

ATTACHMENT A – Employment Projections

PROFESSIONAL AND BUSINESS SERVICES

LEADING INDUSTRIES IN PROFESSIONAL AND BUSINESS SERVICES NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Administrative and Support Services	380,601	6.17%	463,016	82,415	21.7%	1.17
Employment Services	192,219	3.12%	252,920	60,701	31.6%	1.44
Management, Scientific & Tech. Services	66,177	1.07%	84,908	18,731	28.3%	1.39
Management of Companies and Enterprises	102,494	1.66%	118,701	16,207	15.8%	1.20
Services to Buildings and Dwellings	82,022	1.33%	92,126	10,104	12.3%	1.06
Office Administrative Services	18,650	0.30%	22,284	3,634	19.5%	1.03
Legal Services	54,850	0.89%	58,439	3,589	6.5%	1.15
Other Professional, Scientific/Tech. Serv.	26,865	0.44%	30,425	3,560	13.3%	1.04
Advertising and Related Services	27,921	0.45%	31,361	3,440	12.3%	1.53
Accounting, Tax Prep. & Payroll Services	44,459	0.72%	47,761	3,302	7.4%	1.15
Specialized Design Services	6,526	0.11%	7,182	656	10.1%	1.32
Other Support Services	17,092	0.28%	17,678	586	3.4%	1.40
Travel Arrangement & Reservation Services	8,715	0.14%	9,151	436	5.0%	1.06

As the most quickly growing LEADING industry category, it is not surprising that most of the industry sectors in Business & Professional Services are identified as LEADING industries. Administrative & Support Services and Employment Services are expected to produce the lion's share of job growth in this category.

EMERGING INDUSTRIES IN PROFESSIONAL AND BUSINESS SERVICES NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Computer Systems Design Related Serv.	66,570	1.08%	90,766	24,196	36.3%	0.97
Architectural & Engineering Services	44,122	0.72%	49,557	5,435	12.3%	0.79
Business Support Services	26,502	0.43%	29,987	3,485	13.1%	0.75
Investigation and Security Services	34,167	0.55%	37,389	3,222	9.4%	0.98
Waste Management & Remediation Services	14,623	0.24%	15,341	718	4.9%	0.92
Facilities Support Services	1,234	0.02%	1,481	247	20.0%	0.23

Computer Systems Design Services has a significant projected growth profile among the EMERGING industry sectors in this category.

ATTACHMENT A – Employment Projections

HEALTH CARE

LEADING INDUSTRIES IN HEALTH CARE NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Nursing and Residential Care Facilities	137,817	2.24%	162,331	24,514	17.8%	1.02
Hospitals	250,968	4.07%	254,808	3,840	1.5%	1.23

The Health Care category consists of only 4 3-digit NAICS sectors, but they are readily compartmentalized into the larger (but still growing) LEADING industries of Residential Care and Hospitals and the smaller (but more quickly growing) EMERGING sectors of Ambulatory Care and Social Assistance. Expected growth in Ambulatory Care, in particular, reflects the expected increased devolution of health care provision to more dispersed settings and preventive treatments.

EMERGING INDUSTRIES IN HEALTH CARE NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Ambulatory Health Care Services	234,606	3.80%	297,276	62,670	26.7%	0.88
Social Assistance	110,302	1.79%	126,874	16,572	15.0%	0.97

ATTACHMENT A – Employment Projections

EDUCATION

LEADING INDUSTRIES IN EDUCATION NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Junior colleges, colleges, universities, and professional schools	196,093	3.18%	218,020	21,927	11.2%	1.28
Elementary and secondary schools	344,210	5.58%	349,477	5,267	1.5%	1.24

Likewise in Education limited job growth is expected in the traditional K-20 sectors, but faster growth is expected in the EMERGING sector that includes non-traditional and proprietary education provision.

EMERGING INDUSTRIES IN EDUCATION NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Other educational services	28,554	0.46%	33,307	4,753	16.6%	0.74

WHOLESALE TRADE

LEADING INDUSTRIES IN WHOLESALE TRADE NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Wholesale Trade	294,361	4.8%	324,652	30,291	10.3%	1.22

FINANCIAL ACTIVITIES

LEADING INDUSTRIES IN FINANCIAL ACTIVITIES NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Insurance Carriers & Related Activities	114,643	1.86%	126,496	11,853	10.3%	1.16
Securities, Commodities & Financial Acti.	48,273	0.78%	55,315	7,042	14.6%	1.40
Monetary authorities, credit intermediation, and related activities	127,371	2.07%	128,274	903	0.7%	1.16

These three financial activities sectors have a strong presence in the state, and are expected to continue to create jobs in the coming decade. EMERGING financial activities sectors are much smaller, and as such are expected to create smaller numbers of jobs during the projection period.

EMERGING INDUSTRIES IN FINANCIAL ACTIVITIES NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Rental and Leasing Services	21,092	0.34%	23,690	2,598	12.3%	0.97
Funds, Trusts & Other Financial Vehicles	3,467	0.06%	3,882	415	12.0%	0.94
Lessors of Nonfinancial Intangible Assets	746	0.01%	895	149	20.0%	0.73

ATTACHMENT A – Employment Projections

PERSONAL SERVICES

LEADING INDUSTRIES IN PERSONAL SERVICES NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Religious, Civic & Professional Orgs.	140,704	2.28%	150,340	9,636	6.8%	1.13
Repair and Maintenance	53,484	0.87%	58,546	5,062	9.5%	1.06

EMERGING INDUSTRIES IN PERSONAL SERVICES NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Personal and Laundry Services	55,162	0.89%	59,548	4,386	8.0%	0.99
Private Households	30,657	0.50%	31,806	1,149	3.7%	0.98

TRANSPORTATION, DISTRIBUTION & LOGISTICS

LEADING INDUSTRIES IN TRANSPORTATION, DISTRIBUTION & LOGISTICS NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Truck Transportation	66,268	1.07%	74,432	8,164	12.3%	1.16
Warehousing and Storage	44,256	0.72%	51,795	7,539	17.0%	1.53
Transit & Ground Passenger Transportat	25,509	0.41%	29,722	4,213	16.5%	1.34
Air Transportation	34,696	0.56%	38,640	3,944	11.4%	1.78
Scenic and Sightseeing Transportation	34,499	0.56%	39,179	121	0.4%	1.34

Each of these LEADING industry sectors is strongly represented in the state, and most of them are also expected to create large numbers of jobs – a wide majority of all jobs created within this industry category. The EMERGING and MATURING industry sectors are either quite small or expected to lose (or create very small numbers of) jobs.

EMERGING INDUSTRIES IN TRANSPORTATION, DISTRIBUTION & LOGISTICS NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Couriers and Messengers	16,731	0.27%	16,987	256	1.5%	0.74
Water Transportation	1,950	0.03%	2,137	187	9.6%	0.73
Pipeline Transportation	1,105	0.02%	1,241	136	12.3%	0.59

MATURING INDUSTRIES IN TRANSPORTATION, DISTRIBUTION & LOGISTICS NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Rail Transportation	19,131	0.3%	18,404	(727)	-3.8%	1.96
Postal Service	29,390	0.5%	20,858	(8,532)	-29.0%	1.13

ATTACHMENT A – Employment Projections

UTILITIES

LEADING INDUSTRIES IN UTILITIES NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Utilities	23,809	0.4%	24,322	513	2.2%	1.01

LEISURE & HOSPITALITY

LEADING INDUSTRIES IN LEISURE AND HOSPITALITY NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Museums, Historical Sites & Institutions	7,709	0.13%	8,319	610	7.9%	1.34

EMERGING INDUSTRIES IN LEISURE AND HOSPITALITY NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Food Services and Drinking Places	408,284	6.62%	443,050	34,766	8.5%	0.97
Accommodation	48,723	0.79%	54,967	6,244	12.8%	0.63
Amusements, Gambling & Recreation Ind.	56,314	0.91%	59,122	2,808	5.0%	0.93

RETAIL TRADE

EMERGING INDUSTRIES IN RETAIL TRADE NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Retail Trade	596,393	9.7%	632,132	35,739	6.0%	0.95

ATTACHMENT A – Employment Projections

CONSTRUCTION

EMERGING INDUSTRIES IN CONSTRUCTION NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Construction	188,916	3.06%	215,181	26,265	13.9%	0.79

MANUFACTURING

LEADING INDUSTRIES IN MANUFACTURING NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Fabricated Metal Product Mfg.	94,525	1.53%	98,244	3,719	3.9%	1.58
Food Manufacturing	76,489	1.24%	79,367	2,878	3.8%	1.23
Misc. Manufacturing	28,750	0.47%	30,173	1,423	4.9%	1.17
Machinery Mfg.	82,098	1.33%	83,354	1,256	1.5%	1.76
Plastics and Rubber Products Mfg.	39,654	0.64%	40,261	607	1.5%	1.45
Primary Metal Mfg.	19,718	0.32%	20,020	302	1.5%	1.16
Petroleum and Coal Products Mfg.	5,395	0.09%	5,530	135	2.5%	1.12
Electrical Equip, Appliance & Comp. Mfg.	23,938	0.39%	24,012	74	0.3%	1.52

Fabricated Metal Product Manufacturing continues to hold a strong presence in the Illinois economy, with steady, (if not spectacular) growth across the projection period. Overall, each of these LEADING manufacturing sectors displays similar characteristics. EMERGING sectors in manufacturing are generally much smaller (with the exception of Transportation Equipment Manufacturing), but may have slightly higher employment growth rates. MATURING manufacturing sectors are contracting overall employment, but given their size we can expect substantial job openings due to replacement.

EMERGING INDUSTRIES IN MANUFACTURING NAICS Title	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Transportation Equipment Mfg.	39,722	0.64%	42,667	2,945	7.4%	0.64
Nonmetallic Mineral Product Mfg.	12,762	0.21%	14,426	1,664	13.0%	0.83
Wood Product Manufacturing	5,891	0.10%	6,617	726	12.3%	0.41
Furniture and Related Product Mfg.	12,181	0.20%	12,684	503	4.1%	0.82
Textile mills and textile product mills	3,859	0.06%	3,984	125	3.2%	0.39
Apparel Manufacturing	3,467	0.06%	3,520	53	1.5%	0.55

ATTACHMENT A – Employment Projections

MATURING INDUSTRIES IN MANUFACTURING	Base Year Employment 2012	Share of Statewide Base Year Employment 2012	Projected Year Employment 2022	Net Change 2012-2022	Ten-Year Percent Change 2012-2022	Location Quotient 2012
NAICS Title						
TOTAL, ALL INDUSTRIES	6,166,236	100%	6,678,572	512,336	8.3%	1.00
Paper Manufacturing	19,555	0.3%	17,779	(1,776)	-9.1%	1.22
Chemical Manufacturing	44,918	0.7%	42,023	(2,895)	-6.4%	1.35
Printing & Related Support Activities	29,116	0.5%	21,858	(7,258)	-24.9%	1.49

ATTACHMENT B – Labor Force, Employment and Unemployment

2009						
	Illinois	White	Black	Asian	Other	Hispanic
16 years and over: IL Population and % of Pop by Race/Ethnicity	10,094,124	74.5%	14.0%	4.4%	7.1%	13.2%
16 years and over: Civilian Labor Force and % of CLF by Race/Eth	6,744,354	75.0%	12.7%	4.6%	7.7%	14.2%
16 years and over: Unemployment Rate	10.6%	9.0%	19.8%	8.0%	12.8%	12.5%
16 to 19 years: IL Population and % of Pop by Race/Ethnicity	749,484	66.8%	18.6%	4.0%	10.5%	17.5%
16 to 19 years: Civilian Labor Force and % of CLF by Race/Eth	313,181	72.2%	15.0%	3.0%	9.8%	17.2%
16 to 19 years: Unemployment Rate	27.8%	22.5%	52.3%	25.1%	30.6%	30.5%
20 to 24 years: IL Population and % of Pop by Race/Ethnicity	906,967	70.0%	16.2%	4.2%	9.5%	17.2%
20 to 24 years: Civilian Labor Force and % of CLF by Race/Eth	681,192	72.1%	14.4%	3.4%	10.1%	17.8%
20 to 24 years: Unemployment Rate	16.1%	12.6%	33.6%	14.3%	16.7%	15.8%
25 to 54 years: IL Population and % of Pop by Race/Ethnicity	5,422,820	72.4%	14.3%	5.0%	8.3%	15.6%
25 to 54 years: Civilian Labor Force and % of CLF by Race/Eth	4,544,573	73.8%	12.9%	5.0%	8.3%	15.3%
25 to 54 years: Unemployment Rate	9.5%	8.2%	16.7%	7.1%	10.9%	10.4%
55 to 64 years: IL Population and % of Pop by Race/Ethnicity	1,418,919	79.4%	12.5%	4.0%	4.1%	8.0%
55 to 64 years: Civilian Labor Force and % of CLF by Race/Eth	944,851	81.5%	10.1%	4.3%	4.0%	7.9%
55 to 64 years: Unemployment Rate	8.0%	7.2%	13.1%	6.8%	12.6%	13.4%
65 to 69 years: IL Population and % of Pop by Race/Ethnicity	473,634	80.4%	12.2%	4.1%	3.3%	6.3%
65 to 69 years: Civilian Labor Force and % of CLF by Race/Eth	149,925	83.4%	9.0%	4.5%	3.1%	6.4%
65 to 69 years: Unemployment Rate	4.9%	4.7%	7.7%	2.3%	4.9%	9.0%
70 years and over: IL Population and % of Pop by Race/Ethnicity	1,122,300	84.3%	10.8%	2.7%	2.2%	5.0%
70 years and over: Civilian Labor Force and % of CLF by Race/Eth	110,632	84.9%	10.7%	2.6%	1.9%	4.2%
70 years and over: Unemployment Rate	4.4%	4.5%	3.8%	5.3%	2.5%	8.0%

2014						
	Illinois	White	Black	Asian	Other	Hispanic
16 years and over: IL Population and % of Pop by Race/Ethnicity	10,240,928	73.7%	14.0%	5.3%	7.1%	14.6%
16 years and over: Civilian Labor Force and % of CLF by Race/Eth	6,681,866	74.4%	12.6%	5.4%	7.6%	15.7%
16 years and over: Unemployment Rate	8.1%	6.3%	18.1%	6.3%	9.4%	8.8%
16 to 19 years: IL Population and % of Pop by Race/Ethnicity	699,585	67.0%	17.5%	4.2%	11.3%	21.2%
16 to 19 years: Civilian Labor Force and % of CLF by Race/Eth	270,157	71.8%	13.8%	3.0%	11.4%	21.1%
16 to 19 years: Unemployment Rate	25.5%	21.5%	46.7%	26.4%	24.9%	27.6%
20 to 24 years: IL Population and % of Pop by Race/Ethnicity	902,267	66.8%	17.7%	5.4%	10.2%	20.0%
20 to 24 years: Civilian Labor Force and % of CLF by Race/Eth	678,348	69.2%	15.8%	4.2%	10.7%	20.8%
20 to 24 years: Unemployment Rate	13.8%	9.1%	32.9%	14.2%	15.6%	12.3%
25 to 54 years: IL Population and % of Pop by Race/Ethnicity	5,228,338	71.6%	13.9%	6.1%	8.3%	17.5%
25 to 54 years: Civilian Labor Force and % of CLF by Race/Eth	4,345,860	73.2%	12.7%	6.0%	8.2%	17.1%
25 to 54 years: Unemployment Rate	6.9%	5.6%	15.3%	4.7%	7.1%	7.0%
55 to 64 years: IL Population and % of Pop by Race/Ethnicity	1,622,884	78.0%	13.3%	4.4%	4.4%	9.0%
55 to 64 years: Civilian Labor Force and % of CLF by Race/Eth	1,080,490	80.6%	11.0%	4.5%	4.0%	8.4%
55 to 64 years: Unemployment Rate	5.9%	5.1%	10.7%	6.3%	8.1%	7.6%
65 to 69 years: IL Population and % of Pop by Race/Ethnicity	576,661	79.7%	12.4%	4.7%	3.2%	7.4%
65 to 69 years: Civilian Labor Force and % of CLF by Race/Eth	184,918	82.4%	10.1%	4.9%	2.6%	5.8%
65 to 69 years: Unemployment Rate	4.6%	3.6%	9.5%	9.6%	6.5%	2.3%
70 years and over: IL Population and % of Pop by Race/Ethnicity	1,211,193	83.2%	10.8%	3.6%	2.4%	5.5%
70 years and over: Civilian Labor Force and % of CLF by Race/Eth	122,093	86.5%	8.1%	3.4%	2.0%	5.0%
70 years and over: Unemployment Rate	3.7%	3.4%	8.4%	0.6%	3.0%	2.6%

Data Source: American Community Survey (ACS), 2009 & 2014 1-year estimates, (Tables B23001, B23002A, B23002B, B23002D, B23002I)

ATTACHMENT B – Labor Force, Employment and Unemployment

Unemployment rates for Targeted Populations in Illinois (%)								
Year	All	Veterans (18-64)	Veterans (18-34)	Single Parents		Disabled	Youth (16-19)	Older (65+)
2009	10.6	10.0	16.1	Male HH	Female HH	18.4	27.8	4.7
2014	8.1	7.9	13.4	10.3	13.7	17.7	25.5	4.2

Data source for Veterans (B21005), Single Parents (B23007), Disability (B18120), Youth and Older (B23001)
is the American Community Survey (ACS), 1-year estimates (2009, 2014)

Note: In order to provide statistical information on age breakouts of the population and labor force as well as unemployment information on targeted populations, a decision was made to use ACS data rather than CPS data. It did not seem prudent to mix estimates from the two surveys in the same data tables since the scale for ACS data is obviously not the same as the one for CPS data.

The American Community Survey (ACS) tends to produce higher unemployment totals than the Current Population Survey (CPS) for a number of reasons. One reason is that the ACS is self-reported and the data are not collected in a controlled interview like CPS. This tends to lead to an upward bias of unemployment reporting. One example is that passive job searches such as reading online want ads would not be considered a job search activity in CPS but could be reported as job search activity by an ACS respondent. Also, an unemployed ACS respondent might not consider working an odd job for a few hours to be employment activity but this activity would be counted as employment in a CPS interview. Finally, the CPS captures reference week activity while the ACS reflects activity reported over one or five year period.

ATTACHMENT C – Targeted Populations

TARGET POPULATION CHARACTERISTICS

Total civilian noninstitutionalized population: 2014 Estimate	12,880,580
Adults (Age 16+) in Poverty	1,274,820
Public Aid Recipients	3,081,452
Adult Public Aid Recipients	1,645,070
TANF Recipients: 2014 Monthly Average	128,997
SNAP Recipients: 2014 Monthly Average	2,028,029
Estimated Individuals with a Disability	1,327,536
Adults with Disabilities	1,085,814
DHS Division of Rehabilitation Services-Vocational Rehabilitation Program: FY2015 Data Summary	
Number Served Age 25+	12,027
Number Served Youth (<25)	12,227
Number in Plan Status Age 25+	6,388
Number in Plan Status Youth (<25)	13,742
Successful Closures Age 25+	2,695
Successful Closures Youth (<25)	2,425
IDHS Prioritization of Urgency of Needs for Services (PUNS) Reports - Summary by Diagnosis Code: December 2015	
Autism	8,271
Childhood Disintegrative Disorder	15
Pervasive Developmental Disorder	1,032
Cerebral Palsy	1,316
Mild Mental Retardation	13,506
Moderate MR	8,918
Severe MR	3,648
Profound MR	2,833
Unspecified Mental Retardation	12,479
Epilepsy	3,357
Other Diagnosis Codes	2,600
Adult Parolee Population: June 30, 2014	28,242
Population in Households in which English is not the Primary Language Spoken	2,734,548
Average Monthly Unemployed	460,364
Estimated: Unemployed 27+ Weeks	185,527
Older Individuals (Age 65+)	1,790,401
Single Parents	800,886
Total in Foster Care	14,738
Department/Private Foster Care	6,512
Relative Foster Care	6,534
Institutional/Group Care	1,692

ATTACHMENT D – Education, Workforce & Economic Development Leadership Team

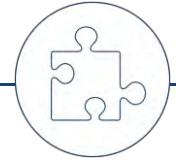
NAME	TITLE, ORGANIZATION
Dr. Karen Hunter Anderson	Executive Director, Illinois Community College Board
Dr. Jim Applegate	Executive Director, Illinois Board of Higher Education
Mayor Tom Ashby	IWIB Board Member, President Coordinated Transportation Development, Inc.
President Doug Baker	President, Northern Illinois University
Leah Bolander	Recruiter, Patterson Technology Center
Heidi Brown-McCreery	Chief of Staff, Department of Commerce
Trey Childress	Deputy Governor, Office of the Governor
Julie Courtney	President, Illinois Workforce Partnership
President Carey Cranston	President, Fox College
Elizabeth Dickson	Director of Human Resources, Engineered Glass Products, LLC
Jim Dimas	Secretary, Department of Human Services
Diane Grigsby-Jackson	Director, Family and Community Services
Caprisca Randolph-Robinson	Associate Director, Family and Community Services
Brian Durham	Deputy Director of Academic Affairs, Illinois Community College Board
Matt Eggemeyer	Vice President of Sales, Keats Manufacturing
Dr. Kenneth Ender	President, William Rainey Harper College
Jennifer Foster	Deputy Director of Adult Education and Workforce, Illinois Community College Board
David Friedman	Chief Executive Officer, Autonomyworks
Jonathan Furr	Executive Director, Education Systems Center at Northern Illinois University
Vickie Haugen	President and CEO, Vermilion Advantage
President Sylvia Jenkins	President, Moraine Valley Community College
Andrew Duren	Executive Vice President of Administrative Services
Gretchen Koch	Executive Director Workforce Development Strategies, CompTIA
Kathy Lively	Chief Executive Officer, MAN-TRA-CON Corporation, LWIA 25
Laz Lopez	Associate Superintendent for Teaching and Learning, High School District 214
Alicia Martin	President – Illinois Chapter, Associated Builders and Contractors, Inc.
Mandy Martin	Corporate Human Resources Manager, North American Lighting
Mike Massie	IWIB Board Member - Attorney at Law, Massie and Rennick, LLC
Jeff Mays	Director, Department of Employment Security
Jim McDonough	Chief of Staff, Department of Employment Security
Dolores Simon	Executive Deputy Director of Business Services, Department of Employment Security

ATTACHMENT D – Education, Workforce & Economic Development Leadership Team

NAME	TITLE, ORGANIZATION
Terry Scrogum	Senior Policy Advisor, Department of Employment Security
Sean McCarthy	Policy Advisor for Economic Development, Office of the Governor
Marlon McClinton	President and CEO, Utilivate Technologies, LLC
Vic Narusis	Deputy Director Office of Business Development Department of Commerce
Jim Nelson	Vice President of External Affairs, Illinois Manufacturers' Association
Karin Norington-Reaves	Chief Executive Officer Chicago Cook Workforce Partnership (LWIA 7)
Terri Payne	Assistant to the Secretary Treasurer, AFL-CIO
Mark Petrilli	State Director - Illinois SBDC Network, Department of Commerce
Dr. Beth Purvis	Secretary of Education, Office of the Governor
John Rico	IWIB President - President and CEO, Rico Enterprises
Julio Rodriguez	Deputy Director, Office of Employment and Training, Department of Commerce
Manny Rodriguez	Senior Director of Replication and Strategic Partnerships, Jane Addams Resource Corporation
Juan Salgado	President and CEO, Instituto Del Progreso Latino
Margie Schiemann	IWIB Member, Director, Infrastructure Programs and Support, Nicor Gas
Kris Smith	Director Division of Rehabilitation Services, Department of Human Services
Douglas Morton	Manager DRS Strategic Management Unit, Department of Human Services
Dr. Tony Smith	State Superintendent of Education, Illinois State Board of Education
Dora Welker	Division Administrator, College and Career Readiness
Wegi Stewart	President, The Community Foundation of Macon County
Trina Taylor	Deputy Director of Service Delivery Department of Employment Security
Carrie Thomas	Executive Director, Chicago Jobs Council
Mike Uremovich	President, Manhattan Mechanical Services
President Terri Winfree	President, Prairie State College
Andria Winters	Assistant Director, Department of Commerce
David Wu	Director of Government Transformation, Office of the Governor

Sector Partnership-based Employer Engagement:

A Framework for Illinois



“Next Generation” Vision for Illinois:

Illinois has been a pioneer in the field of sector strategies for a decade, and boasts some strong examples of local/regional sector initiatives and partnerships. But other states and regions are fast catching up. Thousands of sector efforts exist across the country, and programs in education, workforce development and economic development are all getting the same call to action from on high: Build stronger partnerships with industry to develop a talent pipeline that drives economic and community prosperity. As a result, across the nation, like in Illinois, community and technical colleges are re-thinking traditional approaches to engaging employers; local workforce boards and organizations are stepping up their game with improved and coordinated business services; and local and regional economic development organizations and business associations, including many Chambers of Commerce, are broadening their scope of influence to include talent and workforce development as core to their mission. There is enormous opportunity in Illinois because of this alignment in vision and strategy. There is also a risk: if regional programs and organizations in each of these systems build partnerships with industry independently of each other, duplication of effort and inefficiencies will increase dramatically.

The IL Department of Commerce and Economic Opportunity (DCEO) and Illinois Community College Board (ICCB) see a new, shared opportunity in the Workforce Innovation and Opportunity Act (WIOA) to use good sector partnership approaches to advance and align education and training inputs and outcomes with industry talent pipeline needs. Sector partnerships are a key component of WIOA. For state-level partners charged with overseeing effective system implementation, it is therefore important to help create consistent and broad take-up of the sector partnership model to better serve the system’s dual customers: employers and jobseekers. WIOA specifically includes requirements for:

- ★ LWIBs to support Sector Partnerships
- ★ Stronger roles for, and integration with, economic development
- ★ Alignment of sector partnerships and educational career pathways
- ★ Measuring outcomes related to employer impact, in addition to jobseeker and worker impact

Illinois has an opportunity to push its own sector partnership potential to the next level, building on its sector history. This Framework offers a vision for building sustainable employer-driven, community-supported sector partnerships in Illinois, with a particular emphasis on the role that economic development organizations play in leading this work, and clarification on how workforce development and education organizations support it.

What are sector partnerships?

Partnerships of companies, from the same industry and in a shared labor market region, with education, workforce development, economic development, community organizations and other stakeholders that collectively focus on a set of priorities that matter to the health and competitiveness of their industry. Traditionally, sector initiatives exclusively focus on education and training issues. Today's sector partnerships in many places are more expansive. Education and training are always top priorities, but not always *the only* priorities. This is leading to a new wave of "next generation" partnerships defined below.

What are "Next Generation" sector partnerships?

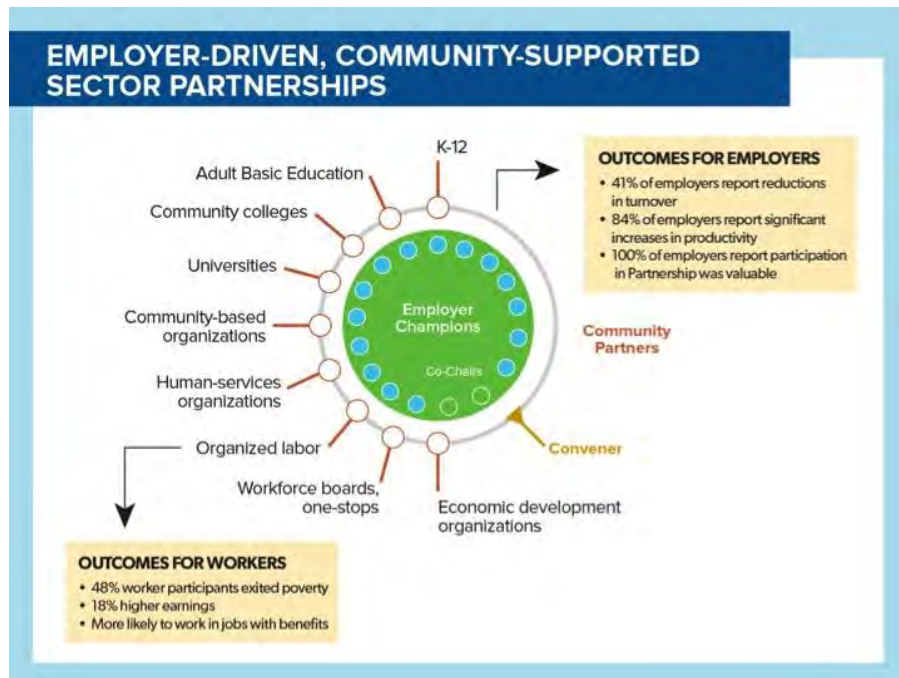
"Next Generation" sector partnerships focus on the multiple economic development issues relevant to a target industry, which always encompass talent needs. These partnerships are:

- ★ Industry-led, driven by a committed group of employer champions
- ★ Community-supported by a diverse range of public program partners
- ★ Convened or facilitated by a credible third-party (or intermediary)
- ★ An organizing vehicle for multiple program partners to respond to industry priorities together
- ★ Local or regional (not top-down or statewide)
- ★ Action-oriented, focused on improving industry sector competitiveness, and not limited to just workforce issues.

Across the diverse economic regions of Illinois, unique sector partnerships should exist in each of the critical, driving sectors of their regional economies. The State should envision a map of multiple manufacturing partnerships, multiple healthcare partnerships, multiple information technology, transportation & logistics, construction or other partnerships. The map of sector partnerships in Illinois should reflect the economically diverse and growing industries that make up its economy.

Why a Framework for Illinois?

Evidence shows that sector-based training programs have long been one of the more effective ways to positively impact jobseekers and employers by reducing costs and increasing productivity for business while increasing wages and career opportunities for workers. More and more communities across the country are now using the sector partnership approach as a way to also improve community prosperity broadly. How? By asking companies to commit to a partnership that focuses on their top growth opportunities and priorities, including but not limited to workforce talent issues.



Why Sector Partnerships?

- ★ **Sector partnerships are organizing vehicles for effectively addressing an industry's current and emerging skill gaps.** They offer a mechanism to focus scarce resources on industries that are major job providers in an area, as well as to focus comprehensively on the workforce skills, from entry level to advanced, required in a regional economy.
- ★ **Today's sector partnerships should also be the organizing vehicle for addressing other industry priorities too.** Often workforce or talent pipeline issues are handled by one organization under the guidance of an employer advisory committee, while supply chain issues are handled by a separate organization convening a separate group of employers, and marketing/branding issues handled by yet a different organization. Sometimes the same employers are being asked to participate in all three, or more, efforts. Good sector partnerships offer a mechanism for aligning these efforts for a shared, target industry.
- ★ **Sector partnerships provide a means for industry in a shared labor market region to engage directly with key programs and support organizations.** Businesses operate in economic regions that cross city, county, and state lines, as well as workforce, education and economic development areas. Sector partnerships act across these boundaries so that companies don't have to navigate multiple and complex services across many different jurisdictions. They also act as the single table at which businesses can engage these multiple programs and organizations.
- ★ **Sector partnerships better align state programs and resource serving employer and workers.** Sector strategies help to reduce inefficiencies and streamline efforts by coordinating various programs and braiding disparate funding streams intended for similar purposes. Sector partnerships are the forum for companies in the target industry to give voice to their shared priorities and needs, thus providing the common framework and context for community support partners to work better together to serve those needs.

How is a Sector Partnership Approach Different from Traditional Employer Engagement?

A sector partnership is more responsive to industry demand than traditional job matching and training services because of a few key differences in approach. **Consider:**

Traditional Business Engagement	Results	Sector Partnerships	Results
Is Program-Based	Available programs drive services which may or may not meet business needs	Are Based on Industry Priorities	Business needs drive development of solutions which programming supports
Addresses Needs Independently	Individual agencies provide services through their programs that may or may not align with or leverage resources available from other partners	Address Needs Interdependently	Workforce system and other partners collaborate to use their individual programs and resources to create solutions that meet industry and job seeker needs and are right-sized for regional demand (ex. Career Pathways)
Works to Understand Individual Needs of Businesses	Individual business needs are met as staffing and programming resources are available	Works to Understand Collective Needs of Business	Companies in a like industry benefit from solutions that address their shared needs, resulting in the right industry-driven solutions at the right scale and right time.

What are the Principles of Effective Sector Partnerships?

This section offers a few sets of important principles from different perspectives: a set of principles promoted by the U.S. DOL Employment and Training Administration; an economic development and employer perspective, specifically from the U.S. Chamber of Commerce; and a set of “What Works Well (And Not So Well)” principles that more recent “next generation” sector partnerships are adopting that represents a hybrid of traditional “workforce only” sector efforts with integrated workforce/economic development efforts.

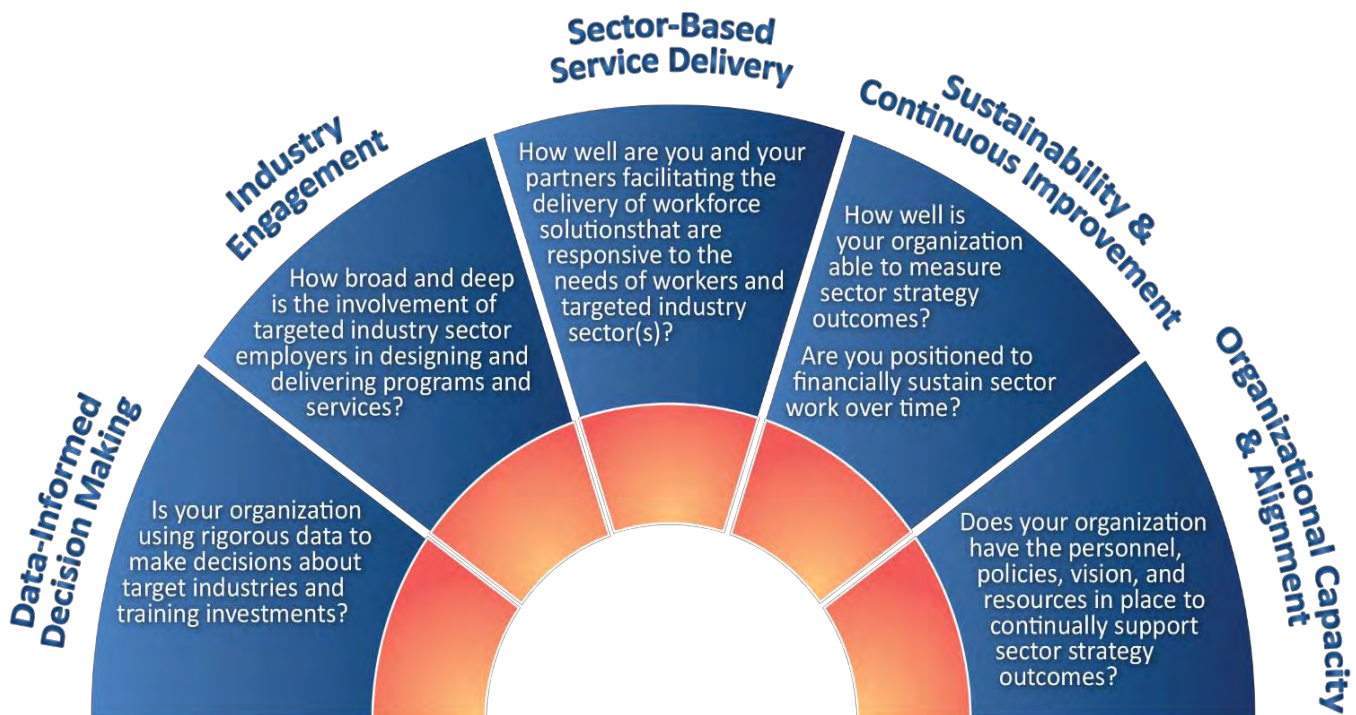
U.S. DOL's Perspective on Effective Sector Partnerships

Recent materials and technical assistance tools developed out of the U.S DOL Employment and Training Administration emphasize the following common principles of successful sector partnerships:

Serve the dual purpose of aligning education, training, and support services to the needs of employers in an industry sector, while ensuring that those services are accessible to a range of workers

- ★ Require a strong intermediary organization that sustains energy, coordinates dialogue, and brokers relationships among service providers and employers in carrying out the partnership's agenda
- ★ Are employer-driven, wherein employers recognize their self-interest in, need for, and the potential of the partnership
- ★ Promote systemic change that benefits workers of all wage and skill levels, the industry, and the community at large
- ★ Include the workforce system as a central player in any number of roles, such as the neutral intermediary body, the manager of operations and funding, and/or the source of labor market information

The USDOL/ETA further defines five key capabilities of successful sectors-focused organizations in the graphic below. Those capabilities include: data-informed decision-making, industry engagement, sector-based service delivery, sustainability and continuous improvement and organizational capacity and alignment:



U.S. Chamber Perspectives on Employer-Driven Workforce Strategies

The U.S. Chamber of Commerce identifies three additional principles as the basis of a demand-driven education and training system. These principles provide the framework for an education and workforce paradigm that Chambers often call “talent pipeline management”:

- 1 | Employers Drive Value Creation:** Employers play a new leadership role as the end customer in closing the skills gap for those jobs most critical to their competitiveness.
- 2 | Employers Organize and Manage Scalable Network Partnerships:** Employers organize and manage flexible and responsive talent pipelines in partnership with their preferred education and workforce providers.
- 3 | Employer Measures and Incentives Drive Performance:** Employers work collaboratively with their partners to develop measures and incentives designed to reinforce and improve performance across all partners.

For Chambers and economic development organizations it is critical to support target industries broadly, including addressing economic growth priorities that may vary widely. They may focus on supply chain mapping just as much as they focus on industry marketing and new company recruitment; and they are increasingly focusing on skilled workforce issues. Just as employers must adapt to changing conditions in the business environment, so too must education and workforce providers. This begins with those providers recognizing employers as the end-customer and the key to value creation for the students and workers pursuing career objectives and upward economic mobility. With employers seen as the end-customer, education, workforce and economic development providers can be proactive in developing highly effective employer partnerships. This starts by developing talent solutions for employer partners that address their competency and credentialing requirements for critical jobs and that meet performance requirements for cost, quality, and time. It also requires maximizing their flexibility and responsiveness by unbundling the education and training experience and adopting accelerated and work-based approaches—or “earn and learn” career pathways. This includes removing unnecessary administrative and program barriers (e.g., degree requirements) and focusing more attention on core competency and credentialing requirements as well as work-based learning experiences that reduce on-boarding costs and time-to-full productivity.

Perspectives on “Next Generation” Sector Partnerships

The term “Next Generation sector partnerships” is borrowed from an emerging model of sector partnerships in states like Colorado, Arizona, Oregon and others that deliberately expand the definition of sector work to be broad-based and broadly focused on economic development issues, including but not limited to workforce and education needs. To be clear, workforce issues are always a top priority when multiple companies from the same industry come together to discuss issues. But “next generation” sector partnerships purposely allow and encourage other issues too, like supply chain management, transportation efficiencies, costs of doing business, or marketing and branding. They also more pro-actively engage in long-term career pathway building and talent pipeline management (not just short term training responses).

Why this approach? Because regions using this approach see positive implications in breadth and depth of authentic engagement between: employers; community, economic and workforce development; and education and training providers. As a result of broadening the conversation, employers may feel they have more issues to engage around; more opportunities to engage directly; and higher likelihoods that real action and outcomes may come from their engagement as a result. In short, by expanding the conversation and priority action areas, these partnerships tend to be more sustainable. Key principles of “next generation” sector partnerships can be summarized by the below figure:

WHAT WORKS WELL (AND NOT SO WELL)



What is the Sector Partnership “Playbook”?

Every sector partnership is different. The make-up of membership, the areas of focus, the outcomes vary depending on the target industry and depending on the geographic region. But there are definitely “playbooks” throughout the field that build on the principles summarized in the previous section.

The vision and playbook for the next generation of sector partnerships in Illinois establishes a significantly stronger role for economic development organizations compared to historical or traditional roles. This includes inviting them to play a lead convening or coordinating role for sector partnerships in their regions. This assumes strong and clear coordination with their education and workforce development partners, who are already engaging target industries in numerous ways. The vision for Illinois is for regions to limit independent engagement with industry, and to instead strongly coordinate this activity under the umbrella of unique, targeted regional sector partnerships.

Below is a Playbook for planning, launching and organizing “next generation” partnerships at the local or regional level in Illinois. It does not include all the nuances, variations, and specific tips and tools that are currently emerging (on a daily basis) from next generation partnerships across the country, but it does outline a common set of steps and processes. These steps address two critical pieces to good sector partnership efforts: 1) Organizing and coordinating the supply side; and 2) Engaging and empowering the demand side. For everyone attending the 2015 regional sector trainings (Effingham, Palos Hills, Chicago) in May, sponsored by DCEO, the below steps will be discussed in further depth.



Pre-Industry Engagement: Organizing the Supply Side

The “supply side” includes all community support partners needed to successfully and comprehensively respond to an industry’s needs. This means any organization who is *not* an employer, including economic development organizations, workforce boards and job centers, education, community based organizations, human service programs, organized labor, and other stakeholders.

Step 1: Get consensus on the playbook

Consider:

When was the last time a “team” of regional community support partners came together to discuss critical industries in your region? Get together and discuss:

- ★ Similarities and differences between economic development, workforce development, and education on key, target industries;
- ★ Existing initiatives targeting or related to these industries currently *independently* driven out of economic development, workforce development, education or other organizations;
- ★ Agreement across economic development, workforce development, education on which industries warrant your collective, coordinated action in the form of a sector partnership;
- ★ Readiness of companies in target industries to come together in a full sector partnership;
- ★ Existing business associations already convening these companies;
- ★ A shared plan to convene companies or expand on an existing network.

Step 2: Organize toward an Industry-led “Launch”

Consider:

- ★ Which economic development and/or business organization is best positioned to take the lead role in convening? If not an EDO or business organization, who else?
- ★ Have we convened a core group of companies (between 2 and 5) to explore the overall readiness of this industry in this region to self-organize in a sector partnership? Will this core group of companies play a leadership role (chairpersons), extend invites to peers/competitors, and organize with our support?
- ★ What is the role of the lead convener vs. support partners in planning and facilitating a “launch” meeting of a sector partnership? Do we all agree we are “listeners” in this process, i.e. that industry’s voice is the focus?
- ★ How do we make sure the “launch” is industry owned and driven, even if facilitated and supported by a support organization? Discuss:
 - Who are the movers and shakers, the “civic entrepreneurs”, the leaders within companies in our target industry?
 - Who knows them? Who can extend an invite? Are our chairpersons taking a lead role in extending invites?
 - Do we have a date, location and shared understanding of the agenda?

Industry Engagement: Empowering the Demand Side

The “demand side” includes members of industry. “Next Generation” sector partnerships are real partnerships of leaders in companies that actually meet together to discuss and act on shared growth opportunities, needed actions, and commitments to implementing actual shared solutions and activities.

What’s the Goal?

- ★ **Industry Leadership** in developing the agenda, the priorities and the strategies for action.
- ★ **Industry Partnership** demonstrated in a willingness to collaborate together (company-to-company), and with support partners.
- ★ **Industry Commitment** in implementing action areas, including time, in-kind and financial commitments as required to realize goals and outcomes.

*Step 3: Launch a Sector Partnership***Consider:**

- ★ Is the actual “launch” or first meeting being hosted at an industry location? Is the welcome and introduction being handled by a member of industry (not a support organization), at least one of the emerging partnership’s chairpersons?
- ★ Is it clear that non-employer individuals in the room are there to facilitate and act as an ongoing support in coordination of potential action areas that come out of this meeting?
- ★ An agenda that directly hits on these 3 questions (in 90 minutes or less):
 - What are the big opportunities for growth in our companies right now? What’s going on in our industry, in this region in particular?
 - What do we need to compete? What is required to ensure our companies stays competitive?
 - What are we going to do together? How are we going to hang together and organize for real outcomes?
- ★ Closing (led by chairperson) with next steps that establish expectations for ongoing industry leadership to guide a strategy going forward, and ongoing industry commitments to actual implementation of priority action areas.

