



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

# **American Recovery and Reinvestment Act Plan**

## **ADDENDUM**

to  
**Boone and Winnebago Counties'  
Plan for Title I-B  
of the  
Workforce Investment Act (WIA)**

### **November 2009 Modification**

The narrative text is from the June 2009 ARRA Plan with dollar and customers served figure updates made on pages 1 and 35 for this November 2009 Modification.

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**Winnebago and Boone Counties’  
American Recovery and Reinvestment Act (ARRA) Plan**

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Attachments

Recovery Act Adult and Dislocated Worker Program Funding Form

Recovery Act Youth Program Funding Form

Recovery Act program Cumulative Registrants Form

*Boone and Winnebago Counties Workforce Investment Board*

**Winnebago and Boone Counties’  
*American Recovery and Reinvestment Act (ARRA) Plan***

**SUMMARY**

Boone and Winnebago Counties workforce investment area has received \$5,154,240 (November 2009 update) in American Recovery and Reinvestment Act (ARRA) funds for the provision of employment and training services established under the Workforce Investment Act (WIA).

Boone and Winnebago Counties Workforce Investment Board recognizes and will implement strategies in support of the top five workforce investment system priorities established in the ARRA and communicated to local workforce areas by the U.S. Department of Labor and Illinois Department of Commerce and Economic Opportunity:

1. Spend Recovery Act funds quickly and effectively;
2. Ensure transparency and accountability of Recovery Act investments;
3. Invest the majority of WIA Recovery Act funding in training;
4. Establish priority for youth summer employment during summer 2009; and
5. Focus on preparation for post-recession economic opportunities, specifically green jobs and healthcare.

Boone and Winnebago Counties workforce investment system will use Recovery Act funding to increase the number of customer served and the percentage of customers receiving training. Boone and Winnebago Counties workforce investment area will partner with local employers, industry organizations, and education and training providers to:

- Provide incumbent worker training opportunities as a mechanism to address skill gaps, in some cases preventing dislocation and, when possible, opening entry level positions for WIA participants;
- Utilize customized and class-size training options to accelerate training opportunities and get individuals into employment as quickly as possible;
- Utilize On-the-Job training to address training needs of individuals while they work and draw a pay check;
- Implement, in partnership with Rock Valley College, sector-based bridge programs to provide opportunities for low-skilled workers to access accelerated training opportunities;
- Expand apprenticeship training opportunities; and
- Continue identifying career pathways and lattices to facilitate training models.

Key industry sectors for our local economy include healthcare, advanced manufacturing (including aerospace and food processing), transportation/warehousing/logistics, information technology, and green jobs across all sectors. Workforce Investment Act (WIA) dollars, especially for incumbent workers, have been and will continue to be invested in training for positions in these sectors.

Under ARRA funding, the Boone and Winnebago WIB is providing comprehensive, integrated services to eligible youth through the *Summer Youth Jobs Connection (SYJC)*, a summer youth employment program for youth 16-24. Rock River Training Corporation is delivering the summer youth program with support from The Workforce Connection Business Services Team and Rock Valley College. The Business Services team helped develop work experience sites for the 350-400 youth who will be enrolled in the program during late spring/early summer 2009. Rock Valley College is delivering work readiness skills/career exploration training (*Job Prep Academy* or *Career Academy*) to all youth prior to their entering a work experience.

The overriding “policy” guiding the planning, development, and implementation of the Summer Youth Jobs Connection is that the summer experiences must benefit the youth, providing them with meaningful work that not only helps them hone their work readiness skills, but also provides them opportunities to develop some specific occupational skills. Ideally, through their participation in an *Academy* and work experience, youth will realize the importance of education, training, and work experience as it relates to their career goals. Career planning is an important component of the *Academies*.

**Anticipated Services Numbers:**

- Summer Youth Employment – 400
- Adults - 200
- Dislocated Workers - 625

## **SECTION I. CONTEXT, VISION, AND STRATEGY**

### **A. Economic and Labor Market Context**

**Question I: Provide a detailed analysis of the local area's economy, the labor pool, and the labor market context.**

*In responding to this question, the local area should update its analysis to indicate how the economic downturn has impacted the local area's economy and the labor market context. This analysis should include current and anticipated impacts of employment by sector, current and projected demographics of the available labor pool including income levels as appropriate, and describe any skills gaps the local area faces, based on the skills held by current and expected dislocated workers and the skills demanded by industries and occupations expected to grow through economic recovery.*

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#### **1) The economic downturn's impact on the local area and its labor market**

The December 2007 recession has led to higher unemployment rates and a loss of jobs, especially higher wage jobs, in the Boone and Winnebago County workforce area. The May 2009 unemployment rate for the two county area was 13.4 percent, which was the highest May unemployment rate since May 1983. The unemployment rate in the region reached 14 percent in February 2009, which is the highest unemployment rate during any recession since 1990. In addition, labor force data for first part of 2009 shows a record level in the number of unemployed people and one of the most severe declines in the number employed.

<b>Unemployment Rate</b>		
	<b>May 09</b>	<b>Jun 07</b>
United States	9.1 %	4.7 %
Illinois	9.9 %	5.3 %
<b>Rockford MSA</b>	13.4 %	5.9 %
Winnebago County	13.3 %	5.9 %
Boone County	13.7 %	5.8 %
Rockford City	14.5 %	6.7 %
Belvidere City	15.6 %	6.5 %

Not Seasonally Adjusted and Latest Month is Preliminary

Source: IDES & U.S. Bureau of Labor Statistics

In the industrial Midwest, the recession often starts to affect the labor force before the official designation of a recession. To demonstrate the early effect of the recession on the area, data from the month in which the number of employed in the labor force peaked, June 2007, was

compared to the current data available, May 2009. The comparison shows that the number of employed has plunged by nearly 15,000 and the number of unemployed increased by more than 13,000 or +123 percent. The unemployment rate increased from 6 percent to 13.4 percent or 7.4 percentage points. The effects of the recession started nearly six months prior to its official start and have severely affected the labor force in the Boone and Winnebago county region.

Rockford MSA: Boone & Winnebago Counties				
Date	Civilian Labor Force	Employment	Unemployment	Unemployment Rate (%)
<b>Jun-07</b>	179,033	168,360	10,673	6.0
Dec-07	177,774	165,058	12,716	7.2
<b>May-09</b>	177,375	153,605	23,770	13.4
Change from June 2007 to May 2009				
Number	-1,658	-14,755	13,097	7.4
Percent	<b>-1%</b>	<b>-9%</b>	<b>123%</b>	

Employment by Industry information reflects the labor force changes from June 2007 to May 2009. Total employment by industry fell by 9,300 or -5.7 percent during that time period. Manufacturing employment, which accounted for 21 percent of the total employment in the region in June 2007, fell by 5,600 or 16.2 percent. The Construction and Trade, Transportation, and Utilities fell by 2,100 and Professional-Business Services fell by 600 from June 2007. Declines in the Manufacturing sector, the area's primary employing industry, affect industries that support that sector or rely on the business of those employed in that industry. Companies that provide services, such as uniforms, waste and recycling removal, along with suppliers to those Manufacturing companies, have cut back staff as demand for their services and products declined. According the U.S. Bureau of Economic Analysis, earnings in the Manufacturing sector accounted for 29 percent of all non-farm earnings in the Boone and Winnebago county region in 2007.<sup>1</sup> Administrative data from unemployment insurance covered employment for the two county region show that total wages in the Manufacturing sector declined by \$41 million from 4<sup>th</sup> Quarter 2007 to the most recent reporting quarter of 3<sup>rd</sup> Quarter 2008.<sup>2</sup> Total wages paid for all industries during that same period declined by \$78 million. In addition to their effect on total employment, declines in the manufacturing sector have led to an overall drop in earnings for the region.

Declines in the Manufacturing sector have also contributed to declines in other industries as laid off workers are no longer able to purchase goods and services. Retail Trade, an industry within Trade, Transportation, and Utilities and one that relies on the ability of people to purchase goods sold at their establishments, has experienced a drop in its employment (-1,000) since June 2009. Layoffs and employment declines may also affect the workers who remain at companies, leading

<sup>1</sup> U.S. Bureau of Economic Analysis, Table CA05N - Personal income by major source and earnings by NAICS industry, Rockford MSA, 2007. [www.bea.gov](http://www.bea.gov)

<sup>2</sup> Source: Illinois at Work. This data summarizes employment covered by the Illinois Unemployment Insurance Act and federal government employment. <http://lmi.ides.state.il.us/ilatwork/ilatwork.htm>

them to reduce spending due to concern for their own jobs. The Employment Services sector, which supplies workers to the Manufacturing sector and other industry sectors, has also experienced employment losses since June 2009. The effects of the economic downturn have led to large employment losses in the region's highest paid industry and a reduction of support for industries that support and rely on the manufacturing sector.

<b>Changes in Employment by Industry</b>				
Industry	June 2007	May 2009	Number Change	Percent Change
<b>Total Nonfarm</b>	<b>164,500</b>	<b>155,200</b>	<b>-9,300</b>	<b>-5.7%</b>
Manufacturing	34,600	29,000	-5,600	-16.2%
Mining and Construction	8,800	6,700	-2,100	-23.9%
Trade, Transportation, and Utilities	31,200	29,100	-2,100	-6.7%
Professional and Business Services	18,900	18,300	-600	-3.2%
Financial Activities	6,800	6,500	-300	-4.4%
Leisure and Hospitality	13,200	12,900	-300	-2.3%
Information	2,400	2,200	-200	-8.3%
Other Services	9,700	9,500	-200	-2.1%
Government	17,100	18,000	900	5.3%
Educational and Health Services	21,800	23,000	1,200	5.5%

#### IDES-EI&A

Unemployment insurance claims illustrate the effect of the recession on local workers and the economy. In May 2009, the number of individuals claiming more than 15 weeks of unemployment insurance accounts for 31 percent of all claims in the region. As the number of claims have increased over time (2,784 in June 2007 to 5,635 in May 2009)<sup>3</sup>, there has been an increase in the number of weeks individuals have claimed unemployment insurance. The continued economic decline and job losses in the area have led to more individuals qualifying for federal and state extended unemployment benefits programs, which provide unemployment insurance benefits beyond the usual 26 weeks. Based on the number of people who qualified for unemployment benefits for the week of May 16, 2009<sup>4</sup>, the two county region had 3,645 Emergency Unemployment Compensation EUC<sup>5</sup> continued claims, the federal extended benefits program, and 804 EB continued claims, the state extended unemployment benefits program<sup>6</sup>. The number of businesses furloughing workers or reducing weekly hours also has increased the number of people who qualify for unemployment insurance benefits. The May 16, 2009 information shows that more than 1,300 individuals qualified for unemployment benefits although they had some earnings for that week.<sup>7</sup> Mass layoff statistics for the two county area also show an increase in the number of people being laid off in the region. In 2007, the area had

<sup>3</sup> Regular program initial claims unemployment insurance claims: <http://lmi.ides.state.il.us/insurance/insure.htm>

<sup>4</sup> Unemployment Insurance continued claims for the week ending May 16, 2009. IDES

<sup>5</sup> EUC is Emergency Unemployment Compensation or federal extended UI benefits, available after regular UI benefits have been exhausted and payable for up to 33 weeks

<sup>6</sup> EB is state extended UI benefits, available after EUC benefits are exhausted and payable for up to 13 weeks

<sup>7</sup> This information could also include individuals working part-time.

10 mass layoff events, which affected 1,533 workers. 2008 had 23 layoff events affecting 6,068 workers. The increase in the number of people who qualify for unemployment insurance and the number of weeks individuals stay on unemployment demonstrates that more people are out of work and are finding it difficult to find new employment in the region.

## **2) Continued Impact to the Region**

A review of the most recent two recession shows a three to four year lag period between the official end of the recession and the recovery of consistent employment growth in the region. Each recession has reduced the number of large employers in the Boone and Winnebago County workforce area, which had made it more difficult for laid off workers to return to full time work. The December 2007 recession has hurt many industries, especially the auto industry. Following the layoff of a 2<sup>nd</sup> shift and 3<sup>rd</sup> shift at the region's auto assembly plant, the plant shut down after the company's bankruptcy and has announced the return to one shift in late July 2009. The reduction in the number of cars produced at the assembly plant has severely affected the many suppliers that are located near the assembly plant and rely on the auto company's business. In most situations, the region's Manufacturing sector supplies the parts to produce a final product. Local Manufacturing companies, as the producers of manufacturing tools and parts for other products, will not experience a demand for their products until state, national, and international companies reduce their inventories and increase their production. This situation provides a delay in increasing the region's production output and a postponement in the need to add workers to assist with production.

Each recession can reduce the number of skilled workers in the region. Continued job losses and high unemployment rates can lead workers to leave the area to seek employment opportunities. From June 2007 to May 2009, the labor force shows only a slight loss of 1,658 workers (1 percent). The comparison uses data from summer months, which often experience an increase in the labor force; therefore, the data may not show the extent of any long-term loss in total labor force. Although the current data shows the region has retained most of its labor pool, nearly 12.9 percent of the labor force has less than a high school education, according to the U.S. Census Bureau. 35 percent of the labor force has only a high school education and 21 percent has Bachelor's degree or higher.<sup>8</sup> Job seekers from the general population may need assistance in upgrading existing skill sets to find or retain a job and often need to upgrade their computer knowledge, as the ability to use computers (to varying degrees) is a growing technical skill needed for many occupations. Based on the Census data, some job seekers need to return to school to obtain a college degree, upgrade basic educational skills, or obtain a GED; this education will help them in their job search and is often a prerequisite for specific occupational skill training. Other job seekers need specific occupational skill upgrading, training, or retraining, especially in technical fields. In general, those individuals with the most skills, education, and work experience will have greater access to employment opportunities during a recession and the post recessionary period. Those individuals with the least skills, education, and work experience will have difficulty finding employment until the labor market shifts and there is a greater demand for workers than the area can provide.

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<sup>8</sup> U.S. Census Bureau American Community Survey 2005-2007, (S2301: Employment Status), Rockford Metro Area.

### 3) Current Labor Pool: Skills and Educational Gaps

<b>Educational Attainment of the Labor Force</b>	
<b>Rockford MSA: Boone &amp; Winnebago Counties</b>	
<b>Population 25 to 64 years</b>	100%
Less than high school graduate	13%
High school graduate (includes equivalency)	35%
Some college or associate's degree	31%
Bachelor's degree or higher	21%

Source: U.S. Census Bureau<sup>9</sup>

The educational gaps affected several of the region's top employing industries. Technological advances in the Manufacturing sector will leave many workers without the appropriate training, especially in math and computers, with limited employment opportunities in the Manufacturing sector after the recession. In addition to the need for skilled and trained production workers, such as Assemblers, Machinists, and Welders, the area will also need individuals with to fill key occupations such as Engineer Technologists, Industrial Engineers, Logistics, and Purchasing Managers.<sup>10</sup> The recent recession may also affect future jobs in the Health Care and Construction industry. While the Health Care industry has continued to hire for key positions during the economic recession, their overall hiring has been limited. These limitations may provide the perception to those seeking retraining that there may be limited opportunities in the Health Care field, which may affect their training decisions. The bust in the housing and commercial building market has led to a decrease in the number of people working in the Construction trades. The number of building permits is still down drastically over the year, which points to fewer opportunities for those workers. The Recovery Act has spurred road construction in the region, which may help increase employment in the industry for the summer months. The only industry that has demonstrated consistent growth over time, the Health Care industry, will serve as one of the regions employment growth engines. This industry will need additional employees as the economic outlook in the economy becomes more positive, but it may face shortages if fewer workers elect training for this industry. The situation is more critical in the Manufacturing sector since fewer individuals have selected this industry as a career choice, which has led to an older workforce in this industry and fewer new, younger workers. The effects of the recession will have short-term and long-term effects on the availability of workers in the key industries in Manufacturing, Health Care, and Construction sectors.

<sup>9</sup> U.S. Census Bureau American Community Survey 2005-2007, (S2301: Employment Status), Rockford Metro Area.

<sup>10</sup> Staffing Patterns data in Machinery (333000) and Fabricated Metal Product (332000) manufacturing for Illinois. [www.ILWorkInfo.com](http://www.ILWorkInfo.com)

#### **4) Future Opportunities**

The Boone and Winnebago counties' high unemployment rate could be a tool for economic developers to attract businesses into the community—if the region's labor force has the necessary skills for those businesses. The effects of a high unemployment rate long-term can lead to two possible changes in the area. Individuals who possess the skills and education required by those businesses hiring will seek out those employers, both in the region and outside of the region. Trained, qualified workers may leave the region. The region's proximity to the Chicago Metro area may keep some of those lost workers living in the area for family and personal reasons although they may be working outside the area. This may be a temporary situation until employment opportunities return to the Boone and Winnebago County area for those workers or until those employed workers move closer to their workplace. The second change for the area will be with those workers who do not have the necessary skills to find employment during and shortly after the conclusion of the recession; these individuals will need additional assistance in preparing for the changing job market that demands skills, experience, and educational qualifications greater than they possess. In some situations, individuals who found it difficult to find employment have returned to school or sought out additional training. The region's two-year community college has experienced increased enrollment and a number of for-profit college programs have established campuses in the area. Unemployed workers that lack the needed skills and that do not seek additional educational or training opportunities will continue to find it difficult to find employment during the recession and after the conclusion of the recession.

The region's investment in the Transportation-Warehousing, Advanced Manufacturing, and Green Technology will provide continued employment opportunities in the future. Significant employment opportunities in Green Technology will not be as immediate as other industries, but the region's investment will provide a link to a growing industry. Transportation-Warehousing employment had been expanding before the recession and so far, the region has retained these employers. Investment in Advanced Manufacturing marks the next step in the region's continued evolution of the Manufacturing sector and offers one of the best opportunities to tie the existing skill and experience of the current workforce to new employment opportunities.

Declines in the Transportation sub-sector of Manufacturing will continue to hurt the region due to its effect on businesses that supply that industry sector and rely on the earnings of workers in that industry. The overall decline in the Manufacturing sector and the closing or reduction of employment in many of the region's Manufacturing business will also have a long-term effect on displaced workers and the companies that rely on the business of those companies.

## **B. Local Vision and Priorities**

### **Question II: What is the local vision for ensuring a continuum of education and training opportunities that support a skilled workforce?**

*In responding to this question, the local area should review the state's vision for implementing the Recovery Act, and describe the new local vision since the economic downturn. The description should include the local vision for economic recovery, touching on the Act's principles and the view of how the Recovery Act funds can be integrated into transformational efforts to achieve an invigorated, more innovative public workforce system capable of helping enable future economic growth and advancing shared prosperity for all Americans.*

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Boone and Winnebago Counties Workforce Investment Board and the Chief Elected Officials in our area began local workforce system transformation efforts over a year ago in response to economic changes. We very clearly understand that effective workforce development is a differentiating element between regions which are competing for economic growth and wealth creation. The competitiveness of our area to attract new jobs, and the maintenance of our current employment is directly related to our employers' ability to attract and retain the skilled workforce necessary for our businesses to compete in the global marketplace and venture into new arenas, such as alternative energy, green jobs, etc.

Our vision for the transformation of the Boone and Winnebago Counties workforce development system is to have a system that is flexible and quickly responsive to the skilled workforce needs of our employers while offering our residents access to high-quality academic and occupational skills education now and throughout their lifetimes, effective help to find work or training, and personalized assistance to make progress in the labor market while.

The objectives of transformation to deal with the challenges of our current workforce issues include the following:

- Structural Objectives –Leverage resources for workforce development in order to move beyond compliance, which is a given, into innovation.
- Financial Objectives – Maintain sound fiscal management and WIA compliance while increasing the opportunity to support expanded workforce development opportunities.
- Collaboration Objectives –Engage more effectively local employers, employees, and community resources to close workforce gaps in our region.
- Promotional Objectives – Continue the adoption of the Illinois workNet™ Center branding in all web and printed promotional materials for all workforce development partners.
- Organizational Culture Objectives – Adopt and maintain a continuous improvement culture and data-driven management approach in all aspects of our workforce development system.

