Local Workforce Innovation Area (LWIA) 5 WIOA Plan 2020-2024

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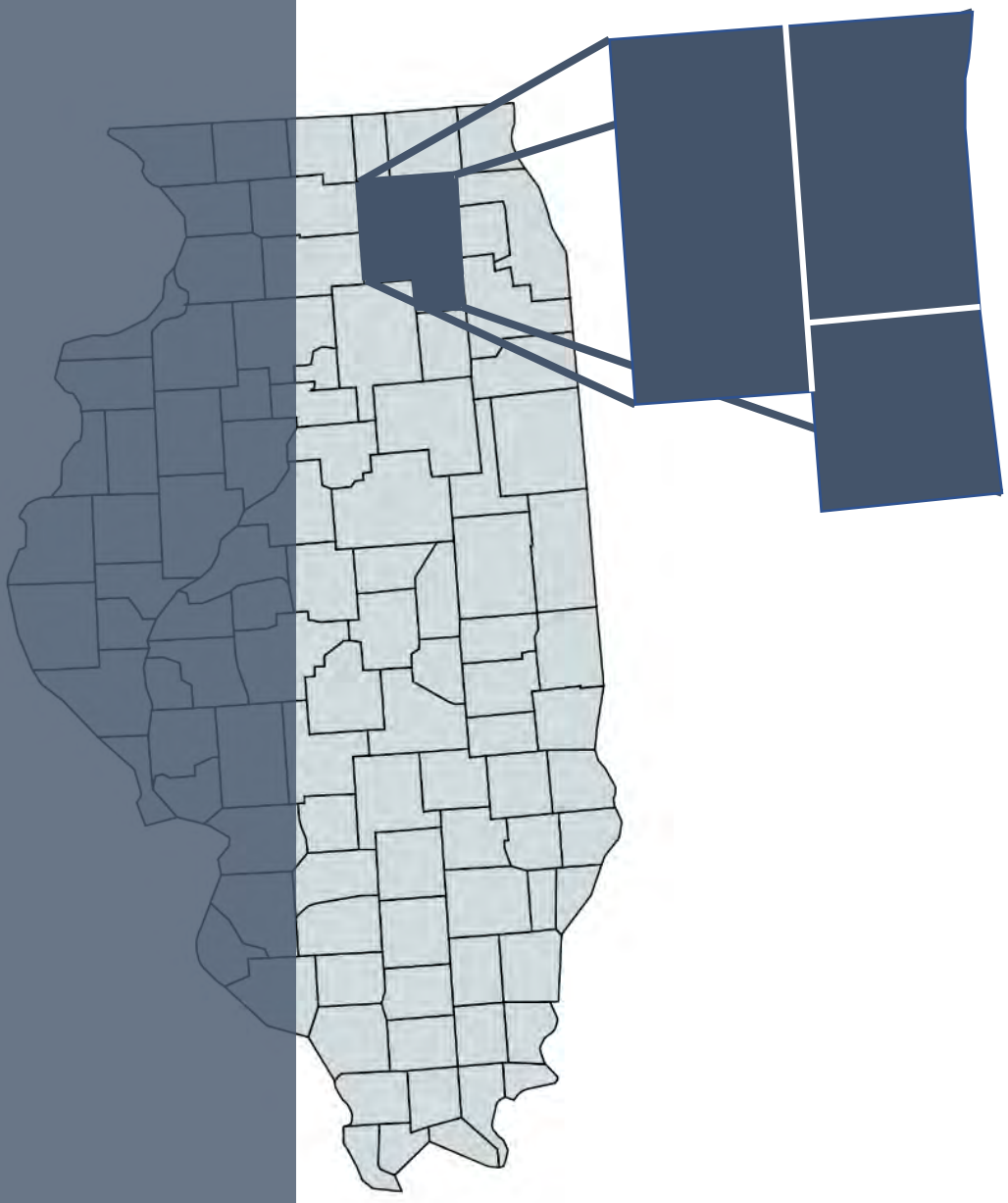

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PREFACE: LOCAL WORKFORCE DEVELOPMENT PLAN

Introduction

The Illinois Local Workforce Innovation Area 5, comprising Kane, Kendall and DeKalb Counties connects employers to a skilled workforce and helps individuals develop the skills needed to thrive in the workplace. Under an intergovernmental agreement executed in 2015 between the Counties of Kane, Kendall and DeKalb, the Kane County Chairman has been designated as the Chief Elected Official to serve as the administrator for the local area, with Kane County serving as the grant recipient and fiscal agent. This local plan, in concert with a regional plan jointly developed with the other local areas in Northeast Illinois, will serve as the strategic roadmap for the implementation of the Workforce Innovation and Opportunity Act.

This plan establishes the framework for the workforce system, which encompasses the work of four core partners, including: the Kane County Office of Community Reinvestment Workforce Development Division, which oversees Title I youth, adult and dislocated worker programs; Elgin, Kishwaukee, Waubonsee Community Colleges administering Adult Education and Family Literacy programs; the Illinois Department of Employment Security, which administers the Wagner-Peyser Employment Services and Trade Re-Adjustment Assistance; and the Illinois Department of Human Services Division of Rehabilitation Services, which carries out vocational rehabilitation services.

This plan presents strategic priorities for the four-year time frame this plan will be in effect and the operational framework under which the local workforce system will operate.

Local Vision

The Workforce Innovation and Opportunity Act encourages local boards to provide leadership and to deliver on strategies that support business competitiveness and growth, as well as strategies that assist our residents to acquire skills valued in the labor market. LWIA 5 is embracing this vision and has leveraged the creation of this local plan to develop a roadmap that will: result in an aligned and responsive set of seamless services to employers and job seekers and support the economic growth and prosperity of our three-county area. We strive to become the hub where employers come to hire and train their workers, where individuals turn for the information and support they need to develop their skills and enhance their marketability, and where economic development views the workforce system as a full partner in bringing new companies to the region.

To develop this vision and the priorities and strategies that support it, LWIA 5 was informed by:

- The needs and opportunities identified through the data presented in Appendix I
- Input from public and private sector leaders, local Board members, partners, and stakeholders across the three-county region
- The experience and insight of system staff
- The Service Integration Action Plan as prepared by the Partners of LWIA 5
- Guidance provided by the State of Illinois
- National best practices

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LWIA 5's Local Workforce Development Plan Priorities

Our priorities, in alignment with the strategies set forth in the Unified State Plan, will focus on:

1. Strengthening relationships with, and services to, employers in key industry sectors across the region.
2. Working with economic development and business groups to support business growth.
3. Increasing the visibility and alignment of the local workforce development system's processes and connections to better serve customers.
4. Building career pathway models to assist job seekers in moving from their first job to a career.
5. Continuously developing strategies to explore improvement amongst systems and services to support these priorities and the strategies required to achieve them.

Engage employers across the three-county area, especially those in key employment sectors.

In collaboration with the core partners, the local area will support the creation of a robust talent pipeline into entry-level and middle-skill jobs with on and off ramps for skills development as students pursue their career advancement in the three-county area. In order for this work to be successful, we will undertake the following:

- Consult with existing sector-focused employer groups such as the Career Tech Advisory groups convened as a requirement of the Perkins Act – to identify mutually identified goals and strategies across all workforce-related programming and to reduce duplication of effort
- Share employer contact information with all system partners through means identified in collaboration with those partners.
- Coordinate employer outreach, particularly among core partners who also work directly with employers.
- Identify local in-demand occupations and the knowledge, skills, abilities, and credentials required for those jobs.
- Align system services, including investments in training, to ensure job seekers have access to pathways that enable them to acquire the knowledge, skills, abilities and credentials required for in demand jobs.
- Ensure populations prioritized for service – such as Veterans, individuals with disabilities, women, minorities, and others identified by the State of Illinois – have access to, and are hired into, in demand jobs

The LWIA will work with employers, Illinois Department of Employment Security (IDES), Vocational Rehabilitation, community colleges, organized labor, and industry associations to achieve this priority.

Coordinate with economic development and business groups to support business growth.

The local workforce system will engage in activities that strengthen business creation and growth in the three-county area. In order for this work to be successful, we will undertake the following:

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- Partner with economic development, Chambers of Commerce and other business-serving groups across the region to amplify the voice of small businesses and entrepreneurs and inform the focus and investments of the local Board.
- Provide upskilling support to incumbent workers, with a specific focus on large local companies.
- Partner with business incubation organizations to help leverage workforce services to encourage entrepreneurship and innovation of future business leaders.
- Continue efforts by the Business Service Team who meet regularly to discuss local business needs and how partner programs and facilitate solutions. The Business Services Team will enhance coordination, share information, and manage and facilitate partnerships among WIOA-system Partners to provide services to the business community.
- Educate customers and partners, including secondary schools, about the workforce needs of small businesses/entrepreneurs and ensure job seekers have access to the training required by those employers.
- Leverage on-the-job training, work-based learning, and other employer- focused resources to assist small businesses and entrepreneurs to grow their workforces.

The LWIA will work with the Business Services Team, which includes representatives from Elgin Community College, Kishwaukee College, Waubonsee Community College, IDES and Vocational Rehabilitation to achieve this priority.

Increase focus on building the workforce system's connections to partners and other service providers in service to business and job-seeker customers across the three-county area.

The local workforce system will enhance services to job seekers through greater alignment and collaboration with formal WIOA system partners and other agencies and organizations, through a range of activities and in alignment the area's Action Plan for Service Integration. To this end, the local area will look to achieve the following:

- Engage with key partners and stakeholders on a continual basis to ensure strong communication across partners, with the ultimate goal of providing direct and efficient access to Partner programs which will result in more seamless service to job-seekers and employers and – ultimately – better outcomes for all customers.
- Standardize and strengthen the co-enrollment processes across core partners, including cross-training that provides a clear understanding of the roles of each partner, to ensure all job-seeker and employer customers can seamlessly access all workforce-related services for which they are eligible.
- Develop, in collaboration with key partners, customer referral and hand-off processes, ensuring that all job seeker customers receive the services that best match their needs and goals regardless of where they first seek services.
- Leverage insights from "secret shopper" programs going on around the region, incorporating insights to improve customer service locally.
- Coordinate with customer service trainings being delivered regionally to support professional development for all customer-facing staff.

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The LWIA will work with core partners (including Title II) and one-stop partners, community-based organizations, and other organizations based on an inventory of customer needs to achieve this priority.

Support a career pathway model in targeted industries.

The local area will implement a career pathway model that helps individuals become economically stable and provides employers with skilled talent that meets industry demands. To achieve this, the local workforce area will:

- Recruit industry experts, area employers and education/training providers to advise the development of career pathway programs.
- Identify employment tracks appropriate to career pathway work, characterized by clear and attainable entry and advancement requirements.
- Recruit employers and local educators as active partners in career pathways development.
- Recruit talent from three priority groups to enroll in career pathway programs: young people, including individuals with disabilities transitioning from secondary school to the workforce; Title II program participants; and other individuals prioritized by the State of Illinois under WIOA.
- Connect local area high schools with employers for development and expansion of internship programs.
- Support expansion of entrepreneurship training delivered by schools, community colleges, and small business development centers to build new pathways for workers whose next career steps may include launching their own business or improving entrepreneurial skills.

The LWIA will work with Title II Providers, Perkins, Secondary Education, and employers to achieve this priority.

Adapt to needs as they evolve to improve systems and services, exploring opportunities for service enhancement.

The local area will share and implement promising practices to enhance the local workforce system and services to customers. To achieve this, the local workforce area will:

- Enhance internal expertise in the USDOL's customer-centered design process to facilitate system improvements
- Build upon the Action Plan for Service Integration
- Evaluate data, policies, and processes against desired outcomes to ensure they support the best possible outcomes for employer and job seeker customers.
- Leverage and promote the services of 2-1-1 where it is available to individuals in search of basic human needs, physical and mental health resources, crisis intervention services, employment supportive services (transportation, job training, education programs), support for older individuals and those with disabilities, and support for children, youth, and families (after school programs, family resource centers, mentoring, tutoring, etc.).
- Develop a shared marketing strategy and online presence in the form of a LWIA 5 website with regular updates, and social media accounts.

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The LWIA will work with all partners of the local workforce system to achieve this priority.

Partnerships & Collaborations

The local area has numerous assets that focus on the economic development of the three-county area and the well-being of the region's residents. The local workforce development system is the nexus of these two interests. Providing established and emerging businesses with a talent pipeline and training resources to upskill current employees, connecting job seekers to training and resources essential to workforce success essential to a thriving economy. We recognize, however, that these efforts can by amplified through collaboration with economic development and people-serving organizations, including community colleges, other training providers, and groups providing workforce-related or supportive services to job seekers.

Local Board

LWIA 5 is overseen by the Workforce Development Board for Kane, Kendall and DeKalb Counties (Board). Under an Intergovernmental Agreement between the Counties of Kane, Kendall and DeKalb, the Board is charged with the task of promoting a comprehensive and high-quality workforce development system. Board members collaborate with the CEOs to improve and align employment, training and education programs under WIOA that promote economic growth in the three-county area. The Board is staffed by the Kane County Office of Community Reinvestment – Workforce Development Division.

The Board is composed of representatives from business, workforce, education and training, economic and community development, and mandated partners as required under WIOA and by the state. CEOs appoint at their discretion when seats are available. Board membership is apportioned to each county based on the most recent decennial census population data. All board members take part in a training to orient them to the Board's work, and the mechanics of the workforce system.

The Board provides strategic oversight of the local workforce system, with a focus on planning and policies. Specific responsibilities include approval of service and expenditure plans, contract authorization, review of program performance and financial status, and oversight of training programs available in the local area.

Quantitative and qualitative system data, local workforce trends, metrics, and the expertise and experience of its members to inform its work.

The Board has a chairman and vice chairman who are elected by the members from among the business representatives. There is a standing Executive Committee whose board oversight functions are outlined in the bylaws. The One-Stop Committee of the Workforce Development Board, which was established in 2019, is representative both of the three counties that make up the local area and the board membership overall. They meet regularly to oversee the performance of the One-Stop Operator sub-recipient and discuss matters that pertain to the partners area-wide.

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CHAPTER 4: OPERATING SYSTEMS AND POLICIES

A. Coordination of Planning Requirements. This plan will incorporate the Memorandum of Understanding and Service Integration Action Plan and include the following statements in this chapter:

The Local Workforce Innovation Area (LWIA) 5 **Memorandum of Understanding** provides a description of the one-stop delivery system, and other information that is essential to the establishment and operation of effective local workforce development systems as required by the WIOA Rule (20 CFR Part 678.705). The Memorandum of Understanding and any subsequent modifications is incorporated by reference into this plan.

The Local Workforce Innovation Area 5 **Service Integration Action Plan** provides a description of how local workforce partners will align and coordinate services as required by the State of Illinois Service Integration Policy (WIOA Policy Chapter 1, Section 13). Information from the initial Service Integration Action Plan is included below. Any subsequent modifications to the Service Integration Action Plan are incorporated by reference into this plan.

LWIA 5's primary services are its Illinois workNet Centers. There is one comprehensive center in the three-county area. For a number of years the site was located in North Aurora, but the Board and partners have determined that a new location for the comprehensive center will improve services, facilitate expanded service integration among partners, and enhance access, in particular improving access to public transportation. The new location will be located at 143 1st Street, Batavia IL 60510 and will continue to offer the full range of WIOA services from all partners, directly on-site and through direct linkage, including:

- A resource room with accessible computers and staff assistance.
- Scheduled workshops and job clubs.
- Labor market and Illinois workNet information.
- Assistance with filing unemployment claims.
- Accessibility and translation services.
- Initial assessment, as well as comprehensive and specialized assessment when indicated.
- Eligibility determination.
- Intake.
- Job placement.
- Career planning, including the development of employment plans and resume and interview preparation assistance.
- Referral to partner entities, including but not limited to those that provide academic remediation and literacy services.
- Access to training through Individual Training Accounts, consistent with the individual employment plan.
- Case management.

All employment services, including training, are informed by the requirements of local employers. These requirements are identified by the Business Services Team, which works directly with employers and business organizations, as well as by openings posted in the Illinois workNet system and other job sources. Most services are available to customers on-demand during normal business hours as well as remotely

provided given COVID-19 guidelines. Individualized assessment and career planning services may require a follow up appointment. To the benefit of all job seekers, the LWIA 5 staff hosts hiring events, IDES organizes recruiting events on site at the one-stop center, and the Community Colleges organize and host job fairs.

Additionally, required career services are provided at the one-stop center in the most inclusive, appropriate, and accommodating setting for individuals with disabilities in order to achieve effectiveness in both physical and programmatic accessibility. The One-Stop Center Accessibility Compliance Checklist (Facility Accessibility Survey) and Contractor/Service Provider (Self-Evaluation Tool) provided by the DCEO Office of Equal Opportunity Monitoring and Compliance are completed by the Equal Opportunity Officer annually to ensure that clients with disabilities have uninhibited access to services and are appropriately accommodated to meet their needs. The survey and evaluation tool address and answer the questions on whether facilities are physically and programmatically accessible for individuals with disabilities. They are used to determine if WIOA programs and services are accessible and whether there are policies and procedures in place that address areas such as accessible parking, doors and doorways, signage, request for reasonable accommodation and auxiliary aids, wheelchair accessibility, TTY services, EO Posters, sign language interpreter services, staff acknowledgement of EO/Non-discriminatory policies and procedures.

The availability of assistive technology and other resources for individuals with disabilities is assessed as part of the survey and evaluation tool, evaluating the availability of items such as large screen monitors, trackball mouse, scanning/reading software, enlarged keyboards, web page reading software, adjustable keyboard trays, alternative formatted materials (Large print, Braille, Audio-tape). Inventory is reviewed as part of the assessment to assure the availability of the required assistive technology and alternative sources at the one-stop center.

Title I coordinated with the Department of Human Services/Vocational Rehabilitation to ensure adequate accessibility that meets the needs of customers visiting the one-stop center. Examples of accessibility features specific to the local area's one-stop center are listed below. Other accommodations will be made for individuals as necessary.

- Access to public transport via fixed-route Pace bus service
- ADA-compliant automatic entrance with push actuator
- ZoomText Magnifier/Reader software
- Dragon Speech Recognition software
- Home Page Reader – self-voicing web browser
- Video-phone and TTY technologies
- Standing and height-adjustable desks

The one-stop center provides on demand access to the required career services as outlined in the Governor's Guidelines. Programs participating through either on-site or direct linkage via telephone technology include:

- Adult, Dislocated Worker and Youth Programs (Title IB)
- Temporary Assistance for Needy Families
- Wagner-Peyser
- Trade Adjustment and Readjustment Assistance
- Unemployment Compensation

- Veterans Job Counseling
- Vocational Rehabilitation
- Adult Education and Family Literacy
- Community Service Block Grant
- Migrant Seasonal Farmworker Program
- Perkins Career Technical Education
- Senior Community Services Employment Program

Efforts will be made over the course of the planning cycle to address additional possible means of incorporating more onsite participation along with new direct linkage technology to improve access to the one-stop center, such as video technology.

As required by WIOA and State policy, LWIA 5 initiated a full and open procurement process for a one-stop operator in Program Year (PY) 2016, with the procured operator in place as of July 1, 2017. The Kane County Office of Community Reinvestment released a formal Request for Proposals on behalf of the Board and in accordance with the established procurement policy on March 30, 2017. All proposals were required to be submitted by April 19, 2017 before being opened publicly. The three-year renewal cycle will conclude June 30, 2021 and therefore within Program Year 2020 LWIA 5 expects to go out for bid once again to comply with procurement policy.

The operator's primary roles consist of service coordination, partner engagement, tracking and reporting, facility operation and administrative coordination. The operator is responsible for carrying out the formal PY 2020 Memorandum of Understanding to establish more seamless referral processes among partner agencies, as well as the priorities and practices outlined in this plan. The operator convenes WIOA system partners, facilitate continuously improving interactions among those partners, and oversees daily center service operations. The operator measures the customer satisfaction, as well as ensures resource linkages occur between Partner locations and the one-stop center. The operator works directly with the partners and the Board on all aspects of established contract goals, reports, objectives and deliverables. The roles and scope of work of the operator will comply with all WIOA and State policy.

B. Provide information regarding the use of technology in the one-stop delivery system, including a description of:

- ☐ How the workforce centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for WIOA programs
- ☐ How the Local Board will facilitate access to services provided through the one-stop delivery system including in remote areas

The Board will implement any state-led initiatives to improve the public-private data infrastructure related to an integrated, technology-enabled intake and case management system. LWIA 5 recognizes that many technological solutions must come from the State level, particularly in terms of any case management system which would require a statewide system to be integrated across WIOA partner program. LWIA 5 will be pleased to work toward such a goal and adopt any such system that can be developed. Meanwhile, the partners continue to explore opportunities to improve integration, such as using a customer relationship management program, or coordinating with an existing system used by a neighboring workforce system.

The Board will also consider investing in proprietary software to manage, develop, and improve programs and services offered to customers of the one-stop system. As part of the priority to provide higher visibility into system processes and connections to providers across the three-county area, the Board is committed to identifying common needs to job seekers and employers served by multiple agencies, ensuring access to services through affiliate workforce services sites, mobile staff, or technology where appropriate. This will facilitate access to services provided through the one-stop delivery system, including remote areas.

As part of the 2022 modification, describe how lessons learned about the remote delivery of service during the COVID- 19 National Health Emergency will be adopted into operations over the next two years.

In PY 2021, the LWIA 5 board authorized the purchase of a Customer Relationship Management System (CRM) through Launchpad Careers, Inc. to manage and track both business and job seeking customers engaging in the local system. The CRM system will allow internal staff, WIOA partners and subcontractors access to on-line, real time data and will also ensure that information about customers who are not enrolled in WIOA are captured in a common database to increase the ability to connect those customers with employers who have job openings. This will also result in enhanced and automated referral mechanisms for the one-stop's system partners. Additionally, employer contacts and engagement details will be tracked to enhance the ability to provide a broader range of services to business customers. A series of planning sessions took place with key staff such as the One Stop Operator and Title I managers overseeing Youth, Adult and Dislocated Worker programs along with Business Service delivery in order to ensure key data is captured to better understand and serve individuals seeking employment or training services. The analysis of these data points will also aid in understanding key elements of workforce equity to address.

Through the pandemic, a series of strategies have been implemented that will continue forward as modus-operandi for the local One Stop Center. As we moved towards a hybrid delivery model, we continue to offer workshops on a monthly basis, mostly online, to mitigate the impact of the pandemic while offering services to our communities. Our One Stop Center established presence in social media such as Facebook and LinkedIn to increase visibility leading to a potential increase in visitors to our One Stop Center to receive our services. Tools were purchased to aid in the successful delivery of virtual services through the establishment of staff zoom accounts for workshop delivery and one-on-one interactions along with adobe sign licenses for electronic customer document uploading and signature collection specifically for the Title I program. Additionally, One-Stop Center staff participated in regional discussions around best practices for virtual delivery and engaged in training sessions where technology utilization was presented.

In PY2021, our on-line presence was enhanced by the creation and launch of a website (workNetBatavia.com) that allows participants to register on-line for services. Additionally, the One Stop Center began circulating a monthly newsletter that keeps local partners and participants abreast of current and future community activities as well as highlighting a different partner efforts on a monthly basis. Going virtual proved to be an asset with our partners as it gave us the opportunity to cross train 60+ individuals without being physically present in a room.

Our new Workforce Development Board Manager, who oversees the One Stop Center, began working with the operator and the partners to do an assessment of the One Stop Center though a series of zoom

meetings in order to gage the centers effectiveness in delivering services. Through that assessment it was discovered that some partners were operating at full capacity and serving many families that may be available and interested in programming such as Two Rivers Head Start Agency and Chinese Mutual Aid. With particular community-based agencies/organizations open and effectively serving individuals, it was determined that the One Stop Operator required a 3rd FTE to appropriately address the center's capacity to implement a robust outreach and engagement campaign and still have coverage at the center.

Some of these activities are already taking place while building relationships for future virtual accessibility to our community members. These activities include the Job in a Bag Campaign, presentations in nearby libraries, as well as collaborations with our community colleges partners. In our effort to address language barriers, the One Stop Center has translated all flyers in Spanish and our website for workNet Batavia has a feature that translates the websites information in the following languages:

- English
- Arabic
- Chinese
- Dutch
- French
- German
- Italian
- Portuguese
- Spanish
- Russian

The above-mentioned lessons learned about the remote delivery of service during the COVID- 19 National Health Emergency will be adopted into operations over the next two years.

C. Describe how the Local Board will support the strategies identified in the Unified State Plan and work with entities carrying out core programs, including a description of:

Expanding access to employment, training, education and supportive service for eligible individuals, particularly eligible individuals with barriers to employment (Sec. 679.560(b)(2)(i).

The LWIA 5 is committed to expanding on-demand access to services, starting with enhanced collaboration and increased co-enrollment among its core partners.

Specifically, the Board will work to expand access to employment training, education and supportive services for eligible individuals, particularly individuals with barriers to employment by working with entities carrying out core programs in several ways. The establishment of the One-Stop Committee of the Board has increased the communication and collaboration among the core partners. Cross-training has been established as one of the goals in the Memorandum of Understanding (MOU) as a means of educating all one-stop partners in order to improve each partner's knowledge and understanding of programming and services available. The one-stop partners meet quarterly, and the One-Stop Operator has created a one-stop partner matrix that outlines programs and services available at the one-stop center. The Operator serves as the centralized point of contact for announcements, events, promotional

materials, and job vacancies, and provides this information to the partners weekly to keep everyone abreast of opportunities for staff and job-seekers alike. The Operator also established a Coordinated Referral Process which includes providing general information regarding partner programs, services, benefits and resources to all customers as appropriate. Partners are implementing the referral guidelines and streamlined templates with electronic routing options, which allows the Operator to track referrals and report back on outcomes.

Additional goals outlined in the MOU include:

- Offer a comprehensive array of services that are responsive to the individual needs of local customers
- Reflect innovative and effective service design
- Maximize the availability of resources available through each partner
- Provide accessible services to all individuals
- Encourage and support customer choice to the extent possible and appropriate
- Reduce duplication of services through the integration of services development of common processes, systematizing referral and customer flow processes, cross-training of staff, and building of system-wide teams of partner staff delivering similar/same service
- Provide the highest quality customer service possible
- Operate with integrated management systems and high-quality staffing to meet or exceed performance outcomes for their responsive programs.
- Engage in continuous improvement.
- Partners of the local workforce system agree to engage in quarterly planning meetings to assist the one-stop operator in developing processes/procedures for a coordinated customer service strategy to better serve customers, particularly those with barriers to employment.
- Ensuring COVID-19 safety measures and corresponding protocols are in place for the workNet Batavia Center along with effective virtual service delivery methods to ensure broad access through monthly discussions with the one-stop operator and by reviewing, when appropriate, the local re-opening plan through virtual Partner meeting sessions.

Scaling up the use of Integrated Education and Training models to help adults get their GED and work on other basic skills and English language acquisition while earning credentials and industry-recognized credentials that lead to in-demand occupations.

LWIA 5 works to provide services in keeping with the State Plan goal to "provide Integrated education and training that provides adult education and literacy activities, concurrently and contextually with both, workforce preparation activities, and workforce training for a specific occupation or occupational cluster." (State Unified Plan Draft, Appendix B). The community colleges work to blend adult education and basic skills acquisition, including English Language Acquisition (ELA) into training programs through "Bridge Program" models and other training.

LWIA 5 will explore the development and sustainability of micro-credentials that can be stackable and lead to career pathway development. The local workforce systems acknowledge the challenges adults face when pursuing their GED and industry-recognized credentials such as limited time commitment, financial barriers, and parenting obligations. These micro-credentials will provide the opportunity for

short-term training by the employer during work hours to help support adults integrate their education with training.

Using the insights and lessons learned from successful dual credit programs to scale up similar efforts in other sectors and regions.

The LWIA 5 has experienced successful activities that were the result of dual credit programs and will continue to leverage best practices to ensure participants can be streamlined to meet the needs of the workforce. Lessons learned include:

- Provides the opportunity for students to become more aware of programs available at postsecondary education
- Dual credit programs reduce the amount of time and costs absorbed by the student. The increasing costs of postsecondary education can limit some students' opportunity for course enrollment, but with reduced time and cost, more students are able to take advantage of enrollment, in part due to dual credit programs
- The most common dual credit programs are Math, Speech, and English
- Adult Education is not eligible for dual credit programs since their students are not typically in high school
- Accelerate Credit at Elgin Community College – ECC offers 1-year and 2-year programs that provides students the opportunity to earn transferable credits. The 2-year program provides the opportunity to complete either an Associate in Arts or an Associate in Science degree.
- Kishwaukee College partnered with all district high schools (DeKalb High School, Genoa-Kingston High School, Hiawatha High School, Indian Creek High School, Rochelle Township High School, and Sycamore High School) and Northern Illinois University to map out a Two Degrees in Three Years initiative. This initiative informs high school students how to leverage the dual credit and advanced placement options at their high school to complete the first year of an associate degree (transfer or applied) by the time they graduate high school, as well as the course planner to finish the associates at KC in one additional year, and finish their baccalaureate degrees in five high demand majors, after two more years. This provides traditional marginalized students the opportunity for earning one-year of college credit, at a dual credit fee.
- Dual credit programs are offered to juveniles at the Kane County Department of Corrections facility; however, the greatest challenge has been for individuals to complete a program before being released. The combat this, inmates can appeal to their Judge for an extension of their incarceration to allow for the completion of their dual credit program.

The LWIB will use these learned lessons to develop successful programs in other sectors and regions. Examples include:

- Promote vocational education and apprenticeships to high school students who decide against pursuing postsecondary education. Specifically, Elgin Community College is working with District 509 high schools (e.g., Elgin High School, South Elgin High School) to develop dual credit programs in CTE such as welding basic vocational certificate and apprenticeships with programs such as Industrial Maintenance Technician and BNA. Similarly, Waubonsee Community College has partnered with area high schools including Batavia High School, Oswego High School, Oswego East High School, and West Aurora High School to offer the opportunity to earn up to 30 credit hours of dual credit. Waubonsee Community College is working towards the approval of multiple

apprenticeship opportunities for positions in the fields of Computer-Aided Design and Industrial Maintenance.

- Promote accelerated learning programs throughout the LWIA, similar to the Accelerated Credit Program offered at Elgin Community College, to fast-track individuals into the workforce with the required skills. Similar programs have been scaled and replicated at other postsecondary education institutions. Waubonsee Community College offers the QuickPath Accelerated Degree Program which allows students to complete a two-year Associates degree in one year. This rigorous program is designed for college-ready, high-achieving students who are committed to finish the program. Students will earn a general education transfer degree – different from a dual credit program – which is designed to reduce time-to-completion for attainment of an Associate's degree.
- Explore opportunities to ensure greater access to technology. This is critical not only to rural population in the LWIA but also to low-income population who cannot afford technology for training. Elgin Community College has purchased, with WIOA funds, Chromebooks, Zoom licensing, and hot spots for students and faculty in its adult education and CTE programs. These accommodations have provided students from across the LWIA to participate in distance learning sessions and/or to complete assignments for in-person classes.

Determining the most effective marketing methods and messages for informing college and university students about Prior Learning Assessments.

One of the most effective marketing methods for informing college and university students about Prior Learning Assessments is through direct communication and interaction with students. WIOA staff have addressed students in Adult Education classes to help bridge the information gap and have brought information materials to distribute. The area's community colleges and universities all have career services departments with staff available to help students find employment. Workforce system partners will work to expand on-site activity in conjunction with these departments to provide education on PLA opportunities as well. The partners will work with colleges and universities to identify national best practices on PLAs and the occupational areas and degree programs with the most promising opportunities to begin recognizing prior experience and industry credentials not yet recognized within college programs.

Waubonsee College for instance has a robust list of credits that can be awarded for industry credentials students have already earned elsewhere. There are many courses that can both count as credit toward a journeyman card and an AAS credential in fields like construction and the skilled trades. One challenge students face is that PLA credits often appear with a different notation on a college transcript so may not readily transfer with the same value to a university. LWIA 5 will continue to support statewide work being driven by the State Board of Education to expand policies recognizing credits workers have achieved through industry credentials as well as less formal experience or workplace achievements.

The local area has previously experienced challenges with dual credit programs where credits are not always recognized by four-year universities. Community colleges have explored Articulated Credit options which permits high school students who earn a specific letter grade in their high school course to earn credit for a similar course at the community college.

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Investigating how targeted marketing can identify segments of the labor force, such as mature workers and the underemployed, who may not require extensive education or training to qualify for jobs in high demand occupations.

The LWIA 5 has worked to ensure information is available to targeted populations of the labor force. The Illinois workNet Center and its One-Stop Operator have developed rotating flyers and information materials specific to targeted populations. Targeted monthly mailings in the community to mature workers and veterans has increased awareness of the local workforce system and in-demand jobs.

Community outreach have been effective at broadcasting jobs to a larger audience, part of which includes mature workers and underemployed. Partners have hosted community events and will continue to collaborate with community-based organizations, faith-based organizations, chambers of commerce, economic development, and others to inform targeted populations of jobs that may not require extensive education or training. Some partners have posted flyers at local businesses that attract mature populations or underemployed. The One-Stop Operator will continue to lend a staff person to the library for occasional information sessions to inform the community of services available at the Illinois workNet Center.

With unemployment being so low, front-line staff and employers have had to develop innovative strategies to find talent. IDES has started outreach efforts directly to individuals who are to be released from incarceration by informing them of employers in the local workforce area who are willing to hire them despite their criminal record (though dependent on the offense).

Social media has continually proven to be a strategic marketing effort for targeting specific populations in the labor force. An advertisement of social media platforms like Facebook can target geographic areas and populations by age. Clicks on these advertisements are monitored and tracked, which helps partners and front-line staff continue to improve targeted marketing efforts. The Board will continue to use inexpensive targeted marketing outreach efforts like social media to reach segments of the labor force.

Some community colleges in the three-county area have started focusing targeted marketing to adults who have some college experience but may not have completed a degree. They have worked with employers to identify these populations as well as conducting online marketing and handouts to entice mature workers to complete their degree. Kishwaukee College, for example, is communicating with employers to ensure these populations are guaranteed a job, or at least an interview, upon completion of their program. Elgin Community College's Foundation has offered scholarship funds to these individuals as a way to get them enrolled in courses and complete their degree.

Facilitating the development of career pathways and co-enrollment as appropriate, in core programs (Sec. 679.560(b)(2)(ii)).

The Board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs. In meeting with the core partners, the development of a referral process has aided in identifying opportunities for co- enrollment. Quarterly partner meetings facilitated by the One-Stop Operator include conversations for how the LWIA 5 can avoid duplication of services and co-enroll students.

The development of career pathways has been identified as a priority in this plan and will incorporate input and planning from each of the core partners. The Board will continue to leverage labor market information data to make data-driven decisions for career pathway development so that the results address the needs of the local economy. Title II partners have been identified as a key stakeholder in this process and will help collaborate and align resources in this effort, such as data-sharing, curriculum development, and supportive services. Areas of duplication will be identified through the development process as well.

Kishwaukee College is a participating college with nine other Illinois Community Colleges that were awarded the Customized Apprenticeship Programming – Information Technology (CAP-IT) Grant. The Information Technology pathways include IT Generalist/Network Systems, Information (cyber) Security and Programming and Software Development. Certifications earned and Prior Learning Credit programs include Google IT Support Specialist, CompTIA Net+, MCSA 1 Server, MCSA 2 Server and CompTIA Secure leading to a Basic Networking Certificate from Kishwaukee College. The project focuses on high-demand occupational pathways in the Information Technology Pathway Sector and uses a model that allows multiple on-ramps for apprentices at various skill levels. It includes pre-apprenticeship bridge programs, pre-apprenticeship and apprenticeships both non-registered and registered. The project goals include expanding existing industry-led customized apprenticeships through IT sector partnerships, innovating new apprenticeship models for pilot/expansion and scaling and expanding apprenticeship models nationally. Each college will be working with various employers in the development and implementation of their apprenticeship models.

Kishwaukee is also participating in a national project led by Jobs for the Future and funded by Google.org to support implementation of the Google IT Support Professional Certificate training which will help prepare individuals for entry-level jobs in IT support in less than six months. Kishwaukee College has incorporated the program's lessons into its existing courses beginning with Spring 2020 offerings.

