



Illinois
Department of Commerce
& Economic Opportunity



ILLINOIS WORKS

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Pre-Apprenticeship Program

2024 Grantee Manual Session III



ILLINOIS WORKS
Pre-Apprenticeship Program



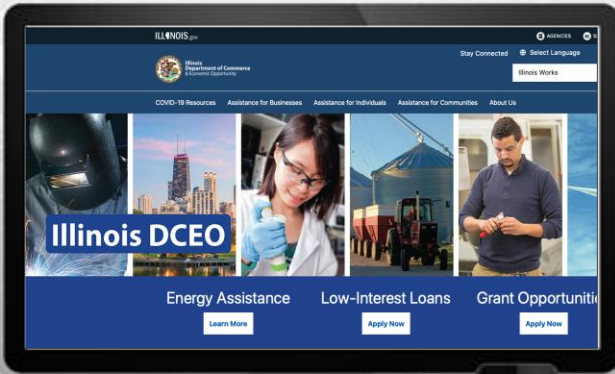


Course Overview



This training is the third and final installation of this three-part series that reviews each section of the **2024 Grantee Manual** to ensure grantees can effectively implement their pre-apprenticeship program.

In sessions I and II, we covered sections one through eight in the 2024 Grantee Manual. This webinar is a continuation of the series and will cover the **remaining six sections**.





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

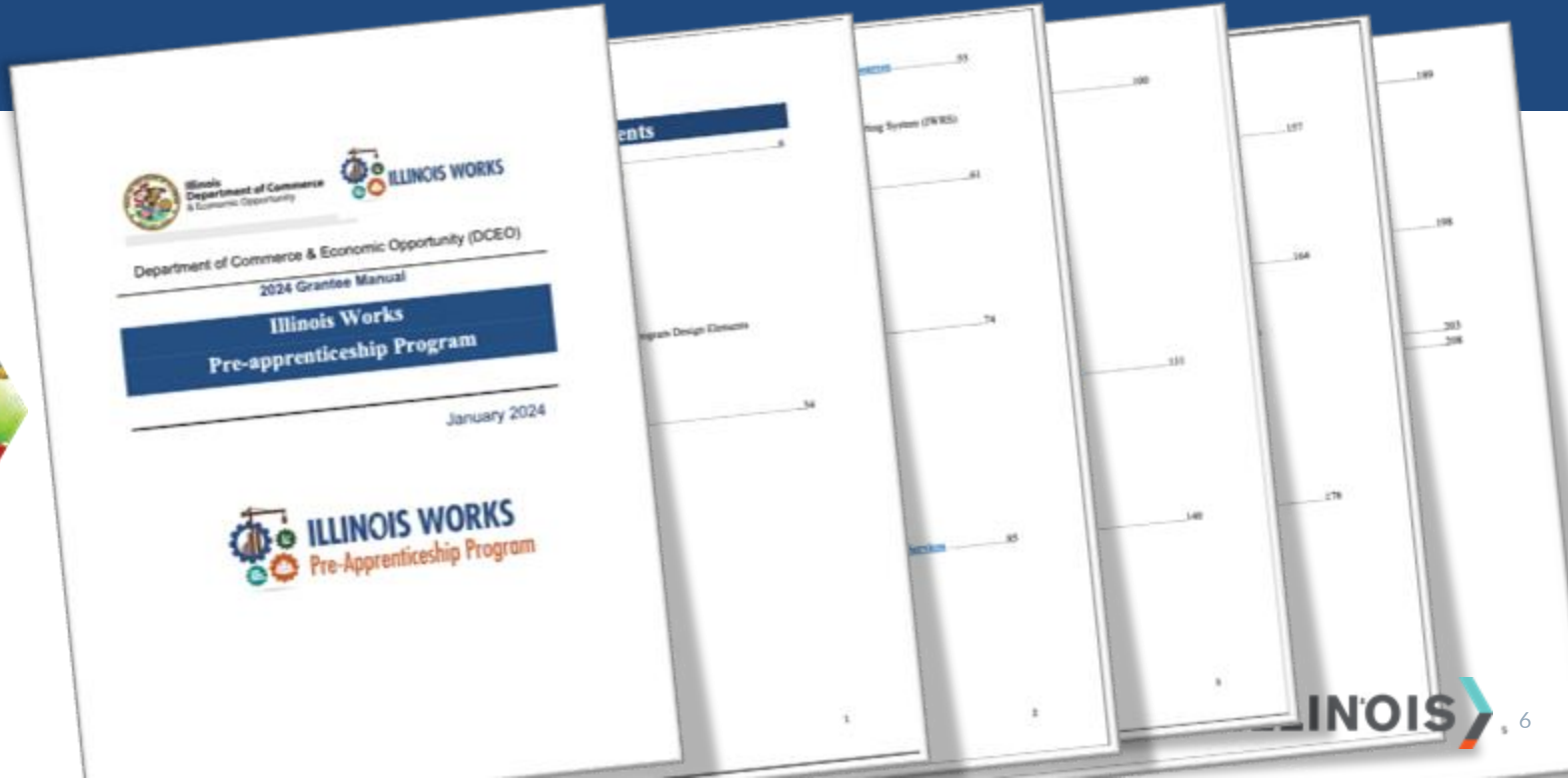


Illinois Works was created as a result of Governor Pritzker's historic \$45 billion capital plan and his commitment to expanding equity in Illinois' construction workforce. As an Illinois Works grantee, you are now a part of this exciting new initiative that will create opportunities for Illinois residents, businesses, communities, and families. Illinois Works consists of three key programs. The first being the Apprenticeship Initiative. The Illinois Works Pre-Apprenticeship Program is the second program that was implemented. And the Bid Credit Program will debut later this year.

This training is the **third** of a three-part series that reviews each section of the **2024 Grantee Manual** to ensure grantees can effectively implement their pre-apprenticeship program.



2024 Grantee Manual



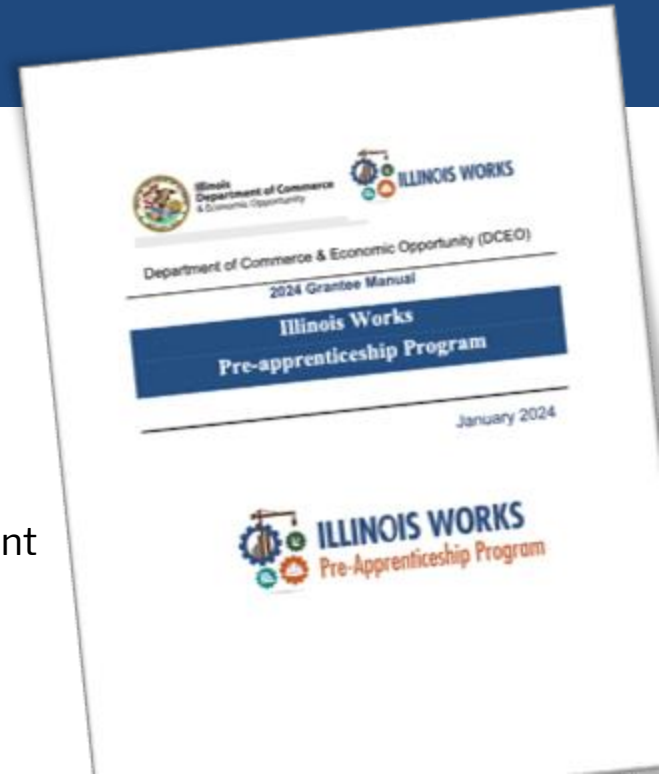


Course Overview



2024 Grantee Manual: Session III will cover the following:

- Section 9: Professional Development and Technical Assistance
- Section 10: Grantee's Data Management
- Section 11: Finances, Records, and Reports
- Section 12: Using Data for Program Management and Improvement
- Section 13: Programmatic Monitoring
- Section 14: Audit Requirements





Course Objectives

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

- Describe the strategic role of professional development and technical assistance to support program success.
- Adhere to the guidelines of their program's track.
- Incorporate the ILW data management process into their program processes.
- Enter data from each data category into the IWRS.
- Utilize recordkeeping best practices.





Course Objectives Cont.

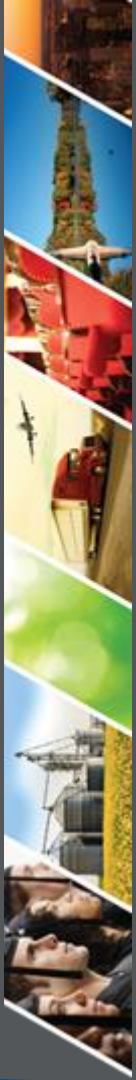
By the end of this training, learners will be able to:

- Maintain participant files.
- Access GATA standard reports.
- Comply with the ILW payment model guidelines.
- Effectively use data to support program management.
- Incorporate a continuous program improvement model.
- Adhere to ILW programmatic monitoring.
- Comply with appropriate audit requirements.



This Session is Being Recorded





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Module 2: Welcome and Introduction

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

- Identify their fellow session participants.
- Use the Webex features and functions to fully participate in the training.
- Identify what they hope to learn.





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- Your Name
- Organization/Agency
- Role
- Geographic Location
- Attended Session I, add an asterisk by name, attended I & II, add two asterisk



2024 Grantee Manual Webinar
III

Introductions





Webex Tutorial



- Mute/Unmute
- Stop/Start Video
- Raise Hand
- Emojis
- Chat



Question:

“Is there anything in particular you are hoping we cover today?”





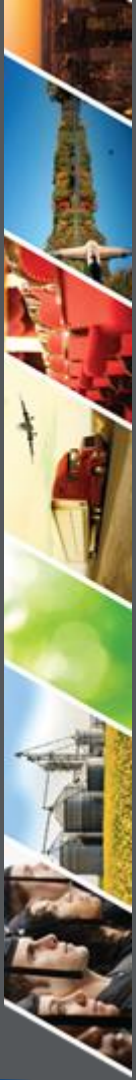
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Comments, feedback, or questions?

Email us at:

CEO.ILWGrantManagement@illinois.gov



CEO.ILWorks@Illinois.Gov



Module 3: Section 9 Professional Development and Technical Assistance



Section 9: Professional Development and Technical Assistance

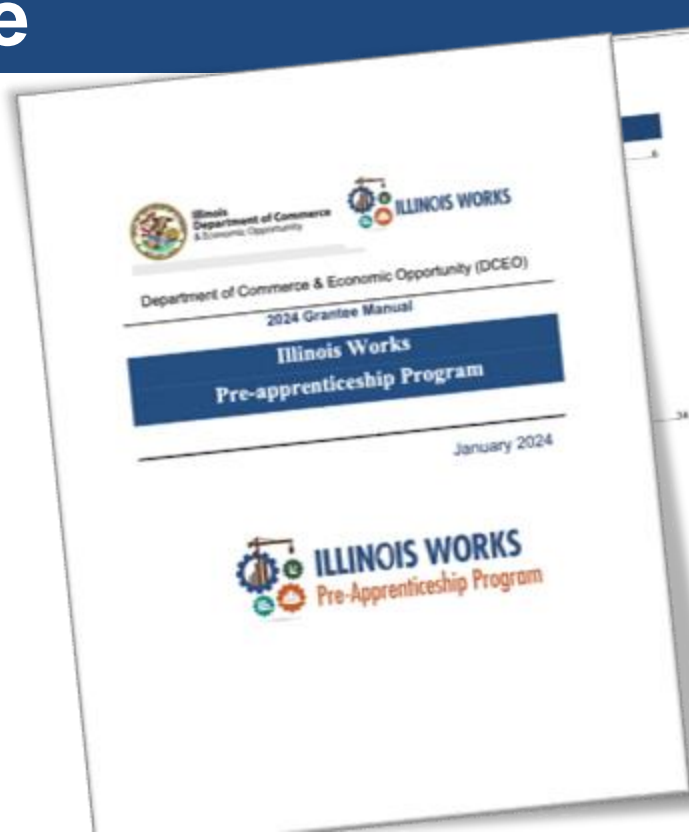
Section Overview

By the end of Section 9, you will be able to:

- Identify the **professional development opportunities** provided by The Office of Illinois Works. ←
- Reference professional development expectations for **Grantees**. ←
- Save the dates for the upcoming **professional development** sessions. ←
- Ensure internal professional development offerings are responsive to linguistic cultural needs. ←



Section 9: Professional Development/Technical Assistance



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Reporting System (RWS)	41
5. Program Completion, Transition Services, and Follow-Up	74
6. Professional Development/Technical Assistance	140

Section 9: Professional Development/Technical Assistance

- Additional Information, Links, and Documents
- Section 9: Training, Instruction, and Certification
 - Why Training?
 - Whying in Scope
 - Orientation
 - Orientation Agenda
 - Career Assessment
 - Commitment Agreement
 - Illinois Works Pre-apprenticeship Curriculum Requirements
 - Additional Certifications and Training Considerations
 - Employability Skills
 - Additional Content Considerations
 - Training Modalities
 - Instructional Planning
 - Curriculum Approval
 - Alternate Curriculum
 - Evaluating Instruction
 - Kirkpatrick Model for Training Evaluation
 - Additional Information, Links, and Documents
- Section 8: Program Completion, Transition Services, and Follow-Up
 - Program Completion
 - Participant Satisfaction Survey
 - Transition Services
 - Pre-transition Career Assessment
 - Transition Plan
 - Transition Staff
 - Expected Outcomes and Deliverables
 - Follow-Up
 - Additional Information, Links, and Documents
- Section 9: Professional Development/Technical Assistance
 - Grantee Training and Professional Development Experiences
 - Illinois Works Professional Development Offerings
 - Webinar Sessions
 - Program Coaching
 - Technical Assistance
 - Toolbox Tuesdays
 - Regional Meetings
 - I.W. Annual Conference



Professional Development/Technical Assistance





Professional Development





Professional Development





Webinar Sessions





Community of Practice (CoP)





Program Coaching





Program Coaching





Track Designations





Professional Development and Coaching Plans



- Track 1: Internal Professional Development Plan
- Track 2 and 3: Coaching Plan





Track Designations





ILW Conference Sessions





Technical Assistance





Program Coaching Versus Technical Assistance

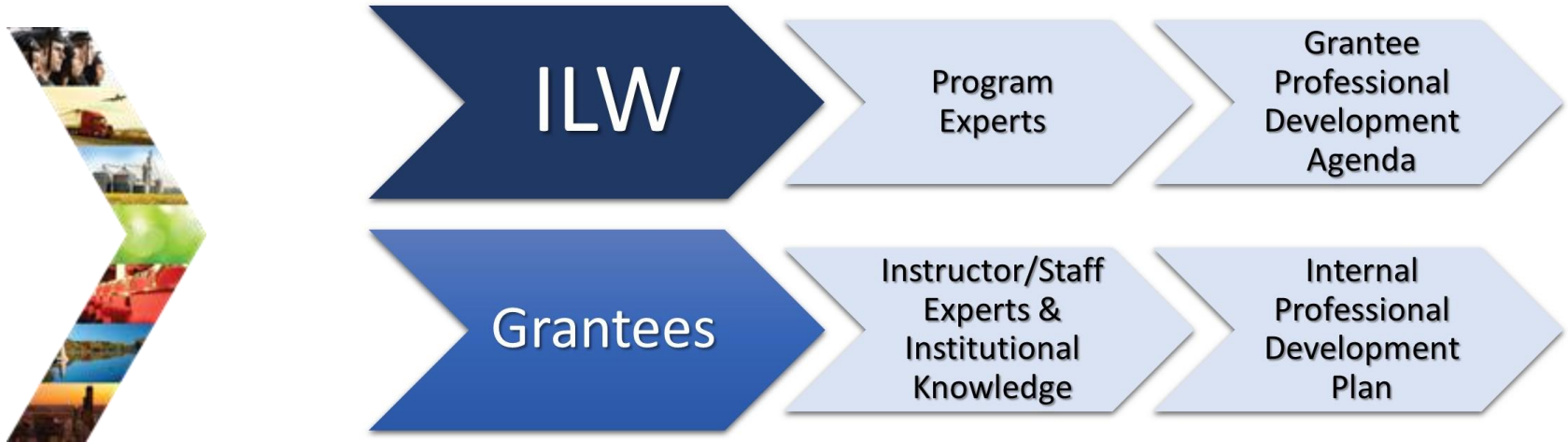


Table 24: Coaching vs. Technical Assistance

Coaching	Technical Assistance
Proactive	Responsive/Reactive
Prevention/Mitigation	Intervention/Course Correction
Preemptive Supporting	Troubleshooting/Problem Solving
Driven by Needs Analysis	Driven by Program Reports
Regularly Scheduled	As-needed Basis



Grantee Internal Professional Development





Internal Professional Development Plan



- Title/Role Expectations
- Professional Development
- Events
- Approved Staff



Question:



“What type of professional development opportunities have you planned or are you planning for your staff?”





Linguistic and Cultural Skills



STEP 1

- Refrain from Judgment

STEP 2

- Clarify Understanding

STEP 3

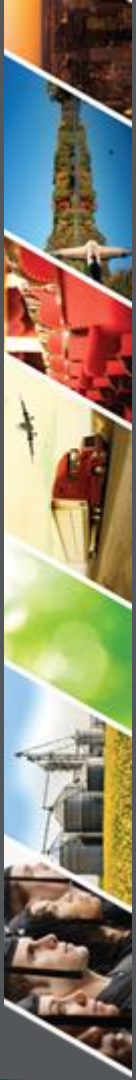
- Seek First to Understand

Question:



“What are you doing to prepare your staff to respond to linguistic and cultural differences?”





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Module 4: Section 10 Grantee's Data Management



Section 10: Grantee's Data Management

Section Overview

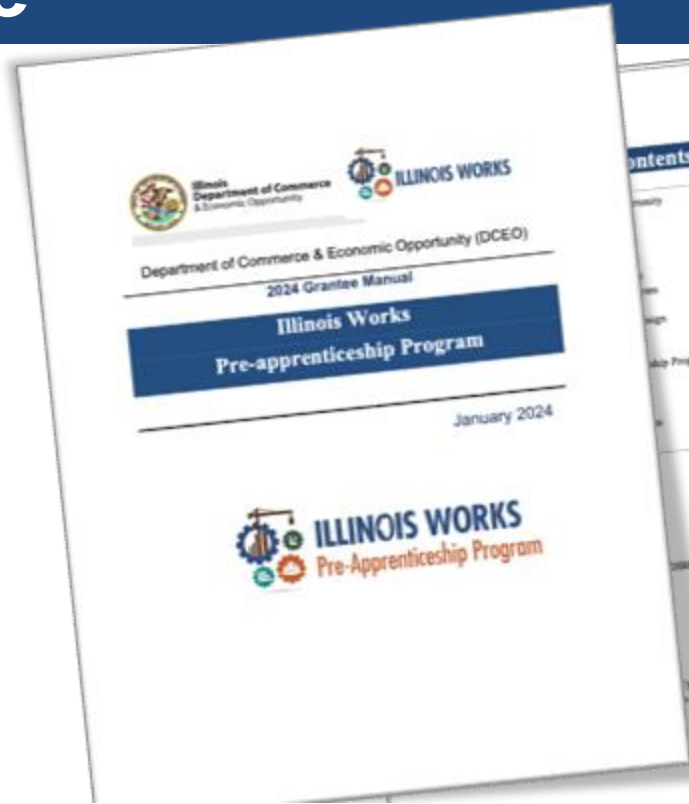
By the end of Section 10, you will be able to:

