



Illinois
Department of Commerce
& Economic Opportunity

Department of Commerce & Economic Opportunity (DCEO)

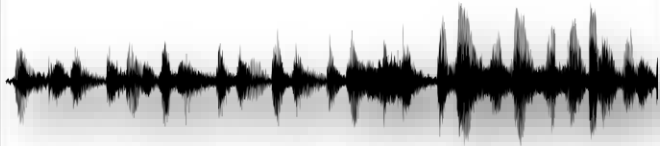
Illinois Works Jobs Program

2024 Illinois Works Grantee Renewal





This Session is Being Recorded





ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Ms. Monica Pruitt, Grant Manager
- Mr. Dan Martinez, Grant Manager





Course Overview



Grant Renewal is the opportunity to receive a contract modification that extends eligible grant agreements and funding through 2025. The Office of Illinois Works will share the details of the Renewal process including criteria for Renewal as well as documents required for application and the overall Renewal timeline.



Illinois
Department of Commerce
& Economic Opportunity

In the Webex chat

- Your Name
- Organization/Agency
- Your Original Grant
Year (2023 or 2024)



ILLINOIS 



Section 2: Pathways for Contract Modification



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

- Identify the two pathways for a contract modification.
- Describe the ILW criteria for renewal.



Pathways for Contract Modification



Renewal

Conditional Renewal

- Inadequate High
- Inadequate Low





Process for Renewal





Section 3: Renewal Process

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

- List the steps in the renewal process.
- Describe the actions for each step in the renewal process.





