

Res 158
Significant

CONTRACT COVERSHEET

NOTE: Shaded areas are for County Executive review.

DEPARTMENT Dane County Sheriff's Office	CONTRACT/ADDENDUM #: 12488																														
1. This contract, grant or addendum: <input type="checkbox"/> AWARDS <input checked="" type="checkbox"/> ACCEPTS	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 40%; text-align: center;">Contract</td> <td style="width: 30%; text-align: center;">Addendum</td> </tr> <tr> <td></td> <td style="text-align: center;">↓</td> <td style="text-align: center;">↓</td> </tr> <tr> <td></td> <td style="text-align: center;">If Addendum, please include original contract number</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td style="text-align: center;">POS</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;">Co Lesse</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;">Co Lessor</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;">Intergovernmental</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;">Purchase of Property</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;">Property Sale</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td style="text-align: center;">Other:</td> <td><input type="checkbox"/></td> </tr> </table>		Contract	Addendum		↓	↓		If Addendum, please include original contract number		<input checked="" type="checkbox"/>	POS	<input type="checkbox"/>	<input type="checkbox"/>	Co Lesse	<input type="checkbox"/>	<input type="checkbox"/>	Co Lessor	<input type="checkbox"/>	<input type="checkbox"/>	Intergovernmental	<input type="checkbox"/>	<input type="checkbox"/>	Purchase of Property	<input type="checkbox"/>	<input type="checkbox"/>	Property Sale	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>
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<input type="checkbox"/>	Other:	<input type="checkbox"/>																													
2. This contract is discretionary <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																															
3. Term of Contract or Addendum: From: <u>9/1/2015</u> To: <u>8/31/17</u>																															
4. Amount of Contract or Addendum \$450,000																															
5. Purpose: Grant funding of \$500,000 has been awarded to the Workforce Development Board of South Central Wisconsin to establish a Dane County Windows to Work Program funded through the US Department of Labor, Employment and Training Administration. As part of this grant \$450,000 has been awarded to the Sheriff's Office to support two (2) FTE Career Coaches, a (.5) FTE Program Director, supplies for instruction, and other facility program expenses including printing, insurance, and telephone costs.																															
6. Vendor or Funding Source: Workforce Development Board of South Central Wisconsin																															
7. MUNIS Vendor Code: 17154																															
8. Bid/RFP Number:																															
9. If grant: Funds Positions? <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO Will require on-going or matching funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																															
10. Are funds included in the budget? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																															
11. Account No. & Amount, Org. & Obj. <u>SHRFSEC Personnel Services</u> Amount \$ <u>431,202</u> Account No. & Amount, Org. & Obj. <u>SHRFSEC Windows to Work Facilities and Supplies (NEW)</u> Amount \$ <u>18,798</u> Account No. & Amount, Org. & Obj. <u>SHRFSEC Windows to Work Revenue</u> Amount \$ <u>450,000</u>																															
12. Is a resolution needed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If "YES," please attach a copy of the Resolution. If Resolution has already been approved by the County Board, Resolution No. & date of adoption <u>2015 RES-158</u>																															
13. Does Domestic Partner equal benefits requirement apply? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																															
14. Director's Approval																															

CONTRACT REVIEW/APPROVALS

Initials	Ftnt	Date In	Date Out
<u>MG</u> Received		<u>7-16-15</u>	
<u>AS</u> Controller			<u>7/20/15</u>
<u>[Signature]</u> Corporation Counsel		<u>7/20/15</u>	<u>7/20/15</u>
<u>[Signature]</u> Risk Management		<u>7/20/15</u>	<u>7/20/15</u>
<u>[Signature]</u> ADA Coordinator		<u>7/20/15</u>	<u>7/20/15</u>
<u>AT</u> Purchasing Agent			<u>7/20/15</u>
_____ County Executive			

VENDOR

Vendor Name & Address Workforce Development Board of South Central Wisconsin 3513 Anderson Street, Suite 104 Madison WI 53704
Contact Person Pat Schramm, Executive Director
Phone No. 608.249.9001
E-mail Address pschramm@wdbscw.org

Footnotes:

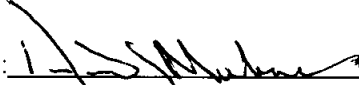
1. _____
2. _____

Return To: Name/Title: <u>LILLIAN RADIVOJEVICH</u> Dept.: <u>SHERIFF'S OFFICE - ADMINISTRATION</u>
Phone: <u>608.284.4801</u> Mail Address: <u>PSB, 115 w. DOTY STREET, MADISON, WI, 53703</u>
E-mail: <u>RADIVOJEVICH@DANESHERIFF.COM</u>

CERTIFICATION

The attached contract: *(Check as many as apply)*

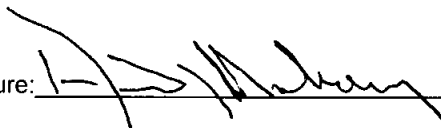
- conforms to Dane County's standard Purchase of Services Agreement form in all respects
- conforms to Dane County's standard Purchase of Services Agreement form with modifications and is accompanied by a revision copy¹
- is a non-standard contract which has been reviewed or developed by corporation counsel which has not been changed since that review/development
- is a non-standard contract previously reviewed or developed by corporation counsel which has been changed since that review/development; it is accompanied by a revision copy¹
- is a non-standard contract not previously reviewed by corporation counsel; it is accompanied by a revision copy
- contains non-standard/indemnification language which has been reviewed or developed by risk management and which has not been changed since that review/development
- contains non-standard insurance/indemnification language which has been changed since review/development or which has not been previously seen by risk management; it is accompanied by a revision copy
- contains non-standard affirmative action/equal opportunity language which has been reviewed or developed by contract compliance and which has not been changed since that review/development
- contains non-standard affirmative action/equal opportunity language which has been changed since the earlier review/development by contract compliance or which has not been previously seen by contract compliance; it is accompanied by a revision copy¹

Date: 07/16/17 Signed: 
 Telephone Number: (608) 284-6170 Print Name: Sheriff David J. Mahoney

MAJOR CONTRACTS REVIEW (DCO Sect. 25.20) This review applies only to contracts which both exceed \$100,000 in disbursements or receipts and which require county board review and approval.

EXECUTIVE SUMMARY *(Attach additional pages, if needed).*

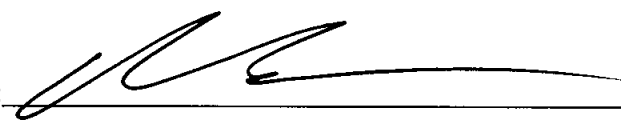
1. **Department Head** Contract is in the best interest of the County.
 Describe any deviations from the standard contracting process and any changes to the standard Purchase of Services Form Agreement.

Date: 07/16/15 Signature: 

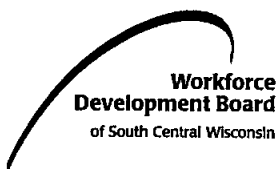
2. **Director of Administration** Contract is in the best interest of the County.
 Comments:

Date: 7/23/15 Signature: 

3. **Corporation Counsel** Contract is in the best interest of the County.
 Comments:

Date: 7/2/15 Signature: 

¹A revision copy is a copy of the contract which shows the changes from the standard contract or previously revised/developed contract my means of overstrikes (indicating deletions from the standard language) and underlining (showing additions to the standard language).



Forging Strategic Partnerships for Economic Growth

2015 Contract – Dane County Windows to Work Program
Funded through the U.S. Department of Labor – Employment and Training Administration –
Linking to Employment Pre-release Specialized American Job Centers (AJC)

Table with 2 columns: Purchaser and Provider. Purchaser: Workforce Development Board of South Central Wisconsin (WDBSCW). Provider: Dane County Sheriff Office.

Table with 2 columns: Fund Source, Contract Number, Contract Effective Date, Contract Type, Contract Amount.

This contract document cannot be altered without the written approval of the Workforce Development Board of South Central Wisconsin, Inc.

Table with 2 columns: Approved for the Purchaser and Approved for the Provider. Includes names, titles, signatures, and dates.