- Articulate the first three steps in the **data management process**.
- Collect **relevant data for each stage of the Pre-apprentice LifeCycle**.
- Identify data entry staff.
- Implement **quality control measures** to ensure data integrity.
- Complete the annual **ILWPP Close Out process**






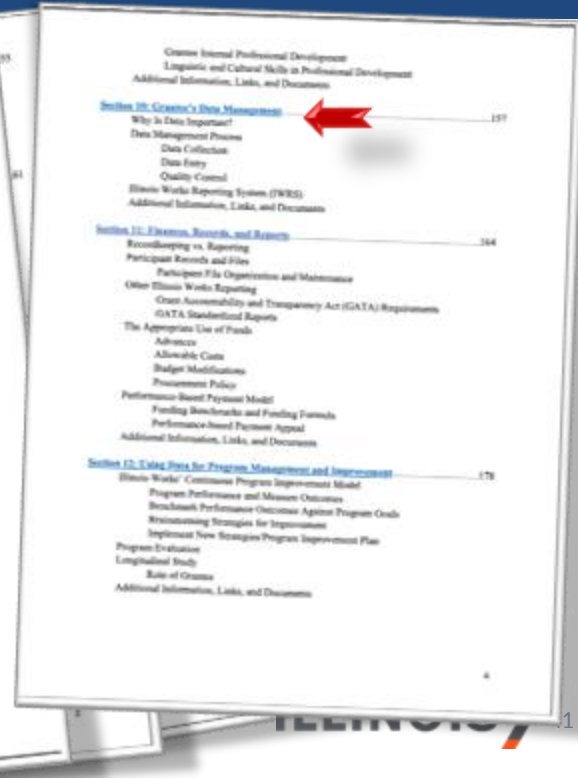
Section 9: Professional Development/Technical Assistance



Illinois Department of Commerce & Economic Opportunity (DCEO)
2024 Grantee Manual
Illinois Works
Pre-apprenticeship Program
January 2024



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Why Is Data Important?



Question:

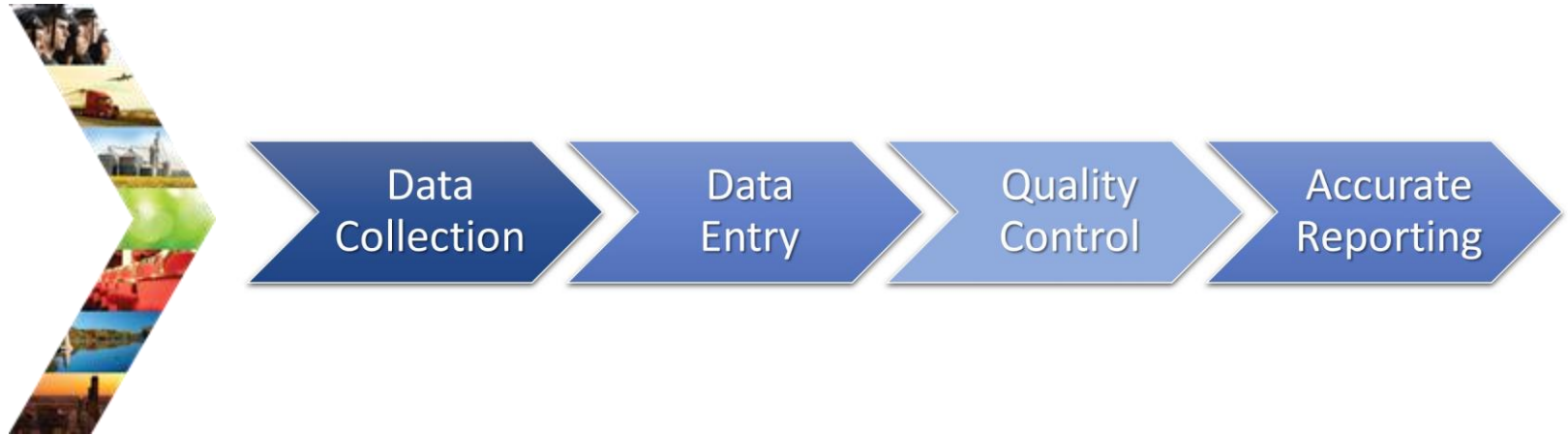


“How is your program currently planning to use data?”





Data Management Process





Illinois
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& Economic Opportunity



Data Entry Coordinator (DEC)



Question:



“Have you identified a Data Entry Coordinator (DEC)?”





