

Employ Milwaukee, Inc.

Wisconsin Workforce Development Area #2



REQUEST FOR PROPOSALS

Released March 8, 2023

Windows to Work (W2W)

Case Management Services

FUNDING PERIOD: JULY 1, 2023 – JUNE 30, 2024*

RESPONSES DUE: Friday, April 14, 2023, 4:00pm C.S.T.

**This contract can be renewable for an additional one year based on funding and performance*

All questions can be directed to:
Procurement@employmilwaukee.org
Through March 22, 2023, 4:00pm C.S.T.
Carrie Hersh, Contract Compliance Manager
Employ Milwaukee
2342 N. 27th St.
Milwaukee, WI 53210
(414) 270-1726

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in a different language at no cost to you, please contact Carrie Hersh Carrie.Hersh@employmilwaukee.org at (414)-270-1726. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

Milwaukee Windows to Work Reentry Program Request for Proposals

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I. Background and Overview of RFP

A. Overview of Employ Milwaukee, Inc.

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, dislocated workers, individuals with disabilities, incumbent workers, older workers, 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.

B. Available Funding and Performance Period

The total projected amount of funding for the period (July 1, 2023- June 30, 2023)

Will be \$249,000 (\$199,000 case management; no less than \$50,000 for offender services. This amount is subject to change based on the allocated amount from the Department of Corrections.

C. Contract Type

Contracts executed through this RFP process will be paid through cost reimbursement unless otherwise specified. Final contracts will be subject to any and all changes in legislation, regulations, or policies promulgated by the funding sources. EMI reserves the right to vary or change the terms of any contract executed because of this RFP, including funding levels, the scope of services, performance standards, referral sources and period of performance, as it deems necessary.

D. Tentative Schedule of Events

ACTIVITY	DATE/TIME FRAME
RFP Released	March 8, 2023
Proposer Question Deadline	March 22, 2023, 4pm CST
Proposer Question Answers Posted to Website	March 29, 2023, 4pm CST
Proposals Due No Later than 4:00 p.m. CST	April 14, 2023
Proposal Review	May 3, 2023
Final Awards & Notification	May 26, 2023
Program Begins	July 1, 2023

Employ Milwaukee reserves the right to modify this schedule at any time it deems necessary.

EMI will be accepting questions during until 4:00pm CST March 22, 2023. Entities may submit questions to procurement@employmilwaukee.org. A response to all questions will be available no later than 4pm CST on March 29, 2023 and posted at www.employmilwaukee.org. If it becomes necessary to revise any part of this RFP, an addendum will also be posted on the EMI website.

E. Eligible Respondents

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 justice involved 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.

II. Scope of Work

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 with a provider to provide the W2W pre-release program services at the Racine Correctional Institution (RCI) and the Milwaukee Secure Detention Facility (MSDF) and in Milwaukee County for post-release program services for a total caseload of 82 participants, a minimum of 70 participants along with a minimum of 61 transfers from various statewide Workforce Board areas that services W2W participants that will return to Milwaukee County. W2W is a pre- and post-release program designed to address criminogenic needs associated with recidivism, including employment, education, anti-social cognition, anti-personality, and anti-social comparisons. The mission of the Windows to Work program is to promote self-sufficiency for individuals returning to the community through the development of constructive skills and the modification of thought processes related to criminal behavior. 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 justice involved individual at 6-9 months during pre-release and 12 months post-release. This timeline may vary for transferred cases. Program is responsible for eligibility determination, applying a career/employment assessment tool, developing a participant centered case plan with an emphasis on employment/education, delivering core curriculum including cognitive behavioral intervention, and documentation of all services. The eligibility requirements for returning citizens are as follows.

1. Currently incarcerated at RCI, MSDF, or transferred from another Wisconsin workforce board(s) to return to Milwaukee County
 - Sex offenders included
2. Established agent of record is in Milwaukee County
3. COMPAS Risk level recommendation of Medium, Medium with override consideration, or High
4. 18 years or older
5. Must be at least 6 months prior to release
6. At least 1 year of community supervision after release
7. Not medically identified as "no work" status
8. Participant will be able and willing to work
9. Participant must have stable mental health adequate for participation in competitive full-time employment

10. No detainers that would prevent participation post-release
11. No history of SSI/SSDI benefits within 12 month preceding current incarceration and ineligible for SSI/SSDI 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 August 15, 2023.

