



## **WORKFORCE INVESTMENT ACT**

# **North Central Wisconsin Workforce Development Board**

**PLAN SUPPLEMENT  
FOR THE**

**AMERICAN RECOVERY AND  
REINVESTMENT ACT**

**June 2009**



**WORKFORCE INVESTMENT ACT**  
**LOCAL PLAN GUIDELINES FOR ARRA SUPPLEMENT**  
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Required attachments include:

Assurances and Signatures

- Form A Debarment and Suspension Certification
- Form B Lobbying Certification
- Form C Youth Service Providers
- Form D Quarterly Enrollment and Budget Summary (Adult and Dislocated Workers)
- Form E Quarterly Enrollment and Budget Summary (Youth Program)
- Form F Budget Summary (Adult and Dislocated Workers)
- Form G Budget Summary (Youth)
- Form H Staffing Plan (Adult, Dislocated Workers, Youth)

## I. Overview

### A. Recovery Act Implementation

1. Describe the WDB's vision to use Recovery Act funds to drive change throughout the local workforce system to meet 21<sup>st</sup> century workforce and economic challenges. ***NCWWDB expects to use the ARRA resources wisely and swiftly. We will use this funding to move us toward the Board's vision: "To be a leader to partner with government, business and local agencies to achieve a quality workforce and thriving economy that produces a higher per capita income and a lower poverty rate through an integrated series deliver system." Specifically, NCWWDB hopes to increase the number of people that go through training and will strive to accomplish this in ways that are innovative and cost effective.***
2. Describe the WDB's involvement in designing and implementing the Recovery Act program. ***NCWWDB rolled out the ARRA workforce related plans by:***
  - a. *Discussion with the NCWWDB Board at the March meeting.*
  - b. *Monthly meetings and updates with the NCWWDB OSO.*
  - c. *Meetings marketed through the five Chambers and an Economic Agency for area businesses and residents to learn about ARRA as it related to workforce development and the opportunities.*
  - d. *Presentations to several community groups.*
  - e. *On-going discussion and interviews with the media.*
3. Describe the Youth Council's involvement in designing, selecting service providers, and implementing the Recovery Act Youth program. ***The Youth Council discussed the design of the Youth summer program, reviewed and scored the RFP submissions as part of the selection process. The providers selected reported their progress at the May meeting and will continue to report on a quarterly basis.***
3. Describe current or planned communication and coordination activities with other agencies doing Recovery Act activity.
  - a. *On-going meetings with CAP services, local labor representatives, Chambers, and municipalities.*
  - b. *Updates with our local GROW group, CENTERGY.*
  - c. *Planned meetings with three local human resource groups and the sector groups.*
4. Describe plans and policies to ensure emphasis on serving low-income, displaced, and under-skilled adults and disconnected older youth.
  - a. ***The ARRA dollars are being implemented according to NCWWDB formula fund policies. Those policies, along with the ARRA related TEGs, have been communicated to partners, integrated in the submission of the Response for Proposals (RFP), and were in the grant agreements. NCWWDB has a priority of service policy related to the above mention groups.***
  - b. ***Recruitment for the summer program was completed by contacting various media sources, schools, high risk and alternative education programs, W2 area providers, social services, and several other service providers. As NCWWDB engages adults and displaced workers in class size projects we will continue the same recruitment and expand recruitment to:***
    - i. *Shopper's Guide*
    - ii. *Additional community and faith based community organizations*
    - iii. *OSO Partners*

*iv. Reemployment classes*

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

- a. In the Youth Program, the administrative dollars are being used to pay for a nine county Career Job Readiness course, leaving more money to pay individuals in the program. This expands the services.*
- b. In the Adult and Dislocated Worker Programs, NCWWDB is moving to a model that will be based on class size projects driven by industry sector needs. The Response for Proposals will be for Job Readiness, Occupational Training and Skill Training.*

