

InterOffice Memo

Department of Workforce Development

Date: September 29, 2004

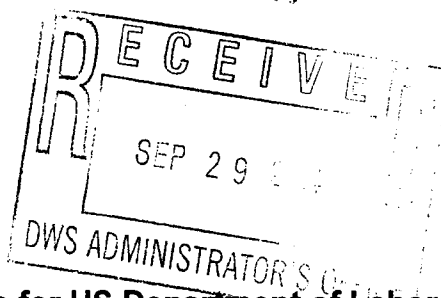
To: Bill Clingan
Division Administrator
Division of Workforce Solutions

From: Ron Hunt
Deputy Division Administrator
Division of Workforce Solutions
Jan Van Vleck
DWS Budget Director

Sandy Breitborde
BWI Director

Linda Schultz
LMI Section Chief

Subject: **Request for Approval and Signature for US Department of Labor,
Employment and Training Administration LMI One Stop Grant.**



The purpose of this communication is to request the signature and approval on the attached grant application for the LMI One Stop Grant for PY2004. For PY2004, Wisconsin received \$742,589 to support the labor market information needs and technical assistance needs of job seekers, employers and workforce development professionals.

The Bureau of Workforce Information (BWI) works in conjunction with the Office of Economic Advisors (OEA) to meet the six core deliverables required by DOL. OEA and DWD Budget reviewed the grant application prior to submittal.

This application is due to DOL on September 30, 2004.

**Please return signed materials to:
Linda Schultz or Gloria Le May
Room G200
266-2930 266-7944**

Grant Analysis Memo

Department of Workforce Development

Date: 9-29-04

To: Larry Studesville, ASD Administrator
Tom Smith, Director, Bureau of Budget and Planning
Bill Clingan, DWS Administrator

(Tom, and Bill: Please initial by your name once you have provided your authorization to move this grant application forward).

From: Grant Lead:
Linda Schultz, DWS, LMI Section Chief

ASD Support:
Anna Fosdick, Grant Development and Federal Funding Analyst
Tricia Ripp, Budget Analyst, Bureau of Budget and Planning

Signature Request for a

- Discretionary: New Grant
- Discretionary: Renewal Grant
- Formula: New Grant
- Formula: Renewal Grant
- Modification to an Existing Grant *with minimal* Budgetary or Position Implications (including no-cost time extensions, narrative modifications, etc.)
- Modification to an Existing Grant *with substantial* Budgetary or Position Implications
- Funding Agreement (such as WIA, Wagner-Peyser, TAA etc)
- Other: _____

Subject: State of Wisconsin, LMI One Stop Grant
CFDA #: 17-209

Larry: if you approve of this grant application, please sign the following attached documents:

- the 424 form

I. Critical Sign-Off Issues

1. Will new and / or existing staff be charging to the grant?
 No Yes, existing staff Yes, new staff
2. New positions required?
 No
 Yes _____ (# of total positions)

If yes, will they be

- Permanent staff: _____ (# of permanent positions)
- Project staff: _____ (# of project positions)
- Limited Term Employees: _____ (# of LTE positions)
- Contractors: _____ (# of contractor positions)

3. If relying on *new and / or existing state employees*, does the grant include sufficient funds for cost-allocated and overhead charges?

- Yes, the grant budget includes the standard annual amount of \$18,600 per FTE (laid out on the DWD Grant Budget Worksheet) to cover *both cost-allocated and overhead charges*.
- No. Explain: _____

4. If relying on *contractors only*, does the grant include sufficient funds for rent and IT charges?

- Not applicable
- Yes, the grant budget includes the standard amount of _____ per FTE contractor, or a total of _____ for all contractors to cover rent and IT charges (as determined by division practice regarding contractors).
- No, the grant budget need not cover rent and IT charges because the division practice regarding contractors is to handle these costs in another manner (such as by allocating contractor rent and IT charges to state staff, or to cover these costs in the general contract).
- Other. Explain: _____

5. State match?

- No
 - Yes
- If yes, Amount: _____
 _____ Direct, or Source: _____
 _____ In-kind?

6. Other match?

- No
 - Yes.
- If yes, Amount: _____
 _____ Direct, or Source: _____
 _____ In-kind?

7. Does approval commit DWD to future state funding?

- No.
- Yes. If yes, explain: _____

II. Submission Information

8. Grant application due date: September 30, 2004

9. Latest possible date and time departmental signature can be provided to assure timely submission:

Date: September ~~2~~³⁰ 2004 Time: ~~4:00 pm~~^{12 noon}

10. Individual handling grant submission and mailing:

Name: Gloria Lemay Phone Number: 266-7944
Room: G200 Pillar: G10

11. Backup individual to handle grant submission and mailing:

Name: Linda Schultz Phone Number: 266-2930
Room: G200 Pillar: J7

III. Grantor, Funds, and Performance Period

Information Categories	Grant Detail
12. Agency Awarding Funds:	Department of Labor – Employment and Training Administration
13. Total Amount Requested for Entire Performance Period (lay out funds from all sources):	\$742,589
14. Budget period (this action):	July 1, 2004 – June 30, 2005
15. Amount of federal funds requested for budget period (this action):	
16. Grant Start Date (or Projected Date if a new grant):	July 1, 2004
17. Grant End Date (or Projected Date if a new grant):	June 30, 2007
18. Grant Performance Period (Number of Months Project Will Span):	36 months
19. If a renewal application, what year will this cover in the award period?	

IV. Background Information on the Grant

Information Categories	Grant Detail
20. What will this program do? (brief description, 2 sentences maximum):	Provide core labor market information products and services.
21. Funding Flow (brief description, 2 sentences maximum):	DWS: \$ OEA: \$
22. Target population (to receive services):	Job seekers, employers and workforce development professionals.
23. Target counties (vs. statewide):	Statewide
24. External Partners (in designing and developing grant):	N/A
25. External Partners (for implementing grant):	N/A
26. Other pertinent information:	We annually apply for the grant, but funds can be carried-over for up to three years.

V. Internal Grant Contacts

27. Please complete the following table with information specific to the grant:

Routing List:

Position	Name	Division
DWD Communications Director:	Rose Lynch	SO
Division Administrator:	Bill Clingan	DWS
Division Bureau Director:	Sandra Breitborde	DWS BWI
Division Program Manager:	Linda Schultz	DWS BWI LMI
Division Budget / Financial Staff:	Scott McDonald	DWS
Division Program Assistant (DWS only):	Julie Trimble	DWS (remove if not a DWS grant)
ASD Budget Analyst:	Tricia Ripp	ASD Budget
ASD Finance Grant Liaison:	Nancy Eilks	ASD Finance
ASD Finance Grant Accountant:	Rich Gollhofer	ASD Finance

Others:

Position	Name	Division
Division Grant Lead:	Linda Schultz	DWS
ASD Human Resources Analyst:	Anne Smith	ASD HR
ASD Procurement Analyst:	John Hagemann	ASD Finance

VI. Standard Assurances & Certifications Checklist

28. Are assurances and certifications required for this grant?

No.

Yes. If yes, please complete this table:

Title of Assurance	Required for Grant?	Completed and Attached to Grant?
Drug-Free Workplace Requirements	X	ASD provides
Non-Construction Programs	X	ASD provides
Certification Regarding Lobbying	X	ASD provides
Certification Regarding Debarment, Suspension and Other Responsibility Matters	X	ASD provides

Department of Workforce Development
Division of Workforce Solutions
Administrator's Office
P.O. Box 7972
Madison, WI 53707-7972
Telephone: (608) 266-0327
Fax: (608) 261-6376
e-mail: dwddws@dwd.state.wi.us



State of Wisconsin
Department of Workforce Development
Jim Doyle, Governor
Roberta Gassman, Secretary
Bill Clingan, Division Administrator

September 29, 2004

Mr. Byron Zuidema
Regional Administrator
Employment and Training Administration
U.S. Department of Labor
230 South Dearborn Street
Chicago, IL 60604

Dear Mr. Zuidema:

Enclosed you will find two copies of Wisconsin's PY04 LMI One Stop Grant. This grant will cover the time period of July 1, 2004 through June 30, 2005.

