

**WORKFORCE INVESTMENT ACT
LOCAL PLAN GUIDELINES SUPPLEMENT
FOR THE
AMERICAN RECOVERY AND
REINVESTMENT ACT**

May 2009



**Northwest Wisconsin Workforce Investment
Board, Inc.**

**WORKFORCE INVESTMENT ACT
LOCAL PLAN GUIDELINES SUPPLEMENT**

TABLE OF CONTENTS

I. Overview	3
II. Adult and Dislocated Worker Programs	4
III. Summer Youth Employment Program.....	11
IV. Year-Round Youth Employment Program	17
V. Accountability	18
VI. Assurances and Signatures	20
Forms and Attachments	21

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 21st century workforce and economic challenges.

The WDB's vision for the Recovery Act funds is to employ and re-employ skilled workers while also focusing on the training of those who need assistance finding work and the re-training of those who need to upgrade their skills. The Summer Youth Employment Program will prepare youth to enter the world of work through the development of work ethic, work readiness skills, and skill development.

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

Program design and implementation steps have been reviewed by the NWWIB Executive Committee, One-Stop Operator Committee, and NWWIB Strategic Directions Committee during the months of March, April, and May.

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

The NWWIB Youth Council has demonstrated a firm trust and belief in the service provided by CEP, Inc. to properly and fairly implement the Recovery Act Youth Program throughout northwest Wisconsin.

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

Representatives of the NWWIB have met with the Division of Vocational Rehabilitation to ensure that services are properly coordinated. A special meeting was held with the W-2 and Economic Support directors on May 20th to discuss the coordination of services with their offices as well. The One-Stop Operator committee has also met several times and discussed the ARRA activities and ways that they can be coordinated- for instance the coordination with Job Service on the Re-Employment workshops.

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

Services will be available to the general public to the degree that they are available and will be targeted toward higher need populations including low income and public aid recipients. The WDB has a service prioritization system that has been in place for many years and involves individualized needs assessments that directly relate to combinations of income need and employment barrier determination. This system utilizes service prioritization including prioritization for individuals with disabilities, older workers, those

meeting Veterans Service requirements, those seeking non-traditional employment opportunities and others experiencing barriers to employment.

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

Since January 1, 2009 fourteen employers have either closed or made permanent layoffs, affecting close to 300 workers. As a result, CEP has depleted dislocated worker funds for 2008-2009 and is now utilizing the monies provided through the American Recovery and Reinvestment Act (ARRA). A large percentage of the dislocated workers are middle aged and have no education beyond high school diplomas. In addition to a general lack of employment options in the WDB service area, the workers will need considerable training to update skills necessary for re-employment. The WDB also intends to write for additional Rapid Response funding to help expand services for those affected by layoffs in the secondary woods and window industries.

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.

Since January 1, 2009 the WDB has adjusted staffing as follows:

- ✓ **Upgrade & new hire of six Employment Specialist Assistants**
- ✓ **Hired Four Youth Employment Program Coordinators**

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

Training strategies will focus on the promotion of demands for skilled labor in health care, advanced manufacturing, energy, weatherization, bio-industry, and transportation. The NWWIB will work with community partners and other training providers to determine new possible training programs and strategies.

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.

The front-line staff in the Job Centers are cross-trained in the program services offered by all partner agencies. Front-line staff will make appropriate referrals based upon an assessment of needs and a determination of the services that will be needed. Assessment systems such as JobFit will help assess soft skills while a working knowledge of labor market information and demands will assist the Job Center staff in matching skills competency training to the growing industries in that region.

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.

CEP, Inc. has utilized traditional, yet effective, media outreach activities such as press releases, newspaper advertising, posters and public service announcements on the radio to inform the public and to recruit participants to be served.

CEP, Inc. has also directly informed Job Center partners and other community service agencies of the resources available through the Recovery Act, and has discussed recruitment, referrals and co-enrollments of participants.

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.

The One-Stop Operator group will be one venue to share information between WIA Title I and Job Service. Also, RES staff will be informed via e-mails and other communications about short term training opportunities such as the welding boot camps. The Job Service staff and local field staff have an excellent working relationship in this region and communication flows well to the Job Service District Director.

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:

In addition to typical outreach activities such as billboards, press releases, and ads the NWWIB has also marketed directly to certain groups through contact with agency staff or through referrals.

- a. Public assistance recipients: **Met directly with Economic Support Supervisors to get the information to them and their local offices.**

- b. Low-income individuals: **Met with Community Service Agencies directors to share information available for referrals for their clients**
 - c. Persons with disabilities: **Working with certain other non-profits in Superior to assist in employment of their clients. Also working with DVR/North Country Independent Living/ Other area disability agencies to ensure that referral system is in place**
 - d. Individuals deficient in basic skills: **Direct recruitment at schools, technical colleges, and through assessments at the Job Centers.**
2. Describe the coordination efforts with organizations related to these above populations, and their coordinative roles. For example, describe your collaborative partnerships with your area's Managed Care Organizations.

We are coordinating with our managed care organizations through a grant received by Northwest Wisconsin Concentrated Employment Program (CEP, Inc) for \$150,000 from the federal Office of Rural Health Policy, in the Health Resources and Services Administration, to fund the first year of a three year project. The grant's purpose is to provide training and pre-employment services for people interested in becoming direct care health workers. In addition, it includes continuing education for direct care supervisors and managers.

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 support 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 WDB has not updated the support service policy since submittal with the WIA local plan.

- 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).

The WDB does not offer Needs Related Payments as a service option. Alternatives to Needs Related Payments include part-time and temporary employment during training, paid internships, and support service payments.

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.

A wide range of services and resources are available at each Job Center:

- **Eligibility Determination**
- **Outreach, Intake and Orientation**
- **Initial Assessment of Skill Levels, Aptitudes, Abilities and Support Services**
- **Labor Market Information**
- **Consumer Reports Information and Delivery System Performance Info**
- **Info on other Job Center Services**
- **Info in Filing UI Claims**
- **Assistance in Establishing Eligibility For Non-WIA Programs**
- **Resource Room Usage**
- **Workshops (Resume Writing, Job Seeking Skills, etc.)**
- **Job Referrals**
- **Internet Browsing**
- **Individual Job Counseling**
- **Referral for AODA or Mental Health Counseling**
- **Referral for Physical Disability Assessment**
- **Job Development**
- **Short Term, Pre-Vocational Training**
- **Occupational Skills Training**
- **Intensive Career Planning**
- **On-The-Job Training**
- **Work experience**
- **Summer employment**

These services will be provided by Job Center staff being funded through the counties, the Job Service, DVR and CEP (WIA Title I). Service provision may entail one agency performing all these functions in a particular location, joint

funding of a resource specialist/receptionist, or agency function on a rotational basis according to a predetermined schedule. In no location will the same services be offered simultaneously under different funding streams.

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
 - 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. Provide multi-program, integrated employment goals and other strategies for specific targeted population groups.

Throughout the intake, assessment, and other case management activities demands for skilled labor in health care, advanced manufacturing, energy, weatherization, bio-industry and transportation will be promoted using informational marketing and discussions with job seekers. On-the-Job Training will be implemented where appropriate. Short-term training opportunities such as welding boot-camps and computer skills training are in demand and available. Weatherization training will be done in conjunction with the local community action agencies. We do not plan on changing local ITA or training policies.

2. Describe the WDB's plans to target Recovery Act funds for:
 - 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/VR)

Customer needs are determined through an assessment process which is accomplished through structured interviews, computer-based tools, paper and pencil measurement instruments, behavioral observations and personal employment information as it relates to the local labor market. The result is a Service Plan that may include services such as Basic Skills Training,

Occupational Skills Training, On-the-Job Training, Work Experience (paid & unpaid), High School Equivalency Programs, and Supportive Services. At all times, referral to One-Stop and non-One Stop partner programs or agencies will be a viable option made available to the case manager and the participant.

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.

The WDB encourages customers early in the objective assessment to apply for Pell Grants and other forms of financial aid, so that WIA funds supplement other sources of training grants. The Pell Grant shall serve as the foundation of financial aid for a student who is eligible under the WIA. The Cost-Based Payment Formula recognizes Pell as the primary source of financial aid for a WIA certified student.

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).

Local policies are geared to the use of eligible training providers. Community action agencies will be used for weatherization training. Registered apprenticeships have long been a target for training for clients, and will continue to be promoted at the Job Centers.

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.

Current policies do not preclude the use of these training providers. They are available options.

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.

The WDB's locally developed IRMA case management system provides CEP, Inc. with real-time performance reports that are used at monthly staff meetings to strategize on improvements if necessary. Reports can be created to track funding that has been obligated to or expended on any customer.

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.

The NWWIB and NWCEP coordinates with the Trade Adjustment Assistance program when dislocations occur within the WDA. A very effective service delivery process has been developed in the Taylor County Job Center which will be expanded to other areas in the WDA as appropriate.

With the large number of dislocations within the WDA, the WIA Dislocated Worker PY08 funds were inadequate to assist the dislocated workers requesting services. The Recovery Act funds are being used to continue the co-enrollment of TAA-eligible participants and provide the services necessary to assist them in their re-employment activities.

An initial TAA meeting is set up for affected dislocated workers, and the meeting is facilitated by staff from NWCEP, Job Service and Unemployment Insurance. Dislocated workers receive information at this meeting about unemployment insurance benefits and the services which are available to them through Job Service, DVR, W-2 and other partner agencies.

The dislocated workers are invited to attend the next-scheduled follow-up informational meeting with NWCEP to answer any remaining questions and provide clarification on items discussed at the TAA meeting. NWCEP has local staff that is able to serve as case managers, helping the dislocated workers develop an employability plan (Individual Service Strategy).

NWCEP provides on-going information, employment counseling, WIA services when appropriate, referrals to other agencies and serves as a general resource for the TAA program. Job Service, DVR, W-2 and other partner agencies are very responsive when contacted by NWCEP for assistance. In this way, NWCEP coordinates service delivery with the partners to ensure that the dislocated workers will receive the best mix of services available to them.

NWCEP has been providing initial services to dislocated workers including assessments and pre-vocational services. Pre-vocational services include short-term instruction in pre-employment skills that enable a job seeker to meet the entry-level skill requirements of employers. While enrollees in pre-vocational services may attend any class that completes a gap in baseline knowledge for a given occupation, a large majority of the people enrolled in pre-vocational services are receiving instruction in basic computer and software applications skills.

When pre-vocational services have been completed and a TAA-eligible dislocated worker has been accepted into an Occupational Training course through a certified provider, as part of their Individual Service Strategy, the dislocated worker will begin receiving all the benefits available to them through TAA to attend their training course. If there are any remaining unmet needs, WIA funds may be used to bridge that gap to assist the participant toward successful training completion.

Any co-enrolled TAA/WIA participants will receive job search/placement assistance and follow-up services through the NWCEP case managers.

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 One-Stop-Operators Committee has discussed the need to ensure that sufficient Reemployment Services are being provided to UI claimants throughout the WDA. NWCEP has agreed to make conference space available for Job Service to provide the Reemployment Services in areas do not have a Comprehensive Job Center.

On May 1, 2009, NWCEP began facilitating regularly-scheduled Job Clubs and workshops, separate from the Reemployment Services, for area job seekers. The workshop topics are:

- **The American Job Market**
- **Completing the JobFit Assessment Tool**
- **Budgeting: Getting Your Finances in Order**
- **Job Documents: Resumes and Cover Letters**
- **Job Documents: Applications and References**
- **Interviewing**

Every week, the CEP staff facilitates the Job Clubs which consist of a workshop topic for the day and networking/discussion time for participants to connect with other job seekers. The content of the CEP-facilitated Job Clubs/Workshops and the Reemployment Services may have some overlap, but this will only help to more fully serve the population of the WDA, those that are receiving UI and those that are not. Communication between the RES staff and NWCEP staff is very good.

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

A. Outreach and Recruitment

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

CEP, Inc. has developed strong partnerships with a variety of service providers and schools throughout northwest WI. These partnerships that have been contacted for recruitment purposes include;

- * **Boys and Girls Clubs**
- * **All public and private high schools in our 10 county region.**
- * **Department of Vocational Rehabilitation**
- * **Department of Health & Family Service offices**
- * **Tribal schools and offices**

In addition, public service announcements have been released to local radio stations and newspapers throughout our ten county region. Informative posters have also been posted in strategic locations that eligible youth can view.

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.
CEP, Inc. has posted informative posters in a variety of the locations where this group of individuals can commonly be found including; public libraries, community message boards and public announcements on local radio stations.

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: Out-of-school youth and those most at risk of dropping out
CEP, Inc. has solid relationships and partnerships with our local Transition Coordinators and teachers that serve youth that are at risk of dropping out. Many of these students have been targeted and interviewed for our Youth Employment Program.
 - a. Youth in and aging out of foster care
Many of the youth targeted within the local school districts are foster in or aging out of foster care. We have been clear and direct with local school districts that we are actively seeking youth that fit these criteria.
 - c. Youth offenders and those at risk of court involvement
CEP, Inc. has solid relationships and partnerships with our local Transition Coordinators and teachers that serve youth with disabilities. A high percentage of the youth that CEP, Inc. will serve this summer will be youth with disabilities.
 - d. Homeless and runaway youth
Informative flyers have been posted at local homeless shelters.
 - e. Children of incarcerated parents
While some of the youth we serve through the Recovery Act would fit this category we have not actively targeted this population.
 - f. Migrant youth
This is a very limited percentage of our local youth. Miniscule enough that a specific strategy would be difficult.
 - g. Indian and Native American youth
All Tribal schools and offices have been supplied with our informative posters and have had public service announcements posted in respective newspapers and radio stations.

h. Youth with disabilities

CEP, Inc. has solid relationships and partnerships with our local Transition Coordinators and teachers that serve youth with disabilities. A high percentage of the youth that CEP, Inc. will serve this summer will be 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)

CEP, Inc has not actively recruited with the Department of Corrections, primarily because of the lack of Corrections facilities in northwest Wisconsin.

