

Illinois Works Jobs Program Act Apprenticeship Initiative

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Illinois Works Jobs Program Act

30 ILCS 559/Art. 20

Illinois Works Preapprenticeship Program and Bid Credit Program

Illinois Works Apprenticeship Initiative



For public works projects estimated to cost \$500,000 or more, the goal of the Illinois Works Apprenticeship Initiative is that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less.

30 ILCS 559/20-20



For projects that are estimated to receive \$500,000 or more of appropriated capital funds: • If the State's contribution to the project amount is 50% or more of the estimated total project cost for the public works project, the 10% apprenticeship goal applies to all prevailing wage eligible work performed on the project

• If the State's contribution to the project is less than 50% of the estimated total project cost for the public works project, the 10% apprenticeship goal applies only to prevailing wage eligible work being funded by appropriated capital funds

For projects that are estimated to receive less than \$500,000 of appropriated capital funds, but the estimated total project cost is \$500,000 or more:

 If the estimated total project cost is \$500,000 or more and the State contribution of appropriated capital funds represents 50% or more of the total cost, the 10% apprenticeship goal applies to all prevailing wage eligible work on the project

 If the estimated total project cost is <u>less</u> <u>than 50% funded by</u> <u>the State contribution</u> <u>of appropriated</u> <u>capital funds, the 10%</u> <u>apprenticeship goal</u> <u>does not apply</u> "Appropriated Capital Funds" means moneys appropriated by the General Assembly from either a fund holding State of Illinois bonds proceeds or any other fund that receives and holds public funds for use in funding capital programs and projects. "Appropriated capital funds" are those appropriations designated as capital appropriations in the Governor's Office of Management and Budget document entitled "Enacted Budget – Enacted Appropriations by Line Item", produced for each Fiscal Year and posted on the GOMB website at

https://www2.illinois.gov/sites/budget/Pages/BudgetBooks.aspx.

14 III. Admin. Code 680.20



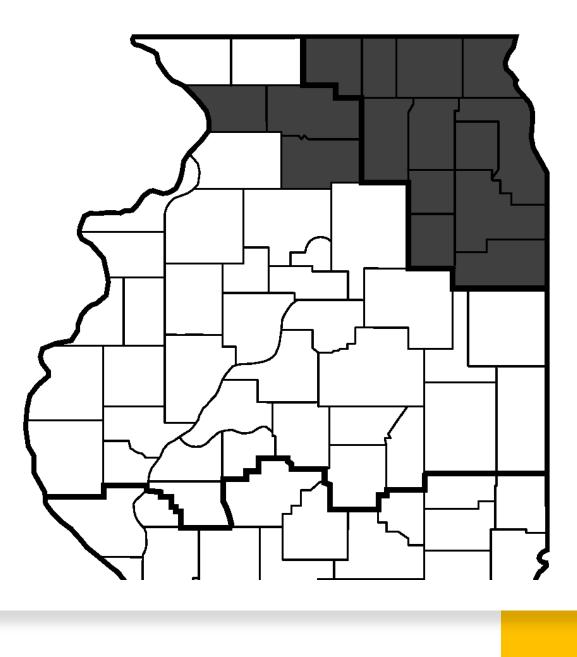
Prevailing Wage Eligible Work:

• The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers and mechanics employed on public works projects, no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of a similar character in the locality where the work is performed

- Wages set by the Illinois Department of Labor
- Wages vary by county

On-Site Material Testers:

Boone, Carroll, Cook, Dekalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, Lee, McHenry, Ogle, Will, and Winnebago









MATERIAL TESTER I:

Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II:

Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures. The goal of the Illinois Works Apprenticeship Initiative ("10% apprenticeship goal") is that, for projects estimated to cost \$500,000 or more, apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. [30 ILCS 559/20-20(a)(2)]



Waiver/Reduction Process run through the Illinois Department of Commerce & Economic Opportunity

What comes next...