Kishwaukee College has started internal conversations around developing career pathways within healthcare and office systems. The LWIA 5 will be working closely with the educational partners to ensure curriculum within these programs are aligned with the needs of industry employers. Kishwaukee College has also bridged services by having staff from the Illinois workNet Center visit the Adult Education classes to inform students of the services available in the community, as well as training. Leveraging the Illinois Career Information Systems (CIS), Kishwaukee College is able to inform students about jobs available in the area and connect with workNet Center staff to secure employment.

Some employers in LWIA 5 have embraced apprenticeships which has led to stronger collaboration with the Board and its partners. Industry advisory boards have been developed to further expand work-based learning, particularly in targeted industry sectors such as manufacturing, healthcare, professional services, and heating, ventilation, and air conditioning (HVAC) to further develop and expand career pathways in welding, nursing, and office systems.

Kishwaukee College and Northern Illinois University has begun collaborations with local high schools to develop a career pathway in cybersecurity and information technology (IT). Elgin Community College has also identified three other industries with which they anticipate developing and expanding career pathway programs: manufacturing, healthcare, and early childhood education. These partnerships position Elgin Community College to develop a career pathway program that offers education and training from entry-level positions to technical positions.

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Improving access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable) (Sec. 679.560(b)(2)(iii)).

The Board recognizes the opportunity career pathway programs provide for both individuals looking to become economically stable, and for employers requiring a productive, experienced workforce to thrive. The Board will work to establish the foundation necessary to begin designing career pathway models.

As part of the career pathway model development, emphasis will be placed on activities leading to a recognized post-secondary credential, including industry-recognized certificates or other portable/stackable credentials. The Board's strong partnerships with the community colleges and local economic development organizations will complement these efforts in both directing and improving access to these types of credentialed programs.

Title I maintains a presence on the Elgin Community College campus to facilitate referrals and avoid any duplication of services. Career pathway development carried out over the course of the plan, in collaboration with the workforce partners, will also work towards identifying potential stackable credentials. The Community Colleges in the local area also seek to encourage programs leading to credentials, such as through the Integrated Career and Academic Preparation System (ICAPS) program. The ICAPS program serves adult education students (including ESL, Adult Basic Education, and Adult Secondary Education) and simultaneously provides basic skills instruction that is contextualized to a specific industry sector and credit-bearing, industry-recognized, college coursework that leads to a credential for jobs with self-sustaining wages. ICAPS integrates technical training and basic skills education in a team-taught environment, leading to industry-recognized credentials and opportunities to continue on a career pathway

Significant implications of the COVID-19 National Health Emergency:

Our local community colleges identified that communication with students and the community was a challenge. With an equity lens, students' technology needs were assessed and met. This was accomplished by loaning information technology equipment (such as laptops, WIFI hotspots, headphones, etc.) to them on an as-needed basis. College-wide processes were developed to allow for a completely online student experience while college-wide support services were provided remotely. Specialized training for faculty and staff for the remote workplace was implemented and online courses were developed. Increased need for providing multiple options/flexibility for accessing courses, services, etc. was assessed and classes are now offered in multiple modalities (in-person, online, synchronous online, hybrid, and flex (polysychronous).

In the 2022 modification, use insights and lessons learned from COVID- 19 National Health Emergency regarding the identification and service delivery to targeted populations significantly affected by the pandemic.

Established last year, a Career Pathways working group was formed within the LWIA to strengthen partnerships between the workNet Center and local post-secondary educational institutions (Elgin Community College, Kishwaukee College and Waubonsee Community College), which included

discussions regarding the enhancement and expansion of local career pathway models/options such as including stackable credentials and apprenticeships for:

- Local job seekers and dislocated workers,
- High School Equivalency (HSE)/GED program participants,
- Workers pursuing self-advancement, and
- Employers seeking to establish a pipeline of qualified candidates.

Efforts were expanded during PY21 to incorporate the three (3) local Education for Employment providers (EFEs) and offered presentations by Kane County staff highlighting WIOA Title I programs. Subsequently, additional presentations were held at each community college in the first half of PY21 to acquaint students with WIOA services available through the one-stop and Title I programs and to provide awareness regarding the workforce system.

Further, the working group identified gaps and potential solutions to broaden student/job seeker engagement and cross-training options. The working group members are currently prioritizing solutions that can have an immediate impact and be implemented later in 2022. These solutions will include promotion/engagement with college departments and routine information sessions for staff and students/clients.

D. Provide information regarding the local coordination strategies with state (including the Unified State Plan), regional and local partners to enhance services and avoid duplication of activities, including a description of each local partner and key elements listed in the following section:

The priorities incorporated into this plan include efforts to enhance services to customers through greater alignment and coordination, and incorporate goals identified through Service Integration. To this end, the local area will look to achieve the following:

- Further strengthen and follow the established referral processes across core partners, including cross-training that provides a clear understanding of the roles of each partner, to ensure all job-seeker and employer customers can seamlessly access all workforce-related services for which they are eligible. A Partner Referral Contact List is updated monthly by partners during monthly check-in meetings led by Board staff.
- Engage with key partners and stakeholders to develop referral and hand-off processes that result in more seamless service to job-seekers and employers and – ultimately – better outcomes for all customers. Activities will include ensuring follow-up on referrals, monthly review of referral outcomes and an enhanced referral spreadsheet.
- Continue to use the Operator-created resource directory that includes the workforce and workforce-related services available to key groups (e.g. Veterans, Individuals with Disabilities, Youth) to facilitate greater collaboration and less duplication of effort. Expand this into a more comprehensive Partner Resource Guide with current valuable information on all LWIA 5 partner programs.

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- Identify common needs of job seekers and employers served by multiple agencies, ensuring access to services through affiliate workforce service sites, mobile staff, or technology where appropriate.
- Provide continual training and cross-training to front-line staff and all staff so that they are better informed and aware of services and programs available by all partner programs for their clients. LWIA 5 trains staff on program highlights and other Partner-related information and delivers cross-partner training on career pathways, LMI systems, and Illinois workNet Center orientation for front-line staff. All of these will better support staff efforts to advise, inform and serve clients and increase referrals.
- Create intentional and efficient outreach to the business community. The LWIA 5 has established a partner business service team, tasked with identifying new and improved ways in which the One-Stop and WIOA system can assist businesses. The joint business service team convenes regular meetings and formal and informal interaction processes among the business service team. Membership of the business service team includes representatives from appropriate partners, including representatives from each of the colleges in the LWIA 5 (Elgin Community College, Kishwaukee College, and Waubonsee Community College) as well as IDES and Vocational Rehabilitation.
- To avoid duplication of services and further coordinate local efforts, the Aurora Area Planning Council 516 developed a mandatory plan for coordination of adult education programs. This plan identifies services currently being offered to targeted populations, produces a plan for continuing services, and identifies gaps in services. Aside from Adult Education, this Council also includes community-based organizations, faith-based organizations, and higher education.

LWIA 5 recognizes the opportunity under WIOA to streamline services, avoid duplication, and enhance system impact through increased coordination with both core and non-core partners. All of the WIOA system partners were consulted in the development of the priorities outlined in this plan and are active partners in the local workforce system. Representatives of these entities and other partners, including community action agencies and non-profits, will be engaged in the implementation of this plan.

Coordination of services is a major area of focus under this plan and is embedded throughout the local priorities described in this plan. Ultimately, the impact of these efforts will work toward streamlined services to job seekers and employers that optimize resources and amplify the impact of all workforce-related services delivered in the three-county area. Included in these services are Adult, Dislocated Worker and Youth employment and training activities under Title I, Adult Education and Literacy activities under WIOA Title II, Wagner-Peyser Act services, Vocational Rehabilitation service activities under WIOA Title IV, relevant secondary and post-secondary education programs and activities with education and workforce investment activities, and other services provided through the one-stop delivery system such as those outlined in WIOA Sec. 121.

Aligning the services of traditional (core) system partners, broadening the local workforce system's reach through collaboration with economic development and non-traditional people-serving partners, collaborating closely with existing employer groups, and working to expand collaboration with college industry advisory groups are central to the LWIA 5's practices under this plan.

Additionally, LWIA 5 will carry out all collaborative responsibilities required by the State of Illinois, including the review of local applications submitted under Title II in alignment with guidance provided by the Illinois Community College Board, and will fully engage in supporting all other partner programs.

Information regarding the application review process is currently being developed at a regional level and will be provided once available.

The Board will enhance services and avoid duplication of activities in part through the One-Stop Committee of the Board, which will focus on the local service delivery system. The One-Stop Committee oversees the one-stop operator, works to develop system measures for the service centers, establishes a certification process for the one-stop center, and continually assesses service delivery and coordination strategies of all partner programs. This has enhanced services, reduced duplication, increased integration and continues to promote a customer-focused service design.

The One-Stop Operator plays a central role in coordinating activities for the partners of LWIA 5. Staff regularly visit partner locations to ensure connectivity and provide training to staff in order to better informed of partner programs so that they can make appropriate referrals for clients. The One-Stop Operator has created a unified referral process, inclusive of a universal intake form which is regularly monitored and tracked. Partner referrals to other partners are tracked by the One-Stop Operator and the Operator performs routine follow up within 3-5 days directly with the partner to ensure clients are receiving services. In addition, the One-Stop Operator facilitates a Navigator Session to clients referred by partners. During this session, the One-Stop Operator identifies client needs and conducts appropriate referral to partners as applicable.

The Board will also be exploring strategies that will build upon the priorities identified as part of this local plan, leading to enhanced availability of services throughout the workforce system.

Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I (Sec. 679.560(b)(6)).

Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I have an established regional relationship with the Workforce Partners of Metropolitan Chicago, which is a coalition of Local Workforce Boards developed over 15 years ago. The Workforce Boards of Metropolitan Chicago undertakes joint grant applications, project coordination and information sharing. In addition to fostering collaboration, regular meetings with the Partners will also aid in avoiding any duplication of activities across the region.

Locally, Title I is co-located with Wagner Peyser at the comprehensive one-stop center. The programs work together to deliver job-readiness and training-related services to customers.

Adult education and literacy under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under Title II consistent with WIOA Secs. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232 (Sec. 679.560(b)(12)).

Adult education and literacy activities under WIOA Title II have a presence on the Board, as do representatives of all the core partners. Title II partners regularly help collaborate and align resources and have been instrumental in facilitating the development of the local plan. Title II partners will be a key contributor to the discussion and implementation of career pathways discussed in this plan.

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Wagner-Peyser Act (29 U.S.C. 49 et seq.) services (679.560(b)(11))

Wagner-Peyser Act services offered through the Illinois Department of Employment Security (IDES) are currently co-located with Title I services at the LWIA 5 comprehensive one-stop center. This physical co-location facilitates the collaboration and coordination of employer engagement, as well as reduces duplicative services. IDES staff distribute a weekly calendar of events for the one-stop center, informing all Title I staff of any job fairs, workshops or trainings scheduled throughout the local area. Staff from IDES have been active participants in regional planning efforts, local service planning, as well as the MOU negotiations. IDES is represented on the Board and is a key member of the local Rapid Response team.

Vocational Rehabilitation service activities under WIOA Title IV (Sec. 679.560(b)(13))

Vocational Rehabilitation service activities under WIOA Title IV are administered by the Illinois Department of Human Services – Division of Rehabilitation Services (IDHS). IDHS maintains Board representation and participates in policy and program discussion. Title I maintains all assistive technology/equipment at the comprehensive one-stop center, with Vocational Rehabilitation staff providing guidance related to the type of equipment that would be suitable for the needs of those seeking services at the one-stop. Additional collaborative efforts will be identified through the MOU negotiation process for2020, and duplication of services will be addressed as well.

Relevant secondary and post-secondary education programs and activities with education and workforce investment activities (Sec. 679.560(b)(9))

Relevant secondary and post-secondary education programs and activities with education and workforce investment activities are represented on the Board by three Community Colleges: Elgin Community College, Kishwaukee College, and Waubonsee Community College. Staff of these entities are also actively engaged in WIOA activities, representing Perkins, Adult Education, Continuing Education and Business/Professional Services. All three community colleges participate as a provider of Title I services as well, serving youth in the local area. This effectively reduces duplicative services as well, as each entity is in direct communication with the other core partners as a direct service provider. The Board also has representation from the Regional Offices of Education (ROE) for Kane and Kendall Counties, which represents a vital connection for disseminating information throughout the county school systems.

Elgin Community College, Northern University, and U-46 have career services departments designed to help students search career opportunities post-graduation. LWIA 5 partners with these career services departments to market and promote work-based learning opportunities. This relationship with education has afforded LWIA 5 to facilitate an Advisory Board comprised of representatives from industry to help develop curriculum for the area's in-demand jobs.

The LWIA 5 has a continued partnership among education and workforce development to promote career awareness and career exploration. Middle and high schools are invited to participate in the annual Manufacturing Career Awareness Day. These schools include Oswego East High School, Geneva High School, Kaneland High School, Earlville High School, Oswego High School, Plano Middle School, Batavia High School, Leland High School, Plano Middle School, West Aurora High School, East Aurora High School and Fox Valley Community College. Most recently in 2019, Manufacturing Day in the LWIA included

company tours of manufacturing facilities across the local area. Participating companies included Phoenix Closures, Dukane Precast, Burgess Norton, Aurora Specialty Textiles, Diamond Envelope, Smith & Richardson, Perfection Servo, HQC, Valley Fastener, MTH Pumps, Henry Pratt, FONA, Pentair, and Americhem Systems. Valley Education for Employment System (VALEES) acts as the facilitator of these events and serves 17 school districts, 2 area career/vocational centers, one special education cooperative and Waubonsee Community College, covering a five-county area. VALEES also collaborated with Kishwaukee College to promote articulated Career and Technical programs. Economic development has also been a partner in these efforts to promote career awareness. DeKalb Economic Development Corporation partners with Kishwaukee College to host the *Heavy Metal Tour* – a program that combines tours of local manufacturing employers with training centers at the college for students.

More specifically, Kishwaukee College is providing entry-level training for one of the local area's in-demand sectors – IT. In partnership with Jobs for the Future and funded by Google.org, Kishwaukee College is providing 6-month trainings to individuals interested in a career in IT support. The college has collaborated with partners of the local workforce system and employers to develop courses that meet industry demands.

Additionally, Elgin Community College has developed Accelerate Credit programs that provides students the opportunity to earn transferable credits. The 2-year program provides the opportunity to complete either an Associate in Arts or an Associate in Science degree, thus entering the workforce more quickly and filling in-demand jobs, with the option of participating in a work-based learning program while enrolled.

How the Local Board will support the state strategies identified under section 676.105 and work with the entities carrying out core programs and other workforce development programs, including programs of study and career pathway programs under the Strengthening Career and Technical Education for 21st Century Act authorized under the Carl D. Perkins Career & Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) to support service alignment and needs identified in regional or local level assessments including the Perkins Comprehensive Local Needs Assessment (Sec. 679.560(b)(1)(ii)).

In support of the strategies identified in the State Plan under 20 CFR 676.105 to work with entities carrying out core programs and other workforce development programs (including those authorized under the Carl D. Perkins Career and Technical Education Act) to support service alignment, Title I career planners refer customers to Career and Technical Education (CTE) programs offered through the community college system when appropriate. CTE under Perkins provides students with the academic and technical skills, knowledge and training necessary to succeed in future careers and to become lifelong learners. CTE program information is available for area residents at the one-stop center, including information concerning career pathways and industry stackable credentials. All workforce development partners coordinate services in order to best serve the client, including assistance with college tuition, help with obtaining a GED, textbook assistance, help with transportation or mileage reimbursement, or childcare or other assistance needed in order to succeed in a career pathway and obtain employment. Title I staff is also co-located with Elgin Community College as a means of streamlining referrals and avoiding duplication.

The Board will continue to align other services provided in the one-stop delivery system such as investments in workforce, education, and economic development through partnerships and collaboration

with entities representing each of these fields. This will ensure job-seekers and workers receive the highest quality career services, education, training, and supportive services in order to obtain and retain in-demand employment. The Board includes representation from each of the WIOA core programs, including representatives from all three community colleges, allowing for formal input related to the direction of workforce activities and initiatives, ultimately aligning resources across the region and eliminating duplicative efforts.

The Vice President of Instruction at Kishwaukee College is a member of the local workforce development board; she coordinates the delivery of information on behalf of the community colleges and provides strategies for CTE programs to the Board. CTE Programs at the area's colleges are added and re-certified each year on the WIOA Approved Training Programs list to promote high-skilled, in-demand employment. The Local Workforce Innovation Board approves these programs.

Advisory committees perform a vital function at the area colleges, especially in the Career and Technical Education program areas. Local advisory committees are, in many cases, the most effective way to develop and strengthen Community partnerships. The three main roles of advisory committees are:

1. Advise and assess specific areas of the education program and make suggestions and recommendation designed to improve that specific area
2. Assist instructors and/or administrators in carrying out specific activities
3. Support and advocate for the education programs throughout the community.

Provide a copy of the local supportive service policies and describe how the board will coordinate the provision of transportation and other appropriate supportive services in the local area (Sec. 679.560(b)(10)) and include information on the supportive services by each local program as appropriate.

A copy of the most recent Supportive Service policy can be found in Appendix II. This policy is prioritized for review and may be updated based on actual utilization and unmet needs expressed by system customers.

LWIA 5 has a long-standing supportive service policy that outlines provisions for eligible customers to receive assistance for: child/dependent care; transportation; cash assistance for auto repair and other automobile-related costs that directly impact a customer's transportation abilities, uniforms, tools, or other items required for employment; and emergency services, such as utilities, food, and health/medical services. When possible, customers in need are referred to local community resources to address supportive service needs or to ensure those needs do not become a future barrier to training or work. For example, a customer in need of health or medical services would be referred to the appropriate community resource or state agency to apply for ongoing assistance.

Referral Process Among Programs

LWIA 5 has worked to further refine the referral processes between core one-stop partners and to put a standardized tracking mechanism in place to better serve system customers. The Operator leads a process in which the partners have agreed to establish a coordinated referral process, which includes information regarding partner programs, services, benefits, and resources to all customers as appropriate. Also included was the creation of referral guidelines and a streamlined template with electronic routing

options to facilitate best--practice referral tracking mechanisms. The partners have identified barriers related to organizational policy limiting information-sharing, both in content and related to the methods used to share information. Currently, referrals are made by telephone and email communication between the following programs:

- Title I (Adult, Dislocated Worker and Youth)
- Title II (Adult Education and Family Literacy)
- Title III (Employment Services under Wagner-Peyser)
- Title IV (Rehabilitation Services)
- Perkins/Post-Secondary Career and Technical Education
- Unemployment Insurance
- Job Counseling, Training and Placement Services for Veterans
- Trade Readjustment Assistance
- Trade Adjustment Assistance
- Migrant & Seasonal Farmworkers
- Community Service Block Grant
- Senior Community Services Employment Program
- Temporary Assistance for Needy Families

The publicly-funded workforce system is designed to increase access to, and opportunities for, the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. The one-stop center provides career services that motivate, support and empower customers, including individuals with disabilities and other barriers, to make informed decisions based on local and regional economic demand and effectively attain their personal employment and education goals. All customers are offered opportunities to connect with the full range of services available in their communities, whether they are looking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices.

Title I is regularly in contact with local organizations that serve populations with barriers to employment, including, but not limited to the homeless, low-income, older individuals, ex-offenders, persons with disabilities, English Language Learners, individuals with low levels of literacy, and individuals facing substantial cultural barriers.

Examples of efforts to ensure access for these individuals include:

- The local community colleges offer bridge programs for participants that are basic skills deficient.
- The one-stop center utilizes the services of Propio Language Services, LLC to provide language interpretation services.
- Title I staff maintains a presence on the local Juvenile Justice Council, in an effort to foster connections with local youth service organizations serving participants that may benefit from workforce services.
- Many local agencies consulted regarding the development of this plan serve individuals with barriers to employment, including individuals with disabilities.
- Title I staff participates with the local area planning councils to ensure community needs are addressed.

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- Title I makes regular presentations at Continuum of Care to inform community agencies services individuals with barriers of available workforce services.

Detailed information regarding access to services for persons with disabilities is provided in Chapter 4, Section A and Chapter 6, Section B of this plan.

Significant implications of the COVID-19 National Health Emergency as reported by several local partner programs:

SCSEP

Low-income seniors served by the Senior Community Service and Employment Program (SCSEP) were severely impacted by the pandemic. At the start, all SCSEP participants were sent home on paid emergency leave due to their vulnerability to the disease. Coaches kept in touch to ensure they had access to basic needs. The fear and isolation this caused was significant. The digital divide exacerbated these issues. Participants began to return to those host agencies that could provide a safe environment during the summer of 2020. Due to the decline in the volume of events, in-person training and in-person job fairs, enrollment for this program has also been a struggle. However, for some of our partners it was discovered that we can effectively serve our clients during a global pandemic while working remotely. The use of social media as well as main-stream media messaging was extremely effective in raising community awareness of services during this time.

ES/RESEA

During the COVID-19 pandemic, Employment Services and RESEA services transitioned from in-person to virtual. ES services returned to in-person in late 2021. RESEA services have continued to be accessible via phone, and additional virtual services are being explored.

Veterans

In March 2020, the Illinois Department of Employment Security's (IDES) Jobs for Veterans State Grant (JVSG) program began enlisting the use of digital tools that facilitated remote work and streamlined day-to-day administrative operations. The use of this technology, as part of a "new normal" in state activity, allowed for customer service provisions to take place that, due to COVID 19's impact, had been restrictive at best. As this dramatic shift to telework and virtual event planning and implementation began to emerge as common practice, lessons were learned and improvements to our delivery model took place. These changes have left their mark on our day-to-day operations in the post-COVID-19 landscape.

Community Colleges

To address COVID-19, the Community Colleges implemented the following measures:

- College-wide processes were developed to allow for a completely online student experience
- Online courses were developed
- Specialized training for faculty and staff for the remote workplace
- College-wide support services were provided remotely

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TANF

Work requirements were waived as a result of COVID-19 and, as such, DHS moved to phone contact to ensure program eligibility determinations were achieved timely.

Title I and TAA

Service delivery required quick adaptation from in-person appointments to virtual platforms and phone interactions while ensuring COVID-19 safety measures were followed for all staff working in the office. Technology was purchased and systems were implemented to ease in the attainment of customer eligibility documentation and signatures as well as to support customer communications. This allowed staff and the LWIAs sub-contractors to continue performing intakes, assessments, career planning activities and executing individual training accounts (ITAs). Since virtual delivery was not an option for all customers, in-person appointments were scheduled as needed and assistance was provided with safety protocols required.

Vocational Rehabilitation

DHS had to close their doors during the pandemic, but measures were put in place to slowly open via virtual services. DHS is working at amplifying referrals and connectivity with partners through the One-Stop Center.

In the 2022 modification, use insights and lessons learned from COVID- 19 National Health Emergency regarding the identification and service delivery to targeted populations significantly affected by the pandemic.

While the Center's interactions with customers have been frequent and meaningful, usage has declined as a result of the pandemic and, therefore, the LWIA has recognized the critical need for targeted outreach to increase system awareness. Through efforts coordinated by the one-stop operator, expanded access is being explored in order to bring services into communities through partnerships with organizations serving individuals in need. These efforts will also specifically include implementing digital literacy workshops at workNet Batavia as well as targeted community locations throughout LWIA 5. Through this effort in particular, information regarding system services will be offered along with an assessment of additional need for prompt referral and partner engagement for ease of connectivity to partner programs.

E. Provide a description of how the local area will provide adult and dislocated worker employment and training activities including:

A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area (Sec. 679.560(b)(6)).

The needs of adult and dislocated job seekers are highly individualized based on their career objectives, educational attainment, barriers to employment, and transferrable skills. Job seekers require a range of services including basic academic remediation, work readiness skills training, information about local employment, career planning, skills assessment, job search assistance, supportive services such as transportation or child/dependent care support, short or longer-term training, and/or formal education to achieve their goals. These services are available through the comprehensive workNet Center as well as the two offices Title I maintains in the three-county area, both on-site and by referral to partners.

The data and priorities outlined in this plan provide a blueprint for enhanced focus on developing programming specific to the long-term unemployed; providing workforce services to support small business growth and entrepreneurship; targeting training more specifically on the needs of large employers and industry clusters; and prioritizing partnerships to enhance services to special populations, such as individuals with disabilities. LWIA 5 intends to enhance services to adults and dislocated workers overall and to subsets of this population with particularly acute need through its work to broaden the network of referral partners, enhance its referral tracking mechanisms, and focus on the development of sector-specific strategies and career pathways.

A description of how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities (Sec. 679.560(b)(7)).

In the unfortunate event that a dislocation occurs in the three-county area, LWIA 5's Title I team coordinates and supports the rapid response activities with the State Rapid Response Unit (SRRU) at the local level. Title I coordinates with Illinois Department of Employment Security (IDES) staff and the SRRU to assist local government officials, employers, and workers by providing resources such as funding, technical assistance, and labor market information. Title I leverages the local joint business service team (BST) to support the responses, leveraging business contacts and job development activities of the BST and coordinating BST activities to support the following service plan.

Generally, the SRRU is the first point of contact for employers for major dislocation events, including WARN and TAA petition notification. Then, the SRRU contacts Title I to respond to dislocation events by establishing communication with the Board and other rapid response partners including IDES and the US Department of Labor (DOL), initially by telephone or e-mail. From the initial information available, the SRRU works with Workforce Services Manager and other designated partners to determine the immediate needs of workers and employers to establish appropriate "first steps" in responding as a workforce system and then formulates strategies for planning and carrying out rapid response. Title I then invites a local workforce center and/or labor organization as appropriate. To ensure the effective delivery of rapid response services, Title I and cooperating agency staff also provide rapid response workshops, preferably on site.

Rapid response assistance includes the following activities (coordinated with the SRRU):

- Consultation with the SRRU, state and local economic development organizations, and other entities to avert potential layoffs
- Determination of proposed layoff schedule and what employer plans are to assist the dislocated workers, including the status of any collective bargaining negotiations affecting layoff benefits
- Coordination of the delivery of rapid response layoff orientations for affected workers in conjunction with the State RRU
- Arrangement for participation by local service providers in these sessions
- Assessment of the needs of the impacted workers as quickly as possible through the use of surveys
- Maintenance of an inventory of available workforce resources for onsite meetings to address the short and long-term assistance needs of the impacted workers
- Consultation and coordination with appropriate labor representatives when planning rapid response activities for those impacted workers covered by a collective bargaining agreement

- Verification that procedures are in place for the timely access and referral to workforce centers, services and information offered by WIOA, UI, TAA, Wagner-Peyser and other programs

In addition, when a local rapid response team or local partner becomes aware of a WARN-level layoff or closure event, Title I contacts the SRRU coordinator to discuss the event to formulate strategies for carrying out rapid response activities. When a local partner becomes aware of a layoff or closure event that does not meet the WARN threshold or is not TAA related, it will initiate rapid response per our local operational plan. Title I will inform the SRRU coordinator of the rapid response event and number of attendees. When rapid response activities are near completion, the local rapid response team will notify and coordinate with the one-stop operator.

As part of the 2022 modification, describe how adult and dislocated worker employment and training activities will address the impact and recovery from the COVID- 19 National Health Emergency.

Title I will continue to utilize a blended service approach with a combination of in-person and remote offerings when delivering employment and training activities to adults and dislocated workers. As a result of the National Health Emergency, virtual and remote options have provided greater flexibility, ease of access and accelerated service delivery.

Since "one size does not fit all," programming continues to be examined and adapted with customized measures incorporated into service plans to ensure well-rounded job readiness/preparedness is achieved. These measures include access to mental health counseling services, expungement remediation, financial literacy, computer competency workshops, job readiness training avenues along with individualized coaching to connect employment ready program enrollees to hiring employers using on-the-job training.

Throughout the pandemic, many adults and dislocated workers were not available for employment and/or training services which has directly impacted the pipeline of applicants. As such, Title I has increased outreach and recruitment efforts and is strengthening community-based partnerships in order to increase awareness and maintain connections with organizations serving those in need of Title I services.

F. Provide a description of how the local area will provide youth activities, including:

A description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities (Sec. 679.560(b)(8)).

A description of how local areas will meet the minimum expenditure rate for out-of-school youth.

Youth activities are coordinated with the Youth Committee of the Workforce Development Board, which retains representation from each of the three counties. The Committee reviews and selects eligible providers for final approval by the Board and meets regularly during the program year to review and assess performance against negotiated goals.

Assessment, guidance and counseling, and work-based learning activities are at the forefront of LWIA 5's high- impact program priorities for Youth, who may also access ITAs for occupational training in accordance with State and local policies.

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LWIA 5 has moved toward an emphasis on serving older, out-of-school youth who can benefit from occupational training and/or exposure to employment through Work Based Learning opportunities, as the spotlight on disconnected youth has highlighted the importance in connecting this group in particular to the workforce as early as possible. To further codify this focus, the request for proposal issued to procure services for the 2019 Program Year requested that, consistent with WIOA requirements, 75 percent or more of funds must be invested in out – of - school youth. Further, LWIA 5 requires that all youth providers utilize 20 percent of their funding for work-based learning. The Board requires that youth providers submit monthly progress reports on the fiscal and programmatic aspects of delivering youth services, ensuring that the 75 percent Out of School and 20 percent Work Experience benchmarks are achieved annually.

The youth program will be informed by the local priorities, including career pathway work being undertaken by LWIA 5 over the course of this four-year plan. The procurement process for youth services in the 2020 Program Year commenced before the three-county data analysis was complete. During the procurement process, the Youth Committee was cognizant of the need to ensure that service providers covered the three- county area. Providers are encouraged to create inroads with supportive organizations so that additional youth are reached through the program, and it was a requirement of the procurement proposal that bidders supply Memorandums of Agreement to solidify the relationships that their organizations held with entities that work directly with the demographics of young adults. Additionally, respondents were tasked with identifying how their recruitment efforts would target youth from priority populations for service, and their marketing plans detailed within the proposals were required to support these efforts. The three-county data analysis revealed that approximately 36 percent of the local area population is aged 24 or younger. The Board recognizes that this represents a large talent pipeline and an opportunity to invest in the future workforce generation. The Board will continue to advocate for programming that promotes workforce development of youth with barriers to employment.

Two current service providers focus programming on youth with disabilities. The Grundy/Kendall Regional Office of Education works with youth that have an Individualized Employment Plan (IEP) needs as well as those that have diagnosed disabilities. Their staff have developed relationships with local employers to establish work opportunities for youth participants, many whom have never held a job before. Parents Alliance Employment Project is a provider new to LWIA 5's youth network. They partner with Northwestern Medicine Delnor Hospital to exclusively serve youth with disabilities by providing intensive on-the-job guidance in a variety of professional settings within the hospital to help youth develop transferable skills for eventual unsubsidized employment.

Local successful youth program models incorporate a combination of the following services:

- Occupational skills training, with a focus on career pathways and stackable credentials to facilitate achievable goals for youth
- Support services
- Remedial/prevocational training
- Work experience/Internships/On-the-Job Training, with
- Assisting youth in achieving a GED

Youth programming in LWIA 5 has been successful in part due to utilizing collaboration in order to augment the strengths of each provider and holistically meet the needs of the participants. Co-enrollment, which allows for resource sharing amongst the providers within the existing network, has been a proven means to achieve these benefits.

As part of the 2022 modification, describe how youth activities will address the impact and recovery from the COVID- 19 National Health Emergency.

While the way youth providers work with young adults will forever be altered by COVID-19, some methods utilized during the pandemic have proven to have a positive impact on customer interaction. Entry into the program has been streamlined through the use of virtual platforms, and communicating with WIOA staff remains accessible as technology allows for seamless service delivery. Core program activities such as occupational classroom training and paid work experience opportunities have the potential to be virtual, and the following items have been provided to youth participants as supportive services: Chromebooks, videoconferencing accounts, internet access, and cell phone service, for example.

It's important to note that while virtual delivery is more accessible than ever, not every service works best delivered via this method. Providers have learned to adapt to the needs of their youth participants throughout the pandemic. Flexibility and communication are of the upmost importance to ensure that our young adults don't feel isolated in a world that has gone virtual.

LWIA 5 recognizes that the pandemic has and continues to directly affect our youth participants, most notably as young adults are experiencing anxiety as a result of the past years' changes. To address this need, in Program Year 2020 a Request for Proposals called for professional services to be provided to the network's youth, specifically to deliver Adult Mentoring, Mental Health Counseling and Substance Abuse Counseling services under the 14 Elements of WIOA. This comprehensive approach is constantly evolving to meet the youths' needs, and providers continue to evaluate their service delivery to ensure the young adults are supported through their participation in the program.

G. Provide a description of how the local area will provide services to individuals with barriers to employment as outlined in the Unified State Plan

Provide information on how priority will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient consistent with WIOA Sec. 134(c)(3)(E) (Sec. 679.560(b)(21)).

LWIA 5 utilizes the intake process at the comprehensive workNet Center to identify job seeking customers who are among priority populations, including individuals receiving public assistance, other low income individuals, and individuals who are basic skills deficient. In addition, Veterans and Individuals with disabilities are given priority access to services, including training dollars. The data collected to inform the development of this plan suggests priority also should be extended to the long-term unemployed, or those who have been out of work 27 weeks or longer.

The three-county area has had sufficient resources in the past to serve every person who enters the system and is determined eligible for individualized services and training. However, as outlined in the "Local Vision" section of the plan, it is our intent to build partnerships and referral mechanisms with other organizations that serve these populations. As a result, an increase in services to these groups are anticipated over time.

The LWIA 5 Board adopted an updated enrollment policy to conform to WIOA and State guidelines, which includes provisions for serving priority populations accordingly:

1. First Priority: Veterans and eligible spouses who are low-income, to include recipients of public assistance, or who are basic skills deficient.
2. Second Priority: Individuals who are low-income, to include recipients of public assistance, or who are basic skills deficient.
3. Third Priority: Veterans and eligible spouses who are not low-income, or are not recipients of public assistance, and are not basic skills deficient.
4. Last Priority: For all other persons not listed above; those who do not qualify as veterans, eligible spouses, recipients of public assistance, low-income individuals, or basic skills deficient individuals.

Describe how the local workforce area will ensure equitable access to workforce and educational services through:

- **Disaggregating data by race, gender, and target population to reveal where disparities and inequities exist in policies and programs.**
  LWIA 5 will continue to ensure that policies and programs in the local workforce system are accessible, regardless of racial, gender, or socioeconomic background. The One-Stop Operator will publish quarterly reports to partners of the Illinois workNet Center which will provide a detailed breakdown of clients by residential county, race/ethnicity, education level, age, gender, basic needs, and job search needs in order to identify gaps in access to workforce and educational services. Where gaps are identified, partners will work to strategize solutions.

  LWIA 5 will continue to access data points from several data platforms such as Census, IWDS, and JobsEQ which can provide us with evidence of disparities and inequities that exist in policies and programs by race, gender, and target population. LWIA 5 is active with providing consumers with a Customer Satisfaction Survey in order to gather other service inequities that may not be evident through data tracking platforms. LWIA 5 will continue to use these methods to acquire disaggregating data while engaging other LWIAs to discuss other methods that may be helpful in accessing consumer data.

- **Developing equity goals in conjunction with the education system and prepare action plans to achieve them.**
  The Board will review any existing equity goals from each of the area's community colleges (Elgin Community College, Kishwaukee College, and Waubonsee Community College) and identify alignment between each institution's equity goals. LWIA 5 will incorporate those aligned goals as its own and develop strategies that will achieve its proposed outcomes. Continual improvement and monitoring will be the responsibility of the Board. LWIA 5 will in particular focus on improving technology skills for all workers but especially for minorities who consistently lag behind the general population in IT skills acquisition and needed workplace skills such as coding and basic computer literacy.

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- **Exposing more high school students, especially women and minorities, to STEM careers.**
  Job fairs have proven to be an effective marketing tool for career pathways. LWIA 5 will continue partnering with local high schools, community colleges, Career & Technical Education (CTE) providers, and employers to promote STEM-related careers. The Board will leverage real-time labor market data from IDES to promote these occupations and their high-wage earnings as well as the cost-effective training programs locally available. LWIA 5 will partner with local employers to review employment and skills data to ensure they are a true reflection of what is in demand. When applicable, LWIA 5 will promote STEM careers through high school extracurricular activities and after school programs that specifically serve minorities and women. Industry experts and specialists will be leveraged to ensure STEM programs are taught by professionals who exhibit the skills and training necessary to perform STEM-related jobs. LWIA 5 is committed to ensuring diverse populations are informed of diverse career paths and will work to provide continual access for opportunity.

- **Exploring how effective mentor programs can be expanded to adults .**
  The area's older workers provide a powerful resource for knowledge sharing and direct transmission of workplace skills, knowledge and institutional cultures to new workers. LWIA 5 will work closely with its joint business service team to develop knowledge-sharing practices that can be adopted and implemented by employers in the local workforce area. The BST will work to recruit new or recent retirees and senior workers from partner firms to serve as mentors for adult students in training for the same or similar occupations as well as support firms in developing mentoring efforts for newly hired workers.

- **Providing training to workforce program staff on data-driven approaches to address equity gaps.**
  As part of LMI training that is being developed as part of the service integration plan, staff will receive regular trainings on the labor equity gaps, customer demographics and program placement outcomes and how efforts can work to bridge those gaps. The One-Stop Operator's quarterly reports will provide insight into which populations are being served and their outcomes which will be beneficial to identifying gaps in equity, if applicable.

- **Ensuring workforce services are strategically located.**
  By having only one comprehensive One-Stop in the three-county Region, LWIA 5 understands the need for ensuring workforce services are strategically located across the region so that access to services are readily available, particularly for clients who have transportation barriers.

  In PY2020, LWIA 5 is moving the main One-Stop to its new location in Batavia which will be more centrally located, more accessible through public transportation and thus able to better and more directly serve the area's residents and businesses. In addition, as part of ongoing cross-training and service integration, and through the Direct Linkage methods outlined in the local WIOA MOU, LWIA 5 will provide multiple access points through all of the locations of each WIOA system partner, including all of the community colleges, IDES and other State agency locations, other partner sites and several additional Title I service locations in Kendall and DeKalb counties.

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Online services to jobseekers, including Resume Writing Guide, UI Filing, and WIOA Application, and a calendar of events for upcoming workshops are available on the website for Kane County. Partners of LWIA 5 are exploring options for enhanced website and social media in order to have a unified online presence.

With the move to Batavia finalized in program year 2020, the LWIA partners explored website options and transitioned to a unified online presence through the launch of workNetBatavia.com along with a corresponding social media campaign the following program year.

H. Provide a description of training policies and activities in the local area, including the following and any significant implications of the COVID-19 National Health Emergency, as applicable:

How local areas will meet the annual Training Expenditure Requirement (WIOA Policy Chapter 8, Section 4).

The Board is following current guidance that mandates that 50 percent of adult and dislocated worker funds from WIOA Title I funding are allocated to direct training. LWA 5 is working to deploy new strategies including enhancing collaboration with the local community colleges, apprenticeship programs and other initiatives to ensure that we meet this requirement by providing high value training services for eligible individuals. Fiscal staff report to the Board with expenditure benchmarks data, and program staff is notified if adjustments or modifications are required to meet annual benchmark goals. Local emphasis on collaborating more closely with employers in key industry sectors and working with chambers and other business groups to access smaller employers and entrepreneurs will support informed customer choice in the selection of Individual Training Account-funded occupational training. These activities may also result in the identification of training gaps, which may be addressed through class-sized projects with local community colleges that would be available to job seekers as well as the community at large. LWIA 5 also has invested in On-the-Job Training programs, which reimburses employers for wages during a new employee's training period.

With the pandemic's impact on the business community and their inability to secure workers to meet their needs, active discussions are taking place with all three area Community Colleges to establish an Intergovernmental Agreement to expand/accelerate credentialed class-sized training options for WIOA-eligible Adults and Dislocated Workers, which would aid in creating a pipeline of workers available for hire potentially using on-the-job training as a work-based learning component. These models would include cohort delivery likely through non-credit options, assistance from each college with community marketing and recruitment efforts, student supports along with case management services to aid in successful program completion.

Additionally, the LWIA has also ramped up its on-the-job training efforts by investing in a contracted provider to deploy targeted business engagement across the LWIA, job seeker coaching to improve business/job seeker matching success and increase corresponding placements along with performing targeted outreach and recruitment to introduce open positions to groups of WIOA-eligible individuals.

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How local areas will encourage the use of work-based learning strategies, including the local area goals for specific work-based learning activities and proposed outcomes related to these activities.

Work-based learning strategies are essential for young people to acquire work experience, as well as for adults who have limited or outdated work experience. Youth providers are currently required to spend at least 20 percent of their contract funding on work-based learning, and youth customers are being linked to work-based learning opportunities based on employer need and commitment, and interest among job seekers.

PY18 Performance outcomes for work-based learning activities, including work experiences, internships, and on-the-job training, are detailed in Chapter 5, Section A of this plan. On-the-job training, apprenticeship and work-based incumbent worker training are used with the Adult and Dislocated Worker populations. On-the-job (OJT) training is marketed to employers with the understanding that a customized training plan will be established to address their hiring needs; this approach has been successful and will continue to be utilized. Within the OJT program, job-ready candidates are assessed to ensure they are suitable for placement, and are matched with employers that seek their skill-sets. Additionally, the local Senior Community Service Employment Program (SCSEP), which provides older workers on-the-job work experience to assist them in obtaining unsubsidized employment, works closely with the local one-stop and routinely staffs a greeter position within the WorkNet Center. LWIA 5 will consider establishing goals around Adult and Dislocated Worker work-based learning initiatives in the coming planning cycle.

Community college partners are working directly with employers to develop work-based training programs in manufacturing, healthcare, and information technology. Elgin Community College has partnered with Industry Consortium for Advanced Technical Training (ICATT) to offer an industrial maintenance apprenticeship program. Apprentices will commit to a three-year program which will lead to an Associates of Applied Science degree in integrated systems and maintenance technology. Kishwaukee College has developed apprenticeships at various skill levels for their IT career pathway program as well as pre-apprenticeships (registered and non-registered). This Customized Apprenticeship Program-Information Technology (CAP-IT) Model includes an apprenticeship model that will provide work-based learning and postsecondary education simultaneously. Waubonsee Community College offers the Hartford Apprenticeship Program for students enrolled in business administration. As one of the newest opportunities at the College, the Hartford Apprenticeship Program allows students to earn an associate degree in business while working in the insurance industry.

LWIA 5 has begun developing strategies around specialized work-based training for priority populations, especially at a time when unemployment is significantly low. Title I and IDES work with the Kane County Sheriff's Office to implement work-based learning in the jail to low level offense inmates who are expected to be released soon. Training is held in the jail and some local employers visit the jail and meet with these individuals to inform them of their workforce needs and to build a relationship. In many cases, upon completed training, these individuals meet with employers the day of their release and are hired for full-time employment.

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Provide a copy of the local Individual Training Account Policy and describe how training services outlined in WIOA Sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided (Sec. 679.560(b)(18)).

The majority of LWIA 5's training funds are used to support Individual Training Accounts (ITAs). The current local ITA policy can be found in Appendix III and outlines a process by which job seekers identify their career interest and, with staff assistance if necessary, research their training options. Contracts for training services are not currently used; however, if a need arises, state policy will be followed in executing training contracts. Customers utilizing ITAs are required to research multiple providers to ensure an informed customer choice is achieved when selecting training, and the customer must attest his or her selection. Prior to final approval for an ITA, staff will conduct a thorough assessment to ensure the appropriateness of the training based on the job seekers career goals and current skill level. While this policy has yielded positive outcomes in the decade since it was enacted, it is nevertheless a priority in the coming program year to assess and, if necessary, update it to reflect the current environment and needs.

With more training providers offering apprenticeship programs that provide local employers in the three-county area with trained and credentialed workers, the local board expanded the in-district ITA definition to include participants accepted into Department of Labor (DOL) Registered Apprenticeship programs regardless of their place of residency effective August 26, 2021. See Appendix IV. The local board will continue to review the local ITA policy and consider any changes as necessary due to ongoing COVID impacts.

Provide a copy of the local training provider approval policy and procedures. Describe how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers, and jobseekers.

LWIA 5 is following WIOA Policy 15-WIOA-5.3: WIOA Training Provider and Training Program Eligibility to recommend providers for inclusion on the statewide eligible training provider list. This policy can be found in Appendix IV to this plan. The Board will be adopting local policy ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers, and jobseekers.

As reflected in the "Local Vision" section of this plan, the LWIA 5 staff have identified several interrelated efforts to enhance the impact of training investment. These include: equipping workNet Center staff with up to date information regarding labor market trends and specific employer needs to better inform job seekers; working with employers by sector, and ensuring that appropriate training is available based on aggregate industry needs; identifying certifications and credentials that are valuable to multiple employers in the local area; and intentionally sharing this information with all partners – including training providers.

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I. Describe if the local workforce board will authorize the transfer of WIOA Title 1B workforce funds, including the maximum dollar amount and/or percentage that is authorized to be transferred on an annual basis

- ☐ To transfer funds between the adult and dislocated worker funding streams
- ☐ To use funds for incumbent worker training
- ☐ To use funds for transitional jobs
- ☐ To use funds for pay for performance contracts

LWIA 5 does not currently plan to transfer funds between adult and dislocated worker activities in the coming Program Year. However, to ensure all adult and dislocated worker training funds are fully utilized, the staff will review expenditures quarterly and, if appropriate, the Board may elect to transfer funds between these two funding streams as allowable and with the approval of the Governor. Any transfer of funds would occur in alignment with relevant federal, state, and Kane County policies and procedures.

Board policy allows for up to 20 percent of funds to be allocated to incumbent worker activities, and the budget for this activity is reconsidered by the Board each program year based on need. The Board recognizes that it has the ability to invest up to 10 percent of adult and dislocated worker funding to transitional job programs but is not pursuing these activities during this planning cycle. The need for both incumbent worker and transitional job funding will be reevaluated when the next planning cycle is undertaken.

The local board is not currently authorizing the transfer of WIOA Title IB funds for pay-for-performance contracts at this time, but will revisit this contracting option if needed.

The local board is not currently authorizing the transfer of WIOA Title IB funds for pay for performance contracts.

J. As part of the 2022 modification, describe the impact of the pandemic the operating systems and policies within the Local Workforce Innovation Areas (LWIAs) otherwise not already described above. Include what steps, to the extent know, that will be taken over the next two years to adapt to the impact to the pandemic regarding the operating systems and policies within the Local Workforce Innovation Areas (LWIAs).

As a result of pandemic, use of virtual communication for local workforce board meetings was implemented and found to be an effective and efficient alternative to in-person meetings. It expanded member availability and greater attendance was realized as a result. Additionally, greater partner interaction was achieved using virtual platforms which lead to ease in maintaining monthly contact to share program updates and customer resource availability.

In 2021, LWIA 5 amended the local area's WIOA Enrollment, Individual Training Account (ITA), and On-the-Job Training (OJT) program policies to adopt changes for expanded eligibility. The local workforce board will continue to monitor the area's post-COVID climate over the next two years to ensure our operating systems and policies are aligned. See Appendix II, IV, and V for updated policies.

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K. Describe how a workforce equity lens is or will be incorporated in the operating systems and policies as part of the Local Workforce Areas (LWIAs)

A workforce equity lens will be incorporated in our operating systems and policies by collecting and analyzing data about demographics, race, ethnicity, among other characteristics of participants in the workforce system. LWIA 5 will ensure inclusion of Census data and other credible data sources to understand the diverse workforce and how to best serve them. LWIA 5 will continue to use this method moving forward and ensure operating systems and policies are aligned with a workforce equity lens.

CHAPTER 5: PERFORMANCE GOALS AND EVALUATION

A. Provide information regarding the local levels of performance negotiated with the Governor and chief elected official consisted with WIOA Sec. 116(c) to be used to measure the performance of the local area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B and the one-stop delivery system (core and required partners as applicable) in the local area

WIOA Performance Measures

The Board annually meets or exceeds it negotiated levels of performance and will strive to achieve designation as a high-performing board when state guidelines are published. The PY18 and PY20 Performance Outcomes and Goals, as accepted by the Illinois Department of Commerce and Economic Opportunity (DCEO), are provided below.

PY18 Performance Levels through Quarter 4

Performance Measurement	Neg. Goal	90% Threshold	Actual Outcome	% of Neg. Goal	% of Threshold Goal	Status
Youth Employment Rate Q2	70.0%	63.0%	79.87%	114.1%	126.78%	Exceed
Youth Median Earnings Rate Q2	$0.00	$0.00	$3,914.25	0.0%	0.0%	N/A
Youth Employment Rate Q4	69.0%	62.1%	72.67%	105.32%	117.02%	Exceed
Youth Credential Attainment Rate	61.0%	54.9%	55.83%	91.52%	101.69%	Meet
Youth Measurable Skills Gain	0.0%	0.0%	42.65%	0.0%	0.0%	N/A
Adult Employment Rate Q2	69.0%	62.1%	73.68%	106.78%	118.65%	Exceed
Adult Median Earnings Rate Q2	$4,700.00	$4,230.00	$7,661.51	163.01%	181.12%	Exceed
Adult Employment Rate Q4	69.0%	62.1%	71.13%	103.09%	114.54%	Exceed
Adult Credential Attainment Rate	55.0%	49.5%	71.43%	129.87%	144.3%	Exceed
Adult Measurable Skills Gain	0.0%	0.0%	60.38%	0.0%	0.0%	N/A
DW Employment Rate Q2	75.0%	67.5%	76.96%	102.61%	114.01%	Exceed
DW Median Earnings Rate Q2	$7,000.00	$6,300.00	$10,892.52	155.61%	172.9%	Exceed
DW Employment Rate Q4	76.0%	68.4%	77.88%	102.47%	113.86%	Exceed
DW Credential Attainment Rate	61.0%	54.9%	76.61%	125.59%	139.54%	Exceed
DW Measurable Skills Gain	0.0%	0.0%	55.83%	0.0%	0.0%	N/A

PY20 Performance Levels through Quarter 4

Performance Measurement	Neg. Goal	90% Threshold	Actual Outcome	% of Neg. Goal	% of Threshold Goal	Status
Youth Employment Rate Q2	78.0%	70.0%	76.62%	98.23%	109.15%	Meet
Youth Median Earnings Rate Q2	$4,000.00	$3,600.00	$4,220.58	105.51%	117.24%	Exceed
Youth Employment Rate Q4	77.0%	69.3%	74.85%	97.21%	108.01%	Meet
Youth Credential Attainment Rate	61.5%	55.35%	64.12%	104.26%	115.84%	Exceed
Youth Measurable Skills Gain	36.0%	32.4%	46.0%	127.78%	141.98%	Exceed
Adult Employment Rate Q2	75.5%	67.95%	68.13%	90.24%	100.26%	Meet
Adult Median Earnings Rate Q2	$7,200.00	$6,480.00	$8,829.00	122.63%	136.25%	Meet
Adult Employment Rate Q4	75.0%	67.5%	67.57%	90.09%	100.1%	Meet
Adult Credential Attainment Rate	74.0%	66.6%	82.11%	110.96%	123.29%	Exceed
Adult Measurable Skills Gain	45.0%	40.5%	57.98%	128.84%	146.16%	Exceed
DW Employment Rate Q2	81.0%	72.9%	75.44%	93.14%	103.48%	Meet
DW Median Earnings Rate Q2	$10,150.00	$9,135.00	$12,450.00	122.66%	136.29%	Exceed
DW Employment Rate Q4	80.0%	72.0%	73.71%	92.14%	102.38%	Meet
DW Credential Attainment Rate	78.0%	70.2%	87.23%	111.83%	124.26%	Exceed
DW Measurable Skills Gain	48.0%	43.2%	62.92%	131.08%	145.65%	Exceed

Additional State Performance Measures

Under WIOA, performance by LWIA 5 for all customers and state partners are measured under a set of common indicators of performance (known as Common Measures):

- Entered employment
- Employment retention
- Median earnings
- Credential attainment
- Measurable skill gains
- Effectiveness in serving employers

Performance levels for PY 2021 have been negotiated between the Governor and the Kane County Chief Elected Official as follows:

Performance Measure	Performance Goal
Adult	
Employment Rate 2nd Quarter after Exit	75.5%
Employment Rate 4th Quarter after Exit	75%
Median Earnings	$7,200
Credential Attainment	74%
Measurable Skills Gain	45%
Dislocated Workers	
Employment Rate 2nd Quarter after Exit	81%
Employment Rate 4th Quarter after Exit	80%

Median Earnings	$10,150
Credential Attainment	78%
Measurable Skills Gain	48%
Youth	
Employment/Placement in Education Rate 2nd Quarter after Exit	78%
Employment/Placement in Education Rate 4th Quarter after Exit	77%
Median Earnings	$4,000
Credential Attainment	61.5%
Measurable Skills Gain	45%

B. Provide a description of the current and planned evaluation activities and how this information will be provided to the local board and program administrators as appropriate

Services and outcomes are evaluated regularly by each partner program and as part of the service integration process. When service delivery strategies are identified as successful, efforts are made to expand and replicate them for additional customers and cross-train staff on their implementation.

What existing service delivery strategies will be expanded based on promising return on investment?

The most important expansion of service will be through the re-location of the comprehensive One-Stop Center to its new location in Batavia for PY2020. LWIA 5 recognizes the need to improve coordination among partners as part of the service integration process and will be better able to maximize this capacity in the new One-Stop. The center will also be more accessible, particularly through public transportation. The Board and Partners will dedicate significant effort to the process of moving and making the most of the new center during PY2020 and beyond and focus themselves on service integration as described in the Service Integration Action Plan.

An additional expanded service delivery strategy includes the focused priority placed on referrals between Partners programs. Within PY2019, the One-Stop Operator piloted surveying new center patrons to identify their needs and create a stronger basis for referral of services. In the coming years, this effort will be expanded with the feedback of Partners to further enhance co-enrollment.

What existing service delivery strategies will be curtailed or eliminated based on minimal return on investment?

LWIA 5 will work to reduce types of training and service that are disconnected from employers, lack real area demand, or provide solid career pathways, including programs that fail to utilize sufficient employer input and programs in occupations where strong pathways are not present. LWIA 5 will reduce use of models that are not aligned with area priorities.

What new service strategies will be used to address regional educational and training needs based on promising return on investment?

- **What ROI and qualitative outcome data for various education and training programs will be collected to identify barriers to employment?**
- **What are the most cost-effective approaches to taking down those barriers or helping residents overcome them?**

The area will work to collect more extensive data on the industries and occupations that are seeing greatest success in job placement, data on wages at placement, and information on the specific occupational training programs that are resulting in placement into well-paying jobs. The Board's One Stop Committee and Business Service Teams will leverage improved employer and industry information to target particular trainings as well as insights on major barriers to employment and retention and work to build new solutions.

Community colleges in the area will partner with industry to ensure that education and training programs align with the needs of employers and that students (especially area Youth) are aware of the in-demand sectors and industries in the region. The LWIA 5 intends to expand and sustain some efforts by identifying successes and challenges experienced by community college partners as well as industry partners.

Some key strategies that have shown promise, many with low investment and high ROI, which will be pursued include:

- Facilitating tours to manufacturing facilities for groups of students in high schools and middle schools and expanding methods of introducing students to the opportunities and technical aspects of manufacturing. Typically, such tours have been exclusively for CTE students. LWIA 5 will explore strategies that expand tours to a more diverse student body, while supporting other methods of educating youth about the industry such as leveraging "how it's made" videos into classrooms.
- Supporting externships for teachers to better help them educate students on key industries, including manufacturing which continues to have a negative stigma despite having many high-technology opportunities.
  Expanding contextualized basic skills education such as bridge programs delivered in conjunction with industry.
- Educating employers on the benefits of apprenticeship programs (whether formally registered or other apprenticeship-like training options that can be implemented).
- Promoting to employers a range of work-based learning and training methods in conjunction with education/training, which can incentivize workers and build career pathways.
- Expanding IT and basic computer skills training for all customers, given the presence of IT activities

Other strategies for which the area does not have ready solutions, but recognizes a need and will work to advocate with other local and regional institutions include:

- A need for improved access to transportation. Too many workers lack reliable transportation to get to good jobs that are available. This is a problem both for individuals but also with the public transportation infrastructure within the region.
- A need for improved access to technology including the presence of major gaps in high-bandwidth internet access within the region and lack of computer skills for many workers. This presents barriers to workers in terms of applying for jobs (almost all job applications are now online) as well as for succeeding workplaces in which IT and computer skills are ever more required.

As part of the 2022 modification, describe how a workforce equity lens is or will be incorporated in the analysis of performance goals and implementation of evaluation activities.

A Workforce equity lens will be incorporated by analyzing performance goals and implementation of evaluation activities by convening with our partners throughout the year via zoom to evaluate our system and determine where there may be gaps to address. If gaps are present, we look to designing and implement strategies to address those. After implementation, we convene again to evaluate the outcomes and determine if the gaps were corrected. The same process is used with our One Stop Committee and Youth Committee. LWIA 5 will ensure inclusion of Census data and other credible data sources to understand the diverse workforce and how to best serve them.

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CHAPTER 6: TECHNICAL REQUIREMENTS AND ASSURANCES

A. Fiscal Management

Kane County is the entity responsible for the disbursal of grant funds, as outlined in the Intergovernmental Agreement between the Counties of Kane, Kendall, and DeKalb. All subgrants and contracts are procured under the Kane County Procurement Ordinance #19-46, which was updated on February 11, 2019. The ordinance can be accessed at Kane County Government website and, as requested, is included in Appendix V and VI, respectively, of this plan.

B. Physical and Programmatic Accessibility

Section 188 of the Workforce Innovation and Opportunity Act (WIOA) of 2014 and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) are fulfilled through policies and procedures established by DOL and DCEO. The one-stop is fully compliant with WIOA Section 188 and the Americans with Disabilities Act. The locally-designated Equal Opportunity (EO) Officer provides oversight for implementing, maintaining and monitoring WIOA Section 188 Non-discrimination and Equal Opportunity Regulations. Staff training includes information about how to support the needs of customers and peers with disabilities. In overseeing the one-stop - center, the operator will be responsible for working with the EO Officer to ensure continued compliance with applicable laws relating to programmatic and physical accessibility. Accessible computers, adjustable desks, TTY phone technology, and Sorenson Video phones are available to all staff and customers. Additionally, information is provided to staff and customers on the process to file ADA grievances.

The One-Stop Center Accessibility Compliance Checklist (Facility Accessibility Survey) and Contractor/Service Provider (Self-Evaluation Tool) provided by the DCEO Office of Equal Opportunity Monitoring and Compliance are completed by the Equal Opportunity Officer annually to ensure that clients with disabilities have uninhibited access to services and are appropriately accommodated to meet their needs. The survey and evaluation tool address and answer the questions on whether facilities are physically and programmatically accessible for individuals with disabilities. They are used to determine if WIOA programs and services are accessible and whether there are policies and procedures in place that address areas such as accessible parking, doors and doorways, signage, request for reasonable accommodation and auxiliary aids, wheelchair accessibility, TTY services, EO Posters, sign language interpreter services, staff acknowledgement of EO/Non-discriminatory policies and procedures.

The availability of assistive technology and other resources for individuals with disabilities is assessed as part of the survey and evaluation tool, evaluating the availability of items such as large screen monitors, trackball mouse, scanning/reading software, enlarged keyboards, web page reading software, adjustable keyboard trays, alternative formatted materials (Large print, Braille, Audio-tape). Inventory is reviewed as part of the assessment to assure the availability of the required assistive technology and alternative sources at the one-stop center.

All LWIA 5 contracts include language regarding ADA requirements, consistent with Kane County contacting guidelines. These guidelines meet the requirements outlined in the Illinois One-Stop Center Accessibility Compliance Checklist.

LWIA 5 partners have updated the Memoranda of Understanding, which also addresses all ADA and WIOA Section 188 requirements for the partners. The one-stop certification process will ensure that the center

is accessible by all, offering adequate parking, necessary equipment for persons with disabilities, and adequately connecting English Language Learning individuals with appropriate translation services.

C. Plan Development and Public Comment

The Local Plan draft was made available for public comment for a period of thirty (30) days on the Kane County Government website beginning February 14, 2020 and ending March 14, 2020. Notice of availability of the plan was published in local newspapers in the Counties of Kane, Kendall and DeKalb. Those wishing to make comment were instructed to do so electronically, directed to the Office of Community Reinvestment, Workforce Development Division. Opportunity to comment was made via email to Suzanne Markin at markinsuzanne@countyofkane.org. The Executive Committee, through emergency action on behalf of the Board, approved the local plan on April 23, 2020.

The LWIA 5 Board did not receive any public comments on the local plan.

This local plan will be modified as required by the State of Illinois, or more frequently should the local Board shift its priorities or adopt new service strategies.

This local plan will be modified as required by the State of Illinois, or more frequently in the event the local Board sees a need to shift priorities or adopt new service strategies. The Local Plan modification draft was made available for public comment for a period of thirty (30) days on the Kane County Government website beginning on February 18, 2022 and ending on March 20, 2022. Notice for Public Comment of the plan was sent via email to LWIA 5 Board, LWIA 5 Partners, DCEO, Elgin, Aurora, DeKalb, and Kendall Housing Authorities, 26 Libraries, 49 Churches, 68 Nonprofits, 12 Chamber of Commerce, Kane and Kendall Counties Sherriff's Departments, and 8 Associations throughout the Counties of Kane, Kendall and DeKalb.

Additionally, LWIA 5 has scheduled a Local Plan Revision Public Comment Session via Zoom on March 2, 2021 between 1:00 p.m. and 2:00 p.m. to provide another avenue for the public to provide feedback. https://us06web.zoom.us/j/85184730796?pwd=c0Yza3Z0YnJwWk5FSDNISzNSTlhhZz09. Those wishing to make comment were instructed to do so electronically, directed to the Office of Community Reinvestment, Workforce Development Division. Opportunity to comment was made via email to Israel Vargas at vargasisrael@co.kane.il.us.

D. Describe how a workforce equity lens is or will be incorporated in with meeting the administrative requirement of the Workforce Innovation and Opportunity Act programs.

As mentioned before, workforce equity lens will be incorporated in with meeting the administrative requirement of the Workforce Innovation and Opportunity Act programs by considering the collection and analyzing of data about demographics, race, ethnicity, among other characteristics of participants in the workforce system. LWIA 5 will ensure inclusion of Census data and other credible data sources to understand the diverse workforce and how to best serve them.

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Appendix I

Workforce Development Board of Kane, Kendall, and DeKalb Counties
Local WIOA Plan 2020-2024
Appendix I: Revised Economic Analysis – February 2022

Demographic Indicators (3Q 2021)

The total population in the Tri-County Region in 2020 was approximately 761,796. Approximately 70% of the population in the region resides in Kane County (531,376), followed by 17% in Kendall County (126,054) and 14% in DeKalb County (104,366). In Kane County, Latinos represent 31.9% of the population, in Kendall 18.7%, and in DeKalb 11.2%. 30% of the population in the tri-county area are at poverty levels.

Demographic Indicators

	Percent			Value		
	Kane County, Illinois	Kendall County, Illinois	DeKalb County, Illinois	Kane County, Illinois	Kendall County, Illinois	DeKalb County, Illinois
Demographics						
Population (ACS)	—	—	—	531,376	126,054	104,366
Male	49.8%	49.3%	49.6%	264,564	62,117	51,753
Female	50.2%	50.7%	50.4%	266,812	63,937	52,613
Median Age[2]	—	—	—	37.3	35.2	31.1
Under 18 Years	25.9%	28.8%	21.6%	137,700	36,346	22,523
18 to 24 Years	9.0%	8.3%	19.6%	47,603	10,478	20,447
25 to 34 Years	12.0%	12.5%	13.4%	63,846	15,774	13,967
35 to 44 Years	13.5%	16.2%	11.2%	71,557	20,433	11,667
45 to 54 Years	14.1%	14.3%	11.0%	75,020	18,018	11,509
55 to 64 Years	12.4%	9.7%	11.1%	65,700	12,252	11,571
65 to 74 Years	8.0%	6.3%	7.1%	42,350	7,988	7,365
75 Years, and Over	5.2%	3.8%	5.1%	27,600	4,765	5,317
Race: White	73.0%	81.4%	84.0%	387,883	102,605	87,649
Race: Black or African American	5.5%	7.4%	7.9%	29,416	9,339	8,258
Race: American Indian and Alaska Native	0.5%	0.1%	0.1%	2,590	145	102
Race: Asian	4.1%	3.2%	2.3%	21,612	4,045	2,379
Race: Native Hawaiian and Other Pacific Islander	0.0%	0.0%	0.0%	240	0	0
Race: Some Other Race	14.0%	5.2%	3.3%	74,326	6,532	3,428
Race: Two or More Races	2.9%	2.7%	2.4%	15,309	3,388	2,550
Hispanic or Latino (of any race)	31.9%	18.7%	11.2%	169,364	23,571	11,637
Population Growth						
Population (Pop Estimates)[4]	—	—	—	531,010	130,638	104,491
Population Annual Average Growth[4]	0.3%	1.3%	-0.1%	1,495	1,527	-66
People per Square Mile	—	—	—	1,023.7	402.7	166.2

Source: JobsEQ®, http://www.chmuraecon.com/jobseq
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Demographic Indicators

	Percent			Value		
	Kane County, Illinois	Kendall County, Illinois	DeKalb County, Illinois	Kane County, Illinois	Kendall County, Illinois	DeKalb County, Illinois
Economic						
Labor Force Participation Rate and Size (civilian population 16 years+)	68.7%	73.4%	67.8%	282,077	68,690	57,136
Prime-Age Labor Force Participation Rate and Size (civilian population 25-54)	85.5%	87.1%	86.1%	179,864	47,188	31,938
Armed Forces Labor Force	0.0%	0.0%	0.1%	110	34	50
Veterans, Age 18-64	2.9%	3.3%	3.9%	9,294	2,569	2,705
Veterans Labor Force Participation Rate and Size, Age 18-64	85.4%	86.3%	80.3%	7,935	2,218	2,172
Median Household Income[2]	—	—	—	$79,394	$96,563	$63,317
Per Capita Income	—	—	—	$36,270	$36,382	$29,430
Mean Commute Time (minutes)	—	—	—	29.1	34.4	26.0
Commute via Public Transportation	2.4%	2.5%	1.3%	6,430	1,594	684
Educational Attainment, Age 25-64						
No High School Diploma	15.5%	6.9%	6.7%	42,931	4,569	3,268
High School Graduate	21.0%	21.0%	23.5%	57,934	13,942	11,424
Some College, No Degree	21.3%	22.6%	24.8%	58,754	15,025	12,076
Associate's Degree	7.9%	11.2%	12.1%	21,707	7,465	5,904
Bachelor's Degree	22.7%	24.6%	21.4%	62,722	16,334	10,421
Postgraduate Degree	11.6%	13.8%	11.5%	32,075	9,142	5,621
Housing						
Total Housing Units	—	—	—	187,967	42,029	41,206
Median House Value (of owner-occupied units)[2]	—	—	—	$238,300	$235,600	$173,100
Homeowner Vacancy	1.1%	0.4%	1.5%	1,509	153	332
Rental Vacancy	3.6%	1.3%	3.8%	1,767	93	652
Renter-Occupied Housing Units (% of Occupied Units)	26.1%	16.4%	43.0%	46,947	6,685	16,393
Occupied Housing Units with No Vehicle Available (% of Occupied Units)	4.5%	1.9%	6.0%	8,123	755	2,279
Social						
Poverty Level (of all people)	9.4%	4.5%	16.6%	49,371	5,647	16,531
Households Receiving Food Stamps/SNAP	10.6%	8.0%	12.5%	19,005	3,246	4,783
Enrolled in Grade 12 (% of total population)	1.8%	2.0%	1.6%	9,545	2,479	1,686
Disconnected Youth[3]	1.0%	2.5%	2.2%	304	179	170
Children in Single Parent Families (% of all children)	28.6%	24.1%	38.1%	38,133	8,566	8,368
Uninsured	8.3%	5.0%	5.3%	44,025	6,288	5,465
With a Disability, Age 18-64	6.7%	6.7%	8.3%	21,669	5,139	5,742
With a Disability, Age 18-64, Labor Force Participation Rate and Size	46.4%	54.1%	48.7%	10,047	2,781	2,797
Foreign Born	17.5%	9.5%	6.5%	92,946	11,926	6,772
Speak English Less Than Very Well (population 5 yrs and over)	12.1%	5.4%	4.0%	60,332	6,371	3,907

Source: JobsEQ®, http://www.chmuraecon.com/jobseq
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Over a quarter of the Tri-County Region's population is between the ages of 25-54 years old and is the Prime-Age Labor Force Participation Rate and Size. Median household income in Kane County is at $79,364, for Kendall is $96,563, and DeKalb County's median household income is at $63,317 making it the county with the lowest median household median income in the tri-county area.

Industry Snapshot (3Q 2021)

Manufacturing continues to be the biggest employer in Kane and Kendall counties while in DeKalb, it was below at -6.7%. Kendall County has experienced a growth of 10.4% in the Administrative and Support and Waste Management and Remediation Services while DeKalb has experienced growth of 26.1% in the Mining, Quarrying, and Oil and Gas Extraction fields.

Kane, Kendall, and DeKalb County, Illinois, 2021Q3[1]

			Ann % - Kane County, Illinois	Ann % - Kendall County, Illinois	Ann % - DeKalb County, Illinois	Total Demand	Empl Growth	Ann % Growth
Manufacturing	30,706	$65,311	-0.7	-3.0	-0.6	3,077	-117	-0.4
Health Care and Social Assistance	23,534	$55,292	-0.1%	1.0%	-6.7%	2,415	-117	-0.4%
Educational Services	21,738	$58,323	-2.0%	3.9%	-0.1%	2,052	194	0.8%
Retail Trade	21,363	$33,628	-3.3%	-1.5%	-6.7%	2,679	41	0.2%
Administrative and Support and Waste Management and Remediation Services	18,106	$37,475	4.3%	6.7%	2.8%	2,204	-165	-0.8%
Accommodation and Food Services	14,992	$20,818	0.1%	10.4%	3.6%	2,716	113	0.6%
Wholesale Trade	13,373	$78,792	-2.8%	8.1%	-4.6%	1,388	279	1.9%
Construction	13,304	$71,610	-2.9%	-0.1%	3.1%	1,311	-15	-0.1%
Professional, Scientific, and Technical Services	11,119	$82,167	2.8%	0.1%	6.9%	1,001	8	0.1%
Other Services (except Public Administration)	8,890	$36,770	-1.6%	6.4%	11.3%	1,121	50	0.4%
Transportation and Warehousing	7,209	$52,369	1.6%	3.1%	-7.0%	797	104	1.2%
Finance and Insurance	6,894	$75,354	-0.3%	0.6%	-6.6%	607	29	0.4%
Public Administration	6,741	$78,177	-0.1%	-1.4%	-1.6%	629	-35	-0.5%
Arts, Entertainment, and Recreation	5,191	$28,388	2.7%	-5.9%	-3.1%	886	11	0.2%
Information	2,771	$69,133	-4.1%	20.1%	11.2%	266	150	2.9%
Real Estate and Rental and Leasing	2,456	$58,955	1.0%	-11.1%	12.1%	247	-1	0.0%
Management of Companies and Enterprises	1,704	$81,836	3.4%	8.7%	-5.5%	151	-1	0.0%
Agriculture, Forestry, Fishing and Hunting	804	$48,144	0.6%	-7.7%	-21.2%	89	-2	-0.1%
Utilities	183	$82,312	4.8%	1.9%	-2.0%	12	2	0.3%
Mining, Quarrying, and Oil and Gas Extraction	119	$91,266	-7.3%	1.8%	6.6%	13	-4	-2.2%
Unclassified	36	$41,946	-31.2%	11.4%	26.1%	4	0	0.4%
Total - All Industries	**211,231**	**$55,282**	44.5%	169.8%	104.7%	23,735	705	0.3%

Source: JobsEQ®, http://www.chmuraecon.com/jobseq

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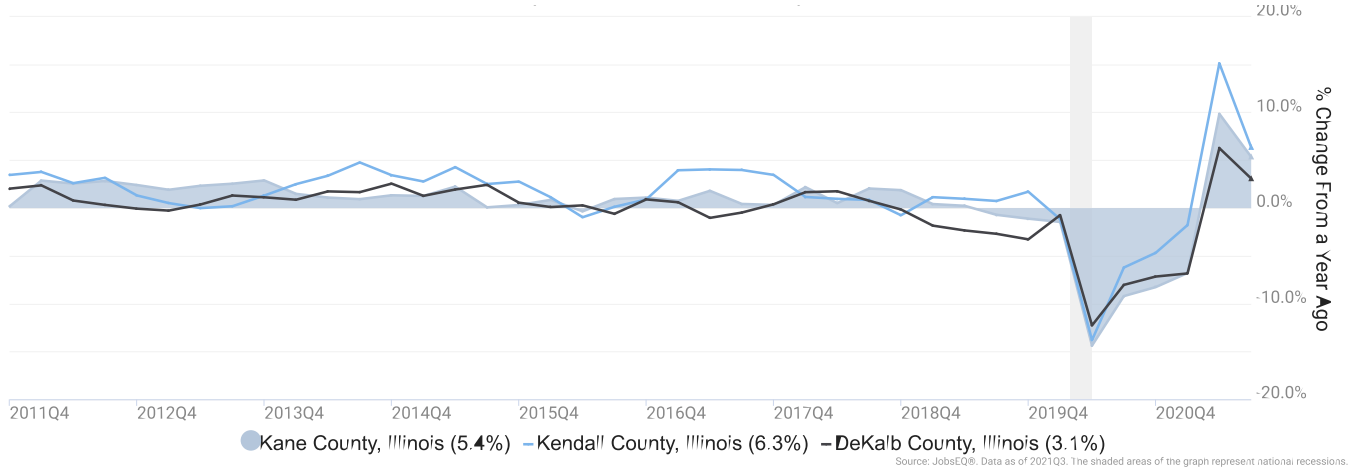
A one-year forecast indicates that the tri-county area will experience some growth with Arts, Entertainment, and Recreation showing at 2.9%.

