

OJT NEG Grants Implementation Plan Narrative

Name of State or Native American Tribe	Date Submitted	Grant Number
State of Illinois	7/30/2010	EM-20488-10-60-A-17

Additional Information will be provided to support implementation planning, including a listing of specific criteria for the review of the implementation plan and the OJT NEG TEGL. The new OJT Toolkit website is now live. This toolkit was designed with the substantial input from various stakeholders at the State and local level. It includes sample OJT policies and procedures, contracts, monitoring tools and other useful documents. Grantees may access this information via the following web link: <http://ojttoolkit.workforce3one.org/page/home>

(A) STATEMENT OF NEED

Funding provided through this OJT NEG will provide a much-needed tool to not only support long-term unemployed customers, but also provide a needed infusion of skilled workers.

Illinois' total unemployment as of March, 2010 was 765,000, the highest in history with a rate of 11.7 percent. Of these, 79,311 workers exhausted their unemployment insurance benefits in the first quarter of 2010.

According to data released the week of August 23, 2010, the entire State of Illinois qualified as an Area of Substantial Unemployment (ASU), with an average unemployment rate of 10.9 percent in the period of July 2009 through June 2010. While the statewide unemployment rate for June shows marginal improvement from March data, 11.7 to 10.6, there were still over 708,000 unemployed in Illinois. Over Program Year 2009, the statewide average ASU unemployment rate was 10.8 percent, while that of the fourteen LWIAs participating in this initiative was 11.5 percent with these LWIAs accounting for nearly 70 percent of the ASU unemployment number (499,414 out of 720,886). This funding opportunity will provide an infusion of funds to put dislocated workers back to work in industries that are seen as contributing to the recovery of Illinois' economy.

(I) Geography

Identify each local area that has been disproportionately impacted by the current economic downturn in which the project will operate. Provide a map highlighting these areas. Provide a brief description of each area according to the following key indicators: unemployment rate; poverty rate; number of dislocated workers; number or percent of the unemployed population whose period of unemployment is longer than the State's average UI duration (i.e. prolonged unemployed); and other factors used in the selection of these areas.

(Additional information is provided in Attachment D, and fund allocation to these areas is explained in the Program Design section.)

Utilizing the selection criteria within the national emergency grant application, Illinois selected fourteen of 26 Local Workforce Investment Areas (LWIAs) to participate in the OJT NEG Grant Program. Please see Attachment A for a map highlighting these areas and Attachment B for a brief description of the counties they serve. These areas represent 49 of Illinois' 102 counties: Adams, Bond, Boone, Bureau, Carroll, Cark, Clay, Coles, Cook, Crawford, Cumberland, DeWitt, Douglas, Edgar, Effingham, Fayette, Franklin, Hancock, Henderson, Jackson, Jasper, Jefferson, Jo Daviess, Knox, La Salle, Lake, Lawrence, Lee, Macon, Madison, Marion, Marshal, McDonough, Moultrie, Ogle, Peoria, Perry, Pike, Putnam, Richland, Schuyler, Stark, Stephenson, Warren, Whiteside, Will, Williamson, Winnebago, and Woodford.

Justification for area selection is described below.

Disproportionate impact of economic downturn:

Looking at four of the largest industry sectors in Illinois, these fourteen LWIAs represent a disproportionate share of the state's job loss with a loss of 70,594 manufacturing jobs (72% of the total loss), 64,413 professional and business services jobs (76% of the total loss), 74,680 trade, transportation and utilities jobs (89% of the total loss), and 39,406 construction jobs (68% of the total loss); with some LWIAs experiencing a job loss above the statewide average in all four sectors. Unemployment duration data is not available by LWIA. Dislocated worker numbers are not maintained as a subset of unemployed in the Illinois Department of Employment Security (IDES) system.

Furthermore, the number of people living in poverty in the 14 participating LWIAs represents a disproportionate share of those living in poverty statewide. Although these LWIAs represent 68% of Illinois' population, they represent 75% of those living in poverty.

High poverty levels and low employment to population ratio:

The average poverty level in Illinois is 12.2%. Ten of the fourteen selected areas have poverty levels above the state average with a high of 18.2%.

Similarly, the state average employment-to-population ratio is 58.8% -- nine of the fourteen selected areas have low employment/population ratios that are below the state average. These selected areas are disproportionately impacted by the economic downturn with high poverty levels and low employment to population ratios compared to state averages.

Barriers to Reemployment:

There are several barriers to reemployment. The greatest factor is lack of employment skills. Many people have been unemployed for over 18 months. Many of the dislocated workers are older age and have minimal education. Many have no GED and may have never used a computer. Many times transportation and childcare are barriers until they have long term employment.

The following table provides a breakdown by LWIA of unemployment rates, poverty rates and unemployment to population ratios.

Area Selection Criteria
(Data available at time of application)

LWIA #	Unemployment Rate March 2010	Above/Below State Average	Poverty Rate	Above/Below State Average	Unemployment/ Population Ratio	Above/Below State Average
State Average	11.7		12.2		41.1	
1	13.0	A	7.6	B	39.3	B
3	17.9	A	12.7	A	47.4	A
4	14.1	A	10.4	B	41.8	A
7	12.3	A	14.8	A	43.5	A
8	9.3	B	14.8	A	43.5	A
9	11.7	=	14.8	A	43.5	A
10	12.0	A	6.5	B	35.8	B
12	15.2	A	9.8	B	41.3	A
14	10.3	B	13.5	A	40.8	B
15	12.2	A	12.6	A	39.0	B
19	13.4	A	12.7	A	43.4	A
22	11.9	A	12.3	A	41.9	A
23	12.1	A	13.3	A	43.9	A
25	11.3	B	18.1	A	43.9	A

Prolonged Unemployed: Individuals who are experiencing a period of unemployment longer than the State's average Unemployment Insurance duration.

(II) Labor Market Information (LMI) Analysis

For each local area included, provide a brief LMI analysis, to the extent possible, with a description of:

- The occupations of local dislocated and prolonged unemployed workers.
- Industries experiencing high rates of job loss, (i.e. automotive, aerospace, textile, etc.).
- Projected growth occupations and sectors offering employment, and/or those that could hire re-skilled workers with OJT NEG assistance.
- Projected skills gaps between unemployed workers and the requirements of targeted occupations, including occupations for which there are known skills-shortages. (It is not anticipated that this will be known with any precision until individual assessments are completed, but what is

expected and how does this correlate to the planned mix of services and to the estimated training duration as discussed in Section C.)

Job losses in highly-impacted industries in areas to be served:

Labor market data indicates Illinois continues to be hard hit by the economic recession. This is especially true in rural communities. As a result, Illinois has begun to look at new strategies for economic opportunity, especially in the area of agriculture and the increase in the production of local foods. Based on the State Workforce Investment Board's Agriculture Task Force recommendations and the Vision for Illinois Agriculture, community supported agriculture associations will provide individuals on-the-job skills training that will lead to long-term employment in the agricultural and horticultural industries.

The State's strategies are predicated on identification of industry sector shortages for regional employers. Illinois' focus has been to attain results using innovative solutions to workforce development challenges in critical sectors, such as health care, manufacturing (including pharmaceutical and renewable energy), information technology (focusing on healthcare applications), and green initiatives (including sustainable agriculture). The Illinois Workforce Investment Board's Agriculture Task Force recommendations related to startup and development of farming operations and related agri-businesses emphasize the need for training opportunities for sustainable agriculture. **The State is not targeting short-term, low-skilled "migrant/seasonal" occupations in agriculture.**

Attention on statewide and regional skill shortages addresses all stages of the talent pipeline. This includes expanding access, improving program capacity and completion, as well as improving employment transition and retention. We are prepared to use this funding opportunity to be successful in meeting sector based employment needs through the OJT program.

For the 24 month period of December 2007 thru December 2009, Illinois experienced a net job loss of 379,000. Much as in the nation, job losses were concentrated in four of Illinois' largest industry sectors: Manufacturing; Professional and Business Services; Trade, Transportation, & Utilities; and Construction. For the 14 participating LWIAs, total job losses in these categories was 249,093 or 66% of the state total. In the chart below, the industry sector losses are aggregated by participating LWIAs.

Job Losses by Highly-Impacted Industry by LWIA

LWIA	Manufacturing	Prof. & Business Services	Trade, Transportation & Utilities	Construction
1	-5,630	-7,076	-6,827	-5,169
3	-8,163	-4,097	-4,506	-2,522
4	-2,533	-666	-568	-194
7	-10,038	-10,101	-16,966	-5,745
8	-12,376	-14,513	-17,814	-7,524
9	-14,015	-20,781	-17,434	-5,862
10	-2,501	-1,548	-1,741	-6,262

12	-1,452	-1,020	-863	-479
14	-1,413	+116	-1,100	-744
15	-3,032	-1,404	-1,134	-703
19	-1,943	-188	-943	-346
22	-1,707	-314	-1,299	-1,359
23	-4,421	-467	-2,265	-797
25	-1,370	-2,238	-1,220	-903

LMI data identifying industries/occupations with projected growth:

Data in the chart below was compiled using LMI data that looked at average annual job openings in Illinois during 2009. This is a summary of the highest job openings with relevant application to OJT placements.

Short-Term On-the-Job Training Major Openings by LWIA

LWIA	#1 Opening	#2 Opening	#3 Opening	#4 Opening	#5 Opening
1	Bookkeeping/Accounting 151	Production Workers 58	Medical Assistants 43	Machinists 30	Inspectors/Testers/Sorters 29
3	Team Assemblers 118	Bookkeeping 53	Hospitality workers 38	Production Workers 29	Landscape/ Groundskeeping 28
4	Freight/Stock Movers 65	Farmers 36	Truck Drivers 31	Clerical 30	Team Assemblers 29
7	Truck Drivers 114	Home Health Care 108	Hospitality workers 95	Landscape/ Groundskeeping 65	Printing Machine Operators 25
8	Truck Drivers 261	Hospitality Workers 177	Landscape/ Groundskeeping 145	Home Health Aids 137	Medical Assistants 107
9	Landscape/ Groundskeeping 656	Home Health Care 570	Truck Drivers 315	Pharmacy Technicians 204	Medical Assistants 155
10	Landscape/ Groundskeeping 58	Pharmacy Technicians 53	Team Assemblers 46	Hospitality Workers 40	Medical Assistants 27
12	Freight/Stock Movers 61	Truck Drivers 44	Hospitality Workers 33	Clerical Workers 29	Farmers 26
14	Truck Drivers 48	Clerical Workers 41	Child Care Workers 33	Hospitality Workers 27	Cooks 25
15	Team Assemblers 42	Hospitality Workers 40	Home Health Care 37	Landscape/ Groundskeeping 28	Pharmacy Technicians 25
19	Freight/Stock Movers 44	Food Preparation 37	Truck Drivers 36	Janitorial Services 25	Office Clerks 25
22	Food Preparation Workers 53	Truck Drivers 48	Cooks 35	Child Care Workers 30	Teacher Assistants 26
23	Team Assemblers 64	Child Care Workers 36	Hospitality Workers 32	Nursery/Greenhouse 28	Home Health Care 28
25	Truck Drivers 33	Cooks 32	Team Assemblers 30	Jailers 27	Farmers 27

Illinois AAJO Data

The LWIAs used LMI data as one of the key elements in determining which employers to approach for participating in the OJT initiative. This along with local knowledge of the economy as well as the employer’s readiness to hire individuals will be the major factors considered when making placements. LWIAs will cross match opportunities for placement with individuals with skill gaps that can be addressed during the training period. Actual placements will depend on the available slots based on the employer’s ability to participate.

