



A proud partner of the **americanjobcenter** network

REQUEST FOR INFORMATION

SKILLFUL TRANSITIONS SERVICE DELIVERY

This Request for Information (RFI) consists of 23 pages beginning with this one.

Employ Milwaukee, Inc. (EMI) is soliciting quotes from qualified professional firms to supply workforce development services, complying with all terms and conditions described in this document.

Proposals will be accepted on a rolling basis through June 30, 2023. Proposals received after this time will not be accepted. See *3.2 Submission of the Response*.

1.0 REQUEST FOR INFORMATION OVERVIEW

Project Name: WAI Skillful Transitions Project

RFI Release Date: March 14, 2022

RFI Due Date: 4:00 PM CST, June 30, 2023

1.1 Definitions

Contractor means each successful respondent awarded a contract.

Partner means each successful respondent awarded a partnership agreement.

Agency means the Employ Milwaukee, Inc.

EMI means the Employ Milwaukee, Inc.

Proposer/vendor/respondent means a firm submitting a response to this RFI.

RFI means Request for Information.

1.2 Scope of Services Sought

EMI is accepting proposals from partners to implement a State of Wisconsin Department of Workforce Development (DWD) Worker Advance Initiative (WAI) grant named ***Skillful Transitions***.

Skillful Transitions will serve people whose previous employment has not come back post-pandemic, as well as those who were not attached to or were not successful in the labor market prior to the pandemic, by offering subsidized employment and skills training opportunities with local employers. Proposals that incorporate the following eligibility and service delivery standards will be considered.

Proposals will be considered based on levels of funding and service delivery as outlined in Section 1.3. Awards are contingent on eligibility and available funding.

The Skillful Transitions (WAI) program is funded using American Rescue Plan Act State & Local Fiscal Recovery Funds (ARPA SLFRF).
V.1.0; 3.16.22

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Wisconsin Relay: 7-1-1
employmilwaukee.org

The following individuals are eligible to be served through Skillful Transitions:

- **Unemployed workers** – Individuals, ages 16 and older, who are not currently working. This may include, but is not limited to, individuals currently receiving or who have exhausted Unemployment Insurance benefits.
- **Part-time workers** – Individuals working 32 hours per week or fewer.
- **Underemployed workers** –
 - Individuals working full-time, but earning a wage at or below 200% of the Federal Poverty Limit (FPL);
 - Individuals who are not Economically Self-Sufficient at their current wage, as determined through completion of an Economic Self-Sufficiency calculation using CEPT;Or
 - Individuals who are working multiple jobs to have sufficient earnings to maintain their household.
- **Incumbent workers** – Individuals who are currently working full-time (i.e., 32 hours per week or more).
- **Newly employed workers** – Individuals entering new employment, or who have entered new employment within the most recent six-week period.
- **Eligible to work in the United States** –
 - Citizens and nationals of the United States;
 - Lawfully admitted permanent resident aliens, refugees and asylees (who are authorized to work in the U.S. because of their refugee or asylee status); and
 - Other immigrants authorized by the Secretary of Homeland Security or the Secretary's designee to work in the U.S. This includes immigrants covered by Deferred Action for Childhood Arrivals (DACA) who have applied for and received work authorization.

Employ Milwaukee prioritizes targeted outreach and community efforts aimed at enrolling eligible participants with the following targeted population barriers:

- Persons who have been involved in the judicial system(re-entry);
- Non-custodial parents;
- Long-term unemployed (i.e., persons detached from workforce);
- Tribal members, including Indian, Alaska Native, and Native Hawaiian populations;
- Persons with disabilities;
- Retired individuals;
- Dislocated workers (as defined by WIOA sec. 3(15); 29 U.S.C. 3102(15));
- Racial/ethnic minorities;
- Individuals with Limited English Proficiency;
- Individuals facing substantial cultural barriers;
- Migrant and seasonal farmworkers;
- LGBTQ+ persons;

- Individuals who are low-income, as defined in the WIOA Low-Income Guidance;
- Individuals who are basic skills deficient, as defined in the WIOA Basic Skills Deficient Guidance;
- Homeless persons;
- Victims of human trafficking;
- Victims of domestic violence;
- Victims of sexual assault;
- Persons living with, or in recovery from, substance abuse issues;
- Veterans;
- Single parents;
- Persons ages 55 and older;
- Individuals who are in, or have aged out of, foster care.

Eligible Project Activities Include:

• **Job training for participants, including hard or soft skills training.**

- Adult Education and Literacy
- Apprenticeship Training
- Combined Workplace Skills Training & Related Instruction
- English Language Instruction
- English Language Learning
- Financial Literacy Services
- Integrated Education and Training Programs
- Occupational Classroom
- On-the-Job Training
- Short-term Pre-vocational Services
- Workforce Preparation

• **Subsidized employment (Paid Work Experience) for unemployed and part-time worker participants.**

• **Wrap-around services, such as, but not limited to, childcare assistance or transportation assistance for participants. Note: These may be provided as stipends or direct payments to providers or participants.**

- Career Planning
- Childcare Assistance
- Comprehensive Individualized or Specialized Assessment
- Eligibility Determination
- Group Employment Counseling
- Housing Assistance
- IEP Development or Review
- Individual Employment Counseling
- Initial Assessment of Interests, Skill Levels & Supportive Service Needs
- Job Development
- Job Readiness Training
- Job Referral/Placement Assistance
- Job Requirements Information

- Job Search Assistance
- Labor Market Information
- Other Support Service Assistance
- Referral
- Resume Development
- Transportation Assistance

