

**CHOOSE DUPAGE
PROGRAMS AND SERVICES**

Thank you for your interest in DuPage County as a business location. Located in northeastern Illinois, DuPage County is an integral component of the Chicago Metropolitan Region's economic productivity. With a population approaching 1 million people and approximately 750,000 jobs, DuPage County is the second most populous county in the state of Illinois and historically one of the fastest growing. DuPage County accounts for 40% of the jobs and 30% of the workforce of the Chicago metropolitan region.

The County's business community is diverse, with major employers consisting of the technology, manufacturing, retail, warehousing and logistics and health care industries. The County has a wealth of knowledge-based institutions and is the location of two national laboratories, Argonne National Laboratory and Fermi National Accelerator Laboratory. DuPage County's low commercial property taxes, proximity to O'Hare International Airport, and a highly educated and creative workforce are among the reasons why the County is consistently chosen as a business location. Other factors include:

- ✓ Diverse business mix
- ✓ Center for corporate headquarters
- ✓ Proximity to major modes of transportation including, road, rail and air
- ✓ An abundance of office and industrial sites and buildings

Choose DuPage, the County's economic development agency is available to assist you in every facet of business development. Choose DuPage staff communicates regularly with local economic development professionals including municipal and state economic development directors, utility companies, workforce development professionals and educational institutions throughout the County. This coordination ensures that business development resources are readily available.

Choose DuPage is co-located with the College of DuPage's Small Business Development Center and workNet DuPage. These organizations provide small business counseling and small business workforce development assistance, respectively.

Information on Choose DuPage's programs and the programs of our aforementioned partners is attached. For additional information about these programs and services please call our office at 630-955-2090 or visit our website at www.choosedupage.com.

Thank you,



Roger Hopkins, President and CEO Choose DuPage

DuPage County Small Business Loan Program

Purpose:

The purpose of the loan fund is to provide funding to entrepreneurs who wish to develop or expand a business within DuPage County and who are willing to create employment opportunities for low-income individuals.

Funding for the program is provided through Community Service Block Grant (CSBG) dollars.

Financing:

- This is a loan program.
- The loan has a fixed rate.
- The interest rate charged is 3% and may not exceed 4 points over the national prime rate.
- The loan may provide for a recalculation of interest at a higher rate in the event the loan recipient fails to meet the program guidelines or otherwise defaults.
- The amount borrowed may not exceed 49% of project costs.
- The term of loan is not to exceed 10 years.

Eligibility:

- To be eligible a business must meet the size guidelines for a small business.
- To be eligible the business must be organized as a for-profit.
- To be eligible the business must be located in DuPage County, Illinois.

Use of Funds:

- Funds may be used to purchase machinery, equipment, inventory, or to provide working capital (money available to meet current obligations).
- Funds may not be used to purchase or improve real property unless approved.

Job Creation:

- One job must be created for and filled by a low-income person for each \$20,000 borrowed. The following table shows income eligibility requirements.
- The required hiring must be completed within the first 24 months of the loan. At least 50% percent of the new employees must be hired in the first 12-month period.
- For the purposes of this hiring time frame, the loan is considered consummated on the date the borrower first receives the loan funds.
- The job created must be retained for at least 24 months from the date of hire.
- To ensure that no personnel cuts were made by the business in the anticipation of the pending loan, the state shall have the right to review the borrower's employment verification records at the time of the loan closing.
- If the borrower does not comply with the stipulated hiring requirement in the allotted 24-month time period, the County has the authority to raise the interest rate, charge a monthly fee, or call in the loan.

Loan Security:

- Collateral shall be made for the first position on loan security. If a first position is impossible because of the primary lender's claims, the grantee shall have a shared position with the private lender.
- Loan agreements shall contain precise listings and assignments of collateral established as security for the loan.

