

**Division of Vocational Rehabilitation and
Centers for Independent Living
Innovation and Expansion Project FFY 2013- 14**

Grantee: Center for Independent Living
Referred to hereafter as "the ILC"

Project Title: FFY14 Independent Living Center (ILC)
Innovation and Expansion Project

Contact Information: Dee Barnard, Executive Director
Access to Independence
3810 Milwaukee Street
Madison Wisconsin 53714
(608) 242-8484 #233
www.accesstoind.org

DVR Contact Linda Cottington
DVR Program Development Specialist
201 East Washington Ave
Madison, WI 53707
linda.cottington@dwd.wisconsin.gov
608-266-0177

Grant Amount: **\$23,215.00**

Effective Dates: From: 2/1/14 To: 9/30/14
With no more than three-quarters of the total to be billed by June 30, 2014. Renewable for up to 3 years with potential for becoming a fee for service option.

Regulatory Basis:
Consistent with the FFY14 State Plan for Independent Living and the State Plan for Vocational Rehabilitation, approved activity by the Wisconsin Rehabilitation Council the Division of Vocational Rehabilitation is issuing this grant pursuant to the following regulatory authority: **FFY 2014 Title I, Part B.**
This project is renewable for up to 3 years, based on employment outcome impacts associated with the ILC services rendered.. It is anticipated that for those services proven effective in achieving and maintaining DVR participant employment outcomes, these services may transition from project funding to fee-for-service agreements.

Title: Economic Independence and Stabilization: A Path to Employment

Background: WDA 10 identified that participants of vocational rehabilitation services are often faced with complex or multiple barriers to employment beyond their disability. These barriers prevent participants from obtaining or maintaining employment. Common barriers to employment may include: criminal record, domestic violence, lack of childcare, housing issues or homelessness, lack of basic soft skills, lack of access to medical services, lack of transportation, lack of access to community resources, lack of natural or community supports, lack of appropriate dress or hygiene, lack of access to financial benefits or lack financial literacy skills, and basic needs assistance.

Purpose/Need: : The purpose of this eight month project is to create a new service available to DVR participants that will reduce or eliminate barriers to obtaining or maintaining employment as identified above. This project will offer DVR counselors another resource, not currently available, to better address the complex needs of individuals on their caseload. Having this rapid response service available will allow DVR counselors to focus on the IPE outcomes.

Participants: Access to Independence will provide rapid response and concentrated services to 35 DVR participants with identified employment barriers. An example of this may be accessing daycare the following day, allowing for the DVR participant to make their scheduled employment interview; or participant does not have access to appropriate dress for an interview; or more complex issues as finding affordable and stable housing. Once these barriers are reduced or eliminated DVR participants will be able to focus on their employment outcomes as identified in their IPE. Traditionally, individuals accessing services through Access to Independence usually wait up to three (3) weeks for an initial appointment, with subsequent appointments scheduled three (3) to four (4) weeks apart. Access to Independence does not provide transportation to consumers in order to access housing, community services or other resources. It is anticipated, participants will require 10 to 40 hours of direct services (this will vary based on complexities of barriers), in order to reduce employment barriers.

Project Activities

Objective 1: The ILC will offer DVR counselors a new resource to better address the complex needs of the consumers they are serving. The needs addressed will be related to common barriers to employment and will result in DVR counselors and consumers having greater success in focusing on IPE employment outcomes.

- All participants will complete a Barriers to Employment Assessment upon enter/exit of the service.
- Independent Living Specialists will provide well-coordinated, 1:1 services including barriers identification, access and utilization of community resources.
- Rapid response will be key: participants will be contacted by the ILC staff within 24 hours of referral (except on weekends) .
- Topic areas of need are expected to include:
 - Lack of childcare
 - Lack of transportation
 - Housing issues
 - Domestic violence
 - Criminal record issues
 - Lack of appropriate dress/hygiene
 - Lack of food/utilities
 - Financial literacy issues
 - Lack of available benefits (accessing social Security or other financial support based programs.
 - Lack of access to medical, community and natural supports
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- This project expects to serve 35 DVR consumers with varying levels of supports based on individual needs. It is anticipated participants will require 10 to 40 hours of direct services.
- All participants will complete a Barriers to Employment Assessment upon entry/exit of the service.

Objective 2: ILC staff will meet monthly with WDA 10 staff to establish a robust partnership. Meeting objectives will include the following.

- WDA team will provide feedback and suggestions.
- Progress will be shared with the team monthly, including successes, concerns and possible needed adjustments.
- Monthly progress reports will be provided to referring DVR Counselor for each individual.

Outcome Measures and Reporting:

The ILC will make significant progress towards the objectives and activities described above and in the attached proposal. **The ILC will provide monthly progress reports to referring counselors as well as a quarterly Goal Attainment Report (attached) to the Program Specialist (Linda Cottington).**

Outcome Measures (Reports) Will Include For Each Participant:

- Quantity and specific barriers identified and resulting reduction, removal or progress made.
- Monthly progress towards development of a personal resource file.
- Pre and post test results reflecting growth in attaining an understanding of how to access needed resources in the future.

We will also begin collecting data in this first year of the project to evaluate the impact of wrap around services on employment outcomes.

Reporting and Billing Requirements

Invoices and are due by March 30, 2014, June 30, 2014 and September 30, 2014 and are to be accompanied by the report updated for the most recent quarter. **This contract will be a cost basis contract, and only actual expenditures will be reimbursed. Invoices will be supported by accompanying reports.** No more than three quarters of the total amount may be invoiced prior to June 30, 2014.

Invoices are to be submitted electronically to the DVR Budget and Policy Analyst, Lenn Schneider; lenn.schneider@dwd.wisconsin.com **Misdirected invoices will not be processed.**

Reports are to be submitted electronically to the DVR Program Specialist, Linda Cottington, linda.cottington@dwd.wisconsin.gov

The Independent Living Center shall retain financial records, statistical records, and all supporting documents and records pertaining to this contract, adequate to document the accuracy of the information and statements, for a period of seven (7) years.

Access to Independence Budget
for
I & E proposal
January 2014 through September 2014

Project Title: Economic Independence and Stabilization: A Path to Employment

Operational Budget for FFY	
Income	
DVR Contract	
Miscellaneous other	
Expenses	
1. Personnel	15110
2. Fringe	3626
3. Travel	1250
4. Equipment	225
5. Supplies & Publications	800
6. Contractual and Training (a) Registration Costs (b) Contracts (c) Collaborations	
Total	1200
7. Construction	
8. Other: (provide description)	1004
9. Total Direct Costs	23215
10. Indirect Costs (@ 4.2% of salaries)	
11. Training Stipends	
12. Total Project Costs	23215
13. Per DVR Consumer cost estimate	
Other:	

Budget Narrative:

- **Personnel:** ATI will have 1 Independent Living Specialist working at 50% FTE, which is an estimate of 760 hours. Executive Director and Assistant Director will be supervising the project as well as the ILS staff person. ED will work 2.5% FTE for an estimate of 38 hours and the AD will work 3% FTE for an estimated 45 hours.

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- **Fringe:** Includes Health Insurance, Life & Disability Insurance, and Unemployment Compensation, Worker Compensation as well as Social Security and Medicare taxes.
 - **Travel:** ILS staff will be traveling to consumers in Dane County and Executive Director and Assistant Director will also be traveling for meetings.
 - **Equipment:** Includes an allocation of copier lease, repairs on computers and laptops which will be used when traveling to meet with consumers.
 - **Supplies & Publications:** Includes needed postage, printing and other office and program supplies as needed.
 - **Contract and Training:** This will cover staff development and training to emphasize the areas of the project.
 - **Other:** Includes space costs, insurance and phone costs as required to be allocated to all grants per federal rules.

**CERTIFICATION REGARDING LOBBYING
As Defined In 34 CFR Part 82**

Certification for Agreements, Contracts, Grants, and Loans

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, US 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.

Deloris N. Barnard
Signature - Provider Authorized Representative

3/18/2014
Date

Deloris N. Barnard, Executive Director
Printed Name And Title Of Authorized Representative

Access To Independence, Inc.
Provider Name

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

0348-0046
(cont.)

Reporting Entity: _____ Page _____ of _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

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

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

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code):

3810 Milwaukee St
Madison, WI 53714

Check if there are workplaces on file that are not identified here.

Grantees Who Are Individuals

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

Deloris A. Barnard
Signature - Provider Authorized Representative

3/18/14
Date

Deloris Barnard
Printed Name And Title Of Authorized Representative

Access to Independence
Provider Name

**CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
As Defined In 34 CFR Part 85**

Grantees Other Than Individuals

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

 - (b) Establishing an ongoing drug-free awareness program to inform employees about-
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted-
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND
OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined 34 CFR Part 85, Sections 85.105 and 85.110-

**(Before Completing Certification, Read Attached Instructions
Which are An Integral Part Of The Certification)**

1. The applicant certifies that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
2. Where the applicant is unable to certify to any of the statements in this certification he or she shall attach an explanation to this application.

Deboris N. Barnard
Signature - Provider Authorized Representative

3/18/2014
Date

Deboris N. Barnard, Executive Director
Printed Name And Title Of Authorized Representative

Access To Independence, Inc
Provider Name

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntary 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 department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant 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 proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. 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 proposed for debarment under 48 CFR part 9, subpart 9.4, 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 Federal Procurement and Nonprocurement Programs.
9. 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.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.