The application also includes:
Budget Plan (SF 424 A, Section D Only)
Annual Plan Narrative

If you have any questions, please contact Linda Schultz, Labor Market Information Research Administrator, at (608) 266-2930.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ronald F. Hunt'.

Ronald F. Hunt
Deputy Division Administrator

A handwritten signature in black ink, appearing to read 'Paul Linzmeyer'.

Paul Linzmeyer
Chair, Council on Workforce Investment

Enclosures

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED 10/30/2004	Applicant Identifier	
		3. DATE RECEIVED BY STATE		State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier

5. APPLICANT INFORMATION

Legal Name: State of Wisconsin, Dept. of Workforce Development

Organizational DUNS: 809448012

Address: 201 E. Washington Avenue, PO Box 7946
 City: Madison
 County: Dane
 State: WI Zip Code: 53707-7946
 Country: United States

Organizational Unit: Department of Workforce Development
 Division: Workforce Solutions, Workforce Information

Name and telephone number of person to be contacted on matters involving this application (give area code)
 Prefix: First Name: Linda
 Middle Name: L.
 Last Name: Schultz
 Suffix:

Email: linda.schultz@dwd.state.wi.us

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
 39-6006449

Phone Number (give area code): (608) 261-4599
 Fax Number (give area code): (608) 266-9693

8. TYPE OF APPLICATION:
 New Continuation Revision
 If Revision, enter appropriate letter(s) in box(es)
 (See back of form for description of letters.)
 Other (specify) A

7. TYPE OF APPLICANT: (See back of form for Application Types)
 Other (specify) A

9. NAME OF FEDERAL AGENCY:
 U.S. Department of Labor

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
 TITLE (Name of Program): LMI One Stop
 17-209

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
 State of Wisconsin LMI One-Stop

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
 Statewide - Wisconsin

13. PROPOSED PROJECT
 Start Date: 07/01/2003 Ending Date: 06/30/2006

14. CONGRESSIONAL DISTRICTS OF:
 a. Applicant District 2 b. Project Districts 1-9

15. ESTIMATED FUNDING:

a. Federal	\$ 742,589	.00
b. Applicant	\$.00
c. State	\$.00
d. Local	\$.00
e. Other	\$.00
f. Program Income	\$.00
g. TOTAL	\$ 742,589	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
 a. Yes. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
 b. No. PROGRAM IS NOT COVERED BY E. O. 12372
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
 Yes If "Yes" attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix Mr. First Name Larry Middle Name
 Last Name Studesville Suffix

b. Title ASD Administrator
 d. Signature of Authorized Representative

c. Telephone Number (give area code) (608) 261-4599
 e. Date Signed 9/29/04

BUDGET INFORMATION ---- Non-Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTALS		\$ -	\$ -	\$ -	\$ -	\$ -
SECTION B - BUDGET CATEGORIES						
Object Class Categories	GRANT PROGRAM FUNCTION OR ACTIVITY					
	(1)	(2)	(3)	(4)	Total (5)	
a. Personnel						\$ -
b. Fringe benefits						\$ -
c. Travel						\$ -
d. Equipment						\$ -
e. Supplies						\$ -
f. Contractual						\$ -
g. Construction						\$ -
h. Other (staff training /\$ 8,200)						\$ -
i. Total Direct Charges (sum of 6a-6h)						\$ -
j. Indirect charges						
k. TOTALS (sum of 6i & 6j)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.				\$ -
9.				\$ -
10.				\$ -
11.				\$ -
12. TOTALS (sum of lines 8 and 11)	\$ -	\$ -	\$ -	\$ -

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	13. Federal	\$ 742,589.00	148,516.00	207,925.00	163,371.00
14. Non-Federal					
15. TOTALS (sum of lines 13 and 14)	\$ 742,589.00	\$ 148,516.00	\$ 207,925.00	\$ 163,371.00	\$ 222,777.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.				
17.				
18.				
19.				
20. TOTALS (sum of lines 16 - 19)	\$ -	\$ -	\$ -	\$ -

SECTION F - OTHER BUDGET INFORMATION

(Attach Additional Sheets if Necessary)

21. Direct Charges:	
22. Indirect Charges:	3% of direct charges
23. Remarks:	

STATE OF WISCONSIN

**WORKFORCE INFORMATION CORE PRODUCTS AND SERVICES
GRANT PLAN**

PY 2004

SECTION A

STATEWIDE WORKFORCE INFORMATION SYSTEM

This section of the plan describes how Wisconsin's workforce information system supports the state and local workforce investment system.

1. Describe the process used to ensure that the SWIB can exercise its responsibility for ensuring that state workforce information policy is responsive to the needs of the state and local workforce investment system.

Governor Jim Doyle established the Wisconsin Council on Workforce Investment (the state workforce investment board) in March 2004 with five initial key charges. Based on its level of importance, the first charge to the Council on Workforce Investment (CWI) was to: "promote the use of economic and labor market information to ensure evidence-based policy recommendations to guide the state's broad workforce development system."

To highlight the importance of this key charge, the CWI and its three standing committees identified their data needs so that they could begin to accomplish this charge. Identifying and meeting these data needs will be at the core of the CWI's work effort.

In support of the CWI, staff in the State Workforce Agency (SWA), the Department of Workforce Development (DWD) developed a Data Resources binder that included:

- Industry and occupational projections information with a special section on healthcare and Information Technology (IT) occupations
- Labor Market Information Resources (Quick Reference Index)
- United States Department of Labor (US DOL) Funding for Midwest States (March 2004 report excerpt)
- Primer on the Workforce Investment Act
- University of Wisconsin report on declining federal funds

Data will continue to be provided to the CWI as requested and available. Requests for data that are not immediately available will be referred to the Department's Bureau of Workforce Information (BWI) and Office of Economic Advisors (OEA). These two entities will review these requests to determine how to best develop and provide the requested information to the CWI in a timely manner. An example of this is the request for information on new and emerging occupations, which is an ongoing challenge for the workforce information system.

The Executive Committee of the CWI discussed the 2004 One-Stop LMI grant, focusing on how the grant could address the data needs identified by the full council. (The Executive Committee is comprised of the Chair, Vice-Chair, the Secretaries of the state department of Workforce Development and the state department of Commerce, and the co-chairs of each committee.) The full Council reviewed an executive summary of the grant at its September 10, 2004 meeting and voted to recommend its support. The Council specifically supported increasing the state's capacity to identify skill gaps and high growth areas to better target resources to advance the Council's vision, mission, and goals, as well to develop metrics for measuring success in the workforce system.

The CWI will periodically review progress on the grant's objectives and will provide guidance to BWI and the OEA on ways to routinely survey local Workforce Development Boards (the state's local workforce investment boards) and One-Stop Job Center users about the users satisfaction with the workforce information system. A unique feature of the CWI is that 10 of the state council members also serve on local Workforce Development Boards (WDBs), two of them as chairs. This double service will allow frequent feedback from local WDBs to the state council on how well state systems are meeting the local and regional needs.

2. Describe how the statewide workforce information system supports the goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan for state and local workforce development.

Wisconsin's current WIA/Wagner Peyser Five-Year Strategic Plan was developed in 2000. Since that time, the state elected a new governor and has gone through an extremely difficult economic time, losing over 80,000 manufacturing jobs in the past few years. While the general goals of the Five-Year plan still apply, the framework and specific activities are changing to reflect a different economy and the newly appointed Council. Governor Doyle has also launched a state economic plan entitled **Grow Wisconsin**, which is driving much of the work within the state, including the workforce planning of the state council.

The recently adopted vision of the CWI is: "Wisconsin's effective, agile workforce investment system supports career ladder opportunities and prepares a highly educated, skilled, motivated workforce for a vibrant, globally - competitive economy and an exceptional quality of life for all citizens." The CWI's mission is to:

- ensure state and regional success;
- support the changing workplace;
- prepare for the future; and
- provide strategic leadership.

The CWI, as part of its leadership role with the governor's **Grow Wisconsin** initiative, will focus its efforts in areas that will benefit the state, its businesses, and its residents. A few of these goals, as highlighted in the "Invest in People" portion of the governor's Grow Wisconsin plan, are:

- increasing education, skills, and wages;
- focusing on the future economy;
- making smart and strategic regional decisions; and
- fostering entrepreneurship.

New and established products that support the workforce system will highlight key industries and the occupations found within them. Marketing materials will highlight these occupations in user-friendly, attractive ways to reach job seekers.

Efforts are underway to ensure that information is provided for the most current time and at the smallest local level possible. This is not only a strategic goal for ETA, but is also a key goal for the CWI, as it will allow the state to be more competitive regionally.

One challenge will be to identify actionable information on new and emerging industries and occupations. Many of these occupations may be virtually unknown because of the traditional approach to developing labor market information primarily from historical BLS data. The CWI will aggressively push for new and innovative ways to collect and/or develop this type of cutting-edge information that could provide Wisconsin a competitive economic edge.

3. Describe how the grant activities are consistent with the strategic vision of the Governor and the SWIB.

The grant activities will support the vision and mission established by the CWI and the overall goals of the governor's **Grow Wisconsin** plan. Specifically, the grant activities will address workforce information regarding the state's key industries and the industries highlighted in the **Grow Wisconsin** plan (healthcare, technology, construction, and advanced manufacturing).

Additionally, regional - occupational demand information is produced by the state workforce agency for each of the eleven Workforce Development Areas (WDAs) in the state. The Projections' economists produce the core information. Local labor market analysts assigned to each of the WDAs then customize the information. These economists also produce a monthly newsletter, "**Workforce Observations**," which is described later in the grant application.

4. Describe the strategy of the State Workforce Area (SWA) and the State Workforce Investment Board (SWIB) for consulting with local workforce investment boards and stakeholders in the workforce investment system to determine customer needs for workforce information.

In the summer of 2003, local Workforce Development Board (WDB) data/planning staff participated in a Labor Market Information (LMI) forum to provide an overview of available information sources and to obtain feedback on data needs. The SWA's local labor market economists, who provide hands-on workforce information to local WDBs on a daily basis, conducted this forum. The WDBs will continue to be convened and/or surveyed periodically to ascertain their changing data needs. This will provide the SWA an excellent opportunity to maintain and enhance ongoing communications and follow-up with the local WDBs.

Ten members of the CWI are also members of WDBs. In addition, local WDB Directors have "assigned" themselves to regularly attend meetings of each of the three standing committees of the CWI. These structural linkages will enable the CWI to obtain regular feedback on WDB and partner workforce information needs and on success of the state's workforce information system in meeting those needs.

The SWA has "websurveyer" software available and will be exploring the use of online surveys to regularly collect customer satisfaction feedback and to request input on the usefulness of new products.

5. Describe the broad strategic approach for workforce information delivery to principal customers.

The broad strategic approach that the Department of Workforce Development follows for the delivery of workforce information to principal customers is to make local workforce information available through easy-to-use electronic delivery systems, and to assure that that data can be easily reproduced for use by customers. Interpretation of data, guidance, and answering customer questions will be a primary focus for local labor market analysts in the Office of Economic Analysis and by research analysts in the Bureau of Workforce Information. We will continue to provide workforce information via printed copy for those customers who are unable to access electronic data.

Our secondary strategic approach for workforce information delivery is the ongoing commitment to understanding our customers' needs. We will continue to interact with local WDBs and statewide workforce investment customers to understand gaps in the data. We will also continue to work with the state's labor market information customer guidance committee to assure that their concerns are not only articulated regarding workforce information, but also addressed. Finally, we will develop a survey methodology that provides the department with a tool that takes into account the demands of principal customers.

6. Describe how the workforce information and services are delivered as core services to customers through the state's One-Stop service delivery system.

Each of Wisconsin's 78 One-Stop Job Centers has a resource room that is the locus of the Workforce Investment Act's (WIA's) core services. Within the resource room, job seekers have access to both electronic and hardcopy tools to research career decisions and to assist in their job search.

The electronic tools available to One-Stop customers include the following items:

www.wisconsinjobcenter.org is a page of linkages that connects job seekers with a variety of career and job search resources.

www.careers4wi.wisc.edu is a site that allows job seekers to assess career development needs and access other career information sites. Funding is provided by a grant from the Career Resource Network.

www.wiscareers.wisc.edu is a more in-depth career assessment and information site developed by the University of Wisconsin Center on Education and Work through a grant from the Career Resource Network.

www.careeronestop.org is a site that directs job seekers to federally provided information to assist with their career decision-making and job searching. There is an easy link to the acinet.org where job seekers and employers can find a wealth of information about prevailing wages and costs of living around the nation.

www.dwd.state.wi.us/lmi provides job seekers and employers with detailed information about Wisconsin's economy, the occupations in demand, wage data, and more. This current LMI Web Site is gradually being transitioned to the new interactive web query site known as WORKnet.

The hardcopy tools available include occupational reference books, occupational briefs, career-related periodical, occupational biographies, and videotapes. Other types of material that are available include assessment instruments, employment data, and transferable skill information.

In addition, each resource room has a staff person who has received at least five hours of training on using labor market information and related occupational information to help job seekers in their career search.

7. Describe the customer consultation and satisfaction assessment method(s) to be used to collect and interpret customer satisfaction information and the principal customers to be consulted.

All of our electronic web sites will provide a mechanism for immediate customer satisfaction feedback. Customers will be able to communicate what they like or dislike on the web site. Suggestions on improvements will be added to an ongoing web enhancement list that will be reviewed and implemented in as timely a manner as possible. In addition to a "Contact Us" feature on our site for customers to use, the DWD has purchased and initiated the ARROW E-mail system that communicates with users of the labor market information website.

The BWI will continue to query users through customer satisfaction surveys conducted by its customer research unit. The types of surveys conducted by this unit are quite diverse and include, but are not limited to, Job Net users, One-Stop Job Center/job seekers and employers, and W-2 participants.

Another integral part of the LMI Customer Satisfaction Assessment will be through feedback from our local labor market economists, who are placed in One-Stop Job Centers throughout the state. They play a key role in our labor market information system, gathering and providing customer feedback from businesses, job seekers, and Workforce Development Board staff.

All training events that include labor market information in the curriculum will have an end of training evaluation specifically targeted to the topics covered.

We will also rely on input from the state's Employment Statistics Guidance Team (labor market information advisory group to the CWI), the Wisconsin Workforce Development Association, the WI Association of Job Training Executives, and the WI Manufacturers Association. These groups will provide input on the labor market information needs of businesses and economic development staff. They have routinely served on labor market information focus groups in the past and have provided valuable insights about the data needs of the communities that they serve. We will conduct Internet

surveys with this customer base whenever a new product is released to assess the usefulness of the labor market information product.

Lastly, the CWI will provide guidance on the development of regular surveys to measure the satisfaction of WDB and One-Stop Job Center customers. Obtaining frequent feedback from WDB and One-Stop customers will enable us to quickly identify if state labor market information systems are meeting local and regional needs and, if they are not, it will provide us with the knowledge to make the necessary changes.

8. Provide a concise summary of customer satisfaction findings for the most recent survey of products and services and the effect those findings had on the planned products and services for PY 2004 including how the plan addresses inadequacies or gaps identified by users.

The abundance of labor market information is a primary attraction for people to come into a Job Center according to the most recent customer satisfaction survey. General labor market, such as information about the job market and wages is the reason why 17 percent of clients come to a Job Center. An additional 16 percent come to seek career information and counseling.

Highlights from the most recent customer satisfaction survey on the One-Stop Job Center system show the following findings:

- The Job Center customer population is very diverse. Statewide, the largest group coming to a One-Stop Job Center is the group of people who have been recently laid off (49%). Over 15 percent of respondents do not fall into any of the eight special interest or high-risk groups identified in the survey.
- Overwhelmingly, people still come to a One-Stop Job Center to look for a job (74%), but most people also accessed some other employment-related service such as labor market or career information during their visit.
- About 14% of One-Stop Job Center customers come for public assistance, Medical Assistance (MA), or food stamps. Most of those also look for a job or access labor market or career information.
- Reasons for coming to the One-Stop Job Center varied significantly by Workforce Development Area (WDA). For example, in the Fox Valley WDA, more people came for public assistance, MA, or food stamps and more had received public assistance in the previous six months. Yet in Northwest WDA, only 4% came in for public assistance, MA, or food stamps on the day of the survey.
- Beginning in 2001, there were more people identifying themselves as recently laid off and having received public assistance in the last six months. The survey results did not indicate if these individuals were offered services that included more detailed labor market information. As a result of this information gap, in Program year 2004, a list of employers in comparable industries that may be hiring laid off workers will be developed, which will provide new work options for this group of individuals.
- Statewide, One-Stop Job Center customers rated their satisfaction with the One-Stop Job Center very high, with over 71% saying they were satisfied, overall, with the services they received from the Center. Ratings of how easy it was to get what they wanted were somewhat lower, with only 59% saying it was easy to get what they wanted. Yet the highest satisfaction rating was for One-Stop Job Center staff, with 82% of the customers saying the staff were very helpful.
- Customer satisfaction ratings varied significantly by WDA on all three satisfaction questions.
- Satisfaction with how easy it was for customers to get what they wanted appeared to be lower for persons who came to a One-Stop Job Center for child care problems. Persons identifying themselves as having disabilities also tended to be less satisfied with how easy it was to get what they wanted.