Approval Process:

- DuPage County's Economic Development Department is the first point of contact for the program.
- Applications will be forwarded to the Illinois Department of Commerce and Economic Opportunity (DCEO) for approval
- Illinois Ventures for Community Action (IVCA) will provide underwriting, document preparation, and closing packet preparation services.
- Final loan approval rests with DuPage County.

Friday Job Fairs

These bi-monthly events are held at the WORKNET DUPAGE CAREER CENTER. Recruiters must register to attend a Job Fair in advance. There are several benefits inherent in the format of our Job Fairs.

- **Diverse pool of job seekers** -- At these events you will encounter everyone from customer service individuals to warehouse workers to high-end technical and executive level people.
- **Mixture of industries/companies** -- We arrange for a blend of industries and companies to be represented at each event in order to limit the amount of competition your recruiters encounter from the other recruiters in attendance.
- **Smaller, more intimate setting** -- We limit these events to ten companies because we feel that both the job seekers and recruiters benefit from the more personalized environment.
- **Advertising** -- These events are advertised externally among various job seeker groups, schools, associations, etc. Once your company registers for a Friday Job Fair, we find out what types of jobs you will be recruiting for, and we advertise at locations we believe will yield appropriate candidates. We also advertise online at the ILLINOIS WORKNET web portal.
- **Companies that have participated** in our Friday Job Fairs include: TEC Services Consulting, Fellowes, Inc., Sikich Corp., General Mills, FedEx, Forster Tool & Manufacturing, Sentinel Technologies, Jiffy Lube, Schneider National, BP/Amoco, and Hyatt Lisle.

Contact Crystal Relford, Employer Outreach & Marketing Specialist: 630/955-2067, crelford@worknetdupage.org

Job Posting Assistance

If your organization sends us job opening information, we take several measures to make sure that information is disseminated to a wide range of candidates.

- **Online posting** at the ILLINOIS WORKNET web portal
- **Job boards** at the WORKNET DUPAGE CAREER CENTER and our satellite resource room in Lombard
- **Job binders** which our job seeker clients review
- **Workforce Development Division Counselors** receive the job lead information and use it to assess and refer appropriate candidates to you
- **Our networks** of agencies, job clubs, schools, etc. are forwarded your job lead. We select and inform those that consist of populations relevant to your open position.

Contact Kathy Duda, Employer Liaison: 630/955-2068, kduda@worknetdupage.org

Incumbent Worker Training (IWT) Program

The Incumbent Worker Training (IWT) program allows employers to apply for funding assistance to cover the cost of occupational training for incumbent employees. Applications can be made for up to \$20,000 to cover the costs of training. Upon approval of an IWT application, reimbursement is provided to your organization following the successful completion of training.

- **Who's eligible?** DuPage County companies in the following industry sectors are eligible:
 - Healthcare,
 - Transportation/Warehousing/Logistics,
 - Manufacturing,
 - Hospitality/Tourism/Retail,
 - Information Technology, and
 - Finance/Insurance.

- **What type of training can be funded?** Countless types of training and training arrangements can be approved for the IWT program, as long as training is closely linked to the specific jobs of the trainees.

- **How are applications evaluated?** The dual purposes of this program are to provide skills and/or position upgrades for incumbent employees, as well as productivity improvements and other benefits for the employer. Training should be demonstrably beneficial and necessary for both an employer and its employees.

Contact Lisa Santucci, Employer Services & Marketing Manager: 630/955-2066, lsantucci@worknetdupage.org

New Hires Training

Workforce Investment Act (WIA) funds can be applied toward occupational training that is essential to the successful job performance of newly hired, WIA eligible individuals.

- **Who's eligible?** In order to qualify for this service, new hires must meet eligibility criteria for available WIA funds and must be in need of specific occupational training in order to commence or retain newfound employment.
 - e.g. A job candidate who is a great fit for your company, but is lacking one particular skill or certification necessary for the position,
 - e.g. A recently hired individual who needs skill enhancement in a particular area in order to retain their job.