Steps for the Renewal Process



Renewal Document Submission

Evaluation

Negotiations

Reach Consensus

Agreement Modification





Steps 1: Renewal Document Submission



Renewal Document Submission

Evaluation

Negotiations

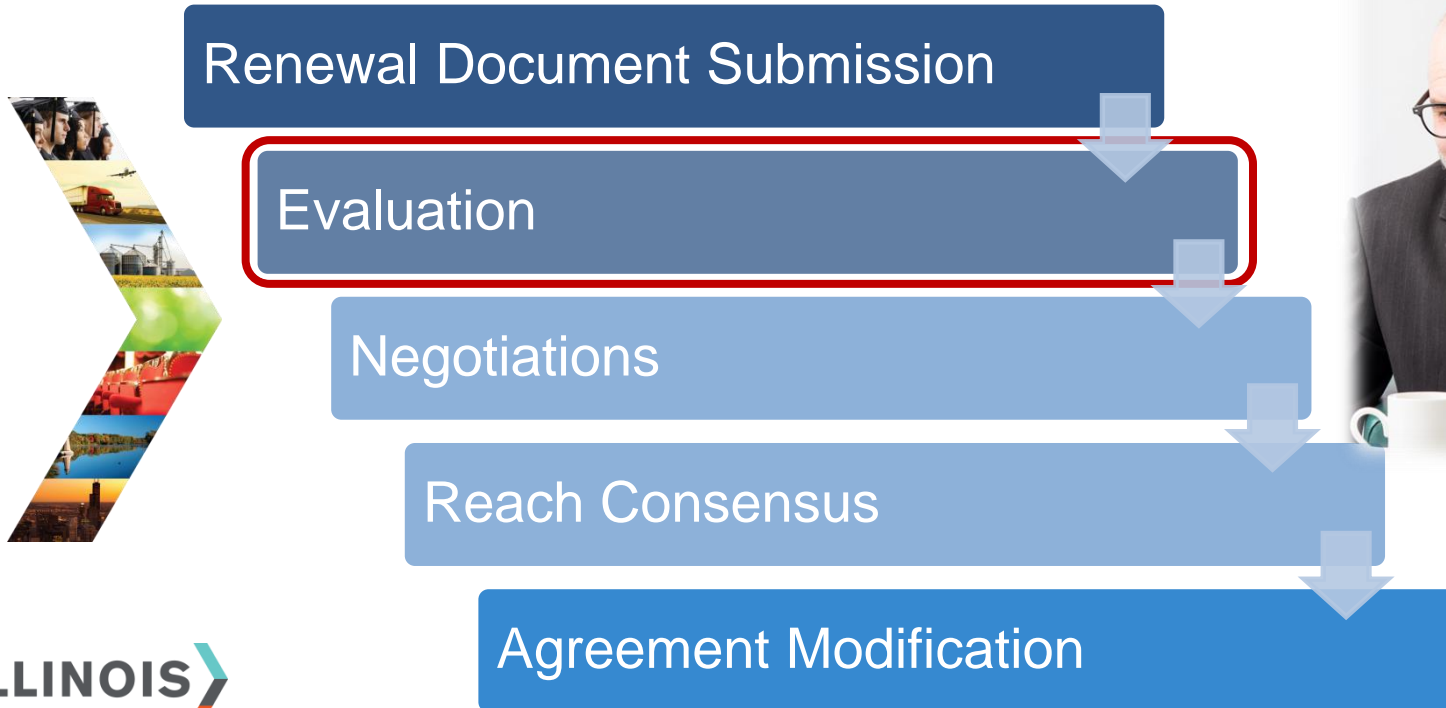
Reach Consensus

Agreement Modification



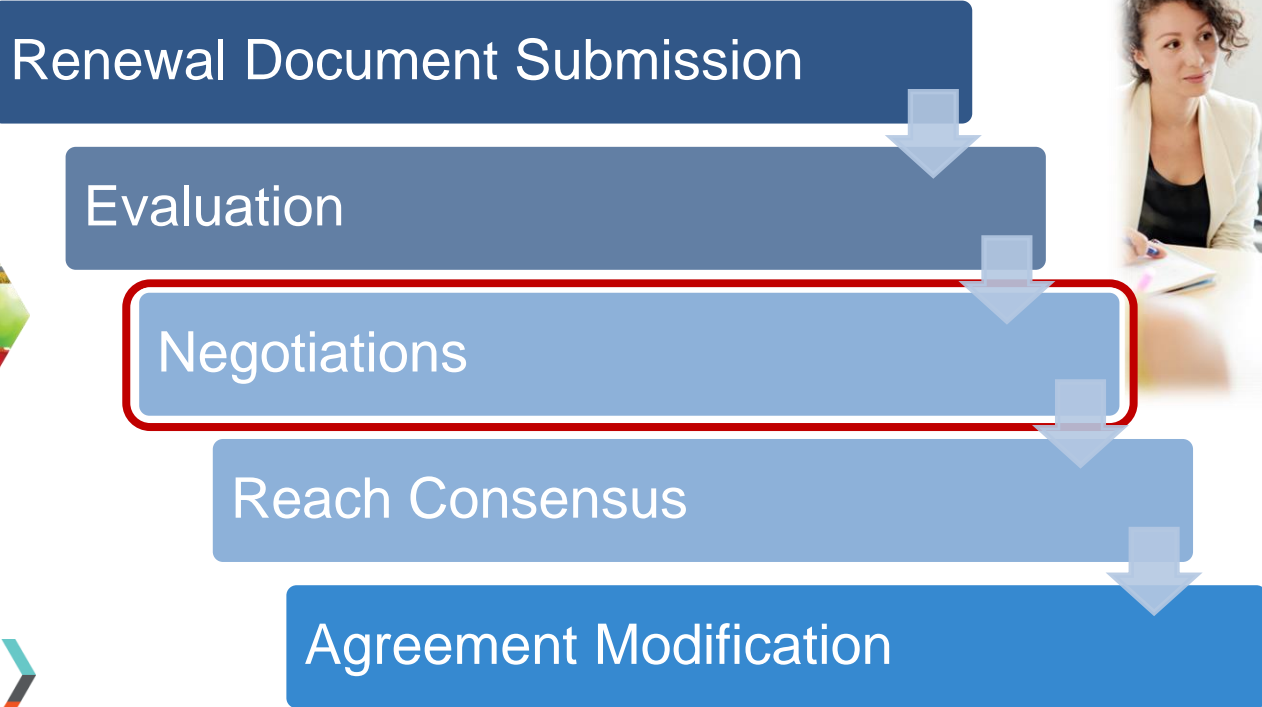


Steps 2: Evaluation





Steps 3: Negotiations





Steps 4: Reach Consensus



Renewal Document Submission

Evaluation

Negotiations

Reach Consensus

Agreement Modification





Steps 5: Agreement Modification



Renewal Document Submission

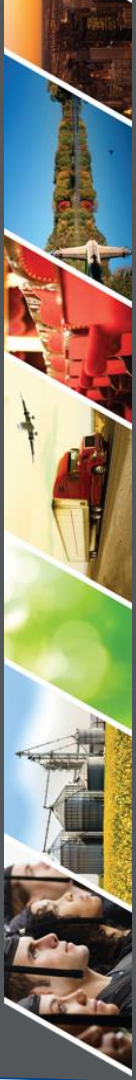
Evaluation

Negotiations

Reach Consensus

Agreement Modification





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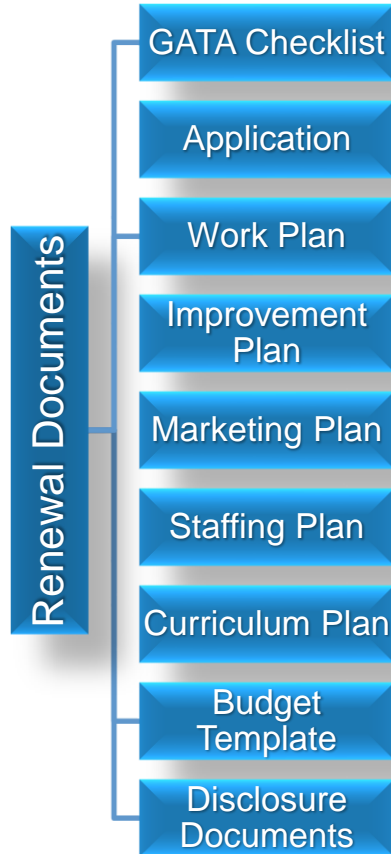


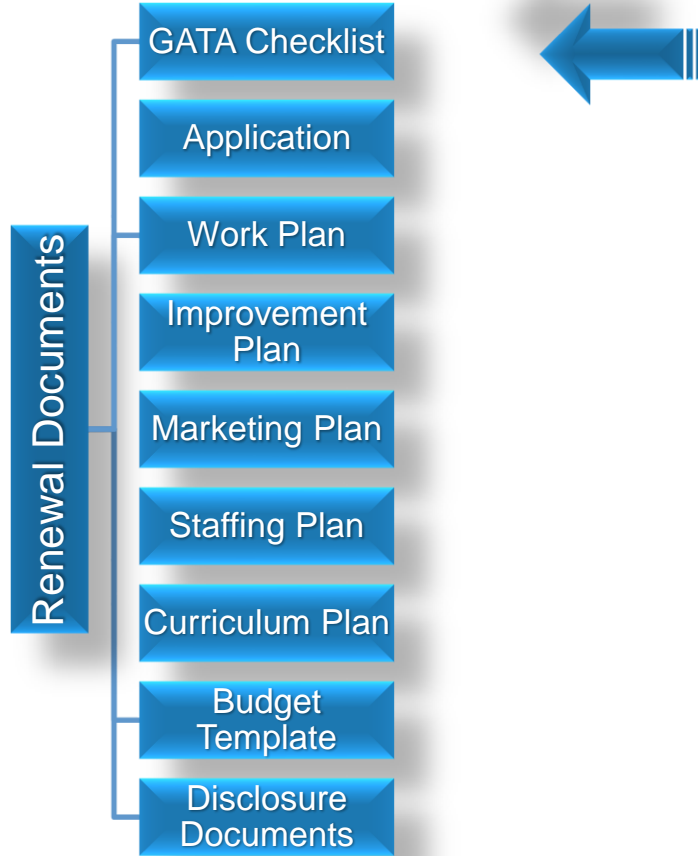
Section 4: Renewal Documents



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

- Successfully complete and submit each of the renewal documents.
- Submit required disclosure documents.








GATA Checklist





GATA Portal Disclosure

As required by the Grant Accountability and Transparency Act, each grantee organization must be in good standing with a state agency to receive state grant funds. Organizations not in good standing will be required to address these issues prior to the execution of a grant modification as part of the Illinois Works Pre-apprenticeship Program renewal process.

An Executive Director or Program Director is required to certify each of the statements below to verify that the organization is in good standing and eligible for a budget modification. Please initial to the right of each statement.

Grantee contacts listed in the GATA Portal are accurate and have accurate emails and phone numbers. _____

The individual(s) that have access to the GATA Portal as accurate and up to date for the organization: _____

As of the signing of this document, I certify that [Organization Name] is in good standing with the following entities:

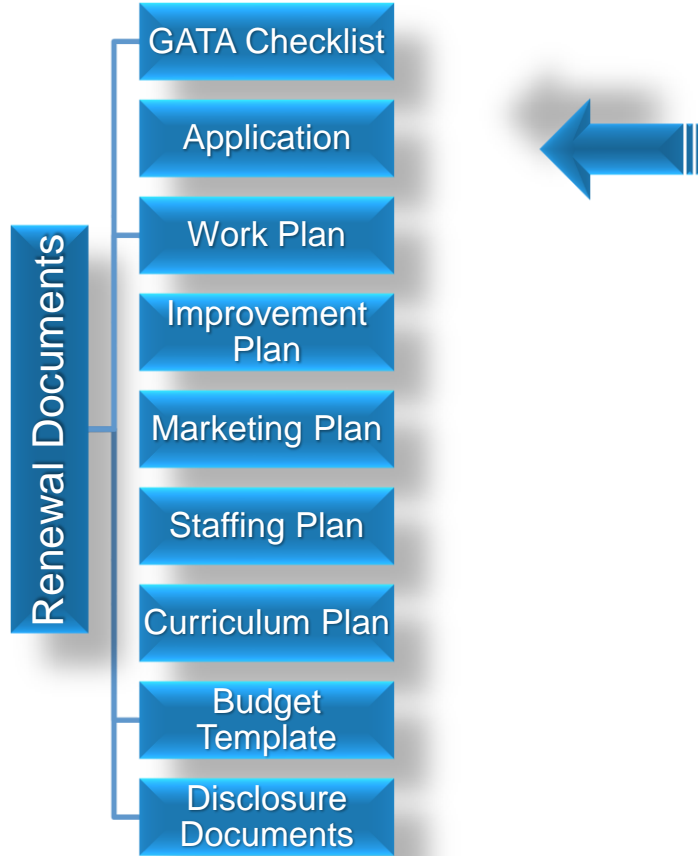
- SAM.gov _____
- Federal Employer ID (FEIN) _____
- Federal Excluded Parties List _____
- Federal Delinquent Debt _____
- Illinois Secretary of State _____
- Illinois Stop Payment List _____
- Illinois DHFS Sanction List _____

A Fiscal and Administrative Risk Assessment (ICQ) for the current grant year (FY24) has been submitted in the GATA Portal _____

I [Executive Director] certify that the following items in the GATA Portal for [Organization Name] are accurate as of the date of this document's signing.

[Title]
[Organization Name]





IL Works Pre-Apprenticeship RENEWAL

The goal of the Illinois Works Pre-apprenticeship Program is to provide grantees to community-based organizations or coalitions throughout the State that recruit, prescreen, and provide pre-apprenticeship skills training. Successful grantees will also be expected to provide pathways and manage the transition from the pre-apprenticeship program to a full apprenticeship program in construction and building trades.

Pre-Qualification *

By checking this box I understand for my application to be considered, my entity must be pre-qualified prior to application deadline.

For more information on pre-qualification, please visit <https://www2.illinois.gov/dceo/AboutDCEO/GrantOpportunities/Pages/GranteeRegistration.aspx>.

Contact First Name *

Contact Last Name *

Contact Phone Number *

Contact Email Address *

Organization Legal Name *

Organization Address 1 *

Organization Address 2 *

City *

Zip Code *

DCEO Region *

Employer/Taxpayer Identification Number (EIN/TIN) *

Unique Entity Identifier (UEI) *

SAM Cage Code *

2022 Grant Year Award Amount *

2023 Grant Year Award Amount Requested *

Total Cohorts *

Proposed number of Participants Enrolled (Total All Cohorts) *

Proposed number of Participants Completed (Total All Cohorts) *

Proposed number of Participants with a Primary Transition (Total All Cohorts) *

Curriculum Offered *

Additional Certifications *



Submission

Additional Certifications *

Length of Program (Weeks) *

Hours of Instruction *

Required Documents to Upload *

Grant Renewal Application

Uniform Budget Template

Conflict of Interest Form

Mandatory Disclosures Form

2023 Proposed Work Plan (1/1/2023-12/31/2023)

Marketing Plan (1/1/2023-12/31/2023)

Staffing Plan with required attachments (1/1/2023-12/31/2023)

Program Improvement Plan

Sample Curriculum and Proposed Curriculum

Optional: Advance Request, MOUs/Partner Agreements

Drag and drop files here or [browse files](#)

Send me a copy of my responses

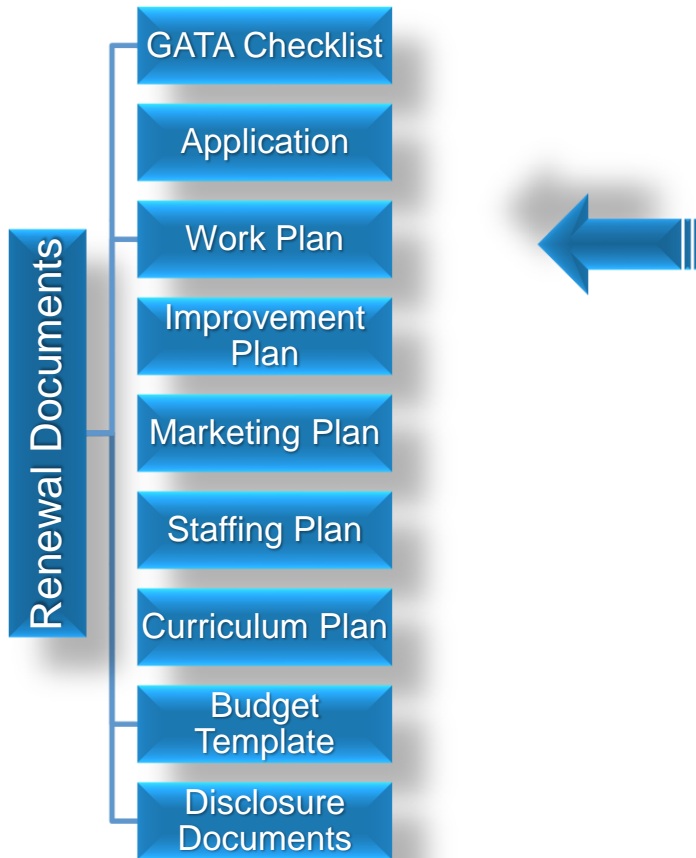
Submit





Application







Work Plan



ATTACHMENT I: PROPOSED WORK PLAN

Table A: Total Outcome Metrics

Total Number of Cohorts	Total Number of Individuals Recruited (all cohorts)	Total Individuals Enrolled (all cohorts)
Total Individuals Completed (all cohorts)	Total Individuals Transitioned - Primary Outcome (all cohorts)	Total Individuals Transitioned - Secondary Outcome (all cohorts)

*Participant numbers in Table A should align with those in Attachment I: Participant Demographic & Outcomes Summary

- Recruited:** An individual who is interested in the program and has provided their contact information to be contacted for enrollment.
- Enrolled Participant:** An individual who completes a pre-screen, application, and standardized interview and is offered to attend the program, accepts the offer, and successfully completes all required modules and assessments to obtain industry-recognized certifications and credentials.
- Completed Participant:** An individual who begins instruction and successfully completes all required modules and assessments to obtain industry-recognized certifications and credentials.
- Primary Outcome Transitioned Participant:** A graduate of an Illinois Works Pre-apprenticeship training program who has applied and has been placed on a waiting list for a DOL registered apprenticeship program OR who has applied and has been placed on a waiting list for a DOL registered apprenticeship program.
- Secondary Outcome Transitioned Participant:** A graduate of an Illinois Works Pre-apprenticeship training program who chooses not to apply for a DOL registered apprenticeship program and instead is actively participating in an alternate outcome (i.e., registered in a college program or other education/training program, accepted a position with employer, etc.)

Table B: Instruction Information

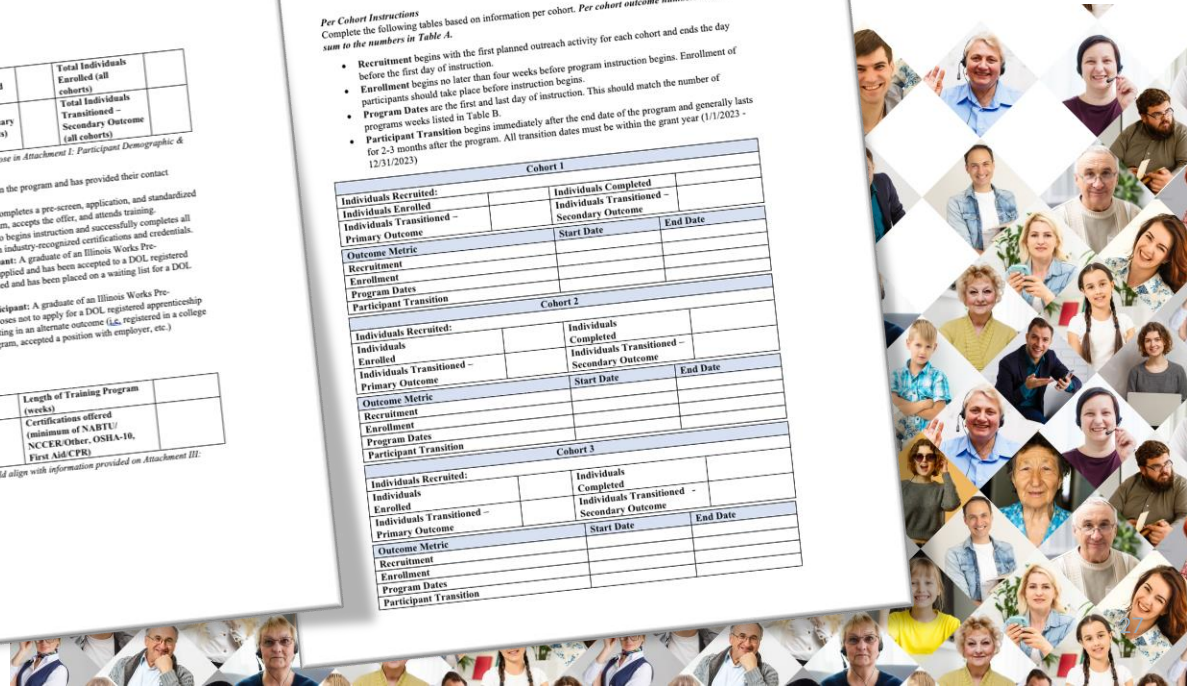
Total Curricula Hours	Length of Training Program (weeks)
Curriculum Offered (NABTU, NCCER, Other nationally recognized curricula)	Certifications offered (minimum of NABTU/ NCCER/Other, OSHA-10, First Aid/CPR)

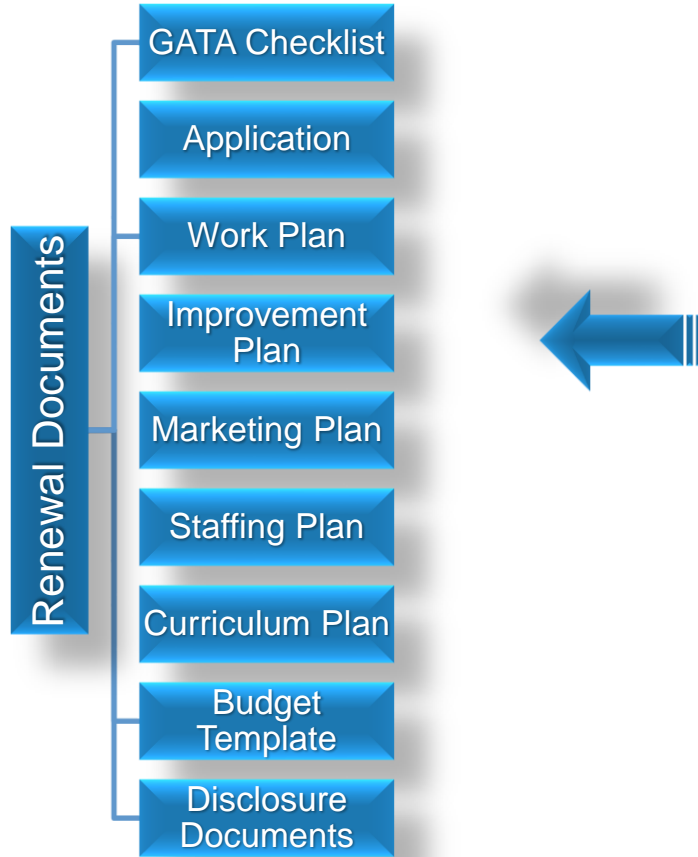
*Total curricula hours and information should align with information provided on Attachment III: Proposed Curriculum

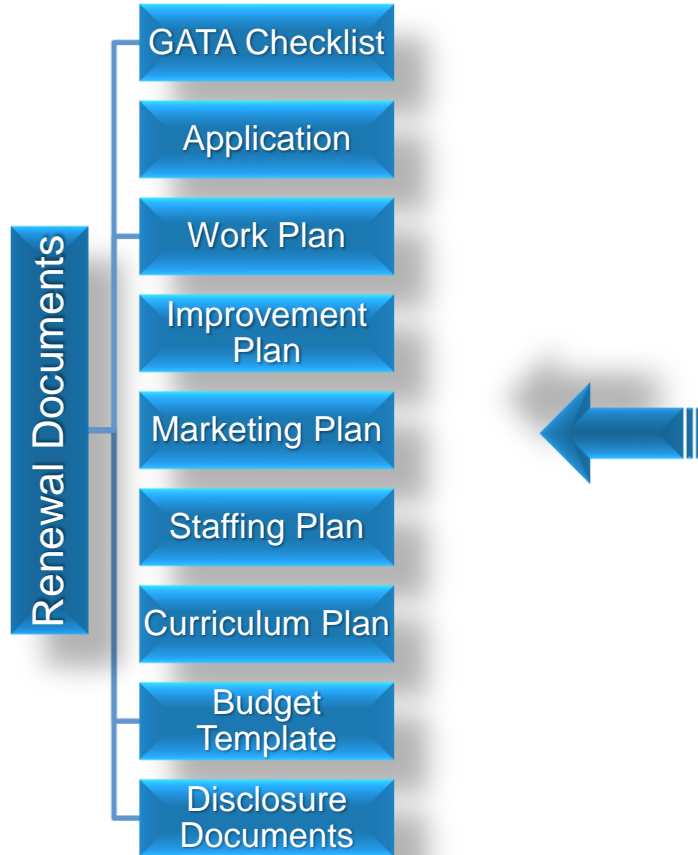
Per Cohort Instructions
Complete the following tables based on information per cohort. *Per cohort outcome numbers should sum to the numbers in Table A.*

- Recruitment begins with the first planned outreach activity for each cohort and ends the day before the first day of instruction.
- Enrollment begins no later than four weeks before program instruction begins. Enrollment of participants should take place before instruction begins.
- Program Dates are the first and last day of instruction. This should match the number of program weeks listed in Table B.
- Participant Transition begins immediately after the end date of the program and generally lasts for 2-3 months after the program. All transition dates must be within the grant year (1/1/2023 - 12/31/2023).

Cohort 1		
Individuals Recruited:	Individuals Completed	
Individuals Enrolled	Individuals Transitioned - Secondary Outcome	
Individuals Transitioned - Primary Outcome	Start Date	End Date
Outcome Metric		
Recruitment		
Enrollment		
Program Dates		
Participant Transition		
Cohort 2		
Individuals Recruited:	Individuals Completed	
Individuals Enrolled	Individuals Transitioned - Secondary Outcome	
Individuals Transitioned - Primary Outcome	Start Date	End Date
Outcome Metric		
Recruitment		
Enrollment		
Program Dates		
Participant Transition		
Cohort 3		
Individuals Recruited:	Individuals Completed	
Individuals Enrolled	Individuals Transitioned - Secondary Outcome	
Individuals Transitioned - Primary Outcome	Start Date	End Date
Outcome Metric		
Recruitment		
Enrollment		
Program Dates		
Participant Transition		









Marketing Plan



Marketing Plan

A marketing plan is a critical tool for successful outreach. A marketing plan should outline the target audience, a list of communication channels that will be utilized, a timeline for when marketing and communications will be distributed, and staff assignments.