Step 4: Organize the Aftermath

Consider:

- ★ Smaller conversations and action teams of industry partners;
- ★ Ways to facilitate identification of early wins, mid-term and longer term strategies within each key action area;
- ★ Expanding the circle of engaged industry members (hint: use industry for this)

Step 5: Implement, Implement, Implement

Consider:

- ★ Industry must stay in the driver's seat, but identify ways that community support partners can be *brought along* in order to appropriately contribute and support solutions and activities as they emerge.
- ★ The discipline of action plans and organizational structures (task forces or subcommittees, chaired by industry members) to stay on track.

The Role of the State

Sector partnerships must be local and regional, not statewide, not state-driven, and not state convened. But State leadership in DCEO and the ICCB know that the State can play a role in helping to create the conditions for more, and stronger, sector partnership activity. This Framework, and the associated regional trainings (May 19, 20, 21 of 2015), is an example of technical assistance and capacity building offered by the State intended to catalyze regional sector efforts to the next level of success and impact. The State will need to do more. States with the best track records for sector partnerships tackle a comprehensive agenda. The below areas for action are the most common ways States choose to support the development of regional sector partnerships.

Ten Choices for Action by State Leadership

- 1 | **Shared vision and goals** – State leadership plays a key role in creating a shared vision of sector strategies that focus on serving and positively impacting Illinois' economy and workers/jobseekers
- 2 | **Training and capacity building** – This is technical assistance. The State plays a significant role in providing training and support to local area stakeholders to develop, launch and expand their sector partnerships.
- 3 | **Sharing Promising Practices** – State level leaders can help identify and share out examples of success. This should constantly inform performance metrics and high performance partnership guidelines/criteria.

- 4 | **Industry data and analysis tools** – The State can play a strong role in culling through multiple sources and layers of data, and organizing data into use-able tools for local areas to make informed decisions about target industries. Ideally, these tools are designed for use by multiple regional stakeholders (a “team”) so that they reach joint decisions about critical industries in their regions together.
- 5 | **Performance metrics tools** – Creating a common dashboard of success indicators, a set of criteria for “high performing partnerships”, and associated tools creates consistency across sector partnerships; guides the development of partnerships; and can provide the State with aggregate common Return on Investment metrics.
- 6 | **Communication and Awareness** – “Building the buzz” about the value of sector partnerships, and actively recruiting champions from public systems and the private sector doesn’t just happen at the local partnership level. State leadership can help by communicating the value of the sector partnership approach to industry associations, agency leaders, and individual private sector members.
- 7 | **Administrative Policy** – On an ongoing basis, state agencies need to assess if there are policy barriers that are hindering the establishment and progress of sector partnerships, or if there are ways to create policies that will better support partnership development. Sometimes these changes are easy to make administratively, yet yield a surprisingly big impact.
- 8 | **Legislative Policy** – This includes funding for sector partnerships, but can also include codifying sector partnerships as the vehicle for cross-system collaboration and employer engagement, particularly related to building career pathways, apprenticeships or other major initiatives that require employer engagement.
- 9 | **Funding and Investments** – The State plays a vital role in mapping out funding sources, re-purposing funding streams, and finding new funding for the establishment and expansion of sector partnerships.
- 10 | **State-Regional Communication** – Creating the feedback loop between local areas and state systems about lessons learned, insights about industry and worker needs, and needed changes going forward in policies and investments is the role of the State. This can happen through formal and informal communication mechanisms.

Notes & References:

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ATTACHMENT F - State Workforce Board Members

Last Name	First Name	Member Position	Category	County	Entity	Appointed	Sector	Region
Foster	Jennifer	Title II	Core Programs	Sangamon	Illinois Community College Board	Pending - No Nomination Necessary	Education and Training	01 - Central
Frick	Scott	Business	Business	Madison	Kraft Foods	Pending Application	Agriculture, Food and Natural Resources	09 - Southwestern
Warrington	Andrew	Business	Business	Lake	United Conveyer	Pending Application	Manufacturing	04 - Northeast
Sigsbury	John		Business	Marion	St. Mary's Hospital - Centralia	Pending Application	Health Science	07 - Southeastern
Day	Debra	Business	Business	Cook	Aetna Better Health - IL	Pending Application	Health Science	04 - Northeast
Aranda-Suh	Elba	CBO	Workforce	Cook	National Latino Education Institute	Pending Application	Education And Training	04 - Northeast
Friedman	David	CBO	Workforce	DuPage	AutonomyWorks	Pending Application	Human Services	04 - Northeast
Dickson	Victor	CBO	Workforce	Cook	Safer Foundation	Pending Application	Human Services	04 - Northeast
Beards	Henry	Business	Business	Cook	United Parcel Service	Senate Appointment	Transportation, Distribution and Logistics	04 - Northeast
Dickson	Elizabeth	Business	Business	Cook	Engineered Glass Products, LLC	Senate Appointment	Manufacturing	04 - Northeast
Schiemann	Margi	Business	Business	DuPage	Nicor Gas	Senate Appointment	Agriculture, Food and Natural Resources	04 - Northeast
Webb	Grover	Small Bus	Business	Johnson	Tanglefoot Ranch	Senate Appointment	Agriculture, Food, and Natural Resources	08 - Southern
Uremovich	Mike	Business	Business	Will	Manhattan Mechanical Services	Senate Appointment	Manufacturing	04 - Northeast
Conley	Mike	Business	Business	Clinton	Trenton Sun	Senate Appointment	Arts, A/V, Technology and Communications	09 - Southwestern
Wetzel	Sylvia	Business	Business	Kane	Bison Gear & Engineering	Senate Appointment	Manufacturing	04 - Northeast
Nain	Sandeep	Business	Business	DuPage	Sntial Technologies, Inc.	Senate Appointment	Information Technology	04 - Northeast

ATTACHMENT F - State Workforce Board Members

Last Name	First Name	Member Position	Category	County	Entity	Appointed	Sector	Region
Massie	Michael	Business	Business	Knox	Massie, Quick and Sondergoth, LLC	Senate Appointment	Law, Public Safet, Corrections and Security	10 - West Central
Rico	John	Business	Business	Cook	Rico Enterprises	Senate Appointment	Information Technology	04 - Northeast
Swango	Gary	Business	Business	McLean	Growmark, Inc	Senate Appointment	Agriculture, Food and Natural Resources	03 - North Central
Hacker	Thomas	Business	Business	Cook	C & L Supreme	Senate Appointment	Manufacturing	04 - Northeast
McClinton	Marlon	Business	Business	Cook	Utilivate Technologies, LLC	Senate Appointment	Manufacturing	04 - Northeast
Mason	Angela	Business	Business	Cook	Chicago Botanic Garden	Senate Appointment	Agriculture, Food and Natural Resources	04 - Northeast
Walsh	Larry	CEO	Core Programs	Will	Will County Executive	Senate Appointment	Government and Public Administration	04 - Northeast
Schultz	Jim	Title IB	Core Programs	Sangamon	Illinois Department of Commerce	Senate Appointment	Government and Public Administration	01 - Central
Ashby	Tom	CEO	Core Programs	Marion	Coordinated Transportation Dev, Inc Mayor of Centralia	Senate Appointment	Transportation, Distribution, and Logistics	07 - Southeastern
Mays	Jeffrey	Title III	Core Programs	Sangamon	Illinois Department of Employment Security	Senate Appointment	Government and Public Administration	01 - Central
Smith	Kris	Title IV	Core Programs	Sangamon	Illinois Department of Human Services, Division of Rehabilitation Services	Senate Appointment	Government and Public Administration	01 - Central
Hunter Anderson	Karen	Title II	Core Programs	Sangamon	Illinois Community College Board	Senate Appointment	Education and Training	01 - Central
Dimas	James	Title IV	Core Programs	Cook	Illinois Department of Human Services	Senate Appointment	Government and Public Administration	04 - Northeast
Applegate	Dr. James	Higher Education	Governor Designate	Sangamon	Illinois Board of Higher Education	Senate Appointment	Education and Training	01 - Central
Smith	Tony	One-Stop Partner	Governor Designate	Sangamon	Illinois State Board of Education	Senate Appointment	Education and Training	01 - Central
Wendorf	Thomas	CBO	Workforce	DuPage	Money Mailer of Chicago	Senate Appointment	Business Management and Administration	04 - Northeast
Wilkerson	Terry	Youth	Workforce	Hamilton	Rend Lake College	Senate Appointment	Education and Training	08 - Southern
Payne	Terri	Labor Org	Workforce	Statewide	AFL-CIO	Senate Appointment	Business Management and Administration	01 - Central
Williams	Michael	Youth	Workforce	Winnebago	Rock River Training	Senate Appointment	Education and Training	05 - Northern Stateline
Martin	Alicia	Apprenticeship	Workforce	DuPage	Associated Builders & Contractors, Inc	Senate Appointment	Architecture and Construction	04 - Northeast
Courtney	Julie	Youth	Workforce	McHenry	Illinois Workforce Partnership	Senate Appointment	Education and Training	04 - Northeast
Perry	Michael	Labor Org	Workforce	Statewide	AFSCME Council 31	Senate Appointment	Business Management and Administration	01 - Central

ATTACHMENT F - State Workforce Board Members

Last Name	First Name	Member Position	Category	County	Entity	Appointed	Sector	Region
Salazar	Eloy	CBO	Workforce	Statewide	Illinois Migrant Council	Senate Appointment	Education and Training	04 - Northeast
Salgado	Juan	CBO	Workforce	Cook	Institute for Latino Progress	Senate Appointment	Education and Training	04 - Northeast
Oilschlager	Barbara	Youth	Workforce	Lake	Lake County Vocational System	Senate Appointment	Education and Training	04 - Northeast
Shaw	Sophia	Business	Business	Lake	Chicago Botanic Gardens	Updated Application Needed	Agriculture, Food and natural Resources	04 - Northeast
Bolander	Leah	Business	Business	Effingham	Patterson Technology Center	Updated Application Needed	Information Technology	07 - Southeastern
Fabijanski	Pat	Business	Business	Cook	Hyatt - McCormick Place	Updated Application Needed	Hospitality and Tourism	04 - Northeast
Ferrari	Danielle	Business	Business	Peoria	ITC, Inc	Updated Application Needed	Manufacturing	03 - North Central
English	Mike	Business	Business	Marion	Engineered Fluid, Inc	Updated Application Needed	Manufacturing	07 - Southeastern
Atchison	Gena	Business	Business	Jefferson	Rend Lake Resort	Updated Application Needed	Hospitality and Tourism	08 - Southern
Robinson	Donnie	Business	Business	Vermilion	Thyssen-Krupp	Updated Application Needed	Manufacturing	02 - East Central
Forbes	Joe	Business	Business	Effingham	Versatech	Updated Application Needed	Manufacturing	07 - Southeastern
Wilson	Seth	Business	Business	Cook	Chicago Transit Authority	Updated Application Needed	Transportation, Distribution and Logistics	04 - Northeast
Wagner	Keith	Business	Business	McHenry	Fabrik Molded Plastics	Updated Application Needed	Manufacturing	04 - Northeast
Gadberry	Kirk	Business	Business	Edgar	North American Lighting	Updated Application Needed	Manufacturing	07 - Southeastern
Steinbrueck	Mary	Business	Business	McLean	State Farm	Updated Application Needed	Finance	03 - North Central
Haugen	Vicki	Business	Business	Vermilion	Vermilion Advantage	Updated Application Needed	Business Management and Administration	02 - East Central

WIOA INTERAGENCY WORK GROUP MEMBERS

AGENCY	REQUIRED PROGRAM	INTERAGENCY DESIGNEE
Illinois Department of Commerce	Title IB	Julio Rodriguez
Illinois Department of Commerce	Title IB	John Barr
Illinois Department of Commerce	Title IB	Lisa Jones
Illinois Department of Commerce	Community Services Block Grant	Gail Hedges
Illinois Department of Commerce	Community Services Block Grant	Adrian Angel
Illinois Department of Human Services	Title IV	Doug Morton
Illinois Department of Human Services	Title IV	John Marchioro
Illinois Department of Human Services	Title IV	Matt Coyne
Illinois Department of Human Services	TANF	Katherine Staten
Illinois Department of Human Services	TANF	Caprisca Randolph-Robinson
Illinois Department on Aging	SCSEP	Jennifer Morrell
Illinois Department on Aging	SCSEP	Mike Cullen
Illinois Community College Board	Adult Education and Family Literacy	Jennifer Foster
Illinois Community College Board	Adult Education and Family Literacy	Lavon Nelson
Illinois Community College Board	Adult Education and Family Literacy	Jamil Steele
Illinois Community College Board	Perkins Career and Technical Education	Brian Durham
Illinois Department of Employment Security	Wagner-Peyser	Jim McDonough
Illinois Department of Employment Security	Wagner-Peyser	John Waters
Illinois Department of Employment Security	Wagner-Peyser	Dolores Simon
Illinois Department of Employment Security	Unemployment Insurance	Trina Taylor
Illinois Department of Employment Security	Wagner-Peyser	Antoinette Golden
Illinois Department of Employment Security	Employment Services	Janice Taylor-Brown
Illinois Department of Employment Security	Employment Services	Todd Lowery

ATTACHMENT G - State Interagency Team Members

AGENCY	REQUIRED PROGRAM	INTERAGENCY DESIGNEE
Illinois Department of Employment Security	Employment Services	Tomasz Pawelko
Illinois Department of Corrections	Second Chance	Gladyse Taylor
Illinois Department of Corrections	Second Chance	Larry Wargel
Illinois Department of Corrections	Second Chance	Fernando Chavarria
Illinois Migrant Council	National Farmworker Jobs Program	Cynthia Thomas-Grant
Illinois State Board of Education	College and Career Education (Perkins)	Dora Welker

**GOVERNOR’S GUIDELINES TO STATE AND LOCAL PROGRAM PARTNERS
NEGOTIATING COSTS AND SERVICES UNDER THE WORKFORCE INNOVATION AND
OPPORTUNITY ACT OF 2014 (WIOA)**

**PURPOSE AND
APPLICABILITY**

These guidelines fulfill the WIOA requirement that the Governor issue guidance to State and local partners for negotiating cost sharing, service access, service delivery and other matters essential to the establishment of effective local workforce development services under WIOA (§678.705). They apply to:

1. All State-level agencies and entities in Illinois responsible for planning and administration of Federally-funded workforce development programs (678.400 and 678.700(c)), and
2. Local workforce innovation boards (LWIBs) and chief elected officials (CEOs) responsible for planning and administering workforce development services in a local workforce innovation area.

All required partners, LWIBs and CEOs are expected to act in accordance with these guidelines and to otherwise comply with them. As required by WIOA, the State will monitor local areas to assure compliance with these guidelines.

GOALS

WIOA establishes ambitious goals for the integration of workforce service programs. These goals are intended to maximize the value and benefits to customers of services available to them under Federally-funded workforce development programs. Included are business customers seeking to acquire the talent and skills needed to compete in a global economy. Also included are program participants seeking to acquire skills and recognized credentials to move along pathways that lead to high-paying jobs in growing sectors of the economy that offer long-term opportunities for stable employment.

Carefully planned and coordinated services among all Federally-funded workforce development programs are necessary to achieve the level of integrated service delivery WIOA envisions. This means that all Federally-funded workforce development programs work collaboratively in partnership to optimize the quality of services provided. Recognizing that successful integration is directly related to coordinated and joint use of resources, WIOA also requires each partner to contribute its proportionate share of costs required for operation of local one-stop delivery systems.

SCOPE

These guidelines:

1. Establish general guidance, direction and requirements for negotiating local memoranda of understandings (MOUs) that are required in each local workforce innovation area (LWIA) to support the operation of the local one-stop delivery system.
2. Provide guidance related to comprehensive one-stop center infrastructure costs, including guidance for budgeting, allocation and negotiation of these costs using the two funding methods WIOA prescribes.
3. Provide guidance for identifying and negotiating local one-stop delivery system costs that will be shared among required partners.
4. Prescribe timelines for local negotiation of MOUs and for reporting of the outcomes of these negotiations.
5. Outline requirements for the process through which required partners can appeal decisions made in the application of these guidelines if the State infrastructure cost funding mechanism is used.

**ORGANIZATION
OF GUIDELINES**

These guidelines are organized into five sections:

SECTION 1 – Negotiation of Local MOUs

SECTION 2 – Negotiation of Infrastructure Costs

SECTION 3 – Negotiation of Local One-Stop Delivery System Costs

SECTION 4 – Timelines for Negotiation of MOUs and Infrastructure Costs

SECTION 5 – Reporting of Interim and Final Negotiation Outcomes

SECTION 6 – Appeals Process

**SECTION 1 –
NEGOTIATION OF
LOCAL MOUS**

1. Development and negotiation of local memoranda of understandings will follow these basic principles and guidelines:
 - a. The local MOU will be used as an essential tool for achieving a key goal of WIOA – establishing integrated and effective local workforce delivery systems that produce the skilled workers businesses in the local and regional economies require.

- b. Local MOUs will reflect the shared vision and commitment of local workforce innovation boards and required partners to high-quality workforce development systems and centers, and be consistent with the vision articulated by the Federal government and State, regional and local planning priorities.
- c. Local MOUs will reflect and document how each partner will contribute its proportionate share of infrastructure costs for the comprehensive one-stop center.
- d. All required partners entering into the MOU development and negotiation process will be empowered to make commitments for the partner organization, including staff or other local representatives of the following State entities and State administered programs:
 - 1. Department of Commerce – Adults, Dislocated Workers, and Youth; Trade Adjustment Act and Community Services Block Grant Act
 - 2. Illinois Community College Board – Adult Education and Family Literacy
 - 3. Department of Employment Security – Employment Programs Authorized under the Wagner-Peyser Act, Unemployment Insurance, Jobs for Veterans State Grants, Trade Reinvestment Act
 - 4. Illinois Community College Board – Career and Technical Education under the Perkins Act
 - 5. Department of Human Services – Division of Rehabilitation Services
 - 6. Department of Human Services – Division of Family and Community Services (TANF)
 - 7. Department on Aging – Senior Community Service Employment Program (SCSEP)
 - 8. Department of Corrections – Second Chance Act
- e. Each required partner entering into the MOU development and negotiation process will designate a specific individual with authority to commit financially and programmatically on behalf of the required partner. This individual may be staff from a State agency’s central, regional or local office or a local representative providing services for a State-level entity through a contract, grant or similar agreement. Where multiple required partners of Adult Education and Career and Technical Education exist in one LWIA, partners will convene their providers and appoint an individual to negotiate the MOU on their behalf.

- f. All individuals participating in the development and negotiation of local MOUs will negotiate in good faith to reach agreement and to bring about a unified vision for the local one-stop delivery system.
 - g. Local MOUs negotiations will be conducted according to these guidelines.
- 2. The MOU will describe the services that will be accessible through the local one-stop delivery system, identify the location(s) at which these services will be accessible, specify the method of delivery for each required partner providing services and describe how these services will be coordinated. The MOU must also describe the specific methods that will be used to refer participants between the one-stop operator and required partners to obtain needed services. These methods must encompass specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available services.
- 3. The chair of the Local Workforce Innovation Board (LWIB) will designate an individual who will take the lead responsibility for negotiation of the MOU. The chair will also designate a private sector member of the board, or other impartial individual, as having lead responsibility for negotiation of infrastructure costs.
- 4. The individual the LWIB chair designates to lead the MOU negotiation process and local required partners will use as a starting point for their negotiations the “State-level Career Services Summary” and the “State-level Program and Activities Services Summary.” (*Included as Appendix Items 3 and 4 to Guidelines*). Additional partners may be added at the discretion of the LWIB and CEOs and with agreement of these additional partners.
- 5. The MOU will identify the local comprehensive one-stop center(s) in the local area, describe the role of the operator in the local comprehensive one-stop center(s), including the local operator’s role and responsibilities for coordinating referrals among required partners. The role of the one-stop operator must comply with requirements specified in 20 CFR 678.620, 678.625 and 678.630. LWIBs and CEOs may also designate affiliated sites or specialized centers at their discretion provided they meet the requirements of 20 CFR 678.310, 678.315 and 678.320.
- 6. The MOU will define how core program partners will share local data and information and otherwise collaborate to assure that all common

primary indicators of performance for the local area will be achieved while ensuring confidentiality of Personally Identifiable Information (PII) for program participants.

7. The MOU will identify the specific infrastructure and local workforce development system costs that will be shared among the required partners. An approved annual budget in a format similar to the table provided in Appendix Item 8 and negotiated in accordance with in Sections 2 and 3 will be included with the MOU.
8. The proportion of each required partner’s shared infrastructure and local workforce development systems costs will be determined according to these guidelines. All cost sharing determinations must be consistent with the “[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.](#)”
9. Upon agreement, the LWIB, required partners and CEO(s) will be required to sign the MOU, which may either be an umbrella agreement encompassing all required partner programs or separate agreements with each required partner or groups of required partners. LWIAs are encouraged to use umbrella MOUs in the interest of transparency. The LWIB will report to the Governor on the results of MOU negotiations as prescribed in Section 4 of these guidelines and in a format similar to the form provided in Appendix Item 9 of these guidelines.
10. Signed MOUs must be submitted to an individual designated by the Governor before July 1st of each year in which an MOU is negotiated.
11. The process and efforts of the LWIB and required partners to negotiate the MOU and the process to be followed when consensus cannot be reached must be described in the MOU. The MOU should also address the process for resolving any disputes that evolve after the agreement is reached.
12. The duration of local MOUs and the frequency with which MOUs will be reviewed will be determined by LWIBs but may not exceed three years. A budget for infrastructure and shared system costs must be negotiated annually and incorporated into the MOU through the amendment procedures described in the MOU.
13. Local MOU negotiations will occur during a prescribed 90-day period as described in Section 4, with each local area reporting to the Governor at the end of this negotiation period as described in Section 4.
14. In addition to the 90-day period of negotiation, a 45-day remediation period will be provided for local areas reporting that they were unable to

come to agreement on an MOU during the prescribed period of negotiation. During this remediation period, a State-level team, comprised of representatives of the core programs under WIOA, supplemented as necessary with a representative of other affected program partner(s), will work with the LWIB, CEOs and required partners in an attempt to facilitate agreement.

15. Only local areas that fail to reach agreement at the end of the remediation period will be considered to be at impasse. Only impasses on infrastructure costs may result in lower funding due to limited funds expected to be available under the State funding mechanism. The State funding mechanism will apply to certified comprehensive one-stop centers only in local areas which cannot reach agreement on an MOU at the end of the 45-day remediation period.
16. The MOU must acknowledge that the agreements made are contingent on the availability of Federal funding for each required program.
17. Two or more local areas in a region may develop a single, joint MOU if they are in a region that has submitted a regional plan (§ 678.500(a)).

**SECTION 2 –
NEGOTIATION OF
INFRASTRUCTURE
COSTS**

1. Local areas are expected to reach agreement on how infrastructure costs will be shared among required partners. One of two mechanisms for funding the infrastructure costs of comprehensive one-stop centers can be used: a local funding mechanism when all required partners agree on how infrastructure costs will be shared, which is the expectation, and a State funding mechanism that will be used only as a last resort when it is impossible to reach local agreement. Use of either of these methods must conform to the requirement of 20 CFR Subpart E – One-Stop Operating Costs (§678.710). *(A summary comparison of requirements and features associated with each mechanism is included as Appendix 5 to these Guidelines.)*
2. Local comprehensive one-stop center infrastructure costs to be shared among all required partners will be defined on a standard budget form as described in Section 5. *(A list of infrastructure cost line items and definitions is included as Appendix Item 6 to these Guidelines. This list is not all inclusive.)*
3. An infrastructure budget for each comprehensive one-stop center will be prepared annually on a State fiscal year (WIOA program year) basis.
4. The chair of each Local Workforce Innovation Board (LWIB) will designate a private sector member of the board, or other impartial individual, to assume lead responsibility for negotiation of infrastructure

costs. Upon designation, the private sector board member or other impartial individual will convene an initial meeting of all required partners and CEOs, or their representatives, to begin developing the one-stop center infrastructure cost budget.

5. Prior to the initial meeting, the entity or entities serving as the leaseholder for the designated comprehensive one-stop center(s) will provide the representative of the LWIB, CEOs, and all required partners with the following specific information:
 - a. Information on the term of the lease,
 - b. The specific items of cost covered by the lease, and
 - c. Actual costs in the prior year for all line items included which are not covered by the lease.
6. The private sector board member or other impartial individual designated by the LWIB chair to lead the infrastructure cost negotiation process will also see that required partners are provided information on the number of FTEs that required partners committed to the operation of the local one-stop delivery system the prior year.
7. At their initial meeting, the private sector board member or other impartial individual designated by the LWIB chair, and required partners will review and discuss actual costs in the prior year and new needs for the coming budget year.
8. The private sector member or other impartial individual the LWIB chair designates to lead the infrastructure negotiation process will obtain all assistance needed to prepare a draft budget for future consideration by all required partners. The draft budget must be consistent with these guidelines.
9. The private sector board member or other impartial individual the LWIB chair designates to lead the infrastructure cost negotiation process will see that a draft budget is presented to all required partners at least two weeks prior to a second meeting of required partners. This draft budget will also be submitted simultaneously to a person(s) to be designated at the State level.
10. At their second meeting, the required partners will review the draft budget and make all revisions agreed upon.
11. The private sector board member or other impartial individual the LWIB chair designates to lead the infrastructure cost negotiation process will prepare a final budget that allocates agreed-upon infrastructure costs equitably among required partners. These costs will be allocated among

required partners in accordance with the methodology specified in item 12 of this section of these guidelines.

12. The proportion of each required partner’s FTE staffing dedicated to support the operation of comprehensive one-stop centers will be used as the basis for determining each required partner’s share of infrastructure costs. FTE staffing is defined to include:
 - a. Required partner or contractor FTE staff onsite at the one-stop center, and,
 - b. Required partner or contractor FTE staff offsite but who are dedicated and available on demand to meet service access requirements via “direct linkage.”

Any deviation from this cost allocation method the required partners agree upon must be consistent with [“Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.”](#)

13. The private sector board member or other impartial individual designated by the LWIB chair to lead infrastructure cost negotiations will distribute this final budget at least two weeks prior to a third meeting of required partners, at which time all required partners will be asked to approve the infrastructure cost budget.
14. If, after the 45-day period of remediation, a required partner identified in Section 1, Item 1.d. of these Guidelines does not agree to approve the local budget, then the infrastructure costs allocated to that required partner under the local budget will be compared to the amount of infrastructure costs that would be calculated under the State funding formula. If the amount allocated to this required partner under the State funding formula is greater than or equal to the amount allocated in the local budget, then the required partner must accept the local budget.
15. The final approved budget will be incorporated annually into the approved Memorandum of Understanding (MOU) as an amendment using amendment procedures specified in the MOU.
16. Failure to reach agreement on comprehensive one-stop center infrastructure costs at the end of the established 45-day remediation period will result in limited infrastructure funding if funds are available through the State funding mechanism. For comprehensive one-stop centers outside of Cook County, the State infrastructure funding mechanism may be considered for only one comprehensive one-stop center. Infrastructure funding using the State funding mechanism can be accessed for up to four centers in Cook County.

17. Following the end of each State fiscal year, and after all budgeted infrastructure costs have been incurred, the private sector board member the LWIB chair designates to lead the MOU negotiation process will assure budgeted costs by required partners are reconciled to actual costs and that any necessary adjustments are made.

**SECTION 3:
NEGOTIATION OF
LOCAL ONE-
STOP DELIVERY
SYSTEM COSTS**

1. All required partners under WIOA are required to use a portion of their program funds to pay additional costs relating to operation of the local one-stop delivery system. These costs include the costs of providing shared career services to individuals, costs to support LWIB functions and other costs that promote integration of services. *(Appendix Item 7 to these guidelines provides a list of costs that may be considered shared local system costs. This list should not be considered all inclusive.)*
2. Required partners may meet their cost sharing obligations through any of the following methods:
 - a. Cash contributions as allowed by the statutes and regulations governing each program,
 - b. Locally agreed upon and fairly valued in-kind contributions that provide tangible benefits for the local service delivery system to offset a cash contribution the partner may otherwise be asked to make.
3. Required partners are encouraged to give priority to those shared costs which bring about integration, streamline service delivery and lead to better outcomes.
4. The amount each required partner contributes to local one-stop service delivery system costs must be allowable under each required partner’s statutory and regulatory requirements. Contribution amounts must also be proportionate to the benefit received and determined in accordance with “[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.](#)”

**SECTION 4:
TIMELINES FOR
NEGOTIATION OF
MOUS AND
INFRASTRUCTURE
COSTS**

1. Local boards may begin their negotiations related to services, methods of delivery, infrastructure and other shared costs at any time, but they must be concluded by March 31 of each calendar year.
2. A final report on the outcomes of these negotiations must be provided by March 31st each calendar year to an individual designated by the Governor (*see Appendix Item 9 of these guidelines*).
3. A 45-day period for remediation will begin on or around April 15th of

each calendar year and continue through the end of May. Failure to reach agreement on comprehensive one-stop center infrastructure costs at the end of the established 45-day remediation period will trigger infrastructure funding using the State funding mechanism. Each required partner’s proportionate share of infrastructure costs using the State infrastructure funding mechanism in these instances will be determined based on FTEs as described in Item 12 of Section 2.

4. Local areas that cannot reach agreement on an MOU at the end of the 45-day remediation period for reasons other than the allocation of infrastructure costs will be reported to the U.S. Secretary of Labor and head of any other relevant Federal agency as required in 20 CFR 678.510.

**SECTION 5:
REPORTING OF
FINAL
NEGOTIATION
OUTCOMES**

1. Local boards must provide a draft budget to the individual designated by the Governor by no later than February 28th of each calendar year. This budget is to be provided in a standard format. *(A prototype budget is included as Appendix Item 8 to these guidelines.)*
2. A final report on the outcomes of the MOU negotiations must be provided by March 31st each calendar year to an individual designated by the Governor. *(Appendix Item 9 to these guidelines is the report required from local areas regarding final outcomes of MOU negotiations.)*

**SECTION 6:
APPEALS
PROCESS FOR
INFRASTRUCTURE
COSTS**

1. The Governor will make the final determination of each required partner’s proportionate share of statewide infrastructure costs under the State funding mechanism as described in these guidelines.
2. A required partner may appeal the Governor’s determination on the basis of a claim that:
 - a. The Governor’s determination is inconsistent with the proportionate share requirements of 20 CFR 678.735(a).
 - b. The Governor’s determination is inconsistent with the cost contribution caps described in 20 CFR 678.735(c).
3. An appeal must be made within 21 days of the Governor’s determination and follow the appeal process outlined in the State Unified Plan.

APPENDIX ITEM 1 TO GOVERNOR’S GUIDELINES
GLOSSARY

TERM	DEFINITION
1. Comprehensive one-stop center	A single physical location in each Local Workforce Innovation Area (LWIA) where on-demand access to career services, training services, employment services and all required programs is available. The State infrastructure funding mechanism only applies to certified comprehensive one-stop centers in local areas which cannot reach agreement on an MOU at the end of the 45-day remediation period. Staff must provide Adult, Dislocated Worker, Youth and Wagner-Peyser services physically on-site.
2. Full-time equivalent (FTE)	The ratio of the total number of hours worked (whether part-time, full-time or contracted) divided by an average full-time work week (e.g., 40 hours). Example: <i>Two employees who work 20 hours per week are the equivalent of one full-time employee or one FTE. One employee who works 20 hours per week is expressed as .5 FTE.</i>
3. Infrastructure costs	Section 121(h)(4) defines infrastructure costs to mean: “...the non-personnel costs that are necessary for the general operation of the one-stop center, including the rental costs of facilities, the costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facility access to the one-stop center, including the center’s planning and outreach activities.”
4. Local one-stop delivery system	The network of workforce-related products, programs, services and service locations established to meet business and jobseeker needs in a Local Workforce Innovation Area.
5. Local Workforce Innovation Area (LWIA)	A geographic area designated by the Governor to receive and administer WIOA funding at the local level according to Section 106 of the Workforce Innovation and Opportunity Act.
6. Memorandum of Understanding (MOU)	A document defining the agreement between the local board, CEOs and required partners relating to the operation of the workforce delivery system in the local area, including operating and infrastructure costs.
7. Proportionate share	An amount determined by the Governor that represents a required partner’s portion of comprehensive one-stop infrastructure costs statewide for purposes of the State infrastructure funding mechanism. This amount is determined through a reasonable cost allocation methodology that assigns

TERM	DEFINITION
	costs to required partners in proportion to relative benefits received.
8. Required partners	<p>WIOA identifies 17 required program partners, four of which are “core program partners,” that must provide services in comprehensive one-stop centers and share in the cost of maintaining the one-stop delivery system subject to a Memorandum of Understanding (MOU). The 17 required partners follow:</p> <ol style="list-style-type: none"> 1. Workforce Development Activities serving youth, adults and dislocated workers under Title IB of WIOA 2. Adult Education and Literacy programs under Title II of WIOA 3. Employment Services under the Wagner-Peyser Act and Title III of WIOA 4. Vocational rehabilitation services under Title I of the Rehabilitation Act of 1973 and Title IV of WIOA 5. Career and technical education programs at the secondary and post-secondary levels under the Carl D. Perkins Career and Technical Education Act 6. Programs under the Trade Act of 1974 (TAA) 7. Title IV of the Social Security Act (Temporary Assistance for Needy Families (TANF) programs) 8. Senior Community Services Employment Program (SCSEP) 9. Employment and training activities under the Community Services Block Grant (CSBG) 10. Housing and Urban Development employment and training activities 11. Unemployment compensation programs 12. Activities under the Second Chance Act of 2007 13. Veterans job counseling, training and placement programs under Chapter 41 of Title 38, United States Code 14. Migrant and Seasonal Farmworkers 15. National Farmworker Jobs Program 16. Job Corps career and technical education for youth 17. YouthBuild education and job pathways
9. Shared system costs	Additional, non-infrastructure costs, required one-stop partners are required to pay. These shared costs may include the cost of shared services authorized for an individual participant, such as intake and assessment costs, as well as shared costs of local board functions.
10. State funding formula	<p>The formula the Governor uses to determine each required partner’s proportionate share of comprehensive one-stop center infrastructure costs. This formula is:</p> <p>(A) x (B/C) = D, where:</p>

ATTACHMENT H – Governor’s Guidelines

TERM	DEFINITION
	<p>A = Total infrastructure costs Statewide B = The number of onsite and offsite FTEs each required partner commits to delivery of services in comprehensive one-stop centers Statewide C = The number of onsite and offsite FTEs all required partners commit to delivery of services in comprehensive one-stop centers Statewide. D = Required partner’s proportionate share</p> <p>Example:</p> <p>Total infrastructure costs Statewide = \$4,000,000 Statewide FTEs committed by required partner = 20 Statewide FTEs committed by all required partners = 200</p> <p>$\\$4,000,000 \times (20 \div 200) = \\$400,000$</p>

APPENDIX ITEM 2 TO GOVERNOR’S GUIDELINES
SAMPLE TIMELINE FOR MOU AND INFRASTRUCTURE NEGOTIATIONS

TIMEFRAME	ACTIVITY
JANUARY 1, 2016	<ul style="list-style-type: none"> Initiation of local negotiations of memoranda of understandings (MOUs) and infrastructure cost sharing agreements
FEBRUARY 28 EACH YEAR	<ul style="list-style-type: none"> Local boards provide draft budgets (using the standard format) to the individual designated by the Governor
MARCH 31, 2016 AND BY MARCH 31 OF EACH SUBSEQUENT YEAR IN WHICH A LOCAL AREA RENEGOTIATES ITS MOU (MINIMUM OF ONCE EVERY 3 YEARS)	<ul style="list-style-type: none"> Local MOU negotiations end¹ Local board chairs and chief elected officials report outcomes from local MOU negotiations to the Governor using the standard form (with copy sent to all required partners) <i>(in a format similar to the letter provided in Appendix Item 9)</i>
APRIL 15 EACH YEAR	<ul style="list-style-type: none"> For LWIAs not reaching agreement on infrastructure costs, a 45-day remediation period begins
MAY 31, 2016 AND BY MAY 31 OF EACH SUBSEQUENT YEAR IN WHICH A LOCAL AREA RENEGOTIATES ITS MOU (MINIMUM OF ONCE EVERY 3 YEARS)	<ul style="list-style-type: none"> LWIAs unable to reach agreement on MOUs for reasons other than infrastructure costs are referred to the U.S. Secretary of Labor and head of any other relevant Federal agency LWIAs at an impasse about infrastructure costs are referred to the Governor’s Office; the Governor will make the final determination about each required partner’s proportionate share of infrastructure costs under the State funding mechanism²
JULY 1 EVERY YEAR IN WHICH AN MOU IS NEGOTIATED	<ul style="list-style-type: none"> A signed MOU must be submitted to an individual designated by the Governor

¹ LWIAs may include an interim infrastructure funding agreement in the MOU if all other parts of the MOU have been negotiated (§ 678.715(c)). The interim infrastructure agreement must be finalized within six months of when the MOU is signed.

² LWIAs have 21 days from the Governor’s determination to appeal.

**APPENDIX ITEM 3 TO GOVERNOR’S GUIDELINES
WIOA SERVICE MATRIX – CAREER SERVICES**

CAREER SERVICE	STATE REQUIRED PARTNERS AND METHOD(S) OF SERVICE DELIVERY ³									
	CSBG	DHS – Work-force	DHS – Rehab Services	ICCB – Adult Ed and Family Literacy	ICCB – Perkins	IDoA – SCSEP	Title IB	IDES – Programs (⁴ and ⁵)	Migrant Council – National Farmworker Jobs Program	DOC – Second Chance
1. <i>Eligibility for Title I-B participants</i>							<i>Onsite staff</i>		<i>Onsite staff and technology (i.e., Skype and phone)</i>	
2. <i>Outreach, intake and orientation</i>	<i>Technology</i>	<i>Onsite contract service provider</i>	<i>Onsite staff and technology</i>	<i>Onsite adult education service provider staff</i>	<i>Technology</i>	<i>Onsite SCSEP subrecipient staff or national contractor staff and technology</i>	<i>Onsite staff and technology</i>	<i>Onsite staff and technology</i>	<i>Onsite staff and technology (i.e., Skype and phone)</i>	<i>Onsite staff and technology</i>
3. <i>Skills and supportive service needs assessment</i>		<i>Onsite contract service provider</i>	<i>Onsite staff</i>	<i>Onsite adult education service provider staff</i>	<i>Technology</i>	<i>Onsite SCSEP subrecipient staff or national contractor staff and technology</i>	<i>Onsite staff and technology</i>		<i>Onsite staff and technology (i.e., Skype and phone)</i>	<i>Onsite staff and technology</i>

³ HUD Employment and Training, Job Corps and YouthBuild are required programs but are not reflected in this matrix, as they apply in only some local areas.

⁴ Includes employment programs authorized under the Wagner-Peyser Act, Unemployment Insurance, Jobs for Veterans State Grants, Trade Reinvestment Act, and Trade Readjustment Act, and the Migrant and Seasonal Farmworkers Program

⁵ TEGL 3-15: Section 5. Career services provided by Wagner-Peyser staff states, “All of the Basic Career Services must be made available by WP staff in coordination with other one-stop center partners.” Career Services 1. through 11. on the WIOA Service Matrix – Career Services are Basic Career Services.

ATTACHMENT H – Governor’s Guidelines

CAREER SERVICE	STATE REQUIRED PARTNERS AND METHOD(S) OF SERVICE DELIVERY ³									
	CSBG	DHS – Work-force	DHS – Rehab Services	ICCB – Adult Ed and Family Literacy	ICCB – Perkins	IDoA – SCSEP	Title IB	IDES – Programs (⁴ and ⁵)	Migrant Council – National Farmworker Jobs Program	DOC – Second Chance
4. <i>Labor exchange services</i>					Technology		Onsite staff and technology	Onsite staff and technology	Onsite staff and technology (i.e., Skype and phone)	Onsite staff and technology
5. <i>Program coordination and referral</i>	Technology		Onsite staff and technology	Onsite adult education service provider staff		Onsite SCSEP subrecipient staff or national contractor staff and technology	Onsite staff and technology	Onsite staff and technology	Onsite staff and technology (i.e., Skype and phone)	Onsite staff and technology
6. <i>Labor market information</i>			Onsite staff and technology					Onsite staff and technology	Onsite staff and technology (i.e., Skype and phone)	
7. <i>Training provider performance and cost information</i>			Onsite staff and technology	Onsite adult education service provider staff	Technology		Onsite staff and technology		Onsite staff and technology (i.e., Skype and phone)	Onsite staff and technology
8. <i>Performance information for the local area as a whole</i>			Onsite staff and technology	Onsite adult education service provider staff	Technology		Onsite staff and technology	Onsite staff	Onsite staff and technology (i.e., Skype and phone)	Onsite staff and technology

ATTACHMENT H – Governor’s Guidelines

CAREER SERVICE	STATE REQUIRED PARTNERS AND METHOD(S) OF SERVICE DELIVERY ³									
	CSBG	DHS – Work-force	DHS – Rehab Services	ICCB – Adult Ed and Family Literacy	ICCB – Perkins	IDoA – SCSEP	Title IB	IDES – Programs (⁴ and ⁵)	Migrant Council – National Farmworker Jobs Program	DOC – Second Chance
9. <i>Information about the availability of supportive services and referral to these services</i>	Technology	Onsite contract service provider	Onsite staff and technology	Onsite adult education service provider staff	Technology		Onsite staff and technology	Onsite staff and technology	Onsite staff and technology (i.e., Skype and phone)	Onsite staff and technology
10. <i>Information and assistance with UI claims</i>								Onsite staff and technology	Onsite staff and technology (i.e., Skype and phone)	
11. <i>Assistance establishing eligibility for financial aid</i>			Onsite staff and technology		Technology		Onsite staff and technology		Onsite staff and technology (i.e., Skype and phone)	Onsite staff and technology
12. <i>Employment retention services</i>		Onsite contract service provider	Onsite staff and technology		Technology		Onsite staff and technology	Onsite staff and technology	Onsite staff and technology (i.e., Skype and phone)	Onsite staff and technology
13. <i>Follow-up services for Title I-B participants</i>							Onsite staff and technology		Onsite staff and technology (i.e., Skype and phone)	Onsite staff and technology

NOTES

Service deemed by partner not to be applicable

METHOD OF SERVICE DELIVERY IF SERVICE IS APPLICABLE

1. Onsite staff means staff available at all times during regular business hours.
2. Technology means technology that meets the “direct linkage” requirements of WIOA.