PROFESSIONAL SERVICES BULLETIN

TABLE OF CONTENTS

GENERAL INFORMATION
SUBMITTAL REQUIREMENTS
PREQUALIFICATION
SUBMITTAL PROCEDURES
REJECTION OF SUBMITTALS
SELECTION PROCESS
GOAL CURE PROCEDURE
GOOD FAITH CRITERIA
DEBRIEF MEETING POLICY 11
FEE NEGOTIATION
State Comptroller Act - 15 ILCS 405/23.9 13
Supplement to the Design and Construction Manual (DCM)
Prevailing Wage Requirements
Illinois Works Jobs Program Act Apprenticeship Initiative
Apprenticeship and Training Requirements

Illinois Works Jobs Program Act Apprenticeship Initiative

Pursuant to the Illinois Works Jobs Program Act, 30 ILCS 559/20-1 et seq., for public works projects estimated to cost \$500,000 or more, the goal of the Illinois Works Apprenticeship Initiative is that apprentices will perform either 10% of the total hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less.

For projects with an estimated total project cost of \$500,000 or more and for which 50% or more of the project is being funded by appropriated capital funds, the 10% apprenticeship goal applies to all prevailing wage eligible work on the project. For projects receiving \$500,000 or more of appropriated capital funds but for which the appropriated capital funds are less than half of the total project costs, the 10% apprenticeship goal only apples to prevailing wage eligible work being funded by the appropriated capital funds. The 10% apprenticeship goal does not apply to projects with an estimated total project cost of less than \$500,000 or to projects with an estimated total project cost of \$500,000 or more but for which the appropriated capital funds for the project are both less than \$500,000 and less than 50% of the estimated total project costs.

A/E's and their consultants selected for qualifying projects must comply with all applicable provisions of the Apprenticeship Initiative in the Illinois Works Jobs Program Act, 30 ILCS 559/20-1 *et seq.* Forms related to compliance are available in the reference library located on the CDB's website. BIDDING & CONTRACT REQUIREMENTS 00 43 44 – Illinois Works Jobs Program Act Apprenticeship Initiative

1. ILLINOIS WORK APPRENTICESHIP INITIATIVE

The Contractor shall comply with the requirements of the Apprenticeship Initiative in the Illinois Works Jobs Program Act (30 ILCS 559/20-20).

REQUIREMENTS

The Illinois Works Jobs Program Act requires that apprentices perform either 10% of the actual total labor hours worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less.

CDB has determined that the following option is applicable to this project:

- The project has received \$500,000 or more of appropriated capital funds:
 - The State's contribution to the project amount is 50% or more of the total estimated cost for the public works project, and therefore the <u>10% apprenticeship goal applies to</u> <u>all prevailing wage eligible work performed</u> by the contractors and subcontractors on the public works project.
 - The State's contribution to the project is less than 50% of the total estimated cost for the public works project, and therefore the <u>10% apprenticeship goal applies only to</u> <u>prevailing wage eligible work being funded by state funds</u>.

BIDDING & CONTRACT REQUIREMENTS 00 43 44 – Illinois Works Jobs Program Act Apprenticeship Initiative

2. REQUIREMENTS

The Illinois Works Jobs Program Act requires that apprentices perform either 10% of the actual total labor hours worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less.

CDB has determined that the following option is applicable to this project:

- The project has received \$500,000 or more of appropriated capital funds:
 - The State's contribution to the project amount is 50% or more of the total estimated cost for the public works project, and therefore the <u>10% apprenticeship goal applies to</u> <u>all prevailing wage eligible work performed</u> by the contractors and subcontractors on the public works project.
 - The State's contribution to the project is less than 50% of the total estimated cost for the public works project, and therefore the <u>10% apprenticeship goal applies only to</u> prevailing wage eligible work being funded by state funds.
- The project has received less than \$500,000 of appropriated capital funds, but the estimated total project cost is \$500,000 or more:
 - The State's contribution represents 50% or more of the total cost, therefore the 10% apprenticeship goal applies to all prevailing wage eligible work performed by the contractors and subcontractors on the project.
 - The State's contribution represents less than 50% of the total cost, therefore the 10% apprenticeship goal does not apply.
- The estimated total project cost is less than \$500,000:

The <u>10% apprenticeship goal does not apply</u>.