(B) TARGET POPULATION

Eligible Participants: Persons who meet the Dislocated Worker definition at WIA section 101(9). Workers laid-off since January 1, 2008 may be considered as unlikely to return to their previous occupation for purposes of determining eligibility (See TEN 38-09). This helps

clarify part A (iii) of the Dislocated Worker definition. Grantees must develop program designs which incorporate dislocated workers who are experiencing prolonged unemployment.

(I) Participant Identification and Outreach

Describe the process to be used to identify participants for the OJT program, including any specialized outreach efforts. If a role for Community Based Organizations is planned for participant identification or outreach, please note briefly here and provide a more complete description in Section D.

LWIAs will utilize their existing local partner networks, with strategic expansions for this project, to recruit OJT participants and employers. Community Based Organizations (CBOs) are a part of that network and will play a role in assisting in identifying potential OJT employers, and in some cases, may step forward to serve as a participating employer.

(II) Selection Criteria

Describe the criteria to be used to select participants if the pool of potential participants is larger than the available employer slots. What special consideration will be granted to those individuals experiencing prolonged unemployment (i.e., a period of unemployment longer than the State's average Unemployment Insurance duration)? What percentage of OJTs do you expect to fill with individuals experiencing prolonged unemployment?

The new requirement that all participants must be unemployed for longer than the statewide average, 22 weeks in Illinois, renders part of this question moot. Eligible participants will be selected based on their barriers to employment, aptitude and suitability for available training slots in their area. Each participant will receive an individual skill assessment, and skill gap assessment for available training slot.

Through a partnership with IDES, the state's UI agency, recruitment will focus on individuals who have exhausted or are close to exhausting their regular UI benefits and are living in areas of high unemployment. After a determination of their skill gaps and significant barriers to reemployment, individuals from this pool will be placed into OJT programs leading to employment in demand occupations.

Through their existing partnerships, LWIAs will work with labor unions, chambers of commerce, and others to assist with opportunities for dislocated workers and to provide support to OJT participants during and after the training period. CBOs will be utilized for outreach to individuals with additional barriers to employment, including ex-offenders, the homeless and veterans.

(C) PROJECT DESIGN

(I) Overall Project Design

Managing to the Grant Award

Please note that with only 34% of Illinois' request funded, the Department issued a "Request to Participate Application" (provided as Attachment C) to the fifteen LWIAs that originally applied to

determine whether all would still be able to operate OJTs given the reduced funding levels. Updated guidance based on the grantee technical assistance event was provided to the LWIAs, and each was provided the opportunity to reapply. One LWIA opted to not reapply. Thus the grant award will now be distributed to fourteen LWIAs.

Based on the technical assistance guidance, Illinois is using the following selection criteria to manage to the actual grant award:

1. All applications must be "prudent and reasonable" in terms of program activity and proposed budget.
2. Economic need of the region
3. Economic impact of the proposal
4. Strength of employer commitment
5. Planned training slots
6. Quality of the targeted occupations
7. Locally leveraged resources
8. Intent to target populations with barriers to employment

Provide an overview of your project design including:

- Your plan for using the OJT NEG resources to return to gainful employment workers with the greatest barriers to reemployment, including those experiencing prolonged unemployment. Describe the use of WIA core, intensive, training and other supportive services.

LWIAs that were identified as most-in-need based on the criteria established in the application; and have the capacity to operate an OJT program at the reduced funding level, will administer the OJT NEG resources. For this program, the state will establish a participant eligibility priority that encourages grantees to consider populations with significant barriers to employment.

Priority will also be given for training services provided in sectors that are, or are projected to experience growth or significant vacancies and offer long term gainful employment and opportunity for a career path. The State has identified five key sectors consisting of manufacturing, healthcare, transportation/distribution/logistics, information technology, and agriculture. The Illinois Workforce Investment Board, State Energy Sector Taskforce, is currently reviewing the Energy Sector for possible inclusion. Local Workforce Investment Boards (LWIBs) have also defined significant sectors for their areas. For example, hospitality, finance and tourism have been identified by the Chicago area which has openings for good paying full-time year round occupations.

Priority will also be given to local employers if they can demonstrate that as a result of participating in the OJT program, it will fill a need for skilled employees that would not be possible without participation, the participant will be retained and offered appropriate company benefits, no current employee will be replaced with the OJT participant, and the opportunity results in future capacity for additional employees hired and growth of the business.

Because the LWIAs will be administering the OJT program, the current system for core, intensive, training and other supportive services will be utilized. Each potential participant will receive an assessment to determine if additional WIA services could be brought to bear to increase the likelihood of success for the trainee. The state will also require LWIAs to develop additional resources for supportive services and training services by reaching out to other organizations such as CBOs and other intermediaries to coordinate supportive services for childcare, counseling, housing issues, debt services, etc; and to use their experience in collaborating to expand job training services. LWIAs will be encouraged think creatively in the use of wraparound services to enhance the OJT experience for participants and employers. Each LWIA will be encouraged to set aside a percentage of their allocation for wraparound services, and if the need is great enough, local formula funds could be utilized for trainees co-enrolled in WIA.

The Illinois Department of Commerce and Economic Opportunity (DCEO) will closely monitor the rates of obligation and expenditure for all grantees. In March 2011 grantees that have the lowest levels of obligations and expenditures will be interviewed by DCEO staff to assess the situation. Following this assessment, funding may be reallocated to areas that are successfully expending funds. Following March 2011, this process will be done quarterly to ensure all funds are expended in a timely manner before the expiration of funds in June 2012. In addition to program and fiscal monitoring, DCEO staff will be reviewing plan vs. actual data each quarter for the number of trainees and employers engaged by each local area. Any areas that underperform will face reallocation of funds to those areas that demonstrate the funds will be utilized.

- The partners, resources, assets, and information that are being assembled to help you achieve the plan.

The State's direct partners will be the LWIAs responsible for administering the WIA program. The LWIAs will identify the community based partnerships and the employer partnerships that have capacity and resources for financial, technical, and/or in-kind support of this project. In the Request to Participate Application, LWIAs will identify the collaborative partners and employers, the resources they will make available for this projects, and the projected value of these resources.

At the state level, Illinois had intended to utilize a portion of the OJT award to fund OJT projects in areas that did not apply to be part of this initiative in order to create additional OJT projects in areas of need. However, because this intention was not included in the original grant application Illinois is prohibited from utilizing OJT NEG funding in this manner. DCEO staff will be determining if Governor's Discretionary Statewide Activity funds are a viable option to develop additional OJT projects beyond those funded via the NEG.

Illinois is working with our partners in the Agriculture industry to identify sector specific barriers to employment that could potentially be addressed through OJT. State funds could fund OJT demonstration projects related to addressing these barriers.

LWIAs with more OJT experience will be expected to mentor those with less OJT experience. The State will help facilitate this mentoring via technical assistance efforts that will include webinars, regional meetings and facilitating information exchange via Illinois workNet discussion boards.

(See attachment C - Request to Participate Application)

- How this service delivery strategy supports both employers and dislocated workers in the impacted area(s)?

The service delivery strategy provides support by targeting On the Job Training funds to identified local growth sectors and to employers that demonstrate a need and are key to the economic wellbeing of the local area. OJT projects will improve the employers' capacity to employ and train workers in the specific skill sets required for their business and identify trainees likely to successfully complete training and be productive long-term employees. This will result in a more productive company and assist in their economic stability and possible growth during a time when the employers do not have the resources or are reticent to accomplish this on their own.

Workers will gain valuable skill upgrades, coupled with work readiness training where appropriate. While we have no illusions that all trainees will find permanent employment with the OJT employer; we are hopeful that many will find employment relevant to their training with other employers as the economy recovers. At the very least, all trainees will gain valuable work experience for their resume and be more likely to gain employment than they would have been without the OJT experience. There will also be residual economic impacts of OJT trainees being able to spend their earnings and reinvest in their local economy.

(II) Employer Recruitment and Selection

Describe the information and process that will be used to identify and recruit employers who will be good potential candidates for the training and employment opportunities envisioned in this initiative. Identify the criteria that will be applied in selecting specific employers for participation. Describe safeguards to protect against the displacement of workers as a result of OJTs created through this grant. Discuss the process to orient employers to their responsibilities both in training and retaining workers, and any other planned technical assistance.

LWIAs will focus on industry sectors that are experiencing growth, or are projected to experience growth and offer long term gainful employment and opportunity for a career path. LWIAs will also focus on local employers that are an integral part of the community, and that can demonstrate as a result of participating in the OJT program, it will fill a need for skilled employees that would not be possible without participation in the program.

LWIAs are already in integral part of their local communities and have strong employer and community relationships. They will utilize their current outreach systems to identify and recruit employers to participate. Discussions with employers and employer organizations are currently taking place and many employers have been identified as potential participants. Local Business Services Teams and workforce staff have contacted appropriate employers based on their local knowledge and LMI data indicating

which occupations are likely to have openings in their area. The state will assist with outreach efforts through press releases and leverage the Illinois workNet web portal to increase the profile of the initiative.

Participating employers will be required to sign a Memorandum of Understanding (MOU) that will outline at a minimum: the roles and responsibilities of the LWIA and the roles and responsibilities of the employer, to include at a minimum training services to be provided, reimbursement rate, declaration that employee displacement will not occur as a result of participation, and intent to retain the OJT participant. LWIAs will partner with UI staff to flag any dislocations that occur from participating employers.

The state will provide orientation and training opportunities for participating employers through a series of webinars and shared information through the Illinois workNet, workforce development web based system. LWIAs will also provide a customized orientation for their participating employers outlining the program structure and responsibilities of both the LWIA and employer.

See Attachment E for additional information.

Appropriate Employers: OJT positions cannot be developed with public sector employers or with employers:

- which are gambling establishments, swimming pools, aquariums, zoos, and golf courses.
- that will or may result in displacement of current employees.
- have relocated all or part of their business within the previous 120 days where the relocation action has resulted in the loss of employment of any employee at the original location.

(III) Service Delivery Management Structure

Provide a description of how the service-delivery system will be operated. What entity or entities will be responsible for participant assessment; developing contracts with businesses; gathering information and data reporting; monitoring the project; and assuring fiscal accountability? For each organization, describe its experience and capacity to conduct the function(s) effectively.

The Department of Commerce and Economic Opportunity will serve as the primary grantee for this grantee. The Office of Employment and Training will LWIAs identified in the application will administer the OJT program locally. The state currently has a relationship with the LWIAs and they will use the systems they already have in place for assessing participants, developing contracts, collecting and reporting data, monitoring the projects and performing the fiscal responsibilities associated with the grant. Data is reported to the state through the Illinois Workforce Development System (IWDS) for client participation and through the Grantee Reporting System (GRS) for fiscal reporting. The state's Department of Commerce and Economic Opportunity (DCEO), Office of Employment and Training has fiscal and programmatic monitoring units that will oversee the implementation and accountability activities regarding this grant.

