



908 East Main Street, Suite 501  
Post Office Box 1728  
Madison, Wisconsin 53701-1728

608.266.7884  
www.wheda.com

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Outreach Plan

Emerging Business and Workforce Development Programs

(Due within 120 days after WHEDA issuance of HTC Reservation Agreement)

The owner will implement activities within this Plan in order to meet or exceed Emerging business and Workforce Development Program goals. The Plan assists WHEDA in determining whether an owner is implementing reasonable and required steps in accordance with Programs requirements, to meet participation goals.

I, \_\_\_\_\_, hereby acknowledge I am the authorized representative of \_\_\_\_\_, who is the owner of the HTC development shown below.

Development Name & HTC Application #	Project Cost Subject to Participation	Emerging Business	
		Goal	Expected

**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, in terms of the nature of work, will be selected for subcontract with emerging businesses, or be broken down into economically feasible units to facilitate emerging business participation?

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**B. Notifying Emerging Businesses of Contracting Opportunities**

**1. Written Notices**

Indicate all firms to receive written notices (letters, emails, faxes, postcards, etc.) of work items to be subcontracted. Indicate when firms will receive follow-up telephone contact. (Attach photocopies of all written solicitations made to emerging businesses to this Outreach Plan.)

Company Name	Phone #	Emerging Business? (Yes/No)	Follow-up date

**2. Identify publications in which announcements or notifications will be published. (Include Solicitations for Bids posted on [www.wheda.com](http://www.wheda.com))**

Publication Document (please describe)	When

3. Identify emerging business associations or organizations to receive written notifications (letters, emails, faxes, postcards, etc.)

Emerging Business Association/Organization	Contact Person

**4. Plans and Specifications**

Explain efforts to make HTC development plans and specifications readily available to emerging businesses. Specifically identify plans rooms, online websites, etc. where plans will be/were made available. (Include Solicitations for Bids posted on [www.wheda.com](http://www.wheda.com)

Plan room & street address/website address where plans will be/were posted	Date plans will be/were made 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 name and title, date contacted, contact method (phone, email, written correspondence) 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/or site visit, please describe how prospective firms will be/were notified of the date and location of the meeting(s). If meetings have occurred, detail the number of attendees and any 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 one hire from each of the twelve (12) applicable construction standard divisions of labor shown below. However, should a subcontractor hire more than one employee in a given division, those hires are applied toward the overall goal of twelve (12) hires for the HTC development. Additional detail regarding the divisions of labor is available on [www.wheda.com](http://www.wheda.com) in the Emerging Business Program area: <https://www.wheda.com/WorkArea/DownloadAsset.aspx?id=709>

Workforce will be selected from the county or ZIP code (for Milwaukee County) the HTC development is located within. Additionally, owners and contractors are encouraged to: a) hire military veterans, and b) if pre-approved by WHEDA, 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 or ZIP code (for Milwaukee County) where the development is located, b) hire military veterans, and c) if pre-approved by WHEDA, 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: \_\_\_\_\_

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**WHEDA Use**

Approved: \_\_\_\_ Denied: \_\_\_\_

Reviewer's Printed Name \_\_\_\_\_

Reviewer Signature \_\_\_\_\_

Date: \_\_\_\_\_

If denied, reason(s) for denial: