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 Madison, Wisconsin 53701-1728

**New Markets HUD 7fYXjh(NMTC)
 Outreach Plan
 Emerging Business and Workforce Development Programs**

(Submit within 30 days after close of financing).....

The Qualified Active Low Income Community Business (QALICB) will implement activities within this Plan in order to meet or exceed Emerging Business and Workforce Development Program goals. The Plan assists WHEDA in determining whether the QALICB is implementing reasonable and required steps in accordance with Programs requirements, to meet participation goals.

I, _____, hereby acknowledge that I am the authorized representative of _____, the QALICB for the NMTC development shown below.

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

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

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

Emerging Business Association/Organization	Contact Person

4. Will solicitations for bids be submitted to WHEDA for posting on www.wheda.com?
 Yes No

5. Plans and Specifications

Explain efforts to make NMTC development plans and specifications readily available to emerging businesses. Specifically identify plans rooms, online websites, etc. where plans will be/were made available.

Plan room & street address/website address where plans will be/were posted	Date plans will be/were made available

6. Contacts

Will the services of a governmental agency or supplier diversity consultant be used to assist in recruitment of emerging businesses? Yes No

If yes, specify: Agency or consultant firm name, contact person name and title, date contacted, contact method (phone, email, written correspondence) and phone, email or address of person or firm.

7. Pre-bid meeting or site visit

If the QALICB intends to hold or has held a pre-bid meeting and/or site visit, please describe how prospective firms will be/were notified of the date and location of the meeting(s). If meetings have occurred, detail the number of attendees and any follow-up communications with attendees.

8. Informational Meetings

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

9. Union Participation

Will this development use union contractors? Yes ___ No ___

C. Planned Workforce Development Hiring

The Workforce Development Program goal is one hire from each of the 12 construction standard divisions of labor shown below. However, should a subcontractor hire more than one employee in a given division, those hires are applied toward the overall goal of 12 hires for the NMTC development. Additional detail regarding the divisions of labor is available on www.wheda.com in the Emerging Business Program area: http://www.wheda.com/root/uploadedFiles/Website/Business_Partners/Emerging_Business/Workforce_Forms/WD_Div%20of%20Labor.pdf

Workforce will be selected from the county or ZIP code (for Milwaukee County) the NMTC development is located within. Additionally, owners and contractors are encouraged to hire military veterans. The Program minimum hourly wage is \$11.50. Pay rates must be comparable with those of other employees designated the same job title.

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

If actual employee counts are not known, please give best estimate

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

D. Attaining Hiring Goals

1. Outreach

The QALICB is encouraged to: a) hire in the county or ZIP code (for Milwaukee County) where the development is located, and b) hire military veterans. Describe any anticipated outreach efforts to disseminate information regarding job opportunities, including online registration on the Job Center of Wisconsin website - <https://jobcenterofwisconsin.com/> .

2. Notifications

Describe any publications, notifications or other announcements to be placed and/or published, if applicable.

3. Contacts

Describe any anticipated written contacts to be made with workforce development agencies, workforce diversity consultants, unions, trade associations or organizations.

4. Training

Describe any anticipated efforts to provide unemployed or underemployed low-income area residents with information regarding training programs available to attain skills required to work on the development.

5. Job Fairs

Describe any anticipated job fair opportunities to be provided for area residents.

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

Describe any other activities implemented to meet either the Emerging Business or Workforce Development Program goals.

Complete NMTC Outreach Plan Attachment and submit with this document

(QALICB) Authorized Signor:

Printed Name & Title:

Date:

WHEDA Use

Approved: Denied:

Reviewer's Printed Name

Reviewer Signature _____

Date:

If denied, reason(s) for denial: