



**SUPPLEMENT
FOR THE
AMERICAN RECOVERY AND
REINVESTMENT ACT**

May 2009



June 1, 2009

**WORKFORCE INVESTMENT ACT
LOCAL PLAN GUIDELINES SUPPLEMENT**

TABLE OF CONTENTS

I. Overview	1
II. Adult and Dislocated Worker Programs	4
III. Summer Youth Employment Program.....	10
IV. Year-Round Youth Employment Program.....	16
V. Accountability	16
VI. Assurances and Signatures	18
Forms and Attachments	9

Required attachments include:

Assurances and Signatures	
Form A Debarment and Suspension Certification	20
Form B Lobbying Certification	22
Form C Youth Service Providers	23
Form D Quarterly Enrollment and Budget Summary (Adult and Dislocated Workers)	24
Form E Quarterly Enrollment and Budget Summary (Youth Program)	26
Form F Budget Summary (Adult and Dislocated Workers)	27
Form G Budget Summary (Youth)	29
Form H Staffing Plan (Adult, Dislocated Workers, Youth)	30

Attachments		
Attachment I	WDB ARRA Plan	33
Attachment II	Minutes of Youth Council Meeting, March 31, 2009	38
Attachment III	WDB Summer Youth Program Plan	42
Attachment IV	Summer Youth Program Forms	53

I. Overview

A. Recovery Act Implementation

Describe the WDB's vision to use Recovery Act funds to drive change throughout the local workforce system to meet 21st century workforce and economic challenges.

Two Employment Resource Specialists (help desk personnel) have been hired to handle the increased demand at job centers using special response and formula funded dislocated worker funding. The plan for ARRA funds for adults and dislocated workers is found in Attachment I. For adults the plan is to develop a transitional jobs program focusing on developing employability and communication skills training, with an introduction to construction jobs, including an overview of green construction.

The plan for dislocated workers is to set up class sized training programs focusing on demand industries so that workers can re-train for a demand industry or occupation.

2. Describe the WDB's involvement in designing and implementing the Recovery Act program.

An draft plan was submitted to the WDB on April 20, 2009. After further guidance and the receipt of the ARRA planning guidelines, revisions were made .The revised plan was approved by Executive Committee on behalf of the full WDB on June 1, 2009 (See Attachment 1). As the more details evolve, any revisions to the plan will be shared with the Planning Committee, The Youth Council, the Executive Committee and the full Workforce Development Board.

3. Describe the Youth Council's involvement in designing, selecting service providers, and implementing the Recovery Act Youth program.

The Youth Council was advised of the summer youth program at the meeting on March 31, 2009, (See Minutes, Attachment II). A draft plan was submitted for review. The Youth Council added the following recommendations and approved the plan with the added recommendations:

- Enrollments target those not currently served by WIA;
- Ensure that enrollments reach out to any eligible youth who may need help;
- Provide follow-up for one quarter after program end; and
- Provide Youth Council with interim status report by the 15th of every month, during the program's duration, via email since this program is only 8 weeks in length. The reports will delineate wages paid to participants and the breakout of participant and other program costs.

4. Describe current or planned communication and coordination activities with other agencies doing Recovery Act activity.

Communication to date has included:

- The La Crosse Medical Health Science Consortium – to discuss needs for training in the medical field as well as discussion on coordinating on other ARRA funds;
- Western Technical College – to discuss training needs and options for providing training to dislocated workers, older youth and adults and to coordinate responses for competitive ARRA proposals.

- Monroe County Housing Authority – to apply for funding through the ESFP program for assistance with food, shelter and utilities for dislocated workers;
- The 7 Rivers Workforce Partnership – to discuss strategies for competitive ARRA funding.

Communication will be on-going with area agencies to coordinate a activity that responds to community and regional needs.

5. Describe plans and policies to ensure emphasis on serving low-income, displaced, and under-skilled adults and disconnected older youth.

The WDB has directed service providers to give priority to the above targets, following the veteran's priority, for the formula funded WIA program. This same direction will be extended to the ARRA funds as well. The continuous improvement plan (found in Attachment XII of the 2009-2010 WIA plan) will be used to ensure emphasis is carried out by the service providers.

6. Describe goals that reflect the need to expand services and increase the numbers of individuals trained and served.

The Western WDB plan on serving more dislocated workers and adults with training using the ARRA funds. Discussions have been on-going with Western Technical College to set up class-room sized trainings for the following:

- Welding
- CNC Operator
- CNC Set Up
- Framing/Roofing
- Residential Building
- Custodial Building Maintenance I
- Custodial Building Maintenance II
- Certified Maintenance Technician I
- Nursing Assistant
- Medical Assistants
- Basic Auto Maintenance

Progress as of May 19, 2009 is found in Attachment I. These trainings are also using leveraged funding through Western Technical College Community Based Job Training Grants.

B. One-Stop Readiness

1. Describe plans to ensure the Job Centers have the staff and systems, including bilingual staff, to serve the increased numbers of customers to meet Recovery Act expectations and local economic demand.

The partners in the western Wisconsin job centers have established and implemented a referral process to direct those seeking services to the agency that best fits their needs. A common release of information form for intensive services and list of assessments have been developed so that partners are able to coordinate and not duplicate efforts. Resource Specialists (help desk employees) are trained and informed of partner services so that job seekers, incumbent workers and employers can easily be referred to the proper program, including ARRA programs.

The help desk function is being expanded through special response and formula funding by hiring two individuals, one for Monroe County and one for La Crosse County to handle the increased loads.

When a job seeker (adult, dislocated worker, employed individual, youth) comes to the job center, the Resources Specialists gives a brief overview of the core services available and introduces the individual to the self help area of the job center. The schedule for the core services workshops is available. Job Center partners routinely hold workshops for job seekers at the centers. This delivery system is capable of handling increased numbers of customers due to ARRA

If it appears that the individual needs more intensive services, he or she is asked to fill out the referral form, which asks basic questions on the types of services the individual is seeking and helps to identify any barriers to employment or special services that might be needed. The Resource Specialist reviews the questionnaire and refers the individual to the most appropriate agency.

2. In the context of a low-growth economy, describe planned changes to training strategies that address longer-term unemployment.

See I, A, 6 above. Training is planned in high demand industries (See Attachment I). Some of the industries in the demand areas were having extreme difficulty in recruiting skilled workers before the recession hit. It is expected that those in the ARRA training will help fill the labor shortages in these industries as the economy begins to pick up and employers begin to hire.

3. Describe how case managers will assist diverse customers, including TANF, low-income individuals, and other targeted population such as veterans and persons with disabilities, along with dislocated workers, in matching skills competency training with job growth projections in the region.

Case managers share labor market information with all customers to guide a career choice toward a demand industry that best matches their skills and abilities. Class sized trainings are also targeted to the demand industries. The regional sectors identified as targets through the Regional Innovations Grant include:

- Advanced Manufacturing
- Life Sciences (Biotechnology and Health Care)
- Food/Agriculture
- Renewable Energy
- Business and Professional Services.

Also included as demand industries in western Wisconsin, are construction and transportation.

II. Adult and Dislocated Worker Programs

It is the intent of the Recovery Act that WIA Adult and Dislocated Worker funds be used to provide the necessary services to substantially increased numbers of individuals to support their entry or reentry into the job market. WDBs should consider how assessment and data-driven career counseling can be integrated into their service strategies to support individuals in successful training and job search activities that align with areas of anticipated economic and job growth. Additionally, overall enrollments in training are expected to increase significantly. Recovery Act funds can be used on all activities specified under the WIA Adult and Dislocated Worker programs.

A. Outreach and Recruitment

1. Describe strategies to identify and recruit participants to be served.

The partners in the Western Wisconsin Job Center system have developed a unified strategy for cross referrals among themselves and area agencies that provide complementary services. This strategy will be used to identify and recruit participants. The partners and referring agencies have already begun to see an increased demand for services

2. The Job Service Reemployment Services (RES) are going to increase dramatically throughout the State. Under this statewide initiative, claimants will be triaged and offered services via one of four paths. One of those paths will be referrals, including those to WIA Title 1. Describe how Title 1 providers will communicate information about upcoming training opportunities (especially short-term training opportunities like boot camps and OJTs) to RES staff so they can make referrals as appropriate.

Information will be shared informally through one on one conversation and at the Local Collaborative Team meetings. Training information will be shared with all partners in the system. It is expected that not only will the WIA Title 1 service providers communicate with RES, but that RES will also communicate with the WDB service providers regularly so that services can be coordinated.

B. Target Groups

Priority use of the Adult funds shall be for services to recipients of public assistance and other low-income individuals as described in WIA section 134(d)(4)(E). Local workforce development strategies should include robust approaches to helping these workers access training and employment services that advance them along career pathways in high-growth industries.

1. Describe the strategies to outreach, recruit and serve the following populations:

- a. Public assistance recipients
- b. Low-income individuals
- c. Persons with disabilities
- d. Individuals deficient in basic skills

The strategy will not differ from the regular WIA Title 1 Program, please see WIA plan Section V, A6, page 26.

- 2. Describe the coordination efforts with organizations related to the above populations, and their coordinative roles. For example, describe collaborative partnerships with your area's Managed Care Organizations.**

Please see WIA Plan Section V 6 through 7. The WDB has a collaborative relationship with the MCO through its WIA Adult and Dislocated Worker Services Provider, Workforce Connections, Inc. Discussions have occurred to coordinate services for WIA funding streams.

C. Services

- 1. Describe the planned use of funds for the Adult and Dislocated Worker programs, identifying where these plans represent services and strategies that are new, different or more expansive than those currently made available through the regular formula-funded programs. The response should also address the following:**

- a. Plans to implement expanded supportive services, including the identification of supportive services to be provided and increased local expenditure limits. Identify the broader range of supportive services, such as benefits counseling by credentialed practitioners, and other supports for improved service to all WIA/ARRA target populations. If the WDB has updated their current support service policy since submittal with the WIA Local Plan, submit the updated policy as an attachment.**

The supportive services guidelines will remain the same. The guidelines have provision to increase the level of services for special populations or on a one-on-one case basis with approval from the fiscal agent. To date no requests to increase the guidelines for the ARRA population have been received.

If appropriate ARRA customers will be referred to benefits counselors will be made. This is not an unusual practice for the WIA program, so should not be problematic.

- b. Plans to develop and implement a needs-related payment policy, including how the amount will be determined (for example, through a financial planning process) and the system for tracking and issuing payments. If the WDB has updated or developed a needs-related payment policy since submittal with the WIA Local Plan, submit the policy as an attachment. (Guidance on the provision of needs-related payments to adults and dislocated workers can be found in 20 CFR 663.815 – 663.840).**

There no plans to provide needs related payments.

3. **Describe the services and resources available to assist job seekers to obtain and retain employment. These services may include, among others, business services to facilitate connections between job seekers and employers, job fairs, and job seeking skills activities (resumes, interviewing, conducting online job searches, etc.), and should be made available for participants that complete training as well as those who already have the occupational skills to compete in the current labor market. Include in your description any augmented business services such as coordination with vocational rehabilitation to ensure only one-point contact with employers, and role(s) of the WIA Navigators to support Business Services Teams' efforts with participant support and in employer education.**

.WIA adult and dislocated services are offered at the comprehensive centers in Monroe and La Crosse County and also at local access sites - Workforce Connections, Inc. Offices in Prairie du Chien, Mauston, Black River Falls, Independence and Viroqua. The services available at the sites include job search tools and resources (on line and hard copy), case management, labor market information, assessments, career advice, workshops, links to training, referrals to partner agencies and coordination of business services.

Each job center and local access site has a local business services team, facilitated by Workforce Connections, Inc. staff. The Business Service Team coordinates the single point of contact for the businesses with local partners including DVR, Job Service, Community Action, etc. Staff in each local area meets regularly to review the employer relations activity across the WDA, and identify and communicate regarding any overlap that may occur. The Team Lead of the local Business Service Teams represented at the One-Stop Committee. Although procedures for coordination may differ by location, the specific procedure for each area will be coordinated regionally through the One-Stop Operator.

The Navigator provides information to participants and employer to assist them in accessing services at the one stop. In western Wisconsin the Navigator is an active member of the One Stop system in western Wisconsin, and provides critical information to business service outcomes.

D. Training

It is the intent of the law that substantially increased numbers of adults and dislocated workers will be served with this infusion of formula funds, and that training will be a significant area of focus. Training services include occupational skills training, on-the-job training, programs that combine workplace training and related instruction, including registered apprenticeship, training programs operated by the private sector, skill upgrade and retraining, entrepreneurship training, job readiness training, adult education and literacy training, and customized training.

1. **Describe the WDB's plans to implement expanded training services for adults and dislocated workers to address the following:**

- a. Promotion of assessment and training in advanced manufacturing, energy, weatherization and health care industries**
These types of training are included in the plan. Please see Attachment 1. Also included in the plan is a transitional jobs program focusing on construction that will also have a weatherization component.
 - b. Service to targeted populations**
The ARRA plan will follow the WIA priority of service. See WIA plan VI A1,c and VI A6 a pages 25-26.
 - c. Employer-based training options (On-the-Job Training and Customized Training)**
These options will be used as appropriate. The dislocated worker program has set aside \$184,897 to be used for a combination of technical college training, on-the-job training and customized training as appropriate.
 - d. Use of short-term training along career pathways**
 - e. Class-size projects**
Many short-term training programs and class-size projects are planned. Please see Attachment 1.
 - f. Credentials or work-ready certification**
The training in both the adult and dislocated worker program will result in either a technical college degree, credential or certifications. Work Readiness will be a key component in the youth program.
 - g. Local policies, including plans to increase locally imposed limitations on training costs or ITAs**
The policies for the formula funded WIA program will be followed. There are no plans to increase limitations.
 - h. Provision of multi-program, integrated employment goals and other strategies for specific targeted population groups.**
The partners in the Western Wisconsin job center system have a well developed system to serve targeted populations as well as to provide cross-referrals and coordinated case management among the many programs. This will continue with ARRA funding.
- 2. Describe the WDB's plans to target Recovery Act funds for:**
(Please see ARRA plan, Attachment 1)
- a. Adult Basic Education and basic skills training**
 - b. Filling skill gaps or remediation**
Those adults and dislocated worker needing adult basic education, basic skills training or remediation will be referred to the GOAL program at Western and similar programs at Southwest Technical College.
 - c. Bridge programs as defined in the Wisconsin RISE Initiative**
Several of the planned programs are bridge programs that will allow the participants to further education in the demand industry. For example, Medical Assistants, Certified Nursing Assistants, and CNC operator are demand occupations.

- d. Course work related to preparation toward a career goal**
The planned trainings will lead to a career goal in a demand occupation.
- e. Co-enrolled participants in training and/or supportive services (e.g. WIA/Veteran, WIA/DVR)**
To the extent possible, co-enrollments will occur in order to leverage funding and provide the best possible service to the participants. This is the current practice in the WIA formula funded program.
- 3. To maximize the reach of formula funds, eligible customers should be assisted in taking advantage of the significant increase in Pell Grant funds also included in the Recovery Act. Describe policies and procedures to ensure that all eligible customers apply for Pell Grants, and other financial assistance.**
All eligible customers must apply for Pell Grants as outlined in the Adult and Dislocated Workers Training Guidelines, Attachment VIII of the WIA plan.
- 4. Describe plans to expand local training capacity, including the selection of alternative training providers (such as proprietary schools, community-based organizations and registered apprenticeship).**
The Adult program will be a transitional jobs program focusing on construction skills. Workforce Connections, Inc. the service provider for adult programs is in the process of apply for the program to be listed on the local ITA list.
- 5. To increase the availability of training to workforce system customers, the Recovery Act allows local WDBs to award contracts to institutions of higher education, such as community colleges, or other eligible training providers, if the board determines it would facilitate the training of multiple individuals in high-demand occupations and if the contracts do not limit customer choice. Describe plans to award such contracts.**
The ARRA plan calls for several short-term and class size projects in demand industries which will be purchased through Western Technical College. Since the college is the major supplier of technical skills training in the region, this will not limit customer choice of providers. Discussions are also on-going with Southwest Technical College for those in the southern part of the WDA.
- 6. A minimum of 70% of both the WDB's Recovery Act adult and dislocated workers allocation must be spent on training. Describe how the WDB plans to meet this goal.**
This is planned to occur by focusing on the myriad of training to be provided under ARRA. Dislocated workers in special response grants will have the training paid by the ARRA grant, and case management paid by the special response grant.

E. Coordination

- 1. Dislocated workers eligible for the Trade Adjustment Assistance (TAA) program are expected to be co-enrolled in the WIA Title 1 Dislocated Worker Program. This is to ensure that the resources available through each program are maximized and a comprehensive package of services is made available to each dislocated worker. Describe how Recovery Act funds will be used to expand co-enrollment of TAA eligible participants in the WIA program and the Recovery Act funded “wrap-around” services that will be made available to eligible dislocated workers. Include a description of customer flow and the role of each program in providing assessment, employability plan development, case management, placement, training and follow-up services. Also describe other co-enrollments to serve targeted populations, such as W-2 and vocational rehabilitation participants.**

Currently there is coordination with the local WIA program and the TAA program. Referrals are made to the TAA program when a dislocation is certified for services. Case managers from both programs provide cooperative case management. The agency that initially enrolls the individual does the assessment and employability plan development. TAA funds are used for qualified training with the WIA program providing training for programs that do not qualify and support services for all. The coordination is effective.

- 2. The Department of Labor expects that Unemployment Insurance claimants are provided with a full array of services through Reemployment Services (RES), Wagner-Peyser Act, and WIA grant funding via a comprehensive and integrated service delivery model. Describe how this statewide initiative will be integrated into the local service delivery structure.**

The WDB director and staff have been in dialogue with Job Service RES director and staff to ensure efficient cross flow of information for fully integrated service delivery. WIA staff will be available at RES sessions as well as UI/RES staff available at dislocated worker information sessions. RES and WIA staffs are co-located administratively in La Crosse to help ensure continued local communication for fully integrated information to customers.

III. Summer Youth Employment Program

While the Act does not limit the use of the Recovery Act funds to summer employment, the Congress is clearly interested in these funds being used to create summer employment opportunities for youth. The Department of Labor (DOL) strongly encourages states and local areas to use as much of these funds as possible to provide as many youth as possible with summer employment opportunities and work experiences throughout the year, while ensuring that these summer employment opportunities and work experiences are high quality. DOL is also particularly interested in and encourages the development of work experiences and other activities that expose youth to opportunities in “green” educational and career pathways.

The Western Wisconsin Summer Youth Plan is found in Attachment III.

A. Outreach and Recruitment

1. Describe strategies to identify and recruit participants to be served.

Service providers will develop strategies to identify and recruit participants. The summer youth plan included the following language:

The Western Wisconsin Workforce Development Board, Inc. will develop a common marketing strategy around the green jobs theme and generate flyers and posters that can be used for recruitment purposes. In order to have an effective recruitment process that will generate referrals for appropriate enrollments, it is suggested that any of the following methods be used:

- *Sharing information through the high school counselors and on-site recruitment at the high schools;*
- *On-site recruitment at the Boy’s and Girl’s Clubs, Teen Centers, YMCA or YWCA, Reality Stores and other community sites targeting teens;*
- *Recruitment fairs within the community – at libraries, community centers, city halls or established fairs, like Career Fest;*
- *Postings in newsletters, church bulletins, posters placed at grocery and discount stores and other places targeting parents or guardians or older youth;*
- *PSAs to local radio and TV stations.*

2. Veterans age 21 to 24 have a particularly high incidence of unemployment immediately upon discharge. Describe plans to outreach, recruit and provide services to these individuals.

The service providers currently coordinate with the veterans outreach coordinators located at the job centers. This coordination for referrals and recruitment will continue.

B. Target Groups

1. Describe new or additional strategies (since submittal of the WIA Local Plan) to target and serve youth most in need of services such as:
 - a. Out-of-school youth and those most at risk of dropping out
 - b. Youth in and aging out of foster care
 - c. Youth offenders and those at risk of court involvement
 - d. Homeless and runaway youth
 - e. Children of incarcerated parents
 - f. Migrant youth
 - g. Indian and Native American youth
 - h. Youth with disabilities

Enrollments in the summer youth program will be cross checked against these criteria to ensure that the youth most in need are enrolled and served. The following is an excerpt from the WDB Summer Youth Program plan.

Eligibility guidelines will be the same as for the WIA youth program. The program will give priority to youth not enrolled in the WIA year round program. Youth currently enrolled in the WIA program may only be enrolled in the summer program, if extenuating circumstances exist, and with approval from the WDB Youth Coordinator.

The Youth Council and WDB strongly encourage alignment with the Department of Labor's focus on the neediest youth and outreach to any youth who may need additional help with summer employment or success in the world of work. Therefore, enrollments should be focused on out-of-school youth, those most at risk of dropping out or non-completion, youth in and ageing out of foster care, youth offenders, those at risk of court involvement, homeless and runaway youth, children of incarcerated parents, migrant youth, Native American Youth and youth with disabilities.

The Department of Labor suggests that more emphasis should be put on the older youth to age 24. The WDB expects that that low income youth ages 16 to 24 will be served, but recommends special emphasis on the older youth. At least 30% of the enrollments in the program are required to be out-of school youth.

2. The Recovery Act funding provides an opportunity to engage youth beyond those currently being served in the WIA youth program. Describe plans to coordinate and collaborate with the following:
 - a. Department of Corrections (Adult and Juvenile Corrections)
 - b. Department of Children and Families (Foster Care and Wisconsin Works)
 - c. DWD Veterans' staff
 - d. Youth Apprenticeship
 - e. Division of Vocational Rehabilitation

- f. **Adult Apprenticeship**
- g. **Department of Health Services**

The plans to coordinate and collaborate with the above agencies are no different than in the WIA plan. The expectation is that service providers will collaborate with all of the above for referrals and coordinated service delivery. Please see local plan VI, A, 7 page 28; VI,C,2 page 31; and VI,E,1 page 35.

- 3. **The Recovery Act increases the age eligibility to a maximum of 24 years old. Describe additional services and strategies for youth ages 21-24.**

Service providers are encouraged to focus on services to older youth, including those 21-24. Additionally 10% of the Youth ARRA funding is being held for year round services to those aged 21-24 who will need services beyond the summer employment period.

C. Services

- 1. **Describe the planned use of funds for the youth program, identifying where these plans represent services and strategies that are new, different or more expansive than those currently made available through the regular formula-funded youth program.**

The Youth Council has recommended that the summer work opportunity program be targeted to those youth not currently enrolled in the regular funded youth program. Exceptions can be made; however any exception must have the consent of the WDB Youth Coordinator. Currently the regular funded program does not focus on green jobs, so the incorporation of this aspect in ARRA funding is a new strategy for the western WDB.

