

## SAFER FOUNDATION

### Notice of Request for Proposals for Safer's Midwest Reentry and Employment Network (MREN) Community Grants

Announcement Type: Initial

Funding Number: SGA/DEA PY-13-09

**Key Dates:** The closing date for receipt of applications under this announcement is **September 10, 2014**. Applications must be received no later than **5:00 p.m. Central Time**.

**Addresses:** Mailed applications must be addressed to the Safer Foundation, 571 W. Jackson Blvd., Chicago, IL, 60661. Attention: Kimberly Vann, Director of Fund Development. For complete application and submission information, including online application instructions, please refer to Section IV.

***Please Read This RFP Carefully to Determine Your Suitability to Apply and Your Commitment to the Requirements of This Sub-Award Before Preparing and Submitting An Application for Consideration.***

## EXECUTIVE SUMMARY

Using pass-through funds issued by the U.S. Department of Labor (DOL), MREN Community Grants will offer organizations the opportunity to develop programs that address the employment barriers of court-involved youth while helping these youth develop the employment skills needed to obtain good jobs. These grants will help participants move forward into the future by combining the most promising workforce and juvenile justice strategies available. These grants will systematically improve the workforce outcomes of court-involved youth who will obtain industry-recognized credentials that prepare them for jobs in in-demand industries using career pathways, as well as impacting outcomes from other types of training and educational supports. The proposed service areas are: Davenport, IA; Chicago, IL; St. Louis, MO; and Milwaukee, WI.

The core project components to be provided through the grants include: case management, mentoring, educational interventions, service-learning, occupational training in demand industries which lead to industry-recognized credentials, workforce activities that lead to employment, follow-up activities, and expungement and diversion. The expungement and diversion components will be provided through coordination with the juvenile justice system (JJS) and non-profit legal services organizations.

Sub-grantees must collaborate with the local components of the JJS to ensure court-involved youth receive referrals into programs as a means of diverting the youth's juvenile charge(s), and collaborate with non-profit legal services organizations to provide legal services that assist program participants with expungement. Safer Foundation (Safer) plans to award up to four grants ranging from \$125,000 to \$250,000 per year for three years, to provide services to court-involved youth between the ages of 14 to 24 (17 to 24 preferred) that have been involved in the JJS and never convicted in the adult criminal system. Applicants may only submit one application in response to this solicitation.

**Bidders' Webinar:** A bidders' webinar for prospective sub-grantees will be held on August 19 and 22, 2014, at 1:30 p.m. CST to answer any questions regarding the goods or services requested or proposal procedures. Prospective proposers should register via WebEx prior to their preferred webinar date. Registration information will be posted on [www.saferfoundation.org](http://www.saferfoundation.org), by August 15, 2014. Please contact Kimberly Vann at [Kimberly.Vann@saferfoundation.org](mailto:Kimberly.Vann@saferfoundation.org) with additional questions. **Participation in one webinar is mandatory.**

## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Program Purpose

All Federal workforce and training investments are designed to equip job seekers with skills that increase their ability to find work and earn higher wages, by meeting the skill requirements of actual jobs that employers either are filling now or anticipate filling in the future. These DOL-funded MREN Community grants will build on existing promising practices to assist youth participants, such as earning industry-recognized credentials in demand occupations and sectors, providing on-the-job training (OJT) and work-based learning opportunities, and strengthening industry and employer connections to ensure that the training program directly aligns with the skills and credentials needed to secure employment. Successful sub-grantees will use real-time labor market information to make the best choices about training in in-demand sectors and occupations. Sub-grantees will share this labor market information with youth participants, so they understand what it takes to get hired and earn enough to thrive in their communities as productive citizens throughout their lifetimes.

Sub-grantees must offer these eight core components: 1) case management, 2) mentoring, 3) educational interventions, 4) service-learning, 5) occupational training in demand industries which lead to industry-recognized credentials, 6) workforce activities that lead to employment, 7) follow-up services, and 8) expungement and diversion services (collaborating with non-profit legal services providers). These components will move participants onto and upward along career pathways in growth industries in their communities. Of these required core components, sub-grantees must provide all participants the following five mandatory components: case management, workforce activities that lead to employment, occupational training leading to industry-recognized credentials, follow-up services, and expungement and diversion services. Sub-grantees also should offer mentoring, educational interventions, and service-learning as needed. Each participant enrolled in these projects does not necessarily have to participate in all eight project components, but sub-grantees must offer all eight project components to all participants.

We are requiring sub-grantees to provide the expungement and diversion component to all participants because there is evidence that these two strategies are particularly effective in serving youth who have had transgressions with the law. To deliver this particular component, *sub-grantees must collaborate with non-profit legal services providers to assist participants with expungement actions, and be designated by the JJS as a diversion program.*

Sub-grantees must develop an integrated approach to recruiting and preparing participants to become the skilled employees needed in their workforce area. Sub-grantees should include information from the American Job Centers (AJC), Workforce Investment Boards (WIBs) and employers to develop their training programs as well as consider co-enrollment in the AJC to provide a greater array of services for their participants. Employers are critical collaborators in the development of training programs. Most importantly, employers define the skills needed for their positions and provide work-based learning opportunities including vocational training, internships and apprenticeships, and ultimately, permanent jobs as key collaborators. Employers play a primary role in determining the sectors around which to build the career pathways for program participants and to confirm the skills and credentials required for the occupations chosen. Employers also play a role in program curriculum design and instruction.

### **Allowable Use of Grant Funds**

Allowable activities related to the eight project components include, but are not limited to the following, and may be performed in multiple combinations. Sub-awardees must tailor the

components to meet the participant's case management plan. **NOTE:** Sub-grantees may not directly provide assistance with substance abuse treatment, housing services, or mental health treatment services. Such assistance may be provided only through referrals.

#### Case Management

- Assistance with the development of Individual Career Plans (ICP) for participants and career guidance and development including applying for post-secondary education and financial aid;
- Assistance with obtaining supportive services, such as transportation stipends, childcare, dependent care, or emergency assistance payments;
- Payment for legal services related to the purposes of this grant, which include: securing a driver's license, expunging criminal records, creating and/or modifying child support orders, helping parents in obtaining and retaining custody of their children, and helping victims of domestic violence by obtaining protective and restraining orders;
- Referrals to the following services:
  - Housing programs that provide temporary or permanent housing;
  - Mental health treatment services;
  - Vocational rehabilitation services needed to assist persons with disabilities;
  - Parenting classes and services to assist with successful family reunification;
  - Substance abuse treatment services; and
  - Child support services.

#### Mentoring Individuals and Groups

- Individual mentoring including matching services; and
- Group mentoring models such as Job Clubs that provide assistance, networking, and peer support for job seekers.

#### Educational Interventions

- Alternative secondary school services and career awareness classes that develop lifelong career pathways;
- Language instruction programs and services, and information in appropriate languages for participants with limited English proficiency;
- Basic skills instruction and remedial education; and
- Tutoring and/or preparation for state high school equivalency test.

#### Service-Learning

- Supplies and tools for service learning projects;
- Transportation of participants to the service site(s);
- Software for tracking participant progress in service learning projects; and,
- Coordination with service site(s) and organizations working with participants.

#### Training that leads to industry-recognized credentials in the state or local area

- Vocational skills training;
- Work-based learning opportunities including internships and job shadowing;
- Wages in an OJT framework; and
- Apprenticeships.

#### Workforce activities that lead to employment

- Job placement;
- Development of cognitive and soft skills that participants will need to succeed in future jobs and that support one or more workplace competencies;
- Paid and unpaid work experiences including community service activities that offer the returning citizen the opportunity to reunite with and be embraced by his or her community;

- Payment of stipends to participants based on their performance in the program to recognize achievements/milestones;
- Payment of employment and retention bonuses to participants based on progress reached in the employment, education, and/or training components of the grant program;
- Assistance in addressing work-related problems that arise, such as conflict and anger management; and;
- Coordination with employers, local workforce agencies, and educational institutions where participants have been placed.

#### Follow-up services

- Tracking of progress made by participants in employment and training after program exit; and
- Assisting participants in planning and implementing next steps that lead to upward mobility.

#### Expungement and diversion services

- Legal services that directly support the delivery of expungement and diversion services including:
  - Assistance in filing documents with the juvenile justice court system to divert charges; and
  - Assistance in completing and filing documents to request expungement of records from the juvenile justice court as well as correcting juvenile records.

### B. Program Authority

Grant funding for this program is authorized by the Section 171, Pilot and Demonstration Projects, of WIA (as amended), Public Law 105-220; 29 U.S.C. 2916.