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. The 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, the Coaches, and working 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 Medium, Medium with override consideration, or High-risk justice involved individuals 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, justice involved individuals 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. The Coach will review the referral and interview the justice involved individual. If the justice involved individual is accepted, the Coach will be assigned to

the justice involved individual. The Coach will meet weekly with the institution contact in a location provided. The Coach will continue to work with participants during the last six months of incarceration through the first twelve months of reentry. The Coach 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. The Coach 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. Contingent upon availability per COVID-19 restrictions, the Coach will be provided workspace at RCI and MSDF during the pre-release period.

CASE TRANSFERS:

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 did not also serve the area to which they were releasing. However, 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, Windows to Work staff in the Contractor area shall make contact with staff in receiving area to determine capacity to serve participant after release from incarceration. If the receiving Workforce Development Board area does not have resources or ability to accept a participant, he or she should not be enrolled in the Employ Milwaukee WDB area. Likewise, the Milwaukee WDB should coordinate with other WDB areas to accept participant transfers after release from incarceration as resources permit.

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

DOC Program Site*	Workforce Board Area	County of Release for Priority Enrollment
Chippewa Valley Correctional Treatment Facility	West Central, Northwest	Clark, Eau Claire, Pepin, Pierce, St. Croix, Polk, Dunn, Barron, Chippewa, Taylor, Price, Rusk, Sawyer, Washburn, Burnett, Douglas, Bayfield, Ashland, Iron
Fox Lake Correctional Institution	South Central	Dane, Columbia, Sauk, Marquette, Dodge, Jefferson
Jackson Correctional Institution	Western	Buffalo, Trempealeau, Jackson, La Crosse, Monroe, Juneau, Vernon, Crawford
Kettle Moraine Correctional Institution	Bay Area	Brown, Manitowoc, Sheboygan, Outagamie
Milwaukee Secure Detention Facility	Milwaukee	Milwaukee
New Lisbon Correctional Institution	Western	Buffalo, Trempealeau, Jackson, La Crosse, Monroe, Juneau, Vernon, Crawford
Oakhill Correctional Institution	South Central	Dane, Columbia, Sauk, Marquette, Dodge, Jefferson
Oshkosh Correctional Institution	Bay Area, Fox Valley	Green Lake, Fond du Lac, Calumet, Oconto, Winnebago, Waushara, Waupaca, Outagamie, Manitowoc, Sheboygan, Brown, Shawano
Prairie du Chien Correctional Institution	Southwest	Rock, Richland, Grant, Iowa, Lafayette, Green
Racine Correctional Institution	Milwaukee, Southeast	Milwaukee, Racine, Walworth, Kenosha
Redgranite Correctional Institution	Fox Valley	Green Lake, Fond du Lac, Calumet, Winnebago, Waushara, Waupaca, Outagamie
Stanley Correctional Institution	West Central, Northwest	Clark, Eau Claire, Pepin, Pierce, St. Croix, Polk, Dunn, Barron, Chippewa, Taylor, Price, Rusk, Sawyer, Washburn, Burnett, Douglas, Bayfield, Ashland, Iron
Taycheedah Correctional Institution	Bay Area	Brown, Outagamie, Sheboygan, Manitowoc
Adams County Jail	North Central	Adams
Douglas County Jail	Northwest	Douglas
Rock County Jail	Southwest	Rock, Green
Waukesha County Huber Facility	W-O-W	Waukesha
Wood County Jail	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 Program: 1) Cognitive Intervention, 2) General Work Skills and Expectations, 3) Financial Literacy, 4) Community Resources, 5) Job Seeking, Applications, and Resumes. All services shall be secular based. The materials and curriculum to conduct these components are supplied through the DOC. If the contractor wishes to utilize an alternative curriculum, prior written approval must be obtained from DOC through Employ Milwaukee. 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 justice involved individuals 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.

i.Assistance with job search and identifying job training opportunities

The coaches will further provide post-placement support by regularly visiting the job site and facilities open communication between the participant and the employer.

ii.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.

iii.Post-Secondary education

On a case-by-case basis, the coaches will assist the customer with the process for post-secondary education enrollment.

iv.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.

v.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.

vi.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 justice involved individuals to treatment if necessary. The coaches will also, assure that participants comply with their medical plan of action.

vii.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.

viii.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.

ix.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.

x.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 to advise/inform them of the participant’s progress in program.