b. Department of Children and Families (Foster Care and Wisconsin Works)

Local Department of Children and Families have been made aware of our Youth Employment Program and have been invited to refer potential students to the nearest CEP, Inc. Job Center.

c. DWD Veterans' staff

Department of Workforce Development Veterans' staff is located in the Superior Job Center and is coordinated with on an as needed basis for referrals.

d. Youth Apprenticeship

CEP, Inc. serves as the Northwest Consortium Coordinators of the Youth Apprenticeship Program. If an ARRA youth is interested in a YA program that could be completed, we will pursue the enrollment.

e. Division of Vocational Rehabilitation

DVR and CEP, Inc have a long-lasting partnership that has been very beneficial to our program. Many DVR clients have been referred to participate in our ARRA youth program.

f. Adult Apprenticeship

*** CEP, Inc. has not actively pursued apprenticeships by local employers**

g. Department of Health Services

Local Department of Health Services have been made aware of our Youth Employment Program and have been invited to refer potential students to the nearest CEP, Inc. Job Center.

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.

CEP, Inc has had the fortunate ability to work with local partners to identify many of these potential ARRA participants. Our local DVR, Health and Family Service, and Homeless shelters have referred many of youth between the age of 21-24 to our offices. The response has been very positive as many of our enrollments have been in the 21-24 age range.

B. 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.

In the past CEP, Inc has coordinated a large scale Youth Employment Program, however is has been a few years since our last program. Our previous experience has helped us focus on “tried and true” methods and strategies. New is the scale of our program that put approximately 220 local youth into employment opportunities. Direct recruitment has been more intense and targeted also so we are properly and fairly able to find the neediest students.

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.

CEP, Inc has increased this goal to eighty percent for the summer of 2009. We are implementing large scale employment program that put approximately 220 local youth into employment opportunities. The funds will also support the wages of many CEP, Inc. staff including, the Youth Services Manager and four Youth Employment Program Coordinators.

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

- * **Work Experience**
- * **Case Management**
- * **Mentoring**

- b. Types of assessments utilized

A variety of assessment tools will be utilized throughout a work experience for youth. These assessments include,

- * **Worksite assessment form used to help find the best local employers.**
- * **Worksite monitoring form**
- * **Supervisors evaluation**
- * **Student evaluation**
- * **Post-employment assessment**
- * **Work readiness assessment**

- c. Development of the Individual Service Strategy

Our internal Individual Service Strategy (ISS) has changed to focus on the most practical and efficient uses of our Youth Employment Program. The following information on our ISS form includes:

- * **Worksite title**
- * **Job duties**
- * **O*Net Code**
- * **Support Services provided**
- * **Barriers identified**

- d. Addressing academic needs

If Youth Employment Program Coordinators have a youth that needs to increase their basic math and English skills or is in need of a HSED or GED program they will refer to the proper institution.

- e. Providing follow-up services

A variety of assessment tools will be utilized for brief follow-up services.

These assessments include,

- * **Supervisors evaluation**
- * **Student evaluation**
- * **Post-employment assessment**
- * **Work readiness assessment**

- 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.

Through proper worksite matches, CEP, Inc. believes that many youth will receive an introductory training to the respective career that they have been placed in. Our post-program assessment also includes questions for the students to answer about future opportunities.

- 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.

CEP, Inc. has publically stated that an emphasis will be made to worksites that could incorporate “green” work experiences into the duties of the respective youth. Unfortunately there are few service providers in northwest Wisconsin that fill this niche or that are currently seeking work experience youth.

- 6. Describe plans to measure and document Work Readiness outcomes for youth funded through WIA youth Recovery Act funds.

During each two-week pay period supervisors are required to answer ten work readiness evaluation questions for their respective youth workers. This evaluation will help us determine how effective each worker is on the worksite and/or how we can help that student increase their skills for the future.

- 7. Describe and attach the WDB’s policy for providing stipends to youth.
The WDB does not provide stipends to youth.

D. Training

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

We intend to place students at a minimum of 150 worksites. We have distinguished the goal of 30% private sector and 70% public and non-profit.

- 2. Describe any special projects or group activities.

Northland College, located in Ashland, WI, has targeted three eligible youth that will serve as mentors and supervisors for local high school students that will work throughout the Ashland community doing a variety of community enhancement projects.

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

CEP, Inc. has not actively pursued apprenticeships by local employers however if an employer was interested in having a youth participate in an apprenticeship program we would work to make the experience come to fruition.

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.

CEP, Inc. has addressed this situation before conflicts could even begin. A Youth Request Form has to be completed for a youth to work with a local employer. The form specifically asks if the employer currently has any current layoffs and more specifically people laid off who are currently doing the position requested. If the employer indicates that they currently have people in lay-off status we will not place a youth worker at that location.