APPENDIX ITEM 4 TO GOVERNOR’S GUIDELINES
WIOA SERVICES MATRIX OF STATE-LEVEL REQUIRED PARTNER
PROGRAM AND ACTIVITIES⁶ OTHER THAN CAREER SERVICES ACCESSED AT COMPREHENSIVE ONE-STOP CENTERS⁷

SERVICES ACCESSED THROUGH ONSITE STAFF	SERVICES ACCESSED THROUGH <i>TECHNOLOGY</i>⁸	SERVICES ACCESSED THROUGH OTHER MEANS
DCEO – Title IB 1. Analysis and use of labor market data to support local economic development 2. Business services – interaction with business and economic development representatives 3. Analysis and use of labor market data to support local economic development – interaction with business and economic development representatives 4. Case management and local delivery of TAA services	DCEO – TAA 1. State Merit Staff approval of training, waiver issuance, out of area job search and out of area relocation	DHS – Workforce Development 1. Job retention, services, preparation for employment, support services (<i>Contract Service Providers</i>) ⁹
IDES – Wagner-Peyser 1. Labor exchange – job search and posting 2. Apprenticeship program 3. Re-entry employment services	IDES – Wagner-Peyser 1. Labor exchange – job search and posting 2. Apprenticeship program 3. Re-entry employment services	
IDES – Other Programs 1. Veterans’ assistance – job preparation, employer outreach 2. Migrant seasonal farmworkers 3. Unemployment insurance 4. Trade Readjustment Assistance determination and benefits	IDES – Other Programs 1. Veterans’ assistance – job preparation, employer outreach 2. Migrant seasonal farmworkers 3. Trade Readjustment Assistance determinations and benefits 4. A/RTAA eligibility determinations and	

⁶ In most cases, services are restricted to individuals eligible for and/or in need of service under each program. The service delivery method may also depend on local agreements or arrangements.

⁷ Where present locally, Job Corps, HUD employment and training and YouthBuild will also be provided in compliance with WIOA access requirements.

⁸ Meeting the “Direct Linkage” requirement

⁹ Contract services provider staff may not be physically present at all locations; alternative ways to provide service access will be in place.

ATTACHMENT H – Governor’s Guidelines

SERVICES ACCESSED THROUGH <i>ONSITE STAFF</i>	SERVICES ACCESSED THROUGH <i>TECHNOLOGY</i> ⁸	SERVICES ACCESSED THROUGH <i>OTHER MEANS</i>
	benefits 5. Unemployment insurance	
DHS – Division of Rehabilitation Services 1. Overview and orientation to vocational rehabilitation services 2. Evaluation and assessment of eligibility for vocational rehabilitation services 3. Vocational rehabilitation guidance and counseling 4. Development of individualized plan for employment, including job placement, vocational training or post-secondary education services	DHS – Division of Rehabilitation Services 1. Overview and orientation to vocational rehabilitation services 2. Evaluation and assessment of eligibility for vocational rehabilitation services 3. Vocational rehabilitation guidance and counseling 4. Development of individualized plan for employment, including job placement, vocational training or post-secondary education services	
ICCB – Adult Education and Literacy ¹⁰ 1. Student intake 2. Assessment 3. Student support services 4. Instruction	ICCB – Adult Education and Literacy 1. Online instruction – must meet minimum criteria	
IDoA – Senior Community Service Employment Program ¹¹ 1. Outreach activities 2. Professional development 3. Recruitment 4. Financial assistance 5. Benefits screening	Community Services Block Grant (CSBG) 1. Employment and training services 2. Employment support services (e.g., uniforms, protective gear, tools) 3. Linkages – referrals to other programs	

¹⁰ Provided by onsite adult education service provider staff where space allows and by any combination of adult education providers in the LWIA.

¹¹ Onsite services will be provided by IDoA contract providers, national subcontractors or a combination of both.

ATTACHMENT H – Governor’s Guidelines

SERVICES ACCESSED THROUGH <i>ONSITE STAFF</i>	SERVICES ACCESSED THROUGH <i>TECHNOLOGY</i>⁸	SERVICES ACCESSED THROUGH <i>OTHER MEANS</i>
	ICCB – Post-Secondary Perkins 1. Academic counseling and career advising 2. Resume writing / interview skills	

APPENDIX ITEM 5 TO THE GOVERNOR’S GUIDELINES
SUMMARY COMPARISON OF INFRASTRUCTURE FUNDING REQUIREMENTS
UNDER THE LOCAL AND STATE FUNDING MECHANISMS

Requirement or Characteristic	Local Funding Mechanism ¹²	State Funding Mechanism
Partner contributions to infrastructure costs	Required	Required
Partner compliance with its own governing laws and regulations	Required	Required
Partner compliance with “Uniform Standards” circular	Required	Required
Partner contributions based on proportionate use	Required	Required
Partner contributions determined by Governor	No	Yes
Cash contributions from required partners	Allowed	Required
In-kind contributions from required partners	Allowed	Not Allowed
Limitation or cap on partners contributions	Only as imposed by the statutory and regulatory requirements of each required program	New WIOA defined caps
Title IB		3% of program and administration funds
Wagner-Peyser		3% of administration funds
SCSCEP		1.5% of program and administration funds
Perkins Career and Technical Education, and Adult Education and Family Literacy		1.5% of funds for <i>State</i> administration
Vocational rehabilitation		1.5% phased in over 5 years
<ul style="list-style-type: none"> Trade Act of 1974 Title IV of Social Security Act (TANF) Senior Community Services Employment Program (SCSEP) Community Services Block 		1.5% of funds for administration

¹² The MOU may include an interim infrastructure funding agreement if all other parts of the MOU have been negotiated by March 31 each year (§ 678.715(c)). The interim infrastructure agreement must be finalized within six months of when the MOU is signed.

ATTACHMENT H – Governor’s Guidelines

Requirement or Characteristic	Local Funding Mechanism ¹²	State Funding Mechanism
Grant <ul style="list-style-type: none"> • Housing and Urban Development employment and training • Veterans job counseling, training and placement • Migrant and Seasonal Farmworkers • National Farmworker Jobs Program • Jobs Corps for youth • YouthBuild 		
Source of funds for partner contributions	As allowed under each required partner’s program	Either administration or program funds Title IB and SCSCEP Funds for State administration, non-Federal matching or maintenance of effort funds or funds for local administration Perkins Career and Technical Education Adult Education and Family Literacy Funds for administration – All other programs
Philanthropic and private fund use	Allowed	Not allowed
Interim agreement for up to six months pending final negotiations	Allowed	Not allowed
Appeal process available to partners	No	Yes
Certification required to fund one-stop center infrastructure costs	No	Yes

**APPENDIX ITEM 6 TO GOVERNOR’S GUIDELINES
INFRASTRUCTURE COST LINE ITEMS AND DEFINITIONS**

COST CATEGORY/LINE ITEM	LINE ITEM DEFINITION
Facilities Costs	
Lease cost	Annual amount due for comprehensive center space costs pursuant to a lease or other contractual arrangement.
Facility maintenance	Annual costs for upkeep and maintenance of leased space, including grounds keeping, trash and shredding, if not already included as part of the lease.
Property and casualty insurance	Annual cost of property and general liability insurance for the space, if not already included in the lease.
Security services	The cost of third party contractors and/or camera-based surveillance, if not already included in the lease.
Cleaning services	Cost of janitorial services, if not already included in the lease.
Utilities	Electricity, water, gas and other utility costs associated with the comprehensive center space, if not included in the lease cost.
Technology Costs	
Telecommunications, including Internet	Cost of phone and internet connectivity in the resource room and other shared spaces in the comprehensive center.
Equipment and technology costs	Costs of shared computers, printers, fax machines, copiers, postage machines utilized for the operation of the comprehensive center and related maintenance and supply costs.
Assistive technology for individual with disabilities	Cost of assistive technology enabling individuals with disabilities to utilize the resource room or other services provided at the comprehensive one-stop center.
Marketing Costs Related to Common Identifier	
Signage	One-time costs associated with new exterior and interior signage displaying the “common identifier”
Other “common identifier” costs	Printed materials, costs of website changes, business cards and similar costs incurred to implement the “common identifier.”

APPENDIX ITEM 7 TO GOVERNOR’S GUIDELINES
SELECTED LIST OF POSSIBLE LOCAL ONE-STOP SYSTEM SHARED COSTS

COST TYPE	EXAMPLES OF POSSIBLE SHARED SYSTEM COSTS
Mandatory	
Costs related to local board functions	<ol style="list-style-type: none"> 1. Salary, benefits and other expenses associated with staffing board functions 2. Board meeting costs 3. Audit costs of incorporated boards 4. Errors and omissions insurance for board directors and officers 5. Costs associated with marketing services to employers and other customers 6. Costs of strategic data gathering and analysis projects intended to isolate area workforce needs, priorities and issues
Mandatory	
Costs to promote integration and streamlining of services	<ol style="list-style-type: none"> 1. Joint staff training, including staff of comprehensive one-stop centers 2. Customer satisfaction measurement 3. Business services 4. Receptionist at comprehensive one-stop center 5. Resource room materials and staffing costs at comprehensive one-stop centers or affiliated sites
Optional	
Shared services costs authorized for one-stop partner programs	<ol style="list-style-type: none"> 1. Any allowable cost item (e.g., initial intake or needs assessments) agreed upon by local required partners

**APPENDIX ITEM 8 TO GOVERNOR’S GUIDELINES
STANDARD BUDGET FORMAT FOR SHARED COSTS**

SHARED COST CATEGORY	TOTAL ANNUAL BUDGET	ANNUAL BUDGET ALLOCATION TO PARTNERS							
Part 1: Comprehensive One-Stop Center Infrastructure Costs		Title IB	Wagner - Peyser	Adult Education	Vocational Rehab	Perkins	SCSEP	Other Partner	Other Partner
Facilities Costs									
Lease cost									
Facility maintenance									
Property and casualty insurance									
Security services									
Cleaning services									
Utilities									
Technology Costs									
Telecommunications and Internet									
Equipment and technology costs									
Assistive technology									
Common Identifier Marketing Costs									
Signage									
Other “common identifier” costs									
Other Infrastructure Costs									
Other Cost Description									
Other Cost Description									
Other Cost Description									
Total, Infrastructure Costs									

Note:

Cash contributions are included in black font.
In-kind contributions are included in blue font.

ATTACHMENT H – Governor’s Guidelines

SHARED COST CATEGORY	TOTAL ANNUAL BUDGET	ANNUAL BUDGET ALLOCATION TO PARTNERS							
Part 2: Local One-Stop Delivery System Costs		Title IB	Wagner - Peyser	Adult Education	Vocational Rehab	Perkins	SCSEP	Other Partner	Other Partner
Costs Related to Board Functions									
Salary, benefits and other expenses									
Board meeting costs									
Audit costs of incorporated boards									
Errors and omissions insurance									
Costs associated with marketing									
Costs of strategic data gathering									
Other Cost Description									
Other Cost Description									
Costs to Promote Service Integration									
Joint staff training									
Customer satisfaction measurement									
Business services									
One-stop center reception									
Resource room materials and staffing									
Other Cost Description									
Other Cost Description									
Total, One-Stop Delivery System Costs									
Shared Costs Summary									
Shared One-Stop Infrastructure Costs									
Shared One-Stop Delivery System Costs									
Total, All Shared Costs									

**APPENDIX ITEM 9 TO GOVERNOR’S GUIDELINES
REPORT OF OUTCOMES FROM LOCAL MOU NEGOTIATIONS**

Local Workforce Innovation Area: _____

- ☐ Notice is provided to the Governor as required by 20 CFR 678.725 that the local partners in this local area have reached consensus on a memorandum of understanding (MOU), including how comprehensive one-stop center infrastructure costs will be funded for the year beginning July 1, _____. *A copy of the budget on which agreement was reached is attached to this notice.*

OR

- ☐ Notice is provided to the Governor as required by 20 CFR 678.725 that, despite every effort, the local partners in this local area did not reach consensus on a local memorandum of understanding for the period beginning July 1, ____.

Failure to agree for reasons *other* than infrastructure costs

- ☐ Listed below are the program partners that did not agree and the main reasons for their inability to agree.

Program Partner Name	Reasons
1.	
2.	

Failure to agree on one-stop center infrastructure costs

- ☐ The inability to reach agreement was because one or more partners do not agree with how comprehensive one-stop center infrastructure costs will be funded for the year beginning July 1, _____. Listed below are the program partners that did not agree to the budget for comprehensive one-stop center infrastructure costs. *A copy of the budget on which agreement was not reached is attached to this notice.*

Program Partner Name	Reasons
1.	
2.	

Signatures:

Chair, Local Workforce Innovation Board

Chief Elected Official

Chief Elected Official

Chief Elected Official

Chief Elected Official

WIOA SERVICES MATRIX – CAREER SERVICES

CAREER SERVICE	STATE REQUIRED PARTNERS AND METHOD(S) OF SERVICE DELIVERY ¹									
	CSBG	DHS – Workforce	DHS – Rehab Services	ICCB – Adult Ed and Family Literacy	ICCB – Perkins	IDoA – SCSEP	Title IB	IDES – Programs ^(2 and 3)	Migrant Council – National Farmworker Jobs Program	DOC – Second Chance
1. <i>Eligibility for Title I-B participants</i>							<i>Onsite staff</i>		<i>Onsite staff and technology (i.e., Skype and phone)</i>	
2. <i>Outreach, intake and orientation</i>	<i>Technology</i>	<i>Onsite contract service provider</i>	<i>Onsite staff and technology</i>	<i>Onsite adult education service provider staff</i>	<i>Technology</i>	<i>Onsite SCSEP subrecipient staff or national contractor staff and technology</i>	<i>Onsite staff and technology</i>	<i>Onsite staff and technology (telephone and video conference w/ trained staff)</i>	<i>Onsite staff as needed and technology (i.e., Internet, email, phone)</i>	<i>Onsite staff and technology</i>
3. <i>Skills and supportive service needs assessment</i>		<i>Onsite contract service provider</i>	<i>Onsite staff</i>	<i>Onsite adult education service provider staff</i>	<i>Technology</i>	<i>Onsite SCSEP subrecipient staff or national contractor staff and technology</i>	<i>Onsite staff and technology</i>		<i>Onsite staff as needed and technology (i.e., Internet, email, phone)</i>	<i>Onsite staff and technology</i>
4. <i>Labor exchange services</i>					<i>Technology</i>		<i>Onsite staff and technology</i>	<i>Onsite staff and technology (telephone and video</i>	<i>Onsite staff as needed and technology (i.e., Internet,</i>	<i>Onsite staff and technology</i>

¹ HUD Employment and Training, Job Corps and YouthBuild are required programs but are not reflected in this matrix, as they apply in only some local areas.

² Includes employment programs authorized under the Wagner-Peyser Act, Unemployment Insurance, Jobs for Veterans State Grants, Trade Reinvestment Act, and Trade Readjustment Act, and the Migrant and Seasonal Farmworkers Program

³ TEGL 3-15: Section 5. Career services provided by Wagner-Peyser staff states, “All of the Basic Career Services must be made available by WP staff in coordination with other one-stop center partners.” Career Services 1. through 11. on the WIOA Service Matrix – Career Services are Basic Career Services.

ATTACHMENT I - Service Program Matrix

CAREER SERVICE	STATE REQUIRED PARTNERS AND METHOD(S) OF SERVICE DELIVERY ¹									
	CSBG	DHS – Workforce	DHS – Rehab Services	ICCB – Adult Ed and Family Literacy	ICCB – Perkins	IDoA – SCSEP	Title IB	IDES – Programs ^(2 and 3)	Migrant Council – National Farmworker Jobs Program	DOC – Second Chance
								conference w/ trained staff)	email, phone)	
5. Program coordination and referral	Technology		Onsite staff and technology	Onsite adult education service provider staff		Onsite SCSEP subrecipient staff or national contractor staff and technology	Onsite staff and technology	Onsite staff and technology (telephone and video conference w/ trained staff)	Onsite staff as needed and technology (i.e., Internet, email, phone)	Onsite staff and technology
6. Labor market information			Onsite staff and technology					Onsite staff and technology (telephone and video conference w/ trained staff)	Onsite staff as needed and technology (i.e., Internet, email, phone)	
7. Training provider performance and cost information			Onsite staff and technology	Onsite adult education service provider staff	Technology		Onsite staff and technology		Onsite staff as needed and technology (i.e., Internet, email, phone)	Onsite staff and technology
8. Performance information for the local area as a whole			Onsite staff and technology	Onsite adult education service provider staff	Technology		Onsite staff and technology	Onsite staff	Onsite staff as needed and technology (i.e., Internet, email, phone)	Onsite staff and technology
9. Information about the availability of	Technology	Onsite contract service	Onsite staff and technology	Onsite adult education	Technology		Onsite staff and technology	Onsite staff and technology	Onsite staff as needed and	Onsite staff and technology

ATTACHMENT I - Service Program Matrix

CAREER SERVICE	STATE REQUIRED PARTNERS AND METHOD(S) OF SERVICE DELIVERY ¹									
	CSBG	DHS – Workforce	DHS – Rehab Services	ICCB – Adult Ed and Family Literacy	ICCB – Perkins	IDoA – SCSEP	Title IB	IDES – Programs ^(2 and 3)	Migrant Council – National Farmworker Jobs Program	DOC – Second Chance
<i>supportive services and referral to these services</i>		<i>provider</i>		<i>service provider staff</i>				<i>(telephone and video conference w/ trained staff)</i>	<i>technology (i.e., Internet, email, phone)</i>	
10. Information and assistance with UI claims								Onsite staff and technology (telephone and video conference w/ trained staff)	Onsite staff as needed and technology (i.e., Internet, email, phone)	
11. Assistance establishing eligibility for financial aid			Onsite staff and technology		Technology		Onsite staff and technology		Onsite staff as needed and technology (i.e., Internet, email, phone)	Onsite staff and technology
12. Employment retention services		Onsite contract service provider	Onsite staff and technology		Technology		Onsite staff and technology	Onsite staff and technology (telephone and video conference w/ trained staff)	Onsite staff as needed and technology (i.e., Internet, email, phone)	Onsite staff and technology
13. Follow-up services for Title I-B participants							Onsite staff and technology		Onsite staff as needed and technology (i.e., Internet, email, phone)	Onsite staff and technology

**WIOA SERVICES MATRIX OF STATE-LEVEL REQUIRED PARTNER
PROGRAM AND ACTIVITIES⁴ OTHER THAN CAREER SERVICES ACCESSED AT COMPREHENSIVE ONE-STOP CENTERS⁵**

SERVICES ACCESSED THROUGH <i>ONSITE STAFF</i>	SERVICES ACCESSED THROUGH <i>TECHNOLOGY</i> ⁶	SERVICES ACCESSED THROUGH <i>OTHER MEANS</i>
DCEO – Title IB 1. Analysis and use of labor market data to support local economic development 2. Business services – interaction with business and economic development representatives 3. Analysis and use of labor market data to support local economic development – interaction with business and economic development representatives 4. Case management and local delivery of TAA services	DCEO – TAA 1. State Merit Staff approval of training, waiver issuance, out of area job search and out of area relocation	DHS – Workforce Development 1. Job retention, services, preparation for employment, support services (<i>Contract Service Providers</i>) ⁷
IDES – Wagner-Peyser 1. Labor exchange – job search and posting 2. Apprenticeship program 3. Re-entry employment services	IDES – Wagner-Peyser 1. Labor exchange – job search and posting 2. Apprenticeship program 3. Re-entry employment services	
IDES – Other Programs 1. Veterans’ assistance – job preparation, employer outreach 2. Migrant seasonal farmworkers 3. Unemployment insurance 4. Trade Readjustment Assistance determination and benefits	IDES – Other Programs 1. Veterans’ assistance – job preparation, employer outreach 2. Migrant seasonal farmworkers 3. Trade Readjustment Assistance determinations and benefits 4. A/RTAA eligibility determinations and benefits 5. Unemployment insurance	

⁴ In most cases, services are restricted to individuals eligible for and/or in need of service under each program. The service delivery method may also depend on local agreements or arrangements.

⁵ Where present locally, Job Corps, HUD employment and training and YouthBuild will also be provided in compliance with WIOA access requirements.

⁶ Meeting the “Direct Linkage” requirement

⁷ Contract services provider staff may not be physically present at all locations; alternative ways to provide service access will be in place.

ATTACHMENT I - Service Program Matrix

SERVICES ACCESSED THROUGH <i>ONSITE STAFF</i>	SERVICES ACCESSED THROUGH <i>TECHNOLOGY</i> ⁶	SERVICES ACCESSED THROUGH <i>OTHER MEANS</i>
DHS – Division of Rehabilitation Services 1. Overview and orientation to vocational rehabilitation services 2. Evaluation and assessment of eligibility for vocational rehabilitation services 3. Vocational rehabilitation guidance and counseling 4. Development of individualized plan for employment, including job placement, vocational training or post-secondary education services	DHS – Division of Rehabilitation Services 1. Overview and orientation to vocational rehabilitation services 2. Evaluation and assessment of eligibility for vocational rehabilitation services 3. Vocational rehabilitation guidance and counseling 4. Development of individualized plan for employment, including job placement, vocational training or post-secondary education services	
ICCB – Adult Education and Literacy⁸ 1. Student intake 2. Assessment 3. Student support services 4. Instruction	ICCB – Adult Education and Literacy 1. Online instruction – must meet minimum criteria	
IDoA – Senior Community Service Employment Program⁹ 1. Outreach activities 2. Professional development 3. Recruitment 4. Financial assistance 5. Benefits screening	Community Services Block Grant (CSBG) 1. Employment and training services 2. Employment support services (e.g., uniforms, protective gear, tools) 3. Linkages – referrals to other programs	
	ICCB – Post-Secondary Perkins 1. Academic counseling and career advising 2. Resume writing / interview skills	

⁸ Provided by onsite adult education service provider staff where space allows and by any combination of adult education providers in the LWIA.

⁹ Onsite services will be provided by IDoA contract providers, national subcontractors or a combination of both.

ATTACHMENT I - Service Program Matrix

SERVICES ACCESSED THROUGH <i>ONSITE STAFF</i>	SERVICES ACCESSED THROUGH <i>TECHNOLOGY</i> ⁶	SERVICES ACCESSED THROUGH <i>OTHER MEANS</i>
	<p>Illinois Migrant Council – National Farmworker Jobs Program</p> <ol style="list-style-type: none"> Announcement of training opportunities via technology; e.g., social media 	



Illinois Department of Commerce & Economic Opportunity

Bruce Rauner, Governor

April 23, 2015

WIOA TRANSITION POLICY #1 INITIAL DESIGNATION OF LOCAL AREAS

This is the first in a series of transition policies DCEO plans to issue to provide initial local guidance regarding implementation of the Workforce Innovation and Opportunity Act (WIOA). It is our intent to establish a new, streamlined and comprehensive framework for policy issuances on or before July 1, 2015.

I. POLICY

- A. The Governor shall approve a request for initial designation as a local workforce development area under WIOA from any area that was designated as a local area under the Workforce Investment Act (WIA) of 1998 under the following conditions:

1. The local area was designated under WIA as of July 22, 2012 or before;
2. The local area has performed successfully for both WIA Program Years 2012 and 2013.

The term “performed successfully” used with respect to a local area, means the local area met or exceeded the adjusted levels of performance for core indicators of performance described in Section 136(b)(2)(A) of the Workforce Investment Act of 1998, as in effect the day before the date of enactment of WIOA for each of the last two (2) consecutive years for which data are available preceding the determination of performance under this paragraph;

3. The Secretary of Labor has not made a formal determination during either of the last two program years that either the grant recipient or the administrative entity in the area has not sustained fiscal integrity;

The term “sustained fiscal integrity”, used with respect to a local area, means that the Secretary has not made a formal determination, during within of the last two (2) consecutive years preceding the determination regarding such integrity, that either the grant recipient or the administrative entity of the area misexpended funds provided under title I of the Workforce Investment Act of 1998 (as in effect prior to the effective date of WIOA subtitle B) due to willful disregard of the requirements of the provision involved, gross negligence, or failure to comply with accepted standards of administration; and

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Marion, Illinois 62959-1180
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WIOA TRANSITION POLICY #1

APRIL 23, 2015

PAGE 2

4. All county CEOs within a current local workforce area, following a review of all current operations of the local area and by signature on the request, agree to all matters with regard to the request for designation by the State of the current local area.
- B. Under the following conditions, the Governor may approve a request for initial designation as a local workforce development area under WIOA from any area that was designated as a local area under the Workforce Investment Act (WIA) of 1998, but failed to meet all requirements of Section 1.A. above. Any local area requesting designation under this section must provide the following with their request:
1. Documentation outlining the steps taken over the past two years to address failure to meet at least 80 percent of any local WIA performance measure for either WIA Program Years 2012 and 2013; and
 2. Documentation outlining the steps the local area has taken to address and correct a formal determination during either of the last two program years, by USDOL, Office of Employment and Training (OET), or a local government agency, that either the grant recipient or the administrative entity in the area misexpended WIA funds due to willful disregard or failure to comply with any WIA requirements, gross negligence or failure to comply with accepted standards of administration; and
 3. Documentation that demonstrates that the local area has the capacity and resources necessary to effectively administer workforce programs, including available education and training providers in the local area.
- C. The Governor may also designate a local workforce development area upon the request of the State Workforce Development Board if the Board's request is:
1. Consistent with state labor markets;
 2. Consistent with regional economic development areas; and
 3. Demonstrates that the local area has the capacity and resources necessary to effectively administer workforce programs, including available education and training providers in the local area.

All local workforce development areas the Governor designates pursuant to this policy shall be effective from July 1, 2015 through June 30, 2017.

- D. The Governor's decision regarding local area requests for initial designation may be appealed in accordance with sections 679.290 of the Notice of Proposed Rulemaking.
1. Appeals should be made to the State Board.

WIOA TRANSITION POLICY #1

APRIL 23, 2015

PAGE 3

2. If a decision on the appeal is not made within 60 days or if the appeal to the State Board does not result in designation of the local area, the entity may request a review by the Secretary of Labor in accordance with Section 683.640 of the NPRM.

Language regarding subsequent regional designation of local areas will be provided in a future policy issuance.

II. PROCEDURES

- A. The chief elected official(s) (CEO) and local board chair of any existing local workforce investment areas under WIA must request to be designated as a local workforce development area under WIOA.
- B. This request must be made on the Request for Local Workforce Development Area Initial Designation Under the Workforce Innovation and Opportunity Act (WIOA TRANSITION POLICY #1 ATTACHMENT A).
- C. A completed and signed request must be submitted by 5:00 p.m. May 15, 2015 as follows:

Attention: Request for Local Workforce Development Area Designation
Illinois Department of Commerce and Economic Opportunity
Office of Employment and Training
500 East Monroe Street, 9th Floor
Springfield, IL 62701

- D. The determination by the Governor regarding the local area's request for initial designation will be made and communicated to the CEO(s) by May 30, 2015.
- E. Any local area wishing to appeal the decision by the Governor must be made in accordance with the appeal procedures described in Section I.D. above.
- F. Incomplete or unsigned requests will be returned and initial designation will be delayed.

III. INQUIRIES

Inquiries related to the requirements of this policy may be directed to:

Lisa Jones
Illinois Department of Commerce and Economic Opportunity
Office of Employment and Training
(217) 558-2443
lisa.d.jones@illinois.gov

WIOA TRANSITION POLICY #1

APRIL 23, 1015

PAGE 4

IV. ATTACHMENT

A. Request for Local Workforce Development Area Initial Designation Under the Workforce Innovation and Opportunity Act

Sincerely,

A handwritten signature in black ink, appearing to read 'Julio Rodriguez', with a stylized flourish at the end.

Julio Rodriguez, Acting Deputy Director
Office of Employment and Training

JR:mb

**REQUEST FOR LOCAL WORKFORCE DEVELOPMENT AREA INITIAL DESIGNATION UNDER THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT****LOCAL AREA NUMBER UNDER THE WORKFORCE INVESTMENT ACT:** _____**NAME OF LOCAL AREA GRANT RECIPIENT:** _____*Check only one of the following:*

- ☐ The local area requests initial designation by the Governor as a local workforce development area under the Workforce Innovation and Opportunity Act and is in compliance with all provision of Section I.A. of WIOA Transition Policy Letter #1.
- ☐ The local area requests initial designation by the Governor as a local workforce development area under the Workforce Innovation and Opportunity Act, but has failed one or more criteria of Section I.A. of WIOA Transition Policy Letter #1. However, this request is consistent with Section I.B. of the policy letter with supporting documentation attached.
- ☐ The State Workforce Development Board (SWDB) has recommended the local area to receive consideration for designation as a local workforce development area under WIOA and has provided documentation such as a letter of recommendation signed by the SWDB Chairperson.

CHIEF ELECTED OFFICIAL(S) AUTHORIZATION (ADD ADDITIONAL CEOs AS REQUIRED)

1	_____	_____
	Printed Name	Title
	_____	_____
	Signature	Date
2	_____	_____
	Printed Name	Title
	_____	_____
	Signature	Date
3	_____	_____
	Printed Name	Title
	_____	_____
	Signature	Date
4	_____	_____
	Printed Name	Title
	_____	_____
	Signature	Date
5	_____	_____
	Printed Name	Title
	_____	_____
	Signature	Date

6	Printed Name	Title
	Signature	Date
7	Printed Name	Title
	Signature	Date
8	Printed Name	Title
	Signature	Date
9	Printed Name	Title
	Signature	Date
10	Printed Name	Title
	Signature	Date
11	Printed Name	Title
	Signature	Date
12	Printed Name	Title
	Signature	Date
13	Printed Name	Title
	Signature	Date
14	Printed Name	Title
	Signature	Date

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIR AUTHORIZATION

Printed Name	Title
Signature	Date

REVIEWING ILLINOIS REGIONS AND WORKFORCE AREAS

TO ALIGN ECONOMIC AND WORKFORCE
DEVELOPMENT
AND TO MEET WORKFORCE INNOVATION AND
OPPORTUNITIES ACT (WIOA) REQUIREMENTS

WIOA REQUIREMENTS

WIOA

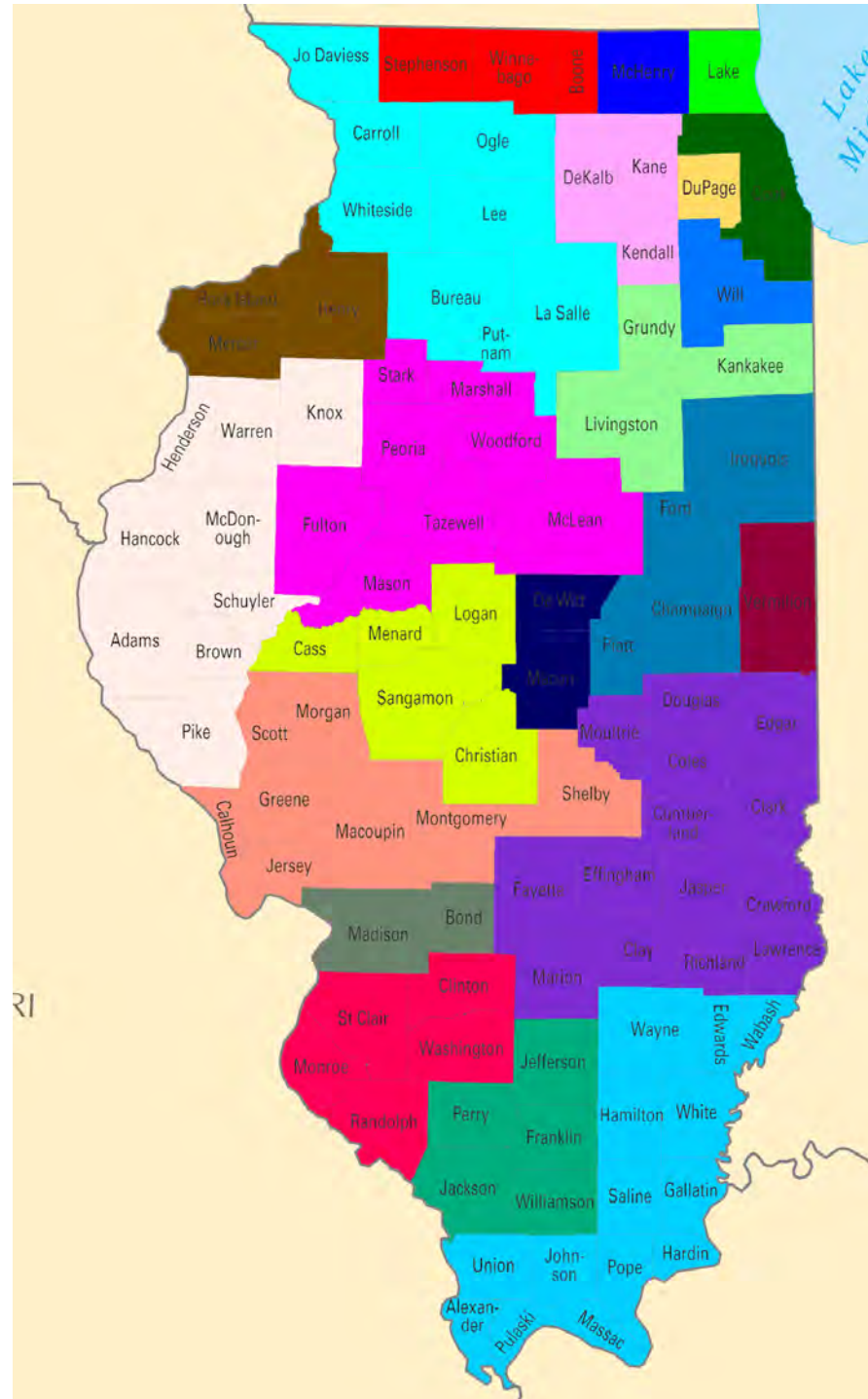
- The Workforce Innovation & Opportunity Act is the federal legislation that has replaced the Workforce Investment Act as the basis for federally-funded workforce development services across the country

“REGIONS” UNDER WIOA

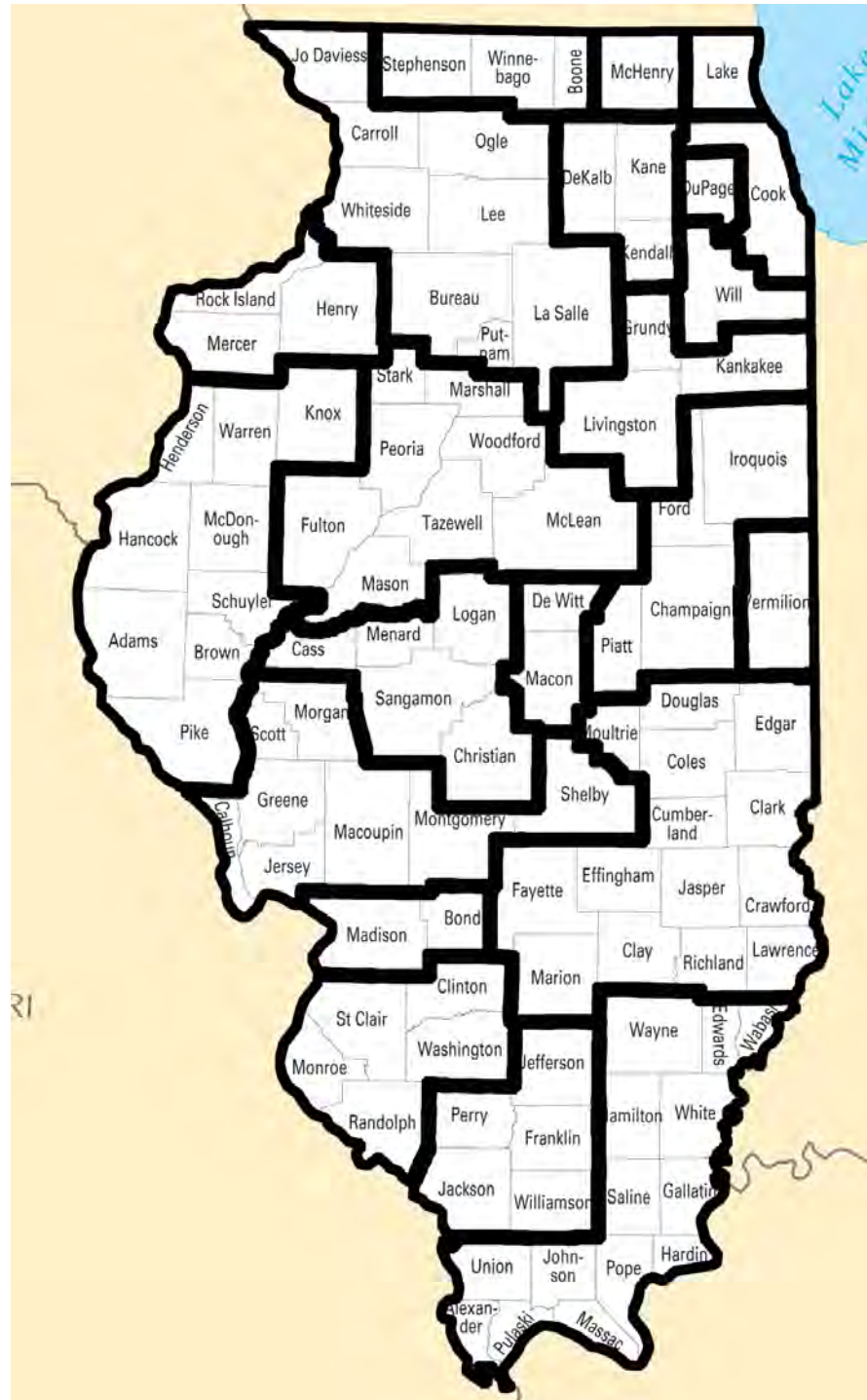
- Regions are 1, 2 or more Local Areas which must undertake regional planning and coordination efforts
- The Governor must develop a policy and process for identifying regions, which must include:
 - Consultation with the Local Boards and chief local elected officials in the local area(s); and
 - Consideration of the extent to which the local areas in a proposed region:
 - Share a single labor market;
 - Share a common economic development area; and
 - Possess the Federal and non-Federal resources, including appropriate education and training institutions, to administer activities under WIOA
 - Other factors the Governor may also consider include:
 - Population centers
 - Commuting patterns
 - Industrial composition

CURRENT STATUS

Illinois
currently
has 22 Local
Workforce
Investment
Areas
(LWIAs)



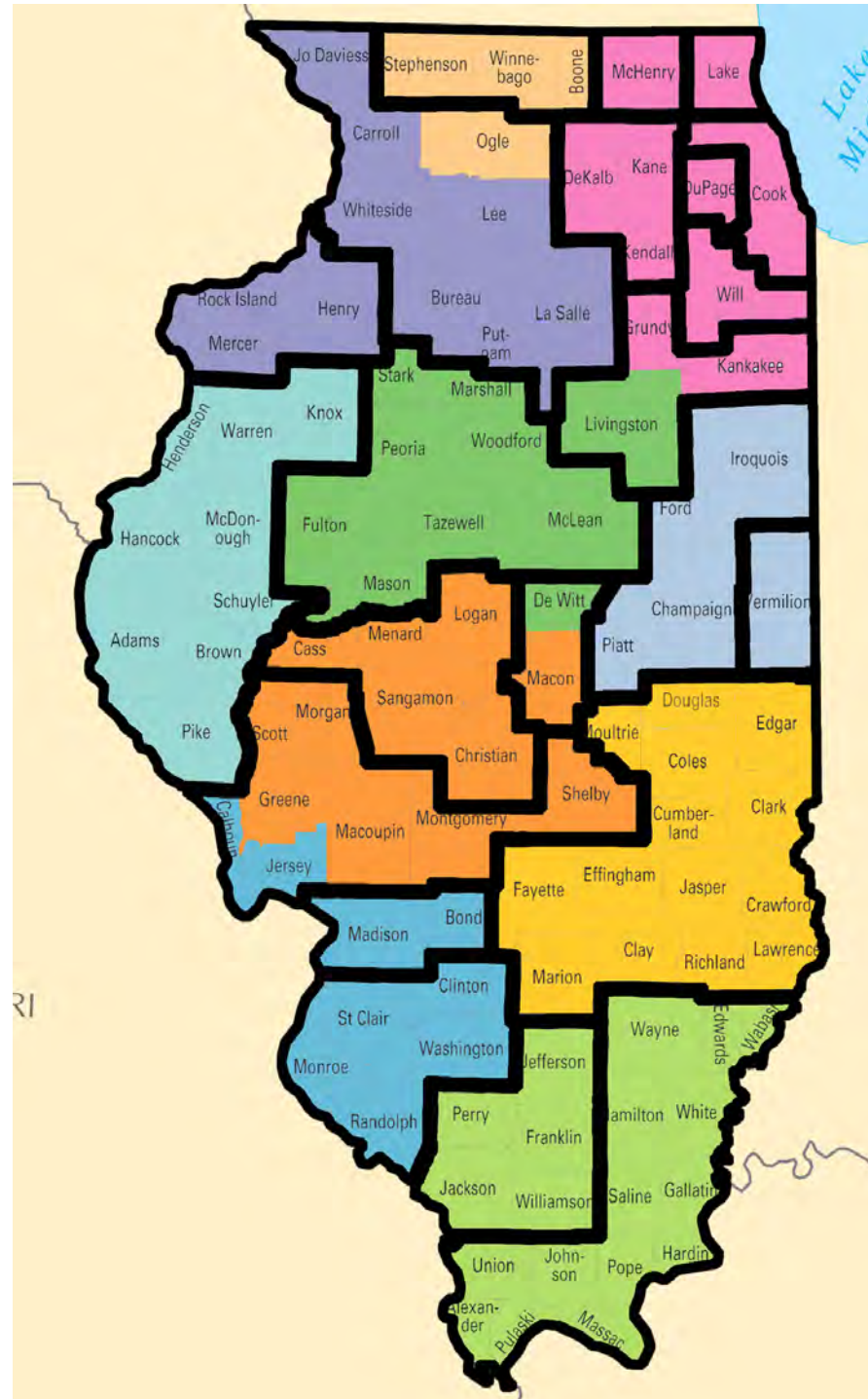
Illinois
currently
has 22 Local
Workforce
Investment
Areas
(LWIAs)



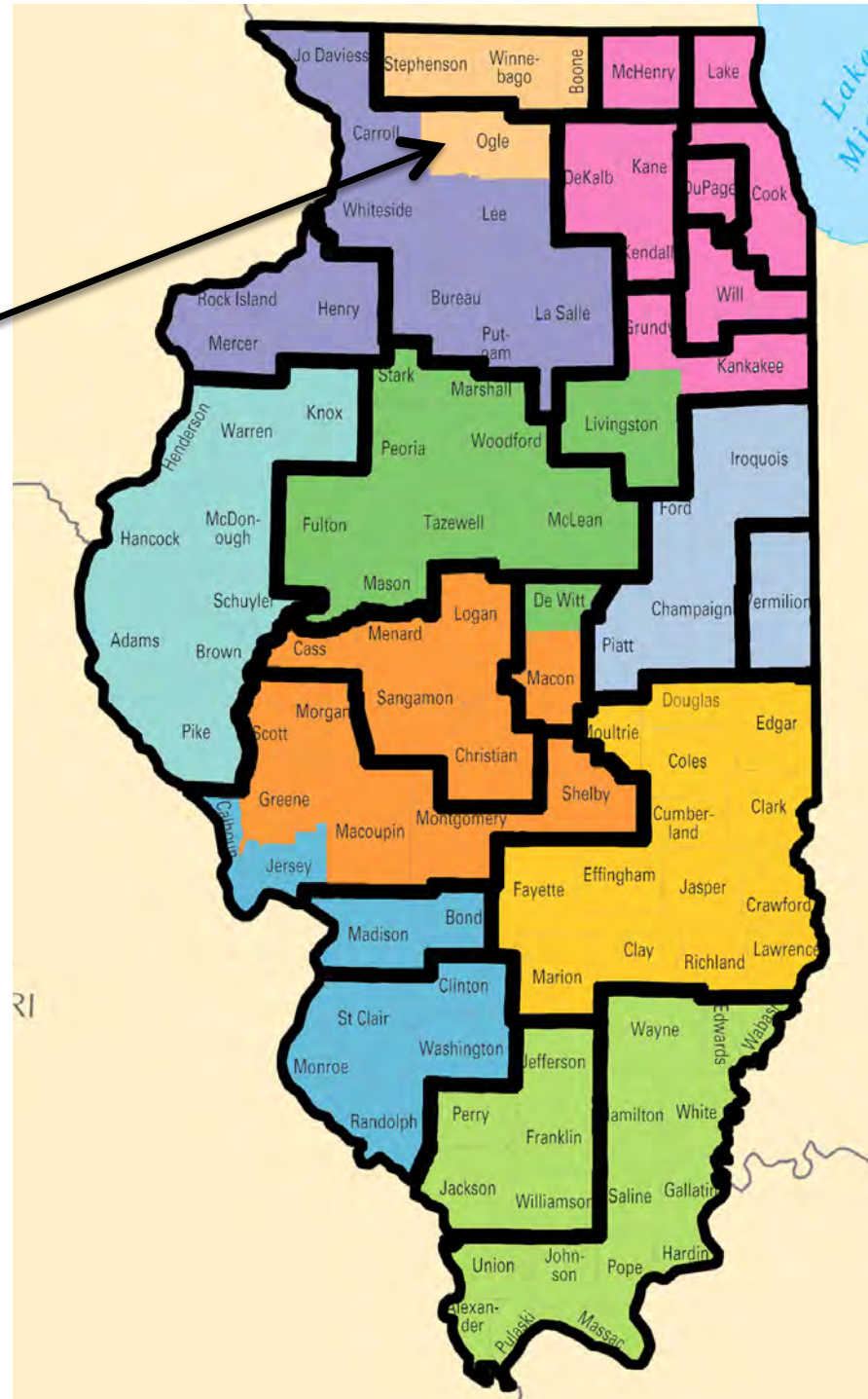
Illinois
currently has
10 Economic
Development
Regions



