WEBINAR SERIES #28
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
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
AGENDA

I. Introduction

II. Program Overviews
   I. 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 Packet Contents
   III. Bid Packet Submittal

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 candidates have 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 candidates to attain and retain employment

More than 230 candidates hired since 2018
**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
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
Earned Credit Program

Overview

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

- Contractors and Subcontractor earn 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 theIDES screening process.

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

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All ConstructionWorks and Earned Credit Program potential candidate hires must be prequalified prior to hiring/start in order to be eligible for CW or ECP contractor incentives.

All candidates must be:

- 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 - You Must Check
- 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)
- To get 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.
**DIFFERENCES between**

*ConstructionWorks Program & Earned Credit Program*

<table>
<thead>
<tr>
<th>Benefit</th>
<th>ConstructionWorks Program (CW)</th>
<th>Earned Credit Program (ECP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15 cash wage reimbursement</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>$5,000, first-time hiring bonus after 160 hours worked</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Virtual Bid Credits</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Operating Engineers and Structural Steel Ironworkers</td>
<td>$0.75</td>
<td>$0.50</td>
</tr>
<tr>
<td>Skilled Trades and Fabricators</td>
<td>$0.65</td>
<td>$0.40</td>
</tr>
<tr>
<td>Laborers</td>
<td>$0.55</td>
<td>$0.30</td>
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</table>

Eligibility based on income

<table>
<thead>
<tr>
<th>Benefit</th>
<th>ConstructionWorks Program (CW)</th>
<th>Earned Credit Program (ECP)</th>
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</thead>
<tbody>
<tr>
<td>Support Services/Assistance Offered</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Transportation assistance
- Work Apparel and tools
- Childcare assistance
- Financial coaching
- Drug counseling
- Work eligibility
- Assistance with other fees

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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 evaluation.

Company/Referral Agency Information
Company/Agency Name:
Contact Name:
Company Phone:
Email Address:

Candidate Information
First Name: Middle Initial: Last Name:
Total Security #: Contact Phone: Email Address:
Program Completed Date:

Send vollu COMPLETED Form to:
Marie Tall, Marie.Tall@IDOT.illinois.gov, and Sally Goering, Sally.Goering@IDOT.illinois.gov
*If you have questions, they may be reached at 312-440-6775

PLEASE NOTE: Do not forward this form to Illinois State Toll Highway Authority.

ECP Candidate Demographic Information

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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.)
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
Hiring Portal
Dashboard Home Screen

- Search applicants by criteria
  - Specialty
  - Training source agency
- Save searches under “Add to 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
**Hiring Portal**

**Interested Applicants**

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<table>
<thead>
<tr>
<th>Name</th>
<th>Trade</th>
<th>Phone</th>
<th>Email</th>
<th>Source Agency</th>
<th>Remove Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Electrician, Foreman, Operating Engineer, Iron Worker</td>
<td>321-456-7890</td>
<td>[email protected]</td>
<td>Highway Construction Careers Training Program</td>
<td>Remove Applicant</td>
</tr>
<tr>
<td>Jeremy</td>
<td>Electrician, Foreman, Plumber</td>
<td>456-789-0123</td>
<td>[email protected]</td>
<td>St. Paul Church of God in Christ</td>
<td>Remove Applicant</td>
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</table>
### Contacted Applicants

<table>
<thead>
<tr>
<th>Had Interviewed?</th>
<th>Name</th>
<th>Contacted On</th>
<th>Phone</th>
<th>Enter Possible Position</th>
<th>Enter Comments</th>
<th>Remove Applicant</th>
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</thead>
<tbody>
<tr>
<td>Interviewed Applicant</td>
<td>Eduardo</td>
<td>1/16/2017</td>
<td></td>
<td></td>
<td></td>
<td>Remove Applicants</td>
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</table>
Hiring Portal
In Progress Applicants

In Progress Applicants

<table>
<thead>
<tr>
<th>Interviewed Applicants</th>
<th>Interested Applicants</th>
<th>Contacted Applicants</th>
<th>In Progress Applicants</th>
<th>Hired Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire Applicant?</td>
<td>Name</td>
<td>Interviewed On</td>
<td>Position</td>
<td>Comments</td>
</tr>
<tr>
<td></td>
<td>Eduardo R</td>
<td>1/16/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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## Hired Applicants

<table>
<thead>
<tr>
<th>Name</th>
<th>Hired on</th>
<th>Wage</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>James</td>
<td>1/16/2017</td>
<td>25.00</td>
<td>Mason</td>
</tr>
<tr>
<td>Eduardo</td>
<td>1/16/2017</td>
<td>25.00</td>
<td></td>
</tr>
</tbody>
</table>
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

Workflow Diagram

ConstructionWorks Apprentice Approval (CWAA)

Start

Initiator Revise

CM Review

Diversity Review

Finish

GC PM

Input data. Submit.

Revise and resubmit.

Resubmit

CM RE

Review and advance to Diversity. May return to initiator for revision.

Advance

Diversity Reviewers

Review and approve or reject. May request comment from CM or GC. May reject.

Request Comment

PM

Receives FYI email notification

Review and return via Comment.

Review and return via Comment.

Process Instance closed.

Teaching Trades, Building Careers

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E-Builder

Construction Works Apprentice Approval

ConstructionWorks Apprentice Approval (CWAA)

Start Process

- Project: UAT-Construction
- Process: ConstructionWorks Apprentice Approval
- Subject: 

Details

- Attached Documents (0)
- Attached Processes (0)
- Attached Forms (0)

- Employee Name:
- Employee Company Name:
- Work Classification from Payroll:
- Union Affiliation Number:

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### ConstructionWorks Initiative Allowance Report

**Employee Name:**

**Employee's Company Name:**

**Classifications: Allowance:**

**City:**

**City Code:**

**Date:**

**Amount:**

**Contributions:**

**Contribution:**

**Payment:**

**Payment Date:**

**Form:**

**Form Code:**

**Payment Code:**

**Payment Code:**

**Amount:**

**Notes:**

**Note:**

---

**ATTENTION:** By entering my original signature below, I certify that I have read and authorize the information contained herein and that all information is complete, accurate, and such information is certified pursuant to the Illinois Revenue Law. This report for those employers on the table of contents.

**Signature:**

**Date:**

**Email Address:**

**Address:**
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

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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

Must highlight:

- 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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Benefit Overview to Participating in Construction Works 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 & 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 Registration Assistance:

- 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:

- ebuilder@getipass.com; 630-241-6800 X4928
- AJ Pemble; 630-743-8416; apearebler@getipass.com

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Q&A
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Doing Business

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• Contractor and consultant resources

Goods and Services
• Current goods and services bidding information

Diversity Programs
• Outreach and networking events
THANK YOU!

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DIVERSITY
Driving Economic Opportunities

BUILDING FOR SUCCESS
THANK YOU