- **What type of training can be funded?** An extensive variety of training can be approved through the WIA program, including various computer certifications, ESL courses, commercial driver's license programs, and more.

Contact Lisa Santucci, Employer Services & Marketing Manager: 630/955-2066, lsantucci@worknetdupage.org

DUPAGE COUNTY

INCUMBENT WORKER TRAINING PROGRAM POLICY



July 1, 2006 – June 30, 2007

DuPage County Incumbent Worker Training Program Policy

Purpose: To assist DuPage County businesses that need to train their existing staff to enable the companies and employees to remain competitive.

Funding: DuPage County will divert ten (10) percent of the WIA allocation for incumbent worker training from the WIA Adult program funds and five (5) percent from the Dislocated Worker program funds in Program Year 2006. After receipt of the WIA allocations, the amount of funds to be diverted from each program will be determined annually through formal action by the DuPage Workforce Board (DWB).

Employers: With the exception of projects undertaken as part of an economic development incentive package, incumbent worker training is limited to employers in the targeted industry sectors shown below. Incumbent worker training projects may be undertaken to benefit a single employer and the employer's workforce, or a group of related employers and workers from the associated firms.

Healthcare	Hospitality/Tourism/ Retail
Manufacturing	Information Technology
Finance/Insurance	Transportation Warehousing Logistics

Workers: Workers, either individually or as a group, must meet the following definition to be considered incumbent workers.

An incumbent worker is:

- a) An individual who has a full time employment relationship with either a participating employer in a targeted industry or an employer being provided incumbent worker training as part of an economic development incentive package; and
- b) Receiving upgrade training:
 - To increase his or her skills in an occupation in which the individual is already an incumbent; or
 - To prepare the worker for entry into a new occupation within the targeted workforce
- c) A group of employers, as cited in "b" above, may be locally defined and must be industry focused. For example, a group of employers may be associated due to supply relationships, such as an original equipment manufacturer (OEM) and the firms in the OEM's supply chain. Or, a group of employers may be associated through an industry-related organization. Employers participating in consortia created through the State funded Critical Skill Shortages Initiative (CSSI) may also be considered eligible groups of employers for the purposes of delivering incumbent worker training.

Training: A wide range of training topics and delivery arrangements may be proposed. Training that is closely linked to specific jobs, as well as, job advancement is encouraged. Proposed training that is only loosely related, or is unrelated, to specific jobs, while not completely prohibited, is discouraged. Examples of training that is not directly job-linked include: stand-alone adult basic education (ABE), stand-alone English as a second language (ESL), team building training, motivational training, and basic computer literacy skills. Please note that ABE and ESL training that is fully integrated with specific job-linked skill training are allowable.

Matching: Employers participating in the program are required to pay a non-federal share of the costs of providing the incumbent worker training. For projects involving an individual employer, the match will be:

# Of Employees	Company Match	County Match
1-50	10%	90%
51-99	25%	75%
100+	50%	50%

The non-federal share paid by an employer or group of employers may include the amount of the wages paid by the employer(s) to a worker while the worker is attending a training program and may include in-kind contributions. All matching contributions must be necessary for the provision of the training, fairly valued, and verifiable.

Costs: Subject to the approval of DuPage County Workforce Development Division (WDD) and DuPage Workforce Board (DWB), all reasonable and necessary costs related to the conduct of the training are allowable. A maximum of \$5,500 per incumbent worker and/or \$20,000 per company is set for PY'06. There is no reimbursement until the training program is successfully completed. Should a trainee quit or fail the training program, his or her costs will not be reimbursed. Additionally, as limited by State policy, the costs of workers wages and fringe benefits paid while in training are allowable only as employer match contributions.

