

**Division of Vocational Rehabilitation and  
Centers for Independent Living  
Innovation and Expansion Project**

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

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

Contact Information: Kathy Meisner-altman  
IndependenceFirst  
540 South 1<sup>st</sup> Street  
Milwaukee, Wisconsin 53204  
[www.independancefirst.org](http://www.independancefirst.org)  
414-226-8331

DVR Project Specialist: Linda Cottington  
DVR Program Development Specialist  
201 East Washington Ave  
Madison, WI 53707  
[linda.cottington@dwd.wisconsin.gov](mailto:linda.cottington@dwd.wisconsin.gov)  
608-266-0177

Grant Amount: **\$15,000.00**

Effective Dates: From: 01/01/2014-9/30/2014  
With no more than three-quarters of the total to be billed by  
June 30, 2014.

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 1, 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, a transition from project funding to fee for service agreements will occur.

### Title:

Project 1: Careers in Recovery

Project 2: Frauds, Scams and Financial Literacy

### Background:

Careers in Recovery - Vocational Planning through Peer Support is training developed by people with mental health disabilities for people with mental health disabilities. The training manual was originally developed by the Grassroots Empowerment Project (GEP) in 2005. Through a I&E grant last year, Independence *First* revised the manual, created materials to promote the training, and developed a training curriculum. Two Careers in Recovery classes were conducted. Each class met once a week for six weeks.

Financial times have changed. Debit cards and credit cards are now common methods for paying for goods and services, while currency is becoming a thing of the past. Identify theft has become more prevalent and people with disabilities can be vulnerable. Therefore, people need to learn how to protect themselves and how to improve their financial skills. Independence *First* has a Frauds and Scams training that we will expand upon to incorporate a financial literacy component. This additional training piece will teach DVR consumers the financial skills needed to make smart decisions about their money.

### Purpose/Need

The Careers in Recovery training is specifically designed to assist individuals with mental health disabilities with developing the supports and skills they need as they prepare for employment. The manual is a guide that can be used by individuals for their own discovery and planning or for small groups of career seekers. Independence *First* plans to continue to provide the Careers in Recovery training with the addition of a monthly support group. The support group will include past participants as well as DVR consumers who attend the trainings in the upcoming funding period.

People with disabilities can be more susceptible to scams, fraud, and identity theft. This is because many people with disabilities find it difficult to do ordinary things such as shopping and paying bills, so they must rely on others to assist them. Unfortunately, this can put the individual at risk of financial abuse. In addition, people with disabilities often live on limited income so it is important for them to have a good understanding of their money habits so they can increase their financial independence.

### Participants

The Careers in Recovery training is taught by an Independence *First* staff member who is a Certified Peer Specialist. Additional instructors include an Employment Consultant and a Benefits Specialist. Last year, 15 DVR consumers with mental health disabilities attended the Careers in Recovery training. The expectation is to have 20 – 25 individuals attend the trainings that will be provided during this funding period.

## Participants (continued)

The Frauds, Scams and Financial Literacy training will be jointly taught by an Independent Living Services Coordinator and a Benefits Specialist. Volunteer bankers from the Independence *First* WisLoan/Telework Board will also be recruited to assist with reviewing participant's credit reports. The expectation is to have 50 individuals attend the trainings that will be provided during this funding period.

### Activities:

Posters and brochures will be distributed to WDA2 and WDA 3 DVR offices to promote the Careers in Recovery training. These promotional materials were developed and printed during the 2012-2013 fiscal period. Two Careers in Recovery classes will be conducted. Each class will meet once a week for six weeks. Training topics include: Recovery, Self-Esteem, Goal-setting, Skill-building, Your Rights, Plan Development, Income & Benefits, Career Exploration, Education & Training, Self-Employment, and Employment Resources.

The Cents and Sensibility manual, which will cover the financial literacy portion of the training, will be developed as well as posters and brochures. The posters and brochures will then be distributed to WDA2 and WDA 3 DVR offices to promote the Frauds, Scams and Financial Literacy training. Two Frauds, Scams and Financial Literacy classes will be conducted. Each class will meet twice a week for three weeks. Participants will learn the financial skills necessary to make smart decisions about their money. Training topics will include: Frauds and Scams, Identity Theft, Banking Basics, Spending Habits and Budget, Benefits and Asset Development, and Loans and Credit. At the end of the course, participants will be provided with a copy of their credit report and the opportunity to review it with a banker.

### Measurable Data

Participants will take a pre-test and post-test reflecting their financial literacy skills.

Improvement will include

- Knowledge increase specific to topics covered in financial literacy classes and individual instruction reflected in pre/post-test questions.
- Knowledge increase specific to Careers in Recovery classes and individual instruction reflected in pre/post-test questions.
- Activities which reflect new skill development (such as opening a bank account; using a debit card; developing a credit report improvement plan if needed; etc.).