- 2. **A minimum of seventy percent of the WDB's Recovery Act youth allocation must be spent by October 1, 2009. Describe how the WDB plans to meet this goal.**

The summer youth design has incorporate the plan to spend 70% of the funds by October 1, 2009. At least 70% of the funding is being allocated to the current service providers to run the summer youth program. The WDB has withheld 10% of the funding to be used for continuing services to older youth after the summer component has ended. See Plan Attachment III.

- 3. **The Recovery Act allows some flexibility in program design for the summer months. Describe the WDB's plans for:** See Plan Attachment III.

- a. **Program elements offered during the summer** – A week of orientation to work, green jobs, communication and safety will be offered before the youth are placed at green worksite. The work aspect will run for 7 weeks.

- b. **Types of assessments utilized** – The Western WDB will use the work readiness assessment as the strategy for work readiness. A checklist of competencies is found in Attachment IV.

- c. Development of the Individual Service Strategy** – Each enrollee will have an ISS that outlines his or her needs, and identifies the work strategy.
 - d. Addressing academic needs** – The worksites are to have components of basics skills incorporated into the worksite. It is an expectation that all youth in the summer program will either return to school 2) enter a technical or occupational skills training program or 3) enter employment. Older and out of school youth may continue with a year round ARRA program to address academic needs.
 - e. Providing follow-up services** – The Youth Council has recommended that follow-up services be provided for 3 months (one quarter) after the summer youth component ends.
- 4. Describe plans to connect summer youth participants to other services or training opportunities available in the area, or to the year-round youth program.**
See d, above. Older Youth enrolled the 25% ARRA year round program may also be co-enrolled in the regular program or the adult WIA program depending on age requirements.
- 5. Opportunities for skilled workers in the fields of solar, geothermal, wind power design, and the use of environmentally-friendly building materials will mean increased job opportunities for young people who have had exposure to work experiences that equip them with the appropriate “green” knowledge. Describe plans to incorporate “green” work experiences in the youth program.**
The summer experience is to be focused on “green” jobs. Please see the plan, Attachment III.
- 6. Describe plans to measure and document Work Readiness outcomes for youth funded through WIA youth Recovery Act funds.**
All youth will undergo a work - readiness assessment during orientation week. They will take the same assessment toward the end of the program. Scores will be reported and analyzed by the Youth Coordinator. The WDB expects to see a 10% increase in work readiness. The assessment is found in Attachment IV, Summer Youth forms.
- 7. Describe and attach the WDB’s policy for providing stipends to youth.**
Youth will be paid a wage for attending training and for the hours spent on the worksite. No stipends will be provided.

D. Training

1. Identify the planned number of worksites, including the number of public sector, private sector, and non-profit.

Worksites are being selected. The plan is to serve 101 youth, so at least 101 work placements are to be made, with some worksites accepting more than one youth. The following is excerpted from the plan

The program will develop work experiences around the variety of industries, applications and careers that compose the emerging green economy. The focus for the Summer Youth Employment Opportunity is work at non-profit, governmental or community worksites; however, work at for-profit employers, covered by Unemployment Insurance will be allowed, providing the worksite can substantiate "green work."

2. Describe any special projects or group activities.

The service providers have the option of placing youth at individuals sites or operating a "green crew" that may work at a variety of sites (See Plan, Attachment III). The service providers are also encouraged to provide tours of employers who have a focus on "green jobs."

3. Describe plans to expand work experience opportunities to registered apprenticeships offered by employers.

Registered apprenticeships will be used if available and appropriate.

4. Describe the WDB's strategy for ensuring that work experience agreements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.

This assurance is included in the worksite agreement that the worksite supervisor signs (Attachment IV).

5. Describe the WDB's strategy for ensuring the work experience of the participants does not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for non-displacement requirements).

This assurance is included in the worksite agreement that the worksite supervisor signs (Attachment IV).

6. Youth summer employment should be a work experience intended to increase work readiness skills of participants and not impact the profit margin of a for-profit company. Describe the selection criteria to ensure that one employer is not favored at the expense of another employer.

The selection criteria used for worksites was the ability to provide work experience in a green job. Worksites were chosen based on the work to be done and not the profitability margin. For the most part, non-profit worksites were chosen.

7. Describe the WDB's plans to deliver an orientation, including safety training; wage and hours provisions; and child labor laws to youth participants and worksite supervisors.

Service providers are expected to deliver training to the worksite supervisors. The WDB youth Coordinator will monitor that this has occurred. The youth participants will attend a one week orientation session before starting their work experience.

8. Has the WDB secured worker's compensation or other similar coverage for work-related injury or illness of trainees?

Yes, this has been done.

E. Selection of Service Providers

1. Describe the procurement process utilized to select the summer youth service providers.

Service providers for the regular WIA youth program were selected by competitive bid. The WDB voted for awarding the summer youth contracts to the providers based on the following language in the RFP.

Proposal Conditions: *This notice and subsequent proceedings do not commit the WDB to enter into a contract with any of the proposal submitting parties. The WDB will not pay any costs incurred in the preparation or presentation of proposals nor shall the WDB be liable for any costs incurred by the proposal submitter prior to the issuance of a contract. The WDB reserves the right to accept, reject, or modify any or all proposals received as a result of this notice of RFP, or to negotiate with all qualified sources; or to cancel, modify or reissue in part or in its entirety this notice of RFP. The WDB reserves the right to contract with accepted providers of the RFP for any dollars that may come into the system outside the scope of this RFP.*

This RFP may or may not result in an award of a subcontract. The WDB reserves the right, at its sole discretion, to cancel this RFP at any time and for any reason, and to reject any or all proposals at any time and for any reason. Receipt of proposals by the WDB confers no rights upon the proposer. Receipt of proposals shall not, in any manner whatsoever, obligate the WDB or any employees thereof.

2. Provide a list of service providers who will be providing youth services using WIA Recovery Act funds. The contact information provided in this chart will be posted on the DWD Recovery Act website (use Form C).

Form C is attached (page 23).

IV. Year-Round Youth Program

1. Describe program components of the WDA's year-round youth services funded with Recovery Act funds.

With the set aside money, older/out-of school youth will be assisted in entering occupational training, class-sized training or basic skills training. Support services will be offered. These youth may be co-enrolled in the regular WIA Youth or Adult program for continued services.

2. A minimum of twenty-five percent of the WDB's Recovery Act youth allocation must be spent on training with a focus on ABE, GED/HSED or work readiness certification. Describe how the WDB intends to meet this goal.

The WDB plans to meet this goal by following the program outline which will focus on work readiness. Included in the program design is a blogging component so that the youth can share experiences in the program through writing.

3. Describe continued services that will be provided to support older/out-of-school youth during non-summer months.

With the set aside money, older/out-of school youth will be assisted in entering occupational training, class-sized training or basic skills training. Support services will be offered. These youth may be co-enrolled in the regular WIA Youth or Adult program for continued services.

V. Accountability

A. Expenditures and Enrollments

1. Describe how the WDB will ensure that Recovery Act funds will supplement and not supplant existing resources which are spent on workforce programs and services.

The ARRA funds will be tracked separately and administered as distinct programs from the current workforce programs. For Summer Youth, only youth not served in the program are to be enrolled

2. Complete the following forms:

- a. **Quarterly Enrollment and Budget Summary - Adult and Dislocated Worker Programs (Form D)**
- b. **Quarterly Enrollment and Budget Summary – Youth Program (Form E)**
- c. **Budget Back-up - Adult and Dislocated Worker Programs (Form F)**
- d. **Budget Back-up – Youth Program (Form G)**
- e. **Staffing Plan – Adult, Dislocated Worker and Youth Programs (Form H)**

The forms are attached starting on page 23.

B. Monitoring

1. **Describe plans for onsite monitoring of all summer worksites/projects, including wage and hour provisions, child labor laws, worksite supervision and safety.**

Service providers are expected to monitor the summer worksite and projects. Additionally the WDB Youth Coordinator will monitor a random selection of site from each provider to ensure that provisions, laws, safety requirement and appropriate supervision guidelines are being followed. This will occur through actual site visits.

2. **Submit the WDB's timetable for conducting summer youth program monitoring.**

Youth will begin at the worksite the week of June 22 and will occur through August 7, 2009. Worksite monitoring will occur during the same timeframe. Youth Council Members will be notified so they may attend the worksite monitoring.

3. **Oversight and monitoring should determine whether or not there is compliance with programmatic, accountability, and transparency provisions of the Recovery Act and Training and Employment Guidance Letter 14-08, as well as the regular provisions of WIA. Describe the process in place for monitoring and oversight of the additional funds provided under the Recovery Act. At a minimum, the response should address the following:**

- a. **Monitoring expenditures and enrollments**
- b. **Monitoring of service providers**
- c. **Monitoring worksites and special projects.**

The ARRA program will be included in the WDB monitoring and oversight plan as found in Attachment XII, Continuous Improvement Process in the WIA plan. ARRA monitoring will begin with the summer youth program. The Youth Council has asked for reports on ARRA by the 15th of each month. The following will be reported , as requested, to the Youth Council.

- Breakout of program vs. participant expenditures
- Total wages paid to participants
- Worksite recruitment and placements
- Number of youth recruited vs. number participating in the program
- Program standard measures

Worksite monitoring is described above.

VI. Assurances and Signatures

1. The WDB, including the chief elected official of the area and providers receiving funds under Title I of the Workforce Investment Act, will comply with the Fiscal Controls established in Section 184 of WIA.
2. The WDB and chief elected official assure that they will comply with the nondiscrimination provisions of WIA section 188, including an assurance that a Methods of Administration has been developed and implemented.
3. The WDB assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA section 188.
4. The WDB assures that veterans will be provided priority access to employment and training activities authorized in section 134 of WIA.
5. The WDB assures that all WIA participants will be exposed to a full range of career choices including orienting and exposing them to training and jobs with family-supporting wages.
6. The WDB assures that financial literacy training/information is made available for all participants.
7. The WDB assures that no funds received under WIA will be used to assist, promote, or deter union organizing.
8. The WDB assures that it will comply with section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990.
9. The WDB assures that it developed this plan in consultation with the business community, labor organizations, and required partners.
10. The WDB assures that funds will be spent in accordance with WIA legislation, regulations, written DOL Guidance, Division of Employment and Training (DET) Guidance and all other applicable federal and state laws.
11. The WDB assures that no WIA funds will be spent on the development or operation of any data management systems that duplicate systems provided by the State of Wisconsin, especially ASSET, WorkNet, or Job Center of Wisconsin.
12. The WDB assures that it will comply with state program priorities and directives set out in the state plan and any subsequent modifications.
13. The WDB assures that 70% of the Recovery Act youth allocation will be spent by October 1, 2009.
14. The WDB assures that 25% of the Recovery Act youth allocation will be spent on ABE, GED, HSED or work readiness training for 18 to 24 year old youth.
15. The WDB assures that all individuals served with Recovery Act funds will be tracked in ASSET.
16. The WDB assures that all employment opportunities generated by Recovery Act activities will be made available through the Job Center of Wisconsin website.
17. The WDB assures that Recovery Act funds will not be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
18. The WDB assures that all costs will be tracked and reported in accordance with the line codes established in the CORE reporting system for each contract.
19. The WDB assures that Recovery Act funds will be treated as a separate fund source to enable reporting of contract costs, subcontract costs and performance separate from other programs.

NOTE: Signatures are also required on the Certifications in the Forms C and D.

This plan has been developed for the Western WDA in accordance with the terms of the WIA.

Approved for the Workforce Development Board

Workforce Development Board Chair

Name (type or print): Daniel D. Braund, Chair

Signature: *Daniel D. Braund* Date: June 1, 2009

Approved for the Counties of the Workforce Development Area

Chief Local Elected Official

Name (type or print): James Ehram

Title: Chief Local Elected Official (Appointed)

Signature: *James Ehram* Date: June 1, 2009

Local Elected Officials (Optional):

Name (type or print): _____

Title: _____

Signature: _____ Date: _____

Name (type or print): _____

Title: _____

Signature: _____ Date: _____

etc., for the number of counties in the area

FORM A

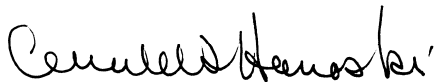
**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE
AN INTEGRAL PART OF THE CERTIFICATION**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Gerald S. Hanoski, Executive Director, Workforce Connections, Inc. (Fiscal Agent)
Name and Title of Authorized Representative



Signature

June 1, 2009

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of charged circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment

FORM B

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employe of an agency, a Member of Congress, an officer or employe of Congress, or an employe of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employe of any agency, a Member of Congress, an officer or employe of Congress, or an employe of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Western Wisconsin Workforce Development Board, Inc

. Workforce Connections, Inc. (Fiscal agent)

Grantee/Contractor Organization

WIA Title I-B

Program/Title

Gerald S. Hanoski

Name of Certifying Official



Signature

June 1, 2009

Date

*Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB)

**American Recovery and Reinvestment Act (ARRA)
Youth Service Providers**

Youth Service Provider	Contact Information	Services Provided	Est. Number of Youth Served in Summer of 2009 (ARRA Only)	Est. Number of Youth Served in Year-Round Activities (ARRA)
Workforce Connections, Inc. 402 North 8 th Street La Crosse, WI 54601	Wanda Palmer 608-789-5645 palmerw@workforceconnections.org	Recruitment, enrollment of youth and worksites, overseeing program implementation	37	TBD*
Couleecap, Inc. 201 Melby Street Westby, WI 54667	Janelle Olson 608-634-7365 Janelle.Olson@couleecap.org	Recruitment, enrollment of youth and worksites, overseeing program implementation	101	TBD*

* As of the submittal of this documents, enrollments had not occurred so it was impossible to tell how many youth would be enrolled in a year round ARRA program.

ARRA Quarterly Enrollment and Budget Summary

Adult **Dislocated Worker Program**

WDA **Western 09**

All figures are cumulative

	Admin	Program	Qtr 1 6/30/2009	Qtr 2 9/30/2009	Qtr 3 12/31/2009	Qtr 4 3/31/2010	Qtr 5 6/30/2010	Qtr 6 9/30/2010	Qtr 7 12/31/2010	Qtr 8 3/31/2011	Qtr 9 6/30/2011
ARRA Funded Activities											
Total Participants			14	28	42	56	56				
Receiving Intensive Services			14	28	42	56	56				
Enrolled in Training			14	28	42	56	56				
Occupational Classroom			14	28	42	56	56				
OJT			-	-	-	-	-				
Customized (Employer Based)			-	-	-	-	-				
Receiving Supportive Services			14	25	37	53	53				
Receiving Needs Related Payments			-	-	-	-	-				
ARRA Program Expenditures											
Core and Intensive Services		80,349	15,000	35,000	50,000	70,000	80,349				
Training		161,450	20,000	55,000	90,000	135,000	161,450				
Supportive Services		30,000	5,000	15,000	20,000	25,000	30,000				
Needs Related Payments		0	0	0	0	0	0				
ARRA Administrative Expenditures	30,200		5,000	12,000	22,000	28,000	30,200				
TOTAL ARRA Expenditures	30,200	271,799	45,000	117,000	182,000	258,000	301,999				

ARRA Quarterly Enrollment and Budget Summary

_____ **Adult** **Dislocated Worker Program**

WDA Western 09

All figures are cumulative

	Admin	Program	Qtr 1 6/30/2009	Qtr 2 9/30/2009	Qtr 3 12/31/2009	Qtr 4 3/31/2010	Qtr 5 6/30/2010	Qtr 6 9/30/2010	Qtr 7 12/31/2010	Qtr 8 3/31/2011	Qtr 9 6/30/2011
ARRA Funded Activities											
Total Participants			40	120	195	225	225				
Receiving Intensive Services			40	120	195	225	225				
Enrolled in Training			40	105	175	185	185				
Occupational Classroom			40	105	175	185	185				
OJT			-	-	-	-	-				
Customized (Employer Based)			-	-	-	-	-				
Receiving Supportive Services			30	96	150	175	175				
Receiving Needs Related Payments			-	-	-	-	-				
ARRA Program Expenditures											
Core and Intensive Services		95,848	25,000	50,000	70,000	85,000	95,848				
Training		238,624	35,000	170,000	200,000	215,000	238,624				
Supportive Services		30,000	5,000	12,000	20,000	25,000	30,000				
Needs Related Payments		0	0	0	0	0	0				
ARRA Administrative Expenditures	40,496		9,000	18,000	30,000	36,000	40,496				
TOTAL ARRA Expenditures	40,496	364,472	74,000	250,000	320,000	361,000	404,968				

ARRA Quarterly Enrollment and Budget Summary - Youth Program WDA _Western_09_

All figures are cumulative

	Admin	Program	Qtr 1 6/30/2009	Qtr 2 9/30/2009	Qtr 3 12/31/2009	Qtr 4 3/31/2010	Qtr 5 6/30/2010	Qtr 6 9/30/2010	Qtr 7 12/31/2010	Qtr 8 3/31/2011	Qtr 9 6/30/2011
ARRA Funded Activities											
Total Participants			101	101	101	101	101				
Enrolled in Work Experience			101	101	101	101	101				
Receiving ABE/GED/Work Ready			101	101	101	101	101				
Receiving Supportive Services			85	85	85	85	85				
Receiving Stipends			0	0	0	0	0				
ARRA Program Expenditures		\$125,873	\$20,000	60,000	85,000	100,000	125,873				
Youth Wages & Stipends		170,000	49,000	145,000	150,000	160,000	170,000				
Training (ABE/GED/Work Ready)		0	0	0	0	0	0				
Supportive Services		21,000	4,215	13,947	15,000	19,000	21,000				
ARRA Administrative Expenditures	35,208		4,709	14,000	20,000	26,000	35,208				
TOTAL ARRA Expenditures	35,208	316,873	77,924	232,947	270,000	305,000	352,081				

Western Wisconsin Workforce Development Board, Inc.
WIA Plan Supplement - ARRA Plan
June 1, 2009

FORM F

ARRA Back-up Budget			
<input checked="" type="checkbox"/> Adult	<input type="checkbox"/> Dislocated Worker	WDA Western 09 _____	
	Administration	Program	Total
Staff Salaries	7,751	54,600	62,351
Staff Fringe Benefits	2,800	21,749	24,549
Staff Travel		1,500	1,500
Communications		500	500
Facilities (rent, utilities, maintenance)		1,250	1,250
Office Supplies		750	750
Testing and Instructional Materials			
Equipment			
Use/Depreciation			
Purchase			
Lease			
Training			
Classroom (tuition, books, fees, etc.)	19,149	161,450	180,599
OJT Reimbursements			
Customized Training			
Supportive Services		30,000	30,000
Needs Related Payments			
Audit costs	500		500
Contracted Services			
Total	\$ 30,200	\$271,799	\$301,999

Western Wisconsin Workforce Development Board, Inc.
WIA Plan Supplement - ARRA Plan
June 1, 2009

FORM F

ARRA Back-up Budget			
<input type="checkbox"/> Adult	<input checked="" type="checkbox"/> Dislocated Worker	WDA Western 09	
	Administration	Program	Total
Staff Salaries	9,202	53,770	62,972
Staff Fringe Benefits	3,538	31,078	34,616
Staff Travel		2,500	2,500
Communications		2,500	2,500
Facilities (rent, utilities, maintenance)		3,500	3,500
Office Supplies		2,500	2,500
Testing and Instructional Materials			
Equipment			
Use/Depreciation			
Purchase			
Lease			
Training			
Classroom (tuition, books, fees, etc.)	27,256	238,624	265,880
OJT Reimbursements			
Customized Training			
Supportive Services		30,000	30,000
Needs Related Payments			
Audit costs	500		500
Contracted Services			
Total	\$40,496	\$364,472	\$404,968

Western Wisconsin Workforce Development Board, Inc.
WIA Plan Supplement - ARRA Plan
June 1, 2009

FORM G

ARRA Back-up Budget Youth			
WDA	Administration	Program	Total
Staff Salaries	21,557	63,937	85,494
Staff Fringe Benefits	6,151	21,936	28,087
Staff Travel	2,000	15,000	17,000
Communications	1,500	5,000	6,500
Facilities (rent, utilities, maintenance)	2,000	15,000	17,000
Office Supplies	1,500	3,000	4,500
Testing and Instructional Materials	0	2,000	2,000
Equipment			
Use/Depreciation	0	0	0
Purchase	0	0	0
Lease	0	0	0
Training and Services			
Wages & Stipends	0	170,000	170,000
ABE/GED/Work Ready	0	0	0
Supportive Services	0	21,000	21,000
Audit costs	500	0	500
Contracted Services	0	0	0
Total	35,208	316,873	352,081

**ARRA Staffing
Plan**

Adult Dislocated Worker Youth WDA _____

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
Executive Director	7,597	1	15	1,139
Director of Finance	4,470	2	15	1,341
Director of Program Op.	4,470	3	15	2,015
Director of Plan and Mktg	4,470	2	15	1,341
Planning Coordinator	2,557	2	15	767
Accounting Coordinator	2,557	3	15	1,151
Administrative Staff Total	\$ -			\$ 7,751
Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
Program Manager	3,380	50	15	25,350
Employment Coordinator	2,600	75	15	29,250
Program Staff Total	\$ -			\$ 54,600
Staffing Total				\$62,351

**ARRA Staffing
Plan**

___ Adult ___x___ Dislocated Worker ___ Youth WDA _____

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
Executive Director	7,597	1	14	1,063
Director of Finance	4,470	2	14	1,252
Director of Program Op.	4,470	5	14	3,129
Director of Plan and Mktg	4,470	2	14	1,252
Planning Coordinator	2,557	2	14	716
Accounting Coordinator	2,557	5	14	1,790
Administrative Staff Total	\$ -			\$ 9,202
Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
Program Manager	3,430.50	20	14	9,605
Workforce Development Mgr	3,947.00	10	14	5,526
Management Info Specialist	2,484.00	10	14	3,347
Employment Coordinator	2,511.27	100	14	35,162
Program Staff Total	\$ -			\$ 53,770
Staffing Total				62,972

___ Adult ___ Dislocated Worker X Youth WDA _____

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
Executive Director	7,597	1	7.51	570
Director of Finance	4,470	2	7.5	671
Director of Prog Operations	4,470	3	7.5	1,006
Director of Planning	4,470	2	7.5	671
Planning Coordinator	2,557	2	7.5	384
Accounting Coordinator	2,557	5	7.5	959
WDB Liaison	2,766	50	7.5	10,373
WDB Youth Pgm Coord.	3,077	30	7.5	6,923
Administrative Staff Total	\$ -			\$ 21,557
Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
Director of Prog	4,507	2	6.5	586
Community Service Director	3,483	12.5	6	2,612
Program Manager	3,380	10	6.5	\$2,197
Youth Coordinator II	2,768.50	20	6	3,322
Youth Coordinator I	3,343	20	6	4,012
Youth Case Manager	2,600	20	6.5	3,380
Youth Case Manager	2,600	20	6.5	3,380
Youth Case Manager	2,600	50	6	7,800
Job Coach	1,804	100	4	7,216
Job Coach	1,804	100	4	7,216
Job Coach	1,804	100	4	7,216
Youth Program Coord	3,077	65	7.5	15,000
Program Staff Total	\$ -			\$ 63,937
Staffing Total				\$85,494

Training and Employment Guidance Letter (TEGL) No. 14-08 OVERVIEW

Strategic Vision

The American Recovery and Reinvestment Act (ARRA), signed by President Obama on February 17, 2009, is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the recession. One-Stop Career Centers across the country will target services to meet the changing needs of workers and employers, and are strongly encouraged to take an expansive view of how the ARRA funds can be integrated into transformational efforts to improve the effectiveness of the public workforce system. In a stronger, more comprehensive, One-Stop system, adults move easily between the labor market and further education and training in order to advance in their careers and upgrade their contributions to the workplace, while disconnected youth are able to reconnect through multiple pathways to education and training the enables them to enter and advance in the workforce.