Employment Trends (3Q 2021)

As of 2021Q3, total employment for Kane County, Illinois increased to 5.4% in the region, Kendall County at 6.3%, and DeKalb at 3.1%.



Source: JobsEQ®, http://www.chmuraecon.com/jobseq
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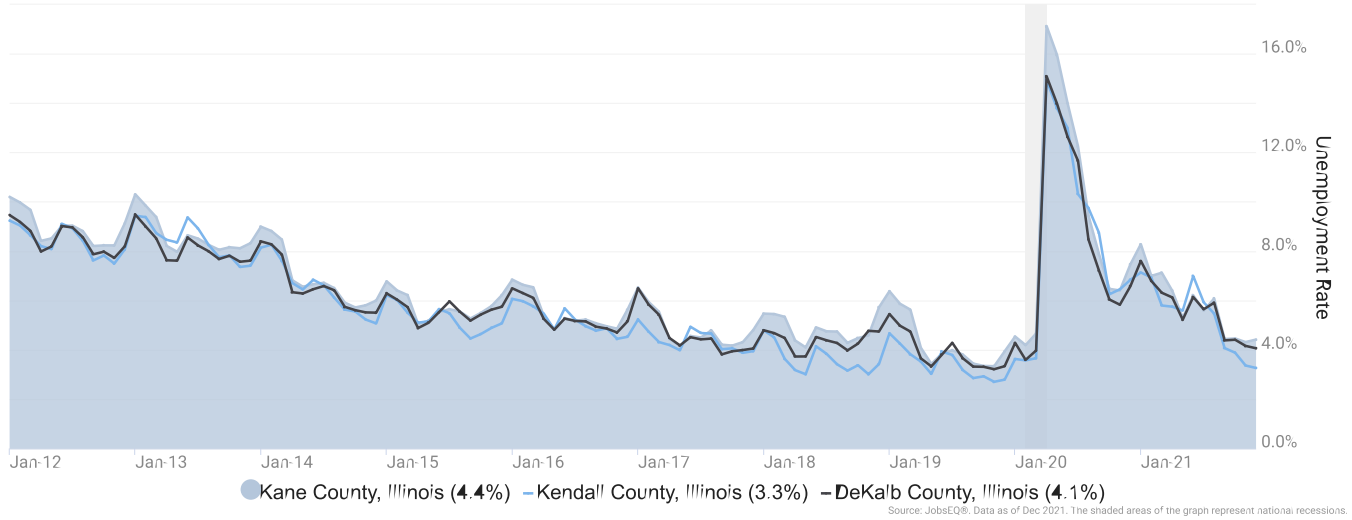
Unemployment Rate (3Q 2021)

The unemployment rate for Kane County, Illinois was 4.4% as of December 2021. The regional unemployment rate was higher than the national rate of 3.7%. Kendall County at 3.3% and DeKalb at 4.1% thus Kendall County showing the lowest levels of unemployment.



Source: JobsEQ®, http://www.chmuraecon.com/jobseq
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Appendix II

Workforce Development Board
Kane, Kendall & DeKalb Counties

WIOA Policy

WIOA ENROLLMENT

Policy No.	**2017-02-ENR**
Date Adopted	**February 8, 2017**
Effective Date	**February 8, 2017**
Last Amended	**August 26, 2021**

INTRODUCTION

Individuals seeking individualized career and/or training services must be locally enrolled following an eligibility determination for the applicable WIOA program; Adult, Dislocated Worker or Youth. Priority of service shall be given to certain targeted populations as applicable under WIOA.

ELIGIBILITY REQUIREMENTS

A. To receive individualized career and/or training services, individuals must meet the following eligibility criteria:

1. Be authorized to work in the United States;
2. Meet Military Selective Service Registration Requirements as defined by Illinois WIOA Policy guidance; and
3. Meet WIOA Adult, Dislocated Worker or Youth Program Eligibility requirements as defined by Illinois WIOA Policy guidance.

Eligible Adults, Dislocated Workers and Youth who receive individualized career and/or training services (other than self-service or information activities) must be enrolled in the Illinois Workforce Development System (IWDS) and eligibility documentation must be collected prior to enrollment and maintained in the participant file.

B. Additionally, and for training service enrollment specifically, Adults and Dislocated Workers must meet the following requirements (among other criteria defined in separate training policies):

- Unlikely or unable to obtain or retain employment which pays at or above economic self-sufficiency or wages comparable to or higher than wages from dislocation employment through career services, and
- In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from dislocation employment.

For Adults and Dislocated Workers, self-sufficiency is locally defined as 1.) having a family income equal to or exceeding 200% of the Lower Living Standard Income Level (LLSIL) (based on the 100% Lower Living Standard Income Level (LLSIL) as released annually by the Department of Commerce and Economic Opportunity) or 2.) at least 95% of an individual's dislocation wage/income (applicable for Dislocated Workers only).

PRIORITY OF SERVICE REQUIREMENT

Under WIOA, veterans and eligible spouses continue to receive priority of service for all USDOL-funded job training programs, which includes Adult, Dislocated Worker and Youth services. WIOA also prescribes a priority of service when providing individualized career and training services using WIOA Adult funds (not applicable to dislocated worker and youth population). This Adult priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient as defined through Illinois Policy guidance.

Dependent on the type of service being provided to these priority groups, applying precedence may include:

1. Receiving access to the service earlier in time than the non-priority individual; or

2. If the service or resources are limited, priority populations receive access to the service instead of or before other population groups.

Individualized career and/or training services will be provided to Adults on a priority basis under the following method. Each participant's priority status will be determined at the point of entry and will be applicable regardless of funding levels. Priority shall be documented and will not change during the period of participation. Upon identification, the individual shall be notified of their entitlement to priority of service; array of programs and services available to them; and any applicable eligibility requirements for those programs and services.

1. First Priority: Veterans and eligible spouses who are low-income, to include recipients of public assistance, or who are basic skills deficient.
2. Second Priority: Individuals who are low-income, to include recipients of public assistance, or who are basic skills deficient.
3. Third Priority: Veterans and eligible spouses who are not low-income, or are not recipients of public assistance, and are not basic skills deficient.
4. Last Priority: For all other persons not listed above; those who do not qualify as veterans, eligible spouses, recipients of public assistance, low-income individuals, or basic skills deficient individuals.

REFERENCES:
WIOA Part 680
WIOA Part 681, Subpart B
Military Selective Service Act (32 CFR Part 1605)
USDOL TEGL No. 11-11, Change 2
WIOA Section 123
WIOA Section 134
WIOA Section 188

Modifications:
8.26.2021 – Increasing self-sufficiency standard to 200% of LLSIL.
3.07.2018 – Regarding residency requirement.

Appendix III

Workforce Development Board
Kane, Kendall & DeKalb Counties

WIOA Policy

SUPPORTIVE SERVICES

Policy No.	**2017-06-SS**
Date Adopted	**June 14, 2017**
Effective Date	**July 1, 2017**

INTRODUCTION
This policy addresses the use of Workforce Innovation and Opportunity Act (WIOA) funds for supportive services to eligible Adult, Dislocated Worker and Youth participants. Supportive services include financial or non-financial services such as transportation, child care, dependent care, and housing that is necessary to enable an individual to participate and be actively engaged in activities authorized by WIOA. These services must be unattainable through other programs or community resources.

ELIGIBILITY
WIOA-enrolled Adult, Dislocated Worker and Youth participating in career, training, or follow-up services may qualify for supportive services when an assessment determines that the following factors are met:

(1) A financial need is demonstrated,
(2) the service is necessary in order for the participant to achieve employment and/or training goals, and
(3) the service cannot be obtained through any other resource or program.

Participants meeting the above criteria and who are determined to be low-income according to Lower Level Standard Income Level (LLSIL) guidelines are automatically deemed eligible to receive financial supportive services. Participants above the LLSIL or whose eligibility was not determined using income as a factor will require a financial needs assessment to establish eligibility for supportive services.

EXAMPLES OF SUPPORTIVE SERVICES
The following list provides examples of supportive services and is not intended to be an exhaustive list of allowable services:

1. Transportation costs, including but not limited to: bus passes, gas cards or mileage reimbursement, or minor car repair.
2. Child care and dependent care costs.
3. Uniforms or other appropriate work attire, eyeglasses, and work or training related material costs not covered by the employer.
4. Work and training related exams, background checks, certifications, credentials, licenses and permits.
5. Emergency services for food, housing, health/medical or other temporary assistance that is time-sensitive and necessary for the participant's health and/or safety. Such services are determined on a case-by-case basis and typically are a one-time occurrence.
6. Training or employment-related medical testing.
7. Driver's license or state identification (excluding any fines or fees resulting from revocation or suspension, etc.)

PROHIBITED SERVICES
Supportive services may not be utilized to pay for expenses incurred prior to the participant's enrollment into the WIOA program. Additionally, below is a list of prohibited services that are not eligible under supportive services. More detailed information on unallowable costs is articulated in the Uniform Guidance at 2 CFR 200.421-469.

1. Fines and penalties, such as: traffic violations, late finance charges, and interest payments
2. Entertainment, including tips
3. Contributions or donations
4. Interest on borrowed capital (including credit card, mortgage or car payments)
5. Refundable deposits
6. Alcoholic beverages

LIMITATIONS

Total payments for services based on demonstrated need cannot exceed $1,200 per participant within 12 months from the date of enrollment in supportive services.

Eligibility for continued supportive services is contingent upon active participation in training/education activities. Failure to abide by agreed-upon program expectations may result in loss of supportive services.

EXCEPTIONS

Exceptions to the funding limitation require approval of the Director and must be reported to the Executive Committee of the Board at its next regular meeting. Exceptions to the annual $1,200 limit per participant may not exceed $2,500; funding requests beyond $2,500 require Executive Committee approval. Exceptions may be granted in circumstances when a participant's health or safety is at risk, or the individual is experiencing significant barriers outside of his or her control that are preventing successful participation in, or completion of, the program.

REFERENCES:

WIOA Section 3(59)
WIOA Section 134(d)(2) and (3) – Adults and Dislocated Workers
20 CFR 680.330; 680.900-920 – Adults and Dislocated Workers
WIOA Section 129(c)(2)(G) – Youth
20 CFR 681.570 – Youth
2 CFR 200 Subpart E – Cost Principles

Appendix IV

Appendix V

Workforce Development Board
Kane, Kendall & DeKalb Counties

WIOA Policy

INDIVIDUAL TRAINING ACCOUNTS

Policy No.	**2017-02-ITA**
Date Adopted	**February 8, 2017**
Effective Date	**February 8, 2017**
Last Amended	**August 26, 2021**

INTRODUCTION

This policy addresses the use of Workforce Innovation and Opportunity Act (WIOA) funds for Individual Training Accounts (ITAs), which are scholarships provided in the form of a voucher that is redeemed for training. ITAs are awarded to eligible participants enrolled in WIOA Adult, Dislocated Worker and Youth programs to enable them to afford a training program made available through the statewide list of eligible training providers that leads to attainment of a credential.

GUIDELINES

ITAs are not entitlements and shall be provided to eligible participants on the basis of an individualized assessment of the individual's job readiness, employment and training needs, financial, social and supportive needs, labor market demand and potential for successful completion, as documented on the participant's Individual Service Strategy (ISS)/Individual Employment Plan (IEP) and subject to the availability of funds. In order to ultimately secure self-sufficient employment, WIOA enrolled Adults, Dislocated Workers, and Out-of-School Youth (ages 16-24) may qualify for an ITA when all of the following conditions are met:

1) The participant's ISS/IEP indicates that he/she will be unlikely or unable to obtain or retain employment that leads to self-sufficiency through career services alone;
2) The participant has selected a career pathway that is outlined in the ISS/IEP, and the ISS/IEP identifies the selected training course that will lead to self-sufficiency as defined by the local area;
3) The participant has the skills and qualifications to successfully participate in and complete the selected training program (as determined by the assessment, by program staff and in accordance with the training provider admission policy);
4) The participant is likely to secure employment in an in-demand sector or occupation;
5) The participant has made every effort to coordinate with alternate grant sources (such as MAP or Pell), and grant assistance beyond available funding resources is required to complete training goals; and
6) In the event that the training program's costs exceed the amount of grant funds available, the participant has provided evidence that he or she is able to secure additional funding to pay of the balance of the training costs.

TRAINING

ITAs are authorized only for training programs listed on the Eligible Training Provider List (ETPL) and awarded on an individual basis taking into account the total costs of the selected training program and other financial assistance available to the participant. The ITA is issued directly to the training vendor/provider.

An ITA may fund one (1) training program when a participant meets the program's requirements, unless the career pathway indicates that stackable training programs are in the best interest of the participant in order to secure self-sufficient employment.

Online training is permitted when the platform for the course provides an adequate system for tracking attendance and/or online participation. Programs that are largely self-taught are not permitted.

COSTS

Costs allowable under ITAs include tuition, fees, books, the usual and customary tools, equipment and supplies and uniforms required for the program of study and must be documented as a requirement for all students in the training program. Any other required costs incidental to training must be approved by staff in accordance with local, state and federal policy.

LIMITATIONS
ITAs issued may not exceed $10,000 for in-district participants and $5,000 for out-of-district participants. In-district participants are those residing within or dislocated from an employer located within the boundaries of Kane, Kendall and DeKalb Counties at the time of enrollment. Participants accepted into a Department of Labor (DOL) Registered Apprenticeship program located within the same three-County workforce area will also be considered in-district. Excluded from this limit are costs pertaining to Basic Skills upgrading, ESL, certain remedial and prevocational courses if required in order to complete a program in which the participant is actively enrolled.

Exceptions to the ITA funding limit per participant may be made on a case-by-case basis at the approval of the Director if evidence can be shown that the lack of additional funds will negatively impact the participant's ability to complete the training program. In no case will an ITA be approved for an increase in excess of $2,000 of the appropriate cap without Board approval.

DENIAL
Reasons for denial of an ITA, or discontinuation of funding, may include:

- The participant is unable to satisfy the ITA approval conditions;
- The participant has previously accessed ITA funded training and is unable to demonstrate the need for an additional or new credential;
- The participant did not successfully earn a credential through their previous ITA training funded and is un-able to provide information to substantiate extenuating circumstances that prevented successful credential attainment;
- The participant has failed to maintain regular contact with program staff;
- The participant has had repeated absences, tardiness or had failed to participate/complete training requirements;
- The participant has failed to maintain a minimum GPA as defined by the provider; or
- The participant has to repeat courses previously funded under WIOA.

REFERENCES:
WIOA Section 134(c)(3)(G)
WIOA Section 129(c)(2)(D)
WIOA Final Rule 20 CFR 680.300, 320-330
WIOA Final Rule 20 CFR 681.550

Modifications:
8.26.2021 – Expands in-district definition.
3.07.2018 – Includes two-tier funding cap.

ON-THE-JOB TRAINING

Policy No.	**2017-02-OJT**
Date Adopted	**February 8, 2017**
Effective Date	**February 8, 2017**
Last Amended	**August 26, 2021**

INTRODUCTION

On-the Job Training provides funding to partially reimburse businesses for the costs of training a newly hired employee on the specialized skills necessary to perform his or her job effectively. Up to 75% of an employee's wage rate is reimbursable. Both private non-profit or private sector employers qualify to participate in this program.

DEFINITION

The term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that – (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) is made available through a program that provides reimbursement to the employer of up to 75 percent of the wage rate of the participant [except as provided in section 134(c)(3)(H) of the Workforce Innovation and Opportunity Act], for the extraordinary cost of providing the training and additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. (*Section 3 (44) of WIOA*)

GENERAL REQUIREMENTS

OJT is provided under a contract with an employer in the private non-profit or private sectors. OJT is provided for the WIOA participant for the purpose of providing the employee with a full-time employment opportunity that leads to self-sufficiency as defined by the Local Workforce Development Board of Kane, Kendall and DeKalb Counties. OJT positions are full-time according to the definition of the employer, but may be no less than 32 hours per week.

ELIGIBILITY

Employers located within Kane, Kendall or DeKalb County may train any individual enrolled in LWIA 5 WIOA services. Individuals enrolled in LWIA 5 may qualify for placements with employers throughout the broader Economic Development Region (EDR) 4 as defined by the State, as well as those counties contiguous to LWIA 5. This includes any employer within the counties of Boone, Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, La Salle, Lake, Lee, McHenry, Ogle, Will, and Winnebago. Please note that, while employers may identify and refer an individual for an OJT opportunity (known as a "reverse referral"), an assessment will be required to ensure that the individual is eligible.

Individuals enrolled in LWIA 5 (including Adult and Dislocated Workers, Youth) may qualify for OJT opportunities based on an assessment and identified career pathway. Employed individuals may also participate in OJT contracts when the employee is not earning a self-sufficient wage (as defined in the Wages section below) or is earning wages that are not comparable to, or more than, previous earnings. For employed individuals to qualify, the OJT must equip him or her with skills related to new technologies, production or service procedures, workplace literacy, or other skills upgrades. In determining the length of the OJT placement, consideration will be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan.

An employer must have been in operation for a minimum of one year. If the employer has similar positions currently on layoff or open due to a hiring freeze, the position is ineligible for OJT. Similarly, if the OJT will infringe upon the promotion of, or cause the displacement of currently employed workers or will reduce current employees' hours, then the position

is ineligible. Employers may not terminate an employee with the intention of filling the vacancy with OJT participants. Business owners or direct supervisors may not be immediate family members of the participant.

Employers that have completed a relocation that resulted in an employee losing his or her job may not qualify for OJT until operating at the new site for 120 days. Employers that have entered in OJT contracts in under WIOA or WIA the past and have failed to provide participants with long-term, equitable employment are not eligible for future OJT contracts. A pre-award survey will be required as part of the application process to verify eligibility.

WAGES

Employers must pay participants the same wage paid to any entry level employee performing the same type of work. This includes full wages, benefits, holiday and all overtime costs. Independent contract positions or seasonal positions are not allowable under OJT. No position will be approved that does not meet the local area's definition for a minimum self-sufficient wage for a household of one. The maximum wage for OJT reimbursement shall not exceed the State wage cap as published by the Department of Labor Education and Training Administration (TEGL 13-15 Attachment II).

CONTRACTING

Kane County Office of Community Reinvestment (OCR) staff and authorized subrecipients are responsible for negotiating OJT contracts. Training may not commence until the employer has signed the OJT contract. OJT placements may not exceed 1040 hours, or approximately six months of employment. In determining the appropriate length of the training time for an OJT placement, an OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of training time, SVP codes & corresponding training times within the Dictionary of Occupational Titles shall be used as a guide. The employer will also be required to assist in developing a Training Plan for the participant, which will be incorporated into the OJT contract.

REIMBURSEMENTS

The standard reimbursement for OJT placements is 50% of the approved participant wage rate. Additional reimbursement is permitted when taking into account the employer size, when involving individuals with barriers to employment requiring more intensive training, or when the training involves an industry-recognized credential. OJT placements meeting the following priority criteria may qualify for higher reimbursement rates not to exceed 75% (or the maximum rate permitted under an approved State waiver) at the Director's approval when at least one of the following criteria is documented by OCR staff:

- The employer is a small or mid-sized business with less than 100 full-time employees
- The employee is either an English Language Learner or is Basic Skills Deficient (as defined by the State and verified through local testing)
- The employee has a disability (as defined by the Americans with Disabilities Act)
- The proposed training will result in the attainment of an industry-recognized credential

Please note that overtime is not eligible for reimbursement through the OJT program. Reimbursements under contracts for eligible participants who are referred by the employer (a "reverse referral") will not be processed until the participant has retained the position for a minimum of 90 days.

EMPLOYER COMMITMENT

The employer will be required to assist in developing a Training Plan for the participant as part of the contract process, submit regular invoices, and report on Training Plan progress in order to receive reimbursements over the course of the program. Employers must also:

- Carry and provide proof of Worker' Compensation insurance
- Provide an employer FEIN (Federal Employer Identification Number)
- Agree to all Assurances/Certifications/Warranties
- Sign a Contract for Services
- Obtain concurrence from the appropriate collective bargaining unit/agent, if applicable

Periodic reviews will be conducted with the employer to evaluate the participant's progress in OJT. Reimbursement requests, hours worked and the rate of pay will be reviewed (i.e. timesheets, payroll, or other documentation) to ensure compliance. Monitoring will also be carried out to ensure OJT outcomes are achieved, including whether the OJT resulted in long-term employment or, if applicable, an industry-recognized credential.

ADDITIONAL CONSIDERATIONS

OJT may be used in combination with other training opportunities such as occupational training or other work based learning opportunities when the career planner determines that the investment is necessary for the participant to achieve permanent, self-sufficient employment.

REFERENCES:

WIOA Section 3(44)
WIOA Section 134(c)(H)
WIOA Section 188(a)(2) and (3)
WIOA Final Rule 20 CFR 680.700-730; 680.850; 683.260-275

Modifications:

8.26.2021 – Includes State waiver provision.

Appendix VI

Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JB Pritzker, Governor

WIOA NOTICE NO. 20-NOT-08, Change 2

TO: Chief Elected Officials
Local Workforce Innovation Board Chairpersons
Local Workforce Innovation Board Staff
WIOA Fiscal Agents and Grant Recipients
WIOA Program Services Administrators
Illinois workNet® Operators
WIOA State Agency Partners
Other Interested Persons

SUBJECT: Demand Occupation Training List

DATE: February 14, 2022

I. PURPOSE

To transmit guidance to Local Workforce Innovation Boards (LWIBs) regarding the Demand Occupation Training List (DOTL) as outlined within policy on Training Provider and Program Eligibility.

II. ISSUANCES AFFECTED

A. References:

Workforce Innovation and Opportunity Act Sections 129 and 134
Workforce Innovation and Opportunity Act: Final Rule Section 680, Subpart B published at Federal Register Vol. 81, No. 161 (August 19, 2016)
Workforce Innovation and Opportunity Act: Final Rule Section 680, Subpart F published at Federal Register Vol. 81, No. 161 (August 19, 2016)
USDOL Training and Employment Guidelines Letter (TEGL) No. 08-19,Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs (January 2, 2020)

B. Rescissions:

Policy 7.3, Attachment on Demand Occupation Request Form
Policy 7.3, Attachment on Demand Occupation Training List dated May 25, 2011
WIOA NOTICE NO. 20-NOT-08, Demand Occupation Training List (June 23, 2021)

WIOA NOTICE NO. 20-NOT-08, Change 1 Demand Occupation Training List (August 31, 2021)

I. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) Section 134(c)(3)(G)(iii) indicates that training services for adults and dislocated workers must be directly linked to an in-demand industry sector or occupation in the local area or planning region, or in another area to which an adult or dislocated worker receiving services is willing to relocate. However, the local board may petition the State to approve occupations determined by the local board to be in sectors of the economy that have a high potential for sustained demand or growth in the local area.

Similarly, local plans for youth programs must also include consideration of in-demand industry sectors or occupations. WIOA Section 129(c)(2)(D) requires that local areas offer eligible youth occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area.

Section 3(23) of the WIOA defines the term ‘‘in-demand industry sector or occupation’’ as an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy, as appropriate. The section also indicates the determination of whether an industry sector or occupation is in-demand for purposes of training shall be made by the State board, as appropriate, using State and regional business and labor market projections, including the use of labor market information.

In response to creating a demand-driven training system that addresses employer needs, the Illinois Workforce Innovation Board (IWIB) convened the Eligible Training Provider List (ETPL) Policy Workgroup. This workgroup is comprised of state level partners and local practitioners to review the state’s approach to determine in-demand occupation selection criteria. The challenge for the EPTL Policy Workgroup was to construct a set of criteria that: eliminated occupations that did not provide sufficient opportunities (either in terms of potential job openings or adequate wage levels) for training participants; included a wide range of occupations so participants have sufficient choice to find the proper job/career; met the needs of employers in the region; and provided some flexibility for ever changing regional conditions.

The ETPL Policy Workgroup convened over several months to discuss potential options for a Demand Occupations Framework. These discussions were based on extensive research into best practices nationally, as well as a review of existing Illinois criteria. From the discussion scenarios were created that included various permutations of criteria including wages, number of job openings, and education levels. The level of education was a key consideration in the new criteria to ensure better return on investment of limited resources.

In Illinois in-demand occupations have historically been determined based on a local (Economic Development Region, or EDR) basis. However, there were disadvantages to this localized approach such as the complexity of analyzing and compiling lists for ten (10) different regions as well as the timeliness of the employment projection data at the EDR level. An approach based on statewide data both reduces the complexity of the process and improves the relevance of the data being used. It also aligns Illinois with U.S. Department of Labor expectations and most other states which identify their in-demand occupations based on statewide data. Therefore, the Policy Workgroup determined the in-demand occupations for the Demand Occupation Training List (DOTL) would be set at the state level.

Once there was consensus on the criteria and the resulting list, it was presented to the Illinois Workforce Partnership (IWP) prior to the final approval by the IWIB at their March meeting.

In February 2022, the Illinois Workforce Development System (IWDS) and other systems of record are going to be updated to reflect 2019 O*Net/SOC codes used to identify occupations within the O*Net taxonomy. Systems updates will include revisions from the current 2010 set of codes to the new 2019 codes associated with training programs and the DOTL. Changes in the O*Net/SOC codes will automatically be updated for all training programs currently in systems of record. Grantees and providers are strongly encouraged to review the updated codes related to their training programs to ensure the revisions were accurately reflected and determine if all occupations associated with the program are listed in the training program information.

Effective with these system changes, the new DOTL will provide the 2010 and 2019 codes for cross-reference. This conversion will require all grantees, providers, and career planners to begin utilizing only 2019 codes when entering training programs being considered for initial or continued eligibility and career planners when discussing career planning with participants. Since minimal occupation title changes occurred with this update, the 2010 titles are omitted from the new DOTL.

All occupations currently considered in-demand per the demand occupation criteria or via petition approval will continue to be considered in-demand under their current code (when no revision occurred) or new/revised code. In instances where a 2010 occupation may have split into two or more occupational codes under the 2019 revision, all related occupations are considered in-demand until new data and information become available to compare and update the list. For example, the current demand occupation 112031 Public Relations & Fundraising Managers has been revised as 112032 Public Relations Managers and 112033 Fundraising Managers under the new 2019 changes. In this instance, both 112032 and 112033 are considered demand occupations.

The additional change to the DOTL due to these updates is that there are dozens of additional codes and occupations being added to the DOTL that do not have data or information to support a decision to consider them in demand at this time. As such, the overall list is considerably lengthier than the current version.

Finally, to align with the systems of record, the “-“ (dash) between the second and third digit of the O*Net codes has been removed. Grantees, providers, and career planners are requested to not include a dash when entering occupational codes. If a code is entered using the dash, the system will not recognize the code as a demand-occupation.

These changes in the systems of record are anticipated to be fully implemented on February 21, 2022, for use beginning February 22, 2022. Until that date, the 2010 version of O*Net/SOC codes should continue to be used. An informational webinar on these changes will be presented on February 16, 2022. Staff may register for the session at the Illinois Center for Specialized Professional Support WIOA Professional Development website.

II. COMPONENTS

This Notice describes the use, guiding framework, implementation timeline, petition process to add occupations, and disseminates the latest DOTL.

Use of Demand Occupation Training List

Career Planners are required to jointly develop with the participant an Individual Employment Plan (IEP) for WIOA Adults and Dislocated Workers or an Individual Service Strategy (ISS) for WIOA Youth. These plans are a roadmap to determining the combination of the career, training, and supportive services that help the participant secure sustainable employment and/or in the instance of youth advancement into postsecondary education.

The ISS and IEP are developed after a full assessment of the participant which may include a review of existing skills, interests, work history, individual barriers, and expectations. The Career Planner and participant must utilize the information gleaned from the assessments to document in the ISS or IEP the goals and steps necessary for meeting the individual's employment or education needs.

Part of this determination is working with the individual to assist them in making an informed decision and turning the results of the assessment into actionable steps.

Training services may be provided through an Individual Training Account (ITA) to adults, dislocated workers, and out-of-school youth (OSY). Additionally, Illinois has a waiver to allow in-school youth (ISY) ages sixteen to twenty-one (16-21) to utilize an ITA through June 30, 2022.

The DOTL is required to ensure the selected training program provided through an ITA aligns with the customer's skills and interests to an in-demand occupation and is directly related to the employment opportunities where the participant lives.

Career Planners need to become familiar with the guiding framework and the occupations on the list before the DOTL implementation date, so that the appropriate conversations can be had with participants as the updated list of in-demand occupations takes effect.

Given that Registered Apprenticeships Programs (RAPs) are a link to demonstrated hiring needs and WIOA provides automatic training provider eligibility to RAPS, ETA has determined that RAPs qualify as occupations in-demand in the local labor market. Similarly, training provided through contracts such as On-the-Job Training (OJT), customized training, incumbent worker training, internships, and paid or unpaid work experience opportunities, or transitional employment shall not be subject to the requirements of this policy.

Guiding Framework

The ETPL Demand Occupations Workgroup agreed upon the following criteria to determine in-demand occupations to provide the most flexibility and qualitative based inclusion:

- Education Level: A minimum typical entry education level of High School diploma + moderate On-the-Job (OJT) and maximum typical entry level of bachelor's degree + long-term OJT.
- Wages: A median wage of 85% of the Living Wage[1] for 1 adult &1 child (85% of $26.48=$22.51).
- Annual Average Job Openings: Projected annual openings equal to at least 0.01% of statewide employment (646 annual openings).
- Addition of other occupations that approach, but do not meet, the data-based criteria to ensure a range of occupations in each of the State's Leading and Emerging industries.
  - These are reflected in the Growth/Moderate category.

To accommodate and recognize the addition of occupations approved through a Local or State Petition related to a Local or Statewide Priorities that otherwise don't meet the criteria for the higher level, a new category was created.

- These are reflected in the Added By Petition category.
  - May include the addition of other occupations meeting State emergency response, such as the COVID-19 pandemic, and planning needs, State or Local targeted industries and occupations or targeted populations, new grant opportunities, talent pipeline management, or other approved priorities.

Utilizing the criteria for projected annual openings, education, and wages, a statewide DOTL was generated using the Illinois Department of Employment Security Long-Term COVID-impacted Occupational Projections (2018-2028).

After employing the criteria thresholds listed above, an additional level was applied to the resulting list to assist in implementation guidance and program approval processes. The final list, included in Attachment A - Demand Occupations Training List (DOTL) Final Policy Framework and List, reflects tiers of occupations in the following color scheme:

[1] Living wage data were obtained from the MIT Living Wage calculator. https://livingwage.mit.edu/

ADVANCED EDUCATION	999	Meet all criteria + minimum Bachelors
MIDDLE SKILLS	999	Meet all criteria, less than Bachelors
GROWTH	999	Meet education and openings criteria, less than minimum median wage
MODERATE DEMAND	999	Meet education and minimum median wage criteria, openings between 400 and statewide minimum (646)
STATEWIDE PRIORITY	999	Address a State, or Federal, priority related to emergency response, funding opportunities, innovative programs or identified initiatives and that may have a defined period of activity
LOCAL PRIORITY	999	Address an Approved Local Petition based on employer needs related to new or increased job openings or wages, or that meet priorities as outlined within Regional or Local Plans
LOW PRIORITY	999	Do not meet education and/or below 400 annual openings; occupations with SOC Code ending in ##-###9 ("All Other")[2] (***Not a Demand Occupation***)

All occupations falling into the *Green* (Advanced Education and Middle Skills) and *Yellow* (Growth and Moderate Demand) tiers will be included on the DOTL, though training for occupations in the *Yellow* tiers will require additional documentation in the applicable IEP or ISS by Career Planners to ensure those occupations are supporting training participants to access and progress along a demonstrable career pathway available in their local area or an area in which the participant is willing to relocate and is intended to be followed by further training in

[2] These SOC Codes tend to be "catch-all" and LWIAs report that they inhibit the ability to thoughtfully target and evaluate training

postsecondary education. Occupations in the *Orange* (Statewide and Local Priority) tiers represent those that have been added to address a state or federal priority or through a local petition approved by the Department as explained in the Requests for Non-Demand Occupational Training Petition Process section of this Notice. Since the DOTL is a statewide list, Career Planners should be quite mindful of the true demand for these occupations in their local or regional area as the data may not support this as a viable career option for their participants. As with the Yellow tiers, Career Planners will need to include additional documentation in the applicable IEP or ISS. Additionally, LWIBs should consider data that would support if there is a real demand (need) for training programs in occupations in this tier as they are reviewing training programs for initial and continued eligibility. Occupations falling into the *Red* (Low Priority) tier will not be included in the DOTL and require an LWIA petition or DCEO determination to be added.

Implementation Timeline

The new DOTL will begin for Program Year (PY) 2021 or July 1, 2021. Those participants currently enrolled in training that is for demand occupations of the previous DOTL will be allowed to complete their currently enrolled programs.

Participants enrolled in training in a demand occupation that is on the current list that expires June 30, 2021 will be allowed to continue their training.

Beginning July 1, 2021, career planners should utilize the new demand occupation training list (DOTL) in the development of any Individual Employment Plan (IEP) or Individual Service Strategy (ISS).

Participants that have already had an IEP or ISS developed with training related to a demand occupation that is slated to fall off the new list beginning July 1, 2021 and hasn't yet begun training and therefore the service hasn't been entered into IWDS/Career Connect, Career Planners will have until September 30, 2021 to enter the training service into the system. Consistent with this exception, when data for an occupation no longer meets the criteria to be approved for the DOTL, and therefore is removed from the list, there will be a ninety (90) day period (starting on the date of notice of the updated DOTL) when enrollment in an eligible training program related to that occupation can occur if significant progress towards selection of an occupation(s) has occurred and been documented in the IEP or ISS and system(s) of record.

Note Career Planners must be able to demonstrate significant progress has already been made with the participant on developing an IEP/ISS to make an occupational decision (Standard Occupational Classification (SOC) or O*Net code) and training program selection which is in an expiring demand occupation, or it may result in a monitoring finding. Significant progress indicates at minimum there have been discussions between the career planner and participant regarding an appropriate career plan including selection of a demand occupation(s) and related eligible training program(s). Only providing the DOTL to the participant or research of an occupation for consideration would not indicate significant progress. Career Planners should also make participants aware when an occupation they are considering or have selected is no longer in-demand so that they are allowed the opportunity for informed decision-making, one

that might lead to a change in planning based on the fact an occupation(s) is no longer in-demand.

As new data sets are available, an updated DOTL will be generated and the career planning system of record will be updated accordingly. When the DOTL is updated occupations added by LWIA petition and/or DCEO determination will "sunset" and require a renewed petition. Occupations added by petition in the final quarter of the PY will remain on the DOTL for the subsequent PY, and then will be subject to a renewed petition.

LWIBs should review the DOTL prior to the implementation date to determine if their existing training providers offer one (1) or more programs of study that do not lead to an in-demand occupation on the updated DOTL. LWIBs are not allowed to create a DOTL that is specific or limited to their local area or region, rather they may develop guidance about occupations for career planners to discuss with participants to clarify occupations on the State DOTL that are most in-demand in the local area. Such guidance must instruct career planners that those discussions must only be presented as recommendations between the career planner and participant and shouldn't prohibit the participant from reviewing or selecting any occupation on the State DOTL to pursue in their career plan.

