

A. General Objectives

The Wyoming Workforce Development Council (WWDC) would like to continue to support Wyoming's Next Generation Sector Partnerships by providing resources in addition to the consultative and technical assistance. The NextGen Support Grants are intended to support the sustainability and growth of Next Generation Sector Partnerships.

B. Eligible Applicants

The WWDC is offering a grant to Next Generation Sector Partnerships that have launched and are actively implementing the Next Generation Sector Partnership model described in the [toolkit](#).

The Next Gen Sector Partnership convener is the lead applicant and the fiscal agent may be a community-based non-profit, a state entity, an economic development organization, or another government agency.

C. Grant Opportunity Details

Funding source

The funding source is the Workforce Innovation & Opportunity Act (WIOA) allowable activity funds. The grant will be awarded through the State of Wyoming Department of Workforce Services as the fiscal agent for the Wyoming Workforce Development Council.

Funding Opportunity

All eligible Next Generation Sector Partnerships have an opportunity to apply for up to \$5,000 to support partnership initiatives with a 10% in-kind (including goods, services, and time) or cash match which may come from businesses, local nonprofit organizations, and foundations. Cash investments may not be state or federal dollars.

Grant funding may be used on a reimbursement basis for:

- Personnel costs for a project manager or administrative staff;
- Materials and supplies for program operations;
- Program outreach and recruitment;
- Travel to include: lodging, mileage (based on State per mile allowance), airfare, local tour bus rental, etc. for work-based learning events, trainings, and meeting support, or travel to National Next Gen events;
- Professional services to include conference speakers, conveners, facilitators, etc.;
- Rental fees for facilities.

Grant funding may not be used for:

- Food and beverages;
- Participant supplies;
- Branding and marketing projects, including website development;
- Indirect administrative costs;
- Politically related activities;
- Entertainment;
- Fines and penalties;



Next Gen Support Grants

- Donations;
- Fundraising activities;
- Individual memberships and subscriptions;

Funding is intended to support and encourage sustainability and growth of established Next Generation Sector Partnerships. Funding will be paid out to the fiscal agent. Grant funding should be reasonable and necessary for implementing priorities of Next Gen Sector Partnerships identified by businesses leading the partnership(s).

Reporting:

1. Invoice(s) to include tracking of cash or in-kind contributions;
2. Success metrics tied to the Action Plan and/or Sustainability Plan; and
3. Submission of your partnership’s best practices.

D. Application

Applications must be completed and delivered to: laurie.knowlton@wyo.gov.

Next Gen Sector Partnership Name:	
Region (listed on https://wywdc.com/):	
Grant funding requested:	\$
Cash or In-kind Source:	
Cash or In-kind Amount:	\$
Submitting Convener Information	
Name:	
Title:	
Organization:	
Address:	
Email Address:	
Phone:	
Public and community partners	
Business Chair	
Name:	
Title:	
Organization:	
Phone:	
Workforce representative	
Name:	
Title:	
Organization:	
Phone:	
Postsecondary education & training	
Name:	
Title:	
Organization:	



Next Gen Support Grants

	Phone:
K-12 education	
	Name:
	Title:
	Organization:
	Phone:
Community based organization	
	Name:
	Title:
	Organization:
	Phone:
Economic development	
	Name:
	Title:
	Organization:
	Phone:

Submit a partnership letter signed by at least three business chairs/champions, workforce, education, economic development and other key community partners. The letter must demonstrate a collective commitment to industry/business identified priorities.

Please submit your current Action Plan and/or Sustainability Plan with your application. The partnership agrees to attend monthly peer calls and the Wyoming Next Generation Sector Partnership Academy.

Please provide a project description to include how the project relates to the Action Plan and/or Sustainability Plan. (May attach up to 1 page)

Budget

In the budget table below provide the estimated amounts for each activity. Additional rows may be added. *(Grant funding may not be used for: Food and beverages; Participant supplies; Branding and marketing projects, including website development; Indirect administrative costs; Politically related activities; Entertainment; Fines and penalties; Donations; Fundraising activities; Individual memberships and subscriptions.)*

Budget	
Personnel	
Supplies	
Outreach and recruitment	
Travel	
Rental Fee for Facilities	
Professional services	
Total	
In-Kind or Cash	



Next Gen Support Grants

Total Amount Requested

Grant funding may be used on a reimbursement basis for: Personnel costs for a project manager or administrative staff; Materials and supplies for program operations; Program outreach and recruitment; Travel to include: lodging, mileage (based on State per mile allowance), airfare, local tour bus rental, etc. for work-based learning events, trainings, and meeting support or travel to National Next Gen events; Professional services to include conference speakers, conveners, facilitators, etc.; Rental fees for facilities.