General Policy Guidelines

Four (4) principles to guide the workforce system in utilizing ARRA funds:

- Transparency and accountability in the use of ARRA funding;
- Timely spending of the funds and implementation of activities;
- Increasing workforce system capacity and service levels; and
- Using data and workforce information to guide strategic planning and service delivery.

Key ARRA Provisions

- Contracts with Institutions of Higher Education and Other Training Providers.
Contracts may be awarded to institutions of higher education serving multiple individuals in high-demand occupational training.
- Emphasis on Serving Low-income, Displaced and Under-skilled Adults and Disconnected Youth.
A special emphasis on helping these workers access training and employment services that advances them along career pathways in high-growth industries.
- Green Jobs
State is encouraged to recognize opportunities to prepare workers for "green jobs" related to other sources of federal funding, and expand existing training programs, such as apprenticeship programs that prepare workers for careers in "green" sectors.
- Connections to Other Federal Recovery Act Investments.
Including infrastructure development and improvement, healthcare, and other areas that will create jobs and opportunities for unemployed workers to rejoin the labor force.

Funding Timeline

ARRA funding must be expended by the end of PY 2010 (June 30, 2011), but the intention is that the majority of these fund will be utilized within the first year of availability.

WIA Under American Recovery & Reinvestment Act Allocations by WDA

WDA Name		Adult		Youth		Dislocated Worker				
		Share	Allocation	Share	Allocation	Share	Allocation			
1	Southeast		8.04%	\$354,399		8.44%	\$990,638		8.22%	\$791,795
2	Milwaukee		36.44%	\$1,605,474		36.29%	\$4,260,036		22.94%	\$2,210,446
3	WOW		4.55%	\$200,451		4.63%	\$543,067	X	5.52%	\$531,606
4	Fox Valley		6.10%	\$268,904		6.30%	\$739,060		8.35%	\$804,413
5	Bay Area	X	7.91%	\$348,334	X	7.77%	\$912,114		8.70%	\$837,935
6	NorthCentral		6.57%	\$289,696		6.64%	\$779,402		9.37%	\$902,511
7	Northwest		9.60%	\$422,971		6.70%	\$786,846		4.85%	\$467,409
8	West Central		5.55%	\$244,538		6.87%	\$806,099		5.11%	\$492,670
9	Western	X	2.91%	\$128,441	X	3.00%	\$352,081		6.00%	\$578,526
10	South Central	X	7.29%	\$321,424	X	8.24%	\$966,801		12.07%	\$1,163,205
11	Southwest		5.03%	\$221,643		5.12%	\$601,346		8.88%	\$855,248
	Total		100.00%	\$4,406,276		100.00%	\$11,737,490		100.00%	\$9,635,764

X Held Harmless

Source: US DOL TEGL 13-08, March 2009

ARRA Dislocated Worker Program

The ARRA makes available an additional \$1,250,000,000 to the WIA Dislocated Worker formula program. These funds are available to states to provide employment and training services to dislocated workers through the One-Stop system in accordance with WIA local area allocation requirements.

States may reserve up to 25 percent of the Dislocated Worker ARRA formula funds for Rapid Response activities.

Local Allocation: \$578,526.00
Proposed Participants 225

ARRA Dislocated Worker Budget Proposal	
• Administrative (10% Cap) to be reviewed by WDB Exec. Committee	\$ 40,496.00
• Core Services (Case Management, etc.)	95,848.00
• Participant Support Services (Transportation, child care, etc.)	30,000.00
• Participant Training	238,624.00
TOTAL	\$ 404,968.00

Dislocated workers would be enrolled into training programs and would be expected to achieve the s dislocated worker performance standards. Special Class sized training programs responding to demand industries would be utilized.

Possible training options:

• Individual Referrals to Existing Post Secondary Education Programs or other training opportunities	\$184,897.00
• Welding	38,250.00
• CNC Operator	29,950.00
• CNC Set Up	29,950.00
• Framing/Roofing	28,625.00
• Residential Building	20,750.00
• Custodial Building Maintenance I	16,750.00
• Custodial Building Maintenance II	21,000.00
• Certified Maintenance Technician I	33,750.00
• Nursing Assistant	15,350.00
• Medical Assistants	20,000.00
• Basic Auto Maintenance	15,500.00
TOTAL	\$454,772.00

Cost-sharing and co-enrollment with other grants in the region would make more trainings available could be funded through ARRA. These Include:

- WIA Special Response Grant for Dislocated Workers (WDB)
- Local WIA program (WDB_
- Trade Adjustment Assistance (Job Service)
- Community Based Job Training Grant (Western)

ARRA Adult Program

The ARRA makes available an additional \$500,000 for the WIA Adult formula program. These funds are available for states to provide employment and training services to adults through the One-Stop system in accordance with WIA allocations requirements.

Local Allocation \$128,441.00
Proposed Participants 50

ARRA Adult Budget Proposal	
• Administrative (10% Cap) to be reviewed by WDB Exec. Committee	\$ 30,200
• Participant Support Services (Transportation, child care, etc.)	30,000
• Transitional Work Experience Program, including case management	241,799
Total	\$301,999

The proposed plan is to administer a transitional work experience program. There is potentially \$70,000 available from the City of La Crosse for personnel. The participants would gain work readiness skills (time skills, proper communications, teamwork and basic skills) by working on construction a home for an income qualified family. The City of La Crosse would furnish the supplies and materials for the home. Participants would be coached in job search skills. Outcomes would be the same as the adult WIA performance standards.

ARRA Youth Programs:

The ARRA makes available \$1,200,000,000 for WIA Youth activities. These funds are available for states to provide activities for youth in accordance with WIA requirements. Funding shall remain available for the same period of time as standard PY 2008 Youth formula funds, or until June 30, 2011. The State is strongly encouraged to use as much of these funds as possible to operate expanded summer youth employment opportunities, with a “green” educational or career pathways focus, during the summer of 2009 (the period of “summer” being May 1 through September 30).

Local Allocation \$352,081.00
Proposed Participants 101

ARRA Youth Budget Proposal	
• Administrative (10% Cap) to be reviewed by WDB Exec. Committee	\$35,208.10
• Summer Youth Program (Accepted by WDB, through Youth Council 4-20-09)	
• Couleecap Inc.	181,093.00
• Workforce Connections, Inc.	104,093.00
• 10% year round services – Older Youth	31,686.90
TOTAL	\$352,081.10

Youth will gain work experience and work readiness skills by working in green jobs at selected worksites.

ATTACHMENT I
Plan for use of ARRA funds
Adopted by the WDB, April 20, 2009

Topic	Length of Training	# of Sessions Possible	Cost per Session	# of Students Per Session	Possible Locations
Welding Training (could be partially funded by CBJT)	5 Weeks	May 27 – June 26 M-F – 7:30am-2:30pm	\$38,250 (Includes \$9000 in supplies and \$4500 in tools for students)	15 15	La Crosse
CNC – Operator (Beginning) (could be partially funded by CBJT)	8 Weeks	July 20 – September 14	\$29,950	12	La Crosse
CNC – Setup (Intermediate) (could be partially funded by CBJT)	8 Weeks	September 28 – November 19	\$29,950	12	La Crosse
Roofing/Framing	5 Weeks	June 29 – July 24 M-F – 8am-4pm	\$28, 625 (includes over \$9000 in supplies/tools)	15	La Crosse
Residential Building/ Weatherization	80 Hours	June 15 – July 7 M-Th – 8am-2pm	\$20,750 (includes over \$8500 in books/supplies/tools)	15	La Crosse
Certified Maintenance Technician Level 1	168 Hours	July 6 – August 14 M-Th - 8am-3pm	\$33,750	15	Tomah
Healthcare – Nursing Assistant	6 weeks	June 8 – July 16 8am – 2pm	\$15,350 (includes books, background checks etc)	12	Tomah
Basic Auto Maintenance	116 Hours	June 8 – June 30 M-F – 8am-4pm	\$15,500	14	La Crosse

Key: Marya Wilson
 Jeff Kroes (CBJT)
 Marianne Torkelson/Gary Kirking
 Patti Balacek

Updated: 5/19/2009

Western Wisconsin Workforce Development Board, Inc.
YOUTH COUNCIL
MINUTES OF MEETING
March 31, 2009

I. CONSENT ITEMS

A. Call to Order and Introductions

- Chairperson Judy Berg called the meeting order at 1:36 pm. A quorum was present.

B. Announcements - None

II. ORDER OF BUSINESS

A. Meeting Minutes

Motion made (Hicks/Hendricks) to approve the December 11, 2008 meeting minutes.

Motion carried unanimously.

B. Youth Program Operations Overview

1. WIA Youth Program Report Summary

Leigh Kinyon provided an overview of the WIA Youth Program Report. Both younger and older youth enrollments are below their projected numbers due to service providers preparing for a possible provider transition as a result of the 2009-10 RFP. Motion made (Hicks/Zimmerman) to approve the WIA Youth Program Report Summary. Motion carried unanimously.

2. WIA Youth Program Expenditure Report

Melissa Bechtel provided an overview of the WIA Youth Program Expenditure Report. It was noted that Youth Council Goals line item is currently in a negative status due to scholarship returns. A few recipients did not fulfill their post-secondary enrollments and the scholarship dollars were returned; pro-rated. Motion made (Hendricks/Hicks) to approve the WIA Youth Program Expenditure Report. Motion carried unanimously.

3. 2009 WIA Youth Program Monitoring Report

Heather Johnson, WDB Administrative Coordinator, compiled and shared the 2009 WIA Youth Program Monitoring Report. Overall, Couleecap, Inc. and Workforce Connections, Inc. are continuing to successfully meet program requirements; both programmatically and fiscally. There are still discrepancies with performance reporting for younger and older youth. The WDB Youth Unit will evaluate and determine the best action(s) to rectify these discrepancies.

Motion made (Ablan/Zindorf) to approve the 2009 WIA Youth Program Monitoring Report. Motion carried unanimously.

C. **2009-10 WIA Plan**

1. **Year in Review**

Ms. Bechtel provided a review of the events that have taken place over the past year to institute the new revisions the Youth Council had recommended, including the development of the WDB Youth Unit and the release of the 2009-10 WIA Youth Program RFP.