(IV) Assessment Procedures

Provide a description of the assessment procedures that will allow the Grantee to determine dislocated worker skill levels and gaps (this may include one-on-one comprehensive assessments and/or software tools, as applicable).

The LWIAs will work with their local employer partners to determine if they have specific assessment tools and will utilize those that are relevant to the specific business. The state provides flexibility in selecting the appropriate assessment tools and process to meet the local employers skill set needs. The LWIAs currently use tools such as WorkKeys to determine skill gaps to develop training opportunities that meet the employers' needs.

Regardless of the assessment tool used, all potential participants will receive a quantifiable skill gap assessment using industry accepted testing tools. Self-assessments will not be the sole method allowed under any circumstances. Illinois is investigating the possible use of Illinois workNet to provide a standardized skill assessment tool for use by all LWIAs. The eventual decision on this will depend on the return on investment for the cost of implementing, how much added value this effort would add to the initiative, and the time involved to deploy such an application.

Differences in affinity for different learning styles can play a significant role when determining an individual's suitability for a particular training model. LWIAs will be encouraged to consider assessing potential participants' learning style as well as their academic and occupational skills. LWIAs will also utilize the *mySkills,myFuture* tool to assess options for an OJT experience that builds on individuals' education and work experience.

(V) Matching Training Needs with Employer Needs

Provide a description of how the assessment information gathered through the process described in section (C) (IV) will be used to match the participant's training needs with the prospective employer's business needs. If available, provide a list of participating or potential employers. This initial list does not preclude the Grantee from adding new employers.

As stated above, assessment information obtained will be determined by the skill needs of the partnering employers. If an employer has an assessment tool that they utilize in their business to determine skill levels, it will be incorporated into this program. Training will be designed to address the specific skill gaps of the targeted dislocated worker to bring their competency level to that required by the employer. A list of interested employers was included in the application and is also included as Attachment E. This is however a preliminary list and will be updated as the program progresses.

Each individual will receive a skill gap assessment and an individual training plan tailored to their specific situation. Local case managers will include this information in the client field and will make regular contact with the trainees and employers to ensure participants are on track to successfully complete training. If a particular client appears to be at risk of not completing training, the case manager will be responsible for determining if additional WIA resources might be helpful on a case by case basis.

(VI) Subgrants, Contracts and Subcontracts

Describe Grantee policy regarding the development and management of subgrants, contracts and subcontracts, including the type and frequency of monitoring the Grantee will carry out. What entity or entities will be fiscally and programmatically responsible for the grant funds? How will current policies be adjusted with regard to special policy guidelines for OJT NEG Projects?

(DCEO is the grantee and will sub-grant the program activities to LWIAs identified in the application. DCEO will monitor the subgrantee through the following systems. LWIAs that traditionally have subgranted client services will be allowed to continue with that service delivery model for this NEG. Other LWIAs may subgrant upon approval by DCEO.

Grantee Reporting System

This mainframe system handles the setup of the all program infrastructure and budgeting. It incorporates the input of state appropriations and availabilities, input of federal awards and their award periods as well as all aspects of the program regarding financial tracking and reporting.

Close-Out System

The close-out system allows for the tracking of required grantee final financial status reports. Every grant issued by DCEO requires that a close-out be submitted and processed by the department reconciling the obligation and payment activity of the individual grant.

Participant System

The Illinois Workforce Development System (IWDS) will be utilized to track participant enrollment, activities and employers' relationship. Reports will be generated monthly to review activity.

Fiscal and program monitoring is done through ACME

The ACME system is an internet based monitoring system which contains various components of compliance that are associated with the administrative requirement of 29 CFR 95 and 97, the applicable cost principles as well as programmatic eligibility requirements. Monitoring of all grantees will be on an accelerated schedule compared to regular WIA grants; and is planned for within the first nine months of issuing the grant award. Monitoring may be performed sooner and more frequently if program reporting or fiscal reporting indicates an area may be experiencing issues of concern.

See Section 5 of the OJT NEG TEGL for details on special policy guidelines for the OJT NEG Project. This includes:

- *Training Reimbursement*
 - i. *Wage Cap*
 - ii. *Sliding Scale Reimbursement Percentage*
- *OJT Duration Limit*
- *Allowable Employers*
- *OJT Contracts*
 - i. *Allowable Employers*
 - ii. *Employer Documentation of Skills*
 - iii. *Criteria for Reimbursement*

(VII) Reimbursement Guidance and Policies

Describe the policies that will guide the determination of training reimbursements to employers. Describe how the Grantee plans to use the additional reimbursement flexibility (from 50% up to 90%) available under this OJT NEG, based on participant skill gaps or employer size. Identify the entity (ies) that will be responsible for processing the requests for reimbursements. Identify the entity (ies) that will verify the wage rate is the same as similar positions in the business? Identify the entity (ies) that will verify that there is no displacement of other employees? What practices will the grantee use to maximize permanent hiring and job retention?

The current policy (PL 04-02) regarding OJT is under review and will serve as the base for a new policy specific to the NEG that incorporates the reimbursement flexibility for this project including guidelines on skills gap reimbursement. *The state intends to fully utilize the flexibility of reimbursement based on employer size. Reimbursement based on skill gap attainment may be used on a case-by-case basis where appropriate.* The LWIAs will be responsible for all fiscal activities including reimbursements. LWIAs will also verify that wage rates are appropriate and that no current employee displacement occurs. A monitoring tool will be developed to be used by state monitors for on-site employer evaluations. Grantees will provide technical assistance and follow-up to facilitate the permanent hiring and retention of the OJT participants to the fullest extent possible. This will also be addressed in the Memorandum of Understanding (MOU) between the LWIA and the employers.

Cost Per Participant

Provide an explanation of how the cost per participant was determined. Include in your description expected administrative costs (not to exceed 10% of award), staff salaries, average wage for OJT placements, average duration of training for the targeted occupations, employer reimbursement levels, costs and description of supportive services, and any other details related to your anticipated cost per participant. Provide the State's prior year (i.e., PY 2008) OJT cost per participant for the WIA Dislocated Worker program, if available.

The average cost per participant was calculated by dividing the total amount allocated to the LWIAs by the total number of anticipated training slots. LWIAs will be directed to limit administrative costs to 10% of their award, and staff salaries must fall within established WIA limits and costs must be allocated to the program in a reasonable manner. These factors will be included in fiscal monitoring. Final grant awards to LWIAs will be made after a thorough review of their implementation plans.

The average wage of OJT placements and average duration of the training is dependent on the final placements. Wages identified by LWIAs in their preliminary plans range from \$12 to \$22 per hour.

LWIAs will be advised to set-aside a percentage of their grant award for supportive services where appropriate. LWIAs will also have the option to leverage their WIA formula funds or other funds to provide services, thus reducing the cost per participant charged to the OJT grant.

The state does not have the PY 2008 OJT cost per participant for the WIA Dislocated Worker program available. Wage reimbursements will be capped at the statewide average of \$22.17 per hour.

(D) PARTNERS AND INTERMEDIARIES

(I) List of Partners

Provide a list of all engaged partners (workforce system partners, business associations, Federal, State and local government, CBOs, organized labor, foundations, etc.) and describe the roles of each.

LWIAs have created a network of strong partnerships to ensure that participants needs are addressed comprehensively, from basic sustenance needs to counseling, family support, financial services, education, and employment. Local area partnerships will be assessed and expanded as necessary to address the needs of participants with significant barriers to reemployment, both during and after training completion. Partnerships listed below include CBOs, one-stop partners, community colleges, local unions, economic development agencies, business organizations, faith-based organizations, and social service agencies. As mentioned above, CBOs will be utilized for the various services they can bring to the project including assisting with identifying the impact of the economic downturn locally, serving as an intermediary with their network of partners, providing training support, and wrap-around service resources. (See attachment F for a list of Partners and Intermediaries.)

(II) Anticipated Leveraged Resources

Provide a description of key anticipated leveraged resources and services, and link each resource to the partnership discussed in item (I).

Illinois is preparing to invest \$330,000 in Governor's Discretionary funding in a manufacturing OJT project in Champaign County. An existing employer is preparing to expand a production line and approached DCEO for assistance with training needs. This project is not a good candidate for the OJT NEG because the training period extends beyond the expiration date of the ARRA funds. The project is slated to hire nearly 90 individual in various positions that pay training wages of at least \$11 per hour and will go up as they successfully complete training.

The state will also look for other opportunities to utilize Governor's Discretionary funds to augment or compliment OJT projects or incent OJT projects in the twelve local areas that chose to not participate in the NEG. Other possible leveraged resources include linking OJTs to other ARRA projects creating employment opportunities such as broadband infrastructure, electric grid upgrades, highway construction and weatherization.

As mentioned previously, Illinois is exploring how Illinois workNet, our workforce information web portal, can be leveraged to provide enhanced services and information to individuals, employers and LWIAs. Potential uses include standardized skill assessment, providing linkages to partner organizations and communication between interested parties.

LWIAs were directed to identify leveraged resources as well. DCEO will direct the LWIAs to track and report the use of leveraged resources throughout the course of the projects.

(III) Partner and Intermediary Outreach

Describe how you will conduct outreach to other potential partners and intermediaries, including how you will comply with procurement requirements.

All grants issued as part of this OJT Grant will be given directly to the Local Workforce Investment Areas' designated fiscal agent with whom we have already established fiscal relationships and who are familiar with WIA regulations, requirements, monitoring, procurement, and OMB Circulars. Participating LWIAs will partner with established eligible private and non-profit employers that have the capacity to provide documented skills training and give successful completers high priority for permanent employment. LWIAs will utilize their existing local partner networks, with strategic expansions for this project, to recruit employers. Community Based Organizations are a part of that network and will play a role in assisting in identifying potential OJT employers and trainees.

(IV) Role of Workforce Investment Boards

Describe the local Workforce Investment Boards' role and responsibility for the project, as well as the roles and responsibilities of key subcontractors to the LWIBs. How will the operation of the project intersect with One-Stop activity for outreach, referrals and tracking of participants, reporting, etc.?

The Local Workforce Investment Boards (LWIBs) will be responsible for the oversight of the OJT Grants to the LWIAs. Collaboration and partnerships between state agencies, LWIBs, LWIAs, One-Stops, and other social/civic organizations are already in place allowing for transition to implementation of this OJT Grant without a delay in time normally associated with having to establish these partnerships from the onset. LWIAs are already well established and experienced in the process of outreach, referrals and the tracking of participants and in most cases already have experience with OJT activities. Due to existing mechanism and partnerships in place in Illinois, this OJT NEG grant will allow for the expansion of OJT activities in Illinois with significant outcomes and benefits for the long-term unemployed, for employers, communities, and for local economies.

