



Wisconsin Affirmative Action Plan Vendor Data

Vendor must submit this form with its Affirmative Action Plan or the Request for Exemption from Submitting Affirmative Action Plan (DOA-3024) along with all other required information to the State of Wisconsin agency with which it is contracting.

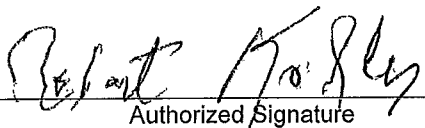
Vendor Name NEWCAP, Inc.		*Federal Employer Identification Number 39-1050492	
Address (Street) 1201 Main St		*Social Security Number	
(P.O. Box)		Contact Name Robert Koller	Contact Phone (Voice) (920) 834-4621
(City - State - Zip) Oconto, WI 54153		Contact Title CEO	Fax (920) 834-4887
Commodity CSBG		E-mail robertkoller@newcap.org	
Total Contract Amount \$482,271.00	Award Date 1/1/14	Bid, Contract and Purchase Order Number (as applicable) Contract CFD00353	

When a vendor complies with the State of Wisconsin's Contract Compliance Law requirements, the vendor may be included in the "Wisconsin Office of Contract Compliance (WOCC) Vendor Directory". This directory is located on the Internet site that is available to State of Wisconsin purchasing staff. The vendor is identified in the directory as an eligible vendor for three years or the life of the contract, whichever is longer. If an eligible vendor receives another award from the State of Wisconsin prior to expiration of this eligibility, that vendor need not submit other contract compliance information. The vendor is identified in the *WOCC Vendor Directory* by name and Federal Employer Identification Number (FEIN#) or Social Security Number (SS#). We are requesting your approval to include your company, with the FEIN# or SS#, in this directory.

Your permission is required to list your federal numbers in the *WOCC Vendor Directory*. **Please Note:** A "No" will mean that your organization will **not** be listed in the directory. This will mean that each time a state agency contracts with your organization for more than \$25,000, the agency must request contract compliance information from you.

Yes, I consent to the State of Wisconsin using this Federal Employer Identification or Social Security Number to identify my business in the "Wisconsin Office of Contract Compliance Vendor Directory".

No, I do not consent to the State of Wisconsin using this Federal Employer Identification Number or Social Security Number to identify my business in the "Wisconsin Office of Contract Compliance Vendor Directory".

Name  Date (mm/dd/ccyy) 03/21/14
 Authorized Signature

Name Robert Koller Telephone (920)-834-4621
 Please Print or Type



1201 Main Street, Oconto, WI 54153-1541 • (920) 834-4621 • (800) 242-7334 • Fax: (920) 834-4887 • <http://www.newcap.org>

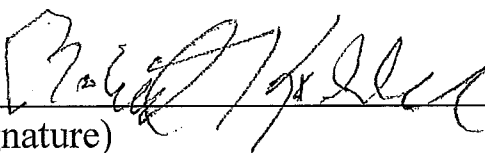
EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of NEWCAP, Inc., not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff, and termination. Except with respect to sexual orientation, this company further agrees to take affirmative action to ensure equal employment opportunities.

Jenny Seefeldt, HR Director, has been appointed Equal Employment Opportunity Officer and is responsible for planning and implementing our affirmative action program, as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

During the life of contract with the State of Wisconsin, NEWCAP, Inc., shall comply with s. 16.765, Wis. Stats., state regulations, and federal laws relating to equal employment opportunities and affirmative action. The company shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.

Robert Koller, CEO


(Signature) _____ 3/21/14
(Date)

Crandon Office
212 N. Lake St.
Crandon, WI 54520
(715) 478-3871
Fax: (715) 478-2725

Marinette Office
801 Wells St.
P.O. Box 1132
Marinette, WI 54143
(715) 732-4171
Fax: (715) 732-3970



**Workforce Analysis: Vendor
 Wisconsin Contract Compliance Program**

General Instructions: The vendor must include a work force analysis as a part of its Affirmative Action Plan or with its Request for an Exemption from Submitting an Affirmative Action Plan, if the vendor is requesting an exemption based on having achieved a balanced work force. As an alternative to submitting this document, a vendor may submit a copy of its federal EEO-1 form. This information is due to the contracting state agency within fifteen (15) working days after the award date of a contract from the State of Wisconsin. The reverse side has definitions for job categories and specific instructions for completing this worksheet.

*The vendor's Federal Identification Number is used to positively identify the employer and location.

