

**THE ONE-YEAR
WORKFORCE INVESTMENT ACT PLAN**

FOR THE

**PROVIDENCE/CRANSTON
WORKFORCE INVESTMENT AREA**

FOR THE PERIOD

JULY 1, 2009 TO JUNE 30, 2010

SUBMITTED BY

**THE PROVIDENCE/CRANSTON
WORKFORCE INVESTMENT BOARD**

DRAFT: APRIL 1, 2009

EXECUTIVE SUMMARY

The Providence/Cranston Workforce Investment Board embraces the opportunity to reaffirm our commitment to the purpose, goals and objectives of the Workforce Investment Act and the major design principles of Rhode Island's one-stop system netWORKri and the work of the Governor's Workforce Board. This plan specifically addresses the scope of work that will be provided under the authority of the Workforce Investment Act. The plan will be modified to include services authorized under the American Recovery & Reinvestment Act of 2009 as the principles espoused by that legislation are integrated into the workforce development system.

Workforce Solutions of Providence/Cranston (W/S of P/C) will promote the principles of the Workforce Investment Act (WIA). In this difficult economic times, it is important that the public workforce system be responsive to the needs of the unemployed, underemployed, dislocated workers and area businesses by providing a seamless, integrated delivery of services.

The Providence/Cranston Workforce Investment Board has approved the use of On-The-Job-Training and Customized Training as a training option. The board has given job seekers and employers an additional tool to employ workers trained to the specific requirements of the employer.

The Providence netWORKri one-stop center will be organized around the needs of customers and will provide users with valuable information that will help them make good choices; whether about whom to hire, what type of career to seek, or what educational opportunities best fit their needs.

Providence netWORKri will feature an integrated program delivery approach. Individual programs may remain and separate funding streams may continue to exist, but staff at the one stop will collaborate so as to create the feeling that services are comprehensive and fully linked whenever appropriate.

The Providence netWORKri will produce measurable results for its customers, both in terms of outcomes (placements, enrollment in school, retention of hired workers, etc.) and process (customer satisfaction).

With respect to employer services, the Providence netWORKri Office will provide a unified approach to delivering workforce services. Services for employers will include recruitment/hiring assistance, training brokering, needs analysis, OJT and Customized Training and help in accessing the Rhode Island Job Development Fund for incumbent worker training and other financing mechanisms.

The Governor's Workforce Board recognizes that federal Workforce Investment Act (WIA) dollars alone cannot meet the short- and long-term labor force demands generated by Rhode Island's high-growth industries. Similar to the efforts of the LWIBs and the Governor's Workforce Board to strengthen the state's Youth Workforce System, the LWIBs believe that the adult workforce delivery system can be built by leveraging existing federal workforce training dollars with additional state investments. The intent of the Industry Skill Development Initiative (ISDI) is to address the workforce needs of the state's high-growth, high-wage industries by upgrading their employees' skills, promoting industry career opportunities, and developing

Rhode Island's labor force for a 21st century economy through an alignment of the Ocean State's workforce training programs and resources.

The Providence/Cranston Workforce Investment Board WIB has developed the following vision and mission statements that are aligned with the state vision and goals to ensure a comprehensive and effective workforce development system that brings together all the key players in the region to leverage public and private sector assets.

VISION STATEMENT

To create a rich, vibrant, competitive economy in the Providence/Cranston workforce investment area where people find good jobs, employers find the skilled workers they need and where all parties find the Providence/Cranston workforce investment area a place where they want to live, work, and invest.

MISSION STATEMENT

To continuously improve the Providence/Cranston workforce investment area's capacity to connect people, employers, jobs, education and service.

Board Review and Public Comment Process

The Workforce Investment Act (WIA) Committee of the Providence/Cranston Workforce Investment Board reviewed the draft one-year plan at the March 19, 2009 meeting. After review and comments, the Committee forwarded the plan with a recommendation for approval to the Providence/Cranston Workforce Investment Board. The Workforce Investment Board approved the draft plan with a unanimous vote at the April 1, 2009 meeting.

Copies of the draft plan were made available beginning April 2, 2009 at the Workforce Solutions of Providence/Cranston Office, 180 Westminster Street, Providence, weekdays from 8:30 a.m. to 4:30 p.m.. The draft plan was also available beginning April 2, 2009 on the Providence/Cranston Workforce Investment Board's web site located at www.workforcesolutionspc.com.. The public comment period ended on May 2, 2009.

A public hearing was held from 9:00am to 12:00pm on April 15, 2009 in the Roger Williams Room at Providence netWORKri. Notice of the hearing was given in the March 16, 2009 edition of the Providence Journal and posted on the Workforce Solutions of Providence/Cranston and on the Secretary of State web sites March 6, 2009. No public comments were received.

Comments from the State Workforce Investment Office were incorporated into the final draft.

Updates to the WIA Two-Year Plan 2007 - 2009

The following sections of the 2007 – 2009 WIA Two-Year are hereby updated:

A. Workforce Investment Area Needs, Labor Market Analysis and Assessment of Workforce Investment Activities and Assets

1. Describe the local workforce investment needs as they relate to:

Job Seekers:

When compared to the other cities and towns in Rhode Island, the employment, training and educational needs of the residents of the Providence/Cranston Workforce Investment Area and the city of Providence in particular are diverse and require special attention.

In a 2007 US Census Bureau report on the social characteristics of the cities of Providence and Cranston:

	Providence	Cranston
% of the population does not have a high school diploma or GED	25.7%	17.5%
% of the population is foreign born	29.2%	11.8%
% of the population speaks a language other than English at home	47.5%	20.9%
% of the total households earn less than \$25,000	38.5%	20.4%
% of the families earn less than \$25,000	30.8%	10%
% of all families earn below the poverty level	21.2%	4.4
% of families headed by female earn below the poverty level	43.4%	19%

2. Labor Market Information

Identify the current and projected occupational/employment opportunities in your Workforce Investment Area. Identify the sources of this information.

The Rhode Island Department of Labor and Training has developed an analysis of the Providence/Cranston workforce area at the request of the Providence/Cranston Workforce Investment Board. **(EXHIBIT 1)**

Provide identification of high demand/high wage jobs and industry cluster, as well as the related skills needs and an assessment of current activities to address those needs in your local area.

Workforce Solutions of Providence/Cranston continues to work closely with the Industry Clusters as established by the Governor's Workforce Board. The clusters and their advisory boards advise the Workforce Investment Board on current and future trends in the industries. Workforce Solutions of Providence/Cranston has established a three tiered policy for approval of training programs.

Tier one is the top 50 occupations by annual openings and the top 50 occupations with the largest growth as identified by the Labor Market Information Unit of the Rhode Island Department of Labor & Training.

Tier two consists of occupations with above average rates of growth defined as occupations with a projected 2014 employment level of at least 250 jobs and occupation with a growth rate at least 1.5 times the average for all occupations. Again, the Labor Market Information Unit of the Rhode Island Department of Labor & Training is the source for this data.

Tier three consists of occupations with a known demand in the local area. Included in Tier Three are occupations with known, substantiated demand by the employer community and/or the local and state economy as a whole and 'niche,' or industry- or employer-specific occupations that require specialized training and may not be included in Tiers 1 or 2.

It is in Tier Three that in-demand occupations identified by the state's Industry Partnerships and other high-growth sectors of the Ocean State economy will be identified. Also include in Tier Three are occupations identified by a customer for which a job is available. This is to accommodate occupations for which the employer is willing to provide On-The-Job-Training. The occupations on Tier Three will be updated by a memo jointly issued by Workforce Solutions of Providence/Cranston and the Workforce Partnership of Greater Rhode Island. A complete list on these occupations is provided in **Exhibit 2**.

3. Assessment of Current Workforce Investment Activities in the Workforce Investment Area.

Provide a description and assessment of the type and availability of all workforce investment activities available to youth in the local Workforce Investment Area.

Beginning in 2007 the Governor's Workforce Board began allocating State Job Development Fund (JDF) resources for youth workforce development programs to support its goal of an all-youth agenda. In 2007 and 2008 Workforce Solutions funded over 30 programs with JDF funds and began using a youth center model to deliver services. Program providers included local Chambers of Commerce, demand-driven industries, service organizations and arts organizations, including:

- Women & Infants Hospital
- YouthBuild
- Year Up
- Central RI Area Health Education
- The Tech Collective
- Institute for the Study & Practice of Nonviolence
- Volunteers in Providence Schools
- AS220
- Mt. Hope Neighborhood Association
- Goodwill, Inc.
- Junior Achievement
- New Urban Arts
- Providence Housing Authority
- Comprehensive Community Action Program
- Institute for Labor Studies and Research
- R.I. Foster Parents Association
- Mayor's Substance Abuse Prevention Council
- Lifespan, RI Hospital

IMPACT OF JDF FUNDING

PROGRAMS		PY 03	PY 04	PY 05	PY 06	PY 07	PY 08	PY 09
	WIA IN-SCHOOL	3	4	5	5	6	5	5
	WIA OUT-OF-SCHOOL	4	2	3	2	2	3	3
	JDF FUNDED					23	22	25
	TOTAL	7	6	8	7	31	30	33
YOUTH SERVED								
	WIA IN-SCHOOL	89	69	97	170	185	150	110
	WIA OUT-OF-SCHOOL	66	38	30	22	35	170	116
	JDF FUNDED					862	1663	1849
	TOTAL	155	107	127	192	1082	1983	2075

C. Workforce Investment Board

3. Local Workforce Investment Board Composition

b. Provide a complete update LWIB membership list by required class.

The Providence/Cranston Workforce Investment Board meets are statutory requirements of the Workforce Investment Act. An update membership list by class is included in **Exhibit 3**.

c. Attach a diagram, description of the roles and responsibilities and regular meeting schedule of the LWIB sub-committee structure.

The roles and responsibilities of the committees of the Providence/Cranston Workforce Investment Board are as follows:

WIA Committee

- Development of the WIA plan and modifications
- Performance evaluation of adult, dislocated worker and youth programs as established by the Workforce Investment Act and State Workforce Investment Office
- Selection of service providers
- Selection of the one-stop center operator
- Evaluation of the one-stop service center
- Facilitation of meaningful dialogue between the business community and the one-stop center

Board Development and Education Committee

- Maintain attendance for board and committee meetings and report on attendance at each Membership Committee meeting.
- Conduct on going recruitment of business representatives with a priority given to the Governor's Workforce Board's Industry Clusters and businesses that receive economic development packages from the cities.
- Ensure compliance with state Ethics Commission and Open Meeting Laws.
- Identify and schedule board development and education events or speakers and the Workforce Investment Board meetings.

Youth Council

- Combine youth employment with youth development
- Coordinate community outreach and help facilitate the flow of information to our targeted client base
- Coordinate employer outreach and help facilitate the flow of information between the public and private sectors.
- Develop effective youth programs that will use work as a tool to develop a broad array of life skills
- Help young people develop skills, knowledge and competencies required for today's workplace
- Coordinate access to education, workforce and support services that are specifically locked in for targeted youth
- Develop planning and oversight of youth programs
- Develop policies and procedures for youth program
- Make recommendations for program support and vendor selection
- Interact with staff and monitor program success and vendor reporting
- Build a comprehensive and effective youth service delivery system
- Implement quality programs and bring business, parents, participants and stakeholders together to develop effective youth programs

Green Economy Committee

The responsibilities and roles of this recently formed committee have not yet been developed.

2010 ANNUAL CALENDARS

subject to change

WORKFORCE INVESTMENT BOARD

DATE	DAY	TIME	LOCATION
January 26, 2010	Tuesday	8:00	Greater Providence Chamber of Commerce
April 28, 2010	Wednesday	8:00	Greater Providence Chamber of Commerce
June 8, 2010	Tuesday	8:00	Greater Providence Chamber of Commerce
September 29, 2010	Wednesday	8:00	Greater Providence Chamber of Commerce

YOUTH COUNCIL

DATE	DAY	TIME	LOCATION
January 27, 2010	Wednesday	8:30	Providence netWORKri
March 17, 2010	Wednesday	8:30	Providence netWORKri
May 20, 2010	Wednesday	8:30	Providence netWORKri
September 1, 2010	Wednesday	8:30	Providence netWORKri

WORKFORCE INVESTMENT ACT COMMITTEE

DATE	DAY	TIME	LOCATION
January 14, 2010	Thursday	8:30	Providence netWORKri
April 15, 2010	Thursday	8:30	Providence netWORKri
May 27, 2010	Thursday	8:30	Providence netWORKri
September 26, 2010	Thursday	8:30	Providence netWORKri

GREEN ECONOMY COMMITTEE

DATE	DAY	TIME	LOCATION
January 13, 2010	Wednesday	8:30	Greater Providence Chamber of Commerce
April 13, 2010	Tuesday	8:30	Greater Providence Chamber of Commerce
May 11, 2010	Tuesday	8:30	Greater Providence Chamber of Commerce

September 14,	Tuesday	8:30	Greater Providence Chamber of Commerce
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BOARD DEVELOPMENT & EDUCATION COMMITTEE

DATE	DAY	TIME	LOCATION
January 12, 2010	Tuesday	8:30	RI Hospitality & Tourism, Cranston
May 25, 2010	Tuesday	8:30	RI Hospitality & Tourism, Cranston

EXECUTIVE COMMITTEE

DATE	DAY	TIME	LOCATION
January 19, 2010	Tuesday	8:30	Greater Providence Chamber of Commerce
April 21, 2010	Wednesday	8:30	Greater Providence Chamber of Commerce
June 1, 2010	Tuesday	8:30	Greater Providence Chamber of Commerce
September 22, 2010	Wednesday	8:30	Greater Providence Chamber of Commerce

4. Youth Council

c. Complete Youth Council Membership Chart.

The Youth Council meets all statutory requirements of the Workforce Investment Act. The complete Youth Council membership list is included in **Exhibit 4**.

E. Demand Drive Workforce Investment System

1. Describe what system or process, if any, your LWIB has in place to work with businesses and find out what their needs are.

With funds provided by the Governor's Workforce Board, Workforce Solutions of Providence/Cranston is partnering with the Workforce Partnership of Greater Rhode Island to strategically align WIA services with the state's Industry Partnerships through the Industry Skills Development Initiative (ISDI). This employer-driven initiative will expand on the Governor's Workforce Board's Industry Partnerships to establish a

comprehensive means by which the workforce development system can meet the human capital needs of the state's high growth/high wage industries.

The ISDI will build capacity, create sustainability and add efficiency to the workforce development system by leveraging federal and state resources to coordinate new and enhance existing workforce development efforts. The Industry Skills Development Initiative will align training resources and programs with the labor market needs of the Industry Partnerships

Goals of the Industry Skills Development Initiative:

Development & Delivery of Training

- Industry Partnerships implement strategies to respond to identified skill gaps and immediate and long- term training needs:
 - Industry Training Advisory Council is established to direct the implementation of a responsive industry training mechanism;
 - Training provider resource list established and maintained;
 - Training procurement process established;
 - Training is customized to meet individual or a group of company needs:
 - Service models offer on-site and/or off-site training;
 - Incumbent worker or pre-employment training;
 - Customized training programs, classroom education, or a combination of these models.
 - Training resources sustained by and leveraged with existing state- and federally-funded programs, including Individual Training Accounts (ITAs) offered through the *netWORKri* centers.
- LWIBs will provide oversight and guidance in the development and implementation of the procurement process; manage fiscal responsibilities; and facilitate the leveraging of federal WIA and other workforce development funds.
- LWIBs will coordinate **Industry Skill Development Initiative** strategies and activities with those of their WIA Plans, Rhode Island Economic Development Corporation (RIEDC), Adult Basic Education, Career and Technical Education, Community College, and other workforce development partners, as well as the work already conducted by the GWBRI's Industry Partnerships, to develop a comprehensive, statewide Adult Workforce Development System.
- Industry partnerships establish "clearinghouses" where training graduates and skilled dislocated workers are connected to available employment opportunities.

Establish "Industry Greenhouses"

- Partnerships commit to establishing Industry Greenhouses designed to develop Rhode Island's emerging workforce:
 - Industry members develop a variety of strategies and methods to engage and recruit their future workforce, adults and youth alike;

- Members commit to establishing an Industry Internship Program and implementing a pilot model with a minimum of ten internship sites;
- Industry Partners build linkages to the state's Apprenticeship Program, Youth Workforce System, and the educational system, including career and technical and local high schools;
- Industry partners establish and implement a Summer Jobs program for youth and will communicate employment opportunities to the Youth Centers.