(E) PERFORMANCE & FINANCIAL REPORTING

Required Reports:

- ETA 9090 – WIA Quarterly Report (OMB Control No. 1205-0420);
- Workforce Investment Act Standardized Record Data (WIASRD) Quarterly Submission (OMB Control No. 1205-0420);
- ETA 9148 WIA Adults, Dislocated Workers, and National Emergency Grants Monthly Report (OMB Control No. 1205-0474); This report is submitted by each State on the 15th of each month to ETA for the previous month. Accurate monthly counts of OJT NEG participants provides a means to track the progress of OJT NEGs as they are implemented across the country. This is important because it provides ETA with an early warning system to identify Grantees that may be in need of technical assistance to

get their OJT NEG operational.

- ETA 9130 – U.S. DOL ETA Quarterly Financial Status Report (OMB 1205-0461);
- ETA 9104 – NEG Quarterly Performance Report (QPR) (OMB 1205-0439);
- ARRA Section 1512 – Quarterly Recipient Report. Please note, the Recovery Act recipient report is submitted by direct recipients or designated sub-recipients of ARRA funds to OMB through an electronic reporting system at www.FederalReporting.gov, no later than the 10th day after the end of each calendar quarter. This Recipient Report contains cumulative data on the projects and activities funded by ARRA from the inception of the grant award. For additional reporting guidance and references, see TEGL 1-09, Change 1 and 2, *Reporting Requirements under Section 1512 of the American Recovery and Reinvestment Act of 2009*.

In addition, the Workforce Investment Act Standardized Record Data (WIASRD) must be submitted quarterly on all participants and exiters from the NEG. In order to evaluate the success of OJT NEGs, it is imperative that States make every effort to submit the required reports on a timely basis, and that they be accurate and complete. There are a few important WIASRD elements pertaining to OJT and NEG funding sources to be completed:

1. WIASRD data items 340 and 341 (*Type of Training Service #1 and Type of Training Service #2*) are the sources for determining which individuals received OJT. A lack of complete data on these WIASRD elements will result in an undercounting and underreporting of the number of individuals who received OJT;
2. WIASRD data item 342 (*Occupational Skills Training Code*) is important because it contains information on the occupation in which the individual was trained. This information facilitates the identification of occupations where OJT most often occurs or where it is the most successful in obtaining better employment outcomes for workforce system customers;
3. WIASRD data items 313a, 313b and 313c (*1st, 2nd, and 3rd NEG Project IDs*) in conjunction with WIASRD data item 326 (*Other WIA or Non-WIA Programs*) make possible the isolation of individuals who were provided OJT through ARRA-funded NEGs.

Illinois' current information systems record and produce the required extracts and summaries needed for all of the required reporting.

The Illinois Workforce Development System (IWDS) allows local workforce areas and their providers to maintain demographic, eligibility and service activity information (including training activities by type and funding source) for all WIA, NEG and TAA participants. IWDS is the primary source for summary participant information required for the monthly and quarterly reporting and the detail participant information required for the quarterly WIASRD file submission.

The grant reporting systems record and report sub-grantee awards and expenditures. These grant systems are the primary source for the financial information required for the quarterly and annual reports including the ARRA section 1512 reporting.

(I) Performance Information and Measures

All Grantees must list expected performance levels for Entered Employment Rate, Employment Retention Rate and Average Earnings. For State Grantees, indicate whether the Grantee anticipates meeting its negotiated Dislocated Worker formula program performance levels, (in the case of Indian and Native American Tribes, 166 performance levels apply). Provide an explanation for any anticipated variations from these levels.

Expected performance levels for Entered Employment Rate, Employment Retention Rate and Average Earnings will be determined once data is collected from the participating LWIAs. The State of Illinois anticipates meeting its performance goals for dislocated workers in PY 2009. The measures, goals, outcomes and thresholds are as follows:

Measure	Goal	Outcome	90% Threshold
Dislocated Worker Entered Employment Rate:	85	77.5	76.5
Dislocated Worker Employment Retention Rate:	91	85.7	81.9
Dislocated Worker Average Earnings:	\$15,400	\$15,737	\$13,860

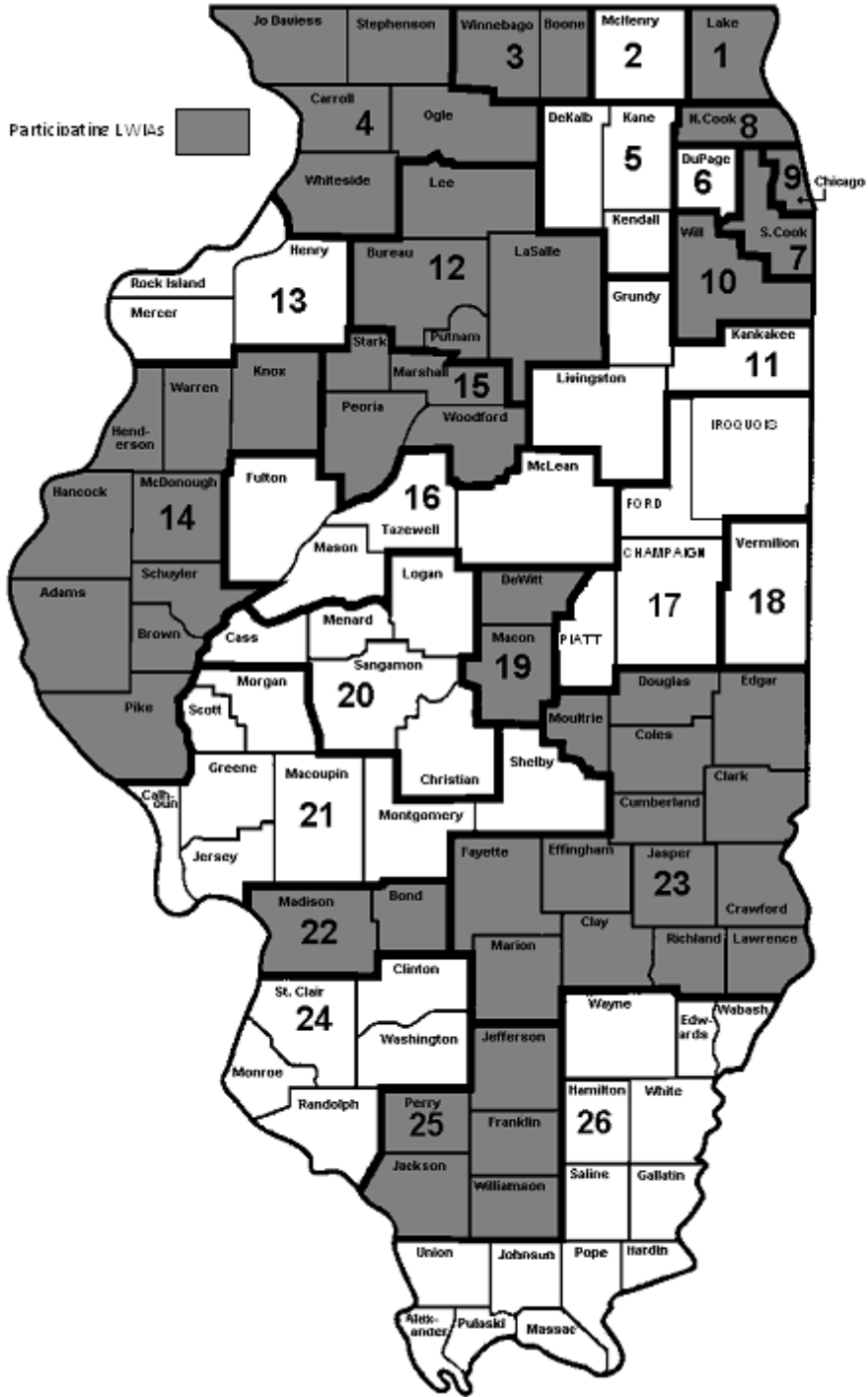
The State is given a threshold of 90 percent of each goal to be considered “meeting that goal”. In PY 2009 the State met the entered employment and retention rate goals and is exceeding the average earnings goal for dislocated workers. Due to the recession and statewide economy, it has been difficult for areas in the state to place their clients in employment, making it highly unlikely for statewide performance to exceed the 85 percent entered employment goal and 91 percent retention goals.

All Grantees must also indicate how the Grantee will gauge skill attainment for participants. Indicate the anticipated total number of participants, number of participants who will earn a credential (including degree and/or certificate), completers, and the percent that the Grantee expects to be retained after 6 months.

LWIAs submitted the anticipated number of training slots along with the number expected to get a credential and retained after six months. DCEO will review plan vs. actual data as the projects are underway. To the extent possible skill assessment testing will be done by the LWIA to determine that trainees indeed received a skill upgrade.

Still, we will endeavor to place 358, or 85 percent of the 422 planned trainees in employment, and will report all credentials attained. Of the trainees placed into employment, ideally 100 percent will remain employed after six months. However, 85 percent retained in employment may be more realistic.

Attachment A State of Illinois Participating Local Workforce Investment Areas



Attachment B Description of Participating LWIAs

Fourteen LWIAs will be partnering with the state in serving OJT participants. The following list depicts the geographical areas include in this application. These areas include the highly populated Chicago urban and suburban areas, as well as the highly rural areas of southern Illinois.

<i>LWIA #/Name</i>	<i>Description</i>
1 - Lake County Workforce Development Department	Consists of a single county that is part of the Chicago metropolitan area. The 2000 Census reported that Lake County had the second median highest household income of any county in the state, behind DuPage County.
3 - Boone and Winnebago Counties Workforce Investment Board / City of Rockford	Consists of two counties along the northern boarder of the state. The area includes a major urban city and is the Rockford metropolitan statistical area.
4 - Partners for Employment/Highland Community College	Consists of five counties making up the northwest corner of the state. Jo Daviess and Carroll counties are not part of a metropolitan statistical area and are rural. The other three counties are part of three micropolitan statistical areas.
7 - Cook County President's Office of Employment Training (Please note that National Able, one of the primary contractors for LWIA 7, will work with the county to implementation this program.)	Consists of the southern and western portion of Cook County (excluding the city of Chicago).
8 - The Workforce Board of Northern Cook County	Consists of the northern portion of Cook County (excluding the city of Chicago).
9 - City of Chicago Department of Family and Support Services	Consists of the City of Chicago.
10 - Workforce Services Division of Will County	Consists of a single county that is part of the Chicago metropolitan area.
12 - Business Employment Skills Team	Consists of four counties in the northern part of the state that are part of two micropolitan statistical areas.
14 - Western Illinois Works, Inc.	Consists of nine counties in the western part of the state with no major urban areas. Five counties are part of four micropolitan statistical areas. The other four counties are rural.
15 - Workforce Network	Consists of four counties that are part of Peoria's metropolitan area.
19 - Workforce Investment Solutions	Consists of two counties in the central part of the state. One county is part of the Decatur metropolitan area and the other is rural.
22 - Madison County Employment & Training	Consists of two counties in the southwestern part of the state. They are both part of the St. Louis, MO-IL metropolitan area.
23 - Illinois Eastern Community Colleges	Consists of fourteen counties in the southeastern part of the state. Two counties are the Charleston-Mattoon micropolitan statistical area, one is the Effingham micropolitan statistical area, and one is the Centralia micropolitan statistical area. The other ten counties are rural.
25 - Man-Tra-Con, Corp	Consists of five counties in the southern part of the state. Three counties are in the Mount Vernon micropolitan statistical area, the Carbondale micropolitan statistical area, and the Marion-Herrin micropolitan statistical area. The other two counties are rural.



Attachment C
Request to Participate Application

**On-The-Job Training National
Emergency Grants**

**American Recovery and Reinvestment Act
Workforce Investment Act**

Request to Participate Application

**DEPARTMENT OF COMMERCE AND ECONOMIC
OPPORTUNITY**

Bureau of Workforce Development

July 28, 2010

Internet Address <http://www.commerce.state.il.us>

620 East Adams Street
Springfield, Illinois 62701-1615

217/782-7500
TDD: 800/785-6055

James R. Thompson Center
100 West Randolph Street, Suite 3-400
Chicago, Illinois 60601-3219

312/814-7179
TDD: 800/785-6055

2309 West Main, Suite 118
Marion, Illinois 62959-1180

618/997-4394
TDD: 800/785-6055

I. General Information

On June 25, 2010, Secretary of Labor Hilda L. Solis [announced](#) \$75 million to provide workers affected by layoffs with on-the-job training (OJT) opportunities. National Emergency Grants provide a method to jump start re-employment for dislocated workers experiencing prolonged unemployment by enabling employers to create training and job opportunities for these individuals. Participants will be given a chance to "earn and learn," which means they will develop applicable occupational skills while earning a paycheck. Employers participating in these OJT projects will receive partial reimbursement to offset the extraordinary cost of training workers. OJT will help workers become proficient in needed skills more quickly, which will serve to encourage employers to hire workers sooner than perhaps initially planned, facilitating the private sector hiring of well-qualified individuals to contribute to their bottom line and spur economic recovery.

These awards are not only intended to deliver OJT services to thousands of unemployed Americans, but also to build the capacity of the workforce investment system to engage in this critical training model in the months and years to come to assist in economic recovery.

II. Program Background and Description

Illinois intends to expand on-the-job training to provide dislocated workers with an opportunity to return to the workplace while learning new skills. Through a partnership with the State's unemployment insurance agency (Illinois Department of Employment Security) recruitment will focus on more than 122,000 who have exhausted or are close to exhausting their regular UI benefits and are living in areas of high unemployment. After a determination of their skill gaps and significant barriers to re-employment, individuals from this pool will be placed in OJT programs leading to employment in demand occupations. These include but are not limited to machinists, medical assistants, nursery/landscape/groundskeepers, bookkeeping/accounting, pharmaceutical manufacturing and renewable energy. In addition to the traditional OJT experience, these workers will be afforded the necessary support services, including transportation, child care, tools and safety equipment that will assist in their transition to long-term employment. Further, we intend to use maximum flexibility for wage reimbursement based upon the size of the company to increase employer participation. This will expand pipeline opportunities for both workers and employers to accelerate the creation of new jobs throughout targeted areas and will meet the demand for skill shortages in targeted sectors of the Illinois economy. Throughout this OJT model, not only will dislocated workers most impacted by the current economic conditions be helped, they themselves will assist in the economic recovery of the state and nation.

III. Proposal and Program Requirements

D. Required Sections of Application -- Read Instructions at the back of this document for explanation of requirements for each Section:

Section 1: APPLICANT INFORMATION

Section 2: APPLICANT HISTORY

Section 3: PROPOSAL INFORMATION

- Section 4: SCOPE OF WORK
- Section 5: PERFORMANCE MEASURES
- Section 6: PROJECTED EMPLOYMENT IMPACT
- Section 7: BUDGET
- Section 8: PROGRAM SPECIFIC INFORMATION
- Section 9: APPLICANT CERTIFICATION

E. Required Attachments:
N/A

F. Project Reporting:

Successful applicants will be required to submit regular reports to document the progress and outcomes of the project as part of the grant requirements. Reports include, but are not limited, to the following:

- Periodic Illinois Workforce Development System (IWDS) Reports
- Quarterly and Final Project Status Reports,
- Quarterly ARRA Section 1512 Report
- Quarterly and Final Fiscal Status Report and Trial Balance Report

G. Pre-Award Survey:

New grantees are subject to a Pre-Award Survey to be conducted by DCEO Fiscal Monitors. The survey will be completed prior to the grant being issued. The purpose of the review is to establish confidence that the organization has a sound fiscal system established.

H. Monitoring - Fiscal and Programmatic:

Organizations funded through this RFA are subject to fiscal and programmatic monitoring visits. The organization must have an open door policy to allow for periodic visits to evaluate the progress of the project.

I. Related Resources and Links:

1. WIA Eligibility for Title IB of the Workforce Investment Act Guide
<http://www.illinoisbiz.biz/NR/ronlyres/E637BCAD-5BFA-42BE-9058-A9E07ACB4B2A/0/0012Change2EligibilityforTitleIBoftheWIAGuide.PDF>
2. Workforce Investment Act (WIA) regulations at 20 CFR Parts 667.200 and 667.410
3. Community Action Agencies:
http://www.illinoisbiz.biz/dceo/Bureaus/Community_Development/Low+Income+Support/CSGB.htm
4. Illinois workNet Resources for Workforce Professionals - To access guidance on using the Work Readiness assessments and activities, setup a workforce professionals account. Follow this link http://www.illinoisworknet.com/vos_portal/gl/WPPAccount.htm and follow the directions on the screen. All requests for workforce professional's accounts are verified prior to permitting access. This usually takes one business day. Once an account is approved, follow this link to log in http://www.illinoisworknet.com/vos_portal/advisors/en/Home and view guidance on using the Work Readiness assessments and activities.



ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY



GRANT APPLICATION COVER PAGE

*DCEO On-The-Job Training
National Emergency Grants Program*

DCEO Use Only:
Application #: _____

(See Grant Application Instructions beginning on Page _____)

SECTION 1: APPLICANT INFORMATION

1.1	Legal Name of Applicant: <i>(Attach copy of W-9)</i>	
1.2	Address of Applicant: <i>(Include your extended 9-digit zip code):</i>	
1.3	Chief Officer: <i>(If more than one, attach a list with all Officers)</i>	Name: Title: Address: Phone: Fax: E-Mail:
1.4	Description of Applicant: <i>(200 Character maximum)</i>	
1.5	NAICS Code:	<i>(6-digit Industry Classification Code)</i>
1.6	Applicant Website:	
1.7	Applicant FEIN:	
1.8	Applicant SSN:	
1.9	Applicant's DUNS Number:	
1.10	Applicant Fiscal Year:	From: _____ To: _____

SECTION 2: APPLICANT HISTORY

2.1	Have you received a grant from the State of Illinois within the last 3-years?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, provide the following for each grant received in last 3 years:	Agency: Grant #: Grant Amount: Grant Term: General description of grant: Issues:	
2.2	If applicable, list all Names and FEINs that are registered to your organization or have been registered during the past 3 years.		
	Name	FEIN	
2.3	In the past twelve months, have there been any changes in the following key staff? Check all that apply. Provide detail for any boxes checked including names of the person who left the position and the name of their replacement. Indicate the number of months the position has been vacant if the position is currently		

	vacant.		
	<input type="checkbox"/> CEO/Executive Director/Chief Elected Official <input type="checkbox"/> CFO/Controller <input type="checkbox"/> Grant Administrator <input type="checkbox"/> Grant Administrative Support Staff (<i>i.e. Reporting, correspondence, document control</i>) <input type="checkbox"/> Bookkeeper/Accountant for Grant <input type="checkbox"/> No Changes		
	Provide detail for any checked boxes.		
2.4	If your proposed budget includes any staff costs for this grant, please indicate the type of documentation that will be maintained and used to allocate staff costs to the DCEO grant.		
	<input type="checkbox"/> Time sheets <input type="checkbox"/> Cost allocation plans <input type="checkbox"/> Certifications of time spent <input type="checkbox"/> Other, please describe: <input type="checkbox"/> None		
2.5	Has the applicant or any principal formed a business that existed for less than two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, provide name(s) of the business and reason(s) that it existed for less than two years.		
2.6	Has the applicant or any principal experienced foreclosure, repossession, civil judgment or criminal penalty (or been a party to a consent decree) within the past seven years as a result of any violation of federal, state or local law applicable to its business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, identify the nature (including case number and venue) of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues.		
2.7	Is the applicant or any principal the subject of any proceedings that are pending, or to the best of applicant's knowledge, threatened against applicant and/or any principal that may result in any adverse change in applicant's financial condition or materially and adversely affect applicant's operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, provide requested information.		
2.8	Does the applicant or any principal owe any debt to the State?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, list reason and amount:		

SECTION 3: PROPOSAL INFORMATION			
3.1	Submittal Date:		
3.2	Project Title:	On-The-Job Training National Emergency Grants Program	
3.3	Brief Project Description: (<i>Complete attached Scope of Work</i>) (<i>550 Character maximum</i>)		
3.4	Project Location:	Address: City: _____ County: _____ Township _____ Range: _____ Section: _____	

SECTION 3: PROPOSAL INFORMATION

3.5	Areas Served:		
3.6	Project Contact:	Name: Title: Address: Phone: Fax: E-Mail:	
3.7	Project Period:	Start Date:	End Date:
3.8	Project Costs: <i>(Complete attached Budget)</i>	Funding provided by the applicant: Secured funding from other sources: Funding requested from DCEO:	
		Total Project Cost	\$0.00

SECTION 4: SCOPE OF WORK

On-The-Job Training National Emergency Grants Program

Description of project (see Instructions):

Grantee will complete the following tasks:

DESCRIPTION OF TASKS	ESTIMATED COMPLETION DATE
Task 1.	
Task 2.	
Task 3.	
Task 4.	
Task 5.	
Task 6.	
Task 7.	
Task 8.	
Task 9.	
Task 10.	