Skilled, available workers are a critical component of a vibrant and flexible economy that leads to wealth creation for our area. It is the intent that the transformation of our local workforce system will better align the system to insure a prepared workforce in our region. The WIB's

maintaining and strengthening current partnerships, as well as fostering new relationships, are vital to meeting this vision. We have already started discussions with local labor unions, community based and faith based organizations, multiple governmental agencies, economic development agencies, and educational entities (K through 20) to develop shared goals and maximize resources to ensure a continuum of education and training opportunities that support the skilled workforce needs of our business community. Boone and Winnebago Counties Workforce Investment Board serves as the intermediary, bringing together regional partners to address sector-based initiatives. Our healthcare initiative has been very successful and will continue serving as a model for other industries such as advanced manufacturing, green technology, and transportation.

Recovery Act funding will be used to increase the number of customers served in the Boone and Winnebago Counties area. The majority of funding will be directed to training and supportive services that are necessary for customers to complete training successfully and enter employment. The Workforce Investment Board will monitor training enrollment percentages, cost per customer data, and training expenditure utilizing Recovery Act funding.

Incumbent worker training will be expanded using Recover Act funding. Incumbent worker training will focus on training workers for occupational skill gaps in the key sectors, as well as on training to stop workers' dislocation from their current employers.

In cooperation with Rock Valley College and other training partners, the Workforce Investment Board will implement bridge programs to accelerate training opportunities for low skill individuals. All training strategies are targeted to career ladders, lattices, and pathways to build breadth and depth of the area's talent pipeline.

In order to ensure that job seekers are successful in their training activities, the Boone and Winnebago Workforce Investment Board will identify the types of training that are of most value to employer and that are available within the region. In collaboration with local training providers, we will identify the capacity of the area's training providers to assess where additional capacity for key training programs may be required to support the education and training continuum. The skill attainment opportunities may include employability and soft skills, industry-specific credentials, classroom training, customized training, on-the-job training and work experiences.

**Question III: What is the local vision for ensuring that every youth has the opportunity for developing and achieving career goals through education and workforce training, including the youth most in need of assistance, such as out-of-school youth, homeless youth, youth in foster care, youth aging out of foster care, youth offenders, children of incarcerated parents, migrant and seasonal farmworker youth, youth with disabilities, and other youth at risk?**

*In responding to this question, the local area should review the state and DOL/ETA's vision for implementing the Recovery Act to reconnect disconnected youth through multiple pathways to education and training that enable them to enter and advance in the workforce. The local area*

*should describe its strategy for serving youth with funds from the Recovery Act, as well as how its strategies will be adjusted to respond to the economic downturn. What activities will the local area focus on (i.e., primarily focus on summer employment opportunities, the full range of WIA youth services, or a combination)? Describe how plans for the Recovery Act youth activities will complement the local area's overall vision for serving youth under WIA.*

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The initial efforts utilizing Recovery Act funds in Boone and Winnebago Counties have been targeted toward summer employment for youth. In less than 60 days, Rock River Training Corporation staff, as the local area WIA sub-grant recipient and a Title 1B service provider, in collaboration with Workforce Investment Board staff and in partnership with Rock Valley College have developed and implemented a strategy and created procedures to quickly recruit, identify, enroll in WIA, and place 400 WIA eligible youth ages 16 through 24 in existing and newly created jobs as called for in the Summer Youth Employment provisions of the Recovery Act. This accomplishment is notable because it is occurring at a time when the Boone and Winnebago County areas has the highest unemployment rate in Illinois, and is placed in the top 10 percent of metropolitan service areas with the highest unemployment rate in the United States.

Summer ARRA youth are required to participate in classroom activities – *Job Prep Academy* or *Career Academy* – prior to employment placement. The *Academies*, designed with age appropriate curricula, use Illinois workNet™ required activities and pre/post assessments; teach positive work behaviors, job search and retention skills; help youth set career goals; and result in each youth participant possessing a portfolio containing a quality resume, sample application, sample follow-up/thank you letter, and written career plan. Youth receive stipends for the hours spent in classroom activities. Supportive services are available to youth based upon individual need.

Using the Illinois Workforce Development System (IWDS) and Illinois workNet, we will adhere to the Reporting and Performance requirements established by the State to document accurately participants' eligibility for the program, services and activities received, completion of work experience, and progress toward achieving an improvement in their work readiness skills. Summer Youth Employment worksites will be monitored by local workforce development staff in accordance with the State's monitoring requirements.

Because all ten youth program elements will be available through existing WIA youth funds, Boone and Winnebago Counties workforce area will not be using Recovery Act funds for all ten program elements. However, the Summer Youth Employment program will provide opportunities to engage disconnected youth with continued services through formula funded WIA youth programs. We will be adding additional 1-B out-of-school programming into which ARRA-funded out of school youth may transition to prepare for GED exams and further training and/or unsubsidized employment. Additional subsidized work experiences may be available under Title I-B funding. Our Business Account Representatives will continue to seek employment opportunities for youth with area employers.

**Question IV: Identify the key workforce investment system priorities for the local area's workforce investment system and how each will lead to achieving the local vision for workforce and economic development.**

*In responding to this question, local areas should reflect on shifting priorities necessitated by the economic downturn and area of focus for economic recovery. Local areas should identify the key workforce investment priorities for the use of the Recovery Act funds infused into the local area's workforce investment system and how each will lead to actualizing the new local vision.*

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Boone and Winnebago Counties Workforce Investment Board recognizes and will implement strategies in support of the top five workforce investment system priorities established in the ARRA and communicated to local workforce areas by the U.S. Department of Labor and Illinois Department of Commerce and Economic Opportunity:

6. Spend Recovery Act funds quickly and effectively;
7. Ensure transparency and accountability of Recovery Act investments;
8. Invest the majority of WIA Recovery Act funding in training;
9. Establish priority for youth summer employment during summer 2009; and
5. Focus on preparation for post-recession economic opportunities, specifically green jobs and healthcare.

Boone and Winnebago Counties workforce investment system will use Recovery Act funding to increase the number of customers served and the percentage of customers receiving training. The Workforce Investment Board will monitor training enrollment percentages, cost per customer data, and training expenditures funded under the Recovery Act. Emphasis will also be placed on ensuring services for hard-to-serve populations.

Boone and Winnebago Counties workforce investment area will partner with local employers, industry organizations, and education and training providers to:

- Provide incumbent worker training opportunities as a mechanism to address skill gaps, in some cases preventing dislocation and, when possible, opening entry level positions for WIA participants ;
- Utilize customized and class-size training options to accelerate training opportunities that get individuals into employment as quickly as possible;
- Utilize On-the-Job training to address training needs of individuals while they work and draw pay checks;
- Implement, in partnership with Rock Valley College, sector-based bridge programs to provide opportunities for low-skilled workers to access accelerated training opportunities;
- Expand apprenticeship training opportunities; and
- Continue to identify career pathways and lattices to facilitate training models.

Boone and Winnebago Counties Workforce Investment Board, in partnership with our local economic development agencies, has identified key sectors for our local economy: healthcare, advanced manufacturing (including aerospace), transportation and logistics, information

technology, and green jobs. WIA dollars, especially for incumbent workers, have been and will continue to be invested in training for positions in these sectors.

### **C. Overarching Local Strategies**

**Question V: What strategies are in place to address the state’s strategic direction, the local priorities, and the workforce development issues identified through the analysis of the local area’s economy and labor market?**

*The response to this question should describe the local area’s key, actionable strategies it is deploying to achieve the local vision for the use of the Recovery Act and regular formula funds. The state is interested in how the local area is connecting and integrating recovery activities to ongoing workforce investments.*

- *How workforce investment system resources, both stimulus and regular formula funds, can be deployed to serve increased number of workers in need.*
  - *How adults and dislocated workers, including low-income adults, who need to acquire new skills will have increased access to education and training opportunities.*
  - *How the local area will address a dual-customer approach, meeting the skill needs of existing and emerging employers and high-growth occupations as well as the needs of under-skilled adults.*
  - *How workforce activities (e.g., adult education, job training, postsecondary education, registered apprenticeship, career advancement, needs related payments, and supportive service activities) will be aligned in career pathways both now in implementing the Recovery Act and in the transformed workforce system of the future.*
  - *How the local area will partner to develop workforce solutions with community colleges, business and labor organizations, registered apprenticeship program sponsors, civic groups, and community organizations to align workforce development with strategies for regional development and shared prosperity.*
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The Workforce Connection Centers, Boone and Winnebago Counties’ *Illinois workNet Centers*, are seeing customers with diverse backgrounds and an expansive range of skills and abilities. The customer base includes recently dislocated skilled individuals (e.g., engineers, individuals dislocated from the automotive manufacturing industry) as well as unskilled high school dropouts, formerly incarcerated individuals, refugees and immigrants, and public assistance recipients. The vast number of customers accessing services has required Center staff to review continually processes and implement process improvements to guide customers quickly and efficiently through the eligibility and intake process into appropriate training or education. Case managers or career advisors must have the most recent information possible to assist customers in making “information based” decisions on training opportunities and options. Case managers at The Workforce Connection will be provided regular training sessions on the state of the local economy. We will draw upon the expertise of our local labor market professionals and our economic development professionals to provide these information sessions.

The Boone and Winnebago Counties workforce investment area is struggling with unemployment rates that are among the highest rates in Illinois. ARRA funds will be used to substantially increase the numbers of individuals served in the WIA training programs. Additional basic education classes will be provided on site to address basic education deficiencies and prepare individuals for occupational skills training. An *Employment Transitions Workshop* was established in early 2008 and will be expanded in order to provide job search and job keeping skills instruction to additional participants.

The Workforce Connection Business Account Manager and Business Services Representatives from partner organizations will continue to reach out to local employers, working in partnership with local economic development entities and our local Chambers of Commerce. Business Account Managers are actively working with the Rockford Area Chamber of Commerce Manufacturing Council, assessing opportunities for our local manufacturers to become suppliers for the wind industry. We have co-hosted information sessions, bringing together OEMs (original equipment manufacturers) and local companies interested in exploring options to manufacture parts for wind turbines.