The effect of these customer satisfaction findings on our planned products and services for Program Year 2004 is profound. These findings clearly identify demographic and socioeconomic details about the One-Stop Job Center customer base. We will develop our job seeker site with a continued emphasis on skill sets and on transitional skills. We have also determined that there are more challenges that face our One-Stop Job Center customer base than our regular internet WORKnet users.

9. Identify funds leveraged or matched from funding sources other than these grant funds and how these funds will enhance delivery of products and services as part of the state's workforce information system.

Overall, a total of \$451,000 from other funding sources has been committed to support the projects described in Section B (Core Products and Services) of this grant plan. Each of the projects included in Section B describes how these other funding sources will supplement this grant to enhance the delivery of products and services as part of Wisconsin's workforce information system.

In addition to the projects described in this grant, Wisconsin has established a number of strategic partnerships to enhance the capacity and scope of the state's workforce information system. For example, the Department's Bureau of Workforce Information has engaged in a jointly funded project with the Wisconsin Economic Development Institute, Inc. and the University of Wisconsin Extension (WEDI) Center for Community Economic Development Northern Edge project to produce a labor market information "cookbook" or "how to" manual. (WEDI is a 501(c)(3) not-for-profit foundation formed to conduct research and education to increase the effectiveness of economic development efforts. The Northern Edge is a DOL funded demonstration project that contributes to building foundations for local job growth and business development in 29 targeted counties in Northern Wisconsin.)

The intended audience for the "cookbook" will be individuals who need to analyze labor market information for decision-making purposes, but do not have the background to undertake analysis without guidance or assistance. Such an audience may include businesses, chambers of commerce, city planners, developers, educational administrators, local government officials, and job seekers. The collaboration will provide a valuable resource for these groups and should aid their efforts in workforce development. In addition, it has opened new business relationships that will enhance the delivery of future products and services as part of the state's workforce information system.

Wisconsin has also received a \$151,197 Career Resource Network State grant from the U.S. Department of Education to develop career guidance information for Wisconsin workers. The University of Wisconsin (Center of Education and Work) and the Department of Workforce Development are working together to develop electronic career guidance tools for use in schools and Job Centers. The tools, *Careers 4 Wisconsin* and *WISCareers*, display labor market information from the Occupational Employment and Wage surveys and from the WI Projections program. These data assist students and adult WI citizens in choosing career paths. This leveraging of funds between agencies provides for an important tool in the state's Grow Wisconsin initiative. The products produced from this grant will be displayed on WORKnet, the BWI-developed LMI interactive web query system.

A number of other labor market information products and services that support the state's workforce information system will be produced using funds outside of this grant. The Workforce Investment Act Title Ib (WIA) and/or Title III (Wagner Peyser (WP) 90% and 10% funds will fund these projects.

Examples include the following:

- Department staff will conduct focus groups with Job Center staff, job seekers, and data analysts to define and enhance the design and usability of WORKnet. Staffing and travel costs to conduct these groups around the state will be funded by WIA and WP.

- One-Stop Job Center staff who work with or provide services to employers will be trained on the new functionality of the Employer Record System (ERS) in the Wisconsin Job Order System and on the new EMILE employer services reporting requirements. By using these new and/or enhanced systems, Wisconsin will now be able to discern how much effort the Job Centers spend on dispensing labor market information to employers. Wagner Peyser 10% funds and the WIA funds will be used to pay all the costs of this project.
- The Department has conducted two Business Relations Group symposia to date. Each symposium was one day long. Two hours of labor market information training were provided each day. The cost for the symposia was \$20,000. The staff time for the state economist (four hours) was the only portion of the costs that were funded through the One-Stop LMI grant.

SECTION B

CORE PRODUCTS AND SERVICES

1. CONTINUE TO POPULATE THE ALMIS DATABASE WITH STATE DATA

i. ALMIS DATABASE

- **Description of core product, service or other demand activity:**

America's Labor Market Information System (ALMIS) is the primary database in Wisconsin that stores labor market information. It serves as the repository for all of our labor market information delivery, research, and economic data. The most recent version of ALMIS has been installed and populated with data as determined by the ALMIS Database Consortium. All United States Department of Labor (U.S. DOL) coding taxonomies have been incorporated into the look-up and cross-walk files, including O*Net and the North American Industrial Classification System (NAICS).

- **Customer support for product or service as indicated in customer satisfaction survey results or in other customer consultations:**

The success of ALMIS is not directly measured through customer satisfaction surveys. Output or products that are created from ALMIS will be followed up through customer satisfaction surveys, LISTserve emails on the web, and numerous focus groups of Wisconsin constituents throughout Program Year 2004. ALMIS enhancements will be dictated by national initiatives and through comprehensive listening sessions with our customers.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan:**

WORKNet, Wisconsin's ALMIS database brand name, will be a key new tool in our future workforce information system. It will provide an attractive, data-rich but user-friendly resource for job seekers, employers, workforce professionals, and economic developers to help us "Grow Wisconsin" and make the best investments of our scarce public resources.

- **Principal customers:**

Principal customers will be employers, job seekers, educators, data analysts, economic developers, students, and researchers.

- **Projected outcome(s) and system impact(s):**

The projected outcome of this year's ALMIS implementation efforts will result in full utilization of ALMIS to meet national, state, and local customer needs.

- **Planned milestones:**

An increased focus on job skills will require data mining of employer web sites that will identify skills needed for high growth/high demand jobs. These additional tables need to be populated in ALMIS with skills information about current and future substate labor markets. Additional information will be added on high growth/high demand jobs. A well rounded training plan is currently under development for staff in local One-Stop Job Centers, Workforce Development Boards (WDBs), employers, and job seekers that will enable them to fully understand and use the opportunities that are given to them through the ALMIS database.

- **Estimated costs:**

The projected estimated costs for ongoing database updates, population of current tables, and implementation of new tables in the ALMIS database is \$198,489 per year.

2. PRODUCE AND DISSEMINATE INDUSTRY AND OCCUPATIONAL EMPLOYMENT PROJECTIONS

WI Projections provide extremely important information on growth industries, wages, and educational attainment requirements, which will permit a more strategic focus of resources in areas that will raise wages and help prepare the future workforce. Short-term projections will be a key factor in measuring how well we are doing over the next decade to meet occupational needs. Projections' economists have already separated out occupational information on the healthcare and IT industries. We also expect to be asked to do this for other key industries, such as construction and advanced manufacturing.

I. PROJECTIONS

- **Description of core product, service or other demand activity:**

The core products are the development of long- and short-term employment outlooks for Wisconsin's industries and occupations. Approximately 300 industries and 770 occupations are examined. The long-term projections are for ten years into the future and are updated every two years. The short-term projections are for two years out and are updated annually. Projections are done for Wisconsin as a whole and for its Workforce Development Areas.

Several products are developed from projections' data. These products include a 150-page report analyzing the long-term data and a brochure summarizing the short-term data. On the Web, there are tables highlighting various aspects of the long- and short-term data, e.g., occupations with the most jobs' openings, fastest growing occupations, the outlook for healthcare occupations, industries with the most new jobs, and fastest growing industries. Also, based on customer needs, technical assistance and customized reports are provided.