Additional Contract Language

Contractors – Language in SDC Supplement

00 43 44 ILLINOIS WORKS APPRENTICESHIP INITIATIVE – New section (generally outlines requirements)

00 45 00 CERTIFICATIONS OF COMPLIANCE WITH APPLICABLE LAWS - added .15 (requires compliance with Illinois Works Apprenticeship Initiative)

00 51 40 POST AWARD REQUIREMENTS – added subparagraph k under .2 Submittals (Budget Supplement as post award requirement)

01 77 19 FINAL COMPLETION – added subparagraph f under .2 (Final Certification required for Final Completion)

A/Es – Language in DCM

All Illinois Works Apprenticeship Requirements for A/Es are in the DCM

Article 2 Codes and Statutory Requirements, New Section - 2.8 (Contains all requirements)

SDC Supplement

00 43 44 ILLINOIS WORKS APPRENTICESHIP INITIATIVE

.1 Apprenticeship Goal. The goal of the Illinois Works Apprenticeship Initiative is that, for projects estimated to cost \$500,000 or more, apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. See Section 00 43 44 of the project manual for applicable apprenticeship goals.

.2 Illinois Works Budget Supplement. Submission of the Illinois Works Jobs Program Act Apprenticeship Initiative Budget Supplement shall be a post-award requirement. The Budget Supplement shall contain a complete and thorough estimate of all the labor hours to be performed by the Contractor and all of its subcontractors for the project, broken down by prevailing wage category. The Budget Supplement shall be used in determining the appropriate number of hours to be performed by apprentices.

.3 Reporting Requirements. The Contractor shall submit monthly reports of its hourly workforce utilization including all apprenticeship hours to CDB's Fair Employment Practices Unit on Illinois Works Apprenticeship Initiative Reporting Forms.

.4 Reduction or Waiver of Goal. If, at any point during the project, the Contractor determines that it may not meet the apprenticeship goal for any prevailing wage classification, the Contractor shall submit a request for a reduction or waiver of that particular goal, indicating why the goal may not be met. The Contractor shall include all documentation supporting the request. The request for a reduction or waiver of the goal shall be reviewed pursuant to 30 ILCS 559/20-20(b).

.5 Certification of Completion. Upon completion of the work set forth in the contract, the Contractor shall submit a certification demonstrating that it has met the 10% apprenticeship goal or received a reduction or waiver of the 10% apprenticeship goal for each prevailing wage classification.

DCM

Article 2 CODES AND STATUTORY REQUIREMENTS

2.8 Illinois Works Apprenticeship Initiative. The goal of the Illinois Works Apprenticeship Initiative is that, for projects estimated to cost \$500,000 or more, apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less.

A. Applicable Goal. For projects with an estimated total project cost of \$500,000 or more and for which 50% or more of the project is being funded by appropriated capital funds, the 10% apprenticeship goal applies to all prevailing wage eligible work on the project. For projects receiving \$500,000 or more of appropriated capital funds but for which the appropriated capital funds are less than half of the total project costs, the 10% apprenticeship goal only apples to prevailing wage eligible work being funded by the appropriated capital funds. Only certain types of work performed by A/Es in specific counties is considered prevailing wage eligible. The 10% apprenticeship goal does not apply to projects with an estimated total project cost of less than \$500,000 or more but for which the appropriated capital funds for the project are both less than \$500,000 and less than 50% of the estimated total project costs.

B. Illinois Works Budget Supplement. Submission of the Illinois Works Jobs Program Act Apprenticeship Initiative Budget Supplement shall be a post-award requirement and shall be provided to CDB with any insurance information. The Budget Supplement shall contain a complete and thorough estimate of all the labor hours for the project, broken down by prevailing wage category. The Budget Supplement shall be used in determining the appropriate number of hours to be performed by apprentices, if applicable.

C. Reporting Requirements. When the A/E will be performing prevailing wage eligible work either through its own staff or through consultants, the A/E shall submit monthly reports of its hourly workforce utilization including all apprenticeship hours to CDB's Fair Employment Practices Unit on Illinois Works Apprenticeship Initiative Reporting Forms.

D. Reduction or Waiver of Goal. If, at any point during the project, the A/E determines that it may not meet the apprenticeship goal for any prevailing wage classification, the A/E shall submit a request for a reduction or waiver of that particular goal, indicating why the goal may not be met. The A/E shall include all documentation supporting the request.

E. Certification of Completion. As part of its final close-out package, the A/E shall submit a certification demonstrating that it has met the 10% apprenticeship goal or received a reduction or waiver of the 10% apprenticeship goal for each prevailing wage classification.