The following are typical costs eligible for reimbursement for the WIA grant. Tuition and school fees:

- Books
- Training materials and supplies
- Pre and post Testing
- Vocational counseling
- Vendor /contractor trainer costs
- Travel expenses of trainers
- Travel expenses of trainees
- Training facility costs (training off site)
- Fees for technical or professional certifications
- Refresher courses for occupational certifications

Approval: When evaluating project proposals, DuPage WDD and DuPage WIB will consider the following criteria.

- (1) **Target Industry:** The employer (or the group of employers) to benefit from the training must be from one of the targeted industries (cited above) or the employer may be from any industry if the proposal is part of an incentive package designed to encourage the employer to create or retain jobs in the local area.
- (2) **Quality of the Training:** The training proposal must be adequately specified and job specific. The curriculum must be well developed and the instructor must be judged qualified to conduct the training. The training must also be clearly linked anticipated increases in productivity.
- (3) **Benefits to Workers:** The training should also result in benefits to the workers such as: enhanced employability, job upgrades, increased wages, and/or increased job security.
- (4) **Appropriateness of Costs:** The proposed costs must be judged reasonable in relation to the type of training and the number of workers to be trained. And, all proposed costs must meet local, State and Federal cost related requirements and limitations.
- (5) **Matching Costs:** The minimum employer cost participation requirement must be met.
- (6) **Jobs Created or Retained:** In the case of projects undertaken as part of an economic development incentive package, the project will be evaluated, in part, based on the number of jobs to be created or retained.

Reporting: Organizations receiving incumbent worker training grants must comply with all state planning and reporting requirements, as specified in State policy. Requirements include the submission of an initial project plan. Required reports include information about employers and workers participating in the program as well as, quarterly narrative reports on project implementation.

**For more information contact:
Lisa Santucci at 630-955-2066.**



Business and Professional Institute

YOUR PARTNER FOR INNOVATIVE SOLUTIONS

Building Business Success:

Illinois Center For Entrepreneurship at College of DuPage

Illinois Small Business Development Center

Since its founding more than 25 years ago, the Illinois Small Business Development center at College of DuPage (SBDC) has served more than 20,000 individuals and businesses through various stages of development, from guiding aspiring entrepreneurs through feasibility studies and planning, through positioning mature businesses for sale or transition, and all stages in between.

SBDC TRAINING SESSIONS

SBDC training sessions provide practical instruction on topics critical to successful small business growth through in-house instructors and external industry experts. Program topics include:

- Pre-Start Reality Checks
- Acquisitions
- Business planning
- Franchise Purchases
- Growth Management
- Marketing
- Leadership Development
- Financials

Seminars, workshops and training events run throughout the year and are posted on the BPI web site. Counseling sessions are by appointment. We invite you to contact the SBDC through the BPI primary phone number, (630) 942-2600, or directly at (630) 942-2771.

Business and Professional Institute

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The Center for Entrepreneurship is funded by the Illinois Department of Commerce and Economic Opportunity and the U.S. Small Business Administration.

Illinois Procurement Technical Assistance Center (PTAC)

Grow . . . Through Government Contracts

For more than 20 years, the Illinois Procurement Technical Assistance Center (PTAC) at College of DuPage has successfully assisted businesses expand into government contracting. In that time we have assisted our businesses in attracting upwards of \$240 million dollars in contracts.

Our specialists are prepared to assist you in winning government contracts at all levels — local, state and federal.

The specialists will provide:

- Illinois Power Search — Customized
- Opportunity Identification
- One-on-One Individualized Counseling
- Guidance on Government Registrations
- Bid/Proposal Preparation Assistance
- Bid/Proposal Analysis
- Certification (MBE/WBE) Guidance
- Target Marketing

If you have decided to do business with the government or increase your current level of government contracting, we are here to help you.

Illinois International Trade Center

Expanding Into Global Markets

The international marketplace is a \$4 trillion opportunity in which American products can be competitive and profitable. Ninety-five percent of the world's population and two-thirds of total world purchasing power are located outside the United States.

