ConstructionWorks & Earned Credit Program Training

Presented by: Illinois Tollway Diversity Department

April 12, 2021



### Housekeeping

### All attendees will be muted

### Please submit questions via the "chat box" function

• Please provide name & company along with question

### Today's presentation will be recorded and posted online at later date Please fill out survey following the presentation



### **Commitment to Diversity**

# Tollway's Diversity Department is a driving force for increasing economic opportunities in the diverse communities we serve

• Tollway programs and initiatives provide small, diverse and veteran businesses and individuals with opportunities to grow and succeed

### **Tollway Diversity's renewed focus**

- Increased training and education opportunities
- PSB review process
- Outreach to broader small/DBE/veteran companies
- Recruiting new firms
- Innovative ideas to create new contracting and employment opportunities



### **TODAY'S TOPIC:** ConstructionWorks & Earned Credit Program Training



# Illinois Tollway DIVERSITY Driving Economic Opportunities

ConstructionWorks & Earned Credit Program Training April 12, 2021

### AGENDA

#### I. Introduction

#### II. Program Overviews

- . ConstructionWorks (CW)
- II. Earned Credit Program (ECP)

#### III. Hiring Process

I. Candidate Eligibility/Qualifications

#### **IV.** Online Hiring Portal

- I. Use & Purpose
- II. Registration
- III. Completion of Hiring Process

#### V. eBuilder

#### VI. ECP Packets

- I. Bid Certificate Explanation
- II. Bid PacketContents
- III. Bid PacketSubmittal

#### VII. Q&A



### Construction Works Program Overview

### CW is designed to create a pipeline of diverse men and women ready to enter careers in the heavy highway and related construction industry

- Potential candidates are connected to a network of experienced career and pre-apprenticeship training partners throughout Northern Illinois who offer customized construction industry preparation
- These candidateshave unprecedented level of access to key industry resources throughout the region, including construction contractors and regional transportation agencies
- To better assist with long-term career success, the CW program is designed to provide support services for candidatesto attain and retain employment

#### More than 230 candidates hired since 2018



### **ConstructionWorks**

POWERED BY THE ILLINOIS TOLLWAY

### Constuction Works Contractor Benefits

#### **BOTH** Prime and Subcontractors

#### Have access to skilled, work-ready individuals

- Participants represent most trades recognized by the U.S. Department of Labor
  - Equipment Operators
  - Carpenters
  - Electricians
  - Iron Workers
  - Cement Masons
  - Laborers



### **ConstructionWorks**

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### Construction Works Contractor Benefits

#### **CW Hiring Incentives**

- Eligible to receive a \$15 cash reimbursement for every hour worked by a CW participant hire on Tollway projects up to \$100,000
- First time CW hires earn additional \$5,000 bid credit bonus after accumulating 160 hours of work
- Virtual Bid Credits for use on future Tollway construction bids.
  - Operating Engineers and Structural Steel Ironworkers: .75 cents on the dollar
  - Skilled Trades and Fabricators .65 cents on the dollar
  - Laborers .55 cents on the dollar



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# Earned Credit Program *Overview*

# Provides opportunities for historically underrepresented segments of the heavy highway construction workforce

- Contractors and Subcontractorsearn bid credits when they hire from a pool of eligible job candidates. These candidates include underemployed minorities, women, eligible offenders and exonerated individuals, veterans and other economically disadvantaged individuals
- ECP is a race-gender-neutral program
- Candidate eligibility is determined through the IDES screening process

Over 30 million in wages paid to hired ECP and CW candidates since 2007 by participating contractors.



### EARNED CREDIT PROGRAM

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### Earned Credit Program Contractor Benefits

#### **ECP Hiring Incentives**

- Lowers base bid amount
- Increases chances of being the low bidder
- Gives contractors a bidding advantage on Tollway construction contracts
- Contractors and Subcontractors can earn virtual dollars as follows
  - Operating engineers and structural steel ironworkers .50 cents on the dollar
  - Skilled Trades and Fabricators .40 cents on the dollar
  - Laborers .30 cents on the dollar
  - First time ECP hires earn additional \$5,000 bid credit bonus after accumulating 160 hours of work



### Candidate Eligibility & Qualification Process

#### <u>ALL</u> ConstructionWorks and Earned Credit Program potential candidate hires must be prequalified <u>PRIOR to hiring/start</u> in order to be eligible for CW or ECP contractor incentives.

#### ALL Candidates mustbe:

- 18 years of age or older
- Eligible to work in the United States
- Unemployed, underemployed or seeking career growth in the construction industry

#### CW candidates must be registered into the CW program prior to start:

- Registration can be confirmed by checking in the Hiring Portal or emailing Tony Garritano (tony@xdtechindustry.com) and cc'ing Patty Ross (pross@getipass.com)
- Candidates obtained directly from Union Apprentices **are not** guaranteed to be registered in the ConstructionWorks program YouMustCheck
- Candidates submitted to CM's in e-builder for reimbursement that are not registered, will be rejected

#### ECP candidates must be confirmed as ECP eligible prior to start:

- Registration can be confirmed by checking in the Hiring Portal or contacting Patty Ross (pross@getipass.com)
- Toget a candidate qualified, complete the IDES Earned Credit Program Eligibility Request form and forward to IDES representative: Maria Talis (maria.talis@Illinois.gov) and Telly Cheung (telly.cheung@Illinois.gov)
- Once a candidate is confirmed ECP eligible, forward confirmation to Patty Ross (pross@getipass.com) with a COMPLETED Candidate Demographic Form.



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ConstructionWorks
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Teaching Trades, Building Careers



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### **DIFFERENCES** between

### ConstructionWorks Program & Earned Credit Program

Benefit		uctionWorks ram (CW)	ed Credit am (ECP)		
\$15 cash wage reimbursement		Yes	No		
\$5,000, first-time hiring bonus after 160 hours worked	Yes		Yes		Yes
Virtual Bid Credits		Yes	Yes		
Operating Engineers and Structural Steel Ironworkers	\$	0.75	\$ 0.50		
Skilled Trades and Fabricators	\$	0.65	\$ 0.40		
Laborers	\$	0.55	\$ 0.30		
Eligibility based on income		No	Yes		
Support Services/Assistance Offered					
Transportation assistance					
Work Appareland tools					
Childcare assistance					
Financial coaching		Yes	No		
Drug counseling					
• Work eligibility					
Assistance with other fees					



### **Earned Credit Forms**

#### IDES Earned Credit Program Eligibility Request Form

#### **IDES Earned Credit Program Eligibility Request**

Illinois State Toll Highway Authority Earned Credit Program

By completing and submitting this form, permission has been given to provide the social security number below to Illinois Department of Employment Security (IDES) for Earned Credit Program qualification evaluation.

Company/Referral Agency Name	
Contact Name	
Company Phone	
Email Address	
Candidate Information	
First Name, Middle Initial, Last Name	
Social Security#	
Contact Phone #	
Email Address	
Program Graduation Date or Hire Date (as applicable)	
	m to: <u>illinois.gov</u> and Telly Chueng; <u>Telly.Cheung@illnois.gov</u> stions, they can be reached at 312-243-6795
	e sent to Company/Referral Agency and then must be forwarded to Illinoi with resume and a completed Candidate Demographic Form.

#### ECP Candidate Demographic Information

		ate Demographic Information
EARNED CREDIT PROGR		
FONESCO BY THE ALLING TOLLING	Am	Date:
Putting your Best Bio Forward	P of Free P S West Lines F	
	firmation of ECP eligibility through IDES; forwards pross@getipass.com any questions, call 6	ard email confirmation, resume and this form to 30.630-864-8249
Section A - Contact/Personal Inform		
irst, Middle Initial, Last Name:		Last 4 #'s of S.S.:
Address:		
duress.		
City:	State: Zip:	Phone # ( ) -
mail:		Valid Driver's License: Yes 🗖 No 🗖
Section B - Tollway Diversity Inform	ation	Valid Driver's License. Tes L INO L
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### Hiring Portal Overview

The Hiring Portal is a Tollway-operated database containing eligible CW and ECP candidates

#### Portal streamlines the hiring process

- Allows contractors to review, select and contact pre-qualified and eligible candidates
- Contains candidate profile (contact information, resume, certificates and completed safety training courses)
- Users can filter candidates via keyword search (laborers, carpenters, electricians, etc.)