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).

Every employer interested in receiving a summer youth participant had to complete a Youth Request Form. The form specifically asks if the employer currently has any current layoffs and more specifically people laid off who are currently doing the position requested.

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.

CEP, Inc has created a Worksite Assessment form that our Youth Employment Program Coordinators complete prior to placing a student at a worksite. The purpose of the form is to assure that the best possible worksites are receiving youth. In addition, CEP, Inc. has targeted that only 1/3 of worksites utilized this summer are for-profit and each of those worksites will have a Training Plan developed to ensure that proper training is in place.

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.

Youth workers are not allowed to begin on a worksite until a complete orientation has been completed with the youth and any person who would supervise the youth at any time during the work experience. During the orientation all supervisors and youth are updated on the following information:

- **Child labor laws**
- **Wage and hour provisions**
- **Safety and supervision**
- **Laws and other respective provisions**

8. Has the WDB secured worker's compensation or other similar coverage for work-related injury or illness of trainees? **Northwest Wisconsin CEP, Inc. has workers compensation insurance coverage for work-related injury or illness of trainees and staff.**

E. Selection of Service Providers

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

The agency is the fiscal agent for the board, has run the summer program in the past and will run the ARRA summer program so no procurement was done as in accordance with guidance from DWD.

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). **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.

CEP, Inc.'s goal is to use as much of the funds as possible for our Youth Employment Program. If there are funds that are not used during the summer of 2009 the funds will either be carried over into year-round work experiences, carried to the summer of 2010, or used to educate local students about future careers and how to prepare for respective careers.

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 will refer those who need ABE and GED/HSED to the technical colleges for further assessment and instruction. Work readiness certification will be given to those who meet the required levels.

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

CEP, Inc.'s goal is to use as much of the funds as possible for our Youth Employment Program. If there are funds that are not used during the summer of 2009 the funds will either be carried over into year-round work experiences, carried to the summer of 2010, or used to educate local students about future careers and how to prepare for respective careers.

****WAIVER REQUEST****

The Northwest Wisconsin Workforce Investment Board, Inc. requests an extension of the youth procurement waiver granted to them on 4/2/09 for Program Year 09-10. Please see attachments I and J for a copy of the waiver approval letter and the youth procurement waiver request submitted in Spring 2009.

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 WDB will ensure that Recovery Act funds will supplement and not supplant existing resources through the budgeting process and the client enrollment process.**
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.

Youth Employment Program Coordinators have been instructed to visit each worksite at least once every five weeks of a work experience. During that visit they will be monitoring the following items: supervision, safety, child labor laws, and worksite relationships. This information will be collected through a worksite monitoring form that will be completed during the visit.
2. Submit the WDB's timetable for conducting summer youth program monitoring.

Youth Employment Program Coordinators have been instructed to visit each worksite at least once every five weeks of a work experience.
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

All expenditures and enrollments are tracked through CEP, Inc. internal data management system, IRMA

b. Monitoring of service providers

CEP, Inc is the employer of record for all worksites. We are not subcontracting any of our services to other providers.

c. Monitoring worksites and special projects.

Youth Employment Program Coordinators have been instructed to visit each worksite at least once every five weeks of a work experience. During that visit they will be monitoring the following items: supervision, safety, child labor laws, and worksite relationships. This information will be collected through a worksite monitoring form that will be completed during the visit.

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 Northwest Wisconsin WDA in accordance with the terms of the WIA.

Approved for the Workforce Development Board

Workforce Development Board Chair

Name (type or print): _____
Signature: *Larry L. Foreland* Date: 5/18/09

Approved for the Counties of the Workforce Development Area

Chief Local Elected Official

Name (type or print): DAN RACETTE
Title: NWCEP Chair
Signature: *Dan Racette* Date: 5-18-09

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.

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.

<i>Northwest Wisconsin CEP, Inc.</i>	WIA Title I-B	
Grantee/Contractor Organization	Program/Title	
<i>Steve Terry</i>	<i>[Signature]</i>	<i>5/20/09</i>
Name of Certifying Official	Signature	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)

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

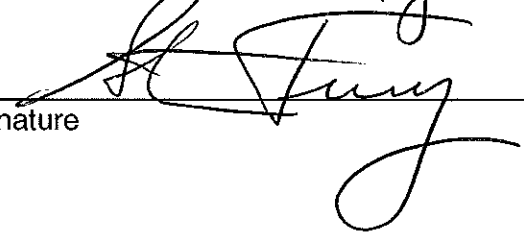
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**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.

Steve Terry, Executive Director
Name and Title of Authorized Representative


Signature

5/20/09
Date

**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)
Northwest Concentrated Employment Program, Inc.	Brad Gingras PO Box 616 Ashland, WI 54806 715.682.9141	Work experience Work readiness certification Case Management Mentoring Assessment	220	40

NORTHWEST WISCONSIN CEP, INC.