IV. Submission Requirements and Instructions

The RFP will be available to download from the EMI website: <https://www.employmilwaukee.org/Employ-Milwaukee/Partners/RFPs.htm> If you are unable to access or download the RFP, please contact procurement@employmilwaukee.org or (414) 270-1700.

A. Proposal Submission

Proposals must be received by Employ Milwaukee and time stamped no later than **4:00 pm (CT) on April 14, 2023**. Please submit proposals electronically to Procurement@employmilwaukee.org . Proposals must include all attachments and signatures. All proposal receipts will be confirmed via email confirmation. If a confirmation is not received, please contact:

Carrie Hersh, Contract Compliance Manager

Carrie.Hersh@employmilwaukee.org

(414) 270-1726

Formatting

Proposals must be typed in Microsoft Word in a 12-point font, double-spaced, with pages numbered at the bottom of each page, along with the organization's name.

Required Proposal Outline and Components

Each respondent is expected to submit a proposal in a format suitable for ease of review. To maintain comparability of proposals, respondents must follow the outline below including all section and sub-section headings exactly as they appear, including all proposal details and within the maximum page limits for each section as specified below.

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 by EMPLOY MILWAUKEE by 4:00 p.m. CST April 14, 2023. **Proposers are required to submit their proposals via email to procurement@employmilwaukee.org** . Proposals not received by this time will be automatically disqualified from competition—**no exceptions**. Faxed or mailed proposals will not be accepted.
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. Use 12-point Times New Roman type, 1-inch margins and single spacing.
6. Provide all required forms and attachments – See Checklist.

Page Breakdown of Proposal

	Narrative	Page Maximum	Notes
1.	Agency Identification - Form A		Not counted toward max
2.	Executive Summary		Not counted toward max
3.	Program Description	3	
4.	Service Delivery Plan	14	
5.	Organizational Capacity	3	
6.	Proposed Service Goals & Outcomes		Not counted toward max
	Organizational Finances**		
7.	Budget Summary- Form D**		Not counted toward max
8.	Budget Narrative Template Form E**		Not counted toward max
	Total	20	

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

Submittal Requirements For Proposals

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 13 PAGES not inclusive of attachments)

1. Program Description

- 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 justice involved individuals from your agency.
- f. Describe strategies to reengage participants into educational and training services.

2. Plan and Implementation - The following program design five priority program areas features are required for service delivery under WIDOC 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

3. 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 the eligible justice involved individual, 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 justice involved individual returns to the community and any approaches that you will use to ensure support.

4. Organizational Capacity

- 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 relate to the provision of community reintegration services for justice involved individuals.
- 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:
 - i. Collecting data and preparing required documents;
 - ii. Assuring security and confidentiality of participant records;
 - iii. Providing accounting internal controls;
 - iv. Preparing and submitting monthly requests for reimbursements;
 - v. Handling of corrective actions/findings if needed; and,
 - vi. Identifying person(s) responsible for the administrative/fiscal activities and their job title.

5. Performance Outcomes

- 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 measurable outcomes for similar programs.
- c. Describe your experience in data collection with other state, federal or local programs.
- d. Describe your experience of how to ensure quality assurance regarding data collection and management, internal data monitoring and controls, and performance measures.

6. The Project Budget

A. Complete Form D – 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 (Form E):

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.

V. Proposal Review and Evaluation Process

Applications will be evaluated by a team of reviewers, which may include outside experts and staff. An entity's failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause EMI to deem the proposal non-responsive and thus ineligible for review.

A. Fiscal Review

EMI will also conduct a fiscal review of all qualified proposals including, budgets, agency audits, leveraged funds and responses to questions related to fiscal operations. EMI reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submitted materials. EMI reserves the right to assess the risk posed by any recent, current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might affect an organization's ability to operate the requested program.

B. Program Narrative Review

Members of the review team will conduct an in-depth assessment of the program narrative section for each proposal. A scoring instrument will be used based on the evaluation criteria listed in the RFP.

C. Past Performance Review

Through this process, EMI will review a respondent's performance on any previous and/or existing EMI grant agreement(s), as well as check references submitted from other grantors. Achievement of grant agreement outcomes (i.e., number of enrollments, job placements and retention of enrollees), along with compliance with programmatic and fiscal guidelines and timelines will be evaluated.