## **II. AWARD INFORMATION**

### A. Award Type and Amount

Safer intends to award pass-through funding of approximately \$3,022,824 in the form of MREN Community grants. Awards made under this announcement are subject to the availability of Federal funds. Safer reserves the right to only award one grant per applicant, based on the resources and needs of the community to be served, geographic diversity, and the best interests of the government. Applicants must **not** exceed a \$4,836 cost-per-participant for the duration of this grant, which includes administrative, planning, and follow-up costs. Sub-grantees will be held accountable for the number of participants identified to be served in their application. If the number of participants identified by the applicant is greater than the Safer minimum identified in the solicitation, the applicant must serve the number of participants identified in the application. The following examples demonstrate the minimum number of participants that must be served with these funds:

- Community organizations submitting applications must serve at least 125 to 225 participants, eligible court-involved or at-risk youth.

### B. Period of Performance

Currently, the anticipated start date for the program is **01/02/2015** during which Safer will fund these grants for a **36-month period** of performance, including a three-month planning period. This period includes all necessary implementation and start-up activities. The period of performance must include the following:

- A program operation period of at least 24 months and nine months of follow-up services;

- Develop and implement the selection of training programs that will lead to industry-recognized credentials in demand industries in their local area; and
- Initiate recruitment and outreach efforts for the enrollment of participants.

### C. Important Dates

Safer anticipates the following schedule:

Activity	Date
Issue and announce RFP	August 12, 2014
Bidder's webinar	August 19 and 22, 2014
RFP proposals due	September 10, 2014
RFP evaluations (including mandatory site visits for finalist to be held September 25 and 26)	September 11-30, 2014
Sub-grants awarded	October 8, 2014
Sub-awardee technical assistance plans complete	November 8, 2014
Sub-awardee collaboration MOUs and Employer Advisory Boards	November 8, 2014
Sub-awardees submit service delivery plans, inclusive of technical assistance requirements	December 1, 2014
First Technical Training Assistance event, to be held in Chicago, IL	December 8, 2014
Program implementation period begins	January 2, 2015

## **III. ELIGIBILITY DESCRIPTION**

### A. Eligible Applicants

Eligible applicants include any community or faith-based organization with 501(c)3 non-profit status (including women's and minority organizations), unit of state or local government, or any Indian and Native American entity eligible for grants under WIA Section 166, that are located in areas with high-poverty and high-crime rates. For the purpose of this RFP, high-poverty and high-crime rates are defined below:

- High-poverty rate: communities with poverty rates of at least 30 percent (applicants must use American Community Survey (ACS) data to show the average poverty rate of the various Census Tracts included in their target community). For more information, see Section IV.B.3.
- High-crime rate: communities with felony crime rates within the targeted area that are higher than the felony crime rate in one or more adjoining communities (applicants must provide the strategy for determining the high-crime rate). For more information, see Section IV.B.3.

### B. Cost Sharing or Matching

Cost sharing or matching funds are not required for this program and will not affect the scoring of an application. However, applicants must provide a description in the Budget Narrative of how Federal, state, local, or private funding will be leveraged and are currently leveraged (if applicable) to provide support services that are not directly funded by the grant, such as mental health and substance abuse treatment services, and housing. More information on leveraged resources can be found in Section IV.B.2. Applications that include any form of cost sharing or match will not receive additional consideration under the review. Cost sharing or matching funds are not application screening criteria.

## C. Other Information

### 1. Application Screening Criteria

Applications that contain any of the following deficiencies will be found non-responsive and will not be reviewed. The deficiencies are:

- Failure to satisfy the deadline requirements referenced in Section IV.C.;
- Exceeding the ceiling amount of \$250,000 per year, as applicable referenced in Section II A;
- Exceeding the cost per participant of \$4,836 as referenced in Section II A;
- Failure to include: signed application including, a project budget including a budget narrative, and a project narrative, referenced in Section IV.B.
- Failure to include signed and dated Letters of Commitment or MOUs from required collaborations as referenced in Section IV.B.3.d for applicants applying for community grants;
- Failure to include required information as an attachment referenced in Section IV.B:
  - *abstract*
  - *chart documenting past grant performance*
  - *chart documenting timeliness of reports*
  - *previous grantor contact information*

### 2. Number of Applications To Be Submitted

An organization may only submit one application. Multiple applications from an organization are not allowed. If multiple applications are submitted, only the most recent application received will be reviewed. If the last application is disqualified for any reason, we will not review any previous applications. A single community grant application may be submitted to serve multiple sites; however, each site must meet the definition of high-poverty and high-crime rates provided in this RFP.

### 3. Eligible Participants

Individuals are eligible to participate in programs funded through this RFP if she/he:

- is at least age 14 years and not older than 24 years of age (17 to 24 years of age preferred) on the date of enrollment;
- is currently involved or has been involved with the JJS, which includes:
  - under the supervision of the JJS, either in out-of-home placements, on probation, or on parole; or
  - under an alternative sentence by the juvenile justice system; or
  - under a diversion program as an alternative to juvenile prosecution by the JJS;
- has never been convicted as an adult under Federal or state law; and
- currently resides in (or resided in before confinement in a correctional facility) the community to be served.