TERMS AND CONDITIONS

Table of Content

- 1. Order of Precedence**
- 2. Approved Statement of Work**
- 3. Approved Budget**
- 4. Administrative Requirements**
 - a. General Assurances**
 - b. Compliance and monitoring**
 - c. Evaluation, Data and Implementation**
 - d. Employees**
 - e. Personally Identifiable Information**
 - f. Audits**
 - g. Program Income**
 - h. Insurance Coverage**
 - i. Record Access, Review and Retention**
 - j. Publicity**
 - k. Public Announcement**
- 5. Contract Provisions**
 - a. Coordination of Services**
 - b. Amendments and Modifications**
 - c. Notification of Inability to Complete Services**
 - d. Termination for Cause**
 - e. Renewal**
 - f. Nondiscrimination and Equal Opportunity Requirements**
 - g. Disputes**
 - h. Completeness**
- 6. Funding Provisions**
 - a. Approved Budget**
 - b. Equipment**
 - c. Requirements for Conference and Conference Space**
 - d. Mileage Reimbursement Rates**
 - e. Restriction on Health Benefits Coverage**
- 7. Billing**
 - a. Monthly Invoices**
 - b. Final Billing**
 - c. Availability of Funds**
 - d. Submission**
- 8. Attachments**
 - a. Statement of Work**
 - b. Budget**
 - c. Data Sharing Agreement Acknowledgement**
 - d. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**
 - e. Disclosure Statement**
 - f. Certification Regarding Lobbying, Certification for Contracts, Grants, Loans and Cooperative Agreements**

TERMS AND CONDITIONS

1. Order of Precedence

The terms and conditions of this contract have the following order of precedence if there is any conflict in what they require: (1) Section 171 of the Workforce Investment Act (WIA) and Section 212 of the Second Chance Act of 2007; (2) Public law 113-76: Consolidated Appropriations Act and Public Law 113-235: Consolidated and Further Continuing Appropriations Act 2015; (3) other applicable Federal statutes and their implementing regulations; (4) terms and conditions of contract.

2. Approved Statement of Work

The project narrative is taken as the Statement of Work. It has been included as Attachment A. If there is any inconsistency between items in this project narrative and any Department of Labor (DOL) regulation, guidance or OMB cost principle, the DOL regulation, guidance or cost principle will prevail.

3. Approved Budget

The contract budget document is reflected in Attachment B.

The Provider must confirm that all costs are allowable before expenditure. The transfer of funds among direct cost categories or programs, functions and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the WDBSCW, the Provider must receive prior approval from the WDBSCW.

4. Administrative Requirements

a. General Assurances

The Provider agrees that they will comply with any policies and updates issued by the Department of Labor (DOL) in the form of Training and Employment Guidance Letter (TEGLs) and Training and Employment Notices (TENs); and any policies and updates issued by the DOL/ETA.

The Provider agrees that they will comply with the requirement of the Workforce Investment Act/Workforce Innovation and Opportunity Act Regulations, Department of Labor guidance, State of Wisconsin Policies, Procedures, Manuals, Guides and Administrative Memos. Links to DOL/ETA resources can be found at: <http://wdr.doleta.gov/directives/>. State of Wisconsin resources can be found at: <http://dwd.wisconsin.gov/det/partner.htm>.

The Provider also certifies and assures that it will fully comply with the following regulations and cost principles, including and subsequent amendments:

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

Other Requirements (As Applicable):

29 CFR Part 93, Lobbying Certification

29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
20 FR Part 652 et al., Workforce Investment Act and Wagner-Peyser Act

b. Compliance and Monitoring

Provider agrees to comply with all Federal and State statutes and regulations covering administrative actions under this contract. Such actions shall include, but not necessarily be limited to, purchasing, accounting, discrimination, and audits cost allocation plans and maintenance of effort. Resources and guidance materials are available on the respective Federal and State authority (DOC, DOL-ETA and DWD) websites or for specific guidance providers can request guidance from the WDBSCW staff.

Provider agrees to comply with all Federal, State and WDB monitoring activities and report requests both fiscal and programmatic. Any operations conducted or costs incurred which are deemed disallowable or illegal will be the provider's liability.

Provider also agrees to ensure compliance with all WDBSCW policies and procedures as reflected in the WDBSCW WIA Plan and/or local guidance. All Providers and employees will also be expected to adhere to the responsibilities outlined in the WDBSCW Data Sharing Agreement (Attachment C) and Civil Right Compliance Agreements. The WDBSCW WIA plan is available for consultation on the WDBSCW.org website. The WIA Plan is used by the WDBSCW as an organizational plan. Policies, procedures, practices and priorities reflected will be utilized for all programs administered by the WDBSCW unless otherwise specified.

Provider agrees to comply with the WDBSCW Grievance and Complaint Process as outlined in the WDBSCW Local Plan.

c. Evaluation, Data, and Implementation

The Provider must cooperate with the WDBSCW and DOL in the conduct of a third-party evaluation, including providing the WDBSCW, DOL or its authorized Provider with appropriate data and access to program operating personnel and participants in a timely manner. These activities may include data collection activities such as surveys, focus groups, and site visits, provision of personally identifiable participant level, comparison group, and other administrative data, and technical assistance activities. Evaluation methods may include randomized control trials.

d. Employees

Personnel performing work under or in connection/collaboration with this contract shall have the necessary proficiencies to provide the contracted services. Provider also agrees to ensure employee compliance with all WDBSCW policies and procedures as reflected in the WDBSCW WIA Plan and/or local guidance. All Providers and employees will also be expected to adhere to the responsibilities outlined in the WDBSCW Data Sharing Agreement. Any data or information gathered through or in relation to the delivery of services under this contract must maintain adequate levels of confidentiality and integrity. The WDBSCW WIA Local Plan is available for consultation on the WDBSCW.org website.

e. Personally Identifiable Information

Provider must recognize and safeguard personally identifiable information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Providers must meet the requirements in Training and Employment Guidance letter (TEGL 39-11, Guidance on the Handling and Protection of Personally Identifiable Information (PII)), (located at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872)

f. Audits

Organization-wide or program-specific audits shall be performed in accordance with the Single Audit Act Amendments of 1996. Recipients that expend \$750,000 or more in a year in Federal awards shall have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. The provisions of 2 CFR Subpart F, Audit Requirements, will apply to audits of non-Federal entity fiscal years beginning on or after December 26, 2014. The revised audit requirements are not applicable to fiscal years beginning prior to that date.

Providers that are units of government or nonprofit organizations shall have an audit that is on an annual basis, coinciding with the Provider's normal fiscal year. The audit shall be conducted by an independent certified public accountant.

The following are the requirements of the audit:

- The audit is completed within nine months after the end of the period covered by the audit and submitted to WDBSCW upon completion. WDBSCW may authorize an extension of the submittal date; and
- The audit is an agency-wide audit that includes financial and compliance coverage of the WDBSCW program within its scope; and
- The audit complies with U.S. General Accounting Office's Governmental Auditing Standards; and
- Office of Management and Budgets (OMBs) final guidance on Administrative Requirements, Cost Principles, and Audit Requirements, 2 Code of Federal Regulations (CFR) Part 200, including the Department of Labor exceptions codified at 2 CFR Part 2900, which supersede the requirements of OMB Circulars A-21, A-87, A-110, and A-122; Circulars A-89, A-102, and A-133, 29 CFR Parts 95, 96, 97, and 99, and the guidance in Circular A-50 on Single Audit Act follow-up unless different provisions are required by statute or approved by OMB.

Providers that are commercial organizations must complete an audit annually but not less frequently than every two years. The audit must be submitted within nine months after the end of the period covered by the audit and submitted to the WDBSCW upon completion. The audit may either be grant specific or organizational wide. The audit must be conducted and prepared in accordance with generally accepted auditing standards. The Provider shall have an audit conducted in accordance with the Single Audit Act (OMB Circular A-133), the Government Auditing Standards, and the State Single Audit Guidelines, as applicable. The Provider shall be responsible for the payment and resolution of the audit.

g. Program Income

The Provider is required to utilize the addition method if any Program Income is generated throughout the duration of this award. The recipient is allowed to deduct

costs incidental to generating Program Income to arrive at a Program Income. Additional information about program income is located in 2 CFR 200.307(b).

h. Insurance Coverage

The provider shall be responsible for the negligence of its own employees or agents in the performance of this contract. The Provider shall submit a certificate of liability insurance, providing commercial general liability coverage in the amount of \$1,000,000.00 for each occurrence, automobile liability, workers compensation and professional liability insurance, if applicable. The Provider will provide a certificate of insurance satisfactory to WDBSCW upon request.

i. Record Access, Review and Retention

The Provider agrees that upon appropriate notice and insofar as permitted by State and Federal law, the Purchaser or its authorized agents may review any Provider records related to this contract.

All records pertinent to this contract, including financial, statistics, property, participants, and supporting documentation, shall be retained for a period of seven (7) years from date of final payment on this contract or until all audits are complete and findings on all claims have been fully resolved and until seven (7) years from the date of exit of the participant.

If participant records are selected for the Data Validation process. Participant files must be retain for 3 years from the validation review. Depending on the date of selection this may extend the participant file retention beyond the 7 year window.

j. Publicity

No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature, or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.

k. Public Announcements

When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all recipients receiving Federal funds, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program,

and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

5. Contract Provision

a. Coordination of Services

The provider agrees to implement and maintain a coordinated services delivery system for the South Central Workforce Development Area. All providers will coordinate the delivery of services to maintain the Career Pathways design and strive for a seamless delivery system. Providers will identify and provide management representatives to represent their agency and staffing to troubleshoot, problem solve and innovate throughout the program year.

