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August 17, 2005

Theola Carter
Wisconsin Department of Workforce Development
Division of Workforce Solutions
201 East Washington Avenue, Room A200
P.O. Box 7972
Madison, WI 53707-7972

RE: 06-010-DH

Dear Ms. Carter:

Enclosed is a fully executed copy of a Grant Agreement between the Department of Workforce Development, and the Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Milwaukee.

Thank you for working with the University of Wisconsin-Milwaukee and Dr. Sammis White on the "Understanding Milwaukee's Workforce Development Landscape" project.

Sincerely,

A handwritten signature in cursive script that reads "David N. Harris".

David N. Harris
Grants and Contracts Specialist

Enclosure

DWS Grant Agreement
by and between
The Department of Workforce Development/
Division of Workforce Solutions (DWD/DWS)
and
The University of Wisconsin-Milwaukee School of Continuing Education,
Center for Workforce Development (UWM-CWD)
for the
Project of the Governor's Council on Workforce Investment
Understanding Milwaukee's Workforce Development Landscape

This Agreement, which includes the Memorandum of Understanding (MOU), is entered into by and between the Division of Workforce Solutions (DWS) on behalf of the Department of Workforce Development (DWD), whose principle address is 201 East Washington Avenue, P.O. Box 7972, Madison, Wisconsin 53707-7972, hereinafter referred to as the Grantor, and the UW-Milwaukee School of Continuing Education, Center for Workforce Development (UWM-CWD), whose principle address is 161 West Wisconsin Avenue, Suite 6000, Milwaukee, Wisconsin 53203, hereinafter referred to as the Grantee. This Agreement covers the period of July 1, 2005 through December 31, 2005, except as provided in the Modifications, if any.

WHEREAS, the Grantor wants to grant funds to the Grantee as it is authorized to do so by Wisconsin law; and,

WHEREAS, the Grantee agrees to operate the Project above under the applicable Workforce Investment Act (WIA) Rules and Regulations published August 11, 2000. Other items which become part of this grant include but not limited to; and,

- "Uniform Administrative Requirements for Grants and Cooperative Agreements to the State and Local Governments", which is codified at 29 CFR Part 97.
- "OMB Circular A-110", which is codified at 29 Part 95.

In carrying out the terms of its grant the grantee assures that it will comply with any and all applicable laws, rules and regulations and with the provision of its document. The grantee assures compliance with the following specific requirements:

1. **Wisconsin Workforce Investment Act Project Activities Plan.** Grantee programs must be responsive to the applicable requirements of the Project Plan as agreed related to the grant.
2. **DWS Policies.** The grantee must comply with applicable DWS Policies and Procedures Manual.
3. **Policy Distribution.** The grantee must designate certain individuals to obtain applicable manuals. This manual is also available on the DWD program website mentioned below.

The Grantee is required to comply with applicable provisions outlined in the Division of Workforce Solutions, Workforce Program Guide Manual. These documents apply to agency receiving funds directly or indirectly as a (subgrantee). This document is available on the DWD website at: http://www.dwd.state.wi.us/dws/manuals/workforce/pdf/wpg_cover.pdf

NOW, THEREFORE, In consideration of the mutual undertaking and agreements set forth, the Grantor and the Grantee agrees as follows:

I Payment Schedule

A. Expenditures Reports/Invoice Processing Timeframes

Claims for reimbursement of allowable costs should be submitted on a quarterly basis. Project/Program expenditures and descriptions of allowable costs are described in the MOU or the program policy manual as applicable.

A direct deposit account is required for reimbursement. The forms and instructions for setting up Automatic Clearing House Payment (ACH) can be found at: <http://www.dwd.state.wi.us/core/default.htm>

Claims for reimbursement should be submitted electronically.

In order to forward the expenditure reports electronically, coordinate the request with the DWD Bureau of Finance. The DWD Bureau of Finance e-mail address is dwdgrants@dwd.state.wi.us. A copy of the expenditures report form and the approval documentations required to report electronically will be available on DWD's CORE website <http://www.dwd.state.wi.us/core/default.htm>. The grantee must also provide an electronic copy of the expenditure report to the Division of Workforce Solutions Contract Manager (Grantor's employee responsible for day-to-day administration of the Agreement).

If you are not able to submit the form electronically, contact Sue Losen of DWD Finance at (608) 266-7915 for instructions. A copy of the report must also be forwarded to the Division of Work Solutions Contract Manager (Grantor's employee responsible for day-to-day administration of the Agreement).

B. Final Expenditure Report

The Grantee shall submit all claims for reimbursement under this agreement to the Grantor within 30 days of the end of the grant period as specified in the MOU or Modification. Expenses incurred within the agreement period and reported later than 60 days will not be recognized, allowable or reimbursed under the terms of this Agreement, unless waived by the Department.

A Final Closeout Report must be submitted within 60 days of the end of the grant period. The Closeout Report must be submitted in the CORE System.

C. Recapture of Unused Funds

If allocated funds remain in the system after the closeout report is received a modification will be processed to reduce the grant amount level by the actual expenditure amount.

II. Validity of this Agreement

These original documents must be counter-signed by the person empowered by your agency to undertake financial and programmatic contractual obligations. No funds will be released by DWD/DWS until a signed Grant Agreement is received. Please forward one signed original to: DWD/DWS/BDS/Attn: Khaypha Kommavang, 201 East Washington Avenue, Room A200, P,O Box 7972, Madison, WI 53707.

Peggy M. Vanco

Grantee Authorized Representative

PEGGY M. VANCO
DIRECTOR

Print Name: RESEARCH SERVICES & ADMINISTRATION

On behalf of the Board
of Regents of the University
of Wisconsin System

Title

08/17/05

Date

Bill Clingan

Bill Clingan, Administrator
Division of Workforce Solutions
Department of Workforce Department

8/12/05

Date

Memorandum of Understanding (MOU)
to the
DWS Grant Agreement
between
The Department of Workforce Development (DWD)
and
The University of Wisconsin-Milwaukee School of Continuing Education,
Center for Workforce Development (UWM-CWD)
as a Project of the
Governor's Council on Workforce Investment (CWI)
Understand Milwaukee's Workforce Development Landscape

It is understood and agreed to by both parties through this MOU to the DWD-DWS/The University of Wisconsin-Milwaukee School of Continuing Education, Center for Workforce Development Agreement that:

I. Funds Provided/Period Covered

This Project Agreement provides funds for the period beginning July 1, 2005 through December 31, 2005. Payment for services/project is provided in accordance with the terms and conditions of the Grant Agreement, this MOU and your Project Plan that has been approved by the Department. The total grant level is \$60,000. The amount is contingent upon receipt of funds by the Department. Specific funding amounts and the period covered are enumerated at the end of this MOU.

II. Services/Project to be Provided

This Project is funded by DWD on behalf of the Council on Workforce Investment (CWI) and was initiated by the CWI Workforce System Development Committee in order to gather more information about Milwaukee workforce system. The CWI Committee has formed an ad hoc Milwaukee-sub-committee at least for the duration of this Project to provide oversight and feedback to UWM-CWD.

There are two distinct main components of the Project and they are:

- A. To identify and survey training/workforce providers in Milwaukee County and to incorporate the information into the Workforce Enterprise website as a one-stop portal clearinghouse with a quick glance reference format. This will collect information in one user-friendly location and help the workforce system to be more demand-driven in serving employers. This part of the project will build on the work that the CWD has already done to create the Workforce Enterprise website for southeastern Wisconsin. The project will connect the public workforce system to this existing effort. www.WorkforceEnterprise.org
- B. To survey Milwaukee workforce organizations and compile information about the current Milwaukee County workforce system to include factors such as: the overall funding landscape (public, private and philanthropic); collaboration/coordination of partner agencies within the Job Centers and also with other area agencies involved in workforce development; and coordination between workforce development, education and economic development.

C. Specific Deliverables

UWM-CWD will work with DWD-DWS to identify all training/workforce providers and also major workforce development stakeholders in Milwaukee County. Survey instrument(s) will include both web-based and interview formats to accommodate flexibility in gathering information. Details related to Section 2 A and B are as follows:

- A. Identify training/workforce providers in Milwaukee County and develop appropriate survey instrument (s) to learn who they are and how they fit into the larger system. (See preliminary list for Training/Workforce Providers)
 - (1) The training/workforce providers will include the Milwaukee County Individual Training Account (ITA) providers (<http://dwd.wisconsin.gov/dws/ita/>), relevant WIA required partner programs (<http://dwd.wisconsin.gov/dwdwia/#partner%20programs>), and other relevant Job Center and/or community- and faith-based providers. Attempts should be made to include sub-contractors of major program operators as appropriate.
 - (2) Survey (s) targeted to training/workforce providers will incorporate the following points for information gathering: types of programs, program participant information, eligibility criteria, methods for measuring success rates, funding sources, identify sub-contractors, and employer partnership information.
 - (3) CWD will provide DWD-DWS and the CWI with a product of a one-stop portal clearinghouse to be hosted on the Workforce Enterprise web-site. This clearinghouse product will incorporate information learned from the providers and stakeholders into a quick glance reference format. This searchable database of training providers will be available to anyone with internet access.
- B. Identify and interview Milwaukee workforce stakeholder organizations, compile information about the current Milwaukee County workforce system, and provide recommendations for improvements. (See preliminary list- for Stakeholders (Final list will not exceed 35 organizations))
 - (1) The workforce stakeholders will include key representatives from the local Workforce Development Board, past and current Job Center partners, Workforce Investment Act (WIA) requires partners whose mission is aimed at adult workers, and DWD administration who can provide specific recommendations to improve the Milwaukee Job Center System.
 - (2) Additional organizations that will also provide or fund workforce development services outside of the Job Centers and/or serve a specific population should also be included with a focus on the broader workforce system in Milwaukee County. These organizations will provide information on the growing role that other organizations are playing in the Milwaukee workforce landscape such as workforce intermediaries, staffing agencies, foundations, Labor, Business

organizations whose majority member are key area employers, Office of Chief Elected Officials, Technical College System, community based organizations with a vested interest in workforce issues, economic development organizations with a focus on tax credit, tribal agencies and other public agencies distributing funds related to job training and placement.