SECTION 5: PERFORMANCE MEASURES

Performance Measure	Target
Grantee Performance Rates:	
1. Entered Employment Rate	
2. Employment Retention Rate	
3. Average Earnings	
Participant Performance Rates:	
4. Total Number of OJT Participants	
5. Number of Participants Earning a Credential	
6. Number of Participants Completing the OJT	
7. Percent of Participants Retained after 6 Months	

SECTION 6: PROJECTED EMPLOYMENT IMPACT

6.1	Number of permanent full-time individuals currently employed by applicant:	
6.2	Number of permanent part-time individuals currently employed by applicant:	
6.3	Number of permanent full-time jobs that would be created by applicant as a direct result of receiving the grant award:	
6.4	Number of permanent part-time jobs that would be created by applicant as a direct result of receiving the grant award:	
6.5	Number of permanent full-time jobs that would be retained by applicant as a direct result of receiving the grant award:	

6.6	Number of permanent part-time jobs that would be retained by applicant as a direct result of receiving the grant award:	
6.7	Describe any other projected employment impact as a result of receiving the grant award:	

SECTION 7: BUDGET		
Line Item or Cost Category Description	Requested Grant Budget Amount	Proposed Match Budget Amount
Personnel Salaries		
Fringe Benefits		
Travel		
Supplies		
Contractual		
Administration		
Support Services		
Other		
Total Cost	\$0.00	\$0.00

SECTION 8: PROGRAM SPECIFIC INFORMATION
PROGRAM SPECIFIC INFORMATION
<p>1. Description of Training Program(s): (Provide a summary description of the On-The-Job Training programs to be provided. This description should be brief but concise.)</p> <p>2. Description of Organization and Personnel: (Provide a description of the organization's experience in providing OJT training services, Identify key personnel and their qualifications to administer the program)</p> <p>3. Identification of Targeted Dislocated Workers and WIA services (Describe your plan for using the OJT NEG resources to return to gainful employment workers with the greatest barriers to reemployment, including those experiencing prolonged unemployment. Describe the use of WIA core, intensive, training and other supportive services.)</p> <p>4. Description of Local Partnerships (Describe the process of how partners, resources, assets, are being assembled to help you achieve the plan.)</p> <p>a. Employer Partnerships (Describe process that will be used to identify and recruit employers who will be good potential candidates for the training and employment opportunities envisioned in this initiative. Identify the criteria that will be applied in</p>

SECTION 8: PROGRAM SPECIFIC INFORMATION

selecting specific employers for participation. Describe safeguards to protect against the displacement of workers as a result of OJTs created through this grant. Discuss the process to orient and providing technical assistance to employers regarding their responsibilities both in assessing employees skill needs, developing training curriculum, coordination training, their commitment to retaining and promoting trained employees)

b. **Benefit to Employers and OJT Participants**

(Describe how this service delivery strategy supports both employers and dislocated workers in the impacted area(s))

5. **Employer's Role in Planning, Training, Placement, Promotion and Retention:**

Provide a description of the assessment procedures that will allow the Grantee to determine dislocated worker skill levels and gaps (this may include one-on-one comprehensive assessments and/or software tools, as applicable). Provide a description of how the assessment information gathered through the process will be used to match the participant's training needs with the prospective employer's business needs.

SCOPE OF WORK ON-THE-JOB TRAINING PROGRAM

B. Training Program Format

(Use the space below to describe the OJT Program.)

Training Program

Name: _____

Industry(s) Served: _____

Summary: (Summarize the training to be offered, how it meets the needs of the employer, and addresses the skill gaps of the participants.)

Activities: (Describe the training activities to include: (1) A description of the training materials and the relevance to the industry, (2) method of training to include who will provide training, (3) type of training, (4) where they will be trained, (5) duration of training (number of weeks and hours per week, not to exceed 6 months), (6) credentials/certificates earned, (7) expected outcomes that result in long range benefits to the participants ability to move up a career pathway, (8) if outside training sources are selected describe method of selecting trainer, (9) process of identifying, enrolling and following up on training participants; and (10) if other funding sources will be used to facilitate participant success i.e. supportive services.

Occupation Summary: List the occupation, existing occupation wage rate, duration of training (hours/weeks, not to exceed 6 months), and average projected cost per participant required for each participant to complete the training program. (If OJT is provided for more than one

SECTION 8: PROGRAM SPECIFIC INFORMATION

occupation for this employer specify by occupation):

Occupation	Existing Wage Rate	Duration of Training Hours/Weeks	Average Cost per Participant

Employer Partnerships: List your employer partner (If more than one employer is partnering with this training list all participating); identified targeted occupations for each and any employer matching funds. Matching funds can be cash or in-kind contributions.

Employer Partner Name	Occupation(s)	Employer Match

Community Partnerships: List any community partnerships that will be providing resources for this training program. This could include CBO's, employer organizations, local government, training partners, etc.; list the resources they will provide and the estimated value of the partner match. Matching funds can be cash or in-kind contributions.

Partner Name (Local Economic Development, Sector Representatives, Training Partners)	Resources Provided	Partner Match

Anticipated Clients Performance Level:

Number Enrolled in OJT	Number Receiving Credentials (if applicable)	Number Completing OJT	Number Retained after 6 months

6. Budget and Detailed Narrative

The Budget must be itemized and the Budget Narrative must provide a high level of detail and explanation so reviewers are clear as to the necessity and reasonableness of each cost for project completion. *(Administrative costs as a line item are not acceptable. Costs considered Administrative must be detailed as exact expenditures, i.e., personnel, fringes, project supplies, etc.)* Additional budget narrative can be presented here in the text box to supplement or further explain what is presented in the budget chart below:

SECTION 8: PROGRAM SPECIFIC INFORMATION

BUDGET AND DETAILED NARRATIVE

Applicant: _____

<u>LINE ITEM</u>	<u>AMOUNT REQUESTED</u> (Must match from previous Budget page)	<u>DETAILED EXPLANATION AND JUSTIFICATION</u> (Show calculation. Reasonableness and necessity for achieving project objectives will be reviewed.)
<p><u>1. Personnel Salaries/Wages:</u> Staff salaries and wages only. Show detail for each staff person to show how funding request was arrived at. List each staff person paid from this grant showing descriptive title of their project role, annual salary, percentage of time on this project; number of months or weeks.</p>		
<p><u>2. Fringe Benefits:</u> Costs for Staff fringe benefits (e.g., retirement, medical insurance, FICA, worker's compensation, etc.). Show detail to demonstrate how funding request was arrived at.</p>		
<p><u>3. Travel:</u> Expenses for transportation, lodging, mileage, and related items incurred while on travel status on official business.</p>		
<p><u>4. Supplies:</u> Expenditures include, but not limited to, those for goods acquired for the purpose of current operation such as office supplies. These items are consumable, perishable or short lived.</p>		
<p><u>5. Contractual:</u> Contractual costs include consultants, audit, technical assistance, and professional service contracts.</p>		
<p><u>6. Administration:</u> The costs as defined in the WIA Regulations 667.220, include, but are not limited to, the following functions: accounting; budgeting; financial and cash management; procurement and purchasing; property management; payroll; and audit.</p>		

SECTION 8: PROGRAM SPECIFIC INFORMATION

<p>7. Supportive Services: Services, as defined in WIA sections 101(46) and 134(e)(2) and (3), provided to eligible participants include, but are not limited to, transportation, child care, dependent care, housing, and needs-related payments.</p>		
<p>8. Other: Includes all other WIA allowable costs not elsewhere classified.</p>		

7. Organization Contacts

	Authorized Signatory (Section 9 below):	Name: Phone: Fax: E-Mail:
	Additional Authorized Signatory (if applicable):	Name: Phone: Fax: E-Mail:
	Additional Authorized Signatory (if applicable):	Name: Phone: Fax: E-Mail:
	Close-Out Coordinator:	Name: Phone: Fax: E-Mail:
	Registered Agent:	Name: Phone: Fax: E-Mail:

SECTION 9: APPLICANT CERTIFICATION

Under penalty of perjury, I certify that I have examined this application and the document(s), schedule(s), and statement(s) submitted in conjunction herewith, and that, to the best of my information and belief, the information contained herein is true, correct, and complete. I represent that I am the person authorized to submit this application on behalf of the applicant, and that I am authorized to execute a legally binding grant agreement on behalf of the applicant if this application is approved for funding.

I hereby release to DCEO the rights and use of photographs and/or any written statements or information, regardless of format (whether they are direct quotes or paraphrased by DCEO), contained in or provided after grant application for the purpose of publication on DCEO's website. I hereby also release any and all claims against DCEO its officers, agents, employees and/or affiliates arising out of, or in connection with, the usage of photographs and/or written statements or information, regardless of format (whether they are direct quotes or paraphrased by DCEO), for the purpose of publication on DCEO's website.

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SECTION 9: APPLICANT CERTIFICATION		
Signature	Name & Title	Date

INSTRUCTIONS

All questions in the following sections must be completed by the applicant. Additional documentation should be attached as necessary to adequately respond to the question or to provide the detail requested.

SECTION 1: APPLICANT INFORMATION - INSTRUCTIONS

Question #1.1: Provide the applicant's legal name which is reflected on your Federal W-9 form. Also include a Doing Business as (DBA) if applicable. If the applicant is a Limited Liability Company with a tax classification of "C" - the IRS acceptance letter needs to be submitted along with the W-9 in order for the vendor to be certified.

Question #1.2: Provide the applicant's business address, including the 9-digit zip code.

Question #1.3: Complete this section by indicating the Chief Officer of the applicant. If the applicant organization has more than one chief officer, please attach additional documentation providing all names and appropriate contact information.

Question #1.4: Provide a brief explicit description of the applicant indicating the type of business, business history, typical clientele, etc. The applicant description should not exceed 150 characters.

Question #1.5: Provide the applicant's North American Industry Classification System (NAICS) Code. The NAICS (pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. If you do not know your NAICS Code, you may look it up at: <http://www.naics.com/index.html>

Question #1.6: If applicable, provide the applicant's website address.

Question #1.7: Provide the applicant's Federal Employer Identification Number (FEIN). The FEIN is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need a FEIN. If your business does not have a FEIN, you may apply for it at <http://www.irs.gov/>. You are required to have a FEIN in order to be eligible for a DCEO award.

Question #1.8: If the applicant is an individual with no FEIN, provide the applicant's Social Security Number (SSN). Do not provide a Social Security Number if you are also providing a FEIN for Question #7.

Question #1.9: A DUNS Number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide. Provide the applicant's DUNS number. If your business does not have a DUNS number, you may request one at: http://www.dnb.com/us/duns_update/

Question #1.10: Indicate the start date and end date of the applicant's fiscal year (accounting year) with month, day and year.

SECTION 2: APPLICANT HISTORY - INSTRUCTIONS

Question #2.1: Complete this section with information on any grants received from the state of Illinois by the applicant within the last 3 years from the date of this application. Applicant must provide the following information for each grant received:

Agency:	List the name of the agency from which the grant was received.
Grant #:	List the number related to the grant.
Grant Amount:	List the total amount of the grant
Grant Term:	List the term to include the beginning and end date of the grant.
General description of grant:	Provide a brief description of the grant project.
Issues:	Provide a description of any financial or programmatic issues that were identified with this grant by either the grantor agency and/or grantee. State whether the issues are resolved or unresolved. If the issues are unresolved, state the reason why and provide a current status.

- Question #2.2:** If the applicant's organization has operated under any other names or FEIN numbers during the past 3 years from the date of this application, this information must be provided in this section.
- Question #2.3:** Indicate which key staff positions have changed within the past twelve months from the date of this application. Provide additional documentation for the requested information for any vacancies, new hires, layoffs, and terminations. Also provide the same information for any changes relating to key staff positions that may become involved with the administration and/or management of potential grants.
- Question #2.4:** Indicate in the list provided the type of documentation that the applicant's organization will maintain to support and allocate staff costs to the DCEO grant. Any staff costs incurred need to be adequately supported to ensure appropriate allocation to the DCEO grant.
- Question #2.5:** Indicate whether a previous business existed for less than two years. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.
- If yes, provide name(s) of business and reason(s) supporting why the business is no longer in existence. Be as descriptive as possible for reason(s) why the business is no longer in existence. Attach additional supporting documentation to support your response to this question.
- Question #2.6:** Indicate yes or no and provide additional information in subsequent question. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.
- If yes, identify the nature (including case number and venue) of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues. Be as descriptive as possible and attach additional supporting documentation to support the response to this question.
- Question #2.7:** Indicate yes or no and provide additional information in subsequent question. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.
- If yes, describe the proceedings and provide the current status. Be as descriptive as possible and attach additional supporting documentation to support the response to this question.
- Question #2.8:** Indicate any debt owed to the state by listing the specific reason(s) and amount(s). Attach additional documentation to explain the debt owed to the state.

