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**REQUEST FOR PROPOSALS (RFP)**

**CASE MANAGEMENT SERVICES**

**MILWAUKEE WINDOWS TO WORK (W2W)**

**REENTRY PROGRAM**

**Issued: July 18<sup>th</sup>, 2019**

**Deadline: August 20<sup>th</sup>, 2019 at 4pm CST**

**Proposals received after the deadline will not be considered-  
Absolutely no extensions!**

Issued by: Employ Milwaukee  
**2342 N. 27th St.  
Milwaukee, WI 53210**

Questions may be directed to:

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**Milwaukee Windows to Work Reentry Program**  
**Request for Proposals**  
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## Section I: Solicitation Timeline

### TIMELINE

| ACTIVITY   | DATE/TIME FRAME                             |
|--|---|
| RFP Packets Available                            | July 18 <sup>th</sup> , 2019                |
| <b>Proposals Due No Later than 4:00 p.m. CST</b> | August 20 <sup>th</sup> , 2019              |
| Proposal Review                                  | Completed by August 30 <sup>th</sup> , 2019 |
| Final Awards & Notification                      | By September 15 <sup>th</sup> , 2019        |
| Program Begins                                   | October 1 <sup>st</sup> , 2019              |

## Section II: Background - Employ Milwaukee

Employ Milwaukee is the largest of eleven workforce boards in the state. A Workforce Development Board (WDB) is an appointed body, certified by law, and given the ability to set policy, guide implementation, and provide oversight to the local workforce development system. WDBs provide a forum for planning workforce development strategies. EMPLOY MILWAUKEE is a highly effective and efficient organization focused on coordinating workforce development for Milwaukee County.

EMPLOY MILWAUKEE receives funding to serve youth, adults, and dislocated workers, individuals with disabilities, incumbent workers, older workers, and individuals with issues related to poverty, substance abuse, lack of education, and other significant barriers to employment. It serves as the lead agency for the coordination, planning and administration of employment and training services for youth and adults. In partnership with leaders from government, private industry, labor, education and community- and faith- based organizations, EMPLOY MILWAUKEE develops workforce solutions that meet and anticipate regional economic development needs.

Employer engagement is an integral part of EMPLOY MILWAUKEE's collective impact on the community it serves. On an annual basis EMPLOY MILWAUKEE engages approximately 1,500 employers. These employer relationships span the entire seven-county Milwaukee metropolitan region and beyond. Examples of employer collaboration activities include employee recruitment, customized incumbent worker training and dislocated worker placement. Many of these relationships are part of a sector-based strategy encompassing health care, manufacturing, construction/green, water, IT, and retail, hospitality and tourism. EMPLOY MILWAUKEE strives to tie workforce needs to employer labor market needs through a responsive business system.

EMPLOY MILWAUKEE ensures investment in workforce development is used as effectively as possible and is an organization with a proven track record for coordinating and growing resources, identifying partners, and distributing these resources into the community through strategic partnerships.

### **Section III: Program Design Specifications for Milwaukee Windows to Work Reentry Program**

The Department of Corrections (DOC), through Appropriation 112 and Reentry Purchase of Service funds, oversees Windows to Work (W2W) Programs in partnership with all 11 of Wisconsin's Workforce Development Boards. DOC holds a Memorandum of Agreement with each Workforce Development Board to provide or subcontract to provide a W2W Program at selected state correctional institutions or county jail facilities in each workforce development area. Employ Milwaukee is the local WDB which will subcontract to a provider to provide the W2W program at the Racine Correctional Institution (RCI) and the Milwaukee Secure Detention Facility (MSDF) and in Milwaukee County for post-release services for a total caseload of 84 participants, a minimum of 72 participants. W2W program works with returning citizens regarding their employment, housing, medical and psychological needs including instruction in financial literacy, housing competencies, conflict resolution, stress management, and problem solving to build the ability to reintegrate successfully. The program works to coordinate providing case management to the ex-offender at 6-9 months during pre-release and 12 months post-release. The eligibility for returning citizens are as followed;

1. Releasing from RCI or MSDF
2. Assessed at Medium to High Risk per the COMPAS Assessment through DOC
3. No sex offenders
4. 18 or older
5. Able to work
6. Are at least 6 months prior to release
7. At least 1 year of supervision upon release

DOC has strongly emphasized the importance of evidence-based practices (EBP). DOC has worked with and trained its staff and contractors on how to implement EBP within DOC programs. The studies that have been done on various programs delivery and curriculums serving correctional or similar clients all support very specific steps in the program delivery, along with quality staff and administrative support, to maintain Contract fidelity. Windows to Work is designed to address criminogenic needs that can lead to recidivism, including employment, education and anti-social cognition, personality and companions.

DOC requires that each area provide core W2W curriculum content to include: Cognitive Intervention, General Work Skills and Expectations, Financial Literacy, Community Resources, Job Seeking, Applications and Resumes. Each area is responsible for the development and materials used to provide curriculum content. Staff will facilitate the Cognitive Behavioral Interventions for Individuals Seeking Employment (CBI-EMP), is the standardized curriculum identified for use in W2W. CBI-EMP shall be delivered per the manual guidelines. Program providers may only utilize alternative cognitive-behavioral materials for this section of the program after receiving written authorization from DOC, dated on or after October 15, 2019.

In addition to the services provided to participants, the Coaches will develop and maintain contact in each community forming a network of employers, residential property owners, educational institutions, community support agencies and treatment providers willing to assist W2W participants.

Working in coordination with the Division of Community Corrections Agent, the Coaches will assist the participant with job retention activities. Coaches are available to the employer to problem solve and assist participants in taking corrective actions to retain their employment, thereby reducing costly employee turnover for employers. Serving as a link between incarceration and the community, Coaches will work in coordination with other provider staff as deemed appropriate. The provider will provide both pre-and post-release services to participants during the transition period from incarceration to the community.

W2W will provide pre-release and post-release services to high risk offenders returning to Milwaukee County from RCI, MSDF, potential transfers, or any other DOC approved sites in Milwaukee County.

Six to nine months prior to release, inmates returning to Milwaukee County will have the option to volunteer for the program. The institutional social worker and corrections agents will make an initial determination of acceptance into the program. A W2W coach will review the referral and interview the inmate. If the inmate is accepted, the W2W coach will be assigned to the inmate. The coaches will meet weekly with the institution contact in a location provided. The coaches will continue to work with participants during the last six months of incarceration through the first twelve months of reentry. Coaches will also meet with participants individually at least once a week for at least the three months of release in the community or more often as needed. Coaches will also develop and maintain contacts in each community that form a network of employers, educational institutions, community support agencies and treatment providers willing to assist W2W in the community. The coaches will be provided work space at RCI and MSDF during the pre-release period.

#### Case Transfer:

W2W was originally designed so that both pre- and post-release services were provided by the same Coach. Therefore, participants could not enter a W2W program at a facility that didn't also serve the area to which they were releasing. However, in an effort to increase enrollments and better serve individuals who will be releasing to the community, the structure of enrollments in W2W has been adjusted to allow for transfers between WDB areas. Due to increased collaboration between WDB areas, and the standardization of the program, the structure of the program has changed such that individuals at a participating institution may now (in most cases) enroll in the program while incarcerated and transfer to the program in the WDB area where they are releasing after incarceration. Transfers of participants will still depend on staff availability and resources.

Priority enrollment will be given to participants whose established agent of record is within the WDB area tied to the participating facility (see Windows to Work Program Sites on Page 5). For example, priority enrollment for the W2W program at Oakhill Correctional Institution will be given to individuals who are releasing to Columbia, Dane, Dodge, Jefferson, Marquette, and Sauk counties. Once all interested and eligible individuals are considered from the above-mentioned counties, individuals who are releasing throughout the state may be considered for enrollment in the program. In cases where a program provider identifies potential participants who are releasing to a different WDB area, the following shall take place prior to enrolling participants:

- Staff shall keep up to date information in the statewide transfer spreadsheet regarding whether or not they are able to accept transfers to their area.
- Staff in originating area shall check the status of the transfer spreadsheet prior to enrollment in the program to determine if the receiving area has the capacity to serve participant after release from incarceration. When appropriate, staff shall make contact with staff in the receiving area to clarify any questions or concerns prior to enrollment.

- If receiving WDB area does not have resources or ability to accept participant, he or she should not be enrolled in originating area.
- Some WDB areas may not be able to accept individuals from other areas due to the existing population in their area. It is important to note that the decision on whether or not to accept a participant is determined by the receiving WDB area.
- If receiving WDB area has resources and ability to accept participant, then the participant may be enrolled in originating area.

It is important for staff in the receiving and originating WDB areas to communicate with one another throughout the course of providing services for participants. Staff should communicate at least monthly about the progress of the participant. This can be done via email, phone, or in-person. Where appropriate and feasible, Coaches from the receiving area should make efforts to meet with the participant prior to his/her release from incarceration. Finally, participants should be given all necessary contact information, and a meeting should be scheduled for the participant to meet with the Coach in the receiving area within two weeks of his/her release.

The tracking of transfers should be completed in the Program Data Collection System (PDCS). A full description of the PDCS will be available per award of the W2W program grant. In short, an individual who begins the program in the originating WDB area should be listed as a “New” enrollment. When the individual completes the portion of the program in the originating WDB area, his/her program end date should reflect the participant’s release date and should be entered with an end code of “Transferred”. The Coach in the originating WDB area should then contact the Coach in the receiving WDB area of the transfer to communicate the transfer is moving forward. The participant should then be enrolled in the program in the receiving WDB area reflecting the same release date for the participant and with an enrollment type of “Transfer”.

## Windows to Work Program Sites

| <b>DOC Program Site*</b>                               | <b>Workforce Board Area</b> | <b>County of Release for Priority Enrollment</b>  |
|--|-----------------------------|---|
| <b>Chippewa Valley Correctional Treatment Facility</b> | West Central, Northwest     | Clark, Eau Claire, Pepin, Pierce, St. Croix, Polk, Dunn, Barron, Chippewa, Taylor, Price, Rusk, Sawyer, Washburn, Burnett, Douglas, Bayfield, Ashland, Iron |
| <b>Fox Lake Correctional Institution</b>               | South Central               | Dane, Columbia, Sauk, Marquette, Dodge, Jefferson   |
| <b>Jackson Correctional Institution</b>                | Western                     | Buffalo, Trempealeau, Jackson, La Crosse, Monroe, Juneau, Vernon, Crawford  |
| <b>Kettle Moraine Correctional Institution</b>         | Bay Area                    | Brown, Manitowoc, Sheboygan, Outagamie  |
| <b>Milwaukee Secure Detention Facility</b>             | Milwaukee                   | Milwaukee   |
| <b>New Lisbon Correctional Institution</b>             | Western                     | Buffalo, Trempealeau, Jackson, La Crosse, Monroe, Juneau, Vernon, Crawford  |
| <b>Oakhill Correctional Institution</b>                | South Central               | Dane, Columbia, Sauk, Marquette, Dodge, Jefferson   |
| <b>Oshkosh Correctional Institution</b>                | Bay Area, Fox Valley        | Green Lake, Fond du Lac, Calumet, Oconto, Winnebago, Waushara, Waupaca, Outagamie, Manitowoc, Sheboygan, Brown, Shawano                                     |
| <b>Prairie du Chien Correctional Institution</b>       | Southwest                   | Rock, Richland, Grant, Iowa, Lafayette, Green   |
| <b>Racine Correctional Institution</b>                 | Milwaukee, Southeast        | Milwaukee, Racine, Walworth, Kenosha  |
| <b>Redgranite Correctional Institution</b>             | Fox Valley                  | Green Lake, Fond du Lac, Calumet, Winnebago, Waushara, Waupaca, Outagamie   |
| <b>Stanley Correctional Institution</b>                | West Central, Northwest     | Clark, Eau Claire, Pepin, Pierce, St. Croix, Polk, Dunn, Barron, Chippewa, Taylor, Price, Rusk, Sawyer, Washburn, Burnett, Douglas, Bayfield, Ashland, Iron |
| <b>Taycheedah Correctional Institution</b>             | Bay Area                    | Brown, Outagamie, Sheboygan, Manitowoc  |
| <b>Adams County Jail</b>                               | North Central               | Adams   |
| <b>Douglas County Jail</b>                             | Northwest                   | Douglas   |
| <b>Rock County Jail</b>                                | Southwest                   | Rock, Green   |
| <b>Waukesha County Huber Facility</b>                  | W-O-W                       | Waukesha  |
| <b>Wood County Jail</b>                                | North Central               | Wood  |

## **PROGRAM PRIORITY ELEMENTS**

EMPLOY MILWAUKEE has identified five principal program priority elements that must be provided to participants served under the W2W Reentry Program: 1) Cognitive Intervention, 2) General Work Skills and Expectations, 3) Financial Literacy, 4) Community Resources, 5) Job Seeking, Applications, and Resumes. Participants receive classroom training in the five core components during the pre-release portion of the program the proposer will provide a detailed description as to how the objectives of its proposal will be met through each of the five elements contained in their proposal:

**(1) Cognitive Intervention:**

Designed to help participants recognize their thoughts, feelings, attitudes, and beliefs. The focus should be to reduce anti-social cognitions, recognize risky thinking and feelings, build problem solving, self-management, and coping skills. Further, participants are encouraged to reduce associations with offenders and enhance contact with pro-social peers and groups. Emphasis should be placed on skill training with directed practice.

**(2) General Work Skills and Expectations:** This program component is designed to build upon skills learned in Cognitive Intervention. Social skills, transferable skills, and problem-solving skills are examined in greater detail. This program component prepares group members to engage in pro-social interactions in the community and the workplace, and participants will have an opportunity to practice learned skills during a *Workplace Simulation* toward the end of the program. In addition to the above, participants will begin to examine career options based upon their skills and interests.

**(3) Financial Literacy:**

Designed to provide participants with a basic understanding of ways to better manage their finances. A range of topics are discussed, from checking and savings accounts to techniques for building good credit. Instructors are not providing personalized financial guidance or advice.

**(4) Community Resources:**

Provides participants with an understanding of the various resources available to them in their community of release.

- **Assistance with job search and identifying job training opportunities.** The coaches will further provide post-placement support by regularly visiting the job site and facilitating open communication between the participant and the employer.
- **Employment Mentoring/Job Coaching:** Provide on-going support in job maintenance. The coaches will identify areas which would impact participant's employability, working to resolve such issues. Coaches will provide participants with assistance for work-related expenses, such as examination fees, if necessary. The coaches will counsel participants on interviewing tips (mock-interviews), resume writing, appropriate attire, proper hygiene and transportation needs to and from work. Please note that work experience is an essential part of these priorities and is a measurable outcome both programmatically and fiscally.
- **Post-Secondary education.** On a case by case basis, the coaches will assist the customer with the process for post-secondary education enrollment.
- **Training Services:** Services include: Certificate occupational skills training; on-the-job training and customized training; workplace training and cooperative educational programs; private sector training programs; skills upgrading and re-training; entrepreneurial training; adult education and literacy in combination with hard skill training.
- **Substance Abuse:** If applicable, provide or assist participants with accessing addiction services as identified in his transition plan such services could include Alcoholics Anonymous and Narcotics Anonymous. Provision of substance abuse services will not be funded with the case management grant funds but rather through existing community resources.



- **Mental Health:** Assist participant in accessing mental health services in the community, which include providing referrals to mental health clinics and other providers, following up with appointments and accompanying ex-offenders to treatment if necessary. The coaches will also, assure that participants comply with their medical plan of action.
- **Medical Services:** Support participant with referrals to medical facilities and health centers for treatment. This will include, among others, the federally qualified health centers located in Milwaukee County. Provision of medical services will not be funded with the Case Management grant funds but rather through existing community resources.
- **Childcare:** Assist participant with finding suitable and affordable childcare if necessary. Counsel participant on the importance of fulfilling child support obligations, and provide resources on modifying child support obligations, if applicable.
- **Life Skills Mentoring:** Provide or coordinate the provision of life skills mentoring with a community volunteer. The mentor will serve as a “life coach” and provide support and guidance to the participant in addressing family transition issues, community supervision compliance, and other personal challenges that may impede his successful transition back to the community and family.
- **Housing Assistance.** Determined on a case by case basis. The participant must be employed and the program will review the participant’s need and how the support will impact his employment.

**(5) Job Seeking, Applications, and Resumes:**

Provides participants the opportunity to learn about various techniques to search for employment. Group members are counseled on how to complete applications and how to build resumes. Keys to successful interviewing are discussed, and participants are required to complete a mock interview.

The coaches will also be in continuous communication with the Community Correction Agent and EMPLOY MILWAUKEE Program Specialist and will participate in quarterly case review meetings in order to advise/inform them of the participant’s progress in program.

## **Section IV: Proposal General Guidelines**

### **Who is Eligible to Apply?**

EMPLOY MILWAUKEE is seeking a proposal from organizations with the capacity to provide high quality case management workforce development services that meet the stated outcomes of this RFP. EMPLOY MILWAUKEE recognizes that smaller community-based organizations may not have the capacity to manage large funding but have distinct expertise in working with offender target populations. In these and other instances, EMPLOY MILWAUKEE encourages potential bidders to consider partnering with other organizations in the community that can provide administrative assistance and oversight. However, one lead respondent must be named (if partnership) and the organization that will be the fiscal agent. For this grant, EMPLOY MILWAUKEE will consider the following types of applications:

- Sole agency applicant serving as lead and fiscal agent. Applicant will not subcontract.
- Partnership, more than one agency applying together to conduct activities under the grant. Typically, each agency complements the strength of others. The fiscal agent and lead agency must be clearly noted.

### **Amount of Funds Available**

The total projected amount of funding for the period (October 1, 2019 - June 30, 2020) available under this RFP is **\$ 186,000 (\$136,000 case management; \$50,000 participant services)**. The goal is to serve a minimum of **72 participants and maximum of 84 participants per year between RCI and MSDF.**

**Payment Methodology**

Successful applicant will receive a cost reimbursement contract with reimbursement payments made upon submission and approval of monthly invoices.

**Eligible Target Population**

- Releasing from RCI
- Releasing from MSDF
- Assessed at Medium to High Risk per the COMPAS Assessment through DOC
- No sex offenders
- 18 + or older
- Are at least 6 months prior to release
- At least 1 year of supervision upon release
- Participant will be able and willing to work
- Participant must have stable mental health

**Data Management and Reporting**

EMPLOY MILWAUKEE will be using the WIDOC W2W spreadsheet to measure performance for services provided. Successful respondents and staff who will work directly with participants or are involved with the W2W program must attend an all-day orientation training provided by WIDOC W2W Coordinator. All funded program will be held accountable for meeting data reporting.

Data entry, case management recording, frequency of contact record and through and timely report submission will be required of all funding recipients and be amenable to upgrades, including but not limited to touchpoints. Proposers must demonstrate experience with case management and data collection for state and federal programs. In addition to WIDOC spreadsheets, EMPLOY MILWAUKEE will require the contractor to enter data into the Efforts to Outcomes (ETO) database and the Frequency of Contact Record (FCR)- Provider (s) will use FCR to track any participant contact.

Case File management – EMPLOY MILWAUKEE expects that contractors will adhere to state-developed standards for file maintenance and retention.

**Contract and Procurement Term**

Contracts will be awarded beginning October 1, 2019 and will be for a period ending June 30, 2020. EMPLOY MILWAUKEE maintains an option to extend contracts for additional terms after this period, contingent upon need, demonstrated performance and availability of funds. EMPLOY MILWAUKEE also maintains the right to revoke or modify any and all contracts with appropriate board approval.