Budget Supplement

Contractors – SDCs

00 51 40 POST AWARD REQUIREMENTS

.2 Submittals. Within ten (10) calendar days from the date of the notice of award letter, the Contractor shall furnish, on CDB forms, the following:

- A. Contract executed by the Contractor;
- B. Performance Bond;
- C. Labor and Material Payment Bond;
- D. Certificates of Insurance;
- E. Builder's Risk Insurance Policy (if applicable);
- F. MBE/WBE/PBE/VBE Subcontractor Supplier Certifications, Form 00665 and MBE/WBE/PBE/VBE Subcontractor/Supplier agreements (if applicable);
- G. Completed Substance Abuse Prevention Certification form and Contractor's substance abuse plan (if applicable);
- H. DHR PC-2 accepted by FEP Technician; and
- I. Project Labor Agreement signature sheets for the Contractor and known Subcontractors(if applicable); and
- J. Illinois Works Jobs Program Act Apprenticeship Initiative Budget Supplement.

Architects/Engineers - DCM

2.8 Illinois Works Apprenticeship Initiative.

B. Illinois Works Budget Supplement.

Submission of the Illinois Works Jobs Program Act Apprenticeship Initiative Budget Supplement shall be a post-award requirement and shall be provided to CDB with any insurance information. The Budget Supplement shall contain a complete and thorough estimate of all the labor hours for the project, broken down by prevailing wage category. The Budget Supplement shall be used in determining the appropriate number of hours to be performed by apprentices, if applicable.

STATE OF ILLINOIS ILLINOIS WORKS JOBS PROGRAM ACT APPRENTICESHIP INITIATIVE BUDGET SUPPLEMENT FOR PUBLIC WORKS PROJECTS FUNDED BY STATE APPROPRIATED CAPITAL FUNDS¹

Instructions: Please complete this form and submit it to the Capital Development Board as specified in the contract documents.

Part I. Organization and Project Information

Organization Name Click or tap here to enter text.	Contract Number (if known) Click or tap here to enter text.
Project Number Click or tap here to enter text.	Trade Click or tap here to enter text.
Project Description Click or tap here to enter text.	
Estimated Total Project Cost Click or tap here to enter text.	Estimated Project Term Click or tap here to enter text.

 Does the estimated total project cost total \$500,000 or more: If Yes, please complete the remainder of this supplement form.

If No, please only complete Part I and Part IV of this form. The State Agency funding the construction project must maintain this form in its file.

Part II. Applicable Apprenticeship Goal

Please respond to question number 1 OR 2, as applicable:

1. For projects estimated to receive \$500,000 or more in appropriated capital funds:

Is the percentage of State contribution of appropriated capital funds to the overall project 50% or more of the estimated total project cost:

 Yes
 No

If Yes, the 10% apprenticeship goal applies to all prevailing wage eligible work performed on the entire project.

If No, the 10% apprenticeship goal applies only to prevailing wage eligible work being funded by State appropriated capital funds.

2. For projects estimated to receive less than \$500,000 in appropriated capital funds:

Is the percentage of State contribution of appropriated capital funds to the overall project 50% or more of the estimated total project cost: Yes <u>No</u>

If Yes, the 10% apprenticeship goal applies to all prevailing wage eligible work performed on the entire project.

If No, the 10% apprenticeship goal does not apply.

Part III. Apprenticeship Goal Compliance (Please answer Parts A, B and C as noted.)

A. Based on the answer provided above in number 1 or 2 in Part II:

the 10% apprenticeship goal applies to all prevailing wage eligible work performed on the entire project. (Complete Parts B and C, below. Provide detailed information on prevailing wage classifications for **both** the State appropriated capital funds and the remainder of the project in Part C.)
 the 10% apprenticeship goal applies only to prevailing wage eligible work being funded by State appropriated capital funds. (Complete Parts B and C, below. Provide detailed information on prevailing wage classifications for **only** the State appropriated capital funds in Part C.)
 the 10% apprenticeship goal does not apply at all. (If this box is checked, please skip Parts B and C.)

B. At this time, the Organization believes it will²:

□Will fully comply with the 10% apprenticeship goal.