Categories of Data

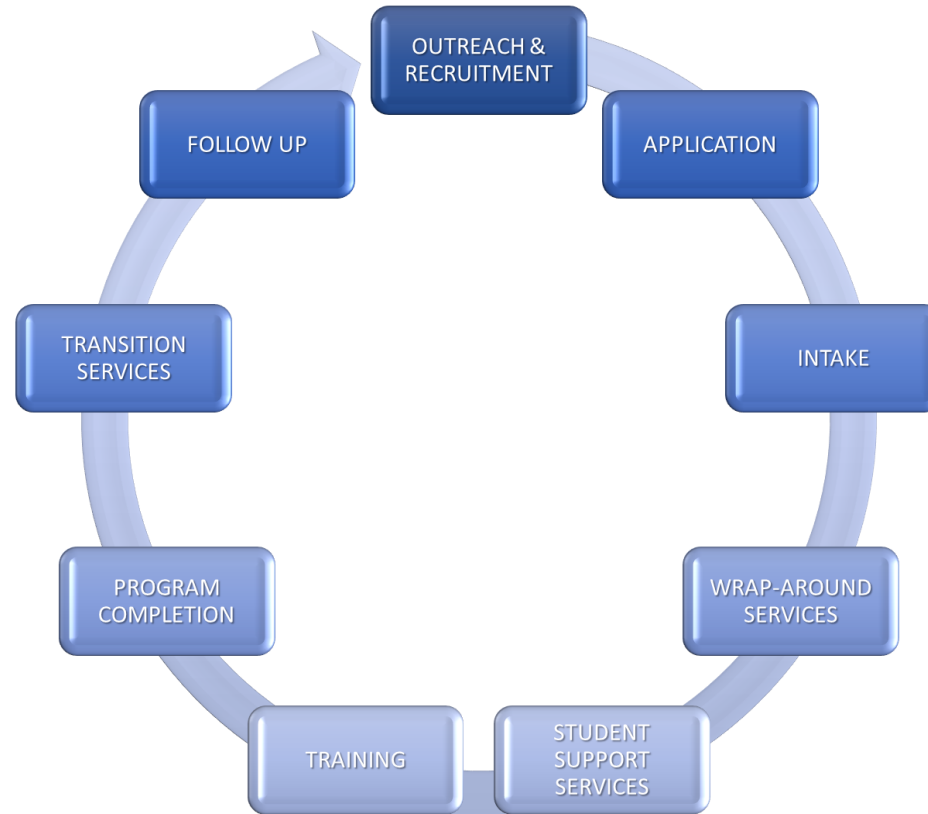


- Grantee actions
- Participant actions
- Financials





Pre-Apprentice LifeCycle





Data Entry

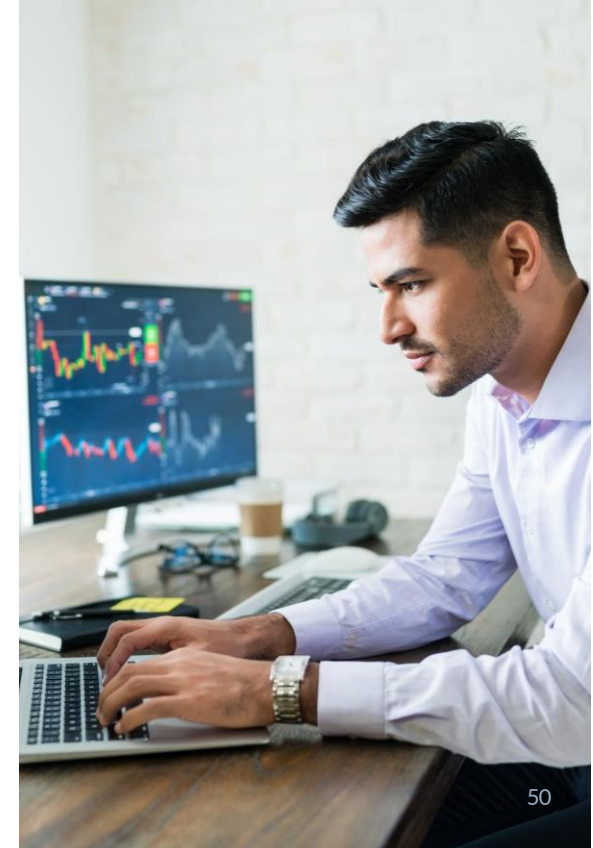
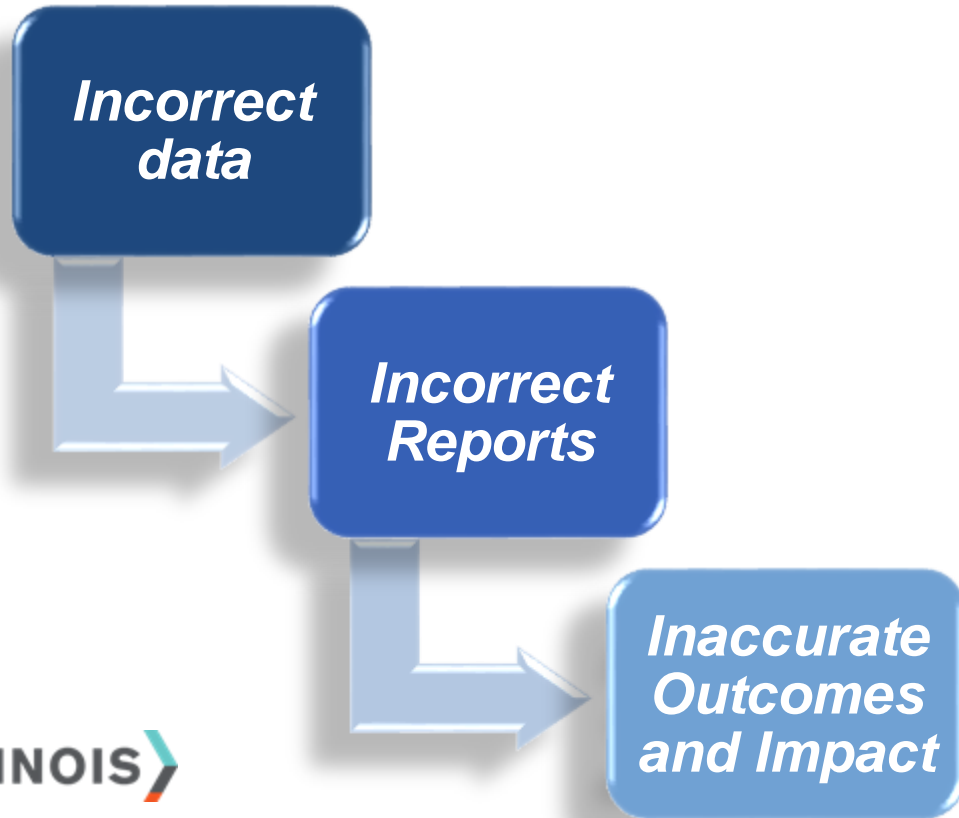


While **data collection** is focused on sources of information, **data entry** is where grantees demonstrate their progress and that of their participants.





Quality Control





Data Verification Checklist and DQM Plan

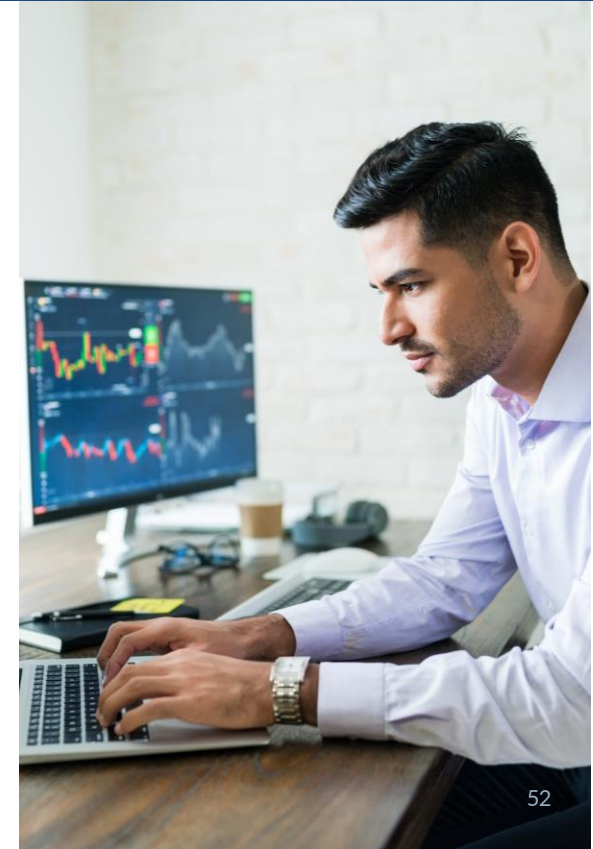




Accurate Reporting

The staff at the **Center for Workforce Development** at SIU offers resources and ongoing technical assistance to all ILW grantees. Grantees are required to have an **Illinois workNet profile** to utilize the **IWRS** for programmatic tracking and reporting.

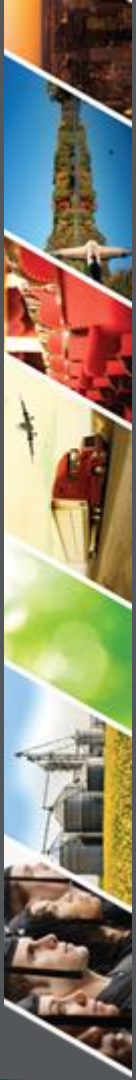
There is no limit on the number of grantee staff that can maintain a profile. However, it is important to remember that with more individuals entering data, there is a higher need for quality control.





ILWPP Close Out Process





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Section 11: Records and Reports



Section 11: Finances, Records, and Reports

Section Overview

By the end of Section 11, you will be able to:

- Differentiate between **reporting and recordkeeping**.
- Reference tips for file organization and maintenance.
- Utilize the **Participant File Checklist** to collect and maintain required documents.
- Comply with **Grant Accountability and Transparency Act (GATA)** requirements.
- Accurately and timely submit required standardized GATA reports tied to grant agreement.
- Utilize the **Periodic Financial Report (PFR)** to submit monthly expenses.
- Explain how the **ILW performance-based payment model** was designed and is applied to grant reimbursement.
- Submit a **Performance-based Payment Appeal Form**
- Determine the appropriate use of funds, how to request an **advance or budget modification**, and how to **establish a procurement policy**.



Section 11: Finances, Records, and Reports



Illinois Department of Commerce & Economic Opportunity (DCEO)
2024 Grantee Manual
Illinois Works
Pre-apprenticeship Program
January 2024

ILLINOIS WORKS
Pre-Apprenticeship Program

Section 2. Factors	Program Part Role Part Enrol Leveraged R Additional I	Additional Info
Section 3. Training	Why Training Staying Orientation	Section 7. Training
Section 4. Outreach	Outreach an Ethn Tact Part Ple Outreach an Outreach an Additional I	Section 8. Program C
Section 5. Program	Application Elig Prog Rec Stat Fin Adm Part Drug Test Inclu Add Add Additional I	Section 9. Performance
Section 6. Partici	Wrap-Arou Wing Supporting P Tracking W Performance Add Student Sup Study ADA Requ	Section 10. Financials
		Program Comp Partic Timeline Serv Provis Transit Transit Experit Follow Up Additional Info
		Section 11. Finances, Records, and Reports
		Grantee Internal Professional Development Linguistic and Cultural Skills in Professional Development Additional Information, Links, and Documents
		Section 12. Using Data for Program Management and Improvement
		Illinois Works' Continuous Program Improvement Model Program Performance and Measure Outcomes Benchmark Performance Outcomes Against Program Goals Brainstorming Strategies for Improvement Implement New Strategies Program Improvement Plan Program Evaluation Longitudinal Study Role of Grantee Additional Information, Links, and Documents
		Section 13. Grants' Data Management
		Why Is Data Important? Data Management Process Data Collection Data Entry Quality Control Illinois Works Reporting System (IWRIS) Additional Information, Links, and Documents
		Section 14. Evaluation, Records, and Reports
		Accounting vs. Reporting Participant Records and Files Participant File Organization and Maintenance Other Illinois Works Reporting Grant Accountability and Transparency Act (GATA) Requirements GATA Standardized Reports The Appropriate Use of Funds Advanc Allowable Costs Budget Modifications Procurement Policy Performance-Based Payment Model Funding Benchmarks and Funding Formula Performance-based Payment Appeal Additional Information, Links, and Documents
		Section 15. Using Data for Program Management and Improvement
		Illinois Works' Continuous Program Improvement Model Program Performance and Measure Outcomes Benchmark Performance Outcomes Against Program Goals Brainstorming Strategies for Improvement Implement New Strategies Program Improvement Plan Program Evaluation Longitudinal Study Role of Grantee Additional Information, Links, and Documents



Recordkeeping vs. Reporting

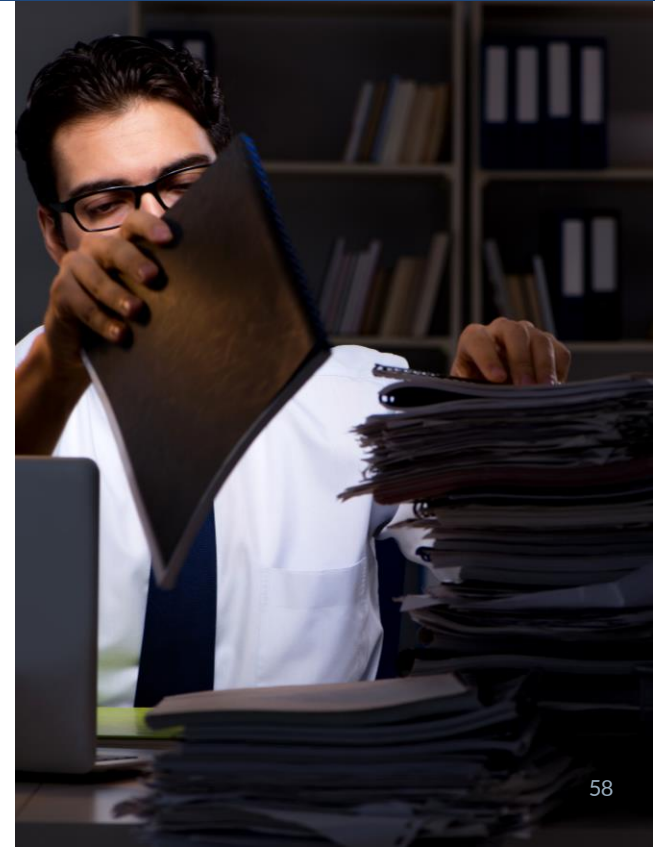




Effective Recordkeeping



- Documentation of completed work
- Program planning
- Program operations
- Program evaluation
- Ongoing monitoring/Self-assessment
- Continuous improvement
- Communication
- Knowledge transfer
- Institutional memory
- Legal issues
- Risk management
- Leadership continuity





Participant Records and Files





ILW Reports



STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

Periodic Financial Report (PFR) Instructions

The Periodic Financial Report (PFR) is a standard, uniform statewide state grant awards. [Unless statutorily exempt as documented in the subject to periodic financial reporting.]