2. **Performance Standards Update**

Ms. Kinyon informed the Council of a change in the performance standards for the 2009-10 WIA Plan. As of the 2009 program year, all youth will adhere to the same three (3) performance standards; previously there were seven (7) and separated out according to older and younger youth. Those three (3) standards are: 1) Placement in employment or education; 2) Attainment of a degree or certificate; and 3) Literacy and numeracy gains.

3. **Waiver Request**

Beth Sullivan asked the Council to allow the Non-competitive Procurement Waiver to remain open for use on a case-by-case basis. This would provide the flexibility to procure service providers without the release of a competitive RFP.

Motion made (Ablan/Hicks) to approve the Non-competitive Procurement Waiver request. Motion carried unanimously.

D. **2009-10 WIA Youth RFP Recommendation**

Judy Berg, Youth Council Chairperson and Youth Council Review Team member, provided an overview of the 2009-10 WIA Youth RFP applicants and review process. The applicants by region were as follows:

REGION 1 – no applicants

REGION 2 – Couleecap, Inc.

REGION 3 – Couleecap, Inc. and Family and Children's Center

REGION 4 – Couleecap, Inc. and Family and Children's Center

After reviewing each applicant's proposal(s) and individually completing an evaluation form for each region's applicants, it was the Review Teams recommendation that the contracts be awarded as follows:

REGION 1 – Workforce Connections, Inc. *(by default as the fiscal agent)*

REGION 2 – Couleecap, Inc.

REGION 3 – Couleecap, Inc.

REGION 4 – Couleecap, Inc.

Motion made (Hendricks/Ablan) to approve the 2009-10 WIA Youth RFP recommendations by the Youth Council Review Team as follows: Region 1 – Workforce Connections, Inc. (\$41,189); Regions 2, 3 and 4 – Couleecap, Inc. (\$177,899). Motion carried with two (2) abstentions (Zimmerman and Hicks).

E. 2009 Summer Youth Program

Ms. Sullivan, WDB Liaison, presented the 2009 Summer Youth Employment Opportunity plan, funded by the American Recovery and Reinvestment Act. The 'Shades of Green' Summer Youth Jobs Program will focus on careers and jobs in the green economy. The intent of the program design is for youth and young adults (aged 16 to 24) to:

- Become "work ready" through an orientation and training program;
- Gain awareness of the industries involved in the green economy;
- Explore a few of the many green careers;
- Work in a "green job" and , if appropriate;
- Become involved in community service; and
- Return to school or enter employment.

The following requests were made by the Youth Council:

- Enrollments target those not currently served by WIA;
- Ensure that enrollments reach out to any eligible youth who may need help;
- Provide follow-up for one quarter after program end; and
- Provide Youth Council with interim status report by the 15th of every month, during the program's duration, via email since this program is only 8 weeks in length. The reports will delineate wages paid to participants and the breakout of participant and other program costs.

It was further requested that the Youth Council support the current youth providers to operate the Summer Youth Program as follows: Workforce Connections, Inc. (\$104,093) and Couleecap, Inc. (\$181,093).

Motion made (Hendricks/Zindorf) to approve the 2009 Summer Youth Program including providers of service – Workforce Connections, Inc. (\$104,093) and Couleecap, Inc. (\$181,093). Motion carried with two (2) abstentions (Zimmerman and Hicks).

F. Unfinished Business

None

G. New Business

Ms. Johnson informed the Council that at the May 21, 2009 meeting the Council would need to discuss the WDB Business Plan goals that have been assigned to the Council and define measurements to attain those goals. Ms. Johnson will email the Youth Council members the WDB Business Plan to help them with their preparation for next month's meeting task.

V. ADJOURN

Motion made (Ablan/Hendricks) to adjourn. Motion carried unanimously. The meeting adjourned at 3:25 p.m.

PRESENT

Michael Ablan, Michael Ablan Law Firm, SC
Judy Berg, Courtesy Corporation
John Hendricks, Sparta Area School District
Terry Hicks, Western Wisconsin AFL-CIO
Jacque Hogan, Western Dairyland (*via phone*)
Linda Zimmerman, Workforce Connections, Inc.
Rita Zindorf, Holmen School District

EXCUSED

Guy Leavitt, CESA #4
Annette O'Hern, La Crosse School District
Mary Rohrer, Winona State University
Thai Vue, La Crosse Area Hmong Mutual Assistance Association

OTHERS PRESENT

Bonnie Hanson, Couleecap, Inc.
Melissa Bechtel, Workforce Connections, Inc.
Heather Freilinger, Workforce Connections, Inc.
Shane Gesler, Workforce Connections, Inc.
Heather Johnson, WDB Administrative Coordinator
Leigh Kinyon, Workforce Connections, Inc.
Angela Mosbach, Workforce Connections, Inc.
Janelle Olson, Couleecap, Inc.
Wanda Palmer, Workforce Connections, Inc.
Amy Scarborough, Workforce Connections, Inc.
Beth Sullivan, WDB Liaison
Sean Young, Couleecap, Inc.

**Western Wisconsin Workforce Development Board, Inc.
2009 Summer Youth Employment Opportunity**



This plan is subject to change based recommendations from the Western Wisconsin Workforce Development Board, Inc. meeting on April 20, 2009 and further guidance from the US Department of Labor or the Wisconsin Department of Workforce Development.

BACKGROUND

The Economic Stimulus Bill will funnel funds to the Western Wisconsin Workforce Development Board, Inc. (WDB) through the WIA system. The funding is to be used to create a summer job program for low-income youth, ages 16 to 24, to participate in both work experience and career exploration, as well as to earn wages and give back to their communities.

Currently Couleecap, Inc. and Workforce Connections, Inc. are the service providers for the WIA Youth Program. Up to ninety percent (90%) of the stimulus package funding would be allocated to these current providers for the summer program. Up to ten percent (10%) of the funds may be allocated to the providers chosen under the WIA Youth Program procurement process effective July 1, 2009, as a supplemental allocation for a continuum of services for youth needing additional services to transition from the Summer Youth Employment Opportunity into employment or education.

Expectations are that the Summer Youth Employment Opportunity expenses, activities, and performance will be reported and tracked separately for accountability purposes. Therefore, the WDB Youth Unit will develop processes for reporting, enrollment and tracking, and general program guidelines. Whenever possible, the process will mimic current WIA processes. WDB Youth Unit will provide forms for eligibility, worksite agreements, job descriptions, injury reports, handbooks and orientation material, etc. The providers may then customize these forms for their use.

TIMETABLE FOR PROGRAM

The timetable for the program is eight weeks of youth involvement. Providers may implement the program starting June 15th or June 22. A suggested timetable follows:

March 12, 2009	Recruitment for staff, youth and worksites begin
March 12 to June 1, 2009	Eligibility verification and enrollment; work site enrollment
June 1 – 15, 2009	Staff on Board, Staff orientation and worksite orientation
June 15, 2009	SHADES OF GREEN Kick-off event
June 15 – 19, 2009	Orientation and Career Exploration
June 22 – August, 07 2009	Green Crew and worksite work
August 14, 2008	SHADES OF GREEN Celebration!

The orientation program and number or hours of work per week for *youth* may differ, based on the provider's choice. All youth will be paid for both the work experience and the orientation week.

PROGRAM DESIGN

SHADES OF GREEN Summer Youth Jobs Program will focus on careers and jobs in the green economy. Pending a definition of a Green Job from the Department of Labor, the Western Wisconsin Workforce Development Board will define a green worksite as one focusing on

- renewable energy sources (wind, solar, biofuels),
- organic produce and products,
- energy efficiency (weatherization, retrofitting of buildings, energy savings),
- green buildings, construction and landscaping,
- recycling, and/or
- ecology or the environment.

The intent of the program design is for youth and young adults (aged 16 to 24) to:

- Become “work ready” through an orientation and training program;
- Gain awareness of the industries involved in the green economy;
- Explore a few of the many green careers;
- Work in a “green job” and, if appropriate
- Become involved in community service
- Return to school or enter employment.

Western Wisconsin Workforce Development Board, Inc.
2009 Summer Youth Employment Opportunity

Worksites - The program will develop work experiences around the variety of industries, applications and careers that compose the emerging green economy. The focus for the Summer Youth Employment Opportunity is work at non-profit, governmental or community worksites; however, work at for-profit employers, covered by Unemployment Insurance will be allowed, providing the worksite can substantiate “green work.”

Based on provider choice, youth may either be placed at individual worksites under the supervision of a worksite manager; form a **Green Crew** to do community service and work on a variety of green project for a variety of community organizations or non-profits; or a combination of both. According to the Department of Labor funds may not be used for “any casino or other gambling establishment, aquarium, zoo, golf course or swimming pool.”

The WDB is submitting the following worksites as examples. Providers are encouraged to seek and explore other sites and emerging opportunities in alternative energy, sustainability and energy conservation.

Industries	Types of Employers	Work
Natural Resources	<ul style="list-style-type: none"> State Parks or Forests; Eco-Parks Gov’t Agencies (DNR, US Fish and Wildlife, USGS, Forest Service, etc.) Cities and Counties Ft. McCoy 	Clean-up; tree planting, trail maintenance; education and environmental awareness; fish hatchery work; rip-rapping, river biology, flood repair, island building and cleanup; Invasive species work; environmental surveys.
Green and Sustainable Communities	Community Gardens, recycling and re-use centers; City or county governments	Planting and harvesting; recycling jobs; city park and street maintenance and beautification.
Construction	Non-profit community housing projects,	Green construction, retrofitting buildings, insulation projects, education
Energy	Renewable energies; energy conservation; wind farms;	Education and awareness, surveying,
Organic Farming and Food	Non-profit organic farms or factories; Food Co-ops; Food Pantries; Food Recovery Programs; Community Sustainable Agriculture	Food distribution and recovery, nutrition and education programs, organic farming help, community gardens; delivering food orders; packing boxes, etc.
Other	Libraries and schools; Nature Valley Conservatory or environmental non-profits, summer camps	Developing green awareness programs, working with sustainability managers, education

Other sites and types of jobs may be included; however it is expected that all youth experience have at least a project focus on green jobs. A few examples include:

Libraries -Youth placed to work at a library, could also devote time to a special project such as composing reading lists of book about green topics, developing a display about the greening economy, or reading stories about conservation or ecology efforts during children’s hour.

**Western Wisconsin Workforce Development Board, Inc.
2009 Summer Youth Employment Opportunity**

Schools – A youth placed at a school may incorporate learning about how the school is taking efforts to be energy efficient and/or develop a plan in conjunction with the staff to help implement the use of energy efficient light bulbs and other energy savings.

Green Crew – Groups of youth may form a **Green Crew** to work under the supervision of a **Green Crew Leader** and site supervisor. Group work may be developed specifically for a site as described in the individualized sites or may be developed by the corps. A few examples include but are not limited to:

Community Gardens – A crew might work in a community to develop and maintain a community garden. Youth would plant the garden, develop and implement an awareness campaign, schedule volunteers, distribute the produce to local food pantries or low-income, develop a pricing and sales strategy to sell excess produce at farmer’s markets, keep logs of harvest and sales, etc. A parallel program may include raising chickens to furnish food pantries with eggs.

Green Communities – A crew of youth may work in conjunction with many city or county organization to develop and implement a community awareness and sustainability project. The youth would develop, plan, organize, implement a project or projects, prepare reports and speak at local organizations. Youth could develop trail systems, help cities prepare bike route information and routes, develop and implement a “share a bike” program, and other green initiatives.

