

Key Dates for Deliverables from W-2 Contract Agencies – 2006-09 Contracts

The deliverables are broken into the following categories: initial; ongoing; and upon request. This list does not include the items that were required for the proposal or RFS Plan, such as the lobbying form. This list is intended as a guide for the 2006 Contract; it is not intended to be the sole source for this information as new items are still being developed. Some items only apply to certain W-2 Contract Agencies and are noted as such. As always, contact your DWD Contract Manager if you have questions – also because these dates may be revised.

| Initial Items | Due Dates |
|---|--|
| Signed Contract and Attachments A (Advance Payments – includes bonding requirement) and B (Worker's Compensation) | Signed Contracts, with Attachment A (for Private agencies requesting advance payments) and Attachment B, were due December 21, 2005. |
| Civil Rights Compliance Plan and Affirmative Action Plan or a combined Plan | In accordance with DWS Administrator's Memo #05-27 |
| Transition Plans Due | 30 calendar days after the Department's Notice of Intent to Award a Contract – or a date determined by the Department |
| Request for Advance Spending authority (and the option for early reimbursement) | Submit any time after the Notice of Intent to Award a Contract – approval of the Department is required (See DWS Administrator's Memo #05-22) |
| Fraud Plan | 30 calendar days after signing the Contract (See DWS Administrator's Memo 05-20) |
| Written plan and agreement with the local child welfare agency | 60 calendar days after the date of the Notice of Intent to Award a Contract (RFP/RFS Guarantees) |
| A plan to establish a Community Steering Committee | New W-2 Contract Agencies: 60 calendar days after signing the Contract (Wis. Stats. 49.143(2) (a); Administrative Code DWD 12.05 and RFP/RFS instructions) Continuing W-2 Contract Agencies: updated in accordance with changes |

| | |
|--|--|
| <p>Plan to Establish and Maintain Children Services Network</p> | <p>New W-2 Contract Agencies: 60 calendar days after signing the Contract (Wis. Stats. 49.143(2) (b); and RFP/RFS instructions)</p> <p>Continuing W-2 Contract Agencies: updated in accordance with changes</p> |
| <p>Coordination Plan – Milwaukee JDPA and CMA agencies</p> | <p>90 calendar days after the Notice of Intent to Award a Contract</p> |
| <p>Projected Outcomes Plan for all agencies selected through the RFP (RFS agencies completed this in their RFS Plan)</p> | <p>90 calendar days after the Notice of Intent to Award a Contract</p> |
| <p>Expenditure/Participant Service Levels Plan</p> | <p>January 31, 2006, see DWS Administrator’s Memo #05-29 and as needed due to Plan Modifications</p> |
| | |
| <p>Ongoing Items</p> | <p>Due Dates</p> |
| <p>Plan Modifications–</p> | <p>In accordance with Contract section 11.5 and at least twice annually</p> |
| <p>Subcontract information</p> | <p>In accordance with Contract section 14 – for review and approval of a subcontract and within 10 business days after each calendar quarter (See DWS Administrator’s Memo #05-04)</p> |
| <p>Expenditure Report</p> | <p>In accordance with Contract section 26.4 - the 25th day of the month following the month of expense; the report must be complete, with informational and accrual information or it will be returned to the W-2 Contract Agency</p> |
| <p>Employee Count Report – counties only</p> | <p>In accordance with DWD instructions, the first week of the third month of each quarter.</p> |

| | |
|---|---|
| IM/W-2 Shared Cost Report – counties only | In accordance with DWD instructions, due with the Expenditure Report. |
| Annual audit | In accordance with Contract section 27.1 – private agency audits are due 6 months after the end of the agency’s fiscal year and county audits are due 9 months after the end of the county’s fiscal year. |
| Changes in any incorporated documents | In accordance with Contract section 54.2.1 – any change in one of the documents listed in subsection 54.1 must be reported to the Department within 10 business days. This includes documents such as the Lobbying and Debarment statements that were submitted with the RFP/RFS. |
| Agency Identification Form | In accordance with Contract section 54.2.2 – any change to the information that has been provided to the Department must be submitted within 10 business days. |
| Salary information | By the last day in February, in accordance with DWS Administrator’s Memo #05-03, or as requested by the Department. |
| | |
| Upon Request Items | Due Dates |
| Plan Modifications | In accordance with Contract section 11.5.2 |
| Corrective Action Plan | In accordance with Contract section 17 |
| Cost allocation plan | In accordance with Contract section 23 |
| Informational expense reporting | In accordance with Contract section 26.8.6.1, information on additional items may be requested |

| | |
|---|--|
| Records | In accordance with Contract section 15, the Department may request records be available within 10 business days. |
| Training records | In accordance with section 9.5.2 |
| Board related documents – private agencies only | In accordance with section 13.4 |

DRAFT