Regular meetings with Union Representatives are also scheduled to identify and discuss opportunities for individuals to enter apprenticeship programs. Apprenticeship preparation programs are being developed in collaboration with Rock Valley College.

#### **D. Service Delivery Strategies, Support for Training**

**Question VI: Describe innovative service delivery strategies the local area has or is planning to undertake to maximize resources, increase service levels, improve service quality, achieve better integration or meet other key local goals.**

*In answering this question, the local area should describe innovative local strategies to accomplish the local vision and achieve the goals of the Recovery Act, including how the local area will:*

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- *Increase services to workers in need.*
  - *Support the full range of Illinois workNet™ Center customers in acquiring the skills needed to attain jobs in high-growth, high-wage industries and occupations, including such supports as needs related payments, basic skills remediation, English as a second language, and supportive services.*
  - *Ensure education and training delivered through the workforce system result in education and workforce skills of demonstrated value, and focus assessments and certifications towards the next level of education and employment.*
  - *Strategically use youth, dislocated worker and adult funds to quickly deliver innovative services.*
  - *Provide targeted work experiences in order to prepare individuals for job opportunities in new industries or occupations, particularly using registered apprenticeship and on-the-job training for all job seekers, and summer work experience for youth.*
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- *Align workforce activities with education strategies and economic and community development strategies to meet skill needs of jobs and industries important to the local and regional economies and meet the needs of under-skilled adults.*
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The infusion of ARRA funds into the Boone and Winnebago Counties workforce investment area is definitely welcome and necessary to address the needs of our unemployed residents. PY 2008 WIA formula funds for adults and dislocated workers were obligated in January 2009. The majority of ARRA funds for adults and dislocated workers will be used for training and supportive services to ensure participants' successful completion of training activities. Boone and Winnebago Counties Workforce Investment Board have policies in place to address supportive services (i.e., transportation, child care) and needs related payments for participants.

Other supports are also available for individuals needing additional assistance to participate in occupational training and/or gain employment. Basic education classes are available on-site at The Workforce Connection in Rockford. English as a second language courses can be accessed through our partnership with Rock Valley College; and the WIB has an agreement with LaVoz Latina to provide basic skills remediation in Spanish. Additional basic skills remediation is also available through our partnership with The Literacy Council.

ARRA funds will be used to provide a menu of training services and activities for youth, adults, and dislocated workers. Training funds will be targeted to key sector training activities. Work experience for youth, adults, and dislocated workers will be targeted to provide quality experience on the job in preparation for job opportunities in new industries and occupations projected to grow. Summer work experience for youth involves their participation in a *Career Academy* or *Job Prep Academy* designed to emphasize job getting and keeping skills as well as career planning.

WIA programs in the Boone and Winnebago Counties workforce investment area use and will continue to use On-the-Job training as an extremely viable training service for individuals needing to draw a paycheck while training. The WIB is also working with Union representatives to develop and implement programs preparing individuals to enter apprenticeship opportunities; these programs will address basic education competencies and cores skills specific to the trades.

The WIB continues to partner with community-based and faith-based organizations and the local education systems to identify and implement programs to provide assistance needed by the low-skilled residents in our communities. The WIB has partnered with Rock Valley College in the development and implementation of *Project Jump Start*, a program that provided accelerated basic classroom instruction for low-skilled individuals to help them access entry level employment. The Workforce Connection Business Account Managers have assisted in recruiting businesses to interview and offer opportunities to *Project Jump Start* graduates.

The WIB is actively involved with economic development planning in the region. In partnership with economic development and educational entities, we will continue to define and develop career ladders, pathways, and lattices to expand the breadth and depth of the region's talent pipeline and raise the educational levels of our communities.

## **SECTION II. SERVICE DELIVERY**

### **A. Governance and Collaboration**

**Question VII: Describe how local agencies involved in the workforce investment system intend to interrelate on workforce, economic development, and education issues to improve alignment of Recovery Act.**

*In responding to this question, the local areas should describe how the CEOs, LWIB, and Title IB Administrator are ensuring cross agency collaboration so the workforce investments are fully tied to other investments funded by the Recovery Act outside of workforce development.*

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The Chief Elected Officials and the Workforce Investment Board serving Boone and Winnebago Counties have and will continue to establish and implement collaborative initiatives supporting workforce development, economic development, and education. The CEOs and the WIB recently participated in a strategic priority session and are in the process of finalizing strategic priorities for the next two years. The priorities include increasing education levels and skill levels of our residents and continuing to develop our partnership with economic development. The WIB is represented on the Comprehensive Economic Development Strategy (CEDS) Committee for the region. Area planning processes that include CEDS, HUD, Community Development, and Workforce Development are being reviewed to identify collaboration opportunities.

The Summer Employment Program has provided some initial opportunities for collaboration with other projects funded by the Recovery Act. Summer jobs have been incorporated into the Community Development Recovery Act funded activities.

**Question VIII: Describe the steps the local areas will take to improve operational collaboration of the workforce investment activities and other related activities and programs at the local level (e.g., joint activities, memoranda of understanding, coordinated policies, etc.) How will local agencies eliminate any existing local-level barriers to coordination?**

*In responding to this question, local areas should describe how local collaboration will be supported and sustained.*

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Activities being implemented in response to the Recovery Act are receiving attention across the two-county area. The Chief Elected Officials (City of Rockford Mayor, Boone County Chairman, and Winnebago County Chairman) are actively encouraging partnerships among entities to maximize the resources and effectively impact the local economy. The WIB and Chief Elected Officials are interested in establishing coordinated planning processes and, where appropriate, coordinated policies. Discussions related to these topics have started and will continue.

Implementation of the Summer Youth Employment program has resulted in new and strengthened partnerships and coordination. Project activities are occurring with the Weatherization program, local Community Development, and HUD. Overall community awareness of services offered by The Workforce Connection has increased due to the visibility of the Summer Youth Employment program; this increased visibility has resulted in the WIB having expanded partnerships with community-based, faith-based, non-profit, public, and private organizations. We will continue to foster these relationships through collaborative efforts. The WIB will actively participate with the Rockford Job Council to ensure a continuum of services is provided to low-skilled job seekers and to address eliminating duplication of services. We will continue to encourage the development and implementation of a community-wide case management system (again, with the intent of coordinating services instead of duplicating services) and automated tracking of referrals among agencies; and we will encourage the adoption of WorkKeys or Job Fit (or other program) as a common work readiness assessment and certification program.

### **B. Adult and Dislocated Worker Services**

**Question IX: Describe local strategies and policies to ensure adults and dislocated worker have universal access to the minimum required core services as described in §134(d)(2).**

*In its response, the local area should address core services for adults, dislocated workers, and target populations, especially those given preference in the WIA Adult program in the Recovery Act – recipients of public assistance and other low-income individuals.*

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Through the local Illinois workNet Centers in Rockford and Belvidere and the online Illinois workNet system, the Boone and Winnebago Counties WIB ensures that adults and dislocated workers have access to the required minimum core services described in §134(d)(2) of the Workforce Investment Act.

***Self-Accessed and Informational Core Services*** (Core A Services--Universal Access) are available to all who come to Rockford or Belvidere Workforce Connection (Illinois workNet Center), whether or not they are eligible to be enrolled in WIA youth, adult, or dislocated worker services. These services include:

- Orientation to The Workforce Connection's services.
- Self-accessed Job Search Services/Information and training program information available in The Workforce Connection's Resource Room:
  - Illinois workNet and all it offers
  - other on-line job search materials and Internet job listings.
  - word-processing; and resume/cover letter writing software
  - tutorials on office software programs
  - typing tutorial

- labor market information, including employment statistics, via on-line sites
  - fax machines, copy machines, computers, and laser printers
  - statewide training programs' performance information and costs (via the Internet)
  - software to perform an initial self-assessment of skills
  - information on filing for unemployment insurance
  - information on financial aid available for education
  - information on the availability of supportive services such as childcare and transportation—referral, as appropriate, to supportive services agencies
- WIA Title I-B eligibility information (Individual eligibility determination for services under the WIA Title I-B is staff assisted.)

***Staff-assisted Core Services (Core B Services)***

Individuals who receive staff-assisted core services (list of services below) must be eligible for WIA Adult or Dislocated Worker services. Recipients of public assistance and other low-income individuals are given priority for services under the following local *Adult* funding stream eligibility criteria, which was adopted by the WIB 7/11/00:

*All participants must be from low-income families except that 10% of the adult participants' family income levels may be above the "low-income" levels providing they have one or more barriers to employment." These barriers to employment for adults include:*

- *older individual*
- *veteran*
- *limited English proficiency*
- *drug/alcohol dependency*
- *disability affecting employment*
- *offender*
- *displaced homemaker*
- *migrant worker*

Therefore, the WIB has always targeted public assistance and low-income individuals for its WIA Adult funding stream staff-assisted services and continues to do so using ARRA funding.

The staff-assisted Core "B" Services, delivered by two of the three One-Stop Operator organizations (Adults—Rock River Training Corporation and Rock Valley College's Refugee and Immigrant Services Project; and Dislocated Workers—Rock Valley College), include, but are not limited to:

- Job search and placement assistance, including job development

- Job club activities
- Initial brief assessment
- Basic career counseling
- Assistance determining eligibility for financial aid for education
- 12-months of follow-up services

Rock Valley College's Adult Continuing Education division also provides an *Employment Transitions Course* (job search/job keeping skills) under a WIB-procured *Agreement*. This course cost also includes on-going *Job Search Assistance* for those who complete the week long (20 hours) course.

Rock Valley College's Refugee and Immigrant Services Project have staff that speak fifteen different languages. These staff are available as interpreters, when needed, to assist other Workforce Connection staff work with customers.

**Question X: Describe how the local area will integrate resources provided under the Wagner-Peyser Act and WIA Title I for adults and dislocated workers, as well as resources provided by required Illinois workNet partner programs, to deliver core services.**

*In its response, the local area should address how it will integrate resources provided under the Recovery Act, the Wagner-Peyser Act, and WIA Title I for adults and dislocated workers, as well as resources provided by required Illinois workNet partner programs. For example, how will the local area use these resources to provide significant funding for low-income and low-skilled workers that help them access the services and training need to pursue family supporting jobs.*

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The collaboration among all Illinois workNet partner programs is very strong in the Boone and Winnebago Counties workforce investment area. Partners meet every other month and discuss initiatives to further integrate services and address gaps or changes in customer need. The partners have identified specific job search and supportive service workshops that are needed by customers of The Workforce Connection. A workshop menu and schedule is being developed to provide these services through the partnership.