B. One-Stop Readiness

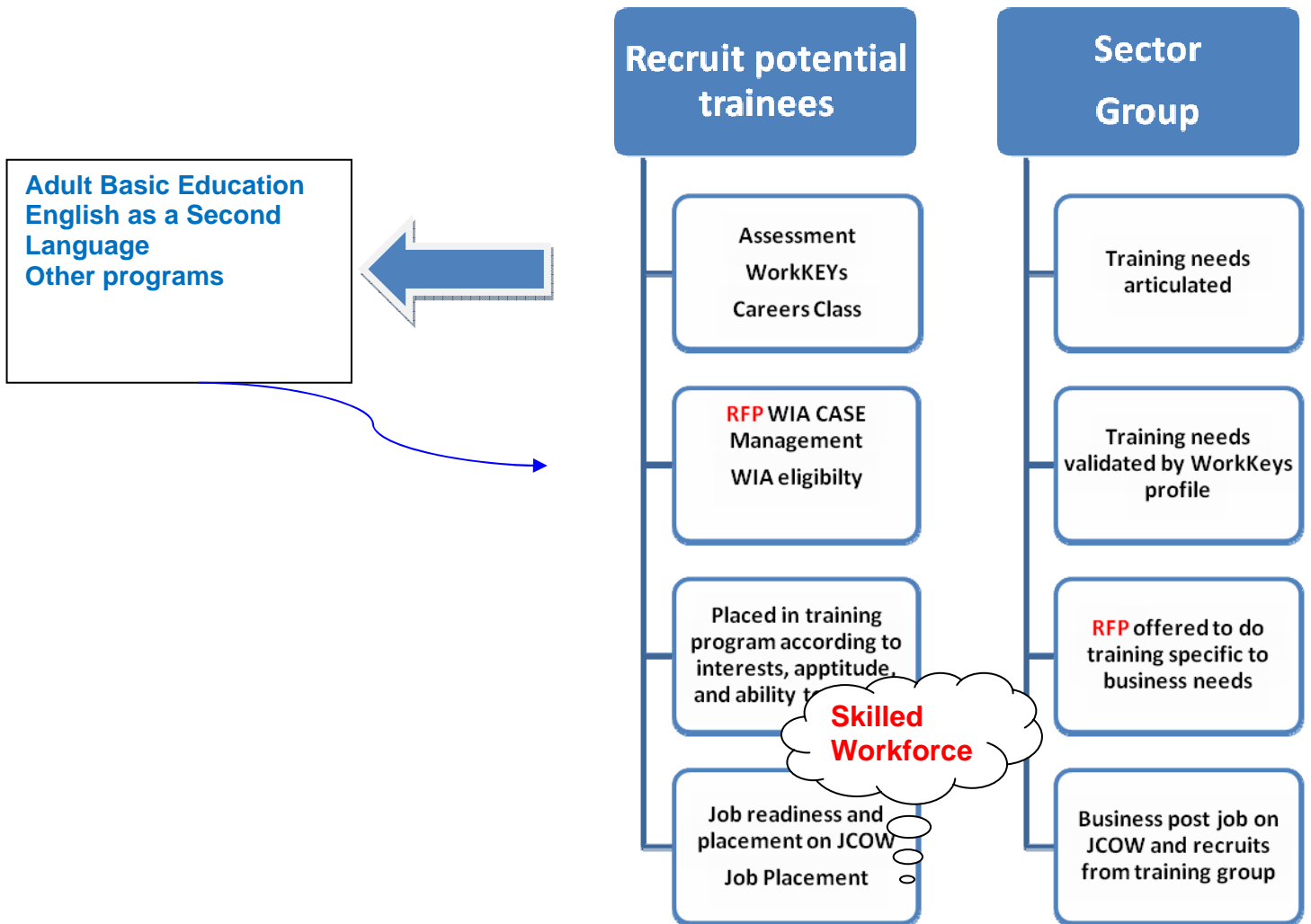
1. Describe plans to ensure the Job Centers have the staff and systems, including bilingual staff, to serve the increased numbers of customers to meet Recovery Act expectations and local economic demand. *The NCWWDB One Stop Operator committee has met monthly to discuss the opportunities that ARRA is offering. The group is planning:*
- i. expansion of Wagner Peysner staff;*
  - ii. expansion of Computer Labs;*
  - iii. leveraged use of the DVR teleconference system;*
  - iv. integration of the reemployment plan into the system;*
  - v. increased group teaching and orientation sessions.*

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

*NCWWDB is working with the technical colleges to design and run class size training projects based on sector communicated needs. These classes will be filled with unemployed participants that have aptitude and interests in a nine to twelve credit course pertaining to a specific sector. Some people will need to be assigned a coach in the class in order to have a greater opportunity to successfully complete the training.*

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.
- i. Youth Case Workers will meet with individuals on Monday's during the eight week work program. All participants will be assessed and coached along an outcome based curriculum. All participants will receive a WorkKeys assessment and be given current market information.*
  - ii. Adult and Dislocated Worker Participants will be recruited into a Career Assessment course. Eligible participants will be placed into a sector based short term training program.*

*The following model shows the NCWWDB strategy to build sector groups while preparing potential workers.*



## 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 the substantially increasing 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.
  - i. *One Stop Operators*
  - ii. *Reemployment population*

- iii. *Dislocated Workers who went through orientation, but have not applied for WIA.*
  - iv. *Marketing through media, e-mail groups, Job Centers, Service Providers, Board & Committee members, Partner Agencies and through the local chambers located in our nine-county area.*
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.

***NCWWDB will offer an on-going career assessment course for triaging. These will be RFP's to be twelve to fifteen hours per participant. Participants will leave these sessions with a career plan based on their aptitudes, interests, WorkKeys and Accuplacer scores and the availability of sector driven short term courses.***

**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

***Work with our OSO and other partners who represent the above mentioned special populations. The NCWWDB Navigator and Job Service Counselor will be asked to give referrals to the career program.***

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.

***NCWWDB is an active member in a Central WI group called AHORA. The group represents most, if not all, service organizations. These groups include: Neighbors Place, CAP services, Social Services, Public Health, Community Health, and three local Women's Shelters, Red Cross and three local hospitals. Monthly communication sessions help with referrals into the programs.***

**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.

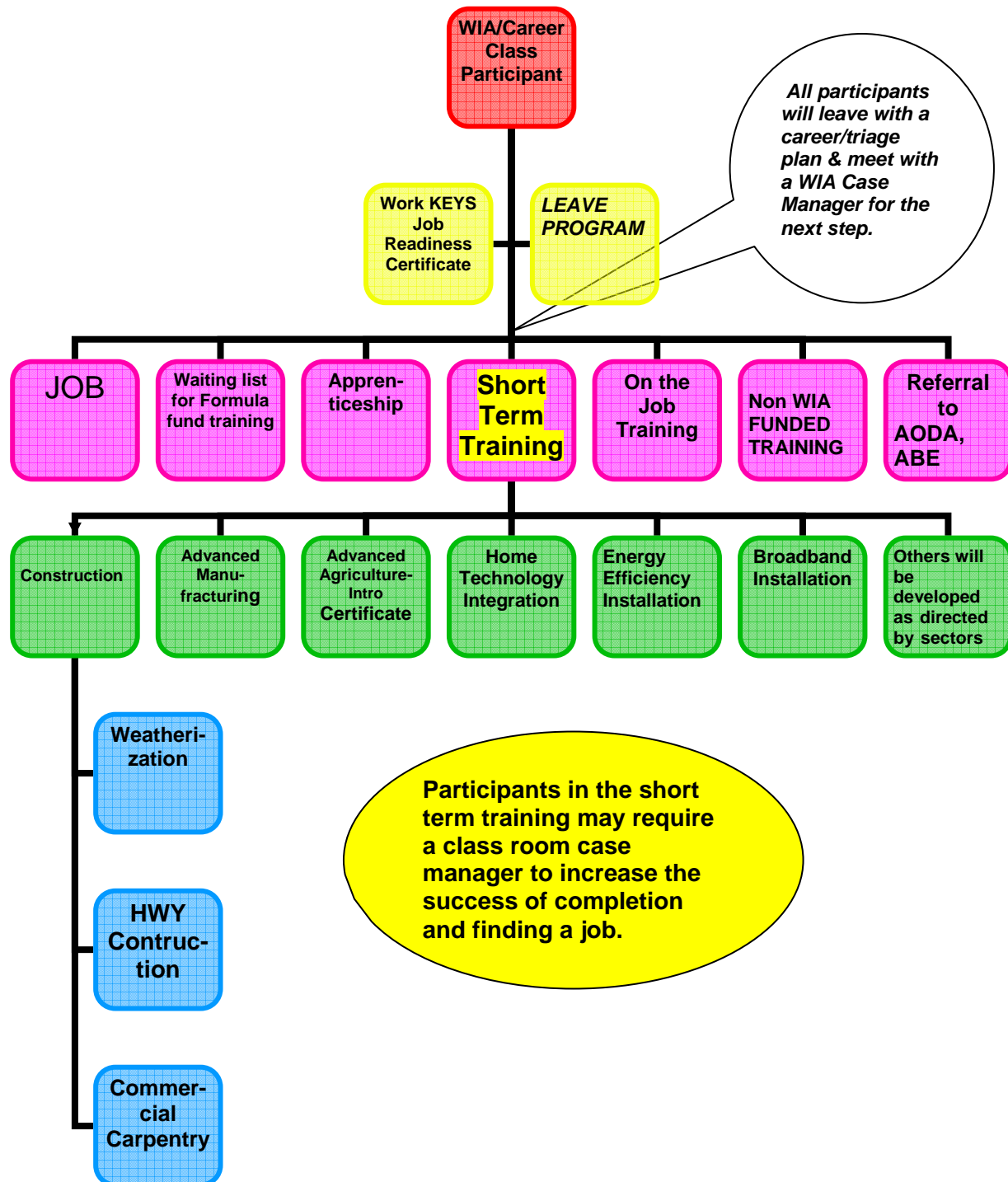
***NCWWDB plans to recruit individuals into a twelve-fifteen hour career course to enable potential participants training choices based on accurate assessment and available training for high-growth high-wage jobs. Through partnerships with the local technical colleges, service agencies, and our OSO partners, each individual in the career class will receive the guidance to prepare a realistic plan on their next steps into the world of work. For those participants identifying barriers preventing employment or training, referrals will be made for services. Other ARRA services will be for:***

- ***Participants ready to engage in training will be offered participation in short-term training based on the local need identified in the sectors.***

- Participants with low literacy may be admitted to the training with an agreement to work with a classroom tutor/case worker.

Most participants will be referred to short-term training. Those wanting more than short-term training will enter the process for eligibility for formula fund training using WIA formula funds.

The following model shows NCWWDB's Service Plan after extensive recruitment.



3. Describe the services and resources available to assist job seekers to obtain and retain employment. *NCWWDB will provide business services to facilitate connections between job seekers and employers, job fairs, and job seeking skills activities (resumes, interviewing, conducting online job searches, etc.), The WIA Navigator and Business Services Team will continue to be a communication bridge between businesses and job seekers. They will work with business to encourage employee support for finishing a degree in their chosen career pathway. The Business Service Team will do job development.*

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.

*The targets listed below will be outlined as a requirement in the Request for Proposals for the Career Classes and the respective training. The Adult and Dislocated RFPs will include:*

- a. Promotion of assessment and training in advanced manufacturing, energy, weatherization and health care industries
  - b. Service to targeted populations
  - c. Employer-based training options (On-the-Job Training and Customized Training)
  - d. Use of short-term training along career pathways
  - e. Class-size projects
  - f. Credentials or work-ready certification
  - g. Local policies, including plans to increase locally imposed limitations on training costs or ITAs
  - h. Provision of multi-program, integrated employment goals and other strategies for specific targeted population groups.
2. Describe the WDB's plans to target Recovery Act funds
    - A. Adult Basic Education and basic skills training
    - b. Filling skill gaps or remediation
    - c. Bridge programs as defined in the Wisconsin RISE Initiative
    - d. Course work related to preparation toward a career goal
    - e. Co-enrolled participants in training and/or supportive services (e.g. WIA/Veteran, WIA/DVR)

**Each of the above actions will be addressed in the participant's career plan.**

4. 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.

**This will be required as part of the information in the career class RFP.**

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). *Most training will be put out as an RFP. Emphasis will be placed on a wide distribution of the request to include most of those listed above. OJT and other models may be used.*

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.

***Most training will be put out as an RFP. Emphasis will be placed on a wide distribution of the request to include most of those listed above. Training organizations will be selected according to NCWWDB ITA policy and ability to meet the request. The NCWWDB Executive Director has had six meetings with the local higher education institutions to include the University System discussing ARRA available funds. Meetings will continue.***

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.  
***RFP requirement and program monitoring.***

#### 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, and placement, training and follow-up services. Also describe other co-enrollments to serve targeted populations, such as W-2 and vocational rehabilitation participants.

***Each person that participates in the WIA program is assessed as to TAA and other program eligibility. Each program is required as part of Board policy to co-enroll if possible.***

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 reemployment sessions will be supported by the NCWWDB workforce system. As part of that curriculum, eligible UI participants will be triaged into the Career Program to be integrated into the ARRA Plan for the Adult, Youth, and Dislocated Worker programs. (See model above.)***

### 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.

A. Outreach and Recruitment

1. Describe strategies to identify and recruit participants to be served. *Media, meetings, email groups, posters (see attachment ) and our partner networking.*
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. *VET representatives were involved in recruitment. The following protocol was used to process applicants.*

**YOUTH APPLICATIONS**

1. *All applications come into NCWWDB*
2. *Janey or Sara will enter the information into the Youth database*
3. *Once entered, the applications will be sent to the respective provider for that county (a copy will remain at NCWWDB). Janey will email the youth database to providers every Monday prior to conference call.*
4. *Providers will make contact with the youth to further determine potential eligibility (Call and do a phone interview)*
5. *If potentially eligible, provider will send out the full application (the old one) and then an invitation to attend Summer Orientation (scheduled by the provider)*
6. *If not eligible, referred to Job Center workshops/JCOW by letter and cc'd to the office.*
7. *Provider will then continue to enter info into youth database.*
8. *Provider will send youth database back to Janey at the end of each week, electronically or fax 715-422-4715*
9. *Hold WIA orientation and proceed with Design Framework and arrange worksite.*
10. *Set up regular orientation sessions.*

**EMPLOYER APPLICATIONS**

1. *All applications come into NCWWDB*
2. *NCWWDB will enter the information in the Employer database*
3. *Once entered, the applications will be sent to the respective provider for that county (a copy will remain at NCWWDB). Janey will email the Employer database to providers every Monday prior to conference call.*
4. *Providers will contact the employer to further discuss the program and invite to WIA Orientation and implement the Worksite Agreement.*
5. *Providers will continue to enter the employer information into the Employer database.*
6. *Providers will send the database tracking activity back at the end of each week.*

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: *YES... covered as explained above as well as specific meetings with Native American organizations and the County Probation and Parole.*
  - 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
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
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. ***Placement in the job has been very strategic. Each provider selected through an RFP process has agreed to:***
- a. ***Contact potential employers to ensure the worksite is appropriate for the youth placed there***
  - b. ***Be responsible for making no less than 2 site visits during the eight-week program***
  - c. ***Ensure that all necessary paperwork for the youth and employer are completed and included in the file folder***
  - d. ***Follow the protocol of becoming an employee of the Provider for the duration of the summer program.***
  - e. ***The classroom activity portion of the Summer program***
  - f. ***Utilize the WIN and Work keys resources, as appropriate***
  - g. ***Implement the Employability Skill Certificate program.***
  - h. ***Administer an individual assessment for each participant***
  - i. ***Complete an Individual Service Strategy with a work readiness goal per TEGL No. 14-08.***
  - j. ***Use a minimum of 35% of funds for serving out-of-school youth.***
  - k. ***Integrate activities into a workforce system regional approach using distance delivery for educational elements, uniform assessment and employability/job readiness expectations.***

***Participants that are 21-24 and not in school will be urged to continue working. The Board has reserved 20% of the wage resources for this group to include:***

- ***On the Job Training***
- ***Transitional Assessment***
- ***Short Term Training***
- ***Extend weeks of work***

**C.**

***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. See above grant requirements. In addition distance technology will be used to teach Workforce Readiness skill across the nine counties.***

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. ***A total of \$561,169 was competitively granted out to two providers serving the nine counties. This was a total of 80% of the total ARRA allocation to NCWWDB.***