Ecology Projects – A crew could work in cooperation with the parks, state and federal governmental agencies on projects to sustain the environment or mitigate environmental issues. For example, a regional campaign/video about the flying carp and other invasive species to be used at libraries, schools etc. The youth would keep logs of the projects; develop reports or presentations to share in the community.

While crews may cycle through a variety of green industries in order to expand the breadth of career exploration, it is recommended that youth or young adults placed in individual work will remain with one site the entire work period.

Scheduling and Pay – It is suggested that each youth work between 20 and 30 hours per week. Youth will be paid time spent in orientation and at the worksite. Youth and young adults must be paid at least minimum wage but may have differing pay levels. Providers must be mindful of minimum wage and equal pay for equal work regulations and will be called on to substantiate wage levels if called into question. The WDB expects that all current workplace safety guidelines and applicable federal/state wage laws will apply. Minimum wage requirements must be followed. The federal minimum wage will be \$7.25 as of July 24, 2009. It is recommended that the higher minimum wage standard be incorporated for the entire program. Other federal law may be found at <http://www.youthrules.dol.gov/about.htm> and <http://www.osha.gov/teens>.

Orientation Week – The program will begin with one week of orientation to the program, work readiness and Green Jobs curriculum. Youth will attend an orientation session at sites to be chosen by the providers. Suggestions include:

- Prairie du Chien – for youth/young adults in Crawford County
- La Crosse – for youth/young adults from La Crosse County
- Viroqua – for youth/young adults from Vernon County
- Tomah or Sparta– for youth/young adults from Monroe County
- Mauston or New Lisbon for youth/young adults from Juneau County
- Black River Falls youth/young adults in Jackson County
- Independence –for youth/young adults in Buffalo and Trempealeau Counties

Required topics and activities for orientation week will include:

- Work readiness and TABE Assessments
- Overview of the Green Economy
- Safety Training (outline provided)
- Financial Literacy training
- Introduction to paycheck/how payroll will be handled
- Career exploration
- Leadership development
- Introduction to blog/journals
- Overview of SYP and expectations
- Emphasis on returning to or continuing secondary/post secondary education

Field trips and Speakers – It is recommended that Field trips showcasing Green Jobs be incorporated into the program design either during orientation week or throughout the project.

Staffing – Couleecap, Inc. and Workforce Connections, Inc. will each have staffing to implement an effective Summer Youth Employment Opportunity in their respective areas. While each provider may choose how to best address staffing, each should have a point of contact for the program and youth coaches or Green Crew Leaders, as appropriate, based on the each provider’s design of the program.

- **Youth Coaches** – The Youth Coach will be responsible for enrollment of youth, development of service strategies for youth, assignment of work to worksites, worksite development and communication, and monitoring of each worksite.
- **Green Crew Leader**– If the service provider chooses to institute a **Green Crew** then one adult, student teacher intern, or community volunteer (AmeriCorps) will be assigned to oversee the projects and work day to day with the youth. The Green Crew Leader would be responsible for taking direction from the worksite supervisor and translating it to job tasks for the crew, if the worksite supervisor was not on-site for direct supervision.

RECRUITMENT AND ENROLLMENTS

Youth - Couleecap, Inc. and Workforce Connections, Inc. will handle the recruitment for the respective programs based on the eligibility guidelines in the stimulus package. The recruitment process may begin immediately. The United States Department of Labor has given the authority to incur cost.

The Western Wisconsin Workforce Development Board, Inc. will develop a common marketing strategy around the green jobs theme and generate flyers and posters that can be used for recruitment purposes. In order to have an effective recruitment process that will generate referrals for appropriate enrollments, it is suggested that any of the following methods be used:

- Sharing information through the high school counselors and on-site recruitment at the high schools;
- On-site recruitment at the Boy’s and Girl’s Clubs, Teen Centers, YMCA or YWCA, Reality Stores and other community sites targeting teens;
- Recruitment fairs within the community – at libraries, community centers, city halls or established fairs, like Career Fest;
- Postings in newsletters, church bulletins, posters placed at grocery and discount stores and other places targeting parents or guardians or older youth;
- PSAs to local radio and TV stations.

A logo will be available for use on t-shirts, signage or other marketing materials.

Eligibility – Eligibility guidelines will be the same as for the WIA youth program. The program will give priority to youth not enrolled in the WIA year round program. Youth currently enrolled in the WIA program may only be enrolled in the summer program, if extenuating circumstances exist, and with approval from the WDB Youth Coordinator.

The Youth Council and WDB strongly encourage alignment with the Department of Labor’s focus on the neediest youth and outreach to any youth who may need additional help with summer employment or success in the world of work. Therefore, enrollments should be focused on out-of-school youth, those most at risk of dropping out or non-completion, youth in and ageing out of foster care, youth offenders, those at risk of court involvement, homeless and runaway youth, children of incarcerated parents, migrant youth, Native American Youth and youth with disabilities.

The Department of Labor suggests that more emphasis should be put on the older youth to age 24. The WDB expects that that low income youth ages 16 to 24 will be served, but recommends special emphasis on the older youth. At least 30% of the enrollments in the program are required to be out-of school youth.

Enrollments should occur throughout the Workforce Development area according to the allocation formula, following the planned enrollments as drafted below. This chart is subject to change based on the final allocations.

Workforce Connections, Inc.	Percentage	Total Funds Available	Less 10% for Year Around	Participants	Cost Per Participant
<i>Buffalo</i>	4.50%	\$14,259	\$12,833	5	\$ 2,851.86
<i>Trempealeau</i>	8.80%	\$27,885	\$25,096	9	\$ 2,851.86
<i>Jackson</i>	7.30%	\$23,132	\$20,819	7	\$ 2,851.86
<i>Crawford</i>	6.70%	\$21,230	\$19,107	7	\$ 2,851.86
<i>Juneau</i>	9.20%	\$29,152	\$26,237	9	\$ 2,851.86
Total Workforce Connections, Inc.	36.50%	\$115,658	\$104,092	37	
Couleecap, Inc.	Percentage	Total Funds Available	Less 10% for Year Around	Participants	Cost Per Participant
<i>Monroe</i>	15.80%	\$50,066	\$45,059	16	\$ 2,851.86
<i>Vernon</i>	12.20%	\$38,658	\$34,793	12	\$ 2,851.86
<i>La Crosse</i>	35.50%	\$112,490	\$101,241	36	\$ 2,851.86
Total Couleecap, Inc.	63.5%	\$201,214	\$181,093	64	
Total WDA	100.00%	\$316,872	\$285,185	101	\$ 2,851.86

Follow-Up- Local Workforce Development Boards have the authority to determine the level of follow-up provided to individuals enrolled in the Summer Youth Employment Opportunity. The WDB has determined that the Summer Youth Employment Opportunity Program have a 3 month or 1 quarter follow-up period.

Worksites Recruitment – Couleecap, Inc. and Workforce Connections, Inc. would be responsible for recruitment of worksites that have either individual positions with a “green jobs” focus or sites where

“Green Crews” can provide the labor. The focus for the Summer Youth Employment Opportunity is work at non-profit, governmental or community worksites; however, work at for-profit employers, covered by Unemployment Insurance will be allowed, providing the worksite can substantiate “green work.”

Whenever possible, the design for the older youth and young adults should incorporate on-the- job training through subsidized employment that leads to unsubsidized employment.

PERFORMANCE

Work Readiness – The 2009 Summer Youth Employment Opportunity, performance will be measured on work readiness and program completion. Work readiness is defined at http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachB.pdf.

The measurable increases include:

- Work Awareness, including necessary “life skills”;
- Labor Market Knowledge and occupational information
- Career Planning
- Job Search Techniques (resumes, interviews, applications, and follow-up letters)
- Financial Literacy

During orientation and near the end of the program, each youth will self-evaluate by filling on a standardized work-readiness survey. The WDB Youth Unit will analyze the pre and post surveys for measureable outcomes. The goal for increases in the work-readiness outcome is a gain of 10%.

Employment and Completion Rates – Providers will be required to track the number of participants in summer employment as well as the program completion rate. The percentage formula to be used is:

$$\frac{\text{\# of youth who complete summer employment}}{\text{\# of youth enrolled in the program}} \times 100\%$$

Other Requirements – Other requirements for the youth include:

- **Assessments** - All youth will take the work readiness assessment during the enrollment or orientation process.
- **Employability Plan** - Each youth will have an employability plan that outlines the measurable outcomes and work to be achieved.
- **Resume** - Youth will develop a resume that outlines his or her experience and draft a cover letter
- **Journal or Blog** - All youth will be required to maintain a weekly journal or participate in a blogging experience. The WDB staff will set up a blog site for each provider. The WDB Youth coordinator will initiate the discussion on the blog. Service providers will ensure that each youth either posts to the blogging site or maintains a journal.
- **Return to school or employment** - All youth will either return to a school component or enter employment at the end of the program.
- **Workplace Guidelines** – The WDB expects that all current workplace safety guidelines and applicable federal/state wage laws will apply. Minimum wage requirements must be followed. The federal minimum wage will be \$7.24 as of July 24, 2009. It is recommended that the higher minimum wage standard be incorporated for the entire program. Other federal law may be found at <http://www.youthrules.dol.gov/about.htm> and <http://www.osha.gov/teens>

The youth coaches and/or worksite supervisors will evaluate each youth on progress with positive work behaviors including:

- Punctuality and Attendance
- Positive Work Habits
- Teamwork
- Following instructions and completing tasks,
- Accepting feedback from supervisors and co-workers, and
- Accomplishment of tasks.

The Youth Coaches and Worksite supervisors will also use a standardized survey to evaluate the youth. Surveys will be prepared and analyzed by the Workforce Development Board, Inc. youth unit.

REPORTING

The WDB is requiring transparency in all aspects of the Summer Youth Employment Opportunity Program. Reports will be submitted to the WDB Youth Program Coordinator who will in turn, email the reports to members of the Youth Council on the following schedule:

Due to Youth Coordinator	Emailed to Youth Council Members
Program Progress Reports <ul style="list-style-type: none"> • May 12 • June 9 • July 7 • August 11 	Program Progress Reports <ul style="list-style-type: none"> • May 15 • June 12 • July 10 • August 15
Final Program Report <ul style="list-style-type: none"> • September 15 	Final Program Report <ul style="list-style-type: none"> • September 18

The WDB Youth Unit will establish the report format; however the reports will include at a minimum the following

- Breakout of program vs. participant expenditures
- Total wages paid to participants
- Worksites recruitments and placements
- Number of youth recruited vs. number participating in program
- Program standard measurements as appropriate

Youth Council members will be notified of the workplace monitoring schedule so they may participate in site visits.

ROLES of the WDB and the SERVICE PROVIDERS

The responsibilities of the WDB and the service providers are as follows:

Workforce Development Board Youth Unit

- Developing overall design and recommendations for the program;
- Planning the allocations distribution and numbers to be served;
- Developing of forms, processes , guidelines, and materials, including a branding and marketing campaign to be used by the providers;
- Establishing a reporting mechanism and tracking tool that will delineate the Summer Youth Employment Opportunity from the WIA Program;
- Developing the pre- and post surveys and other tools to determine gains in workplace readiness;
- Analyzing gains in work readiness and other performance measures outcomes;
- Monitoring the overall program, including selected worksite and case files monitoring;
- Reporting to funding sources; and
- Providing technical assistance to the providers on program design, training, eligibility etc.