Budget Narrative

Provide a brief budget narrative to describe how you will use the funds. Please discuss the in-kind or cash contributions in detail. (May attach up to 1 page)

Fiscal Agent and Signatory

This Grant opportunity is federally funded, in whole or in part, and all subrecipients shall comply with the Office of Management and Budget (“OMB”) Uniform Guidance procurement regulations located in 2 CFR Part 200.

Applicants are strongly encouraged to review the federal procurement regulations.

By applying and signing below, you are certifying that your entity as a subrecipient will comply with the regulations in 2 CFR Part 200.

Fiscal Agent Legal Name
(As filed with the Wyoming Secretary of State)

Name of person legally authorized to bind the Fiscal Agent

Title of person legally authorized to bind the Fiscal Agent

Signature of person legally authorized to bind the Fiscal Agent

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Rock Springs Chamber of Commerce

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

501(6)(c)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

PO Box 398

6 City, state, and ZIP code

Rock Springs, WY 82902

Requester's name and address (optional)

7 List account number(s) here (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--

or

Employer identification number

8	3	-	0	1	4	2	7	7	7
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Ria Lee

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is Backup Withholding, later.

Attachment 1

Action Plan and/or Sustainability Plan

Please provide a project description to include how the project relates to the Action Plan and/or Sustainability Plan. (May attach up to 1 page)

The goal of the Southwest Wyoming Manufacturing Partnership (SWMP) is to connect the Southwest Wyoming High Schools to CTE Pathways. SWMP will connect with high school students through highlighting the careers available in their industry, connecting them to the education available to obtain those careers, and showcase alumni who have followed this journey and are employed with our industry partners which aligns with the mission of our Next Gen partnership. Our action plan consists of at least 5 activities throughout the Southwest Wyoming area in school year 2023/24, and these activities will occur in the classrooms, after school clubs, and with the parents. Each activity will be a career awareness/exploration focus.

As business and industry continue to struggle to identify skilled labor in the State of Wyoming. The ability to aggressively recruit students into a high-growth/high-demand career opportunity will assist the business and industry community employ these individuals. Through outreach efforts such as career fairs, speaking opportunities at the high schools, and/or general career awareness that explains the career opportunities available in the area, students will have increased learning opportunities that will make them more marketable, and it will meet the industry demand. When a student has a career vision and the understanding of the career, the student is more likely to complete a program of study on time and succeed in their career.

Career exploration/awareness activities will allow business and industry leaders in southwest Wyoming to talk directly to the high school students, and the business and industry leaders will assist in advising the students into the career path of their choice. During the activities, business and industry leaders will share information from their company regarding the occupation's salary and career growth for their career opportunities. While exploring careers, students will be able to hear salaries, required education, and other helpful information to allow them to make better decisions pertaining to their desired educational goals. The goal for these outreach efforts is to have the students gain interest, and the student begins their journey in high school which leads to a smooth transition into post-secondary.

Sustainability will be supported as a result of continued partnerships with business and industry leaders and educational partners by identifying new industry and publicly-funded revenue streams. Western Wyoming Community College will assist in tracking the data regarding students enrolling in CTE dual or concurrent classes in high school as well as the students who matriculate to the community college to pursue a career in manufacturing. Western has an excellent track record in sustaining components of previously funded projects that have the greatest impact on student outcomes. Because this project focuses on increasing the skilled workforce through formal classroom education, the NextGen SWMP, in partnerships with the educational institutions, will carry forward this initiative beyond the grant period.

In addition, SWMP will continue to work with all of its' industry partners, local workforce agencies, and other established partners to provide ongoing recruitment, advising, and placement opportunities via career fairs, student outreach events, and marketing. Finally, SWMP's marketing director will work to continually coordinate and promote further discussions around the career pathway, workforce trends, and instructional technologies to remain current with the business and industries and educational institutions throughout Southwest Wyoming.