ARRA Quarterly Enrollment and Budget Summary

WDA
#7

Adult **Dislocated Worker Program**

All figures are cumulative

Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5				
		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
ARRA Funded Activities										
Total Participants		120	170	207	207	207				
Receiving Intensive Services		70	170	207	207	207				
Enrolled in Training										
Occupational Classroom		60	150	176	176	176				
OJT		10	20	31	31	31				
Customized (Employer Based)										
Receiving Supportive Services		40	60	80	80	80				
Receiving Needs Related Payments										
ARRA Program Expenditures										
Core and Intensive Services		2,700	14,400	15,300	16,200	18,000				
Training		43,535	232,189	246,701	261,212	290,236				
Supportive Services		10,866	57,950	61,572	65,194	72,438				
Needs Related Payments		0	0	0	0	0				
ARRA Administrative Expenditures		6,345	33,838	35,952	38,067	42,297				
TOTAL ARRA Expenditures		63,446	338,377	359,525	380,674	422,971				

NORTHWEST WISCONSIN CEP, INC.

ARRA Quarterly Enrollment and Budget Summary

WDA
#7

Adult Dislocated Worker Program

All figures are cumulative

Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5				
		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
ARRA Funded Activities										
Total Participants		139	139	174	174	174				
Receiving Intensive Services		87	139	174	174	174				
Enrolled in Training										
Occupational Classroom		75	111	139	139	139				
OJT		12	28	35	35	35				
Customized (Employer Based)										
Receiving Supportive Services		45	72	91	91	91				
Receiving Needs Related Payments										
ARRA Program Expenditures										
Core and Intensive Services		6,450	34,400	36,550	38,700	43,000				
Training		48,400	258,134	274,268	290,401	322,668				
Supportive Services		8,250	44,000	46,750	49,500	55,000				
Needs Related Payments		0	0	0	0	0				
ARRA Administrative Expenditures		7,011	37,393	39,730	42,067	46,741				
TOTAL ARRA Expenditures		70,111	373,927	397,298	420,668	467,409				

ARRA Quarterly Enrollment and Budget Summary - Youth Program WDA_#7__

All figures are cumulative

ARRA Funded Activities

Total Participants

Enrolled in Work Experience

Receiving ABE/GED/Work Ready

Receiving Supportive Services

Receiving Stipends

ARRA Program Expenditures

Youth Wages & Stipends

Training (ABE/GED/Work Ready)

Supportive Services

ARRA Administrative Expenditures

TOTAL ARRA Expenditures

Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5				
		6/30/2009	9/30/2009	12/31/2009	3/31/2010	6/30/2010				
		181	226	226	226	226				
		181	226	226	226	226				
		181	226	226	226	226				
		15	25	25	25	25				
		86,844	347,376	390,798	434,220	434,220				
		50,388	201,553	226,747	251,941	251,941				
		4,400	17,600	19,800	22,000	22,000				
		15,737	62,948	70,817	78,685	78,685				
		157,369	629,477	708,161	786,846	786,846				

ARRA Back-up Budget			
<input checked="" type="checkbox"/> Adult	<input type="checkbox"/> Dislocated Worker	WDA: #7- Northwest Wisconsin CEP, Inc	
	Administration	Program	Total
Staff Salaries	23,407	70,739	94,146
Staff Fringe Benefits	10,031	30,316	40,347
Staff Travel			
Communications			
Facilities (rent, utilities, maintenance)	8,859	29,181	38,040
Office Supplies		3,000	3,000
Testing and Instructional Materials			
Equipment			
Use/Depreciation			
Purchase			
Lease			
Training			
Classroom (tuition, books, fees, etc.)		110,000	110,000
OJT Reimbursements		50,000	50,000
Customized Training			
Supportive Services		87,438	87,438
Needs Related Payments			
Audit costs			
Contracted Services			
Total	42,297	380,674	422,971

ARRA Back-up Budget Youth			
WDA #7 Northwest Wisconsin CEP, Inc.			
	Administration	Program	Total
Staff Salaries	41,962	130,719	172,681
Staff Fringe Benefits	17,984	56,023	74,007
Staff Travel		12,000	12,000
Communications		3,400	3,400
Facilities (rent, utilities, maintenance)	18,739	42,299	61,038
Office Supplies		1,500	1,500
Testing and Instructional Materials			
Equipment			
Use/Depreciation			
Purchase		6,000	6,000
Lease			
Training and Services			
Wages & Stipends		434,220	434,220
ABE/GED/Work Ready			
Supportive Services		22,000	22,000
Audit costs			
Contracted Services			
Total	78,685	708,161	786,846

NORTHWEST WISCONSIN CEP, INC.

**ARRA Staffing
Plan**

Adult Dislocated Worker Youth WDA #7

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
EXECUTIVE DIRECTOR	9,659	5	15	7,244
ACCOUNTING CLERK	4,211	15	15	9,475
FINANCE DIRECTOR	6,349	9	15	8,571
ACCOUNTING ASSISTANT	2,716	20	15	8,148
Administrative Staff Total	\$22,935			\$33,438
Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
EMPLOYMENT SPECIALIST LADYSMITH	3,964	15	15	8,919
EMPLOYMENT SPECIALIST PARK FALLS	3,951	15	15	8,890
EMPLOYMENT SPECIALIST MEDFORD	4,346	15	15	9,779
EMPLOYMENT SPECIALIST ASHLAND	4,654	15	15	10,472
EMPLOYMENT SPECIALIST SPOONER	4,848	15	15	10,908
EMPLOYMENT SPECIALIST HAYWARD	4,040	15	15	9,090
EMPLOYMENT SPECIALIST SUPERIOR	3,712	15	15	8,352
PROGRAMS MANAGER	4,236	15	15	9,531
OPERATIONS DIRECTOR	6,009	15	15	13,520
LEAD MIS SPECIALIST	5,153	15	15	11,594
Program Staff Total	\$44,913			\$101,055
Staffing Total	\$67,848			\$134,493

NORTHWEST WISCONSIN CEP, INC.

**ARRA Staffing
Plan**

_____ Adult Dislocated Worker _____ Youth WDA _____ #7 _____

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
EXECUTIVE DIRECTOR	9,659	5	15	7,244
ACCOUNTING CLERK	4,211	20	15	12,633
FINANCE DIRECTOR	6,349	9	15	8,571
ACCOUNTING ASSISTANT	2,716	20	15	8,148
Administrative Staff Total	\$22,935			\$36,596
Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
EMPLOYMENT SPECIALIST LADYSMITH	3,964	18	15	10,703
EMPLOYMENT SPECIALIST PARK FALLS	3,951	18	15	10,668
EMPLOYMENT SPECIALIST MEDFORD	4,346	18	15	11,734
EMPLOYMENT SPECIALIST ASHLAND	4,654	18	15	12,566
EMPLOYMENT SPECIALIST SPOONER	4,848	18	15	13,090
EMPLOYMENT SPECIALIST HAYWARD	4,040	18	15	10,908
EMPLOYMENT SPECIALIST SUPERIOR	3,712	18	15	10,022
PROGRAMS MANAGER	4,236	15	15	9,531
OPERATIONS DIRECTOR	6,009	15	15	13,520
LEAD MIS SPECIALIST	5,153	15	15	11,594
Program Staff Total	\$44,913			\$114,336
Staffing Total	\$67,848			\$150,932

NORTHWEST WISCONSIN CEP, INC.

**ARRA Staffing
Plan**

_____ Adult ___ Dislocated Worker X Youth WDA _____ #7 _____

Administrative Staff Salary and Benefits				
Position	Monthly Total	% Charged	# Months	Total
EXECUTIVE DIRECTOR	9,659	10	15	14,489
ACCOUNTING CLERK	4,211	30	15	18,950
FINANCE DIRECTOR	6,349	15	15	14,285
ACCOUNTING ASSISTANT	2,716	30	15	12,222
Administrative Staff Total	\$22,935			\$59,946
Program Staff Salary and Benefits (include contracted staff)				
Position	Monthly Total	% Charged	# Months	Total
EMPLOYMENT SPECIALIST LADYSMITH	3,964	20	15	11,892
EMPLOYMENT SPECIALIST PARK FALLS	3,951	20	15	11,853
EMPLOYMENT SPECIALIST MEDFORD	4,346	20	15	13,038
EMPLOYMENT SPECIALIST ASHLAND	4,654	20	15	13,962
EMPLOYMENT SPECIALIST SPOONER	4,848	20	15	14,544
EMPLOYMENT SPECIALIST HAYWARD	4,040	20	15	12,120
EMPLOYMENT SPECIALIST SUPERIOR	3,712	20	15	11,136
YOUTH PROGRAMS MANAGER	4,236	20	15	12,708
OPERATIONS DIRECTOR	6,009	20	15	18,027
LEAD MIS SPECIALIST	5,153	20	15	15,459
YOUTH EMPLOYMENT SPECIALISTS (4)	7,429	100	7	52,003
Program Staff Total	\$52,342			\$186,742
Staffing Total	\$75,277			\$246,688

The Northwest Wisconsin Workforce Investment Board, Inc Waiver Request

1. Waiver title/purpose: *Waiver of the requirement at WIA section 123 that eligible providers of youth activities be identified on a competitive basis.*

The Northwest Wisconsin Workforce Investment Board, Inc. is requesting a waiver of the requirement at WIA section 123 that eligible providers of youth activities be identified on a competitive basis. The purpose of this waiver is to remove the burdensome financial and time constraining complexities inherent in the WIA Youth RFP process. In the rural northwest corner of the state there is a lack of service providers who are eligible to respond. In the past decade we have received little to no response to the RFPs issued. Those entities which did respond did not meet RFP fiscal or administrative requirements.