SECTION 3: PROPOSAL INFORMATION - INSTRUCTIONS

- Question #3.1:** Indicate the date on which the applicant is submitting this proposal.
- Question #3.2:** Provide a short title that accurately describes the proposal. The title should be limited to approximately 40 characters.
- Question #3.3:** Provide a brief description of the proposed project that summarizes the use of the grant award. The description should not exceed 550 characters. The brief project description should be consistent with the information provided in the attached Scope of Work. The description provided here may be used on the Department's website.
- Question #3.4:** Complete this section with the address of the proposed project location. In addition to the standard address, this section requests the Township, Range and Section of the project location. This system divides land into 36 square mile units called townships. Each township has a township and range designation to define its 36 square mile area. Township is numbered north or south from a selected parallel of latitude called a base line and range, is numbered west or east of a selected meridian of longitude called a principle meridian
- Question #3.5:** Identify the area(s) served if the project location serves more than one location or if it serves a geographical region. Identify these areas by cities, towns, villages, counties or other defined programmatic or geographical regions.

Question #3.6: Complete this section by providing the name, business address and other required business contact information of the individual that will serve as the primary project contact. This person will serve as the Department's primary contact from application intake through closure of the grant, if awarded by the Department. Please note that the Department may publish copies of applications on its public website so it is preferable that you submit your business contact information. If the applicant does not have a business to use for contact information, then please provide personal information (home address, personal cell phone number, personal email address) as an attachment to the application.

Question #3.7: Indicate the projected project time period with a start and end date.

Question #3.8: Identify the funding sources for the proposed project. The applicant must identify the amount of funding the applicant is proposing to provide to the project, any secured funding from other sources, and the amount of funding being requested from the Department. The total project cost should be the sum of all three sources of funds. The project costs in this section should be consistent with the information provided in the attached Budget.

SECTION 4: SCOPE OF WORK - INSTRUCTIONS

- Provide the Project Title and it needs to be the same as or consistent with the title provided in the Proposal Information above.
- Provide a detailed description of the proposed project and the intended use of grant funds. Unlike Line 3 of the Proposal Information Section, the applicant is not restricted in their description of the proposed project. The information provided in this description will assist the Department in development of the Scope of Work for the grant agreement if the project is awarded. It will also facilitate the periodic reporting that will be required to update the Department on the status of the projects major milestones if the project is awarded.
- Briefly describe each task in the Description of Tasks column. These tasks will be used to develop the grant agreement. The applicant should assign an estimated completion date for each task. If a grant is awarded, the applicant will have the opportunity to modify these dates prior to the execution of the grant.

SECTION 5: PERFORMANCE MEASURES - INSTRUCTIONS

- If the applicant is aware of any performance measures required by the program, the measure(s) should be listed in this section. If known, the applicant should provide the target numbers for each measure.

SECTION 6: PROJECTED EMPLOYMENT IMPACT - INSTRUCTIONS

Definitions for Question #1 - #7:

Employee: An individual that agrees to participate in an employer/employee business relationship and provide services for the employer in return for a defined salary or wage; the employer files forms and withholds taxes per the IRS requirements for an employee.

Created job: A new position to be developed and filled, or an existing unfilled position to be filled; either of which could not be filled **but for** the DCEO grant/loan provided.

Retained job: An existing position to be maintained that otherwise would be eliminated **but for** the DCEO grant/loan provided. **Note:** A job previously reported as retained during the course of a previous DCEO grant cannot be projected again as retained in the current DCEO grant application if the end date of the previous grant is less than 18 months prior to the current application date. However, a job reported as retained during the course of a previous DCEO grant can be projected again as retained in the current DCEO grant application, if the end date of the previous DCEO grant occurred more than 18 months prior to the date of the current DCEO application.

Permanent job: A job intended to last indefinitely; does not have a finite ending date.

Temporary job: A job that is typically short term, and will last only for a specified period of time (example: a seasonal job).

Full time job: Employee will be expected to work the full number of hours in a standard work week in the organization, as defined by the employer; full time positions often approximate 40 hours per week and typically include benefits such as a pension plan, insurance, and vacation benefits.

Part time job: Employee will be expected to work fewer hours per week than the hours required in a full time position; this type of job often does not include benefits or receives reduced benefits.

Other projected employment impact: The count may include other impacts with the applicant organization, such as temporary jobs or independent contractors needed by the applicant; and/or other employment impacts elsewhere in the economy.

SECTION 7: BUDGET - INSTRUCTIONS

- This section will be used to establish the cost categories of the grant agreement. List each budget line item for which the grant funds are proposed to be expended.
- Indicate the requested grant amount for each budget line item. This information must match information provided in Section 8.6.
- Provide the proposed match amount for each budget line item. This information must match information provided in Section 8.6.
- Provide the total of each column.

SECTION 8: PROGRAM SPECIFIC INFORMATION - INSTRUCTIONS

Complete all sections of the Program Specific Information according to the instructions provided in the section. Contact Tammy Stone at 217-557-5549 or Tammy.Stone@illinois.gov if you have any questions.

SECTION 9: APPLICANT CERTIFICATION - INSTRUCTIONS

The applicant should read and understand the certification statement provided in this section. The individual that signs this section should be the one that is authorized to sign the grant agreement if grant funds are awarded. The authorized individual should sign their name, print their name and title and date of certification. Please note the certification authorizes the Department to publish a copy of the completed application on the Department's website.

SUBMISSION OF APPLICATION

All applications must be sent electronically to DCEO by midnight April 19, 2010 in order to be considered for funding. Proposals must be submitted to Tammy Stone at Tammy.Stone@illinois.gov. Applications received after April 19 will be reviewed and considered for funding only if funding remains available after review and grant award of timely submittals.

OJT NEG ALLOCATION TO LOCAL AREAS

LWIA	Allocation	Training Slots
1	\$ 200,000	30
3	\$ 275,000	38
4	\$ 161,200	25
7	\$ 400,000	48
8	\$ 200,000	20
9	\$ 724,965	138
10	\$ 100,000	20
12	\$ 82,200	5
14	\$ 38,000	20
15	\$ 170,000	20
19	\$ 250,000	20
22	\$ 100,000	15
23	\$ 150,000	10
25	\$ 170,000	14
Total	\$ 3,021,365	423

Attachment E Interested Employers

Employer Interest:

The following chart displays employers in each LWIA that have expressed an interest in participating in this OJT project. Discussions with employers and employer organizations continue at both the state and local level.

LWIA	Potential Employers
1	Baxter Healthcare, Advanced Solutions, FedEx, Complete Orthopedic, Fairchild Industries, Siemens, Seaquest Closures, Integrity Developers, Authorized Transmission Remanufacturing, G&W Technical Corporation, Eagle Test Systems, MVS-MacLean Fasteners, WABTEC Inc.
3	Waxiang, Inc., Gunitite, Inc., Leading Edge Hydraulics, Gleason Cutting Tools, GKN Mfg., FMS Corp., Ford Tool & Machining Inc., Bourn & Koch
4	Sterling Steel, Freeport Health Network, Berner Foods, CGH Medical Center, IBM
7	Little Company of Mary Hospital and Health Care Centers, Metro South Hospital, Advocate Christ Hospital, Ingalls Healthcare
8	General Cable, Crescent Cardboard, Painting in Partnership Inc., Daily Herald, PACE Bus, Saint Alexius Medical Center, Precision Stamping, Sysco Chicago Inc.
9	Best Buy, AT & T, US Cellular
10	Adventist Bolingbrook Hospital, Provena St. Joseph Medical Center, Manor Care, Silver Cross Hospital, First Midwest Bankcorp, JP Morgan Chase, Liberty Mutual Insurance, TCF Financial, Flint Hills Resources, Koch Pipeline Company, Exelon, Canadian National Railroad, Conway, Inc., RR Donnelley Logistics, Ryder Systems, Schneider National, UTI Integrated Logistics, Office Max, O'Reilly Automotive
12	International Titanium Powder Co., Mennies Machines, River Front Machine, Town and Country Services
14	Manchester Tank Company, Carthage Veterinarian Services, Carthage Memorial Hospital, Hancock County Nursing Home, G&M Distributors, Inc. Quincy Medical Group
15	Central Illinois Business Publishers, Manpower, Inc., Advanced Technology Services, Keystone Wire & Steel, Methodist Medical Center, Trico Copier Corp., Midstate Staffing, Kelly Services, Midstate College, Emerald Performance Materials Corp., GCA Services Group, Inc.
19	Health care, manufacturing, technical services, construction, logistics, and civil and professional organizations have all expressed interest to be included and are being recruited
22	Heidtman Steel Products, Inc., Gateway Packaging Co.
23	Pacific Cycle, other manufacturing companies and transportation and logistics companies will join when funded
25	Paradox Investments, Ellis Excavating, Fenner Dunlop Conveyor Service, Town & Country Pharmacies, Warren Oil Co., NEI-Herrin, Heartland Baking, Leisure Properties, Magnum Steel Works, Diederich Insurance Agency, Professional Cleaning Services, Heartland Pump Rental and Sales, Crisp Container Company, Waltonville Schools, Continental Tire, General Cable Industries.

Attachment F Partners and Intermediaries

LWIA 1

The following list comprises the Partners to be involved in the project:

- Lake County Partners (economic development)
- College of Lake County
- Lake County Community Action Agency
- Lake County Workforce Investment Board
- Catholic Charities

The roles of the partners are described below:

The LWIA will work closely with the county economic development agency, Lake County Partners and the local community college, College of Lake County. They will also partner with the Lake County Community Action Program and Catholic Charities to identify potential participants.

LWIA 3

The following list comprises the Partners to be involved in the project:

- The Workforce Connection
- Rock Valley College
- Rock River Training Corp.
- Illinois Depart. Of Employment Security
- One-Stop Operator Consortium
- Rockford Area Chamber of Commerce
- Chamber Manufacturing Council
- Rockford Area Economic Development Council
- Growth Dimensions of Belvidere and Boone Counties
- Rockford Jobs Council, Careers Etc.
- Northern Illinois Area Agency on Aging
- Boone and Winnebago Counties Workforce Investment Boards
- AFL/CIO
- United Auto Workers Local 718 and 1268

The roles of the partners are described below:

The Workforce Connection, the local workforce development system, will provide recruitment assistance of eligible dislocated workers and employers. The One-Stop Operator Consortium that includes Rock River Training Corporation, Rock Valley College, and IDES will lead the recruitment efforts. Rock Valley College and Rock River Training Corporation also provide WIA services, and individuals may be co-enrolled in WIA as appropriate.

Other community-based organizations, specifically the members of the Rockford Jobs Council, will also participate in dislocated worker recruitment. The Rockford Area Chamber of Commerce will assist with employer recruitment and marketing of the initiative. The Manufacturing Council of the Chamber will be very active in the recruitment of manufacturing companies.

In addition, the Rockford Area Economic Development Council and Growth Dimensions of Belvidere and Boone County (economic development in Boone County) will assist in employer recruitment and marketing of the initiative. Boone and Winnebago Counties Workforce Investment Board will provide oversight and administration of the initiative.

LWIA 4

The following list comprises the Partners to be involved in the project:

- Chambers of Commerce
- Local Labor Unions
- Agencies Serving Individuals with Disabilities
- Veterans Programs
- Economic Development Organizations
- LWIB Business Board Members
- Northwestern Illinois Community Action Agency
- Tri-County Opportunities
- Highland Community College
- Sauk Valley Community College
- Kishwaukee College
- Whiteside Economic Development Group
- Northern Illinois Development Agency
- Rock Falls Community Development
- Blackhawk Hills Community Development Agency

The roles of the partners are described below:

The LWIA will work with the local Chambers of Commerce, Community Based Organizations, labor union, agencies that serve individuals with disabilities, veterans programs, and economic development members who serve on their board.

LWIA 7

The following list comprises the Partners to be involved in the project:

- National Able

The roles of the partners are described below:

National Able is one of the primary contractors for LWIA 7 and will be a partner in the implementation of this project.

LWIA 8

The following list comprises the Partners to be involved in the project:

- Illinois Tool and Manufacturing Association
- Chicago Federation of Labor-Worker Assistance Committee
- Alliance for Illinois Manufacturing
- Chicagoland Chamber
- Business & Career Services, Inc.
- Educational Data Services, Inc.
- Jewish Vocational Service

The roles of the partners are described below:

A key role of the partners will be the identification of employers. Introductions to employers by respected partners will add credibility to the program and help alleviate concerns employers may have about working with the workforce development system.

LWIA 9

The following list comprises the Partners to be involved in the project:

- Workforce Center for Business
- Community-Based business assistance organizations

City Colleges
Chicago Public Schools
Chicago Career Tech
World Business Chicago
United Way of Chicago
Association House
Family Focus
Community Support Services

The roles of the partners are described below:

The WorkNet Chicago system is a streamlined, collaborative provider network consisting of community based organizations located throughout the city, of which sixteen offer services to dislocate workers. This network allows the system to increase the skilled labor pool, develop career pathways, and improve job quality and job retention.

Workforce Centers for Business (WCB) operate as part of the existing network, recruiting customers from that system and coordinating training and business relationships in the targeted industry sector. The WCB makes it easier for participating businesses to improve their ability to attract, retain and develop qualified employees.

LIRIs are community-based business assistance organizations specializing in heavy industries. Each LIRI group provides business services to a given industrial corridor within Chicago. WorkNet Chicago delegate agencies coordinate outreach and services to business with their nearby LIRI groups as instructed by the Chicago Department of Family and Supportive Services (DFSS). Coordination occurs both as part of coordinated outreach to businesses in the community and as a shared strategy of providing comprehensive workforce and business development services.

DFSS participates as part of a City-wide initiative that aims to integrate economic development, education and workforce development systems. DFSS works with participating partners such as World Business Chicago on the City's workforce and economic development agenda, City Colleges of Chicago and Chicago Public Schools on program designs and training curriculums and local and national foundations, research and policy organizations, colleges and universities that provides policy insights and best practices.

DFSS is also part of a data consortium, housed at a University, that is dedicated to monitoring performance and outcome measures from the various partner programs (colleges, public schools, public workforce system and others); and sharing comprehensive data on program quality and performance.

LWIA 10

The following list comprises the Partners to be involved in the project:

Established partnerships with CBO's
United Way
Chamber
Will County Center for Economic Development

The roles of the partners are described below:

In collaboration with the Will County Workforce System Partners, WSD will draw upon established partnerships with area community based organizations (through United Way member organizations) to inform potential trainees of this training / employment opportunity. Additionally, WSD will work with all Chambers of Commerce and the Will County Center for Economic Development to make

Will County businesses aware of opportunities to hire skilled, experienced workers and train them in their specific industry.

LWIA 12

The following list comprises the Partners to be involved in the project:

- Business Employment Skills Team, Inc.
- Illinois Valley Human Resource Association
- Rock River Human Resources Professional Association
- NCI Works' Business Services Team
- All Chambers of Commerce in the Four County Region
- IBEW Local 176

The roles of the partners are described below:

The LWIA plans to continue to use the Business Services Team to identify and inform employers about OJT, both through individual contacts as well as contact through Local Human Resource organizations.

LWIA 14

The following list comprises the Partners to be involved in the project:

- One-Stop Partners Employer Services Team
- Galesburg Area Chamber, Brown County Development Corporation
- Carthage Community Development Corp.
- Galesburg Regional Economic Development Association
- Great River Economic Development Foundation
- Hancock County Economic Development Corporation
- Henderson County Economic Development Corporation
- Macomb Area Economic Development Corporation
- Pike County Economic Development Corporation
- Pittsfield Economic Development Corporation
- 34 CBO's and Social Service Agencies Comprising LWIA 14 Interagency Council
- AFL-CIO Member Assistance Program

The roles of the partners are described below:

LWIA 14 will utilize the one-stop partners employer services team in addition to current working relationships with the Chambers of Commerce and the close working relationship with economic development to recruit employers. LWIA 14 does not have CBO's other than current workforce agencies who work with dislocated workers on a regular basis. CBO's will be notified thru the interagency councils about the program and referral process. The LWIA will also work closely with IDES and AFL-CIO member assistance program to identify an eligible pool of individuals.

LWIA 15

The following list comprises the Partners to be involved in the project:

- AFL/CIO
- Community Builders
- Illinois Department of Employment Security
- Experience Works, Inc.
- Behavioral Health Advantage Corporation
- Illinois Migrant Council
- SAFER Foundation
- Boys & Girls Club of America

Peoria Chamber
City of Peoria Workforce Development Department
Illinois Central College
Tri-County Urban League
West Central Building & Construction Trades Council

The roles of the partners are described below:

The City of Peoria Workforce Development Department, as the One-Stop Operator, in partnership with Illinois Central College (ICC), Peoria Area Chamber of Commerce along with community based organizations (CBOs) will establish a comprehensive Industry and Skilled-Based OJT project to build the capacity of regional industry including contractors, skilled trades and architects/engineers to increase job opportunities in the emerging high-growth industries.

As grant recipient for this project, Workforce will provide all reports and documents including: Quarterly Financial and Progress Reports and a Final Report. Workforce will work with independent evaluators and make available records on participants and employers to provide access to personnel. As the WIA grant recipient for Local Workforce Area 15, Workforce utilizes data systems that are conducive to collecting data, measuring goals and outcomes and providing consistent, accurate and expedient reporting.

Workforce will hire a full-time special projects coordinator for this grant to provide fiscal support and management staff to oversee the grant. Illinois Central College will be responsible for coordination and implementation of training for the participants. Workforce will contract with ICC for participant training purposes.

CBO's such as Community Builders, Tri-Country Urban League and PCCEO will serve as the community liaison for the region. Staff at the CBO's will provide career awareness/outreach and capacity building coordination. CBO's have provided career awareness and outreach to the region for over 25 years.

We will also coordinate with West Central Building and Construction Trades Council to ensure all efforts are incorporated into upgrading training for individuals currently laid off from union-related jobs.

LWIA 19

The following list comprises the Partners to be involved in the project:

LWIA 19 Workforce Board
Decatur, Mt. Zion and Clinton Chamber of Commerce
Society of Human Resource Management
Decatur Chapter
U of I Extension Council
Economic Development Corp. of Decatur and Macon County
Richland Community College
Center for Entrepreneurial Studies at Millikin University
Decatur Business and Industry Technology Center
Decatur Jobs Council
Decatur Area Education Coalition
Human Service Agency Consortium
SCORE Chapter
Decatur Rotary Club

Local Labor Unions
Building and Construction Trades Council
AFL/CIO
Member Assistance Program

The roles of the partners are described below:

LWIA 19 has an on-going partnership with many local community leaders for the workforce system. These partnerships are a great asset to transition workers from unemployment to reemployment. The Society of Human Resource Management Local Decatur Chapter represents Human Resource Professionals throughout Decatur and the surrounding area. Staff are members of this Chapter and serve as Board Members. The Decatur Jobs Council (DJC) represents all community-based and non-profit organizations throughout Macon County. Staff are both members and serve in a leadership capacity. Staff actively participates with the Decatur Area Education Coalition in the Young Workers and Scholars Team to move students from high school to either employment or education. The Human Service Agency Consortium (HSAC) represents all community based organizations throughout Decatur and Macon County. The Building & Construction Trades Council and the LWIA have entered into a contract to prepare unemployed workers for apprenticeship opportunities with the construction trades. The Building & Construction Trades Council represents all crafts in the Decatur area.

LWIA 22

The following list comprises the Partners to be involved in the project:

International Union of Operating Engineers
Greater Madison County Federation of Labor
SWIL Building and Construction Trades Council
Chamber of Commerce of SW Madison County
River Bend Growth Association
Illinois Dept. of Employment Security
Illinois Dept. of Human Services
Area Agency on Aging of SW Illinois
Madison County Urban League
Madison County Community Development Corp.
Madison County Community Collaboration
Leadership Council of Southwestern Illinois
SIUE University Park
SIUE School of Business

The roles of the partners are described below:

Collaborative efforts are already in place with local unions, CBO's, chambers of commerce and other social/civic organizations. This collaboration will make it easier to market the OJT program as well as monitor the success and provide follow-up services.

LWIA 23

The following list comprises the Partners to be involved in the project:

Illinois Eastern Community College
Business Leaders
LWIB Board
Chamber
CBO's

The roles of the partners are described below:

Illinois Eastern Community College (IECC) would be responsible for recruiting companies. C.E.F.S. Economic Opportunity Corporation (CEFS) would be a sub-grantee of IECC. CEFS would be responsible for OJT contracts. CEFS would enroll customers and provide case management services for the OJT participants. CEFS would reimburse companies for employee's wages.

LWIA 25

The following list comprises the Partners to be involved in the project:

- One-Stop Partners
- John A. Logan College
- Rend Lake College
- Centers for Business & Industry
- All Chambers of Commerce in 14 County Region
- LWIB Board
- CBO's
- Jefferson County Development Council
- Franklin County Regional Economic Development Corporation
- Laborers International Union
- Plumbers & Pipefitters Union Local 551
- Egyptian Building & Construction Trades Council
- AFL-CIO

The roles of the partners are described below:

The LWIA will work closely with One-Stop partners to promote the OJT program. In addition they will work closely with John A. Logan College and Rend Lake College. Each community college has a Center for Business and Industry that refer potential employers to our On-The-Job training program. The LWIA also has representation at many of our Chambers of Commerce organizations within the LWIA that will provide opportunity for program outreach.

The LWIA will also partner with economic development organizations such as the Jefferson County Development Council (JCDC) and Franklin County Regional Economic Development Corporation (FRDCO). Both JCDC & the FRDCO organizations use the On-the-Job training program as a marketing tool when recruiting new business.

The LWIA will work closely with the Laborers International Union as well as the Plumbers and Pipefitters Union Local 551 and the Egyptian Building and Construction Trades Council. These labor organizations have representation on our local workforce investment board and provide input as needed when designing programs such as On-the-Job Training in our local workforce area. In addition, the LWIA partners with the AFL-CIO when conducting rapid response events with businesses experiencing plant closures or layoffs.