Here are some items to think about before launching your program's marketing plan:

- **Who is your audience?**
Think about type of outreach, images or words might attract your target population.
 - a. Do your program's marketing materials feature members of your target population?
 - b. Are the materials addressing key issues that are important to that population? (childcare, transportation, career potential, how they can make an impact etc.)
 - c. Are the materials easy to read and understand?
 - d. Are the materials in the language your population may prefer?

- **Where does your audience look for information?**
Depending on your target population your program may need to target specific communication mediums or locations. Some places to market may include:
 1. Local community gathering places (community centers, gyms, grocery stores, churches, libraries, park district)
 2. Social media (Facebook, Twitter, Instagram, LinkedIn)
 3. Email newsletters/listserv
 4. Building partnerships/referral networks
 5. Radio or television
 6. Newspapers (digital or paper)
 7. Veterans organizations
 8. Career Fairs/Graduate Fairs
 9. Word of Mouth

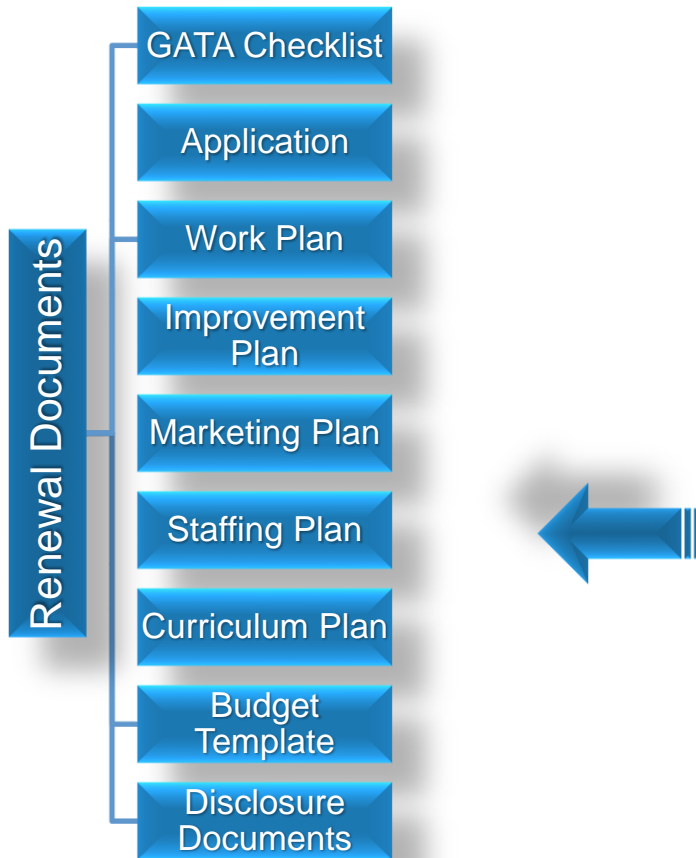
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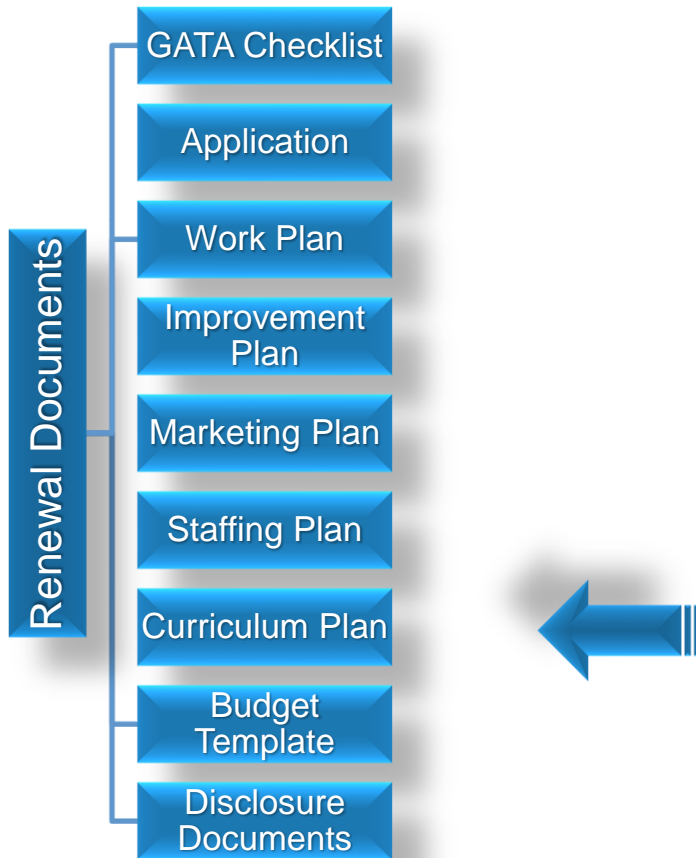
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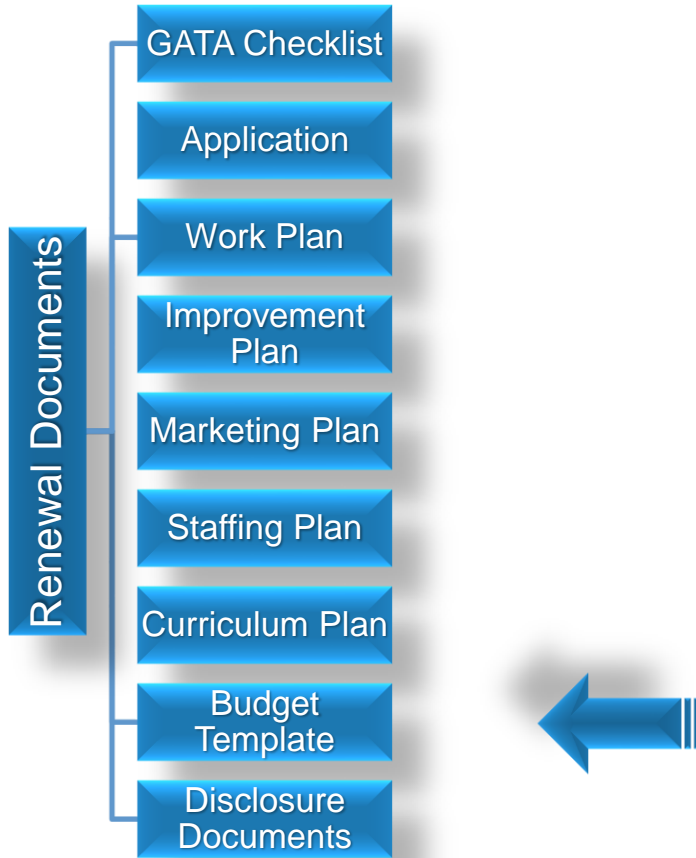
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Budget Example