WIA Contracted Agencies will be expected to actively participate in the Regional Business Services Team and collaborate regarding all marketing efforts to ensure adequate and consistent representation of the funding source and the WDBSCW.

b. Amendments and Modifications

This contract or any part thereof may be re-negotiated in such circumstances as:

1. Increase or decrease in volume of service.
2. Changes required by state or federal laws, regulations or court actions.
3. Funds available affecting the substance of this Contract.

Any time during the term of this contract, either party may request amendments or modifications up to and including termination. Any amendment or modification to this contract must be negotiated unless required as a result of changes in law, regulations, policies, performance measures or funding level/composition. Any amendments or modifications must be in writing and issued by the WDBSCW. In the case of termination, closeout costs may be negotiated within the limitations of the contract.

c. Notification of Inability to Complete Services

The Provider shall immediately notify the Purchaser whenever it is unable to provide the services specified in this contract. Upon such notification, the Purchaser shall determine whether such inability will require revision or termination of the contract.

d. Termination for Cause

If through any cause either party shall fail to fulfill in a timely and proper manner its obligations under this contract, or if either party violates any of the terms of this contract, including discrimination, the aggrieved party shall have the right to terminate this contract. This termination can be negotiated as a contract modification or in the case of gross violation or illegal activities by giving written notice to the other party specifying the effective date of the termination. In such event, to safeguard the records, the Purchaser retains the right to take possession of all documents under this contract. The Provider shall be entitled to just and equitable compensation for any work satisfactorily completed hereunder, including payments for retention or replacements made prior to the termination. The

offending party shall be relieved of any liability to the other party due to the breach of this contract.

e. Renewal

This contract will be for the term identified. If a renewal option is permissible under Federal and/or State Workforce Investment Act and/or Workforce Innovation and Opportunities Act policies, the Purchaser shall give 60 days' notice whether or not the option to renew will be exercised.

f. Nondiscrimination and Equal Opportunity Requirements

The Provider assures that it will avoid discrimination and follow equal employment opportunity practices in the administration and delivery of services and benefits to eligible participants and applicants of WDBSCW funded programs and that it will comply with all relevant provisions on nondiscrimination and equal opportunity.

The Provider will complete and maintain a Civil Right Compliance Letter of Assurance on file with the WDBSCW and maintain a Civil Rights Compliance Plan if appropriate.

g. Disputes

Settlement of any disputes, which may arise concerning the provisions of the contract, is the responsibility of both parties. Where a negotiated settlement cannot be reached in thirty (30) days, the provisions of Paragraph C may be initiated.

h. Completeness

The parties agree that this document, including the individual sections herein identified is the entire contract.

6. Funding Provision

a. Approved Budget

The contract budget document is reflected in Attachment B.

The Provider must confirm that all costs are allowable before expenditure. The transfer of funds among direct cost categories or programs, functions and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the WDBSCW, the Provider must receive prior approval from the WDBSCW.

b. Equipment

Provider must receive **prior approval** from the WDBSCW for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year. This includes the purchases of Automated Data Processing (ADP) equipment. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439. This contract award **does not** give approval for equipment specified in a recipient's budget or statement of work unless specifically approved above.

Recipients may not purchase equipment in the last year of performance. If any approved acquisition has not occurred prior to the last year of performance, approval for that item(s) is rescinded.

c. Requirements for Conference and Conference Space

Conferences sponsored in whole or in part by the recipient of Federal awards are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award. Providers are urged to use discretion and judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR 200.432. Providers will be held to the requirements in 2 CFR 200.432. Costs that do not comply with 2 CFR 200.432 will be questioned and may be disallowed. All conference related costs must be approved by the WDBSCW prior to incurring costs.

d. Mileage Reimbursement Rates

Pursuant to 2 CFR 200.474(a), Provider must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this federal award cannot be charged more than the maximum allowable Mileage Reimbursement Rates for Federal employees. The 2015 Mileage Reimbursement Rates are:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	January 1, 2015	\$0.575
Privately owned motorcycle	January 1, 2015	\$0.545

e. Restriction on Health Benefits Coverage

The Provider must ensure that the use of these funds for health benefits coverage complies with 506 and 507 of Division H of Public Law 113-76, the Consolidated Appropriations Act, 2014.

7. Billing

a. Monthly Invoices

Invoices must be submitted monthly on the WDBSCW invoice. Invoices for services provided must be submitted by the 21st of the month after the end of the reportable month. The invoice must specify the total amount of reimbursement sought and must be accompanied by an expenditure report detailed by line item for the same period on an accrual basis.

b. Final Billing

Final billings must be submitted by June 30, 2017 with supporting closeout documents. Closeout documents will be sent to all Providers in June. The Provider will prepare a final account statement, which will be submitted to the Purchaser. If revenue received exceeds expenditures, the Provider will refund any excess payments to the Purchaser with the closeout documents.

c. Funding Availability

All payments shall be subject to the availability of funds.

d. Submissions

Invoice and expenditure reports will be sent to:

Lameece Tyne

Workforce Development Board of South Central Wisconsin, Inc.

3513 Anderson Street, Suite 104

Madison, WI 53704

Email: ltyne@wdbscw.org

Attachment A – Statement of Work

Program Purpose: The effort will create Dane County jail based American Job Center pre-release career services that are engaged with community based Job Center resources during pre-release and feed directly into post-release community based Job Center services. The goal is to establish, within the Dane County Jail, a pre- and post-release program designed to address criminogenic needs that can lead to recidivism, including: employment, education, anti-social cognition, anti-social personality, and anti-social companions. Why now? Over the past 12 months, Dane County leaders have taken a hard look at the economic and employment state of African American men within the Dane County community. The picture is very serious. The unemployment rate for African American men within Dane County averaged 24% compared to 19% nationally and 4.8% for white adults. Re-entering offenders are a subset of the population. It is imperative that the Dane County community take deliberate actions to assure that re-entering offenders have every possible edge to successfully enter and retain employment. The Workforce Development Board of South Central Wisconsin (WDBSCW) will leverage existing Workforce Innovation and Opportunity Act (WIOA) resources to support the proposed effort.

Expected Outcomes and Outputs

Planned Outcome: Pre-release, jail-based specialized AJCs measure	Planned	Method to confirm outcome	
# targeted to participate program Orientation	120	Skills WI database attended orientation	
# participants enrolled in pre-release services	100	Recorded in Skills WI database	
# participants completing pre-release services, determined ready to participate in work/ post release training/services	88	Registered as active in Job Center of WI	
Planned Output: Pre-release AJCs measure	Method to Verify		
The team established a process to administer risk assessment of criminogenic needs and work readiness at enrollment and exit of pre-release services.	Program Manager will document that team members completed training to administer assessment.		
The Career Coaches recorded assessment at both enrollment and exit within the participants program file	# of inmates completing the assessment within 180 days of release starting in seventh month of the grant against total # of inmates eligible		
Planned Outcome: Post-release measure:	Planned	% of enrolled	Method to confirm
# who continue into post release services and enroll/participate in intensive career services	85	85% complete pre-release	WIOA enrollment in state Asset system
# who entered employment, registered apprenticeships, employment, post-secondary education, or occupational skills training;	68	80% complete the program	Completion outcome entered into state Asset reporting system
Retention Rate, the % of participants who remain in employment / educational placements in the third quarter after program exit;	58	85% enter employment	Follow-up activity and outcomes entered in Asset reporting system
Average earnings after 6 months	\$13,520		Wage data at 6 month follow-up
Recidivism Rate – the percentage of participants who reoffend or are re-incarcerated within one year of program exit.	20%		Notification to the Career Coach by Dane County Jail or Dept. of Corrections
Planned Output: Post-release AJCs measure:	Method to Verify		
WDBSCW will establish a staffing model within the South Central JC system to provide support for Dane County jail based participants to transition to community job center services	Documented in minutes WDB Planning/Development Committee to continue to set priority for re-entering offenders after the grant.		
WDBSCW assign Madison College Training Navigator to jail AJC staff to identify/develop training opportunities needed for post release	Measuring the number of program participants who successfully complete training and earn a credential.		
WDBSCW designate Business Service staff to expand the number of employers who are willing to hire ex-offenders	Examining the number of employers who hired and retained program participant within the grant period.		

