



Youth, Young Adult and Adult Employment APPLICATION FORM

Submit Application to: cddapplications@cityofmadison.com

Deadline: 12:00 pm CST (noon) on **August 19, 2022**

Official submission date and time will be based on the time stamp from the CDD Applications inbox. Late applications will not be accepted

Please limit your proposal and responses to spaces provided in this form. Responses to this RFP should be complete and comprehensive but succinct. Materials submitted in addition to this application form will not be considered in the evaluation of the proposal. If you are applying for multiple program or activity areas you must fill out this application for each program or area. ***Do not attempt to unlock or alter this form.*** Font should be no less than 11 pt.

If you have any questions **related to the content of the application**, please contact: Hugh Wing – hwing@cityofmadison.com or Yolanda Shelton-Morris – yshelton-morris@cityofmadison.com

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Jen Stoiber – jstoiber@cityofmadison.com

Legal Name of Organization:	WRTP BIG STEP	Total Amount Requested:	\$ 120,000
Program Name:	Madison's Skilled Workers Program (MSWP)		
Program or Activity are you Applying for:	☐ Youth Employment Services (ages 14-21) ☐ Youth Employment & Training ☐ Wanda Fullmore Youth Internship Program ☐ Young Adult Employment Services (ages 18-26) ☒ Adult Employment Services (18+)		
Contact Person:	Lindsay Blumer	Email:	lblumer@wrtp.org
Full Address:	3841 W. Wisconsin Ave, Milwaukee, WI 53208	Telephone:	414-937-3613
501 (c) 3 Status:	☒ Yes ☐ No	Fiscal Agent (if applicable)	

Organizational Qualifications:

1. Describe your organization's experience implementing services relevant to the services described in the Youth, Young Adult and Adult Employment RFP, including to those who are furthest from resources and opportunities and who face systemic barriers to employment.

WRTP | BIG STEP's Madison's Skilled Worker Program (MSWP) focuses on preparing adult participants with the skills and credentials needed to secure employment in the regional manufacturing and construction sectors, along with access to supportive services. We predominately focus on providing services to BIPOC, women, unemployed and underemployed individuals as evidence shows that these populations face the greatest socioeconomic barriers for obtaining quality jobs. The skilled trades have been proven to effectively provide individuals with access to family-sustaining wages and job security. WRTP | BIG STEP provides industry-focused recruitment, screening, orientation, job readiness training, and job placement assistance. We work with each participant to develop an individualized career plan which identifies the person's area of interest and lays out the pathway to achieving employment goals. Based on individualized assessments, a participant will either enter directly into career pathways training with WRTP | BIG STEP, or be enrolled into educational or vocational preparation activities, such as basic education (trades have prerequisite of math and reading scores), GED or HSED. Based on the participant's individualized career plan and level of skill and interest, they can enroll in WRTP | BIG STEP's pre-apprenticeship programs; Entry Level Construction Skills (ELCS) or Entry Level Manufacturing Skills (ELMS). WRTP | BIG STEP has the curriculum, resources, and regional community and employer partnerships in the construction and manufacturing industries that provide equitable access to jobs that improve people's lives.

2. Describe how your agency builds relationships and authentically engages with individuals and households served. Specifically include information on previous strategies used to authentically engage with BIPOC, LGBTQ+, immigrant and/or low-income households and individuals.

Though WRTP | BIG STEP provides services to individuals of all ages, races, genders, and ethnicities, our mission is focused on predominately serving BIPOC, women, unemployed and underemployed individuals that have been traditionally disenfranchised from employment opportunities within the construction and manufacturing industries. The battle has been hard-fought to link BIPOC, women, unemployed and underemployed individuals to apprenticeships which lead to family sustaining careers. Experience shows that finishing an apprenticeship program can be difficult. WRTP | BIG STEP provides a bridge for underrepresented groups to enter the trades while providing a valuable workforce service to local employers. In response to systemic employment barriers that these populations face, WRTP | BIG STEP provides career coaching, support with navigating employment barriers (from education, childcare, obtaining a driver's license, etc.), preparation for employment opportunities, and retention services that help ensure that individuals stay employed and feel empowered and stable in their new career and life. While our daily work is centered on providing career exploration, pre-employment training, apprenticeship mentorship, and support services to participants, our goal is to diversify the key economic drivers in Madison so that more people can share in the prosperity they generate.

3. Describe your organization's experience, education and training requirements for program staff and management staff.

WRTP | BIG STEP's South Central staff live and work in Madison. They frequently conduct outreach events, trainings, workshop sessions and career fairs with and for Madison residents. WRTP | BIG STEP works to ensure that our program and management staff come with the experience, education and training requirements needed to deliver culturally competent and responsive programs and services to participants. The President and Chief Executive Officer is a nonprofit organization professional with 20 years of experience in executive leadership, strategic planning, entrepreneurship, social enterprise, and innovation. The Chief Operating Officer is a Certified Workforce Development Professional and has 25 years of experience developing workforce programs. The recently promoted

Lead Program Coordinator is bilingual and has 20+ years of working with communities and persons of color to create and implement empowering programs. The Data and Compliance team has 50 years combined experience of maintaining regulatory compliance by researching and communicating contract requirements, preparing reports by collecting, analyzing, and summarizing information, maintaining quality service by establishing and enforcing organization standards, and by contributing to program success by evaluating internal operations and procedural compliance. The Fiscal Department works to ensure adherence in GAP. The Board of Directors' Governance Committee is involved with regularly reviewing contracts.

Partnerships, Collaboration & Coordination

1. Describe your current and recent collaboration and partnerships with the following groups, specifying organization names, collaboration/partnership dates, and information about your shared work and accomplishments.

a. Organizations and groups that work with youth, young adults and/or adults.

WRTP | BIG STEP and the Boys and Girls Club of Dane County (BGCDC) have been partner organizations since 2021 to provide quality education and career pathways to emerging adult program participants (ages 18-24). BGCDC exposes career paths to youth participants, as early as elementary level students, and works to create long-term goals and plans for each participant based on their interests. BGCDC has its TOPS College Success Program which prepares students to earn college degrees, however, recognizing that two and four-year degree programs are not for everyone, WRTP | BIG STEP offers alternative career pathway options for emerging adults interested in the skilled trades and works with them to enroll in our pre-apprenticeship programs. WRTP | BIG STEP has skilled trades instructors that offer pre-apprenticeship training at the McKenzie Regional Workforce Center.

b. Organizations that provide pre-employment/career preparation, employment services, and/or training and education.

WRTP | BIG STEP and the Latino Workforce Academy (LWA) have been partner organizations since 2017 to provide more pathways to building family-supporting jobs by addressing Wisconsin's Commercial Driver's License worker shortage. In this partnership, both organizations work together with LWA workplace coaches and resource navigators so that childcare, transportation, health or other issues do not prevent students from achieving their education and career goals. We work collaboratively to expand the recruitment pipeline for CDL candidates, particularly among BIPOC adults as well as underrepresented populations of women, retirees, veterans and young adults (ages 18-24). We candidates' training and employment success by strengthening the resource navigator model, providing information and access to needed wraparound services such as childcare, healthcare access, and financial support. We also participate in the LWA's program advisory committee, which meets regularly to communicate about community trends and share best practices about strategies for student success. We also work together on collecting data about program outcomes and develop a model of collaboration that will inform strategies for similar partnerships in other regions in Wisconsin.

WRTP | BIG STEP and Operation Fresh Start (OFS) have been partner organizations since 2017 to develop a Build Academy to help emerging adults transition into successful employment in the skilled trades. WRTP |BIG STEP and OFS co-enroll all program participants ages 17-24 in programming leading to a pre-apprenticeship certification and MC3 certification. The Pre-Apprenticeship certification is recognized by the Bureau of Apprenticeship Standards and the MC3 (Multi-Craft Core Curriculum) is certified by North America's Building Trades Union (NABTU). MC3 is an apprenticeship readiness training curriculum developed and approved by the Building Trades National Apprenticeship and Training Committee in 2008. The MC3 was created to provide high quality, apprentice-level content to people interested in construction, to prepare them for careers in the industry and to provide a gateway into Building Trades' registered apprenticeship programs. MC3 has two primary goals; (1) to increase the number of candidates for apprenticeship across all trades; to increase the diversity of apprenticeship candidates by recruiting women, communities of color,

and veterans, and (2) increase the retention rate among apprentices by providing them with a deeper understanding of both the industry and the role of the trade unions in construction.

- c. Organizations and groups that focus on working with, or have a history of working with, low-income households, women, and those that are Black, Indigenous, People of Color (BIPOC), immigrants, and/or individuals who identify as Lesbian, Gay, Bisexual, Transgender, and Queer + (LGBTQ+).

WRTP | BIG STEP and The Playing Field (TPF) have worked collaboratively since 2021 to provide more pathways to building family-supporting jobs by addressing access to modern facilities that provide high-quality, safe and affordable child care. WRTP | BIG STEP is prepared to work with TPF to provide technical assistance in best practices in data management and contract compliance as well as working with their Family Support Worker to assist parents and caregivers with real pathways to family-sustaining waged jobs. This is accomplished by accessing our apprenticeship training, tutoring, coaching and support services network. Our partnership demonstrates and bolsters our mission of striving to ensure that traditionally underrepresented and underemployed people, particularly women and people of color, have access to education, training, and supportive equitable workforce placement opportunities and childcare is a critical component to these outcomes. This assists Wisconsin's high-road employers build a diverse, skilled and trained talent pipeline.

2. Describe your plans to partner, collaborate, and coordinate services with organizations and groups, including names and partnership details. Please explain why and how these collaborations benefit the participants served. Organizations that identify key partnerships must provide written documentation of agreement/commitment from each listed partner.

WRTP | BIG STEP has existing partnerships with the above named organizations, however additional funding from the City of Madison would allow us to expand our capacity to reach more program participants and therefore strengthen the local workforce.

Attached: MOU with Boys and Girls Club of Dane County, Partnership Agreement with Latino Workforce Academy, Partnership Agreement with Operation Fresh Start, and Partnership Agreement with The Playing Field.

Program Design

1. Describe the organization's program and proposed service delivery plan including recruitment and selection of participants, individual assessment process, anticipated number to be served, who will be served, duration, location, and goals.

The Madison's Skilled Workers Program (MSWP) will support workforce development by strengthening access to family-sustaining jobs for BIPOC, women, unemployed and underemployed Madison residents in the construction and manufacturing industries. Access to these career pathways can provide the opportunity to escape poverty, support a family and strengthen overall long-term economic growth. WRTP | BIG STEP will provide industry-focused recruitment, screening, orientation, job readiness training, and worksite training. WRTP | BIG STEP will collaborate with community partners to recruit, assess and provide placement opportunities for individuals in family sustaining careers.

WRTP | BIG STEP serves all of Madison. The location sites for WRTP | BIG STEP's programs, trainings and services include WRTP | BIG STEP's South Central office (2829 Perry St #205, Madison, WI 53713), Madison Technical College for ELCS training (1701 Wright St, Madison, WI 53704), McKenzie Regional Workforce Center (1818 W Beltline Hwy, Madison, WI 53713), and various skilled trades training centers in Madison. We are flexible and offer services throughout Madison and will meet participants in neighborhoods, schools, job centers, and at community based organizations.

Part of the entrance process is developing an individualized career plan which identifies the person's area of interest. Depending on this individualized assessment, a participant will either enter career pathways training with WRTP | BIG STEP, or be enrolled into skills training such as those focusing on increasing an individual's math and reading scores, or enrollment into GED or High School Equivalency Diploma services. Based on the participant's career plan and level of skill, the training will include WRTP | BIG STEP's Entry Level Construction Skills (ELCS), which is an industry recognized program that helps to prepare individuals for a career in the Construction Trades, BIG STEP Apprenticeship Readiness training or Entry Level Manufacturing Skills (ELMS). Embedded in these trainings are other industry recognized certifications such as OSHA 10, First Aid, and CPR, Commercial Drivers Licensing (CDL) prep, and other certificate trainings.

Participants will be walked through an extensive testing and assessment process to explore goals, interests, abilities, work experience and potential barriers to participating in a training program. The testing instruments are TABE, Accuplacer, and other employer specific tests depending of the selected industry and training program. Test criteria and results are employer-driven and linked to hiring requirements in order to assist staff members with the direct placement of workers and with referral to necessary and reasonable support services to address job readiness and retention issues.

Program duration time can vary based on the participant's readiness level, but the ELCS program is 12 weeks and the ELMS program is 4-6 weeks. All participants will receive a base level of services, but depending on need, the number will increase. Each participant will receive an initial orientation, intake/assessment, career guidance and career plan development. There are also periodic meetings to assess progress. All the skilled trades require participants to pass trade tests which require individual instruction/ math and reading (10-40 hrs), and depending on the career goal and math level this number can grow to 60-80 hrs. All participants receive employability skills featuring digital and financial literacy. Those participating in hands on trainings commit to avg. 64 hrs. Job search can average 10-20 hrs./week. Post-program, graduates receive periodic follow-up supportive services and check-ins.

Following completion of the program, WRTP | BIG STEP staff will provide individual placement assistance to every participant, one-on-one or in groups depending on the types of positions for which individuals have been trained. Our placement services for each individual include resume preparation, interviewing skills and job development and job matching. The high level of employer involvement in all phases of our services is the most important factor in placing our participants, and therefore, employers will assist staff in matching individuals to job openings.

WRTP | BIG STEP is designed to meet the cultural and social needs of Madison residents preparing for employment, as well as remediate key challenges related to basic employment requirements: possession of a valid driver's license and a high school degree or GED/HSED. Our experience demonstrates that we reach and serve diverse populations in Madison.

Here is a breakdown of our 2021 and 2022 data.

