



REQUEST FOR PROPOSALS

Michigan Prisoner Re-Entry Initiative (MPRI)

Project Period: October 1, 2010 to September 30, 2011

Bidder's Conference: August 4, 2010

Proposal Due Date: August 25, 2010

An Equal Opportunity Employer/Program. Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities. Funding provided by the Michigan Department of Energy, Labor & Economic Growth and the Workforce Development Board of South Central Michigan!

Request for Proposals: Michigan Prisoner Re-Entry Initiative

SCMW is currently soliciting proposals from organizations interested in providing services for **prisoners who are released to Jackson, Hillsdale and Lenawee counties under the Michigan Prisoner Re-Entry Initiative (MPRI)**. The funding for this project is authorized under a grant from the Michigan Department of Corrections (MDOC) and SCMW is the Fiduciary Agent for the project.

The material attached includes information, instructions, and forms needed by an organization to submit project proposals for consideration by SCMW.

A copy of this RFP and forms are also available at: <http://www.scmw.org>

A Bidders Conference will be held at **10:30 a.m. on Wednesday, August 4, 2010 at the SCMW Administration office located at 310 West Bacon Street, Hillsdale, Michigan**. At the Bidders Conference, SCMW staff will discuss and answer questions regarding this Request for Proposals (RFP). Questions regarding the development and submission of a proposal should be submitted to Leslie Prame, by e-mail: lprame@scmw.org. Questions will be compiled and responded to at the Bidders Conference.

To be considered for funding, **proposals must be received not later than 4:00 p.m. on Wednesday, August 25, 2010** at the following location:

SOUTH CENTRAL MICHIGAN WORKS!
Attn: Maggie Flaherty
310 West Bacon Street
Hillsdale, MI 49242
mflaherty@scmw.org

Proposals will not be accepted by SCMW after the time specified above. Faxed proposals will not be considered. Proposals sent through the mail and received by SCMW after that time, regardless of the postmark, will be returned to the sender.

I. GENERAL RFP INFORMATION

A. Background

South Central Michigan Works! administers federally funded employment and training programs which include the Workforce Investment Act (WIA), TANF, Trade, and Wagner Peyser/Employment Service programming. These funds are governed by the SCMW Workforce Development Board and all activities are contracted out. Current information about SCMW can be located at www.scmw.org.

B. Solicitation Process

Purpose and Scope of Services

The purpose of this RFP is to solicit services from organizations to deliver services to participants under the Michigan Prisoner Re-Entry Initiative. The expectation is that a single Contractor (of record) will provide services in all three counties. Any organization that provides a comprehensive proposal and bids to provide all services under ONE Contract will be looked upon favorably in the selection process.

The MPRI is a cooperative effort of the Michigan Department of Corrections, Michigan Department of Community Health, Michigan Department of Energy, Labor and Economic Growth, the Governor's Office and numerous non-governmental entities.

The objective of the MPRI is to create safer neighborhoods and better citizens by increasing the proportion of prisoners who successfully reenter society by implementing a seamless system of services for offenders from the time of their release from prison through their transition, community reintegration and aftercare in their communities. Projects described in this RFP are designed to assist prisoners in receiving services and training, enter and retain employment and avoid recidivism.

MPRI on the local level consists of a Steering Committee, a Community Coordinator, Transitions Teams and the Parole Office. The Steering Committee develops, oversees, and monitors the local implementation process and coordinates local community involvement in the overall statewide MPRI development process. The Steering Team is led by four Co-Chairs, a community based member who represents the Administrative Agency, a community based member who represents the local MPRI Advisory Council, the Warden of the In-Reach facility or designee and a management level field operations administrator (FOA) staff designated by the FOA Lansing Region, Area Manager. The Community Coordinator is the local administrator for the project. Transition Teams are responsible for providing support of offenders in the transition planning process and assisting the offender's transition into the community through a case management approach.

The scope of services to be provided for approximately 325 MPRI participants in Jackson, Hillsdale and Lenawee Counties under this project is as follows:

Estimated Service Needs and Numbers of MPRI Participants				
Service	Jackson County	Hillsdale County	Lenawee County	Total
Residential Stability	70	20	60	150
Employment Readiness	190	40	90	320
Social Support	180	35	70	185
Health and Behavioral Health	40 + 30HC	4 + 8 HC	12 + 15 HC	56 + 53 HC

Project Time Period

This RFP is for services provided October 1, 2010 thru September 30, 2011.

If a contractor’s performance, responses to requests for information, and completion of required reports is satisfactory during the project period, the program activities remain the same, and funding is available, then SCMW reserves the right to renew a contract for one or two additional years.

Organizational Eligibility

Private for-profit, private non-profit and public organizations are eligible and encouraged to submit proposals in response to this solicitation package. The proposals may be submitted by single organizations and/or by two or more organizations, which have joined together to form a cooperative venture. SCMW reserves the right to approve subcontractors for any proposal submitted.

Bidders may elect to submit a collaborative proposal, including more than one organization to provide services; however, SCMW will issue a contract to only one organization. The proposal must clearly identify one agency to serve as the fiscal agent. The fiscal agent will be responsible for reimbursement to the partner agencies and will be held responsible for the repayment of all disallowed costs. Bidders proposing to assume responsibility for all service areas will receive additional points of consideration.

Funding Parameters

The following table lists the category of service and approximate funding available for each service area that will be funded under this Contract, as identified in the current MPRI Comprehensive Plan. Please note that MPRI funds are last resort funds, therefore, it is expected that contractors will work to utilize other resources for participant needs prior to using MPRI funds.

MPRI Services to be Provided	
One Project for Jackson, Hillsdale & Lenawee Counties	
Service	Funding Estimates
Residential Stability	\$305,000
Employment Readiness	\$300,000
Social Support	\$90,000
Health and Behavioral Health	\$40,000
Operations Support (Administrative/Indirect costs)	45,000
Total	\$780,000
*Housing Specialist	\$55,000
*Services Coordinator	\$55,000

*See Section II A.

RFP Limitations

This RFP does not commit SCMW to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies. SCMW reserves the right to accept or reject any or all proposals received as a result of this solicitation, 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 SCMW to do so. SCMW may require the proposing agency to participate in negotiations and to submit any price, technical, or other revisions of their proposals as may result from negotiations.

Reporting Responsibilities

The Contractor shall comply with all program and fiscal review and reporting procedures as are or may subsequently be established by SCMW or MDOC which may include data on participant characteristics, services provided, placements, referrals, outcomes and follow-up activities. The Contractor shall also comply with all reporting procedures established by SCMW for completion of monitoring and progress reports at time intervals and on forms specified by SCMW if applicable. The Contractor shall provide any additional reports deemed necessary by SCMW upon request. All records and data become the property of SCMW, with the contractor retaining the responsibility for maintaining records for a period of not less than ten years for this specific program.

Bidders Conference

SCMW staff will meet with proposing agencies at 10:30 a.m. on Wednesday, August 4, 2010, at the SCMW Administration Office located at 310 West Bacon Street, Hillsdale, Michigan. At this time, SCMW staff will discuss and answer questions pertaining to the RFP. In order to preserve the general competitive nature of this process, SCMW will exercise the right to decide which questions may and may not be appropriately answered prior to the final award of contract. Also, bidders that directly contact members of the SCMW Board (s) or Steering Committee risk elimination of their proposal from further consideration.

Proposal Submission

To be considered for funding, a completed proposal, must be received by SCMW by **4:00 p.m. on August 25, 2010** at the SCMW Administration office located at 310 West Bacon, Hillsdale, Michigan 49242 . **Proposals will not be accepted after this specified date and time.**

Proposal Selection Process

SCMW! maintains that an organization/individual must possess the demonstrated ability to perform successfully under the terms and conditions of a proposed contract prior to the contract being executed. Determinations of demonstrated performance shall take into consideration such matters as whether the organization has:

- Adequate financial resources or the ability to obtain them.
- A satisfactory record of past performance in delivering the proposed product.
- The ability to provide products that can meet the needs identified.
- A satisfactory record of integrity, business ethics and fiscal accountability.
- The technical skills and experienced staff to perform all related work.

A. Procurement Timetable

Event	Date
Request for Proposal Release By	July 27, 2010
Bidders Conference Held at Adm. Offices from 10:30 am – 11:30 am	August 4, 2010
Last Day for Questions/Clarifications by noon	August 9, 2010
Proposals Due to SCMW by 4:00 pm	August 25, 2010
SCMW Award announced	September 2, 2010
Contract Begins	October 1, 2010

II. PROGRAM DESIGN AND OPERATIONS

The lynchpin of the MPRI Model is the development and use of the Transition Accountability Plan (TAP) at critical points in the offender transition process. Each TAP succinctly describes for the offender, the corrections and/or field staff and the community exactly what is expected for a successful re-entry process. Under the MPRI Model, the TAP, describes the treatment and supervision plan during the transition process. The TAP serves as a concise guide for offenders, corrections and field staff and community service providers.

The first step to developing a TAP that properly addresses an offender's criminogenic needs is the administration of a validated risk/needs assessment (criminogenic needs are attributes of offenders that are directly linked to criminal behavior). This assessment process begins with the administration of the Correctional Offender Management for Alternative Sanctions (COMPAS).

The TAP spans the three phases of re-entry by outlining a seamless system of services and supervision that crosses agency boundaries. The TAP is a collaborative product that at any given time may involve correctional staff, the offender, the Parole Board, parole agents, human service providers (public and/or private), victims, and neighborhood and community organizations. The TAP describes actions that must occur to prepare the individual offenders for release to the community, defines terms and conditions of their parole supervision, specifies both the type and degree of supervision and the array of services they will experience in the community and describes their eventual discharge to aftercare upon successful completion of parole supervision. The objective of the TAP process is to define a plan that will mitigate an offender's risk by describing the interventions that will address his or her specific criminogenic needs. The delivery and implementation of MPRI services to returning prisoners consists of three separate phases:

Getting Ready

- Institution staff will generate the TAP during the Getting Ready and going Homes phases. The initial TAP will be completed based on the COMPAS assessment by the Institutional Re-Entry Agent.
- The TAP is provided to the Field Agent and Transition Team for the purpose of reviewing needs, referring to appropriate services and ensuring that all of the prisoner's needs are identified and documented.
- During the In-Reach or video conference, the field Agent and the In-Reach Service Coordinator will confirm identified needs, note any changes and connect prisoner with community services.
- Any changes noted will be documented on the TAP by the Field Agent.
- Prison staff will function as case managers who will engage in preparing prisoners for their release through pre-release programming and In-Reach services facilitated with experts from the community.

Going Home

- The Field Agent will be responsible for leading the collaborative case management and supervision of the prisoner until parole discharge.
- The Field Agent, Service Coordinator, Community Coordinator and Transition Team

will use a collaborative approach once a prisoner returns to the community. Implementing a system of regular communication, monthly meetings, monitoring of needs, services, compliance and the effectiveness of services provided.

Staying Home

- After former prisoners have successfully completed community supervision, their TAP will continue as needed.
- The TAP will be managed and services monitored by appropriate community service providers while they continue to receive support.
- At all phases of the process Transition Team members will use the case management model to monitor progress in using the TAP.

The Field Agent, Institutional Agent and Transition Team work collaboratively with clearly defined roles/duties at each phase of the model to ensure that the prisoners plan (TAP) accurately identifies strengths and needs to reduce risk of failure and is documented appropriately. This collaborative case management approach will be demonstrated throughout each phase.

A. Service Provider Requirements

All General MPRI parolees released to Jackson, Hillsdale, & Lenawee counties will have an in-reach session via video/phone conference or face to face meeting with the Parole Agents, Housing and Services Coordinator(s), and community service providers to discuss service needs prior to release. These Transition/In Reach sessions are scheduled monthly with In Reach facilities and logistics of the meeting handled by the contractor's service coordination staff (as described in Job Description).

Two roles are required for the administration of the MPRI program according to the approved Comprehensive Plan, (See separate attachment 1, Comp Plan Draft). Bidders will be expected to include within their proposal. Job Descriptions for these positions are available under separate cover, (See separate attachment 2). Salary/benefits for the position(s) should be included in the proposal and are as follows:

Housing Specialist: Approximately \$55,000 including benefits.

Services Coordination: Approximately \$55,000 including benefits.

The contractor will be required to have a system for tracking and reporting performance measures (Input, Intermediate and End Outcomes) for each service area. Measures are currently being defined statewide with local benchmarks determined by county through the 2010-2011 Comprehensive Plan and future plan years. Additionally, the contractor must have the capacity to collect/maintain/report service data. This will be done either through data entry into the MDOC/OMNI client information system, once available, or through MDOC provided spreadsheet.

1. Residential Stability

The contractor shall assist clients in the transition to affordable housing. The contractor shall ensure that each participant utilizing housing assistance

completes and regularly updates a Self Sufficiency Plan, monitoring progress monthly. Appropriate housing is identified and financial support for rental assistance is provided in accordance with local MPRI Comprehensive Plan and criteria set. The contractor will work with local landlords, recruiting and educating them about MPRI to assure a variety of safe and habitable housing options.

The following is to provide detail of the Parole Supervision and Monitoring Plan that is required to be adhered to as part of this service category:

The Parole Supervision and Monitoring Plan is updated each year within the Comprehensive Plan. The plan below is part of the 2009-2010 Comprehensive Plan and will be updated annually with local input.

Parole Supervision and Monitoring Plan

Orientation of New Providers

Potential new landlords receive information on MPRI, rental assistance needs, housing rules for parolees, duration of rental assistance/details/terms, when contacting the MPRI Community Coordinator or Housing Specialist.

Those still interested in allowing MPRI parolees to rent are given more specific information and details by the Housing Specialist/Services Coordinator/ReEntry Liaison including: advantages of rental to MPRI parolees, Night Hawk, parole agents role/supervision, housing specialist role, rental agreement with parolee – details, other needs of parolees. The Housing Specialist/ReEntry Liaison and Parole Office investigate/inspect the potential locations. Those approved are added to the list of potential rental.

If a rental unit is to be chosen by a parolee, and approved by the agent, the landlord is contacted by the housing specialist/services coordinator to provide more specific detail and work through questions, concerns, specifics and how to handle problems.

Monroe parolees locate housing which is then approved by their parole agent. If they have no other option of payment, MPRI assists for a limited time with rental payments. Leases are negotiated with the landlord and signed by the parolee and landlord/leasing agent.

Responding to Parolee issues/incidents

The landlord has options for responding to issues/concerns with a parolee ranging from contacting the parolee for simple questions/concerns, contacting the housing specialist/service coordinator/reentry liaison with issues related to rental and payment, and more serious concerns to be directed to the parole agent or law enforcement for immediate attention.

Parolees are required to sign Housing Rules. These are reinforced with the parolee and the landlord. Any breach of rules may result in suspension of rental assistance and possibly other parole consequences.

Home Checks

Night Hawk is used in addition to Parole Agent Home Checks in monitoring parolee activities. These unannounced visits serve the duo-purpose of providing supervision and support to parolees. These visits serve to provide landlords additional peace of mind and create a police presence in neighborhoods through the communities.

Rental Agreements

Agreements are between the landlord and the parolee however, the Housing Specialist /Services Coordinator/ReEntry Liaison may have specific changes/additions made to agreements prior to parolee signature.

2. Employment Readiness

The contractor shall coordinate with services available through the Michigan Works! Service Centers. Parolees referred for Employment Readiness will be assessed and provide job seeking/job placement assistance, transitional work experience, on-the-job training, career counseling case management and retention services based on their skills and needs. Employment supports (clothing for interview/employment, tools, etc.) will be provided when necessary. The contractor will work with SCMW Business Solutions Team and other resources to recruit and educate employers about MPRI, incentives for hiring ex-felons (tax incentives, bonding through Michigan Works, etc) and other benefits of hiring parolees.

3. Social Supports

Transportation:

The contractor will ensure that General MPRI parolees who have no other available, reliable means of transportation for employment, job seeking, education and mandatory appointments are provided assistance through: bus tickets/cards, gas cards, JARC (Job Access Reverse Commute, or other grant funded providers, emergency transportation to/from residential facilities (if Parole is unable to utilize MDOC transporters), and Bike Program (providing re-used bicycles for ongoing use, safety training, and equipment) will be utilized to assist those who need transportation.

Entitlement Support:

The contractor will assess the parolees need for identification (State ID/Driver's License, Birth Certificate, Social Security Card) and assist in application and payment for those requiring the ID for accessing entitlements and/or employment/education.

Law Enforcement:

The contractor will reimburse local law enforcement partners requesting reimbursement for costs (described in the local MPRI Comprehensive Plan)

associated with Night Hawk (law enforcement/parole ride-a-long).

Faith Based:

The contractor will provide stipends to specified faith based mentors to assist with costs associated with transportation, modeling and activities (described in MPRI Comprehensive Plan).

Family Support:

The contractor shall develop an outreach plan to identify families and connect them with resources in the community, implement supports/training which assist in reunification and build strong family functioning. The contractor will provide payment for counseling or other services necessary in reunification of the returning parolee and their family.

Life Skills:

The contractor will provide payment or arrange scholarships for parolees who needs assistance with basic life skills trainings (i.e. food shopping/preparations, budgeting,

4. Health/ Behavioral Health

Health Care:

The contractor shall insure that General MPRI parolees with chronic medical problems and/or with urgent care needs have access to medical care including access to medications prescribed. The contractor shall provide financial assistance for co-payments/client share costs once all other options for assistance have been expended.

Mental Health Services:

The contractor shall ensure that General MPRI parolees with a need for mental health treatment (including Co-Occurring MH/SA) have access to evidence based mental health treatment and aftercare. The contractor shall collaborate with local agencies and their physician network to provide cost effective treatment and medications as required. The contractor will work collaboratively with the local SMI pilot to ensure service coordination.

Cognitive Restructuring:

The contractor will ensure access and provide payment for General MPRI parolees, referred by their agent, to evidence-based cognitive restructuring treatment from a provider with proven experience in dealing with crimenogenic needs.

Substance Abuse Services:

General MPRI parolees shall be assessed through information collected in the COMPAS and their performance/compliance while in the community. The parole agent will make referrals to the appropriate treatment program at agencies that are currently under contract with the Department of Corrections.

III. PROPOSAL FORMAT

This section of the RFP contains the instructions and requirements of a complete proposal. **To be considered complete, a proposal must contain all of the required sections and attachments and all questions must be answered in the order in which they are asked.** All pages in proposals must be numbered and must include the following elements in the order listed below. There should be no attachments, enclosures, or exhibits other than those required by SCMW or those considered by the applicant to be essential to provide a complete understanding of the proposal submitted.

- A. Proposal Cover Sheet
- B. Proposal Work Statement
- C. Organizational Structure and Staffing Chart
- D. Supplemental Agency Information & Certifications
- E. Organizational Effectiveness/Demonstrated Experience Response
- F. Project Budget

A. Proposal Submission

Attachment I, *Proposal Cover Sheet* must be prepared as the first page of the proposal. Do not include a cover letter and do not put the proposal in a notebook or binder. An individual who can legally bind the proposer to a contract with SCMW must sign the *Proposal Cover Sheet*.

ONE hard copy that bears an original signature, plus an electronic version (WORD format) e-mailed to Maggie Flaherty at mflaherty@scmw.org must be submitted.

B. Proposal Work Statement

The work statement shall describe the proposed program design/operation in detail sufficient to portray an understanding of the project to be implemented, a synopsis of the key features of the program in terms of mandatory, optional and supplemental elements, the needs of the participants and expected program results. The work statement at a minimum should also include the following details in the description of the proposed project activities:

A description of the project and the services proposed. Include in this description the following (if applicable):

1. The location and description of the facility where services will be provided and the schedule, or number of hours per week, during which services will be provided.
2. The project design, the number of MPRI participants who shall receive specific services and sequence of services that will be provided to participants and how the specific services for each participant will be determined. Assurance of gender equity.

3. The specific outcomes for the project and how they will be attained including numerical goals for each of the outcome measures identified in the proposal.
4. A description as applicable, of how communication and coordination will be maintained between the participant, the other partners in this project and the parole office in the areas of pre-release service provision, program participation and follow up.
5. Sub contractual arrangements: Other organizations, which will provide services to this project, should be identified. Identify the type of agreement, the service to be provided, and the level of funding.

C. Organizational Structure and Staffing

Describe the organizational structure (include an organizational chart) and staffing including a detailed job description and qualifications for each position that is budgeted in the proposal.

E. Organizational Experience and Demonstrated Effectiveness

In this section, the proposer shall provide information that indicates the organization's (and subcontractors if applicable) capacity to carryout the services they propose. This section shall include a listing and description of any similar experiences in program operation and would identify any staff and programs which may demonstrate effective outcomes for populations with crimonogenic needs.

F. Project/Program Budget

In order to be considered an applicant for this RFP, all budget information must be complete. Provide a detailed cost overview, utilizing natural classifications (materials, supplies, training, travel, etc.).

IV. PROPOSAL RATING CRITERIA

Proposals will be reviewed and rated using the following criteria. A score ranging from zero to the maximum number of points will be assigned for each criterion based on information presented in the proposal and on past performance. **The proposal review committee will determine if a proposal is eligible for funding based on the total rating score.**

- 1. Responsive to the RFP 0-10 points**
 - a. The proposal follows the format prescribed by the RFP and all major points are addressed and attachments completed. (0-10 points)
- 2. Project Design 0-60 points**
 - a. The location and description of the facility where services will be provided and the schedule, or number of hours per week, during which services will be provided is adequate and realistic for the number and mix of

- participants (including consideration for sex offender restrictions) and types of activities proposed. (0-5 points)
- b. The number of MPRI participants to be served for the period 10/1/10 to 9/30/11, the project design and service strategy is fully described and appears adequate to accomplish the desired outcomes described in the RFP. (0-35 points)
 - c. The outcomes for the project are described and numerical goals for each of the outcome measures are provided. (0-10 points)
 - d. The organizational structure and staffing pattern as requested in Section III, C. is adequate and realistic for the number of participants and projects proposed. (0-5 points).
 - e. The communication and coordination that will be maintained between the participants, the partners in this project in the areas of pre-release service provision, program participation and follow up is fully explained. (0-5 points)

3. Organizational Experience and Demonstrated Effectiveness 0-20 points

- a. The organization has the potential as revealed in their proposal for operating a program to provide the MPRI services. (0-10 points)

Or

- b. The organization has operated a program(s) that provided services similar to MPRI services.
(0-20 points)

4. Cost Effectiveness 0-10 points

The project will be rated on the basis of the cost per participant in comparison with other projects and the stated cost data as presented in the project budget excluding direct supportive service costs.(0-10 points)

Maximum Possible Points: 100

ATTACHMENTS:

- A. Cover Sheet
- B. Budget Sheet
- C. Proof for Financial Liability - Original signature required with original proposal
- D. Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions - Original signature required with original proposal
- E. Certification regarding lobbying certification for contracts, grants, loans, and cooperative agreements - Original signature required with original proposal
- F. Conflict of Interest Form
 - Grievance Policy
 - Equal Opportunity Statement
- G. MPRI Governance structure

Attachment A

South Central Michigan Works! Proposal Cover Sheet

**Submitted in response to Request for Proposals for
“Michigan Prisoner Re-entry Initiative”**

Name of Proposing Organization/Individual

Address

Telephone Number:

Email Address:

Name and title of person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the bidder:

Name: _____ Title: _____

I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined in RFP for Michigan Prisoner Re-entry Initiative, that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested system/services. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other bidder or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the bidder to induce any other person or organization to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this organization can and will provide and make available, at a minimum, all services described in the proposal.

Signature of Individual with Signatory Authority		Date
Typed name and Title		

Attachment B: BUDGET DETAIL --12 months

SAMPLE BUDGET

1.1. Salaries And Wages						
Position Title	Hourly Rate	Total Hrs/Week	Number/ Weeks			Total
1						
2						
3.						
	TOTAL					
1.2. Fringe Benefits						
Benefits	Months	Percent	Amount	FTE		Total
1 FICA						
2 Health Insurance						
3 Life Insurance						
4 Retirement						
5 Workers Compensation						
6 Unemployment Ins.						
	TOTAL					
1.3. Travel						
Travel	Miles/ Week	Rate/ Mile	Number/ Weeks			Total
	TOTAL					
1.4	Program Activity Costs	Amount	X12Months			
	Residential Stability (includes required positions costs)					
	Employment Readiness (includes required positions costs)					
	Social Support (included required positions costs)					
	Health & Behavioral Health (included required positions costs)					
1.5	Operational Admin/Indirect costs associated with MPRI					
	TOTAL					
	Total Expense					
	TOTAL					

Attachment C: PROOF FOR FINANCIAL LIABILITY

If funded by the Workforce Development Board of South Central Michigan Works!, the bidder agrees to assume financial liability for any and all disallowed costs that occur as a result of any financial agreement. The bidder must place a check mark next to the manner in which financial liability will be assumed and provide a written description. It is agreed that the Board and South Central Michigan Works! may require further documentation from the successful bidder prior to final execution of any agreement.

_____ Taxing Authority. Describe

_____ Errors and omissions insurance that is acceptable to the WDB and South Central Michigan Works! Describe. (Attach a copy of the policy behind this page)

_____ Pledging assets in an amount sufficient to cover all disallowed costs. Describe.

_____ Deposit of non-Federal funds sufficient to cover all disallowed costs. Describe.

Signature (of Authorized Staff)

Date

Print/Type Name and Title

**Attachment D: CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED
TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ ALL INSTRUCTIONS, WHICH
ARE AN INTEGRAL PART OF THE CERTIFICATION)**

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

Signature

Date

Name and Title of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower

Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded From Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 7 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**Attachment E: 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 agreements, 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 representative 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 by Section 1352, Title 31, U.S. Code. Any person who fails to file 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.

Signature

Date

Name and Title of Authorized Representative

Grantee/Contractor Organization

Program/Title



Grievance Procedure

SECTION I: This Grievance Procedure is established and maintained for resolving any complaint or grievance alleging a violation of any program that is administered by South Central Michigan Works!

SECTION II: All grievances and complaints utilizing MDELEG/BWT funding sources (including state funding sources) shall follow the guidelines set forth in this Grievance Procedure.

SECTION III: All program participants shall be provided upon enrollment into employment or training with a written description of this Grievance Procedure, and the Employer's own grievance procedure, including notification of the rights to file a complaint and instructions on how to do so. This Grievance Procedure will be posted in areas where administration and program services are provided.

SECTION IV: Grievances may be brought by any individual or organization, including, but not limited to program participants, subgrantees, subcontractors, employees, and other interested parties. A grievance may also be filed by an affected individual if a recipient of WIA-TANF-funded services is placed in a position (1) when any other individual is on layoff from the same or any substantially equivalent job or (2) if the employer has terminated the employment of any regular employee or otherwise caused an involuntary reduction of its workforce in order to fill the vacancy so created with a WIA/TANF service-funded individual.

SECTION V: Should any grievant have a complaint which is grievable under this procedure, an earnest effort should be made to resolve such differences promptly in the following manner.

Step 1: The grievance is to be reduced to writing and presented to the Employer operating the program in which the grievant is participating in or has applied for employment. An informal hearing shall be conducted between the grievant and the employer. The Employer shall, within five (5) days after receipt of the complaint, issue a written determination as to such complaint. Such determination shall include a synopsis of the facts and a statement of the reasons for decision made and shall also provide the grievant notification of an opportunity to appeal the matter to Step 2 of the Grievance Procedure. This latter notification shall include the procedures for requesting a Step 2 hearing and shall describe the elements of the hearing procedures.

Step 2: If the dispute is not resolved at Step 1, the grievant may, within three (3) days of the issuance of the Step 1 decision, submit said grievance to the President of SCMW!, 310 W. Bacon St., Hillsdale, MI 49242. A formal or informal administrative hearing will be held between the President (or her/his designee), the grievant, the respondent and all other necessary parties not more than thirty (30) days from the date of the filing of the complaint. The grievant must submit to the President, in writing, the following information: (a) grievant's name, address and phone number (if any); (b) name and address of the party against whom the allegation is made; (c) a clear and concise statement of the facts, including pertinent dates, setting forth the alleged violation; (d) the provisions of the Act, regulations, grant, contract, or other agreement under the Act alleged to have been violated; (e) a statement disclosing whether proceedings involving the dispute have been conducted before another authority; (f) a statement indicating, if applicable, that the Employer's grievance procedures have been exhausted; and (g) the relief requested. Grievant shall have the opportunity at the Step 2 hearing to bring witnesses and documentary evidence; to have records or documents relevant to the issues produced by the custodian when such records or documents are kept by or for the employer in the ordinary course of business; and to question any witnesses or parties. Grievant and Respondent shall receive written notice as to the Step 2 hearing or the date, time and place of the hearing, the manner in which it will be conducted, and the issues to be decided thereat not less than ten (10) days prior to the hearing. Other interested parties may also apply for such notice. The President (or her/his designee), acting as the hearing officer, shall, within five (5) days of the close of the hearing, submit his/her written decision to the grievant, which response shall include (a) date, time, and place of hearing; (b) names and addresses of all witnesses called by the parties; (c) name and address of the grievant; (d) name and address of the party against whom the grievance is made; (e) information sufficient to identify all evidence presented; (f) a reiteration of the issues raised; (g) a synopsis of the facts; (h) an analysis of the issues as they relate to the facts; and (i) a decision addressing each issue. The President shall also provide the grievant notification of the opportunity to appeal the matter to Step 3.

Step 3: If the dispute is not resolved at Step 2, then either party may, within three (3) days of the issuance of the President's decision, submit said grievance to the SCMW! Workforce Development Board (The Board) for consideration at its next regularly scheduled meeting. At such meeting, the Board shall consider the positions of each party and the decision rendered by the President. Within ten

(10) days of said meeting, but in any event no longer than sixty (60) days from the initial filing of the grievance, the Board shall submit its written decision to the grievant, which shall include (a) date, time, and place of hearing; (b) names and addresses of all witnesses called by the parties; (c) name and address of the grievant; (d) name and address of the party against whom the grievance is made; (e) information sufficient to identify all evidence presented; (f) a reiteration of the issues raised; (g) a synopsis of the facts; (h) an analysis of the issues as they relate to the facts; (i) a decision addressing each issue; and (j) a statement that local remedies have been exhausted. The President shall also provide the grievant notification of the opportunity to appeal to the State of Michigan Department of Energy, Labor & Economic Growth (DELEG), (Step 4).

Step 4: If the grievant is not satisfied with the Board's response, or does not receive the same in time prescribed, including continuances, he/she may appeal, in writing, to the DELEG-Internal Audit and Monitoring Division no later than ten calendar days from receipt of an adverse decision at Step 3, or ten calendar days from the date a decision was required but not received at Step 3 (a decision is required to be rendered not later than 60 calendar days from the date the grievance was filed).

All appeals of a grievance shall be submitted to:

Director
Internal Audit and Monitoring Division
DELEG
611 West Ottawa, 4th Floor
P.O. Box 30004
Lansing, Michigan 48909

All appeals of a grievance shall contain, to the extent practicable, (a) full name, address, and telephone number of the party/parties filing the appeal; (b) full name, address, and telephone number (if any) of the party/parties against whom the grievance is made; (c) a clear and concise statement of the facts, as alleged, including the pertinent dates, constituting the alleged violation; (d) the provision of the act, regulations, grant, contract, or other agreements under the act believed to have been violated; and (e) the relief requested. The DELEG *may* conduct a hearing. For an appeal of a WIA-related decision, a hearing shall be held. If a hearing is not to be held, both parties to the appeal will be notified within ten days of receipt of the grievance. Both parties to the appeal will be given the opportunity to submit additional relevant information and/or documentation pertaining to the appeal. If a hearing is to be conducted, the grievant and the party against whom the grievance is made shall receive written notice of the date, time, and place of the hearing on the matter and of the opportunity to present evidence, including witnesses. Notice shall be given not less than ten calendar days prior to the hearing on the matter. If a hearing on an appeal is to be held, it shall be conducted within 30 calendar days of filing of the appeal and a written decision shall be issued not later than 60 calendar days after the filing of the appeal. The written decision shall include (a) date, time, and place of hearing; (b) names and addresses of all witnesses called by the parties; (c) name and address of the grievant; (d) name and address of the party against whom the grievance is made; (e) information sufficient to identify all evidence presented; (f) a reiteration of the issues raised; (g) a synopsis of the facts; (h) an analysis of the issues as they relate to the facts; and (i) a decision addressing each issue. A decision of the DELEG is final. However, if a decision is not issued by the due date, a WIA-related appeal may be reviewed by the Secretary of the U.S. Department of Labor (USDOL) within 60 calendar days of receipt of the DELEG-Internal Audit and Monitoring Division decision.

SECTION VI: With the exception of complaints alleging fraud or criminal activity, the filing of all complaints must be made within one (1) year of the alleged occurrence.

SECTION VII: Both the President at the Step 2 level and the Workforce Development Board at the Step 3 level of the grievance procedure may, at the request of a party or on their own initiative, dismiss any grievance for failure to state a cause of action for which relief can be given. Prior to such a dismissal, the grievant may be given an opportunity to show cause why the grievance should not be dismissed. Any such dismissal may be appealed to the next grievance step.

SECTION VIII: Grievant shall have the opportunity to amend their grievance at any time prior to the Step 2 hearing.

SECTION IX: A grievance may be withdrawn at any step of this Grievance Procedure. However a grievance once withdrawn may not thereafter be reinstated.

SECTION X: Any grievance not appealed in writing within the time limits established in the grievance procedure to the next appropriate step, shall be considered settled on the basis of the last determination.

SECTION XI: Written notification of the date, time and place of all formal or informal hearings or meetings regarding the grievance shall be

provided to the grievant and respondent, and shall indicate the manner in which such hearing or meeting will be conducted.

SECTION XII: The grievant shall have the opportunity to be represented by an attorney or other representative of the complainant's choice at all levels of this Grievance Procedure.

SECTION XIII: Parties to the grievance shall have an opportunity to request the continuance of any hearing or meeting for good cause. For special provisions that apply to grievances of decisions/determinations for the Trade Act program training, job search or relocation services, protocol in the SCMW! Grievance and Complaint Policy shall apply.

SECTION XIV: In the event there is a series of subcontracts between the Employer and SCMW!, in order to reduce the number of appeal levels in the grievance procedure, if the grievant and the Employer both agree, the grievance may be passed on to the next step in the contract chain until it reaches Step 2. However, under no circumstances may it be passed on under this section without an initial determination made by the Employer.

SECTION XV: In the event that the alleged violation of WIA or the WIA regulations, grants or contracts, is also an alleged violation of another law, regulations or agreement, nothing in this procedure shall preclude an individual or an organization from filing a complaint or grievance under such other law or agreement with respect to the non-WIA cause of action, as well as filing a complaint under WIA. However, no suit may be filed which alleges a violation of the WIA or the WIA regulations without first exhausting the applicable administrative remedies under this Grievance Procedure.

SECTION XVI: For grievances that involve dual enrollments of participants in the Trade Adjustment Act Program and the WIA Dislocated Worker Program or the North American Free Trade Act Program and the WIA Dislocated Worker Program, following actions must be undertaken:

- a. SCMW! will determine the funding source supporting the activity or program being grieved.
- b. If there is only one funding source for the grieved activity or program involved, SCMW! shall resolve the grievance under the appropriate grievance procedure.
- c. If the grievance involves two funding sources, a letter describing the issues shall be written to both the DELEG/WP and DELEG/ESA at the following addresses requesting instruction on how to handle the grievance:

Director
 Internal Audit and Monitoring Division
 DELEG
 611 West Ottawa, 4th Floor
 P.O. Box 30004
 Lansing, MI 48909

Director
 Employment Service Agency
 DELEG
 Landmark Building, 3rd Floor
 105 West Allegan
 Lansing, 48933

SECTION XVII: Discrimination Complaints. SCMW! is committed to the principles of equal opportunity (EO) and nondiscrimination in the provision of programs and services administered by the agency. In carrying out this commitment, we require the equitable treatment of all persons in the opportunity for employment, as well as their access to, and receipt of, program services without discrimination based on race, color, national origin, age, sex, religion, disability, and other non-merit factors.

Any person who believes that he or she, or any specific class of individuals, has been, or is being, subjected to discrimination prohibited by the nondiscrimination and EO provisions of state/federal programs administered by OWD, may file a written complaint. All complaints must be filed within 180 days of the alleged discrimination.

SECTION XIX: All complaints alleging criminal activity, fraud, or abuse, must be made within ten (10) days of the alleged act. Any allegation must be reported directly to the Secretary of Labor at the following address:

Secretary of Labor
 c/o Regional Administrator
 Employment and Training Administration
 U.S. Department of Labor
 230 South Dearborn Street
 Chicago, Illinois 60604

All such allegations will be promptly investigated.

Equal Opportunity Policy Statement

This Policy applies to all programs administered by South Central Michigan Works!

It is the policy of South Central Michigan Works! to assure that equal opportunity be provided under any contract, program, or activity funded in whole or in part with funds made available by this agency whether carried out by this office directly or through a service provider, contractor or other entity with whom this agency contracts for the delivery of program services.

All recipients are required to actively promote equal opportunity within their respective organizations and to assure the equal treatment of all persons in their access to, and receipt of, program services without discrimination on the basis of race, color, national origin, religion, age sex, disability, political affiliation or belief, and other basis prohibited by state law and/or the regulations implementing workforce programs.

This policy specifically affects all hiring, employment and procurement decisions made in connection with the administration programs, as well as practices governing customer selection, with respect to determining who will be admitted or have access to any state or federally assisted program or activity. This policy does not however, supersede or waive state or federal eligibility or selection criterion imposed as participation requirements for specific programs.

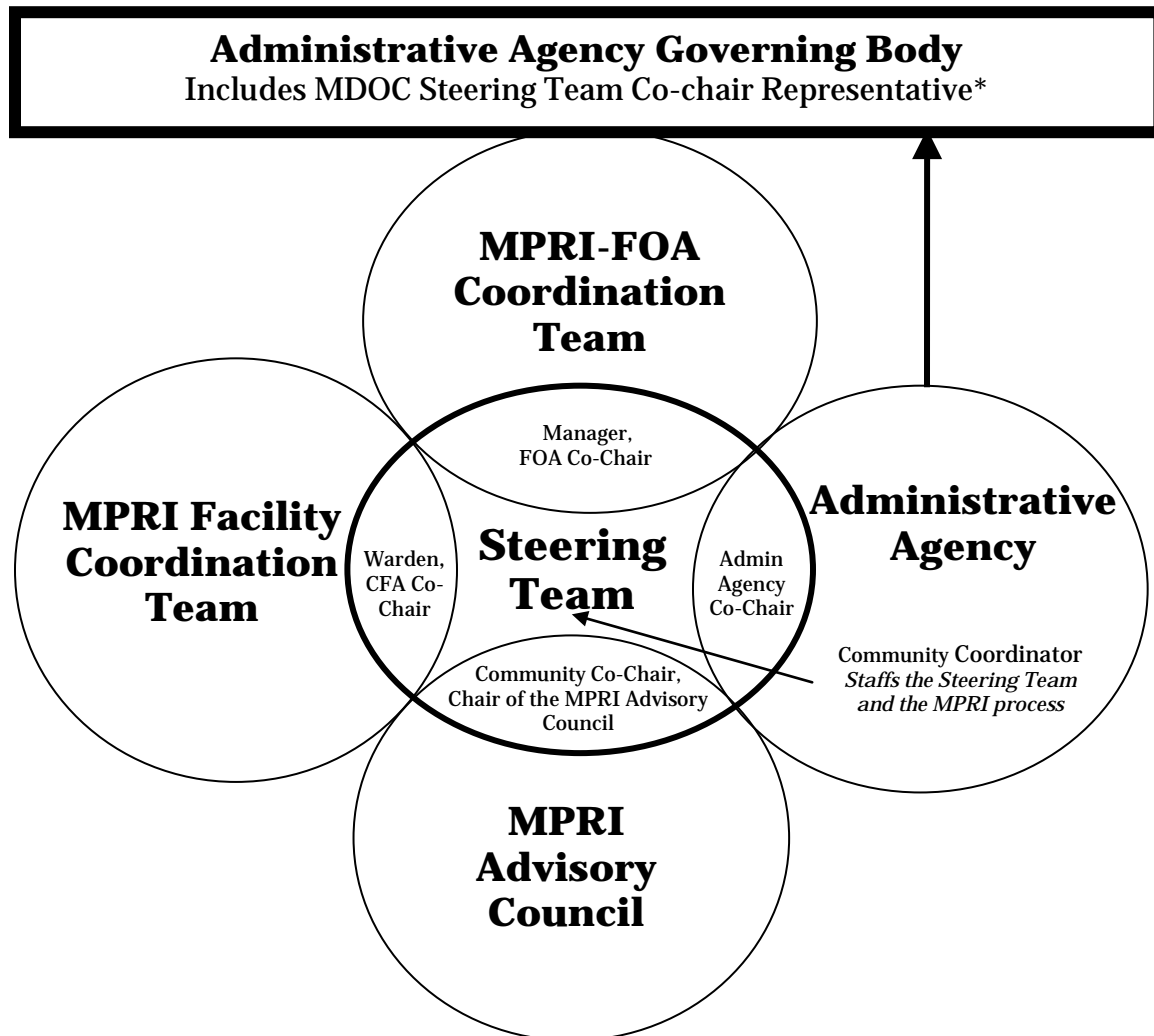
Persons who think they have been subjected to discrimination in a financially assisted program or activity may file a complaint within 180 days from the date of the alleged violation. Complaint forms and procedures are available from South Central Michigan Works! Service Centers or by contacting:

Maggie K. Flaherty, Equal Opportunity Officer
South Central Michigan Works!
310 W. Bacon Street
Hillsdale, Michigan 49242
Telephone: 888-649-6757 (649-6757 x111) or 517-437-0990 x111
Michigan Relay number for the Deaf: 800-649-3777

Christine Quinn, President, South Central Michigan Works!

FOR MORE INFORMATION ON SOUTH CENTRAL MICHIGAN WORKS! AND THE WORK THAT IS IN PROGRESS PLEASE GO TO OUR WEBSITE AT:

WWW.SCMW.ORG



* An MDOC Steering Team Co-Chair participates as a member of the Administrative Agency Board, if it is allowed by Board policy, and it ensures that the MPRI principles are addressed in their plans for the local population. The representative will be provided by the MDOC and the appointment will be approved through the existing local appointment process.

The **GOALS** of the MPRI local governance structure are to:

1. Provide as much Statewide consistency as possible in the implementation of the MPRI Model while requiring local input by the MPRI Steering Team and other stakeholders.
2. Provide protection from legal liability to local stakeholders involved in the MPRI process through their involvement in formal and established administrative structures.
3. Ensure that key decisions about the design, implementation and oversight of the local MPRI comprehensive plans are part of a formal, clear and open process that involves community leaders, representatives from the MDOC, local elected and appointed officials, and citizens who support the crime-fighting goals of the MPRI.
4. Provide an effective forum to conduct public education about prisoner re-entry and the MPRI.

NOTE: For complete local Demographic information please go to the MDOC website.