Requests for Non-Demand Occupational Training Petition Process

DCEO may add occupations to the DOTL if a determination is made based on State priorities (for example, current grant priorities, Early Childhood Workforce, COVID response, etc.).

LWIBs may submit a petition request to add non-demand occupations to the DOTL if they can provide documentation demonstrating the need to add the occupation based on data or other evidence that is not reflected in the IDES data.

Such evidence may include a new plant opening, facility expansion, addition to the state or federal key sector initiatives, or other reasons that indicate multiple job openings will be available in the local area.

A separate petition request (Attachment B - Demand Occupation Petition Form) must be submitted for each occupation the local area would like considered for inclusion on the DOTL according to the instructions in Attachment C - Demand Occupation Petition Form Instructions.

The request must at a minimum include:

a. Documentation that the education needed to gain employment in the occupation is comparable to the data-based criteria that was used for the framework (minimum typical entry education level of High School diploma + moderate On-the-Job (OJT) and maximum typical entry level of bachelor's degree + long-term OJT);

b. Entry-level regional wage data;

c. Evidence of local employer demand. This could include: letters from employers that document how many people they anticipate hiring into the occupation, Talent Pipeline

Management data, or other evidence that demonstrate forthcoming substantial job openings in the region;

d. Information indicating where and how the occupation fits into a Career Pathway leading to occupations that meet the wage and education criteria; and

e. Evidence that the occupation is particularly accessible to one (1) or more Target Populations as identified in the Illinois Unified State Plan or Regional/Local Plans. The petition should include the population(s) in question and include evidence such as: letter(s) of support from a local employer, documentation of prior success employing individuals in the target population(s) in that occupation previously, etc.

	LWIB Petition	DCEO Determination
Result	Occupation added as an Orange tiered* occupation to *full statewide list*	
Justification	• Evidence of local demand (evidence can include Talent Pipeline Management (TPM) documentation and/or letters from employers, other evidence as appropriate) • For occupation with higher education requirements, plan for addressing career pathway pipeline and targeting funds to final years of training • Evidence that programs training for this occupation serve a special population under WIOA (particularly returning citizens)	• Determination based on State priorities (for example, current grant priorities, Early Childhood Workforce, COVID response, etc.)
Process	• Form submission to DCEO • DCEO staff processes/approves • DCEO notifies LWIB within 14 calendar days of petition submittal of outcome • DCEO notifies IWIB at subsequent meeting	• DCEO staff documents evidence/rationale • DCEO notifies IWIB at subsequent meeting

*If a petition to add an occupation to the DOTL is approved, the occupation will be added to the *Orange* tier unless the new data on wages or annual openings elevates the occupation to a *Green* or *Yellow* tier.

III. ACTION REQUIRED

The LWIB and other LWIA representatives including Board staff, WIOA Program Directors, WIOA partners, recipients, and subrecipients shall review this notice and distribute it to all appropriate individuals within the organization.

IV. INQUIRIES

Inquiries should be directed to OET at CEO.OET.demandocc@illinois.gov.

V. EFFECTIVE DATE

This notice is effective on February 22, 2022.

VI. EXPIRATION DATE

This notice will remain in effect until amended or rescinded by the Office of Employment and Training.

Sincerely,

Julio Rodriguez, Deputy Director
Office of Employment and Training

JR:ld

Attachments: A - Demand Occupations Training List (DOTL) Final Policy Framework and List
B - Demand Occupation Petition Form
C - Demand Occupation Petition Form Instructions

Demand Occupations Training List (DOTL) Framework

June 30, 2021

Framework Overview

Utilizing criteria for projected annual openings, education, and wages, a statewide DOTL was created using the Long-Term COVID-impacted Occupational Projections (2018-2028) from the Illinois Department of Employment Security as source data.

Implementation Timeline

The new DOTL will begin for Program Year (PY) 2021 or July 1, 2021. Those participants currently enrolled in training that is for demand occupations of the previous DOTL will be allowed to complete their currently enrolled programs.

As new data sets are available, an updated DOTL will be generated and the career planning system of record will be updated accordingly. When the DOTL is updated occupations added by LWIA petition and/or DCEO determination will "sunset" and require a renewed petition. Occupations added by petition in the final quarter of the PY will remain on the DOTL for the subsequent PY, and then will be subject to a renewed petition.

Criteria & Tiered List

JOB OPENINGS	EDUCATION	WAGES
Projected annual openings equal to at least 0.01% of statewide employment (646 annual openings)	A minimum typical entry education level of High School diploma + moderate OJT and maximum typical entry level of Bachelors Degree + long-term OJT	A median wage of 85% of the Living Wage[1] for 1 adult & 1 child (85% of $26.48=$22.51)

[1] Living wage data were obtained from the MIT Living Wage calculator. https://livingwage.mit.edu/

Demand Occupations Training List (DOTL) Framework

Using these thresholds, the list reflects tiers of occupations in the following color scheme, which will inform implementation guidance and program approval processes.

ADVANCED EDUCATION	999	Meet all criteria + minimum Bachelors
MIDDLE SKILLS	999	Meet all criteria, less than Bachelors
GROWTH	999	Meet education and openings criteria, less than minimum median wage
MODERATE DEMAND	999	Meet education and minimum median wage criteria, openings between 400 and statewide minimum (646)
STATEWIDE PRIORITY	999	Address a State, or Federal, priority related to emergency response, funding opportunities, innovative programs or identified initiatives and that may have a defined period of activity
LOCAL PRIORITY	999	Address an Approved Local Petition based on employer needs related to new or increased job openings or wages, or that meet priorities as outlined within Regional or Local Plans
LOW PRIORITY	999	Do not meet education and/or below 400 annual openings; occupations with SOC Code ending in ##-###9 ("All Other")[2] (***NOT a Demand Occupation***)

[2] These SOC Codes tend to be "catch-all" and LWIAs report that they inhibit the ability to thoughtfully target and evaluate training

Demand Occupations Training List (DOTL) Framework

All occupations falling into the *Green* (Advanced Education and Middle Skills) and *Yellow* (Growth and Moderate Demand) tiers will be included on the DOTL, though training for occupations in the *Yellow* tiers will require additional documentation in the applicable IEP or ISS by Career Planners to ensure those occupations are supporting training participants to access and progress along a demonstrable career pathway available in their local area or an area in which the participant is willing to relocate and is intended to be followed by further training in post-secondary education. Occupations in the *Orange* (Statewide and Local Priority) tiers represent those that have been added to address a state or federal priority or through a local petition approved by the Department as explained in the Requests for Non-Demand Occupational Training Petition Process section of this Notice. Since the DOTL is a statewide list, Career Planners should be quite mindful of the true demand for these occupations in their local or regional area as the data may not support this as a viable career option for their participants. As with the Yellow tiers, Career Planners will need to include additional documentation in the applicable IEP or ISS. Additionally, LWIBs should consider data that would support if there is a real demand (need) for training programs in occupations in this tier as they are reviewing training programs for initial and continued eligibility. Occupations falling into the *Red* (Low Priority) tier will not be included in the DOTL and require an LWIA petition or DCEO determination to be added.

Petition Process

If an LWIA or DCEO determine that an occupation should be added to the list based on data and other evidence that is not reflected in the IDES data, they must follow the procedures outlined in the Notice and below:

	LWIB Petition	DCEO Determination
Result	Occupation added as an Orange tiered* occupation to *full statewide list*	
Justification	• Evidence of local demand (evidence can include Talent Pipeline Management (TPM) documentation and/or letters from employers, other evidence as appropriate) • For occupation with higher education requirements, plan for addressing career pathway pipeline and targeting funds to final years of training • Evidence that programs training for this occupation serve a special population under WIOA (particularly returning citizens)	• Determination based on State priorities (for example, current grant priorities, Early Childhood Workforce, COVID response, etc.)
Process	• Form submission to DCEO • DCEO staff processes/approves • DCEO notifies LWIB within 14 calendar days of petition submittal of outcome • DCEO notifies IWIB at subsequent meeting	• DCEO staff documents evidence/rationale • DCEO notifies IWIB at subsequent meeting

*If a petition to add an occupation to the DOTL is approved, the occupation will be added to the *Orange* tier unless the new data on wages or annual openings elevates the occupation to a *Green* or *Yellow* tier.

Demand Occupations Training List (DOTL) Guide

Demand Code	
Green - Advanced Education	6
Green - Middle Skills	5
Yellow - Growth	4
Yellow - Moderate Demand	3
Orange - Statewide Priority	2
Orange - Local Priority	1
Red - Low Priority	0

Summary By Education and OJT Levels		
Education/ OJT code	**Education Level**	**OJT Level**
2	No formal educational credential	Short-term OJT
3	No formal educational credential	Moderate-term OJT
4	No formal educational credential	Long-term OJT
5	High school diploma or equivalent	None
6	High school diploma or equivalent	Short-term OJT
7	High school diploma or equivalent	Moderate-term OJT
8	High school diploma or equivalent	Long-term OJT
9	High school diploma or equivalent	Internship/residency
10	High school diploma or equivalent	Apprenticeship
11	Some college, no degree	None
12	Some college, no degree	Short-term OJT
13	Some college, no degree	Moderate-term OJT
14	Postsecondary nondegree award	None
15	Postsecondary nondegree award	Short-term OJT
16	Postsecondary nondegree award	Moderate-term OJT
17	Postsecondary nondegree award	Long-term OJT
18	Associate's degree	None
19	Associate's degree	Short-term OJT
20	Associate's degree	Moderate-term OJT
21	Associate's degree	Long-term OJT
22	Bachelor's degree	None
23	Bachelor's degree	Short-term OJT
24	Bachelor's degree	Moderate-term OJT
25	Bachelor's degree	Long-term OJT
26	Bachelor's degree	Internship/residency
27	Master's degree	None
28	Master's degree	Internship/residency
29	Doctoral or professional degree	None
30	Doctoral or professional degree	Short-term OJT
31	Doctoral or professional degree	Internship/residency

Demand Occupation Training List

O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
111011	111011	Chief Executives	703	22	0.00	4	
111021	111021	General and Operations Managers	11398	22	48.26	6	
111031	111031	Legislators	354	22	0.00	0	
112011	112011	Advertising and Promotions Managers	219	22	53.06	0	
112021	112021	Marketing Managers	2007	22	58.28	6	
112022	112022	Sales Managers	2362	22	58.91	6	
112031	112032	Public Relations Managers	474	22	50.03	3	
112031	112033	Fundraising Managers	474	22	50.03	3	
113011	113012	Administrative Services Managers	1479	22	43.19	6	
113011	113013	Facilities Managers	1479	22	43.19	6	
113021	113021	Computer and Information Systems Managers	1500	22	68.46	6	
113031	113031	Financial Managers	3914	22	62.42	6	
113051	113051	Industrial Production Managers	817	22	47.90	6	
113061	113061	Purchasing Managers	378	22	53.83	0	
113071	113071	Transportation, Storage, and Distribution Managers	788	5	44.79	1	Local - LWIB 2
113111	113111	Compensation and Benefits Managers	94	22	58.15	0	
113121	113121	Human Resources Managers	897	22	52.41	6	
113131	113131	Training and Development Managers	219	22	51.94	0	
119013	119013	Farmers, Ranchers, and Other Agricultural Managers	6087	5	29.61	1	Local - LWIB 17
119021	119021	Construction Managers	1398	24	43.59	6	
119031	119031	Education and Childcare Administrators, Preschool and	235	22	24.44	0	
119032	119032	Education Administrators, Kindergarten through Secondary	939	27	0.00	0	
119033	119033	Education Administrators, Postsecondary	742	27	39.64	0	
119039	119039	Education Administrators, All Other	160	22	35.95	0	
119041	119041	Architectural and Engineering Managers	720	22	64.29	6	
119051	119051	Food Service Managers	0	0	0.00	0	
119071	119071	Gambling Managers	8	22	0.00	0	
119199	119072	Entertainment and Recreation Managers, Except Gambling	#N/A	#N/A	#N/A	0	
119081	119081	Lodging Managers	199	5	21.62	0	
119111	119111	Medical and Health Services Managers	1265	22	50.61	6	
119121	119121	Natural Sciences Managers	180	22	57.77	0	
119131	119131	Postmasters and Mail Superintendents	24	7	36.04	0	
119141	119141	Property, Real Estate, and Community Association	1127	5	29.73	0	
119151	119151	Social and Community Service Managers	460	22	31.46	3	
119161	119161	Emergency Management Directors	36	22	30.47	0	
119061	119171	Funeral Home Managers	35	18	44.92	0	
119199	119179	Personal Service Managers, All Other	#N/A	#N/A	#N/A	0	
119199	119199	Managers, All Other	#N/A	#N/A	#N/A	0	
131011	131011	Agents and Business Managers of Artists, Performers, and	#N/A	#N/A	#N/A	0	
131021	131021	Buyers and Purchasing Agents, Farm Products	1391	22	30.87	6	
131022	131022	Wholesale and Retail Buyers, Except Farm Products	#N/A	#N/A	#N/A	0	
131023	131023	Purchasing Agents, Except Wholesale, Retail, and Farm	#N/A	#N/A	#N/A	0	
131031	131031	Claims Adjusters, Examiners, and Investigators	998	8	30.18	5	
131032	131032	Insurance Appraisers, Auto Damage	36	16	30.02	0	
131041	131041	Compliance Officers	841	24	35.30	6	
131051	131051	Cost Estimators	578	24	32.04	3	
131071	131071	Human Resources Specialists	2558	22	28.79	6	
131074	131074	Farm Labor Contractors	#N/A	#N/A	#N/A	0	
131075	131075	Labor Relations Specialists	459	22	30.12	3	
131081	131081	Logisticians	831	22	30.90	6	
119199	131082	Project Management Specialists	#N/A	#N/A	#N/A	0	
131111	131111	Management Analysts	5151	22	42.45	6	
131121	131121	Meeting, Convention, and Event Planners	604	22	23.49	3	
131131	131131	Fundraisers	455	22	27.03	3	
131141	131141	Compensation, Benefits, and Job Analysis Specialists	358	22	31.27	0	
131151	131151	Training and Development Specialists	1158	22	31.10	6	
131161	131161	Market Research Analysts and Marketing Specialists	3931	22	29.15	6	
131199	131199	Business Operations Specialists, All Other	5011	22	31.83	0	
132011	132011	Accountants and Auditors	5705	22	33.89	6	
132021	132022	Appraisers of Personal and Business Property	242	25	24.70	0	
132021	132023	Appraisers and Assessors of Real Estate	242	25	24.70	0	
132031	132031	Budget Analysts	103	22	35.81	0	

Demand Occupation Training List

O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
132041	132041	Credit Analysts	310	22	32.51	0	
132051	132051	Financial and Investment Analysts	1342	22	38.13	6	
132052	132052	Personal Financial Advisors	898	25	48.66	6	
132053	132053	Insurance Underwriters	451	24	32.93	3	
132051	132054	Financial Risk Specialists	1342	22	38.13	6	
132061	132061	Financial Examiners	172	25	44.47	0	
132071	132071	Credit Counselors	149	24	21.56	0	
132071	132072	Loan Officers	149	24	21.56	0	
132081	132081	Tax Examiners and Collectors, and Revenue Agents	#N/A	#N/A	#N/A	0	
132082	132082	Tax Preparers	#N/A	#N/A	#N/A	0	
132099	132099	Financial Specialists, All Other	431	24	39.47	0	
151121	151211	Computer Systems Analysts	2152	22	41.67	6	
151122	151212	Information Security Analysts	378	22	46.13	1	Local - LWIB 7
151111	151221	Computer and Information Research Scientists	50	27	55.43	0	
151152	151231	Computer Network Support Specialists	852	18	29.79	5	
151151	151232	Computer User Support Specialists	2246	10	24.27	5	
151143	151241	Computer Network Architects	355	22	56.06	1	Local - LWIB 2
151141	151242	Database Administrators	268	22	46.23	1	Local - LWIB 7
151141	151243	Database Architects	268	22	46.23	1	Local - LWIB 7
151142	151244	Network and Computer Systems Administrators	794	22	39.87	6	
151131	151251	Computer Programmers	596	22	42.20	3	
151132	151252	Software Developers	2851	22	45.87	6	
151132	151253	Software Quality Assurance Analysts and Testers	2851	22	45.87	6	
151134	151254	Web Developers	499	18	33.85	3	
151134	151255	Web and Digital Interface Designers	499	18	33.85	3	
151199	151299	Computer Occupations, All Other	1287	22	0.00	1	Local - LWIB 13
152011	152011	Actuaries	164	25	49.36	0	
152021	152021	Mathematicians	5	27	54.18	0	
152031	152031	Operations Research Analysts	477	22	46.59	3	
152041	152041	Statisticians	213	27	41.65	0	
152099	152051	Data Scientists	#N/A	#N/A	#N/A	0	
152091	152099	Mathematical Science Occupations, All Other	#N/A	#N/A	#N/A	0	
171011	171011	Architects, Except Landscape and Naval	529	26	38.06	0	
171012	171012	Landscape Architects	33	26	35.72	0	
171021	171021	Cartographers and Photogrammetrists	11	22	40.37	0	
171022	171022	Surveyors	101	26	33.89	0	
172011	172011	Aerospace Engineers	65	22	54.13	0	
172021	172021	Agricultural Engineers	6	22	43.25	0	
172031	172031	Bioengineers and Biomedical Engineers	40	22	49.29	0	
172041	172041	Chemical Engineers	62	22	45.27	0	
172051	172051	Civil Engineers	916	22	41.93	6	
172061	172061	Computer Hardware Engineers	75	22	50.78	0	
172071	172071	Electrical Engineers	349	22	46.73	0	
172072	172072	Electronics Engineers, Except Computer	179	22	47.38	0	
172081	172081	Environmental Engineers	120	22	42.20	0	
172111	172111	Health and Safety Engineers, Except Mining Safety	40	22	42.32	0	
172112	172112	Industrial Engineers	801	22	42.05	6	
172121	172121	Marine Engineers and Naval Architects	#N/A	#N/A	#N/A	0	
172131	172131	Materials Engineers	52	22	42.47	0	
172141	172141	Mechanical Engineers	1256	22	43.74	6	
172151	172151	Mining and Geological Engineers, Including Mining Safety	7	22	48.11	0	
172161	172161	Nuclear Engineers	37	22	58.67	0	
172171	172171	Petroleum Engineers	#N/A	#N/A	#N/A	0	
172199	172199	Engineers, All Other	290	22	42.57	0	
173011	173011	Architectural and Civil Drafters	228	18	30.20	0	
173012	173012	Electrical and Electronics Drafters	65	18	33.29	0	
173013	173013	Mechanical Drafters	256	18	27.21	0	
173019	173019	Drafters, All Other	#N/A	#N/A	#N/A	0	
173021	173021	Aerospace Engineering and Operations Technologists and	#N/A	#N/A	#N/A	0	
173022	173022	Civil Engineering Technologists and Technicians	172	18	30.33	0	
173023	173023	Electrical and Electronic Engineering Technologists and	318	18	32.54	1	* Local - LWIB 2
173024	173024	Electro-Mechanical and Mechatronics Technologists and	34	18	34.32	0	

Demand Occupation Training List

O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
173025	173025	Environmental Engineering Technologists and Technicians	53	18	20.75	0	
173026	173026	Industrial Engineering Technologists and Technicians	178	18	27.37	0	
173027	173027	Mechanical Engineering Technologists and Technicians	215	18	27.99	0	
173029	173028	Calibration Technologists and Technicians	643	18	0.00	1	Local - IWP
173029	173029	Engineering Technologists and Technicians, Except	643	18	0.00	1	Local - IWP
173031	173031	Surveying and Mapping Technicians	119	7	20.39	0	
191011	191011	Animal Scientists	10	22	27.93	0	
191012	191012	Food Scientists and Technologists	94	22	43.67	0	
191013	191013	Soil and Plant Scientists	45	22	26.57	0	
191021	191021	Biochemists and Biophysicists	64	29	47.68	0	
191022	191022	Microbiologists	88	22	28.92	0	
191023	191023	Zoologists and Wildlife Biologists	28	22	26.88	0	
191029	191029	Biological Scientists, All Other	52	22	38.98	0	
191031	191031	Conservation Scientists	95	22	29.43	0	
191032	191032	Foresters	18	22	35.12	0	
191041	191041	Epidemiologists	20	27	36.99	0	
191042	191042	Medical Scientists, Except Epidemiologists	342	29	37.20	0	
191099	191099	Life Scientists, All Other	13	22	37.97	0	
192011	192011	Astronomers	#N/A	#N/A	#N/A	0	
192012	192012	Physicists	72	29	54.11	0	
192021	192021	Atmospheric and Space Scientists	#N/A	#N/A	#N/A	0	
192031	192031	Chemists	273	22	33.15	0	
192032	192032	Materials Scientists	30	22	48.05	0	
192041	192041	Environmental Scientists and Specialists, Including Health	220	22	37.98	0	
192042	192042	Geoscientists, Except Hydrologists and Geographers	42	22	33.29	0	
192043	192043	Hydrologists	7	22	43.51	0	
192099	192099	Physical Scientists, All Other	47	22	49.43	0	
193011	193011	Economists	36	27	49.38	0	
193022	193022	Survey Researchers	131	27	30.29	0	
193032	193032	Industrial-Organizational Psychologists	#N/A	#N/A	#N/A	0	
193031	193033	Clinical and Counseling Psychologists	506	31	32.93	0	
193031	193034	School Psychologists	506	31	32.93	0	
193039	193039	Psychologists, All Other	#N/A	#N/A	#N/A	0	
193041	193041	Sociologists	12	27	38.55	0	
193051	193051	Urban and Regional Planners	81	27	35.10	0	
193091	193091	Anthropologists and Archeologists	14	27	28.81	0	
193092	193092	Geographers	3	27	39.02	0	
193093	193093	Historians	8	27	31.58	0	
193094	193094	Political Scientists	8	27	35.05	0	
193099	193099	Social Scientists and Related Workers, All Other	76	22	36.64	0	
194011	194012	Agricultural Technicians	76	20	0.00	2	State - NDWG
194011	194013	Food Science Technicians	76	20	0.00	2	State - NDWG
194021	194021	Biological Technicians	209	22	26.14	0	
194031	194031	Chemical Technicians	267	20	24.85	2	State - NDWG
194091	194042	Environmental Science and Protection Technicians,	132	18	0.00	0	
194041	194043	Geological Technicians, Except Hydrologic Technicians	#N/A	#N/A	#N/A	0	
194041	194044	Hydrologic Technicians	#N/A	#N/A	#N/A	0	
194051	194051	Nuclear Technicians	111	20	34.52	0	
194061	194061	Social Science Research Assistants	146	22	25.31	0	
194093	194071	Forest and Conservation Technicians	72	18	0.00	0	
194092	194092	Forensic Science Technicians	#N/A	#N/A	#N/A	0	
194099	194099	Life, Physical, and Social Science Technicians, All Other	432	18	24.07	2	State - NDWG
299011	195011	Occupational Health and Safety Specialists	148	22	0.00	0	
299012	195012	Occupational Health and Safety Technicians	45	7	0.00	0	
211011	211011	Substance Abuse and Behavioral Disorder Counselors	#N/A	#N/A	#N/A	2	State - Opioid Grant
211012	211012	Educational, Guidance, and Career Counselors and Advisors	1465	27	24.78	0	
211013	211013	Marriage and Family Therapists	43	28	26.74	0	
211014	211014	Mental Health Counselors	#N/A	#N/A	#N/A	0	
211015	211015	Rehabilitation Counselors	458	27	18.02	0	
211019	211019	Counselors, All Other	218	27	17.60	0	
211021	211021	Child, Family, and School Social Workers	1363	22	25.41	6	
211022	211022	Healthcare Social Workers	621	28	25.78	0	

Demand Occupation Training List

O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
211023	211023	Mental Health and Substance Abuse Social Workers	393	28	21.28	2	State - Opioid Grant
211029	211029	Social Workers, All Other	540	22	33.16	0	
211091	211091	Health Education Specialists	247	22	26.45	0	
211092	211092	Probation Officers and Correctional Treatment Specialists	260	23	33.35	1	Local - LWIB 13
211093	211093	Social and Human Service Assistants	1686	6	17.23	0	
211094	211094	Community Health Workers	270	6	19.87	0	
211099	211099	Community and Social Service Specialists, All Other	376	22	17.65	0	
212011	212011	Clergy	1803	24	22.21	4	
212021	212021	Directors, Religious Activities and Education	913	22	18.49	4	
212099	212099	Religious Workers, All Other	409	22	13.85	0	
231011	231011	Lawyers	1892	29	62.27	0	
231012	231012	Judicial Law Clerks	#N/A	#N/A	#N/A	0	
231021	231021	Administrative Law Judges, Adjudicators, and Hearing	27	30	38.97	0	
231022	231022	Arbitrators, Mediators, and Conciliators	19	29	34.09	0	
231023	231023	Judges, Magistrate Judges, and Magistrates	#N/A	#N/A	#N/A	0	
232011	232011	Paralegals and Legal Assistants	1634	18	27.62	5	
232093	232093	Title Examiners, Abstractors, and Searchers	107	7	23.16	0	
232099	232099	Legal Support Workers, All Other	71	18	26.77	0	
251011	251011	Business Teachers, Postsecondary	421	29	42.07	0	
251021	251021	Computer Science Teachers, Postsecondary	126	29	39.41	0	
251022	251022	Mathematical Science Teachers, Postsecondary	210	29	29.28	0	
251031	251031	Architecture Teachers, Postsecondary	15	29	49.36	0	
251032	251032	Engineering Teachers, Postsecondary	133	29	45.94	0	
251041	251041	Agricultural Sciences Teachers, Postsecondary	34	29	0.00	0	
251042	251042	Biological Science Teachers, Postsecondary	248	29	42.38	0	
251043	251043	Forestry and Conservation Science Teachers, Postsecondary	#N/A	#N/A	#N/A	0	
251051	251051	Atmospheric, Earth, Marine, and Space Sciences Teachers,	27	29	34.83	0	
251052	251052	Chemistry Teachers, Postsecondary	93	29	35.55	0	
251053	251053	Environmental Science Teachers, Postsecondary	12	29	34.69	0	
251054	251054	Physics Teachers, Postsecondary	59	29	39.25	0	
251061	251061	Anthropology and Archeology Teachers, Postsecondary	27	29	35.00	0	
251062	251062	Area, Ethnic, and Cultural Studies Teachers, Postsecondary	41	29	38.84	0	
251063	251063	Economics Teachers, Postsecondary	49	29	53.62	0	
251064	251064	Geography Teachers, Postsecondary	13	29	36.33	0	
251065	251065	Political Science Teachers, Postsecondary	50	29	36.05	0	
251066	251066	Psychology Teachers, Postsecondary	150	29	33.03	0	
251067	251067	Sociology Teachers, Postsecondary	55	29	28.25	0	
251069	251069	Social Sciences Teachers, Postsecondary, All Other	109	29	38.57	0	
251071	251071	Health Specialties Teachers, Postsecondary	1180	29	43.45	0	
251072	251072	Nursing Instructors and Teachers, Postsecondary	195	29	33.35	0	
251081	251081	Education Teachers, Postsecondary	428	29	32.84	0	
251082	251082	Library Science Teachers, Postsecondary	36	29	33.86	0	
251111	251111	Criminal Justice and Law Enforcement Teachers,	57	29	32.78	0	
251112	251112	Law Teachers, Postsecondary	93	29	60.96	0	
251113	251113	Social Work Teachers, Postsecondary	77	29	29.70	0	
251121	251121	Art, Drama, and Music Teachers, Postsecondary	358	27	29.60	0	
251122	251122	Communications Teachers, Postsecondary	164	29	28.84	0	
251123	251123	English Language and Literature Teachers, Postsecondary	267	29	27.24	0	
251124	251124	Foreign Language and Literature Teachers, Postsecondary	81	29	28.56	0	
251125	251125	History Teachers, Postsecondary	72	29	31.21	0	
251126	251126	Philosophy and Religion Teachers, Postsecondary	91	29	29.24	0	
251192	251192	Family and Consumer Sciences Teachers, Postsecondary	4	22	35.32	0	
251193	251193	Recreation and Fitness Studies Teachers, Postsecondary	52	29	31.28	0	
251194	251194	Career/Technical Education Teachers, Postsecondary	390	22	22.79	0	
251199	251199	Postsecondary Teachers, All Other	#N/A	#N/A	#N/A	0	
252011	252011	Preschool Teachers, Except Special Education	2692	18	14.29	4	
252012	252012	Kindergarten Teachers, Except Special Education	445	22	19.64	2	State - Early Childhood Education
252021	252021	Elementary School Teachers, Except Special Education	4488	22	21.08	4	
252022	252022	Middle School Teachers, Except Special and	1554	22	21.73	4	
252023	252023	Career/Technical Education Teachers, Middle School	16	22	0.00	2	State - Early Childhood Education
252031	252031	Secondary School Teachers, Except Special and	2880	22	21.55	4	
252032	252032	Career/Technical Education Teachers, Secondary School	128	22	22.51	2	State - Early Childhood Education

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O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
252051	252051	Special Education Teachers, Preschool	69	22	18.65	2	State - Early Childhood Education
252052	252055	Special Education Teachers, Kindergarten	673	22	20.87	4	
252052	252056	Special Education Teachers, Elementary School	673	22	20.87	4	
252053	252057	Special Education Teachers, Middle School	240	22	23.10	2	State - Early Childhood Education
252054	252058	Special Education Teachers, Secondary School	590	22	18.82	2	State - Early Childhood Education
252059	252059	Special Education Teachers, All Other	66	22	25.55	2	State - Early Childhood Education
253011	253011	Adult Basic Education, Adult Secondary Education, and	239	22	24.34	0	
253021	253021	Self-Enrichment Teachers	2001	5	17.05	0	
253099	253031	Substitute Teachers, Short-Term	1441	22	13.20	2	State - Early Childhood Education
253099	253041	Tutors	1441	22	13.20	2	State - Early Childhood Education
253099	253099	Teachers and Instructors, All Other	1441	22	13.20	2	State - Early Childhood Education
254011	254011	Archivists	21	27	30.22	0	
254012	254012	Curators	40	27	25.97	0	
254013	254013	Museum Technicians and Conservators	105	22	22.08	0	
254021	254022	Librarians and Media Collections Specialists	619	27	0.00	0	
254031	254031	Library Technicians	753	14	15.76	4	
259021	259021	Farm and Home Management Educators	19	27	18.01	0	
259031	259031	Instructional Coordinators	475	27	31.06	0	
259041	259042	Teaching Assistants, Preschool, Elementary, Middle, and	6236	10	0.00	4	
259041	259043	Teaching Assistants, Special Education	6236	10	0.00	4	
251191	259044	Teaching Assistants, Postsecondary	277	22	0.00	0	
259041	259049	Teaching Assistants, All Other	6236	10	0.00	4	
259099	259099	Educational Instruction and Library Workers, All Other	54	22	19.06	0	
271011	271011	Art Directors	446	22	43.78	3	
271012	271012	Craft Artists	23	4	19.86	0	
271013	271013	Fine Artists, Including Painters, Sculptors, and Illustrators	55	25	20.43	0	
271014	271014	Special Effects Artists and Animators	173	22	29.74	0	
271019	271019	Artists and Related Workers, All Other	#N/A	#N/A	#N/A	0	
271021	271021	Commercial and Industrial Designers	176	22	30.18	0	
271022	271022	Fashion Designers	#N/A	#N/A	#N/A	0	
271023	271023	Floral Designers	175	7	12.05	0	
271024	271024	Graphic Designers	1434	22	26.10	6	
271025	271025	Interior Designers	263	22	24.17	0	
271026	271026	Merchandise Displayers and Window Trimmers	617	6	13.74	0	
271027	271027	Set and Exhibit Designers	42	22	22.92	0	
271029	271029	Designers, All Other	30	22	28.66	0	
272011	272011	Actors	#N/A	#N/A	#N/A	0	
272012	272012	Producers and Directors	357	22	29.37	0	
272021	272021	Athletes and Sports Competitors	#N/A	#N/A	#N/A	0	
272022	272022	Coaches and Scouts	1856	22	0.00	4	
272023	272023	Umpires, Referees, and Other Sports Officials	220	7	0.00	0	
272031	272031	Dancers	#N/A	#N/A	#N/A	0	
272032	272032	Choreographers	#N/A	#N/A	#N/A	0	
272041	272041	Music Directors and Composers	255	22	18.18	0	
272042	272042	Musicians and Singers	678	4	32.29	0	
272099	272091	Disc Jockeys, Except Radio	23	2	0.00	0	
272099	272099	Entertainers and Performers, Sports and Related Workers,	23	2	0.00	0	
273011	273011	Broadcast Announcers and Radio Disc Jockeys	122	22	15.95	0	
273021	273023	News Analysts, Reporters, and Journalists	35	22	0.00	0	
273031	273031	Public Relations Specialists	1135	22	27.43	6	
273041	273041	Editors	435	22	27.69	3	
273042	273042	Technical Writers	154	23	33.01	0	
273043	273043	Writers and Authors	425	25	28.98	3	
273091	273091	Interpreters and Translators	277	22	20.73	0	
232091	273092	Court Reporters and Simultaneous Captioners	71	15	0.00	0	
273012	273099	Media and Communication Workers, All Other	60	6	0.00	0	
274011	274011	Audio and Video Technicians	364	15	19.03	0	
274012	274012	Broadcast Technicians	148	19	16.24	0	
274014	274014	Sound Engineering Technicians	26	15	26.89	0	
274099	274015	Lighting Technicians	13	6	0.00	0	
274021	274021	Photographers	403	8	16.31	0	
274031	274031	Camera Operators, Television, Video, and Film	69	22	22.73	0	

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O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
274032	274032	Film and Video Editors	43	22	30.69	0	
274099	274099	Media and Communication Equipment Workers, All Other	13	6	0.00	0	
291011	291011	Chiropractors	54	29	34.49	0	
291021	291021	Dentists, General	171	29	82.11	0	
291022	291022	Oral and Maxillofacial Surgeons	#N/A	#N/A	#N/A	0	
291023	291023	Orthodontists	16	31	74.26	0	
291024	291024	Prosthodontists	#N/A	#N/A	#N/A	0	
291029	291029	Dentists, All Other Specialists	4	29	58.18	0	
291031	291031	Dietitians and Nutritionists	178	26	28.50	0	
291041	291041	Optometrists	80	29	55.05	0	
291051	291051	Pharmacists	460	29	62.17	0	
291071	291071	Physician Assistants	363	27	49.82	0	
291081	291081	Podiatrists	34	31	61.32	0	
291122	291122	Occupational Therapists	344	27	40.59	0	
291123	291123	Physical Therapists	601	29	43.97	0	
291124	291124	Radiation Therapists	31	18	39.24	0	
291125	291125	Recreational Therapists	45	22	22.13	0	
291126	291126	Respiratory Therapists	291	18	28.43	1	Local - LWIB 20
291127	291127	Speech-Language Pathologists	525	28	36.54	0	
291128	291128	Exercise Physiologists	44	22	24.75	0	
291129	291129	Therapists, All Other	49	22	26.38	0	
291131	291131	Veterinarians	141	29	46.03	0	
291141	291141	Registered Nurses	9289	22	34.43	6	
291151	291151	Nurse Anesthetists	135	27	92.43	0	
291161	291161	Nurse Midwives	34	27	49.37	0	
291171	291171	Nurse Practitioners	757	27	51.64	0	
291181	291181	Audiologists	25	29	36.64	0	
291061	291211	Anesthesiologists	33	31	0.00	0	
291069	291212	Cardiologists	263	31	0.00	0	
291069	291213	Dermatologists	263	31	0.00	0	
291069	291214	Emergency Medicine Physicians	263	31	0.00	0	
291062	291215	Family Medicine Physicians	220	31	0.00	0	
291063	291216	General Internal Medicine Physicians	40	31	0.00	0	
291069	291217	Neurologists	263	31	0.00	0	
291064	291218	Obstetricians and Gynecologists	12	31	0.00	0	
291065	291221	Pediatricians, General	15	31	0.00	0	
291069	291222	Physicians, Pathologists	263	31	0.00	0	
291066	291223	Psychiatrists	36	31	0.00	0	
291069	291224	Radiologists	263	31	0.00	0	
291069	291229	Physicians, All Other	263	31	0.00	0	
291069	291241	Ophthalmologists, Except Pediatric	263	31	0.00	0	
291067	291242	Orthopedic Surgeons, Except Pediatric	25	31	0.00	0	
291067	291243	Pediatric Surgeons	25	31	0.00	0	
291067	291249	Surgeons, All Other	25	31	0.00	0	
291199	291291	Acupuncturists	156	27	0.00	0	
292021	291292	Dental Hygienists	683	18	23.12	5	
291199	291299	Healthcare Diagnosing or Treating Practitioners, All Other	156	27	0.00	0	
292011	292011	Medical and Clinical Laboratory Technologists	#N/A	#N/A	#N/A	0	
292012	292012	Medical and Clinical Laboratory Technicians	0	0	0.00	1	Local - LWIB 24
292031	292031	Cardiovascular Technologists and Technicians	129	18	23.30	1	Local - LWIB 7
292032	292032	Diagnostic Medical Sonographers	194	18	36.54	1	Local - LWIB 7
292033	292033	Nuclear Medicine Technologists	37	18	38.92	0	
292034	292034	Radiologic Technologists and Technicians	401	18	29.67	3	
292035	292035	Magnetic Resonance Imaging Technologists	109	18	34.91	0	
292099	292036	Medical Dosimetrists	419	14	0.00	1	Local - LWIB 7
292041	292042	Emergency Medical Technicians	799	14	14.54	4	
292041	292043	Paramedics	799	14	14.54	4	
292051	292051	Dietetic Technicians	253	18	11.72	0	
292052	292052	Pharmacy Technicians	1772	7	15.44	4	
292053	292053	Psychiatric Technicians	337	15	19.60	0	
292055	292055	Surgical Technologists	258	14	22.65	1	Local - LWIB 14
292056	292056	Veterinary Technologists and Technicians	371	18	17.18	0	