City of Madison Clients Served by WRTP | BIG STEP

- 165 Served 2021
- 104 Served 2022 (From 01.01.2022-08.11.2022)

Overall Demographic Information (From 01.01.2021 to 08.11.2022)

149 Reside in City of Madison

2022 Youth, Young Adult and Adult Employment Application

- 53703 – 8
- 53704 – 40
- 53705 – 5
- 53711 – 21
- 53713 – 34
- 53714 – 11
- 53716 – 9
- 53717 – 2
- 53718 – 10
- 53719 – 9
- 53726 – 1

46 Reside in surrounding Dane County but employed in City of Madison

- Albany 53502 – 1
- Argyle 53504 – 1
- Baraboo 53913 – 1
- Beaver Dam 53916 – 2
- Belleville 53508 – 1
- Beloit 53511 – 2
- Blue Mounds 53517 – 1
- Cadott 54727 – 1
- Cambridge 53523 – 1
- Chicago 60634 – 1
- Clinton 53525 – 2
- Columbus 53925 – 1
- Cottage Grove 53527 – 4
- Cross Plains 53528 – 1
- Dane 53529 – 1
- Deforest 53532 – 1
- Deerfield 53531 – 3
- Eagle River 54521 – 1
- Evansville 53536 – 1
- Fairchild 54741 – 1
- Fort Atkinson 53538 – 1
- Genoa City 53128 – 1
- Germantown 53022 – 1
- Ixonia 53036 – 1
- Janesville 53545, 53546, 53548 – 5
- La Farge 54639 – 2
- Lake Mills 53551 – 3
- Lodi 53555 – 1
- Lone Rock 53556 – 1
- Marshall 53559 – 2
- Mazomanie 53560 – 1
- McFarland 53558 – 2
- Merrill 54452 – 1

- Middleton 53562 – 6
- Milton 53563 – 1
- Milwaukee 53215, 53219 – 2
- Montello 53949 – 1
- Mount Horeb 53572 – 2
- Norwalk 54648 – 2
- Oregon 53575 – 3
- Oxford 53952 – 1
- Plover 54467 – 2
- Poynette 53955 – 1
- Saint Louis 63123 – 1
- South Beloit 61080 – 1
- Steven Point 54481 – 1
- Stoughton 53589 – 5
- Sun Prairie 53590 – 16
- Tomah 54660 – 1
- Verona 53593 – 4
- Waldo 53093
- Waterloo 53594 – 1
- Waunakee 53597 – 4
- Waupun 53963 – 1
- Westfield 53964 – 2
- Windsor 53598 – 1
- Winnebago 61088 - 1

Gender

- 40 Female
- 227 Male

Race

- 57 African American
- 5 Asian
- 13 Bi-Racial
- 125 Caucasian
- 42 Hispanic
- 10 Multi-Racial
- 4 Native American
- 11 Other

Barriers to Employment

- 27 Convicted
- 68 No Driver License
- 55 No Diploma/HSED/GED
- 6 Childcare
- 4 Culture
- 9 Homelessness

- 5 Housing Instability
- 24 Lack of Training or Credential
- 5 Transportation

With funding from the City of Madison, W RTP | BIG STEPS's goal is to reach and serve 120 unduplicated persons from 01.01.23 to 12.31.23. Of the 120 unduplicated persons, the goal is to have no less than 75% of them placed with regional construction or manufacturing employers earning family-sustaining wages with competitive benefits.

2. Describe the outreach/marketing methods the organization intends to employ to generate participation in the program and to reach the targeted populations considered priority for this funding.

W RTP | BIG STEP will market our program, services, and outcomes to Madison residents, as well as work with local employers and community partners to identify potential participants. We will use targeted social media outreach, press releases, community boards and ads to educate and familiarize people with our services. We will also use local sites (libraries) and community partners to host orientation sessions and share materials. We will utilize an outreach referral network so that we have a continuous enrollment process. Our Program Coordinator receives participant referrals from Boys and Girls Club of Dane County, Operation Fresh Start, FSET, Latino Workforce Academy, The Playing Field, Just Dane, Community Supervision Employment Program, and the County Huber Center. This collaboration unites organizations that work with underrepresented populations to allow for cross referrals, jointly manage caseloads, offer added services to participants and manage expectations between partners.

3. Describe how your program includes input or suggestions from target population served in your program design and operation.

At the end of each cohort, graduation ceremonies are held which serves as an opportunity to celebrate their successes, as well as offer an opportunity to share reflections and recommendations for program improvements with staff. The MSWP program will have a Participant Satisfaction Survey to ensure that all feedback is captured to allow opportunities for program design improvement and operations.

Theory of Change & Logic Model

1. Describe how your proposed services are based on evidence of success, and how you will meet performance outcomes while maintaining quality services customized to each participant's needs. Please include the following in your response:

- a. Past service outcomes and other accomplishments that validate your approach.
- b. Best practices and proven resources for youth, young adults, and/or adults you will utilize.
- c. How you will incorporate past experience with performance tracking and reaching outcomes, including challenges overcome.

a. W RTP | BIG STEP established a presence in South Central Wisconsin beginning in September 2014. Since then, we have provided educational opportunities to hundreds of individuals and connecting graduates with family-sustaining waged careers. This model was built upon more than 25 years' worth of successful experience in Southeast Wisconsin. Our past service outcomes and accomplishments are the result of intentional Madison area community partnerships including Madison Technical College, the Boys and Girls Club of Dane County, FSET, Operation Fresh Start, Latino Workforce Academy, Building and Construction Trades Council of South Central Wisconsin, and the Workforce Development Board of South Central. In collaboration with these partners, we can provide programs, trainings and services that holistically serve the needs of Madison residents.

b. An essential best practice is developing and maintaining relationships with community partners who help us be culturally accessible to a range of populations based upon culture and situation. We intimately understand the community and how to connect to the diverse communities of Madison. We combine these strengths with strong, culturally competent staff to better connect low-income BIPOC communities and women to the skilled trades. Our staff will develop a career/service plan designed to leverage the services and resources to increase success for our participants. WRTP | BIG STEP will utilize our community partnerships for the benefit of the participants. The result for participants is an integrated, personal response that leads to success.

c. WRTP | BIG STEP will provide program tracking and data management through its Efforts to Outcomes (ETO) data system. This participant level system gathers information at intake on demographics and socioeconomic factors, documents each program activity beginning at intake, progressing through other services. Staff maintains the ETO database and will provide timely data recording and reporting. The Contracts and Compliance Department provides quality monitoring and integrity. Through the data collection processes, our staff will monitor program outcomes and implement program improvement plans as needed.

2. Please describe current and past success in engaging community members and service recipients in developing and improving services.

The primary goal of WRTP | BIG STEP is developing a skilled and diverse workforce for careers in construction and manufacturing. This can only be accomplished with strong partnerships. We realize that working with and within the community is vital for our organization. We work with all key elements to help our participants succeed. We partner closely with Industry and work towards their “buy in” of working with our participants. These relationships produce career opportunities for all the diverse communities in Madison. Our organization is designed from top to bottom to reflect this reality. Unlike many organizations with a range of programs, this is our singular focus. Our industry relationships (contractors & skilled trades) are unmatched in Madison.

Secondly, we have developed a strong relationship with Madison Technical College. This provides our participants access to a wide range of educational services. It also permits us to work with families and provide services with an intergenerational approach. Likewise our work with the Madison Metropolitan School District and continuing education entities ensure a variety of experiences for participants based on learning styles, needs and educational goals.

We also have a vibrant range of community organization partnerships. To ensure clear expectations and delivery of programs and services resulting in successful outcomes, we have formalized agreements that define how we partner with community based organizations that work with BIPOC, women, unemployed and underemployed populations. Our partnership agreements clarify roles, relationships, accent existing agency strengths, allow for cross referrals, jointly manage caseloads, offer additional services to participants and manage expectations between partners. By committing to partnership agreements, partner agencies gain a better understanding of each other’s focus and strength and can uniquely define how to be helpful. Since each organization is different (mission, population, geography, strength, services, etc.), partnership agreements are crafted to define the specific partnerships. It also provides a method to receive feedback for services as well as help in jointly planning for services.

The three core elements (industry, educational organizations and community organizations) are integrated into our program planning, administration and evaluation of program services.

3. Please describe your plan to meaningfully involve service recipients, including past, present and potential recipients, in ongoing design, flexing and improvement of proposed youth, young adult, and/or adult employment services.

A critical component to our success is that we listen to our participants. We have an open door policy to current and past participants and we have learned much from them how to improve program services. Our graduates provide feedback via graduation interviews, retention screenings and periodic post-placement check-ins. Graduates are also represented in our full- and part-time permanent staff, on our Board of Directors and on our industrial advisory councils. We will develop a Participant Satisfaction Survey specific to MSWP so that we can ensure that we are providing the highest quality of care and services for our participants and employer partners. This data will be collected at the conclusion of each cohort and will be reviewed by WRTP | BIG STEP staff for consideration of future program improvements.

Budget - Complete the Budget Worksheet, including all costs for which you request funding through this RFP. All costs included must be reasonable, allowable, necessary, and allocable among the stated cost categories.

YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM

AGENCY AND PROGRAM REVENUES

Legal Name of Organization: WRTP | BIG STEP

Total Amount Requested: \$120,000

Contact Name and Email for Budget Info: Toni White, Chief Operating Office, twhite@wrtp.org

****Instructions:** Complete this workbook in tab order, so the numbers will autofill correctly. **Only fill in the yellow cells.**
Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.

Please fill out all expected revenues for the programs you are requesting funding for in this application.
 All programs not requesting funding in this application, should be combined and entered under NON APP PGMS (last column)

REVENUE SOURCE	AGENCY 2023	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0	0					
UNITED WAY DANE CO	7,500	7,500					
CITY CDD-This Application	120,000	120,000					
OTHER GOVT*	725,000	725,000					
FUNDRAISING DONATIONS**	12,500	12,500					
USER FEES	0						
TOTAL REVENUE	865,000	865,000	0	0	0	0	0

*OTHER GOVERNMENT: Includes all Federal and State funds, as well as funds from other counties, other Dane County Departments, and all other Dane County cities, villages, and townships.

**FUNDRAISING: Includes funds received from foundations, corporations, churches, and individuals, as well as those raised from fundraising events.

YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM
AGENCY AND PROGRAM REVENUES

Enter all expenses for the programs in this application under the PGM A-D columns. Enter the amount you would like the City to pay for with this funding under the CITY SHARE column next to the PGM column. Enter all other programs in your agency under NON APP PGMS (last column).

****Use whole numbers only, please.**

ACCOUNT CATEGORY	AGENCY 2023	TTL CITY REQUEST	PGM A	CITY SHARE	PGM B	CITY SHARE	PGM C	CITY SHARE	PGM D	CITY SHARE	PGM E	CITY SHARE	NON APP PGMS
A. PERSONNEL													
Salary	573,404	65,235	573,404	65,235									
Taxes/Benefits	194,957	21,745	194,957	21,745									
Subtotal A.	768,361	86,980	768,361	86,980	0	0	0	0	0	0	0	0	0
B. OTHER OPERATING													
Insurance	3,750	2,000	3,750	2,000									
Professional Fees/Audit	10,000	1,500	10,000	1,500									
Postage/Office & Program	3,700	500	3,700	500									
Supplies/Printing/Photocopy	17,500	2,000	17,500	2,000									
Equipment/Furnishings/Depr.	0	750		750									
Telephone	6,500	2,750	6,500	2,750									
Training/Conferences	0	500		500									
Food/Household Supplies	6,500	2,000	6,500	2,000									
Travel	7,200	3,000	7,200	3,000									
Vehicle Costs/Depreciation	0	0											
Other	0	0											
Subtotal B.	55,150	15,000	55,150	15,000	0	0	0	0	0	0	0	0	0
C. SPACE													
Rent/Utilities/Maintenance	12,000	6,000	12,000	6,000									
Mortgage Principal/Interest	0	0											
Depreciation/Taxes	0	0											
Subtotal C.	12,000	6,000	12,000	6,000	0	0	0	0	0	0	0	0	0
D. SPECIAL COSTS													
Assistance to Individuals	25,000	12,020	25,000	12,020									
Participant Wages	0	0											
Participant Taxes/Benefits	0	0											
Other	0	0											
Subtotal D.	25,000	12,020	25,000	12,020	0	0	0	0	0	0	0	0	0
TOTAL (A.-D.)	860,511	120,000	860,511	120,000	0	0	0	0	0	0	0	0	0

YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM
AGENCY AND PROGRAM REVENUES

WRTP | BIG STEP

****List all staff positions related to programs requestiong funding in this application, and the amount of time they will spend in each program.**

	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
President & CEO	0.03					0.03	136,594	46,442	183,036	65.67	4,576
Chief Operating Officer	0.03					0.03	100,991	34,337	135,328	48.55	3,383
Lead Program Coordinator	0.20					0.20	73,000	24,820	97,820	35.10	19,564
Program Coordinator	0.35					0.35	43,493	14,787	58,280	20.91	20,398
Contract & Compliance Coordinator	0.15					0.15	69,326	23,570	92,896	33.33	13,934
Employment & Training Placement Coord	0.15					0.15	75,000	25,500	100,500	38.46	15,075
Development & Communications Directo	0.10					0.10	75,000	25,500	100,500	38.46	10,050
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	1.00					1.00	573,404	194,956	768,360	280.48	86,980

ERROR

*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

**Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

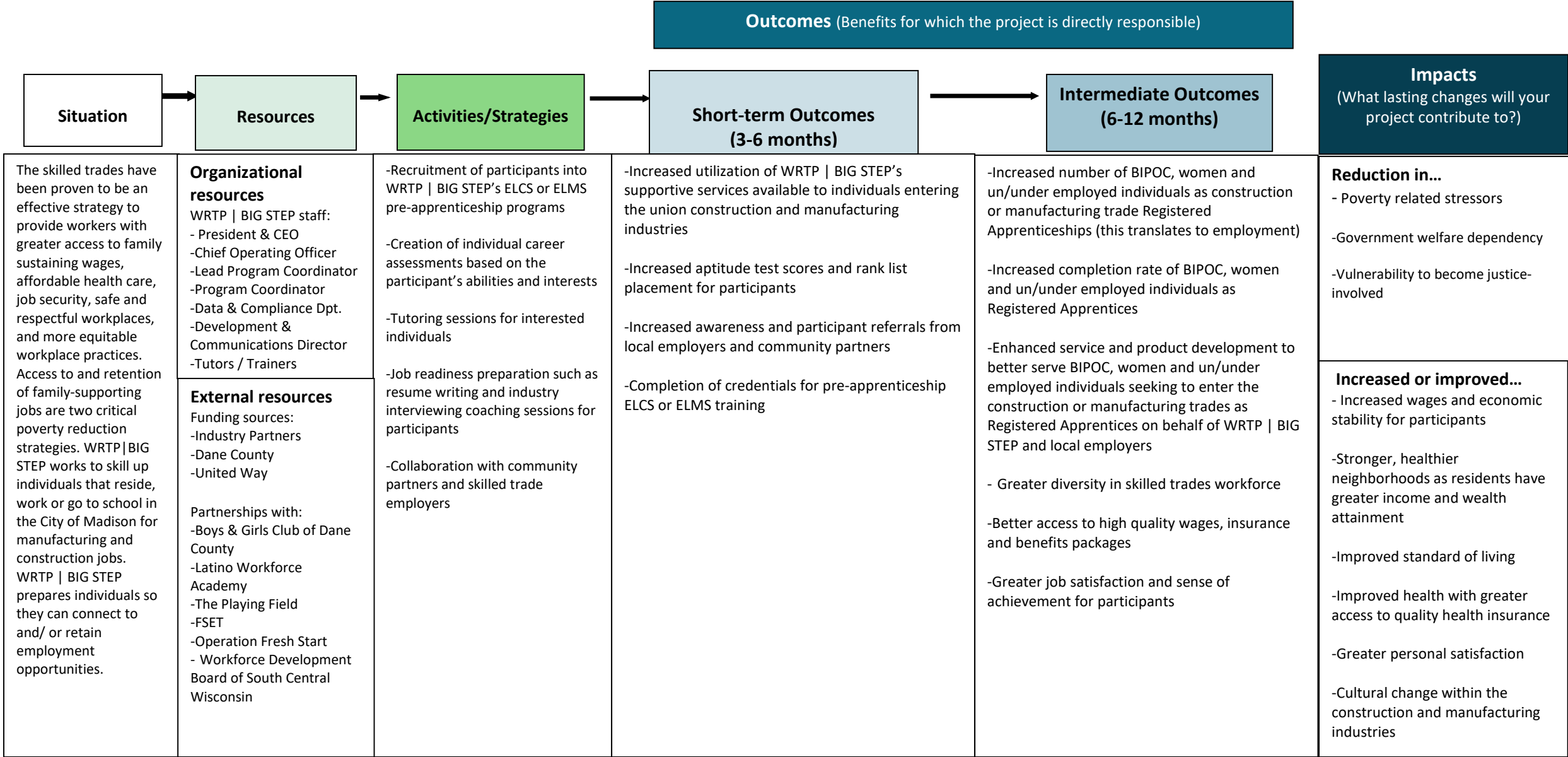
YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM
AGENCY AND PROGRAM REVENUES

Please name each program you are requesting funding for next to each funding request.

**Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.

Pgm Letter	Program Name	Program Expenses	2023 City Request
A	Madison's Skilled Workers Program (MSWP)	PERSONNEL	86,980
		OTHER OPERATING	15,000
		SPACE	6,000
		SPECIAL COSTS	12,020
		TOTAL	120,000
B		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
C		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			120,000

Appendix B: Logic Model



WRTP | BIG STEP

April 13, 2022

Baltazar De Anda Santana
Latino Academy of Workforce Development
1917 Lake Point Drive
Madison, WI 53713

Re: Letter of Commitment for the Latino Academy of Workforce Development Regional Transportation Training Center

Dear Workforce Innovation Grant Committee,

This letter confirms our commitment to partner with the Latino Academy of Workforce Development on the proposed Regional Transportation Training Center for South Central Wisconsin. Our community needs more pathways to building family-supporting jobs by addressing Wisconsin's Commercial Driver's License worker shortage.

In this partnership, we will support the success of the project by working together with the Latino Academy workplace coaches and resource navigators so that childcare, transportation, health or other issues do not prevent students from achieving their education and career goals. We have well-established connections with the Latino Academy and their students and will continue our partnership in this new program.

We will work collaboratively to expand the recruitment pipeline for CDL candidates, particularly among BIPOC (Black, Indigenous, People of Color) adults as well as underrepresented populations of women, retirees, veterans and young adults (aged 18-24). We will support these candidates' training and employment success by strengthening the program's resource navigator model, providing information and access to needed wraparound services such as childcare, healthcare access, and financial support.

We will also participate in the Latino Academy's program advisory committee, which meets regularly to communicate about community trends and share best practices about strategies for student success. We will work together with the Latino Academy on collecting data on program outcomes and develop a model of collaboration that will inform strategies for similar partnerships in other regions in Wisconsin. We will accomplish these initiatives with a commitment of \$149,991 over the grant term. Our in-kind match of \$26,894 will be provided through supervisory and capital expenditures.

Together, we will substantially increase employment levels in Wisconsin's trucking industry, bringing family-sustaining jobs and well-being to more Wisconsin residents. We look forward to working with you in this collaborative effort.

Sincerely,



Lindsay A. Blumer
President & CEO

(414) 342-9787 | WRTP.ORG
3841 W WISCONSIN AVENUE | MILWAUKEE, WI 53208

WRTP | BIG STEP

WRTP | BIG STEP
1602 South Park Street, Suite 220
Madison, WI 53715

October 20, 2021

Workforce Innovation Grant Program
Wisconsin Economic Development Corporation
201 West Washington Avenue
Madison, WI 53703

Dear Community Impact Grant Review Committee:

The South Central Office of WRTP | BIG STEP (Big Step) is looking forward to deepening our partnership with Operation Fresh Start to develop a Build Academy focusing on helping emerging adults transition into successful employment in the union Building and Conservation trades. Operation Fresh Start is the preeminent organization in helping young adults make this transition in Dane County.

Unions empower workers to make their voices heard on the issues that matter to them. When workers join together in solidarity, negotiating contracts in their best interests becomes more successful. According to the Economic Policy Institute, union workers earn an average of 13.2 percent higher wages than their non-union counterparts, and are more likely to have employer-provided benefits like premium health insurance, paid time off and a retirement plan. Unions represent workers across all levels of education, race and ethnicity, and promote a message of inclusion and equal opportunity.

The construction industry is facing a retirement cliff; with the average first year apprentice starting at the age of 29, and more than 25% of trades workers are within 10 years of retirement. Engaging young people, specifically young people of color, as the next generation of trades workers is necessary to ensure the industry can keep up with the labor demand and grow our economy.