- (3) In addition to individual organizations, efforts should also be made to understand reference connections to current Milwaukee initiatives for a Competitive Milwaukee, the Milwaukee Donors Forum, the PIC Job Center Committee, Making Connections Milwaukee, Mayor Barrett's Workforce Development Advisory Committee, PIC Board Members and others that the surveyors may discover.
- (4) The final report should include recommendations for connecting employers to the training partners and job seekers, recommendations for full partner participation and interrelationship within the Job Centers and other workforce agencies, ideas for utilization of funding streams across programs, and strategies for increasing the connections with economic development to drive the system.
- (5) Review recent surveys of training providers and all applicable information that committee know to exist and are readily available duplication efforts.

D. Areas of Responsibility

A. UWM-CWD Areas of Responsibility

- (1) Deliverables will be performed by UWM staff, with support from two outside consultants. For more details on the specific tasks and associated costs incorporated in this proposal, please see Section II E for Project Time Line and attached Project Budget page.
- (2) UWM-CWD will develop the survey instrument with input and review by DWD-DWS and the CWI System Development ad hoc Milwaukee Committee.
- (3) UWD-CWD will lead the data collection process through the utilization of the web-based survey(s) and alternative methods for gathering the pertinent information. From past experience, to gather information from all providers and stakeholders, phone and in-person interviews, as well as a web-based survey(s), will be necessary.
- (4) Dr. Sammis White will conduct the analysis of information gathered in coordination with DWD-DWS. The UWM Center for Workforce Development and the DWD-DWS will jointly then develop and offer recommendations to CWI.
- (6) A Final report, encompassing both project components, will include documentation of the entire workforce development system specific to Milwaukee County and will also include the quick glance reference

including information on Milwaukee County providers, the overall funding landscape, and recommendations for coordination.

- (7) The outcome of this process will provide the CWI and DWD with information about the Milwaukee-specific landscape but will also provide a clearinghouse model of training/workforce providers that could be replicated throughout the State of Wisconsin.

B. DWD/WDS Areas of Responsibility

- (1) DWD/WDS will assist UWM-CWD in the development of the list of training/workforce providers and with the list of workforce stakeholders.
- (2) DWD/WDS will coordinate meetings of the CWI Strategies ad hoc Milwaukee sub-committee to provide input on survey development, oversight of the overall project and on periodic project updates.
- (3) DWD/WDS will provide ongoing assistance as needed during the project and will work with UWM-CWD in the development of the final report recommendations and presentation to the CWI.

E. Project Time-Line

Dates	Action
July 1, 2005	<ul style="list-style-type: none"> ▪ Project agreement finalized
July-August 2005	<ul style="list-style-type: none"> ▪ Finalized list of workforce stakeholders ▪ Begin interviewing workforce stakeholders ▪ Gather input on training/workforce provider survey tools ▪ Gather contact information for training/workforce providers, including e-mail address
August 29, 2005	<ul style="list-style-type: none"> ▪ Surveys complete-both paper version and web version
Sept-Oct-Nov 2005	<ul style="list-style-type: none"> ▪ Survey conducted via web-survey, phone, and in person interviews
December 31, 2005	<ul style="list-style-type: none"> ▪ Compilation of results and report completed and released to CWI and DWD

III. Cost of Services/Project

A detailed budget breakdown and explanation is included in the attached Project Budget Page.

IV. Grant Payments

Allowable costs associated with this Project must be reported to the Department on the appropriate CORE Expenditure Report line code 0691, Understanding Milwaukee's Workforce Development Landscape. The Department shall reimburse the Grantee 100 percent of those reported expenses not to exceed the contract grant level on line code 0691.

V. Other terms and Conditions

The Grantor's employee responsible for day-to-day administration of this Grant Agreement will be Theola Carter, whose business address is 201 East Washington Avenue, P.O. Box 7972, Room A200, Madison, Wisconsin 53707-7972 and the business telephone number is 608/267-0925. In the event that the Administrator is unable to administer this Grant agreement, the Grantor will contact the Grantee and designate a new Administrator.

The Grantee's employee responsible for day-to-day administration of this Grant Agreement will be Jennifer Rigenbach, Program Manager and the business telephone number is 414/227-3357. In the event that the Administrator is unable to administer this Grant Agreement, the Grantee will contact the Grantor and designate a new Administrator.

Grantee Name: UWM-CWD		CORe Agency #: BE		
FEIN #: 39-1805963		CFDA #: 17.200		
Grant Period: 07/01/05-12/31/05				
Line Code Name	Line Code #	Current Grant Level	Grant Change Amount	New Grant Level
Understanding Milwaukee's Workforce Development Landscape	0691	\$60,000		\$60,000
Total				\$60,000

Log # 2780