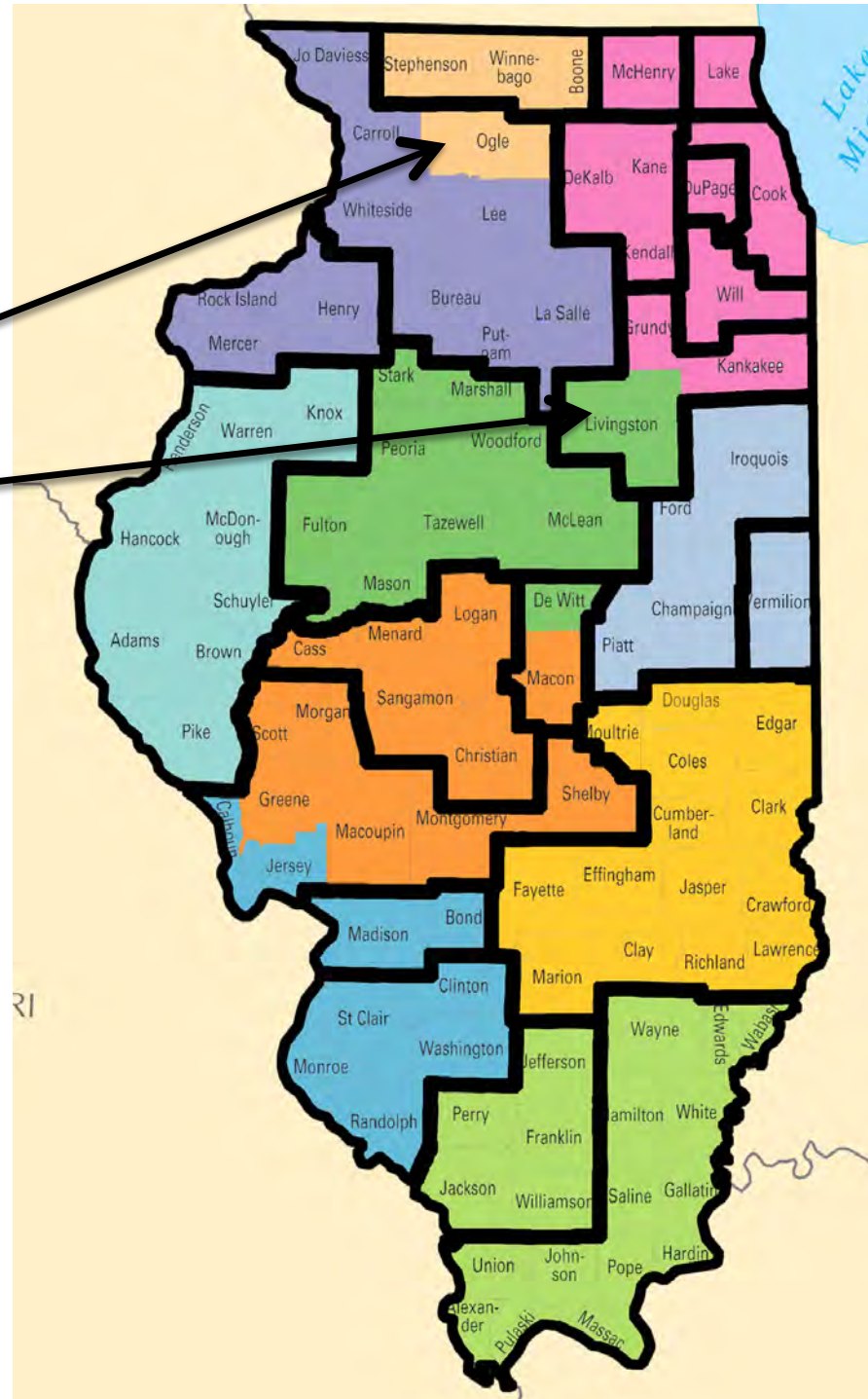
There are only a few instances where ED Regions cross LWIA boundaries



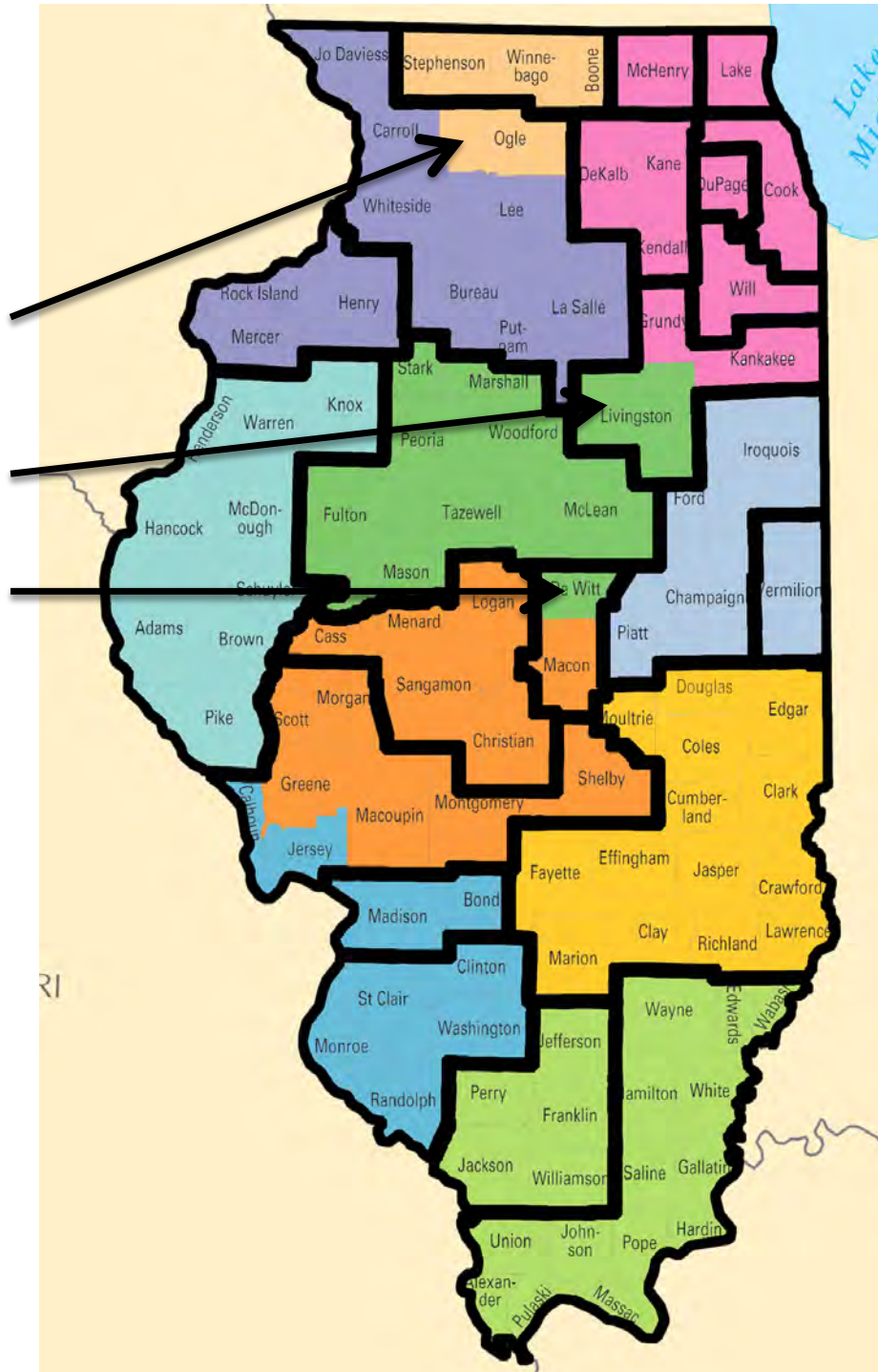
There are only a few instances where ED Regions cross LWIA boundaries



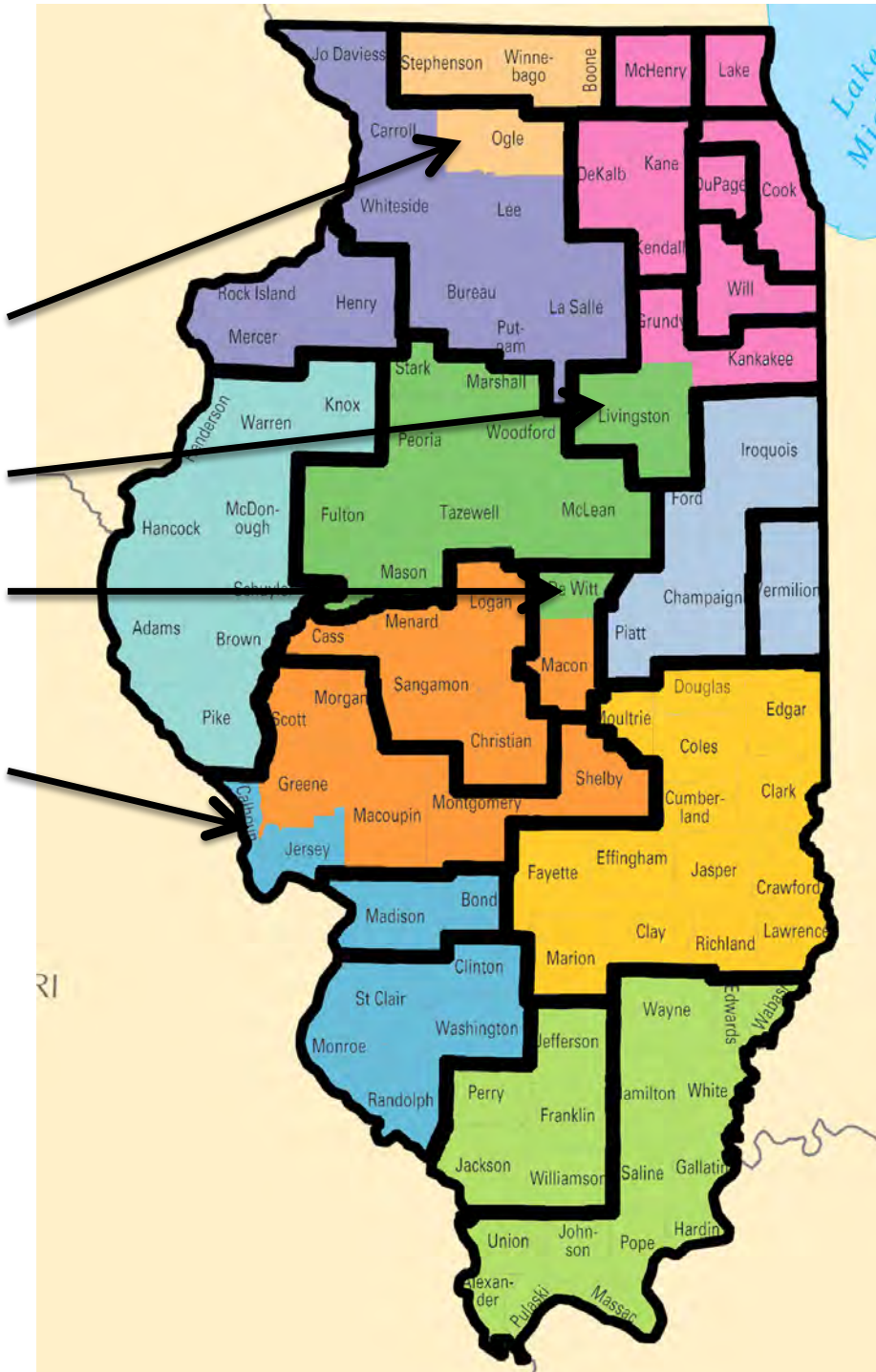
There are only a few instances where ED Regions cross LWIA boundaries



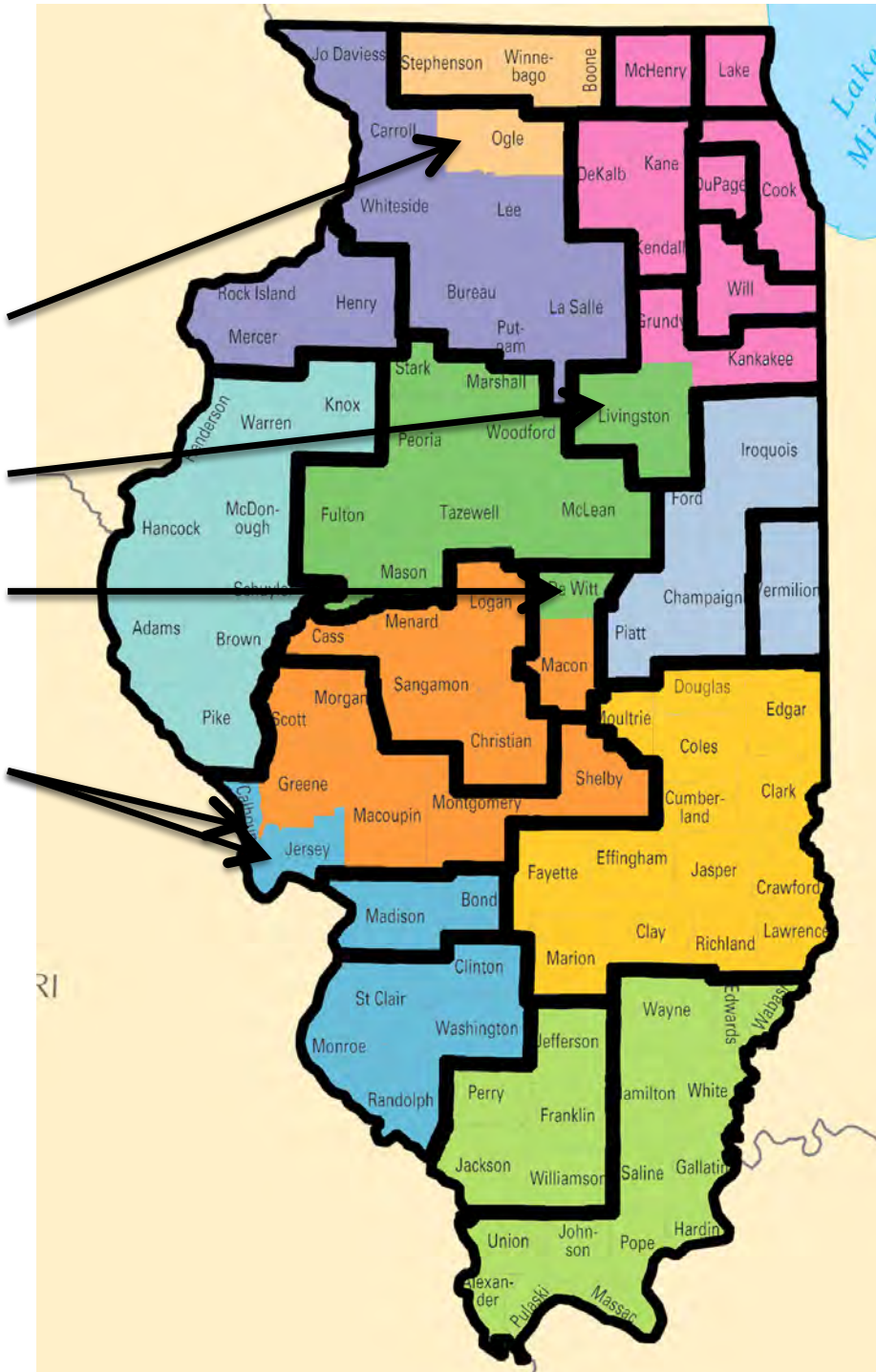
There are only a few instances where ED Regions cross LWIA boundaries



There are only a few instances where ED Regions cross LWIA boundaries



There are only a few instances where ED Regions cross LWIA boundaries



REVISING REGIONS

STEP 1 – IDENTIFY MULTI-COUNTY METROPOLITAN STATISTICAL AREAS
FROM 2010 CENSUS

REVISING REGIONS

REVISING REGIONS

- METROPOLITAN STATISTICAL AREAS (MSAs)
 - Defined by the U.S. Office of Management & Budget
 - MSAs are re-delineated every 10 years
 - A core urban area, together with surrounding communities that have a high degree of economic and integration with that core
 - Based on county boundaries
 - Economic integration is measured through worker commuting ties
 - Multiple counties are included in an MSA if at least 25 percent of employed residents in a county commute to work in another county

REVISING REGIONS

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REVISING REGIONS

- METROPOLITAN STATISTICAL AREAS (MSAs)
 - Multiple-County MSAs were chosen as the initial basis for regional designation
 - By definition, they contain two or more counties that are highly integrated economically
 - For this reason, they should not be split up when regions are defined
 - Other counties may be joined to them in a region, but counties in a multi-county MSA should always be in the same region

11 Multi-County Metropolitan Statistical Areas were identified by the US Census Bureau, based on 2010 Census Data (and other survey data)



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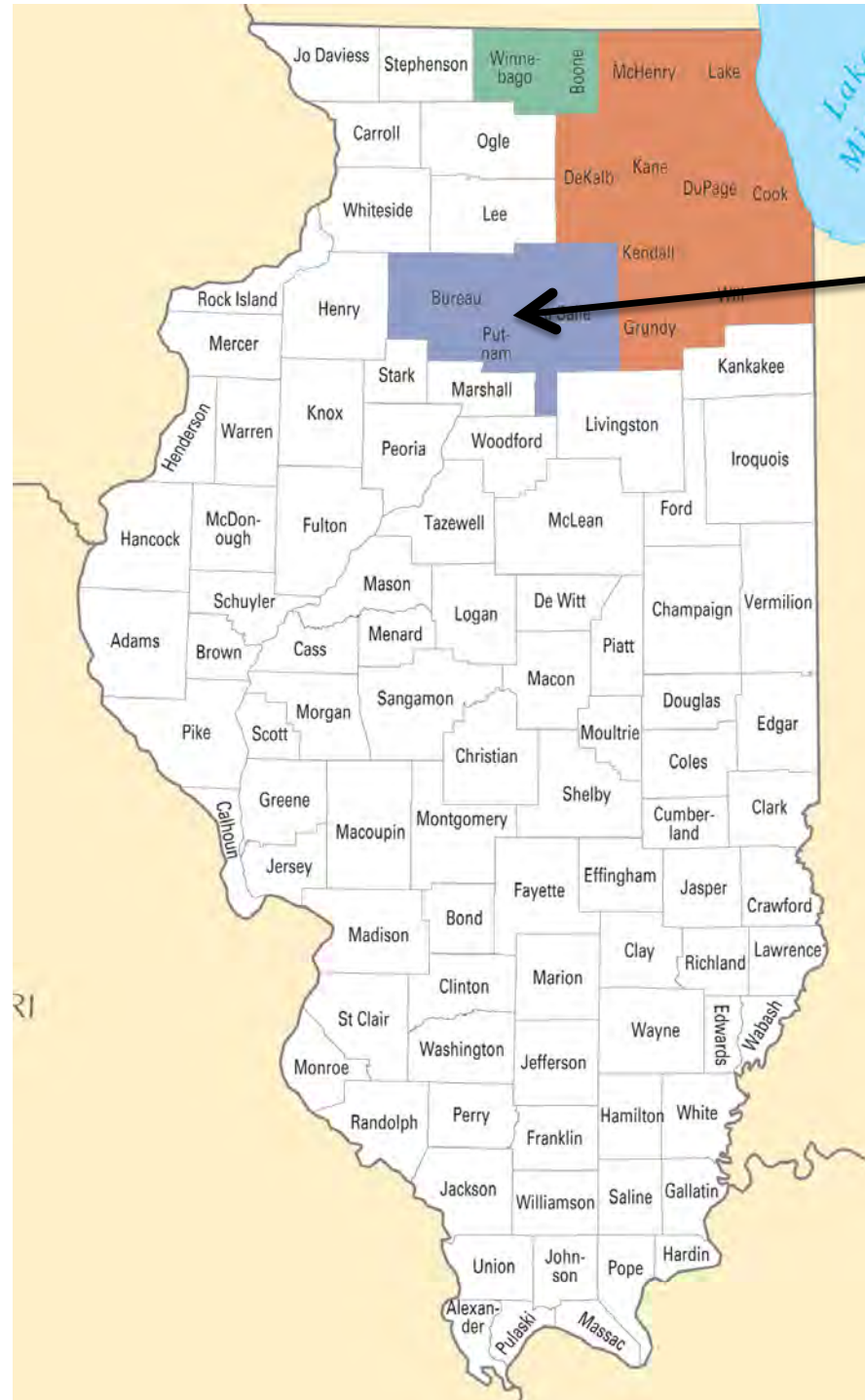
Chicago

11 Multi-County Metropolitan Statistical Areas were identified by the US Census Bureau, based on 2010 Census Data (and other survey data)



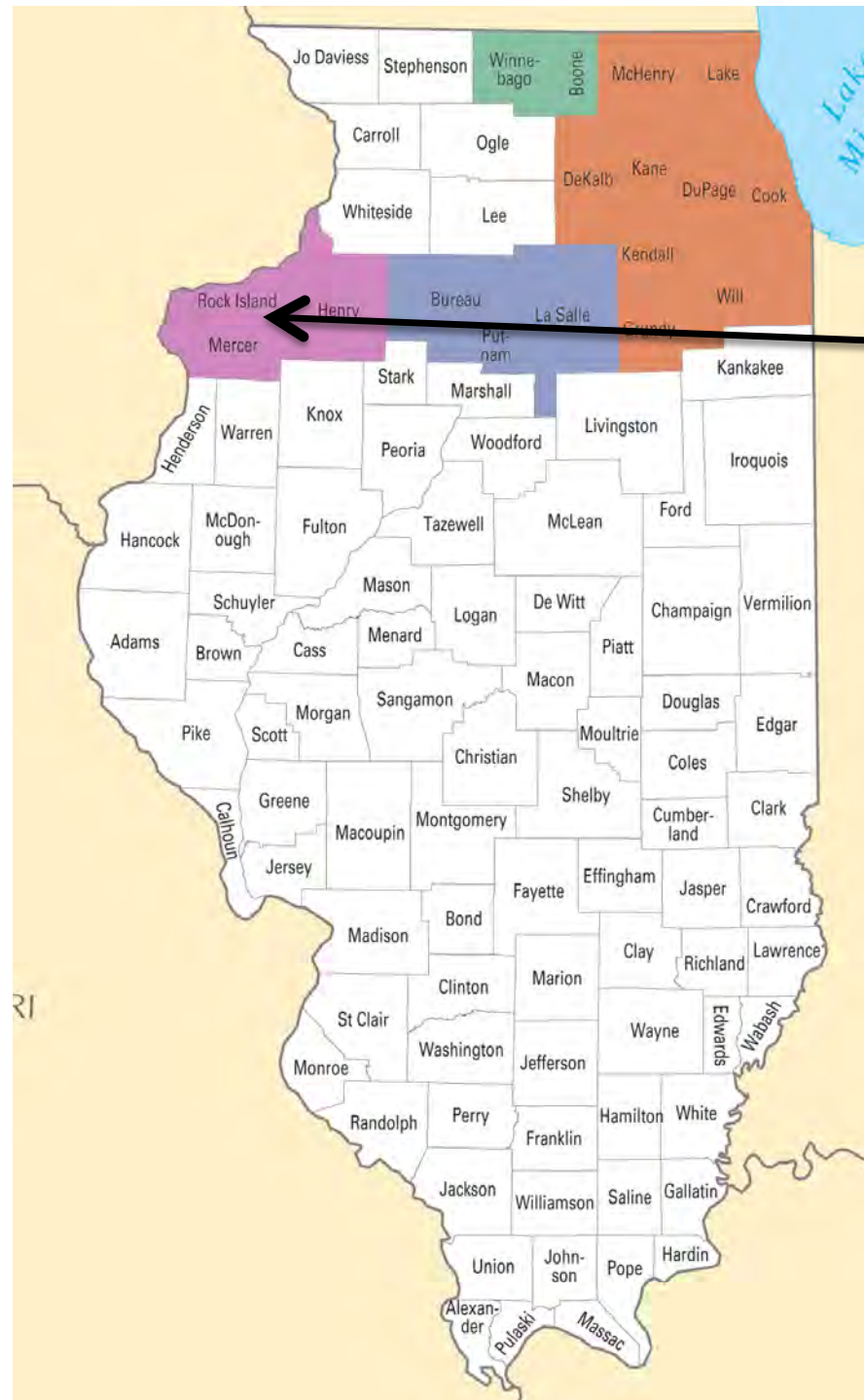
Chicago
Rockford

11 Multi-County Metropolitan Statistical Areas were identified by the US Census Bureau, based on 2010 Census Data (and other survey data)



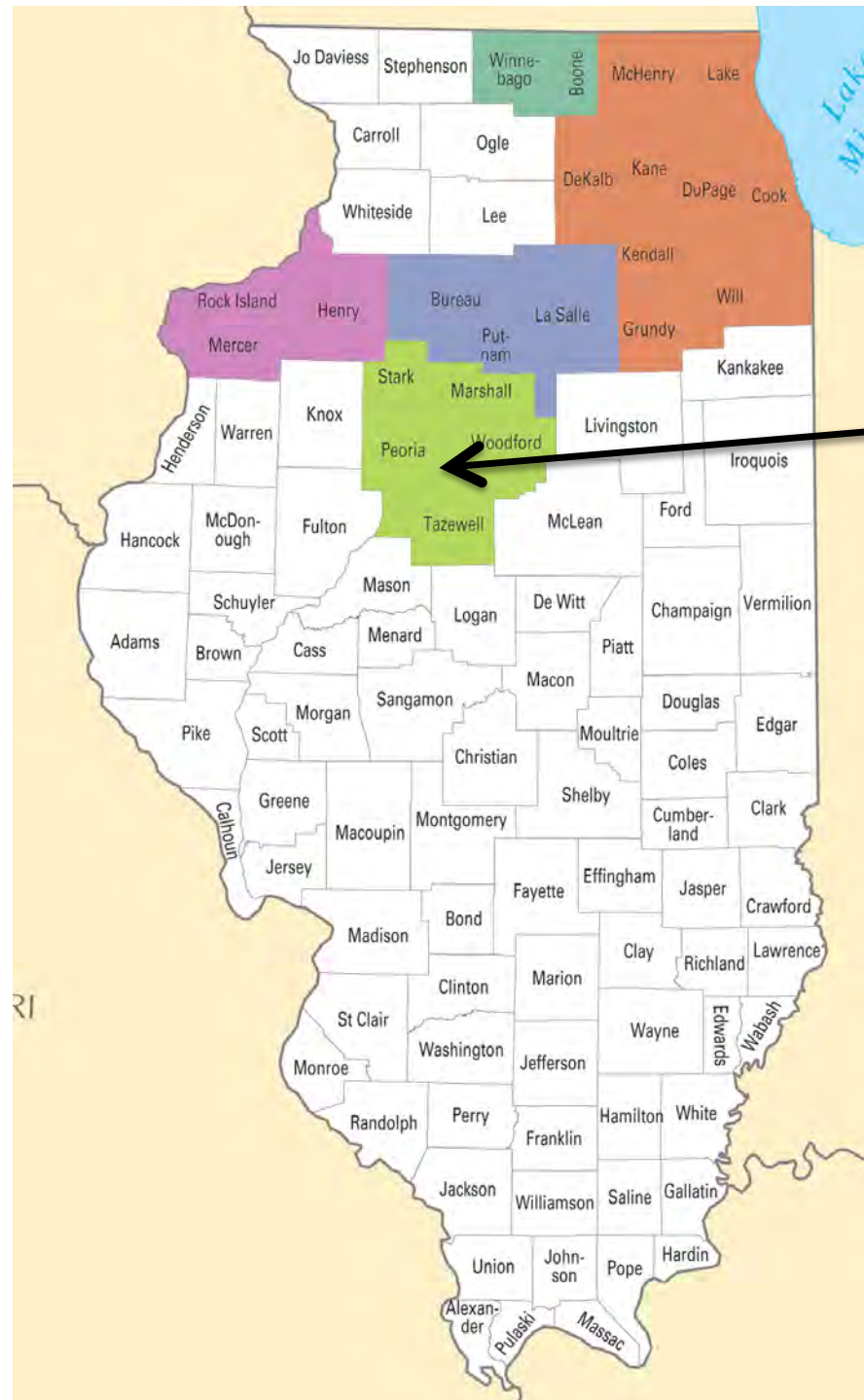
Chicago
Rockford
LaSalle/Peru

11 Multi-County Metropolitan Statistical Areas were identified by the US Census Bureau, based on 2010 Census Data (and other survey data)



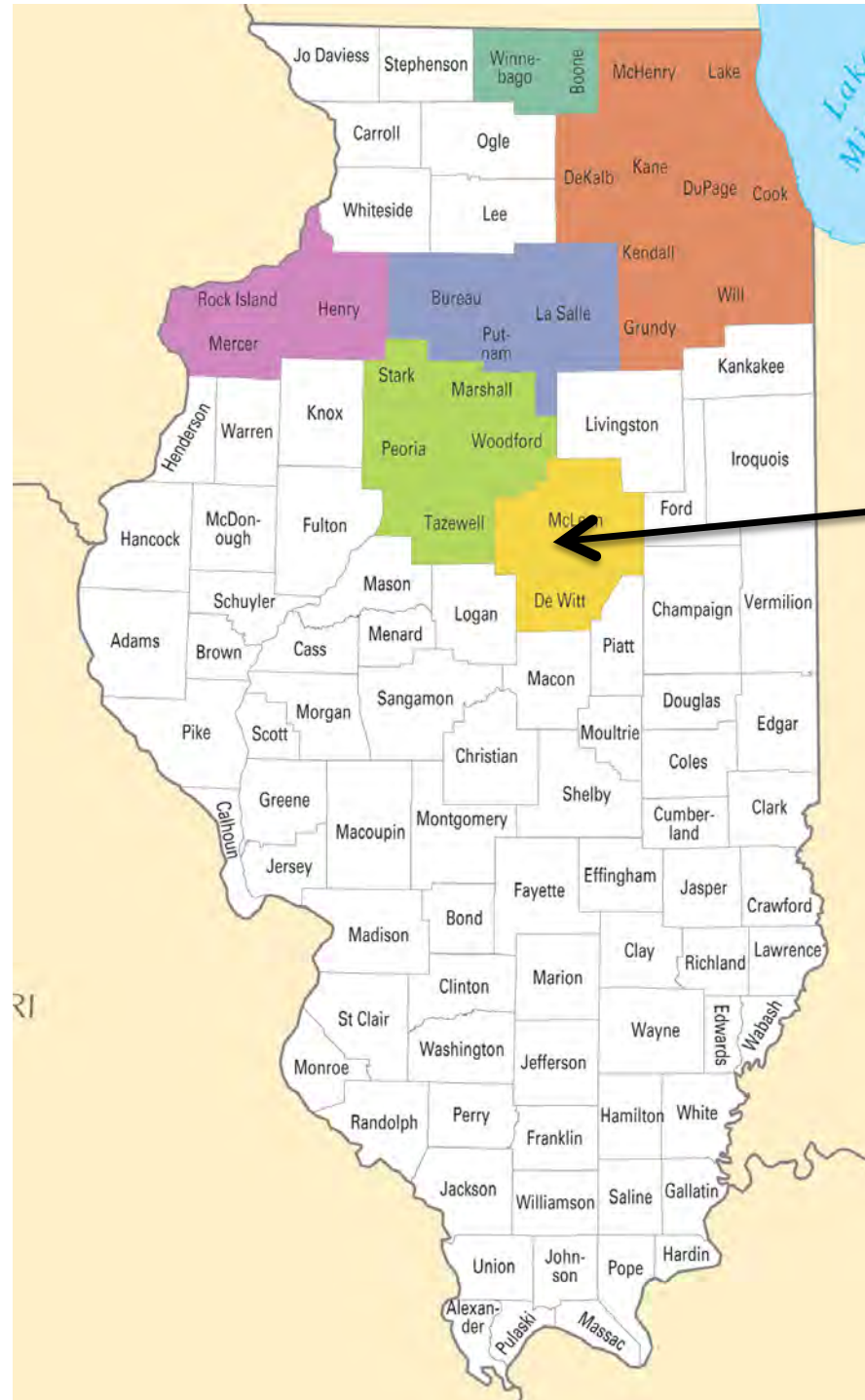
Chicago
Rockford
LaSalle/Peru
Rock Island

11 Multi-County Metropolitan Statistical Areas were identified by the US Census Bureau, based on 2010 Census Data (and other survey data)



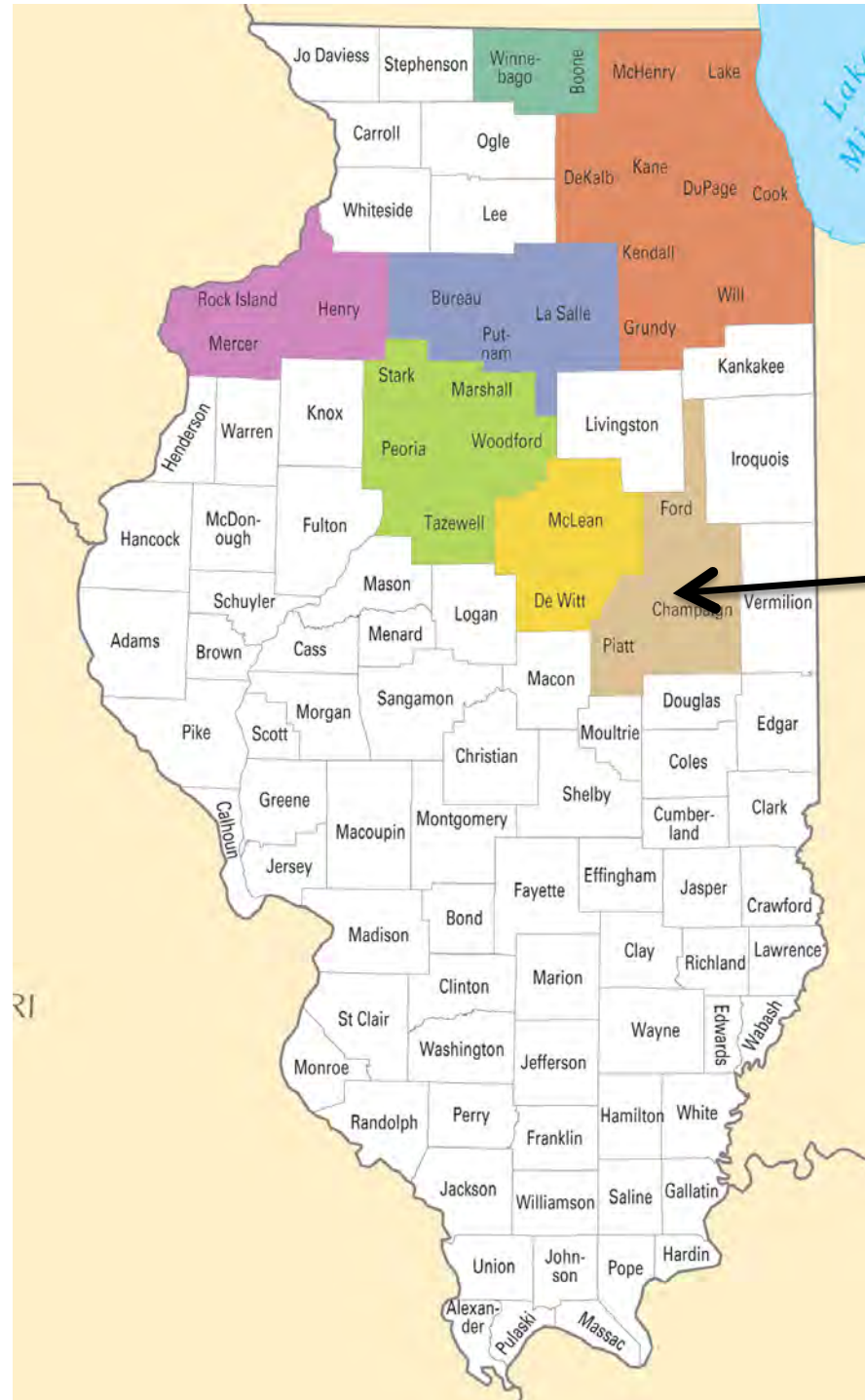
- Chicago
- Rockford
- LaSalle/Peru
- Rock Island
- Peoria

11 Multi-County Metropolitan Statistical Areas were identified by the US Census Bureau, based on 2010 Census Data (and other survey data)



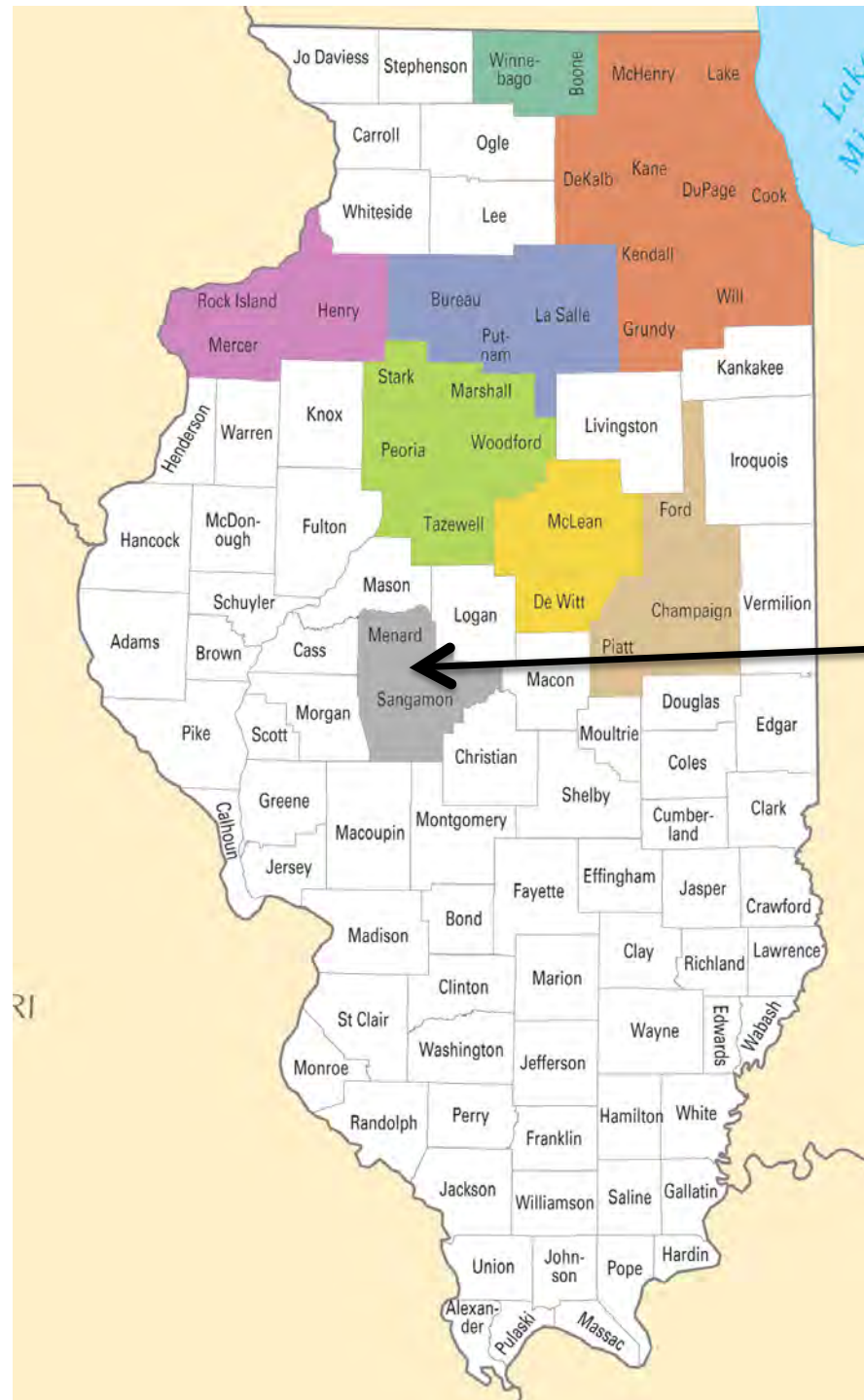
Chicago
Rockford
LaSalle/Peru
Rock Island
Peoria
Bloomington

11 Multi-County Metropolitan Statistical Areas were identified by the US Census Bureau, based on 2010 Census Data (and other survey data)



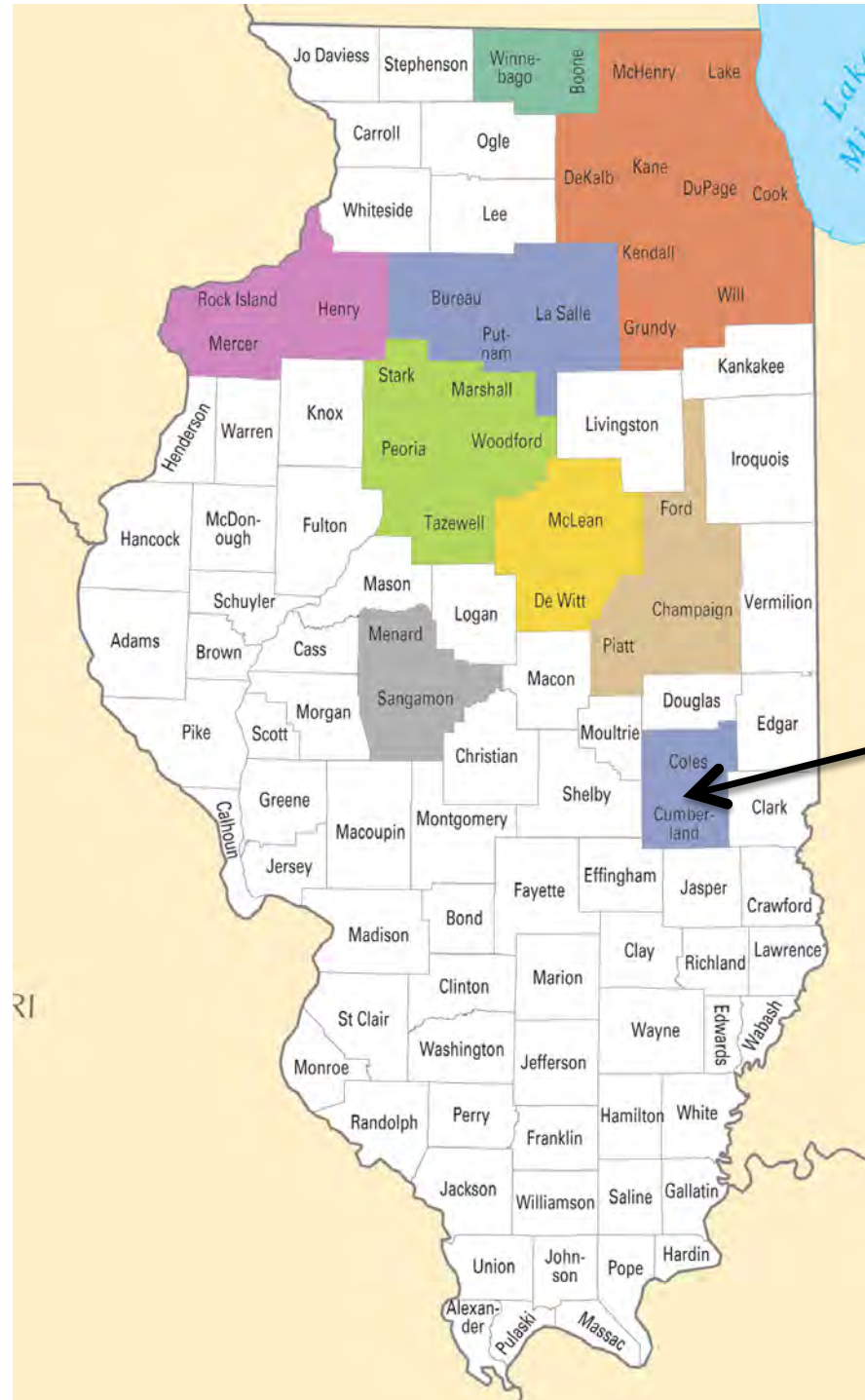
Chicago
Rockford
LaSalle/Peru
Rock Island
Peoria
Bloomington
Champaign