Databases that will be used to track participation activity and outcomes. The WDBSCW manages two databases that will be used to track participant activity. The WDBSCW will establish data sharing agreements and data system access for the Dane County Jail based Job Center team. During pre-release stage of services, the staff team will utilize Skills Wisconsin, a database funded by Department of Labor (DOL) for Wisconsin, specially developed to track

participants' activity and house work readiness portfolios. The database is a cloud based platform which allows accessibility across the team. As the participant moves to post-release, the team will be able to upload data to Job Center of Wisconsin, Wisconsin's labor exchange platform. In the month before release, participants will register with Job Center of Wisconsin to build a work readiness portfolio. This database is the front end of system that is used for reporting on WIOA activity. Each participant who continues post-release participation will be assessed for enrollment into WIOA intensive career services. Activity for participants enrolled in WIOA will be reported through the state of Wisconsin Asset reporting system which is the database that builds off of Job Center of Wisconsin and is used for WIOA federal reporting purposes.

b) *Project Design.* The Dane County Jail based program will enroll 100 participants over 18 months. The outcomes and outputs proposed are based on three years of experience by the WDBSCW in managing the "Windows to Work" effort operated within the State of Wisconsin's Oakhill Correctional facility. The program design and operational strategy utilizes an evidence based model established by the State of Wisconsin Department of Corrections, "Windows to Work" Initiative, operated since 2011 through the 11 Wisconsin Workforce Development Boards within 11 state operated correctional facilities and 5 different county operated jails. The proposed approach is also built upon the WDBSCW's experience with the needs and changing demographics of our post-recession customers, both business and job seekers. After the recession, the Board experienced a dramatic shift in the profile of job seeking customers from a predominantly skilled dislocated worker customer base to an unskilled and economically disadvantaged customer base. We also experienced a change in the need of our business partners from being able to hire and train, to needing to hire workers with skills above the entry level job. These changes caused the WDBSCW to redesign and reconfigure Job Center based services in 2013 to assure that all job seeking customers could be quickly engaged into career services. We

also engaged our community college partners to develop a larger suite of shorter term stackable credential offerings which articulate directly into our community colleges' one and two year diploma programs. Our service model is built to minimize handoffs and provides maximum opportunity for job seekers to obtain both foundational employability and technical skill training and job access quickly. Our current Job Center System redesign is netting excellent results for disadvantaged customers. Currently we are on track to exceed our PY14 Adult Federal Performance standards. We believe that our combination of experiences provides a strong program base to support ex-offenders' successful reentry, employment and retention. We have already made significant investments to position our program design to support success for re-entering offenders.

(1) Implementation. Engaging and scheduling partners. As part of this grant development, the Dane County Jail has signed a letter assuring the Workforce Development Board access to the facility and Job Center based team. The required partners are under contract with the WDBSCW utilizing WIOA funds. The WDBSCW will assign, with WIOA contracts, a dedicated Employment and Training Specialist (ERS) and a Training Navigator (TN) to support the participants' pre-release and post-release services. The pre-release portion of non-jail based Job Center staff engagement will take place during the last month of each person's incarceration and be coordinated and supervised by the Program Manager. The community based Job Center team will serve as coaches and mentors to the Dane County Jail based staff during the planning and implementation of the program. Community partners will only be involved remotely via technology during the pre-release services stage. Engagement will be integrated as needed into instruction content areas for community resource and job seeking/applications/resumes. The WDBSCW services are designed to be delivered using multiple technology platforms including

Skype. Multiple technology platforms will be used to engage the needed community partners from remote locations.

Plan for hiring staff (pre-release Career Coaches and Program Manager). Dane County plans to utilize existing staff who have been developing an expertise in the areas needed. Upon the announcement of the grant, Captain Richelle Anhalt, will work with the Dane County Human Resource department to reassign the needed staff. This will take a minimum of four months. The current staff will not be able to be reassigned until replacements are identified. In the meantime, the Dane County staff will be granted permission on a scheduled basis to work with the WDBSCW managed implementation team. **Procurement of instructional supplies:** the WDBSCW will handle the procurement of instructional supplies. The Board will follow OMB’s Uniform Guidance as defined in 2 CFR Part 200 and outlined in the Board’s WIA/WIOA procurement manual.

Procurement of Community Based Services. The WDBSCW has the needed personnel for community based Job Center services under contract.

Staffing plan and qualifications.

Position/Name (if position exists, Title)	Qualifications
Lead Administrator – Seth Lentz, Deputy Director WDBSCW	Served as Deputy Director for WDBSCW for 10 years, responsible for program design/implementation including service procurement/contacting/performance management. Provide administration to WIA funded programs and other federally funded efforts. Directly works with current “Windows to Work” efforts.
Financial Management – Lameece Tyne, Director of Finance WDBSCW	More than 15 years serving as Chief Financial Officer. Responsible for maintaining fiscal systems, fiscal reporting, audits and fiscal related monitoring.
Data Management and Reporting – Jackie Hall – Manager for Communications and Quality for WDBSCW	More than 5 years of experience with DOL related programs. Oversight of participant data reporting systems.
Note: the following 3 positions may be internal assignments.	
Program Director – Dane Co Jail Based AJC	Must have program management experience directly related to evidence based offender programs. Experience with facilitating cross department/agency teams, supervising staff, managing services for outcomes.
Two – Career Coach – Dane Co Jail Based AJC	Preferred experience directly related to providing evidence based offender programs. Experience with providing coaching and instruction. Experience delivering an assigned curriculum.

How participants will be identified and selected for participation. Jail inmates who are at 180 days to release and meet the following eligibility will receive a COMPASS assessment.

Scheduled for release from the Dane County Jail or Huber facility	Mental health stability adequate for participation in competitive full time employment.
Not medically identified as “no work” status	No detainers that would prevent participation post-release.
COMPASS recommended supervision level of medium, medium with override consideration, or high	No history of SSI/SSDI benefits within 12 months preceding current incarceration and will not be eligible for SSI/SSDI upon release.
Is not a sex offender	

Those inmates determined to fall within the recommended COMPASS level will be invited to an orientation on the Dane County Jail based program “Windows to Work.” The program will be presented as voluntary to inmates who are willing to commit to full participation. At the orientation, the jail based “Windows to Work” staff will outline rules, guidelines and expectations. Participants who decide to participate will be expected to sign the “Windows to Work” guidelines and expectations which commits to full participation.

Timeline – see *Attachment d*.

(2) Operations. Career and services components. Participants who enroll will be assigned to a jail based Career Coach. There will be two Career Coaches who will each be responsible for managing a cohort of 8-10 participants. The Career Coach will be the constant in the program life of the participant during enrollment in both pre- and post-release services. It is planned that each Career Coach will work with six cohorts over an 18 month period. The Career Coach will provide pre-release service and support post-release services to assist in the transition from incarceration to community. As each participants moves to job placement, the Career Coach will transition the participants to the community based Job Center ERS who will continue provide job retention and follow-up support and services.

Pre-release services will be provided in a “closed” group format; all members of each cohort are enrolled at the same time and vacancies will not be filled. The staff team will consider the dosage

strategy in scheduling pre-release phase of the program. Each cohort will participate in a minimum of two group sessions per week. In addition to group meetings, Career Coaches will meet one on one throughout the course of the program to evaluate progress and provide related instruction. Computer/technology will be used whenever possible to build the computer skills **Pre-release lessons/sessions/groups.** The Career Coach will provide classroom training in the five core program components, as well as providing individual release/case planning in conjunction with the institution social worker. Pre-release components includes: 1) Cognitive Intervention, 2) General Work Skills and Expectations, 3) Financial Literacy, 4) Community Resources, 5) Job Seeking, Applications, Resumes.

Cognitive Intervention (“Thinking for a Change Curriculum” – Lessons 1-10 and 16):

Designed to help participants recognize their thoughts, feelings, attitudes, and beliefs. Focus is to reduce anti-social cognitions, recognize risky thinking and feelings, build problem solving, self-management, and coping skills. Emphasis will be skill training with directed practice. Lessons will be 1-2 hours in duration, at least 2 lessons per week over the course of 10-16 lessons.

Competency	Learning Objective	Required Learning Activity
Cognitive Self-Change	Discover a process for self-reflection aimed at uncovering antisocial thoughts, feelings, attitudes, and beliefs	1. Recognize thoughts, feelings, attitudes, and beliefs 2. Demonstrate ability to utilize new thinking in place of thinking that leads to hurtful or criminal behaviors
Social Skills	Understand how to engage in pro-social interactions based on self-understanding and consideration of the impact of actions on others	3. Identify and demonstrate skills for interacting with others in a pro-social manner
Problem-Solving Skills	Understand process for addressing challenging and stressful real life situations	4. Learn step-by-step approach for handling difficult situations 5. Display problem-solving skills through role-play scenarios

Cognitive Intervention Resource Materials: Required: Thinking for a Change (lessons 1-10, 16), Optional Moving On (Females Only); Makin’ it Work; Getting it Right

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 by providing opportunity to practice learned skills during a workplace simulation. Participants will begin to examine career options based on their skills and interests. **Implementation:** Delivered in group discussion format. A check list has been developed related to obtaining and maintaining employment in the community. Completion of the checklists will be assigned as homework, and further discussed during subsequent group meeting. Class time will be spent discussing participants' career interests (from Career Assessment/Interest Inventory) and employment opportunities. Students will also utilize the State of WI database "Skills Explorer" to research their future job opportunities. This tool is based on job titles to find opportunities that match the skills and training that the individual has and recommends careers. **Instruction timeframe:** The competencies and required learning activities are expected to require 4-6 lessons for completion.

Competency	Learning Objective	Required Learning Activity
Career Plan	Identify employment interests and options to assist in career development	<ol style="list-style-type: none"> 1. Complete Career Assessment/Interest Inventory 2. Identify 1 to 2 occupation in top career clusters, examine skills, abilities, education requirements

Financial Literacy: Provide a basic understanding of ways to better manage finances. A range of topics are discussed, from checking and savings accounts to techniques for building good credit. **Implementation:** A PowerPoint presentation will be utilized to facilitate each seminar. Slides will be printed and disseminated and the Career Coach will provide worksheets from the MoneyWi\$e Basic and Credit seminars as handouts. **Instruction Timeframe:** Each seminar will take 2 hours to complete, utilizing 2-3 sessions.

Competency	Learning Objective	Required Learning Activity
Banking Basics	Understand the basics of banking	1. Complete MoneyWi\$e Banking Basics seminar (http://www.money-wise.org/)
Building Good Credit	Learn ways to improve credit	2. Complete MoneyWi\$e Improve Your Credit seminar (http://www.money-wise.org/)

Community Resources: Provides an understanding of resources available to the community upon release. **Implementation:** Career Coach will focus on each participants needs related to release to the community. This involves case planning, meeting in one-on-one sessions, and group discussions. WDBSCW provide access to resource pamphlets, brochures, and other informational materials to provide to participants as necessary. Each of the “competency” topics listed below are to be addressed with participants in order to gauge need. The WDBSCW will work with community agencies to develop a comprehensive menu of resources and services available to participants upon release to the community. **Instruction Timeframe:** Individual planning sessions will be utilized to evaluate a participant’s need for services in the community. A brief introduction to the material and various resources will be done during group time, limited to no more than one hour, additional time can be dedicated to community resources at the end of the program.

Competency	Learning Objective Required Learning Activity – Individual Assistance
Housing, Food, Clothing, Financial Assistance	Identify various housing, food, clothing, and financial assistance resources
Educational Opportunities	Understand options for continuing education and training
Programs, Support Groups, and Other Interventions	Understand options for further treatment and programming, as well as support groups and crisis interventions
Legal and Personal Documents	Understand how to obtain necessary documents
Legal Responsibilities	Understand legal responsibilities

Job Seeking, Applications, and Resumes: Techniques to search for employment. Group members are counseled on how to complete applications, build a resumes, interviewing techniques and mock interviews. The Career Coach will help the participant to become familiar with Job Center of Wisconsin. Formal registration will be closely timed to being available for work. **Implementation:** Group meetings will be utilized to engage participants in a discussion related to obtaining and maintaining employment in the community. Completion of sample

applications, personal data record, and various checklists will be assigned as homework, with discussion during subsequent group meetings. The Career Coach will work with participants to use computers to produce documents (resume, reference page, cover letter, thank you letter). Documents will be maintained on individual flash drives, so they may be used at post-release phase. Group discussion will also include possible interview questions and responses. Participants will be encouraged to answer during group as they would during an actual interview, and feedback will be provided. The WDBSCW will work with the Dane County Jail staff to identify volunteers who can assist with mock interview. Instruction Timeframe: Program component are expected to require 6-10 lessons for completion, as well as additional discussion during individual meetings.

Competency	Learning Objective	Required Learning Activity
Job-Seeking Methods	Identify and understand job seeking techniques	<ol style="list-style-type: none"> 1. Read and discuss networking handout and identify personal networking contacts. 2. Read and discuss "Where to Look for Job Opportunities" handout 3. Read and discuss "Want Ad Procedures" handout 4. Read and discuss "80% of Job Search Success Depends on Research" 5. Read and discuss Qualities an Employer Looks for When Hiring and Promoting handout 6. Read FairShake List of Companies Who Supposedly Hire Former Felons
Job Applications	Learn how to complete job applications	<ol style="list-style-type: none"> 7. Complete Ability to Follow Directions handout 8. Complete Avoid Application Form Errors handout 9. Complete Personal Data Record 10. Review and complete sample job application
	Learn about fair hiring practices	<ol style="list-style-type: none"> 11. Read and discuss Reentry Myth Busters 12. Read and discuss Arrest and Conviction Records Under the Law 13. Read and discuss You Are Bondable! Handout
Resume Development	Develop personalized components of an employment portfolio	<ol style="list-style-type: none"> 14. Read and discuss "The Right Words to Use in Your Job Search" 15. Read and discuss FairShake Resume Guide 16. Read and discuss Thoughts on Resumes 17. Complete Resume Worksheet 18. Develop and type Sample Resume 19. Develop and type Sample References Page 20. Develop and type Sample Cover Letter

In the month prior to release, the Career Coach, guided by the Dane County Job Center team (ERS and TN), will work to help participants select an occupational area of concentration for future job placement and if needed targeted skill training to support a successful transition to a

career pathway. Two weeks prior to release, members of the cohort will be schedule for a post-release orientation with their Career Coach and Dane County Job Center team. Additional pre-release training options that will be examined during the grant period. The Sherriff's Office is exploring the option of offering training in Laundry Operations to participants while incarcerated utilizing Dane County facilities. The current budget has provisions for the development of jail-based laundering services. This in-house job training would support inmates acquiring work skills and building a resume. Whether this additional training will be available will be determined within the first six months of the grant.

Individual Development Plans. As part of the program, the Dane County Jail staff will begin utilizing the COMPASS risk/needs assessment tool that provides an indication of how likely (risk) an offender is to recidivate both generally and violently within two years post-assessment. In addition to risk, COMPASS also provides information on the level of criminogenic need in the offender's life. Individuals with a COMPASS recommended supervision level of medium, medium with override consideration, or high will receive priority for enrollment into the jail based job center services will be invited to an orientation on the Jail Based Job Center services. After orientation, participants who volunteer to fully participate in the program will be enrolled. The Career Coach will work with the participant to develop an Individual Development Plan (IDP), which will outline specific tasks and goals that the participant will work toward during the program. The IDP format will be the same used for customers of community based Job Center services and contain basic information regarding past employment, past education, and various needs/resources that the participant may have in relation to reentering the community. The IDP will take into consideration strategies needed based on the COMPASS assessment and other assessments such as the TABE for persons who do not have a GED/HSED.

Coordination with corrections. Seth Lentz, Deputy Director for the WDBSCW, will serve as the initial convener of the required partners during the planning stage of the grant (first six months) including the Dane County Jail based team and other required partners. This will give the required partner team time to focus on understanding each other's expertise and building a cross discipline team (corrections and workforce development) before they are tasked with servicing customers. The team will meet weekly for the first month after grant announcement and then monthly for the next five months. The goal will be to clearly understand the "Windows to Work" strategy and how to apply the tools developed to ensure services support the participant's success through employment. After the six month, the team management of the required partners will be transitioned to the Program Manager for the duration of the grant.

Strategy for support services post release. The WDBSCW will utilize a combination of strategies to arrange income for participants during the post-release portion of the program. Prior to release, the community Job Center ERS will work to arrange permanent employment if possible. If permanent employment has not been identified, then the ERS will arrange for temporary employment, this may be in the form of WIOA subsidized work experience. Participants will have access to WIOA supportive services subsidy for transportation, child care, security deposits, etc. during the post-release stage of services through the one year follow-up period. Community based Job Center staff will work to connect the participants to all the appropriate public assistance benefits available such as the SNAP Program.

Post release services within Dane County will be anchored at the Dane County Job Center. If a participant is released to another area within Wisconsin and wishes to continue, a data sharing agreement will be sought prior to release and the participant will be referred directly to the "Windows to Work" contact within the other region. In most cases, the Windows to Work staff can be accessed directly through the region's Job Centers. If the person is released out of

the State of Wisconsin, every effort will be made via WDBSCW to connect to the appropriate Workforce Investment Board.

Sample Month of Activities – see *Attachment e*.

(3) Partnerships: Partnerships are essential to the success of the proposed effort.