The review team will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, EMI may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding.

After analyzing all of the data submitted, and any additional analysis of the geographic distribution of the programs to ensure community access for Milwaukee County residents as well as coverage of special populations, EMI will select respondents for recommendation to the Program Committee of the WDB and Executive Committee of the WDB for approval. Once approved by the WDB, EMI may award grant subcontractor agreements to successful respondents.

Entities that fail to meet the evaluation criteria specified herein, or proposals that do not meet the service needs will not receive further consideration for funding. Failure to meet evaluation criteria can include, but is not limited to, non-responsive language in the submission, failure to clearly address all areas in the project narrative as required, lack of required documentation, and proposing programs which do not address the specific needs of the population(s) being targeted.

D. Evaluation Criteria

Proposals evaluated with a score below 31 (out of a possible 100 points) will not be considered. Proposals that do not meet minimum standards will be considered non-responsive. EMI reserves the right to contract with any respondent that falls within the acceptable point range. EMI is not required to contract with the entity receiving the highest score as a result of the proposal review process. Factors such as population served, and geographic need may carry significant weight.

All proposals will be scored according to the evaluation criteria set forth below and ranked from highest to lowest score. A recommended funding level will be determined based on a number of factors including overall ranking of proposal rating scores, the availability of funds, the number of applications submitted, geographic factors, reasonable unit cost as determined by EMI, the need for the proposed services, and past performance.

E. Criteria Point Value

Table 3: Criteria Point Value		
Criterion	Description	Points Value
Qualifications & Experience	Respondent will be evaluated on previous experiences managing large scale workforce development programs, especially federal, state, and local initiatives including those funded through Window 2 Work	25
Service Delivery Plan	Respondent will be evaluated on their plan to fulfill all duties of the Service Provider. Plans that are clear, concise, and comprehensive will score highest.	30
Performance Metrics – Quality Assurance Plan	Respondent will be evaluated on proposed performance metrics. Emphasis will be placed on the thoroughness of the Quality Assurance Plan. Plans that show proactive steps to address and correct common quality issues will score highest.	10
Reasonable Costs – Budget Summary and Budget Narrative	Respondent will be evaluated on the costs provided in the budget summary as well as the details provided in the budget narrative.	10
Past Performance Review and References	Respondent will be evaluated on performance from any previous and/or existing EMI grant agreement(s), as well as references submitted from other grantors.	25
Total Points Available		100

F. Limitations

EMI shall not pay for any costs incurred by the applicant agencies in the completion of this RFP. Submission of an RFP does not, in any way, obligate EMI to award a contract. EMI reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of EMI to do so. EMI may require successful applicants to participate in contract negotiations prior to contract finalization. EMI shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.

G. Disclaimers

All contract awards by EMI, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by the WDB and the execution of a contract with EMI.

EMI also reserves the right to:

- Rescind an award and/or reallocate the funding to another applicant should the successful respondent fail to execute its grant agreement in a timely fashion;
- Increase funding levels for any or all delegate agencies selected pursuant to this RFP, if additional funds become available, based on service provider performance, effectiveness and other details;
- Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein;
- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to operate a proposed program.

H. Notice of Award

All respondents will be notified by mail as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to procurement@employmilwaukee.org.

I. Protest Procedures to Resolve Procurement Disputes

Any applicant desiring to protest a determination concerning this RFP must file a protest with EMI no later than five (5) calendar days following notification of the WDB vote. All protests shall be submitted in writing to procurement@employmilwaukee.org, must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. EMI shall resolve any protest based upon the written protest and any oral and written response thereto provided by EMI staff, in conjunction with the Board's consideration of the application and the review panel recommendation. Resolution of the protest shall be by WDB vote and shall be deemed final.

In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy.

J. Program References

Program Goals

- Reduce recidivism for participants released from incarceration.
- Increase employment and/or educational/technical programming 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 progress in a career pathway while participating in the program (using wages as the measurement).
- Program participants will obtain employment or be enrolled in educational/technical programming within 90 days of release from incarceration.
- Program participants will have longer episodes of employment than those who did not participate in or successfully complete the program at 3, 6, 9, 12-, 18-, 24-, and 36-months following release.

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.

ATTACHMENT A

ADMINISTRATIVE REQUIREMENTS/EXPECTATIONS

This section is a listing of General Administrative Requirements that will be required to be adhered to throughout the term of the grant. Employ Milwaukee is largely funded by federal dollars through the Department of Labor and therefore follows the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*; 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule; 2 CFR Part 2900: DOL Exceptions to 2 CFR Part 200; 48 CFR Part 31; and with additional restrictions imposed based on the individual grant source. Respondents unable to meet these standard requirements will not qualify.

Proposals must contain a response to this Administrative Requirements section by completing all required Administrative Forms. Failure to respond to a requirement may be cause for rejection of the Respondent's proposal.

- **Proposers** must submit the following documentation:
 - 1) Annual Balance Sheet and a Profit/Loss Statement
 - 2) Copy of Annual Audit Report
 - 3) W-9
 - 4) Current Certificate of Liability
 - 5) Budget Narrative (Form E)
 - 6) Subgrantee Internal Control Questionnaire
 - 7) Subrecipient Contacts (Form A, Page 1 and 2)

Additional administrative requirements are as follows.

- **Adhere to Policies:** At any time, the US Department of Labor or the State of Wisconsin Department of Workforce Development may issue Training and Employment Guidance Letters (TEGL) or other policy. Additionally, Employ Milwaukee may change policies in its plan at any time. These policies may or may not result in changes to fiscal or operational procedures but must be followed. Employ Milwaukee will receive and disseminate all policies directly to the service provider.
- **File Maintenance/ Record Keeping:** Files must be maintained for each participant in manner consistent with federal, state and local regulations and procedures, and with the WDB File Retention Policy found in the W2W Plan.
- **Confidentiality and Security:** The Grantor and the sub-recipient will both engage in measures to protect the confidentiality and to protect against unauthorized access or disclosure of workforce information (including, but not limited to):
 - 1) Limit paper documentation (reports, screen prints, etc.) containing workforce information of a confidential or personal identifiable nature.
 - 2) Store paper information in a place physically secure from access by unauthorized persons.

- 3) Store and process the data in an electronic format in a way that is secure from access by unauthorized persons.
 - 4) Take precautions to ensure that only authorized personnel have access to the computer systems in which the data is stored.
 - 5) Make the data accessible only to staff who require it in the official performance of their job duties; all data will be kept in the strictest confidence.
- **Source Documents:** The sub-recipient is responsible to comply with regulations which include the collection and storage of customer source documents and have written policies in place for instruction regarding these requirements within its own organization. All customer source documentation shall be kept in an orderly fashion in the customer file. See <https://www.employmilwaukee.org/Employ-MKE/Business/20.08Disab.Med.Inf.Collect.andStoragePolicyEff.12.3.20.pdf> for additional guidance.
 - **Records Retention:** Participant files shall be maintained for seven (7) years after the last date of service including follow-up. This requirement also pertains to respondents that have been determined eligible but not served and to respondents determined ineligible, refused certification or otherwise not served. All records pertinent to complaints/grievances/appeals and resolutions must also be retained for seven (7) years. See EMI's Record Retention policy at <https://www.employmilwaukee.org/Employ-MKE/site-assets/21-03LocalRecordsRetentionPolicy.pdf>.

In addition; the selected sub recipient shall ensure compliance with all the established requirements in the Code of Federal Regulations (CFR); 2CRF200, and

- **Provide Employ Milwaukee personnel access to:**
 - Accounting systems, electronic spreadsheets, general ledger, balance sheets, income and expense reports and all other financial activity reports of the sub recipient.
 - All financial policies and procedures, including billing and collection policies and purchasing and procurement policies
 - Accounts payable systems and policies
- **Ensure adequacy of agency fiscal systems to generate needed budgets and expenditure reports, including:**
 - Accounting policies and procedures
 - Budgets
 - Accounting system and reports
 - Submit a line-item budget with sufficient detail to permit review and assessment of proposed use of funds for the management and delivery of the proposed services
 - Document all requests for and approvals of budget revisions
 - Establish policies and procedures to ensure compliance with sub grant provisions
 - Document and report on compliance as specified by the grantee

- Develop and maintain a current, complete, and accurate asset inventory list and a depreciation schedule that lists purchases of equipment by funding source
 - Make the list and schedule available to the grantee upon request
 - Ensure that budgets and expenses conform to federal cost principles
 - Ensure fiscal staff familiarity with applicable federal regulations and GAAP
 - Make available to the grantee very detailed information on the allocation and costing of expenses for services provided
 - Have in place policies and procedures to determine allowable and reasonable costs
 - Have in place reasonable methodologies for allocating costs among different funding sources and Employ Milwaukee categories
 - Make available policies, procedures, and calculations to the grantee on request
 - Have in place systems that can provide expenses and client utilization data in sufficient detail to determine reasonableness of unit costs
 - Maintain payroll records for specified employees
 - Establish and consistently use allocation methodology for employee expenditures where employees are engaged in activities supported by several funding sources.
 - Make payroll records and allocation methodology available to grantee upon request.
- **Transparency** – Employ Milwaukee operates under open meeting laws. The selected proposer must be aware of and adhere to open records for all program matters and open meetings where the program is being discussed. Employ Milwaukee considers all records and program plans funded with federal dollars as open records which must be made available to anyone requesting such information.
- **Data Management and Reporting**

EMPLOY MILWAUKEE will be using the WIDOC Program Data Collection Services (PDCS) database 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 Reentry Employment Coordinator. All funded programs 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 PDCS, EMPLOY MILWAUKEE will require the contractor to enter data into the Efforts to Outcomes (ETO) database to track any participant contact or quality to ensure quality assurance checks with PDCS.
- **Accessibility and Equal Opportunity**

Employ Milwaukee is committed to equal access for all customers to all services. All proposers must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any federally funded

program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All proposers are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This involves ensuring that staff receives accessibility training and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: “**[Name of Subrecipient]** is an equal opportunity employer/program. If you need this information or printed material in an alternate format, or in different language (any of these free of charge), please contact us at (____)-____-____. Deaf, hard of hearing, or speech impaired callers can reach us at **[TTY number]** or contact us through Wisconsin Relay Service at 7-1-1.

Employ Milwaukee Expectations

- **Service:** Proposer who can provide additional hours of services, including evening and weekends.
- **Community Collaboration**
Employ Milwaukee promotes collaboration and non-duplication of services in the community. The selected W2W contractors are expected to work with providers of other workforce development and economic development agencies in the area to ensure that W2W Services are not duplicative of those offered in the county.
- **Innovation and Evidenced Based Practices**
Innovation occurs when evidence-based practices are enhanced or applied in a new way. The selected contractor (s) is expected to provide services that are innovative and evidenced-informed and to back-up the model with data that demonstrate such.

ATTACHMENT B. Proposal Checklist -WINDOW 2 WORK

PROPOSAL CHECKLIST

	Included/Done
RFP FORMAT	
Document meets required format.	
Table of Contents is included	
Document follows outlined sections, and each section is clearly labeled; Page numbers are included.	
Document meets required page limit.	
Proposal is submitted electronically	
PROPOSAL NARRATIVE	
1. Proposal Executive Summary	
2. Program Description	
3. Service Delivery Plan	
4. Organizational Capacity	
5. Proposed Service Goals and Outcomes	
6. Organizational Finances	
7. Budget Summary Form – Form D	
8. Budget Narrative- Form E	
FORMS	
Form A – Cover – Agency Identification Form (Referenced above). *	
Form B – Certificate of Respondents Assurances Windows 2 Work*	
Form D – Budget Summary Form (Referenced above)*	
Form E- Budget Narrative Template (Referenced above)*	
ATTACHMENTS	
Certification Regarding Debarment *	
Certification Regarding Drug Free Workplace*	
Certification Regarding Lobbying *	
Certification Regarding Conflict of Interest*	
Equal Employment Opportunity Certificate*	
Subgrantee Internal Control Questionnaire*	
Organizational Chart	
Job Descriptions and Resumes	
Copy of most recent audit report w/ management letter, P&L and Balance Sheet	
W-9	
List of References	
Federal Negotiated Indirect Cost Rate DOL Letter- If Applicable	

*These items can be found on the Employ Milwaukee Website at <https://www.employmilwaukee.org/Employ-Milwaukee/Partners/RFPs/Additional-Documents1.htm>

FORM A. – Agency Information

Agency Identification Form

PROPOSER AGENCY INFORMATION:

Windows 2 Work (W2W):

Agency Name	Contract Period July 1, 2023 – June 30, 2024
Agency Address	FEIN: Agency Fiscal Year ☐ Calendar ☐ Other (If Other) _____ to
Parent Company (If Applicable)	Parent Company Address
Agency Type (Check all that Apply) ☐ Government ☐ Private, For Profit ☐ Private, Not for Profit ☐ Corporation ☐ County ☐ Tribe ☐ Consortium – Specify Lead Agency and type) ☐ Other (Specify) .	

CONTINUED ON NEXT PAGE

FORM A – CONTINUED - PROPOSER AGENCY PERSONNEL

Executive Director's Name	Title	Telephone Number
Mailing Address		Fax Number
		Email Address
Person Responsible for Day-to-Day Operations	Title	Telephone Number
Mailing Address		Fax Number
		Email Address
Chief Financial Officer	Title	Telephone Number
Mailing Address		Fax Number
		Email Address
Person Responsible for Equal Rights/Civil Rights Compliance, Limited English Proficiency	Title	Telephone Number
Mailing Address		Fax Number
		Email Address
RFP Direct Contact	Title	Telephone Number
Mailing Address		Fax Number
		Email Address

FORM B. – CERTIFICATIONS OF RESPONDENTS ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. My organization is not currently on any federal, State of Wisconsin, or local debarment List.
3. My organization will provide records to show that we are fiscally solvent and will provide any other information and/or accept and appointment for interview, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that Windows 2 Work funds will be used as required by law and contract.
5. I have read Section V Assurances & Certifications and our organization is prepared to sign a contract with these requirements.

We will meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:

- Maintaining records that accurately reflect actual performance.
- Maintaining record confidentiality, as required.
- Reporting financial, participant, and performance data, as required.
- Complying with Federal and State non-discrimination provisions.
- Meeting requirements of Section 504 of the *Rehabilitation Act of 1973*.
- Meeting all applicable labor law, including Child Labor Law standards.
- Adhering to the Employ Milwaukee marketing guidelines and committing to using the required funding statements on all materials, including those for outreach.
- Accepting funding for and working within the guidelines of other funding opportunities provided by Employ Milwaukee.

We will not:

- Place a W2W participant in a position that will displace a current employee.
- Use W2W money to assist, promote, or deter union organizing.
- Use funds to employ or train of persons in sectarian activities.
- Use W2W funds in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use W2W funds for lobbying.

I hereby assure that all of the above are true.

Name

Title

Date

FORM D – Budget Summary

Please access this form in a Microsoft Excel document posted on the Employ Milwaukee website.

BUDGET SUMMARY			
Organization Name:		Contract Number:	
Fiscal Contact Person:		Contract Period:	
Mailing Address:			
Fiscal Contact Phone:			
Fiscal Contact Fax:			
Fiscal Contact E-Mail: _____			
Subrecipient is aware of the requirement that these funds may not be used to supplant other federal, state, or local funds (specifically TANF, WIOA, FSET & Other Programs) and that funds received by the subrecipient through this grant will be used only for the purposes stated.			
COST CATEGORY	CALCULATION	DESCRIPTION	BUDGET
Personnel	Detail on Schedule A	Detail on Schedule A	\$ -
Fringe Benefits	% of Wages	Example : Includes Health, Dental, Life, Unemployment, Workers Comp and Retirement Benefits	\$ -
Travel	Estimated Costs - Requires breakdown (how are estimated costs determined?)	Example: # of direct staff to ____ conference, travel costs to local centers for training, etc.	\$ -
Staff Training	Estimated Costs - Requires breakdown (how are estimated costs determined?)	List types of training, # of staff, etc.	\$ -
Supplies	Estimated Costs - Requires breakdown (how are estimated costs determined?)	List types of supplies, purpose, etc.	\$ -
Support Services - Transportation	Estimated Costs - Requires breakdown (how are estimated costs determined?)	Example: Bus Tickets & Van Service, etc.	\$ -
Support Services - Other	Estimated Costs - Requires breakdown (how are estimated costs determined?)	Example: Childcare, exam fees, uniforms,	\$ -
OTHER COSTS			
Occupancy	Estimated Costs - Requires breakdown (how are estimated costs determined?)	Example: Rent, Depreciation, etc.	\$ -
Utilities	Estimated Costs - Requires breakdown (how are estimated costs determined?)	Example: Telephone, Electric, etc.	
Total Direct Charges			\$ -
Indirect Charges (Fiscal & Administration)	Indirect Cost Calculation (De Minimis, Indirect Cost Rate, CAP, or Negotiated)	Example: Costs will be allocated based upon organizations cost allocation policy. Includes Fiscal, Human Resources, Information Technology and CEO offices	\$ -
FOR-PROFITS ONLY	Profit Amount Expected	If Non-Profit, enter N/A	
TOTAL BUDGET			\$ -

FORM D – Staff Wage Detail

Staff Wage Detail

Organization Name:

Contract Number:

		Total Monthly Wage	Percentage Applied to Contract	Months Applied to Contract	Total Charged to Contract
Staff Name	Job Title				
			100.00%		\$ -
			100.00%		\$ -
			100.00%		\$ -
			100.00%		\$ -
			100.00%		\$ -
			100.00%		\$ -
			25.00%		\$ -
			100.00%		\$ -
					\$ -
PROGRAM TOTALS					\$ -
ADMINISTRATIVE STAFF					
ADMINISTRATIVE TOTALS					
TOTALS		\$ -			\$ -

FORM E- Budget Narrative Template

Please access this form in a Microsoft Excel document posted on the Employ Milwaukee website.

Insert Proposer Name Here		
FORM E	BUDGET NARRATIVE - Enter Project Name Here	
	Project Period: 7/1/23-6/30/24	
Employ Milwaukee and sub-contractors are aware of the requirement that these funds may not be used to supplant other federal, state, or local funds (specifically TANF, WIOA, FSET & Other programs) and that funds received by the Employ Milwaukee through this grant will be used only for the purposes stated. Employ Milwaukee has established and adequate fiscal controls in place to ensure that no supplanting of funds will occur.		
Personnel -List Each Position title, description, new or existing position-These should correspond with positions listed in the Service Delivery Plan-Add rows as necessary.	Describe % FTE, Annual Salary, Length of contract Example: .05 FTE, \$55,000 annually, 24 months	
Total Personnel		\$ -
Fringe	Describe formula used to determine total amount used for Fringe Benefits Example: 40% of Wages to include health, dental, life, disability insurance, FICA, SUTA, and retirement plan contribution	
		0
Total Fringe		\$ -
Travel	Clearly describe and provide formula(s) used to determine the total amount requested. Example: 1000miles @\$.56 per mile./ 2 Staff at National Conference and 2 Staff at 2 Regional (Peer to Peer) conferences. Estimate \$1,200 for airfare, \$500 ground travel, hotel \$250 X 8 nights	
Local Travel		
Regional & National Conferences		
Total Travel		\$ -
Staff Training/ Development	Clearly describe and provide the formula used to determine the total amount for staff training	
		\$ -
Supplies	For each type of supply requested, clearly describe, and provide the formula(s) used to determine the total amount requested for each type of supply (i.e., telephone/cell phones/hotspots, postage, etc.). The total amount for each supply category must equal the amount entered on the respective cell on the Budget Summary Form.	
Office Supplies & Postage		
Computer Supplies		
Total Supplies		\$ -
Supportive Services-Transportation	Describe the services to be provided and explain how the estimated costs in this category are determined. Examples could include Bus Tickets, Van Service, etc.	
Supportive Services-Other	Describe the services to be provided and explain how the estimated costs in this category are determined. Examples could include but are not limited to childcare, exam fees, uniforms.	
Other Costs Add Rows as Needed	Clearly describe all items included as "other" and provide the formula(s) used to determine the total amount requested. Example: Rent, Utilities, Telephone-Cellular Allocated portion of cellular phone costs directly charged to program based upon cost allocation plan. Estimate \$50/month. Other examples include liability insurance, leased equipment, participant incentives, audit costs, contractual arrangements.	
Total Other Costs		\$ -
Total Direct Charges		
Indirect Charges (Estimate 10% of Direct Costs) This can be 10% de minimis rate of Direct Costs, or Federally Negotiated indirect Cost Rate)	Describe the formula used to determine indirect cost rate. Example: XYZ Company will charge indirect costs at the 10% de Minimis rate. OR If using the Federally Negotiated rate, enter that amount and include the letter from DOI as an attachment to this proposal	
FOR- PROFITS ONLY - Enter Expected Profit Amount	If Non-Profit, Enter N/A	
TOTAL BUDGET		\$ -