11 Multi-County Metropolitan Statistical Areas were identified by the US Census Bureau, based on 2010 Census Data (and other survey data)



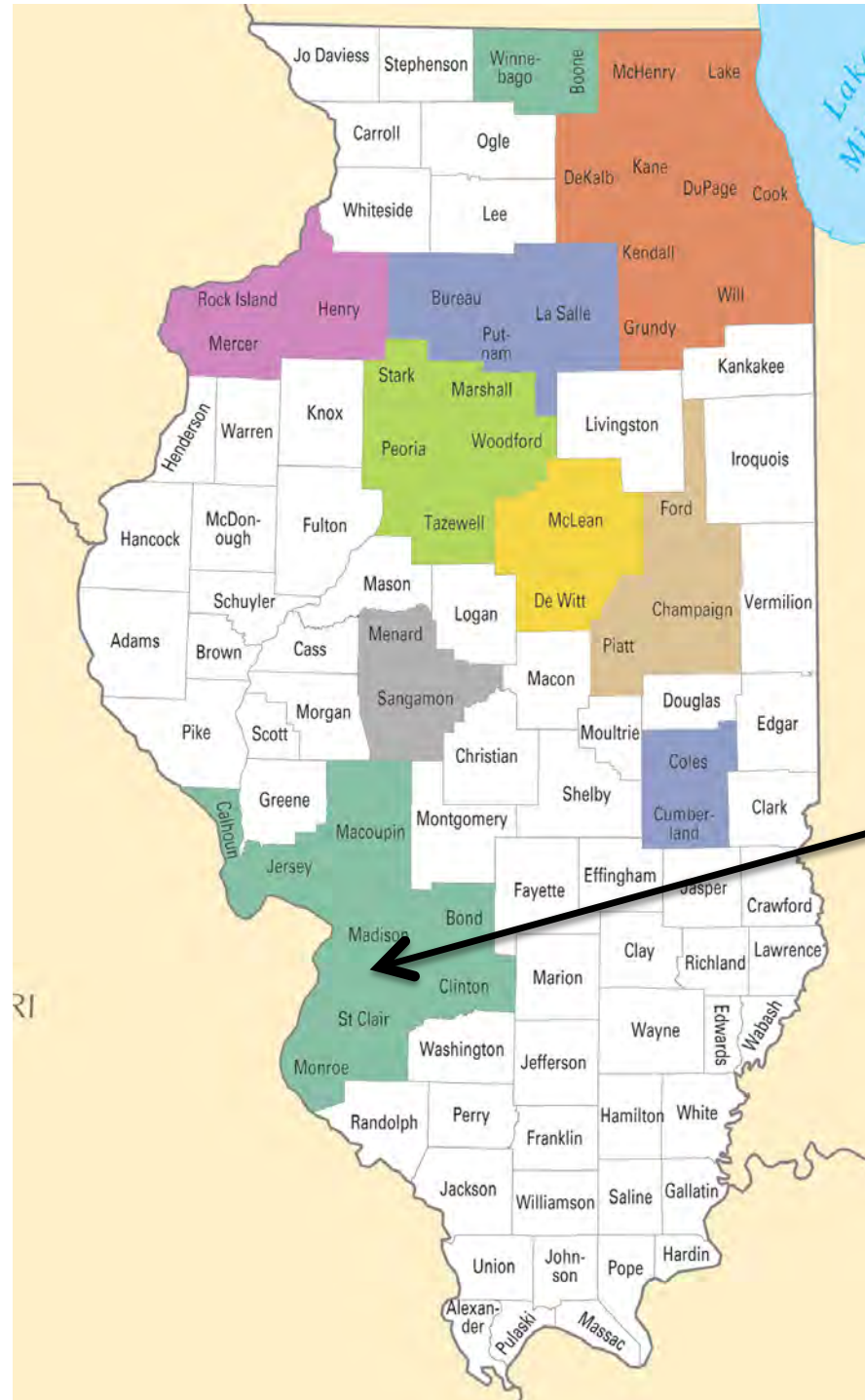
Chicago
Rockford
LaSalle/Peru
Rock Island
Peoria
Bloomington
Champaign
Springfield

11 Multi-County Metropolitan Statistical Areas were identified by the US Census Bureau, based on 2010 Census Data (and other survey data)



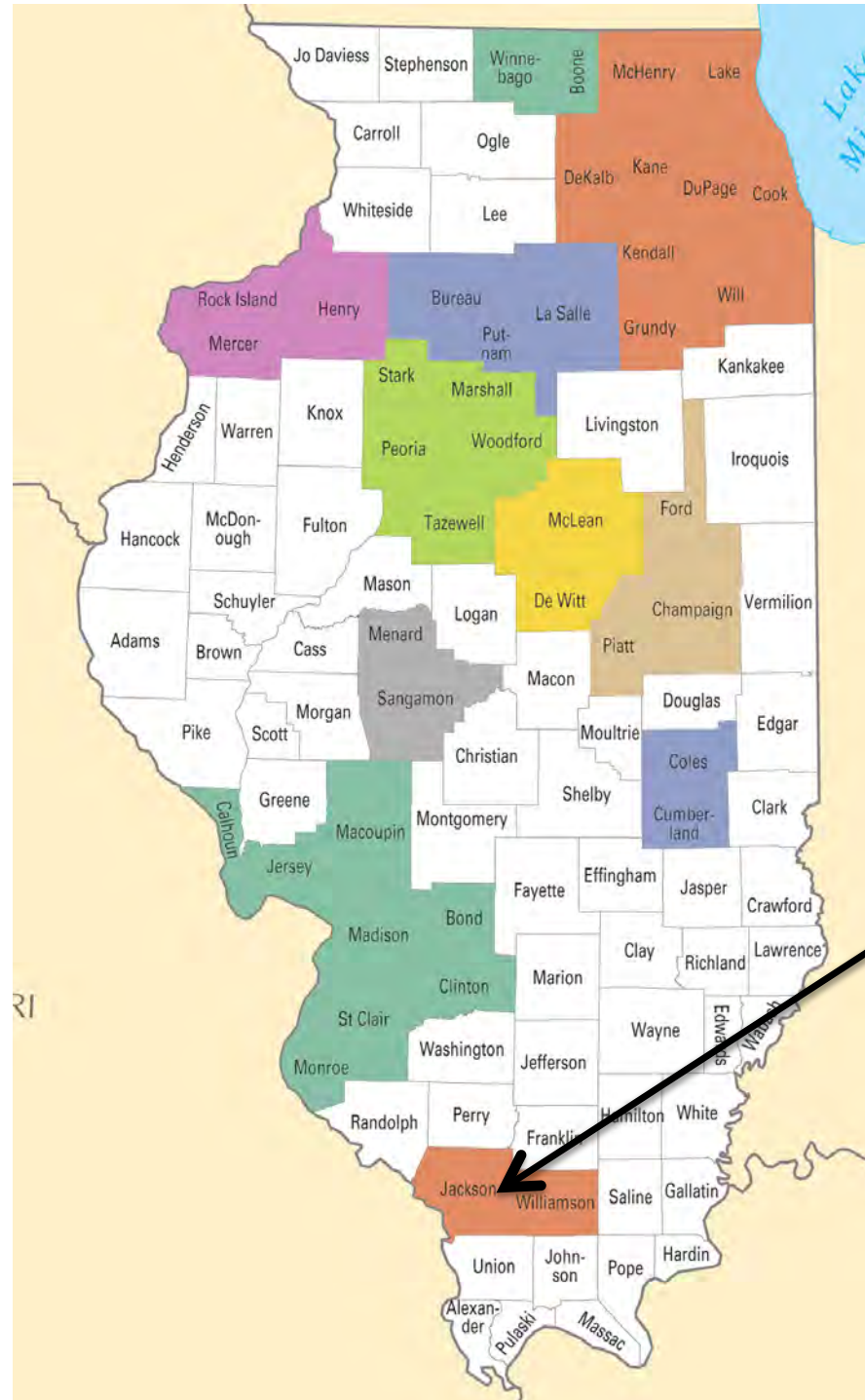
Chicago
Rockford
LaSalle/Peru
Rock Island
Peoria
Bloomington
Champaign
Springfield
Charleston

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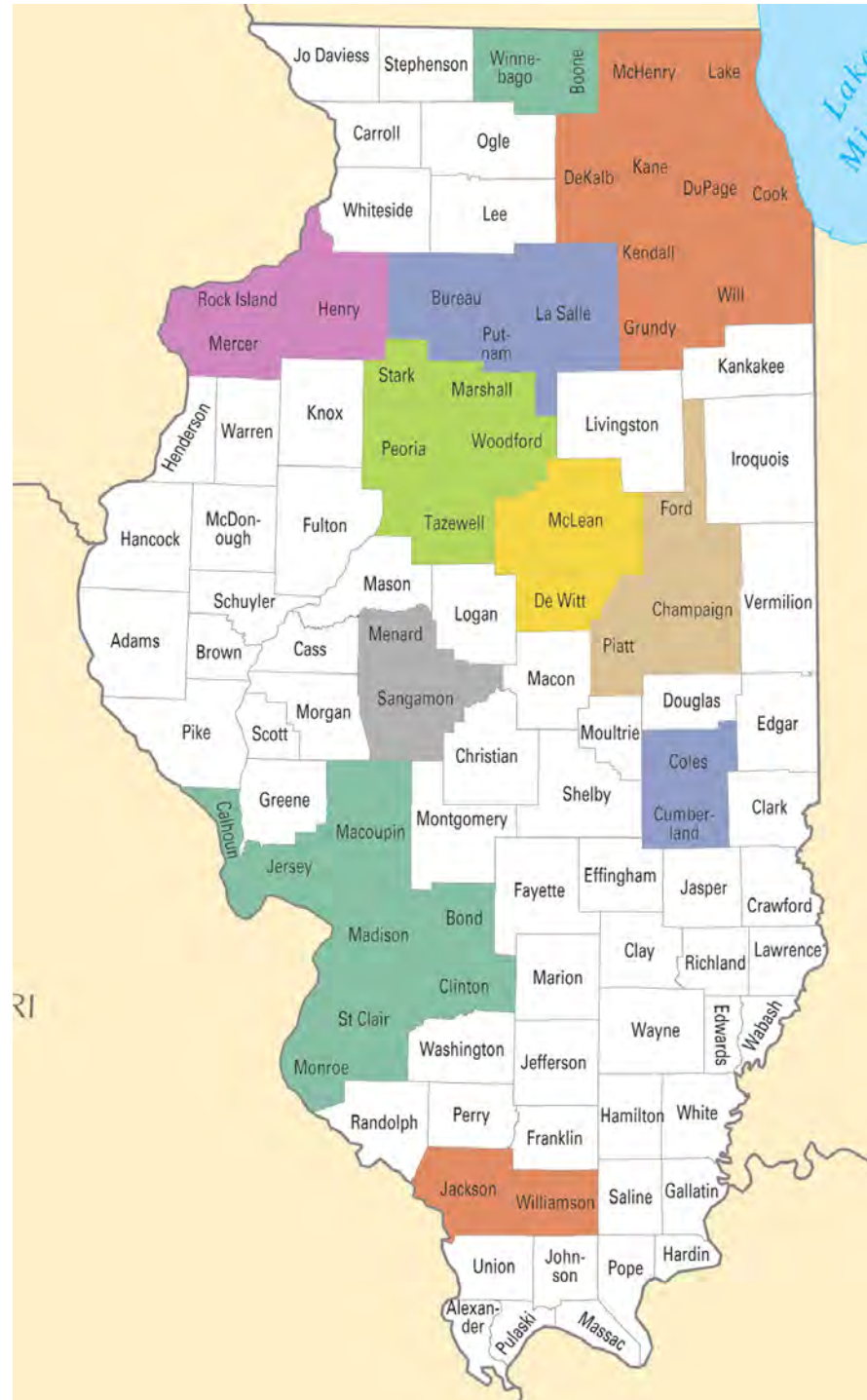
Chicago
Rockford
LaSalle/Peru
Rock Island
Peoria
Bloomington
Champaign
Springfield
Charleston
Metro East

11 Multi-County Metropolitan Statistical Areas were identified by the US Census Bureau, based on 2010 Census Data (and other survey data)



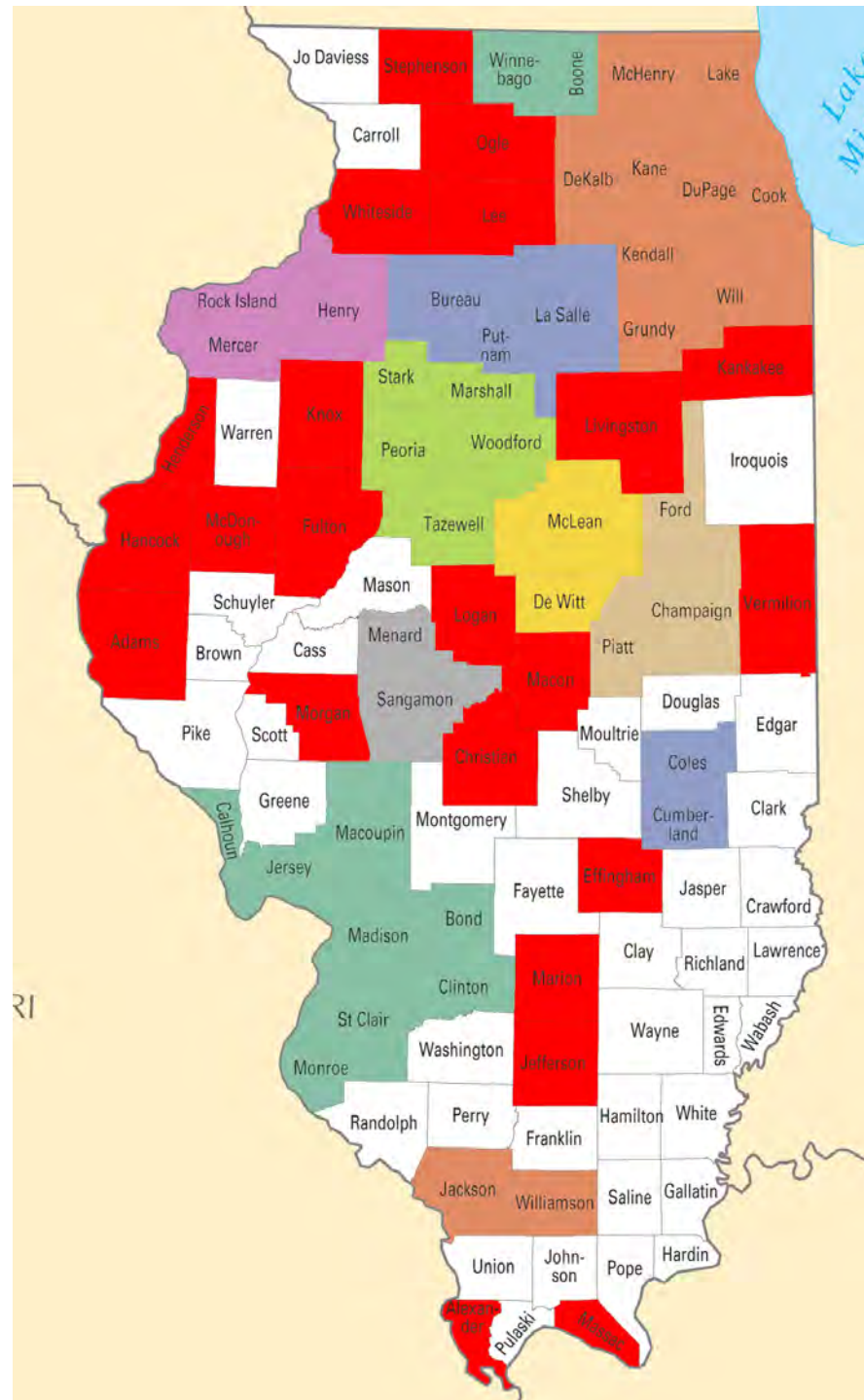
Chicago
Rockford
LaSalle/Peru
Rock Island
Peoria
Bloomington
Champaign
Springfield
Charleston
Metro East
Carbondale

11 Multi-County Metropolitan Statistical Areas were identified by the US Census Bureau, based on 2010 Census Data (and other survey data)

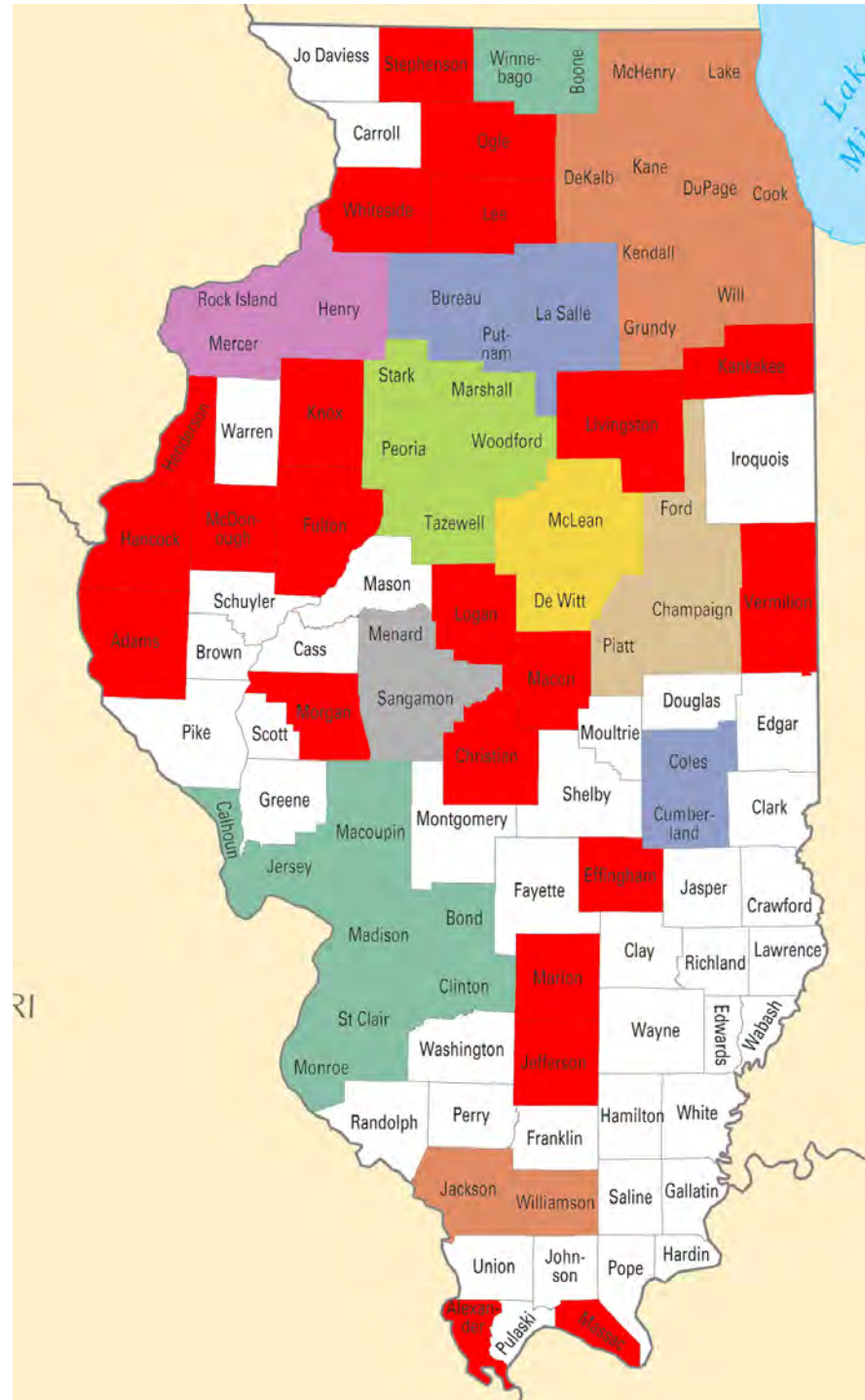


Chicago
Rockford
LaSalle/Peru
Rock Island
Peoria
Bloomington
Champaign
Springfield
Charleston
Metro East
Carbondale

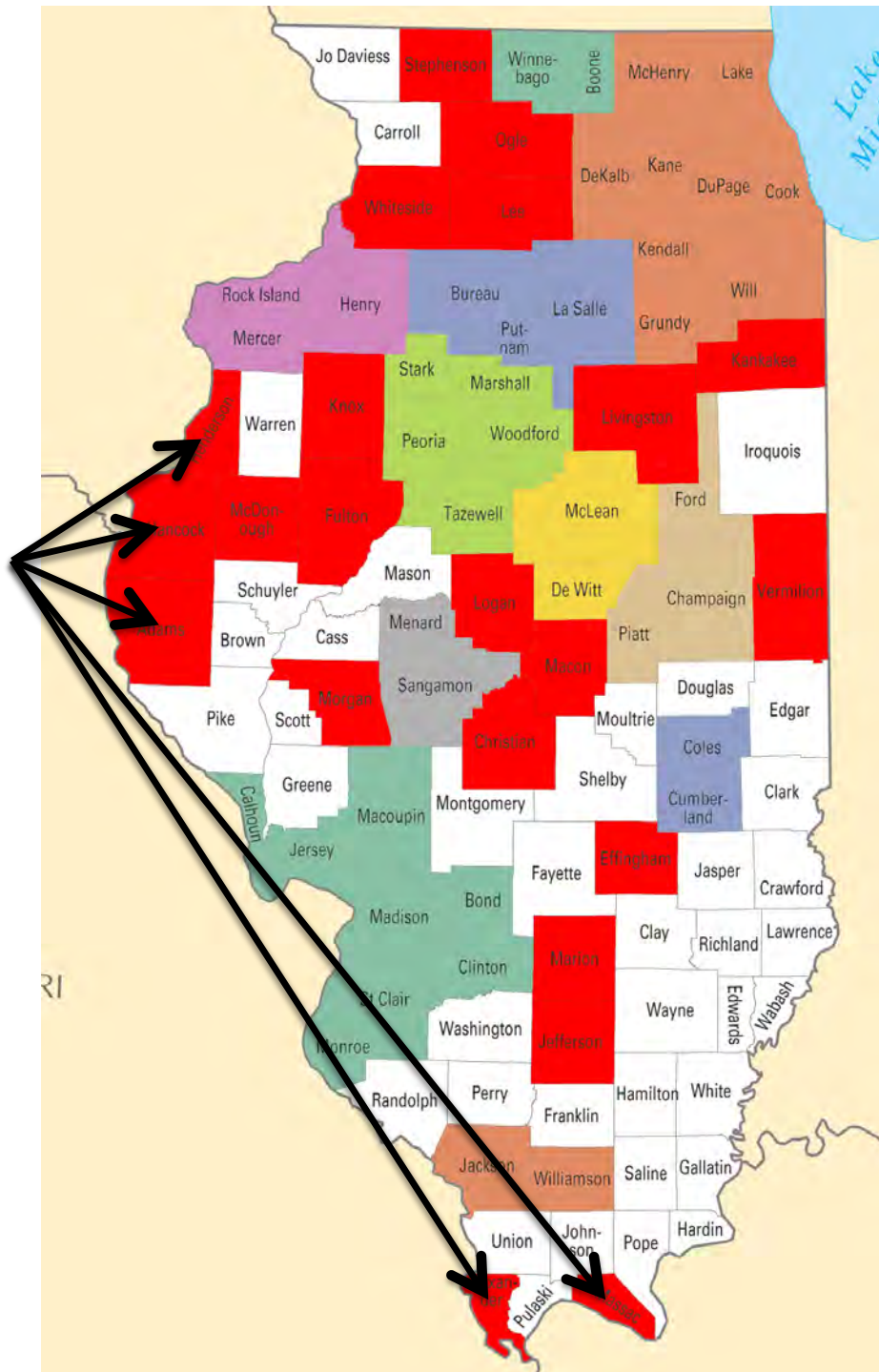
An additional
22 single-
county MSAs
were
identified.



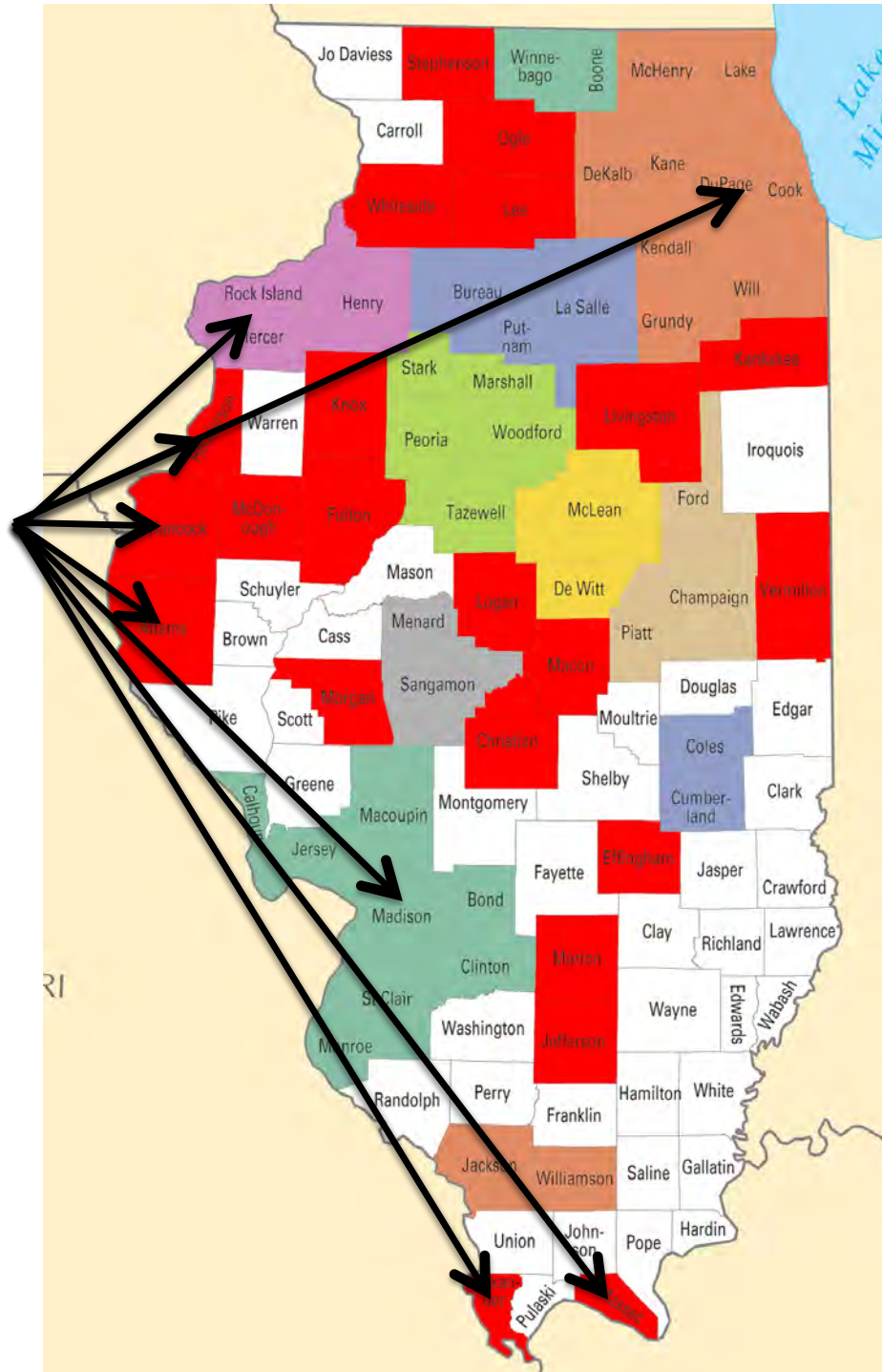
Although 5 of these were the single Illinois county in a multi-state, multi-county MSA.



Although 5 of these were the single Illinois county in a multi-state, multi-county MSA.



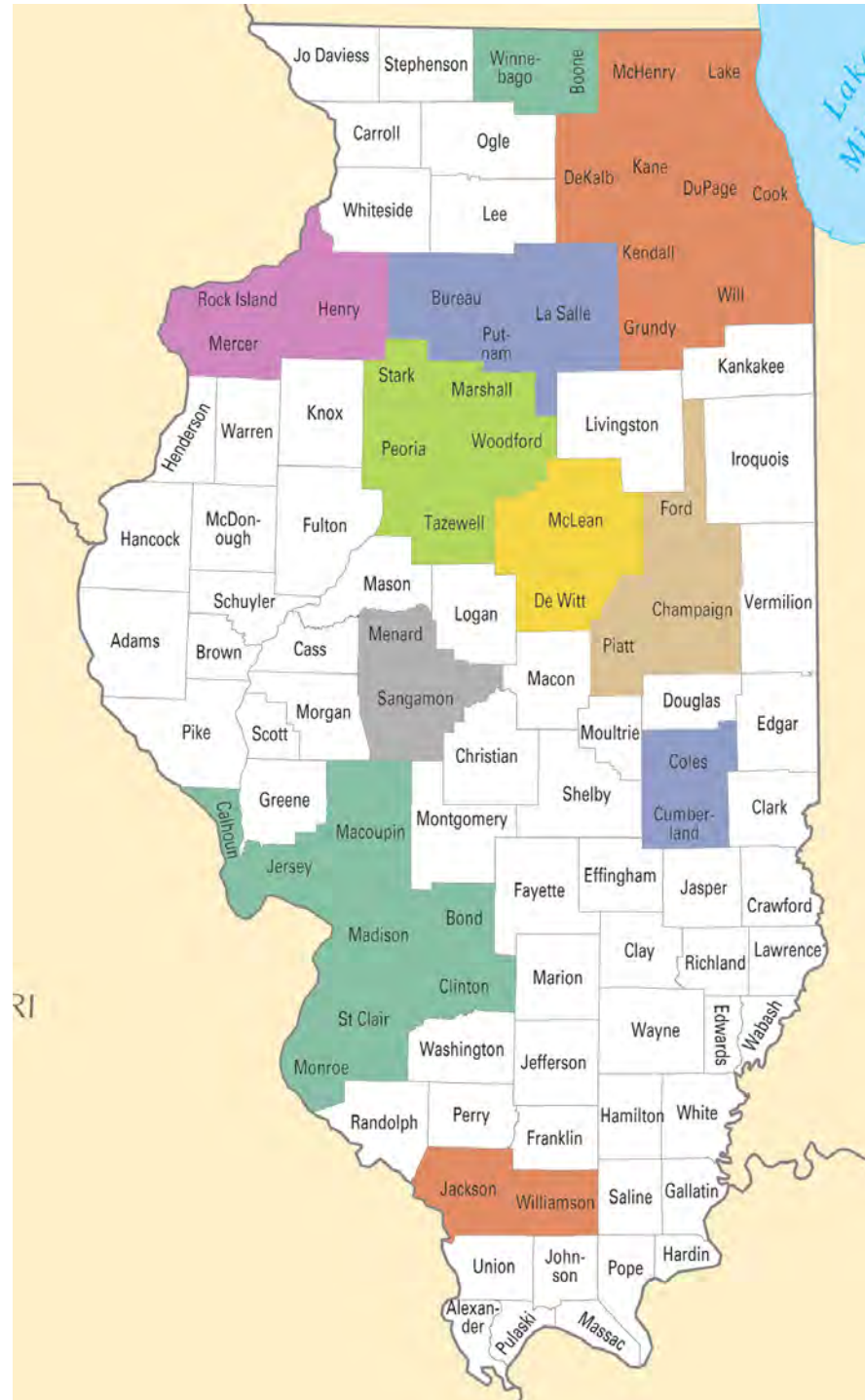
In all, 8 of the 33 Illinois MSAs were part of multi-state, multi-county MSAs.



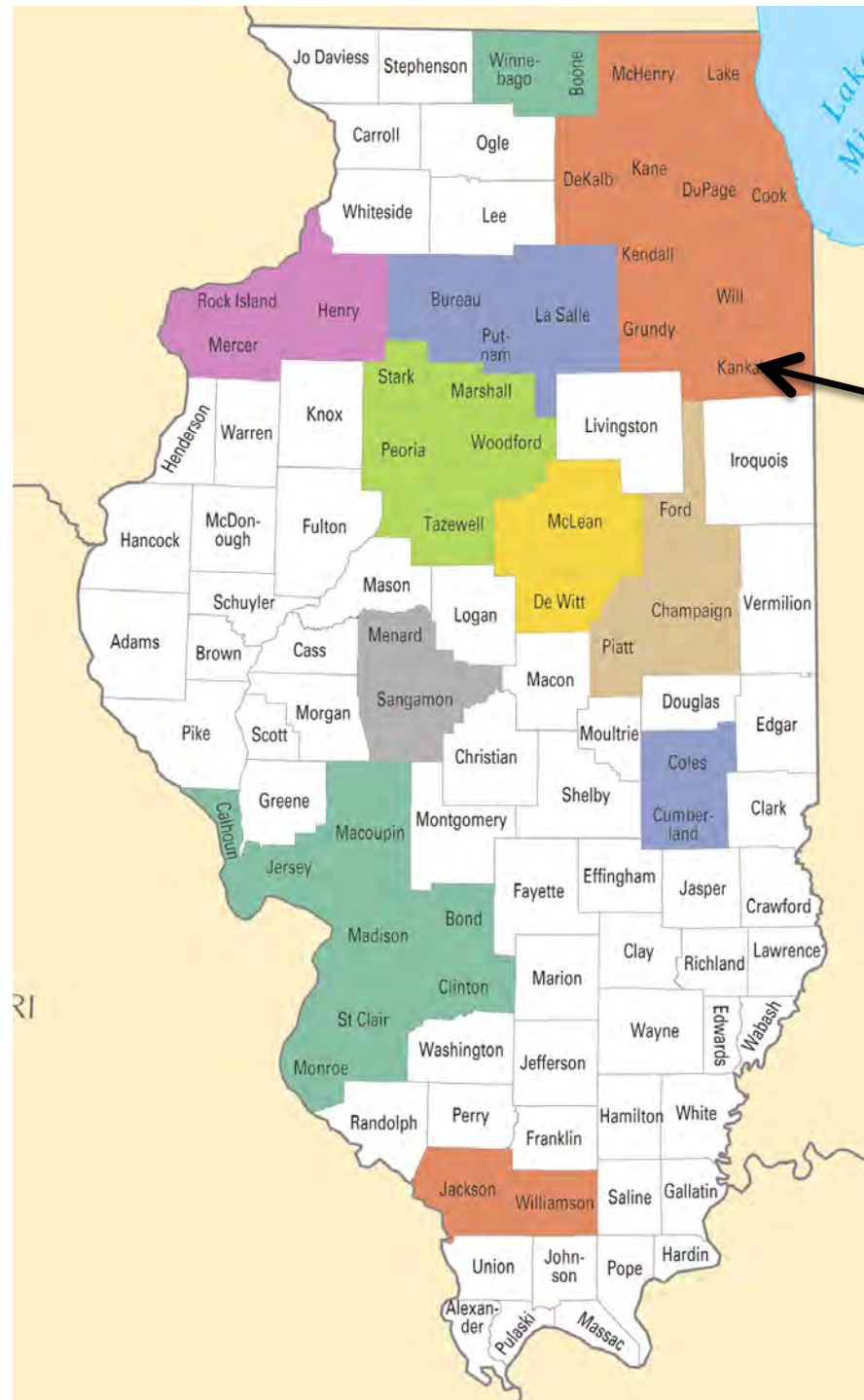
STEP 2 – ATTACH ADDITIONAL COUNTIES TO THESE MULTI-COUNTY MSAs
BASED ON 20% COMMUTATION RATES INTO THOSE MSAs

REVISING REGIONS

Counties who
“export” 20%
or more of
their workers
to existing
multi-county
MSAs are
added to
those MSAs

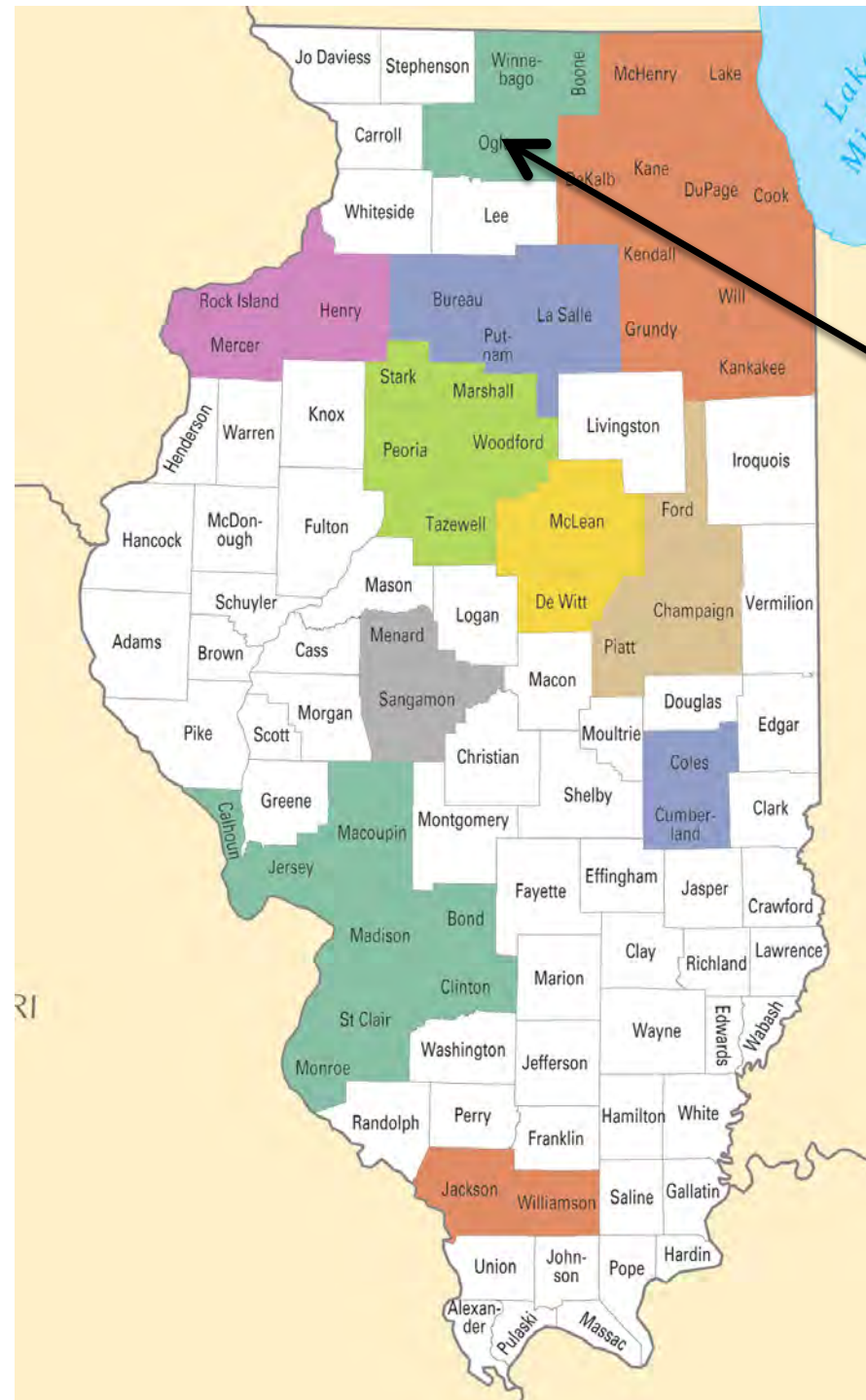


Counties who
“export” 20%
or more of
their workers
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multi-county
MSAs are
added to
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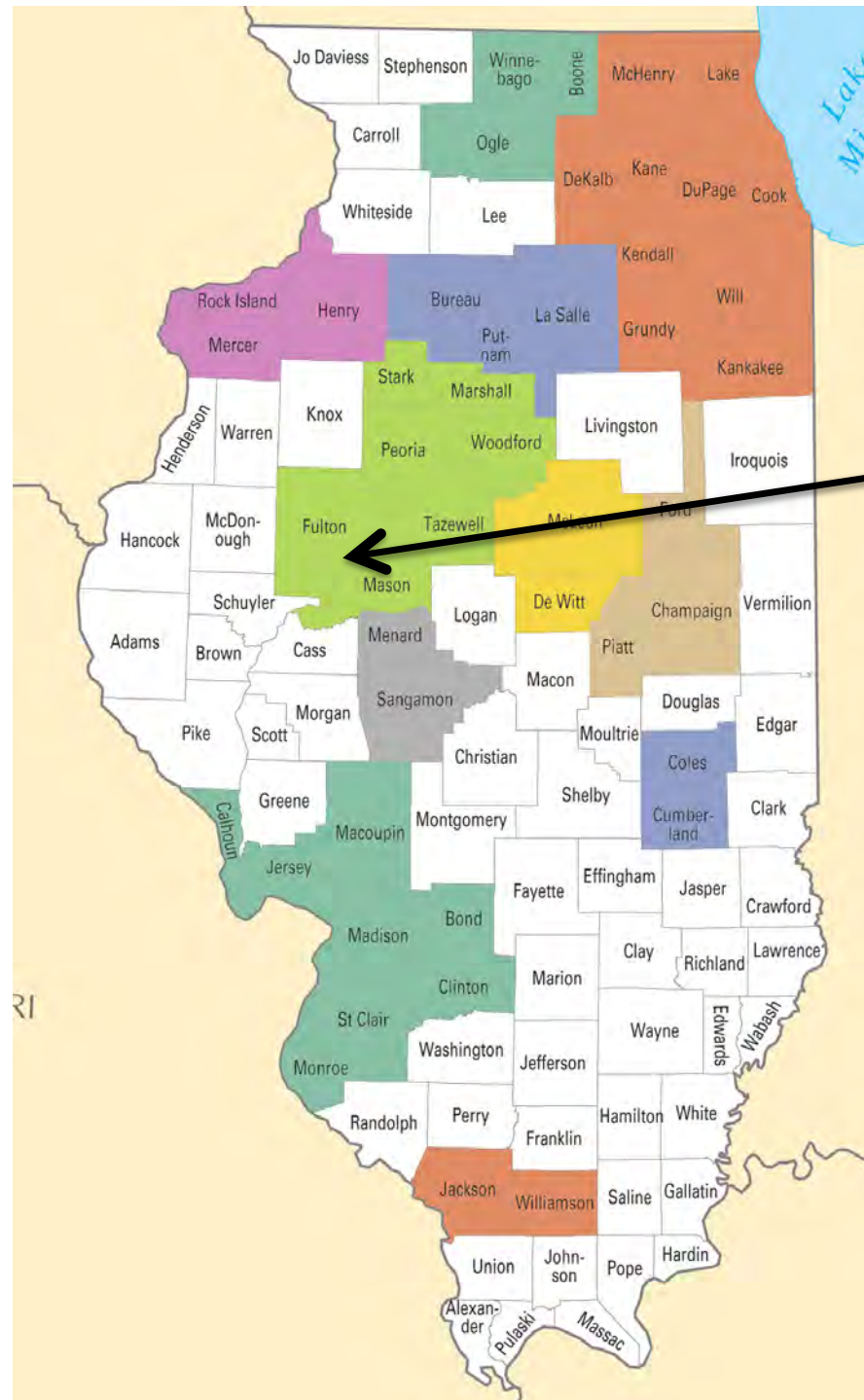
Kankakee Co.
is “attached”
to Chicago