Required Partners	Roles
Workforce Development Board of South Central WI	Identify/assign needed resources beyond the grant resources to support the program operations including post release staffing at the community job center, arrange/support training at Madison College, and provide work experience wages /supportive services needed. Lead and support the implementation team. Serve as the conduit to Community Job Center resources including WSDSCW subcontractors, Job Service, DVR and Dane County Human Services. Will maintain Skills WI data base to track participant activity and provide coaching/support to operational staff on “Windows to Work” strategies and game plan.
Dane County Office of Workforce & Economic Development	Work with the appropriate Dane County Department to identify and assign Program Manager.
Dane County Sheriff Office	Will assign Dane County Jail staff to serve as Career Coaches. Make available jail facilities to conduct pre-release services.
State of Wisconsin – Dane County Job Service	Provides local support to Job Center of WI; manages the federal bonding program for ex-offenders, provides labor exchange services.
State of WI Department of Vocational Rehabilitation	Provides access to rehabilitation services for re-entering offenders.
State of Wisconsin Department of Corrections	Provide training on administering and interpreting the COMPASS test. Technical Assistance on evidence based resources to support the “Windows to Work” curriculums.
Dane County Criminal Justice Council	Serve as an advisory council.
Other Community Partners	Roles
Madison Area Technical College (Madison College)	Collaborate on career pathway training and access to training navigators and jail and community GED instruction
MOSES-WISDOM and Voices Beyond Bars (association of 18 congregations and 30 individual members)	Mentoring ex offender’s on how to avoid re offending and support to community Mentors.
Madison area Urban Ministry	Offers support to ex-offenders in life areas such as housing, work, social and family support, as physical and mental health. Operates Just Bakery.

How the program partners will work together to ensure performance outcomes and outputs are met. The WDBSCW, the Dane County Jail based team and the community Job Center staff will operate as a planning and implementation team. During the first six months, the grant team will create dashboards for the short- and long-term outcomes and outputs. Once the participant services stage of the project launches, the team will examine dashboards monthly and

make adjustments to the delivery strategies as needed to stay on track for outcomes and outputs. Jackie Hall, WDBSCW Manager of Quality and Communications, will prepare the dashboards and lead the dashboard analysis. A Google Doc platform will be established that will house shared documents for the partners. The Dane County Criminal Justice Council will serve as advisory council to the program. Colleen Clark Bernhardt, Dane County Equity Coordinator serves as the coordinator. The Council is chaired by Dane County Executive. Members include: District Attorney, Sheriff, Chief Judge, Clerk of Courts, County Board Chair, Madison Police Dept. Chief, Public Defender, President of Police Chief's Association, Chair of Public Protection and Judiciary.

Describe how communication will be coordinated with and among the partners.

The core planning and implementation team will meet weekly for the first month after the announcement of the grant and then monthly for the next five months. After the program launch, the Program Manager will be responsible for convening the team at least quarterly. The Community Partner team will be convened during the first month after the grant receipt announcement. Seth Lentz, Deputy Director for the WDBSCW, and Jerome Dillard from Dane County Human Services will convene the first meeting to provide an overview of the project and review each Community Partners Memorandum of Understanding (MOU) commitment. After the first meeting, the Dane County Jail based Program Manager will convene partners as needed to support the program delivery. After the first year of the grant, all community MOU partners will be reconvened to examine progress and make adjustments. Additional partners will be developed by the Program Manager as needed.

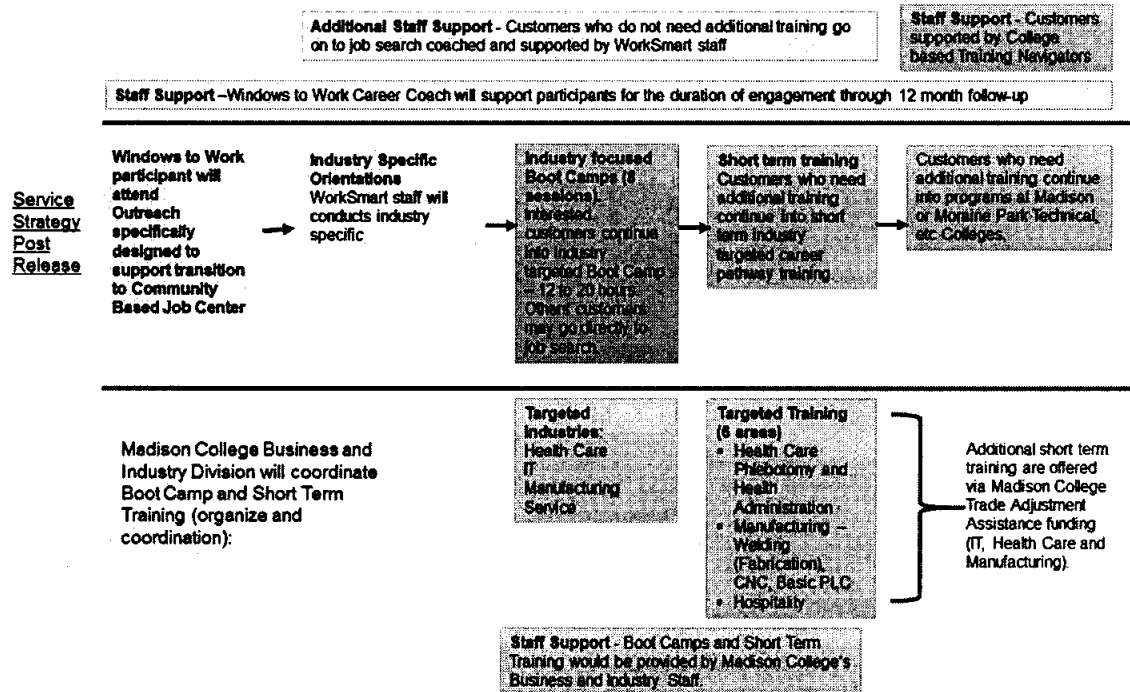
Describe how local employers/industry partners will be engaged. The WDBSCW maintains a business service structure and industry sector platform that develops and supports employer engagement in providing employment opportunities to Job Center customers. This effort is led

by Danica Nilsestuen, WDBSCW Director of Sector Development and Business Services.

Danica leads a Job Center based team of 10 people who work to help identify and support employers willing to provide employment opportunities for disadvantage workers. To support the Business Services teams work, WDBSCW Manager of Quality and Communications, Jackie Hall, creates outreach materials that are used to discuss with employers the new opportunities to hire a skilled re-entering offenders. This team currently has a band of more than 800 employers that this new opportunity can be presented to with strategies for engagement arranged.

Written commitment from the correctional facility. Dane County Jail has provided written commitment that the Jail, through the Office of the Sheriff, will provide needed access to the facility including internet access, space for both group and individual instruction and support to Dane County employees operating the program. Commitment letter included in Attachment F.

(4) *Continuum of Services Post-Release.* Following a participant's release, the "Windows to Work" jail based Job Center Coach will collaborate with community Job Center career services staff who will help the participants with support services, job search, skill training, and job placement and retention services. The community Job Center staff will help the participants access other community services in collaboration with the other community partners as stated in the MOU's. The WDBSCW's Job Center services are operated on a Career Pathway (CP) platform. The CP platform acknowledges that for most people to have enough resources to develop a true career they need to have a GED or HSED, need a job (even if it is temporary) and need a team that is organized to support success in managing the basic needs. The CP platform is built so that Job Center customers can move between training and work as needed to build the skills to move forward in a Career Pathway.

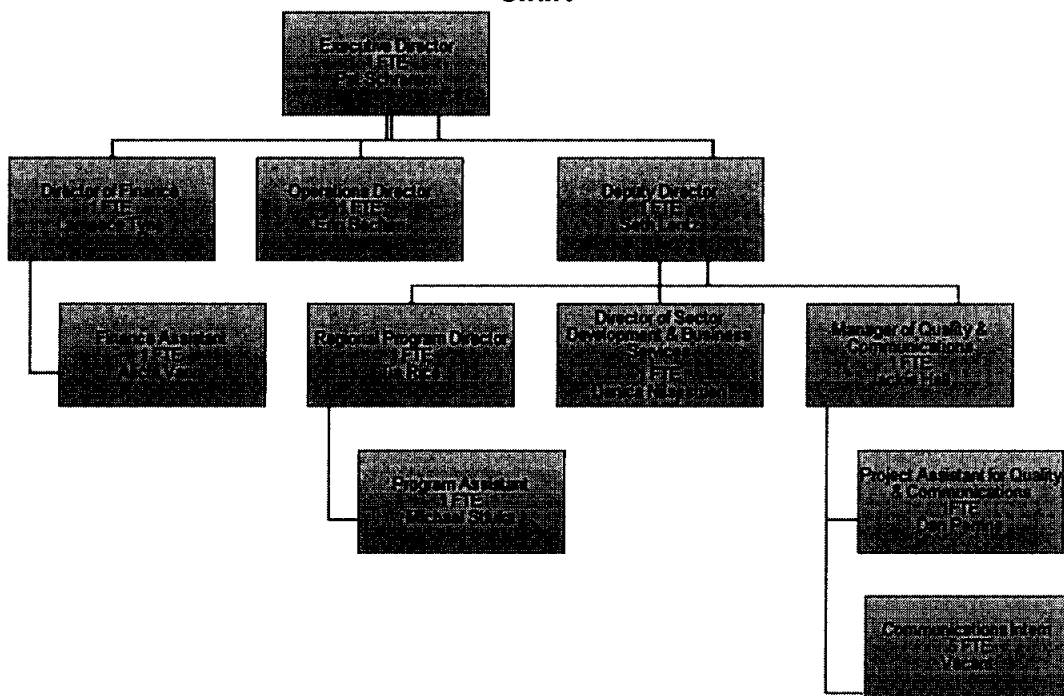


The beginning of the continuum blends the ability to acquire basic skills and occupational skills in a stackable credentials coupled with work experience or temporary employment to apply skills acquired during training. After the initial post release orientation, the participants will follow the following service model.

c) Organizational, Administrative, and Fiscal Capacity. The applicant organization's current mission and structure. WDBSCW is a private, not-for-profit 501(c) (3) organization that serves businesses and workers in the Wisconsin counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk. WDBSCW is the designated grant recipient and administrator for the WIA/WIOA funds for the Dane County and the broader South Central region. Our mission is to forge public and private partnerships that support innovation and excellence in workforce development. With this charge, we continue to develop and deliver workforce strategies with education, economic and workforce system partners to ensure our local workforce is prepared to meet the needs of business in our region. The WDBSCW Board of Directors is comprised of 36

members who represent leadership in all driver sectors within the region. The Board committee structure has a standing Planning and Development Committee which maintains leadership oversight of the performance and resources of the One Stop System and special projects. The WDBSCW maintains a staff and administrative systems needed to assure that requirements of all contract and performance obligations are being met and that the strategic focus of the Board is implemented. The Board expects its staff to continually seek innovative solutions to the regions pressing workforce development issue.

Workforce Development Board Staffing Chart



Factors identified that contribute to the ability to operate program and meet expectations.

The Board is responsible for the design, procurement and management of Job Center System services for the region. WDBSCW oversees the operation of three comprehensive Job Centers and 17 networked affiliates. The Board has under contract four agencies who support the work

of the community based Job Center System: the Employment and Training Association, Opportunities Incorporated, the Urban League of Greater Madison and the Latino Academy. Additionally the Board contracts with Madison Technical College to provide Technical Skill Training and Madison Urban Ministry who delivers the “Windows to Work” program within Oakhill Correctional Institution.

Description of the fiscal and administrative controls. The Board maintains internal participant and fiscal reporting system that are in compliance with Department of Labor reporting requirements. The organization has had an unqualified A-133 audit for three consecutive years. As part of the Board responsibility under the WIA, the staff performs regular subcontract monitoring both desk and onsite and reviews monthly subcontractor performance against Federal Performance standards. The Board has part of its responsibility to develop the one stop system and assure maximum access to jobs for participants maintains partnerships with over 50 community agencies, staffs four industry sector teams for manufacturing and health care, and has developed deep working relationships with over 500 companies in the South Central region who employ our participants.

Plan for sustainability of AJC operations. In the last quarter of the grant, the Workforce Development Board will work to begin to infuse WIOA, state and local resources into maintaining and further developing the jail-based specialized AJC model both with the Dane County Jail and beyond. Expanding the model and services to other staff will develop a skill set which can serve to coach other county jail based AJC operations. As part of this effort, the Board will expand the State Department of Corrections Window to Work Program manual to include a tool kit for operating a Jail based AJC. The Board will maintain the jail based AJC for up to two years after the grant as an extension of the core Job Center operations. The scale will be determined based on an examination of utilization and outcomes during the grant period.

Strategy to sustain partnerships after the grant. The Dane County Criminal Justice Council will serve as an advisory council to the program. Colleen Clark Bernhardt, Dane County Equity Coordinator serves as the coordinator. The Council is chaired by the Dane County Executive, Members include: District Attorney, Sheriff, Chief Judge, Clerk of Courts, County Board Chair, Madison Police Dept. Chief, Public Defender, President of Police Chief's Association, Chair of Public Protection and Judiciary. Having leaders of this caliber involved throughout the life of the grant should contribute both to the success of the effort during the grant period but also to the future buy in and sustainability of the effort after the grant period. During the DOL grant period, the WDBSCW will work to build a stronger collaboration between the state correctional facility Windows to Work operation, the Dane County Jail based operation and the community based Job Center operations. The state supported Windows to Work effort is entering into its fourth year of operation. By engaging the two programs into a closer collaboration it will ensure that the partnerships that currently support the Windows to Work success will consider the two programs as one body of work. This effort will help both the Board and the partners to focus and leverage their resources and how services will continue after the grant. The WDBSCW considers providing services to re-entering offenders as critical customers of our workforce development training and service efforts. The State Department of Corrections has invested significant time and resources into helping the WDBSCW develop the expertise to provide effective services to the re-entering offender population. Over 600 individuals return each year to Dane County from prison. This is a segment of people whose sheer numbers requires that the WDBSCW prioritize them as important customers to the one stop system.

How data will be utilized to determine effective strategies, activities, and partnerships. The WDBSCW is a quality driven organization. In 2013, the Board established a Manager of Quality and Communication to provide ongoing analysis/evaluation to the true impact of investments.

This same practice will be applied to the jail based AJC. The data and insights into effectiveness will be shared the Dane County Criminal Justice Council and WDBSCW Leadership quarterly. Ongoing reports will include requests for action that leadership can take to continue to support and develop the work.

d) Past Performance – Programmatic Capability. The WDBSCW has met or exceeded all WIA Adult Federal Performance for PY12 and PY13. See *Attachment g*.

Program Design Attachment d – Start-up Timeline

Dane County Jail Job Center – Start-up Timeline			
Task Name	Duration	Start	Finish
Pre-release Grant Startup	132 days	Wed 7/1/15	Thu 12/31/15
Grant Announcement from Department of Labor	1 day	Wed 7/1/15	Wed 7/1/15
Notify all Partners to the MOU	2 days	Thu 7/2/15	Fri 7/3/15
WDBSCW sends letter of intent to subcontract to Dane County Sheriff	2 days	Mon 7/6/15	Tue 7/7/15
WDBSCW prepares and initiates a subcontract with Dane County Sheriff	10 days	Mon 7/13/15	Fri 7/24/15
Dane County Sheriff initiates the process to arrange for staffing	15 days	Mon 7/13/15	Fri 7/31/15
Schedule and hold first meeting of required partners- establish meeting schedule, review startup tasks and assign work. Seth Lentz - WDBSCW convener	10 days	Mon 7/13/15	Fri 7/24/15
WDBSCW staff setup performance dashboards	20 days	Mon 7/20/15	Fri 8/14/15
Dane County Sheriff assigns and hires Career Coaches and Program Director	48 days	Mon 7/27/15	Wed 9/30/15
WDBSCW continues to convene required partner startup team until Program Director is on boarded - topics include logistics of facilities, technology assignment, scheduling briefing on Windows to Work Curriculum for Career Coaches, COMPASS training scheduled	36 days	Fri 7/24/15	Fri 9/11/15
Dane County Sheriff -on boards Program Director	5 days	Tue 9/1/15	Mon 9/7/15
WDBSCW/Program Director schedule and convene community partners - review MOUs and schedule activity for first two participants cohorts	16 days	Mon 9/14/15	Mon 10/5/15
Dane County Sheriff hires/assigns Career Coaches	23 days	Thu 10/1/15	Sun 11/1/15
WDBSCW briefs full Jail based team on grant and grant goals - Career Coaches train on Windows to Work Curriculum and COMPASS testing and assessment	14 days	Tue 11/3/15	Fri 11/20/15
All inmates scheduled for release within 180 days are COMPASS tested	10 days	Mon 11/23/15	Fri 12/4/15

WDBSCW train Dane County Jail based JC team on report systems - assign Community Based JC staff to coach	10 days	Mon 11/23/15	Fri 12/4/15
Assessment results are evaluated - and first 2 cohorts are invited for orientations - inmates who volunteer sign letter of participation.	11 days	Mon 12/7/15	Mon 12/21/15
Program starts on for first two cohorts	181 days	Mon 1/4/16	Mon 9/12/16

Program Design Attachment e – Sample Month of Activities

Month 1

Two months before release, the Career Coach will begin to engage the participant in intensive instruction on job seeking, applications and resume's. The goal is to prepare the participants to be ready to register on Job Center of Wisconsin and participate in mock interview and job applications. Instruction will be a combination of group and one-on-one instruction. In the one-on-one instruction, the participants will be expected to apply the content learned in the group settings.

Instruction Timeframe: The competencies and required learning activities in this program component are expected to require 6-10 lessons for completion (2-4 additional lessons for the Workplace Simulation), as well as additional discussion during individual meetings.

