

# WRTP | BIG STEP

April 15, 2021

Racine Water Department  
100 Hubbard St  
Racine, WI 53402

Re: Racine Water Works Residency Certification services

WRTP|BIG STEP is the sole source and/or first source provider of apprenticeship candidates for the Milwaukee and Southeast Wisconsin Building & Construction Trades member unions.

As a State of Wisconsin recognized Construction Pre-Apprenticeship provider, WRTP|BIG STEP provides quality instruction and related work experience for the eighteen local Construction Trades.

WRTP|BIG STEP currently works with construction contractors to fulfill local workforce requirements by providing residency certifications of new and incumbent workers for the City of Racine's Racine Works Program (RWP), City of Milwaukee's Resident Preference Program (RPP), Milwaukee Public Schools Communities in Need (COIN), and the Milwaukee Metropolitan Sewerage District (MMSD).

As such, WRTP|BIG STEP is proposing to provide residency verification and certification services to the Racine Water Department.

## **PROPOSED**

WRTP|BIG STEP will verify and process a certificate of residency for individuals that reside within the Racine Water Works district and meet the requirement of the Racine Works Program ordinance.

The contractor will verify that the applicant:

- Is 18 years old or older at time of certification by verifying Government issued Driver's License or Identification card with photo and address.
- Possesses a valid driver's license, or will provide referral to driver's license recovery services as needed.
- Possesses a High School Diploma/HSED/GED or equivalent by reviewing proof of transcripts and/or diploma. Applicant would be referred to literacy service providers as needed.
- Maintains permanent residency within the Racine Water Works district. Applicant will need to provide one non-junk piece of mail dated within 30 days of verification date. If the address they are being certified for is not updated on their Driver's License/Identification Card, they must submit 2 pieces of non-junk mail from 2 different senders in the last 30 days prior to certification. Additional agreed upon materials may be accepted for proof of residency including utility bills, rental agreement, W2 or paystubs.
- Meets income eligibility requirements:
  - 1) Worked less than 1,200 hours in the preceding 12 months or not worked in the last 15 days via a self-certification, or

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- 2) his/her family income is at or below the poverty threshold established by the Wisconsin Department of Health Services via an IRS filed 1040 from previous year or other documentation of receiving unemployment or government provided aid such as Food Share, W2, etc in the past year prior to date of certification
- Have completed a certified pre-apprenticeship program and/or hold an apprenticeship or journey worker status

WRTP|BIG STEP staff will provide to applicant a certified affidavit verifying residency and any agreed upon expiration dates of certificate.

WRTP|BIG STEP will provide a copy of the certificate and supporting documentation to the Racine Water Works department.

WRTP|BIG STEP will track all certified individuals in a cloud-based case management software system, including retaining copies of certificates in its system.

WRTP|BIG STEP will provide excel tracking spreadsheet to the Racine Water Works regularly, and as requested, and will track applicant trade status with each of the building & construction trades.

WRTP|BIG STEP will provide copies of certificates to employers as requested.

WRTP|BIG STEP will provide an information session bi-weekly (at minimum) to eligible and interested individuals about the building and construction trades. This session will provide an overview of the construction industry, construction trades apprenticeships, comparison and information on each of the building trades and their application process, current and upcoming projects in Racine, connection to pre-employment training opportunities, and referral to supportive services including WIOA and FSET, driver's license recovery, legal services, GED/HSED, and other services as needed.

Additionally, WRTP|BIG STEP will provide contractor information sessions as needed to contractors, consultants, unions, and construction associations to inform them of the RWP certification process. WRTP|BIG STEP will work in coordination with Racine Work Works and contractors to help connect certified individuals to open positions.

WRTP|BIG STEP will review payroll documents provided by Racine Water Works for projects that have residency requirements and compare results with resident certifications for errors or variances. The results of the residency certification comparison will be provided to the Racine Water Department.

**TERMS:**

The Racine Water Department shall pay to WRTP|BIG STEP \$75,000 for the services described above for the one (1) year term of the contract. This amount shall be paid in twelve (12) increments commencing with \$6,250 and each thirty (30) day period thereafter.

WRTP will not be reimbursed for any expenses for travel, lodging, communications, shipping charges and out-of-pocket expenses incurred by Provider in connection with providing the Services ("Expenses").