Attachment 2

Project Narrative

Please provide a project description to include how the project relates to the Action Plan and/or Sustainability Plan. (May attach up to 1 page)

Business and industry continue to struggle to identify skilled labor in the State of Wyoming. The ability to aggressively recruit students into a high-growth/high-demand career opportunity will assist the business and industry community employ these individuals. During school year 2023/24, the Southwest Wyoming Manufacturing Partnership (SWMP) will create outreach efforts such as career fairs, speaking opportunities at the high schools, and/or general career awareness that explains the career opportunities available in the area. Students will have increased learning opportunities that will make them more marketable. It will meet the industry demand. When a student has a career vision and the understanding of the career, the student is more likely to complete a program of study on time and succeed in their career.

Career awareness events will allow business and industry leaders in southwest Wyoming to talk directly to the high school students, and the business and industry leaders will assist in advising the students into the career path of their choice. The goal for this outreach effort is to have the students gain interest, and the student begins their journey in high school which leads to a smooth transition into post-secondary.

During the high school events, business and industry leaders will share information from their company regarding the occupation's salary and career growth for their career opportunities. While exploring careers, students are able to hear salaries, required education, and other helpful information to allow them to make better decisions pertaining to their desired educational goals.

The Executive Board for SWMP will be leading this project. SWMP will host at least 5 career awareness activities within the high schools through the Southwest Wyoming area, and these activities will include providing data on the positions available in their industry and the education needed to obtain those positions. In addition, MFG Day will be hosted again this year. The "keynote speaker" will be hired for this event, and we will be hiring a motivational speaker who will kick the event off for the southwest Wyoming high schools.

The evaluation method that will be utilized for this grant will include the number of career awareness activities established and hosted at high schools within the Southwest Wyoming area. In addition to these events, Western Wyoming Community College (Western) will provide data on the number of students who enroll in a dual/concurrent class that relates to manufacturing in the Fall 2024 as compared to Fall 2023 as well as the number of high school students who enroll as a freshman in a manufacturing program at Western in the Fall 2024 semester compared to Fall 2023. Lastly, the analytics will be reviewed to see if the number of individuals being reached has increased due to the outreach and recruitment efforts of this project. The NextGen SWMP partners are committed to this project to ensure students have the right information to obtain the career of their choice early in high school.

SWMP looks forward to serving alongside the educational institutions to assist the high school students achieve academic & career success! SWMP is proud to partner with the community high schools in creating a talent pipeline! Everyone is aware of the pressing needs for talent right now in all industries,

Attachment 2

and the goal of this project is to provide the information needed for students to become that pipeline industry desires.

Attachment 3

Budget Narrative

Provide a brief budget narrative to describe how you will use the funds. Please discuss the in-kind or cash contributions in detail. (May attach up to 1 page)

SWMP realizes this request is above the grant amount listed (\$5,000), but the Southwest Wyoming area is 22,000 square miles, and it will take additional dollars to ensure the career awareness/exploration activities can be provided to all high school students in the region during school year 2023/24.

Budget Narrative

Personnel: Administrative staff to assist with facilitation of career awareness meetings and events. All hours are done outside the administrative staff normal duties. Staffing may be one or two individuals, but the total hours for this project will not exceed 160 at a rate of pay of \$25 per hour. This amount includes all fringe benefit costs. **Total for Personnel: \$4,000.**

Supplies: N/A

Outreach and Recruitment: Newsletter dissemination, social media boosted posts, and website advertisements specific to the high school outreach and recruitment activities during the 2023/24 school year. As part of the Outreach and Recruitment efforts, Department of Workforce Services will be present at most if not all outreach activities to explain the WIOA services available. In addition, all material will reference the Stevens Amendment requirement with the disclaimer on all documents. **Total for Outreach and Recruitment: \$3,500.**

Travel: Mileage to and from the SWMP member's location to the respective educational institution so all partners can participate in the career awareness education to the various high school and other outreach sites throughout the Southwest Wyoming area for recruitment. In addition, the cost to bring high school students and educators to the various employer sites for work-based learning activities. Mileage is calculated at the current state rate (\$0.58 per mile). **Total for Travel: \$3,500.**

Rental Fees for Facilities: N/A

Professional Services: Bring in a "keynote speaker" for MFG Day. The "keynote speaker" will be a motivational speaker to kick the event off. The event is offered to the Southwest Wyoming High School Students on the official MFG Day, Friday, October 6, 2023. Department of Workforce Services will be present to explain the WIOA services available to the youth. **Total for Professional Services: \$4,000.**

Attachment 3

In-Kind Cash Match: Rocky Mountain Power will provide \$1,500 to assist in the outreach and recruitment efforts of this project. **Total for In-Kind Cash Match: \$1,500.**

Total Budget Request: \$15,000.

In-Kind Cash Match: \$1,500.

January 2, 2023

Ms. Jennifer Wilch, CFE, CPM
WWDC Liaison
Wyoming Department of Workforce Services
5221 Yellowstone Rd
Cheyenne, WY 82002



Dear Ms. Wilch:

The Southwest Wyoming Manufacturing Partnership (SWMP) has promoted manufacturing excellence among its members and improving the general manufacturing climate within the southwest region of Wyoming including Uinta, Sublette, Lincoln, Sweetwater and Carbon counties since its' establishment in 2018. Our association is comprised of small and large companies, including national and international corporations, SWMP offers a variety of opportunities to benefit all member organizations, regardless of size.

As a Next Gen partnership, SWMP was excited to see this opportunity to apply for funds to assist in expanding our career awareness and exploration opportunities in manufacturing to our regional high schools. We are happy to work together with education to ensure an educated workforce for our members. As our mission illustrates, SWMP is about generating awareness of career opportunities; alignment of education and skill development for career paths; planning for what is needed now for future opportunities; and results for how to measure success.

SWMP will play an instrumental role in working with the educational partners to design and develop a variety of activities to bring industry into the high schools in our region to educate students on the career opportunities available locally. Grant funding will be utilized to do outreach and recruitment efforts throughout the southwest Wyoming region, and our request will allow the Next Gen partnership to provide the same information throughout the five counties in the area through career fairs, providing speakers to share their experience and knowledge with the students in the classroom, and also to hire professional speakers on the importance of career and technical education. In addition, the Western Wyoming Community College and the high schools will work together to continue to enhance the number of dual and concurrent enrollment classes available to the high schools allowing the students to get a jump start on their career.

We look forward to working on this innovative project that will allow education and industry to work collaboratively on establishing career awareness and exploration to our future workforce generations.

Regards,

Carl Lembke
Wyoming Machinery Company &
SWMP's Executive Leadership

Ron Wild
Rocky Mountain Power &
SWMP'S Executive Leadership



September 19, 2022

Wyoming Workforce Development Council
Attn: Ms. Laurie Knowlton

Dear Ms. Laurie Knowlton:

Western Wyoming Community College (Western) believes every student needs a skill. Our mission is to develop, through our curriculum, responsible and productive citizens who are prepared for lifelong learning. To accomplish our mission, we will ensure students have the skills, knowledge, and ability to enter directly into the workforce. In addition, we will work cooperatively with communities, businesses, families, and schools to maximize education opportunities and support. For this reason, we have pledged our commitment and support to the Southwest Wyoming Manufacturing Partnership (SWMP) grant application for funding through the Next Gen Support grant.

Western is an active member of the SWMP executive board, and we will work together with our industry partners to help build the interest with students in the middle/high schools to understand the opportunities available within career and technical education (CTE). As an educational institution, we value CTE and the high-growth, high-wage, and high-demand occupations.

Our commitment to the SWMP Next Gen grant application is to be an active partner in the marketing and recruitment efforts of students, educate the parents and counselors at the middle/high schools, and work together with the industry partners to generate a skilled workforce. This is a great opportunity for the middle/high schools in our area, and we will do what it takes to educate students to enter into the workforce as a skilled, qualified worker. With the current workforce shortage, it is absolutely critical to our industry partners to work together to ensure a pipeline of a skilled workforce.

We value the partnership we have with SWMP, and we look forward to helping shape the future generation of CTE students in Southwest Wyoming. With that said, it is only fitting for Western to give back and support our Next Gen partnership in our area by making our future workforce aware of the opportunities in manufacturing and to develop a talent pool. SWMP has our full support of their application, and we look forward to working with them on their project.

Sincerely,

A handwritten signature in black ink that reads 'Kim Dale'.

Dr. Kim Dale, Ph.D.
President

Enter With Passion, Leave With Purpose.

2500 College Drive, Rock Springs, WY 82901 | 1.307.382.1600 or toll free 1.800.226.1181 | westernwyoming.edu

Equal opportunity in education and employment. Learn more: westernwyoming.edu/nds