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O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
292057	292057	Ophthalmic Medical Technicians	150	14	17.54	0	
292061	292061	Licensed Practical and Licensed Vocational Nurses	1518	14	25.11	5	
292071	292072	Medical Records Specialists	529	14	18.93	1	Local - LWIB 7
292081	292081	Opticians, Dispensing	228	8	16.32	0	
292091	292091	Orthotists and Prosthetists	45	28	36.11	0	
292092	292092	Hearing Aid Specialists	22	7	18.90	0	
292054	292099	Health Technologists and Technicians, All Other	#N/A	#N/A	#N/A	0	
292071	299021	Health Information Technologists and Medical Registrars	529	14	18.93	1	Local - LWIB 7
299091	299091	Athletic Trainers	114	22	0.00	0	
299092	299092	Genetic Counselors	19	27	38.11	0	
292099	299093	Surgical Assistants	419	14	0.00	1	Local - LWIB 7
299099	299099	Healthcare Practitioners and Technical Workers, All Other	54	14	0.00	0	
311011	311121	Home Health Aides	4560	6	0.00	0	
399021	311122	Personal Care Aides	9072	6	0.00	0	
311014	311131	Nursing Assistants	6942	14	11.82	4	
311015	311132	Orderlies	317	6	0.00	0	
311013	311133	Psychiatric Aides	211	6	0.00	0	
312011	312011	Occupational Therapy Assistants	297	18	30.53	1	Local - LWIB 7
312012	312012	Occupational Therapy Aides	339	6	9.60	0	
312021	312021	Physical Therapist Assistants	650	18	28.78	5	
312022	312022	Physical Therapist Aides	172	6	11.71	0	
319011	319011	Massage Therapists	965	14	22.73	5	
319091	319091	Dental Assistants	1508	14	19.02	4	
319092	319092	Medical Assistants	2848	14	16.93	4	
319093	319093	Medical Equipment Preparers	293	7	18.44	0	
319094	319094	Medical Transcriptionists	261	14	14.81	0	
319095	319095	Pharmacy Aides	49	6	13.47	0	
319096	319096	Veterinary Assistants and Laboratory Animal Caretakers	458	6	13.07	0	
319097	319097	Phlebotomists	648	14	16.71	4	
319099	319099	Healthcare Support Workers, All Other	171	5	21.90	0	
331011	331011	First-Line Supervisors of Correctional Officers	136	5	36.27	0	
331012	331012	First-Line Supervisors of Police and Detectives	403	7	54.28	3	
331021	331021	First-Line Supervisors of Firefighting and Prevention	238	16	46.95	0	
331099	331091	First-Line Supervisors of Security Workers	341	5	0.00	0	
331099	331099	First-Line Supervisors of Protective Service Workers, All	341	5	0.00	0	
332011	332011	Firefighters	1264	17	25.54	5	
332021	332021	Fire Inspectors and Investigators	77	16	30.39	0	
332022	332022	Forest Fire Inspectors and Prevention Specialists	#N/A	#N/A	#N/A	0	
333011	333011	Bailiffs	136	7	33.31	0	
333012	333012	Correctional Officers and Jailers	1216	7	28.59	5	
333021	333021	Detectives and Criminal Investigators	196	7	39.86	0	
333031	333031	Fish and Game Wardens	9	7	34.80	0	
333041	333041	Parking Enforcement Workers	9	6	23.57	0	
333051	333051	Police and Sheriff's Patrol Officers	2319	7	40.90	5	
333052	333052	Transit and Railroad Police	23	7	34.77	0	
339011	339011	Animal Control Workers	59	7	16.64	0	
339021	339021	Private Detectives and Investigators	86	7	27.41	0	
339031	339031	Gambling Surveillance Officers and Gambling Investigators	33	7	35.64	0	
339032	339032	Security Guards	6306	6	14.74	0	
339091	339091	Crossing Guards and Flaggers	606	2	15.13	0	
339092	339092	Lifeguards, Ski Patrol, and Other Recreational Protective	1930	2	10.43	0	
339093	339093	Transportation Security Screeners	167	6	20.30	0	
339099	339094	School Bus Monitors	1502	6	0.00	0	
339099	339099	Protective Service Workers, All Other	1502	6	0.00	0	
351011	351011	Chefs and Head Cooks	691	5	25.59	1	Local - LWIB 7
351012	351012	First-Line Supervisors of Food Preparation and Serving	4584	5	14.10	0	
352011	352011	Cooks, Fast Food	2131	2	9.63	0	
352012	352012	Cooks, Institution and Cafeteria	2770	2	13.14	0	
352013	352013	Cooks, Private Household	#N/A	#N/A	#N/A	0	
352014	352014	Cooks, Restaurant	8109	3	13.77	0	
352015	352015	Cooks, Short Order	793	2	12.00	0	
352019	352019	Cooks, All Other	#N/A	#N/A	#N/A	0	

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O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
352021	352021	Food Preparation Workers	5849	2	12.39	0	
353011	353011	Bartenders	5352	2	9.49	0	
353021	353023	Fast Food and Counter Workers	28390	2	0.00	0	
353031	353031	Waiters and Waitresses	16113	2	9.36	0	
353041	353041	Food Servers, Nonrestaurant	2290	2	11.59	0	
359011	359011	Dining Room and Cafeteria Attendants and Bartender	4020	2	9.63	0	
359021	359021	Dishwashers	3043	2	11.61	0	
359031	359031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	3379	2	11.08	0	
359099	359099	Food Preparation and Serving Related Workers, All Other	74	2	12.66	0	
371011	371011	First-Line Supervisors of Housekeeping and Janitorial	742	5	21.17	0	
371012	371012	First-Line Supervisors of Landscaping, Lawn Service, and	673	5	22.85	0	
372011	372011	Janitors and Cleaners, Except Maids and Housekeeping	12247	2	13.79	0	
372012	372012	Maids and Housekeeping Cleaners	5714	2	12.12	0	
372019	372019	Building Cleaning Workers, All Other	#N/A	#N/A	#N/A	0	
372021	372021	Pest Control Workers	#N/A	#N/A	#N/A	0	
373011	373011	Landscaping and Groundskeeping Workers	5570	2	15.26	0	
373012	373012	Pesticide Handlers, Sprayers, and Applicators, Vegetation	260	7	18.44	0	
373013	373013	Tree Trimmers and Pruners	64	6	19.83	0	
373019	373019	Grounds Maintenance Workers, All Other	22	2	21.77	0	
391011	391013	First-Line Supervisors of Gambling Services Workers	#N/A	#N/A	#N/A	0	
391021	391014	First-Line Supervisors of Entertainment and Recreation	696	5	0.00	0	
391021	391022	First-Line Supervisors of Personal Service Workers	696	5	0.00	0	
392011	392011	Animal Trainers	116	7	14.86	0	
392021	392021	Animal Caretakers	2056	6	11.35	0	
393011	393011	Gambling Dealers	208	6	9.31	0	
393012	393012	Gambling and Sports Book Writers and Runners	#N/A	#N/A	#N/A	0	
393019	393019	Gambling Service Workers, All Other	34	6	11.96	0	
393021	393021	Motion Picture Projectionists	40	2	12.67	0	
393031	393031	Ushers, Lobby Attendants, and Ticket Takers	1335	2	10.51	0	
393091	393091	Amusement and Recreation Attendants	1946	2	10.58	0	
393092	393092	Costume Attendants	#N/A	#N/A	#N/A	0	
393093	393093	Locker Room, Coatroom, and Dressing Room Attendants	166	6	11.14	0	
393099	393099	Entertainment Attendants and Related Workers, All Other	60	6	0.00	0	
394011	394011	Embalmers	9	21	17.17	0	
399099	394012	Crematory Operators	388	6	0.00	0	
394021	394021	Funeral Attendants	150	6	13.44	0	
394031	394031	Morticians, Undertakers, and Funeral Arrangers	167	21	27.97	0	
395011	395011	Barbers	#N/A	#N/A	#N/A	0	
395012	395012	Hairdressers, Hairstylists, and Cosmetologists	3153	14	13.00	4	
395091	395091	Makeup Artists, Theatrical and Performance	#N/A	#N/A	#N/A	0	
395092	395092	Manicurists and Pedicurists	720	14	10.88	4	
395093	395093	Shampooers	126	2	10.19	0	
395094	395094	Skincare Specialists	303	14	15.75	0	
396011	396011	Baggage Porters and Bellhops	326	6	11.89	0	
396012	396012	Concierges	164	7	15.40	0	
397011	397011	Tour Guides and Escorts	#N/A	#N/A	#N/A	0	
397012	397012	Travel Guides	#N/A	#N/A	#N/A	0	
399011	399011	Childcare Workers	4208	6	11.16	0	
399031	399031	Exercise Trainers and Group Fitness Instructors	3410	6	21.20	0	
399032	399032	Recreation Workers	3841	6	11.48	0	
399041	399041	Residential Advisors	424	6	14.20	0	
399099	399099	Personal Care and Service Workers, All Other	388	6	0.00	0	
411011	411011	First-Line Supervisors of Retail Sales Workers	4918	5	18.74	0	
411012	411012	First-Line Supervisors of Non-Retail Sales Workers	803	5	34.04	0	
412011	412011	Cashiers	25298	2	11.18	0	
412012	412012	Gambling Change Persons and Booth Cashiers	78	2	11.58	0	
412021	412021	Counter and Rental Clerks	1411	2	11.79	0	
412022	412022	Parts Salespersons	1147	3	16.13	0	
412031	412031	Retail Salespersons	24148	2	12.00	0	
413011	413011	Advertising Sales Agents	1209	7	27.40	5	
413021	413021	Insurance Sales Agents	5168	7	25.44	5	
413031	413031	Securities, Commodities, and Financial Services Sales	2214	24	30.97	6	

Demand Occupation Training List

O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
413041	413041	Travel Agents	512	7	21.29	0	
413099	413091	Sales Representatives of Services, Except Advertising,	6426	7	27.22	0	
414011	414011	Sales Representatives, Wholesale and Manufacturing,	1514	24	39.74	6	
414012	414012	Sales Representatives, Wholesale and Manufacturing,	7681	7	28.19	5	
419011	419011	Demonstrators and Product Promoters	399	2	13.71	0	
419012	419012	Models	#N/A	#N/A	#N/A	0	
419021	419021	Real Estate Brokers	348	5	14.36	0	
419022	419022	Real Estate Sales Agents	787	7	14.55	4	
419031	419031	Sales Engineers	196	24	41.37	0	
419041	419041	Telemarketers	618	2	13.07	0	
419091	419091	Door-to-Door Sales Workers, News and Street Vendors, and	#N/A	#N/A	#N/A	0	
419099	419099	Sales and Related Workers, All Other	314	5	12.69	0	
431011	431011	First-Line Supervisors of Office and Administrative Support	4114	5	28.30	1	Local - LWIB 2
432011	432011	Switchboard Operators, Including Answering Service	235	6	15.49	0	
432021	432021	Telephone Operators	17	6	16.29	0	
274013	432099	Communications Equipment Operators, All Other	6	15	0.00	0	
433011	433011	Bill and Account Collectors	948	7	18.39	4	
433021	433021	Billing and Posting Clerks	1867	7	19.70	4	
433031	433031	Bookkeeping, Accounting, and Auditing Clerks	5795	12	20.17	4	
433041	433041	Gambling Cage Workers	32	6	13.59	0	
433051	433051	Payroll and Timekeeping Clerks	430	7	24.18	3	
433061	433061	Procurement Clerks	229	7	21.17	0	
433071	433071	Tellers	1839	6	15.14	0	
433099	433099	Financial Clerks, All Other	87	6	21.72	0	
434011	434011	Brokerage Clerks	284	7	26.29	0	
434021	434021	Correspondence Clerks	20	6	17.93	0	
434031	434031	Court, Municipal, and License Clerks	579	7	19.75	0	
434041	434041	Credit Authorizers, Checkers, and Clerks	43	7	20.31	0	
434051	434051	Customer Service Representatives	15099	6	17.41	0	
434061	434061	Eligibility Interviewers, Government Programs	281	7	24.98	0	
434071	434071	File Clerks	345	6	17.98	0	
434081	434081	Hotel, Motel, and Resort Desk Clerks	1255	6	11.73	0	
434111	434111	Interviewers, Except Eligibility and Loan	632	6	17.36	0	
434121	434121	Library Assistants, Clerical	835	6	11.80	0	
434131	434131	Loan Interviewers and Clerks	943	6	19.51	0	
434141	434141	New Accounts Clerks	277	7	17.26	0	
434151	434151	Order Clerks	510	6	15.78	0	
434161	434161	Human Resources Assistants, Except Payroll and	310	18	19.49	0	
434171	434171	Receptionists and Information Clerks	5334	6	14.47	0	
434181	434181	Reservation and Transportation Ticket Agents and Travel	601	6	20.06	0	
434199	434199	Information and Record Clerks, All Other	238	6	21.48	0	
435011	435011	Cargo and Freight Agents	434	6	22.94	0	
435021	435021	Couriers and Messengers	250	6	13.64	0	
435031	435031	Public Safety Telecommunicators	359	7	24.86	0	
435032	435032	Dispatchers, Except Police, Fire, and Ambulance	627	7	22.21	0	
435041	435041	Meter Readers, Utilities	71	6	25.68	0	
435051	435051	Postal Service Clerks	181	6	23.24	0	
435052	435052	Postal Service Mail Carriers	895	6	25.98	0	
435053	435053	Postal Service Mail Sorters, Processors, and Processing	335	6	28.91	0	
435061	435061	Production, Planning, and Expediting Clerks	1691	7	23.01	5	
435071	435071	Shipping, Receiving, and Inventory Clerks	3161	6	16.90	0	
435111	435111	Weighers, Measurers, Checkers, and Samplers,	221	6	17.21	0	
436011	436011	Executive Secretaries and Executive Administrative	2393	5	28.18	1	Local - LWIB 2
436012	436012	Legal Secretaries and Administrative Assistants	590	7	23.85	3	
436013	436013	Medical Secretaries and Administrative Assistants	1913	7	17.49	4	
436014	436014	Secretaries and Administrative Assistants, Except Legal,	6593	6	18.01	0	
439021	439021	Data Entry Keyers	596	6	17.39	0	
439022	439022	Word Processors and Typists	18	6	20.54	0	
439031	439031	Desktop Publishers	81	19	19.04	0	
439041	439041	Insurance Claims and Policy Processing Clerks	1047	7	19.94	4	
439051	439051	Mail Clerks and Mail Machine Operators, Except Postal	659	6	13.90	0	
439061	439061	Office Clerks, General	18312	6	16.94	0	

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O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
439071	439071	Office Machine Operators, Except Computer	110	6	17.28	0	
439081	439081	Proofreaders and Copy Markers	65	22	22.83	0	
439111	439111	Statistical Assistants	86	22	24.59	0	
439199	439199	Office and Administrative Support Workers, All Other	762	6	18.71	0	
451011	451011	First-Line Supervisors of Farming, Fishing, and Forestry	92	5	23.43	0	
452011	452011	Agricultural Inspectors	57	24	25.52	0	
452021	452021	Animal Breeders	13	6	0.00	0	
452041	452041	Graders and Sorters, Agricultural Products	164	2	13.79	0	
452091	452091	Agricultural Equipment Operators	303	3	17.15	0	
452092	452092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	1294	2	13.80	0	
452093	452093	Farmworkers, Farm, Ranch, and Aquacultural Animals	413	2	13.00	0	
452099	452099	Agricultural Workers, All Other	11	2	0.00	0	
453011	453031	Fishing and Hunting Workers	#N/A	#N/A	#N/A	0	
454011	454011	Forest and Conservation Workers	54	7	17.42	0	
454021	454021	Fallers	#N/A	#N/A	#N/A	0	
454022	454022	Logging Equipment Operators	#N/A	#N/A	#N/A	0	
454023	454023	Log Graders and Scalers	#N/A	#N/A	#N/A	0	
454029	454029	Logging Workers, All Other	#N/A	#N/A	#N/A	0	
471011	471011	First-Line Supervisors of Construction Trades and	1176	5	40.06	0	
472011	472011	Boilermakers	#N/A	#N/A	#N/A	0	
472021	472021	Brickmasons and Blockmasons	366	9	41.87	0	
472022	472022	Stonemasons	#N/A	#N/A	#N/A	0	
472031	472031	Carpenters	3521	9	33.22	5	
472041	472041	Carpet Installers	78	2	18.33	0	
472042	472042	Floor Layers, Except Carpet, Wood, and Hard Tiles	179	3	21.27	0	
472043	472043	Floor Sanders and Finishers	#N/A	#N/A	#N/A	0	
472044	472044	Tile and Stone Setters	300	4	18.81	0	
472051	472051	Cement Masons and Concrete Finishers	615	3	34.26	0	
472053	472053	Terrazzo Workers and Finishers	#N/A	#N/A	#N/A	0	
472061	472061	Construction Laborers	4785	2	27.34	0	
472071	472071	Paving, Surfacing, and Tamping Equipment Operators	227	7	31.17	0	
472072	472072	Pile Driver Operators	#N/A	#N/A	#N/A	0	
472073	472073	Operating Engineers and Other Construction Equipment	1331	7	38.68	5	
472081	472081	Drywall and Ceiling Tile Installers	186	3	20.90	0	
472082	472082	Tapers	63	3	42.94	0	
472111	472111	Electricians	3055	9	39.17	5	
472121	472121	Glaziers	158	9	35.12	0	
472131	472131	Insulation Workers, Floor, Ceiling, and Wall	103	2	28.60	0	
472132	472132	Insulation Workers, Mechanical	38	9	37.21	0	
472141	472141	Painters, Construction and Maintenance	1251	3	23.44	0	
472142	472142	Paperhangers	#N/A	#N/A	#N/A	0	
472151	472151	Pipelayers	40	2	34.42	0	
472152	472152	Plumbers, Pipefitters, and Steamfitters	1965	9	43.85	5	
472161	472161	Plasterers and Stucco Masons	21	4	35.48	0	
472171	472171	Reinforcing Iron and Rebar Workers	65	9	46.98	0	
472181	472181	Roofers	555	3	27.09	0	
472211	472211	Sheet Metal Workers	572	9	35.99	3	
472221	472221	Structural Iron and Steel Workers	338	9	43.66	0	
472231	472231	Solar Photovoltaic Installers	#N/A	#N/A	#N/A	0	
473011	473011	Helpers--Brickmasons, Blockmasons, Stonemasons, and	27	2	18.71	0	
473012	473012	Helpers--Carpenters	54	2	17.04	0	
473013	473013	Helpers--Electricians	77	6	16.22	0	
473014	473014	Helpers--Painters, Paperhangers, Plasterers, and Stucco	17	2	14.32	0	
473015	473015	Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters	68	6	15.70	0	
473016	473016	Helpers--Roofers	27	2	16.92	0	
473019	473019	Helpers, Construction Trades, All Other	46	2	16.01	0	
474011	474011	Construction and Building Inspectors	317	7	32.72	0	
474021	474021	Elevator and Escalator Installers and Repairers	119	9	47.30	0	
474031	474031	Fence Erectors	123	3	24.18	0	
474041	474041	Hazardous Materials Removal Workers	202	7	24.84	0	
474051	474051	Highway Maintenance Workers	944	7	25.70	5	
474061	474061	Rail-Track Laying and Maintenance Equipment Operators	#N/A	#N/A	#N/A	0	

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O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
474071	474071	Septic Tank Servicers and Sewer Pipe Cleaners	116	7	24.02	0	
474091	474091	Segmental Pavers	#N/A	#N/A	#N/A	0	
474099	474099	Construction and Related Workers, All Other	#N/A	#N/A	#N/A	0	
475011	475011	Derrick Operators, Oil and Gas	6	2	0.00	0	
475012	475012	Rotary Drill Operators, Oil and Gas	43	3	19.02	0	
475013	475013	Service Unit Operators, Oil and Gas	15	3	18.10	0	
537032	475022	Excavating and Loading Machine and Dragline Operators,	70	7	0.00	0	
475021	475023	Earth Drillers, Except Oil and Gas	20	7	0.00	0	
475021	475032	Explosives Workers, Ordnance Handling Experts, and	20	7	0.00	0	
475041	475041	Continuous Mining Machine Operators	66	3	28.21	0	
475061	475043	Roof Bolters, Mining	30	7	0.00	0	
537033	475044	Loading and Moving Machine Operators, Underground	13	2	0.00	0	
475042	475049	Underground Mining Machine Operators, All Other	26	7	0.00	0	
475051	475051	Rock Splitters, Quarry	8	2	17.71	0	
475071	475071	Roustabouts, Oil and Gas	19	3	17.86	0	
475081	475081	Helpers--Extraction Workers	35	7	21.66	0	
475049	475099	Extraction Workers, All Other	#N/A	#N/A	#N/A	0	
491011	491011	First-Line Supervisors of Mechanics, Installers, and	1388	5	33.55	0	
492011	492011	Computer, Automated Teller, and Office Machine Repairers	444	11	19.63	0	
492021	492021	Radio, Cellular, and Tower Equipment Installers and	#N/A	#N/A	#N/A	0	
492022	492022	Telecommunications Equipment Installers and Repairers,	830	16	30.05	5	
492091	492091	Avionics Technicians	#N/A	#N/A	#N/A	0	
492092	492092	Electric Motor, Power Tool, and Related Repairers	79	7	43.36	0	
492093	492093	Electrical and Electronics Installers and Repairers,	54	17	0.00	0	
492094	492094	Electrical and Electronics Repairers, Commercial and	182	17	29.29	0	
492095	492095	Electrical and Electronics Repairers, Powerhouse,	52	16	44.11	0	
492096	492096	Electronic Equipment Installers and Repairers, Motor	15	16	17.29	2	State Priority HB 1769
492097	492097	Audiovisual Equipment Installers and Repairers	135	15	18.64	0	
492098	492098	Security and Fire Alarm Systems Installers	252	7	28.47	0	
493011	493011	Aircraft Mechanics and Service Technicians	348	14	32.52	1	Local - IWP
493021	493021	Automotive Body and Related Repairers	696	8	21.38	4	
493022	493022	Automotive Glass Installers and Repairers	41	7	21.23	0	
493023	493023	Automotive Service Technicians and Mechanics	2855	15	20.10	4	
493031	493031	Bus and Truck Mechanics and Diesel Engine Specialists	1026	8	24.25	5	
493041	493041	Farm Equipment Mechanics and Service Technicians	135	8	22.31	0	
493042	493042	Mobile Heavy Equipment Mechanics, Except Engines	323	8	28.40	0	
493043	493043	Rail Car Repairers	322	8	25.20	0	
493051	493051	Motorboat Mechanics and Service Technicians	48	8	17.67	0	
493052	493052	Motorcycle Mechanics	30	15	16.82	0	
493053	493053	Outdoor Power Equipment and Other Small Engine	88	7	15.56	0	
493091	493091	Bicycle Repairers	#N/A	#N/A	#N/A	0	
493092	493092	Recreational Vehicle Service Technicians	#N/A	#N/A	#N/A	0	
493093	493093	Tire Repairers and Changers	375	6	13.45	0	
499011	499011	Mechanical Door Repairers	18	7	19.86	0	
499012	499012	Control and Valve Installers and Repairers, Except	92	7	39.08	0	
499021	499021	Heating, Air Conditioning, and Refrigeration Mechanics and	870	17	27.52	5	
499031	499031	Home Appliance Repairers	252	7	19.94	0	
499041	499041	Industrial Machinery Mechanics	1411	8	26.79	5	
499043	499043	Maintenance Workers, Machinery	369	8	25.49	1	Local - LWIB 7
499044	499044	Millwrights	173	9	31.25	0	
499045	499045	Refractory Materials Repairers, Except Brickmasons	#N/A	#N/A	#N/A	0	
499051	499051	Electrical Power-Line Installers and Repairers	307	8	43.49	1	Local - LWIB 7
499052	499052	Telecommunications Line Installers and Repairers	282	8	28.15	0	
499061	499061	Camera and Photographic Equipment Repairers	44	8	18.05	0	
499062	499062	Medical Equipment Repairers	158	20	22.30	0	
499063	499063	Musical Instrument Repairers and Tuners	45	9	18.73	0	
499064	499064	Watch and Clock Repairers	#N/A	#N/A	#N/A	0	
499069	499069	Precision Instrument and Equipment Repairers, All Other	17	8	29.29	0	
499071	499071	Maintenance and Repair Workers, General	6508	7	20.11	4	
499081	499081	Wind Turbine Service Technicians	#N/A	#N/A	#N/A	0	
499091	499091	Coin, Vending, and Amusement Machine Servicers and	184	6	18.05	0	
499092	499092	Commercial Divers	#N/A	#N/A	#N/A	0	

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O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
499094	499094	Locksmiths and Safe Repairers	89	8	24.44	0	
499095	499095	Manufactured Building and Mobile Home Installers	#N/A	#N/A	#N/A	0	
499096	499096	Riggers	58	7	34.41	0	
499097	499097	Signal and Track Switch Repairers	101	7	37.89	0	
499098	499098	Helpers--Installation, Maintenance, and Repair Workers	303	6	15.82	0	
499093	499099	Installation, Maintenance, and Repair Workers, All Other	#N/A	#N/A	#N/A	0	
511011	511011	First-Line Supervisors of Production and Operating Workers	2597	5	29.09	0	
512011	512011	Aircraft Structure, Surfaces, Rigging, and Systems	18	7	0.00	0	
512021	512021	Coil Winders, Tapers, and Finishers	47	7	21.21	0	
512022	512022	Electrical and Electronic Equipment Assemblers	1122	7	15.79	4	
512023	512023	Electromechanical Equipment Assemblers	#N/A	#N/A	#N/A	0	
512031	512031	Engine and Other Machine Assemblers	160	7	20.69	0	
512041	512041	Structural Metal Fabricators and Fitters	206	7	19.69	0	
512091	512051	Fiberglass Laminators and Fabricators	18	7	0.00	0	
512093	512061	Timing Device Assemblers and Adjusters	3	7	0.00	0	
512092	512092	Team Assemblers	0	0	0.00	2	State Priority HB 1769
512099	512099	Assemblers and Fabricators, All Other	6882	7	15.22	4	
513011	513011	Bakers	1302	4	12.88	0	
513021	513021	Butchers and Meat Cutters	948	4	14.91	0	
513022	513022	Meat, Poultry, and Fish Cutters and Trimmers	353	2	15.46	0	
513023	513023	Slaughterers and Meat Packers	549	2	14.99	0	
513091	513091	Food and Tobacco Roasting, Baking, and Drying Machine	145	3	15.29	0	
513092	513092	Food Batchmakers	1976	7	16.92	4	
513093	513093	Food Cooking Machine Operators and Tenders	119	7	15.46	0	
513099	513099	Food Processing Workers, All Other	149	3	14.10	0	
514021	514021	Extruding and Drawing Machine Setters, Operators, and	173	7	17.70	0	
514022	514022	Forging Machine Setters, Operators, and Tenders, Metal and	63	7	19.96	0	
514023	514023	Rolling Machine Setters, Operators, and Tenders, Metal and	62	7	20.82	0	
514031	514031	Cutting, Punching, and Press Machine Setters, Operators,	948	7	16.98	4	
514032	514032	Drilling and Boring Machine Tool Setters, Operators, and	65	7	20.06	0	
514033	514033	Grinding, Lapping, Polishing, and Buffing Machine Tool	335	7	17.73	0	
514034	514034	Lathe and Turning Machine Tool Setters, Operators, and	290	7	20.73	0	
514035	514035	Milling and Planing Machine Setters, Operators, and	95	7	22.39	0	
514041	514041	Machinists	3356	8	19.44	4	
514051	514051	Metal-Refining Furnace Operators and Tenders	81	7	22.28	0	
514052	514052	Pourers and Casters, Metal	56	7	20.95	0	
514061	514061	Model Makers, Metal and Plastic	48	7	30.79	0	
514062	514062	Patternmakers, Metal and Plastic	30	7	23.49	0	
514071	514071	Foundry Mold and Coremakers	82	7	22.24	0	
514072	514072	Molding, Coremaking, and Casting Machine Setters,	756	7	16.50	4	
514081	514081	Multiple Machine Tool Setters, Operators, and Tenders,	1386	7	18.05	4	
514111	514111	Tool and Die Makers	517	17	25.24	3	
514121	514121	Welders, Cutters, Solderers, and Brazers	1490	7	19.67	4	
514122	514122	Welding, Soldering, and Brazing Machine Setters,	142	7	16.36	0	
514191	514191	Heat Treating Equipment Setters, Operators, and Tenders,	88	7	17.16	0	
514192	514192	Layout Workers, Metal and Plastic	3	7	0.00	0	
514193	514193	Plating Machine Setters, Operators, and Tenders, Metal and	227	7	15.77	0	
514194	514194	Tool Grinders, Filers, and Sharpeners	63	7	23.26	0	
514199	514199	Metal Workers and Plastic Workers, All Other	63	7	15.66	0	
515111	515111	Prepress Technicians and Workers	142	14	18.49	0	
515112	515112	Printing Press Operators	990	7	17.64	4	
515113	515113	Print Binding and Finishing Workers	360	7	16.22	0	
516011	516011	Laundry and Dry-Cleaning Workers	1059	2	11.78	0	
516021	516021	Pressers, Textile, Garment, and Related Materials	60	2	11.38	0	
516031	516031	Sewing Machine Operators	440	2	13.36	0	
516041	516041	Shoe and Leather Workers and Repairers	61	7	13.76	0	
516042	516042	Shoe Machine Operators and Tenders	1	7	0.00	0	
516051	516051	Sewers, Hand	#N/A	#N/A	#N/A	0	
516052	516052	Tailors, Dressmakers, and Custom Sewers	76	3	15.81	0	
516061	516061	Textile Bleaching and Dyeing Machine Operators and	21	6	14.84	0	
516062	516062	Textile Cutting Machine Setters, Operators, and Tenders	46	7	14.36	0	
516063	516063	Textile Knitting and Weaving Machine Setters, Operators,	#N/A	#N/A	#N/A	0	

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O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
516064	516064	Textile Winding, Twisting, and Drawing Out Machine	#N/A	#N/A	#N/A	0	
516091	516091	Extruding and Forming Machine Setters, Operators, and	190	7	16.77	0	
516092	516092	Fabric and Apparel Patternmakers	#N/A	#N/A	#N/A	0	
516093	516093	Upholsterers	90	7	16.15	0	
516099	516099	Textile, Apparel, and Furnishings Workers, All Other	33	6	13.06	0	
517011	517011	Cabinetmakers and Bench Carpenters	395	7	19.41	0	
517021	517021	Furniture Finishers	82	6	16.87	0	
517031	517031	Model Makers, Wood	#N/A	#N/A	#N/A	0	
517032	517032	Patternmakers, Wood	#N/A	#N/A	#N/A	0	
517041	517041	Sawing Machine Setters, Operators, and Tenders, Wood	127	7	14.12	0	
517042	517042	Woodworking Machine Setters, Operators, and Tenders,	137	7	17.35	0	
517099	517099	Woodworkers, All Other	4	7	0.00	0	
518011	518011	Nuclear Power Reactor Operators	16	8	45.03	0	
518012	518012	Power Distributors and Dispatchers	48	8	40.93	0	
518013	518013	Power Plant Operators	101	8	39.30	0	
518021	518021	Stationary Engineers and Boiler Operators	230	8	43.59	1	Local - LWIB 2
518031	518031	Water and Wastewater Treatment Plant and System	356	8	27.78	1	Local - LWIB 22
518091	518091	Chemical Plant and System Operators	80	7	31.43	0	
518092	518092	Gas Plant Operators	53	8	29.54	0	
518093	518093	Petroleum Pump System Operators, Refinery Operators, and	104	7	42.44	0	
518099	518099	Plant and System Operators, All Other	26	7	33.87	0	
519011	519011	Chemical Equipment Operators and Tenders	248	7	25.44	1	Local - LWIB 2
519012	519012	Separating, Filtering, Clarifying, Precipitating, and Still	163	7	18.34	0	
519021	519021	Crushing, Grinding, and Polishing Machine Setters,	#N/A	#N/A	#N/A	0	
519022	519022	Grinding and Polishing Workers, Hand	59	3	15.86	0	
519023	519023	Mixing and Blending Machine Setters, Operators, and	738	7	18.23	4	
519031	519031	Cutters and Trimmers, Hand	18	2	13.67	0	
519032	519032	Cutting and Slicing Machine Setters, Operators, and Tenders	305	7	16.30	0	
519041	519041	Extruding, Forming, Pressing, and Compacting Machine	242	7	17.91	0	
519051	519051	Furnace, Kiln, Oven, Drier, and Kettle Operators and	118	7	19.79	0	
519061	519061	Inspectors, Testers, Sorters, Samplers, and Weighers	2759	7	18.17	4	
519071	519071	Jewelers and Precious Stone and Metal Workers	116	8	14.87	0	
519081	519081	Dental Laboratory Technicians	165	7	21.38	0	
519082	519082	Medical Appliance Technicians	84	7	22.15	0	
519083	519083	Ophthalmic Laboratory Technicians	194	7	15.09	0	
519111	519111	Packaging and Filling Machine Operators and Tenders	2140	7	15.63	4	
519123	519123	Painting, Coating, and Decorating Workers	37	3	16.78	0	
519121	519124	Coating, Painting, and Spraying Machine Setters, Operators,	301	7	0.00	0	
519141	519141	Semiconductor Processing Technicians	#N/A	#N/A	#N/A	0	
519151	519151	Photographic Process Workers and Processing Machine	51	6	19.66	0	
514011	519161	Computer Numerically Controlled Tool Operators	534	7	18.82	1	Local - LWIB 7
514012	519162	Computer Numerically Controlled Tool Programmers	155	16	0.00	0	
519191	519191	Adhesive Bonding Machine Operators and Tenders	76	7	14.67	0	
519192	519192	Cleaning, Washing, and Metal Pickling Equipment	109	7	13.62	0	
519193	519193	Cooling and Freezing Equipment Operators and Tenders	38	7	16.61	0	
519194	519194	Etchers and Engravers	68	7	16.86	0	
519195	519195	Molders, Shapers, and Casters, Except Metal and Plastic	170	8	16.75	0	
519196	519196	Paper Goods Machine Setters, Operators, and Tenders	334	7	17.65	0	
519197	519197	Tire Builders	#N/A	#N/A	#N/A	0	
519198	519198	Helpers--Production Workers	2392	6	14.34	0	
519199	519199	Production Workers, All Other	3977	7	15.50	0	
531011	531041	Aircraft Cargo Handling Supervisors	46	5	0.00	0	
531021	531042	First-Line Supervisors of Helpers, Laborers, and Material	#N/A	#N/A	#N/A	0	
531031	531043	First-Line Supervisors of Material-Moving Machine and	#N/A	#N/A	#N/A	0	
391021	531044	First-Line Supervisors of Passenger Attendants	696	5	0.00	0	
531031	531049	First-Line Supervisors of Transportation Workers, All Other	#N/A	#N/A	#N/A	0	
532011	532011	Airline Pilots, Copilots, and Flight Engineers	672	24	0.00	4	
532012	532012	Commercial Pilots	60	7	0.00	0	
532021	532021	Air Traffic Controllers	74	21	71.99	0	
532022	532022	Airfield Operations Specialists	43	8	0.00	0	
532031	532031	Flight Attendants	1174	7	0.00	4	
533011	533011	Ambulance Drivers and Attendants, Except Emergency	103	7	11.22	0	