Search Applicants	▲ 165 results fo	r Applica	ints		
First Name Last Name	Name ‡†	ECP Start Date	Trade	Certification	Phone
iource Agency	Bryant A	8 / 19 / 2019	Laborer		9474
Select Source Agency  Trade  Carpenter  Cement Mason  Draftsperson/Blueprints	Rolando A	5 / 14 / 2019	Cement Mason Laborer Machine Operator Operating Engineer Painter Plumber	Other (Asbestos Certificate)	2
Driver CDL Electrician	Karim	I 8/ 26/	Electrician Machine Operator		7 <mark>77</mark> 7-

### Hiring Portal Dashboard Home Screen

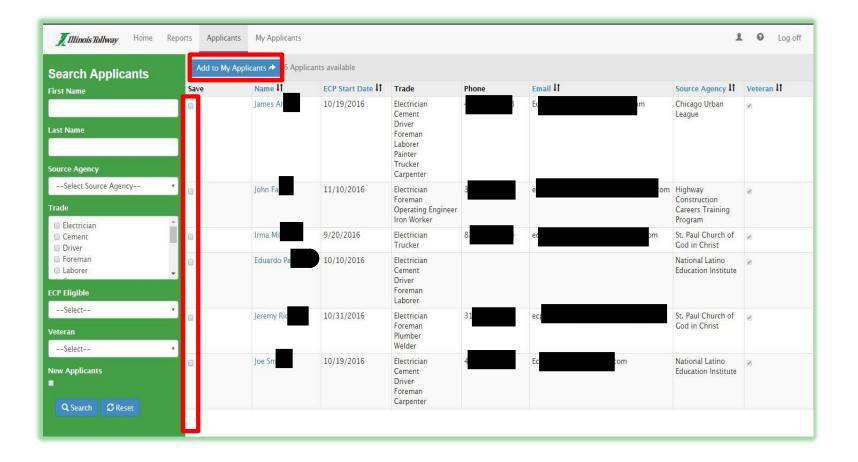
- View tailored company information
- Access new applicants or continue interview/hiring process
- View notifications/updates to the Portal based on company specialty/interest

<b>Illinois Tollway</b> Home Reports Applicants My Applicants	]	0 1	Log o
Welcome	Last Logon: 1/16/2017	Charts	
New Applicant! has been added to the ECP Profile Application on 1/16/2013 Your company has 3 number of applicants in the process of hire in My Applica There has been no new registrations for your company No applicant has been contacted by your company. There has been no new interviews conducted by your company There has been no new hires.		# of Applicant Hired by you against Average         1.8         1.6         1.4         1.2         1.0         0.8         0.6         0.8         0.6         0.8         0.6         0.4         0.2         You         You	

### Hiring Portal Dashboard Home Screen

### Search applicants by criteria

- Specialty
- Training source agency
- Save searches under "Addto My Applicants"
- Access new applicants or continue interview/hiring process



### Hiring Portal Dashboard Home Screen

- View detailed applicant information by clicking on hyperlink
- Other information available includes:
  - Resume
  - Certifications

Illinois Tollway Home	Reports Applicants My Applicants	5	Hello newUser11117	User Guide Log
etails of James A				
Applicant Information				
First Name	James	Source Agency	Chicago Urban League	
Last Name		ECP Eligibility Date	10/19/2016 12:00:00 AM	
Email	E	Has a Valid Driver License	Yes	
Phone Number	-	Has a Valid CDL	Yes 💟	
Address		CDL Type	ClassC	
City	Chicago	Trade Status	Second Year Apprentice	
State	IL.	Is a Veteran		
Zip Code	64545			
Is Eighteen Years Old				
Equipment Operated				
Equipment Information				
Equipment Information Equipment Name	Jack Hammer	Description	5 years experience	
Equipment Information Equipment Name Equipment Information				
Equipment Information Equipment Name Equipment Information Equipment Name	Jack Hammer Fork Lift	Description	5 years experience Certified	
Equipment Information Equipment Name Equipment Information	Fork Lift	Description	Certified	
Equipment Information Equipment Name Equipment Information Equipment Name				
Equipment Information Equipment Name Equipment Information Equipment Information Equipment Name	Fork Lift	Description	Certified	
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Equipment Information Equipment Information Equipment Information Equipment Information Equipment Name Education Equipment Name	Fork Lift CPR	Description	Certified Defibulator Practice and Certified 123 Chicago ave	
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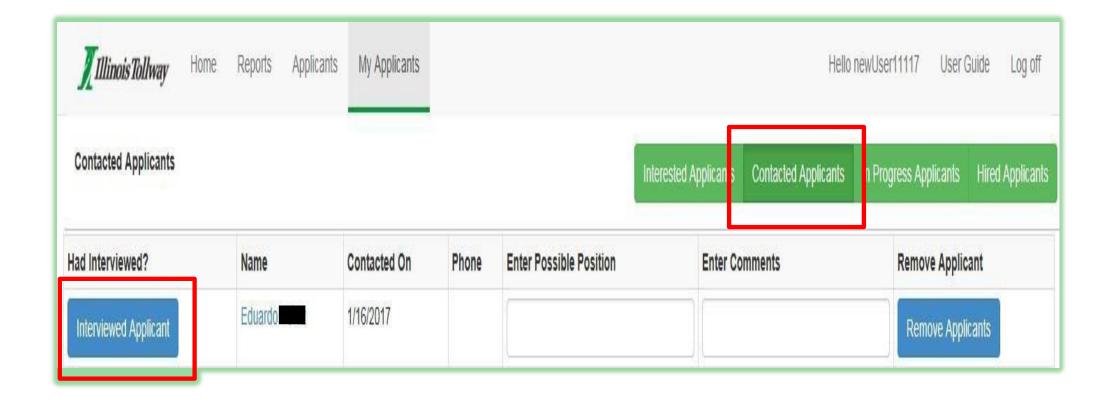
### Hiring Portal Interested Applicants

#### **Interested Applicants**

<b>X</b> IllinoisTollway	Home Reports	Applicants My App	vlicants				Hello	newUser11117	User (	Guide Log off
Interested Applicants					Intereste	ed Applicants	Contacted Applicants	In Progress A	\pplicants	Hired Applicants
Contacted the applicant?	Name	Trade	Phone	Email		Source Age	ncy		Remov	e Applicant
Contacted Applicant	John Fa	Electrician Foreman Operating Engineer Iron Worker	3.2.700.0200	ed	com	Highway Co	nstruction Careers Trainir	ng Program	Remo	ove Applicants
Contacted Applicant	Jeremy F	Electrician Foreman Plumber		e	com	St. Paul Chu	rch of God in Christ		Remo	ove Applicants

### Hiring Portal Contacted Applicants

#### **Contacted Applicants**



### Hiring Portal In Progress Applicants

#### **In Progress Applicants**

Intervi	iewed Applicants					Interested Applicants	Contacted Applicants	In Progress Applicants	lired Applicants
Hire Ap	plicant?	Name	Interviewed On	Position	Comments	Enter Wage		Remove Applicant	
Hire A	upplicant!	Eduardo P	1/16/2017					Remove Applicants	

### Hiring Portal Hired Applicants

#### **Hired applicants**

Hired Applicants	Inte	erested Applicants Contacted Applic	ants In Progress Applicants	Hired Applicants
Name	Hired on	Wage	Position	
James Alterna	1/16/2017	25.00	Mason	
Eduardo Perce	1/16/2017	25.00		

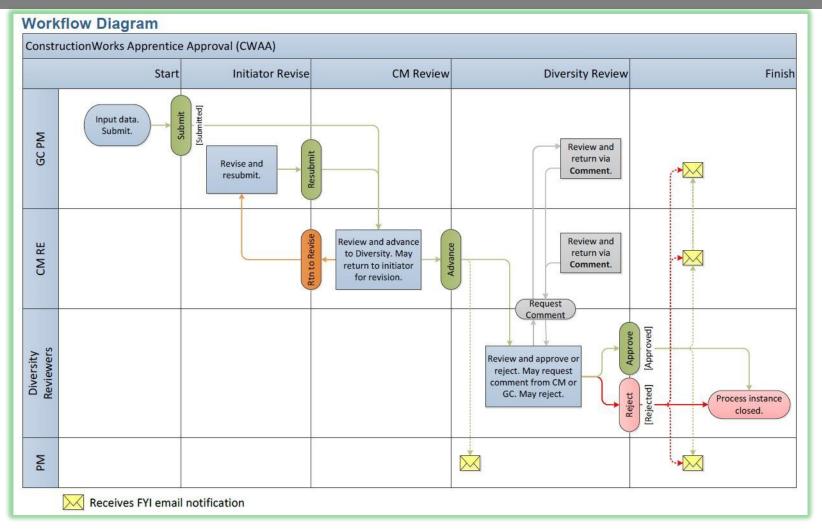
### Hiring Portal Notifications

#### Portal users and administrators receive notifications when updates are made depending on their status or interest:

- When a contractor registers for the first time, the Tollway administrator is notified and must approve
- When new job applicants are added to the Portal by a source agency, contractors with the same trade category are notified
- When contractors interview or hire applicants, the source agency that added the applicant and the Tollway administrator are notified



### E-Builder CWAA Construction Works Apprentice Approval Flow





### E-Builder Construction Works Apprentice Approval

Start P	rocess			Print	Check Spelling	Submit	Save Draft	Cancel
	Project:	UAT-Co	onstruction					
	Process:	Constru	uctionWorks Appre	entice Appro	val			
	* Subject:							
Details	Attached Docu	ments (0)	Attached Processe	s (0) Attac	thed Forms (0)			
Со	* Employee Name: ? * Employee mpany Name: ?	[Looku	[dr					
f	* Work Classification rom Payroll: ? * Union Affiliation Number: ?							



### E-Builder ConstructionWorks Initiative Allowance Report

#### **CONSTRUCTIONWORKS INITIATIVE ALLOWANCE REPORT**

Contract #         Price Conscription         Prime Address         Prime Address         Prime Address         Prime Address         Prime Address         Prime Address         Contract # Network         Prime Address         Prime Address         Prime Address         Contract # Network         Resplayee Name       Work Classification - from prime to CM of Inderd to contract utilization - from Centract # Network         Employee Name       Employee's Company Name       Urien Affidiation - from Centract # Network         Employee Name       Employee's Company Name       Urien Affidiation - from Centract # Network         Employee Name       Employee's Company Name       Urien Affidiation - from Centract # Network         Employee Name       Employee's Company Name       Urien Affidiation - from Centract # Network         Employee Name       Employee's Company Name       Urien Affidiation - from Centract # Network         Employee Name       Employee's Company Name       Urien Affidiation - from Centract # Network         Employee Name       Employee's Company Name       Urien Affidiation - from Centract # Network         Employee Name       Employee's Company Name       Urien Affidiation - from Centract # Network         Employee Name       Employee's Company		Notice to Final Co ours from all pr from all page	eporting Period o Proceed Date completion Date Prepared by revious reports es of this report		(Hame and T	<u> </u>	Total Hours
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Prime Address Prime City, State, Zop Estimated % of Allowance used INCLUOING this report *Any value of 95% or above should initiate notice from prime to CM of Intent to continue utilization of the state of the st	f this allowance s	Final Co ours from all pr from all page	ompletion Date Prepared by revious reports es of this report		(Name and T	tie of Ptime Contrac	Total Hours
Prime City, Blate, Zip	f this allowance s	ours from all pr a from all page	Prepared by revious reports es of this report		(Name and T	tie of Pitme Contrac	Total Hours
Estimated % of Allowance used INCLUDING this report*	f this allowance s	from all page	revious reports es of this report		(Name and T	Total Hours	Total Hours to Date for
*Any value of 80% or above should initiate notice from prime to CM of intent to continue utilization of the station of the sta	f this allowance s	from all page	es of this report			this Period	to Date for
Work Classification - from Union Affiliation -		eferenced Cor	ntract, as suppo		ied payroll, for	this Period	to Date for
Work Classification - from Union Affiliation -		w	zeek Ending: ``			this Period	to Date for
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FIDAVIT: By placing my original signature below, I certify that I have the authority to provide the information contained herein and that said information	nation is comple	lete, accurate	e, and matcher	s the certified	d payroll also	submitted wit	h this Report
for these employees on the referenced contract.							



