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www.wheda.com

Emerging Business and Wo	orkforce Development	Programs	s
(Due within 120 days after WHEDA is	ssuance of HTC Reserva	ation Agre	ement)
The owner will implement activities within this Business and Workforce Development Program goal whether an owner is implementing reasonable and reequirements, to meet participation goals.	is. The Plan assists WHEI	DA in deter	mining
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	-		ie authorized
representative of who is the owner of the HTC development shown I			
representative of	Project Cost		ng Business

Reminder: Owners (or representative(s) they designate) are to maintain accurate and sufficiently detailed records of all initial and follow-up attempts to involve the participation of both emerging businesses and area residents. Documentation should be maintained showing all activities and actions taken, (i.e. mailings, emails, phone logs, notices, web postings) to meet participation goals. Should Program goals not be achieved, these records will be needed to prepare Good Faith Waiver Efforts Certification(s).

PLEASE ATTACH ANY ADDITIONAL RELEVANT SUPPORTING DOCUMENTATION TO THIS PLAN

A. Identify Subcontract Work Items			
Which portion(s) or section(s) of the contract proposal,			
selected for subcontract with emerging businesses, or business participation?	be broken down	into economi	cally feasible
units to facilitate emerging business participation?			
B. <u>Notifying Emerging Businesses of Contracting C</u>	<u>Opportunities</u>		
1. Written Notices			
Indicate all firms to receive written notices (letters,	emails faves n	ostoards etc) of work
items to be subcontracted. Indicate when firms wil			
(Attach photocopies of all written solicitations made		• •	
Plan.)			
Company Name	Phone # Emerging Follow-u		
		Business? (Yes/No)	date
		(Tes/No)	
2. Identify publications in which announcements or no	otifications will be	e published.	(Include
Solicitations for Bids posted on www.wheda.com)			
Publication Document (please describe)		Whe	n
		+	



3.	, 5 5			
F	(letters, emails, faxes, postcards, etc.)	Comtant Borran		
Em	erging Business Association/Organization	Contact Person		
4.	Plans and Specifications			
	Explain efforts to make HTC development plans and specificati			
	emerging businesses. Specifically identify plans rooms, online			
	will be/were made available. (Include Solicitations for Bids post			
	n room & street address/website address where plans will	Date plans will be/were made		
be/	were posted	available		
5.	Contacts			
	Will the services of a governmental agency or supplier diversity	consultant be used to assist		
	in recruitment of emerging businesses? Yes No			
	If yes, specify: Agency or consultant firm name, contact person			
	contacted, contact method (phone, email, written corresponder	ice) and phone, email or		
	address of person or firm.			
6.	Pre-bid meeting or site visit			
	If the Owner intends to hold or has held a pre-bid meeting and/			
	how prospective firms will be/were notified of the date and loca			
	meetings have occurred, detail the number of attendees and ar	ny follow-up communications		
	with attendees.			



7.	Informational Meetings
	Are there any plans to hold an informational meeting(s) specifically for emerging business firms?
	Yes No If so, describe below.

C . Planned Workforce Development Hiring

The Workforce Development Program goal is twelve (12) hires from the applicable construction standard divisions of labor shown below. Additional detail regarding the divisions of labor is available on www.wheda.com.

Workforce will be selected from the county the HTC development is located within. Additionally, owners and contractors are encouraged to: a) hire military veterans, and b) retain employees that worked on another HTC development under the Workforce Development Program. The Program minimum hourly wage is \$11.50. Pay rates must be comparable with those of other employees designated the same job title.

	Divisions of Labor				
01	General Requirements	09	Finishes		
02	Site Construction	10	Not Applicable		
03	Concrete	11	Equipment		
04	Masonry	12	Not Applicable		
05	Metals	13	Not Applicable		
06	Wood and Plastics	14	Conveying Systems		
07	Thermal & Moisture Protection	15	Mechanical		
08	Not Applicable	16	Electrical		

Div#	Contractor Name & Skilled Trades Represented	Proposed # of Total Workers		Proposed # of Jobs for Area Residents	
		Journey Persons	Apprentices & Trainees	Journey Persons	Apprentices & Trainees



D. Attaining Hiring Goals

1.	Outreach Owners and contractors are encouraged to: a) hire in the county where the development is located, b) hire military veterans, and c) retain employees that worked on another HTC development under the Workforce Development Program. Describe any anticipated outreach efforts to disseminate information regarding job opportunities, including contacting the Wisconsin Department of Veterans Affairs and online registration on the Job Center of Wisconsin website: https://jobcenterofwisconsin.com/.
2.	Notifications Describe any publications, notifications or other announcements to be placed and/or published, if applicable.
3.	Contacts Describe any anticipated written contacts to be made with workforce development agencies, workforce diversity consultants, unions, trade associations or organizations.
4.	Training Describe any anticipated efforts to provide unemployed or underemployed low-income area residents with information regarding training programs available to attain skills required to work on the development.
5.	Job Fairs Describe any anticipated job fair opportunities to be provided for area residents.



The information above is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of outreach efforts may be relevant and appropriate for the development.

Describe any other activities implemented to meet either the Emerging Business or Workforce Development Program goals.
Complete Outreach Plan Attachment and submit with this document
Authorized Signor:
Printed Name & Title:
Date:



WHEDA Use	
Approved: Denied:	
Reviewer's Printed Name	
Reviewer Signature	-
Date:	
If denied, reason(s) for denial:	