Implement Career Awareness Strategies

- Industry Partnerships commit to participate in the design and development of Career Awareness productions:
 - Partnership companies contribute time and staff to develop promotional productions that highlight Rhode Island's high-growth, high-wage industries and the career opportunities they offer;
 - Productions will be integrated with Computer Based Orientations at the *netWORKri* and Youth Centers, and will be made available to all Rhode Islanders accessing the One-Stop system via the Internet;
 - Industry partners will utilize these productions and other career-oriented materials for teacher and student career educational efforts, as well as recruitment drives.
- Partnership members strategize on opportunities to include a career awareness focus through their ongoing marketing and promotional campaigns.

Enhance One-Stop Career Center Services

- Enhance the service delivery model of the state's One-Stop Career Centers, *netWORKri*, by upgrading and implementing new technologies to increase accessibility, build system capacity, and engage jobseekers and employers in a more meaningful and timely manner:
 - Expand statewide accessibility of training programs and services to allow jobseekers to connect to programs and services in-person or remotely through the Internet by developing on-line applications, skill assessment tools, workshops, and other training-related applications;
 - Procure online skill assessment, testing, and self-directed training tools for both jobseekers and employers – a critical piece in transforming the focus of service delivery toward skill identification and development;
 - Use advancements in computer-based technology to more readily connect jobseekers to training and other developmental resources based upon computerized assessment;
 - Create a pipeline of skilled workers to meet the current and future demands of Rhode Island's high-growth, high-wage industries;
 - Procure technology that enhances the accessibility, flexibility, and mobility of the delivery of programs and services, particularly those related to Employer Services and Rapid Response;
 - Re-brand Rhode Island's One-Stop System to convey a new and relevant message in marketing to jobseekers and employers.
- Industry Partners will establish agreements with the One-Stop Career Center System and work in coordination with the Employer Service Unit to conduct on-site activities

at the netWORKri, including recruiting, assessment and interviewing of training applicants, and job fairs.

- Provide system participants, on-site or remotely, with information on and access to a comprehensive suite of workforce development and training services for which they may be eligible.

F. WIA Title I Program Services

2. Title I Core Services

c. Describe the LWIB's policy for supportive services, and provide a copy of the policy as an attachment. (WIA defines supportive services to mean such things as transportation, child care, dependent care, housing, and needs-related payment, which are necessary to enable an individual to participate in activities authorized under Title I.)

Workforce Solutions of Providence/Cranston has approved supportive service payments to adults and dislocated workers who are participating in core, intensive or training services and youth who have been determined in need of such services for program participation based upon each youth's individual service strategy. The maximum amount allowed for all supportive service payments for any one individual is \$300 unless specifically authorized by the Administrator of Workforce Solutions of Providence/Cranston.

Workforce Solutions of Providence/Cranston will develop a needs-related payment policy in concert with the Workforce Partnership of Greater Rhode Island and modify this plan when the policy is adopted by the Workforce Investment Board.

Supportive service policies are included in **(Exhibit 9)**.

d. Describe the Local Board policies for the following and provide copies as an attachment:

Needs Related Payments

As stated in section F. 2. c., Workforce Solutions of Providence/Cranston does not have a needs-related payment policy. When that policy is developed, the plan will be modified.

4. Training Services

a. Of the amount the LWIB has allocated for training, identify the percentage of training funds earmarked for Individual Training Accounts (ITA) On-The-Job Training, and Customized Training.

Modification 5 to the 2007 – 2009 WIA Two-Year Plan allocated \$100,000 of Adult training funds and \$100,000 of Dislocated Worker training funds to OJT/Customized Training.

b. Describe the LWIB's policy for its ITA system including limits on duration and amount.

Modification 3 to the 2007 – 2009 WIA Two-Year Plan sets the cap on ITA training at \$5,500.

c. Describe the LWIB's policies for OJT and Customized Training opportunities including length and amount.

Policies governing OJT/Customized Training were approved at the February 17, 2009 meeting of the Workforce Investment Board (**Exhibit 5**)

5. Youth Programs

c. Youth Definitions

Provide your local definition of the sixth youth eligibility criterion – “An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.” The locally developed eligibility criterion must be specific, measurable, and different than the five federally specified barriers/criteria (basic literacy skills deficient; school dropout; homeless, runaway or foster child; pregnant or parenting; offender).

The Youth Council recommended and the Workforce Investment Board approved the following policy defining the sixth youth eligibility criterion.

The following source documentation is needed to verify eligibility for youth services under the sixth criterion, youth with a disability.

- Letter from Drug or Alcohol Rehabilitation Agency
- Letter from Child Study Team Stating Specific Disability
- Medical Records
- Physician's Statement
- Psychiatrist's Diagnosis
- Psychologist's Diagnosis
- Rehabilitation Evaluation
- Sheltered Workshop Certification
- Social Service Records/Referral
- Social Security Administration Disability Records
- Veterans Affairs Letter/Records
- Vocational Rehabilitation Letter
- Workers Compensation Record

Plan Modification

The Local Workforce Areas will follow procedures outlined in the State Workforce Investment Notice 01-05

ASSURANCES

1. The Local Workforce Investment Board, including the chief elected official of the are, and providers receiving funds under Title I of the WIA, will all maintain fiscal controls and fund accounting procedures to ensure the proper disbursement of, and accounting for all funds received through the Workforce Investment Act.
2. The Local Workforce Investment Board will assure that it shall keep records that are sufficient to permit the preparation of reports required by the Act and shall maintain such records, including standardized records for all individual participants, and submit such reports as the State may require.
3. The Local Workforce Investment Board assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the Act. The Board assures compliance with Section 504 of the rehabilitation Act of 1973 and the American's with Disabilities Act of 1990.
4. The Local Workforce Investment Board assures that funds will be spent in accordance with the Workforce Investment Act, regulations, written Department of Labor guidance, State guidance, and all other applicable Federal and State laws.
5. The Local Workforce Investment Board assures that veterans will be afforded employment and training activities authorized in the Workforce Investment Act in compliance with the Jobs for Veterans Act.
6. The Local Workforce Investment Board assures that no funds, received under WIA will be used to assist, promote, or deter union organizing.
7. The Local Workforce Investment Board assures that it developed this plan in consultation with the business community, labor organizations, and required partners.
8. The Local Workforce Investment Board will assure it will comply with any grant procedures prescribed by the Secretary which are necessary to enter into contracts for the use of funds under WIA; including, but not limited to the following:

General Administrative Requirements:

29 CFR part 97 (OMB Circular A-102)--Uniform Administrative Requirements for State and Local Governments (as amended by the Act)

29 CFR part 95 (OMB Circular A-110) as applicable--Uniform Administrative Requirements for Institutions of Higher Education

Audit Regulations and Requirements

29 CFR part 96 (as amended by OMB Circular A-133) --Single Audit Act

29 CFR part 99 (OMB Circular A-133)—Audit Requirements for recipients of Federal Financial Assistance

Cost Principles

OMB Circular A-87—(as amended by the Act), cost Principles for State, Local, and Indian Tribal Governments

OMB Circular A-122 and A-22 cost Principles for Non-Profit Organizations as applicable

Assurances and Certifications

SF 424 B—Assurances for Nonconstruction programs

29 CFR part 31, 32—Nondiscrimination and Equal Opportunity Assurance (and Regulation)

Miscellaneous Provisions

CFR part 93—Certification Regarding Lobbying (and Regulation)

29 CFR part 98—Drug Free Workplace and Debarment and Suspension Certifications (and regulation)

SIGNATURE PAGE

This plan represents the Providence/Cranston Workforce Investment Board (local workforce board) efforts to maximize resources available under Title I of the Workforce Investment Act (WIA) of 1998 and to coordinate these resources with other State and Local programs in the following geographical workforce investment areas: The cities of Providence and Cranston in the state of Rhode Island.

This comprehensive plan is submitted for the period of July 1, 2009 through June 30, 2010 in accordance with the provisions of the Workforce Investment Act. We further certify that we will operate the Workforce Investment Act Program in accordance with this plan and applicable federal and state laws and regulations.

Local Board Chair:

_____ Janet Raymond _____
Original Signature Date

Chief Local Elected Official:

_____ Mayor David N. Cicilline _____
Original Signature Date

EXHIBIT 1

Workforce Area Labor Market Information



Providence/Cranston Workforce Investment Area

The Providence/Cranston Workforce Investment Area (WIA) includes the capital city of Providence and the state's third largest city, Cranston. Together, these two cities had a combined estimated population of 252,922 in July 2007. This represented a -0.2% decrease (-391) in estimated total population between July 2000 and July 2007. In comparison, the state's population as a whole grew by an estimated 0.7 percent during this period. Approximately 24.0 percent of all Rhode Islanders lived in the Providence/Cranston WIA in July 2007.

Between 2000 and 2007, the labor force of Providence/Cranston increased by 6,842 people (+5.9%). During this period, resident employment grew by 5,326 (+4.8%), while the number of unemployed in the area increased by 1,516 (+26.8%). Providence/Cranston had an annual average unemployment rate of 5.8 percent for 2007, notably higher than the statewide annual average unemployment rate of 5.0 percent.

Providence - Cranston WIA Annual Average Labor Force Statistics

Not Seasonally Adjusted

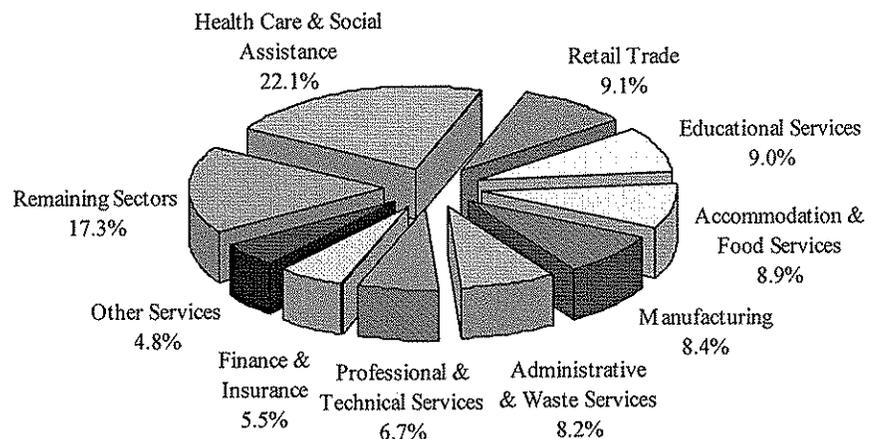
	2000	2001	2002	2003	2004	2005	2006	2007	2000 - 2007	
									Change	% Change
Labor Force	116,464	116,836	118,306	120,372	119,240	120,675	122,944	123,306	6,842	5.9%
Employment	110,809	110,577	111,474	112,886	112,148	113,543	115,668	116,135	5,326	4.8%
Unemployment	5,655	6,259	6,832	7,486	7,092	7,132	7,276	7,171	1,516	26.8%
Unemployment Rate	4.9	5.4	5.8	6.2	5.9	5.9	5.9	5.8	0.9	---

With an annual average of 149,517 private sector and government jobs in 2007, Providence/Cranston-based employers accounted for 31.1 percent of all Ocean State employment. Over 22 percent of all private sector employment in the WIA was in the Health Care & Social Assistance industry sector, followed by Retail Trade (9.1%), Educational Services (9.0%), Accommodation & Food Services (8.9%), Manufacturing (8.4%), and Administrative Support & Waste Management (8.2%).

Overall, 2,881 private sector jobs were lost in the Providence/Cranston area between 2000 and 2007, a 2.2 percent decline that contrasted with the 3.2 percent (+12,758) growth experienced statewide. Despite this loss, local employment gains occurred in several economic sectors, with the largest growth reported in Health Care & Social Assistance (+2,592) and Educational Services (+2,372). More than 62 percent of the state's Educational Services jobs were located in Providence/Cranston in 2007.

Notable job growth was also reported in Accommodation & Food Services (+1,327), Professional, Scientific & Technical Services (+1,213), and Management of Companies (+614).

Total Private Sector Employment in the Providence/Cranston WIA by Industry Sector



A Product of the

On a percentage basis, industry sector job growth in Providence/Cranston generally lagged behind statewide growth. Employment in the Management of Companies sector grew by 36.9 percent between 2000 and 2007, significantly less than industry sector growth throughout the Ocean State (+57.2%). Construction firms in the area increased their total employment by 3.2%, a rate of growth well below the 22.7% experienced statewide in this industry sector. Similarly, the rate of job growth in the Providence/Cranston's Professional, Scientific & Technical Services (+16.7%) sector was below that of the state (17.1%). On a more positive note, local job growth in Educational Services (+26.0%) and Accommodation & Food Services (+13.3%) outpaced industry sector job growth throughout Rhode Island (+24.4% and +9.6%, respectively) between 2000 and 2007.

As was the trend statewide, Manufacturing firms in Providence/Cranston shed over 5,700 jobs between 2000 and 2007. Manufacturing jobs currently account for 8.4 percent of total private sector employment in the area, down from 12.6 percent in 2000. Significant job losses were also reported in Administrative & Waste Services (-2,049), Finance & Insurance (-1,391), Information (-854), and Wholesale Trade (-574). Transportation & Warehousing (-259), Utilities (-143), and Arts, Entertainment & Recreation (-104) firms also shed employment during this period.

Of the private industry sectors that reported job losses in Providence/Cranston between 2000 and 2007, most experienced percentage declines greater than the state as a whole. For example, local Manufacturing employment dipped by 35.1 percent during this period, while throughout Rhode Island, Manufacturing firms shed 28.5 percent of their employment. Likewise, Utilities sector jobs in the area fell by 19.8 percent, while the state as a whole lost 19.0 percent of this sector's employment. Also, Administrative & Waste Services firms in Providence/Cranston shed 16.5 percent of their employment compared to a statewide decline of just 4.2 percent.

In addition, Finance & Insurance employment in Providence/Cranston dropped by 16.5 percent, while the Ocean State as a whole increased industry sector employment by 14.2 percent. Similarly, local Wholesale Trade employment fell by 11.8 percent between 2000 and 2007, but increased by 4.2 percent statewide.

In 2007, Providence/Cranston's annual average private sector wage was \$43,110. This was \$3,283 higher than the statewide private sector average of \$39,827. Management of Companies & Enterprises led all of Providence/Cranston's economic sectors with an annual average wage of \$117,177, followed by Utilities (\$71,980), Finance & Insurance (\$71,746), and Professional & Technical Services (\$64,325). The lowest annual average wages were reported in Accommodation & Food Services (\$16,750), Arts, Entertainment & Recreation (\$20,466), and Retail Trade (\$24,202) - industry sectors that generally rely upon part-time help and require limited previous work experience and skill sets.

Providence/Cranston WIA Covered Employment

	<i>Annual Average Employment</i>								<i>2000 - 2007</i>	
	2000	2001	2002	2003	2004	2005	2006	2007	Change	% Change
Total, Private Sector & Government	156,001	155,874	151,880	152,638	150,458	149,207	149,799	149,517	(6,484)	-4.2%
Total, Private Sector only	130,119	129,371	125,797	126,897	126,965	126,522	127,402	127,238	(2,881)	-2.2%
22 Utilities	725	774	649	679	586	526	583	582	(143)	-19.8%
23 Construction	4,229	4,453	4,537	4,771	4,478	4,583	4,812	4,364	135	3.2%
31-33 Manufacturing	16,374	15,951	14,849	13,135	12,366	11,900	11,344	10,633	(5,741)	-35.1%
42 Wholesale Trade	4,854	4,417	4,105	4,177	4,148	4,012	4,131	4,280	(574)	-11.8%
44-45 Retail Trade	11,509	11,200	11,865	12,331	11,855	11,675	11,652	11,566	57	0.5%
48-49 Transportation & Warehousing	1,674	1,505	1,591	1,497	1,436	1,428	1,476	1,415	(259)	-15.5%
51 Information	6,427	5,966	5,341	5,476	5,276	5,441	5,692	5,573	(854)	-13.3%
52 Finance & Insurance	8,430	8,894	7,700	7,995	7,489	7,208	6,974	7,039	(1,391)	-16.5%
53 Real Estate & Rental & Leasing	2,151	2,231	1,967	2,036	2,113	2,016	2,172	2,146	(5)	-0.2%
54 Professional, Scientific & Technical Svcs.	7,251	7,518	7,329	7,383	7,408	7,602	7,778	8,464	1,213	16.7%
55 Management of Companies	1,667	1,721	1,632	2,012	2,376	2,243	2,283	2,281	614	36.9%
56 Administrative & Waste Services	12,422	11,724	10,786	10,198	11,125	11,145	10,926	10,373	(2,049)	-16.5%
61 Educational Services	9,130	9,608	9,748	10,019	10,511	10,797	11,362	11,502	2,372	26.0%
62 Health Care & Social Assistance	25,581	25,411	25,663	26,710	27,334	27,321	27,647	28,173	2,592	10.1%
71 Arts, Entertainment & Recreation	1,499	1,460	1,258	1,285	1,345	1,351	1,384	1,395	(104)	-6.9%
72 Accommodation & Food Services	10,002	10,371	10,539	10,918	11,042	11,224	11,132	11,329	1,327	13.3%
81 Other Services	5,952	6,108	6,151	6,226	6,015	6,019	6,022	6,089	137	2.3%
Government	25,882	26,503	26,083	25,741	23,493	22,684	22,396	22,280	(3,602)	-13.9%

Employment changes may be influenced by non-economic code changes resulting from industry revisions and/or changes in employers' reporting methods. Data is subject to revision and may not add due to rounding.

At year's end, 22.9 percent of the 14,477 individuals collecting unemployment insurance benefits in the state were residents of the Providence/Cranston WIA. Numbering 3,315, these "insured unemployed" workers accounted for 46.9 percent of all unemployed Providence/Cranston area residents. In comparison, 48.5 percent of unemployed Rhode Island residents were eligible to collect unemployment insurance benefits in December 2007.

Long-term unemployment, that is, unemployment spells of fifteen weeks or longer, was slightly higher (25.9%) among Providence/Cranston area residents than in the state (22.0%) as a whole. Workers 65 or over and between the ages of 60 and 64 living in the Providence/Cranston area were more likely to face long-term unemployment (41.9% and 28.9%, respectively) than their counterparts in the state (31.6% and 25.3%, respectively).

Nearly 27 percent of the Providence/Cranston area residents collecting unemployment insurance benefits were between the ages of 35 and 44, and an additional 26.1 percent were between 25 and 34 years of age.

Over one-third of the unemployed Providence/Cranston residents collecting benefits in December 2007 were previously employed as Production (17.9%) or Office & Administrative Support (16.6%) workers and nearly half were previously employed by Manufacturing (18.5%), Administrative & Waste (17.1%) or Construction (11.7%) establishments. Over one-third of the Retail Trade (41.3%), Finance & Insurance (37.7%), Professional & Technical Services (34.7%), and Health Care & Social Assistance (33.6%) sector employees had been unemployed for fifteen weeks or longer.

Characteristics of the Insured Unemployed Living in the Providence/Cranston WIA December 2007

	Total	Percent of Total	Long- Term	Percent Long-Term
Total	3,315	100.0%	857	25.9%
Male	1,869	56.4%	363	19.4%
Female	1,446	43.6%	495	34.2%
Age	3,315	100.0%	857	25.9%
Under 24	360	10.8%	90	24.9%
25 - 34	866	26.1%	229	26.4%
35 - 44	878	26.5%	213	24.3%
45 - 54	757	22.8%	188	24.9%
55-59	229	6.9%	58	25.3%
60-64	119	3.6%	34	28.9%
65 or over	108	3.2%	45	41.9%
Education	3,315	100.0%	857	25.9%
Less than 9th Grade	285	8.6%	38	13.3%
9th to 12th, no diploma	454	13.7%	94	20.8%
High School Graduate	1,416	42.7%	379	26.7%
Some College	567	17.1%	176	30.9%
Bachelor's Degree	267	8.1%	91	34.1%
Beyond Bachelor's	247	7.4%	63	25.7%
Unknown	79	2.4%	16	20.2%
Industry	3,315	100.0%	857	25.9%
Construction	389	11.7%	29	7.4%
Manufacturing	612	18.5%	193	31.5%
Administrative & Waste Services	565	17.1%	80	14.1%
Retail Trade	272	8.2%	112	41.3%
Accommodation & Food Services	189	5.7%	47	24.8%
Health Care & Social Assistance	251	7.6%	84	33.6%
Finance & Insurance	279	8.4%	105	37.7%
Wholesale Trade	120	3.6%	35	29.6%
Arts, Entertainment & Recreation	76	2.3%	12	15.3%
Professional & Tech. Services	96	2.9%	33	34.7%
All Other Industries	466	14.0%	127	27.2%
Occupation	3,315	100.0%	857	25.9%
Office & Administrative Support	551	16.6%	201	36.5%
Management	236	7.1%	87	37.0%
Production	593	17.9%	147	24.9%
Construction & Extraction	255	7.7%	29	11.2%
Building & Grounds Cleaning & Maint.	201	6.1%	9	4.4%
Food Preparation & Serving Related	150	4.5%	38	25.2%
Transportation & Material Moving	213	6.4%	56	26.3%
Sales & Related	180	5.4%	51	28.5%
Installation, Maintenance & Repair	96	2.9%	23	24.4%
Business & Financial Operations	143	4.3%	48	33.4%
Education, Training & Library	46	1.4%	27	59.7%
Arts, Design, Ent., Sports & Media	42	1.3%	13	29.7%
Healthcare Support	91	2.7%	25	27.1%
Personal Care & Service	42	1.3%	16	36.7%
Healthcare Practitioner & Technical	43	1.3%	9	22.1%
Computer & Mathematical	26	0.8%	7	24.8%
Architecture & Engineering	21	0.6%	8	40.0%
All Other Industries	386	11.7%	63	16.4%

According to the 2007 American Community Survey (ACS), Whites account for only 60.2 percent of Providence/Cranston's household population compared to roughly 83 percent of the state's total household population. Nearly four out of ten individuals residing in the Providence/Cranston WIA are minorities. Over 28 percent of Providence/Cranston residents are of Hispanic or Latino origin, while Hispanics/Latinos make up approximately 11 percent of the state's total household population.

The ACS indicates that over 28 percent of Providence/Cranston's household population (age 25 and older) have a high school diploma or equivalent, 14.0 percent have some college-level courses, and 36.2 percent have an associate degree or higher. However, 21.6 percent of Providence/Cranston residents do not have a high school diploma compared to 17.0 percent statewide.

The most recent data on commuting patterns (Census 2000) show that approximately 57 percent of Providence/Cranston residents held jobs that were located in the Providence/Cranston WIA. Nearly 90 percent of Providence/Cranston residents worked within Rhode Island borders, while nine percent commuted to a job in neighboring Massachusetts.

Nearly 41 percent of the jobs located in the Providence/Cranston WIA were held by individuals residing in the WIA. Rhode Islanders held roughly 92 percent of the jobs located in Providence/Cranston, while Massachusetts residents accounted for 7.2 percent of the WIA workers.

Providence/Cranston WIA

Race & Ethnicity, 2007

Total Population	256,912	100.0%
One race (of any origin)	246,705	96.0%
White	154,608	60.2%
Black or African American	27,857	10.8%
American Indian and Alaska Native	1,426	0.6%
Asian	13,969	5.4%
Native Hawaiian and Other Pacific Islander	0	0.0%
Some other race	48,845	19.0%
Two or more races (of any origin)	10,207	4.0%
Hispanic or Latino (of any race)	72,766	28.3%

Educational Attainment, 2007

Total Population (Age 25+)	154,046	100.0%
Less than 9th grade	16,949	11.0%
9th to 12th grade, no diploma	16,365	10.6%
High school graduate (includes equivalency)	43,416	28.2%
Some college, no degree	21,542	14.0%
Associate's degree	9,541	6.2%
Bachelor's degree	26,248	17.0%
Graduate or professional degree	19,985	13.0%

Source: American Community Survey, 2007

Where Providence/Cranston WIA Residents Work

Total	103,160	100.0%
Providence, RI	43,948	42.6%
Cranston, RI	14,980	14.5%
Warwick, RI	8,360	8.1%
Pawtucket, RI	3,797	3.7%
East Providence, RI	3,400	3.3%
Johnston, RI	2,768	2.7%
Lincoln, RI	1,878	1.8%
North Providence, RI	1,612	1.6%
Woonsocket, RI	1,521	1.5%
Boston, MA	1,467	1.4%
Other Communities	19,429	18.8%

Where Providence/Cranston WIA Workers Live

Total	145,362	100.0%
Providence, RI	40,210	27.7%
Cranston, RI	18,718	12.9%
Warwick, RI	11,820	8.1%
Pawtucket, RI	6,989	4.8%
East Providence, RI	6,145	4.2%
North Providence, RI	5,912	4.1%
Johnston, RI	4,613	3.2%
Coventry, RI	3,286	2.3%
West Warwick, RI	3,057	2.1%
Smithfield, RI	2,963	2.0%
Other Communities	41,649	28.7%

Providence/Cranston WIA Residents Work in the State of:

Total	103,160	100.0%
Rhode Island	92,519	89.7%
Massachusetts	9,314	9.0%
Connecticut	661	0.6%
Other State/Country	666	0.6%

Providence/Cranston WIA Workers Live in the State of:

Total	145,362	100.0%
Rhode Island	133,222	91.6%
Massachusetts	10,428	7.2%
Connecticut	683	0.5%
Other State/Country	1,029	0.7%

Source: US Census Bureau, Census 2000

For more information on Rhode Island's labor market, visit www.dlt.ri.gov/lmi or call LMI at (401) 462-8740.

DLT is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD (401) 462-8006.

Summary of Findings

The annual report entitled, "Rhode Island Employment and Wage Analysis," highlights Rhode Island's employment and wage data in 2007 and provides a comparison to annual employment and wage data from 2006. Key findings for 2007 include:

- ▶ A meager 22 private sector jobs were added in Rhode Island between 2006 and 2007.
- ▶ The 2007 average annual wage in the private sector increased by \$1,095 from 2006.
- ▶ The Health Care & Social Assistance sector employed over 18 percent of the state's private sector workforce and added nearly 1,600 jobs from 2006.
- ▶ Nine industry sectors experienced employment losses between 2006 and 2007.
- ▶ Annual wage growth was reported in 14 of the 19 private industry sectors, with the annual wage in the Management of Companies & Enterprises sector increasing by over \$5,600.
- ▶ Management of Companies & Enterprises was the highest paying sector, with workers averaging over \$96,000 in 2007.

Source: Quarterly Census of Employment and Wages, developed through a cooperative program between the state of Rhode Island and the US Bureau of Labor Statistics, www.bls.gov

Employment changes may be influenced by industry code revisions / or modifications to employers reporting methods.

The Labor Market Information (LMI) Unit is the central state resource for the collection, analysis, and dissemination of information pertaining to the Rhode Island labor market. LMI is responsible for a wide range of labor market analysis and research involving industry trends, occupational projections, wage rates, labor force movements, population shifts, and demographics.

Rhode Island Employment & Wage Analysis by Industry, 2007

Rhode Island private employment averaged 417,728 in 2007, a mere increase of 22 (+0.0%) jobs from 2006. Ten of the 19 industry sectors experienced job growth, while nine industry sectors reported employment losses.

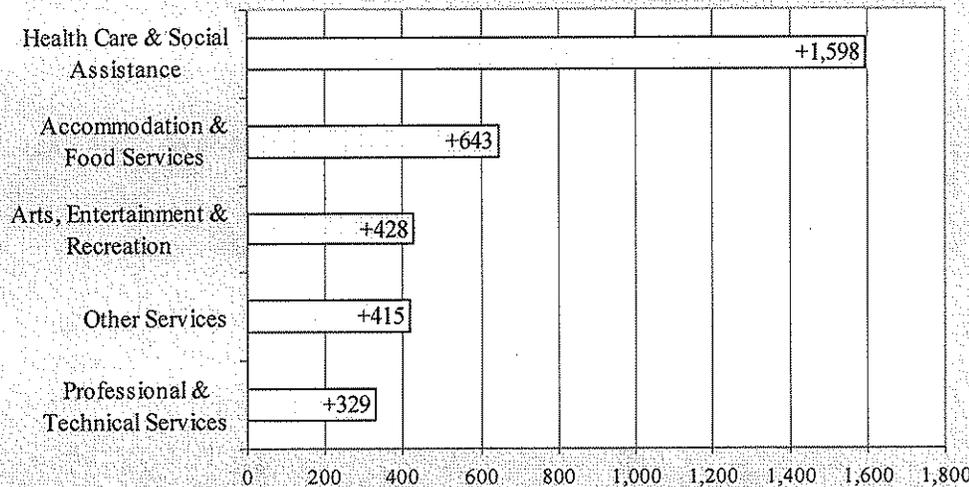
The 2007 average annual wage in the private sector was \$39,827; a \$1,095 (+2.8%) increase from the \$38,732 earned in 2006. Fifteen industry sectors reported a wage increase, while five sectors reported an annual wage decline during this period.



Private Employment Analysis

The Health Care & Social Assistance sector experienced significant employment growth between 2006 and 2007, adding 1,598 (+2.1%) positions, the largest gain among the 19 private industry sectors. The Ambulatory Health Care Services sub-sector added 592 (+2.7%) positions over the year, the largest gain within the Health Care & Social Assistance sector. Employment in the Hospitals and Nursing Care & Residential Care Facilities increased by 535 and 527, respectively. Social Assistance (-56) was the only sub-sector to report a job loss within the Health Care & Social Assistance sector.

**Top Five Sectors in Employment Growth
2006-2007**



The Accommodation & Food Services sector reported the second largest employment growth between 2006 and 2007, with the workforce increasing by 643 (+1.5%) workers. The Food Services & Drinking Places sub-sector added 389 (+1.0%) positions, while the Accommodation sub-sector added 254 (+6.6%) jobs.

The Arts, Entertainment &

Recreation (+428), Other Services (+415), Professional & Technical Services (+329) and Education (+282) sectors also reported sizable employment gains between 2006 and 2007.

Arts, Entertainment & Recreation led all sectors in employment growth on a percentage basis, expanding the workforce by 5.6 percent. Other Services (+2.3%) and Health Care & Social Assistance (+2.1%) reported the second and third largest percentage gains, respectively.