International business, however, is much different than business in the United States. It presents a major challenge to businesses with little experience in that market. We provide professional resources, counseling and training to existing companies interested in pursuing international trade opportunities.

We help:

- Non-Exporting Businesses to Export
- Exporting Businesses Grow into New Markets
- Exporting Businesses Increase Export Through Enhanced Competition
- Businesses Build Effective and Efficient Infrastructure for Global Trade
- Other Businesses Serve the Needs of Exporting Businesses

Whether you are looking to do business across state borders or around the world, the Illinois International Trade Center at College of DuPage has the resources you need.

For up-to-date information, visit our web site: <http://bpi.cod.edu>



Center for Customized Solutions

Let our solution consultants help you build a productive workforce at your company.

The Business and Professional Institute’s Center for Customized Solutions responds to the needs of business and industry by custom designing programs and assessments that build employee job skills and productivity. We deliver convenient on-site, customized programs that can help improve your company’s quality and profitability, while giving you the competitive edge you need to survive in today’s fast-changing global marketplace.

<p>BPI’s Center for Customized Solutions serves any size or any type of organization in a wide variety of program areas, including but not limited to:</p>	<ul style="list-style-type: none"> • IT/Computer • Manufacturing/Technical • Professional Development • Quality/Quality Systems • Workplace Literacy • Languages • Online Learning
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Popular training programs include: Supervisory Skill Building, Spanish for Supervisors, Leadership Development, Business Communications and E-Mail Etiquette.

Business and Professional Institute

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For up-to-date information, visit our web site: <http://bpi.cod.edu>

Expert Trainers

Our professionals are experienced in adult learning methods. They are subject-matter experts who bring corporate business and practical work experience to the classroom.

Grants Can Help Reduce Your Costs

The Center for Customized Solutions partners with state and local grant agencies to assist companies with the training cost investment required to build employee skills to a globally competitive level.

Bilingual Services

Our bilingual instructors are available to present training and provide translation services in multiple languages.

Call us at (630) 942-2600 or e-mail us at bpi@cod.edu for additional information and assistance with your workforce challenges.



opportunityreturns

Creating more jobs for today and tomorrow

DCEO Programs

Michelle Michals - 312-636-4555

Michelle.Michals@illinois.gov

Economic Development for a Growing Economy

The EDGE program is designed to offer a special tax incentive to encourage companies to locate or expand operations in Illinois when there is active consideration of a competing location in another State. The program can provide tax credits to qualifying companies, equal to the amount of state income taxes withheld from the salaries of employees in the newly created jobs. The non-refundable credits can be used against corporate income taxes to be paid over a period not to exceed 10 years. To qualify a company must provide documentation that attests to the fact of competition among a competing state, and agree to make an investment of at least \$5 million in capital improvements and create a minimum of 25 new full time jobs in Illinois. For a company with 100 or fewer employees, the company must agree to make a capital investment of \$1 million and create at least 5 new full time jobs in Illinois.

Employer Training Investment Program

The Employer Training Investment Program (ETIP) helps keep Illinois workers' skills in pace with new technologies and business practices, which, in turn, helps businesses increase productivity, reduce costs, improve quality and boost competitiveness. ETIP grants can reimburse new or expanding companies for up to 50 percent of the cost of training their employees. Trainees must be employed by the company prior to implementation of the training program. Instructors may be plant workers, public educators, private consultants, or others possessing the required expertise. Grants may be awarded to individual businesses, original equipment manufacturers sponsoring multi-company training for employees of their Illinois supplier companies, and to intermediary organizations operating multi-company training projects.

Participation Loan Program

The PLP program is designed to work through banks and other conventional lending institutions, to provide subordinated financial assistance to Illinois small businesses that employ Illinois workers. A business with 500 or fewer employees may apply for a PLP loan of not less than \$10,000 no more than \$750,000. Loans shall not exceed 25% of the total project and may not be used for debt refinancing or contingency funding.