Furthermore, presentations to various audiences occur several times yearly. Some of the groups addressed this past year were the Wisconsin Technical College presidents, Wisconsin Technical College career counseling staff, Division of Vocational Rehabilitation counselors, the Wisconsin Counties Association, and Madison area high-school teachers.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations:**

Customer support for projections is demonstrated by the demand for projections-based products. In fiscal year 2003, over 35,000 short-term brochures and 1,000 long-term books were distributed per customer orders. In addition, the WI Projections pages on the Department of Workforce Development (DWD) website receive the most hits of all of the LMI web pages.

Unsolicited customer feedback regarding projection's products is regularly received via email, phone, and personal contact. This feedback is overwhelmingly positive.

The last formal customer satisfaction survey was conducted in fall 2000. This survey focused on short-term projections. The survey was sent to 1,500 people and 203 responses were received. Most respondents, (95%), indicated the brochure and/or the information available on the Internet met their needs and/or their customers' needs.

- **Support goals of state's WIA/Wagner-Peyser Five-Year Strategic Plan:**

State government agencies use projection data and analyses in the evaluation of existing, and in the development of additional, training programs such as those offered by the Bureau of Apprenticeship Standards, the Governor's Work-Based Learning Board, the Division of Vocational Rehabilitation, and the Department of Corrections.

Wisconsin Technical Colleges, the University of Wisconsin, and several of the state's private colleges use projections to aid in the development and evaluation of their curriculum.

Projections-tailored WDAs are used by Workforce Development Boards (WDBs) to make decisions about training dollar allocations.

Guidance and career counselors, students, and job seekers use the projections to explore occupations and careers. Researchers use the data in their analyses of Wisconsin's labor market, and employers use the data as indicators of demand for various occupations.

Projections staff provide training on Projections products to local WIA planners, program managers, employer services staff, and case management supervisors. The purpose of the training was to facilitate better understanding of Projection products and how to use them.

- **Principal customers:**

Customers include other state agencies and related programs (vocational rehabilitation, corrections, public instruction, veterans services, economic support, unemployment, workers compensation, equal rights, adult apprenticeship, and youth apprenticeship), One-Stop Job Centers, WDBs, public and private colleges and universities, private career counselors, private employers, job seekers, economic developers, and labor market researchers.

- **Projected outcome(s) and system impact(s):**

WI Projections products are designed to help people better understand expected employment trends in Wisconsin's industries and occupations. The WI Projections aid people in their decision-making processes whether they are searching for a job, assisting a job seeker, deciding to expand their business, making curriculum decisions, making funding allocation decisions, or making other program-related decisions.

- **Planned milestones:**

The planned milestones for the next several months include:

- Posting of the statewide 2002-2012 and 2003-2005 WI Projections tables on the DWD website in early August 2004.
- Completion of WDA Projections 2002-2012 and 2003-2005 in mid-August 2004. The 2003-2005 Projections are a new product for the WDAs.
- Provide training on WI Projections products to local WIA planners, program managers, employer services staff, and case management supervisors on August 26, 2004.
- Complete an updated short-term projections brochure that highlights the 2003-2005 projections in fall 2004.
- Complete an updated long-term WI Projections book that offers further analysis of the 2002-2012 projections in early winter 2005.
- Continue discussions with Wisconsin Technical College presidents concerning improvements that can be made to the projections and how the WI Projections can be tailored to better meet technical college needs.

- **Estimated costs:**

The estimated cost to produce WI Projections will be \$167,400.

3. PROVIDE OCCUPATIONAL AND CAREER INFORMATION PRODUCTS FOR PUBLIC USE

High quality information products that help young people must support the state's goals and those making career decisions. Wisconsin faces "brain drain" challenges due to its proximity to Chicago and the Twin Cities and must provide up-to-date and accurate information on career opportunities in the state. It is the responsibility of the Council on Workforce Investment (CWI), the state agency, and the local workforce development boards (WDBs) to help promote the use of these products. We will develop collaborative strategies to not only develop but to also market and promote these products.

i. OCCUPATIONAL EMPLOYMENT AND WAGE PUBLICATIONS

- **Description of core product, service or other demand activity:**

The Office of Economic Advisors (OEA) will produce annual **County and Workforce Development Area Workforce Profiles** that highlight occupations within covered geographic areas. The Bureau of Workforce Information will create sub-state data by filtering OES wage and employment estimates through North Carolina's EDS system. This highly sought after substate data will be published on the LMI WORKnet site and OEA's website. The product will be developed based on demand from the economic development community through their connection as the state's Employment Statistics Advisory Group.

OES and WI Projections data will also be used to create career posters. Career posters will display high growth/high demand occupations, their associated educational requirements, and the projected job openings. The posters will be distributed to middle and high schools throughout the state and to Wisconsin One-Stop Job Centers.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations:**

Customer reaction to the occupational and career information products above has been very strong. Focus meetings with local workforce development staff, economic development professionals, and other customers have indicated overwhelmingly positive support for the products.

- **Support goals of the state's WIA/Wagner Peyser Five-Year Strategic Plan:**

The OEA was established to assist economic data users to better understand the relationships between labor markets and other economic and demographic specifics. The Office helps users interpret labor force data and focus on the issues and trends influencing employment growth in the State of Wisconsin.

The office publishes monthly and annual reports that provide an overview of county and state trends. These include **Workforce Observations**, **County Workforce Profiles** and **Regional Occupational Projections**.

Additionally the OEA works with the CWI to develop information for use in guiding the goals and strategies of the state board. Since the reformation of the CWI, the OEA has collaborated with the Council to develop necessary statistics to measure impact of workforce investments. Among the pieces developed was a quick reference index of workforce information sources to be used by CWI committees in the establishment of measurable goals.

- **Principal customers:**

Among the customers most affected by occupational and career information products and services are: CWI members and staff, economic development professionals, unemployment insurance claimants, local WDB members and staff, employers engaged in the workforce investment activities, state workforce investment agency staff, students, counselors, and One-Stop Job Center staff and clients.

- **Projected outcome(s) and system impact(s):**

The most anticipated and expected outcome is a more disciplined and rigorous use of occupational and career information. Wisconsin's geographic labor markets are generally smaller and more dispersed than markets located elsewhere in the United States. Because of this dispersion, and more dependence on small rather than large markets, wages are depressed in the state. Better use of occupational and career information will lend more mobility to an otherwise static labor market. (The Department's August 2004 compressed videoconference training on the use of labor market information was developed to assist in WIA-related earnings and career advancement.)

- **Planned milestones:**

WORKnet and the OEA website will be fully populated with substate occupational employment and wage data in Program Year 2004. Career posters, based upon 12 high growth/high demand occupations, will be created and distributed to all Wisconsin high schools, middle schools, and One-Stop Job Centers.

- **Estimated costs:**

- Occupational Employment and Wage Publications - \$20,100
- Career posters - \$28,000

A total of \$80,000 of Wagner Peyser funding will be used to supplement the production of the Occupational Employment and Wage Publications.

ii. EMPLOYER EDUCATION AND OUTREACH

- **Description of core product, service or other demand activity:**

Informational sessions will be held to provide employers the needed strategies to tap into Wisconsin's under-utilized labor pool of high-risk populations. These sessions will benefit employers in industries in areas where there is a labor shortage and it will increase employment opportunities for high-risk populations.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations:**

The United States Department of Labor (U.S. DOL) Work Incentive grant generated a strategy to provide employers with labor market information as it pertains to workforce demographics. The sessions were very well received with high ratings from several hundred employers. In 2001 the Department's Bureau of Workforce Programs piloted a strategy in Green Bay titled "Fishing Untapped Labor Pools". The event featured labor market information followed by experts on high-risk populations. Fifty employers attended and reported very satisfactory results. The pilot followed up with a proposal to take the strategy statewide, however, budget restraints, changes in administration, and shifts in the labor market prevented the strategy from expanding. The original concept resulted in better partnerships with the employer community and local labor market specialists.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan:**

Employers are key to the labor market exchange – understanding that high-risk populations provide an alternative labor source benefits Wisconsin taxpayers.

- **Principal customers:**

Principal customers are Wisconsin employers that would benefit by learning how to access alternative sources of job seekers.

- **Projected outcome(s) and system impact (s):**

The primary focus of the initiative is to deliver LMI to employers, specifically to address the question of "Where will their Labor Force come from?"