3. The Recovery Act allows some flexibility in program design for the summer months. Describe the WDB's plans for:

- a. Program elements offered during the summer
- b. Types of assessments utilized
- c. Development of the Individual Service Strategy
- d. Addressing academic needs
- e. Providing follow-up services

***Case managers will meet with ARRA youth to develop an ISS per ARRA requirements. During the ISS development and Monday morning classroom time, case managers will have the opportunity, along with feedback from employers to address academic needs. Follow-up services will be provided to ARRA youth on an "as needed" basis.***

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. ***Every Monday morning, "Home Room" facilitators monitor student's progress and coach them in individual learning. See NCWWDB Summer Youth Program Schedule which follows on the next page.***

**NCWWDB Summer YOUTH PROGRAM...**

Schedule for June 22<sup>th</sup>-August 14<sup>th</sup> - Eight Weeks

**Weekly Schedule**

- Monday-9 am to noon class-3 hrs- Video Conference Session( Wausau, Antigo, Marshfield, Adams, WI Rapids, Stevens Point, Rhinelander, Minocqua, and Crandon)
- Monday noon-4 pm individualized learning and mentoring- **NON PAID**
- Tuesday- Sunday- 24 hours at worksite
- Need to do schedule work up to -26 hrs/wk
- Earnings \$7.25 x 30 hours per week = x 8 weeks = **\$1740.**

**MONDAY AND FRIDAY CLASS ROOM LEARNING**

Week	Monday Topic	Individualized Learning
1 All Day 9-3 Lunch Included Extra 3 hours here taken away on July 3 <sup>rd</sup>	Welcome- Meet my case manager Expectations of the summer Customer Service/Team Meet your mentor Lunch Employability Skills Certificate (Mentors go to mentor meeting, this will need to be developed.) Safety on the JOB Dos and Don'ts on the job... Completing the Paper Work WIN assessment Individualized Learning Plan	
2	Career Interests- Career Pathways Who am I?- Self assessment and self awareness Introduction to the Learning Lab	ABE/ELL Lab
3	Where am I going? - WISCareers Pay Day... Reading my check stub Financial Planning	
4	How do I get there? Problem Solving	
5	Placement on the Career Path- Educational Plans	
6	Informational Job Visit- Career Interview	
7	Job Readiness Role Play	
8 August 10 <sup>th</sup>	Presentation on YOUR Career Plan- referral to short term training, formula fund programs and other resources.	FRIDAY August 14 <sup>th</sup> Certificate Graduation and Party

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. *During the worksite recruitment phase, we asked each interested employer what steps and/or projects they were currently involved in, about their “green” initiatives. We also reached out to specific employers who were involved in “green” initiatives, during the recruitment phase.*

6. Describe plans to measure and document Work Readiness outcomes for youth funded through WIA youth Recovery Act funds. ***WDA #6 will implement the Employability Skills Certificate as a way to measure work readiness for the Summer ARRA youth. Both youth and employers were oriented to the ESC during the matching process. Use of the ESC will be documented in ASSET as the work readiness goal as well as keeping a hard copy of the ESC portfolio in the youth's paper file.***

7. Describe and attach the WDB's policy for providing stipends to youth. ***None.***

#### D. Training

1. Identify the planned number of worksites, including the number of public sector, private sector, and non-profit. ***WDA #6 currently has 110 worksites set up for the Summer program. Fifty-two of those worksites are in the public sector.***
2. Describe any special projects or group activities. ***Role playing and assessments made by WIA Case Manager.***
3. Describe plans to expand work experience opportunities to registered apprenticeships offered by employers. ***This will be an option for fall Youth services.***
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. ***Worksite Application and interview. Signed work agreement.***
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). ***Worksite Application and interview. Signed work agreement.***
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. ***Once recruitment for the worksites was completed, we used the data base information to place enrolled youth in a worksite according to their interests and geographical location. We based the placements on wanting the youth to have meaningful worksites, i.e. their interests, and also to be sure that transportation to-and-from work would not be an issue.***
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. ***Summer first day schedule will include these elements.***
8. Has the WDB secured worker's compensation or other similar coverage for work-related injury or illness of trainees? ***This is required by the grantees and will be monitored by the WDB.***

#### E. Selection of Service Providers

1. Describe the procurement process utilized to select the summer youth service providers. ***NCWWDB used a competitive RFP process. The RFP is attached to this document.***

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 (see Form C).

#### IV. Year-Round Youth Program

1. Describe program components of the WDA's year-round youth services funded with Recovery Act funds. *The board has kept 20% of the ARRA Youth Funds for continued service for some of the summer participants and to sustain a youth service program.*
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. *NCWWDB will be contracting with NTC to provide work readiness certification to all participants. Some participants may be funded for a class size GED/HSED or ABE class after the workforce training. This will depend on their career plan.*
3. Describe continued services that will be provided to support older/out-of-school youth during non-summer months. *NCWWDB formula funds have been allocated to the same providers that successfully competed to run the summer program. This provides a great pathway for the continuation of service into the formula fund program. Both providers are active members in the One Stop committee and in partnering with other providers. With a focus on a career plan for each participant, referral process in place, and the same provider each participant should have a "next step" in place.*

#### 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. *NCWWDB ensures the proper use of ARRA funds by conducting regular monitoring, by use of proper verbiage in the grant agreements, and with regular meeting discussions.*
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)

##### 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. **This is part of the requirement of the grant agreement.**
  1. Submit the WDB's timetable for conducting summer youth program monitoring. 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.