As part of this partnership Big Step and Operation Fresh Start will co-enroll all program participants ages 17 – 24 in programming leading to a pre-apprenticeship certification and MC3 certification. The Pre-Apprenticeship certification is recognized by the Bureau of Apprenticeship Standards. MC3 (Multi-Craft Core Curriculum) is certified by North America's Building Trades Union (NABTU).

MC3 is an apprenticeship readiness training curriculum developed and approved by the Building Trades National Apprenticeship and Training Committee in 2008. The MC3 was created to provide high quality, apprentice-level content to young people interested in construction, to prepare them for careers in the industry and to provide a gateway into Building Trades' registered apprenticeship programs. MC3 has two primary goals; (1) to increase the number of candidates for apprenticeship across all trades; to increase the diversity of apprenticeship candidates by recruiting women, communities of color, and veterans, and (2) increase the retention rate among apprentices by providing them with a deeper understanding of both the industry and the role of the trade unions in construction.

(608) 255-0155 | WRTP.ORG
1602 S PARK ST | MADISON, WI 53715

WRTP | BIG STEP

Big Step administers MC3 with the Building Trades Council of South Central Wisconsin, which includes sponsorship with (20) affiliated trades unions (Boilermakers Local 107, Bricklayers & Allied Craftworkers Locals 13 Local 21 Local 34, Carpenters Local 314, Electricians Local 159, Elevator Constructors Local 132, Heat & Frost Insulators Local 19, Iron Workers Local 383, Laborers Local 464, Millwright Local 1056, Operating Engineers Local 139, Operative Plasterers & Cement Masons Local 599, Painters and Allied Trades District Council No. 7 Local 802, Plumbers Local 75, Roofers and Waterproofers Local 11, Sheet Metal Workers Local 18, Sprinkler Fitters Local 669, Steamfitters Local 601, Teamsters Local 695, Plumbers and Steamfitters Local 400).

As a sub-grantee partner in this innovative project, Big Step Madison will receive annually \$65,000 for a new Big Step position dedicated specifically to working with emerging adults and their transition into trades employment. In partnership Big Step will:

- Recruit individuals co-enrolling them into the Build Academy. This includes:
 - Open houses and career fairs for high school students and young adults at (8) building trades training centers.
 - Engagement in (20) Dane County High Schools to inform young people about apprenticeship and career pathways in construction.
- Instruction of classroom portion of Build Academy including:
 - Union Apprenticeship; union history, union membership and responsibilities, union apprenticeship model, worksite and union culture.
 - Trade Awareness/exploration; review (20) building trades scope of work and skills needed, meet current apprentices for Q&A sessions, tour union trades training centers & meet instructors and union reps, trade-specific hands-on projects, and assist in selecting the best fit trade
 - Apprenticeship Testing; preparation for Accuplacer and other apprenticeship entry tests, proctored Accuplacer tests, and proctored mechanical and spatial testing.
 - Apprenticeship Application Assistance; gather required documents, completion of application form, attendance of orientation, prepare for interview panel.
 - Retention; Continual mentoring and support during apprenticeship (3-5 years dependent on trade), support/networking groups, referral services.
- Coordination for tracking program activities and outcomes.

In addition to this funded position Big Step is dedicating annually \$48,000 for funding collaboration management, administration, outreach materials, travel expenses, and infrastructure. Big Step Madison is excited about this partnership and deepening our relationship with Operation Fresh Start. This builds upon the experience of both organizations enabling us to reach the capacity necessary to serve the needs of our community.

Sincerely,



Lindsay Blumer
President & CEO

(608) 255-0155 | WRTP.ORG
1602 S PARK ST | MADISON, WI 53715

WRTP | BIG STEP

April 14, 2022

Ms. Abbi Kruse
The Playing Field
3910 Mineral Point Road
Madison, WI 53705

Re: Letter of Commitment for The Playing Field

Dear Workforce Innovation Grant Committee,

This letter confirms our commitment to partner with The Playing Field. Our community needs more pathways to building family-supporting jobs by addressing access to modern facilities that provide high-quality, safe and affordable child care.

In this partnership, we will support the success of the project by working together with The Playing Field to provide technical assistance in best practices in data management and contract compliance. We also commit to working their Family Support Worker to assist parents and caregivers with real pathways to family-sustaining waged jobs. We will do this by accessing our apprenticeship training, tutoring, coaching and support services network.

Our partnership with The Playing Field demonstrates and bolsters our mission of striving to ensure that traditionally underrepresented and underemployed people, particularly women and people of color, have access to education, training, and supportive equitable workforce placement opportunities and childcare is a critical component to these outcomes. This in turn assists Wisconsin's high-road employers build a diverse, skilled and trained talent pipeline.

Together, we will provide innovative solutions to both quality childcare access and equitable workforce pipelines. We look forward to working with you in this collaborative effort.

Sincerely,



Lindsay A. Blumer
President & CEO

**Memorandum of Understanding
for Program and Training Services**

between

Boys & Girls Clubs of Dane County

and

**Wisconsin Regional Training Partnership | Building Industry Group and Skilled
Trades Employment Program**

1.0 INTRODUCTION

This agreement is a mutual cooperation agreement between the Boys and Girls Clubs of Dane County hereinafter (BGCDC) and Wisconsin Regional Training Partnership Building Industry Group and Skilled Trades Employment Program hereinafter (WRTP). Its purpose is to ensure that quality programming and quality education is provided to BGCDC program participants at the McKenzie Regional Workforce Center, hereinafter (Facility).

2.0 PARTIES

This agreement is entered into by and between BGCDC and WRTP for the express purposes and specific initiative(s) stated therein. BGCDC and WRTP each separately retain the right to enter into any and all MOUs, agreements, contracts, et. al. with other parties, vendors, collaborators, et. al. outside of this partnership.

3.0 AUTHORITY

This agreement is entered into under the authority of State Statutes 16.70(8), 301.08(b), and 66.0301(2) Wis. Stats.

4.0 MUTUAL UNDERSTANDING

This agreement and each addendum between BGCDC and WRTP, shall adhere to the following principles:

Maintain communication and collaboration among partners. BGCDC and WRTP will commit to a communication structure that will foster collaboration among BGCDC, WRTP, associated groups and participants. BGCDC and WRTP will organize meetings that support open dialogue and create a culture where clear, honest interchange can lead to continuous program improvement on deliverables.

Make space for inclusion and participant voice.

Both parties agree to promote Inclusive spaces. Opportunities will be provided for diverse leadership, including student voices, are vital to creating a community that empowers instructors and students while cultivating leadership and self-efficacy.

Ensure equitable access.

Both parties agree to embed gender and racial equity as well as accessibility into the program design. Ensure programs have developmental education on-ramps to create equitable opportunities for students at all levels to succeed.

Collect data and build teaching expertise.

Both parties agree to begin collecting enrollment, demographic, and completion data from the start of the program to support data-driven implementation strategies and identify areas for improvement. Ensure program consistency by documenting policies and procedures specific to skilled trades education. Build teaching expertise by supporting the professional development of instructors and staff, for example, by providing opportunities for faculty to learn best practices for teaching, coaching and mentoring.

5.0 TERMS

This agreement shall be effective upon its execution by BG CDC and W RTP for a 3-year term, with annual renewal agreements thereafter, unless terminated or mutually agreed changes are made. Continuation is contingent upon the performance of BG CDC and W RTP during the preceding term. Any amendment to this agreement must be in writing and must be signed by the relevant parties.

Specific procedures, terms and conditions applicable to each BG CDC and W RTP shall be outlined in an attached Statement of Deliverables (SODs). The SOD shall not violate any terms of the Contract or Rider. The SODs may be developed between the Program & Operations Manager and BG CDC liaison and approved by person(s) designated by and at the discretion of BG CDC and W RTP respectively. The SODs shall be reviewed annually between the Program & Operations Manager and person(s) designated by and at the discretion of BG CDC and W RTP respectively. Any changes shall be made in writing and included in the SODs.

6.0 TERMINATION/CANCELLATION

TERMINATION FOR CAUSE

Either BG CDC or W RTP may terminate this agreement after providing the other party with thirty (30) calendar days' written notice of the parties' right to cure a performance failure under the terms of this agreement. Either BG CDC or W RTP may terminate this agreement after providing either party with a forty-five (45) calendar day notice of the parties' right to cure a performance failure under the terms of this agreement. Upon the termination of this agreement for any reason, or upon

agreement expiration, each party shall be released from all obligations to the other party arising after the date of termination or expiration, except for those that by their terms survive such termination or expiration.

TERMINATION FOR CONVENIENCE

Either BG CDC or WRTP may terminate this agreement at any time, without cause, by providing a written notice; BG CDC or WRTP by providing at least a thirty (30) calendar day notice to the other party, and the parties providing at least a thirty (30) calendar day notice to the other party in advance of the intended date of termination. In the event of termination for convenience, the parties shall be entitled to receive compensation for any fees owed under the agreement. BG CDC and WRTP shall be entitled to a refund for goods or for Services paid but not received or implemented, with such refund to be paid within thirty (30) calendar days of written notice to the relevant party.

AGREEMENT CANCELLATION

BG CDC and WRTP reserve the right to cancel this agreement in whole or in part without penalty if the party(s):

- Fails to perform any material obligation required under the Agreement
- Files a petition in bankruptcy, becomes insolvent, or otherwise takes action to dissolve as a legal entity
- Allows any final judgment not to be satisfied or a lien not to be disputed after a legally-imposed, 30 calendar day notice
- Makes an assignment for the benefit of creditors
- Fails to follow the sales and use tax certification requirements of §77.66 of the Wisconsin Statutes
- Incurs a delinquent Wisconsin tax liability
- Fails to follow the non-discrimination or affirmative action requirements of sub Ch. II, Chapter 111 of the Wisconsin Statutes (Wisconsin's Fair Employment Law)
- Becomes a federally debarred institution
- Is excluded from federal procurement and non-procurement contracts
- Fails to maintain and keep in force all required insurance, permits and licenses as provided in this Contract
- Fails to maintain the confidentiality of information that is considered to be Confidential Information, proprietary, or containing Personally Identifiable Information.
- A parties' performance threatens the health or safety of any employee or any participant.

7.0 PROGRAM DESCRIPTION

BG CDC and WRTP enter into this agreement to provide instruction and training for eligible WRTP and BG CDC participants in the County of Dane. This agreement shall allow for the selection and coaching of skilled trades instructors by WRTP in collaboration with BG CDC.

Each individual project will have a separate SOD that shall be attached to and incorporated within this agreement outlining the relevant facilities, programs, and services to be provided. A project shall be considered any significant initiative that involves dedicated programmatic investment such as staff time and monetary resources and therefore has specific outcomes and is distinct from any existing projects and their associated outcomes. This agreement and the SOD are intended to supplement and complement each other and shall, where possible, be thus interpreted. If, however, any provision of this agreement irreconcilably conflicts with a provision of the SOD, the provision in the agreement shall govern.

7.1 LOCATION AND FACILITY

To ensure quality of programming and safety of participants training will be led by skilled trades instructors retained by WRTP either through employment and/or contract at the Facility. When necessary instruction may be provided via online modules, specified modes such as visits to skilled trades training facilities and/or visits to local college labs, and/or mobile training labs, and other training modalities. BG CDC and WRTP shall collaborate to follow all off-site visitation protocol including, but not limited to, permissions to attend, staff/participant ratios, supervision of participants, transportation safety, etc. as articulated in SODs.

BG CDC shall maintain a safe training environment at all times which includes, but is not limited to, proper ventilation, access to emergency equipment (e.g. fire extinguishers, etc.), access to safety equipment (e.g. safety glasses, gloves, hearing protection, high visibility gear, etc.), working safety doors to ensure separation from office/classroom areas, proper flooring/work station areas, and proper electrical hook-ups necessary for training purposes.

WRTP shall ensure timely reports to BG CDC regarding any facilities safety concerns and agrees to collaborate with BG CDC to maintain the working order of equipment.

7.2 DUTIES AND RESPONSIBILITIES

7.2.1 BG CDC

7.2.1.1 Facilities: BG CDC will provide access to the training facility space(s) for all qualified WRTP personnel.

7.2.1.2 Instructional Items: BG CDC will work collaboratively with WRTP to fulfill the instructional item needs for the educational and training initiatives. A separate contract rider will specify BG CDC ownership, maintenance and liability costs of these items.

7.2.1.3 Participant Recruitment/Selection: BG CDC will refer and recruit participants to trainings and educational programs as agreed upon in an SOD detailing intake, qualification and associated expectation requirements.

7.2.1.4 Curricula: BG CDC shall provide the HBI curriculum or any curricula not already owned, leased, created or purchased by WRTP for instruction as

per the SODs. Efficacy and use of curricula may be determined by the Workforce Advisory Board in collaboration with WRTP.

7.2.1.5 Data and Data Sharing: BG CDC will provide a quarterly and year-end report outlining all relevant SOD outcomes. Data will be stored in BG CDC system and additional reports may be generated by request of WRTP. BG CDC will ensure all participants have signed a data release waiver outlining how their information will be used. This documentation will be kept on file as determined by law.

7.2.1.6 Cross Referral: BG CDC will provide cross referrals and/or complementary educational modules to the Entrepreneurship Center programming.

7.2.1.7 Office Space: BG CDC will provide three office spaces during active MOU for use by WRTP Personnel to planning, individual participant meetings, staff meetings and other non-instructional duties. WRTP will provide a match value in program services of the provided space to offset rent fees.

7.2.2 WRTP

7.2.2.1 Personnel: WRTP will provide all agreed upon programming and instructional personnel to meet the SODs within the agreed upon annual budget.

7.2.2.2 Instructor Selection: WRTP will ensure quality instruction through selection of qualified and vetted diverse instructors (women and BIPOC) either as personnel of WRTP and/or contractors who pass BG CDC's background checks.