The Workforce Connection in Rockford is co-located with Illinois Department of Employment Security (IDES). This partnership is also very strong and vital to providing the continuum of services for our residents. Many individuals gain information and access to the WIA programs when applying for Unemployment Insurance. Wagner-Peyser staff is vital to the success of our Business Services and assist in identifying job opportunities and employer linkages. In partnership with The Workforce Connection staff, IDES staff has hosted training providers on site to speak with individuals about training options. They provide informational sessions for employers on using the Workforce Connection's services and they provide re-employment workshops for individuals. In partnership with other Workforce Connection staff, IDES has and will continue to host training information sessions for individuals.

**Question XI: Describe the local vision for increasing training access and opportunities for individuals including the investment of WIA Title I funds and the leveraging of other funds and resources.**

*In its response, the local area should describe how they will increase training access and opportunities for individuals, including the investment of WIA Title I funds and Recovery Act funds, and the leveraging of other funds and resources. How will the local area use contracts with institutions of higher education and other training providers to maximize funds to the greatest benefit?*

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Boone and Winnebago Counties workforce investment area will use contracts with institutions of higher education and other training providers when the normal ITA process does not meet the needs of our customers. Class-sized contracts will be used to provide participants with immediate access to training opportunities. Customized training contracts will be used to meet the needs of area employers. Other contracts, such as our current contract with Rock Valley College for the *Employment Transitions* workshop, will be developed and implemented based upon programming needs.

Increasing training access and opportunities for individuals is a strategic priority for the Workforce Investment Board as it works to increase skills levels of our residents and establish a workforce that is ready to meet the challenges of the changing economy. In collaboration with local training providers, we will identify the capacity of the area's training providers to assess where additional capacity for key training programs may be required to support the education and training continuum. The WIA Title 1B and Recovery Act funds will leverage funds that include Pell and other grant funds, scholarships, and employer matching funds.

**Question XII: What models/templates/approaches does the local area utilize for service delivery in the local Illinois workNet Centers? For example, do all local Illinois workNet Centers have a uniform method of organizing their service delivery to business customers? Is there a common individual assessment process utilized in all local Illinois workNet Centers?**

*In its response, the local area should describe its models/templates/approaches for service delivery in the local Illinois workNet Centers, particularly whether the local area is adjusting its approach to deliver increased levels of services with funds received under the Recovery Act.*

- *Do all local Illinois workNet Centers have a uniform method of organizing their service delivery to business customers?*
  - *Is there a common individual assessment process utilized in all local Illinois workNet Centers?*
  - *What approaches will be used to ensure funds are targeted to those most in need including low-income, public assistance recipients, persons with disabilities, etc.?*
  - *How will local areas streamline the sequence of service to facilitate individual access to needed services and training?*
-

The Business Service approach in Boone and Winnebago Counties consists of a team of partner program Business Service Representatives led by Business Account Managers. The model used is a “primary contact” model. The team is responsible for services across the two-county area and at both workNet Centers. Business Account Managers are the initial contact point for employers. Each of the three Account Managers specializes in a specific industry or industries. The needs of the employer are brought back to the team and a service proposal using appropriate partner resources is developed and presented to the employer as a solution to the business need.

At this time there is not a common individual assessment process used in The Workforce Connection Centers. However, the assessment process is under review and changes will be implemented. WorkKeys and Job Fit are being explored as viable options of assessment that will also provide a common method of assessing workers’ skills needed for specific jobs. If either WorkKeys’ or Job Fit’s assessments and job profiling is determined to be the most effective assessment/job profiling method for use in this workforce area, it will serve as a strong connection between job seekers and employers.

Boone and Winnebago Counties Workforce Investment Board has placed a priority on serving low-income, public assistance recipients in the WIA adult program. Ninety percent of the individuals served must meet family economic eligibility. Service provision to additional target groups is monitored by the WIB through their review of quarterly target population reports. The WIB will be reviewing additional reporting means related to use of Recovery Act funds, process improvement for facilitating access to needed services and training, and training related placements.

### **C. Youth Services**

**Question XIII: Describe the local area’s strategy for providing comprehensive, integrated services to eligible youth, including those most in need.**

*In responding to this question, the local area should include the following:*

- *Describe the anticipated program design for the WIA Youth funds provided under the Recovery Act and State policy. Include in this description a program design for both younger, in-school, and older or out-of-school youth (including 22-24 year olds that can be served with Recovery Act funds.)*
- *The State strongly encourages local areas to expend the maximum amount of Recover Act funds possible for summer youth in the summer of 2009. Will the local area use the Recovery Act funds to fund only a 2009 summer youth program or some combination of 2009 and 2010? If using the funds over two summers, what percentage of funds does the local area anticipate using for the first summer?*
- *Is using the funds for summer employment opportunities, describe how the local area will delivery summer youth employment opportunities. Will the local area operate the program or allocate the funds?*
- *Describe the types of worksites that will be developed for summer employment, including a mix of public and private sector work experiences, and how the local area will ensure that meaningful work experiences will be developed.*

- *Describe the local area's policy for developing the mix of classroom verses worksit time in a summer employment opportunity. Describe the local area's policy for determining that summer employment opportunities are connected to academic and/or occupational learning and the types of connections that will be utilized.*
  - *Describe how the local area will implement activities that support out-of-school youth during summer and/or non-summer months, such as supportive services.*
  - *Provide the anticipated number of youth to be served with Recovery Act funds, including the anticipated number of summer employment opportunities created with Recovery Act funds.*
  - *Describe if the local area will take advantage of the flexibility provided in the Recovery Act to alter program design in serving youth with Recovery Act funds who participate in summer employment only. Local areas have the flexibility to determine: 1) which of the 10 program elements will be provided with Recovery Act funds; 2) if the 12 month follow-up will be required for youth served with Recovery Act funds during the summer months only; 3) the type of Individual Service Strategy (ISS) for youth served with Recover Act funds during the summer months only; and 4) whether it is appropriate that academic learning be directly linked to summer employment for each youth served with Recovery Act funds during the summer months only.*
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Under ARRA funding, the Boone and Winnebago WIB is providing comprehensive, integrated services to eligible youth through the *Summer Youth Jobs Connection (SYJC)*, a summer youth employment program for youth 16-24.

Because of the vast numbers of unemployed youth in the bi-county area, the local area is not serving youth ages 14-15 in the summer program but rather is concentrating on serving 16-24 year-old youth. The Rockford SMSA has one of the highest unemployment rates in the state; it is very difficult for youth to obtain summer work. In this depressed economy, almost all eligible youth fall into the most "in need" category.

Rock River Training Corporation, the fiscal agent for WIA funds in Boone and Winnebago County, and a member One-Stop Center Operator consortium, is delivering the summer youth program in cooperation with the Workforce Connection's Business Services Team and Rock Valley College. The Business Services team helped develop work experience sites for the 350-400 youth who will be enrolled in the program during late spring/early summer 2009. Rock Valley College, under a procured Agreement, is delivering work readiness skills/career exploration training (*Job Prep Academy* or *Career Academy*) to all youth prior to their entering a work experience.

The overriding "policy" guiding the planning, development, and implementation of the Summer Youth Jobs Connection is that the summer experiences must benefit the youth, providing them with meaningful work that not only helps them hone their work readiness skills, but also provides them opportunities to develop some specific occupational skills. Ideally, through their participation in an *Academy* and work experience, youth will realize the importance of education, training, and work experience as it relates to their career goals. Career planning is an important component of the *Academies*.

The Boone and Winnebago WIB plans to expend all the ARRA summer youth funds before the end of the '09 summer program (March 31, 2010); staff anticipate that most (60+%) of the summer youth monies will be spent by September 30, 2009.

**Flexibility in Program Design:** The Winnebago-Boone area is taking advantage of the flexibility provided in the Recovery Act to alter program design in serving youths who participate only in the summer youth program activities (SYJC).

First, the area is providing only the following WIA youth program elements under the ARRA-funded SYJC program:

1. **Work Experience** Actual work in the public, not-for-profit, and private sector is the ARRA summer program's main activity.

Included under the WIA definition of *Work Experience* (WIA ¶ 664.460) is the Work Readiness Skills/Career Exploration training. This classroom training is being conducted for all Summer Youth and was procured under a Request for Bids, issued in April 13, 2009. Rock Valley College was the only bidder for the training. (See the discussion of *Job Prep Academy* and *Career Academy* in the *Summer Youth Program Design* section.)

2. **Summer employment opportunities linked to academic and occupational learning**

Approximately 75 youth in summer programming are co-enrolled in WIA Title I-B programming. In their I-B programs, these youth have worked to improve their academic ability (complete high school or earn a GED), an important step toward success in the working world.

Many of the summer work experience positions that youth will enter will require academic skills, especially competency in basic reading and math. Many work experiences will emphasize the importance of youths' academic learning and occupational learning. (In the work-experience jobs themselves, youth learn occupational skills via their work experiences.) The curriculum for the *Job Prep Academy* or *Career Academy* emphasizes the importance of youth completing school (high school or GED) and going on to further education/training. While the *Academies'* curriculum focuses on work readiness skills/career exploration and not on specific academic instruction, academics are indirectly taught as youth prepare resumes and complete applications which require that they use correct spelling and grammar; youth also use their academics skills as they complete the Illinois workNet activities or do career exploration on line. The work the youth do in all aspects of their summer ARRA-funded experience reinforces the connection between academic and occupational learning and the real world of work.

Drop-out youth in SYJC will be encouraged to transition into I-B programs for dropout youth. Additional 1-B programming for dropout youth is being developed to ensure that there are opportunities for youth to improve their basic educational skills and, when ready, prepare for GED testing.