- **Incentives for newly employed workers.**

- Incentive/Stipend

- **Advertising or outreach costs to reach participants for the WAI program.**

Qualified respondents will meet the following criteria:

- The applicant has been in operation since at least January 1, 2020.
- The applicant conducts operations and has an administrative presence in Wisconsin.
- The applicant is in compliance with all applicable requirements of the Unemployment Compensation laws, Wis. Stat. ch. 108.
- The applicant is in compliance with all applicable requirements of the Worker's Compensation Act, Wis. Stat. ch. 102.
- The applicant is not listed on the Department of Administration's list of vendors who are not in compliance with Wis. Stat. § 77.66 or the applicant can demonstrate that they have come into compliance since the last posting date of the list. (The list of vendors is at: vendornet.state.wi.us/vendornet/wocc/CertList.pdf).
- *For nonprofit applicants* The applicant is registered as a Wisconsin business or is otherwise in good standing with the Wisconsin Department of Financial Institutions.
- Since January 1, 2020, the applicant has not been found to have violated the Wisconsin Fair Employment Act, Wis. Stat. § 111.31 et. Seq., or employment regulations under Wis. Stat. ch. 103.
- The applicant is not listed as ineligible on the Department of Administration's Office of Contract Compliance Vendor Directory. (The list of vendors is found here: vendornet.wi.gov/Procurement.aspx.)
- The applicant is not listed as a delinquent taxpayer with the Wisconsin Department of Revenue. (The list of delinquent taxpayers is found here: revenue.wi.gov/Pages/DelqList/DelqSearch.aspx.)

1.3 Proposal Options

EMI is implementing Skillful Transitions through direct service and by funding multiple service delivery options as defined below.

Option I: Partnership Agreement

Description: Respondent provides the work site, training (if applicable), work site supervision, coordination of paid work experience, job placement assistance, and any certifications/measurable skills gains. EMI staff provide direct services for enrollment, case management, supportive services, Individual Development Plan (IDP) development, stipends, incentives, follow-up, and Employer of Record for paid work experience (maximum of 29 hours/week; four-to-six-month duration).

Funding: Participants receive supportive services, stipends, incentives, and wages for paid work experience. Training provider receives per participant cost for training. Total cost of training must be less than \$50,000. Cost per participant must be less than \$10,000.

Option II: Partnership Plus Agreement

Description: All of the services in Option I with additional funding available to fund work site staffing (including any required participant data collection), project coordination, and customized training.

Funding: All of the funding in Option I in addition to personnel/fringe and customized training cost, if applicable. Total cost of training must be less than \$50,000. Cost per participant must be less than \$10,000.

Option III: Contractor < \$50,000

Description: Respondent receives funding to implement complete service delivery model including outreach, recruitment, intake, assessment, enrollment, participant data collection and reporting in Efforts to Outcomes (ETO), Individual Development Plan (IDP) development, stipends, incentives, Employer of Record for paid work experience, and unsubsidized job placement assistance. Respondent enters into a contractual relationship following all fiscal, programmatic and Equal Opportunity Requirements contained in federal Uniform Guidance, except for annual monitoring. Cost per participant must be less than \$10,000.

Funding: \$5,000 - \$50,000.

Option IV: Contractor \$50,000 - \$249,999

Description: All service delivery components of Option III plus annual monitoring by EMI.

Funding: \$50,000 - \$250,000

Option V: Contractor \$250,000+

Description: Proposals will be ranked by an evaluation committee and funded based on past experience, staff expertise, high demand industry and occupational focus, program design, cost effectiveness, and other relevant criteria. All service delivery components of Option III and IV.

Funding: \$250,000+

1.4 Minority Business Participation

EMI, as a recipient of State and Federal funds, subscribes to the practices below and will fully comply with Federal, State, and Local laws and directives governing non-discrimination, equal opportunity, and affirmative action in all activities.

- No person shall be discriminated against whatsoever on the grounds of race, religion, color, age, sex, physical handicap, or national origin.
- No person shall because of race, religion, color, age, sex, physical handicap, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded entirely or in part by the City, the State, or the Federal Government.
- Affirmative Action shall be taken by all levels of governments, where necessary, to support the underlying objectives of said anti-discrimination policies.

To further support policies relative to affirmative action, equal opportunity, and non-discrimination, EMI will make every effort to ensure that Minority Business Enterprises have the maximum practicable opportunity to participate in construction contracts and in the procurement of goods, professional services, and supplies.

Contractors are encouraged to indicate in their RFI response if they are a certified minority business as certified through the State of Wisconsin. A listing of certified minority businesses, as well as the services and commodities they provide is available from the Department of Administration, Office of the Minority Business Program, 608-267-7806. The listing is published on the Internet at:

<http://www.doa.state.wi.us/dsas/mbe/index.asp>.

2.0 ABOUT EMPLOY MILWAUKEE, INC.

It is expected that successful vendors will establish a strong partnership with EMI. As a strong partner, successful vendors will need to become fully acquainted with EMI. EMI is a 501(c) 3, non-profit organization. As the workforce development board for Milwaukee County, EMI is committed to supporting Milwaukee County residents in their search for economic self-sufficiency and supporting local businesses by collaborating with them to create a talent pipeline for a knowledge-based economy. EMI manages a sector-focused education, training and employment system that involves local educators, prospective training operators, area employers, job seekers and employees.