Demand Occupation Training List

O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request
533031	533031	Driver/Sales Workers	1459	6	10.45	0	
533032	533032	Heavy and Tractor-Trailer Truck Drivers	9075	15	23.24	5	
533033	533033	Light Truck Drivers	6415	6	19.73	0	
533022	533051	Bus Drivers, School	2853	6	0.00	0	
533021	533052	Bus Drivers, Transit and Intercity	883	7	0.00	4	
533022	533053	Shuttle Drivers and Chauffeurs	2853	6	0.00	0	
533041	533054	Taxi Drivers	1509	2	0.00	0	
533099	533099	Motor Vehicle Operators, All Other	183	2	21.81	0	
534011	534011	Locomotive Engineers	166	7	33.05	0	
534013	534013	Rail Yard Engineers, Dinkey Operators, and Hostlers	20	7	0.00	0	
534012	534022	Railroad Brake, Signal, and Switch Operators and	#N/A	#N/A	#N/A	0	
534031	534031	Railroad Conductors and Yardmasters	249	7	32.69	0	
534041	534041	Subway and Streetcar Operators	38	7	0.00	0	
534099	534099	Rail Transportation Workers, All Other	#N/A	#N/A	#N/A	0	
535011	535011	Sailors and Marine Oilers	83	3	22.39	0	
535021	535021	Captains, Mates, and Pilots of Water Vessels	118	14	30.36	0	
535022	535022	Motorboat Operators	#N/A	#N/A	#N/A	0	
535031	535031	Ship Engineers	#N/A	#N/A	#N/A	0	
536011	536011	Bridge and Lock Tenders	30	6	28.09	0	
536021	536021	Parking Attendants	790	2	12.23	0	
536031	536031	Automotive and Watercraft Service Attendants	394	2	12.44	0	
536099	536032	Aircraft Service Attendants	251	6	0.00	0	
536041	536041	Traffic Technicians	12	7	30.80	0	
536051	536051	Transportation Inspectors	85	7	37.12	0	
536061	536061	Passenger Attendants	222	6	11.86	0	
536099	536099	Transportation Workers, All Other	251	6	0.00	0	
537011	537011	Conveyor Operators and Tenders	135	2	17.63	0	
537021	537021	Crane and Tower Operators	217	7	24.48	0	
537031	537031	Dredge Operators	#N/A	#N/A	#N/A	0	
537041	537041	Hoist and Winch Operators	#N/A	#N/A	#N/A	0	
537051	537051	Industrial Truck and Tractor Operators	3572	2	17.39	0	
537061	537061	Cleaners of Vehicles and Equipment	2841	2	11.61	0	
537062	537062	Laborers and Freight, Stock, and Material Movers, Hand	23308	2	13.75	0	
537063	537063	Machine Feeders and Offbearers	247	2	16.87	0	
537064	537064	Packers and Packagers, Hand	7281	2	13.57	0	
435081	537065	Stockers and Order Fillers	13756	6	0.00	0	
537071	537071	Gas Compressor and Gas Pumping Station Operators	4	7	0.00	0	
537072	537072	Pump Operators, Except Wellhead Pumpers	#N/A	#N/A	#N/A	0	
537073	537073	Wellhead Pumpers	7	7	17.41	0	
537081	537081	Refuse and Recyclable Material Collectors	729	2	33.27	0	
537121	537121	Tank Car, Truck, and Ship Loaders	26	2	18.32	0	
537032	537199	Material Moving Workers, All Other	70	7	0.00	0	
551011	551011	Air Crew Officers	#N/A	#N/A	#N/A	0	
551012	551012	Aircraft Launch and Recovery Officers	#N/A	#N/A	#N/A	0	
551013	551013	Armored Assault Vehicle Officers	#N/A	#N/A	#N/A	0	
551014	551014	Artillery and Missile Officers	#N/A	#N/A	#N/A	0	
551015	551015	Command and Control Center Officers	#N/A	#N/A	#N/A	0	
551016	551016	Infantry Officers	#N/A	#N/A	#N/A	0	
551017	551017	Special Forces Officers	#N/A	#N/A	#N/A	0	
551019	551019	Military Officer Special and Tactical Operations Leaders,	#N/A	#N/A	#N/A	0	
552011	552011	First-Line Supervisors of Air Crew Members	#N/A	#N/A	#N/A	0	
552012	552012	First-Line Supervisors of Weapons Specialists/Crew	#N/A	#N/A	#N/A	0	
552013	552013	First-Line Supervisors of All Other Tactical Operations	#N/A	#N/A	#N/A	0	
553011	553011	Air Crew Members	#N/A	#N/A	#N/A	0	
553012	553012	Aircraft Launch and Recovery Specialists	#N/A	#N/A	#N/A	0	
553013	553013	Armored Assault Vehicle Crew Members	#N/A	#N/A	#N/A	0	
553014	553014	Artillery and Missile Crew Members	#N/A	#N/A	#N/A	0	
553015	553015	Command and Control Center Specialists	#N/A	#N/A	#N/A	0	
553016	553016	Infantry	#N/A	#N/A	#N/A	0	
553018	553018	Special Forces	#N/A	#N/A	#N/A	0	
553019	553019	Military Enlisted Tactical Operations and Air/Weapons	#N/A	#N/A	#N/A	0	

'N/A' Indicates the occupation did not exist in the 2010 Demand Occupation Training List

Demand Occupation Training List

O*NET-SOC 2010 Code	O*NET-SOC 2019 Code	O*NET-SOC 2019 Title	Annual Openings	Education/ OJT code	Median Wage per Hour	Demand Code	Petition Request

'-' Indicates there was no data available for the occupation that was on the Demand Occupation Training List

Indicates the O*Net Code existed on 2010 Demand Occupation Training List, but was removed with the 2019 revisions

Indicates this is a new O*Net Code in the 2019 revision that did not exist in the 2010 listing of O*Net Codes

State of Illinois
Illinois Workforce Innovation Board

Demand Occupation Petition

This petition is a request by the Local Workforce Innovation Board (LWIB) for consideration of the documented occupation to be added to the current Demand Occupation Training List in support of a federal, state or local initiative, legislative requirement, career pathways, increased employment demands, increased wages, or other documented and verifiable purpose. Refer to the instructions for additional guidance for completing the form.

Local Workforce Innovation Board Information

1. Date of Request: _____

2. LWIA #: _____ 3. EDR #: _____ 4. LWIB Name: _____

5. Contact Name: _____ 6. Contact Title: _____

7. Contact Phone: _____ 8. Contact Email: _____

Occupation and Training Program Information

9. Occupation Title: _____

*(Use the O*Net Online website to identify the appropriate six (6) digit occupational code(s) for consideration)*

10. Primary O*Net Code: _____ 11. Additional O*Net Codes: _____ , _____ , _____

12. Regional/Local Initiative: _____

13. Training Program of Study Title: _____

14. Training Provider Name: _____

15. Primary CIP Code: ___.____ 16. Additional CIP Codes: ___.____ ___.____ ___.____ ___.____

(Use the National Center for Education Statistics to identify the appropriate Classification of Instructional Programs code(s))

Supporting Justification

This section is used to provide a description of the justification for adding a particular occupation code and title to the Demand Occupation Training List. Provide as much detail as possible to assist in the review process to determine the need for inclusion on the list. Reference the instructions for additional details on what should be considered for inclusion as justification.

Employer Need

(List employer(s) that will contribute to an increase in the total number of job openings specific to the O*Net code(s) listed above. Provide documentation from the employer(s) to verify their intent for the increase in opportunities over the next five (5) years. Provide additional employer(s) on a separate sheet.)

17a. Employer Name: _____ 18a. # of Openings: _____

17b. Employer Name: _____ 18b. # of Openings: _____

17c. Employer Name: _____ 18c. # of Openings: _____

Supporting Information

19. (Provide a narrative describing the need to support current and future job openings or increased wages that may not be reflected in the labor market information and data utilized for the current demand occupation training list. Attach additional information and supporting documentation to this petition as evidence.)

Petition Approval

20. LWIB Chairperson (printed): _____ 21. Date: _____

22. LWIB Chairperson Signature: _____

Review Team

Review Date: _____

Reviewer Initials _____ Reviewer Initials _____ Reviewer Initials _____ Reviewer Initials _____

Submit completed form to: Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training, at CEO.OET.demandocc@illinois.gov.

Demand Occupation Petition Instructions

This petition is a request by the Local Workforce Innovation Board (LWIB) for consideration of the documented occupation to be added to the current Demand Occupation Training List in support of a federal, state or local initiative, legislative requirement, career pathways, increased employment demands, increased wages, or other documented and verifiable purpose. Each occupation being petitioned requires a separate petition.

Local Workforce Innovation Board Information

1. Date of Request	Enter the submission date of petition in the MM/DD/YY format.
2. LWIA #	Enter the number assigned to the Local Workforce Innovation Area (LWIA) for which the petitioning LWIB is geographically located (LWIA and EDR Map).
3. EDR #	Enter the number assigned to the Economic Development Region (EDR) for which the petitioning LWIB is geographically located (LWIA and EDR Map).
4. LWIB Name	Enter the name of the Local Workforce Innovation Board (LWIB) submitting the petition.
5. Contact Name	Enter the first and last name of the person representing the LWIB to contact if there are questions related to the petition.
6. Contact Title	Enter the title for the contact identified in 5. above.
7. Contact Telephone #	Enter the telephone number of the contact identified in 5. above.
8. Contact Email	Enter the email address of the contact identified in 5. Above.

Occupation and Training Program Information

9. Occupation Title	Enter the occupation title as listed on the O*Net Online website for which the petition is being submitted.
10. Primary O*Net Code	Enter the six (6) digit O*Net code from the O*Net Online website for the occupation listed in 9. above. Codes should be in XX-XXXX format (the dash will be added upon exiting the field). All occupations under the six (6) digit code will also include the sub-codes with a two (2) digit extension (.xx).
11. Additional O*Net Codes	Enter additional O*Net codes from the O*Net Online website associated with the occupation listed in 9. above. These additional occupations are not considered in the petition for addition to the DOTL rather provides additional information of the petition occupation and ensures the requested code is accurate.
12. Regional/Local Initiative	Enter the regional/local initiative, key sector or industry, grant opportunity or other focused for the occupation listed in 9. above as identified in the Illinois Unified State Plan or Regional/Local Plans.
13. Training Program of Study Title	Enter the title of the training program, if established, designed to prepare students for the occupation listed in 9. above.
14. Training Provider Name	Enter the name of the Training Provider for the training program listed in 13. above.
15. Primary CIP Code	Enter the Classification of Instructional Program code from the National Center for Education Statistics website for the training program listed in 13. above. Codes should be in XX.XXXX or XX.XX format.
16. Additional CIP Codes	Enter additional CIP codes from the National Center for Education Statistics website associated with the training program listed in 13. above.

Supporting Justification

17. Employer Need	Enter the name of employer(s) who have indicated support for an increase in available job openings in the local area for which this petition is being made. Each employer listed should submit documentation of their known or

Demand Occupation Petition Instructions

anticipated employment openings, titles of the employment openings, the known or anticipated wages for the employment openings, indication that the minimum education level required as qualification for the occupation is at least a high school diploma or equivalent plus moderate on-the-job training or higher, and all other information to support their current or future needs.

18. # of Openings — Enter the number of known or anticipated employment openings for the employer(s) listed in 17. above.

19. Supporting Information — Enter a brief description of the justification supporting the petition for addition of the occupation listed in 9. above to Illinois' statewide Demand Occupation Training List (DOTL). Attach additional pages and documents to describe the justification and to support the petition including:

- revised average annual job openings and/or entry and median wages;
- new plant openings or facility expansion;
- information on how the occupation fits into a career pathway leading to occupations currently in demand;
- regional and/or local priorities as outlined within the Illinois Unified State Plan or Regional/Local Plans such as:
  - new grant opportunities; emergency response, targeted industries and/or occupations;
  - talent pipeline management data;
  - an increase in accessibility for targeted populations including those populations of focus;
  - documentation of prior success in employing individuals in identified targeted populations; or
- any additional information that would provide the necessary detail for the review team to consider.

Occupations to be considered for inclusion in the demand occupation training list should have at least a required education level of high school diploma or equivalent plus moderate on-the-job training. Occupations whose associated training programs are pre-requisites or part of a bridge program leading to further education beyond such minimum education level are allowable without the need for the occupation to be in demand and on the DOTL.

Justification should include data and information from adjacent local workforce innovation areas, economic development regions or states, if applicable.

The more detailed the supporting justification is, the clearer understanding the review team will have during the review and approval determination process. A lack of critical information may lead to a denial.

Petition Approval

20. LWIB Chairperson Name — Enter the first and last name of the Chairperson for the LWIB submitting the petition.

21. LWIB Chairperson Signature Date — Enter the date of the LWIB Chairperson's signature in the MM/DD/YY format.

22. LWIB Chairperson Signature — The Chairperson for the LWIB must sign the document prior to submission or the petition will be denied.

The completed packet must be emailed to Department of Commerce and Economic Opportunity, Office of Employment and Training at CEO.OET.demandocc@illinois.gov.

Appendix VII

KANE COUNTY PROCUREMENT ORDINANCE

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KANE COUNTY PURCHASING ORDINANCE

ARTICLE I – General Provisions

1.1 Purpose. Pursuant to Kane County's statutory obligation to provide for the purchase of commodities, equipment and services, the purpose of this Ordinance is to manage the Procurement process in compliance with all applicable laws and ensure that fair and equitable treatment is provided to all parties involved in Kane County's purchasing activities. The intent is to foster a competitive bidding environment to maximize public procurement funds, thereby increasing public confidence in the County's purchasing practices.

1.2 Applicability. This Ordinance applies to Procurement of Materials, Services, Supplies, Equipment, Construction, Construction related Services and Professional Services by Kane County. These provisions shall apply to all expenditures of public funds by a County Agency for purchasing regardless of its source, except as otherwise provided by Federal or State law, regulations, Kane County Ordinance or administrative policy. Procurements involving Federal or State funding will be subject to any applicable law, regulation or grant.

1.3 Severability. If any provision of this Ordinance or any application thereof to any Person or circumstances is held invalid, such invalidity shall not affect the validity of the remaining provisions or application of this Ordinance.

1.4 Property Rights. Receipt of a Solicitation or other Procurement document, or submission of any response thereto, or other offer, confers no right to receive an award or Contract, nor does it obligate Kane County in any manner.

1.5 Singular-Plural Gender Rules

1.5.1 Singular-Plural. Words in the singular number include the plural and those in the plural include the singular.

1.5.2 Gender. Words of a particular gender include any gender and the neuter, and when sense so indicates, words of the neuter gender may refer to any gender.

ARTICLE II – Definitions

2.1 Architectural, Engineering and Land Surveying Services. Those Professional Services within the fields of architecture, professional engineering, structural engineering or land surveying as defined by the Local Government Professional Services Selection Act, 50 ILCS 510/1 et seq.

2.2 Bid Security. A guarantee that the bidder will enter into a Contract, if an offer is presented within the specified period of time, otherwise failure on the bidder's part will result in forfeiture of the Bid Security.

2.3 Change Order. Written authorization directing the Contractor to modify or change an existing purchase order or Contract.

2.4 Competitive Proposals. Purchases over the Simplified Acquisition Threshold (SAT). Formal solicitation required as well as fixed price cost-reimbursement contracts and is used when sealed bids are not appropriate. The contract should be awarded to the responsible firm whose proposal is most advantageous to the program, with pricing being one of the factors.

2.5 Competitive Selection. A process whereby public Solicitation is used to select the most qualified and responsible provider of Materials, Equipment, Supplies, Services, Construction, and Construction related Services. Methods of Competitive Selection include Invitation for Bids, Requests for Proposals, Requests for Qualifications and Multiple Price Quotations.

2.6 Confidential Information. Any information which is available to an individual, solely due to his/her status as a County employee, and which is not a matter of public knowledge or accessible to the public on request.

2.7 Contract Modification. Any written alteration in the terms or conditions of any Contract accomplished by mutual action of the parties to the Contract.

2.8 Construction. The process of building, altering, repairing, improving, or demolishing any structure or building, or other improvements of any kind to any real property.

2.9 Contract. All types of County agreements, including purchase orders, whether oral or written and regardless of what they may be called, for the Procurement of Materials, Services, Equipment, Supplies, or Construction and Construction related Services that are legally binding promises enforceable by law.

2.10 Contract Renewal. Continuation of the Contract for an additional period of time, under the original terms and conditions, when allowed by provisions for renewal, which were included in the original bid document. If the bid document does not include provisions for renewal, any continuation of the Contract would be considered a new Contract and therefore must be re-bid.

2.11 Contract – Revenue Generating. Revenue generating contracts are agreements under which the County receives from a vendor either a commission or share in the profit generated from the sale of goods or services. Examples include vending machines, food service, and joint-purchasing agreements.

2.12 Contractor. Any Person or entity that is a party to a Contract with the County or a using County Agency thereof.

2.13 Cooperative Joint Purchasing. Procurement conducted by or on behalf of more than one governmental unit.

2.14 County Agency. A County officer, employee, department, division, office, official, commission, board, or agency whose purchasing authority is subject to the provisions of this Ordinance.

2.15 Debarment. Debarment is the process of determining that a contractor is ineligible to receive contract awards based upon a preponderance of evidence, usually a conviction. Debarment is usually three (3) years in length. The name of the debarred contractor may be published as ineligible on the System for Award Management (SAM), which is a website administered by the U.S. General Services Administration, or on the list of sanctioned providers maintained by the State of Illinois Office of Inspector General.

2.16 Discussions. Oral or written negotiations between the County or its agencies and an offeror during which information is exchanged about Specifications, scope of work, terms, conditions and price set forth in the initial proposal. Communication with an offeror for the sole purpose of clarification does not constitute Discussions.

2.17 Elected Official. For the purposes of this Ordinance, Elected Official includes; Clerk of the Circuit Court, County Auditor, County Board Chairman, County Board Members, County Clerk, County Coroner, County Treasurer, County Recorder of Deeds, Superintendent of the Regional Office of Education, County Sheriff and State's Attorney. For purposes of this ordinance, the Chief Judge of the 16th Circuit is deemed an Elected Official

2.18 Emergency Purchase. Procurements obtained in circumstances which include, but are not limited to; situations threatening public health or safety, where immediate repairs required to County property to protect or prevent against further loss or damage, where immediate action is needed to prevent or minimize disruption to County Services, where immediate action is required to ensure integrity of County records, or where immediate action is necessary to avoid a lapse or loss of federal, state or donated funds.

2.19 Equipment. Goods that are purchased or used by a County agency that are not Materials or Supplies that are not expendable except through depreciation or wear and tear, and do not lose their identity or become integral parts of other items or installations.

2.20 Fully Executed Contract. An agreement is fully executed when it bears the signatures of all parties obligated by the agreement, including the Department Head or County Board Chairman.

2.21 Governmental Unit. The State of Illinois, any public authority which has the power to tax, or any other public entity created by Federal or State statute.

2.22 Invitation for Bids. A formal request to prospective vendors soliciting price quotations or bids; contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions.

2.23 Materials. Items or Supplies required in the performance of day-to-day operations.

2.24 Micro-Purchases. Purchases that are less than $10,000 ($2,000 for those construction projects subject to the Davis-Bacon Act).

2.25 Multiple Price Quotation. Where competitive selection is not required or cannot be utilized because of an emergency, a process of obtaining price information from at least three (3) sources or vendors prior to purchase.

2.26 Parent Committee. A standing or ad-hoc committee established by the Kane County Board with specific Using Agency jurisdiction and responsibilities.

2.27 Person. Any individual or group of individuals, business, union, firm, corporation, trust, sole proprietorship, joint stock company, partnership, association, joint venture, committee, club, or any entity.

2.28 Procurement. The purchasing, renting, leasing or otherwise acquiring of Materials, Supplies, Equipment, Services, Construction and Construction related Services. Includes all functions that pertain to obtaining any Material, Equipment, Supplies, Services, Construction or Construction related Services, including description of requirements, selection and Solicitation of sources, preparation and award of Contract, and all phases of Contract administration. Procurement shall include without limitation the entering into of all Contracts or agreements, whether the same are oral or written.

2.29 Professional Services. Those Services requiring special knowledge, education or skill whereby the qualifications of Persons rendering the Services are of primary importance. Professional

Services shall include, but not be limited to, appraisers, attorneys, architects, engineers, accountants, land surveying services, psychologists, physicians and other health professionals and clergy. An essential element distinguishing Professional Services from other Services is confidence, trust, and belief in not only the ability, but also the judgment and talent, of the Person performing the service.

2.30 Purchasing Agent. The Director of Purchasing or any staff member of the Purchasing Department authorized to act as a Purchasing Agent for the county and shall be responsible for the procurement of materials, supplies, equipment, services, construction, construction related services and professional services, and processing contract and purchase orders.

2.31 Purchase Order. A written document signed and issued by the Purchasing Department to a vendor formalizing all terms and conditions of a proposed transaction, such as a description of requested item(s), delivery schedule, terms of payment, and transportation; and directing a business to provide materials, equipment, supplies, services, construction and construction related and professional services to the County.

2.32 Request for Information. All documents issued to vendors for the sole purpose of seeking information about the availability in the commercial marketplace of Materials, Equipment, Supplies, Services, Construction, and Construction related Services.

2.33 Request for Proposals. A formal request to prospective vendors soliciting proposals for professional services contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions.

2.34 Request for Qualifications. All documents, whether attached or incorporated by reference, which are used for soliciting qualifications in accordance with procedures defined herein.

2.35 Responsible Bidder or Offeror. A Person who has the capability, in all respects, to fully perform the Contract requirements and who has the facilities, personnel, experience, integrity, reliability, equipment, acceptable past performance, financial strength, credit ranking which will assure good faith performance and is a Responsive Bidder.

2.36 Responsive Bidder. A Person who has submitted a bid that conforms, in all material respects, to the requirements set forth in the Invitation for Bid.

2.37 Reverse Auctions. A reverse auction is a real-time bidding process taking place at a scheduled time and Internet location, in which multiple suppliers, anonymous to each other, submit bids to provide the designated goods and services specified in the Invitation to Bid.

2.38 Sealed Bids. Purchases over the Simplified Acquisition Threshold (SAT). Formal solicitation required and the fixed price is awarded to the responsible bidder who conformed to all material terms and is the lowest in price.

2.39 Services. The furnishing of labor, time, or effort by a Contractor, not involving the delivery of a specific end product other than reports, which are merely incidental to the required performance. This definition shall not apply to employment agreements, collective bargaining agreements or to the definition of “Professional Services” as provided in subsection 2.30 of this section.

2.40 Simplified Acquisition Threshold. The acquisition of supplies and services including construction, research and development and commercial items, the aggregate amount of which does not exceed $30,000 in any one year period.

2.41 Solicitation. An Invitation for Bids or Request for Proposals to provide Materials, Services, Equipment, Supplies or Construction and Construction related Services and Professional Services.

2.42 Small Purchase Threshold. The threshold established by the County at which public bids are not required.

2.43 Small Purchases. Purchases that are at least $10,000 ($2,000 for those construction projects subject to the Davis-Bacon Act) and less than $30,000.

2.44 Sole Source Procurement. Award of contract when there is only one source for the required supply, service, or construction item as determined through a competitive selection process.

2.45 Specifications. Any description of the physical or functional characteristics or nature of Materials, Services, Equipment, Supplies or Construction and Construction related Services. It may include a description of any requirement for inspecting, testing or preparing Materials, Services, Supplies, Equipment, Construction and Construction related Services.

2.46 Stringing. Dividing or fragmenting Procurements in order to circumvent Competitive Selection processes and procedures. For purposes of this Ordinance, "Stringing" is the practice of issuing multiple purchase orders or requisitions for purchasing like items or Services, with the willful intent to circumvent purchasing policies.

2.47 Subcontractor. A Person who Contracts to perform work or render service to a Contractor or to another Subcontractor as a part of a Contract with the County.

2.48 Supplies. Materials or items used in day-to-day operations, which are usually stored and dispensed as required.

2.49 Surplus Property. Any tangible County owned property no longer having any use to the County. Surplus property includes obsolete supplies, scrap materials, vehicles, equipment and nonexpendable supplies that have completed their useful life cycle.

2.50 Suspension.
Suspension is the process of determining that a contractor is ineligible to receive contract awards based upon adequate evidence, usually an indictment. Suspension is a temporary measure having a 12 month limit. It is usually used pending completion of an investigation or legal proceedings. The name of the suspended contractor will be published as ineligible on the System for Award Management (SAM), which is a website administered by the U.S. General Services Administration, or on the list of sanctioned providers maintained by the State of Illinois Office of Inspector General.

2.51 Using Agency. Any County Agency which utilizes any Materials, Services, Supplies, Equipment or Construction and Construction Related Services procured under this Ordinance.

ARTICLE III - Procurement Organization

3.1 Principal Public Purchasing Official
The Director of Purchasing shall serve as the Purchasing Agent for the County and shall be responsible for the Procurement of Materials, Supplies, Equipment, Services, Construction, Construction related Services and Professional Services in accordance with this Ordinance.

3.2 Duties
In accordance with this Ordinance and subject to the direction of the Kane County Board, the Finance Committee, and the Director of Finance, the Director of Purchasing shall;

1. Procure or supervise the purchasing of Materials, Services, Supplies, Equipment, Construction, Construction related Services and Professional Services required by the County.

2. Process Contracts and purchase orders solicited through open competition for Materials, Equipment, Services, Supplies, Construction, and Construction related Services and Professional Services required by the County.

3. Create and maintain programs for Contract administration, specification preparation, inspection, testing and acceptance, in cooperation with the County agencies using the Materials, Supplies, Services, Equipment, Construction, Construction related Services and Professional Services.

4. Make written determinations as required by this Ordinance, specifying the facts supporting the determination, for retention in the permanent Contract file.

5. Sell, trade, transfer, or otherwise dispose of surplus County property.

3.3 Purchasing Regulations and Operational Procedures
Consistent with this Ordinance, in conjunction with the approval of the Finance Committee and Director of Finance, the Director of Purchasing may adopt purchasing regulations and procedures, which relate to the execution of his/her duties. All such regulations and procedures shall be made available for public inspection.

As a matter of accounting procedure to ensure the County has accurate real time accounting records, Department Heads are required to use the purchasing module of the County's finance system for requisitioning Materials, Supplies, Equipment, Services, Construction, Construction related Services and Professional Services, in order for the Purchasing Department to issue purchase orders for these transactions.

3.4 Public Access to Procurement Information
Procurement information is a public record but is subject to certain exemptions from disclosure under the Illinois Freedom of Information Act.

3.5 Delegation to Other County Officials

3.5.1 Authority
Pursuant to this Ordinance, the Director of Purchasing may delegate authority to a Using Agency to purchase certain Supplies, Equipment, Materials, Services or Construction and Construction related Services, if such delegation is determined to be the most effective means for Procurement of these items.

3.5.2 Procurement Authority
When the Director of Purchasing has delegated Procurement authority to a County Agency, delegation of all duties and responsibilities of the Director of Purchasing under this Ordinance shall transfer to the County official to whom Procurement authority has been delegated.

3.5.3 Specific Delegation- Elected Officials
Elected Officials having "purchasing authority" pursuant to an internal control statute are encouraged to use the support services of the County's Director of Purchasing wherever possible. In all cases where the County's Purchasing Department is not a part of the purchasing transaction, and as a part of the County's duty to provide timely financial information, the duty to follow the provisions of Section 3.3 of this ordinance and all other provisions regarding the requisition of goods and services is hereby delegated to each and every such Elected Official.

As a matter of accounting procedure to ensure the County has accurate real time accounting records, Elected Officials are required to use the purchasing module of the County's finance system for requisitioning Materials, Supplies, Equipment, Services, Construction, Construction related Services and Professional Services.

3.5.4 Specific Delegation- Department of Transportation
The Procurements as set forth below by the County's Department of Transportation need not be processed by the Director of Purchasing, but the Department shall be subject to the requirements of this Ordinance and the regulations promulgated hereunder in making these Procurements.

- Road and bridge Construction, Construction related Services, engineering Services, land acquisition, appraisal services and technical Services necessary to meet the operational requirements of the Kane County Engineer

3.5.5 Purchasing Records
All records relating to a purchase shall be maintained by the County Agency to which Procurement authority has been delegated and a copy of all such records shall be provided to the Purchasing Department upon selection of a vendor.

ARTICLE IV – Source Selection and Contract Formation

4.1 Purchases Below Simplified Acquisition Threshold

4.1.1 Simplified Acquisition Threshold (SAT)
The Simplified Acquisition Threshold (SAT) for the purpose of this Ordinance is established at the level of thirty thousand dollars ($30,000).

4.1.2 Micro Purchases
Procurement of Materials, Services, Supplies, Equipment, Construction or Construction Related Services that are less than $10,000 ($2,000 for those construction projects subject to the Davis-Bacon Act). Micro-purchases may be awarded without soliciting competitive quotations if the price is considered to be reasonable. Efforts should be made to distribute purchases equitably among qualified providers.

4.1.3 Small Purchases
Procurement of Materials, Services, Supplies, Equipment, Construction or Construction Related Services that are at least $10,000 ($2,000 for those construction projects subject to the Davis-Bacon Act) and less than the Simplified Acquisition Threshold of $30,000 may be awarded by

Department Heads and/or the Director of Purchasing where there has been a Competitive Price Quotation process and at least three quotations have been obtained prior to selection.

4.1.4 Artificial Division or Fragmentation Prohibited

Procurements shall not be artificially divided or fragmented (Stringing) so as to fall below the Simplified Acquisition Threshold (SAT) in order to circumvent any bidding or Competitive Selection process and procedures described in this Ordinance.

4.2 Competitive Bidding

4.2.1 Conditions for Use

All Procurements whose value equals or exceeds the Simplified Acquisition Threshold (SAT) of $30,000 shall be awarded either by competitive sealed bidding or electronic reverse auction in accordance with section 4.29 (Electronic Reverse Auction), except as otherwise provided in section 4.4 (Request for Proposals), 4.5 (Professional Services), 4.6 (Emergency Procurements), 4.11 (Cooperative Joint Purchasing) or as provided by State statute.

4.2.2 Invitation for Bids

An Invitation for Bids shall be issued and include all Specifications, terms and conditions applicable to the Procurement.

4.2.3 Public Notice

Reasonable time for the required public notice of the Invitation for Bids shall be given of not less than ten (10) calendar days excluding County holidays prior to the date set forth therein for the submittal and opening of bids. For bids requiring a mandatory pre-bid conference, the public notice must be published at least five (5) calendar days prior to the conference date. Such notice shall include publication in a newspaper of general circulation within Kane County. The public notice shall state the project, place, submittal date and time of bid opening.

4.2.4 Bid Opening

Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The name of each bidder, bid amount and the relevant information the Director of Purchasing deems appropriate shall be read aloud and recorded on an abstract. The abstract shall be available to public inspection in accordance with Section 3.4 (Public Access to Procurement Information).

4.2.5 Late Bids

No bids received after the time specified in the Invitation for Bids will be considered, as it is the responsibility of the bidder to ensure the bid is delivered according to the requirements stated in the Solicitation. All bids received after the specified time will be returned unopened to the bidder.

4.2.6 Acceptance and Evaluation of Bids

Bids shall be unconditionally accepted without alteration or correction, except as authorized by this Ordinance. Bids shall be evaluated to determine which bidder offers the lowest cost to the County in accordance with the evaluation criteria set forth in the Solicitation. Only objectively measurable criteria set forth in the Invitation for Bids shall be applied in determining the lowest Responsive Bidder. Examples of such criteria include, but are not limited to, quality of the product supplied, the product's conformity with the Specifications, suitability of the product to the requirements of the County, availability of support services, uniqueness of the Service, Materials, Equipment or Supplies as it applies to networked integrated computer systems, compatibility to existing equipment, delivery terms, discounts, transportation costs, and total or life cycle costs. The Invitation for Bids shall set forth the evaluation criteria to be used and no other criteria, not stated in the Specifications, shall be used. Alternative bids may be considered and accepted,

only if provisions authorizing such offers are specifically stated in the Invitation for Bids and fulfill the required evaluation criteria set forth therein.

4.2.7 Award

Upon submittal and approval from the Using Agency's Parent Committee and Executive Committee or County Board, whichever is appropriate, the Contract shall be awarded by appropriate notice to the lowest Responsible Bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids. All contractually required documentation will be required prior to any notice to proceed.

4.3 Multi-Step Sealed Bids

4.3.1 Conditions for Use

The multi-step sealed bid method may be used if the Purchasing Director determines;

- Available Specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and Discussions to ensure mutual understanding between the bidder and the County
- Definite criteria exists for evaluation of technical offers
- More than one technically qualified source is expected to be available
- A fixed-price Contract will be utilized

4.3.2 Invitation to Submit Technical Offers

In Phase One, multi-step bidding shall be initiated by the issuance of an Invitation to Submit Technical Offers and shall be prepared in a format approved by the Director of Purchasing. The Invitation to Submit Technical Offers shall contain the following information:

- Notice that the Procurement will be conducted in two phases and priced bids shall be considered only in the second phase from bidders whose un-priced technical offers are found acceptable in the first phase
- Instructions and information concerning submission requirements, due date and time, submittal address, time period the offer shall remain open and any other special information
- The best description of the Materials, Equipment or Services requested
- The requirements of the technical offers, such as drawings, descriptive literature, samples, technical data and inspection or testing of a product before award

4.3.3 Public Notice

Reasonable time for the required public notice of the Invitation to Submit Technical Offers shall be given of not less than ten (10) calendar days excluding County holidays prior to the date set forth therein for the submittal and opening of bids. For offers requiring a mandatory pre-proposal conference, the public notice must be published at least five (5) calendar days prior to the conference date. Such notice shall include publication in a newspaper of general circulation within Kane County. The public notice shall state the project, place, submittal date and time of bid opening.

4.3.4 Public Opening

The name of each offeror and other information deemed appropriate by the Director of Purchasing shall be read aloud and recorded on an abstract, which will be available for public inspection. The abstract and each technical offer shall be open to public inspection in accordance with Section 3.4 (Public Access to Procurement Information).

4.3.5 Amendments to Technical Offers

The Invitation to Submit Technical Offers may be amended after the submission of the un-priced technical offers and shall only be distributed to bidders who submitted un-priced technical offers.

These bidders will be permitted to submit new un-priced technical offers or to amend the offers previously submitted. If an amendment materially changes the Procurement, the Invitation to Submit Technical Offers shall be cancelled in accordance with section 4.21.

4.3.6 Acceptance and Evaluation of Technical Offers

Un-priced technical offers shall be evaluated solely in accordance with the criteria set forth in the Invitation to Submit Technical Offers and shall be determined to be either acceptable or potentially acceptable for further consideration or unacceptable. A determination that an un-priced technical proposal is unacceptable shall be in writing, state the basis of the determination and be retained in the Procurement file. If the Director of Purchasing determines a bidder's un-priced technical offer is unacceptable, the Director of Purchasing shall notify the bidder of this determination and that the bidder shall not be afforded an opportunity to amend its technical offer.

4.3.7 Discussions with Vendors

The Director of Purchasing may hold Discussions with any bidder who submits an acceptable or potentially acceptable technical offer, before submission or at any time during the evaluation of the un-priced technical offers. During Discussions, the Director of Purchasing shall not disclose any information derived from one un-priced technical offer to any other bidder. After Discussions, the Director of Purchasing shall establish a closing date for receipt of final technical offers and shall notify, in writing, bidders submitting acceptable or potentially acceptable offers of the closing date. The Director of Purchasing shall keep a record of all Discussions.