Week 1			
Competency	Learning Objective	Required Learning Activity	Required Resource Material
Job-Seeking Methods	Identify and understand job seeking techniques	1. Read and discuss Networking handout and identify personal networking contacts	DWD Networking publication DETJ-9455-P
		2. Read and discuss Where to Look for Job Opportunities handout	DWD Where to Look for Job Opportunities publication DETJ-9467-P
		3. Read and discuss Job Listing Procedures handout	DWD Job Listing Procedures publication DETJ-9530-P
		4. Read and discuss 80% of Job Search Success Depends on Research handout	DWD 80% of Job Search Success Depends on Research publication DETJ-9517-P
Week 2			
Competency	Learning Objective	Required Learning Activity	Required Resource Material
Job-Seeking Methods		5. Read and discuss Qualities an Employer Looks for When Hiring and Promoting handout	DWD Qualities an Employer Looks For When Hiring and Promoting publication DWSJ-8459-P
		6. Read and discuss Turned Down For That Job? handout	DWD Turned Down For That Job? publication DETJ-5694-P
		7. Read FairShake List of Companies Who Supposedly Hire Former Felons	FairShake List of Companies Who Supposedly Hire Former Felons
Week 3			
Competency	Learning Objective	Required Learning Activity	Required Resource Material
Job	Learn how to	8. Complete Ability to	DWD Ability to Follow

Applications	complete job applications	Follow Directions handout	Directions publication DWSJ-9482-P
		9. Complete Avoid Application Form Errors handout	DWD Avoid Application Form Errors publication DETJ-5913-P
		10. Complete Personal Data Record	DWD Personal Data Record publication DETJ-4937-E-P
		11. Review and complete sample job application	Sample Job Applications
Week 4			
Competency	Learning Objective	Required Learning Activity	Required Resource Material
Job Applications	Learn about fair hiring practices	12. Read and discuss Reentry Myth Busters	Reentry Myth Buster On Hiring/Criminal Records Guidance, Reentry Myth Buster on Criminal Histories and Employment Background Checks, Reentry Myth Buster On Federal Hiring Policies, Reentry Myth Buster On Federal Bonding Program
		13. Read and discuss Arrest and Conviction Records Under the Law handout	DWD Arrest and Conviction Records Under the Law publication ERD-7609-P
		14. Read and discuss You Are Bondable! Handout	FairShake You Are Bondable! Publication
Resume Development	Develop personalized components of an employment portfolio	15. Read and discuss The Right Words to Use in Your Job Search handout	DWD The Right Words to Use in Your Job Search publication DWSI-9463-P
		16. Read and discuss FairShake Resume Guide	FairShake Resume Guide

Next Month – Last month before release instruction concentrates on resume development, registering on Job Center of Wisconsin, mock interviewing and workplace simulations.

Attachment B - Budget

Funds not to exceed \$450,000 are made available by the Purchaser for the delivery of services described in the Program Summary of this contract.

Contract Budget

Dane County - Sub Recipient	
<i>Personnel</i>	
2 Career Coaches@67,200 annually (\$5600/month)x100%x19 months x 2= <u>\$235,200</u>	\$ 235,200.00
Program Director@\$84,200 annually (.5FTE = \$3,508 per month) x 22 months =	\$ 77,176.00
Career Coach Fringe Benefits 39% of salary x = \$88,728	\$ 88,728.00
Program Director Fringe Benefits 39% of salary x = \$30,098	\$ 30,098.00
<i>Supplies for instruction - \$50 per students = \$5,000</i>	\$ 5,000.00
<i>Other: facility, printing, insurance, telephone = \$13,798</i>	\$ 13,798.00
Sub Total Contractual	\$ 450,000.00

Data Sharing Agreement Acknowledgement

Workforce Development Board of South Central Wisconsin (WDBSCW) is the entity responsible for the support and development of our region's Job Centers by providing both financial and technical support as well as the administration of Federal and State employment and training resources. The Board and Partners assure access to a broad array of workforce and economic development resources and services through a combination of Job Centers, Access Points, and Interactive Television (ITV) service sites that are strategically aligned to networks of workforce, community and economic development partners. The workforce system (and WorkSmart Network) serves both job seekers and businesses located in the Wisconsin counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk.

This agreement is to assure the WDBSCW contractors, partners and staff understand the confidential nature of workforce information, and is demonstrating due diligence in safeguarding program and participant data in its daily business operations.

Personally Identifiable Information (PII)

Personally identifiable information must be protected from disclosure. The exchange of data should be reviewed for PII, and these data elements redacted whenever encountered, unless there are specific agreements and security measures in place for their exchange.

"Personally identifiable information" (PII) is defined by s. 19.62(5), Wis. Stats., as "information that can be associated with a particular individual through one or more identifiers or other information or circumstances."

In most cases PII involves social security numbers, home addresses, phone numbers and e-mail addresses as well as designations of disability and/or ethnicity. However, other information may also meet the definition by serving to identify a particular individual (e.g. an ASSET PIN, database key, date of birth, etc.).

Contractors agree to adhere to the Terms Outlined within the Data Sharing Agreement between Wisconsin DWD/DET and the WDBSCW. Contractors are responsible for any activities and costs associated with protocol required due to a breach by their staff.

1. I understand that the purpose of my agency's access to workforce program and participant data is to perform workforce development functions.
2. I agree I will not use any workforce program related data for any personal purposes, including entertainment, personal business or personal gain.
3. I understand that access to, and transmission of, any data or material deemed to be in violation of any federal, state or local law, rule, or policy is prohibited.

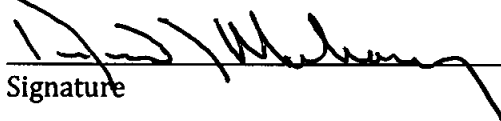
Data Sharing Agreement Acknowledgement Continued

4. I understand that my agency cannot access or distribute any information that is deemed to be confidential without written authority from the WDBSCW.
5. I am responsible for safeguarding my agency's access to workforce program and participant data.
6. I agree to not communicate any Personally Identifiable Information (PII) relating to program participants to any person or agency not engaged in a Data Sharing Agreement with the WDBSCW (see reverse side for definition).
7. I understand that violation of these conditions shall be cause for immediate revocation of all access to workforce program data and systems.
8. I understand and agree that my agency use of workforce program data may be monitored or audited by WDBSCW by various means, including monitoring or auditing that may occur without my knowledge or prior notice.
9. I have received and reviewed a copy of the WDBSCW Data Sharing Agreement.

I acknowledge that I have read, understand and agree to the terms and conditions of the WDBSCW Data Sharing Agreement outlined above. This verification is good for one year from the date of signature.

David J. Mahoney

Name (Printed)

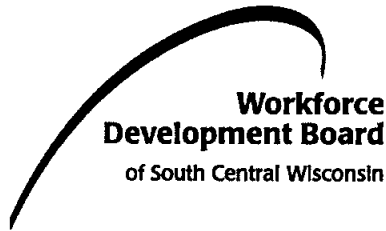

Signature

Dane County Sheriff's Office

Organization

07/13/2015

Date



**WORKFORCE DEVELOPMENT BOARD OF SOUTH CENTRAL WI
DISCLOSURE STATEMENT
July 1, 2015 through May 31, 2017**

Name: Dane County Sheriff's Office

Affiliation with the Workforce Development Board of South Central WI: (Circle one)

Council Member Employee Sub-Grant Applicant Grantee

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 Workforce Development Board of South Central WI? (Circle one)

Yes No

If you answered the previous question "yes", please completely explain your answer on this sheet, giving the name of each and every organization and the nature of your association with it.

Questions for Sub-Grant Applicants and Grantees Only. (Answers should be made, keeping in mind each individual of the grant applicant's and grantee's board of directors, or officers, or employees or any of their immediate family members.)

1. Are you a member of the Workforce Development Board of South Central WI?

Yes No

2. Do you have a business or employment relationship with any member of the Workforce Development Board of South Central WI?

Yes No

If yes, please explain. _____

3. Does any member of the Workforce Development Board of South Central WI serve on your organization's board of directors?

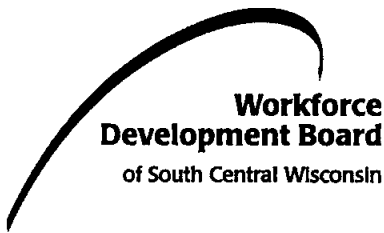
Yes No

If yes, please set forth the name of any such member. _____

[Handwritten Signature]
(Signature)

David J. Mahoney, Sheriff
(Print Name)

07/17/15
(Date)



**WORKFORCE DEVELOPMENT BOARD OF SOUTH CENTRAL WI
CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or 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 of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(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 of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit **Standard Form-LLL, "Disclosure Form to Report Lobbying,"** in accordance with its instructions.

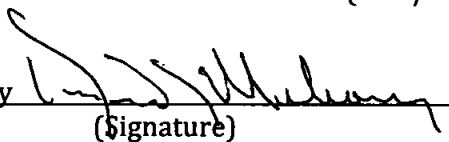
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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 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.

Dane County Sheriff's Office
(Grantee/Contractor Organization)

Dane County Windows to Work Program
(WIA/WIOA Program/Title)

David J. Mahoney, Sheriff of Dane County
(Name of Certifying Official)


(Signature)

07/13/15
(Date)