EMI's workforce strategy coordinates labor demand (employer-identified talent and skill needs) and labor supply (individuals with varying levels of education, skills, and barriers to employment) with a goal of connecting people to employment for a lifetime. EMI is at the center of this model, serving as a workforce intermediary that brings together all of the workforce and economic development partners for planning and coordination purposes. EMI's Industry Advisory Boards are employer-driven and deeply committed to providing labor demand expertise in regional growth sectors including manufacturing, construction, hospitality, financial services, and healthcare. Representing labor supply is the EMI Coordinating Council, a formal network of community-based organizations that provide specialized services to address barriers to employment for residents. More information on EMI can be found at www.employmilwaukee.org.

3.0 INSTRUCTIONS TO THE VENDOR

3.1 Communication/Questions

Vendors are expected to raise any questions, or additions they have concerning the RFI document as soon as they become aware of them. Any questions or requests for clarifications must be directed in writing to compliance@employmilwaukee.org no later than June 1, 2023, at 4 PM CST. The subject line of the email must be labeled “**RFI WAI SKILLFUL TRANSITIONS PROJECT QUESTION.**” Answers to all questions will be posted on a Frequently Asked Questions page posted on the Skillful Transitions program page at www.employmilwaukee.org.

3.2 Submission of the Response

Mark all documents **RFI WAI SKILLFUL TRANSITIONS SERVICE DELIVERY**. Email all documents to:

compliance@employmilwaukee.org

ATTN: CARRIE HERSH, COMPLIANCE MANAGER
EMPLOY MILWAUKEE, INC.
2342 N 27TH STREET
MILWAUKEE WI 53210

Please submit **one (1) digital PDF file**.

3.4 Evaluation Criteria

EMI management will evaluate proposers’ responses to each of the RFI requirements. Priority will be given to proposals that have some or all of the following characteristics, including but not limited to:

- are within high growth, high demand industry sectors and occupations;
- prioritize the recruitment of eligible participants in the targeted populations listed on pgs. 3-4;
- projects that can be operationalized quickly;
- projects that result in a certification, credential, or measurable skills gain; and
- proposers that have previous experience with EMI or the workforce development system service delivery experience.

Proposals should be complete on their face. However, after opening of responses, EMI reserves the right to waive irregularities in any proposal, to request clarifying information it deems appropriate from one or more respondents, to request supplemental information from all of the respondents, and to factor any additional information into the evaluation. EMI may or may not require oral presentations of a group of finalists in person or on the telephone and may request further information from those finalists. All proposals that are deemed qualified will be included on a project management list for use in future projects, contingent upon available funding and agency needs. Respondents will be contacted on a case-by-case basis for consulting work. EMI will not sign a vendor’s forms or contracts. Unless otherwise indicated, awarded vendor will be required to sign EMI’s Professional Services Contract.

4.0 PROPOSAL FORMAT AND CONTENT

Responses are to be formatted and tabbed in the form and sequence described in Section 4. Responses not following the format outlined may not be considered. The evaluation and selection of a partner/contractor will be based on the information submitted in the response.

Part 1: Signed Cover Page

The EMI cover page (**Attachment I**) must be signed by a vendor representative authorized to make contractual obligations and submitted as Page 1 of the response. Please include all contact information. Failure to include this in your response could result in rejection of the RFI.

Part 2: RFI Response (Excluding Price)

Clearly describe the proposed project including information on the service delivery model, industry and/or occupations served, target populations, leveraged systems/networks/resources, and applicability to mitigating the impact to job seekers and employers related to the COVID-19 global pandemic. Describe your previous experiences managing large scale workforce development projects, especially federal, state, and local initiatives including those funded through the Workforce Innovation and Opportunity Act (WIOA). Describe any project management certifications or credentials. Please submit any past Performance Outcome Metrics for proposals using established training. Examples of Performance Outcome Metrics include # Enrolled, # Entering Training, # Completing Training, # Attaining a Certificate of Completion, Credential or College Credits, # Exited, Demographics Served, etc. Explain your knowledge and understanding of EMI and the public workforce system. Please use size 12 Calibri font with 1" borders. Limit response to 1 page for Options I – II. Limit response to 10 pages for Options III-V.

Part 3: RFI Response Cost Proposal

You must fill out the Cost Proposal Worksheet (**Attachment II**) with your pricing. If the Cost Proposal is not clear, you may ask questions as set for herein in section 3.1 Failure to include your pricing on the Cost Proposal Worksheet may result in rejection of the RFI. Please do not submit cost information in any other format.

Part 4: Designation of Information as "Confidential" or "Proprietary"

You may fill out and submit the attached "Request to Designate Information as Confidential or Proprietary" form (**Attachment III**) if you seek to designate any portion of your response as confidential or proprietary. Please note that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.*

Part 5: Additional Materials, Brochures, Data, Etc.

Please only include relevant and necessary information.

Part 6: Due Diligence Form (Attachment IV)

Part I
Attachment I: Signed Cover Page

I have read the terms and conditions of this RFI and submit for consideration the attached proposal and exhibits, if any.

The fees and costs in this proposal have been arrived at independently, and have not been divulged, discussed, or compared with the proposals of other respondents. No attempt has been made nor will be made to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Response Type: (Refer to Options I, II, III, IV, or V as outlined on Page of RFP.)