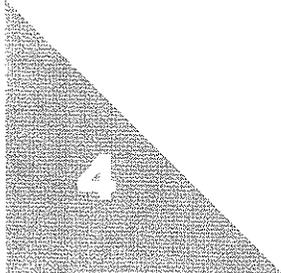
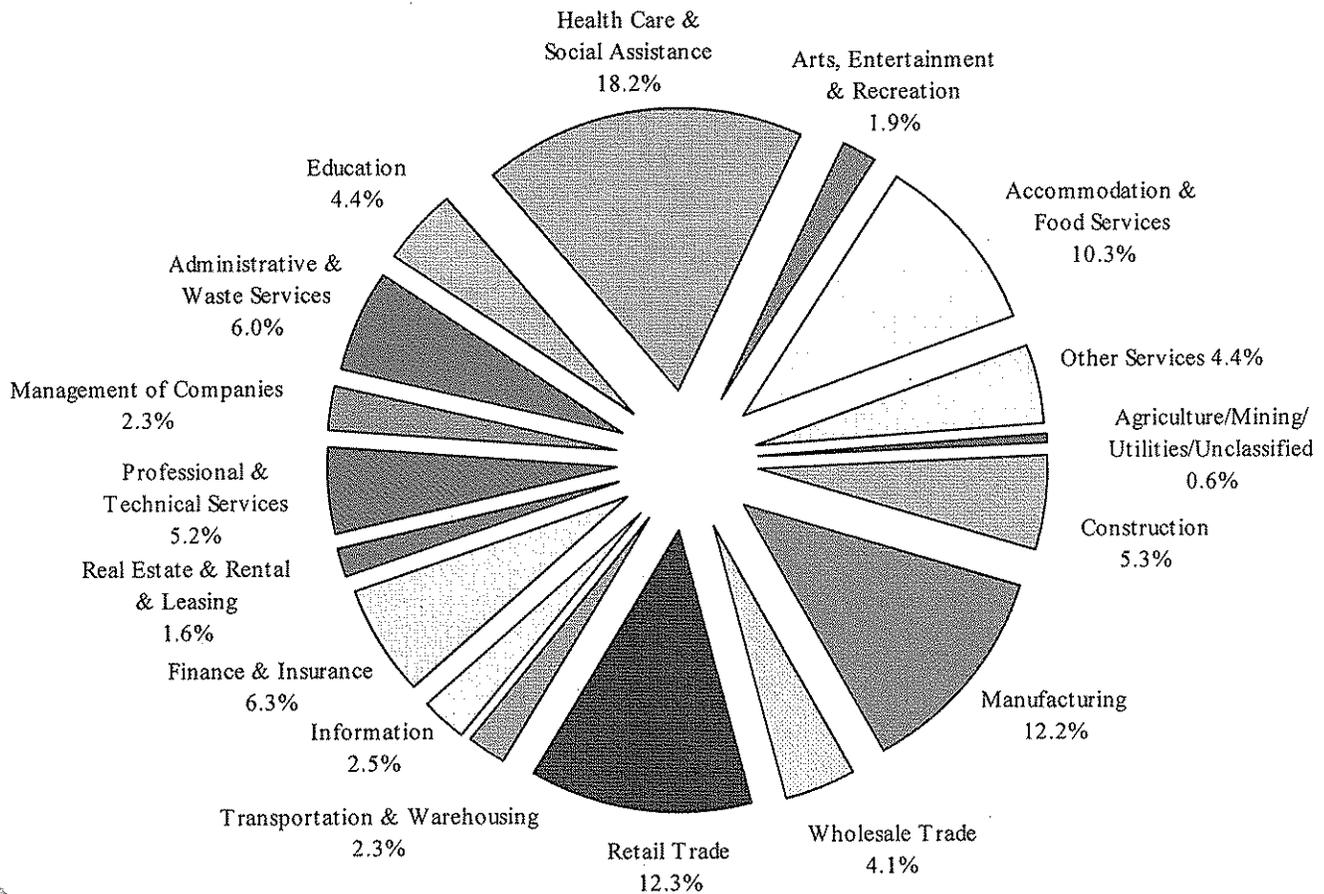
The Manufacturing sector lost 1,916 (-3.6%) workers between 2006 and 2007, the largest employment decline among the 19 private industry sectors. Fifteen of the 21 Manufacturing sub-sectors reported job losses, with the largest occurring in Fabricated Metal Product Manufacturing (-439), Textile Mills (-428) and Miscellaneous Manufacturing (-382). On a positive note, Transportation Equipment Manufacturing added 155 workers between 2006 and 2007, and Primary Metal Manufacturing reported an increase of 148 employees.

Between 2006 and 2007, the Construction sector workforce decreased by 690 (-3.0%) workers, the second largest employment decline during this period. All three sub-sectors within the Construction industry experienced job declines, with Specialty Trade Contractors employment decreasing by 369, followed by Construction of Buildings (-301) and Heavy and Civil Engineering Construction (-20).

Information (-535), Administrative & Waste Services (-459), Retail Trade (-252) and Real Estate, Rental & Leasing (-137) also reported sizable job declines between 2006 and 2007.

Agriculture, Forestry, Fishing & Hunting reported the largest employment percentage decline during this period, losing 64 workers, a 7.4 percent decrease. The Information sector experienced the second largest employment loss on a percentage basis, losing 4.9 percent of its workforce.

Rhode Island Private Employment 2007



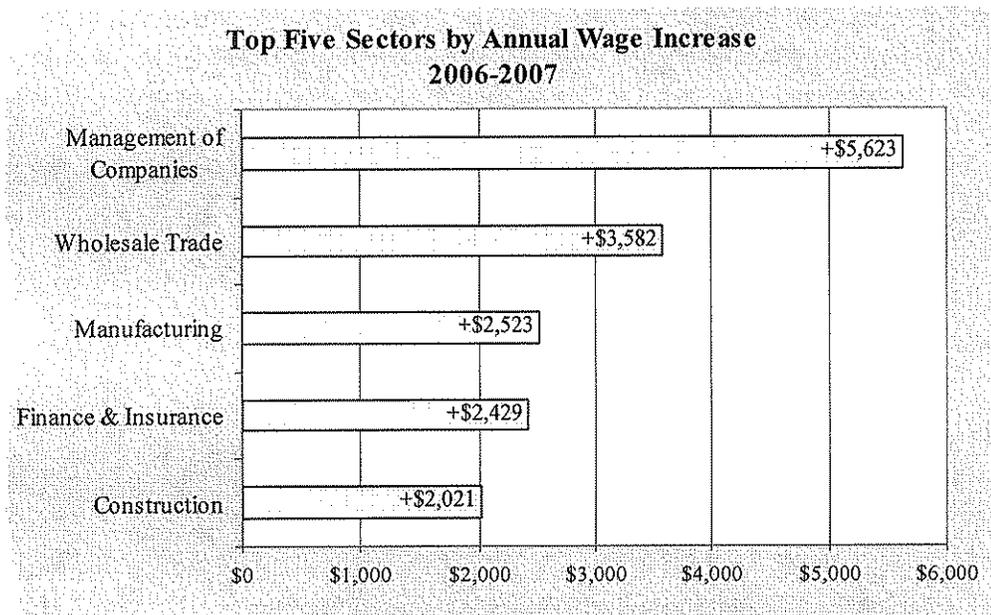
Overall, Health Care & Social Assistance represented Rhode Island's largest employment sector in 2007, employing 76,034 workers. This sector accounted for 18.2 percent of the state's private sector employment.

The Retail Trade sector with 51,501 employees is now the state's second largest private employment industry sector. Manufacturing (50,810), Accommodation & Food Services (43,204) and Finance & Insurance (26,515) complete the top five employment sectors in 2007.

Mining represented the smallest segment of the state's employment, employing 255 workers in 2007. Agriculture, Forestry, Fishing & Hunting (798) was the only other sector to employ less than a thousand workers.

Private Wage Analysis

Over \$16.6 billion in private sector wages was paid in 2007, an increase of \$458 million from 2006. The annual average wage in 2007 was \$39,827, up 2.8 percent from the 2006 average of \$38,732.



Management of Companies & Enterprises employees earned an average of \$96,427 in 2007, the highest private sector wage in Rhode Island. This sector accounted for 5.5 percent of the \$16.6 billion paid to the private sector workforce, while representing only 2.3 percent of the state's private sector employment.

Accommodation & Food Services (\$15,522) and Arts, Entertainment & Recreation (\$23,166) reported the lowest annual wages in 2007, reflecting the seasonal and part-time nature of these sectors.

In all, ten private industry sectors reported earnings higher than the 2007 average annual wage of \$39,827.

The Utilities sector paid an average of \$72,939, the second highest annual wage in 2007. In addition, the Finance & Insurance (\$60,846), Professional & Technical Services (\$59,510), Wholesale Trade (\$59,101), and Information (\$57,568) sectors averaged over \$50,000 in 2007.

The remaining sectors to earn above the 2007 average annual wage were the Construction (\$48,689), Manufacturing (\$46,118), Mining (\$46,071) and Education (\$41,796) sectors.

Of the ten private industry sectors paying more than the state average, five of the sectors, Professional & Technical Services (+329), Educational Services (+282), Wholesale Trade (+225), Management of Companies & Enterprises (+140) and Finance & Insurance (+23), added jobs in 2007 totaling 999.

Nine sectors paid below the state average with five sectors, Health Care & Social Assistance (+1,598), Accommodation & Food Services (+643), Arts, Entertainment & Recreation (+428), Other Services (+415) and Transportation & Warehousing (+137) adding 3,221 jobs in 2007.

The Management of Companies & Enterprises sector experienced the largest year-over-year wage gain, with the annual wage increasing by \$5,623 (+6.2%) between 2006 and 2007.

Salaries in the Wholesale Trade sector grew by \$3,582 (+6.5%), the second largest annual wage gain during this period. Employees of the Manufacturing (+\$2,523), Finance & Insurance (+\$2,429) and Construction (+\$2,021) sectors were also recipients of a significant wage increase during this period.

The Administrative & Waste Services sector experienced the largest annual wage increase on a percentage basis, with wages growing by 6.6 percent.

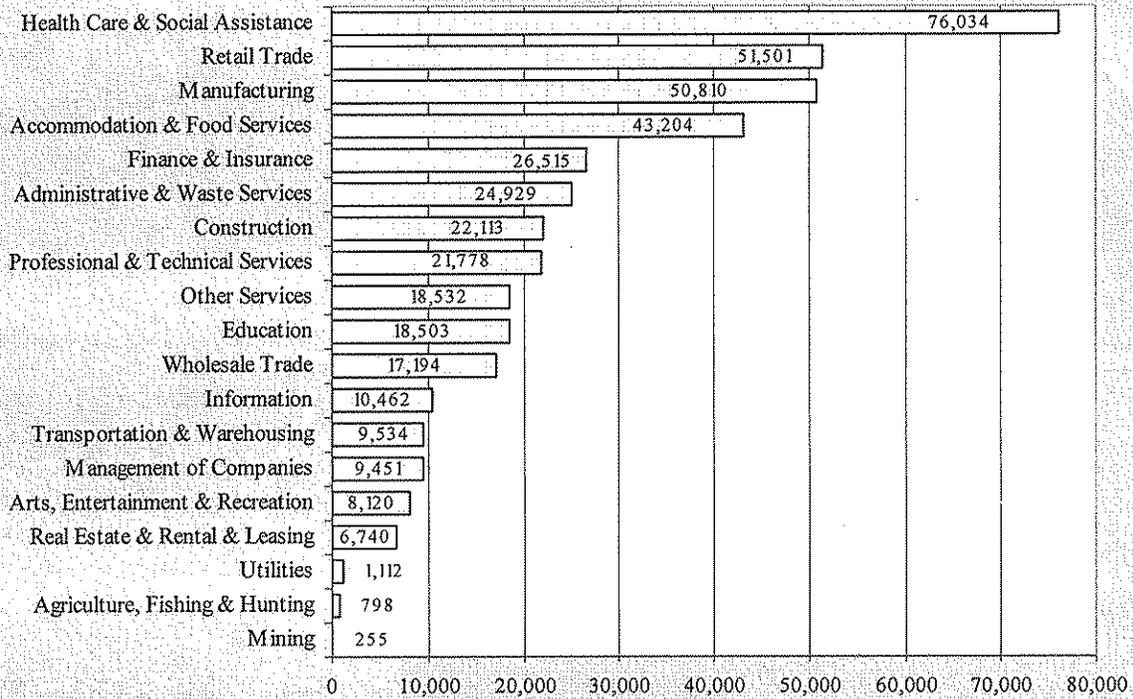
Between 2006 and 2007, the Professional & Technical Services sector reported the largest annual wage decline, with wages decreasing by \$4,632 (-7.2%) between 2006 and 2007. This also represents the largest annual wage decline on a percentage basis.

Agriculture, Forestry, Fishing & Hunting (-\$1,786), Mining (-\$1,038), Information (-\$897) and Transportation & Warehousing (-\$99) were the remaining sectors to experience an annual wage decline during this period.

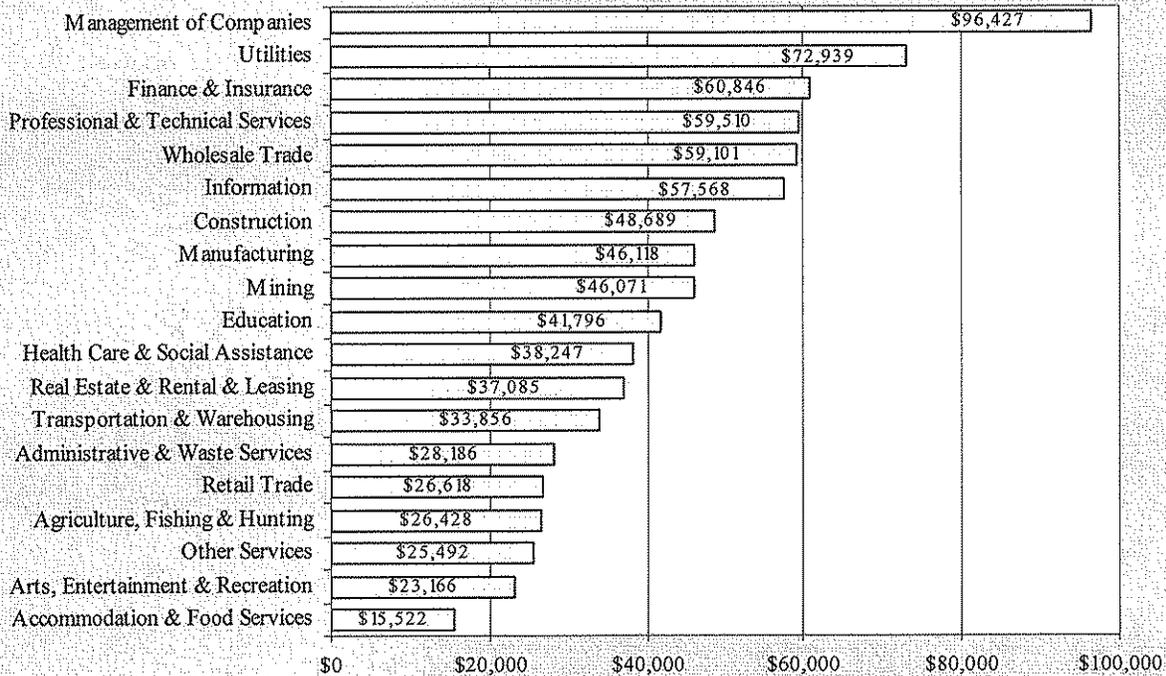
Quarterly bonuses and exercised stock options are included in the calculation and may impact the average weekly wage and weekly wage increase.

NAICS Sector	September 2007 Private Sector 2007			Change in Year's Difference 2006-2007		
	Employment	Total Wages	Average Annual Wage	Employment	Total Wages	Average Annual Wage
Total Private Only	417,728	\$16,636,774,694	\$39,827	22	\$458,328,576	\$1,095
Agriculture, Fishing & Hunting	798	\$21,089,880	\$26,428	-64	-\$3,230,905	-\$1,786
Mining	255	\$11,748,014	\$46,071	-4	-\$453,064	-\$1,038
Utilities	1,112	\$81,108,448	\$72,939	-32	-\$90,126	\$1,961
Construction	22,113	\$1,076,657,839	\$48,689	-690	\$12,484,994	\$2,021
Manufacturing	50,810	\$2,343,272,034	\$46,118	-1,916	\$44,639,961	\$2,523
Wholesale Trade	17,194	\$1,016,182,995	\$59,101	225	\$74,088,685	\$3,582
Retail Trade	51,501	\$1,370,834,715	\$26,618	-252	\$64,324,102	\$1,373
Transportation & Warehousing	9,534	\$322,785,960	\$33,856	137	\$3,711,607	-\$99
Information	10,462	\$602,279,870	\$57,568	-535	-\$40,663,769	-\$897
Finance & Insurance	26,515	\$1,613,339,538	\$60,846	23	\$65,748,751	\$2,429
Real Estate & Rental & Leasing	6,740	\$249,953,156	\$37,085	-137	\$4,697,201	\$1,422
Professional & Technical Services	21,778	\$1,296,007,822	\$59,510	329	-\$79,778,977	-\$4,632
Mgt of Companies & Enterprises	9,451	\$911,328,231	\$96,427	140	\$65,859,000	\$5,623
Administrative & Waste Mngmnt.	24,929	\$702,649,907	\$28,186	-459	\$31,434,200	\$1,748
Educational Services	18,503	\$773,346,697	\$41,796	282	\$48,081,594	\$1,992
Health Care & Social Assistance	76,034	\$2,908,081,895	\$38,247	1,598	\$107,974,895	\$629
Arts, Entertainment, & Recreation	8,120	\$188,110,637	\$23,166	428	\$20,161,474	\$1,332
Accommodation & Food Services	43,204	\$670,592,262	\$15,522	643	\$25,471,495	\$364
Other Services	18,532	\$472,425,470	\$25,492	415	\$21,868,335	\$623

Sectors by Average Annual Employment - 2007



Sectors by Average Annual Wage - 2007





Rhode Island Department of Labor & Training
Labor Market Information Unit

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EXHIBIT 2

In-Demand Occupations

**Attachment B: Tier 1
Top 50 RI Occupations by Total Growth, 2004-2014**

SOC Code	Occupational Title	Total Growth
29-1111	Registered Nurses	3,041
31-1011	Home Health Aides	1,500
43-4051	Customer Service Representatives	1,473
13-2011	Accountants and Auditors	1,064
21-1093	Social and Human Service Assistants	990
39-9021	Personal and Home Care Aides	691
15-1051	Computer Systems Analysts	645
15-1031	Computer Software Engineers, Applications	595
37-2012	Maids and Housekeeping Cleaners	592
31-9092	Medical Assistants	553
47-2152	Plumbers, Pipefitters, and Steamfitters	491
13-2052	Personal Financial Advisors	460
15-1032	Computer Software Engineers, Systems Software	424
13-2072	Loan Officers	400
41-3031	Securities, Commodities, and Financial Services Sales Agents	389
43-3071	Tellers	350
25-2011	Preschool Teachers, Except Special Education	332
13-1111	Management Analysts	331
47-2141	Painters, Construction and Maintenance	287
15-1071	Network and Computer Systems Administrators	258
39-9031	Fitness Trainers and Aerobics Instructors	254
31-9091	Dental Assistants	252
11-3021	Computer and Information Systems Managers	248
15-1081	Network Systems and Data Communications Analysts	246
11-2021	Marketing Managers	245
29-1123	Physical Therapists	228
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	228
23-2011	Paralegals and Legal Assistants	216
41-3099	Sales Representatives, Services, All Other	211
43-4011	Brokerage Clerks	200
29-2034	Radiologic Technologists and Technicians	190
19-1042	Medical Scientists, Except Epidemiologists	185
47-2073	Operating Engineers and Other Construction Equipment Operators	185
13-2099	Financial Specialists, All Other	167
13-2051	Financial Analysts	164
29-2056	Veterinary Technologists and Technicians	159
39-5092	Manicurists and Pedicurists	155
53-3041	Taxi Drivers and Chauffeurs	149
13-1051	Cost Estimators	145
43-4081	Hotel, Motel, and Resort Desk Clerks	144
29-1122	Occupational Therapists	142
29-2021	Dental Hygienists	141
29-2071	Medical Records and Health Information Technicians	138
25-2041	Special Education Teachers, Preschool, Kindergarten & Elementary School	127
13-1073	Training and Development Specialists	126
39-2021	Nonfarm Animal Caretakers	118
47-2181	Roofers	116
25-1121	Art, Drama, and Music Teachers, Postsecondary	110
47-2021	Brickmasons and Blockmasons	103
47-2051	Cement Masons and Concrete Finishers	95

**Attachment A: Tier 1
Top 50 RI Occupations by Annual Openings, 2004-2014**

SOC Code	Occupational Title	Annual Openings
13-2011	Accountants and Auditors	196
49-3023	Automotive Service Technicians and Mechanics	122
35-3011	Bartenders	165
43-3031	Bookkeeping, Accounting, and Auditing Clerks	172
47-2031	Carpenters	208
41-2011	Cashiers	581
39-9011	Child Care Workers	187
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	433
15-1051	Computer Systems Analysts	90
47-2061	Construction Laborers	95
35-2011	Cooks, Fast Food	123
35-2014	Cooks, Restaurant	124
41-2021	Counter and Rental Clerks	86
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	270
43-4051	Customer Service Representatives	249
35-9021	Dishwashers	107
47-2111	Electricians	82
25-2021	Elementary School Teachers, Except Special Education	141
43-6011	Executive Secretaries and Administrative Assistants	117
47-1011	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	97
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	128
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	124
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	109
35-2021	Food Preparation Workers	200
39-5012	Hairdressers, Hairstylists, and Cosmetologists	116
31-1011	Home Health Aides	196
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	227
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	290
37-3011	Landscaping and Groundskeeping Workers	155
37-2012	Maids and Housekeeping Cleaners	122
49-9042	Maintenance and Repair Workers, General	117
31-9092	Medical Assistants	87
31-1012	Nursing Aides, Orderlies, and Attendants	258
43-9061	Office Clerks, General	287
39-9021	Personal and Home Care Aides	104
47-2152	Plumbers, Pipefitters, and Steamfitters	103
43-4171	Receptionists and Information Clerks	162
29-1111	Registered Nurses	565
41-2031	Retail Salespersons	793
41-4012	Sales Representatives, Wholesale & Manufacturing, Except Technical & Scientific Products	160
25-2031	Secondary School Teachers, Except Special and Vocational Education	188
43-6014	Secretaries, Except Legal, Medical, and Executive	121
21-1093	Social and Human Service Assistants	152
43-5081	Stock Clerks and Order Fillers	229
25-9041	Teacher Assistants	172
51-2092	Team Assemblers	132
43-3071	Tellers	122
53-3032	Truck Drivers, Heavy and Tractor-Trailer	133
53-3033	Truck Drivers, Light or Delivery Services	90
35-3031	Waiters and Waitresses	787

Attachment C: Tier 2

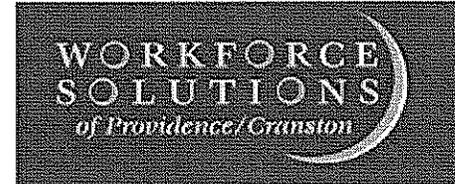
Occupations with projected employment of at least 250 AND projected growth at 1.5 times statewide average growth rate Exhibit 2

SOC Code	Occupational Title	2004 Average Employment	2014 Projected Employment	Total Openings Growth	Projected Growth In Employment
00-0000	Total, All Occupations	518,145	573,437	63,178	10.7%
13-2011	Accountants and Auditors	4,753	5,817	1,064	22.4%
39-3091	Amusement and Recreation Attendants	361	465	104	28.8%
13-2021	Appraisers and Assessors of Real Estate	426	494	68	16.0%
25-1121	Art, Drama, and Music Teachers, Postsecondary	423	533	110	26.0%
43-3011	Bill and Account Collectors	954	1,109	155	16.2%
47-2021	Brickmasons and Blockmasons	447	550	103	23.0%
43-4011	Brokerage Clerks	520	720	200	38.5%
53-3021	Bus Drivers, Transit and Intercity	219	273	54	24.7%
13-1199	Business Operations Specialists, All Other	1,840	2,198	358	19.5%
25-1011	Business Teachers, Postsecondary	314	389	75	23.9%
47-2031	Carpenters	5,982	7,084	1,102	18.4%
47-2051	Cement Masons and Concrete Finishers	432	527	95	22.0%
35-1011	Chefs and Head Cooks	308	358	50	16.2%
19-2031	Chemists	398	474	76	19.1%
35-3021	Combined Food Preparation & Serving Wrks., including Fast Food	7,165	8,394	1,229	17.2%
13-1072	Compensation, Benefits, and Job Analysis Specialists	360	419	59	16.4%
11-3021	Computer and Information Systems Managers	1,033	1,281	248	24.0%
15-1031	Computer Software Engineers, Applications	1,478	2,073	595	40.3%
15-1032	Computer Software Engineers, Systems Software	1,045	1,469	424	40.6%
15-1041	Computer Support Specialists	1,909	2,252	343	18.0%
15-1051	Computer Systems Analysts	2,221	2,866	645	29.0%
11-9021	Construction Managers	990	1,162	172	17.4%
35-2011	Cooks, Fast Food	2,598	3,028	430	16.6%
35-2014	Cooks, Restaurant	2,543	2,998	455	17.9%
13-1051	Cost Estimators	630	775	145	23.0%
41-2021	Counter and Rental Clerks	1,507	1,794	287	19.0%
35-3022	Counter Attendants, Cafeteria, Food Concession, & Coffee Shop	3,264	3,829	565	17.3%
43-4051	Customer Service Representatives	6,820	8,293	1,473	21.6%
15-1061	Database Administrators	279	397	118	42.3%
31-9091	Dental Assistants	1,046	1,298	252	24.1%
29-2021	Dental Hygienists	655	796	141	21.5%
29-2032	Diagnostic Medical Sonographers	214	270	56	26.2%
29-2051	Dietetic Technicians	342	411	69	20.2%
35-9021	Dishwashers	2,124	2,475	351	16.5%
47-2111	Electricians	2,113	2,516	403	19.1%
29-2041	Emergency Medical Technicians and Paramedics	676	786	110	16.3%
13-1071	Employment, Recruitment, and Placement Specialists	1,208	1,435	227	18.8%
25-1032	Engineering Teachers, Postsecondary	209	260	51	24.4%
25-1123	English Language & Literature Teachers, Postsecondary	335	416	81	24.2%
13-2051	Financial Analysts	570	734	164	28.8%
11-3031	Financial Managers	1,944	2,315	371	19.1%
13-2099	Financial Specialists, All Other	766	933	167	21.8%
47-1011	First-Line Supervisors/Mgrs. of Construction Trades & Extraction Wrks.	2,804	3,295	491	17.5%
35-1012	First-Line Supervisors/Mgrs. of Food Prep. & Serving Wrks.	3,067	3,615	548	17.9%
39-9031	Fitness Trainers and Aerobics Instructors	1,271	1,525	254	20.0%
35-2021	Food Preparation Workers	3,703	4,394	691	18.7%
39-5012	Hairdressers, Hairstylists, and Cosmetologists	3,205	3,747	542	16.9%
25-1071	Health Specialties Teachers, Postsecondary	225	279	54	24.0%
29-9099	Healthcare Practitioners & Technical Workers, All Other	400	479	79	19.8%
49-9021	Heating, A/C & Refrigeration Mechanics & Installers	1,168	1,396	228	19.5%
49-9098	Helpers--Installation, Maintenance, and Repair Workers	715	839	124	17.3%
31-1011	Home Health Aides	3,484	4,984	1,500	43.1%
35-9031	Hosts & Hostesses, Restaurant, Lounge, & Coffee Shop	1,224	1,436	212	17.3%
43-4081	Hotel, Motel, and Resort Desk Clerks	436	580	144	33.0%
13-1079	HR, Training & Labor Relations Specialists, All Other	847	996	149	17.6%
25-9031	Instructional Coordinators	225	272	47	20.9%
43-4111	Interviewers, Except Eligibility and Loan	477	559	82	17.2%

Attachment C: Tier 2

Occupations with projected employment of at least 250 AND projected growth at 1.5 times statewide average growth rate Exhibit 2

SOC Code	Occupational Title	2004 Average Employment	2014 Projected Employment	Total Openings Growth	Projected Growth In Employment
13-2071	Loan Counselors	214	268	54	25.2%
13-2072	Loan Officers	1,831	2,231	400	21.8%
37-2012	Maids and Housekeeping Cleaners	2,970	3,562	592	19.9%
13-1111	Management Analysts	1,645	1,976	331	20.1%
39-5092	Manicurists and Pedicurists	684	839	155	22.7%
11-2021	Marketing Managers	1,226	1,471	245	20.0%
31-9011	Massage Therapists	245	303	58	23.7%
25-1022	Mathematical Science Teachers, Postsecondary	235	293	58	24.7%
29-2012	Medical and Clinical Laboratory Technicians	375	441	66	17.6%
21-1022	Medical and Public Health Social Workers	442	524	82	18.6%
31-9092	Medical Assistants	1,691	2,244	553	32.7%
29-2071	Medical Records and Health Information Technicians	686	824	138	20.1%
19-1042	Medical Scientists, Except Epidemiologists	597	782	185	31.0%
21-1014	Mental Health Counselors	483	561	78	16.1%
15-1071	Network and Computer Systems Administrators	746	1,004	258	34.6%
15-1081	Network Systems and Data Communications Analysts	433	679	246	56.8%
39-2021	Nonfarm Animal Caretakers	478	596	118	24.7%
31-1012	Nursing Aides, Orderlies, and Attendants	7,969	9,503	1,534	19.2%
29-1122	Occupational Therapists	503	645	142	28.2%
47-2073	Operating Engineers & Other Construction Equip. Operators	939	1,124	185	19.7%
47-2141	Painters, Construction and Maintenance	1,432	1,719	287	20.0%
23-2011	Paralegals and Legal Assistants	810	1,026	216	26.7%
39-9021	Personal and Home Care Aides	2,188	2,879	691	31.6%
13-2052	Personal Financial Advisors	871	1,331	460	52.8%
31-2021	Physical Therapist Assistants	210	269	59	28.1%
29-1123	Physical Therapists	835	1,063	228	27.3%
47-2152	Plumbers, Pipefitters, and Steamfitters	2,344	2,835	491	20.9%
25-1199	Postsecondary Teachers, All Other	369	457	88	23.8%
25-2011	Preschool Teachers, Except Special Education	1,421	1,753	332	23.4%
27-3031	Public Relations Specialists	903	1,061	158	17.5%
29-2034	Radiologic Technologists and Technicians	956	1,146	190	19.9%
29-1111	Registered Nurses	12,469	15,510	3,041	24.4%
29-1126	Respiratory Therapists	309	379	70	22.7%
41-2031	Retail Salespersons	15,148	17,575	2,427	16.0%
47-2181	Roofers	395	511	116	29.4%
41-3099	Sales Representatives, Services, All Other	755	966	211	27.9%
41-3031	Securities, Commodities & Financial Services Sales Agents	1,038	1,427	389	37.5%
25-3021	Self-Enrichment Education Teachers	400	476	76	19.0%
47-2211	Sheet Metal Workers	567	663	96	16.9%
39-5094	Skin Care Specialists	223	276	53	23.8%
11-9151	Social and Community Service Managers	664	770	106	16.0%
21-1093	Social and Human Service Assistants	3,018	4,008	990	32.8%
25-2042	Special Education Teachers, Middle School	342	402	60	17.5%
25-2041	Special Education Teachers, Preschool, K, & Elementary	637	764	127	19.9%
21-1011	Substance Abuse and Behavioral Disorder Counselors	231	286	55	23.8%
29-2055	Surgical Technologists	230	279	49	21.3%
53-3041	Taxi Drivers and Chauffeurs	694	843	149	21.5%
43-3071	Tellers	1,758	2,108	350	19.9%
13-1073	Training and Development Specialists	623	749	126	20.2%
29-2056	Veterinary Technologists and Technicians	469	628	159	33.9%
25-1194	Vocational Education Teachers, Postsecondary	258	314	56	21.7%
35-3031	Waiters and Waitresses	11,362	13,390	2,028	17.8%



Memorandum

Date: December 4, 2008

To: State Workforce Investment Office

From: Jim Glover, Program Manager, Workforce Solutions of Providence/Cranston
Christine Grieco, Acting Executive Director, WPGRI

Re: Approved In-Demand Occupations for the ETPL

Per the In-Demand Occupations policy approved in Program Year 2007 by both Local Workforce Investment Boards (LWIBs), the Workforce Partnership of Greater Rhode Island (WPGRI) and Workforce Solutions of Providence/Cranston (WSPC) agree to recognize the following occupations as occupations with a know demand in the local area and eligible for training programs under the state's Eligible Training Provider List (ETPL)

- Health Care Interpreter;
- Steel Fabrication;
- Website Design;
- Phlebotomy;
- Computer Programming
- Able Seaman
- FAA-certified Commercial Aviation/flight Training
- Welding
- Pre-Press Technician/Printing
- Desktop Publishing

These occupations will be listed as Tier Three occupations. The LWIBs retain the right to modify its definition and/or listing of in-demand occupations at any time, as well as the right to approve or deny training provider certification as allowed under regulations.