General instructions for completing the PFR are contained below. P agency's point of contact specified in the "State Agency Contacts" section of your UGA.

Report Submission

1. The grantee must submit the PFR and any forms required by to or supplement the PFR as necessary.
2. The PFR must be submitted to the attention of the state agency with the requirements established in the award document.

Reporting Requirements

1. Unless statutorily exempt as documented in the Catalog of State with the terms established in the UGA.
2. The Category / Program Expenses or line items of the PFR to included in the approved budget should be included in the PFR.
3. Use "N/A" for Not Applicable if a data field in Sections (a) thru field is relevant.
4. The frequency of the PFR is specified in the Notice of Funding; (submital will be considered "late" if it is more than 15 calendar approved extensions.)
5. Under the terms of the Grant Funds Recovery Act (30 ILCS 7 requirement reports." If the report is more than 30 calendar of the Illinois Stop Payment List. (Refer to the Grantee Compliance <https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>)

STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Periodic Performance Report (PPR) Instructions

The Periodic Performance Report (PPR) is a standard, uniform statewide performance progress reporting format used by all state agencies to collect performance information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Grant Agreement (UGA), all grant awards are subject to periodic performance reporting.

General instructions for completing the PPR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PPR.** Please contact the state agency's points of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PPR.

If the UGA specifies an alternative file or external database for grant performance reporting, the grantee should mark the shaded box in the PPR accordingly. In the *File Name or Database Source* field, enter the name of the alternative file or database utilized. The grantee is not required to complete Sections 14 - 22 if the information is provided in an alternative format specified in the UGA.

Report Submission

1. The grantee must submit the PPR cover page and any forms required by the awarding state agency as specified in the UGA.
2. The PPR must be submitted to the attention of the state agency's points of contact specified in the "State Agency Contacts" section of your UGA in accordance with the requirements established in the award document.
3. If additional space is needed to support the PPR, supplemental pages should be attached. As indicated on the PPR, responses to Sections 14 - 22 may be provided in a separate format. If additional pages are provided, the pages should be numbered and must reference:
 - a. Grant number
 - b. Grantee organization
 - c. OJINS number



The Appropriate Use of Funds



Funds must be used for the purpose of implementing the Illinois Works Pre-apprenticeship.

Budget modifications must be approved by the ILW Deputy Director Grantee Manager.



Question:

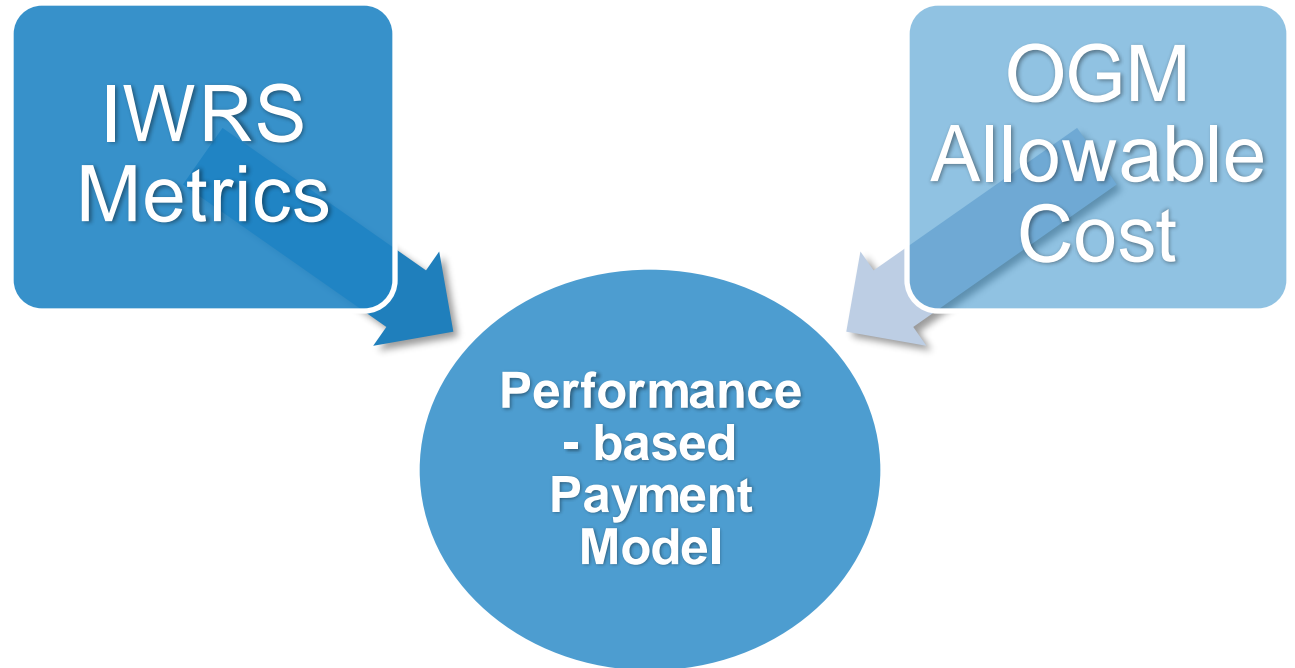


“Who has previously managed a performance-based grant?”





Performance-Based Payment Model





Key Aspects



- If grantees exceed their metrics, they can earn funding beyond their initial grant award.
- Due to live, real-time, reporting through the Illinois Works Reporting System (IWRS), DCEO will make disbursements on a monthly basis.
- Grantees have the right to appeal to ILW if a grantee believes that they missed their outcome metrics due to variables outside of their control.





Funding Benchmarks



- Enrollment
- Completion
- Transition
- Close out reports





Funding Formula





Track III with Advance - Funding Formula





Monthly Compliance Review and Fund Disbursement



Example 1a: Per participant allotment

Enrollment goal: 25 participants; Enrollment amount: \$100,000

$\$100,000 / 25 \text{ participants} = \$4,000 \text{ per participant allotment}$



Fund Disbursement Steps



1. You will submit your expenses through PFR on a monthly basis.
2. The OGM will review your expenses and determine what amount of the expenses are allowable.
3. OGM will compare that amount to the maximum reimbursement amount submitted by the ILW Grant Manager.
4. If the OGM approved amount is equal to or less than the maximum reimbursement amount submitted by ILW, then those expenses will be reimbursed.



Performance-Based Payment Model - General



<u>Funding Award</u>	<u>Enrollment Goal</u>	<u>Completion Goal (85% of Enrolled)</u>	<u>Primary Transition Goal (70% of Enrolled)</u>
\$550,000.00	50	43	35

		<u>Percent (%) of Total Funding</u>	<u>Maximum Funding Based On Initial Award & Goals</u>	<u>Per Participant Allotment</u>	<u># of Actual Participants</u>	<u>Actual Funding Paid Out</u>
	Program Enrollment	25%	\$137,500.00	\$2,750.00	52	\$143,000.00
	Program Completion	30%	\$165,000.00	\$3,837.21	43	\$165,000.00
Transitions	Primary Transition Preliminary (75%)	35%	\$192,500.00	\$4,125.00	35	\$144,375.00
	Primary Transition Final (25%)			\$1,375.00	33	\$45,375.00
	Alternate Construction Transition (70%)			\$3,850.00	3	\$11,550.00
	Secondary Transition (50%)			\$2,750.00	5	\$13,750.00
	Close-Out Reports	10%	\$55,000.00	n/a	n/a	\$55,000.00
	TOTAL	100%	\$550,000.00	n/a		\$578,050.00



Performance-Based Payment Model - Accelerator

<u>Funding Award</u>	<u>Enrollment Goal</u>	<u>Completion Goal (85% of Enrolled)</u>	<u>Primary Transition Goal (70% of Enrolled)</u>
\$260,000.00	20	17	14



		<u>Percent (%) of Total Funding</u>	<u>Maximum Funding Based On Initial Award & Goals</u>	<u>Per Participant Allotment</u>	<u># of Actual Participants</u>	<u>Actual Funding Paid Out</u>
	Program Enrollment	25%	\$65,000.00	\$3,250.00	21	\$68,250.00
	Program Completion	30%	\$78,000.00	\$4,588.24	17	\$78,000.00
Transitions	Primary Transition Preliminary (75%)	35%	\$91,000.00	\$4,875.00	14	\$68,250.00
	Primary Transition Final (25%)			\$1,625.00	12	\$19,500.00
	Alternate Construction Transition (70%)			\$4,550.00	2	\$9,100.00
	Secondary Transition (50%)			\$3,250.00	1	\$3,250.00
	Close-Out Reports	10%	\$26,000.00	n/a	n/a	\$26,000.00
	TOTAL	100%	\$260,000.00	n/a		\$272,350.00



Monthly Outcome Reviews and Fund Disbursement



Example 1a: Per participant allotment

Enrollment goal: 25 participants; Enrollment amount: \$100,000

$\$100,000 / 25 \text{ participants} = \$4,000 \text{ per participant allotment}$



Monthly Compliance Reviews




At the end of each month, the ILW Grant Manager will check each grantee's outcome metrics and based on the organization's progress toward their goal will alert OGM of the maximum amount available for reimbursement.