Example 1

Grant Year 1 (Current year)	Grant Year 2 (Next Year)	Total Grant Award for Renewal Budget
\$400,000	\$500,000	\$900,000

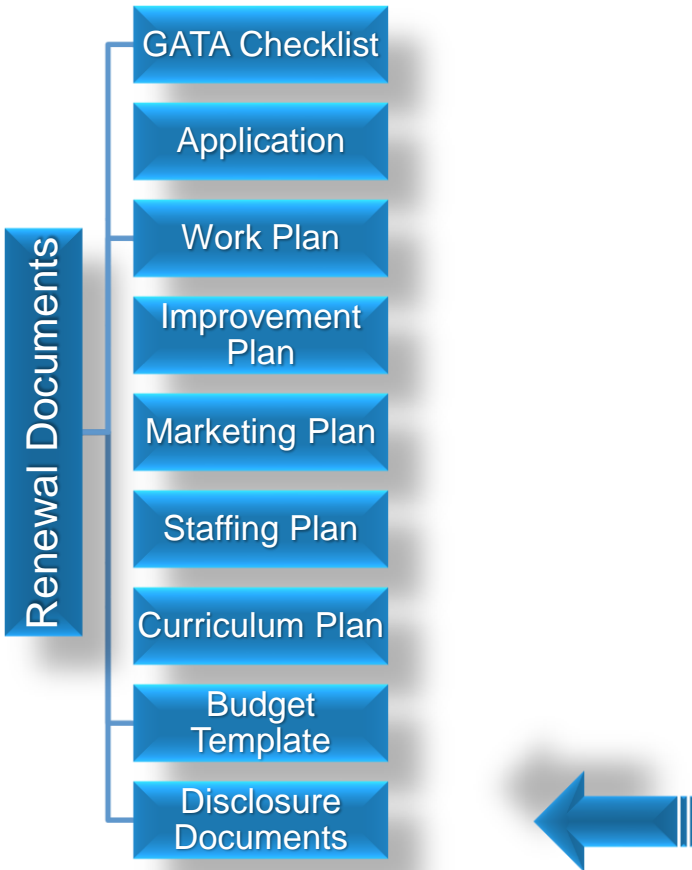
Example 2

Grant Year 1 (Last year)	Grant Year 2 (Current Year)	Grant Year 3 (Next Year)	Total Grant Award for Renewal Budget
\$400,000	\$500,000	\$500,000	\$1,400,000

Budget Example



Section C - Budget Modification Worksheet & Narrative							0	ONLY ENTER
14) Other or Miscellaneous Costs -- This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (e.g., Printing, Memberships & subscriptions, recruiting costs, etc.)								
Description	Computation				Cost	Length of time	Cost	Length of time
	Quantity	Basis	Cost	Length of time				
Year 2023			\$ -		\$ -			
Stipends	30	each	\$ 11.00	169	\$ 55,770.00			
Wrap-Around Services	30	each	\$ 75.00	1	\$ 2,250.00			
Transition Services	30	each	\$ 75.00	1	\$ 2,250.00			
			\$ -		\$ -			
Year 2024			\$ -		\$ -			
Stipends	30	each	\$ 11.00	169	\$ 55,770.00			
Wrap-Around Services	30	each	\$ 100.00	1	\$ 3,000.00			
Transition Services	30	each	\$ 50.00	1	\$ 1,500.00			
Student Support Services	30	each	\$ 25.00	1	\$ 750.00			
			\$ -		\$ -			
Year 2025			\$ -		\$ -			
Stipends	50	each	\$ 14.00	180	\$ 126,000.00			
Barrier Reduction	1		\$ 7,500.00	1	\$ 7,500.00			
Events	1		\$ 3,000.00	1	\$ 3,000.00			
			\$ -		\$ -			
			\$ -		\$ -			
			\$ -		\$ -			
			\$ -		\$ -			
					State Total	\$ 257,790.00		If you need to
			\$ -		\$ -			
			\$ -		\$ -			
					NON-State Total	\$ -		If you need to
Other Costs Narrative (State):								Give a brief d
2025 Stipends will be paid per instructional hour based on performance. 50 participants at \$14.00 per hour for 180 instructional hours.								
2025 Barrier Reduction will be used to pay for Wrap-Around, Transition, and Student Support services as outlined in the ILWPP Grantee Manual.								
2025 Events will provide food for the participants at orientations, trainings, and/or graduations.								
					State Total	\$ 257,790.00		Formula in C





Disclosure Documents



Other relevant documents include:

- Conflict of Interest Disclosure
- Mandatory Disclosure





Conflict-of-Interest Disclosure



Conflict of Interest Disclosure

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as "Grantee") must disclose in writing to the awarding State agency any actual or potential conflict of interest that could affect the State award for which the Grantee has applied or has received. See 30 ILCS 708/35; 44 Ill. Admin Code § 1000.40(b)(3); 2 CFR § 200.112. A conflict of interest exists if an organization's officers, directors, agents, employees and/or their spouses or immediate family members use their position(s) for a personal gain, financial or nonfinancial, whether direct or indirect, for themselves or others, particularly those with whom they have a family business or other close associations. In addition, the following conflict of interest standards apply to governmental and non-governmental entities.

