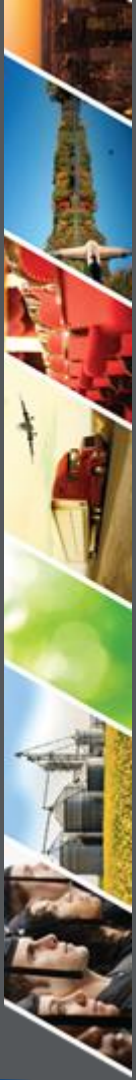
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Section 12: Using Data Management



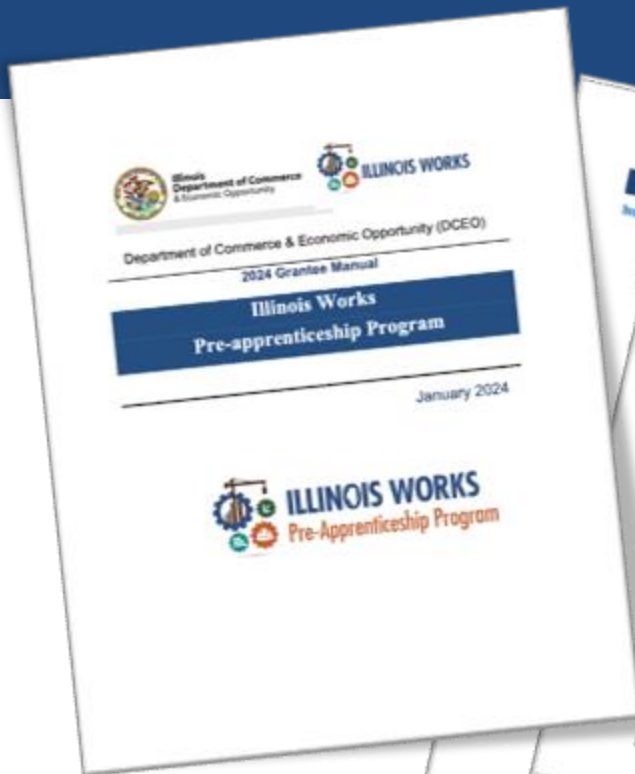
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Brainstorming Strategies for Improvement	
Implement New Strategies and Program Improvement Plan	
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Carryover Credit Timeline	
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Quarterly Administrator Action	
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Section 13: Programmatic Monitoring



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Illinois Works' Continuous Program Improvement Model	
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Audit Requirements	
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Verification Process





Enrollment Verification



Pre-screen assessment
Completed program application
**High School Diploma/ GED/
HiSET**





Completion Verification





Transition Verification



- Applied /Enrolled in DOL RAP (Primary Transition)
- Employment (Alternative Construction Transition)
- None-Construction Employment (Secondary Transition)





Alternative Construction Transition





Secondary Transition



- Short-term Employment or Internships
- Existing Employment





Participants Enrolled in Multiple ILW Programs





Transitioning Participants





Grantee Renewal Process





Carryover Credit





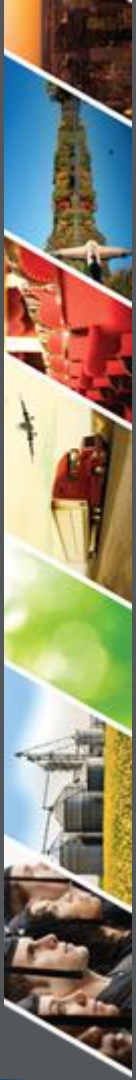
Carryover Credit Administrative Extension





Quarterly Administrator Meetings

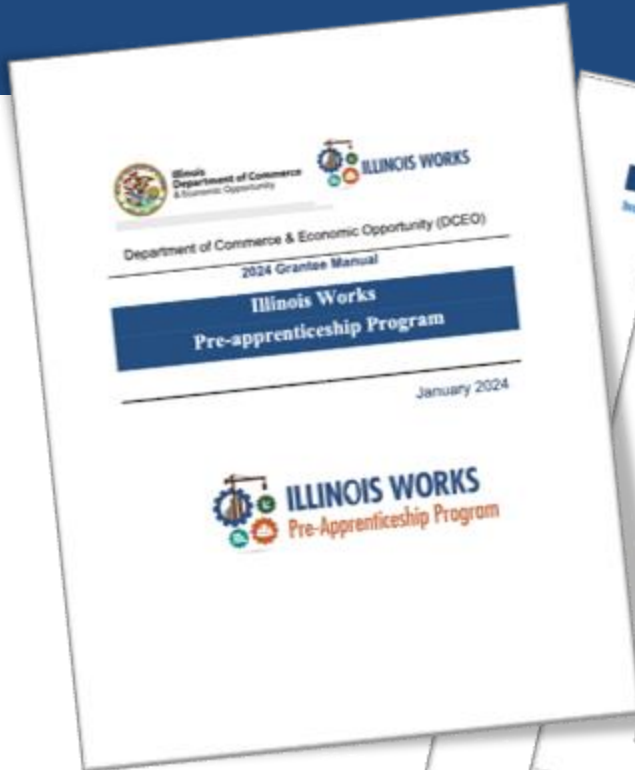




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Section 14: Audit Requirements



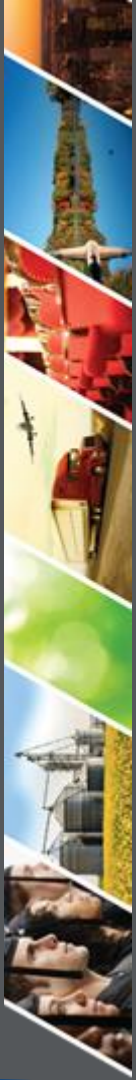
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Section 14: Audit Requirements



Total Expenditures of Federal Awards (direct or pass through)	Total Expenditures of State Awards	Not-For Profit and Governmental Grantees	For Profit Grantees	Audit Report Submission Deadline
During the grantee's fiscal year				
\$750,000 or more	N/A	Single Audit	Program-Specific Audit	9 months after grantee fiscal year end
Less than \$750,000	\$500,000 or more	Generally Accepted Governmental Auditing Standards Financial Statement Audit		6 months after grantee fiscal year end
	\$300,000 or more	Generally Accepted Auditing Standards Financial Statement Audit		6 months after grantee fiscal year end
	Less than \$300,000	Submit audit report if audit conducted due to other requirements		6 months after fiscal year end



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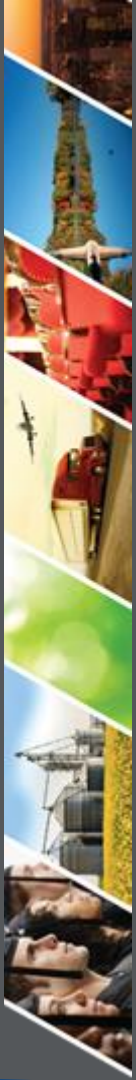
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Feedback ~ We want to hear from you



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