Monthly Compliance Report





Illinois Works Monthly Compliance Review Progress Report

June 2022

Organization Name:	ADC Pro-Apprenticeship Program						
Overall Compliance Rating:	Excellent Progress						

The overall compliance rating for June 2022 is based on per cohort outcome metrics and progress toward overall metrics as outlined in the organization's work plan cohort goals and timelines.


Cohort	Enrollment Goal Total	Enrollment Actual Since Last Review	Per Participant Allowment	Completion Goal Total	Completion Actual Since Last Review	Per Participant Allowment	Primary Transition Goal Total	Primary Transition Actual Since Last Review	Per Participant Allowment	Secondary Transition Actual Since Last Review	Per Participant Allowment	Reimbursement Maximum (Current Review)
1	25	0	\$2,500	22	n/a	\$3,488.37	18	n/a	\$5,000	n/a	\$2,500	\$0
2	25	3	\$2,500	21	n/a	\$3,488.37	17	n/a	\$5,000	n/a	\$2,500	\$7,500
3												
4												
5												

All outcome metrics above are based on information entered in IWIS as of 6/1/2022. The information above has been sent to the Office of Grant Management and will be utilized by OGM to determine the reimbursement amount based on the submitted Periodic Financial Report and expenses. Additional information regarding the overall compliance rating can be found in the 2022 Grants Manual - Section 13: Programmatic Monitoring.



Payment Worksheet





Total Grant Award		\$500,000	
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	Funding	Per Participant
Enrollment Funding Cap (25%)	\$125,000.00	\$ 2,500.00
Completion Funding Cap (30%)	\$150,000.00	\$ 3,000.27
Primary Transition Funding Cap (35%)	\$175,000.00	\$ 5,000.00
Secondary Transition Funding Cap	50	\$ 2,500.00

End of Year Balance	-\$147,500.00
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Outcome Metric Goals	
Individuals Enrolled	50
Individuals Completed	43
Individuals Primary Transition	25
Individuals Secondary Transition	0

Close Out Reports (10%)	\$50,000.00
-------------------------	-------------

	Individuals Enrolled		Individuals Completed		Primary Transition		Secondary Transition		Close Out Reports	Total Funding Available
	Count	Amount	Count	Amount	Count	Amount	Count	Amount		
January	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
February	12	\$20,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$20,000.00
March	20	\$75,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$75,000.00
April	16	\$40,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$40,000.00
May	2	\$7,500.00	0	\$0.00	0	\$0.00	0	\$0.00		\$7,500.00
June	2	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
July	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
August	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
September	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
October	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
November	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
December	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
TOTAL	50	\$182,500.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$182,500.00



Monthly Reimbursements



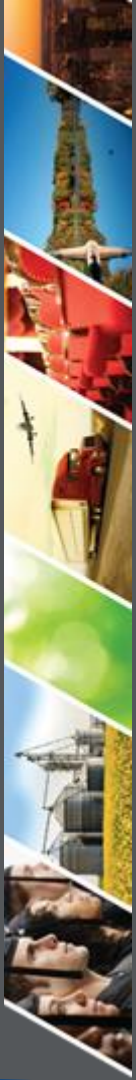


Performance-based Payment Appeal

ILW allows grantees to request an advance on a portion of their grant award. These advances can be up to 10% of the overall grant award.

To request a grant advance, the grantee must email a formal letter on organization letterhead to their assigned ILW Grant Manager no later than the second Friday of January. This letter must outline the advance request and the amount being requested.





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Section 12: Using Data for Program Management and Continuous Improvement



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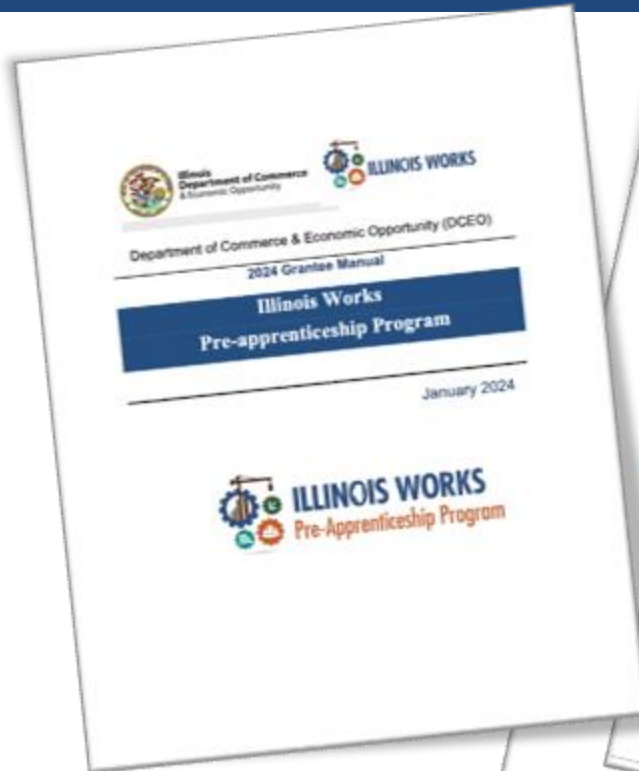
Section Overview

By the end of Section 12, you will be able to:

- Describe Illinois the Works **Continuous Program Improvement Model**.
- Utilize the **Program Improvement Plan** template to execute continuous improvement for your program.
- Apply each step in the **performance management process**.
- Identify different approaches for **pre-apprenticeship program evaluation**.
- Ensure all participants take the **Participant Satisfaction Survey** and learn how to utilize the results of the survey to strengthen your program.

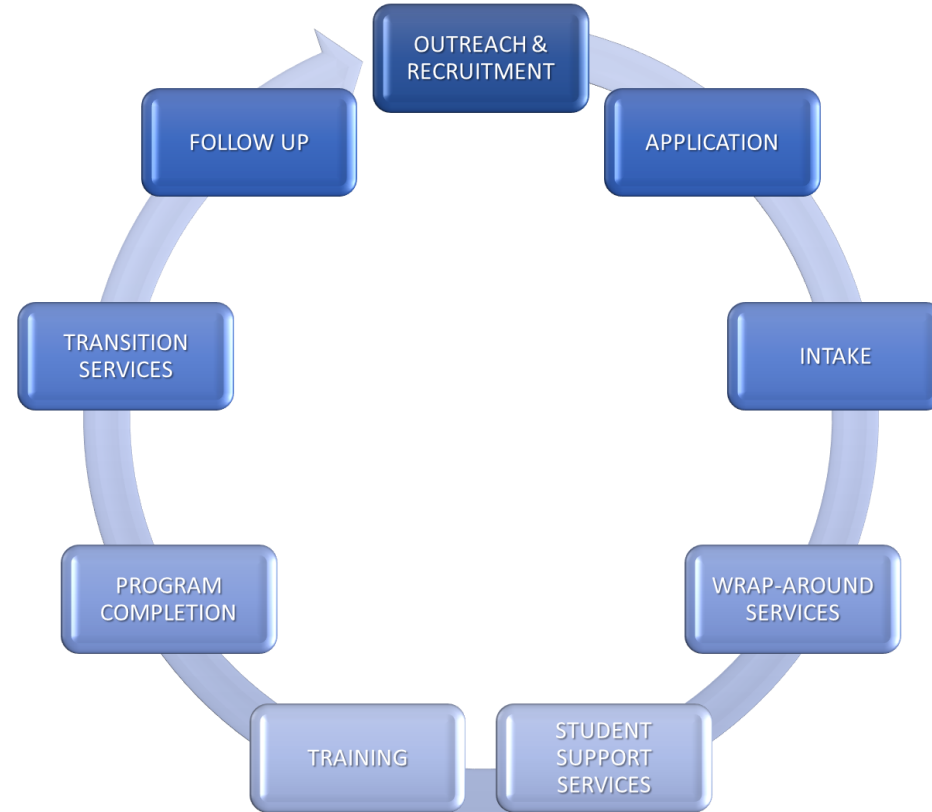


Section 12: Using Data for Program Management and Continuous Improvement





Pre-Apprentice LifeCycle





Program Improvement Plan



Question:



“How has your program previously used continuous program improvement models?”





Continuous Program Improvement Model



Question:

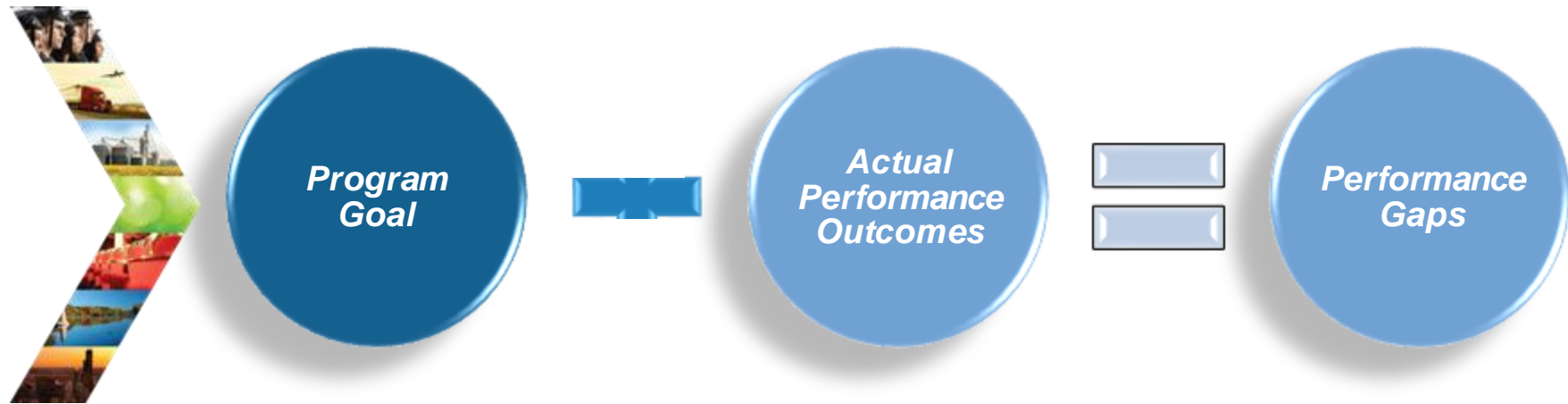


“What techniques do you use to generate new/innovative ideas to support program success?”





Performance Gaps

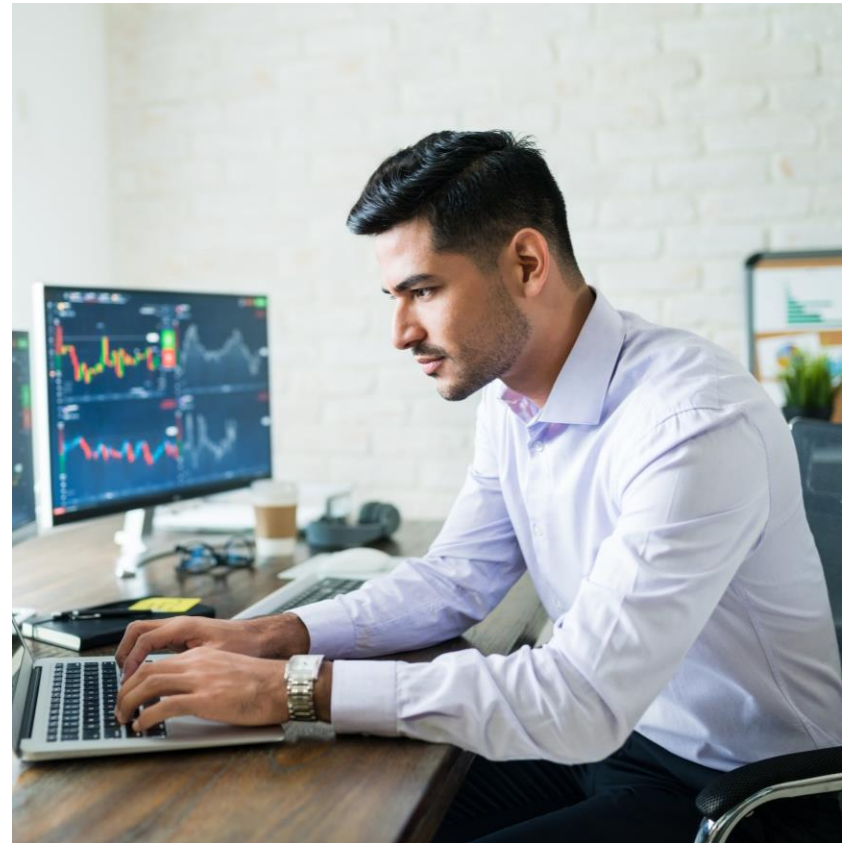




Programmatic Dashboard



- Red Flags
- Intake
- Participant Engagement
- Earned Credentials
- Completion Information
- Pre-Apprenticeship Program Completion /Transitional Services
- Provider and Employer/Sponsor Relationships

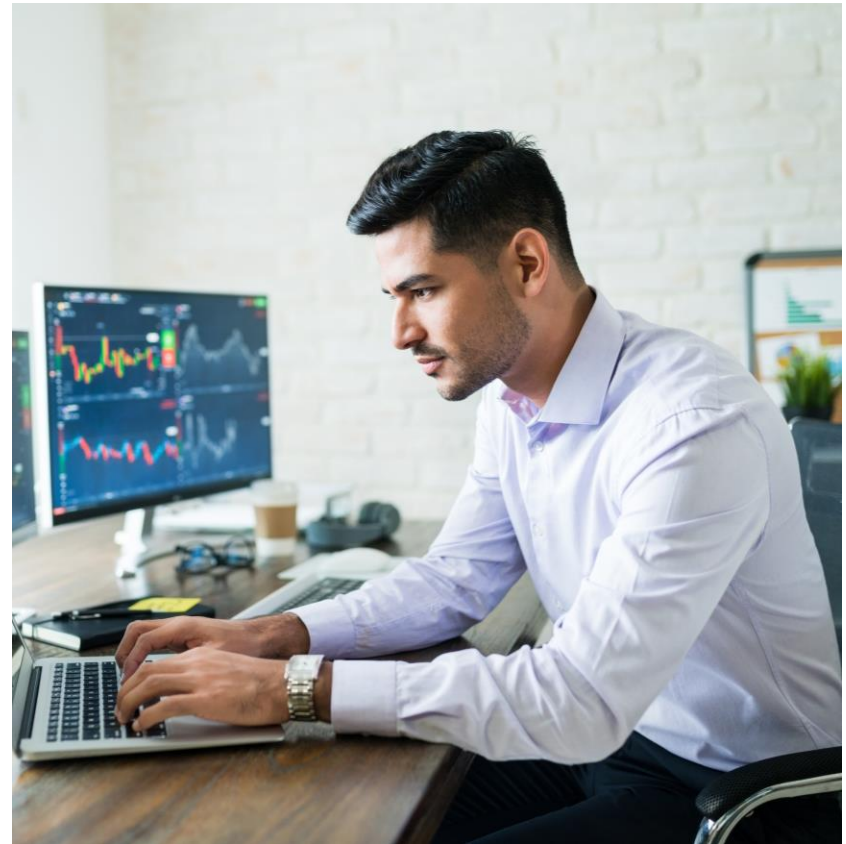




Follow-up Dashboard



- Post-Program Active Tracking
- Long-term Tracking





Key Outcome Metrics



- At least 85% of individuals enrolled will successfully complete the pre-apprenticeship training program
- At least 70% of individuals enrolled will be hired and enroll in a DOL-registered apprenticeship program



Current Standing



- Not Meeting Expectation
- Meeting Expectations
- Exceeding Expectations





Participation Satisfaction Survey



- Excellence
- Good
- Average
- Poor
- Very Poor



Program Evaluation



- Implementation Studies
- Outcome Studies
- Impact Studies

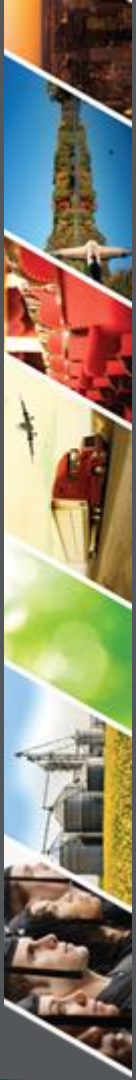




Longitudinal Study



- Prepared pre-apprentices for entry into construction and the building trades;
- Increased the entry of women, people of color, and veterans into construction and building trades apprenticeships; and
- Increased the likelihood that women, people of color, and veteran apprentices will complete apprenticeships in construction and the building trades.



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Section 13: Programmatic Monitoring



Section 13: Programmatic Monitoring

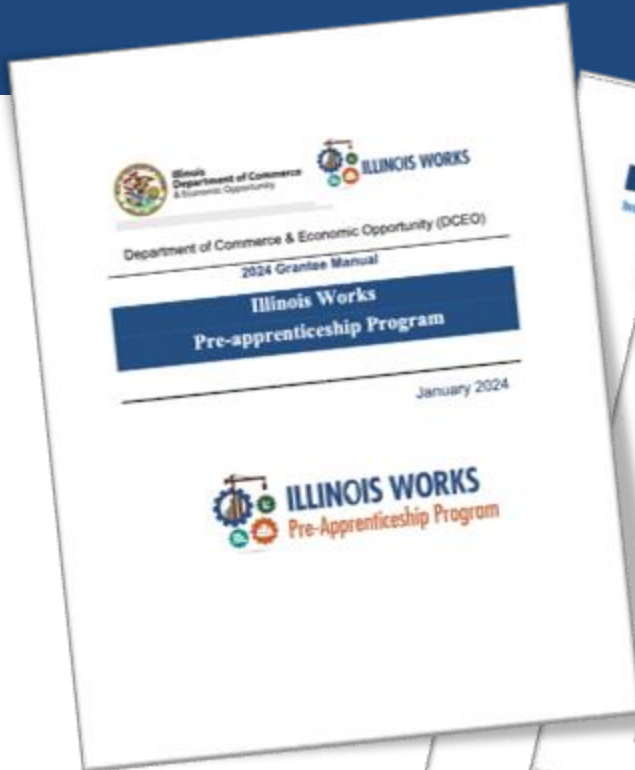
Section Overview

By the end of Section 13, you will be able to:

- Describe the importance of **program monitoring**.
- Adhere to the Illinois Works **compliance review process**.
- Describe the **verification process** for completion and transition metrics.
- Navigate the **grant renewal process and carryover credits**.
- Respond to the **progressive corrective action process**.
- Create and implement **corrective action plans** to get off the watch list and probation status and return to program compliance.
- Attend **Quarterly Administrator Meetings** to learn about network updates and provide feedback on programmatic progress.