□Will seek a partial or complete reduction of the 10% apprenticeship goal. (Submit a reduction/waiver request form to the Capital Development Board.)

Will seek a complete waiver of the 10% apprenticeship goal. (Submit a reduction/waiver request form to the Capital Development Board.)

Will seek a partial waiver of the 10% apprenticeship goal. (Submit a reduction/waiver request form to the Capital Development Board.)

Prevailing Wage Classification	Estimated Total Hours
Brick Mason	300
Carpenter	625

Part IV. Organization Certification and State Agency Acknowledgement

1. Organization Certification:

By signing this form, I certify to the best of my knowledge and belief that the form is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my contract.

Click or tap here to enter text. Organization Name: Click or tap here to enter text. Title of Authorized Signatory:

Click or tap here to enter text. Printed Name:

Click or tap here to enter text.

Date

Signature :

BUDGET **SUPPLEMENT**

- When goals are applicable, the Illinois Works Jobs Program Act Apprenticeship Initiative will likely be discussed as pre-bid meetings, pre-construction meetings, and A/E orientation meetings
- Budget Supplement is submitted by each contractor and A/E for every project
- Budget Supplement is submitted one time at the beginning of the project
- Budget Supplement contains an estimate of hours for each prevailing wage classification
- For Contractors, it is submitted to CDB as a post-award requirement
- For A/Es, it is submitted to CDB with insurance

Monthly Reporting Form

For contractors (SDC 00 43 44 .3)

The Contractor shall submit monthly reports of its hourly workforce utilization including all apprenticeship hours to CDB's Fair Employment Practices Unit on Illinois Works Apprenticeship Initiative Reporting Forms.

For A/Es (DCM 2.8 (c))

When A/E will be performing prevailing wage eligible work either through its own staff or through consultants, A/E shall submit monthly reports of its hourly workforce utilization including all apprenticeship hours to CDB's Fair **Employment Practices Unit on Illinois** Works Apprenticeship Initiative **Reporting Forms.**

Illinois Works Apprenticeship Initiative Reporting Form

Prevailing Wage Classification ¹	Total Hours for Classification in Reporting Period	Total Apprenticeship Hours for Classification in Reporting Period	% of Apprenticeship Hours	Total Hours for Classification YTD	Total Apprenticeship Hours YTD	% of Apprenticeship Hours YTD	Applicable Apprenticeship Goal (10% unless reduction or waiver granted by DCEO)	Date DCEO approved reduction or waiver of the Apprenticeship Goal, if applicable

Monthly Reporting Form

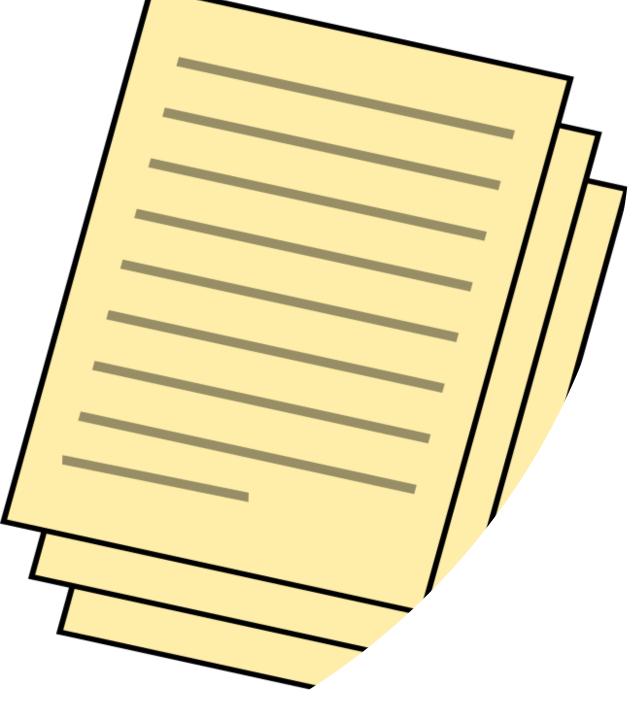
Monthly Reports

- Submitted monthly to CDB's Fair Employment Practices Unit
- Only submitted when goals are applicable to the project and, for A/Es, when there is prevailing wage eligible work
- CDB may take action for non-compliance with the contractual requirements