7.2.2.3 Participant Recruitment/Selection: WRTP retains the right to recruit and select any participant and will work collaboratively with BG CDC to ensure equitable selection. Minors and adult-aged participants will be selected as per the agreed upon SOD detailing intake, qualification and associated expectation requirements

7.2.2.4 Permissible access to instructors/participants: WRTP personnel and any contracted instructor will ensure safety of all participants by determining permissible access to participants during training, tutoring and all related instruction. At no times are unauthorized WRTP and/or BG CDC personnel allowed to be with participants without background check clearance or expressed written permission and/or supervision.

7.2.2.5 Referral network: WRTP maintains all referral networks whether informal or formalized by MOU or other contractual agreement and makes referrals as determined necessary by qualified personnel.

7.2.2.6 Data and Data Sharing: WRTP will provide a quarterly and year-end report outlining all relevant SOD outcomes. Data will be stored in WRTP's ETO and Salesforce software as applicable and additional reports may be generated at the request of BG CDC.

7.2.2.7 Curricula: WRTP agrees to provide instruction of nationally accredited curriculum to which it owns the rights therein and as defined in the

SODs. Efficacy and use of curricula may be determined by the Workforce Advisory Board in collaboration with WRTP.

7.2.2.8 Employer/Community Needs Assessment: At the request of BG CDC WRTP will conduct an employer/community needs assessment at the cost specified in the attached budget. WRTP may contract with a third party vendor to complete some or all of the necessary requirements. Timelines and frequency will be agreed upon for each occurrence.

7.2.2.9 WRTP agrees to work collaboratively with BG CDC and its partners to offer a variety of placement and career opportunities as outlined in the SODs. BG CDC and WRTP, staff persons and/or associates shall not realize personal and/or organizational financial gains from placement of participants into jobs, employment and/or career opportunities.

7.3 INTELLECTUAL PROPERTY

BG CDC and WRTP shall have, or have rights to use, all patents, patent applications, trademarks, trademark applications, service marks, trade names, trade secrets, inventions, copyrights, licenses and other intellectual property rights and similar rights necessary or required for use in connection with their respective organizations. Any product, work, curricula or invention arising from the partnership between BG CDC and WRTP will be considered intellectual property. The licensing of any shared intellectual property to create commercial products will be jointly agreed upon by BG CDC and WRTP with any proceeds being equally divided.

8.0 GENERAL SERVICE PROVIDERS

BG CDC and WRTP may not subcontract, refer to outside/community resources, or assign any part or obligations of this Contract without the prior consent of the other party. BG CDC and WRTP are responsible for having subcontracts in place to provide services to the subcontracted agencies under this Contract. Contractor retains responsibility for fulfillment of all terms and conditions of this Contract when it enters into sub contractual agreements.

9.0 PAYMENT TERMS AND INVOICING

9.1.1 Charge for Services

WRTP will be paid for services based on program and material fees established by mutual consent outlined in Addendum A "Budget." WRTP shall submit invoices including participant details quarterly. BG CDC will provide payment of invoices within 30 days of submittal.

10.0 INSURANCE RESPONSIBILITY

Throughout the term of this agreement and any renewal periods, BG CDC and WRTP shall maintain insurance in the types and with the limits outlined below. Policies must be issued with a 30-day cancellation notice, by an insurance company licensed to do business in the State of Wisconsin with a minimum AM Best Company rating of A-, and signed by an authorized agent.

The parties shall provide a Certificate of Insurance to the appropriate staff person at each organization, prior to the agreement start date or the commencement of services.

The certificate holders: BG CDC and WRTP	Worker's Compensation	Statutory Requirements \$100,000 each accident \$500,000 disease-policy liability limit \$100,000 disease-policy liability limit for each employee
	Commercial General Liability	\$1,000,000 each occurrence of bodily injury and property damage \$2,000,000 general aggregate, including product liability and completed operations
	Automobile Liability (covering all owned, non-owned and hired vehicles)	\$1,000,000 per occurrence combined single limit for liability and property damage

Prior to the expiration date of each policy, the parties will provide a renewal certificate evidencing continued insurance coverage.

11.0 DISPUTE RESOLUTION

In the event of any dispute or disagreement between the parties under this agreement, whether with respect to the interpretation of any provision of this agreement, or with respect to the performance of either party hereto, each party's contract manager or designees shall first attempt in good faith to resolve the agreement disputes or claims by informal discussion(s). If after ten (10) days from the date of the agreement dispute or claim the matter is not resolved, each party shall appoint a representative to meet for the purpose of endeavoring to resolve such dispute or negotiate for an adjustment to such provision. The parties agree to approve a change order for those disputes or claims that impact project timelines.

No legal action of any kind, except for the seeking of equitable relief, may be brought in regard to the dispute until this dispute resolution procedure has been elevated to the parties' highest executive authority, and either of the representatives in good faith concludes, after a good faith attempt to resolve the dispute, that amicable resolution through continued negotiation of the matter at issue does not appear likely. Dispute resolution does not apply to termination/cancellation clauses and agreement terms under 5.0.

12.0 INDEMNIFICATION

To the extent authorized by Wisconsin law and subject to the limitations of Wis. Stats. §§ 893.82 and 895.46, each party agrees that it shall be responsible for any loss or expenses, including costs and attorney fees, arising from or incidental to the act or omission of its respective

officers, officials, agents, or employees in performing the obligations under this agreement arising out of or related to this Agreement.

Nothing contained within this agreement is intended to be a waiver or estoppel of BGCDC or WRTP or their insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin Statutes §§ 345.05 and 893.80, as amended. To the extent that indemnification is available and enforceable, BGCDC or WRTP or their insurer shall not be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability of public sector claims established under Wisconsin law.

13.0 FORUM AND LAW

The parties specifically agree that the forum for any litigation concerning this agreement shall be the Circuit Court for Dane County, Wisconsin. This agreement shall be governed by Wisconsin law.

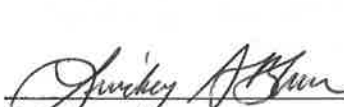
14.0 COUNTERPARTS

This agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together constitute one and the same agreement. A facsimile, digital or pdf signature constitutes the same as an original "ink" signature.

15.0 SEVERABILITY

If any provision of this agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this agreement shall not be affected and the agreement shall be carried out as nearly as possible according to its original terms and intent, unless to do so would substantially impair the underlying purposes of the agreement.

In WITNESS THEREOF, the undersigned authorized officers have subscribed their names on behalf of the parties to this agreement.

	
<u>Lindsay A. Blumer</u>	<u>Dr. Sarah Ghee</u>
CEO & President	COO & Vice President
WRTP BIG STEP	Boys & Girls Clubs of Dane County

<u>4/3/22</u>	<u>4/1/2022</u>
Date	Date

Attachments: Addendum A: Annual Budget.
Addendum B: Contract Rider
Addenda 1-9. Individual Statements of Deliverable