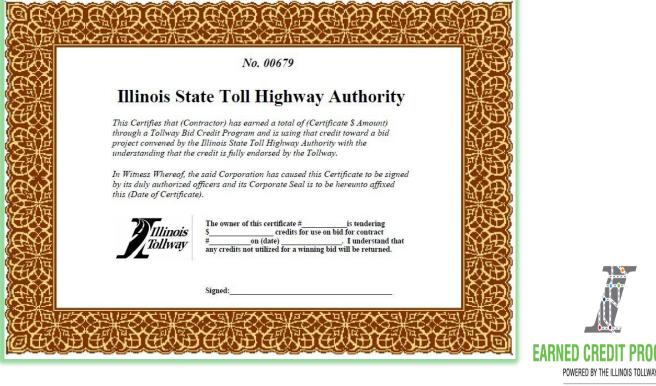
### **Earned Credit Certificate** Explanation

### **Contractors or Subcontractors receive** a Certificate to be used on contract bidding

- After successful processing of Bid Packet, you will receive a Certificate with available bid credits
- These are processed within 30 days of receipt of a complete bid packet

#### A BID packet consists of:

- 06 Form (this is a Tollway Form)
- Certified Payroll (originals only)





### ECP PACKET Required Documents

### Form 0006

#### This form must be filled out completely

- Hires' Full Name
- Job Title
- Hire Date
- Hourly Wage
  - Incomplete documents will be returned
  - Documents with full SS#s will also be returned



Co Name	Program (ECP) Form 0			payroll period c	ommencing
on the 2day of AUG 20202 and ending o (Day) (Month) (Year) and ending o		, 20 <mark>2020</mark> for the th) (Year)	following employees pre	viously verified	for eligibility
Candidate Name	New Hire for your Jo Firm (Y/N)	b Category	Hire Date	Pay Rate	New Hire Cred Requested (Y/I
SELWYN 0 N 2/26/19- 55%-	CW Laborer Y	LABORER	02/26/19	35.52	Y
ANDREA B 9/2/14- 30%- FC	P Laborer Y	LABORER	06/05/2017	44.75	Y
	CIONAL CONTROLLER ON // /OM	2			
(Print the name of signatory party)	(Title) persons employed with said co	mpany have been paid the first the f	ull weekly wages earned s as defined by Federal a	and no deductio nd/or State Law	. I further certify t

### ECP PACKET Required Documents

### **Certified Payroll**

- Submit Payroll in Original PDF Format (Copies/scans are unacceptable; they are very difficult to read)
- Incomplete documents will be returned
- Documents with full SS#s will also be returned

#### **Musthighlight**

- Contractor Name
- Candidate Name & Job Title
- Job/Site Location and/or contract #
- Total regular/OT/double time
- hours with hourly wage
- Total wages

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Page 1 of 2

SBE 48 ( Rev. 11/18/13)

NOTE: A Certified copy of each weekly payroll must be submitted by the prime contractor within seven (7) days of the regular payment date \* See instruction page for codes to be entered

Printed 01/07/2021



### Benefit Overview to Participating in ConstructionWorks Program & Earned Credit Program

### **Candidate Access**

- Access to CW/ECP eligible candidates ready to work in Hiring Portal
- Easy access to contact information to schedule interviews

### Incentives

- CW-Receive \$15 cash reimbursements up to \$100,000
- CW-Earn bid credits for future bids
- ECP-Earn bid credits for future bids



### ConstructionWorks

POWERED BY THE ILLINOIS TOLLWAY

Teaching Trades, Building Careers



### **Contact Information**

#### **ConstructionWorks & Earned Credit Programs at Tollway:**

- Julia Garibay; DBE Program Manager; 630-630-864-8248; jgaribay@getipass.com
- Patty Ross; Program Coordinator; 630-864-8249; pross@getipass.com

#### **ConstructionWorks RegistrationAssistance:**

- Patty Ross; Program Coordinator; 630-864-8249; pross@getipass.com
- Tony Garritano; ConstructionWorks Liaison; 773-569-781; tony@xdtechindustry.com