Request for Reduction or Waiver

+ Apprenticeship Goal Waiver or Reduction Information

What is the apprenticeship	the 10% apprenticeship goal applies to all prevailing wage
goal based on the total	eligible work performed on the entire project.
estimated project cost and the	
State's contribution? Please	the 10% apprenticeship goal applies only to prevailing wage
check one box only. (See	eligible work being funded by State appropriated capital funds.
Budget Supplement Form Part	
III.A.)	
Is a goal waiver or goal	🗆 waiver
reduction being requested?	
(Please check the appropriate	
box.)	
Specify the Basis for the	Insufficient apprentices are available.
	Insumcient apprentices are available.
Request (Please check all boxes	
that are applicable.)	The reasonable and necessary requirements of the contract or
	grant do not allow the goal to be met.
	□ There is a disproportionately high ratio of material costs to labor
	hours that makes meeting the goal infeasible.
	Apprentice labor hour goals conflict with existing requirements,
	including federal requirements, in connection with the public work.
Explanation of the basis for	
this request.	
(Please provide details explaining	
the need for the request,	
including a description of the	



Request for a Reduction/Waiver should include back-up documentation, such as a letter from the Union Hall indicating that no apprentices are available for a particular prevailing wage classification during the relevant period, or other documentation supporting the request.

For State Agency Use:

The State Agency has reviewed the request for a reduction and/or waiver of the apprenticeship goal and any supporting documentation submitted and recommends as follows:

Approve request.

Deny request.

Approve request in part and deny in part.

Additional information requested.

Public hearing is recommended prior to a determination (30 ILCS 559/20-20(b); 14 III. Admin Code 680.40(b)).

State Agency Explanation for Recommendation (Must be completed by State Agency. Please note if the State Agency has applied for or received a goal deviation for a federal construction program (14 III. Admin Code 680.70) and the deviation number, if one was granted):

Click or tap here to enter text.

CDB makes recommendation and forwards to DCEO

DCEO can:

- Approve in full or in part
- Deny
- Request additional information
- Schedule a public hearing



When determining whether to hold a public hearing, DCEO may consider:



The scale of the project



Whether the contractor seeking the reduction/waiver has previously requested reductions/ waivers on other projects



The value of, and frequency of, contracts between the State and the contractor

Upon receipt of all information requested, DCEO will endeavor to issue a notice for a public hearing on the waiver request within 30 days.

14 III. Admin. Code 680.40(c)



Request for Waiver or Reduction of Goal

- May be made at any time during the project
- Should include backup documentation supporting the request
- Reviewed by CDB and forwarded to DCEO with recommendation
- Ultimately decided by DCEO
- Work continues throughout determination process
- If denied, CDB will work with contractor or A/E to reach compliance with goals
- CDB may take action for non-compliance as necessary

Final Certification:

Contractors

Architects/Engineers

01 77 19 FINAL COMPLETION

.1 The Contractor shall submit written declaration that the work complies with all aspects of contract documents and that all items on substantial completion punch list have been completed. Certify that all adjustments to materials, equipment or systems as a result of building commissioning, are complete. Remove all tools, construction equipment and surplus materials.

.2 Submit the following:

A. Project Record Documents

B. Certificates of inspection for elevators, boilers, plumbing, and systems which require local government inspection.

C. Copies of paid utility bills.

D. Asbestos abatement compliance records.

E. Warranties for punch list items.

F. Certification of Compliance with the Illinois Works Apprenticeship Initiative. 2.8 Illinois Works Apprenticeship Initiative.

E. Certification of Completion. As part of its final close-out package, A/E shall submit a certification demonstrating that it has met the 10% apprenticeship goal or received a reduction or waiver of the 10% apprenticeship goal for each prevailing wage classification.

Final Certification

- Final Certification is submitted with the Final Completion documentation for contractors
- Final Certification is submitted by the A/E with the Final Close-Out package
- Form is not yet available, but when it becomes available, it will be posted on CDB's Reference Library



For questions related to a specific CDB project, please reach out to your Project Manager via email. For general questions related to the Illinois Works Jobs Program Act Apprenticeship Initiative, please email <u>Amy.Romano@Illinois.gov</u> or <u>Lauren.Noll@Illinois.gov</u>.

Questions