Organization/Business Name:

Telephone Number:

Address:

Website, if applicable:

City, State, Zip Code:

Email Address:

Authorized Signer's Full Name and Title:

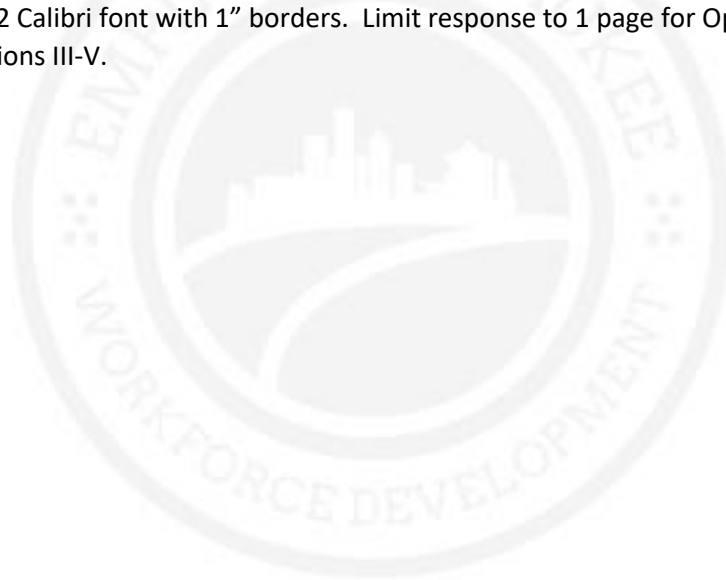
Authorized Signature and Date:

Federal Tax ID Number:

Part 2: RFI Response (Excluding Price)

Project description.

- Clearly describe the proposed project: are you proposing occupational skills training, paid work experience, or something else? Include information on the service delivery model, industry and/or occupations served, target populations, leveraged systems/networks/resources, and applicability to mitigating the impact to job seekers and employers related to the COVID-19 global pandemic.
- Describe your previous experiences managing large scale workforce development projects, especially federal, state, and local initiatives including those funded through the Workforce Innovation and Opportunity Act (WIOA).
- Describe any project management certifications or credentials.
- Please submit any past Performance Outcome Metrics for proposals using established training. Examples of Performance Outcome Metrics include # Enrolled, # Entering Training, # Completing Training, # Attaining a Certificate of Completion, Credential or College Credits, # Exited, Demographics Served, etc.
- Explain your knowledge and understanding of EMI and the public workforce system.
- Please use size 12 Calibri font with 1" borders. Limit response to 1 page for Options I – II. Limit response to 10 pages for Options III-V.



Part 3: RFI Response Cost Proposal
Attachment II: Cost Proposal Worksheet

Costs submitted shall be all-inclusive. Please clarify where necessary in order to give a clear picture of actual costs versus those that are additional if services are provided. Cost Proposals must be on the completed form for the Response Type. Any modifications to this form or any other form submitted may be considered non-responsive. Any supplemental pricing information attached or referenced will not be considered. Total cost per participant should not exceed \$10,000. Respondents must follow EMI American Rescue Plan Act (ARPA) policy requirements (**Attachment V**).

Respondent Name: _____

Response Type: (Refer to Options I, II, III, IV, or V as outlined on Page of RFP.) Option1.

Cost Proposal – Option I		
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For Occupational Skills Training

Total Served:	#	
Per Participant Cost of Training, if applicable	\$	Description (# hours, length in days/weeks, relevant credentials, provider/instructor, location, etc.)
Per Participant Training Stipend Request (\$10/hr.)	Yes/No/Unsure	Please circle one option. Include Description for Yes (length of training)
Per Participant Supportive Services Cost, if applicable	\$	Estimate. Description (Type, purpose, provider, frequency, etc.). Example: MCTS M-Card 32-day pass is \$72.00.
Per Participant Incentives, if applicable	\$	Estimate. Description (Type, purpose, provider, milestones achieved, etc.). See pg. 20 for details.

For Paid Work Experience (Subsidized Employment)

Total Served:	#	
Length of Paid Work Experience, if applicable	Total hours: Total weeks:	Description (Hours (<i>may not exceed 29 hours per week</i>), length, days of week, location, work activities, etc.)
Per Participant Hourly Rate (Min. \$15/hr.)	\$	
Per Participant Supportive Services Cost, if applicable	\$	Description (Type, purpose, provider, frequency, etc.). Example: MCTS M-Card 32-day pass is \$72.00.
Per Participant Incentives, if applicable	\$	Estimate. Description (Type, purpose, provider, milestones achieved, etc.). See pg. 20 for details.

Total Cost Per Participant: \$ _____

Total Cost \$ _____ (Total Cost Per Participant X Total # Served)

Respondent Name: _____

Response Type: (Refer to Options I, II, III, IV, or V as outlined on Page of RFP.) Option II.

Cost Proposal – Option II

For Occupational Skills Training

Total Served:	#	
Per Participant Cost of Training, if applicable	\$	Description (# hours, length in days/weeks, relevant credentials, provider/instructor, location, etc.)
Per Participant Training Stipend Request (\$10/hr.)	Yes/No/Unsure	Please circle one option. Include description for Yes (length of training)
Per Participant Supportive Services Cost, if applicable	\$	Estimate. Description (Type, purpose, provider, frequency, etc.) Example: MCTS M-Card 32-day pass is \$72.00.
Per Participant Incentives, if applicable	\$	Estimate. Description (Type, purpose, provider, milestones achieved, etc.). See pg. 20 for details.
Personnel/Fringe, if applicable	\$	Description (Job title, project activities conducted, hours per week, wage rate, fringe rate, etc.)

For Paid Work Experience (Subsidized Employment)

Total Served:	#	
Length of Paid Work Experience, if applicable	Total hours: Total weeks:	Description (Hours (<i>may not exceed 29 hours per week</i>), length, days of week, location, work activities, etc.)
Per Participant Hourly Rate (Min. \$15/hr.)	\$	
Per Participant Supportive Services Cost, if applicable	\$	Estimate. Description (Type, purpose, provider, frequency, etc.) Example: MCTS M-Card 32-day pass is \$72.00.
Per Participant Incentives, if applicable	\$	Estimate. Description (Type, purpose, provider, milestones achieved, etc.). See pg. 20 for details.
Personnel/Fringe, if applicable	\$	Description (Job title, project activities conducted, hours per week, wage rate, fringe rate, etc.)

Total Cost Per Participant: \$ _____

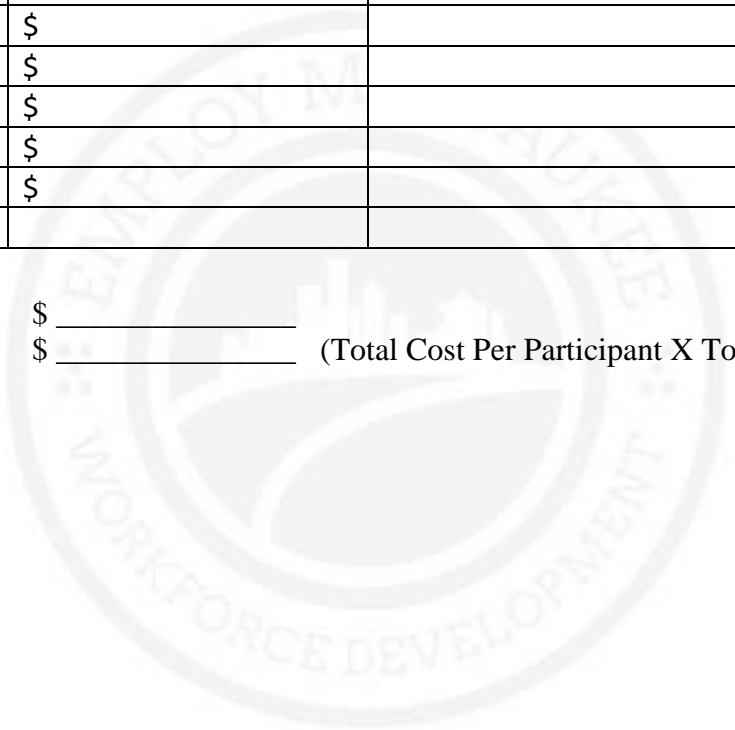
Total Cost \$ _____ (Total Cost Per Participant X Total # Served)

Respondent Name: _____

Response Type: (Refer to Options I, II, III, IV, or V as outlined on Page of RFP.) Option: _____

Cost Proposal – Option III-V		
Total Served:		
Service Category:	Cost:	Description:
Personnel/Fringe	\$	
Travel	\$	
Outreach Materials	\$	
Training Services	\$	
Supportive Services	\$	
Work Experience	\$	
Training Stipends	\$	
Total:	\$	

Total Cost Per Participant: \$ _____
Total Cost \$ _____ (Total Cost Per Participant X Total # Served)



**Part 4: Designation of Information as “Confidential” or “Proprietary”
Attachment III**

The attached material submitted in response to the Project Management Services RFI includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Statutes., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when a contract is awarded and executed, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Statutes as follows: “Trade secret” means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

<u>Section</u>	<u>Page #</u>	<u>Topic</u>

In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality or proprietary, and agrees to hold Employ Milwaukee, Inc. (EMI) harmless for any costs or damages arising out of EMI agreeing to withhold the materials.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. EMI considers other markings of confidential or proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold EMI harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Signature of Authorized Representative: _____

Name and Title of Authorized Representative: _____

Date: _____

Part 5: Additional Materials, Brochures, Data, Etc.

Please only include relevant and necessary information below or attach.



Part 6: Due Diligence
Attachment IV: Due Diligence Check List

All Respondents are required to complete the Due Diligence checklist. Respondents are strongly encouraged to verify that there are no unresolved issues in these areas prior to submitting a proposal.

Respondent Name: _____

If the Applicant answered "yes" to any of the above, please provide a detailed explanation of the reasons why the answer is not "no."

	Yes	No
The Applicant has been found to violate the Unemployment Compensation laws, Wis. Stat. Ch. 108, within the last 24 months.		
The Applicant has been found to violate the Worker's Compensation Act, Wis. Stat. ch. 102, within the last 24 months.		
The Applicant is on the Wisconsin Department of Administration's list of vendors that are not in compliance with Wis. Stat. § 77.66, found at http://vendornet.state.wi.us/vendornet/wocc/CertList.pdf , and has not come into compliance since the last posting date of the list.		
If the Applicant is a Wisconsin corporation, it is not registered or is not in good standing with Wisconsin DFI, as listed here: https://www.wdfi.org/apps/CorpSearch/Search.aspx		
Within the last 24 months, the Applicant has been found to have violated the Wisconsin Fair Employment Act, Wis. Stat. § 111.31 et seq., or employment laws under Wis. Stat. ch. 103.		
The Applicant is listed as ineligible on the Department of Administration's Office of Contract Compliance Vendor Directory, found here: https://vendornet.wi.gov/Procurement.aspx		
The Applicant is listed as a delinquent taxpayer with the Wisconsin Department of Revenue found here: https://www.revenue.wi.gov/Pages/DelqList/DelqSearch.aspx		
The Applicant been in operation less than 24 months		

 Printed Name of Applicant Representative

 Applicant Signature

 Date



Attachment V

EMPLOY MILWAUKEE ADMINISTRATIVE MEMO 21-03

EFFECTIVE DATE: 10/1/21
TO: Employ Milwaukee Staff and Service Provider Staff
FROM: Chytania Brown, President & CEO
RE: Federal American Rescue Plan Act (ARPA) Time Limited Policies

This memo only includes policy additions and exceptions for ARPA Workforce Development programs that differ from current Employ Milwaukee Inc. (EMI) policies and does not replace any other documents that EMI has related to work-based initiatives. This administrative memo is time limited and will expire when Federal ARPA funding expires.