EXHIBIT 3

Local Board Composition

LOCAL BOARD COMPOSITION				
WIN 99-09 Change 1				
		Name	Organization	Expiration
1	Economic Development	Barros, Victor	RI Economic Development Corporation	6/30/2011
2	Labor	Caputo, Wendy	RI AFL/CIO Dislocated Worker Program	6/30/2009
3	Education	Castenada, Andrea	Providence School Department	6/30/2009
4	Community Based Organization	Corbishley, Frank	ProCAP, Inc	6/30/2009
5	Economic Development	Deller, Thomas	City of Providence	6/30/2011
6	Labor	Lombardi, Chris	Laborers Local 226	6/30/2011
7	Community Based Organization	McGunagle, Joanne	Comprehensive Community Action	6/30/2010
8	Education	Smith, Robin	Community College of Rhode Island	6/30/2010
9	Labor	Traficante, Michael	New England Laborers Union	6/30/2011
One Stop Partners:				
1	Department of Human Services	Carlson, Donald	RI Department of Human Services	6/30/2010
2	Post Secondary Vocational	Cooley, Vanessa	RI Department of Education	6/30/2010
3	Community Service Block Grants	Corbishley, Frank	ProCAP, Inc	6/30/2009
4	Veterans Employment and Training	Weiss, Kimberly	RI Department of Labor & Training	6/30/2011
5	Job Corps	DiPina, Joseph	Exeter Job Corps Academy	6/30/2010
6	Vocational Rehabilitation	Dzialo, Monica	Office of Rehabilitation Services	6/30/2009
7	Unemployment Insurance	Filippone, Raymond	RI Department of Labor & Training	6/30/2010
8	Adult, Dislocated Worker, Youth Activities	Gooding, Ann	City of Providence	6/30/2010
9	Optional Partner	Machado, Jeff	Goodwill Industries	6/30/2010
10	Title V Older Worker	Morgan, Jane	RI Department of Elderly Affairs	6/30/2010
11	Housing and Urban Development - HUD	Devine, Sorrel	Providence Housing Authority	6/30/2011
12	Adult Ed and Literacy	Uvin, Johan	RI Department of Education	6/30/2011
13	Native American Programs	Waldron, Darrell	Rhode Island Indian Council	6/30/2011
14	Trade Adjustment Assistance	Norris, Lori	RI Department of Labor & Training	6/30/2011
15	NAFTA Transitional Adjustment Assistance	Norris, Lori	RI Department of Labor & Training	6/30/2011
16	Employment Service	Norris, Lori	RI Department of Labor & Training	6/30/2011
17	Migrant and Seasonal Farmworker	Weiss, Kimberly	RI Department of Labor & Training	6/30/2011
Businesses (must be majority)				
1	Professional Services	Bentley, Lynn	Organizational Transitions	6/30/2009
2	Private Education	Fish, Ken	Johnson & Wales University	6/30/2011
3	Manufacturing	Caparco, Michael	Capco Steel	6/30/2011
4	Health Services	Campbell, Nicole	Blue Cross/Blue Shield	6/30/2010
5	Health Services	Devine, Alexis	Lifespan	6/30/2009
6	Construction	Svenningsen, Alison	Gilbane Building	6/30/2010
7	Transportation	Goldman, Hy	Greylawn Food, Inc.	6/30/2010
8	Construction/Development	Gorris, Craig	General Growth Properties	6/30/2011
9	Information Technology	Kirsch, Kenneth	Kirsch Triangle Assoc., LLC	6/30/2009
10	Telecommunications	McGee, Lillian	Verizon	6/30/2009
11	Professional Services	Millsom, Geoffrey	Adler, Pollock & Sheehan	6/30/2011
12	Business Services	Pagnozzi, Susan	Greater Cranston Chamber of Commerce	6/30/2009
13	Health Services	Paruta, Michael	Women's & Infants' Hospital	6/30/2009
14	Business Services	Raymond, Janet	Greater Providence Chamber of Commerce	6/30/2009
15	Retail	Schmidt, Greg	CVS Corp.	6/30/2011
16	Information Technology	Sepe, Raymond B	Electro Standards Laboratory, Inc.	6/30/2009
17	Hospitality & Tourism	Singleton, Heather	RI Hospitality & Tourism Association	6/30/2010
18	Financial Services	Smith, Richard	Sovereign Bank	6/30/2009
19	Services	Stipe, Peter	AAA of Southern New England	6/30/2011
20	Financial Services	Chaves, Patti	Citizens Bank	6/30/2011
21	Real Estate	Waldron, Norris	Waldron Properties	6/30/2010
22	Hospitality & Tourism	Zukowski, Robin	Renaissance Hotel	6/30/2010
23	Professional Services	Quinn, Debra	Society of Human Resource Management	6/30/2012

EXHIBIT 4

Youth Council

**Providence/Cranston
Workforce Investment Board
YOUTH COUNCIL MEMBER
DIRECTORY**

Updated February 10, 2009

NAME/ORGANIZATION	ADDRESS	PHONE	FAX	E-MAIL
Alba, Guy (Dr.) Providence School Department	797 Westminster Street Providence, RI 02903	456-9100 or 453-8685		Guy.alba@ppsd.org
Baptista, Chace Director Young Voices	363 Manton Avenue 3 rd Floor Providence, RI 02907	241-2789		Rthd16@yahoo.com
Burk, Mike Assistant to the Director and Executive Director State of RI/ Dept. of Children, Youth and Families	101 Friendship Street Providence, RI 02903	528-3576	528-3590	Mike.burk@dcyf.ri.gov
Colantonio, Emilio Director Community Education Community College of Rhode Island	Knight Campus 400 East Avenue Warwick, RI 02886	825-2320	825-2265	Ecolantonio@ccri.edu
Corbishley, Frank Executive Director ProCAP, Inc.	518 Hartford Avenue Providence, RI 02909	273-2000	273-2007	egw@procapagency.org
Delaney, Robert Executive Director Institute for Labor & Studies Research	99 Bald Hill Road Suite 3 Cranston, RI 02920	463-9900	463-8190	rdelaney@rilaborinstitute.org
Devine, Alexis Youth Development Coordinator Lifespan	148 West River Street Providence, RI 02904	793-4692	793-3120	adevine@lifespan.org
Devine, Sorrel Director of Resident Services Providence Housing Authority	50 Laurel Hill Avenue Providence, RI 02909	709-6401	709-6425	sorrel@pha-providence.com
DiPina, Joseph Director Job Corps Academy	162 Main Street Exeter, RI 02903	268-6008	294-0471	dipina.joseph@jobcorps.org

NAME/ORGANIZATION	ADDRESS	PHONE	FAX	E-MAIL
Dreyer, Lissa Executive Director SER Jobs for Progress	101 Main Street Suite 302 Pawtucket, RI 02860	724-1820	724-8490	ldreyer@verizon.net
Dufresne (Reilly), Nicole Chief Operating Officer Boys & Girls Clubs of Providence	90 Ives Street Providence, RI 02906	444-0750 x 107	444-0757	nreilly@bgcprov.org
Dy, Davy	201 Waldo Street, 3 rd Fl Providence, RI 02909	536-6642		ddy@yearup.org
Hochman, Alan	849 Hope Street Providence, RI 02906	274-8747		274trip@cox.net
Iannazzi, Andrea, M. Esq. Staff Attorney State of Rhode Island Family Court Office of the Court Appointed Special Advocate	1 Dorrance Plaza Providence, RI 02903	458-3325	458-3340	andreaianazzi@msn.com
Knight, Maryclaire Consultant Marking Connections Providence	142 Miller Avenue Providence, RI 02905	265-3642	780-2290	maryclaire1014@verizon.net
Langley, Dennis Executive Director Urban League of Rhode Island	246 Prairie Avenue Providence, RI 02905	351-5000	454-1946	mj@ulri.org
Lombardi, Christopher Secretary-Treasurer Laborers Local 226	City Hall, Room 510 25 Dorrance St. Providence, RI 02903	421-7740 x241 or 331-2260 Cell:641-0463	421-0244	clombardi@providenceri.com
Lopes, Gina Parent School Based Coordinator, Adelaide High School	375 Adelaide Avenue Providence, RI 02907	H-942-4789 W-456-0676	456-0679	gina.lopes@pppsd.org
Maher, David		487-8747		saxmaher@cox.net

NAME/ORGANIZATION	ADDRESS	PHONE	FAX	E-MAIL
McGunagle, Joanne Executive Director Comprehensive Community Action	311 Doric Avenue Cranston, RI 02910	467-9610	467-9030	Jmcgunagle@comcap.org
Misgana, Nzinga Director New Roots Providence/The Providence Plan	10 Davol Square Providence, RI 02903	455-8880	331-6840	nmisgana@provplan.org
Nannig, Joann Rehabilitation Supervisor – Prov. Region ORS (for Cranston Schools Valerie Williams)	40 Fountain Street Providence, RI 02903	421-7005 x 350	421-9259	JOANN@ORS.State.RI.US
Norris, Lori, Chief of Statewide Youth Services Dept. of Labor & Training	1511 Pontiac Avenue Bldg. 73, 3 rd Floor Cranston, RI 02920	462-8821	462-8722	lnorris@dlt.ri.gov
Salmons, Hillary Executive Director Providence After School Alliance	17 Gordon Avenue Suite 103 Providence, RI 02905	490-9599	228-3915	hsalmons@mypasa.org
Santos, Frank Director of Recreation City of Providence	One Recreation Way Providence, RI 02904	421-7740 x 323	455-8860	F Santos@providence.ri.com
Seitsinger, Roy, Jr., Ph. D Director of Middle and High School Reform Rhode Island Department of Education	255 Westminster Street Providence, RI 02903	222-8439	222-2537	roy.seitsinger@ride.ri.gov
Stevenin, Nancy Director of Regional Transition Providence School Department	Mt. Pleasant High School 434 Mt. Pleasant Avenue Providence, RI 02908	278-0520	453-8655	Nancy.Stevenin@pppsd.org
Uvin, Johan Director of Adult Education State Dept. of Education/RIDE	255 Westminster Street Providence, RI 02903	222-8950	222-4256	Johan.uvin@ride.ri.gov
Williams, Paul Career and Technical Education Specialist State Department of Education	The Shepard Building 255 Westminster Street Providence, RI 02903	222-8481	222-2537	Paul.Williams@ride.ri.gov

EXHIBIT 5

OJT Policy

Policies and procedures regulating OJT training have been developed in conjunction with the Workforce Partnership of Greater Rhode Island and the State Workforce Investment Office.

This 63 page documents covers the following:

1. Purpose of the On-the-Job Training Program
2. Employer Eligibility for On-the-Job Training Programs
3. Occupational Qualifications
4. Participant Eligibility
5. Determining Training Length and the Training Outline
6. OJT Contract and General Provisions
7. Program Monitoring

The entire document is available at www.workforcesolutionspc.com

EXHIBIT 6

Providence/Cranston Consortium Agreement

**CONSORTIUM AGREEMENT FOR THE
PROVIDENCE/CRANSTON
WORKFORCE INVESTMENT AREA**

WHEREAS, the Cities of Providence and Cranston previously entered into a Consortium Agreement, entitled the, Providence/Cranston Workforce Investment Consortium; and

WHEREAS, said Agreement provided for the planning, operation and administration of training programs in accordance with the rules, regulation, assurances and certifications of the Workforce Investment Act, hereinafter referred to as WIA; and,

WHEREAS, said Agreement was entered into in July, 2000;

NOW THEREFORE, the Cities of Providence and Cranston hereby jointly establish a new Consortium Agreement entitled the, Providence/Cranston Workforce Investment Consortium, hereinafter referred to as the Consortium Agreement.

This Consortium Agreement, also referred to as the Interlocal Agreement, supersedes all terms and conditions of the original Consortium Agreement and subsequent modification.

The Consortium Agreement shall be governed by the following Articles:

ARTICLE I: STATEMENT OF PURPOSE

The purpose of this Consortium Agreement is:

- A. To reaffirm the commitment of the cities of Providence and Cranston to the continued strategic leadership that meets the current and future human resource needs of employers doing business in the cities of Providence and Cranston and surrounding cities and towns; and, to insure that there exists a well-trained, self-sufficient and adaptable workforce in the cities of Providence and Cranston.
- B. To meet the workforce development provisions of the Workforce Investment Act of 1998.

ARTICLE II: AUTHORITY

This Consortium Agreement is established pursuant to Section 117 (c) (1) (B) of the Workforce Investment Act of 1998 which provides that in a case in which a local area includes more than one unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials with respect to the appointment of the members of the local Workforce Investment Board and in carrying out any other responsibilities.

The Mayor, City of Providence, is hereby designated as the Chief Local Elected Official for the Consortium and is authorized to request automatic designation as a Workforce Investment Area consistent with Section 116 of the Workforce Investment Act and this Interlocal Agreement.

ARTICLE III: MEMBERSHIP

The parties signatory to this Consortium Agreement are and shall be:

City of Providence
City Hall
25 Dorrance Street
Providence, RI 02903

City Of Cranston
City Hall
869 Park Avenue
Cranston, RI 02910

Both parties must agree to the addition of any other unit of general local government to this Consortium Agreement.

ARTICLE IV: AREA TO BE SERVED

The geographic area to be served is an area within the State of Rhode Island and Providence Plantations comprised of the City of Providence and the City of Cranston. This area shall be referred to as the Providence/Cranston Workforce Investment Area.

All programs and services shall be offered through the Providence/Cranston netWORKri Office to all residents and citizens of the Workforce Investment Area.

State and local law permit services under this Consortium Agreement be provided within the entire geographical area covered by this Consortium Agreement, as certified by the following legal certification.

ARTICLE V: LEGAL CERTIFICATION

Each Consortium member certifies that:

- A. The member has the legal authority to enter into this Consortium Agreement;
- B. This Consortium Agreement is established pursuant to Section 116 of the Workforce Investment Act and local law permits the provision of services within the entire Workforce Investment Area covered by this Consortium Agreement; and,

ARTICLE VI: ESTABLISHMENT OF THE WORKFORCE INVESTMENT BOARD

The Mayor of the City of Providence, as the Chief Local Elected Official of the one unit of general local government with the greater experience in administering job training programs within the Providence/Cranston Workforce Investment Area, shall appoint members to a Workforce Investment Board in accordance with the following procedures:

A. Representatives of Business

Members shall include:

1. Owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policy making or hiring authority; who are also,
2. Representatives of businesses with employment opportunities that reflect the employment opportunities of the local area, and, who are,
3. Appointed from among individuals nominated by local business organizations and business trade associations.

- B. Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities; and postsecondary educational institutions, selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities. (At least one from each city shall be included in this category.)
- C. Representatives of labor organizations, nominated by local labor federations.
- D. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present;
- E. Representatives of economic development agencies, including private sector economic development entities. (At least one from each city shall be included in this category.)
- F. Representatives of each of the one-stop partners.
- G. Representatives of entities that the Chief Local Elected Official determines to be appropriate.

A majority of the members of the Workforce Investment Board shall be representatives from business.

The Workforce Investment Board hereby replaces and assumes all responsibilities and authority granted to the Providence/Cranston Private Industry Council under the Job Training Partnership Act and the Providence/Cranston Regional Employment and Training Board under Rhode Island State Legislation S1199.

Following the initial establishment of the Board, the Board shall determine the number of members of the Board.

ARTICLE VII: WORKFORCE INVESTMENT BOARD STAFF SUPPORT

The Workforce Solutions of Providence/Cranston Office is herein designated as the only entity responsible for the administration and operation of all

employment, training and related education programs authorized under the Workforce Investment Act of 1998 or other Federal legislation/authority. This office is also designated as the only entity responsible for the administration and operation of all programs authorized by the Rhode Island Human Resource Investment Council or its successor.

The Workforce Solutions of Providence/Cranston Office shall assist the Workforce Investment Board with respect to all matters relating to the administration and operation of such programs.

The Workforce Solutions of Providence/Cranston Office shall assist the Workforce Investment Board with respect to Workforce Investment Board's role for independent oversight and evaluation of all employment, training and related education in the Providence/Cranston Workforce Investment Area. Workforce Solutions of Providence/Cranston Office shall also facilitate the Workforce Investment Board's support of the Rhode Island Human Resource Investment Council and its programs.

In the event of staffing adjustments necessitated by significant funding changes and other matters related the operation and administration of the annual plan, Workforce Solutions of Providence/Cranston Administration will recommend such changes to the member affected. In the event that either party cannot agree on such changes, the Workforce Investment Board will make the final determination.

ARTICLE VII: WORKFORCE INVESTMENT BOARD/LOCAL ELECTED OFFICIALS AGREEMENT

Immediately following the establishment of the Workforce Investment Board, an agreement entitled, Workforce Investment Board/Local Elected Officials Agreement, hereinafter referred to as the, WIB/LEO Agreement, shall be developed.

The purpose of the WIB/LEO Agreement is to identify the membership, functions, powers and duties of the Workforce Investment Board, as well as the functions, powers and duties of the Workforce Solutions of Providence/Cranston office.

ARTICLE IX: GRANT RECIPIENT DESIGNATION

The Mayor for the City of Providence, as the Chief Local Elected Official of this Consortium shall serve as the Grant Recipient and Fiscal Agent of all Federal, State and Local funds designated for the Providence/Cranston Workforce Investment Area. The Grant Recipient shall be liable for any misuse of the grant funds allocated to the area.

The Mayor of the City of Providence, or his/her designee, as a condition pursuant to the assumption of financial liability shall be the authorized signatory for all contracts and subcontracts expending or authorizing the expenditure of such funds.

All individuals assigned as staff to the Workforce Solutions of Providence/Cranston Office by the parties to this Agreement shall work under the supervision of the Administrator of that office. The Mayor of the City of Providence shall designate the Administrator of the Workforce Solutions of Providence/Cranston Office.

Nothing in this Agreement shall abridge the administrative authority of the Mayor to administer the program within the realm of policy guidance established by the Workforce Development Board.

ARTICLE X: WITHDRAWAL FROM CONSORTIUM

Any Consortium member may withdraw from the Consortium at the beginning of each year provided they have given notice of their intent to do so not later than four months prior to the start of the next program year. Such notice shall not preclude the completion of any activities necessary for financial settlements and grant close-outs. Upon termination of this Agreement, as described herewith, any property procured as part of this initiative will be disposed of consistent with the rules and regulations identified in relevant OMB circulars and similar state requirements.

ARTICLE XI: DURATION OF AGREEMENT

This Consortium Agreement will become effective July 1, 2005 and remain in effect until either revoked or modified. This Consortium Agreement may be modified and amended by mutual consent of all members of this Consortium Agreement.

**PROVIDENCE/CRANSTON
WORKFORCE INVESTMENT AREA
CONSORTIUM AGREEMENT AMENDMENT**

In accordance with Article XI of the Providence/Cranston Workforce Investment Area Consortium Agreement signed and dated December 31, 1999 by the former Mayor of Providence Vincent A. Cianci, Jr. and the former Mayor of Cranston John O'Leary, the members of this Consortium Agreement submit the following modification.

PURPOSE OF AMENDMENT

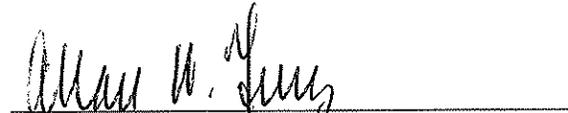
The purpose of this amendment is to reaffirm the Articles contained in the Consortium Agreement.

AMENDMENT

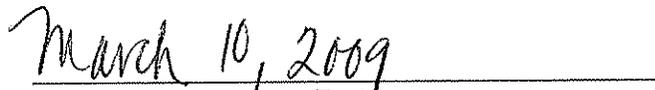
We, WHOSE NAMES are hereto subscribed, by the Consortium Agreement Amendment, do hereby reaffirm the Articles contained in the attached Consortium Agreement.



DAVID N. CICILLINE
Mayor, City of Providence



Alan W. Fung
Mayor, City of Cranston



Date



Date

EXHIBIT 7

Policies Enacted Since July 1, 2007

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON

LOCAL AREA WORKFORCE INVESTMENT ACT NOTICE

NOTICE NUMBER:	PY 07-01
ISSUE DATE:	June 13, 2007
TO:	Providence netWORKri WIA Staff Providence/Cranston Administrative Staff
CC:	Rhode Island State Workforce Investment Act Office
FROM:	Robert L. Ricci, Esq. Administrator
SUBJECT:	Lower Living Standard Income Level (LLSIL) Guidelines for 2007
REFERENCE:	Rhode Island Workforce Investment Notice: 06-13; Federal Register dated January 24, 2007 and June 4, 2007

PURPOSE:

The purpose of this issuance is to transmit the 2007 Lower Living Standard Income Level (LLSIL) Guidelines. These guidelines are used in determining whether a person meets the "Low Income Individual" for eligibility purposes

BACKGROUND:

WIA defines the term "low income individual" at Section 101 (25) of the Act. Among other things the term means an individual who received an income or is a member of a family that received a total family income for the 6-month period prior to application for the program involved that, in relation to family size, does not exceed the higher of the poverty line for an equivalent period; or 70 percent of the LLSIL, for an equivalent period.

The poverty levels were revised and new Federal Poverty Income Guidelines were published in the Federal Register on January 24, 2007. The guidelines for the LLSIL were published in the Federal Register on June 4, 2007.

POLICY:

Please utilize the following matrix when determining income levels:

70% LLSIL (Use 6-mo. figures in determining income eligibility)						
FAMILY OF	ONE	TWO	THREE	FOUR	FIVE	SIX
SIX MONTHS	\$5,105	\$7,450	\$10,230	\$12,625	\$14,900	\$17,425
ANNUAL	\$10,210	\$14,900	\$20,460	\$25,250	\$29,800	\$34,850

For families larger than six persons, an amount equal to the difference between the six person and the five person family income levels should be added to the six family income level for each additional person in the family. For PY2007, the Annual difference equals \$5,050 and the Six Month difference equals \$2,525.

EFFECTIVE DATE:

The effective date to implement these guidelines will be June 4, 2007 for determining eligibility into WIA program.

INQUIRIES:

Any question relating to this issuance may be directed to Anne Walsh at 861-0800, ext. 30.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON

LOCAL AREA WORKFORCE INVESTMENT ACT NOTICE

NOTICE NUMBER:	PY 07-02
ISSUE DATE:	July 1, 2007
TO:	Providence netWORKri WIA Staff Providence/Cranston Administrative Staff
CC:	Rhode Island State Workforce Investment Act Office
FROM:	Robert L. Ricci, Esq. Administrator
SUBJECT:	Definition of Certificate as it Relates to Performance Measures
REFERENCE:	State Workforce Investment Act Notice 06-15 USDOL Training and Employment Guidance Letter (TEGL) No. 17-05

PURPOSE: The purpose of this notice is to provide information and clarification on the definition of what constitutes a "certificate" as it relates to the U.S. Department of Labor WIA performance standards.

BACKGROUND: Each of the WIA funding streams (Adult, Dislocated Worker and Older Youth) has a performance standard relating to the achievement of a Credential/Certificate. On February 16, 2006, The U.S. Department of Labor Employment and Training Administration issued Training and Employment Guidance Letter (TEGL) No. 17-05 which, among other things, introduced and defined the term "certificate" as a replacement for the term "credential" for all adult, dislocated worker and older youth participants who receive services on or after July 1, 2006.

DEFINITION: A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards or awarded in recognition of the attainment of only generic pre-employment or work readiness skills are not included in this

definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- An institution of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Certificates and degrees must be documented in the WIA Access Database and AOSOS. Documentation in participant files should

include a copy of the certificate, license, diploma, school transcripts, or a letter from the school system. In addition to a copy of one of the above, case notes must document the attainment of the degree or certificate. To obtain health-related certificates utilize the following site: <http://www.health.ri.gov/hsr/professions/license.php>

To achieve a positive performance outcome, the adult participant must attain a certificate by the end of the third quarter after exit AND be employed during the first quarter after exit; for older youth participants, the certificate can be coupled with employment, entry into post-secondary education, or entry into advance training.

ACTION REQUIRED:

Effective July 1, 2006, the use of the term "certificate" as described in this notice must be used. This notice is for information purposes for all staff. TEGL 17-05 may be viewed at: <http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>

INQUIRES:

Questions concerning this notice may be directed to Robert Ricci at 861-0800, Ext.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON

LOCAL AREA WORKFORCE INVESTMENT ACT NOTICE

NOTICE NUMBER: PY 07 - 10

ISSUE DATE: March 5, 2008

TO: Providence netWORKri WIA Staff
Workforce Solutions of Providence/Cranston Administrative Staff

FROM: Robert L. Ricci, Esq.
Administrator

SUBJECT: ITA Training Cap

PURPOSE: The purpose of this issuance is to modify the policy with respect to the cap on WIA funds approved for ITA funded training.

BACKGROUND: Section 134(d)(4)(g) of the Workforce Investment Board Act gives local boards the authority to establish payments for ITA funded training.

POLICY: The maximum amount of WIA funds approved for ITA funded training is \$4,000.

EFFECTIVE DATE: This policy is effective February 14, 2008.

INQUIRIES: Any questions relating to this issuance can be directed to Robert L. Ricci at 861-0800.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
LOCAL AREA WORKFORCE INVESTMENT ACT NOTICE

NOTICE NUMBER:	PY 07- 12
ISSUE DATE:	May 5, 2008
TO:	Providence netWORKri WIA Staff Providence/Cranston Administrative Staff
CC:	Rhode Island State Workforce Investment Act Office
FROM:	Robert L. Ricci, Esq. Administrator
SUBJECT:	Lower Living Standard Income Level (LLSIL) Guidelines for 2008 & Self-Sufficiency Guidelines
REFERENCE:	Rhode Island Workforce Investment Notice: 07-18; Federal Register dated January 23, 2008 and April 25, 2008

PURPOSE:

The purpose of this issuance is to transmit the 2008 Lower Living Standard Income Level (LLSIL) Guidelines and Self-Sufficiency Guidelines. These LLSIL guidelines are used in determining whether a person meets the "Low Income Individual" for eligibility purposes. The self-sufficiency guidelines are used to determine eligibility based on a lack of a self-sufficient wage for employed individuals.

BACKGROUND:

WIA defines the term "low income individual" at Section 101 (25) of the Act. Among other things the term means an individual who received an income or is a member of a family that received a total family income for the 6-month period prior to application for the program involved that, in relation to family size, does not exceed the higher of the poverty line for an equivalent period; or 70 percent of the LLSIL, for an equivalent period.

The poverty levels were revised and new Federal Poverty Income Guidelines were published in the Federal Register on January 23, 2008. The guidelines for the LLSIL were published in the Federal Register on April 25, 2008.

Self-sufficiency is defined as employment that pays 100% of the LLSIL.

POLICY: Please utilize the following matrix when determining income levels and self-sufficiency:

70% LLSIL (Use 6-mo. figures in determining income eligibility)						
FAMILY OF	ONE	TWO	THREE	FOUR	FIVE	SIX
SIX MONTHS	\$5,200	\$7,735	\$10,616	\$13,105	\$15,466	\$18,085
ANNUAL	\$10,400	\$15,469	\$21,231	\$26,209	\$30,932	\$36,170

For families larger than six persons, an amount equal to the difference between the six person and the five person family income levels should be added to the six family income level for each additional person in the family. For PY2007, the Annual difference equals \$5,050 and the Six Month difference equals \$2,525.

100% LLSIL (To determine self-sufficiency)						
FAMILY OF	ONE	TWO	THREE	FOUR	FIVE	SIX
ANNUAL	\$13,484	\$22,099	\$30,330	\$37,441	\$44,188	\$51,672

For families larger than six persons, an amount equal to the difference between the six person and the five person family income levels should be added for each additional person in the family. For PY 2008 the difference equals \$7,484.

EFFECTIVE DATE:

The effective date to implement these guidelines will be April 25, 2008 for determining eligibility and self-sufficiency.

INQUIRIES:

Any question relating to this issuance may be directed to Robert Ricci at 861-0800, ext. 17.

**WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
LOCAL AREA WORKFORCE INVESTMENT ACT NOTICE**

NOTICE NUMBER: PY 07 - 13

ISSUE DATE: June 17, 2008

TO: Providence netWORKri WIA Staff
Workforce Solutions of Providence/Cranston Administrative Staff
Approved ITA Training Vendors

FROM: Robert L. Ricci, Esq.
Administrator

SUBJECT: ITA Training Cap

PURPOSE: The purpose of this issuance is to modify the policy with respect to the cap on WIA funds approved for ITA funded training.

BACKGROUND: Section 134(d)(4)(g) of the Workforce Investment Board Act gives local boards the authority to establish payments for ITA funded training.

POLICY: The maximum amount of WIA funds approved for ITA funded training is \$5,500.

EFFECTIVE DATE: This policy is effective July 1, 2008.

INQUIRIES: Any questions relating to this issuance can be directed to Robert L. Ricci at 861-0800.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON

LOCAL AREA WORKFORCE INVESTMENT ACT NOTICE

NOTICE NUMBER: PY 08 - 03

ISSUE DATE: February 17, 2009

TO: Providence netWORKri WIA Staff
Workforce Solutions of Providence/Cranston Administrative Staff

FROM: Robert L. Ricci, Esq.
Administrator

SUBJECT: Residency Requirement

PURPOSE: The purpose of this issuance is to set the policy with respect to the residency requirement to receive WIA services.

BACKGROUND: 20 C.F.R. 661.120 (a) states "Local areas should establish policies, interpretations, guidelines and definitions to implement provisions of Title I of the Workforce Investment Act to the extent that such policies, interpretations, guidelines and definitions are not inconsistent with the Act and the regulations issued under the Act, Federal statutes and regulations governing One-stop partner programs and with State policies."

POLICY: Youth receiving WIA services must be residents of the Cities of Providence or Cranston. Exceptions include wards of the state under the supervision of the Department of Children, Youth, and Families or the juvenile justice system or when informed by the State Workforce Investment Office that services are not available to youth in the other cities and towns.

EFFECTIVE DATE: This policy is effective 02/17/09

INQUIRIES: Any questions relating to this issuance can be directed to Robert L. Ricci at 861-0800.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
LOCAL AREA WORKFORCE INVESTMENT ACT NOTICE

NOTICE NUMBER: PY 08 - 04

ISSUE DATE: February 17, 2009

TO: Providence netWORKri WIA Staff
Workforce Solutions of Providence/Cranston Administrative Staff

FROM: Robert L. Ricci, Esq.
Administrator

SUBJECT: Sixth Youth Eligibility Criterion

PURPOSE: The purpose of this issuance is to set the policy with respect to youth eligibility to receive WIA services.

BACKGROUND: Section 101(13) (C) (vi) of the Workforce Investment Act gives local Workforce Investment Boards authority to define "an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment" as a criterion for eligibility to receive youth services.

POLICY: The following source documentation is needed to verify eligibility for youth services under the sixth criterion, youth with a disability.

- Letter from Drug or Alcohol Rehabilitation Agency
- Letter from Child Study Team Stating Specific Disability
- Medical Records
- Physician's Statement
- ~~Psychiatrist's Diagnosis~~
- Psychologist's Diagnosis
- Rehabilitation Evaluation
- Sheltered Workshop Certification

- **Social Service Records/Referral**
- **Social Security Administration Disability Records**
- **Veterans Affairs Letter/Records**
- **Vocational Rehabilitation Letter**
- **Workers Compensation Record**

EFFECTIVE DATE: This policy is effective 02/17/09

INQUIRIES: Any questions relating to this issuance can be directed to Robert L. Ricci at 861-0800.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
LOCAL AREA WORKFORCE INVESTMENT ACT NOTICE

NOTICE NUMBER: PY 08 - 05

ISSUE DATE: February 17, 2009

TO: Providence netWORKri WIA Staff
Workforce Solutions of Providence/Cranston Administrative Staff

FROM: Robert L. Ricci, Esq.
Administrator

SUBJECT: Supportive Service Policy

REFERENCES: Local Area Workforce Investment Act Notices 05-02 and 06-04 and Workforce Investment Act Sections 134 (e)(2)and(3), and 101(146).

PURPOSE: The purpose of this issuance is to set the policy with respect to supportive service payments for transportation that may be made to WIA registered adults, dislocated workers and youth.

BACKGROUND: The Workforce Investment Act gives local workforce boards the authority to develop policy and establish limits on supportive service payments to individuals who are participating in core, intensive or training services that have been determined in need of such service for program participation.

POLICY: Mileage reimbursement will be made at the published IRS rate at the time of the authorized travel. Mileage reimbursement is subject to the supportive service payment limits as established in a separate policy notice.