## Section V: Proposal Instructions

All proposals must be received no later than 4:00 p.m. CST, Thursday, August 20<sup>th</sup>, 2019, to EMPLOY MILWAUKEE Administrative Offices located at:

**Employ Milwaukee  
2342 N. 27<sup>th</sup> Street  
Milwaukee, WI 53210**

**LATE PROPOSALS WILL NOT BE ACCEPTED.** No incomplete, faxed or emailed proposals will be considered. Respondents shall submit their proposals in the format described below:

1. Proposals must be received at EMPLOY MILWAUKEE office by 4:00 p.m. CST August 20<sup>th</sup>, 2019. Proposals not received by this time will be automatically disqualified from competition—**no exceptions**. Faxed or emailed proposals will not be accepted. A postmark of August 20<sup>th</sup> will not be accepted if the proposal does not arrive by the deadline.
2. Include all of the required attachments that pertain to your proposal. Failure to do so will disqualify your proposal from competition. See Compliance Checklist for a complete list of required forms.
3. Proposal narratives are limited to 20 pages single spaced. Required budget narrative, budget and performance, and allowed attachments do not count toward this limit.
4. Budget narrative not to exceed 2 pages single spaced (see guidelines under Budget Summary).
5. Print on only one side of the page. Use 12-point Times New Roman type, 1-inch margins and single spacing.
6. Provide all required forms and attachments – See Checklist.
7. One original copy of the proposal in a sealed enveloped marked “Milwaukee Windows to Work Re-Entry Program – Request for Proposal PY 2019-20.”
8. Five additional single-sided copies of the proposal marked “COPY.”

**Evaluation Points** - the proposal will be evaluated using the following criteria.

|  |            |
|--|------------|
| 1. Program Description                         | 10         |
| 2. Plan and Implementation                     | 50         |
| 3. Organizational Capacity                     | 15         |
| 4. Performance Outcomes                        | 15         |
| 5. Project Budget & Organizational Finances ** | 10         |
| <b>Total</b>                                   | <b>100</b> |

**\*\*Proposals failing the financial review will not be considered for award**

## **Section VI: Proposal Narrative**

### **Needs Statement**

#### **EXECUTIVE SUMMARY (ONE PAGE)**

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities and the ability of the proposer to implement the proposed plan. Please address each item described below.

#### **THE PROPOSAL NARRATIVE (NOT TO EXCEED 10 PAGES not inclusive of attachments)**

##### **1. Program Description (10 Points)**

- (a) How many participants do you plan to enroll?
- (b) Provide an overview of the “package of services” including how each of the (5) priority program areas: (1) initial assessment, (2) institutional planning and activities, (3) pre-release readiness (4) transitional to community and (5) post release support and community reintegration are offered. Describe how you will effectively engage participants throughout their participation in the program, how progress will be evaluated and how these services will assist them to achieve the intended outcomes.
- (c) In addition to the five (5) priority elements describe how the proposer will work with community partners to provide some of the other required program elements.
- (d) Describe your approach to job development and placement that will lead to at least 65% of participants being placed in the private sector employment.
- (e) Provide top five names of employers who hired the most offenders from your agency.
- (f) Describe innovative strategies to reconnect/reengage participant into educational services and occupational skills training.

##### **2. Plan and Implementation (50 Points)**

**The Following program design five priority program areas features are required for service delivery under WDOC W2W Program:**

- A. Initial Assessment
- B. Institutional Planning and Activities
- C. Pre-Release Readiness
- D. Transitional to Community
- E. Post-Release Support and Community Reintegration

Provide a response to each of the above program design features and how they will be delivered by the proposer. (Divide Pre-Release Activities & Post-Release Activities)

- (a) Describe the process for working with department of corrections in identifying appropriate program participation and completing the enrollment process.
- (b) Explain the assessment and testing process of eligible inmate, include your experience with assessments testing, type of assessments and how the results from the assessment (s) will be used in employment plan.

- (c) Illustrate the process for providing thorough information to participants on all programs, services and activities, and describe the process to determine and refer participants to the appropriate services and activities. The program components include the five priority program components.
- (d) Describe the process for how the proposer will engage each participant in the development of the case plan which should provide an effective approach for addressing educational and job development needs of the participant. The plan should identify other barriers that should be address including; driver's license attainment, child support resolutions, transportation and others.
- (e) Explain how the proposer will provide on-going case management services to participants to assist in removing barriers to program participation and/or employment. Also, describe the process for documenting all case management interaction and how the proposer will work to achieve individual participant success.
- (f) Describe how the proposer will connect participants with appropriate occupational skills training programs, work experience or educational programs that will lead to employment opportunities.
- (g) Identify how you will provide transitional assistance as the inmate returns to the community and any approaches that you will use to ensure support

### **3. Organizational Capacity (15 points)**

- (a) Provide a brief history (type of organization, date established, organizational mission and general background of the proposing entity and how the entity's mission and philosophy relates to the provision of community reintegration services for offenders.
- (b) Administrative and Staffing Plan – Describe the proposed program's management plan and staff positions and include Job Descriptions and Résumés of Key Personnel for all key personnel who will be involved in administering and implementing the program. If key staffs are not yet hired provide a job description and your plan and timeline for hiring the key personnel needed to meet program goals.
- (c) Provide a copy of your current organizational chart showing all major functions and components and the names of persons occupying named positions. Identify those staff that are proposed to be fully or partially paid from W2W funds. If the award of a contract based on this proposal will require your organization to obtain additional staff, provide a detailed explanation of the type of positions required, and when personnel will be available. The costs associated with the addition of these personnel must be calculated into the proposed total cost of your program.
- (d) Subcontracting/Formalized Agreements – If subcontracting, the proposer must identify the subcontractor and the services you will be providing. The proposer shall be responsible for the performance of the subcontractor.
- (e) Administrative and Fiscal Capacity – Briefly describe the administrative and fiscal capacity of the proposer to fulfill required documentation and recording keeping such as:
  - collecting data and preparing required documents;
  - assuring security and confidentiality of participant records;
  - providing accounting internal controls;
  - preparing and submitting monthly requests for reimbursements;
  - handling of corrective actions/findings if needed; and,
  - Identifying person(s) responsible for the administrative/fiscal activities and their job title.

#### **4. Performance Outcomes (15 Points)**

- (a) Identify how you will assure achievement of the project's outcomes
- (b) Describe your agencies past performance working with this population or similar populations using data from the last two years. Include numbers served, placement percent, and job retention rates. Data and measureable outcomes for similar programs.
- (c) Describe your experience in data collection with other state, federal or local programs.

#### **5. The Project Budget (10 Points)**

**A. Complete Form C –** Budget information must be attached to submit proposals are detailed and includes:

- (a) Personnel costs
- (b) Fringe Benefit Costs
- (c) Supplies
- (d) Contractual services
- (e) Administrative/Indirect costs (not to exceed 10%)

**B. Budget Narrative:**

The Proposer is required to submit a narrative with the project budget. The narrative must detail each budget item in each cost category for the requested funding amount only. The budget narrative should follow in the same order as the line item and must include the method, unit cost/or formula detail that make up each cost category.

(The final contract budget will be established during contract negotiations. The final budget will capture changes in funding that may occur prior to the beginning of the contract period.)

**C. Financial Statements/Audit Requirements**

Provide a copy of the most recent and complete audit and/or financial statements available for your organization. The financial statements shall be for a fiscal period not more than 18 months prior to the submission date for the proposal. If an audit is of a parent firm, the parent firm shall be party to any contract resulting from the proposal. If audit and/or financial statements have never been prepared due to the size or newness of an organization, the Proposer must provide, at a minimum, an organizational budget, an Income Statement (or Profit and Loss Statement), and a Balance sheet certified by an authorized representative of the organization. Exempt from this requirement are individuals who are personally performing the contracted services and governmental agencies.