4.3.8 Receipt of Final Technical Offers

After receipt of final technical offers, the Director of Purchasing shall determine whether the technical offers are acceptable for consideration in Phase Two or are unacceptable.

4.3.9 Withdrawal of Offers in Phase One

At any time during Phase One, offers may be withdrawn.

4.3.10 Public Access

Technical offers received shall be open to public inspection after the execution of a Contract except to the extent set forth in Section 3.4 (Public Access to Procurement Information).

4.3.11 Phase Two of Multi-step Sealed Bidding

Upon completion of Phase One, the Director of Purchasing shall conduct Phase Two by issuing an Invitation for Bids under Section 4.2 (Competitive Bidding), except that the Invitation for Bids shall be issued only to bidders whose technical offers were determined to be acceptable in Phase One.

4.4 Request for Proposals

4.4.1 Conditions for Use

In cases where the County seeks to contract for a project or service whose goals, tasks or results are known, but for which the procedure or method of accomplishing same either may not be specified or is otherwise undetermined, a Contract may be entered into by use of the Request for Proposal procedure. Reasons for using the Request for Proposal procedure shall be approved by the Director of Purchasing prior to the commencement of this procedure. Professional Service contracts that equal or exceed $30,000 shall be subject to a request for proposal according to the selection process set forth in Section 4.5 of this Ordinance (Professional Services Selection Process).

4.4.2 Request for Proposals
A Request for Proposals shall be issued and include all Specifications, terms and conditions applicable to the Procurement.

4.4.3 Public Notice
Reasonable time for the required public notice of the Invitation to Submit Proposals shall be given of not less than ten (10) calendar days excluding County holidays prior to the date set forth therein for the submittal and opening of the proposals. For offers requiring a mandatory pre-proposal conference, the public notice must be published at least five (5) calendar days prior to the conference date. Such notice shall include publication in a newspaper of general circulation within Kane County**.** The public notice shall state the project, place, submittal date and time of bid opening.

4.4.4 Receipt of Proposals
Names of offerors will be read aloud in the presence of one or more witnesses and recorded on an abstract. Contents of the sealed proposals shall not be disclosed to any of the competition or offerors during the negotiation process. The abstract shall be open for public inspection only after the Contract is awarded in accordance with Section 3.4 (Public Access to Procurement Information).

4.4.5 Evaluation Factors
The Request for Proposals shall state the relative importance of price and other evaluation factors.

4.4.6 Discussions with Responsible Offerors and Revisions to Proposals
As provided in the Request for Proposals, Discussions may be conducted with the Responsible Offerors, who submitted proposals determined to be susceptible of being selected for award, for the purpose of clarification to assure full understanding and responsiveness to the Solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for Discussions and revision of proposals and such revision may be permitted after submissions and prior to award for the purpose of obtaining best and final offers.

4.4.7Award
After submission and approval by the Using Agency's Parent Committee and Executive Committee or County Board, whichever is appropriate, award will be made to the Responsible Offeror whose proposal conforms to the Solicitation and is determined, in writing, to be in the best interests of the County based on the evaluation factors set forth in the Request for Proposals. The Contract file shall contain the basis on which the award is made.

4.5 Professional Services Selection Process
There will be circumstances where it will be necessary or advisable for Kane County to engage the services of independent professionals because of the County's requirement or need for such services determined on a project-specific basis. In such cases, it shall be the goal of the County to negotiate the lowest reasonable fees consistent with obtaining the highest possible quality of service and professional expertise from the service providers. Independent professional service providers shall be selected on the basis of their demonstrated competence and expertise relative to the services to be rendered, the cost of the services, and their demonstrated or perceived ability to work with County staff, elected officials, and, where applicable, other units of government and members of the public.

The services may require mandatory or essential technical skills as well as, in some cases, professional licenses or certifications and are provided by accredited professionals in connection with defined assignments, which may result in the preparation of a report, the review and analysis of

reports prepared by others, preparation of plans or specifications, recommendations of a particular course of action or policy, and include supervision of an activity (such as construction).

4.5.1 Requirements for Engagement of Independent Professionals

The need or requirement of the County for the engagement of independent professional services shall be based on a determination that one or more of the following circumstances exist:

A. The project requires an independent professional as a condition of Federal, State or local law or regulation, or as a condition of a Federal, State or other grant or intergovernmental agreement;

B. The project requires specialized expertise or multiple areas of expertise not available from existing staff;

C. County staff is not available for the project due to present or anticipated workload or other time constraints;

D. The project requires a limited engagement where it is not cost-effective to hire new full-time staff to provide the necessary services or expertise;

E. An actual emergency exists where existing staff cannot effectively be deployed or mobilized due to the nature of the occurrence or time constraints.

4.5.2 Procedures for Selection of Independent Professionals Not Subject To The Local Government Professional Services Selection Act.

Contracts for professional services that are less than $10,000 may be awarded by Department Heads pursuant to rules promulgated by the Director of Purchasing.

Contracts for professional services that are at least $10,000 and less than $30,000 may be awarded by Department Heads and/or the Director of Purchasing where there has been a Competitive Price Quotation process and at least three quotations for the services have been obtained prior to selection.

Contracts for professional services that equal or exceed $30,000 shall be awarded after a competitive selection process that includes a Request for Proposal to provide the services, except in cases of actual emergency as set forth in Section 4.7 (Emergency Purchase) of this Ordinance. The County may require a uniform Request for Proposal process to be employed in the case of all contracts subject to the jurisdiction of the Kane County Board and such other cases where it can be made applicable.

Contracts for professional services shall include or be accompanied by documentation from the appropriate Department Head or Parent Committee referencing the specific provision(s) of Section 4.5.1 (Requirements for Engagement of Independent Professionals) of this Ordinance applicable to the particular project.

4.5.3 Procedures for Selection of Independent Professionals Subject To The Local Government Professional Services Selection Act, 50 ILCS 510/1 et seq.

Professional services of architects, engineers and land surveyors are governed by the requirements of the Local Government Professional Services Selection Act, 50 ILCS 510 et seq (the “Act”), and by local policy, rules and regulations, including where applicable, the Qualification Based Selection process of the Kane County Division of Transportation. All Professional Service

Contracts or agreements for professional services for architectural, engineering or land surveying purposes, which equal or exceed $5,000, shall be subject to the Act.

4.5.4 Legal Services

Legal services are subject to the supervision and control of the Kane County State's Attorney.

4.5.5 Procedures for Purchase of Items Not Suitable for Competitive Bid, 50 ILCS 5/5-1022(c)

The purchase of used computer hardware, used computer hardware maintenance, and used computer hardware support services shall not be required to be competitively procured. Purchases over $30,000 must be authorized for purchase by the County Board.

The purchase of computer software, computer hardware, and computer databases that have been competitively procured and that require additional proprietary licensing, software integrations, software development, software maintenance, computer hardware maintenance, database maintenance, software support services, database support services and computer hardware support services are not suitable for competitive procurement and may be authorized for purchase. Purchases over $30,000 must be authorized by the County Board.

4.6. Sole Source Procurement

With the exception of Micro Purchases (Section 4.1.2), no contract may be awarded without complying with the competitive selection process appropriate for the type of procurement as determined by one of the following sections of this Ordinance: Small Purchases (Section 4.1.3), Competitive Bidding (Section 4.2), Multi-Step Sealed Bids (Section 4.3), Request for Proposals (Section 4.4), Professional Services (Section 4.5), Emergency Purchase (Section 4.7), Auction Purchases (Section 4.8), or Cooperative Joint Purchases (Section 4.11).

- Purchases below the Simplified Acquisition Threshold ($30,000): If after conducting a good faith review of available sources, there is only one source for the required supply, service, or construction item, both the Purchasing Director and the Department Head must approve of the negotiated price, delivery and terms.
- Purchases at or above the Simplified Acquisition Threshold ($30,000): If after complying with the appropriate competitive selection process only one responsive bid or offer is received, the procurement shall comply with the procedures stated in Section 4.18 (Only One Bid/Offer is Received) of this Ordinance.

4.7 Emergency Purchase

4.7.1 Conditions for Use

An Emergency purchase equaling or exceeding $30,000 may be authorized without bidding in certain situations including, but not limited to, situations threatening public health or safety, where immediate repairs are required to County property to protect or prevent against further loss or damage, where immediate action is needed to prevent or minimize disruption to County Services, where immediate action is required to ensure integrity of County records and where immediate action is necessary to avoid the lapse or loss of federal, state or donated funds. An Emergency Purchase shall be limited to those Materials, Supplies, Equipment, Services, Construction and Construction related Services necessary to satisfy the emergency and these purchases shall be made with such competitive evaluation as is practicable under the circumstances.

4.7.2 Emergency Affidavit

A department seeking an Emergency Purchase shall prepare an emergency affidavit documenting both the existence of an emergency condition and the nature of the emergency. The Department Head shall sign the affidavit and submit to the County Board Chairman the

emergency affidavit requesting authorization to make the emergency purchase. If the County Board Chairman is unavailable, then the signature authorizing approval shall be obtained from the Board Vice Chairman. If the Board Vice Chairman is unavailable, then the signature authorizing approval shall be obtained from the Using Agency's Parent Committee Chairman and the Finance Committee Chairman.

4.7.3 Cost or Pricing Data
The Director of Purchasing may require from the requesting County Agency the submission of cost or pricing data in connection with an award under this section.

4.7.4 Negotiations
The Director of Purchasing shall negotiate with the supplier, to the extent practical, a Contract in the best interest of the County. The price being paid must be reasonable considering the circumstances.

4.7.5 Contract Documentation
The emergency affidavit must be submitted to the Director of Purchasing as soon as practicable and shall be included in the Contract file.

4.7.6 Board Ratification
Any Emergency Purchase equaling or exceeding $30,000 under this section shall be placed on the agenda for ratification at the next regularly scheduled Parent Committee, Executive Committee and County Board meeting.

4.8 Auction Purchases
Purchases may be made at auction in accordance with the procedures and requirements applicable to that particular auction. Notice and Competitive Selection is not a requirement and the amount paid shall be the amount bid and accepted, plus any required buyer's premium. Prior to the auction, the County's Finance Director must authorize in writing an upper expenditure limit for the item(s) under consideration at auction. Auction purchases shall be treated as an Emergency Purchase and shall comply with the procedures stated in Sections 4.7.2 and 4.7.6 (Emergency Purchase) of this Ordinance.

4.9 Request for Information
The Director of Purchasing may issue a Request for Information to obtain data about Services, Equipment, Materials, Supplies, or Construction and Construction related Services to meet a specific County requirement. Sufficient public notice shall be provided in the same manner as stipulated in Section 4.2.3 (Competitive Bidding, Public Notice).

4.10 Change Order(s)
Change Orders for a Contract obtained pursuant to this Ordinance shall be processed under the following guidelines:

- A Change Order(s) where the cost equals or exceeds $30,000, either singularly or in the aggregate requires approval from the authorized official of the Using Agency, the Parent Committee of the Using Agency and the County Board.
- In situations where the time required for processing approval of a Change Order necessitated by field conditions, whose total purchase cost exceeds $30,000, would unreasonably interrupt project schedules to the financial detriment of the County, the Change Order may be processed by an authorized official of the County's Using Agency after written notification to the Using Agency's Parent Committee Chairman. Change Orders made under these conditions shall be placed on the agenda for ratification at the next regularly scheduled Executive Committee or County Board meeting, whichever is appropriate.

4.11 Cooperative Joint Purchasing

The Director of Purchasing may procure Materials, Services, Supplies, Equipment, Construction or Construction related Services, through any governmental agency without complying with the requirements of Section 4.2 (Competitive Sealed Bidding), provided;

- Such Procurements are made pursuant to a written agreement between the governmental agency and the Kane County Board.
- Competitive Selection procedures, similar to the requirements of Section 4.2 (Competitive Bidding), were used in the applicable Procurement
- This type of Procurement is not employed as a means for circumventing the general intent of this Ordinance
- The County is authorized by Illinois law or regulation to contract with such governmental agency

Prior to entering into any such written agreement, the Director of Purchasing shall obtain a written opinion from the Kane County State's Attorney that such agreement is authorized by law.

4.12 Solicitation Amendments

4.12.1 Conditions for Use

If necessary, an amendment to a Solicitation shall be issued to:

- Make changes in the Solicitation
- Correct defects or ambiguities
- To furnish other bidders information provided one bidder if the information will assist the other bidders in submitting bids or the lack of information will prejudice the other bidders.

4.12.2 Distribution

Amendments to Solicitations will be identified as such and shall be sent to all Persons to whom the solicitation was originally sent.

4.12.3 Receipt Acknowledgement

Amendments shall require the bidder to acknowledge receipt of the amendment by signing and returning the Offer to Contract page with their bid response on or before the scheduled date and time of the opening.

4.12.4 Timeframe for Vendor Evaluation

Amendments shall be issued a reasonable period before the due date to allow prospective bidders sufficient time to consider the amendment in preparing their bids. If the due date does not allow the bidder sufficient time to review the amendment, the due date may be extended.

4.13 Pre-Bid Conferences

The County may conduct a pre-bid conference within a reasonable time, but not less than five (5) days before the scheduled bid opening date, to explain the Procurement requirements. Verbal statements made at the pre-bid conference which are not consistent with the written Solicitation shall not be binding upon the County unless a written amendment is issued.

4.14 Pre-Opening Modification or Withdrawal of Bids/Offers

4.14.1 Invitation for Bid Modification or Withdrawal

A bidder may modify or withdraw its bid at any time before the bid opening, if the sealed modification or withdrawal is received in writing before the due date. A bidder or the bidder's authorized representative may withdraw the bid in person if, before the scheduled opening date,

the identity of the individual requesting withdrawal is established and that person signs a receipt for the bid. A bid may not be withdrawn if the bid opening has begun.

4.14.2 Request for Proposal Withdrawal

A proposal may be withdrawn at any time before the scheduled opening date and time. An offeror or the offeror's authorized representative may withdraw the proposal in person if, before the scheduled opening date, the identity of the individual requesting withdrawal is established and that person signs a receipt for the proposal. A proposal may not be withdrawn if the offer opening has begun

4.14.3 Document Retention

All documents concerning a modification or withdrawal of a bid/offer shall be retained in the appropriate Procurement file.

4.15 Late Bids/Offers, Late Withdrawals and Late Modifications

4.15.1 Definition of Late Bid/Offer/Withdrawal/Modification

A bid, offer, withdrawal, or modification is considered late by the County if it is received after the date and time set for the submission of such bids/offers.

4.15.2 Conditions for Rejection

A late bid, late offer, late withdrawal, or late modification shall be rejected unless it would have been received on time but for the action or inaction of County personnel.

4.15.3 Vendor Notification

Bidders submitting late bids, late offers, late withdrawals, or late modifications shall be notified of the rejection as soon as practicable.

4.15.4 Document Retention

Documentation regarding a late bid, late offer, late withdrawal, or late modification shall be retained in the appropriate procurement file.

4.16 Unidentified Bids/Offers

An unmarked envelope that does not identify a bid or bidder may be opened for the purpose of identification. Record shall be made on the envelope regarding the reason for its opening, date and time it was opened, the Solicitation to which the bid applies and the signature of the individual who opened the envelope. The envelope shall then be resealed and retained in the Procurement file until the scheduled bid date

4.17 Mistakes in Bids/Offers

4.17.1 Mistake Discovered Prior to Bid/Offer Opening

A bidder/offeror may correct mistakes discovered before the scheduled date and time for the bid/offer opening by withdrawing or correcting the bid/offer as provided in Section 4.14 (Pre-Opening Modification or Withdrawal of Bids/Offers).

4.17.2 Mistake Discovered After Bid/Offer Opening

After bid/offer opening, a bid/offer mistake may not be corrected or withdrawn except in the following situations;

- In the case of a mathematical error, the unit cost shall prevail and any corrections required due to an error of this nature shall be done by the County

- The Director of Purchasing may waive any minor (non-price) informalities in a bid/offer or allow the bidder/offeror to correct them if the revision is in the best interests of the County
- Corrections to a bid/offer shall be permitted only to the extent the bidder/offeror can show by clear and convincing evidence that a mistake of nonjudgmental character was made, the nature of the mistake and the bid/offer price actually intended. The Director of Purchasing shall consult with the Using Agency and Parent Committee chairman prior to allowing the correction.
- In lieu of bid/offer correction, a bidder/offeror alleging a material mistake of fact may be permitted to withdraw its bid if:
  - The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident or:
  - The bidder submits evidence that clearly and convincingly demonstrates that a mistake was made.
  - The Director of Purchasing consults with the Using Agency and Parent Committee chairman prior to allowing the bid withdrawal.

4.17.3 Mistake Discovered After Award

Mistakes shall not be corrected after award of a Contract except in cases where the Director of Purchasing makes a written determination that it would be unconscionable in not allowing correction to the error and upon approval from the Using Agency, Parent Committee, and County Board.

4.17.4 Written Determination

If a correction or withdrawal of a bid/offer after bid/offer opening is permitted or denied under this section, the Director of Purchasing shall prepare a written determination indicating the basis of the decision to approve or deny the correction or withdrawal.

This section shall not preclude any offer modifications requested or allowed as part of a Request for Proposal process.

4.18 Only One Bid/Offer is received

If only one responsive bid/offer is received to a Solicitation, an award may be made to the single bidder/offeror if the Director of Purchasing determines in writing that the price submitted is fair and reasonable and that other prospective bidders/offerors had reasonable opportunity to respond or that there is not sufficient time for initiating another Solicitation. Otherwise the Director of Purchasing may exercise the option to reject the bid/offer and seek bids/offers through a new Solicitation.

4.19 Tie Bids

4.19.1 Conditions for Tie Bids

Tie bids are the lowest cost bids from Responsive and Responsible Bidders that are identical in price.

4.19.2 Award Determination

Award of tie bids will be determined as follows:

- If the bids are equal in all respects, the award shall be made by a coin toss by the Director of Purchasing with one or more witnesses upon three days written notice to the bidders. Tie bidders will be afforded the opportunity to witness the coin toss, however, attendance is voluntary.

4.20 Confidential Information

If a Person believes a bid, proposal, offer, specification or protest submitted to the County contains either trade secrets or proprietary property, a statement should be included in the submission, which describes and supports their claim. The trade secrets or proprietary property must be specifically identified as the information considered confidential. Entire bid submissions shall not be eligible for consideration as confidential material. Trade secrets or proprietary property are exempt from inspection and copying under the Illinois Freedom of Information Act (the "Act").

The County does not represent, warrant or guarantee that any information designated as trade secrets or proprietary property will in fact be so deemed by any Court, and all bidders assume the risk that any and all information contained in a bid or proposal may not be exempt from disclosure under the Act. The County expressly disclaims all liability for such disclosure.

4.21 Cancellation of a Solicitation

A Solicitation may be cancelled or submitted bids or proposals may be rejected in whole or part as may be specified in the Solicitation if it is in the best interests of the County. The reasons for such cancellation or rejection shall be included in the procurement file. Every Solicitation issued by the County shall contain language stating the County's right to cancel the Solicitation and to reject submitted bids or proposals.

4.22 Cancellation of a Solicitation Before The Due Date and Time

4.22.1 Authority for Determining Cancellation

The Director of Purchasing has the authority to cancel a Solicitation, in whole or part, before the due date and time if a determination is made that cancellation is in the best interests of the County.

4.22.2 Notification of Cancellation

If a Solicitation is cancelled before the required submittal date and time, notice of the cancellation shall be sent to all Persons to whom the Solicitation had been distributed. The notice shall identify the Solicitation and the reason for cancellation.

4.22.3 Handling of Received Bids/Proposals

Any received bids/proposals shall be returned unopened to the vendors.

4.23 Cancellation of a Solicitation After Receipt of Bids or Proposals

4.23.1 Authority for Determining Cancellation

The Director of Purchasing has the authority to cancel a Solicitation after receipt of bids or proposals, but before award, if a determination is made that cancellation is in the best interests of the County.

4.23.2 Notification of Cancellation

A notice of cancellation shall be sent to all bidders or offerors submitting bids or proposals.

4.23.3 Document Retention and Public Inspection

Bids or proposals received for the cancelled Solicitation shall be retained in the appropriate procurement file. If, within a reasonable time, the Director of Purchasing intends to issue a new Solicitation for the same Materials, Services, Equipment, Supplies, Construction or Construction related Services the proposals submitted under the cancelled Solicitation may be withheld from public inspection upon written determination that this action is in the County's best interest. After award of the second Solicitation, bids or proposals submitted in response to both Solicitations

shall be open for public inspection to the extent set forth in Section 3.4 (Public Access to Procurement Information).

4.24 Rejection of Individual Bids or Proposals

4.24.1 Conditions for Rejection

A bid or proposal may be rejected if:

- The bidder is determined to be non-responsible in accordance with Section 4.25
- The bid is non-responsive pursuant to Section 2.36
- The proposed price is unreasonable
- The bid or proposal is not in the best interests of the County

4.24.2 Notification of Rejection

Bidders or offerors will be notified in writing of the rejection of their bids or proposals with a copy retained in the appropriate procurement file.

4.24.3 Document Retention and Public Inspection

The determination for rejection will be retained in the Procurement file and shall be available for public inspection to the extent set forth in Section 3.4 (Public Access to Procurement Information).

4.25 Responsibility of Bidders and Offerors

4.25.1 Determination of Vendor Responsibility

Before awarding a Contract to a bidder or offeror, the Director of Purchasing will determine whether that bidder or offeror is responsible. The signature of the appropriate official authorized to execute the Contract award signifies the bidder or offeror is responsible.

4.25.2 Factors in Determining Responsibility

Factors considered in determining whether a bidder or offeror is responsible are:

- The bidder's or offeror's resources in terms of financial, physical and personnel
- The bidder's or offeror's record in terms of past performance and integrity, such as a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; a violation of the County's Ethics Ordinance; a debt owed by the contractor to the County; or suspension or debarment by another governmental entity
- Whether the bidder or offeror is legally qualified to do business with the County
- Whether the bidder or offeror complied with requirements for submitting information regarding their responsibility
- Whether the bidder or offeror met specific responsibility criteria established within the Solicitation for a particular Procurement
- Where a bidder or offeror fails to promptly supply information in connection with any inquiries concerning responsibility
- The qualities of the products supplied, their conformity with the Specifications and their suitability to the requirements of the County
- Availability of support services
- Uniqueness of the Services, Materials, Equipment or Supplies as it applies to networked, integrated computer systems
- Compatibility to existing Equipment
- Delivery terms

4.25.3 Determination of a Non-Responsible Bidder/Offeror
A determination of a non-Responsible Bidder or Offeror shall be in writing by the Director of Purchasing outlining the basis of the determination and a copy shall be included in the procurement file.

4.25.4 Notification to Non-Responsible Bidder/Offeror
A notice shall be sent to the non-Responsible Bidder or Offeror stating the basis of the determination. The decision may be appealed as provided in Article Six of this Ordinance.

4.25.5 Dissemination of Bidder/Offeror Information
Information furnished by a bidder or offeror pursuant to this section shall not be disclosed outside of the Purchasing Department without the prior written consent by the bidder or offeror except in accordance with Section 3.4 (Public Access to Procurement Information).

4.25.6 Bidder/Offeror Rights
A finding of non-responsibility shall not be construed as a violation of the rights of any Person.

4.26 Bid Security and Performance/Payment Bonds
Bid Security may be required for Contracts when provided by statute or when the Director of Purchasing determines it is in the best interests of the County.

Acceptable forms of security which may be submitted are: an executed surety bond issued by a firm licensed and registered to transact such business with the State of Illinois; cash, certified check or cashier's check payable to Kane County (personal or company checks are not acceptable); an irrevocable letter of credit; or any other form of deposit issued by a financial institution and acceptable to the County.

Bid Security shall be in an amount not to exceed ten (10) percent of the amount of the bid/offer.

Contract Performance and Payment Bonds: When a Contract is awarded the required performance bonds or payment bonds, in the amount stated in the bid document, shall be delivered to the County and shall become binding on the parties upon the execution of the Contract. Bid Security, performance bonds or payment bonds shall not serve as a substitute for determining bidder responsibility.

4.27 Multi-year Contracts
The County's policy on multi-year Contracts includes the following:

- All multi-year Contracts presented for approval shall contain the total value of the award for the multi-year period.
- Multi-year Contracts shall not be presented to a Parent Committee or County Board where the terms of the contract exceeds two (2) years without prior approval by the Director of Purchasing and Director of Finance.
- All Multi-year contracts will include a non-appropriations clause stating that continuation of the contract is based on the appropriation of funding approved by the County Board.
- The Resolution authorizing the Chairman to execute the multi-year contract shall include the following, or substantially similar language: "Whereas, the Contract calls for the use of funds beyond the present budget year and the County of Kane acknowledges the necessity of the appropriation of such funds"

4.28 Extension of Bid/Offer Acceptance Time

After opening of bids or offers, the Director of Purchasing may request, in writing, an extension of time during which the County may accept the bids or offers only from bidders or offerors meeting the stipulated submission date and time requirements of the Solicitation.

Subsequent to receipt of the County's extension request the bidder or offeror may withdraw their bid or offer, without penalty, through written notification to the Director of Purchasing. No other modifications shall be allowed.

4.29 Electronic Reverse Auction Bidding

The Purchasing Director may procure materials, services supplies, equipment, construction, construction related services and professional services with an electronic reverse auction company, in accordance with the Illinois Procurement Code, when deemed to provide the best value or all purchasing methods provide equal value to the County.

4.29.1 Soliciting Reverse Auction Bids

Reverse auction bids will be solicited in the same manner as other Invitation for Bids in section 4.2 (Competitive Bidding) with the exception that the bids will be done electronically with an Internet company. During the auction, a bidder's price shall be disclosed to other bidders. Bidders shall have an opportunity to reduce their bid prices during the auction. At the conclusion of the auction, the record of bid prices received and the name of each bidder shall be open to public inspection.

4.30 Communication During the Procurement Process

In an effort to create a more competitive and unbiased procurement process, the County desires to establish a single point of contact throughout the solicitation process. Therefore, from the issue date of any solicitation until the due date of the solicitation, all requests for clarification or additional information regarding the solicitation, or contact with County personnel concerning this solicitation or the evaluation process must only be through the Purchasing Department staff. Inquiries will be collected by Purchasing Department staff who will then submit the inquiries to the Department Head responsible for the procurement. Responses by the Department Head to the inquiries will be submitted to the Purchasing Department staff who will then distribute the responses to all vendors responding to the solicitation. In this way it will be assured that all vendors participating in the process will be receiving the same information. No contact regarding this solicitation with other County employees, agents of the County or elected officials is permitted unless expressly authorized by the Purchasing Director. A violation of this provision is cause for the County to reject the Bidder's proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this solicitation.

4.31 Revenue Generating Contracts

Revenue generating contracts are agreements under which the County receives a commission from a vendor or other public entity for goods or services sold, such as a joint-purchasing agreement or vending contract. Departments should ensure that an agreement has been fully executed between the County and the vendor or public entity. The Purchasing Director and/or State's Attorney's Office is required to be notified of any revenue generating agreements that are executed by Department Heads or Elected Officials.

ARTICLE V – Specifications

5.1 Responsibility for Specifications
The Director of Purchasing or delegated Using Agency shall prepare, revise, maintain and monitor Specifications for Materials, Supplies, Services, Equipment and Construction or Construction related Services required by the County.

5.2 Relationship with Using Agencies
The Director of Purchasing shall obtain expert advice and assistance from personnel of Using Agencies in the development of Specifications and may delegate in writing to a Using Agency the authority to submit its own Specifications. The Director of Purchasing shall retain authority to approve or disapprove all Specifications.

5.3 Maximum Practicable Competition
All Specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the County's requirements and shall not be unduly restrictive. This policy applies to all Specifications including but not limited to, those prepared for the County by architects, engineers, designers, and draftsmen.

5.4 Contractors Engaged for Specification Development
In order to ensure objective contractor performance and eliminate unfair competitive advantage when procuring property and services under a Federal award, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements.

ARTICLE VI – Appeals and Remedies

6.1 Bid Protests

6.1.1 Right to Protest
Any actual or prospective bidder, offeror, or Contractor who is aggrieved in connection with any Solicitation or award of a Contract may protest to the Director of Purchasing. Any protest must be submitted in writing within seven (7) calendar days from the issuance of the Solicitation, addendum, notice of award, or other decision by the Director of Purchasing or authorized official of the Using Agency.

6.1.2 Stay of Procurement During Protest
In the event of a timely protest under section 6.1.1, the Director of Purchasing or the authorized official of the Using Agency or the Using Agency's Parent Committee, after consulting with the State's Attorney, shall determine whether it is in the best interests of the County to proceed with the Solicitation or award of the Contract.

6.2 Claims By Contractor After Contract is Awarded
Unless otherwise provided by the terms of the Contract, all claims by a Contractor against the County relating to a Contract shall be submitted in writing to the Director of Purchasing. The Contractor may request a conference with the Director of Purchasing on the claim. Claims include, without limitation, disputes arising under a Contract and based upon breach of Contract, mistake, or misrepresentation. In the case of a contract-based dispute, the provisions of this ordinance shall prevail over any inconsistent provision in the contract, unless the County Board has expressly waived such protection.

6.3 Authority of the Director of Purchasing to Settle Bid Protests and Contract Claims, Subject to Statutory Provisions

6.3.1 Authority

The Director of Purchasing is authorized to settle any procedural protest regarding the Solicitation or award of a County Contract prior to an appeal to the appropriate Parent Committee thereof so long as all affected or interested parties are in agreement. The Director of Purchasing, after consulting with the State's Attorney, shall make recommendations on the resolution of any unresolved protest or claim to the appropriate Parent Committee of the Kane County Board for their consideration.

6.3.2 Notice of the Director of Purchasing's Decision

If the protest or claim is not resolved by mutual agreement, the Director of Purchasing shall issue a decision in writing within seven (7) business days of receipt of the protest or claim, and such decision shall be mailed or otherwise furnished to the aggrieved party. The decision shall state the reasons for the decision reached and shall inform the aggrieved party of its appeal rights under section 6.4.

6.3.3 Finality of the Director of Purchasing's Decision and Right to Appeal

The Director of Purchasing's decision shall be final and conclusive unless, within seven (7) business days from the date of receipt of the decision, the Chairman of the Using Agency's Parent Committee receives a written appeal from the aggrieved party.

6.3.4 Failure to Render Timely Decision

If the Director of Purchasing does not issue a written decision regarding any protest or claim within seven (7) business days of receipt of such protest or claim, or within such longer period as may be agreed upon between the parties, then the aggrieved party may proceed as if an adverse decision had been received.

6.4 Access to Administrative Forum, Subject to Statutory Provisions

6.4.1 Appeal Process

Any actual or prospective bidder, offeror, or Contractor may appeal a decision by the Director of Purchasing regarding bid protests or Contract claims to the Chairman of the Using Agency's Parent Committee. Said appeal shall be made in writing within seven (7) business days from the date of receipt of the decision by the Director of Purchasing. The protestor shall be notified of the time and date when the appeal shall be considered and afforded a reasonable opportunity to state its position. Any party whose interests may be adversely affected by a protest or appeal shall also be notified and have the right to appear for the purpose of protecting those interests.

6.4.2 Decision

The Using Agency's Parent Committee shall issue a decision:

- Prior to award, said decision shall be referred with the Resolution for award of the Contract for consideration by the County Board.
- After award, the decision of the Using Agency's Parent Committee shall be scheduled for discussion and decision at the next regularly scheduled Executive Committee or County Board meeting, whichever is appropriate.
- The decision of the County Board is final.

6.4.3 Elected Officials

Decisions and determinations made under this Section and Section 6.3 (Authority of the Director of Purchasing to Settle Bid Protests and Contract Claims, Subject to Statutory Provisions) are

subject to the review and prior approval of the appropriate Elected County Official as provided by the internal control statues or as otherwise provided by law.

ARTICLE VII – Debarment and Suspension

7.1 Prohibition to Award Contracts to Parties Debarred or Suspended

No contract may be awarded to parties listed on the federal governments Excluded Parties List System in the System for Award Management (SAM), on the state of Illinois' list of sanctioned persons maintained by the Agency's Office of Inspector General, or on the County's own list of parties suspended or debarred from doing business with the County.

7.2 Certification Language to be Included in Solicitations and Contracts

All solicitations and related contracts that may be paid in whole or in part by federal funds shall include the following, or substantially similar certification language:

"Vendor certifies that during the last five (5) years no order, judgment or decree of any Federal authority has been issued debarring, suspending or otherwise limiting its right to contract with any governmental entity, including school districts, or to engage in any business practice or activity. Vendor further certifies that it will include this certification within every subcontract related to performance of this contract."

Appendix VIII

Workforce Development Board
Kane, Kendall & DeKalb Counties

WIOA Policy

PROCUREMENT

Policy No.	**2018-08-PRO**
Date Adopted	**August 8, 2018**
Effective Date	**August 8, 2018**

INTRODUCTION
This policy addresses the guidelines for the procurement of goods or services when using Workforce Innovation and Opportunity Act funding and addresses the standard of conduct for any individuals or entities involved in competitive procurement. This policy is supplemental to the requirements of the Kane County Purchasing Ordinance and will be made available to the public in accordance with federal guidelines.

GENERAL GUIDELINES
Locally adopted policies and procedures codified in the most recent version of the Kane County Purchasing Ordinance will be followed when procuring goods or services. All procurement transactions must be conducted in accordance with the Uniform Guidance at 2 CFR Part 200. Proposed costs must be allowable, meaning that they are reasonable, necessary, and allocable.

FULL AND OPEN COMPETITION
Procurement processes must provide for full and open competition. Entities carrying out procurement will avoid requirements that have the effect of limiting competition, such as requiring unnecessary experience, excessive bonding, or unreasonable qualifications. Noncompetitive pricing or retainer contracts are prohibited. Entities may not specify only "brand name" products in solicitations. Arbitrary actions taken in the procurement process may be considered restrictive to competition and may require review and/or re-solicitation.

Individuals or entities involved in the development or drafting of specifications, requirements, scopes of work, invitations for bids or requests for proposals are to be excluded from competing in such procurements. Information contained in proposals submitted is to be maintained in a manner that is confidential, to avoid the misuse of said information by a competitor and to prevent collusive bidding.

CONFLICT OF INTEREST
In general, a conflict of interest can be real, apparent, or organizational. A *real conflict* arises when an individual or member of the individual's immediate family has a financial or personal benefit from a firm considered for a funding contract. *An apparent conflict* may arise due to a perceived lack of impartiality. An *organizational conflict* of interest may be present when an entity is unable to carry out business in an impartial or objective manner, when an unfair competitive advantage is present due to access to information through relationships or activities, or when insufficient firewalls are present within an organization serving multiple roles or administrative functions of the local workforce development system.

Immediate family is defined in the Kane County Code of Ethics Ordinance as father, mother, son, daughter, brother, sister and spouse.

Workforce Development Board members must recuse themselves from participation in activities where a conflict of interest exists, *whether real, apparent or organizational.* This includes, for example, participation in any/all phases of a competitive procurement or non-competitive selection of goods and services, one-stop operator, eligible training providers, etc.

In instances where an entity acts in more than one role in the One-Stop delivery system or performs more than one function in the procurement process, internal controls shall be established to mitigate and prevent conflict of interest. This may include recusal of the affected party from specific activities or business related to procurement, or the use of an outside independent entity to facilitate or review procurement. Firewalls will be established in a manner appropriate to each situation and documented thoroughly.

Additional firewalls may be required in situations where a sole source selection process is utilized.

OPERATOR PROCUREMENT

The Workforce Development Board will authorize the selection of a One-Stop Operator not less often than every four years through a competitive procurement process. In accordance with TEGL 15-16, individuals and entities involved in the competitive selection of an Operator must be free of apparent or real conflicts of interest.

The Board will make available to the public the procurement solicitation, a listing of entities that have submitted bids or proposals, an abstract of bids or proposals received, the identity of the selected One-Stop Operator, and the total award amount and contract duration. Should it be determined that sole source procurement is necessary and reasonable, thorough documentation of the decision-making process will be prepared, consistent with the policies outlined in the Uniform Guidance at 2 CFR Part 200.320.

PROCUREMENT CYCLES

Providers or subcontractors for Adult, Dislocated Worker and Youth Title IB funding will generally be procured every three years.

REFERENCES:

WIOA Section 121(d)
WIOA Final Rule 20 CFR 678.600-635
Uniform Administrative Requirements; 2 CFR 200.317-326
TEGL 15-16