2. Identify the statutory/regulatory requirements that are requested to be waived:

WIA Title 1 Sec. §123: IDENTIFICATION OF ELIGIBLE PROVIDERS OF YOUTH ACTIVITIES. From funds allocated under paragraph (2)(A) or (3) of section 128(b) to a local area, the local board for such area shall identify eligible providers of youth activities by awarding grants or contracts on a competitive basis, based on the recommendations of the youth council and on the criteria contained in the State plan, to the providers to carry out the activities, and shall conduct oversight with respect to the providers, in the local area

3. Describe the actions that the State or local area, as appropriate, have undertaken to remove State for local statutory or regulatory barriers:

There are no State or local regulatory barriers to implement this waiver. If the waiver request is granted, it would not preclude the Youth Council's ability to issue an RFP at a later date if they so chose.

4. Describe the goals of the waiver and the expected programmatic outcomes if the request is granted:

The waiver will allow us to improve local efficiency and productivity by limiting the time and redundancy of issuing the RFP for which there is no response. Therefore, the primary expectation of the implementation of this waiver will be to demonstrate local cost savings and program efficiencies that result in improved performance.

The Northwest Wisconsin Workforce Investment Board foresees the following outcomes:

- one service provider affording seamless services to youth;
- Creates partnerships to serve youth similar to the partnerships that currently exist by memoranda of understanding to serve Adults in the One-Stop Centers;
- Creates opportunity for the Northwest Wisconsin CEP, Inc. to utilize current program staff and partner agreements to provide required services and seek competitive procurement of outside services when needed.

5. Describe the individuals impacted by the waiver:

NWWIB, Inc. Waiver Request

MKN

The Northwest Wisconsin Workforce Investment Board, Inc. Youth Council already has the responsibility to monitor the implementation and deliverables of the youth services.

6. Describe the process used to monitor the progress in implementing such a waiver, the process used to provide notice to any Local Board affected by the waiver, Local Board's opportunity to comment on the request, and meaningful public comment by business, organized labor, public officials, community-based organizations and other stakeholders:

The Northwest Wisconsin Workforce Investment Board, Inc. will use the systems that the State currently has in place as well as the local monitoring of results and feedback, with regard to youth program performance. Local WIA Quarterly Reports and information that includes rosters of individuals in each of the measures as well as back up information from the IRMA case management system will be used to ensure success.

This Youth Waiver request was drafted in cooperation with the Northwest Wisconsin Concentrated Employment Program, Inc. which is the current youth services provider. As with all major workforce policies and procedures, the Board has solicited dialogue and input from the local Board members and staff concerning the impact of this request. The Northwest Wisconsin Workforce Development Board Youth Council supports this request.

Department of Workforce Development
Employment and Training Division
Bureau of Workforce Training
P.O. Box 7972
Madison, WI 53707-7972
Telephone: (608) 266-5370
Fax: (608) 267-0330
Email: DWDDDET@dwd.wisconsin.gov



State of Wisconsin
Department of Workforce Development
Jim Doyle, Governor
Roberta Gassman, Secretary
Ron Danowski, Division Administrator

Brad - FYI

April 2, 2009

Mr. Steve Terry, Executive Director
Northwest Wisconsin Workforce Investment Board
and Northwest Wisconsin CEP
422 Third Street West, Suite 200
P.O. Box 616
Ashland, WI 54806

Dear Mr. Terry:

I am pleased to notify you that Northwest Wisconsin Workforce Investment Board's (WIB) request for a waiver of the youth program competitive procurement requirements has been approved. This approval was based on the criteria specified by the Department of Labor (DOL) in approving Wisconsin's waiver request. In approving Wisconsin's waiver, DOL specified three conditions: (1) applicable to rural areas only; (2) the Division of Employment and Training (DET) reviews waiver requests on a "case-by-case basis and approval is granted only when the local area documents that there are no viable providers or that all current providers are underperforming"; and (3) DET "provides ongoing oversight and onsite monitoring of the Local Boards that choose to take advantage of this waiver." This waiver is approved for the PY 2008-09 period.

Please contact Karen Pfeil, your Local Program Liaison at (608) 266-9663 if you have questions or need assistance.

Sincerely,

Gary Denis
Bureau Director

cc: Ron Danowski
LeRoy Forslund, WIB Chair
Dan Racette, CLEO