Definitions:

Governmental Entity. If the Grantee is a governmental entity, no officer or employee of the Grantee, member of its governing body or any other public official of the locality in which the award objectives will be carried out shall participate in any decision relating to a State award which affects his/her personal interest, or which affects his personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the work to be performed under the State award.

Non-governmental Entity. If the Grantee is a non-governmental entity, no officer or employee of the Grantee shall participate in any decision relating to a State award which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or which affects his personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the work to be performed under the State award.

The Grantee shall also establish safeguards, evidenced by policies, rules and/or bylaws, to prohibit employees or officers of Grantee from engaging in actions, which create or which appear to create a conflict of interest as described herein.

The Grantee has a continuing duty to immediately notify the Department of Commerce and Economic Opportunity (the "Department") in writing of any actual or potential conflict of interest, as well as any actions that create or which appear to create a conflict of interest.

Are there any current potential conflict(s) of interest, or any actions that create or which appear to create a conflict of interest, related to the State award for which your organization has applied?

No Yes

If there are any current potential conflict(s) of interest, or any actions that create or which appear to create a conflict of interest, related to the State award for which your organization has applied, please describe them all here:

If the Grantee provides information above regarding a current potential conflict of interest or any actions that create or appear to create a conflict of interest, the Grantee must immediately provide documentation to the applicable Department grant manager to support that the potential conflict of interest was appropriately handled by the Grantee's organization. If at any later time, the Grantee becomes aware of any actual or potential conflict of interest, the Grantee must notify the Department's grant manager immediately, and provide the same type of supporting documentation that describes how the conflict situation was or is being resolved.

Supporting documentation should include, but is not limited to, the following: the organization's bylaws; a list of board members; board meeting minutes; procedures to safeguard against the appearance of personal gain by the organization's officers, directors, agents, and family members; procedures detailing the proper internal controls in place; timesheets documenting time spent on the award; and bid documents supporting the selection if the contractor involved in the conflict, if applicable.

By signing this document, below, as the duly authorized representative of Grantee, I hereby certify that:

- All of the statements in this Conflict of Interest Disclosure form are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).
- If I become aware of any situation that conflicts with any of the representations herein, or that might indicate a potential conflict of interest or create the appearance of a conflict of interest, I or another representative from my organization will immediately notify the Department's grant manager for this award.
- I have read and I understand the requirements for the Conflict of Interest Disclosure set forth herein, and I acknowledge that my organization is bound by these requirements.

Grantee Organization (Company Name): _____

Signature of Authorized Representative _____

Printed Title (Authorized Signator Title): _____

Printed Name (Authorized Signator Name): _____

Date _____

CSFA Number _____





Mandatory Disclosure



Mandatory Disclosure

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as "Grantee") must disclose, in a timely manner and in writing to the State awarding agency, all violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award. See 30 ILCS 708/40; 44 Ill. Admin. Code § 7000.40(b)(4); 2 CFR § 200.113. Failure to make the required disclosures may result in remedial action.

Are there any violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the awarding of a grant to your organization? No Yes

If there are any violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the awarding of a grant to your organization, please describe them all here:

Grantee has a continuing duty to disclose to the Department of Commerce and Economic Opportunity (the "Department") all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this grant award.

By signing this document, below, as the duly authorized representative of the Grantee, I hereby certify that:

- All of the statements in this Mandatory Disclosure form are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).
- There is no action, suit or proceeding at law or in equity pending, nor to the best of Grantee's knowledge, threatened, against or affecting the Grantee, before any court or before any governmental or administrative agency, which will have a material adverse effect on the performance required by the grant award.
- Grantee is not currently operating under or subject to any cease and desist order, or subject to any informal or formal regulatory action, and, to the best of the Grantee's knowledge, it is not currently the subject of any investigation by any state or federal regulatory, law enforcement or legal authority.
- If Grantee becomes the subject of an action, suit or proceeding at law or in equity that would have a material adverse effect on the performance required by an award, or an investigation by any state or federal regulatory, law enforcement or legal authority, Grantee shall promptly notify the Department in writing.

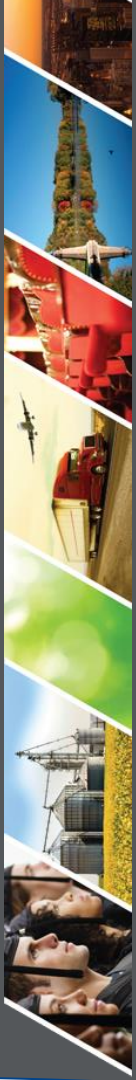
Grantee Organization (Company Name) _____

Signature of Authorized Representative Date

Printed Name (Authorized Signator Name)

Printed Title (Authorized Signator Title) CSFA Number





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Section 5: Timeline and Submission



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

- Reference the timeline for submission.
- Submit renewal documents using Submission Form.



- 9/20/2024 - First Round Invitations for Renewals Disseminated
- 9/27/2024 – First Round Documents Due
- 10/7 - 10/11/2024 – First Round Grant Negotiations
- 10/18/2024 - Second Round Invitations for Renewals Disseminated
- 10/25/2024 – Second Round Documents Due
- 11/4 - 11/8/2024 - Second Round Negotiations
- 11/12/2024 –Renewals presented to DCEO Director
- 12/6/2024 – Renewal Information Sent to OGM to begin modifications

Thank You!



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor