



**Illinois**  
Department of Commerce  
& Economic Opportunity



**ILLINOIS WORKS**

Department of Commerce & Economic Opportunity (DCEO)

# Illinois Works Pre-Apprenticeship Program

2025 Illinois Works Coaching Needs Assessment Questionnaire





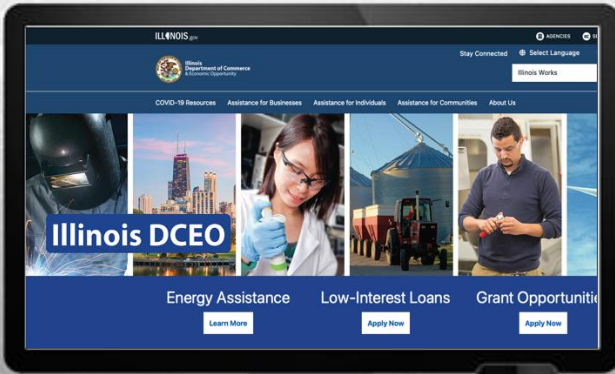
# Course Description



Illinois Works is an exciting initiative that creates opportunities for Illinois residents, businesses, communities, and families. Substantial funding has been made available for the Illinois Works Job Program Act and its three key programs. Most relevant for this orientation is the Illinois Works Pre-Apprenticeship Program

The Illinois Works Pre-Apprenticeship Program provides extensive professional development to support the success of its grantees, including Program Coaching. The goal of **Program Coaching** is to provide grantees with customized **support** in the following domains; Instructional Certifications, Pre-apprentice LifeCycle, and Business Development. Program Coaching is a tailored service driven by a comprehensive needs analysis; including the Illinois Works Coaching Needs Assessment.

This webinar was designed to assist grantees in completing the Illinois Works Coaching Needs Assessment.





# ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Ms. Monica Pruitt, Grant Manager
- Mr. Edwin Sanchez, Grant Manager
- Ms. Roslyn Simmons-Lindsay, Grant Manger
- Mr. Dan Martinez, Financial Grant Manager
- Ms. Heather Harrison, Financial Grant Manager
- Ms. Sue Ridings, Monitoring Grant Manager
- Dr. Jeff Doolittle, ID and Professional Coach
- Dr. Carleta L. Alston, ID and Professional Coach
- Dr. Funmi Apantaku, ID and Professional Coach
- Ms. Olivia Meisenback, Technical Writer
- Dr. Gia Suggs, Professional Development Lead, ID, and Program Coach





# Course Objectives

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

- Access the 2025 Grantee Manual.
- Differentiate between Professional Development and Technical Assistance.
- Explain the role of a Program Coach.
- Describe the expectations of the ILW Tracks (Track I, Track II, and Track III).
- Identify the data that will be used to assess program readiness.
- Accurately complete the Illinois Works Coaching Needs Assessment Questionnaire.

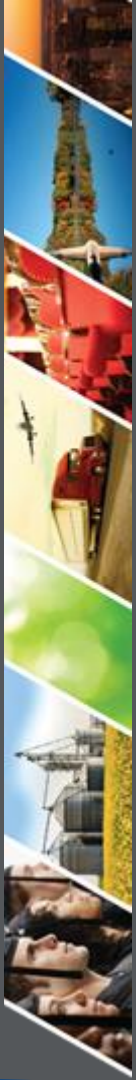






*This Session is Being Recorded*





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# Module 2: Welcome and Introduction

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

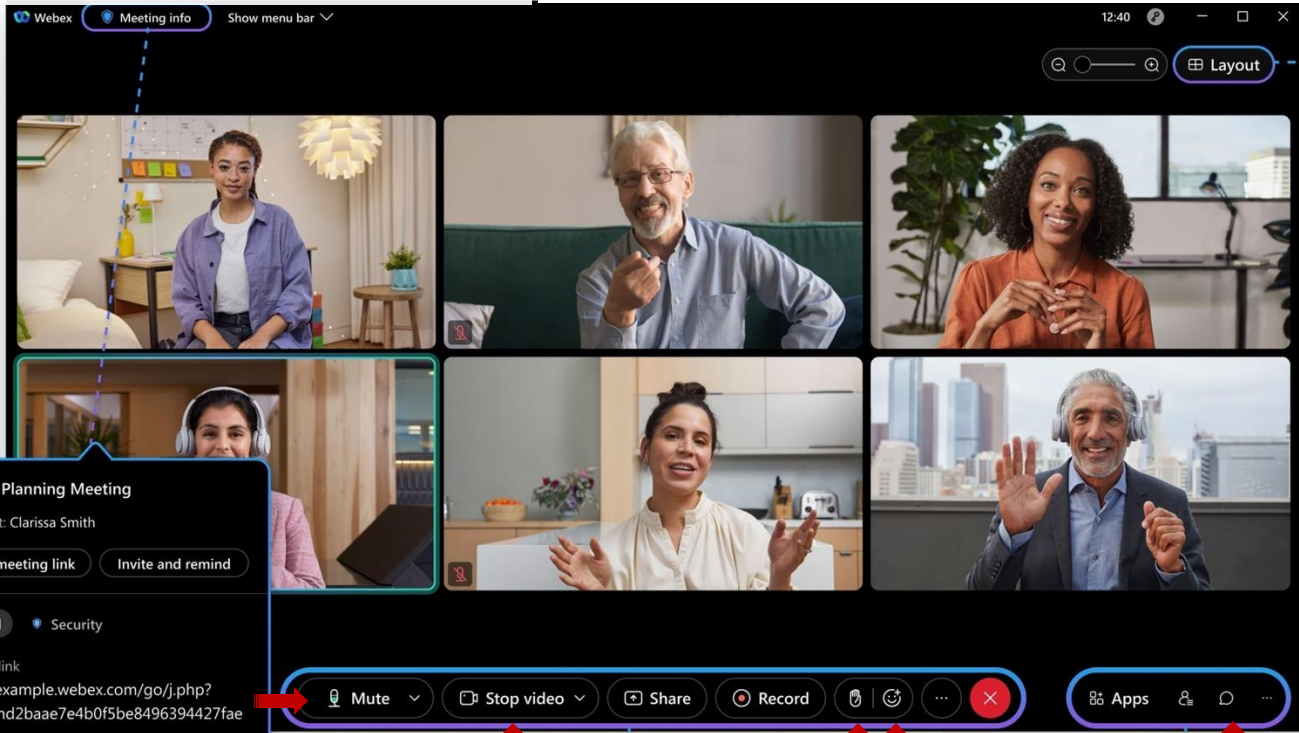
- Identify their fellow session participants.
- Use the Webex features and functions to fully participate in the training.
- Identify what they uniquely contribute as an ILW grantee.







# Webex Tutorial



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



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Comments, feedback, or questions?

Email us at:

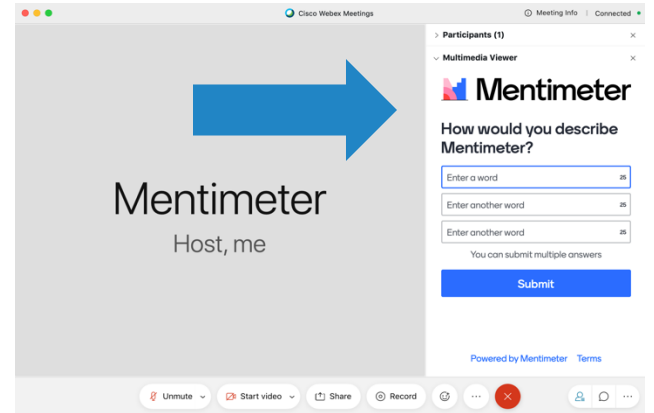
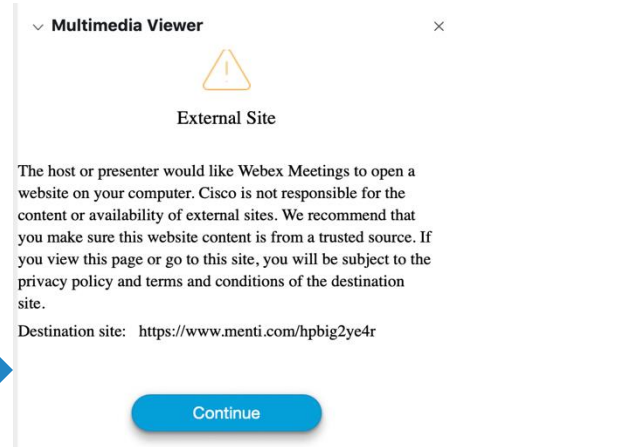
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# Mentimeter

▶ On the right-hand of your Webex screen click the blue **Continue** button.

▶ Once you click the button the Mentimeter app will show in the Multimedia viewer.





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





## Question:

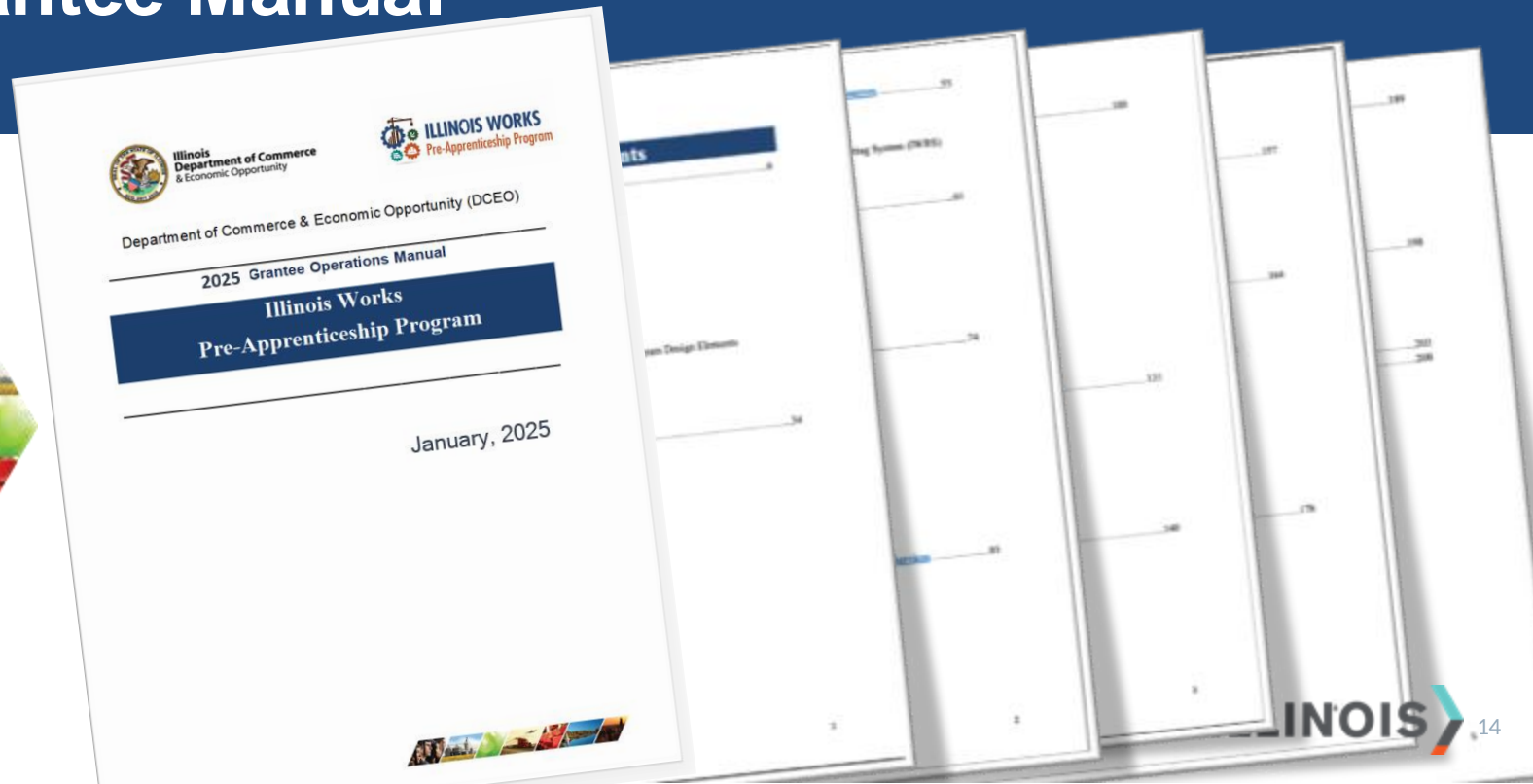
*“What does your program uniquely contribute, as an ILW grantee?”*

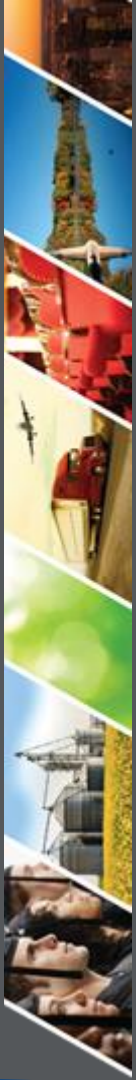






# 2025 Grantee Manual





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# Module 3: Program Coaching Overview

- Differentiate between professional development and technical assistance.
- Describe the Illinois Works Coaching Program.
- Explain the expectations of the three tracks.
- List the data sources for the program readiness criteria.





# Professional Development/Technical Assistance





# Program Coaching Versus Technical Assistance



**Table 24: Coaching vs. Technical Assistance**

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





# Professional Development





# Professional Development (Cont.)





# Program Coaching





# Program Coaching Domains





# Track Designations



Grantees will be assessed for **program readiness**. **Grantee Track Designations** will be the result of a **comprehensive needs analysis** process that considers the available information resulting from the NOFO and contracting processes.

**Renewal Grantees** will have the additional benefit of their previous year's performance outcomes to help inform their Track designation.

**The needs analysis produces *red flags* which are warning signals that indicate a potential performance concern.**





# Needs Analysis



- Internal Controls Questionnaire (ICQ)
- DCEO Programmatic Risk Assessment
- NOFO Reviewers' Application Evaluation Scoring Sheets and Notes
- ILW Coaching Needs Assessment Questionnaire
- Per the Direction of the Illinois Works Deputy Director
- Monthly Compliance Reports (for Renewal grantees only)
- Prior Year Performance Outcomes (for Renewal grantees only)





# Professional Development and Coaching Plans



- Track I: Internal Professional Development Plan
- Track II: Coaching Plan
- Track III: Coaching Plan





# Track Designations





# Track III – Accelerator Program







# Program Coaching



- Instructional Certifications
- Pre-apprenticeship Lifecycle
- Business Development

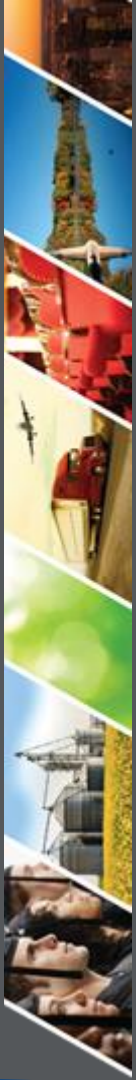






# ILW Grantee Coaching Needs Assessment Questionnaire





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# Module 4: ILW Grantee Coaching Needs Assessment Questionnaire

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


- Accurately complete the ILW Grantee Coaching Needs Assessment Questionnaire.





# ILW Grantee Coaching Needs Assessment Questionnaire



  
**Coaching Needs Assessment Questionnaire**

**PRE-APPRENTICESHIP CURRICULUM & INSTRUCTION QUESTIONS**

1. Are there dedicated instructors **certified** to deliver OSHA 10-Hour Construction, First Aid/CPR curriculum training?  
IF NO - Coaching needed.  
IF YES - Request the start and end date of their current Certification(s).
2. Is your organization **credentialled** to deliver Trades/utures, NCCER, ICCB, or other approved curricula?  
IF NO - Coaching needed.  
IF YES - Please describe current accreditation (i.e., NCCER Accredited Training Unit, or a subdivision of a Union (Trades/utures), AYS, etc.).
3. Is your organization **planning** to use NCCER CareerSafe OSHA 10-Hour Construction curriculum?  
IF NO - Coaching needed.  
IF YES - Confirm curriculum.
4. Does your organization have an internal dedicated role as liaison for their respective accrediting body (i.e., Curriculum Manager, Trades/utures Manager, or NCCER Master Trainer and/or Sponsor Representative)?  
IF NO - Coaching needed.  
IF YES - Request the name and contact information of the dedicated person.
5. Does your team have the necessary **partnerships** (including written agreements/MOUs) to deliver the required training services?  
IF NO - Coaching needed.  
IF YES - Confirm partnerships (agreements, MOUs, etc.).
6. Does your organization have a dedicated instructor to teach the 40-hour requirement for Mathematics?  
IF NO - Coaching needed.  
IF YES - Confirm partnerships (signed agreements/MOUs, etc.).
7. Does your organization have an instructor training schedule for each cohort (including dates and times)?  
IF NO - Coaching needed.  
IF YES - Request training schedule(s).
8. Does your organization have access to Trades/utures, NCCER, ICCB, or other approved Online System, for student digital testing, assessments, records management, and performance evaluations?  
IF NO - Coaching needed.





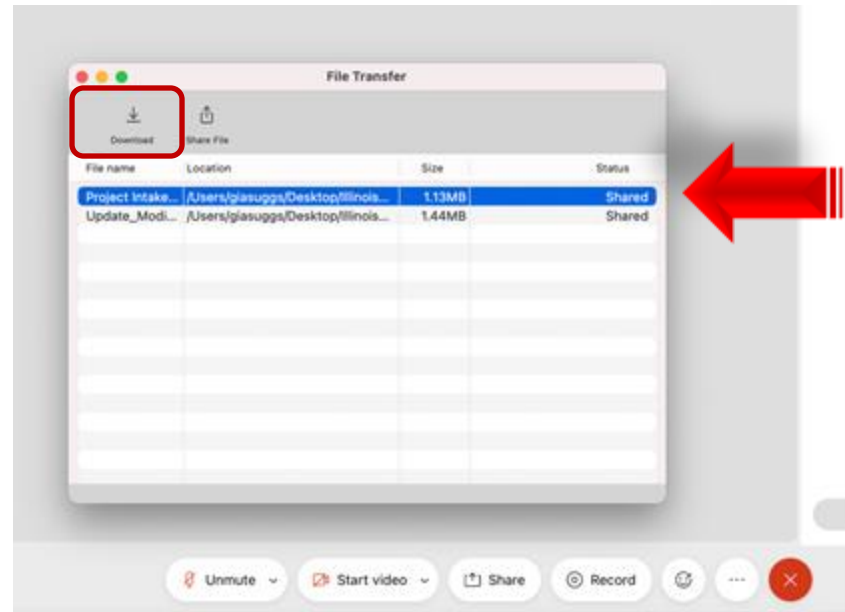
# ILW Grantee Coaching Needs Assessment Questionnaire







# Webex File Share



File Transfer

Download Share File

File name	Location	Size	Status
Project Intake...	/Users/glasuggs/Desktop/illinois...	1.13MB	Shared
Update_Mod...	/Users/glasuggs/Desktop/illinois...	1.44MB	Shared


Unmute Start video Share Record





# Instructional Certification



  
**Coaching Needs Assessment Questionnaire**

**PRE-APPRENTICESHIP CURRICULUM & INSTRUCTION QUESTIONS**

PRP-APPRENTICESHIP CURRICULUM & INSTRUCTION QUESTIONS

- Are there dedicated instructors **certified** to deliver OSHA 10-Hour Construction, First Aid/CPR curriculum training?  
IF NO - Coaching needed.  
IF YES - Request the start and end date of their current Certification(s).
- Is your organization credentialed to deliver Trades/Futures, NCCER, ICCB, or other approved curricula?  
IF NO - Coaching needed.  
IF YES - Please describe current accreditation (i.e., NCCER Accredited Training Unit, or a subdivision of a Union (Trades/Futures), AIA, etc.).
- Is your organization planning to use NCCER Curriculum?  
IF NO - Coaching needed.  
IF YES - Confirm curriculum.
- Does your organization have an internal deduc (i.e. Curriculum Manager, Trades/Futures Manager, Representative)?  
IF NO - Coaching needed.  
IF YES - Request the name and contact info.
- Does your team have the necessary partnership required training services?  
IF NO - Coaching needed.  
IF YES - Confirm partnerships (agreements).
- Does your organization have a dedicated instructor?  
IF NO - Coaching needed.  
IF YES - Confirm partnerships (signed agreements).
- Does your organization have an instructor train times?  
IF NO - Coaching needed.  
IF YES - Request training schedule(s).
- Does your organization have access to Trade's System for student digital testing, assessments,  
IF NO - Coaching needed.

- Does your organization have a process in place to track Program Completion and Remediation?  
IF YES - Confirm proof of access.  
IF NO - Coaching needed.  
IF YES - Confirm process plan.
- Does your program have the tool requirements for the Trades/Futures NCCER Core/ICCB other construction curriculum approved by ILWPP? Does your program have a classroom and work labs set up with different equipment, materials, safety gear, and core tool(s) for training?  
IF NO - Coaching needed.  
IF YES - Request location(s).
- Does your organization implement the PPE policy of ILWPP? (Glasses are responsible for maintaining personal protective equipment (PPE)).  
IF NO - Coaching needed.  
IF YES - Confirm policy is implemented.
- Does your organization adhere to the PPE policy of ILWPP?  
IF NO - Coaching needed.  
IF YES - Provide plan for adhering to PPE policy.
- Does your organization have a strategy in place to uphold Diversity, Inclusion, Equity, and Belonging practices?  
IF NO - Coaching needed.  
IF YES - No additional follow up necessary.
- Are all of your organizational needs met regarding training delivery?  
IF NO - Coaching needed.  
IF YES - Confirm.






# Marketing, Outreach, and Recruitment



**PRE-APPRENTICESHIP PROGRAMMING QUESTIONS**

**Marketing, Outreach, and Recruitment**

15. Does your organization have a comprehensive **Marketing Plan**? 

IF NO - Coaching needed.  
IF YES - Request a copy.

16. Does your organization's Marketing Plan have a minimum of seven outreach and recruitment touchpoints?

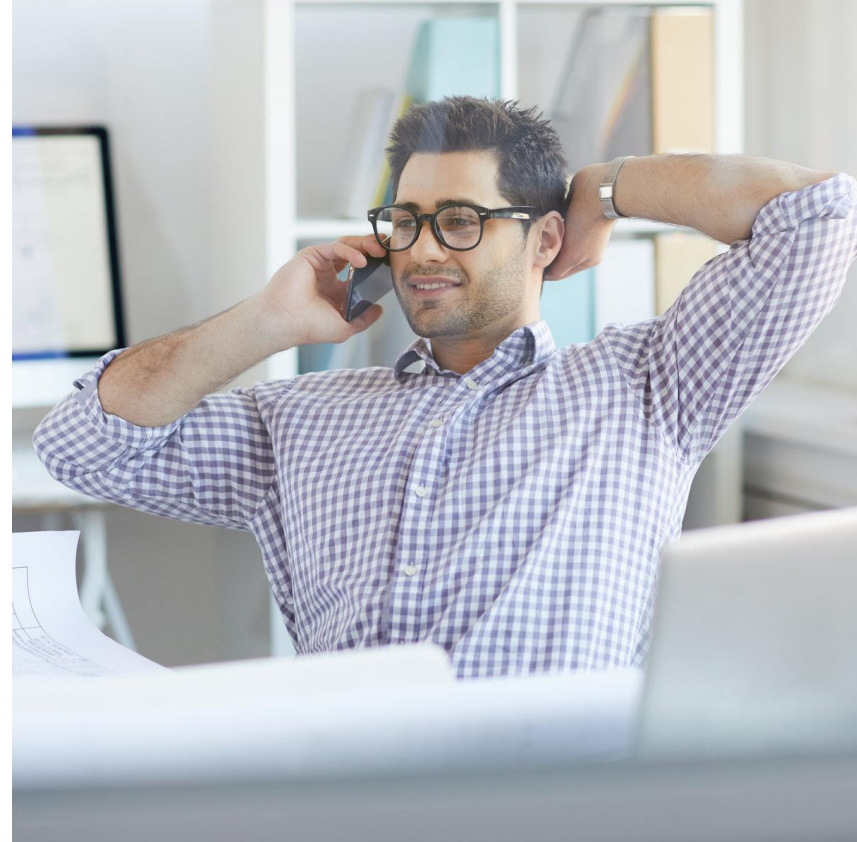
IF NO - Coaching needed.  
IF YES - Request a copy.

17. Does your organization have partners that will help recruit participants?

IF NO - Coaching needed.  
IF YES - Please explain.

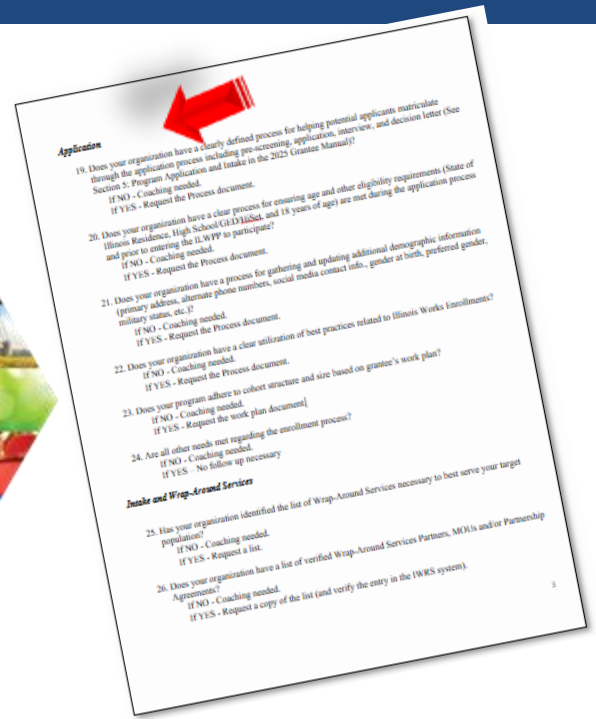
18. Are all other needs met regarding marketing and outreach?

IF NO - Coaching needed.  
IF YES - No follow up necessary





# Applications







# Intake and Wrap-Around Services



**Application**

19. Does your organization have a clearly defined process for helping potential applicants matriculate through the application process including pre-screening, application, interview, and decision letter (See Section 7- Program Application and Intake in the 2025 Grantee Manual)?  
IF NO - Coaching needed.  
IF YES - Request the Process document.

20. Does your organization have a clear process for ensuring age and other eligibility requirements (State of Illinois Residency, High School Graduation, and 18 years of age) are met during the application process and prior to entering the ILWV to participate?  
IF NO - Coaching needed.  
IF YES - Request the Process document.

21. Does your organization have a process for gathering and updating additional demographic information (primary address, alternate phone numbers, social media contact info., gender at birth, preferred gender, military status, etc.)?  
IF NO - Coaching needed.  
IF YES - Request the Process document.

22. Does your organization have a clear utilization of best practices related to Illinois Works Enrollment?  
IF NO - Coaching needed.  
IF YES - Request the Process document.

23. Does your program adhere to cohort structure and size based on grantee's work plan?  
IF NO - Coaching needed.  
IF YES - Request the work plan document.

24. Are all other needs met regarding the enrollment process?  
IF NO - Coaching needed.  
IF YES - No follow up necessary.

**Intake and Wrap-Around Services**

25. Has your organization identified the list of Wrap-Around Services necessary to best serve your target population?  
IF NO - Coaching needed.  
IF YES - Request a list.

26. Does your organization have a list of verified Wrap-Around Services Partners, MOUs and/or Partnership Agreements?  
IF NO - Coaching needed.  
IF YES - Request a copy of the list (and verify the entry in the IWKS system).

27. Does your organization have internal and/or external (i.e., partners) resources for each of your identified wrap-around services? See a list of allowable costs in Section 6 of the Grantee Manual (if there is a need that is not on the list, request approval for the services).  
IF NO - Coaching is needed.  
IF YES - Request a list of internal and external resources.

28. Does your organization have a system in place to fully adhere to the ILW Attendance Policy? (ref. Appendix 21.A).  
IF NO - Coaching is needed.  
IF YES - Request a copy of the policy.

29. Is there a plan for tracking, paying, and reporting performance-based stipends (see Section 6 in the Grantee Manual)?  
IF NO - Coaching is needed.  
IF YES - Request a copy of the plan.

30. Are all other needs met regarding Wrap-Around Services?  
IF NO - Coaching is needed.  
IF YES - Provide additional support.







# Student Support Services



27. Does your organization have internal and/or external (i.e., partners) resources for each of your identified wrap-around services? See a list of allowable costs in Section 6 of the Grantee Manual (if there is a need that is not on the list, request approval for the services).  
IF NO - Coaching is needed.  
IF YES - Request a list of internal and external resources.
28. Does your organization have a system in place to fully adhere to the ILW Attendance Policy? (ref. Template 21A).  
IF NO - Coaching is needed.  
IF YES - Request a copy of the policy.
29. Is there a plan for tracking, paying, and reporting performance-based stipends (see Section 6 in the Grantee Manual)?  
IF NO - Coaching is needed.  
IF YES - Request a copy of the plan.
30. Are all other needs met regarding Wrap-Around Services?  
IF NO - Coaching is needed.  
IF YES - Provide additional support.
- Student Support Services**
31. Has your organization identified the list of Student Support Services necessary to best serve its target population? See a list of allowable costs in Section 6 in the Grantee Manual (if there is a need that is not on the list, request approval for that service).  
IF NO - Coaching is needed.  
IF YES - Request the list.
32. Are there any internal and/or external (i.e., partners) resources for each of your identified Student Support Services?  
IF NO - Coaching needed.  
IF YES - Provide a list of internal/external resources.
33. Does your organization have a list of verified Student Support Services Partners with MOUs and/or Partnership Agreements?  
IF NO - Coaching is needed.  
IF YES - Provide a list of verified partnership agreements/MOUs.
34. Are all other needs met regarding Student Support Services?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.
- Program Completion & Transition**
35. Has your organization cultivated relationships with and developed a comprehensive list of transition opportunities based on the needs of your target population and incoming cohorts (i.e., union/non-union, DOL Registered Apprenticeship programs (RAPs), advanced construction training, construction job placement with contractors, etc.)? See Transition Services in Section 8 in the Grantee Manual.





# Program Completion and Transition



27. Does your organization have internal and/or external (i.e., partners) resources for each of your identified wrap-around services? See a list of allowable costs in Section 6 of the Grantee Manual (if there is a need that is not on the list, request approval for the services).  
IF NO - Coaching is needed.  
IF YES - Request a list of internal and external resources.

28. Does your organization have a system in place to fully adhere to the ILW Attendance Policy? (ref. Template 21A).  
IF NO - Coaching is needed.  
IF YES - Request a copy of the policy.

29. Is there a plan for tracking, paying, and reporting performance-based stipends (see Section 6 in the Grantee Manual).  
IF NO - Coaching is needed.  
IF YES - Request a copy of the plan.

30. Are all other needs met regarding Wrap-Around Services?  
IF NO - Coaching is needed.  
IF YES - Provide additional support.

**Student Support Services**

31. Has your organization identified the list of Student Support Services on the list, request approval for that service?[]  
IF NO - Coaching is needed.  
IF YES - Request the list.

32. Are there any internal and/or external (i.e., partners) Support Services?  
IF NO - Coaching needed.  
IF YES - Provide a list of internal/external resources.

33. Does your organization have a list of verified Student Partnership Agreements?  
IF NO - Coaching is needed.  
IF YES - Provide a list of verified partnership agreements.

34. Are all other needs met regarding Student Support Services?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

**Program Completion & Transition**

35. Has your organization cultivated relationships with and opportunities based on the needs of your target population (RAPs), and DOL Registered Apprenticeship programs (RAPs), and placement with contractors, etc.?) See Transition Services

36. Has your organization incorporated the ILW Career Assessment and Transition Plan into your internal process? (See Exhibit 5 in the 2025 Grantee Manual.)  
IF NO - Coaching is needed.  
IF YES - Please explain.

37. Has your organization developed a Program Completion Process, aligning career assessment and transition goals for Primary and Secondary transitions? (See Section 8: Program Completion, Transition Services, and follow-up in the 2025 Grantee Manual.)  
IF NO - Coaching is needed.  
IF YES - Request a copy of the plan.

38. Does your organization have a process in place to ensure graduates complete the Student Satisfaction Survey before they finish the program?  
IF NO - Coaching is needed.  
IF YES - Explain the process.

39. Does your organization have a process in place for Transition Verification? (See Section 13 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - Request a copy of the plan.

40. Does your staff have an understanding of the Career Services process?  
IF NO - Coaching is needed.  
IF YES - Explain the process.

41. Are all other needs regarding Transition Services met?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.





# Follow-Up



IF NO - Coaching needed.  
IF YES - Request a list (both formal and informal partnerships and relationships).

36. Has your organization incorporated the ILW Career Assessment and Transition Plan into your internal processes? (See Exhibit 5 in the 2025 Grantee Manual.)  
IF NO - Coaching is needed.  
IF YES - Coaching is needed.

37. Has your organization developed a Program Completion Process, aligning career assessment and transition goals for Primary and Secondary transitions? (See Section 8: Program Completion, Transition Services, and Follow-up in the 2025 Grantee Manual.)  
IF NO - Coaching is needed.  
IF YES - Request a copy of the plan.

38. Does your organization have a process in place to ensure graduates complete the Student Satisfaction Survey before they finish the program?  
IF NO - Coaching is needed.  
IF YES - Explain the process.

39. Does your organization have a process in place for Transition Verification? (See Section 13 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - Request a copy of the plan.

40. Does your staff have an understanding of the Career Services process?  
IF NO - Coaching is needed.  
IF YES - Explain the process.

41. Are all other needs regarding Transition Services met?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

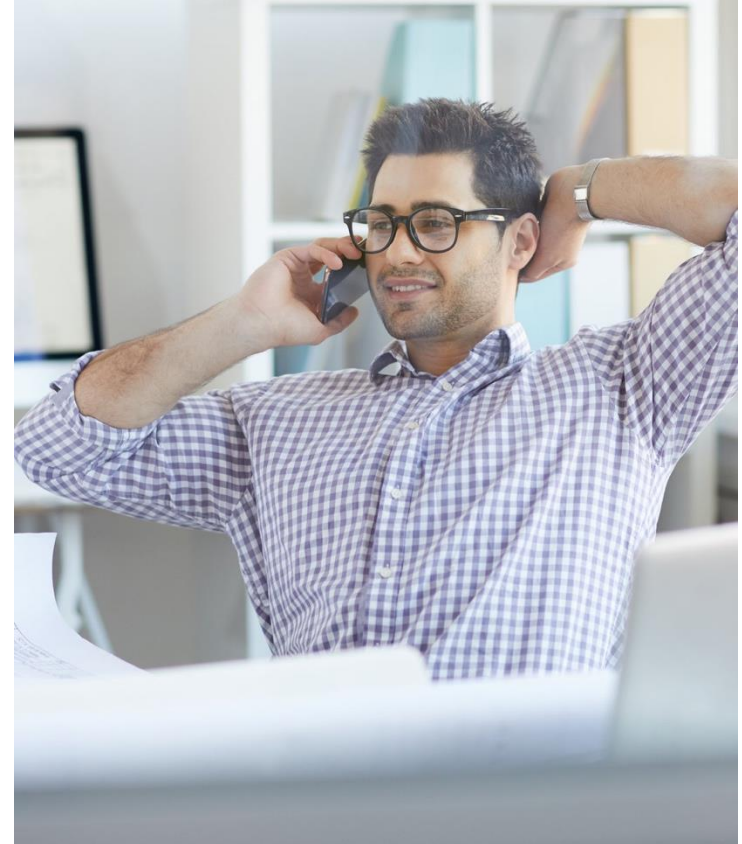
**Follow-Up**

42. Has your organization incorporated the ILW Follow-up activities (See Section 8 in the Grantee Manual.) into your internal processes (short-term and long-term)?  
IF NO - Coaching needed.  
IF YES - Please explain.

43. Is there a plan for responding to NIU's follow-up with your organization in conjunction with the longitudinal study? (See Section 12 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - Please explain.

44. Are all other needs met regarding Follow-up Services?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

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# IWRS Data Entry



## ***IWRS Data Entry***

45. Does your organization have a process in place for Data Quality Management?  
IF NO - Coaching needed.  
IF YES - Please provide the process document.
46. Does your organization have a plan for the timely entry of your program's data into IWRS including by whom, frequency, etc.? (See Section 10 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - Please explain.
47. Has data entry personnel received informal/formal training on the IWRS?  
IF NO - Coaching needed.  
IF YES - Please explain.
48. Has your organization developed a comprehensive data entry process for reporting PFR/PFR requirements? (See Section 11 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - Please describe.
49. Are all other needs met regarding the IWRS?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

## ***Professional Development***

50. Has your organization developed a comprehensive professional development plan for each program staff including ILW required training, necessary instructor certifications, ILW annual conference, and any necessary supplemental development, with appropriate line items in your budget to support implementation? (See Section 9 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - Request a plan.
51. Is there a plan/schedule for ongoing ILW staff collaboration and Team Building?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.
52. Does your organization's staff participate in mandatory professional development events along with tracking their attendance?  
IF NO - Coaching is needed.  
IF YES - Request copies of attendance.
53. Are all other needs met regarding Professional Development?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.







# Professional Development



**IWRS Data Entry**

45. Does your organization have a process in place for Data Quality Management?  
IF NO - Coaching needed.  
IF YES - Please provide the process document.

46. Does your organization have a plan for the timely entry of your program's data into IWRS including by whom, frequency, etc.? (See Section 10 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - Please explain.

47. Has data entry personnel received informal/formal training on the IWRS?  
IF NO - Coaching needed.  
IF YES - Please explain.

48. Has your organization developed a comprehensive data entry process for reporting PFR PFR requirements? (See Section 11 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - Please describe.

49. Are all other needs met regarding the IWRS?  
IF NO- Coaching is needed.  
IF YES- No additional follow-up is necessary.

**Professional Development**

50. Has your organization developed a comprehensive professional development plan for each program staff including ILW required training, necessary instructor certifications, ILW annual conference, and any necessary supplemental development, with appropriate line items in your budget to support implementation? (See Section 9 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - Request a plan.

51. Is there a plan/schedule for ongoing ILW staff collaboration and Team Building?  
IF NO- Coaching is needed.  
IF YES- No additional follow-up is necessary.

52. Does your organization's staff participate in mandatory professional development events along with tracking their attendance?  
IF NO- Coaching is needed.  
IF YES- Request copies of attendance.

53. Are all other needs met regarding Professional Development?  
IF NO- Coaching is needed.  
IF YES- No additional follow-up is necessary.







# Board Development



**BUSINESS DEVELOPMENT QUESTIONS**

**Board Development**

54. Has your organization developed a Board of Directors?  
IF NO - Coaching needed.  
IF YES - Please describe.

55. Is the Board engaged and knowledgeable about ILW Programming and Grant requirements?  
IF NO - Coaching needed.  
IF YES - No further action.

56. Has your organization procured the necessary licenses, permits, and rental agreements required for business start-up?  
IF NO - Coaching needed.  
IF YES - No further action.

57. Does your organization have a clear mission and vision that aligns with the core values of the ILW Grant? (See Section 2 of the Grantee Manual)  
IF NO - Coaching needed.  
IF YES - No further action.

58. Are all other needs met regarding Board Development?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

**Strategic Staffing/Organizational Capacity**

59. Does your organization have a comprehensive hiring and staffing plan that includes all of the ILW required roles? (See Section 3 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - Request a copy of the Staffing Plan.

60. Are policies and procedures in place to ensure staff have the required skill sets for the roles they are hired to perform? (See Section 3 in the Grantee Manual for an explanation of Staff Roles)  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

61. Is the organization's current capacity sufficient to execute the ILW Grant expectations?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

62. Do staff performance expectations align with ILW Grant activities?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

63. Are all other needs met regarding staffing or organizational capacity?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

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# Strategic Staffing/Organizational Capacity



## BUSINESS DEVELOPMENT QUESTIONS

### Board Development

54. Has your organization developed a Board of Directors?  
IF NO - Coaching needed.  
IF YES - Please describe.
55. Is the Board engaged and knowledgeable about ILW Programming and Grant requirements?  
IF NO - Coaching needed.  
IF YES - No further action.
56. Has your organization procured the necessary licenses, permits, and rental agreements required for business start-up?  
IF NO - Coaching needed.  
IF YES - No further action.
57. Does your organization have a clear mission and vision that aligns with the core values of the ILW Grant? (See Section 2 of the Grantee Manual)  
IF NO - Coaching needed.  
IF YES - No further action.
58. Are all other needs met regarding Board Development?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

### Strategic Staffing/Organizational Capacity


59. Does your organization have a comprehensive hiring and staffing plan that includes all of the ILW required roles? (See Section 3 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - Request a copy of the Staffing Plan.
60. Are policies and procedures in place to ensure staff have the required skill sets for the roles they are hired to perform? (See Section 3 in the Grantee Manual for an explanation of Staff Roles)  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.
61. Is the organization's current capacity sufficient to execute the ILW Grant expectations?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.
62. Do staff performance expectations align with ILW Grant activities?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.
63. Are all other needs met regarding staffing or organizational capacity?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.





# Professional Communication/Presentation Skills



**Professional Communication/Presentation Skills** 

64. Does your ILW staff currently have the necessary professional communication or presentation skills?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

65. Does your organization have a process in place that provides guidance for delivering feedback/engaging in difficult conversations (internally and externally)?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

66. Is there a plan for media and/or Public Relations (PR) communications (including designated individuals for interviews, press releases, etc.)?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

67. Are all other needs met regarding communication or presentation skills (i.e., media interviews, conference presentations, etc.)?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

**Subdging Cash Flow/Billing**

68. Does your program have a comprehensive ILW Pre-Apprenticeship Program budget (with no anticipated challenges)?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

69. Does your program have the necessary cash flow between now and the first ILW reimbursement (approximately 90 days)?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

70. Is there a dedicated staff member who will retain receipts and submit them for reimbursement in compliance with the State of Illinois Grant Reporting System (GATA)? (See Section 11: Finance, Records and Reports in the Grantee Manual)  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

71. Does your organization know how to manage a Performance-Based Pay Model? (See Section 11 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

72. Does your organization's appropriate staff understand allowable expenses?  
IF NO - Coaching is needed.  
IF YES - No follow-up needed

73. Are all other needs met regarding budgeting, cash flow, or billing?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.







# Budgeting/Cash Flow/Billing



**Professional Communication/Presentation Skills**

64. Does your ILW staff currently have the necessary professional communication or presentation skills?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

65. Does your organization have a process in place that provides guidance for delivering feedback/engaging in difficult conversations (internally and externally)?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

66. Is there a plan for media and/or Public Relations (PR) communications (including designated individuals for interviews, press releases, etc.)?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

67. Are all other needs met regarding communication or presentation skills (i.e., media interviews, conference presentations, etc.)?  
IF YES - Coaching is needed.  
IF NO - No additional follow-up is necessary.

**Budgeting/Cash Flow/Billing**

68. Does your program have a comprehensive ILW Pre-Apprenticeship Program budget (with no anticipated challenges)?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

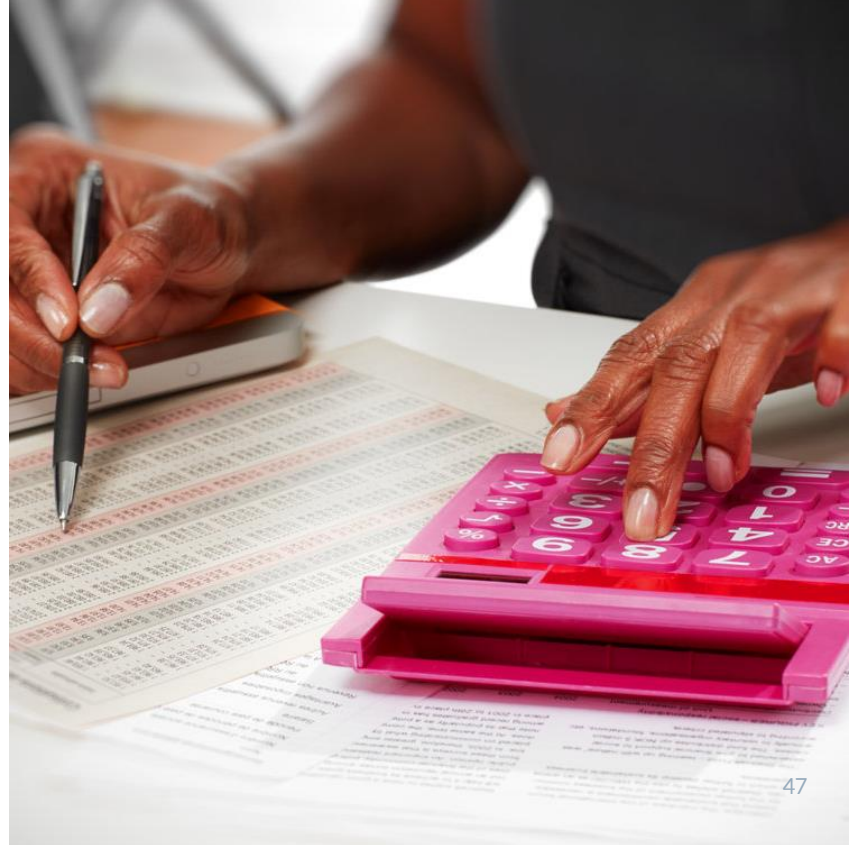
69. Does your program have the necessary cash flow between now and the first ILW reimbursement (approximately 90 days)?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

70. Is there a dedicated staff member who will retain receipts and submit them for reimbursement in compliance with the State of Illinois Grant Reporting System (GAIA)? (See Section 11: Finance, Records and Reports in the Grantee Manual)  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

71. Does your organization know how to manage a Performance-Based Pay Model? (See Section 11 in the Grantee Manual.)  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

72. Does your organization's appropriate staff understand allowable expenses?  
IF NO - Coaching is needed.  
IF YES - No follow-up needed

73. Are all other needs met regarding budgeting, cash flow, or billing?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.





# Program Development



**Program Development**

74. Does your organization have a plan for incorporating ILW into your current program/business model?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

75. Has your organization established a plan for Program Development and Implementation?  
• IF NO - Coaching needed.  
• IF YES - Request a plan.

76. Does the organization have a Continuous Improvement Plan?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

77. Are all of the ILW Pre-Apprenticeship program staff aware of the performance benchmarks in place to achieve program outcomes?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

78. Is there a plan for Program Evaluation?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

79. Are all other needs met regarding Program Development?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

**Maximizing the Grant Manager Relationship**

80. Has your organization cultivated a healthy relationship with the ILW team including the Grant Managers?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

81. Does your organization need support with effectively communicating with your Grant Manager and maximizing their support to strengthen your program?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

82. Are all other needs met regarding your Grant Manager relationship?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up is necessary.

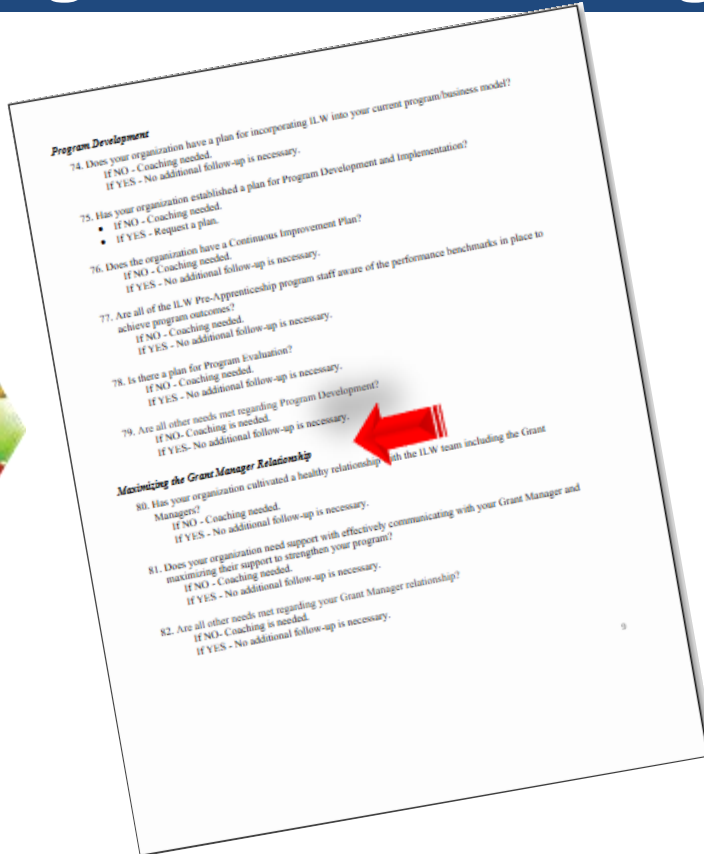
9







# Maximizing the Grant Manager Relationship





# Avoiding Unauthorized and Unethical Pitfalls



**Avoiding Unauthorized and Unethical Pitfalls**

83. Is there a strategy in place to avoid unauthorized and unethical pitfalls?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

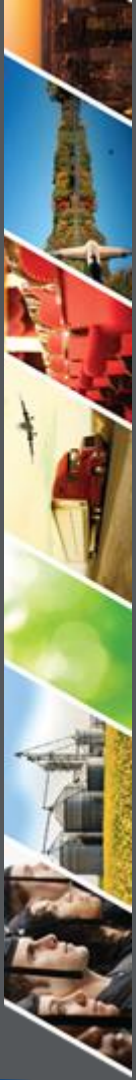
84. Is there a process for maintaining and managing participant's records, ensuring appropriate confidentiality?  
IF NO - Coaching needed.  
IF YES - No additional follow-up is necessary.

85. Does your organization have a state approved auditor to perform your mandated audit? If so, is there a strategy in place to prepare the audit in a timely manner? (See Section 14: Audit Requirements in the Grantee Manual for details.)  
IF NO - Coaching is needed.  
IF YES - Provide the contact and name of the auditor.

86. Are all other needs met regarding ethics?  
IF NO - Coaching is needed.  
IF YES - No additional follow-up necessary.

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CEO.ILWorks@Illinois.Gov



# Feedback ~ We want to hear from you

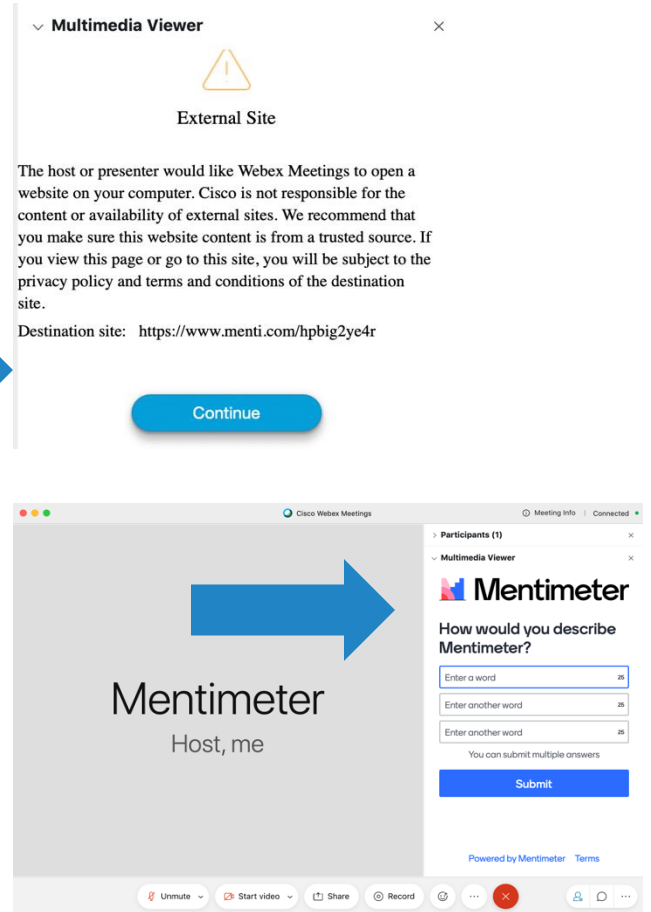




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