Participants will also complete a satisfaction survey upon completion of the trainings. The survey will assess the quality of the training and if the participants feel that they are

- Better prepared for employment.
- More knowledgeable in regards to their finances.

### Outcome Measures and Reporting:

The ILC will make significant progress towards the major activities as described above and attached proposal. **The ILC will provide monthly progress reports to referring DVR counselors as well as a quarterly goal attainment report (attached) to the Linda Cottingham (Program Specialist).**

Reporting and Billing Requirements:

Invoices 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](mailto:lenn.schneider@dwd.wisconsin.com) **Misdirected invoices will not be processed.**

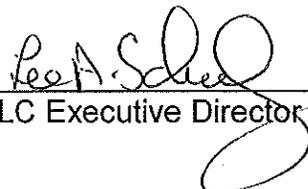
Reports are to be submitted electronically to the DVR Program Specialist, Linda Cottington, [linda.cottington@dwd.wisconsin.gov](mailto:linda.cottington@dwd.wisconsin.gov)

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.

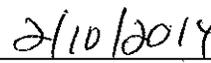
The Independent Living Center will provide DVR with an annual audit, in accordance with federal and state audit requirements.

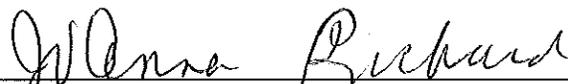
Procedures for changes

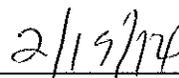
Requested changes can be made in writing to the DVR Program Specialist for consideration. Amendments to the agreement will be made on a case by case basis. Changes in contact information should be provided electronically via email to the respective parties.

  
\_\_\_\_\_  
ILC Executive Director

President/CEO

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature – Authorized Signature  
Division of Vocational Rehabilitation

  
\_\_\_\_\_  
Date

Attachments:

Project budget

Reporting Form

Agreement Standard terms and conditions

Certification Regarding Debarment, Suspension and other Responsibility Matters

Certification Regarding Lobbying

**Project Title: Independence First Innovation & Expansion (I&E)**

<b>Operational Budget for FFY</b>	
<b>Income</b>	
DVR Contract	15,000
Miscellaneous other	
<b>Expenses</b>	
1. Personnel	5,725
2. Fringe	2,225
3. Travel	125
4. Equipment	
5. Supplies & Publications	5,125
6. Contractual and Training	1,800
(a) Registration Costs	
(b) Contracts	
(c) Collaborations	
Total	
7. Construction	
8. Other: (provide description)	
9. Total Direct Costs	15,000
10. Indirect Costs (@ 4.2% of salaries)	
11. Training Stipends	
12. Total Project Costs	<b>15,000</b>
13. Per DVR Consumer cost estimate	
Other:	

**Narrative Explanation of Budget items:**

Staff Time: (includes fringe expenses)

- Project Manager – 40 hrs/\$1984.75
- Benefits Specialist (instructor for Frauds, Scams & Financial Literacy training and guest speaker for Careers in Recovery training) – 66 hrs/\$2062.25
- Employment Consultant (guest speaker for Careers in Recovery training) – 10 hrs/\$196.70
- ILS Coordinator (instructor for Frauds, Scams & Financial Literacy training) – 60 hrs/\$1972.50
- ILS Coordinator (instructor for Careers in Recovery training and support group) – 70 hrs/\$1733.99

Travel: 221 miles @ 56.5 cents per mile

Supplies & Publications:

- Design of poster and brochure for Frauds, Scams & Financial Literacy – \$1,000
- Printing of poster and brochures – \$875 (1000 brochure and 50 posters)
- Printing of manual for Frauds, Scams & Financial Literacy – \$2500 (500 copies)

- Portfolios for Careers in Recovery participants - \$450 (20)
- Miscellaneous Supplies - \$300

Contractual: Sign language interpreter - \$1800

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.

Lee A. Schulz  
Signature - Provider Authorized Representative

2-10-2014  
Date

Lee A. Schulz  
Printed Name And Title Of Authorized Representative

Independence First  
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.

**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).

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):

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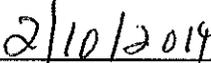
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Check  if there are workplaces on file that are not identified here.

**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.
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\_\_\_\_\_  
Signature - Provider Authorized Representative

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Printed Name And Title Of Authorized Representative

  
\_\_\_\_\_  
Provider Name

**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.

Lee A. Schulz  
Signature – Provider Authorized Representative

2/10/2014  
Date

Lee A. Schulz  
Printed Name And Title Of Authorized Representative

Independence First  
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 authorize 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.