*NCWWDB has had planning meetings since March 2009 with potential and selected providers. Correspondence and protocols have been monitored. NCWWDB will provide intensive monitoring from June 22 – August 17<sup>th</sup>*

- i. *MONDAY morning classes attended*
- ii. *Two Work site visits in each county during July & August.*
- iii. *Weekly correspondence with providers.*
- iv. *One provider on site monitoring of files , procedures, and policies*

*NCWWDB will evaluate the program after August 22, 2009 and complete all reports.*

*NCWWDB will follow the Board policies for this process.*

*NCWWDB Fiscal Coordinator will complete an on-site monitoring of files, procedures and policies for each provider. Providers are required to:*

*Fiscal practices will be based on accrual accounting using General Accepted Accounting Principles (GAAP). Budgets will be submitted with lists of specific items, direct or indirect with description, and a break out between in-school and out-of-school expenditures. The sub-grantees must limit expenditures to no more than the total amount allocated. The Fiscal Elements/Expectations of each provider include:*

- 1. The sub-grantees will limit expenditures to no more than the total amount allocated.*
- 2. The sub-grantees will report all financial information in the manner prescribed by DWD and the NCWWDB. \*Sub-contracting is discouraged; however, any Fiscal Agent that sub-contracts work to another service provider is responsible for monitoring and supervising the fiscal budget and performance measure of each, and must include that information in the NCWWDB grantee's reporting system.*
- 3. Grant invoices must be submitted to the NCWWDB Fiscal Coordinator by the 10<sup>th</sup> of the following month for each expense incurred, and complete all financial reporting in a timely and accurate manner.*
- 4. NCWWDB reserves the right to refuse the processing of any late invoices.*
- 5. As required, by DWD all WIA Case Managers will be required to complete Civil Rights Compliance training. The NCWWDB will be responsible for providing the materials for this requirement.*
- 6. PY08 funds from the Summer Youth Employment Program or ARRA must be expended in the following period: No sooner than 02/17/09 and no later than 06/30/10. This includes staff and participant expenditures.*

## 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 **North Central Wisconsin WDA** in accordance with the terms of the WIA.

**Approved for the Workforce Development Board**

**Workforce Development Board Chair**

Name (type or print): Charmaine Prewitt \_\_\_\_\_


Signature:  Date: 7/14/2009

**Approved for the Counties of the Workforce Development Area**

**Chief Local Elected Official**

Name (type or print): Erhard Huettl \_\_\_\_\_

Title: Forest County Board Chair \_\_\_\_\_

Signature:  Date: 7/15/2009

**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.

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

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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.

Sally Cutler, NCWWDB Executive Director

Name and Title of Authorized Representative

*Sally S. Cutler*  
Signature

7/14/2009  
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.

**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.

<u>North Central Wisconsin Workforce Development Board</u>	<u>WIA Title I-B</u>
Grantee/Contractor Organization	Program/Title
<u>Sally Cutler</u>	<u>7/14/2009</u>
Name of Certifying Official	Date
	Signature

\*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**

<b>Youth Service Provider</b>	<b>Contact Information</b>	<b>Services Provided</b>	<b>Est. Number of Youth Served in Summer of 2009 (ARRA Only)</b>	<b>Est. Number of Youth Served in Year-Round Activities (ARRA)</b>
Forward Service Corporation	1402 Pankratz St Ste 101 Madison WI 53704 608-268-2255	Paid work experience Work ready Case management Job coaching	95	See note below
CESA 5	1100 Centerpoint Dr Ste 203 Stevens Point WI 54481 715-345-6505	Paid work experience Work ready	104	See note below

Note – We cannot estimate the number of youth served in year-round activities (ARRA) at this time. It is difficult to say what services ARRA youth need going forward. We will serve as many youth throughout the year as possible and as needed.

**ARRA Quarterly Enrollment and Budget Summary**

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

**WDA**   6  

All figures are cumulative

Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9
		6/30/2009	9/30/2009	12/31/2009	3/31/2010	6/30/2010	9/30/2010	12/31/2010	3/31/2011	6/30/2011
<b>ARRA Funded Activities</b>										
Total Participants			60	105	145	175				
Receiving Intensive Services										
Enrolled in Training										
Occupational Classroom										
OJT										
Customized ( Employer Based)										
Receiving Supportive Services										
Receiving Needs Related Payments										
<b>ARRA Program Expenditures</b>										
Core and Intensive Services	78,218	0	19,555	39,110	58,664	78,218				
Training	164,257	0	69,257	114,257	149,257	164,257				
Supportive Services	18,251	0	7,251	12,251	16,251	18,251				
Needs Related Payments										
<b>ARRA Administrative Expenditures</b>	28,970		7,970	14,970	21,970	28,970				
<b>TOTAL ARRA Expenditures</b>	28,970	260,726	0	104,033	180,588	246,142	289,696			