**All expenses incurred prior to the contract being awarded and the agreement fully executed is the responsibility of the proposer.**

**Section VII: Forms****FORM A****IDENTIFICATION PAGE AND STATEMENT OF COMPLIANCE**

|   |   |                          |                      |
|---|---|--------------------------|----------------------|
| 1 | Lead Agency Name and Address:                               |                          |                      |
| 2 | Federal Employer Identification Number (FEIN):              |                          |                      |
|   | <b>Name, Official Title, and Mailing Address</b>            | <b>Phone/FAX Numbers</b> | <b>Email address</b> |
| 3 | Lead agency director:                                       | Phone:                   |                      |
|   |   | Fax:                     |                      |
| 4 | Person responsible for programmatic, day-to-day operations: | Phone:                   |                      |
|   |   | Fax:                     |                      |
| 5 | Person responsible for fiscal day-to-day operations:        | Phone:                   |                      |
|   |   | Fax:                     |                      |

As the authorized signatory official for: \_\_\_\_\_,  
Submitting Firm/ Lead Organization

I hereby certify:

- that the above-named proposer is legally authorized to submit this application requesting funding;
- that the above-named proposer does hereby agree to execute all work related to this application in accordance with the State of Wisconsin Department of Corrections and Department of Workforce Development, EMPLOY MILWAUKEE policies and guidelines;
- that the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and,
- that the contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application; and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above-named proposer is in agreement that EMPLOY MILWAUKEE reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of EMPLOY MILWAUKEE.

\_\_\_\_\_  
**Authorized Representative Signature (Typed Name/Title)**

**FORM B**

**SUBCONTRACTOR/PARTNER INFORMATION AND COMMITMENT FORM**

**Lead Agency**

Name:

Address:

Contact Person:

Phone No.:

Fax No.:

**Proposed Subcontractor**

Name:

Address:

Contact Person:

Phone No.:

Fax No.:

E-Mail:

Services to be contracted (and amount, if known):

On behalf of \_\_\_\_\_ (Proposed Subcontractor),

I acknowledge our intent and commitment to enter into a subcontract with

\_\_\_\_\_ (Lead Agency), for the services described above. I have the Lead Agency's proposal and it accurately reflects my organization's role.

**Proposed Subcontractor**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Lead Agency**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Form C- Budget Form

Instructions: Submit a 9-month budget summary for the period October 1, 2019-June 30, 2020. **The proposed budget items should support the proposal narrative and include only those costs that are reasonable, necessary and allowable to operate the program components.** Do not include subsidized wages as these will be administered by the EMPLOY MILWAUKEE.

### 1. Bidder's Budget

Complete Parts 1-5- Including grant and leveraged funds, and contractor and subcontractor costs, enter in the appropriate space:

- **Personnel costs**—staff salaries and fringe benefits.
- **Fringe benefit costs**—other personnel costs, health insurance, etc.
- **Supplies** – educational materials, supplies, books
- **Contractual**- if partnering with another organization, funds spent for the subcontract all other non-personnel costs (i.e. rent, office supplies, indirect costs, audit costs, etc.) with the exception of direct participant costs and sub-contracts with service providers.

| <b>BIDDERS BUDGET</b>                         |                              |                        |              |
|---|------------------------------|------------------------|--------------|
| <b>Category- Contractor and Subcontractor</b> | <b>Lead- Requested Funds</b> | <b>Leveraged Funds</b> | <b>Total</b> |
| 1. Personnel Costs                            | \$                           | \$                     | \$           |
| 2. Fringe Benefit Costs                       | \$                           | \$                     | \$           |
| 3. Supplies                                   | \$                           | \$                     | \$           |
| 4. Contractual                                | \$                           | \$                     | \$           |
| 5. Direct Participant Costs and Other (list)  | \$                           | \$                     | \$           |
| 6. Admin./ Indirect                           | \$                           | \$                     | \$           |
|   |                              |                        |              |
| 7. <b>Total</b> (add lines 1-6)               | \$                           | \$                     | \$           |

FORM D

**EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATE**

Contractor certifies to the Mayor's Office and the Employ Milwaukee (Grantor), as to the following and agrees that the terms of this certificate are hereby incorporated by reference into any contract awarded.

**Non-Discrimination**

Contractor certifies that it will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, age, disability, political affiliation or belief, marital status, sexual orientation [as defined in Wis. Stats. §111.32(13m)], handicap, physical condition, developmental disability [as defined in Wis. Stat. §51.05(5)], or status as a special disabled veteran, Vietnam era veteran, or other protected veteran, offender status, arrest or conviction record (unless specifically exempted by grant regulations), and refusal to submit to sexual contact or sexual intercourse, and against beneficiaries, on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States. This includes but is not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training including apprenticeship. CONTRACTOR will post in places, available to its employees, notice to be provided by the Grantor setting forth the provisions of this non-discriminatory clause. A violation of this provision shall be sufficient cause to terminate the contract without liability for the uncompleted portion or for any materials or services purchased or paid for by the CONTRACTOR for use in completing this contract.

**Non-Segregated Facilities**

Contractor certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location under its control, where segregated facilities are maintained.

**Subcontractors**

Contractor certifies that it has obtained or will obtain certifications regarding non-discrimination and non-segregated facilities from proposed subcontractors that are directly related to any contracts with the Grantor prior to the award of any subcontracts, and that it will retain such certifications in its files.

**Affirmative Action Plan**

Current affirmative action plans, **if otherwise developed by CONTRACTOR under applicable state or federal law**, must be filed with any one of the following: The Office of Federal Contract Compliance Programs or the State of Wisconsin, or the Milwaukee County Department of Audit, Courthouse Annex, Room 319, 909 North Tenth Street, Milwaukee, Wisconsin 53233. If a current plan has been filed, indicate as follows:

Where filed: \_\_\_\_\_ Year covered: \_\_\_\_\_ **OR**

☐ **No current plan is required to be filed.**

**Employees**

Contractor certifies that it has \_\_\_\_\_ employees in the Metropolitan Statistical Area (Counties of Milwaukee, Waukesha, Ozaukee and Washington, Wisconsin) and \_\_\_\_\_ in total.

**Compliance**

Contractor certifies that it is not currently in receipt of any unresolved final findings of noncompliance with EEO regulation.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

BY: \_\_\_\_\_

(Signature)

(Title)

**FORM E**

**CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER  
TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension 23 CFR part 98, Section 98.510, participant's responsibilities. The regulations were published as part VII of the May 26, 1988 Federal Register (pages 19160 - 19211).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS

WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach explanation to this proposal.

