



To: Chief Elected Officials
Local Workforce Investment Board Chairs
Local Workforce Investment Board Staff
WIA Fiscal Agents and Grant Recipients
WIA State Agency Liaisons
WIA Title IB Administrators
One-Stop Operators
Other Interested Persons

Date: July 12, 2002

Subject: Resource Room Upgrades

I. Purpose:

To provide supplementary information to assist comprehensive one-stop centers with the selection and purchase of materials for Resource Rooms with grant funds designated for the upgrading of Resource Rooms.

II. Issuances Affected:

None

III. Subject:

Technical Assistance

IV. Background

At the 2001 Governor's Workforce Development Conference, Dr. Hazel Loucks announced Governor George Ryan's World-Class One-Stop Initiative. As part of that initiative, \$5,000 is being made available to each of Illinois' 44 comprehensive one-stop centers for the purpose of upgrading Resource Rooms. Generally, funds will be provided as modifications to the Request for Applications grants, which were also part of the World-Class initiative. However, for those areas not receiving RFA grants, Resource Room upgrade funds will be awarded to a grant recipient designated by the Local Workforce Investment Board Chair.

To assist local workforce investment areas with the identification of materials which would enhance services available through the Resource Rooms, a call for Resource Room staff to serve on an advisory group was issued. This advisory group was charged with identifying minimum standards for the selection of materials to be purchased and conducting a comprehensive search for materials meeting that criteria. Minimum standards are provided as Attachment A of this letter. The group was subdivided Youth, Adult and Employer Work Groups for the purpose of reviewing and recommending materials for purchase. As a result of their qualitative review, a summary of information on recommended purchases was developed. This summary is provided as Attachment B to this letter in the form of a disk containing a data base of relevant information (e.g., name and description of item, vendor contact information, cost, format, target audience, etc.) as well as instructions for accessing the data base.

All one-stop centers may exercise local discretion in selecting what type and quantity of materials from those identified on the summary will be purchased with grant funds. It is recommended that input of local partners housed in the one-stop center be considered. In making purchases, grantees are required to comply with applicable procurement requirements.

In the event that materials determined to be advantageous to the Resource Room and local customer base are not identified on the summary list, an Exception Request must be submitted using the form provided as Attachment C. This form must be submitted prior to purchase and directed to Illinois Department of Employment Security, ATTN: Jan Etkorn, 850 East Madison Street, Springfield, Illinois 62702-5603 (Note: address effective 8/1/02).

V. Action Required:

Copies of attachments are provided only to organizations designated to receive RFA and/or Resource Room upgrade funds. These attachments should be shared with appropriate persons locally.

VI. Inquiries:

Jan Etkorn
217/558-2449 or jetzkor@ides.state.il.us

VII. Effective Date:

Immediately

July 12, 2002

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VII. Expiration Date:

Continuing

Sincerely,

A handwritten signature in black ink, appearing to read "Herbert D. Dennis". The signature is fluid and cursive, with a prominent "H" and "D".

Herbert D. Dennis, Manager
Job Training Division

HD:je

Enclosure

Minimum Standards for Selecting Resource Room Materials

1. Materials must have a copyright of 1999 or later.
2. Priority will be given to items that are computer-based but require only basic computer skills
3. In identifying software for purchase, consideration will be given to costs and policies associated with upgrades.
4. Any books or booklets recommended for purchase must be either instructional (e.g., “how to”, step-by-step), self-paced, practical materials or directories/resource materials.
5. Consideration should be given to the purchase of subscriptions to publications/resource materials.
6. To the extent possible, printed materials should be available in large print.
7. Tutorials which assist individuals in preparing for tests/exams required for attainment of educational certifications or employment in specific occupations should be identified for purchase.
8. In identifying materials for purchase, consideration should be given to the appropriate method of delivery for the target audience.
9. Materials recommended for purchase must appeal to diverse learning styles.
10. In the review of available materials, care will be given to identify materials appropriate for the following audiences:
 - young, single mothers;
 - dropouts
 - mature workers (age 45 - 50ish);
 - ex-offenders; and
 - ESL individuals.
11. In selecting materials for purchase, consideration will be given to the longevity of their usefulness.

Instructions for the Resource Room Publication Database

The Resource Room Publication database was created and maintained in Lotus Approach software. While we realize Approach is probably not a software you may currently use, the following information should assist you in converting the database to whatever software you may choose.

The enclosed diskette should contain the following four files:

Resource Review Form 2.APR
Resources Review Form 2.ADX
Resources Review Form 2.DBF
Resources Review Form 2.DBT

The database contains two different views (documents):

- 1). **Information Intake Sheet** (Example A - contains all 37 of the following fields):

TITLE	CALL_NO	COPYRIGHT
ISBN	PUBLISHER	PUB_CONTACT
PUB_PHONE	PRICE	CONSUMABLE
BOOK	HARDCOVER	SOFTCOVER
NO_PAGES	SOFTWARE	CD_ROM
FLOPPY_DISK	INTERNET	WINDOWS
APPLE	VIDEO_CAS	AUDIO_CAS
TECH_SUPP	TECH_PHONE	HARDWARE REQUIREMENTS
ASSESSMENT	LMI	JOBSEARCH
CARRER_PLN	JOBPLACEME	JOBKEEPING
JOB_DEVELOP	JO_READIN	OTHER
GRADELEVEL	AUDIENCE	ABSTRACT
PERIODICAL-FREQUENCY		

- 2). **Bibliography for IETC Resource Room** (Example B - this view is two legal pages in width and contains the following 17 fields):

TITLE	PUBLISHER	PRICE
BOOK	PERIODICAL	SOFTWARE
VIDEO_CAS	AUDIO_CAS	ASSESSMENT
LMI	JOBSEARCH	CAREER_PLN
JOBPLACEME	JOB_DEVELOP	JO_READIN
OTHER	AUDIENCE	

Exception Request

Resource Room Materials

This serves as a request for approval to purchase the following item under Grant #_____ for the comprehensive one-stop(s) located in _____.

Name of item:

Publisher:

Copyright date:

Cost:

Quantity to be purchased:

Description:

Audience:

Contact Person

Telephone Number

Authorized Grant Recipient Signature

Date

Submit form prior to purchase to: Illinois Department of Employment Security,
ATTN: Jan Etzkorn, 850 East Madison, Springfield, Illinois 62702-5603 or via fax at
217/558-2444