Section 13: Programmatic Monitoring



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Program Monitoring



Question:



“What safeguards has your program put in place to ensure compliance?”

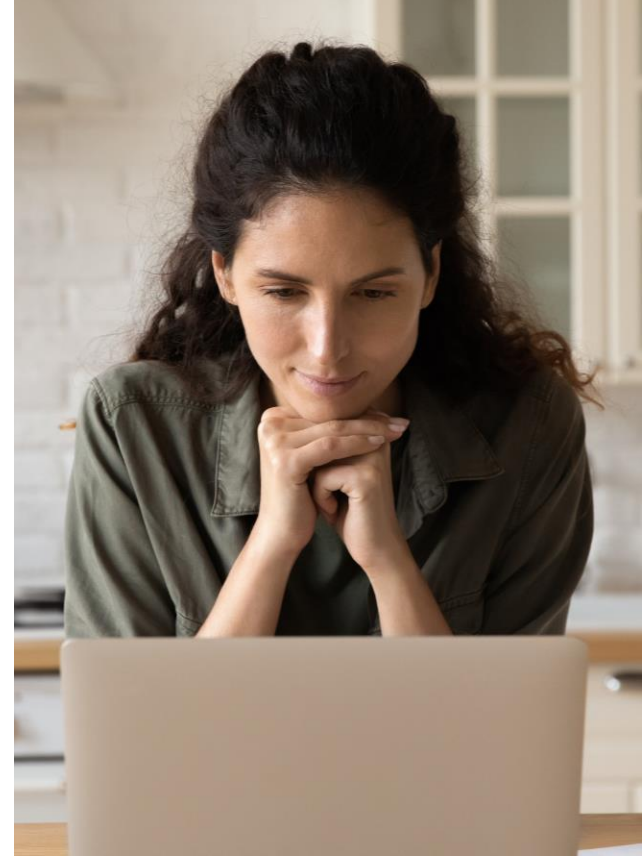




Completion and Transition Verification



- Preliminary Verification
- Final Verification





Third Party Documentation





Communicating Compliance Ratings and Findings



- Monthly Compliance Progress Report
- Monthly Compliance Payment Worksheet





Grantee Renewal Process



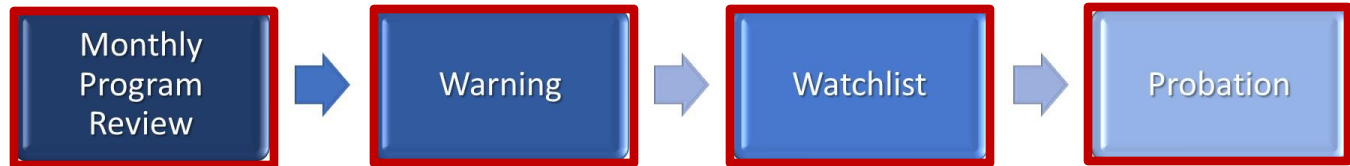


Carryover Credit





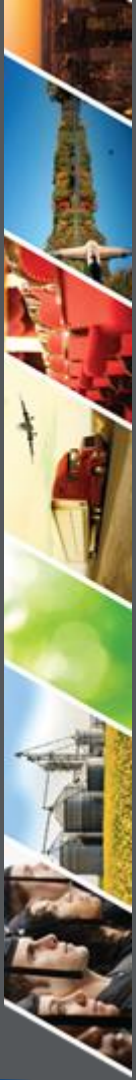
Progressive Corrective Action





Quarterly Administrator Meetings





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Section 14: Audit Requirements



Section 14: Audit Requirements

Section Overview

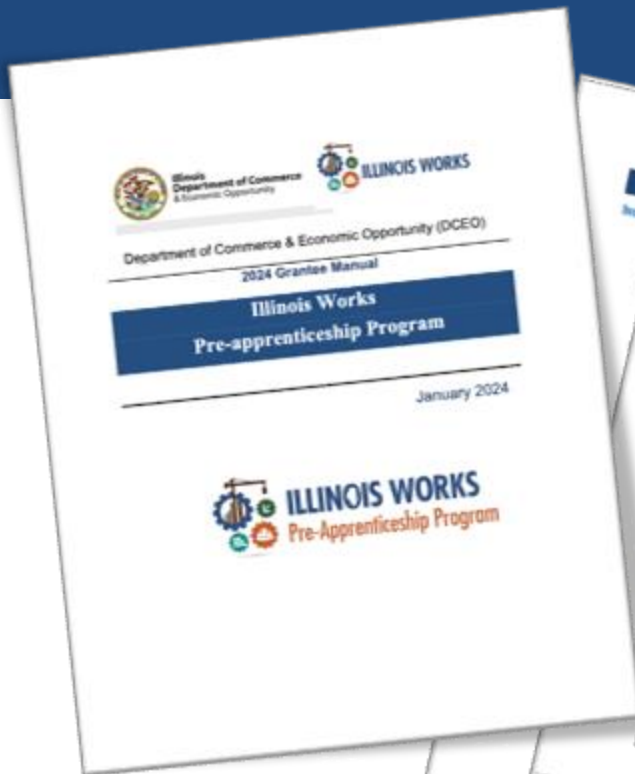
By the end of Section 14, you will be able to:

- Articulate **GATA, 2 CFR 200, and the Illinois Administrative Code.**
- Articulate **audit types.**
- Understand **audit submission** requirements.





Section 14: Audit Requirements



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Audit Types

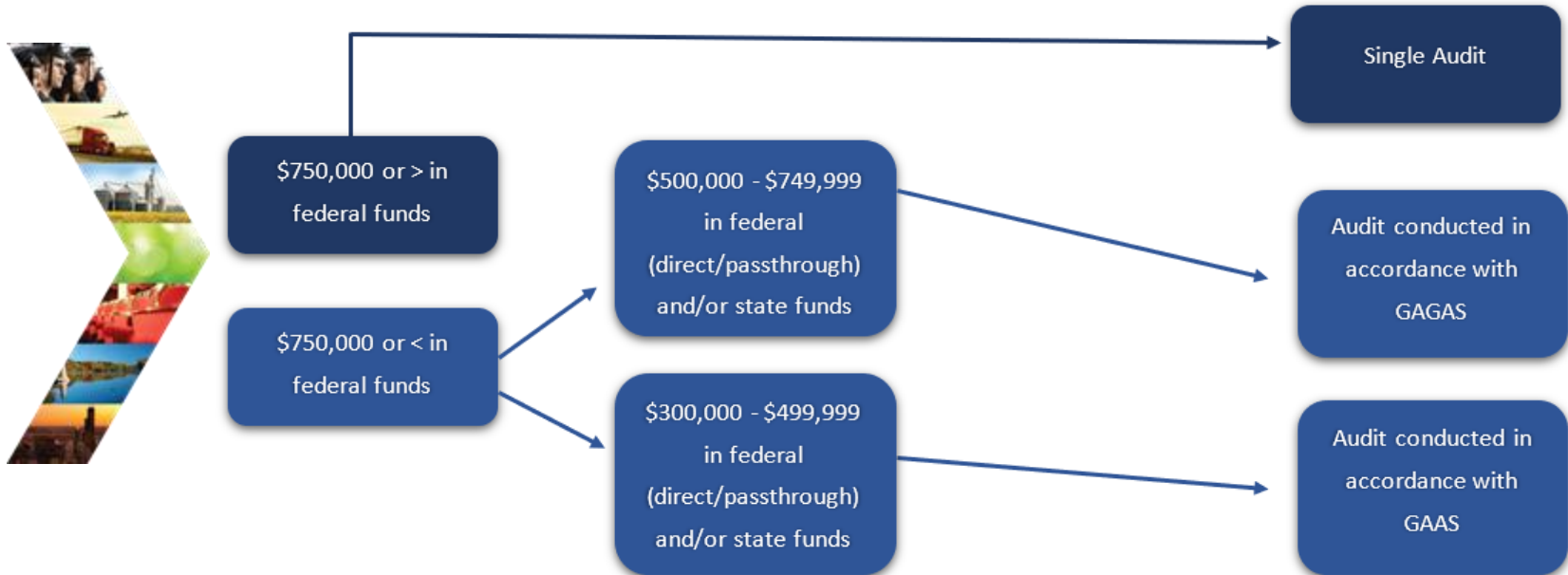


- Single Audit
- Audit Conducted in Accordance with GAGAS
(between 500,000 - 749,999)
- Audit Conducted in Accordance with GAAS
(between 300,000 - 499,999)





Audit





Audit Not Required and No Audit Conducted





Audit Submission



Single Audit Reporting Package is due 30 days after audit report completion but no later than nine (9) months after the end of the grantee's fiscal year-end as described in 200.512(c)(1).

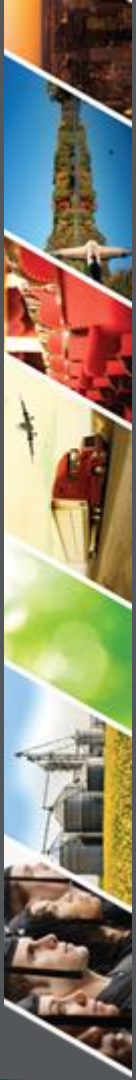
Financial Statement Audit Reporting Packages, including **GAGAS, GAAS**, and Other are due 30 days after audit report completion but no later than six (6) months after the end of the grantee's fiscal year-end.





Additional Audit Information





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Feedback ~ We want to hear from you



Thank You!



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