EFFECTIVE DATE: This policy is effective 02/17/09

INQUIRIES: Any questions relating to this issuance can be directed to Robert L. Ricci at 861-0800.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON

LOCAL AREA WORKFORCE INVESTMENT ACT NOTICE

NOTICE NUMBER:	PY 08-07
ISSUE DATE:	May 1, 2009
TO:	Providence netWORKri WIA Staff Providence/Cranston Administrative Staff
CC:	Rhode Island State Workforce Investment Act Office
FROM:	Robert L. Ricci, Esq. Administrator
SUBJECT:	Lower Living Standard Income Level (LLSIL) Guidelines for 2009
REFERENCE:	Rhode Island Workforce Investment Notice: 08-15; Federal Register dated January 23, 2009 and March 26, 2009

PURPOSE:

The purpose of this issuance is to transmit the 2009 Lower Living Standard Income Level (LLSIL) Guidelines. These guidelines are used in determining eligibility based on family income for youth and "priority of service" adults. The LLSIL are used to determine eligibility based on lack of a self-sufficient wage for employed adults.

BACKGROUND:

WIA defines the term "low income individual" at Section 101 (25) of the Act. Among other things the term means an individual who received an income or is a member of a family that received a total family income for the 6-month period prior to application for the program involved that, in relation to family size, does not exceed the higher of the poverty line for an equivalent period; or 70 percent of the LLSIL, for an equivalent period.

The poverty levels were revised and new Federal Poverty Income Guidelines were published in the Federal Register on January 23, 2009. The guidelines for the LLSIL were published in the Federal Register on March 26, 2009.

POLICY:

The chart includes the yearly 70% LLSIL as well as the 6-month family income which is used in determining income eligibility for Title 1B program services.

70% LLSIL (Use 6-mo. figures in determining income eligibility)						
FAMILY OF	ONE	TWO	THREE	FOUR	FIVE	SIX
SIX MONTHS	\$5,415	\$7,789	\$10,690	\$13,196	\$15,574	\$18,212
ANNUAL	\$10,830	\$15,578	\$21,379	\$26,392	\$31,148	\$36,424

For families larger than six persons, an amount equal to the difference between the six person and the five person family income levels should be added for each additional person in the family. In this case, the annual difference equals \$5,276 and the six month difference equals \$2,638.

Self-sufficiency is defined as employment that pays 100 percent of the LLSIL.

100 % LLSIL (To determine lack of a self-sufficient wage)					
FAMILY OF ONE	TWO	THREE	FOUR	FIVE	SIX
\$ 13,578	\$22,254	\$30,542	\$37,703	\$44,497	\$52,034

For families larger than six persons, an amount equal to the difference between the six person and the five person family income levels should be added for each additional person in the family. In this case, the difference equals \$7,537.

EFFECTIVE DATE: The effective date to implement these guidelines will be March 26, 2009 for determining eligibility into WIA program.

INQUIRIES: Anne Walsh at 861-0800, ext. 112.

EXHIBIT 8

Memoranda of Understanding

Workforce Solutions of Providence/Cranston has sent an amendment to the Memoranda of Understanding currently in force to all one-stop partners amending the MOU through June 30, 2010, as required in WIN Notice 08-07.

Copies of the executed MOU will be forwarded to the State Workforce Investment Office when received from the partners.

EXHIBIT 9
Supportive Services Policies

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
LOCAL AREA WORKFORCE INVESTMENT ACT NOTICE

NOTICE NUMBER:	PY 06-04
ISSUE DATE:	January 18, 2007
TO:	Providence netWORKri WIA Staff Providence/Cranston Administrative Staff
CC:	Rhode Island State Workforce Investment Act Office
FROM:	Robert L. Ricci, Esq. Administrator
SUBJECT:	Maximum Allowable Supportive Service Payments
REFERENCE:	PY 05-02 Local Area Workforce Investment Act Notice

PURPOSE: The purpose of this issuance is to establish a maximum supportive service payment that may be made to adults and dislocated workers who are participating in core, intensive or training services and eligible youth who have been determined in need of such services for program participation.

POLICY: Supportive Service payments may be provided when they are necessary to enable adults, dislocated workers or youth to participate in Title I activities. The maximum amount allowed for all supportive service payments for any one participant is \$300 unless specifically authorized by the Administrator.

EFFECTIVE DATE: This policy is effective immediately.

INQUIRIES: Any question relating to this issuance may be directed to Ann Marie Iannazzi at 462-8926.

WORKFORCE SOLUTIONS OF PROVIDENCE/CRANSTON
WORKFORCE INVESTMENT ACT (WIA) NOTICE

NOTICE NUMBER:	PY 05-02
ISSUE DATE:	JULY 28, 2005
TO:	Providence/Cranston netWORKri Staff Providence/Cranston Administrative Staff
FROM:	Robert L. Ricci, Esq., Administrator
SUBJECT:	Supportive Service Policy for WIA Registrants

PURPOSE

The purpose of this notice is set forth the supportive services policy for individuals registered in WIA at the netWORKri Office.

BACKGROUND

The Workforce Investment Act (WIA) reforms Federal job training programs and creates a new coordinated workforce investment system. As part of this new system, local Workforce Investment Boards must develop a policy on supportive services. This policy must ensure resource and service coordination in the local area, and should address procedures for referral to services, including how services will be funded when they are not otherwise available from other sources. The provision of accurate information about the availability of supportive services in the local area, as well as referral to such activities, is one of the core services that must be available to adults and dislocated workers through the one-stop delivery system and to youth through providers of youth services.

POLICY

Supportive services may only be provided to adults and dislocated workers who are participating in core, intensive or training services and eligible youth who have been determined in need of such services for program participation, based on each youth's objective assessment and individual service strategy. Title I funded supportive services should be provided only to participants that are unable to obtain supportive services through other programs providing such services. Supportive services may only be provided when they are necessary to enable adults, dislocated workers or youth to participate in Title I activities. Title I funded assistance for supportive services cannot be provided to participants receiving only follow-up services.

Documentation of the need (s) for support services shall be as follows:

1. For all customers, support services needs will be documented in the customer's case notes and in the Individual Service Strategy (ISS);
2. The best available resources to provide the supportive service based upon the eligible customer's needs must be identified; and,
3. Supportive services payments will be made only when WIA funding is available and after all other sources of funding, such as Pell Grant funds, have been exhausted.

The supportive services categories include:

- **TRANSPORTATION**

This supportive service category is to be used in cases where assistance is required in order for a customer to commute to and from work, training or other WIA activities in a private vehicle. Mileage reimbursements will be made at the rate of 37 cents per mile. Transportation services may also include costs for public transportation when appropriate. Auto repair will only be allowed when it is necessary for the successful completion of training or employment. Auto repair is generally capped at \$300 for any one vehicle and such repairs can only be for minor repairs, such as tires, brakes, water pump, etc.

- **CHILD CARE**

This supportive service category may be provided when it has been determined that the lack of childcare is a barrier to WIA activities.

- **HEALTH CARE**

This supportive service category shall only be provided in cases where such assistance is essential for an individual to participate in or complete training or to obtain employment. Health care supportive services include, but are not limited to: physical exams; eye exams and/or eye glasses; safety equipment that is work related; and immunization.

- **BOOKS**

This supportive service category may be provided when it has been determined that the customer has a definite need for such assistance in order to participate in training. The books shall coincide with the classes being taken for training.

○ **MEALS**

This supportive service category may be provided when it has been determined that the customer has a definite need for such assistance in order to participate in training. Meals can only be provided for those who are receiving training out of their local area.

○ **FINANCIAL COUNSELING**

This supportive service category may be provided as a case management service; however, referral to credit counseling should be considered in extreme cases.

○ **TOOLS**

This supportive service category may be provided when they are a requirement for the customer's successful completion of training or when the customer has:

1. A bona fide job offer; and,
2. It has been documented that the employer does not supply the tools

The following supporting documentation is required:

1. An itemized list of required tools;
2. The employer or instructor must approve the tools; and,
3. If the customer has a bona fide offer of employment for which tools are required, a written statement from the employer confirming which tools are needed is required; and if the customer is in training, the training provider must provide a list of tools required.

In using this supportive service, the service provider must exercise caution when approving WIA funds for the purchase of tools to ensure such tools will not be used to capitalize a business.

○ **CLOTHING**

This supportive service category may be provided when it has been determined that the customer has a definite need for such assistance in order to secure a job. Costs for clothing will be determined on a case-by-case basis. These services should only be provided after other resources such as family, friends and other agencies have been exhausted.

- **NEEDS RELATED PAYMENTS**

Needs related payments are not authorized.

- **LIMITATIONS**

Other types of supportive services not included in the categories described above may be provided to WIA customers as long as they meet the definition of a supportive services as stated in the WIA Act. Accordingly, these supportive services must also be determined to be reasonable and necessary for an individual to complete training or obtain or retain permanent employment.

Neither eligibility for, nor participation in a WIA program, creates an entitlement to services.

EXHIBIT 10

One-Stop Operator Consortium Agreement

**PROVIDENCE/CRANSTON
WORKFORCE INVESTMENT AREA**

One Stop Operator
Consortium
Governance Agreement

July 1, 2009 – June 30, 2010

This Agreement is entered into in accordance with Section 121 (d) of the Workforce Investment Act of 1998, and the laws of the State of Rhode Island by and between Workforce Solutions of Providence/Cranston office, Rhode Island Department of Labor and Training, Unemployment Insurance division (RI DLT UI) and Rhode Island Department of Labor and Training, Workforce Development Services (RI DLT WDS), to begin on the first day of July, 2009 and to terminate in accordance with the termination provisions provided for herein.

WITNESSETH:

WHEREAS, the Providence/Cranston Workforce Investment Board (WIB) and the City of Providence has determined that the netWORKri One-Stop Career Center operator for the Providence/Cranston Workforce Investment Area shall be a consortium of Workforce Solutions of Providence/Cranston, Rhode Island Department of Labor & Training (RIDLT), Unemployment Insurance and RIDLT Workforce Development Services and:

WHEREAS, the partners have indicated their desire to work together in a consortium to operate and manage the Providence netWORKri One Stop Center;

NOW THEREFORE, in consideration of the premises and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto understand and agree as follows:

I. PURPOSE

The purpose of this Agreement is to establish the framework in accordance with which the parties to this Agreement will operate the Providence netWORKri One Stop Career Center in the Providence/Cranston Workforce Investment Area.

II. DUTIES AND RESPONSIBILITIES

A. The parties agree that the designation of the Providence netWORKri Career Center Manager as recommended by the RIDLT (agent determined responsible for the financial and administrative duties of the consortium) will require consensus of each consortium member.

B. The parties agree to each appoint an individual who shall serve as the lead person for purpose of participating in making governance decisions outlined below. The lead persons are as follows:

1. For the Workforce Solutions of Providence/Cranston Office, the Administrator of the Workforce Solutions of Providence/Cranston .

2. For the Department of Labor and Training Workforce Development Services -- The Director of Workforce Development Services.
 3. For the Department of Labor and Training Unemployment Insurance -- The Director for Unemployment Insurance.
- C. Governance decisions shall be made through consensus among the consortium members. If consensus cannot be achieved, the parties agree to bring the issue before the Providence/Cranston Workforce Investment Board for resolution
- D. The parties agree that the individual designated as the Center Manager shall be empowered to make such decisions as are necessary for the day-to-day operations of the centers.
- E. The parties agree that RIDLT shall be responsible for the management of the facility and the technology infrastructure.
- F. RIDLT will provide administrative support for the consortium, including maintenance of consortium records and meeting minutes.
- G. RIDLT will provide data and information to the Consortium and to the Providence/Cranston Workforce Investment Board as needed to conduct oversight and meet reporting requirements of the Workforce Investment Act.

III. GOVERNANCE

- A. Governance for the purpose of this agreement shall be defined as the management and oversight necessary to assure delivery of quality service in cost effective, efficient and legally compliant environment.
- B. Governance shall encompass the following areas:
1. Designation and assignment of personnel providing commonly shared services in the Providence netWORKri Career Center.
 2. Client flow decisions
 3. Placement of additional partners/and agencies within the Providence netWORKri Career Center.

4. Completion of customer satisfaction surveys.
 5. Coordination of services, data, and administrative systems among partners in the Providence netWORKri Center to assure seamless delivery of services.
 6. Moderating and negotiating differences among the Providence netWORKri Career Center partners.
 7. Monitor the performance of the one-stop system.
- C. To assure effective operation of the Providence netWORKri Career Center, the Consortium may issue policies and procedures applicable to the general operation of the center.

IV. GENERAL SERVICE REQUIREMENTS

- A. The Consortium (Team) shall conduct meetings as needed, and may include the Providence netWORKri Career Center Manager as appropriate. The purpose of the meetings shall be to identify issues, make recommendations and generally to discuss the health and welfare of the Providence netWORKri Career Center. Meetings may be requested at any time by any consortium member.
- B. The Consortium (Team) shall have the responsibility for overseeing, and monitoring the Providence netWORKri Career Center operations as outlined herein.
- C. Customer Satisfaction and Evaluation of Service
1. The Consortium and Providence netWORKri Career Center Manager shall assure the participation of all the one stop partners and employers in the customer satisfaction surveys.
 2. The Consortium and Providence netWORKri Career Center Manager shall develop a partner satisfaction survey to be distributed to the Providence netWORKri Career Center partner agencies which shall indicate their satisfaction with the manner in which the Providence netWORKri Career Center is being operated. This survey shall be conducted periodically and a process for addressing issues or taking corrective action shall be developed together with the Providence netWORKri Career Center partners.
- D. The term of this Agreement shall be from the date the Agreement is executed by all parties until June 30, 2010.

V. TERMINATION

- A. Any party may terminate this Agreement for convenience upon sixty (60) days written notice to the other parties.
- B. In the event of termination of the agreement between the Providence/Cranston Workforce Investment Board and the Consortium as the One Stop Operator, termination shall be immediate upon receipt of written notice from the Providence/Cranston Workforce Investment Board.

VI. NOTICES

All notices required to be given to the parties (Workforce Solutions of Providence/Cranston Office, RI DLT UI and RI DLT WDS under this agreement shall be sufficient when hand delivered or mailed to its designated representative under this agreement.

VII. NON-ASSIGNMENT

The parties to this agreement shall not assign, subcontract, delegate, or in any way transfer any of its rights or responsibilities or any part of the work and services called for by the Agreement without prior written approval of the other parties.

VIII. PRIOR AGREEMENTS

This document incorporates and includes, all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matter contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement, that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed by the Parties.

IX. INDEPENDENT CONTRACTOR

The parties agree and understand that no provisions of this Agreement shall be construed as creating any agency or employment relationship between the Providence/Cranston Workforce Investment Board, the City of Providence, and the Parties to this agreement who comprise the Governance Consortium.

X. GOVERNING LAW

This Agreement shall be construed, enforced, and governed by the laws of the State of Rhode Island and the Workforce Investment Act of 1998.

XI. MODIFICATION

This Agreement may not be changed or modified except in writing duly signed by the parties hereto.

XII: INDEMNIFICATION

The parties shall at all times hereafter indemnify, hold harmless and defend or pay for the defense of Providence/Cranston Workforce Investment Board, the City of Providence, its officers, agents, servants, and employees against any and all claims, losses, liabilities, and expenditures of any kind, including attorney fees, court costs, and expenses, caused by negligent act or omission of its employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of this Agreement including, without limitation, any and all claims, demands, or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

XII. EQUAL EMPLOYMENT AND COMPLIANCE WITH DISCRIMINATION LAWS.

In the discharge of their duties, the parties agree to adhere to the following equal employment laws and comply with discrimination laws as provided for under this Agreement:

- (a) The parties shall not discriminate against any applicant for employment or employee because of race, color, religion, sex, age, national origin or physical handicap. The parties shall ensure that affirmative action in its personnel procedures be enforced so that, at all skill levels, applicants for employment and employees are treated equally without regard to race, color, religion, sex age, national origin, or physical handicap. Such affirmative action shall include, but not be limited to the following: employment, promotion, demotion or transfer,

minority recruitment, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

- (b) The parties shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment. In addition, the parties all take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

XIII. EXECUTION

This document shall be executed in three (3) counterparts, each of which shall be deemed as original.

SIGNATURE PAGE

IN WITNESS, THEREOF, the parties hereto have made and executed this document on the respective dates under each signature:

Workforce Solutions of Providence/Cranston

Robert L. Ricci, Esq.
Administrator

Date

Rhode Island Department of Labor and Training (Unemployment Insurance) and
(Workforce Development Services)

Sandra Powell
Director

Date