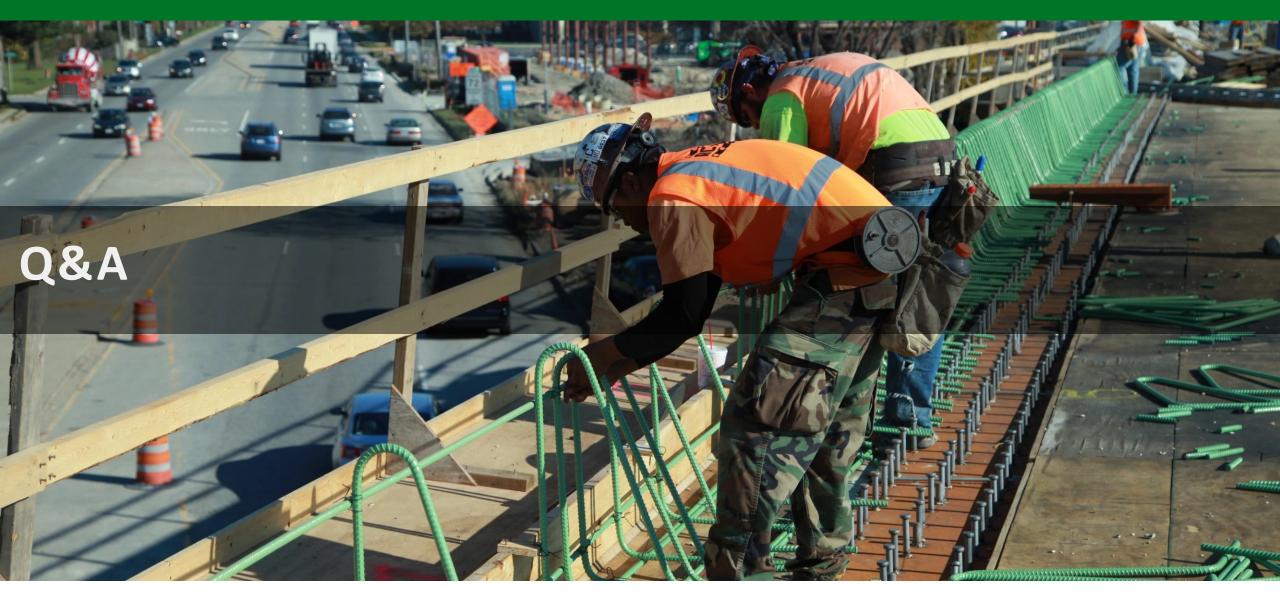
#### **Earned Credit Registration Assistance:**

- Maria Talis; IDES Liaison; 312-243-6795; maria.talis@Illinois.gov
- Telly Cheung, IDES Liaison; 312-243-6795; telly.cheung@Illinois.gov

#### **E-Builder Assistance:**

- <u>ebuilder@getipass.com</u>; 630-241-6800 X 4928
- AJ Pebler; 630-743-8416; apebler@getipass.com







### IllinoisTollway.com

Ultimate resource for doing business with the Tollway

### **Doing Business**

### **Construction and Engineering**

Contractor and consultant resources

#### **Goods and Services**

Current goods and services bidding information

### **Diversity Programs**

Outreach and networking events



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#### Doing Business With The Illinois Tollway

Transparency, accountability, diversity and efficiency are the driving forces behind the Tollway's business operations, ensuring outcomes that exceed customer expectations. The links on this page serve as a pathway toward working as a part of our team. The links Tollway provides a training video for contractors who want to learn more about how to do business with Tollway. Learn About Submitting a Bid Visit the Online Plan Room



SEPTEMBER 2019 MOVE ILLINOIS QUARTERLY MEETING AND CONSTRUCTION NETWORKING EVENT

OTHER OPPORTUNITIES	RESOURCES	
Auctions	Construction/Engineering	
Blue Board Signage	Construction Permits	
Online Plan Room	Diversity	
Tower and Fiber Leasing	Goods and Services	
	Manuals	
	Auctions Bilue Board Signage Online Plan Room	Auxtions     Construction/Engineering       Blue Board Signage     Construction Permits       Online Plan Room     Diversity       Tower and Fiber Leasing     Goods and Services







### Illinois Tollway Diversity Driving Economic Opportunities THANK YOU