Vendor NEWCAP, Inc.		Bid, Contract & PO Numbers (as applicable) Contract CFD00353		Date of Analysis 3/20/14		*Federal Employer Identification Number 39-1050492			
JOB CATEGORIES	EMPLOYEES TOTAL	MALES		FEMALES		MINORITIES		PERSONS w/DISABILITIES	
		TOTAL	%	TOTAL	%	TOTAL	%	TOTAL	%
OFFICIALS & MANAGERS	7	2	29	5	71	0	0	0	0
PROFESSIONALS	3	0	0	3	100	0	0	0	0
TECHNICIANS	0	0	0	0	0	0	0	0	0
SALES WORKERS	0	0	0	0	0	0	0	0	0
OFFICE & CLERICAL	27	3	11	24	89	2	7	1	4
CRAFTSWORKERS (SKILLED)	8	8	100	0	0	0	0	1	13
OPERATIVES (SEMISKILLED)	26	26	100	0	0	0	0	2	8
LABORERS (UNSKILLED)	4	4	100	0	0	0	0	1	25
SERVICE WORKERS	1	0	0	1	100	0	0	1	100
TOTAL	76	43	57	33	43	2	3	6	8
TOTAL EMPLOYMENT REPORTED IN PREVIOUS REPORT DATED: 12/11/09	98	51	52	47	48	4	4	2	3

Prepared By:

<i>Jenny Seefeldt</i> Signature	3/20/14 Date	920-834-4621 Telephone Number
Jenny Seefeldt Printed Name		HR Director Title

This form can be made available in accessible formats to qualified individuals with disabilities upon request. Please call the Wisconsin Office of Contract Compliance (WOCC) at (608) 266-5462 (voice) or (608) 267-9629 (TTY), or write to WOCC at 101 East Wilson Street, 6th Floor, P O Box 7867, Madison, Wisconsin 53707-7867.

Affirmative Action Goals

Goal: Review job descriptions to ensure that they reflect actual job duties with reasonable work-related requirements for employment.

Target Date: To be completed by the end of 2014.

Plan of Action: HR Director/EOC will review and approve all job descriptions to ensure that they reflect actual job duties with reasonable work-related requirements for employment.

Goal: Advertise position vacancies in minority media.

Target Date: To be completed by June 2014.

Plan of Action: Post job openings in any available minority-focused media.

Goal: Conduct onsite training on affirmative action issues and initiatives.

Target Date: To be completed by the end of 2014.

Plan of Action: HR Director/EOC will contact Civil Rights offices and inquire about available trainings. Will schedule training(s) for all staff. HR Director/EOC will also look into training geared more towards department heads and management.

Goal: Broaden recruitment notices to include community organizations likely to refer women, minorities, and individuals with disabilities.

Target Date: To be completed by the end of 2014.

Plan of Action: Extend our outreach efforts by making job postings more accessible to minorities, women, and individuals with disabilities and utilize referral programs and any other resources available.

NEWCAP, Inc. will stay committed to recruiting and appointing women, minorities, and individuals with disabilities for vacancies when NEWCAP has turnover or a need to expand its workforce.

Plan Dissemination

All job descriptions and recruitment notices say, "NEWCAP is an Equal Opportunity Employer" (see most recent job posting below).

NEWCAP, Inc., Program Directors, including the EOC, meet every other month with the CEO. Equal opportunity and affirmative action issues are discussed at these meetings as needed and appropriate. There are no written agendas developed for these meetings, so all items are open for discussion.. The Civil Rights Compliance Plan and Affirmative Action Plan will be posted on the NEWCAP website and on the Personnel Information bulletin board within one month of completion. All employees have access to these Plans for review by contacting the Human Resources Director/EOC. Any complaints regarding the Affirmative Action Plan may be filed with the State Equal Rights Office or the Wisconsin Office of Contract Compliance.

POSITION AVAILABLE

NEWCAP, Inc.

Immediate opening for a full-time Homeless Prevention Specialist to provide services in Forest, Oneida, and Langlade Counties. Candidate will provide assessment and case management for individuals and families who are homeless or at risk of being homeless. Strong interpersonal skills, computer and Microsoft Office Suite proficiency, proper business etiquette, and organizational skills are a must. A Bachelor's Degree in social work or related field is preferred. Prior experience in housing and/or budget counseling and resource/benefits navigation are a plus. Must be willing to regularly travel between counties.

Up to \$18/hour, plus full benefits
Send resume/cover letter to:

Only emailed resumes will be accepted:
jennyseefeldt@newcap.org

APPLICATION DEADLINE IS OCTOBER 20, Noon

NEWCAP, Inc. is an Equal Opportunity Employer.

Internal monitoring will be conducted regularly by the CEO to make sure NEWCAP, Inc., is taking the appropriate steps to reach the goal of a balanced workforce by working with the Human Resources Director/EOC. The CEO will hold all Program Directors responsible for implementing affirmative action initiatives within their department, with assistance from the Human Resources Director/EOC. Implementation of the affirmative action initiatives will be monitored on an ongoing basis and considered in all performance/compensation reviews of management. Written warnings will be filed with the Human Resources Director/EOC for failure to comply with the Affirmative Action Plan initiatives.