Providers:

- Recruiting staff, youth/young adults and worksites;
- Developing and monitoring the budget for their respective programs and ensuring that all costs are allowable, appropriate and follow the guidelines;
- Ensuring that the number of youth/young adults and worksites recruited are appropriate;

- Ensuring that case management procedures are aligned with WIA and appropriate for the Summer Youth Employment Opportunity;
- Assessing the youth for work readiness and TABE;
- Ensuring worksite agreement and job outlines for youth follow the recommended design and meet performance, program and/or monitoring expectations.
- Training staff on the program;
- Applying the program design to best serve the youth and young adults in each respective area;
- Developing and providing the week of orientation;
- Monitoring of worksites to ensure that appropriate activities are occurring;
- Meeting deadlines and requirements for reporting; and
- Ensuring quality in programs.

Participants Name: _____

Pre Test Date _____

Post Test Date _____

Pre Test Signature _____

Post Test Signature _____

Work Readiness Skills Assessment

Work Readiness Skills	Pre Assessment		Post Assessment		Date Achieved
	Yes	No	Yes	No	
1. Making career decisions					
2. Using labor market information					
3. Preparing resume/cover letter					
4. Filling out applications					
5. Interviewing					
6. Consistently punctual					
7. Regular attendance					
8. Good interpersonal skills					
9. Positive work attitudes					
10. Appropriate appearance					
11. Completes tasks effectively					
12. Communicates effectively					
13. Problem solving					
14. Taking responsibility					
15. Working in teams					
16. Persisting					
17. Sense of quality					
18. Life long learning					
19. Adapting to change					
20. Information processing					
21. Systems thinking					

WORKSITE AGREEMENT

Workforce Connections, Inc. provides employment and training opportunities for residents of Buffalo, Jackson, Trempealeau, La Crosse, Monroe, Juneau, Vernon and Crawford Counties. The purpose of the program is to provide individuals with useful work skills including Limited Internships in the Private Sector to develop good work habits, basic work skills, and career exploration.

This Worksite Agreement is entered into between:

(Insert Service Provider Name) Representative, and _____, Cooperating Worksite _____

(Insert Service Provider Name) **REPRESENTATIVE AGREES TO**

1. Explain the (Insert Service Provider Name) training programs to interested individuals and community worksite representatives and supervisors, including but not limited to: the goals of (Insert Service Provider Name); the roles of the (Insert Service Provider Name) Representative and cooperating worksite supervisors; and rules, rights, responsibilities, benefits, job duties, grievance procedures, etc.
2. Assure that the trainee(s) and/or funds are assigned only to worksites, which provide work activities that are in addition to those that would otherwise be performed.
3. Assure that trainee(s) shall not be assigned to worksites involving: the construction, operation, or maintenance of any facility used for sectarian instruction or as a place of worship; or relocation of an establishment or part thereof (at a new or expanded location), if such relocation has resulted in the loss of employment for any employee (of the establishment at the original location).
4. Consult with appropriate labor organizations in the design and content of the job training program; and to obtain written concurrence from the appropriate bargaining agent where a collective bargaining agreement affects trainees at the worksite.
5. Assure that participants referred or assigned to the worksite have been certified as (Insert Service Provider Name) eligible (Dislocated Workers) and have obtained necessary work permits, selective service registration, and Immigration and Naturalization Service (INS) documentation, if applicable.
6. Inform and monitor "conflict of interest" and "nepotism" requirements of all programs as they apply to worksite assignments, hiring, and supervision.
7. Inform and monitor compliance of the worksite with regard to applicable local, State and Federal child labor laws.
8. Assure that there is a written statement of job duties to be performed by each trainee.
9. Be responsible for determining and paying rates of compensation, fringe benefits and Worker's Compensation for trainees that comply with Federal, State and local guidelines including assurances that Limited Internship trainees will receive the same working conditions, wages and fringe benefits (including Unemployment Compensation) as other similarly classified employees.
10. Establish payroll and timesheet schedule submitting information to the Cooperating Worksite and mail out or hand deliver payroll checks.
11. Make periodic visits to trainees and the Cooperating Worksite to assist in completion of program goals including interviewing, assigning, hiring, supervising, evaluating, progress reporting, monitoring, and terminating responsibilities.

12. Provide vocational counseling and job placement services as needed by trainee and arrange at least one week in advance with Cooperating Worksite supervisor when trainee will be attending other assigned activities in lieu of work.
13. Maintain adequate and timely submission of all Federal, State, and (Insert Service Provider Name) required personnel records and (Insert Service Provider Name)
14. Establish the rate of compensation and benefits to be paid to trainee(s) based upon pay and benefits of similarly classified employees.
15. Provide liability insurance coverage which will protect the trainee, worksite, (Insert Service Provider Name) Representative, and (Insert Service Provider Name) against any and all losses arising from unintentional bodily injury or property damage which involves a (Insert Service Provider Name) trainee while participating in a Western Wisconsin Workforce Development Board, Inc. funded activity.
16. Work with Cooperating Worksite and any classroom instructor(s) to integrate learning into the tasks the trainee performs on the job and to coordinate work and classroom activities.

THE COOPERATING WORKSITE AGREES TO

1. Establish, in conjunction with the (Insert Service Provider Name) Representative, a training outline that will include: description of the work to be performed/position description(s), position title, trainee benefits, wages, and hours. (Training Outline is attached and should be completed for each position, with a copy given to the trainee.)
2. Assure that trainee(s) will only be assigned to work activities which are in addition to those that would otherwise be performed.
3. Assure that trainee(s) shall not be employed in: the construction, operation, or maintenance of any facility used for sectarian instruction or as a place of worship; or in any activity to relocate an establishment or part thereof (at a new or expanded location), if such relocation has resulted in the loss of employment for any employee (of the establishment at the original location).
4. Review the training outline with the participant prior to the start of the training experience.
5. Submit and verify accurate time and attendance records, signed by the trainee(s) and supervisor(s), to the (Insert Service Provider Name) Representative, in accordance with the timesheet and payroll schedule. Distribute payroll checks upon receipt. Checks will be released to the trainee, and when this is not possible the check will be returned to the (Insert Service Provider Name) Representative.
6. Inform (Insert Service Provider Name) Representative, as soon as possible, when a trainee fails to report to/is injured at/has problems with/requests a transfer or termination from the worksite. Inform (Insert Service Provider Name) Representative of any collective bargaining job action or change at the worksite, which would result in re-evaluation of the worksite's involvement.
7. Provide the (Insert Service Provider Name) Representative with all required informational and personnel records and forms including trainee work performance evaluations, progress reports and make arrangements with (Insert Service Provider Name) Representative for releasing trainee(s) from work for activities determined by all parties to this agreement as necessary for completing program goals.
8. Comply with and observe all Federal, State, and local laws, ordinances and regulations which in any manner affect the trainee's work including child labor laws, the Americans with Disabilities Act, and the Civil Rights Act of 1964 regarding discrimination against trainees based upon race, color, sex, age, handicap, political affiliation or national origin.

9. No trainee, staff person or administrator shall be discriminated against denied benefits, denied employment or excluded from participation in connection with any DWE-funded program on the basis of race, color, religion, sex national origin (ethnic status), age, disability, marital status, offender status, sexual orientation, political affiliation or belief, arrest or conviction record or refusal to submit to sexual contact or sexual intercourse. (WI Fair Employment Act, 111.31-111.392, stats.)
10. Assure no trainee will function in an activity that is political or religious in nature during hours for which the trainee is paid with (Insert Service Provider Name) funds; and assure no impairment of existing contracts.
11. Provide structured and meaningful work for the trainee(s) including adequate supervision, instruction, work evaluations, and training.
 12. Provide a working environment where no trainee will work in surroundings or under conditions that are hazardous or dangerous to the trainee's health or safety.
13. Be aware of and comply with the written grievance procedures provided by the (Insert Service Provider Name) Representative.
14. Maintain records and provide access to records as necessary for the grantee, DWD and DOL to assure that funds are being expended in accordance with the purposes and provisions of the agreement.
15. Assure that no trainee shall be placed, or remain working in, any position affected by a labor dispute, work stoppage or strike. To further assure that trainees will not perform work that would otherwise be performed by people on layoff, no trainee(s) will displace currently employed workers, nor will their employment infringe upon the promotional opportunities of currently employed workers.
16. Obtain union concurrence for Cooperating Worksite training position(s) subject to collective bargaining agreements.
17. Assure that no trainee will be requested to assist in, promote, or deter union organizing.
18. Allow appropriate local, State and Federal personnel access to trainee(s) and the worksite for monitoring purposes, as well as access to all records, which are related to the trainee and his/her training.
19. Demonstrate willingness and capacity to integrate learning into the tasks the trainee performs on the job, and communicates (Insert Service Provider Name) Representative and/or classroom instructor(s) to coordinate classroom and work activities.

List any special health or safety equipment or precautions required, if any. _____

List special tools or uniforms required, if any. _____

Will the employer supply the above tools/uniforms? Yes No

TERMINATION STATEMENT

This agreement will terminate without further cost to the (Insert Service Provider Name) Representative or (Insert Service Provider Name) upon written notification to the Cooperating Worksite that that particular program's funds are no longer available. This agreement can be terminated for non-performance or non-compliance by any of the parties to this agreement including the participant upon written notice to the other party(ies).

SIGNATURES The undersigned agree to abide by the conditions of this Agreement including the attached Training Outline.

_____ and _____ ((Insert Service
Provider Name) Representative Signature - Date) (Cooperating Worksite Representative Signature - Date)

Title of Representative _____

Title of Representative _____

Name of Agency (Insert Service Provider Name)

Name of Agency _____

Address _____

Address _____

Phone _____

Phone _____

Complete this portion if the trainee is also attending class(es):

School _____

Instructor Name

Class Name _____

Phone Number

NOTE: The names and phone numbers on this form are intended to encourage communication between the worksite supervisor, classroom instructor, Workforce Connections, Inc. Representative, and the trainee.

Name of Worksite:

Name of Summer Employee:

Age:

DOB:

Length of Training:







Hours per week:

Up to 30

Wage per hour: \$7.75

Benefits: Workers' Compensation, Chance to earn \$100 bonus

(FICA and fed. & state income taxes will be deducted from your paychecks)

Position Title:	D.O.T. Code:
Job Description: Maintain scheduled work hours and complete payroll forms. Participate in evaluations of work performance during training. Utilize basic skills by reading directions, policies; measuring, calculating; etc. Perform other duties as assigned.	
SCANS Skills:	Skills to be Learned:
 <i>Personal Qualities</i>	Develop citizenship skills and worksite competencies: being on time, appropriate appearance, positive attitude, completing assignments, exercising independent judgement.
 <i>Interpersonal Skills</i>	Improve interpersonal skills of working on teams, serving customers, leading, negotiating, and working well with people from different backgrounds.
 <i>Basic Skills</i>	Improve math, writing and reading skills by maintaining accurate timesheets, following written worksite directions, writing in journal.
 <i>Information</i>	Increase personal awareness of career options through Career Exploration Link and/or on-the-job information.
 <i>Technology</i>	Observe and/or use technology in the workplace (computer, machinery, etc.)
 <i>Systems</i>	Become aware of and practice proper safety practices.

Training Provided By: Classroom instructor/Employment coordinator and Worksite Supervisor

Method of Training: Combination of classroom instruction, written and verbal instruction, manual calculation, explanation, demonstration, discussion, hands-on practice, trial and error, and positive reinforcement.

Method of Evaluation: Work performance (including the training outline) is evaluated mid-way and at the end of the experience (supervisor/youth evaluation).

I will do my best to learn and practice the above skills in the New Employee Training and on the job.

Employee Signature _____ Date _____