**ARRA Quarterly Enrollment and Budget Summary**

\_\_\_ Adult \_\_\_ x \_\_\_ Dislocated Worker Program

WDA \_\_\_ 6 \_\_\_

All figures are cumulative

	Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9
			6/30/2009	9/30/2009	12/31/2009	3/31/2010	6/30/2010	9/30/2010	12/31/2010	3/31/2011	6/30/2011
<b>ARRA Funded Activities</b>											
Total Participants				190	360	525	675				
Receiving Intensive Services											
Enrolled in Training											
Occupational Classroom											
OJT											
Customized ( Employer Based)											
Receiving Supportive Services											
Receiving Needs Related Payments											
<b>ARRA Program Expenditures</b>											
Core and Intensive Services		243,678	0	60,919	121,839	182,759	243,678				
Training		511,724	0	151,724	286,724	406,724	511,724				
Supportive Services		56,858	0	16,858	31,358	44,858	56,858				
Needs Related Payments											
<b>ARRA Administrative Expenditures</b>	90,251		0	23,251	45,251	67,251	90,251				
<b>TOTAL ARRA Expenditures</b>	90,251	812,260	0	252,752	485,172	701,592	902,511				

**ARRA Quarterly Enrollment and Budget Summary - Youth Program WDA \_\_6\_\_\_\_\_**

All figures are cumulative

Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9
		6/30/2009	9/30/2009	12/31/2009	3/31/2010	6/30/2010	9/30/2010	12/31/2010	3/31/2011	6/30/2011
<b>ARRA Funded Activities</b>										
Total Participants		195	195	195						
Enrolled in Work Experience										
Receiving ABE/GED/Work Ready										
Receiving Supportive Services										
Receiving Stipends										
<b>ARRA Program Expenditures</b>										
Youth Wages & Stipends	360,780	140,000	280,000	360,780						
Training (ABE/GED/Work Ready)	144,443	55,000	110,000	144,443						
Supportive Services	196,239	75,000	150,000	196,239						
<b>ARRA Administrative Expenditures</b>	77,940	25,980	51,960	77,940						
<b>TOTAL ARRA Expenditures</b>	77,940	701,462	295,980	591,960	779,402					

Note – Depending on the participant, they will receive most of the services listed depending on need. We are not comfortable projecting total participants further than 9/30/09 because it is difficult to say what services ARRA youth need going forward. We will serve as many youth throughout the year as possible and as needed.

<b>ARRA Back-up Budget</b>			
<u>  </u> <b>x</b> <u>  </u> <b>Adult</b>	<u>  </u> <b>  </b> <u>  </u> <b>Dislocated Worker</b>		<b>WDA 6</b>
	<b>Administration</b>	<b>Program</b>	<b>Total</b>
<b>Staff Salaries</b>	13,891	50,766	64,657
<b>Staff Fringe Benefits</b>	6,771	13,907	20,678
<b>Staff Travel</b>	1,302	7,135	8,437
<b>Communications</b>	1,311	975	2,286
<b>Facilities (rent, utilities, maintenance)</b>	1,350	2,276	3,626
<b>Office Supplies</b>	1,608	2,422	4,030
<b>Testing and Instructional Materials</b>			
<b>Equipment</b>			
Use/Depreciation	770	737	1,507
Purchase			
Lease			
<b>Training</b>			
Classroom (tuition, books, fees, etc.)		94,257	94,257
OJT Reimbursements		35,000	35,000
Customized Training Careers		35,000	35,000
Supportive Services		18,251	18,251
Needs Related Payments			
Audit costs	153		153
Contracted Services	1,814		1,814
<b>Total</b>	<b>28,970</b>	<b>260,726</b>	<b>289,696</b>

NOTE – The RFP for the Adult and Dislocated Worker (ARRA) has not gone out yet, so this is the budget for the RFP approved by the Board.

<b>ARRA Back-up Budget</b>			
<u>    </u> <b>Adult</b> <u>  </u> <b>x</b> <u>  </u> <b>Dislocated Worker</b>	<b>WDA 6</b>		
	<b>Administration</b>	<b>Program</b>	<b>Total</b>
<b>Staff Salaries</b>	43,275	157,937	201,212
<b>Staff Fringe Benefits</b>	21,092	43,325	64,417
<b>Staff Travel</b>	4,055	22,227	26,282
<b>Communications</b>	3,999	3,036	7,035
<b>Facilities (rent, utilities, maintenance)</b>	4,203	6,869	11,072
<b>Office Supplies</b>	5,008	7,988	12,996
<b>Testing and Instructional Materials</b>			
<b>Equipment - Laptop</b>			
Use/Depreciation	2,399	2,296	4,695
Purchase			
Lease (copier)			
<b>Training</b>			
Classroom (tuition, books, fees, etc.)		361,724	361,724
OJT Reimbursements		75,000	75,000
Customized Training Careers		75,000	75,000
Supportive Services		56,858	56,858
Needs Related Payments			
Audit costs	570		570
Contracted Services	5,650		5,650
<b>Total</b>	<b>90,251</b>	<b>812,260</b>	<b>902,511</b>

NOTE – The RFP for the Adult and Dislocated Worker (ARRA) has not gone out yet, so this is the budget for the RFP approved by the Board.

<b>ARRA Back-up Budget Youth</b>			
<b>WDA <u>6</u></b>			
	<b>Administration</b>	<b>Program</b>	<b>Total</b>
<b>Staff Salaries</b>	37,372	93,071	130,443
<b>Staff Fringe Benefits</b>	18,215	28,309	46,524
<b>Staff Travel</b>	3,501	14,523	18,024
<b>Communications</b>	3,381	1,984	5,365
<b>Facilities (rent, utilities, maintenance)</b>	3,630	0	3,630
<b>Office Supplies</b>	4,325	5,171	9,496
<b>Testing and Instructional Materials</b>		250	250
<b>Equipment</b>			
Use/Depreciation	2,071	1,500	3,571
Purchase		0	
Lease		0	
<b>Training and Services</b>			
Wages & Stipends		360,780	360,780
ABE/GED/Work Ready		4,150	4,150
Supportive Services		13,704	13,704
Audit costs	565	7,292	7,857
Contracted Services	4,880	170,728	175,608
<b>Total</b>	<b>77,940</b>	<b>701,462</b>	<b>779,402</b>

**ARRA Staffing  
Plan**

\_\_\_ Adult \_\_\_ Dislocated Worker  x  Youth WDA  6

<b>Administrative Staff Salary and Benefits</b>				
Position	Monthly Total	% Charged	# Months	Total
Administrative Staff Total	\$ -			\$ -
<b>Program Staff Salary and Benefits (include contracted staff)</b>				
Position	Monthly Total	% Charged	# Months	Total
Program Coordinator	5740	100	6.25	35876
Youth Advocate 1	3740	100	6.25	23376
Youth Advocate 2	3911	100	6.25	24445
Dir. of Workforce Program	10625	2	6	1275
WIA Team Leader	10622	3	6	1912
Youth Case Manager	2464	100	6	14784
Youth Case Manager	2464	100	6	14784
Worksite Developer	2464	100	2	4928
Program Staff Total	\$ -			\$ -
<b>Staffing Total</b>				121380

NOTE – The RFP for the Adult and Dislocated Worker (ARRA) has not gone out yet, so we are unable to provide staffing plan or budget projections at this time.



DATE: June 1, 2009

TO: Antigo Daily Journal  
Rhineland Daily News  
Wausau Daily Herald  
Forest Republican  
Adams Times-Reporter  
Lakeland Printing Co

Marshfield News Herald  
Stevens Point Daily Journal  
Wisconsin Rapids Daily Tribune  
Vilas County News Review  
Tomahawk Leader  
Mosinee Times

Please run the attached **Public Notice** message as a  
**Legal Column Ad**  
in your newspaper **for one (1) day only** as soon as possible

This notice is to be billed to the North Central WI Workforce Development Board, 1121 W Grand Ave, Wisconsin Rapids, WI 54495-3349.

If you have any questions, contact Peggy Bortz of NCWWDB at [pbortz@ncwwdb.org](mailto:pbortz@ncwwdb.org) or call me at 715/422-4700. Thank you!

\*\*\*\*\*

**PUBLIC NOTICE**

**of**

**Plan Development and Public Hearing**

The North Central Wisconsin Workforce Development Board (NCWWDB), which is the administrative agency for the federal Workforce Investment Act (WIA) in the Counties of Adams, Forest, Langlade, Lincoln, Marathon, Portage, Oneida, Vilas and Wood, submitted a one year draft plan for the American Recovery and Reinvestment Act funds to the State of Wisconsin DWD/DET on June 1, 2009.

Draft copies of this one year plan can be mailed or e-mailed to interested parties on or after June 1, 2009. A public hearing on the content of the Plan is being held at 8:30 A.M. on Thursday, June 11, 2009 in the Birch Room of the Marathon County Job Center at 364 Grand Avenue in Wausau, WI to gather oral comments. The North Central WI WDB will also be accepting written comments at its address below until COB on June 30, 2009. All written comments expressing disagreement with the Draft Plan will be attached to the Final Plan submitted to WI DWD/DET.

Anyone wishing to review or discuss the plan may do so at the NCWWDB office at 1121 W Grand Avenue, Wisconsin Rapids, WI 54495-3349 between 8:00 AM and 5:00 P.M. Monday through Friday. People whose concerns about the content of this plan have not been resolved with NCWWDB staff may file a written appeal to Nancy Eilks, Auditor, WI DWD/DET, PO BOX 7972, Madison, WI 53707-7972 until July 15, 2009.

**There are no public comments expressing disagreement with this plan to report.**

A poster featuring a black and white photograph of Barack Obama pointing directly at the viewer. The background is light gray with a faint pattern of stars. The text "Obama Wants You" is written in large, bold, red, sans-serif font, arched over the top of the image. Below the image, the text "to work this summer!" is written in the same red, bold, sans-serif font, also arched. At the bottom of the poster, there is a line of smaller black text providing information about summer work experience opportunities.

**Obama Wants You**

**to work this summer!**

Young people, ages 14 to 24, may be eligible for summer work experience opportunities in North Central Wisconsin. Call (715) 422-4701 to learn more.