3. **Supportive services** are available, as necessary, to assist youth get to their job until they receive a first paycheck. Youth may receive transportation assistance or necessary special supplies, such as work boots. Any supportive services given youth will adhere to the WIB's established supportive services policies stated in the WIB's *Plan*, Attachment D.
4. **Case management**, as needed, is performed by Rock River Training Corporation (RRTC). RRTC hired temporary *Employment & Training Representatives* to assist with summer youth eligibility determination and case management.
5. Other of the ten elements may be incorporated into the work experience jobs. Any *occupational skill training* youth receive will be on-the-job, though a few positions will include more formal training. Many of the jobs include *leadership development opportunities* including soft skill development—team work, decision making, problem-solving, etc.

Second, twelve month follow-up will not be performed for youth served only with Recovery Act funds during the “summer program” period extending to March 31, 2010.

Third, the *Individual Service Strategy (ISS)* has been modified for youth served with Recovery Act funds during the summer months only. Below is the *Action Plan/Activities* which are included on the Summer *ISS*:

- I. *Register on Illinois WorkNet: Complete one of the assessment tools and conduct the following work readiness activities on-line: Pre-Test, job and career search, resume writing, and interview skills [done during participation in an Academy]*
- II. *Successfully complete one of the work readiness skills components below:*
  - Career Academy Job Prep (5 day course—met required outcomes) OR*
  - Career Academy (9 day course—met required outcomes) OR*
  - Career Academy Entrepreneur Track—met required outcomes OR*
  - Completion of the following Work Readiness Skills Goals (for youth who do not attend a Career Academy)*
    - Accurate and complete resume*
    - Complete and accurate sample job application*
    - Mock Interview*

*Academy staff signature:* \_\_\_\_\_

- III. Receive stipend after successful completion of classroom based activities.
- IV. Interview with potential employers to obtain summer employment.
- V. Post test Illinois WorkNet [done in late summer special sessions conducted by RRTC]

Fourth, the summer youth activities do not specifically include academic learning (no formal tutoring sessions). However, youth in Title I-B programs who are also participating in the summer program, must attend their regular I-B GED training if they have not yet earned their GED (drop-out programs) or summer academic programming (in-school programs, as applicable) in order to be in a SYJC work experience. While work readiness skills and career exploration are the focus of the five-day *Job Prep Academy* and nine-day *Career Academy* (see below for discussion of the *Academies*), the importance of good basic academic skills as necessary for work readiness is emphasized.

### **Summer Youth Jobs Connection Program Design Discussion**

#### Program Design—Flow:

Recruitment → Eligibility Determination → Work Readiness Skills/Career Exploration Instruction (*Academies* which include pre-assessment and required Illinois workNet activities) → Job Interviews and Selection → Work Experience → Illinois workNet post assessment (toward end of work experience) → transition to WIA Title IB programming for some out-of-school youth lacking a GED (special I-B programming targeted for ARRA youth lacking a GED will be developed); youth who are also enrolled in I-B continue with I-B program; other youth will be encouraged to apply for I-B youth or adult programming, as appropriate.

Recruitment of youth for the Summer Youth Jobs Connection was done in the late March – May period. Approximately 600 youth in the bi county area were determined eligible when RRTC stopped accepting applications.

RRTC staff have performed the orientations and eligibility determinations for all youth who have been determined eligible to participate in the *Summer Youth Jobs Connection* (SYJC).

All eligible youth who wish to participate in the *Summer Youth Jobs Connection* programming must attend and complete an *Academy* course prior to being assigned to a summer job funded by ARRA. The *Academy* courses provide work readiness skills training and career exploration. A five-day/25 total hours *Academy* course for youth ages 18-24 (*Job Prep Academy*) is being conducted for multiple sessions at multiple community sites in May and June; and a nine-day/45 hours course for youth ages 16-17, graduating seniors and older in-school youth (*Career Academy*) is being conducted for multiple sessions at multiple community sites in June/early July. The *Career Academy* course's curriculum outline is the same as the *Job Prep Academy* course curriculum outline; however, the nine-day *Career Academy* allows staff to present topics in more depth and to incorporate a few field trips to local colleges and businesses. The individual course class delivery is adapted to the ages and needs of the youth in the class.

During these *Academy* course classes, youth are expected to do the required Illinois workNet summer Assessment and activities which will prepare them to take the Illinois workNet summer post Assessment test later in the summer at special sessions conducted by RRTC staff. If youth are successful in improving their score between the pre and post assessment tests, they “officially” will have proven they improved their work readiness skills as a result of their summer program participation; this success will be recorded in the state’s Illinois Workforce Development System.

Youth who complete an Academy will also earn a local *Work-Readiness Skills Improvement* certificate issued by Rock Valley College. To earn the Rock Valley College-issued certificate, the youth in both the *Job Prep Academy* and *Career Academy* must have a portfolio with the following items:

1. A resume (polished, usable copy with no spelling or grammar errors)
2. A completed sample of a job application (neat with no spelling or grammar errors)
3. A follow-up letter for prospective employers (typed or hand-written letter with no spelling or grammar errors)
4. A career plan which outlines a viable path for youth’s career goals (including educational path and/or work experience path)

*Youth must also meet the following attendance/punctuality requirements:*

5. Attended at least 80% of course time--no excuses accepted
6. Have been on time seven out of the nine days of the course

Youth receive stipends for their hourly participation in an *Academy* course if they complete the course. These stipends, the same for all program youth, are based on the stipend guidelines issued by the state in WIA Policy Letter No. 08-ARRA-01 (Illinois minimum wage less FICA): \$7.16/hour through June 30 and \$7.39/hour after July 1. All youth are officially employees of Rock River Training Corporation which runs the payroll for the youth. Youth pay is directly deposited in youths’ bank accounts. (RRTC has made special arrangements for youth without a bank account to establish a bank account.)

SYJC worksite positions have been developed with public, not-for-profit, and private organizations and businesses in Winnebago and Boone Counties. The week after the youth complete an *Academy*, they attend a SYJC interview session, conducted by RRTC staff and the Workforce Connection Business Services team, to select the SYJC jobs for which they will interview. The SYJC worksites have representatives at these interview sessions; each youth may interview for a number of jobs. Either at the end of the interview session or shortly thereafter, worksites notify the youth they want to hire. Youth then return to RRTC for a Wrap-Up session when they (and their worksite supervisors) sign their individual *Training Plans* with working hours and tasks. However, before youth actually begins their jobs, their background checks must have been completed (a RRTC requirement – background check process is begun when youth are determined eligible) and a drug test completed, if the employers requires that. Therefore, it can be several weeks before a youth actually begins work, though, in most cases, youth start their jobs more quickly. Youth not immediately selected for summer work experiences will attend the next interview session and continue interviewing until they are selected for a position. Youth interview for jobs which interest them.

Once youth are on the job, their worksite supervisors evaluate their performance every two weeks. This short evaluation is submitted to RRTC with the participants' time sheets; the evaluations are reviewed by the RRTC temporary summer Employment & Training Representatives (case managers). If any problems with the youths' performance are identified, the Employment and Training Reps will address the problems with the youth.

Youth will do the Illinois workNet summer post test before they end their work experiences. Special review and post-testing sessions will be provided by RRTC, who will ensure that all youth take the test prior to the end of their work experiences.

Activities/services that especially support SYJC out-of school youth include supportive services for the youth who need them (delivered in accordance with the WIB's Supportive Services Policies) and WIA Title 1-B youth or adult programming into which the youth may transition when they complete their work experiences.

### **Development of Worksites for ARRA Summer Work Experiences**

Worksites for summer work experiences have been developed through two main methods: 1) worksite solicitation via individual contact by the Workforce Connection's Business Services team and 2) a mass mailing to approximately 175 public, not-for-profit, and private organizations/business in the bi-county area. All potential worksites, regardless of how the jobs were solicited, have then submitted their positions for consideration to The Workforce Connection via an on-line application accessed through The Workforce Connection's website [www.theworkforceconnection.org](http://www.theworkforceconnection.org). To date, over 400 worksite positions have been developed and more are being developed.

The information submitted via the online application directly dumps into an Access database. RRTC/WIB Business Services staff review the applications submitted to insure that the positions requested are meaningful, needed, and appropriate for the requested ages of the summer youth workers. (Most employers request youth ages 18-24, though sufficient jobs are available for youth ages 16-17.) Any requested positions that staff deem inappropriate for summer youth are rejected.

There is a mix of public, not-for-profit, and private worksites, though the majority of the positions are with public and not-for-profit organizations. A wide range of positions have been developed. The following types of positions are only a sampling of the positions developed: summer camp counselor; parking lot maintenance; administrative assistant; weed abatement inspector; daycare worker; code enforcement clerk (wide variety of clerical jobs); public works jobs—such as mowing, pothole patching, creek maintenance, road striping; sign maintenance; video conversion technician; research intern; media intern; customer service representative; community outreach worker; green building maintenance team; and many other positions.

RRTC writes a *Non Financial Agreement for Summer Youth Jobs Connection Work Experience* with all worksites. These *Agreements* set forth the responsibilities of the worksite and RRTC in the execution of the *Agreement*.

All worksite supervisors must attend training sessions held by RRTC prior to youth beginning work at their individual sites. Background checks have been performed for all worksite supervisors paid with WIA funds.

### **Worksite Monitoring**

RRTC has begun worksite monitoring. This monitoring is being done in accordance with all the requirements in WIA Policy Letter No. 08-ARRA-01, Change 1. An initial monitoring site visit is performed; a final worksite monitoring visit will be performed during the last month of the worksite project/position. Other visits will be performed as needed to ensure that the worksite is complying with the requirements of the *Work Experience Agreement* and the above referenced Policy Letter.

As noted above, youth are evaluated by their supervisors every two weeks. These evaluations monitor the individual progress of the youth in their work experiences. Any time a youth's evaluation shows that a youth is not performing as required, case managers will contact the supervisor and youth to determine if the problems can be remediated. Supervisors are instructed to contact RRTC if there are any problems with the performance of any of the youth at their sites.