- **Planned milestones:**

Curriculum will be developed by December 2004. Employer sessions will occur in February of 2005 and an evaluation will be completed by May 2005.

- **Estimated costs:**

The total estimated cost for Employer Education and Outreach is \$16,500. The One-Stop LMI grant will provide \$10,000 to support the project in the following areas:

- Marketing (\$1,000)
- Room Rental and refreshments (\$1,000)
- Speakers (\$1,000)
- Staff time, benefits and travel (\$3,500)
- Handouts and resource materials (\$3,500)

The remaining project costs will be leveraged with Workforce Investment Act, Wagner Peyser and U. S. Department of Labor Disability Program Navigator grant funding.

iii. **JOB SEEKER PUBLICATIONS**

- **Description of core product, service or other demand activity:**

Two publications will be developed to provide labor market and occupational information to job seekers and the public.

The first publication is the ***Wisconsin Employment, Find Your Dream Job in Wisconsin***. Since 2000, DWS has annually published a 16-page booklet providing information on Wisconsin and employment resources available to potential new residents. The intent is to assist with the labor shortage by encouraging visitors to stay in Wisconsin. The booklet is primarily distributed by the Tourist Information Centers. They are also popular with dislocated workers and are used in One-Stop Job Centers.

The second publication will be a new pamphlet, ***A Job Seeker's Guide to Staffing Agencies***. The guide will provide information on this very important and expanding industry to assist the public with achieving occupational, career, and employment goals. The guide will provide labor market information on this industry segment as well as information on how the industry functions, industry terminology, and its value to the job seeker. It will also advise job seekers on potential pitfalls in using these services, such as spotting fraud and the affect short-term employment has on Unemployment Insurance benefits, Workers Compensation, and Social Security. It will be available as a printed booklet (probably similar to other job seeking skill publications) and on the Internet.

If any additional resources remain after the production of the two publications mentioned above, ***Planning Financially for a Career Change***, a brochure targeted to dislocated workers will be started.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations:**

About 8,000 - 10,000 copies of the ***Wisconsin Employment, Find Your Dream Job in Wisconsin*** publication are distributed via state Tourist Information Centers each year. The Dislocated Worker Unit has distributed about 400 - 500 copies. It has been a good selling item at the state's Document Sales Office, and it "sold out" in 2003.

The ***Job Seeker's Guide to Staffing Agencies*** publication is being developed because of feedback received from One-Stop Job Center staff. Staff told us that job seekers are confused on the issue of how to make sound employment and training choices as they pertain to staffing agencies. It also supplements the U.S. DOL's latest technical assistance guide, ***Guide to a Win-Win Partnership for the Public Workforce Investment System and the Staffing Industry***.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan:**

These publications support the Governor's **Grow Wisconsin** initiative. It relates to the strategic area in the Governor's economic plan that asks us to create and unleash knowledge to build emerging industries and to tap Wisconsin's full urban potential.

- **Principal customers:**

Job seekers are the primary customers.

- **Projected outcome(s) and system impact(s):**

- 9,000 copies of the publication, ***Wisconsin Employment, Find Your Dream Job in Wisconsin*** will be distributed through the Department of Tourism and One-Stop Job Centers.
- 5,000 copies of the publication, ***Job Seeker's Guide to Staffing Agencies*** will be available to job seekers through the One-Stop Job Centers.

- **Planned milestones:**

- ***The Wisconsin Employment, Find Your Dream Job in Wisconsin*** will be available by May, 2005
- ***The Job Seeker's Guide to Staffing Agencies*** will be in job centers by February 2005.

- **Estimated costs:**

The One-Stop LMI grant will provide \$8,000 to support the development of Job Seeker Publications. Monies received through document sales will offset the costs associated with this project.

4. ENSURE THAT WORKFORCE INFORMATION AND SUPPORT REQUIRED BY STATE/LOCAL WORKFORCE INVESTMENT BOARDS ARE PROVIDED

i. STATE/LOCAL WDB SUPPORT

- **Description of core product, service or other demand activity:**

The Office of Economic Advisors (OEA) has four labor market analysts/economists located in One-Stop Job Centers throughout the state, in addition to a statewide economist in DWD's home office. These analysts/economists are liaisons to the local workforce development boards (WDBs) and respond to the labor market information needs of the local boards. In addition, these analysts/economists interact daily with other workforce development system staff members to assure that data needs of those staff members and customers are met. It is a demand driven system. The interaction from this system led to the creation of Wisconsin's national model publication, **Workforce Profiles**, and the subsequent revisions to their present form. The analysts/economists also produce a monthly **Workforce Observation** for the separate WDAs. (The Milwaukee/WOW areas are combined into one workforce observation, as the four counties within the two WDAs comprise a single metropolitan statistical area.)

The OEA is also closely connected to Wisconsin's Council on Workforce Investment (CWI), the state level workforce investment board. The CWI has an Internet site developed with a prominent link to labor market information and other economic measurement data. The OEA has also developed an index of sites for CWI members to use for setting metrics to evaluate workforce investment effectiveness.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations:**

Customers have been very vocal in their support for the services and products made available to the CWI as well as the local WDBs.

- **Support goals of the state's WIA/Wagner Peyser Five-Year Strategic Plan:**

This activity supports the general goals of the existing five-year plan and, in particular, supports to the changing workforce system focus described in Section A of this plan. It also supports the state's economic development plan and the governor's charge to the CWI to:

- Promote the use of economic and labor market information to ensure evidence-based policy recommendations to guide the state's broad workforce development system.
- Recommend policies to strategically target state training and education resources.
- Foster and support public-private partnerships and intergovernmental cooperation and coordination in the building of Wisconsin's workforce.
- Develop and implement initiatives that invest in Wisconsin's workforce and establish measures to monitor progress towards achieving objectives.

- **Principal customers:**

The targeted audience will include the following principal customers: statewide job seekers and employed workers attempting to increase their earnings, the Council on Workforce Investment, local Workforce Development Boards, economic development professionals, Unemployment insurance claimants, state and local workforce agency staff and employers.

- **Projected outcome(s) and system impact(s):**

The most highly anticipated outcome is a more rigorous use of labor market information, demographics, and other social/economic data in decision-making by the State's workforce investment community.

- **Planned milestones:**

Workforce information and support required by state and local Workforce Development Boards will include delivery of the County Workforce Profiles and Workforce Area Profiles by December 2004. Follow up meetings with Workforce Development Boards to ascertain the effectiveness of the state's primary workforce information delivery systems will be completed by January 2005. In March 2005, Wisconsin's second Workforce Information Workshop will be convened to include the staff and board members of the Workforce Development Boards. The purpose of this meeting is to gather feedback on the effectiveness of the state's workforce information delivery system to fulfill the needs of the Workforce Development Boards.

- **Estimated Costs:**

The total estimated cost for State/Local WDB Support is \$265,600. The One-Stop LMI grant will provide \$55,600 to fund this project. The remaining project costs will be leveraged with Wagner Peyser funds.

ii. SILVER PLATTER WEB SITE ACCESS

- **Description of core product, service or other demand activity:**

This project is to renew an access agreement with the Buros Institute of Mental Measurements to obtain electronic access to the *Silver Platter* web site. The *Silver Platter* web site contains critical reviews of commercially available tests and measures. The access agreement will allow One-Stop Job Center staff access to information about all tests in print. Job Centers are being asked to do more assessments than ever before. This access will enable Job Center staff to make informed and proper decisions about which tests to use.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations:**

This has been a product that local One-Stop Job Center staff have been using since 1997. DWD has received anecdotal support (at resource room training and case manager training events) that local staff find it *extremely* useful.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan:**

One of the goals of the CWI is to solidify One-Stop Job Centers as the delivery mechanism for workforce development in Wisconsin. By providing the tools that Job Center staff need, progress is being made to meet this goal.

- **Principal customers:** Principal customers include the following groups: Resource Center coordinators, career coaches, intake interviewers, counselors, career development coordinators, case managers, Financial-Employment Planners and supervisors.

- **Projected outcome(s) and system impact(s):**

Job seeking customers will get the most appropriate tests and assessments to aid in their career development. Employers will receive more appropriate referrals because job seekers will have been appropriately assessed for job requirements.

- **Planned milestones:**

The Buros Institute of Mental Measurements will be contacted by March 2005 to renew the access agreement.

- **Estimated costs (identify equipment purchases of \$5,000 or more per unit cost):**

The total estimated cost of the access agreement with the Buros Institute of Mental Measurements is \$6,500. The One-Stop LMI grant will provide \$3,000 to support this project. The remaining project costs will be leveraged with Wagner Peyser funding.

5. MAINTAIN AND ENHANCE ELECTRONIC STATE WORKFORCE INFORMATION DELIVERY SYSTEMS

Electronic delivery is key in the 21st century and will be the cornerstone of the delivery system. The Department will maintain responsibility for statewide electronic system development and interfacing between systems. Enhancements will be based on customer feedback, the ongoing development of systems, and the availability of new information sources. Much of the new demands will be based on targeted industries and the need to develop, collect, or find information on the new and emerging workforce needs and skills required.

i. WORKnet

- **Description of core product, service or other demand activity:**

WORKnet is the Bureau of Workforce Information's newest and most ambitious project to date. WORKnet is an interactive web query application that will replace the current state LMI web site. This new demand-driven site will be an instrumental tool in Wisconsin's Governor Jim Doyle's "Grow Wisconsin" campaign. WORKnet will be used to dispense timely and accurate labor market information to support the Governor's economic plan.

The marketing of WORKnet will show an increased focus on providing substate-level skills data to the citizens of our state. We are writing several requests for proposals (RFPs) that will seek out vendors to market and advertise this site and to expand our labor market information services to the Workforce Development Boards. In addition, promotional materials will be produced in different media to promote WORKnet, and the value of labor market information.

Video streaming, a tool that provides web site navigational assistance, will be developed to support the WORKnet application in order to maximize the accessibility of labor market information to customers, especially those who will be first-time users of WORKnet. Video streaming will be an easy, inexpensive way to make informational, training, and marketing materials about WORKnet available on-demand via the Department's network. The Bureau of Workforce Information will partner with the University of Wisconsin to develop a video that will provide self-directed instructions to job seekers on how to navigate the site. One-Stop Job Center staff have indicated that 70% of their customers cannot navigate a web site. It will replace the need for One-Stop Job Center staff to physically assist and train job seekers on how to use the site. This service will be provided 24 hours a day, 7 days a week, 365 days a year. This strategy will ensure ongoing support to job seekers as they seek to enter the workforce, in a time of declining state resources.

In order to make labor market information easily available and accessible to customers, the following types of enhanced labor market information will be placed on the WORKnet and OEA web sites:

- Wisconsin's "growing industries" and comparisons to other states
- Growing/emerging industries in the U.S. and why they are successful
- Skill sets of workers by geographic area and 'transferable' skills of the worker pool
- Wisconsin's emerging industries: growth rates, sales, and comparisons to other states
- Wisconsin's industry cluster profiles

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations:**

Extensive feedback has been obtained from numerous focus groups throughout the WORKnet development process. Focus groups were initially held with a cross representation of LMI customers. The need for an instructional video was identified based upon feedback from several of these focus group sessions. In addition, product-specific focus groups were held to develop the content for the job seeker, data analyst and economic development modules of WORKnet.

Through various listening sessions, we have also learned that services are often lacking for those who do not speak English. For example, an estimated 5,000 Hmong will immigrate to Wisconsin. As a result, WORKnet and its videos will be translated into Spanish and Hmong, with more languages to follow. Videos will be provided for every site located in WORKnet, including, but not limited to, employers, data analysts, economic developers, and youth.

The CWI Emerging Opportunities Committee identified a variety of labor market information that should be made available to customers. In order to be responsive to the customer demands of the CWI, these items have been prioritized for inclusion on the WORKnet and OEA web sites.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan:**

WORKnet and video streaming fit into the goals of the WIA five-year plan by providing a seamless interface of services that will be accessed by employers, members of the workforce, and their families. Because of the organizational structure of DWD, multiple entities within the Department provide information and support to the ETA One-Stop system. Video streaming will integrate the information produced throughout the Department and will deliver it with one façade to customers, increasing both the accessibility and usability of the information.

- **Principal customers:**

Targeted customers will be public officials; business owners; educators; researchers; economic developers; workforce professionals, and private citizens (e.g., youth, job seekers and senior citizens).

- **Projected outcomes and system impact(s):**

WORKnet and video streaming will change how we do business in the Job Centers in the future. Video streaming will allow Job Center staff to rely on self-service video tutorials for clients that are not comfortable with using computers. WORKnet will also free up Job Service bilingual staff to focus their efforts on finding jobs for clients who do not speak English as their primary language. Educating Job Center staff on the enhanced labor market information found in WORKnet will become a distinct advantage in identifying transferable skills in their customer base.

- **Planned milestones:**

- Address the bandwidth capability of video streaming technology and install media servers in One-Stop Job Centers by October 2004.
- Reconfigure PC's in One-Stop Job Centers by October 2004.
- Video stream occupational videos from ETA by February 2005.
- Further enhance the functionality of the Employer and Economic Development modules of WORKnet, including an enhanced Local Employment Dynamics query system by February 2005.
- Develop and implement a Youth site on WORKnet by March 2005.
- Develop videos for all WORKnet modules by June 2005.

- **Estimated costs:**

- WORKnet: development and maintenance = \$160,000; WORKnet/*Grow Wisconsin* marketing = \$40,000
- OEA web site = \$15,000

The cost of the OEA web site will be supplemented with \$25,000 in Wagner Peyser funding.

6. SUPPORT STATE WORKFORCE INFORMATION TRAINING ACTIVITIES

Training will be provided to address new products, new data sources, and the requirement to make more evidence-based decisions. Staff training will be developed in a variety of formats that will accommodate diverse learning styles, time availability, and geographic proximity.

i. ACCESSIBLE WORKSTATION/MAINTENANCE & TRAINING

- **Description of core product, service or other demand activity:**

As One-Stop Job Centers become dependent on electronic information, it is imperative that access is made available to people with disabilities. This project addresses the issue of universal access and program accessibility. Local staff will be educated on how to deliver local labor market information to people with disabilities. Additional workstations will allow labor market information to be made available in smaller Job Centers, offering services at selected stations. Training will be offered in six locations. The project will utilize individuals that have been designated as Disability Program Navigators. (Established through a joint effort of the U.S. DOL and the U.S. Social Security Administration (SSA), Navigator staff assist people with disabilities to access and navigate the complex provisions of various employment-related programs.)

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations:**

LMI has been a contributor to the Accessible Workstation project that has received numerous awards since 1997. The project has grown to 30 workstations statewide. A One-Stop Job Center reports that, after multiple attempts to find a job, a person with significant disabilities was able to explore options and finally landed a position for over \$40,000 through the Center.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan:**

This is an ongoing project that provides people with disabilities the opportunity to link to core services of the One-Stop Job Center, including labor market information. A basic tenant under the Workforce Investment Act is universal access, ensuring electronic labor market information is available to people with disabilities is a key for universal access. This project will train local staff on the utilization of the technology that meets the needs required under WIA section 188.

- **Principal customers:**

The target audience is resource room staff

- **Projected outcome(s) and system impact(s):**

Workstations are a wonderful addition to the One-Stop Job Center system; however, they are ineffective for universal access if left unused. The expected outcome is increased usage of labor market information in employment plans for people with disabilities and increased usage of LMI by people with disabilities accessing the One-Stop Job Center system.

- **Planned milestones:**

A survey of the One-Stop Job Centers requesting accessible workstations will occur by November 2004. Site determination/equipment purchase will occur by January 2005, followed by deployment. Training dates will be determined by local needs.

- **Estimated costs:**

The total estimated cost of the Accessible Workstation maintenance and training is \$50,000. The One-Stop LMI grant will provide \$8,000 to support this project. The remaining project costs will be

leveraged between Wagner Peyser and the U. S. Department of Labor Disability Program Navigator grant.

ii. ONE-STOP JOB CENTER WORKER TRAINING

Description of core product, service or other demand activity:

Current labor market information indicates that the next labor shortage will hinge on demographics versus economics. Therefore, it is imperative that employment and training professionals and the people who comprise high-risk populations are aware of labor market information in order to impact employment and training plans and career choices. Employment and training staff need to improve their capacity to use labor market information on an ongoing basis to serve One-Stop Job Center customers.

The current strategy is to offer labor market information workshops at conferences. While valuable, the presentations do not equate with effective staff training plans. The One-Stop Job Center Worker Training project will explore methods to ensure that the use of labor market information tools is ongoing. The project uses a three pronged approach:

- Developing and delivering training for employment and training staff to use labor market information.
- Providing ongoing technical assistance in the use of labor market information.
- Measuring satisfaction with labor market information products.

Nine training sessions will be held on use of labor market information tools. LMI staff will deliver the training. The initial training design is expected to include the following:

- Nine circuit rider sessions statewide (i.e., take training to the field)
- Two half-day sessions at each location
- A survey of staff to identify training needs prior to the sessions, with training content developed to reflect those needs
- Three-hour sessions divided into two parts; participants can attend either or both of the two sessions based on need. The first half of the session will cover an introduction to the ABCs of LMI. The second half of the session will focus on applying labor market information in a work setting. This will be contextual training using case studies and tool application, including WORKnet. The case studies will be tailored to use local, relevant data for each area in which training is held.

In addition, funds will be used to incorporate labor market information into all training efforts for employment and training professionals. DWD will explore all curriculum design to include labor market information, as well as potential for incorporating labor market information into Job Clubs.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations:**

The project proposes to piggyback focus groups onto training events to explore customer satisfaction with labor market information tools. The focus groups will follow up with a survey six months later to explore the impact of training on the use of labor market information tools.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan:**

This brings the labor market information message directly out to the field where it should be applied. It frames labor market information in the context of overall workforce development service delivery, de-mystifies labor market information data, and makes labor market information more accessible to users.

- **Principal customers:**

The target audiences are One-Stop Job Center partner agency case managers, Job Service staff, Division of Vocational Rehabilitation (DVR) counselors, Financial and Employment Planners (FEPs), Title V staff, offender employment specialists, and Limited English Proficiency specialists.

- **Projected outcome(s) and system impact(s):**

The focus of this strategy is to bring labor market information to the forefront when employment and training professionals develop employment plans with their customers. This is hands-on training for practitioners and managers who want to become (more) familiar with what data exist and how they can use those data in their work with customers. The expected result is One-Stop Job Centers that are better able to meet performance standards by meeting the needs of the employer with the skills of the job seeker.

- **Planned milestones:**

An internal workgroup will conduct product research and the identification of the training vehicle by November 2004. This workgroup will begin curriculum design, identify trainers and training sites by December 2004. Customer satisfaction data will be collected by June 2005.

- **Estimated costs (identify equipment purchases of \$5,000 or more per unit cost):**

The total estimated cost of the One-Stop Job Center Worker Training is \$16,000. The One-Stop LMI grant will provide \$8,000 to support this project. The remaining project costs will be leveraged through the Workforce Investment Act (WIA) and Wagner Peyser funds.

iii. JOB DEVELOPMENT SYMPOSIUM

- **Description of core product, service or other demand activity:**

With the changing economy, technology, and system expectations, the art of job development is evolving. The issue of job development is quickly becoming a hot topic; however, the job development community is disconnected. The Job Development Symposium will bring together representation from Wisconsin's job development community to learn tools and strategies to impact performance outcomes. It will provide an opportunity to enlighten job development staff on the value of labor market information.

The proposed conference is unique. Research of Region V training indicates that no recent event has been held that concentrates primarily on job development. The proposed two-day Job Development Symposium event is expected to generate multiple sponsorship and participation from disability, veterans, refugee, offender, TANF, and other groups/agencies with job developers. An entire track of the Symposium will be dedicated to labor market information. Sessions will include general forecasts, how to use labor market information, how to teach employers to use labor market information, and other similar labor market information issues.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations:**

DWD conducted two Business Relations Group symposia in June 2004 where the demand-driven workforce services philosophy was introduced. Feedback from that meeting and an informal request for training topics yielded a high demand for job development training.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan:**

Labor market information is a key component to the field of job development. It is incumbent upon job developers to understand their local community and the trends that will impact career choices for the participants they represent.

- **Principal customers:**
Job developers will be the key audience for the Symposium. The total attendance is expected to be approximately 125 customers.
- **Projected outcome(s) and system impacts:**
DWD expects to see an increase in the use of labor market information in the development of employment plans. Local job developers will serve as a conduit for local labor market analysts to employers.
- **Planned milestones:**
Planning will commence immediately following approval of this grant request.
 - Location and date will be determined by March 2005.
 - Final agenda will be determined by March 2005.
 - Event will be held by June 2005.
 - Training follow-up and evaluation to measure the impact of the project regarding the use of LMI will occur in the final stages by July 2005.
- **Estimated costs (identify equipment purchases of \$5,000 or more per unit cost):**
The total estimated cost of the Job Development Symposium is \$65,500. The One-Stop LMI grant will provide \$13,000 to support this project. The remaining project costs will be leveraged between WIA and Wagner Peyser funds.

iv. RESOURCE ROOM/CAREER DEVELOPMENT TRAINING

- **Description of core product, service or other demand activity:**
Resource Room/Career Development Training for One-Stop Staff will take the best components from a 120 hour nationally certified course in Career Facilitator Training developed by the National Occupational Information Coordinating Committee, the Career Development Training Institute, and the National Career Development Association. It will provide trainees with the skills to work in a resource room in a One-Stop Job Center.

DWD will provide four training sessions. Two sessions will be a three-day long basic training; the other sessions will be advanced training for two days each. Trainees can expect to learn:
 - career development definitions and models
 - applied helping skills
 - how to help others use career and labor market information
 - how to help process assessments and appraisals
 - how to assist customers with the career decision making process
- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations:**
Training sessions were very popular in previous years. All training sessions were full in Program Year 2003. Some had waiting lists. All sessions were evaluated at the close of the session with the average ratings for individual sessions being 4 to 4.5 on a 5-point scale.
- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan:**
One of the goals of the Council on Workforce Investment is to solidify One-Stop Job Centers as the delivery mechanism for workforce development in Wisconsin. By developing the skills of One-Stop Job Center staff, progress is being made to meet this goal.

- **Principal customers:**

Resource Room/Career Development Training will include the following principal customers: Resource Center coordinators, intake interviewers, career coaches, counselors, career development coordinators, case managers, financial employment planners, and supervisors.

- **Projected outcome(s) and system impact(s):**

Eighty staff from local One-Stop Job Centers will be trained to increase job seekers' use of labor market and career/occupational information in order to improve their participation in the workforce.

- **Planned milestones:**

- Resource Room Basics will be held by December 2004 and June 2005.
- Resource Room Advanced will be held by September 2004 and July 2005.

- **Estimated costs (identify equipment purchases of \$5,000 or more per unit cost):**

The total estimated cost of the Resource Room/Career Development Training is \$21,500. The One-Stop LMI grant will provide \$8,000 to support this project. The remaining project costs will be leveraged between WIA and Wagner Peyser funds.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Drug-Free Workplace Requirements Certification

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29CFR98, Subpart F, I, JoAnna Richard, the undersigned, in representation of the Department of Workforce Development, the grantee, attest and certify that the grantee will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establishing a drug-free awareness program to inform employees about -
 - (i) the dangers of drug abuse in the workplace;
 - (ii) the person's policy of maintaining a drug-free workplace;
 - (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) the penalties that may be imposed upon employees for drug abuse violations;
3. Making it a requirement that each employee to be engaged in the performance the grant be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1), that, as a condition of employment on such contract, the employee will -
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;
5. Notifying the contracting agency within 10 days after receiving notice under paragraph (4)(ii) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number[s] of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (4)(ii), with respect to any employee who is so convicted:
 - (i) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, the Workforce Investment Act of 1998, as amended; or
 - (ii) requiring such employee to participate satisfactorily in drug abuse assistance or a rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-- Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered

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 employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee 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 employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee 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.

Signature: Larry Studeville Date: 9-30-04

Title: DWS-ASD Administrator [if Designee, attach Designee Authorization]

Organization: STATE of WISCONSIN DEPARTMENT WORK FORCE DEVELOPMENT