Counties who
“export” 20%
or more of
their workers
to existing
multi-county
MSAs are
added to
those MSAs



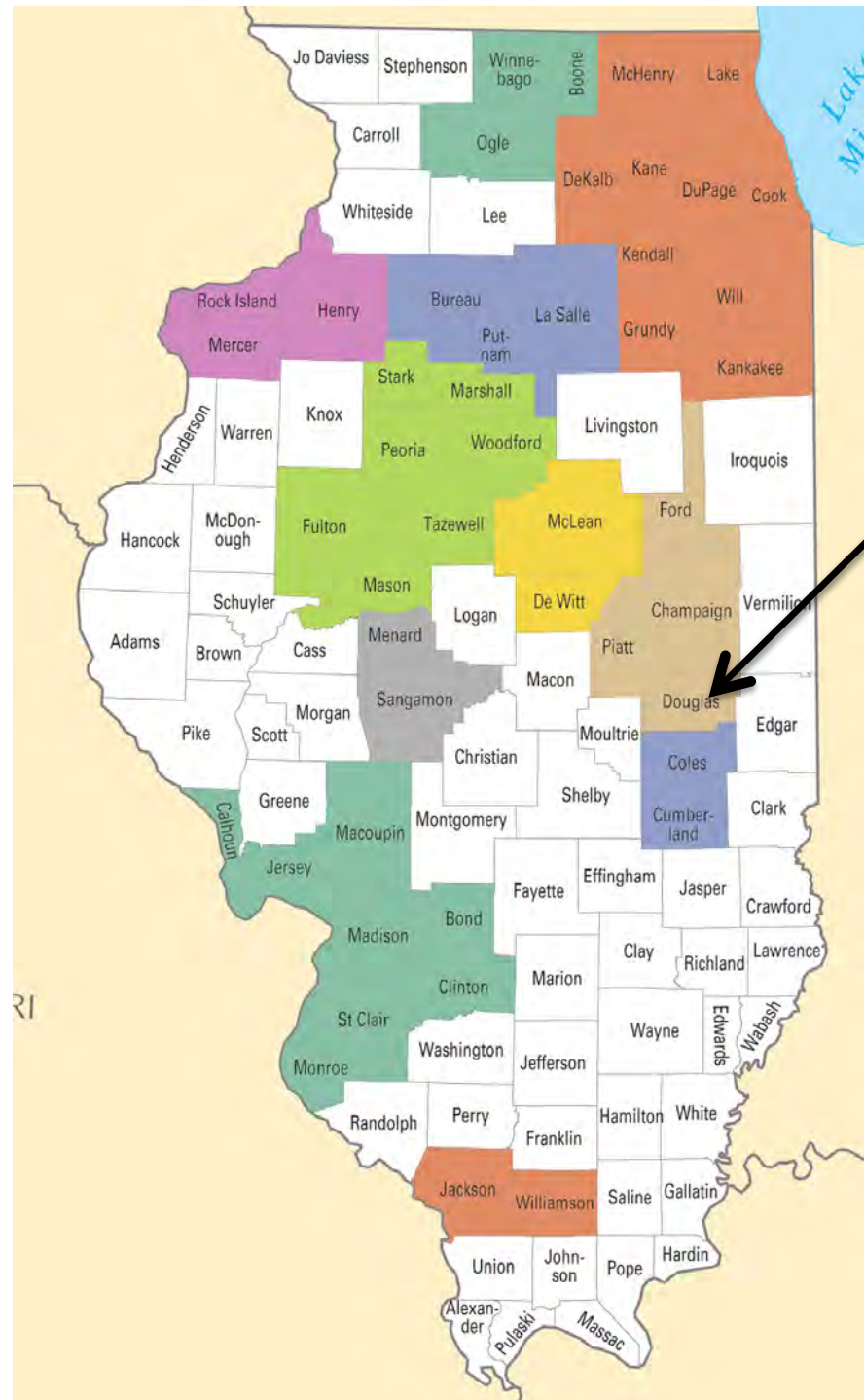
Ogle Co.
is “attached”
to Rockford

Counties who
“export” 20%
or more of
their workers
to existing
multi-county
MSAs are
added to
those MSAs



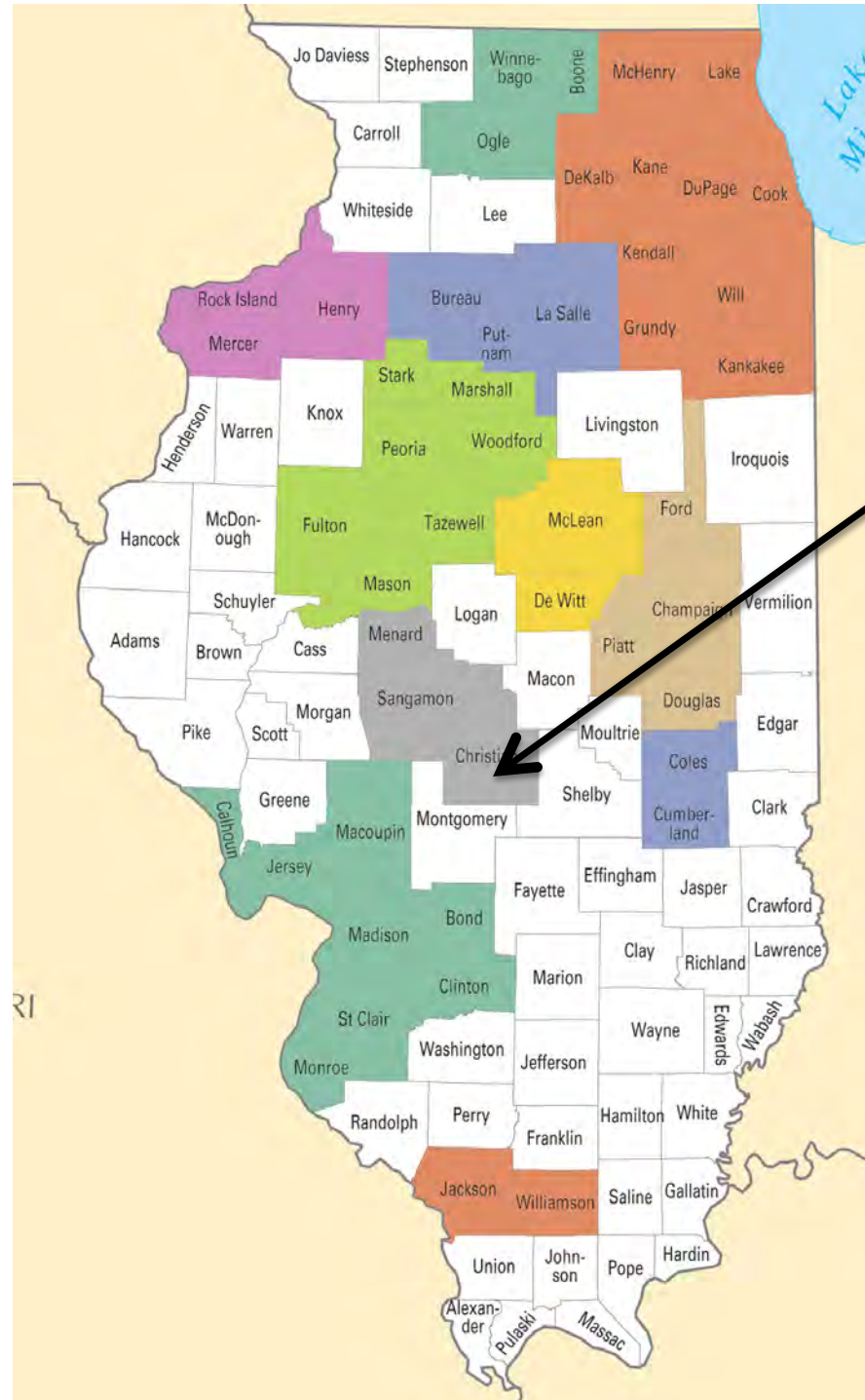
Fulton and
Mason Cos.
are “attached”
to Peoria

Counties who
“export” 20%
or more of
their workers
to existing
multi-county
MSAs are
added to
those MSAs



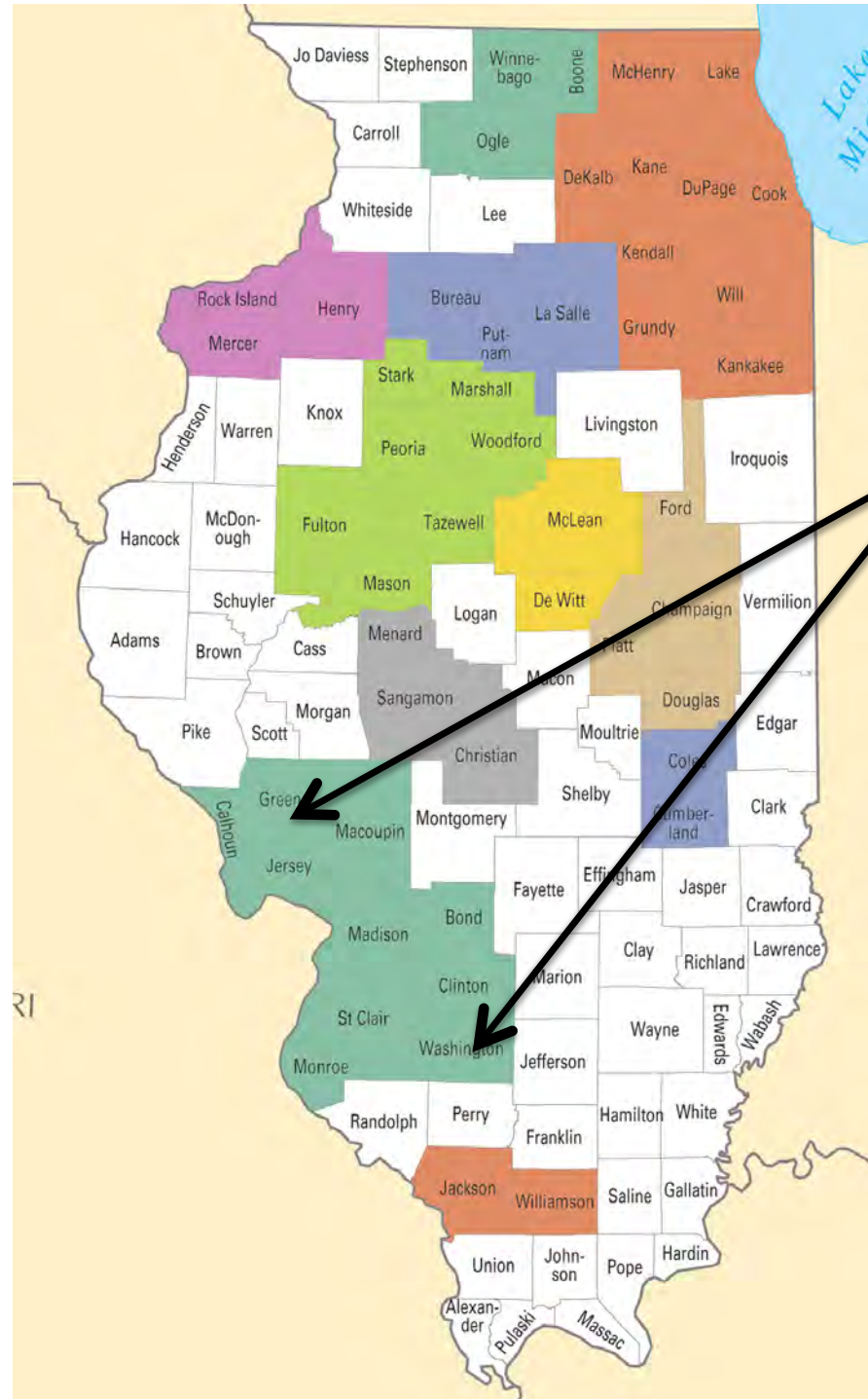
Douglas Co.
Is “attached”
to Champaign

Counties who
“export” 20%
or more of
their workers
to existing
multi-county
MSAs are
added to
those MSAs



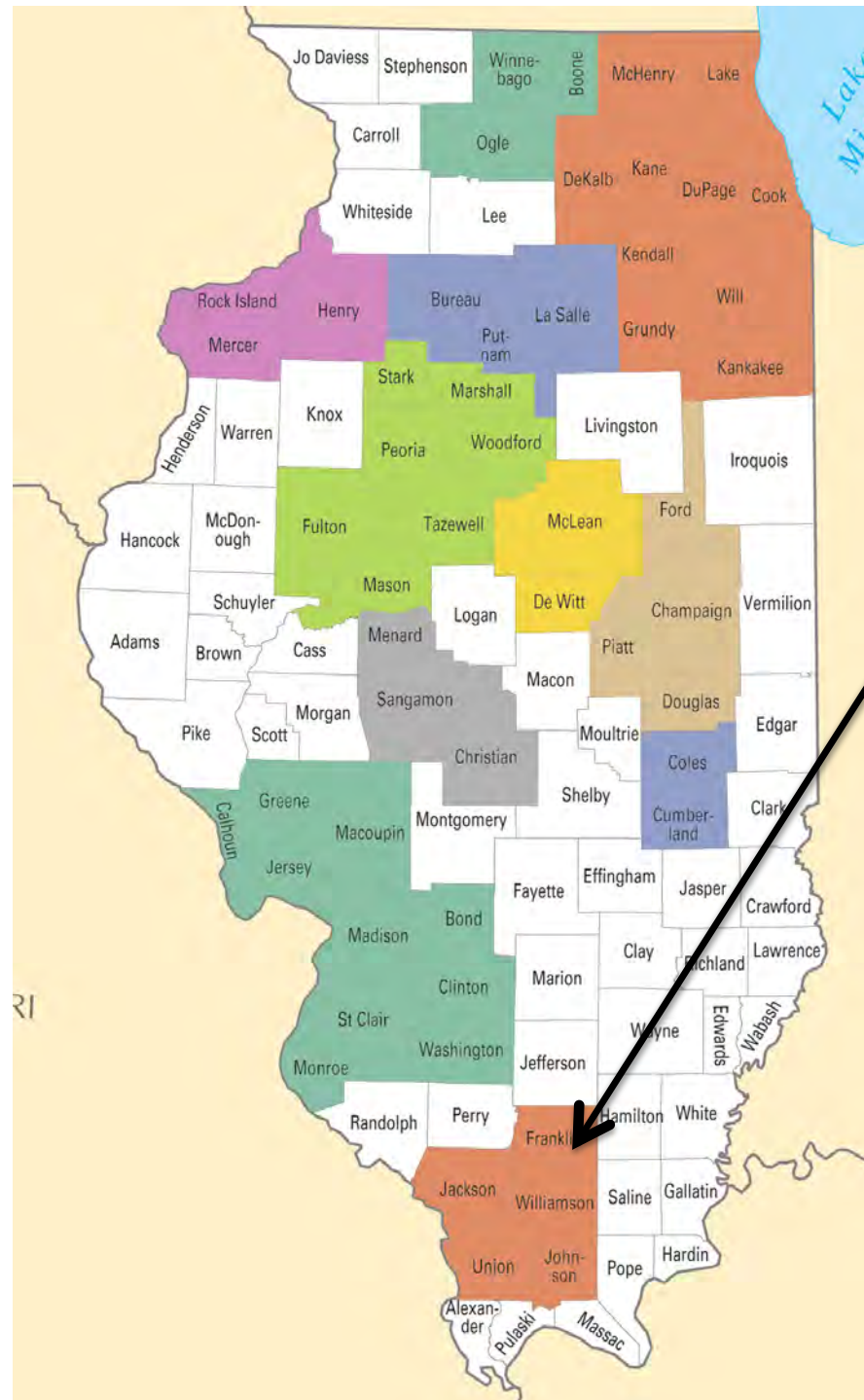
Christian Co.
Is “attached”
to Springfield

Counties who
“export” 20%
or more of
their workers
to existing
multi-county
MSAs are
added to
those MSAs



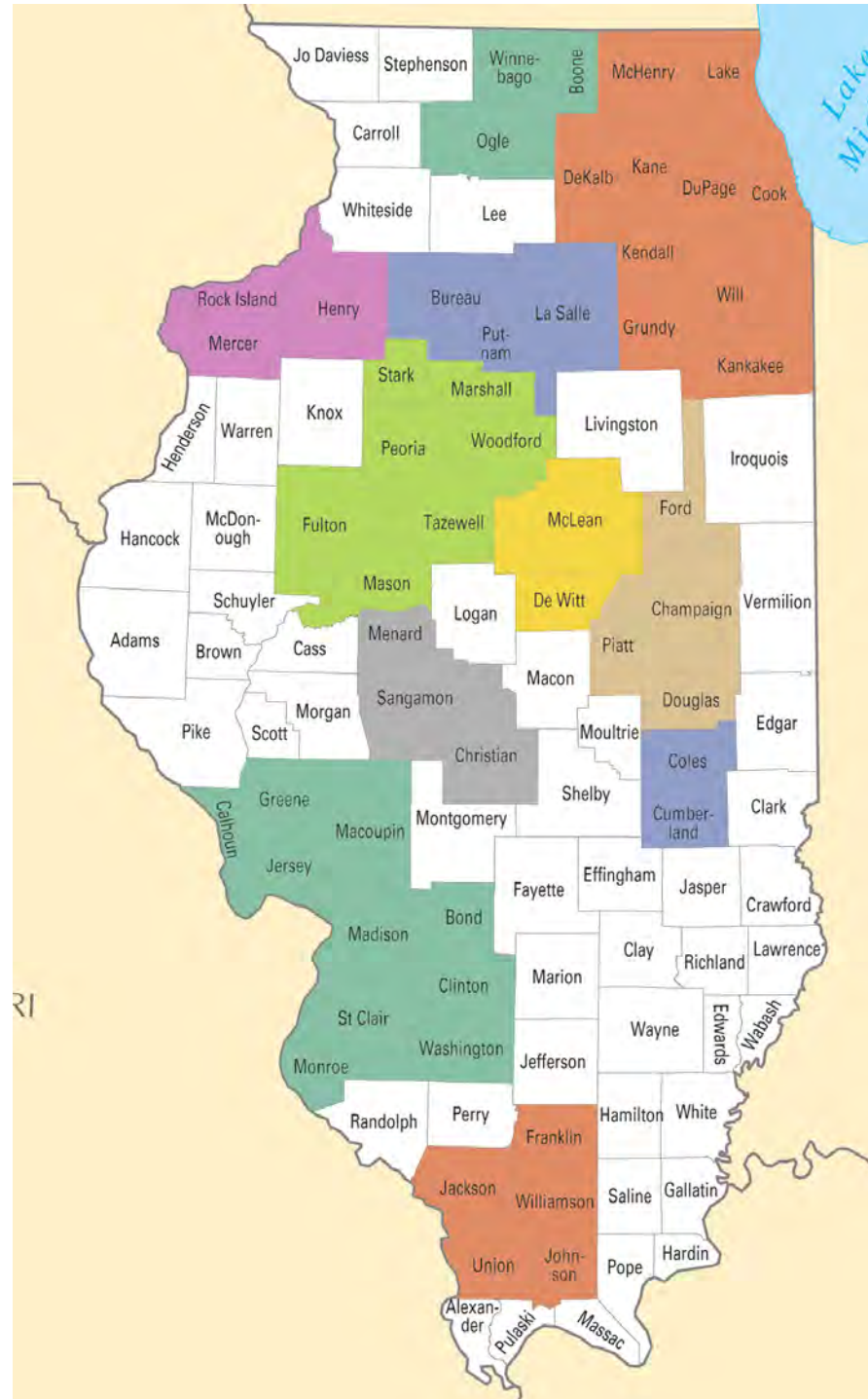
Washington
& Greene Cos.
are “attached”
to Metro East

Counties who
“export” 20%
or more of
their workers
to existing
multi-county
MSAs are
added to
those MSAs

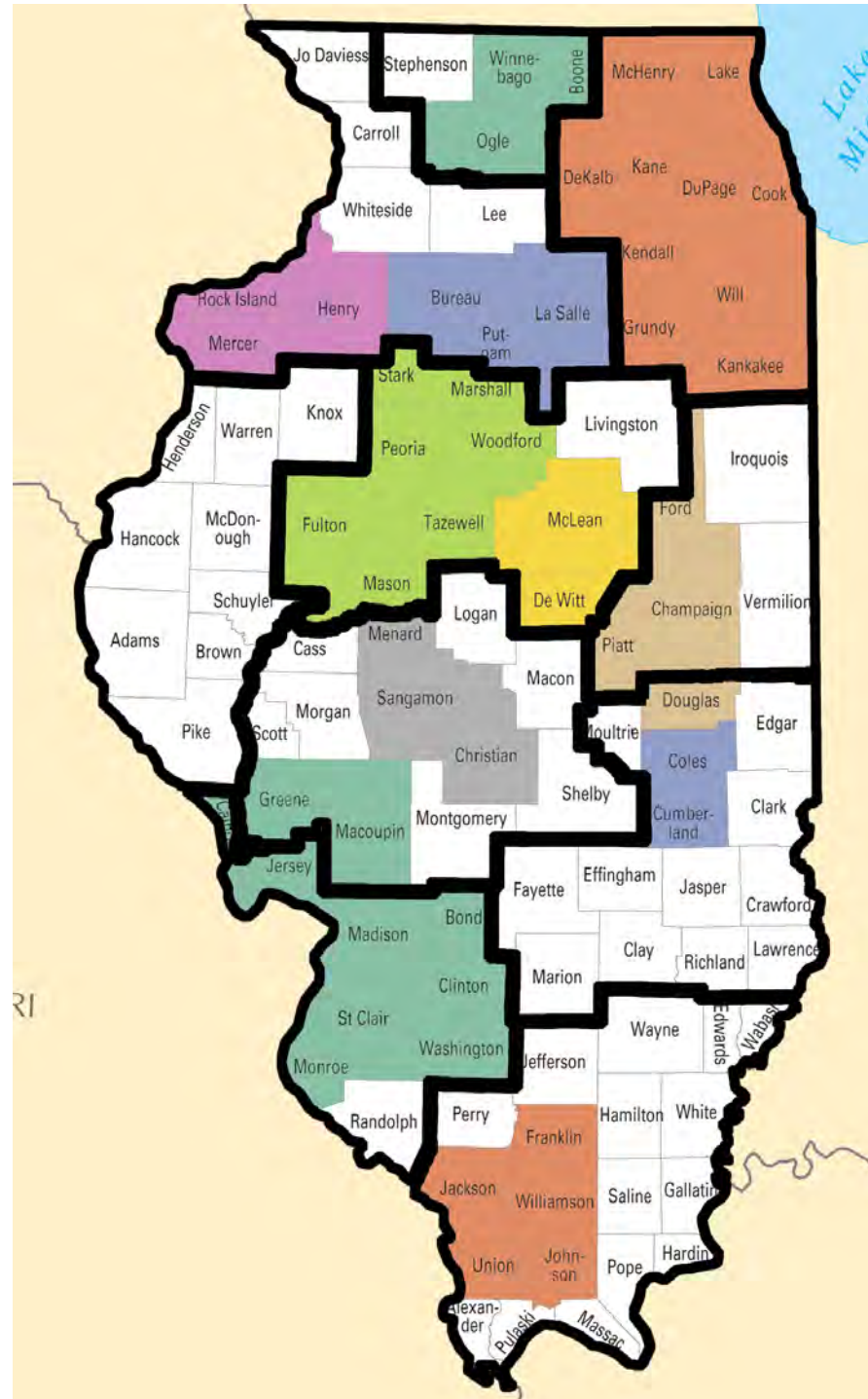


Franklin,
Union and
Johnson Cos.
are “attached”
to Carbondale

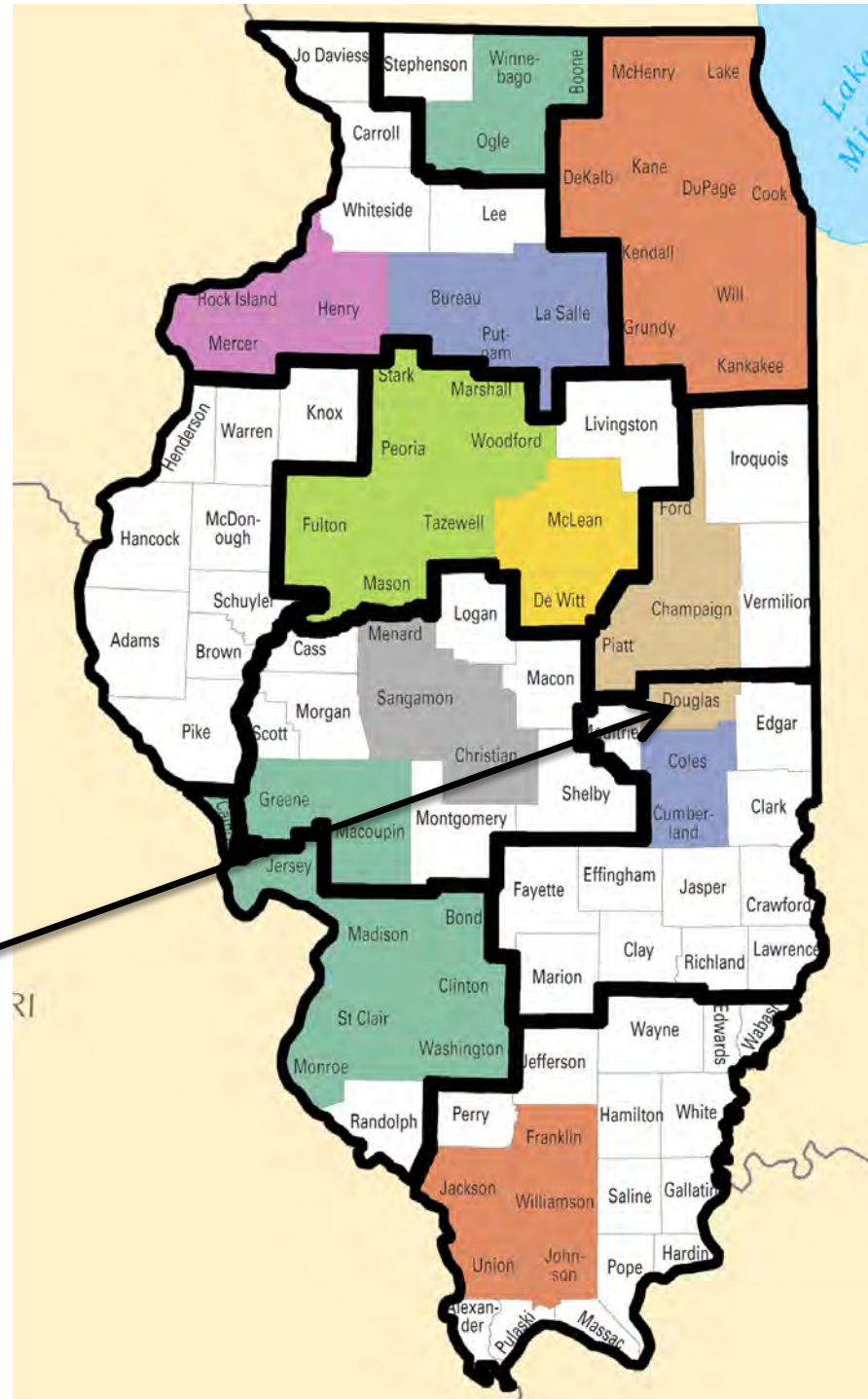
These are the
11
“augmented”
multi-county
MSAs that
should form
the basis for
regional
definitions



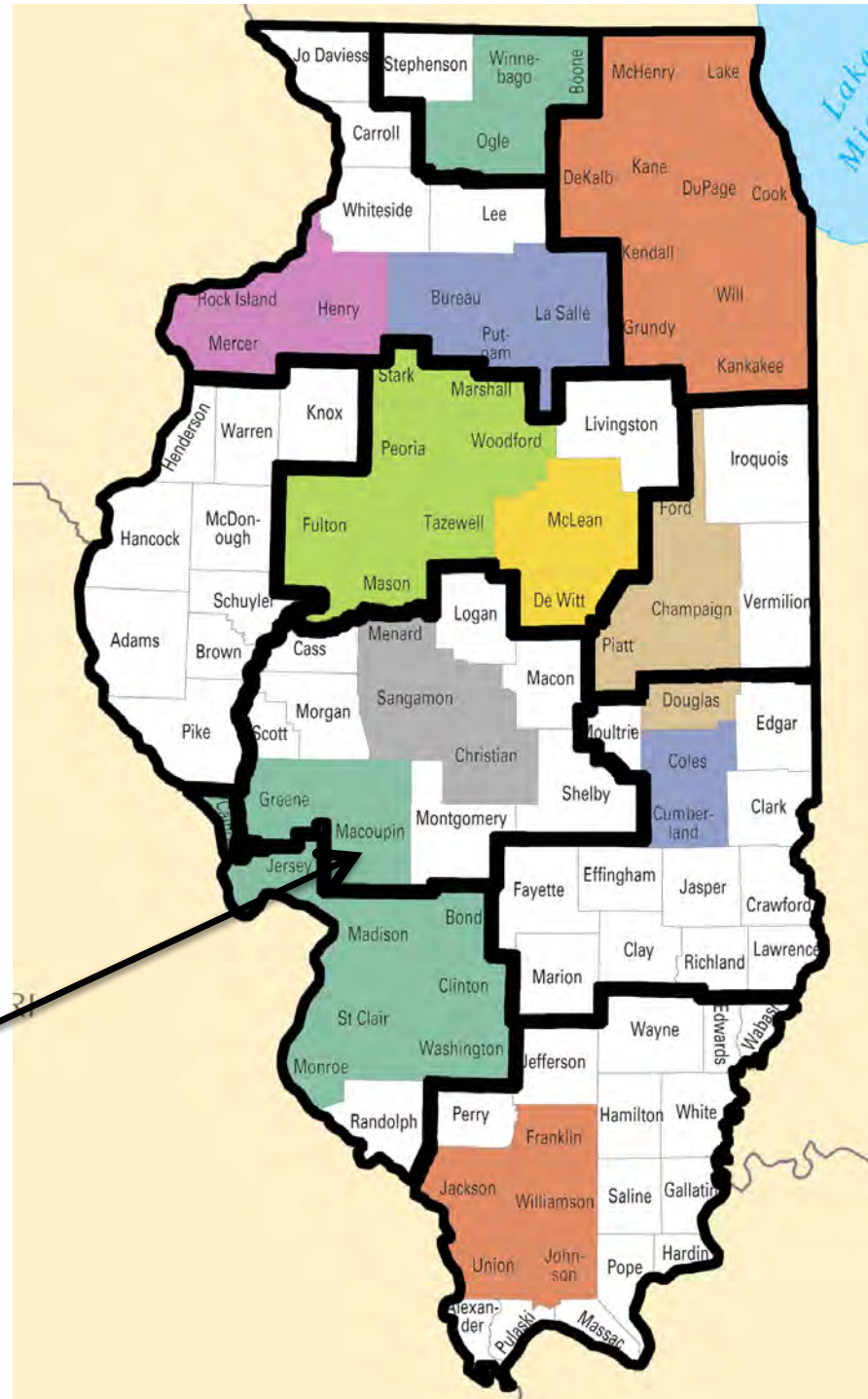
There are only three counties that seem to be “mis-aligned” under current EDR boundaries:



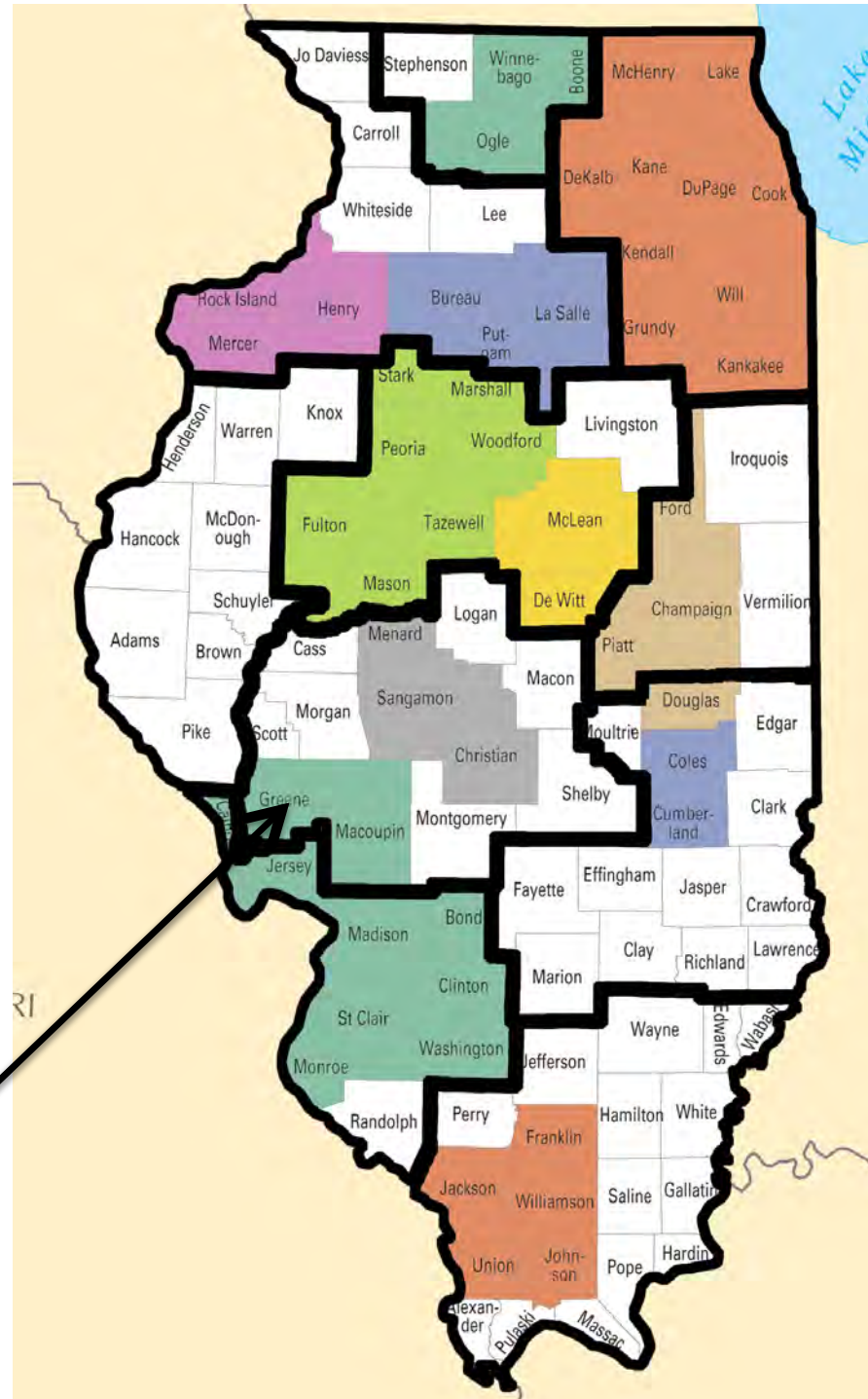
There are only three counties that seem to be “mis-aligned” under current EDR boundaries: Douglas



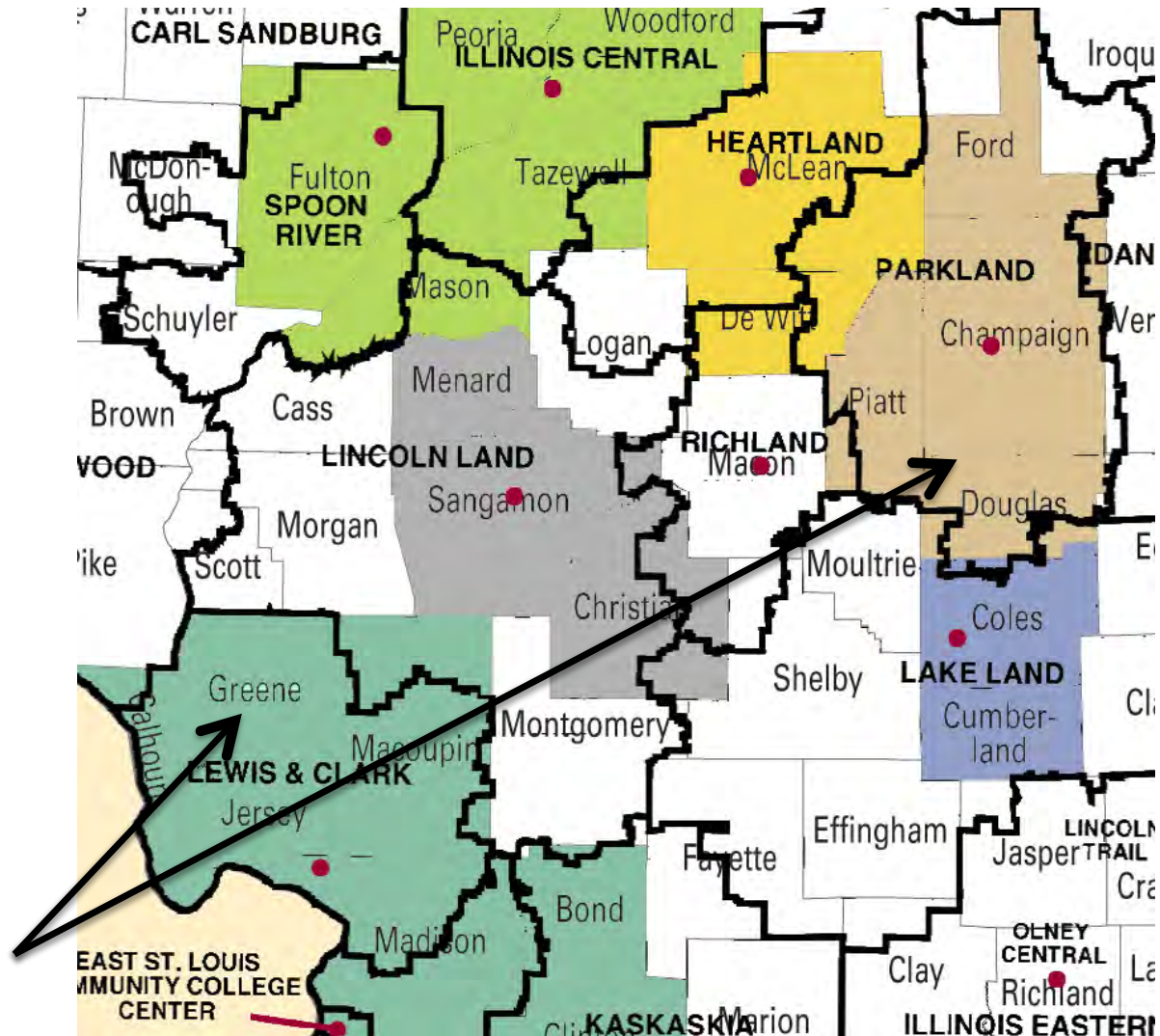
There are only three counties that seem to be “mis-aligned” under current EDR boundaries: Douglas, Macoupin



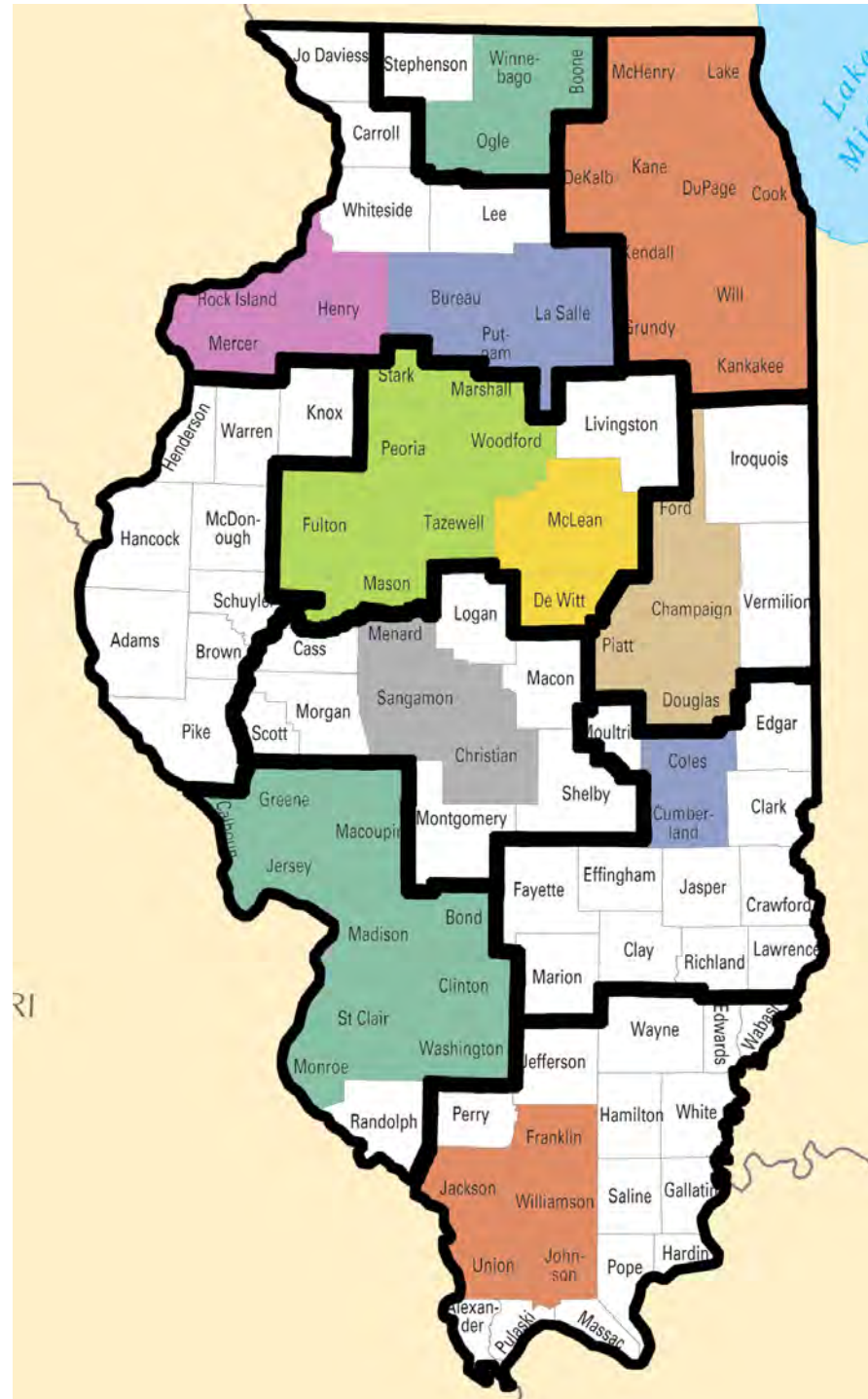
There are only three counties that seem to be “mis-aligned” under current EDR boundaries:
Douglas,
Macoupin
& Greene

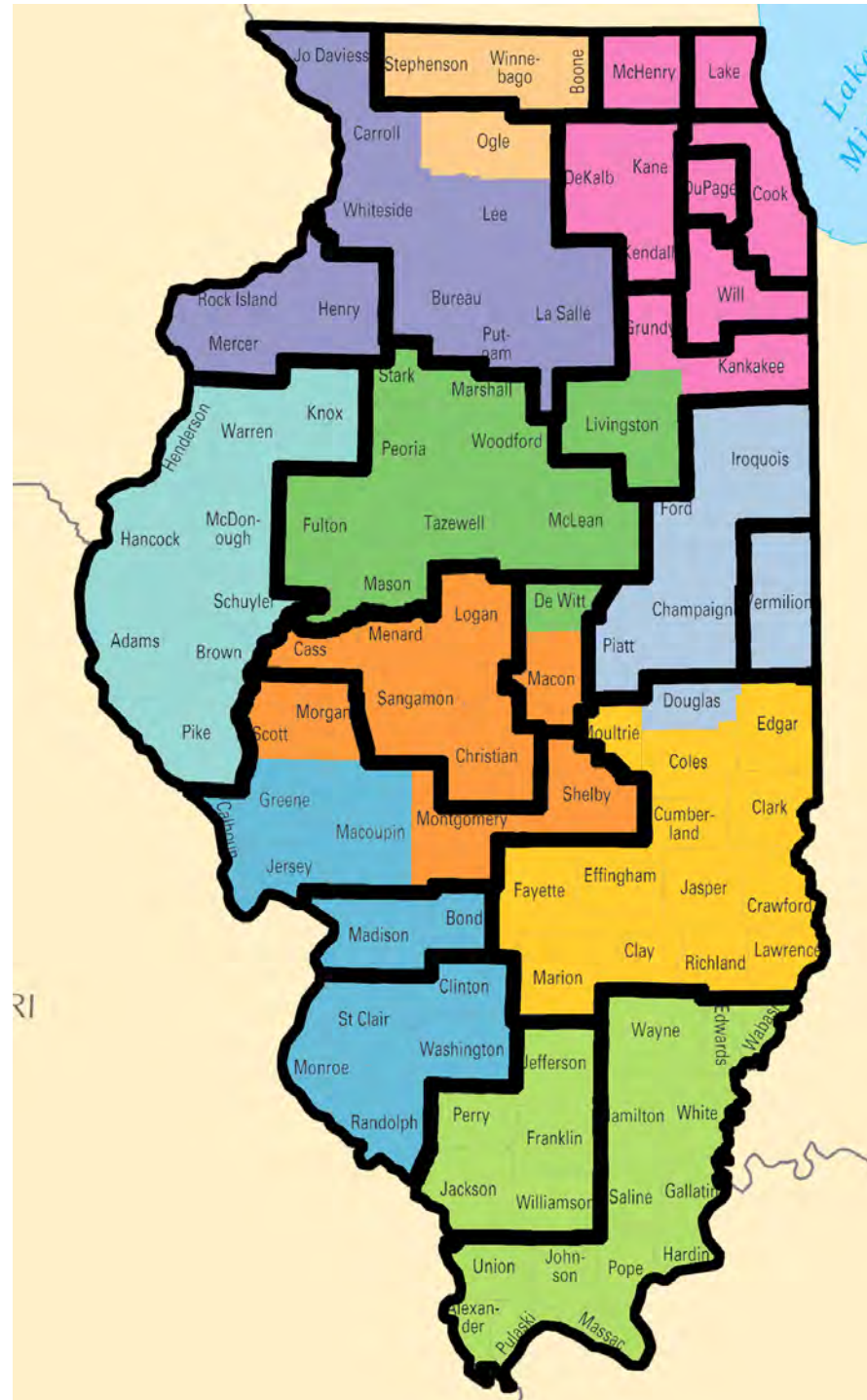


The
Community
College
Districts
which
encompass
most of these
counties also
orient them
towards their
“new” EDRs



The result of
“Step 2”
would be to
change the
Southwest
and East
Central EDR
boundaries to
include those
3 counties





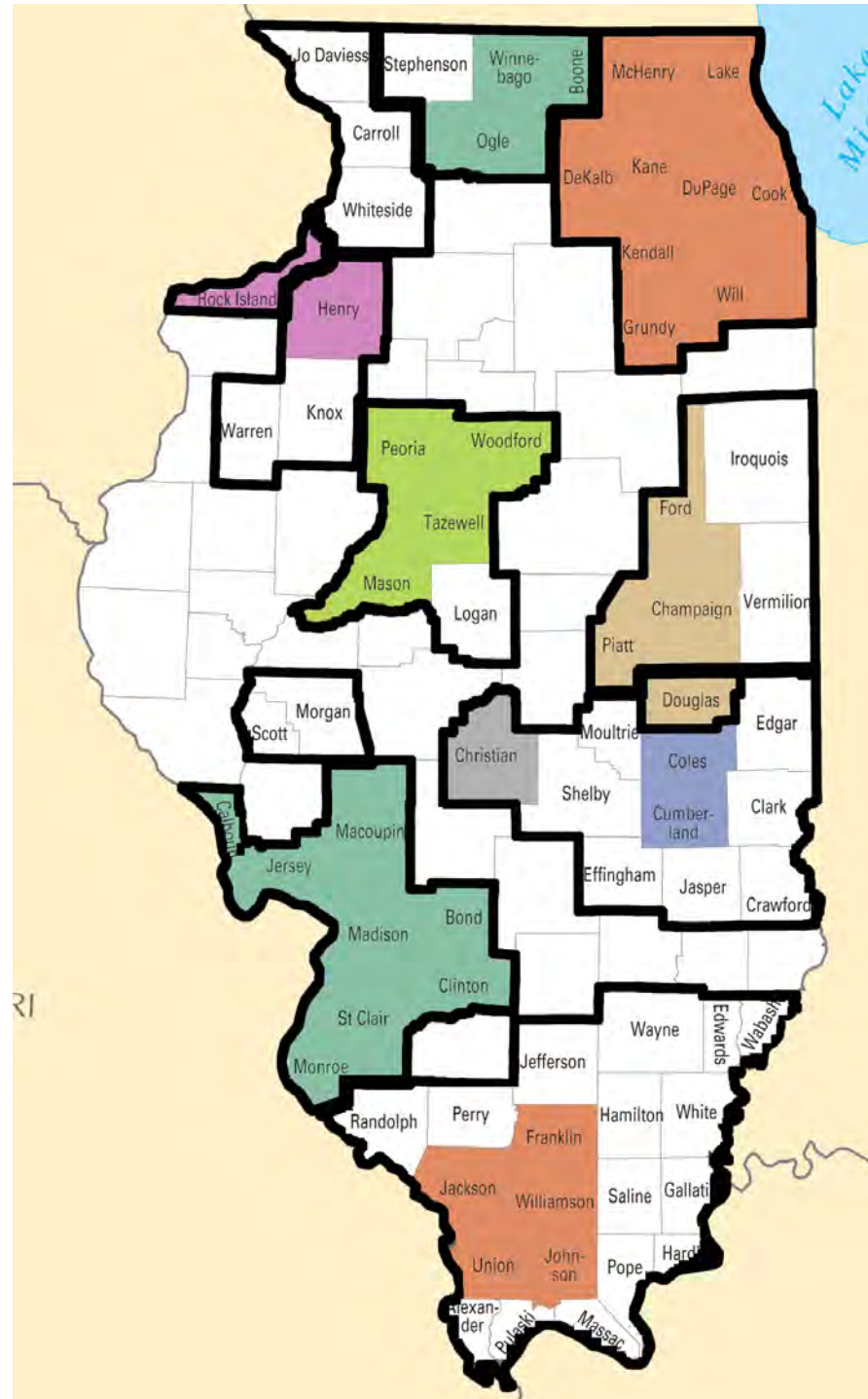
NEXT STEPS

- We are asking for a team effort from:
 - Business Development
 - Community Development
 - Workforce Development
- To lay the groundwork for the definition and implementation of regions and areas over the next two years

NEXT STEPS

- To identify the important local and regional players across the state who should be consulted in this process
- To develop baseline regional analyses for identified regions
- To map business development, community development and workforce development resources in each region

As an
example,
these are
existing
regional
economic
development
organizations

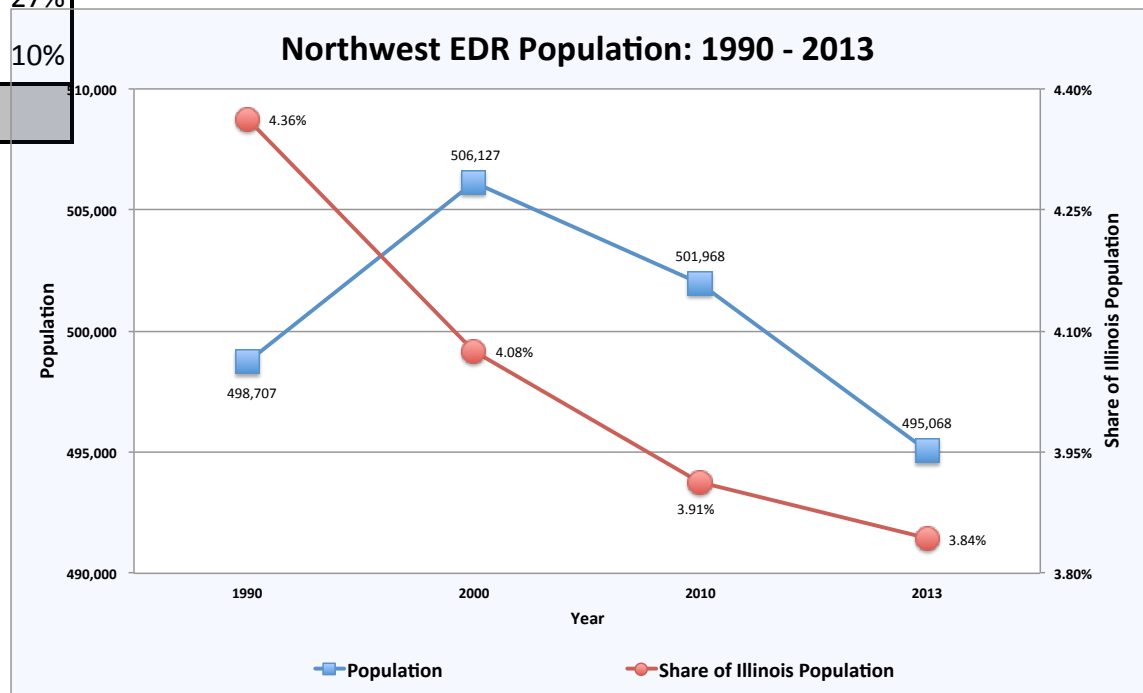


A map of Illinois counties with three major railroads highlighted. The Rock Island Railroad is shown in blue, covering Rock Island, Henry, Mercer, and Black Hawk counties. The Great Northern Railroad is shown in yellow, covering Jo Daviess, Highland, Carroll, Sauk Valley, Whiteside, Lee, Bureau, Putnam, and Lasalle counties. The Chicago & North Western Railroad is shown in grey, covering Stephenson, Eagle, Kishwaukee, DeKalb, Kane, Waubesa, Kendall, Joliet, Grundy, St. Clair, Marshall, Warren, Tazewell, Woodford, St. Francis, McDonough, Hancock, and Carl Sandburg counties. Red dots indicate the locations of the three major railroads: Rock Island, Great Northern, and Chicago & North Western.

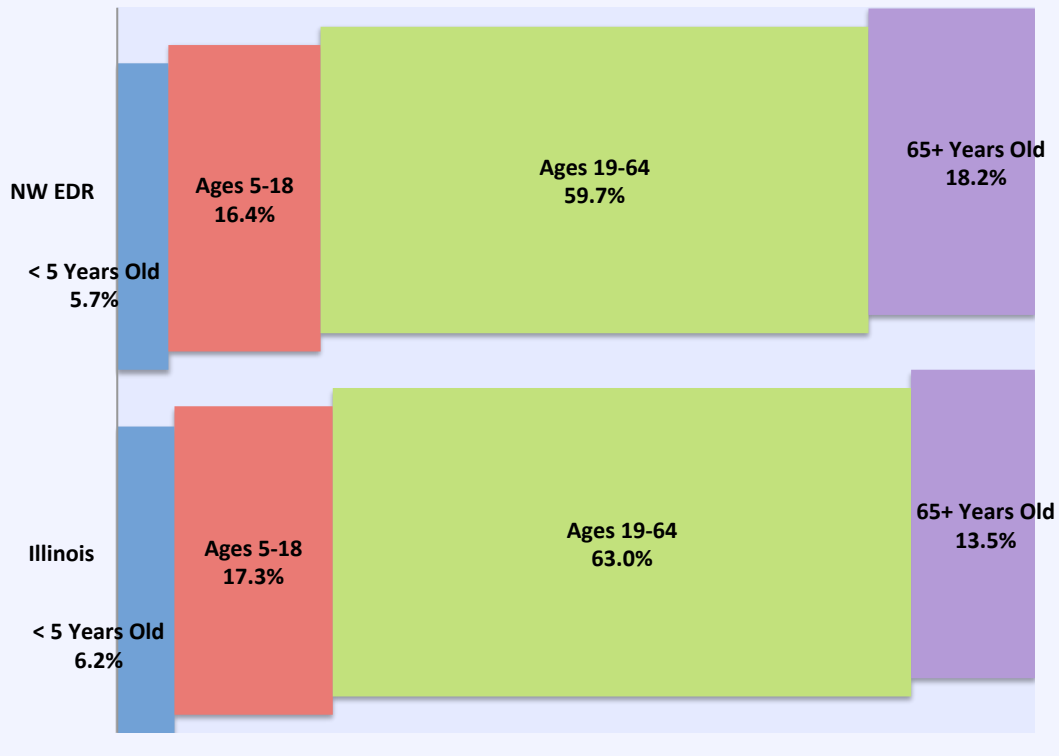


Northwest EDR Counties	2013 Population Estimates	Percent of EDR Population
Bureau	34,056	6%
Carroll	14,910	3%
Henry	49,860	9%
Jo Daviess	22,407	4%
LaSalle	112,183	20%
Lee	34,858	6%
Mercer	16,178	3%
Putnam	5,801	1%
Rock Island	147,258	27%
Whiteside	57,557	10%
Total Population	495,068	

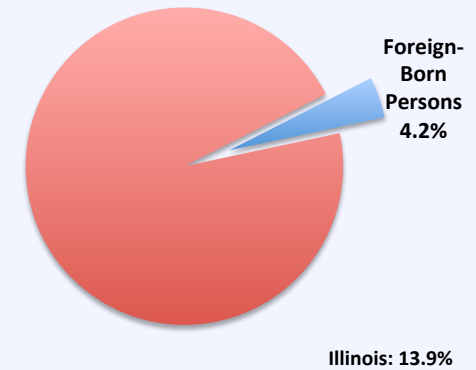
Northwest EDR Population Centers	2013 Population Estimates	Percent of EDR Population
Moline	43,116	9%
Rock Island	38,877	8%
East Moline	21,360	4%
Ottawa	18,562	4%
Dixon	15,333	3%
Sterling	15,152	3%



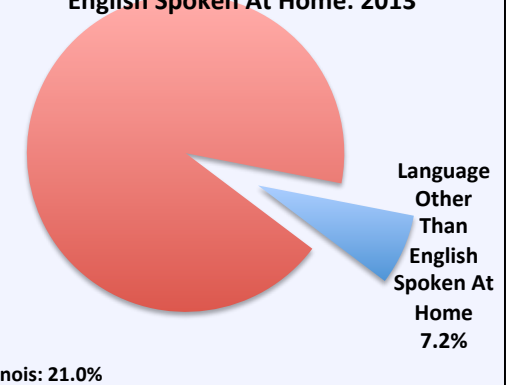
Northwest EDR vs. Illinois Population by Age: 2013



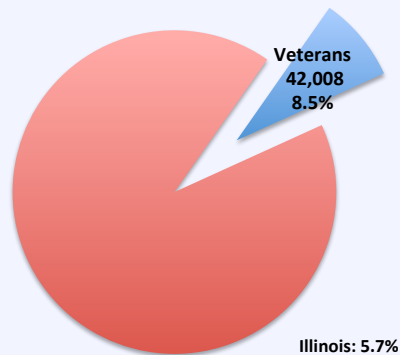
**Northwest EDR
Percent Foreign-Born: 2013**

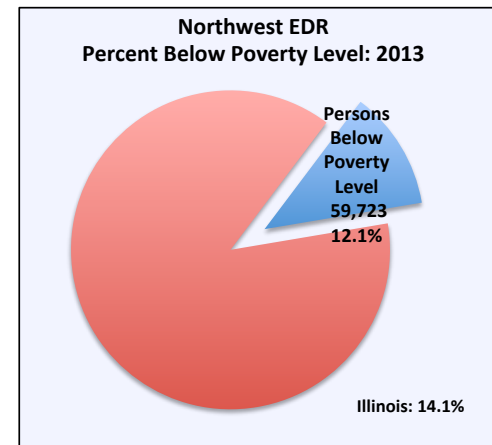
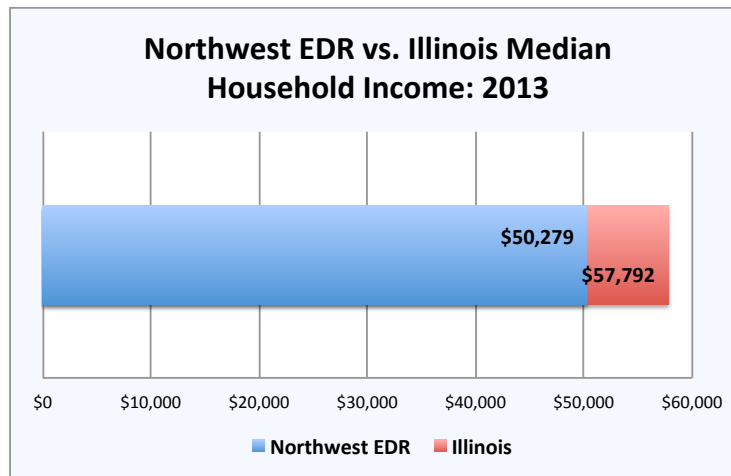
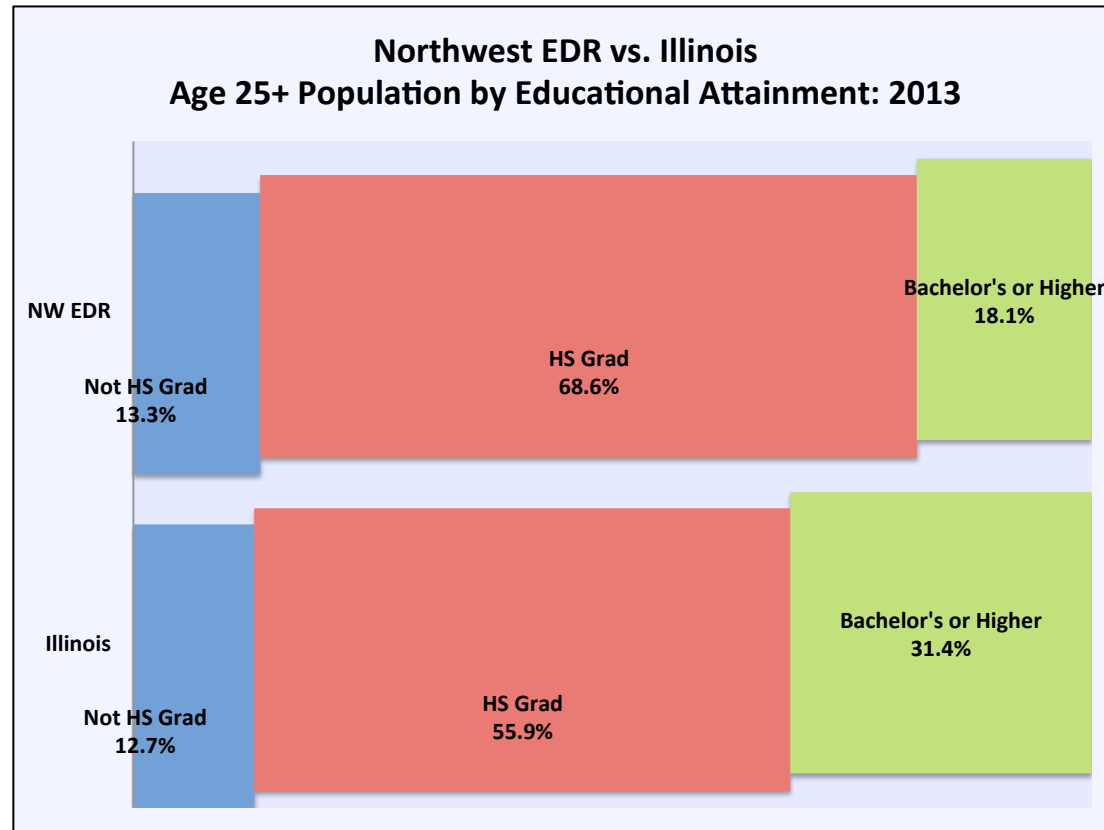


**Northwest EDR
Percent with Language Other Than
English Spoken At Home: 2013**

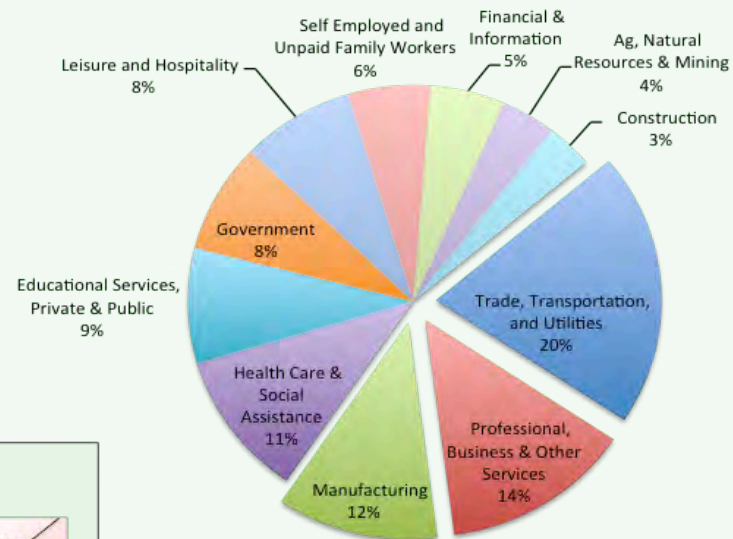


**Northwest EDR
Veterans: 2013**

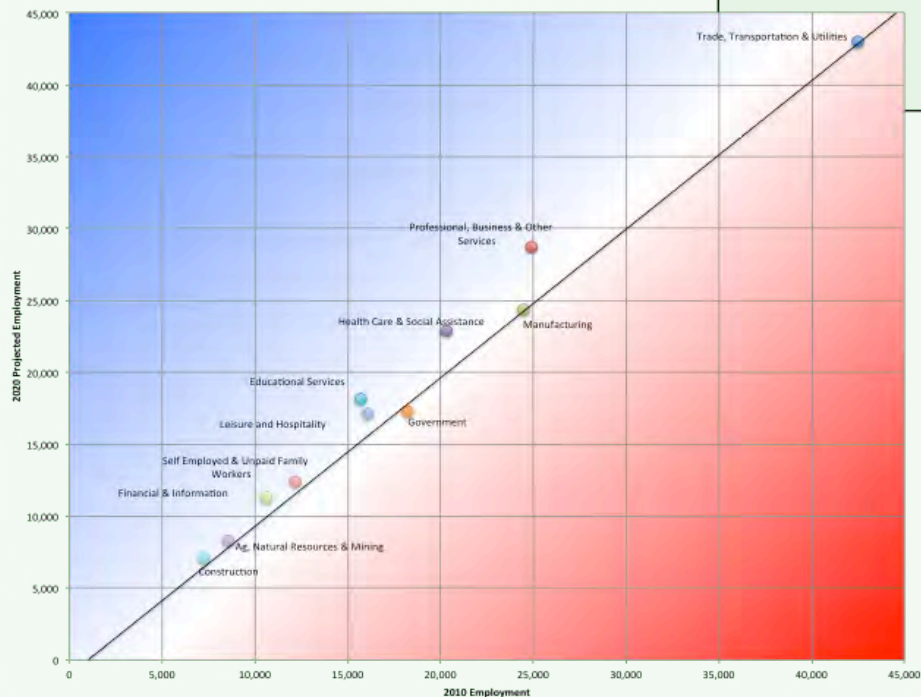




**Northwest EDR
Projected 2020 Employment by Industry**



**Northwest EDR
2010 vs. Projected 2020 Employment by Industry**



Illinois WIOA Planning Process

Updated 12-22-15

VISION

WIOA requires the State, regional and local workforce plans be developed in concert with the core partners and stakeholders. Illinois' planning process begins with the state's vision and guiding principles as established by a State Leadership Team comprised of business, workforce, education, and state agency officials.

Vision

"Business driven talent solutions that integrate education, workforce and economic development resources across systems to provide businesses, individuals, and communities with the opportunity to prosper and contribute to growing the state's economy."

Guiding Principles

- *Demand Driven Orientation*
- *Strong Partnerships with Business at All Levels*
- *Career Pathways to Today's and Tomorrow's Jobs*
- *Cross-agency Collaboration and Alignment*
- *Integrated Service Delivery*
- *Access and Opportunity for all Populations*
- *Clear Metrics for Progress and Success*
- *Focus on Continuous Improvement and Innovation*

STRATEGIES

This vision and principles inform six strategies that the State Interagency Team comprised of the WIOA core partners and required one-stop partners will use to guide the State Unified Plan. The vision, principles and key strategies developed at the state-level are the foundation to the regional planning process and plans.

- Align and integrate education, workforce and economic development at the state and regional levels to improve the economic growth and competitiveness of Illinois employers and their workforce.
- Foster improvement and expansion of employer-driven regional sector partnerships to increase the focus on critical in-demand occupations in key sectors that are the engine of economic growth for the state and its regions.
- Expand career pathway opportunities through more accelerated and work-based training and aligned and integrated programs of study leading to industry-recognized credentials and improved employment and earnings.
- Expand career services and opportunities for populations facing multiple barriers including people with disabilities to close the gap in educational attainment and economic advancement through career pathways and improved career services.
- Expand information for employers and job-seekers to access services.
- Improve the Illinois public-private data infrastructure to support the alignment and integration of economic development, workforce development and education initiatives for supporting sector partnerships and career pathways and targeted disadvantaged populations.

The development of the Unified State Plan requires significant stakeholder engagement through various methods of communication. Therefore, at the same time regional planning is occurring, the State Interagency Team will be using the information garnered from this process to inform the development of the Unified State Plan. In addition to this regional planning process, the State Interagency Team established Task Advisory Groups that engage in key issues that ultimately informs both the regional and state plans. These functional workgroups comment on policy and make recommendations that go to the State Workforce Board for approval.

REGIONAL PLANNING PROCESS

The State Interagency Team is using these principles and strategies to support regional teams in creating action plans across systems. A regional planning process is underway, facilitated by Maher & Maher that will assist regions in developing its own plan through a review of data, establishment of goals, and the coordination of resources. While the Unified State Plan is due on March 3, 2016, the Regional Plans do not have to be in place until July 1, 2016. The requirements for the regional planning process are outlined in Attachment 1.

STEP 1: DATA DRIVEN FOUNDATIONS (December – January)

Regional planning activities began with an extensive data analysis conducted by a state level interagency team. The data analysis identifies growth industry sectors for the ten economic development regions. Regional Teams received regional data to assist them in identifying and prioritizing target industries in their region. Regions worked with Maher & Maher to complete a self-assessment exercise to inform the planning process. It is expected that the regional teams will use the inventory of assets and data analysis to inform capacity building and/or expand partnerships. It is the State's expectation that the regional teams will complete Step 1 of the planning process in late January.

STEP 2: INTEGRATION OF STRATEGIES AND SERVICES (February – April)

In February 2016, teams will participate in a summit that will focus on action-oriented planning to identify opportunities for the integration of regional strategies and services. It is expected that the regional team will develop cross-agency collaborations, identify services and leverage resources to support employment needs of the region/local areas. It is the State's expectation that the regional teams will complete Step 2 of the planning process in late March or early April.

STEP 3: PERFORMANCE NEGOTIATIONS & OTHER REQUIREMENTS (TBD)

It is anticipated that the state will issue policy and procedures regarding the performance negotiations and other requirements that are included in the final regulations that are issued by the US Departments of Labor and Education. This information will be updated after the federal regulations are released.

REGIONAL PLANNING REGULATIONS

The Workforce Innovation and Opportunity Act and proposed regulations¹ requires Local Boards and chief elected officials within an identified planning region to participate in a regional planning process that results in the preparation of a regional plan that includes:

- The establishment of regional service strategies, including use of cooperative service delivery agreements;
- The development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region;
- The collection and analysis of regional labor market data (in conjunction with the State) which must include the local planning requirements at § 679.560(a)(1)(i) and (ii);
- The coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate;
- The coordination of transportation and other supportive services as appropriate;
- The coordination of services with regional economic development services and providers; and
- The establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA sec. 116(c) for local areas or the planning region.

¹ The Regional Planning requirement is posted at 20 CFR 679.510. It is important to note that the US Departments of Labor and Education have not finalized the State, Regional and Local planning guidelines.

ATTACHMENT A

STATE OF ILLINOIS WIOA REGIONAL PLAN OUTLINE

Updated 12-18-15

This document provides a working outline of the regional planning requirements that are included in the Workforce Innovation and Opportunity Act and proposed regulations to guide discussions with regional partners. It is anticipated that the State of Illinois will formalize the regional and local planning requirements as the US Departments of Labor and Education issue the final planning regulations. The bold questions that are listed below must be addressed in the regional plans. Regional planning teams may include content beyond the scope of these questions including the detailed questions that are listed below each bold question/requirement.

STEP 1: DATA-DRIVEN FOUNDATIONS**TIMELINE: DECEMBER - JANUARY**

A. Demonstrate how the region has collected and analyzed regional labor market which must include the local planning requirements. Regions should consider the following questions when responding to this requirement:

1. How were all core partners (Adult Ed., Title IB, Vocational Rehab and Wagner-Peyser) involved in providing, analyzing supply and demand data and the targeted sectors / industries / occupations / skills?
2. Have all core partners reached consensus on prioritizing sector and industry targets? Describe
3. Have all core partners formally committed to pursue the priorities developed by the regional team? Describe.
4. How is the region changing in terms of population demographics, labor supply and occupational demand?
5. What are the policy and service implications of the current LMI and projected LMI?
6. What special populations, including people with disabilities, are present in the region, how many individuals are there in each category, and what are the policy and service implications to meet the needs of these individuals?
7. What sectors / industries / occupations / skills are in demand and targets of opportunity?
 - a. What sectors / industries / occupations have favorable location quotients?
 - b. What sectors / industries / occupations have favorable demand projections based on growth?
 - c. What sectors / industries / occupations have favorable demand projections based on replacements?
 - d. What sectors / industries / occupations are considered mature but still important to the regional economy?
 - e. What sectors / industries / occupations are considered emerging in the regional economy?
 - f. What geographic factors impact the regional economy?
 - 1) Are people, service providers and industries evenly distributed throughout the region or clumped together?
 - 2) Are there inherent geographic advantages or disadvantages in the region?
8. What are the targeted industries and occupations and how were they determined using primary and secondary supply and demand data?

B. Describe the development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region. Regions should consider the following questions when responding to this requirement:

1. What sectors / industries / occupations / skills are the regional priorities and how was this determined? *(This question refers to how the targeted sectors / industries were ranked to establish a priority. Explain how the status of growing, maturing and emerging was factored into the ranking.)*
2. What sector-based partnerships exist in the region? If any exist, are they business-led and what is their role in planning?

ATTACHMENT A

STATE OF ILLINOIS WIOA REGIONAL PLAN OUTLINE

Updated 12-18-15

3. What other public-private partnerships exist in the region that could support sector strategies and what is their role in planning?
4. What neutral conveners with the capacity to help establish sector partnerships exist in the region and what is their role in planning?

STEP 2: INTEGRATION OF STRATEGIES AND SERVICES

TIMELINE: JANUARY - APRIL

A. *Describe the regional service strategies including use of cooperative service delivery agreement. Regions should consider the following questions when responding to this requirement:*

1. What existing service delivery strategies will be expanded based on promising ROI?
2. What new service strategies will be used to address regional educational and training needs based on promising ROI?
3. What existing service delivery strategies will be curtailed or eliminated based on minimal ROI?
4. What steps will be taken to promote each of the following service delivery strategies?
 - a. Accelerated time to earnings
 - b. Work-based learning opportunities including internships, on-the-job training, apprenticeships and incumbent worker training
 - c. Lean principles – eliminating policies, procedures, services that introduce wasted time, effort, resources and delay
 - d. Open entry – providing education and training to small cohorts based on business hiring demand vs. academic calendar
 - e. Open exit upon mastery of competencies
 - f. Career pathways – lifelong learning with upward mobility
 - g. Earning stackable, industry-recognized credentials
 - h. Ensuring high quality career services and cross-agency case management services are provided to students and jobseekers
 - i. Basic reading and math skills
 - j. Bridge programs
 - k. Providing robust data and information to career specialists, students and jobseekers
 - l. Innovation
 - m. Essential workplace skills
 - n. Services to special populations such as individuals with disabilities, ex-offenders and youth, including integration of people with disabilities into general workforce programs for which they are eligible.
5. What formal and informal cooperative procedures will the core partners and other required partners establish to align services and coordinate delivery?
6. What regional planning efforts exist outside of WIOA, how are the core partners or other partners involved and how could WIOA planning integrate into those efforts? For example, the 60 X 25 education initiative and education regional planning councils may have significant overlap with WIOA strategies.

B. *Describe how transportation and other supportive services are coordinated within the region. Regions should consider the following questions when responding to this requirement:*

1. What regional organizations currently provide or could provide supportive services?
2. What policies and procedures will be established to promote coordination of supportive services delivery?

ATTACHMENT A

STATE OF ILLINOIS WIOA REGIONAL PLAN OUTLINE

Updated 12-18-15

C. *Describe the coordination of services with regional economic development services and providers.*

Regions should consider the following questions when responding to this requirement:

1. What economic development organizations or businesses are actively engaged in regional planning?
2. What economic development organizations or businesses were invited to participate but declined?
3. What input was provided by regional economic development organizations and businesses?
4. What input provided by economic development and businesses was incorporated into the regional plan?

D. *Describe the coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate. Regions should consider the following questions when responding to this requirement:*

1. What process was used between regional partners to reach agreement on cost sharing arrangements?
2. What process will be used to share administrative costs?

STEP 3: PERFORMANCE NEGOTIATIONS & OTHER REQUIREMENTS (TBD)

TIMELINE: TO BE DETERMINED

A. *Document how the planning region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA sec. 116(c) for local areas or the planning region. Regions should consider the following questions when responding to this requirement:*

1. What process will be used to determine regional performance goals?
2. What process will be used to collectively negotiate performance goals?

B. *It is anticipated that the final regulations will impact this outline and will require additional information that is not listed above.*

ATTACHMENT N - One-Stop Center Accesibilty Compliance Checklist

MINIMUM ESSENTIAL FEATURES OF ACCESSIBILITY

C = Compliance
 N/C = Noncompliance
 N/A = Not Applicable
 IAC = Illinois Accessible Code, April 24, 1997 Edition

I. PARKING LOT [IAC Section 400.310(c)]

	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. Accessible parking shall be provided and identified for use by People with disabilities wherever off-street parking is provided for Employees and/or visitors.	_____	_____	_____	_____
B. If any parking is provided for employees, visitors, or both, the minimum number of accessible parking spaces to be provided for individuals with disabilities are as follows:	_____	_____	_____	_____

TOTAL OFF-STREET PARKING SPACES REQUIRED

REQUIRED MINIMUM NUMBER OF ACCESSIBLE PARKING SPACES

1 to 25
 26 to 50
 51 to 75
 76 to 100
 101 to 150
 151 to 200
 201 to 300
 301 to 400
 401 to 500
 501 to 1000
 over 1000

1
 2
 3
 4
 5
 6
 7
 8
 9

2 % of total number
 20 plus 1 for each 100 over 1000

C. The total number of accessible parking spaces may be distributed among parking lots, if greater accessibility is achieved. Otherwise, parking spaces serving a particular building shall be located on the shortest accessible route to an accessible entrance.	_____	_____	_____	_____
D. In separate parking structures or lots that do not serve a Particular building, parking spaces shall be located on the Shortest route to an accessible pedestrian entrance of the parking facility.	_____	_____	_____	_____
E. Parking space shall be identified as reserved for individuals with disabilities by signage showing the International Symbol of accessibility. Use R7-1101 and R7-8 signs. (Illinois Vehicle Code 625 ILCS 5/11-301 and 301.1). Fine is \$250.	_____	_____	_____	_____
F. Signs shall be vertically mounted on a post or wall at front center of parking space, no more than 5' forward of the space, and set at least 4' from ground to bottom of sign.	_____	_____	_____	_____
G. Accessible spaces shall be 16' wide with either 11' vehicle space and 5' wide diagonally striped access aisle or an 8' wide vehicle space and an 8' wide diagonally striped access aisle. Adjacent Parking spaces shall not share a common access aisle. Access aisles shall blend to a common level with an accessible route.	_____	_____	_____	_____
H. One in every 8 accessible 16' wide spaces shall be van-accessible by having a minimum vertical clearance of 98" at the parking space and along at least one vehicular route to the space.	_____	_____	_____	_____

ATTACHMENT N - One-Stop Center Accessibility Compliance Checklist

	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
I. If passenger loading zones are provided, they shall provide a 60" wide and 20' long access aisle adjacent and parallel to the vehicle pull-up space with a vertical clearance of 114" at loading zone and along at least one vehicular route to the loading zone.	_____	_____	_____	_____
J. Parking lot shall have a smooth surface and shall be stable, firm, and slip resistant. A high quality yellow paint for pavement striping shall be used.	_____	_____	_____	_____
II. <u>WALKS & SIDEWALKS</u>				
	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. The minimum clear width of an accessible route shall be 36". It is preferable to have 60" clear width to allow passing along the route.	_____	_____	_____	_____
B. The slope shall not be greater than 5%. For every 1" rise there must be at least 20' of run.	_____	_____	_____	_____
C. Walk surface shall be firm, stable and slip resistant.	_____	_____	_____	_____
D. Changes in level up to 1/4" may be vertical and without edge Treatment. Changes in level between 1/4" and 1/2" shall be beveled with a slope no greater than 1:2. If there is a change in level greater than 1/2", a ramp, curb ramp, elevator, or platform lift must be provided.	_____	_____	_____	_____
E. Objects projecting from walls with their leading edges between 27" and 80" above grade level shall protrude no more than 4" into walks or aisles. Objects mounted with their leading edge at or below 27" above the floor may protrude any amount. Protruding objects shall not reduce the clear width of an accessible route or maneuvering space.	_____	_____	_____	_____
III. <u>CURB RAMPS</u> [IAC Section 400.310(d)]				
	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. Curb ramps shall be provided wherever an accessible route crosses a curb.	_____	_____	_____	_____
B. Minimum width of curb ramps shall be 36", exclusive of flared sides.	_____	_____	_____	_____
C. Maximum slope of curb ramps shall be 1:12	_____	_____	_____	_____
D. If a curb ramp is located where pedestrians must walk across the ramp, or where it is not protected by handrails or guardrails, it shall have flared sides. Slope of flared sides shall not exceed 1" rise for every 10" of run or 1" rise for every 12" of run where there is less than 48" of space before the curb ramp.	_____	_____	_____	_____
E. Built-up curb ramps shall be located so they do not project into vehicular traffic lanes.	_____	_____	_____	_____
F. Curb ramps shall have a detectable warning consisting of truncated domes. The warning texture shall extend the full width and 24" in the direction of travel of the curb ramp, and shall contrast with the texture of the surrounding surface.	_____	_____	_____	_____
IV. <u>PEDESTRIAN RAMPS</u> [IAC Section 400.310(e)]				
	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. Ramp shall be at least 12" in length for each 1" of rise. The least possible slope shall be used for any ramp.	_____	_____	_____	_____
B. Maximum slope is 1:12. Maximum rise for any run shall be 30".	_____	_____	_____	_____

ATTACHMENT N - One-Stop Center Accesibilty Compliance Checklist

	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
C. Width of ramps shall be at least 36" clear.	_____	_____	_____	_____
D. Ramp surface shall be firm, stable and slip resistant.	_____	_____	_____	_____
E. Ramps with a rise greater than 6" and length greater than 6' shall have handrails on both sides; top rail shall be 34" to 38" above ramp surface.	_____	_____	_____	_____
D. Ramps shall have level landings at the top and bottom of each run and within the run at intervals not to exceed 30' with a slope from 1:12 and <1:16, and at every change of direction. Slopes at 1:16 to 1:20 may have a maximum rise of 30" and a maximum horizontal projection of 40'.	_____	_____	_____	_____
E. Landings shall be as wide as the widest ramp leading to it and length shall be at least 5' clear. If ramps change direction at landing, the minimum landing size shall be 5' x 5'.	_____	_____	_____	_____
F. Platform at top, if door opens outward, shall be at least 5' x 5'. If door opens inward, platform must be 5' long x width of ramp.	_____	_____	_____	_____
G. Ramps with a rise greater than 6" and length greater than 6' shall have handrails on both sides; top rail shall be 34" to 38" above ramp surface.	_____	_____	_____	_____
H. The diameter of a handrail shall be 1 ¼" to 1 ½". The minimum distance between the rail and a wall shall be 1-1/2".	_____	_____	_____	_____
I. If handrails are not continuous, they shall extend at least 12" beyond the top and bottom of ramp, parallel to ground surface.	_____	_____	_____	_____
J. Maximum cross slope of ramp surface shall be 1:50.	_____	_____	_____	_____
V. <u>BUILDING ENTRANCE.</u> [IAC Section 400.310(j) & (k)]				
	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. At least 50% of all public entrances to a building or facility shall be accessible. At least one must be a ground floor entrance. If direct access is provided from an enclosed parking garage to the building, at least one direct entrance from the garage to the building must be accessible.	_____	_____	_____	_____
B. Revolving doors or turnstiles shall not be the only means of passage at an accessible entrance or along an accessible route.	_____	_____	_____	_____
C. An accessible entrance shall be provided at each tenant space where there are multiple tenants in a facility.	_____	_____	_____	_____
D. Door opening shall be 32" clear when opened at 90 degrees measured between the face of the door and the opposite jamb.	_____	_____	_____	_____
E. Door handles shall be push-pull, lever-operated mechanisms or U-shaped design that is easy to grasp with one hand and does not require tight grasping, tight pinching or twisting of the wrist to operate; and shall not be more than 48" high above finished floor.	_____	_____	_____	_____
F. Thresholds shall be no higher than ½". Raised thresholds between ¼ " and ½" shall be beveled with a slope no greater than 1:2. A ¼" high threshold should have a beveled side that extends at least ½" horizontally. 1" horizontal extension for ½" high threshold.	_____	_____	_____	_____

ATTACHMENT N - One-Stop Center Accessibility Compliance Checklist

	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
G. There shall be at least 18" clear floor space on pull side for a distance of at least 60".	_____	_____	_____	_____
H. There shall be at least a 4' straight approach on push side of door.	_____	_____	_____	_____
I. When approaching the push side of door with latch and closer, provide at least 12" clear floor space adjacent to latch side.	_____	_____	_____	_____
J. Doors in series, shall have at least 4' plus width of door (7' clear overall) between them.	_____	_____	_____	_____
K. Doors in series, shall swing in same direction or away from the space between the doors.	_____	_____	_____	_____
L. If a door has a closer, the sweep period shall be 3 seconds to move from an open position of 70 degrees to an open position of 12 degrees or a point 3" from the latch.	_____	_____	_____	_____
M. Power assisted doors shall not open to back check faster than 3 seconds and shall stop movement when obstructed. NOTE: Clear floor areas on pull side of doors do not apply to automatic doors.	_____	_____	_____	_____
N. Maximum force to operate exterior doors for building entrances shall not exceed 8.5 lbf. (5 lbf for interior doors)	_____	_____	_____	_____
VI. <u>MANEUVERING CLEARANCES AT ALL DOORS</u> [IAC Section 400.310(j)]				
	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. Forward (front) approach to pull side of door requires 60" level and uninterrupted distance with 18" clear floor space on latch side plus door width for maneuvering clearance.	_____	_____	_____	_____
B. Forward (front) approach to push side of door requires 48" level and uninterrupted distance with 12" clear floor space on latch side plus door width for maneuvering clearance where the door has both a latch and closer.	_____	_____	_____	_____
C. Hinge (side) approach to pull side of door requires 54" level and uninterrupted distance if the clear floor width measured from the pull side of door extends at least 42" beyond the pull side for maneuvering clearance. Where the clear floor width extends only 36" beyond the pull side, 60" level and uninterrupted distance is required for maneuvering clearance.	_____	_____	_____	_____
D. Hinge (side) approach to push side of door requires 42" level and uninterrupted distance with 54" clear floor width measured from the latch side of door toward the hinged side for maneuvering clearance where the door does not have both a latch and closer. Where there is a latch and closer, extend the distance to 48" and clear floor width remains a minimum of 54".	_____	_____	_____	_____
E. Latch (side) approach to pull side of door requires 48" level and uninterrupted distance with a 24" minimum clear floor width on the latch side of the door in addition to the door width itself. If door has a closer, extend the distance to 54".	_____	_____	_____	_____
F. Latch (side) approach to pull side of door requires 42" level and uninterrupted distance with a 24" minimum clear floor width on the latch side of the door in addition to the door width itself. If door has a closer, extend the distance to 48".	_____	_____	_____	_____

ATTACHMENT N - One-Stop Center Accesibilty Compliance Checklist

VII. CIRCULATION PATHS [IAC Section 400.310(j)]

	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. Public service areas shall have clear circulation paths.	_____	_____	_____	_____
B. Corridors shall be at least 36" wide. Prefer 60" where possible.	_____	_____	_____	_____
C. Corridors with side doors opening into any space including restrooms and exits shall be at least 48" wide.	_____	_____	_____	_____
D. Corridors with side doors opening into the corridor itself shall be at least 60" wide.	_____	_____	_____	_____
E. If an accessible route is less than 60" wide, passing spaces are required at maximum 200' intervals. Passing space may be a 60" x 60" space or a 36" wide T-intersection of two walks or corridors.	_____	_____	_____	_____
F. Changes in level along an accessible route that exceed 1/4" shall be beveled with a slope no greater than 1:2.	_____	_____	_____	_____
G. Walks, halls, corridors, passageways, aisles or other circulation spaces shall have 80" minimum clear head room. If vertical clearance of an area adjoining an accessible route is reduced to less than 80", a barrier to warn visually impaired persons shall be provided.	_____	_____	_____	_____

VIII. ELEVATORS [IAC Section 400.310(g)]

	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. Passenger elevators shall be located on an accessible path of travel and shall serve all levels of the building.	_____	_____	_____	_____
B. Call buttons in elevator lobbies and halls shall be centered at 42" above floor. Minimum button size shall be at least 3/4".	_____	_____	_____	_____
C. Elevators shall have visible and audible indicators at each hoist way entrance to indicate which car is answering the call and the direction of travel. (One sound for "up", two for "down").	_____	_____	_____	_____
D. "UP" button shall be above "DOWN" button.	_____	_____	_____	_____
E. Elevator doors shall have a minimum clear opening of 36" in the open position.	_____	_____	_____	_____
F. Dimensions of cabs shall be at least 68" x 51" for side door opening or 80" x 51" for center door. The 51" dimension is the depth of the cab measured from the inside face of the wall adjacent to the door opening.	_____	_____	_____	_____
G. Elevator hoist way entrances shall have Braille and raised floor designations on both jambs mounted 60" above floor to the centerline. Characters shall be at least 2" in height.	_____	_____	_____	_____
H. All control buttons shall be designated by Braille and raised standard alphabet letters. All raised designations shall be immediately to the left of the button to which they apply.	_____	_____	_____	_____
I. All control buttons shall be designated by Braille and raised standard alphabet characters for letters, Arabic characters for numerals or standard symbols. All raised designations shall be immediately to the left of the button to which they apply. Floor buttons shall be provided with visual indicators to show when each call is registered. The visual indicators shall be extinguished when each call is answered.	_____	_____	_____	_____

ATTACHMENT N - One-Stop Center Accessibility Compliance Checklist

	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
J. Highest operable controls shall not exceed 54" above floor where a side approach is possible, or 48" for front approach.	_____	_____	_____	_____
K. Emergency alarm and stop buttons shall be grouped at the bottom of the elevator car panel and shall have their centerline located no lower than 35" above the floor.	_____	_____	_____	_____
L. Emergency phone shall be positioned no higher than 48" above floor.	_____	_____	_____	_____
M. Emergency communications shall be identified by raised symbols and lettering. The emergency signaling device shall not be limited to voice communication.	_____	_____	_____	_____
N. Grab bars shall be provided on side walls of all accessible cabs, mounted between 32" to 36" above cab floor. A bar section 1-1/4" to 1-1/2" in depth, minimum 3/8" thickness with 1/8" radius edges is acceptable.	_____	_____	_____	_____
O. Each cab shall be equipped with a self-leveling feature.	_____	_____	_____	_____
P. Elevator doors shall have a reopening device that will stop and reopen when door becomes obstructed.	_____	_____	_____	_____
Q. The minimum time for doors to remain open shall be 3 seconds.	_____	_____	_____	_____
IX. <u>RESTROOMS</u> [IAC Section 400.310(n)]				
	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. At least one accessible toilet room for each sex shall be provided in public facilities if toilets are provided or required by the Ill. Plumbing Code (77 Ill. Adm. Code 890). At least one accessible fixture of each type (EXCLUDING URINALS) shall be provided in each accessible restroom.	_____	_____	_____	_____
B. For Single-User Restrooms, the minimum floor area to achieve accessibility is 7'-3" clear x 5'-1" clear with one water closet and one lavatory. Addition of a urinal will increase this minimum area.	_____	_____	_____	_____
C. Provide at least one accessible toilet stall in each accessible restroom. If the restroom <u>contains only 1 water closet and 1 lavatory</u> , a toilet stall is not required. A standard stall, 60" wide x 59" deep for floor mounted or 56" deep for wall mounted water closet, is preferred. If the water closet is wall mounted, alternate 36" x 66" or 48" x 66" stalls are acceptable. For floor mounted water closets, 36" x 69" or 48" x 69" stalls are acceptable.	_____	_____	_____	_____
D. All accessible public restrooms in public facilities shall be appropriately identified with signage and the International Symbol of Accessibility. Mount raised letter signage at 60" to centerline on wall adjacent to the latch side of door.	_____	_____	_____	_____
E. Accessible restrooms, along with the fixtures and controls inside, shall be on an accessible route.	_____	_____	_____	_____
X. <u>RESTROOM DOORS</u> [IAC Section 400.310(j) & (n)]				
	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. Door opening shall be 32" clear when opened at 90 degrees.	_____	_____	_____	_____
B. There shall be at least 18" clear on pull side for a distance of at least 60".	_____	_____	_____	_____

ATTACHMENT N - One-Stop Center Accesibilty Compliance Checklist

C. There shall be at least 48" straight approach on push side.				
D. If a door has a closer, the sweep period shall be 3 seconds to move from an open position of 70 degrees to an open position of 12 degrees or a point 3" from the latch.				
E. Power assisted doors shall not open to back check faster than 3 seconds and shall stop movement when obstructed. NOTE: Clear floor areas on pull side of doors do not apply to automatic doors.				
F. Door handles shall be push-pull, lever-operated mechanisms or U-shaped design that is easy to grasp with one hand and does not require tight grasping, tight pinching or twisting of the wrist to operate; and shall not be more than 48" high above finished floor.				
G. Thresholds shall be no higher than 1/2". Raised thresholds between 1/4" and 1/2" shall be beveled with a slope no greater than 1:2. A 1/4" high threshold should have a beveled side that extends at least 1/2" horizontally. 1" horizontal extension for 1/2" high threshold.				
XI. <u>LAVATORIES</u> [IAC Section 400.310(n)]				
	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. A clear floor space 30" x 48" shall be provided in front of lavatory to allow forward approach. The clear floor space may extend beneath the lavatory a maximum of 19".				
B. There shall be at least 15" clear from center to either side of lavatory.				
C. The lowest point of underside of bowl shall be at least 27" from floor finish.				
D. Clearance from floor to underside of apron shall be at least 29".				
E. Lavatory top shall be no higher than 34".				
F. Lavatories shall extend at least 17" from wall.				
G. Exposed water and drain pipes shall be fully insulated or otherwise protected. No sharp or abrasive surfaces allowed under lavatory.				
H. Water temperature at the outlet for lavatories, bathtubs and showers shall not exceed 110 degrees.				
I. Acceptable faucets shall be conventional 1/4 turn, lever-operated, push-type, pronounced blade, or automatically controlled.				
J. Mirrors shall be mounted with the bottom edge of the reflecting surface no higher than 40" above floor and topmost edge shall be at least 74" above floor.				
K. The highest operable part of all controls, dispensers, receptacles, and other operable equipment shall be placed at a height no higher than 48" for forward approach, 54" for side approach or 44" if reach over counter is required.				
L. Electrical switches shall be mounted no less than 15" above the floor.				
XII. <u>WATER CLOSETS</u> [IAC Section 400.310(n)(5)(B)]				
	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. Toilet stall doors shall have a minimum opening of 32" with door opened to 90 degrees.				

ATTACHMENT N - One-Stop Center Accesibilty Compliance Checklist

B.	Toilet stall door handles shall be lever-operated mechanisms or U-shaped design that is easy to grasp with one hand and does not require tight grasping, tight pinching or twisting of the wrist to operate; and shall not be more than 48" high above finished floor.	_____	_____	_____	_____
C.	The clear floor space from the back wall of a standard stall where the water closet is located, forward, to the nearest obstruction is at least 56" (66" if door is located directly in front of water closet) for wall mounted toilet fixture. Minimum stall width shall be 60" for a standard stall.	_____	_____	_____	_____
D.	Water closets may be floor-mounted, if depth of toilet stall is Increased to 59" for a standard stall, or 69" for a 36" or 48" wide stall.	_____	_____	_____	_____
E.	Where door opens into the side of a standard accessible stall, minimum depth of stall shall be increased by 36".	_____	_____	_____	_____
F.	Water closet seat shall be 17" to 19" from floor finish to top.	_____	_____	_____	_____
G.	Flush valve shall be convenient and operable without twisting or bending.	_____	_____	_____	_____
H.	The measurement, from bowl center, to the side wall where grab bar is attached shall be exactly 18". The measurement from bowl center to the nearest obstruction, on the opposite side shall at least be 18".	_____	_____	_____	_____
I.	Tissue dispenser shall be a minimum of 19" above the floor to centerline. Toilet paper dispensers that do not permit Continuous paper flow are prohibited.	_____	_____	_____	_____
XIII. GRAB BARS	IAC Section 400.310(n)(5)(B)(iii)]	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A.	There shall be a grab bar at least 36" in length at the rear of each accessible water closet.	_____	_____	_____	_____
B.	There shall be a 42" grab bar at the side of each accessible water closet; on each side of an alternate, 36" wide stall.	_____	_____	_____	_____
C.	Grab bars shall be 33" to 36" above floor.	_____	_____	_____	_____
D.	Grab bars shall be 1 ¼" to 1 ½" in diameter. Space between wall and grab bar shall be a minimum of 1-1/2".	_____	_____	_____	_____
E.	Grab bars shall be sturdy and not twist or move during use.	_____	_____	_____	_____
XIV. URINALS	[IAC Section 400.310(n)(6)]	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A.	At least 1 accessible urinal shall be provided in each restroom where urinals are present or required.	_____	_____	_____	_____
B.	A clear floor space 30" x 48" shall be provided in front of urinals to allow forward approach.	_____	_____	_____	_____
C.	The top lip of the urinal shall be no higher than 17" above the floor. Rim of urinal shall be elongated.	_____	_____	_____	_____
D.	Controls shall be 44" maximum above floor.	_____	_____	_____	_____
XV. DRINKING FOUNTAINS	[IAC Section 400.310(l)]	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A.	Height from floor to orifice shall not exceed 36".	_____	_____	_____	_____

ATTACHMENT N - One-Stop Center Accesibilty Compliance Checklist

B.	Drinking orifice shall be at front of equipment with water spout parallel to front of unit.	_____	_____	_____	_____
C.	Hand controls shall be located at or near the front edge and shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Force shall be less than 5 lbf.	_____	_____	_____	_____
D.	Provide a 30" x 48" clear floor space at drinking fountain measured from face of unit outward.	_____	_____	_____	_____
E.	There shall be room under fountain, or wall mounted unit shall slope inward at least below 27" to allow close approach for wheelchairs. Where possible, allow 17-19" projection to allow a forward approach with 27" clear below unit.	_____	_____	_____	_____
F.	Cup dispensers, where installed, shall be no higher than 48" for forward approach or 54" for side approach.	_____	_____	_____	_____
G.	Flow of water shall be at least 4" high.	_____	_____	_____	_____
XVI. PUBLIC TELEPHONES [IAC Section 400.310(v)]		<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A.	Where public phones are provided, at least 1 per floor and/or 1 per bank shall be accessible.	_____	_____	_____	_____
B.	Volume control of receivers is required on at least 1 phone per floor or bank and shall be identified with proper signage.	_____	_____	_____	_____
C.	Clear floor space at accessible phones shall be 30" x 48" minimum to allow forward or parallel approach.	_____	_____	_____	_____
D.	Highest operable parts shall be maximum of 48" for forward approach or 54" for side approach.	_____	_____	_____	_____
E.	Bottom of phone apparatus shall be no lower than 27" and protrude no further than 12" from wall. NOTE: If lower than 27", it may protrude any amount.	_____	_____	_____	_____
F.	Accessible phones shall be equipped with a minimum handset of 29".	_____	_____	_____	_____
G.	Accessible phones shall have push button controls where service for such equipment is available.	_____	_____	_____	_____
XVII. SIGNAGE [IAC Section 400.310(u)]		<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A.	All signage that provides emergency information or general circulation directions or identifies rooms and spaces shall have contrasting and tactile characters and symbols.	_____	_____	_____	_____
B.	Room identification and number signage shall be mounted on latch side of door, 60" to centerline above floor.	_____	_____	_____	_____
C.	If accessible facilities are identified, an International Symbol of Accessibility shall be used. Use to identify accessible parking, passenger loading zones, entrances, toilet rooms and pulbic telephones.	_____	_____	_____	_____
D.	Where directional graphics or signage is provided, it must be non-glare and contrast with its background. Emergency information shall have tactile characters and symbols.	_____	_____	_____	_____

ATTACHMENT N - One-Stop Center Accesibilty Compliance Checklist

XVIII. <u>ALARMS</u>	[IAC Section 400.310(s) & (u)]	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. Emergency warning systems shall include both visual and audible alarms where emergency warning systems are provided or required by an applicable state or local building code, life safety code, or fire protection regulation.		_____	_____	_____	_____
B. Visual alarms shall be arranged so the flashing light beam can be seen from all common use (public) areas.		_____	_____	_____	_____
IX. <u>SERVICE COUNTERS</u>	[IAC Section 400.320 (h)]	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. Where built-in fixed service counters are provided, an accessible Service counter no higher than 34" shall be provided of similar functionality and utility.		_____	_____	_____	_____
X. <u>CHILDREN'S DESIGN CRITERIA</u>	[IAC Section 400.320 (J)]	<u>C</u>	<u>N/C</u>	<u>N/A</u>	<u>Notes</u>
A. Height of water closet is 15"		_____	_____	_____	_____
B. Toilet grab bars mounted 10" above water closet seat, 36" long and extend 18" beyond the front edge of the water closet.		_____	_____	_____	_____
C. Height of lavatory is 29" from the floor to the bottom of the apron.		_____	_____	_____	_____
D. Height for the controls, receptacles and dispensers is 40" above the floor.		_____	_____	_____	_____
E. Height of drinking fountain spout is 30" above the floor.		_____	_____	_____	_____

Completed By: _____	Agency Contact: _____
Title: _____	Title: _____
Date: _____	Date: _____

Revised 10-3-11 [DRAFT]

ATTACHMENT O - Methods and Factors the State will use in Distributing Funds

TITLE IB – Illinois Department of Commerce

Youth Program

Illinois does not intend to distribute WIOA Youth Program funds to local areas based on the youth discretionary allocation formula contained in Section 128(b)(3)(B). Utilizing the additional factors contained in Section 128(b)(3)(B) would, in our estimation, undermine decisions by the Governor and the Illinois Workforce Board regarding the local area boundaries within which WIOA should operate locally. In many instances local areas would likely be left without the amount of funding necessary to allow them to operate viable youth programs.

Adult Program

Illinois also does not intend to distribute funds to local areas for adults based on the adult discretionary allocation formula contained in Section 133(b)(3)(B). As with the discretionary youth allocation described above, utilizing the additional factors contained in Section 133(b)(3)(B) would likely undermine the decisions by the Governor and the Illinois Workforce Board regarding the local workforce area boundaries. In many instances local areas would likely be left without the amount of funding necessary to allow them to operate viable adult programs.

Dislocated Worker Program

Illinois intends to allocate WIOA dislocated worker funds on the basis of the formula described below, pursuant to section 133(b)(2)(B). Each of the following factors will be used to distribute 25% of the funds to be allocated:

- *Insured unemployment data:* Illinois Department of Employment Security (IDES) unemployment insurance (UI) claimant data for the most recently completed calendar year will be used. Each local workforce area's share of the state total of such claimants is determined, and the area is allocated that share of the funds apportioned by this factor.
- *Unemployment concentrations:* Unemployment figures for the most recently completed program year will be used. Only counties with unemployment rates above the statewide average will be included in the formula. Each workforce area's share of the state total of such unemployment is determined, and the area is allocated that share of the funds apportioned by this factor.
- *Declining industries data:* For each workforce area, employment by three-digit North American Industry Classification System (NAICS) code is determined for the first calendar quarter (January-March) of the two most recent years for which data is available from IDES' ES-202 UI-covered employment report. The number of jobs lost within industries showing an employment loss from one year to the next is totaled for each area. Each workforce area's share of the state total of such employment loss is determined, and the area is allocated that share of the funds apportioned by this factor.
- *Long-term unemployment data:* IDES data for the number of UI claimants who were unemployed for 15 or more weeks during the most recently completed calendar year will be used. Each workforce area's share of the state total of such long-term claimants is determined, and the area is allocated that share of the funds apportioned by this factor.
- The plant closing and mass layoff data and farmer-rancher economic hardship factors will be given zero weighting under the WIOA dislocated worker allocation formula, due to a lack of public use data sources with sufficient geographic detail to adequately serve the requirements of an allocation formula.

ATTACHMENT O - Methods and Factors the State will use in Distributing Funds

TITLE II – Illinois Community College Board

Base Funding. Base funding is established to provide greater equity and stability for the various providers. The base funding also emphasizes the importance of quality, and preserving multiple provider types. Smaller providers are funded with a foundation amount that is stable and predictable with the remaining base funds allocated based on units of instruction and enrollment. Base funding consists of four components:

- a) Index of Need
- b) Units of Instruction Component,
- c) Foundation Component, and
- d) Enrollment Component.

a) Index of Need

The Index of Need is first used to allocate funds to each Area Planning Council region. This approach distributes funds to areas of the state that have the greatest need for services. The population used in determining the Index includes individuals who are 16 years of age or older and who are not enrolled or required to be enrolled in secondary school under state law and who:

- a) Lack sufficient mastery of basic educational skills to enable them to function effectively in society,
- b) Do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education, or
- c) Are unable to speak, read, or write the English language. The Index of Need uses the following components and weightings:
 - Less than 12 grades of education (weighting = 45%) with each adult with less than 9 grades of formal education weighted by 1.5 (1.7 million adults).
 - Adult ESL (weighting = 25%) with each adult who does not speak English or does not speak English well weighted by 1.5 (1.9 million adults).
 - Adults in Poverty (weighting = 25%) (1.2 million adults).
 - Average Number of Unemployed Persons per Month (weighting = 5%) (390,000 adults).

b) Units of Instruction Component

The Units of Instruction Component is a productivity model, and its purpose is to provide resources to each provider within an APC to support each unit of instruction relative to the amount of services provided.

The Units of Instruction* were divided into categories as follows:

- A. Beginning Literacy to Beginning ESL
- B. Beginning Literacy to Beginning ABE
- C. Vocational Units
- D. Low Intermediate ESL to High Intermediate ESL
- E. Low Intermediate ABE to High Intermediate ABE
- F. Low Advanced ESL to High Advanced ESL

ATTACHMENT O - Methods and Factors the State will use in Distributing Funds

G. F. Low Advanced ASE to High Advanced ASE

H. Other Units (generated from students who were not tested)

Units of Instruction Component Calculation:

c) Foundation Component

The purpose of the “Foundation” component is to recognize that there are higher fixed costs simply to “open the door” for programs that are smaller in terms of units of instruction provided. The following table illustrates the scale used for the foundation component.

0 to 2,500	\$25,000
2,501 to 3,000	\$23,500
3,001 to 3,500	\$22,000
3,501 to 4,000	\$20,500
4,001 to 4,500	\$19,000
4,501 to 5,000	\$17,500
5,001 to 5,500	\$16,000
5,501 to 6,000	\$14,500
6,001 to 6,500	\$13,000
6,501 to 7,000	\$11,500
7,001to 7,500	\$10,000
7,501 and above	\$0

d) Enrollment Component

The Enrollment Component recognizes that providers incur costs with each student who enrolls regardless of the number of instructional units generated. The Enrollment Component is a productivity model, and its purpose is to provide resources to each provider within each APC relative to the number of adult students served.

Performance Funding. The basis for performance funding should be student outcomes and that performance funds should be used to encourage and reward programs to continue to improve the outcomes of the services they delivered. The focus of performance funding is continuous improvement for all programs.

Funds are based on two performance categories: Secondary Completion and Level Gains. Each of these categories is weighted.

ATTACHMENT O - Methods and Factors the State will use in Distributing Funds

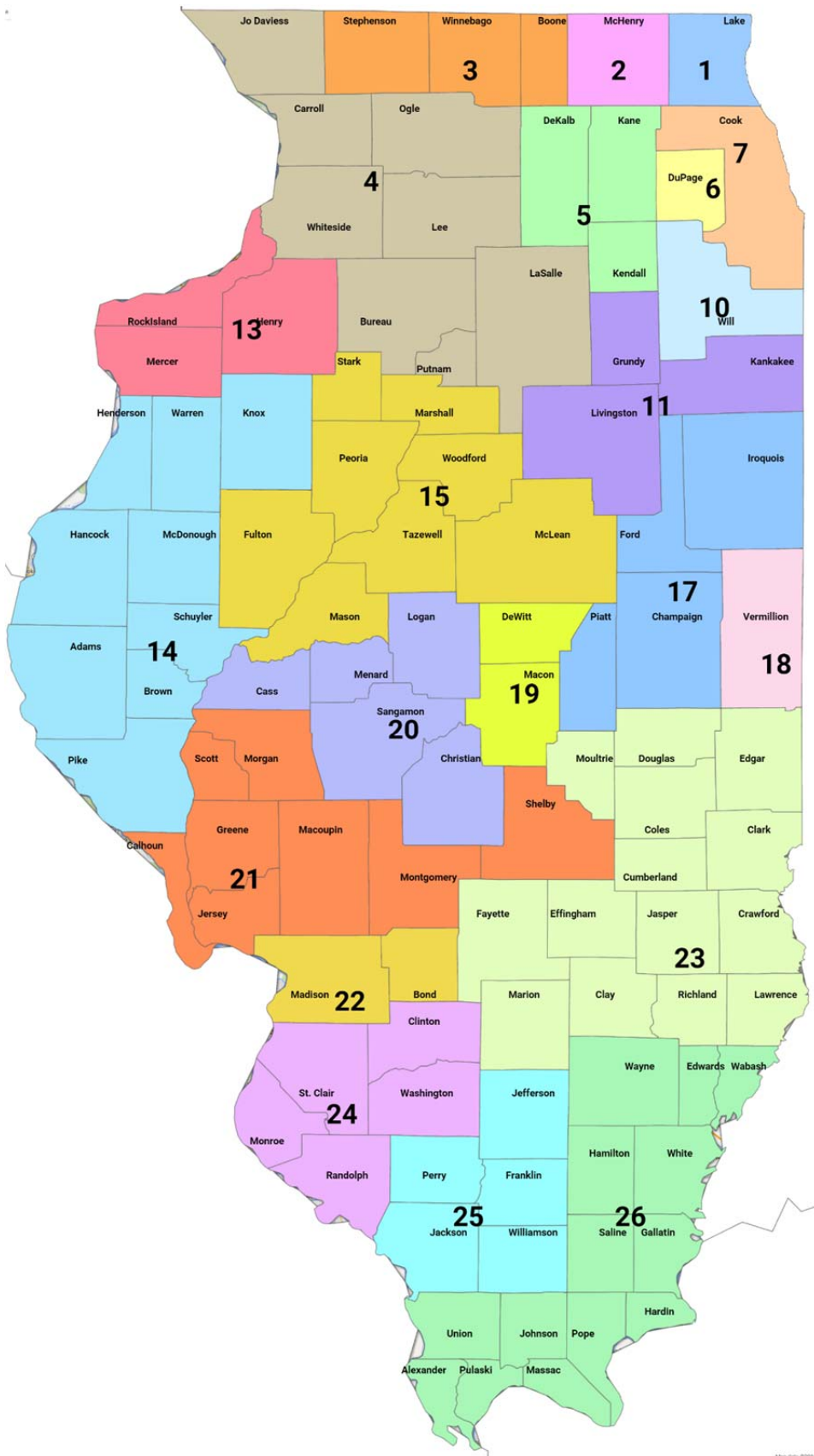
TITLE IV – Illinois Department of Human Services

DRS distributes vocational rehabilitation grant funds through two primary mechanisms. The first is through the development of service plans (individualized plan for employment or IPE) for individuals with disabilities. The specific services provided to VR customers varies considerably from year to year based on the needs of the individuals being served at that time. Although DRS makes nominal allocations to each of its five administrative regions, those can be and are changed frequently based on the needs of individual customers. Total spending on individual service plans varies from year to year and by geographic region for any given year.

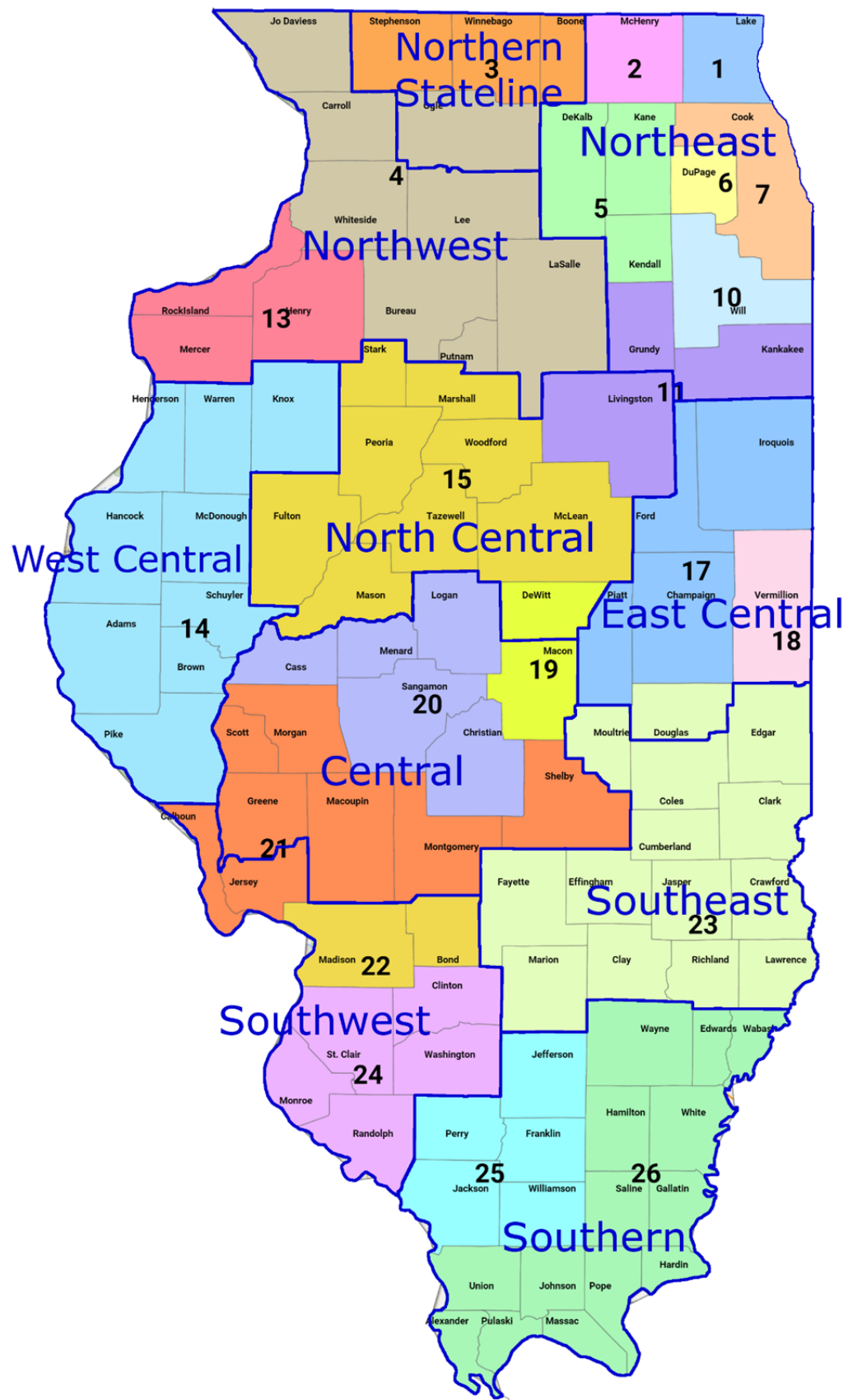
The second mechanism is through development of service contracts with community based providers. The largest proportion of these contracts are for job placement and related services, including supported employment, from community rehabilitation providers. Another large category involves contracts with local school districts for provision of pre-employment transition services to students with disabilities. DRS utilizes a needs assessment process that involves input from local office staff and regional managers, who can initiate a new contract based on local information about service needs. Similarly contracts can be reduced or eliminated if providers are not effective in meeting customer needs or are unable to serve sufficient numbers of individuals.

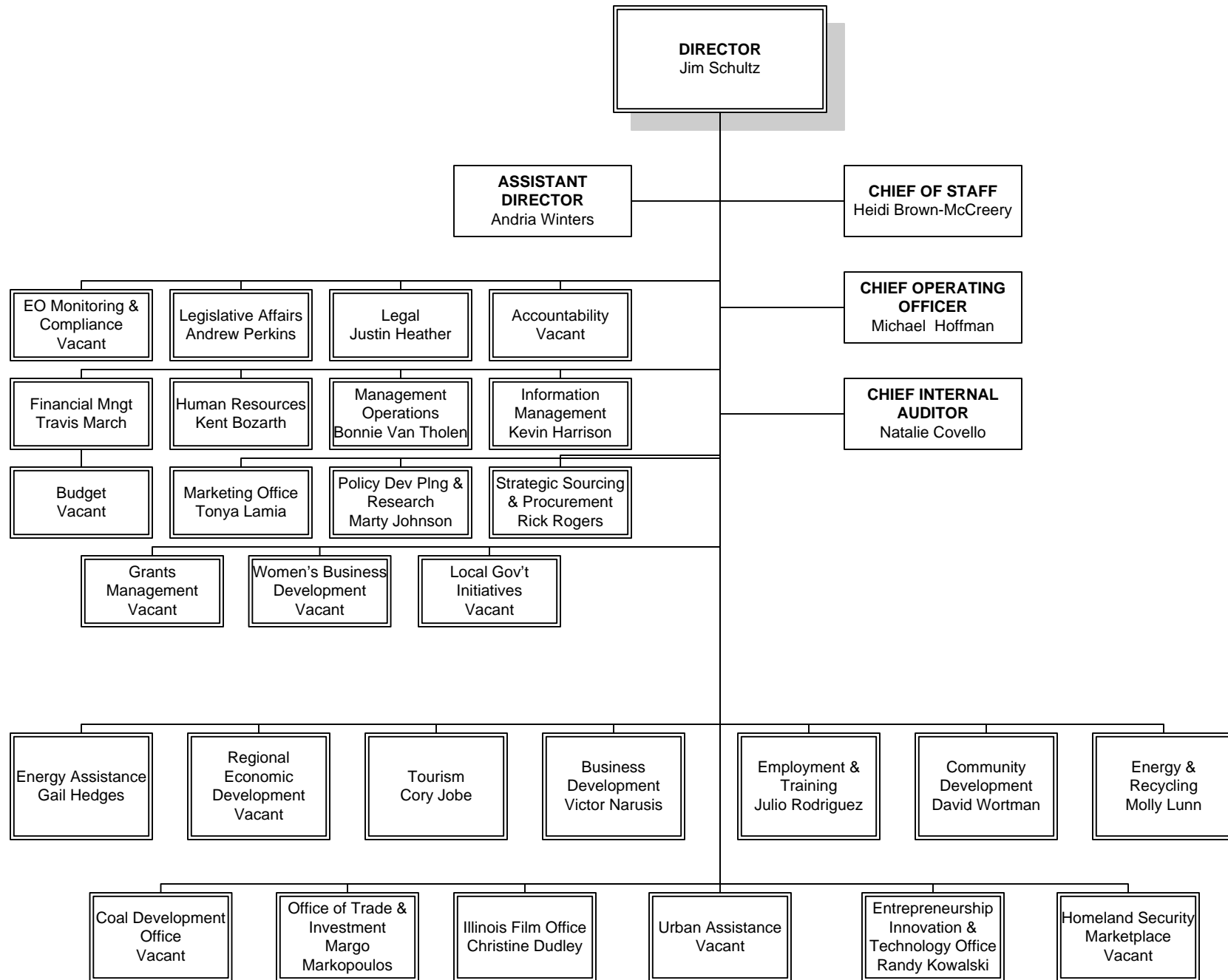
DRS employs around 220 individuals as vocational rehabilitation counselors, who are responsible for establishing the eligibility of program customers, developing service plans and tracking progress toward employment. This is a master's degree level position and collectively the cost of these staff represent a major cost center for the VR program. Staff are distributed around the state based on an analysis of the demand for services in terms of existing caseload and projected caseload increases.

ATTACHMENT P - Local Workforce Area Map

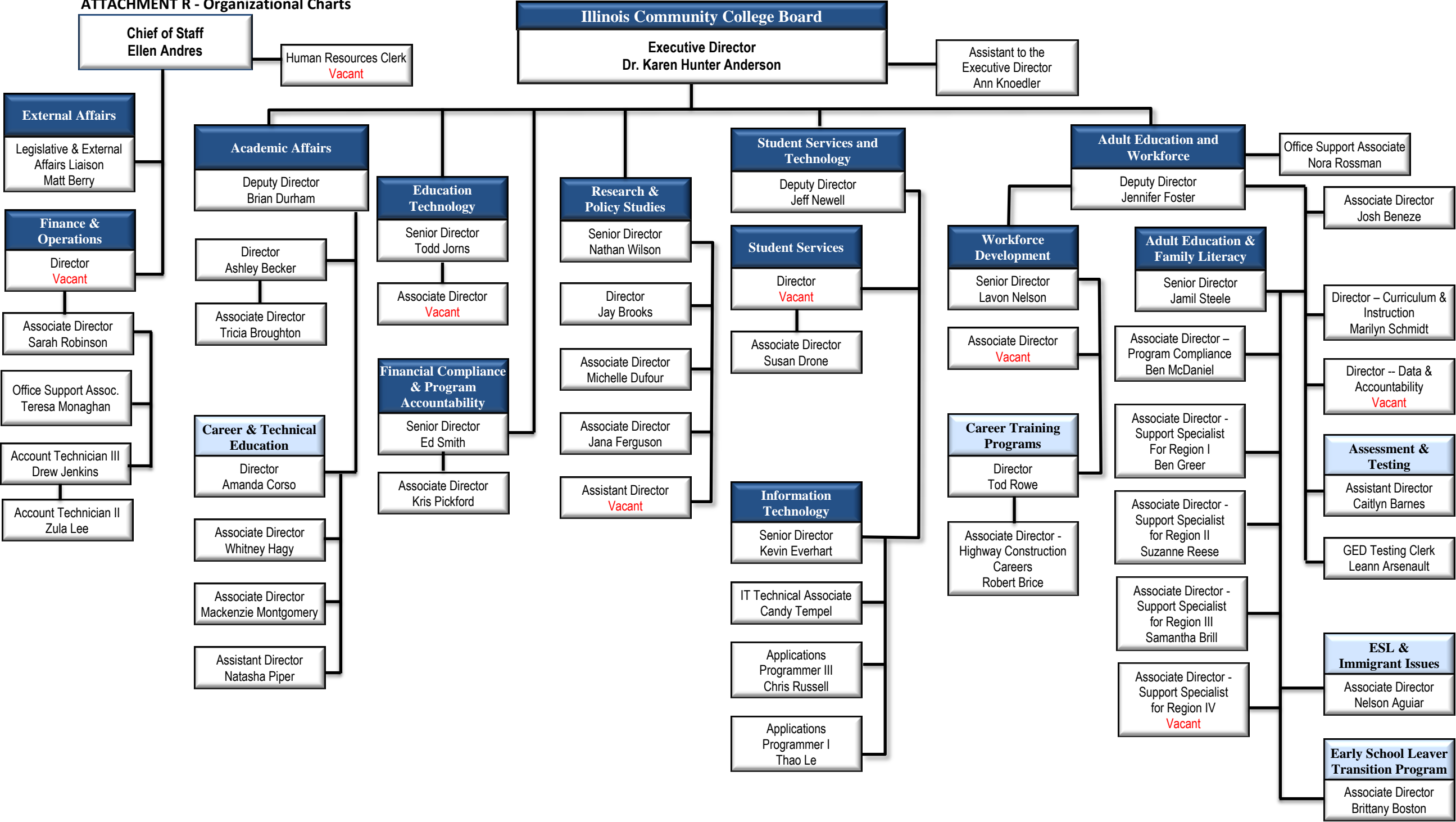


ATTACHMENT Q - Local Workforce Area and Regional Planning Area Map

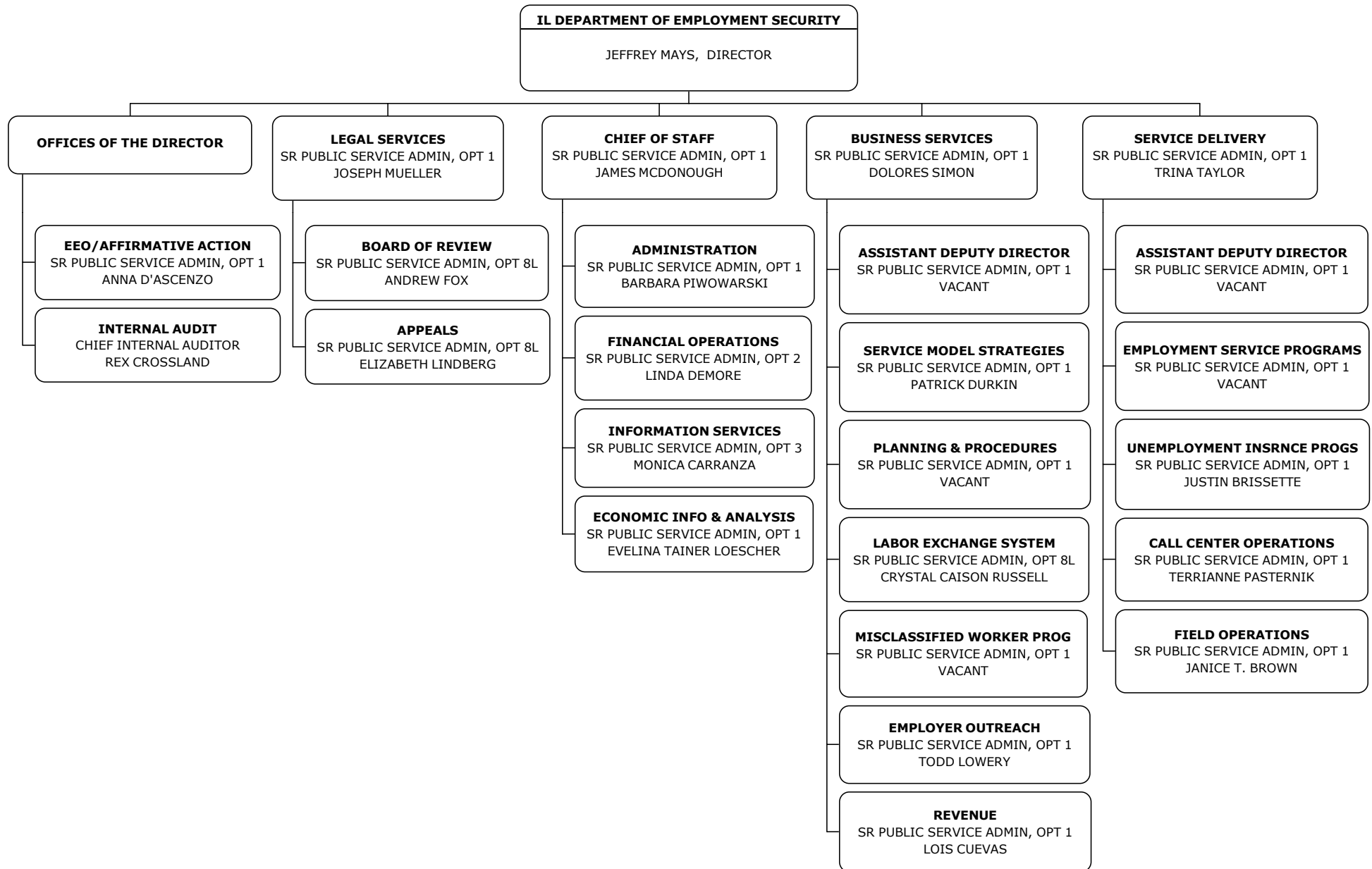




ATTACHMENT R - Organizational Charts



ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY



Division of Rehabilitation Services

Overview