A. Individual Development Plans (IDP's)

Background: For Adult and Dislocated Workers, EMI follows WIOA Title 1-A & 1-B Policy & Procedure Manual Chapter 8, Adult and Dislocated Worker Programs, 8.3 Order of Services, 8.3.1 Order of Services (<https://dwd.wisconsin.gov/wioa/policy/08/08.3.1.htm>) which describes the development of a participant Individual Employment Plan (IEP). For Youth, EMI follows WIOA Title 1-A & 1-B, Policy & Procedure Manual Chapter 10, 10.2 Youth Program Design, 10.2.4 Individual Service Strategy (<https://dwd.wisconsin.gov/wioa/policy/10/10.2.4.htm>) which describes the development of a participant Individual Service Strategy (ISS).

ARPA Workforce Development programs require an Individual Development Plan (IDP) in place of an IEP or ISS and lists activities to help participants meet their personal and employment goals. Using the IDP form, an EMI Workforce Specialist and the participant document activities and goals which move the participant from unemployment to re-employment in a self-sustaining career. IDP's must:

- Be based on the results of an assessment. The assessment can be a review of a participant resume, skills and work history conducted by the Workforce Specialist, or using the Participant Assessment in the IDP.
- Be jointly developed (signed and dated) by the Workforce Specialist and the participant;
- Include the participant's employment goals and appropriate achievement objectives. Include appropriate combination of services (as needed) to achieve employment goals;
- Documents need and eligibility for supportive services when appropriate, and any related referral information;
- Outline training eligibility criteria for those wanting to pursue training services; or occupational training such as digital literacy or job readiness training;
- Note if participant is OJT appropriate or work experience appropriate;
- Be regularly updated.

Policy on Updating IDP's: IDP's must be updated as goals expire and new goals need to be set, and as services change and participant's move through the program. At the end of this period, the Workforce Specialist and participant must determine if any other needs or goals have changed.

If the participant's **career or training goals have changed** (occupational interests, eligibility for training services, training preparation and career path information), the IDP Review page must be updated,

summarizing the changes necessary, and be signed and dated by both the participant and the Workforce Specialist.

If the participant's **career or training goals have not changed**, the IDP Review page must indicate no changes at this time and be signed and dated by both the participant and the Workforce Specialist.

B. Supportive Services

Background: EMI's current Adult and Dislocated Worker Supportive Services policy is WIOA Policy 17-02, Change 2 (effective 8/26/21), and Youth Supportive Services is EMI Policy 20-01 (effective 7/1/20). The exceptions from the current Supportive Service policy for those enrolled in ARPA Workforce Development programs are as follows:

EMI Policy: An individual must receive an assessment (Comprehensive Assessment tool in ASSET Manage Assessments) that evaluates barriers to success in the WIOA program and potential resources and support systems available to the participant for barrier alleviation. This assessment is used in the development of an Individual Employment Plan (IEP).

ARPA Workforce Development program policy: All participants must receive an ARPA Workforce Development Programs "Employment Status Self-Attestation & Supportive Services Acknowledgement Form" upon enrollment which informs them of the services available through ARPA programs. Participants must also have the opportunity to discuss it with EMI staff and are required to sign the form, acknowledging that they received it. EMI's Workforce Specialist conducts an assessment which is used in the development of an Individual Development Plan (IDP) which identifies the need for supportive services.

Allowable Supportive-Services Categories

- **Employment or Training-Related Items.** In addition to the Employment or Training-Related Items listed in EMI Supportive Services policy, the ARPA Workforce Development program includes:
 - Fees for pre-employment or pre-training drug testing, background checks and medical exams;
 - Job Readiness Training, or other job coaching fees when other funding sources have been exhausted.
- **Transportation.** EMI policy includes transportation assistance to include parking reimbursements, mileage reimbursements, or public transportation assistance for costs associated with employment, training or allowable WIOA activities. Mileage is reimbursed for round trips greater than 25 miles and is reimbursed at half the IRS standard mileage rate for business. ARPA Workforce Development program reimburses:
 - For round trips greater than 20 miles and is reimbursed at the full IRS standard mileage rate for business.
- **Childcare Assistance.** EMI policy child or dependent care reimbursement is at a rate considered usual, reasonable, and customary within WDA 2, which shall be the Wisconsin Department of Children and Families Child Care Subsidy Maximum Rates. ARPA Workforce Development program reimburses for childcare assistance:
 - When the participant is participating in the employment, training, or allowable ARPA Workforce Development program activity, plus one hour per day to and from work/training;
 - Reimbursement rates for childcare are as follows: 1 child = \$4/hr.; 2 children = \$5.50/hr.; 3 or more children = \$6/hr.
- **Housing.** EMI policy states a participant may request a one-time emergency assistance with housing. ARPA Workforce Development program includes a lifetime grant limit for housing assistance of \$1,500. Housing assistance will be provided by connecting participants with the Housing Authority in Milwaukee County or the city in which they live, who will work with a network of landlords to find rentals that are affordable for each ARPA Workforce Development program participant who is in need. In addition, funds can be used to cover

the large expense of security deposits and the first month's rent, which is a financial challenge that many ARPA Workforce Development program participants may not be able to overcome. Documentation of security deposits and first month rent payments from the landlord must be in the participant's file.