To summarize, worksite monitoring includes checking that the following is being done (list below quoted from WIA Policy Letter No. 08-ARRA-01, Change 1):

- a. Youth participants have been given instruction and required to complete the pre-assessment evaluation and work readiness activities;
- b. Worksites meet the description and are operated in accordance with the agreed worksite plans;
- c. Reasonable working conditions (including health and safety standards established under State and Federal laws) are being provided—WIA Policy No. 08-ARRA-01, Change 1 May 29, 2009;
- d. All applicable State and Federal fair labor standards laws and regulations (especially those that specifically pertain to youth) are being met;
- e. The work experience has meaningful and adequate supervision (with provisions made for supervision when the regular supervisor may not be available);
- f. Orientation has been provided to both youth participants and supervisors (as soon as possible from the beginning of the start of the program);
- g. The work experience is achieving the goals for which it was designed (possibly with documented learning experiences);
- h. Work readiness skills are verified as providing a meaningful employment experience and include (but not limited to) the participant's ability to understand the following:
  - 1) Attendance and punctuality;
  - 2) Appropriate workplace appearance;
  - 3) Ability to accept direction and constructive criticism by supervisors;
  - 4) Self-motivation and taking initiative;
  - 5) Understanding workplace culture, policy, and safety;

- 6) Ability to communicate (speaking and listening) with supervisors and co-workers; and
  - 7) Ability to interact with co-workers.
- i. Payments to participants are being made:
 

[All youth are officially employees of RRTC, which runs the payroll.]

    - 1) Promptly as outlined in the worksite agreement;
    - 2) With normal withholding of taxes applicable to similarly situated employees; and
    - 3) Wages paid are reasonable to the extent that it is consistent with that paid for similar work.
  - j. Youth participants have completed the post-assessment evaluation [as applicable, in accordance with post-testing timelines/procedures established by RRTC].

#### D. Veterans' Priority of Services

**Question XIV: What policies and strategies does the local area have in place to ensure that, pursuant to the Jobs for Veterans Act (P.L.107-288) (38 USC 4215), priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the Department of Labor?**

In answering this question, the local area should outline the changes to local policies and strategies that make them sufficient to meet the requirements of 20 CFR 1010.230, published at 73 Fed. Reg. 78132 on December 19, 2008, of the Jobs for Veterans Act regulations issued on December 19, 2008 implementing priority of service for veterans and eligible spouses in Department of Labor job training programs. This includes providing the following information and/or attachments to the local plan modification:

- A description of the changes to policies for the delivery of priority of service by the LocalWorkforce Investment Board and Illinois workNet Center(s) for all qualified job training programs delivered through the local workforce system. The description must include how:
    1. The local policies ensure that covered persons are identified at the point of entry and given an opportunity to take full advantage of priority of service.
    2. The local policies ensure that covered persons are aware of:
      - a. Their entitlement to priority of service;
      - b. The full array of employment, training, and placement services available under priority of service; and
      - c. Any applicable eligibility requirements for those programs and/or services.
  - Provide a copy of the local policy to implement priority of service for the local Illinois workNet Centers and for service delivery by local workforce preparation and training providers.
-

The local area has procedures in place to ensure that, pursuant to the Jobs for Veterans Act (P.L.107-288) (38 USC 4215), priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the Department of Labor.

These practices and procedures include the following:

- Posting of eleven-inch by seventeen-inch posters titled *Priority of Services for Veterans and Eligible Spouses* (blowup of poster in WIA Notice No. 08-NOT-38) at entry points to The Workforce Connection (One-Stop) in Rockford and in Belvidere. This poster is also posted on The Workforce Connection's website under the Veterans' Services listing. The poster informs veterans and eligible spouses of their priority for services offered through The Workforce Connection. Also at the point of entry to the One-Stops is written information regarding the full array of programs and services available at the One-Stop and the eligibility requirements for those programs and services.
- Scheduling veterans and eligible spouses attending orientations for individual meetings with counseling staff before others are scheduled. When monies are limited, veterans and eligible spouses in the queue for training and support receive priority over other participants.
- Eight-inch by ten-inch copies of the posters in WIA Notice No. 08-NOT-38 have been distributed to all subcontractors and training providers.
- Placement of the following sentence on all printed material: *These services are subject to the provisions of the "Jobs for Veterans Act," Public Law 1-7-288, which provides priority of service to veterans and spouses of certain veterans;*
- Inclusion of the required veterans priority language in all contracts/Agreements:  
*This program is subject to the provisions of the "Jobs for Veterans Act," Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No.5-03 (September 16, 2003) provides general guidance on the scope of the veterans priority statute and its effect on current employment and training programs.*

### **E. Service Delivery to Targeted Populations**

**Question XV: Describe the local area's strategies to ensure that the full range of employment and training programs and services delivered through the Illinois workNet delivery system are accessible to and will meet the needs of dislocated workers, displaced homemakers, low-income individuals, migrant and seasonal farm workers, women, minorities, individuals training for nontraditional employment, veterans, public assistance recipients and individuals with multiple barriers to employment (including older individuals, limited English proficiency individuals, and people with disabilities).**

In responding to this question, the local area should:

- Describe the strategy the local area will use to effectively implement the Recovery Act priority of service for low-income individuals and recipients of public assistance under the WIA Adult program.
- 

The universal services offered through the local Workforce Connection system (Illinois workNet delivery system) are available to all individuals who come to the center; specialized services and training are available to those who meet individual program eligibility requirements. The Workforce Connection's wide range of programming and services is designed to meet the needs of dislocated workers (Dislocated Worker Program), displaced home makers (Dislocated Worker Program), low-income individuals (WIA Adult program), migrant and seasonal farm workers (WIA Adult program), women (all programs), minorities (all programs), individuals training for nontraditional employment (WIA adult and dislocated worker programs), veterans (all programs), public assistance recipients (WIA Adult program) and individuals with multiple barriers to employment -- including older individuals (WIA Adult program), limited English proficiency individuals (RVC Refugee/Immigrant services and referrals to community education/services), and people with disabilities (most programs – specialized aid may be obtained).

Since the WIB already has a *Policy Regarding Adult Services Priority System* in place, no changes have been necessary in order to target low-income people and recipients of public assistance for service. This *Policy*, adopted in 2000 and used since then, ensures that local WIA Adult programs serve the low in-come people and recipients' of public assistance:

- *All participants must be from low-income families except that 10% of the adult participants' family income levels may be above the "low-income" levels providing they have one or more barriers to employment.* (See response to Question IX for a listing of the barriers.)

Veterans and eligible spouses receive priority for services, as discussed in the response to Question XIV.

Rock Valley College's Refugee and Immigrant Services Project is housed in The Workforce Connection. The program serves over 250 individuals annually from a wide variety of countries, seeking to help them obtain jobs and get established in the Rockford area. Staff from the program speak 15 languages and their services as interpreters are available to all Workforce Connection staff who work with individuals with limited English-speaking ability.

### **SECTION III. OPERATIONS**

#### **A. Transparency and Public Comment**

**Question XVI: Include a description of the process the local area used to make the Plan available to the public and the outcome of the local area's review of the resulting public comments.**

The Recovery Act places a high priority on transparency. The local area should describe:

- Local efforts to promote transparency.
  - The process used to make the plan modification available to the public and the outcome of the local area's review of resulting public comments.
- 

Notice of the local area's Recovery Act Plan's availability for review was published in the local daily newspaper on June 17, 2009. The notice and the entire Recovery Act Plan was also posted on The Workforce Connection's website.

A summary of the Plan, with a notice that the entire Plan was available for review on the website, was e-mailed to all WIB members.

The Plan was reviewed with the Executive Committee of the WIB and the Chief Elected Officials.

No comments were received.

#### **B. Increasing Services for Universal Access**

**Question XVII: What local policies are in place to promote universal access and consistency of service?**

In its response, the local area should explain how it will efficiently and effectively use Recovery Act funds to support the hiring of sufficient levels of staff in the limited time period available for local Illinois workNet Centers to provide universal access and services required to meet the needs of increased numbers of customers in the economic downturn.

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The universal core services described in the response to Question IX are consistently available to all individuals who come to the Rockford or Belvidere Workforce Connection.

Rock River Training Corporation and Rock Valley College Dislocated Worker Program (the One Stop Operator organizations working with participants whose services are/will be funded under ARRA funds) have hired additional staff to help assist deliver the expanded services made possible by ARRA funding. Rock River Training Corporation has hired five additional staff to assist with the implementation of the ARRA-funded Summer Youth Jobs Connection programming. The increase in Adult Services under ARRA is currently being handled by existing RRTC staff; however, an additional Employment & Training Representative will be

hired. Rock Valley College is hiring four additional staff (two Career Counselors and two clerical staff) to enable the program to work effectively with the increased numbers of Dislocated Workers that are now able to be served because of the availability of ARRA funds.

### C. Procurement

**Question XVIII: Describe the competitive and non-competitive processes that will be used at the local level to award grants and contracts for activities under title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts.**

(Note: All procurements must comply with OMB requirements codified in 29 CFR Parts 95.40-95.48 and 97.36.)

In answering this question, the local area should describe:

- How providers of all youth services will be procured under the Recovery Act. If using funds for summer employment opportunities and the fiscal agent is not operating this program element, please specifically describe procedures for procuring summer employment operational entities and job opportunities.
- How the local area will implement the Recovery Act provision that a Local Workforce Investment Board may award a contract to an institution of higher education or other eligible training provider if the local board determines that it would facilitate the training of multiple individuals in high-demand occupations, and if such a contract does not limit customer choice.

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Any competitive or non-competitive processes that the Boone and Winnebago WIB or Rock River Training Corporation (fiscal agent) will use to award grants and contracts for activities under ARRA be the same as those used for Title I-B and will comply with all OMB requirements codified in 29 CFR Parts 95.40- 95.48 and 97.36. Potential bidders are being made aware of the availability of Request for Bids/Request for Proposals through one or more of the following means: notices posted in newspapers, special mailings or e-mail notices, postings on The Workforce Connections websites, personal contact, etc.

Rock River Training Corporation, the fiscal agent for local WIA funds and a member of the One-Stop Operator consortium, is conducting the ARRA summer youth program. The one subcontracted provider for work readiness skills/career exploration courses was procured via a Request for Bid process.

If the Boone and Winnebago Workforce Investment Board awards a ARRA-funded training contract to an institution of higher education or other eligible training provider, it will ensure that the contract will facilitate the training of multiple individuals in high-demand occupations and does not limit customer choice. The necessary research will be performed to determine that the training is in a high demand occupation before the training is approved and the contract is

developed. Any participants applying for the program will be made aware of the range of training options available to WIA/ARRA participants.

#### **D. Monitoring and Oversight**

**Question XIX: Describe the monitoring and oversight criteria and procedures the local area utilizes to move the system toward the local area's vision and achieve the goals identified above.**

In responding to this question, the local area should demonstrate, through a monitoring plan or otherwise, that the local area's plan includes monitoring and oversight of the additional funds provided under the Recovery Act, particularly plans to monitor reemployment services and summer employment, including summer employment worksites.

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The Boone and Winnebago WIB will use many of the monitoring and oversight procedures currently in place for overseeing/monitoring WIA Title I-B activity to monitor the local area's progress in meeting its local vision and goals, including the specific goals related ARRA programming.

A basic method the WIB employs to review the progress of its overall WIA and ARRA programming is to review specific statistical reports generated via the Illinois Workforce Development System website or the e-Portfolio website. Through a review of these reports, the WIB can determine if the customer service level goals in the various programs, including ARRA, are being met.

Statistical reports from subcontracted youth and adult programs are required. In addition, RRTC makes site visits to program providers at least twice a year. Work experience work site monitoring procedures are well established and the work-site monitoring of summer youth builds on the established monitoring procedures.

For a discussion of the ARRA-funded summer youth program worksite monitoring, see the discussion of Worksite Monitoring written in the response to *Question XIII. Youth Services*. The monitoring of the subcontracted work readiness/career exploration course in which all youth must participate before entering work experience is performed by RRTC via site visits and frequent phone contact. This monitoring is done to ensure that the provider is performing the tasks identified in the Agreement, including having all youth take the Illinois workNet summer youth Work Readiness assessment and do the related Work Readiness skills activities. The overall summer programming oversight is performed via a review of statistical information.

The additional ARRA monies for Adults and Dislocated workers have allowed additional participants to be served by the established Adult program operated by RRTC and Dislocated Worker program operated by Rock Valley College. The services and training options already in place in those programs are being used. However, as previously discussed, some class-size training programs will be developed and these will provide additional training opportunities

leading to participants' reemployment. The WIB will monitor additional reemployment services in the same manner as they currently monitor services—through a review of statistical reports and through discussion with the Adult and Dislocated Worker program operators.

The WIB's monitoring of the local workforce development system's progress toward reaching the vision and goals outlined in the response to question II relies on a review of the activities undertaken to reach the goals.

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#### **SECTION IV**

Required information—WIA Notice No. 08-ARRA-02, page 3, item D.2.:

**Updated Information on number of customers, the percent of customers placed in training, and the average cost per customer for Recovery Act Funding:**

The following plan information is based on budget information in the *Recovery Act Adult and Dislocated Workers Program Funding* form and *Recovery Act Youth Program Funding* form and participant information on the *Recovery Act Cumulative Registrants* form. These forms are on the next three pages.

<b>ARRA Funding Stream</b>	<b>No. of Customers</b>	<b>No. of Customers placed in training (includes short term prevocational training, basic education &amp; GED training, and occupational training/retraining)</b>	<b>Average cost per customer (based on total allocation for funding stream)</b>
<b>Adults</b>	<b>220</b>	<b>155</b>	<b>\$3,725</b>
<b>Dislocated Workers</b>	<b>1,000</b>	<b>825</b>	<b>\$2,629</b>
<b>Youth</b>	<b>410</b>	<b>355 youth in prevocational skills training (work readiness training); 55 youth work-readiness work only on-line.</b>	<b>\$4,159</b>

(Chart updated 11/09.)

## RECOVERY ACT ADULT AND DISLOCATED WORKERS PROGRAM FUNDING

Workforce Investment Area #: <u>3</u>	Grant Number: <u>08-761003</u>	PY: <u>2008</u>
Grant Recipient: <u>City of Rockford</u>	Plan Mod. No: _____	
Contact Person: <u>Sue Molyneaux</u>	Date Submitted: <u>11/16/2009</u>	

	Adult	Dislocated Workers	Youth	Total
Original Allocations	819,426	2,175,890		2,995,316
Supplemental Allocations		453,560		
Reallocated Funds				
Rescissions				
De-Obligation				
<b>Total Allocations</b>	819,426	2,629,450		3,448,876
<b>Administration</b>	<b>81,942</b>	<b>262,945</b>		<b>344,887</b>
Programs	737,484	2,366,505		
Program Fund Transfer	0	0		
<b>Total Program Funding</b>	<b>737,484</b>	<b>2,366,505</b>		<b>3,103,989</b>
<i>Program Funding Breakout</i>				
Incumbent Worker (I.W.) Funding	40,000	84,000		124,000
Program Funding	697,484	2,282,505		2,979,989
% of I.W. Program by Funding Stream	32.26%	67.74%		
% of Allocation to I.W. Program	4.88%	3.19%		
<b>Total ARRA Adult &amp; DW Funds Available</b>				<b>3,448,876</b>

## RECOVERY ACT ADULT AND DISLOCATED WORKERS BUDGETED COSTS

	2nd Quarter	4th Quarter
Adult & DW Admin - Salary & Fringe Benefits	37,000	73,800
Adult & DW Admin - Other Administration	43,000	271,087
Total Administration	80,000	344,887
<b>Youth In-School - Salary and Fringes</b>		
Youth In-School - Other Program Costs		
Youth In-School - Direct Training Cost		
Youth In-School - Class Size Training		
Total Youth In-School		
<b>Youth Out of School - Salary and Fringes</b>		
Youth Out of School - Other Program Costs		
Youth Out of School - Direct Training Cost		
Youth Out of School - Class Size Training		
Total Youth Out of School		
Adult - Salary and Fringes	102,000	203,400
Adult - Other Program Costs	30,000	60,400
Adult - Direct Training Cost	231,000	433,684
Adult - Incumbent Worker	40,000	40,000
Adult - Class Size Training	0	0
Total Adult	403,000	737,484
Dislocated Worker - Salary and Fringes	41,000	82,300
Dislocated Worker - Other Program Costs	237,000	473,200
Dislocated Worker - Direct Training Cost	942,000	1,727,005
Dislocated Worker - Incumbent Worker	0	84,000
Dislocated Worker - Class Size Training	0	0
Total Dislocated Worker	1,220,000	2,366,505
<b>Budgeted Adult and DW Costs Total</b>	<b>1,703,000</b>	<b>3,448,876</b>

## RECOVERY ACT YOUTH PROGRAM FUNDING

Workforce Investment Area #: <u>3</u>	Grant Number: <u>08-762003</u>	PY: <u>2008</u>
Grant Recipient: <u>City of Rockford</u>	Plan Mod. No: _____	
Contact Person: <u>Sue Molyneaux</u>	Date Submitted: <u>11/16/2009</u>	

	Adult	Dislocated Workers	Youth	Total
Original Allocations			1,705,364	1,705,364
Supplemental Allocations				
Reallocated Funds				
Rescissions				
De-Obligation				
<b>Total Allocations</b>			1,705,364	1,705,364
<b>Administration</b>			<b>72,500</b>	<b>72,500</b>
Programs			1,632,864	
Program Fund Transfer				
<b>Total Program Funding</b>			<b>1,632,864</b>	<b>1,632,864</b>
<i>Program Funding Breakout</i>				
Incumbent Worker (I.W.) Funding				
Program Funding			1,632,864	1,632,864
% of I.W. Program by Funding Stream				
% of Allocation to I.W. Program				
<b>Total ARRA Youth Funds Available</b>				<b>1,705,364</b>

## RECOVERY ACT YOUTH BUDGETED COSTS

		2nd Quarter		4th Quarter
Youth Admin - Salary & Fringe Benefits		45,000		48,200
Youth Admin - Other Administration		24,000		24,300
Total Administration		69,000		72,500
Youth In-School - Salary and Fringes		110,000		115,000
Youth In-School - Other Program Costs		37,000		40,000
Youth In-School - Direct Training Cost		180,000		180,000
Youth In-School - Class Size Training		0		0
Total Youth In-School		327,000		335,000
Youth Out of School - Salary and Fringes		190,000		200,000
Youth Out of School - Other Program Costs		58,000		60,000
Youth Out of School - Direct Training Cost		1,000,000		1,037,864
Youth Out of School - Class Size Training		0		0
Total Youth Out of School		1,248,000		1,297,864
Adult - Salary and Fringes				
Adult - Other Program Costs				
Adult - Direct Training Cost				
Adult - Incumbent Worker				
Adult - Class Size Training				
Total Adult				
Dislocated Worker - Salary and Fringes				
Dislocated Worker - Other Program Costs				
Dislocated Worker - Direct Training Cost				
Dislocated Worker - Incumbent Worker				
Dislocated Worker - Class Size Training				
Total Dislocated Worker				
<b>Budgeted Youth Costs Total</b>		<b>1,644,000</b>		<b>1,705,364</b>

## RECOVERY ACT PROGRAM CUMULATIVE REGISTRANTS

Workforce Investment Area #: <u>3</u>	Grant Number: <u>08-761003</u>	<input type="checkbox"/> Original Plan
Grant Recipient: <u>City of Rockford</u>	Date Submitted: <u>11/16/2009</u>	<input type="checkbox"/> Plan Mod. No. PY: <u>ARRA</u>

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>ADULT REGISTRANTS</b>		185		220
1. Prior Year(s) Registrants				0
2. Registered Core Services				175
3. Intensive Services				170
4. Training Services				130
a. Individual Training Accounts				120
b. Class Size Training				5
5. Supportive Services				80

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>DISLOCATED WORKER REGISTRANTS</b>		700		1,000
1. Prior Year(s) Registrants				0
2. Registered Core Services				675
3. Intensive Services				850
4. Training Services				310
a. Individual Training Accounts				275
b. Class Size Training				25
5. Supportive Services				270

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>YOUTH REGISTRANTS</b>		410		410
1. Prior Year(s) Registrants				0
2. Program Services				410
3. Class Size Training				0