**Name and Title of Authorized Representative** (please print clearly) \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**INSTRUCTION TO COMPLETE THE ABOVE FORM**

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. It is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies, including suspension and/or debarment.
3. The prospective of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if any time the prospective recipient of Federal assistance funds learns that it is certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarment," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposed," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage section of Rules Implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should be proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspension, declared ineligibility, or voluntary excluded from participation in this covered transaction, unless authorized by DOL.
6. The prospective recipient of Federal assistance funds agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions" without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible or voluntarily excluded from covered transaction; unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the list of parties excluded from procurement or non-procurement programs.
8. Nothing contained in the forgoing shall be constructed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealing.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including Suspension and / or debarment.

**FORM F**

**CONFLICT OF INTEREST STATEMENT**

Name: \_\_\_\_\_

Affiliation with the City of Milwaukee, Mayor's Office or the EMPLOY MILWAUKEE: (check one)

- ☐ Member  
☐ Employee  
☐ Grant Applicant  
☐ Contractor

Do you or any member of your immediate family have any ownership interest in, investment in, employment with, contractual relationship with, fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from, or which does business or may seek to do business with the City of Milwaukee, Mayor's Office or the EMPLOY MILWAUKEE?

- ☐ a. YES ☐ b. NO

If yes, please explain, giving the name of every such organization and the nature of your association with it.

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For Grant Applicants and Contractors Only. (Answers should be made keeping in mind each individual of the grant applicant's and contract's board of directors, officers, employees, or any of their immediate family members).

1. Are you an employee of the City of Milwaukee, Mayor's Office or the EMPLOY MILWAUKEE?

- ☐ a. YES ☐ b. NO

2. Do you have a business or employment relationship with the City of Milwaukee, Mayor's Office or the EMPLOY MILWAUKEE?

- ☐ a. YES ☐ b. NO

If yes, please explain:

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3. Does any employee of the Mayor's Office, City of Milwaukee or the EMPLOY MILWAUKEE serve on your organization's Board of Directors?

- ☐ a. YES ☐ b. NO

If yes, please explain:

---

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## FORM G

### CERTIFICATE REGARDING LOBBYING

#### Certification for Contracts, Grants, Loans and Cooperative Agreements

**THIS CERTIFICATE AND THE FOLLOWING STANDARD FORM LLL-A ARE REQUIRED TO BE SUBMITTED BY THE SUBRECIPIENT OR ANY OF ITS SUBCONTRACTORS ONLY IF THE CONTRACT OR SUBCONTRACT EXCEEDS \$100,000.**

☐ **CHECK THIS BOX ONLY IF CONTRACT IS \$100,000 OR LESS, skip #1 and #2 below, and sign at bottom of this page.**

**OTHERWISE continue by checking #1 or #2 below, whichever is applicable, and then sign at the bottom of the page.**

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, grant, loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

☐ **CHECK THIS BOX IF APPLICABLE and sign below. DO NOT complete Standard Form LLL-A.**

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL-A "Disclosure of Lobbying Activities," in accordance with its instructions.

☐ **CHECK THIS BOX IF APPLICABLE, sign below, AND complete Standard Form LLL-A.**

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including Sub recipients, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to submit the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Sub recipient Organization

Program Title

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Name and Title of Authorized Representative (please print clearly)

---

Signature

Date

**STANDARD FORM LLL-A DISCLOSURE OF LOBBYING ACTIVITIES**

|  |  |  |
|--|--|--|
| 1. Type of Federal Action:<br><input type="checkbox"/> a. Contract<br><input type="checkbox"/> b. Grant<br><input type="checkbox"/> c. Cooperative Agreement<br><input type="checkbox"/> d. Loan<br><input type="checkbox"/> e. Loan Guarantee<br><input type="checkbox"/> f. Loan Insurance | 2. Status of Federal Action:<br><input type="checkbox"/> a. Bid / Offer / Application<br><input type="checkbox"/> b. Initial Award<br><input type="checkbox"/> c. Post-Award | 3. Report Type:<br><input type="checkbox"/> a. Initial Filing<br><input type="checkbox"/> b. Material Change:<br>Year ____ Quarter ____<br>Date of Last Report:<br>_____ |
| 4. Name & Address of Reporting Entity:<br>_____<br>_____<br>_____<br><br><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier: _____<br>Congressional District, if known: _____   |  | 5. If Reporting Entity in item 4 is Subawarded, enter Name and Address of Prime:<br>_____<br>_____<br>_____<br><br>Congressional District, if known: _____               |
| 6. Federal Department / Agency: _____<br>_____<br>_____<br>_____   | 7. Federal Program Name / Description: _____<br>_____<br>_____<br><br>CFDA Number, if known: _____   |  |
| 8. Federal Action Number, if known:<br>_____<br>_____  | 9. Award Amount, if known:<br><br>\$ _____   |  |
| 10a. Name and Address of Lobbying Entity:<br><br>(If Individual: Last Name, First Name, MI)<br>_____<br>_____<br>_____<br>_____  | 10b. Individuals Performing Services: (If different from 10a)<br>_____<br>_____<br>_____<br><br>(Attach SF-LLL-A Continuation Sheet(s), if necessary)                        |  |

|  |  |
|--|--|
| <p>1. Amount of Payment: (check all that apply)</p> <p style="margin-top: 20px;">\$ _____</p> <p><input type="checkbox"/> a. Actual</p> <p><input type="checkbox"/> b. Planned</p>   | <p>12. Form of Payment: (check all that apply)</p> <p><input type="checkbox"/> A. Cash</p> <p><input type="checkbox"/> B. In-kind:</p> <p style="margin-left: 40px;">Specify Nature _____</p> <p style="margin-left: 40px;">Value _____</p>  |
| <p>13. Type of Payment: (check all that apply)</p> <p><input type="checkbox"/> a. Retainer</p> <p><input type="checkbox"/> b. one-time Fee</p> <p><input type="checkbox"/> c. Commission</p> <p><input type="checkbox"/> d. Contingent Fee</p> <p><input type="checkbox"/> e. Deferred</p> <p><input type="checkbox"/> f. Other:</p> <p style="margin-left: 40px;">Specify _____</p>   | <p>14. Brief Description of Services Performed or To Be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) Contracted for Payment.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(Attach SF-LLL-A Continuation Sheet(s), if necessary)</p> |
| <p>15. Standard Form LLL-A Continuation Sheet(s) attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>  |  |
| <p>Information required through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to Title 31 U.S.C. Section 1352 to be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p> |  |
| <p>16. _____</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Signature</p> <p>_____</p> <p>Title</p> </div> <div style="text-align: center;"> <p>Print Name</p> <p>_____</p> <p>Telephone</p> </div> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> </div>   |  |

**STANDARD FORM LLL-A CONTINUATION SHEET**

Reporting Entry:

Page \_\_\_\_\_ of \_\_\_\_\_

Authorized for Local Reproduction of Standard Form LLL-A

**Billing Codes:**

3410-C; 6450-01-C; 6690-01-C;  
8025-01-C; 7510-01-C; 3510-FE-C; 8120-01-C;  
4710-24-C; 6116-01-C; 6151-01-C; 8230-01-C;  
4810-25-C; 3801-01-C; 4000-01-C; 3820-01-C;  
6560-50-C; 6820-61-C; 4310-RF-C; 5716-01-C;  
4150-04-C; 7555-01-C; 7537-01-C; 7536-01-C;  
4310RF-C; 5716-01-C; 6050-28-C; 4910-62-C.



## **INSTRUCTIONS FOR COMPLETION OF**

### **SF-LLL-A DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity. Where subawardee or prime Federal recipient at the initiation or receipt of a covered Federal action, or material change to a previous filing, pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or employee of a member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published.

1. Identify the type of covered Federal action for which lobbying activity is and / or has been secured to influence the outcome of covered Federal action.
2. Identify the status of a covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subawards include but are not limited to sub-contracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state, and zip code of the
6. Enter the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example: Department of Transportation, United States Coast Guard
7. Enter the Federal program name or description for the covered Federal action identified in Item 1, if known, enter the full Catalog of Federal Domestic Assistance (CFDA) Number of grants, cooperative agreements, loans, and loan commitments.
8. Enter the Federal action number of the Federal program name or description for the covered Federal action as identified in item 1 (e.g. Request For Proposal (RFP) number, Invitation For Bid (IFB) number, grand announcement number, the contract grant or loan award number, or the application/proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001."
9. For the covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award / loan commitment for the prime entity identified in item 4 or 5.
- 10a. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
- 10b. Enter the full name, address, city, state, and zip code of the individuals performing services if different from 10a.
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity as identified in item 4 to the lobbying entity. Indicate whether the payment has been made (actual) or will be made (planned). If this is a material change report, enter the cumulative amount of payment made or plan to be made. Check all boxes that apply.
12. Enter the form of payment. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment. Check all boxes that apply.
13. Enter the type of payment. Check all boxes that apply. If other, specify name.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s), officer(s), employee(s), or member(s) of Congress that were contracted for payment as indicated in item 11.
15. Indicate whether or not a Standard Form LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Office of Management and Budget, Paperwork Reduction Project (03-48-0046), Washington D.C. 20503.

## 2019-2020 PROPOSAL CHECKLIST

### Milwaukee Windows to Work Reentry Program PY 2019-20

**Applicant:** \_\_\_\_\_

**Total Budget Requested:** \_\_\_\_\_ **Numbers to Be Served:** \_\_\_\_\_

**Proposed Location:** \_\_\_\_\_

| Proposal Elements   | Included / Attached      |
|---|--------------------------|
| Executive Summary   | <input type="checkbox"/> |
| Proposal Narrative (No more than 20 pages)                    | <input type="checkbox"/> |
| Budget Narrative (No more than 2 pages)                       | <input type="checkbox"/> |
| Financial Statements/ Audit Requirements                      | <input type="checkbox"/> |
| Organization Chart (Attachment J)                             | <input type="checkbox"/> |
| Minimum qualifications and position descriptions of staff     | <input type="checkbox"/> |
| Most recent audit w/ management letter, P&L and Balance Sheet | <input type="checkbox"/> |
| Approved current annual operating budget                      | <input type="checkbox"/> |
| Forms and Attachments   |                          |
| Form A Identification Page and Statement of Compliance        | <input type="checkbox"/> |
| Form B Subcontractor Information                              | <input type="checkbox"/> |
| Form C Proposed Budget  | <input type="checkbox"/> |
| Form D Religious and Sectarian Activities                     | <input type="checkbox"/> |
| Form E Equal Employment Opportunity Certificate               | <input type="checkbox"/> |
| Form F Certificate Regarding Debarment                        | <input type="checkbox"/> |
| Form G Conflict of Interest Statement                         | <input type="checkbox"/> |
| Form H Certificate Regarding Lobbying                         | <input type="checkbox"/> |

## Section VIII: Reference Materials

### Program Goals

- Reduce recidivism for participants released from incarceration
- Increase employment placement opportunities for participants
- Increase length of employment retention for participants
- Increase wages of participants

### Program Objectives

- Program participants will have a lower rate of recidivism than those who did not participate in or successfully complete the program at 12, 18, 24 and 36 months following release
- Program participants will obtain employment or be enrolled in educational/technical programming within 90 days of release from incarceration

### Outcome Measures

As of 2014, W2W outcome measurement is focused on four outcome areas that were chosen through discussions and logic model creation between DOC staff and the W2W Program Director, and adapted to address feasibility and redundancy:

- *Recidivism*: The percentage of W2W participants that recidivate one, two and three years after release, as determined by the DOC definition of recidivism: A new offense resulting in a conviction and sentence to the Wisconsin DOC during the specified follow-up period.
- *Employment Rate*: The percentage of employment eligible W2W participants that are employed at three, six, nine, twelve, eighteen, twenty-four, and thirty-six months after release.
- *Employment Duration*: The percentage of W2W participants who have an employment duration that falls within either 1 to 3, 4 to 6, 7 to 9, 10 to 12, or 12 or more months following the start of their employment eligibility.
- *Employment Wages*: The average hourly wage of employed W2W participants at three, six, nine, twelve, eighteen, twenty-four, and thirty-six months following first employment start-date.

## EMPLOY MILWAUKEE DISCLAIMERS AND GENERAL PROVISIONS

**Contracting Organizations will be required to sign and certify a variety of acknowledgements and certificates. These forms include:**

- Equal Employment Opportunity Certificate
  - Certificate Regarding Debarment
  - Certificate Regarding Lobbying
  - Conflict of Interest Statement
1. *Eligible Proposers* -Proposers that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency are not eligible to respond to this RFP or receive a contract.
  2. *Subcontracting* – Subcontracting is permissible. All subcontracts are subject to applicable federal, state and local laws, rules, regulations, and policies governing procurement. The use of any subcontracts must be specified in the proposal. If a bidder proposes to subcontract any of the services to be provided, the bidder must identify which services are to be subcontracted and the rationale behind using a subcontractor rather than providing the services itself. The bidder must also describe how subcontractors were (or will be) procured and selected, their qualifications, and the basis for payments. Subcontractors shall be subject to the same requirements as the bidder under this RFP and any resulting contract. EMPLOY MILWAUKEE must approve all subcontracts prior to the final execution of a contract.
  3. *Competency* - Proposers must have the technical competence, knowledge and expertise in management and administration, the professional staff, and the administrative and fiscal management systems to accomplish the scope of work and the goals and objectives stated in this RFP, and must meet high standards of public service and fiduciary responsibility. EMPLOY MILWAUKEE will provide training on necessary documents and procedures to any contractors selected via this RFP.
  4. *Responsible Proposer/Contractor* – Proposer must guarantee that it is responsible and possesses the ability to perform successfully under the terms and conditions of a contract, that it has adequate financial and technical resources or the ability to obtain such resources as required during the performance of a contract and that it has the administrative capability, capacity and competence necessary to carry out the terms and conditions of a contract as specified. If the Board determines, at its sole discretion, that the bidder is not responsible or that it does not possess the administrative, financial, and technical resources and capabilities necessary to successfully perform under the terms and conditions of a contract, no contract will be awarded or if determined not responsible after an award, it shall terminate the contract.
  5. *Outstanding Monitoring, Audit or Legal Concerns* – Bidders must disclose and rectify any and all outstanding monitoring and/or audit concerns from any of the bidder's other contracts prior to receiving a contract resulting from this RFP. Additionally, bidders must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organizations, its owners, officers, or principals.
  6. *Award and Final Offer* - The EMPLOY MILWAUKEE Board shall make -the final contractor(s) selection. The EMPLOY MILWAUKEE reserves the right to not consider any or all proposals; not to negotiate the terms of a contract with any selected applicant prior to entering into a contract. The EMPLOY MILWAUKEE also reserves the right to change the terms of any contract solicited under this RFP, including funding levels, the scope of work, performance standards and shortening or extending the contract period as it deems necessary in the interest of the W2W program.
  7. *Notification of Award* - Upon completion of the entire award process and final approval by the Board, the EMPLOY MILWAUKEE will notify all applicants of the final outcome regarding their proposals.

8. *Administrative Requirements and Limitations* - Employees of a contractor are subject to the exclusive control and supervision of the contractor. The Contractor is solely responsible for oversight, management, supervision, criminal background checks, hiring, discipline, training, evaluation, etc. for its employees.
9. *Program Materials*  
EMPLOY MILWAUKEE will provide the following program materials to selected service provider(s) for use in the program:
- Program Brochure
  - Program Orientation Fact Sheet(s)
  - Authorization of Release Information
  - Intensive Services Provider Directory
  - Electronic Individual Assessment Forms (Prior to Enrollment)
  - List of Required documentation
  - Intake Assessment forms
  - Notice of Grievance Procedures
  - Local Policies & Procedures Manual
10. *Confidentiality of Records* - **EMPLOY MILWAUKEE considers confidentiality of participant information to be essential; therefore**, all records must be kept in locked files to protect participant confidentiality, and adequate private space must be available for all meetings between the coaches and participant, where sensitive information is exchanged.
11. *Coordination with Program Partners* - Selected Provider(s) who make referrals to other service providers and/or training vendors will be expected to: supply releases of information as needed; share relevant participant information at the time of referral; and, maintain regular contact with service providers regarding participant attendance and progress.
12. *News Releases* - News releases pertaining to this award or any part of the proposal shall not be made without the prior written approval of EMPLOY MILWAUKEE. Copies of news releases regarding this grant during the contract year shall be submitted to EMPLOY MILWAUKEE.
13. EMPLOY MILWAUKEE will require selected bidders to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during contract negotiations.
14. *Subcontracting* - If the applicant plans to use subcontractors, this should be clearly explained and expensed separately in the application. However, the primary contractors will be responsible for contract performance whether or not subcontractors are used.
15. *Insurance* - Proof of insurance is not a requirement for the submission of a proposal, but selected bidders will be required to obtain all insurances specified in this RFP and provide EMPLOY MILWAUKEE with proper certificates or policies prior to commencing work under a contract resulting from this RFP. EMPLOY MILWAUKEE and its Board of Directors must be listed as an additional insured on each policy.
- *General Liability* - Contractors are required to carry general liability insurance coverage sufficient to cover any liability that may arise from the performance of a contract resulting from this RFP. General liability insurance must cover bodily injury and property damage to a third party and personal injury; \$500,000 each occurrence and \$3,000,000 aggregate is required.
  - *Motor Vehicle* - If the contractor or their employees use motor vehicles in conducting business under a contract resulting from this RFP, liability insurance coverage covering bodily injury and property damage must be provided through a commercial insurance policy. Such insurance shall provide a minimum coverage of: \$100,000 liability per occurrence; \$300,000 aggregate liability; \$100,000 property damage; personal injury protection; uninsured motorist protection; and a maximum deductible of \$500.00.
  - *Worker's Compensation* - Worker's Compensation and Employer's Liability including Statutory Worker's Compensation benefits and Employer's Liability of \$100,000.
16. *Indirect Rates and Administrative Management Fees* must meet the requirements specified in the *State of Wisconsin, Workforce Programs Guide, Administration of Workforce Programs, Policy and Procedures Manual*. (See Internet Link).
17. Contractors must have a single audit performed annually by an independent auditor in accordance with the requirements specified in the *State of Wisconsin, Workforce Programs Guide, Administration of Workforce*

*Programs, Policy and Procedures Manual.* EMPLOY MILWAUKEE reserves the right to conduct or cause to be conducted an independent audit of all funds received under a contract issued by EMPLOY MILWAUKEE, notwithstanding the requirement above. Such audits will be conducted in accordance with applicable federal and state rules, regulations, and established professional standards and practices.

18. At any time during normal business hours, and as often as deemed necessary, staff of EMPLOY MILWAUKEE, Wisconsin Workforce Development Workforce Commission, U.S. Department of Justice Bureau, Wisconsin Department of Corrections, other State and Federal agencies, or their duly authorized representatives shall have complete access to any and all records or papers that are related to a contract resulting from this RFP for the purpose of verifying contractual, performance, and compliance with applicable laws, rules, regulations, and policies.
19. Contractors must provide reports or information on participants, finances, performance, and program operations as may be requested or required by EMPLOY MILWAUKEE.
20. Contractors shall be responsible for meeting all assigned state, federal and local performance measures associated with the programs that are part of this RFP and any resulting contract. Contractors will also be responsible for any changes in performance measures, including targets that may occur during the contract period.
21. Contractors will be required to prepare and maintain participant and financial records in accordance with instructions/policies issued by EMPLOY MILWAUKEE. All records from a program and/or contract year must be retained for three (3) years from the date closeout reports are submitted and accepted by EMPLOY MILWAUKEE unless any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period.
22. Contractors will be required to maintain a case file for each workforce program participant in accordance with standards established by EMPLOY MILWAUKEE. Such files will be considered the property of EMPLOY MILWAUKEE and must be turned over to EMPLOY MILWAUKEE upon request or upon the end of a contract.
23. Contractors must ensure that all activities and services provided pursuant to an executed contract comply with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, with respect to physical and program accessibility.
24. Contractors will be expected to fully cooperate with EMPLOY MILWAUKEE in the development and implementation of partnerships and collaborative with other community organizations to maximize resources and services for the benefit of program participants. This includes any Memorandums of Understanding (MOU) or other agreements as may be entered into by EMPLOY MILWAUKEE. This does not preclude contractors from initiating such partnerships or collaborations on their own. Such arrangements are strongly encouraged.
25. Contractors shall be responsible for ensuring compliance with all applicable laws, rules, regulations, policies, and directives governing programs and services solicited under this RFP.