Payments/Reimbursements

- Expenses incurred without prior approval will not be reimbursed.
- Reimbursement will be made only after receiving itemized receipts that clearly show payment or purchase.
- Mileage reimbursement and child and dependent care costs will be paid monthly after receiving attendance report forms. Attendance forms should be turned in monthly and must be turned in during the current fiscal year. Attendance forms turned in after the end of a fiscal year will not be reimbursed.
- Supportive service payments and/or reimbursements may be made through check and are not considered a part of payroll. Service providers and participants must retain all related documentation and receipts for monitoring and eligibility purposes.

Limitations. EMI policy states supportive services for transportation and childcare are limited to \$1,000 per participant, per program year, per funding source, per category. ARPA Workforce Development program does not have a limitation on these supportive services. However, EMI's Workforce Specialist will work toward the goal of staying within DWD's recommended \$10,000 cost per participant. This \$10,000 includes funding provided for both training (paid work experience and OJT's) and supportive services. Participants whose costs may exceed the \$10,000 guideline may be considered on a case-by-case basis and with the approval of EMI's President & CEO.

C. Incentive and Stipend Payments

Background: EMI currently does not have an Incentive and Stipend Payment policy for WIOA Adult and Dislocated Workers. EMI's Youth Incentive Policy is WIOA Policy 17-03, Change 1 (effective 12/1/20). EMI's Youth incentive award payments are limited to a maximum amount of \$500 per eligible youth, per program year and are processed through a Youth Incentive Form. EMI does not have a Stipend Payment policy for Adult, Dislocated or Youth.

Policy: ARPA Workforce Development programs shall offer reasonable **incentives** to participants in recognition for achievement in their ARPA program training **activities and work experiences**. ARPA Workforce Development programs shall offer reasonable **stipends** to participants while enrolled in approved **occupational/skills training**, when the provision of a stipend is included in the participant's IDP. Incentive and Stipend award payments shall be made in a uniform and consistent manner that ensures all participants receive equal incentives/stipends for equal achievement and/or participation.

All incentive and stipend award payments are subject to the availability of ARPA Workforce Development program and funds and are not an entitlement. EMI may suspend or withdraw authorization for incentive and stipend award payments at any time and at its sole discretion. The Workforce Specialist is encouraged to consult with public assistance case managers where applicable to ensure that the receipt of incentives or stipends does not negatively impact the participant's receipt of public assistance.

"Incentive award payment" shall mean a reward intended to recognize the achievement in a training activity or work experience, which can help motivate a participant to achieve a training activity or work experience goal. Incentives are available for successful completion of Job Readiness Training or Occupational/Skills Training. Work-related incentives are for participants entering unsubsidized, FT employment, i.e., not during Paid Work Experiences. Incentive payments may be awarded as a cash equivalent, e.g., gift cards (not related to entertainment; e-cards are not permitted).

“Stipend award payment” shall mean a payment during the hours attending occupational training, which can help improve a participant’s ability to complete training. Stipends may be awarded as a check. Taxes are not withheld, and EMI is not required to issue a W-2 or 1099 to participants.

Goals and/or outcomes eligible for an incentive must be linked to an achievement related to a training activity, work experience, and/or employment, as stated in the participant’s IDP and documented in accordance with applicable regulations. Participants cannot receive multiple incentive payments for the same activity unless specified below. Achievements eligible for incentive awards include:

Incentive Types of Milestones	Award Amount	Maximum Number	Example Documentation
Complete Job Readiness Training (JRT) if prescribed	\$50.00	1	Copy of JRT training completion certificate OR all documents received, TABE, Job Readiness, Health & Wellness all complete
Complete skills training activity with satisfactory attendance and certificate of completion or credential	\$100 - \$200.00	1	Copy of training completion or credential OR Perfect Attendance and at least 70% or above on all exams
After completion of Training or Paid Work Experience, complete 4 consecutive weeks of FT work (32 hrs. or more per week) with <u>satisfactory attendance</u> ratings from employer (e.g., no excused absences, achieved timely arrivals), in unsubsidized job	\$200.00	1	Copy of timesheet(s) and written documentation of <i>satisfactory attendance</i> ratings from employer OR Certificate of Completion
After completion of Training or Paid Work Experience, complete 4 consecutive weeks of FT work (32 hrs. or more per week) with <u>satisfactory performance</u> ratings from employer in unsubsidized job	\$200.00	1	Copy of timesheet(s) and written documentation of <i>satisfactory performance</i> ratings from employer OR 30 days of pay stubs and Employment Verification

Limits: Incentive payments may be awarded as cash equivalent incentives only and will have a lifetime limit of \$650.00 per participant.

(Highlights in red apply to Lead Abatement Training Program.)

Stipends	Award Amount	Maximum Number	Example Documentation
Hours attending occupational training (in person or virtual)	\$10- \$15.00/hr.	# Of hours in training	Attendance verification form

Documentation: Incentive and stipend award payments are available to participants based on participation and activities documented in the participant’s IDP. The Workforce Specialist shall maintain required documentation detailing the distribution and management of awards. EMI shall require all service providers and/or grantees receiving funds from ARPA Workforce Development programs comply with this policy and applicable procedures.

Incentive and stipend award payment documentation shall follow the requirements listed below:

- The participant’s IDP must identify the activity, work experience, education, or training that the participant will participate in and the corresponding incentive award(s) and/or stipend that can be achieved and noted in ETO & the ASSET system.
- The participant’s file must include documentation of the achievement of each milestone for which s/he received an incentive; include documentation of attendance in training for which s/he received a stipend.
- Record the provision of incentive and/or stipend payments in ETO & ASSET.
- Incentive awards are payable in gift cards which must be distributed in person – no e-cards. Gift cards must be tracked when purchased with grant funds and the Workforce Specialist must document who the gift cards were issued to and the affirmation of the participant. Maintain numerically identified log showing distribution. Log should be reconciled at least quarterly.
- Stipend awards are payable as checks. Participants must sign for stipend checks when they are picked up, or they will be placed in U.S. Mail or made via Direct Deposit.

It is the responsibility of service providers and/or grantees receiving funds from ARPA Workforce Development programs become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. EMI shall review service provider and/or grantee compliance with this policy during the monitoring process.

D. PAID WORK EXPERIENCE (Transitional Jobs)

Background: EMI currently does not have a Paid Work Experience or Transitional Jobs policy. ARPA Workforce Development programs provide for paid work experiences that take place in a workplace for a limited period of time. Work experience is an activity designed to enable participants to build a work history, occupational skills, and exposure to the working world.

Transitional Jobs is an employment strategy that seeks to transition people with labor market barriers into wage-paying jobs that allow low-income, unemployed men and women to do useful work and support themselves and their families. Transitional Jobs—in combination with earning supplements, affordable childcare, and affordable health care—are key to reducing poverty and increasing employment, as shown by several rigorous analyses by the independent, nonpartisan Urban Institute. EMI champions effective transitional jobs strategies and is a member of the Public Policy Forum’s “Milwaukee Transitional Jobs Collaborative”.

Paid Work Experience will be recommended by the Workforce Specialist for participants who are lacking a positive work history or are experiencing barriers to employment. Incentives are available to participants who achieve prescribed milestones (see Section C, Incentive and Stipend Payments).

Eligibility: Participants must be enrolled and participating in an ARPA Workforce Development program.

Partner Organization and Placement Site

The Partner Organization can be a non-profit organization, government agency, or for-profit business. The Placement Site may or may not be at the same location as the Partner Organization.

D1. Employ Milwaukee, Inc. (EMI) as the Employer of Record.

Wages: Wages will be paid at either the business’ current wage rate for that position, or the industry standard in the region for that job title, using Milwaukee County LMI from Job Center of Wisconsin, but not less than \$11/hr.

ARPA Workforce Development program work experience jobs may not be used to aid in the filling of a job opening directly or indirectly that is vacant because the former occupant is on strike or is being locked out during

a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. No benefits are provided, other than Supportive Services.

Hours: Participants can work a maximum of 29 hours per week, for a maximum of 6 months. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law exists. *Length of the paid work experience may be adjusted to ensure that costs remain within the recommended \$10,000 cost per participant.*

Monitoring: Work Experience Host worksites are monitored by ARPA Workforce Development staff, and the ARPA Workforce Specialist will work with the participant on any worksite issues throughout the duration of the work experience. ARPA Workforce Development staff will work with the business and the ARPA Workforce Specialist will work with the participant. Together, the staff will work to resolve any issues.

Worksite Agreement: Partner Organization representatives are required to sign a Participant Placement Agreement and a Placement Site Agreement before the participant can start work. The Agreements must include: the trainees job description, skills to be taught, timeframe for the training, who will be providing the training, and how the training will be taught. The Agreements will detail the responsibilities of EMI as the Employer of Record, and those of the Partner Organization and placement site (if different than the Partner Organization).

Eligibility for Concurrent On-The-Job Training (OJT): The paid work experience may be followed by an OJT contract, assuming the worksite demonstrates an extraordinary training need and the participant is performing more advanced work than during the work experience. The OJT contract would need to be approved before the participant's work experience concludes and before the OJT begins.

E. On-The-Job Training

Background: EMI's current On-The-Job Training (OJT) policy is 20-03 (effective 12/3/20). This policy states that the reimbursement rate to the employer is up to 50% of the wage rate of the participant; and may be increased to 75% under limited circumstances. The exceptions to the current OJT policy for ARPA Workforce Development programs are as follows:

- Reimbursement rate to the employer is 75%.
- Participant must be a resident of Milwaukee County, unless otherwise agreed upon by EMI's CEO.
- If applicable, fees for pre-employment or pre-training drug testing, background checks and medical exams may be covered through a participant's supportive services with documentation;
- ARPA Workforce Development OJT contracts may follow a paid work experience, assuming the worksite demonstrates an extraordinary training need, and the participant is performing more advanced work than during the work experience. The OJT contract would need to be approved before the participant's work experience concludes and the OJT begins.
- Due to modified business practices because of COVID-19 and social distancing, training plans may include virtual training components as part of the overall training plan. However, training plans must include hands-on components as well.

F. Individual Training Accounts (ITA's)

Background: EMI's current Individual Training Account (ITA) policy is 17-01, Change 3 (effective 8/26/21). This policy states that participants who seek training services must select an eligible provider of training services

from the state list of eligible providers and programs (ETPL); and that ITA payments to training providers (other than those listed as eligible for 100% reimbursement of ITA costs at time of voucher approval), will be based on 80% of voucher value at program enrollment and 20% when the student has obtained placement. The exceptions to the current ITA policy for ARPA Workforce Development programs are as follows:

- A training provider for ARPA Workforce Development program grant does not need to be listed on the state's ETPL list.
- An ARPA program participant can receive training if they meet the eligibility requirements of the ARPA Workforce Development program grant.
- WIOA dollar limitations for training services do not apply.
- Employ Milwaukee will reimburse 100% of ITA costs to the training provider at time of voucher approval.

Revisions: Administrative Memo 21-02 (Transitional Jobs Guiding Principles).