Exceptions: Up to 10 percent of participants may be those at risk of becoming involved in the JJS. For the purpose of determining eligibility under these grants, indicators of high risk of involvement in the JJS includes youth from grades 8 through 12, who are at-risk of dropping out of school. Participants must exhibit one or more of the following:

- poor school attendance;
- low grade point average;
- low standardized test scores as defined by local school district;
- retention in the 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grades as appropriate;
- discipline problems or suspension from school;
- special education placement; and
- low reading and math skills.

**NOTE:** Sub-grantees have the discretion to enroll individuals convicted of violent offenses. However, the sub-grantee must have a clear and consistent written enrollment policy that addresses how enrollment of program applicants will be treated. Sub-grantees may choose to have a more rigorous risk assessment for violent offenders and should note this where it will be factored into enrollment eligibility.

#### **4) Veterans Priority for Participants**

The Jobs for Veterans Act (Public Law 107-288) requires sub-grantees to provide priority of service for veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Sub-grantees must comply with U.S. Department of Labor guidance on veterans' priority. The agency's Employment and Training Administration's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2816](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816).

## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **A. How to Obtain an Application Package**

This RFP, found at [www.saferfoundation.org](http://www.saferfoundation.org), contains all of the information and links to forms needed to apply for grant funding.

### **B. Content and Form of Application Submission**

Applications submitted in response to this RFP must consist of four separate and distinct parts: (1) the Application for Financial Assistance; (2) Project Budget; (3) Project Narrative; and (4) attachments to the Project Narrative. It is the applicant's responsibility to ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

#### **1. Application for Financial Assistance**

Applicants must complete the Application for Financial Assistance. The application must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the application on behalf of the applicant shall be considered the authorized representative of the applicant. The signature of the authorized representative certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). In addition, the applicant's signature constitutes assurance by the applicant of the following in accordance with 29 CFR 37.20:

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I—financially assisted program or



activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR parts 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

In accordance with OMB guidance, 2 CFR 200.331 Requirements for Pass-through Entities: sub-recipients must permit the pass-through entity and auditors to have access to the sub-recipients' records and financial statements, as necessary, for the pass-through entity to meet the requirements of this CFR section.

All applicants for Federal grant and funding opportunities are required to have a Data Universal Numbering System (DUNS) number, and must supply their DUNS Number on the Application for Financial Assistance. The DUNS Number is a nine-digit identification number that uniquely identifies business entities. If you do not have a DUNS Number, you can get one for free through the D&B website: <http://fedgov.dnb.com/webform/displayHomePage.do>.

As authorized under 2 CFR 25, grant recipients must be aware of the following requirement related to DUNS Numbers:

- No entity may receive a pass-through sub-award from Safer unless the entity has provided its DUNS number to Safer.

## **2. Project Budget**

Applicants must complete the Budget Information Form. In preparing the form, the applicant must provide a concise narrative explanation to support the budget request, explained in detail below.

**Budget Narrative:** The budget narrative must provide a description of costs associated with each line item on the application. It should also include a description of leveraged resources provided (as applicable) to support grant activities. Use the following guidance for preparing the budget narrative:

**Personnel** – List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the grant and the total personnel cost for the period of performance. **Fringe Benefits** – Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

**Travel** – Specify the purpose, mileage, per diem, estimated number of in-state and out-of-state trips and other costs for each type of travel.

**Equipment** – Identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful lifetime of more than one year. List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are supplies. In general, ETA does not permit the purchase of equipment during the last funded year of the grant.

**Supplies** – Supplies include all tangible personal property other than "equipment." The detailed budget should identify categories of supplies (e.g. office supplies). List the quantity and unit cost per item.



Contractual – Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any sub-recipient agreements, including purpose and estimated costs.

Construction – Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. Safer does not consider this as construction and the costs must be shown on other appropriate lines such as Contractual.

Other – List each item in sufficient detail for Safer to determine whether the costs are reasonable or allowable. List any item, such as stipends or incentives, not covered elsewhere here.

Indirect Charges – If indirect charges are included in the budget, include the approved indirect cost rate with a copy of the Indirect Cost Rate Agreement, a description of the base used to calculate indirect costs and total cost of the base, and the total indirect charges requested. See Section IV.B.4. and Section IV.E.1. for more information. Note that the entire grant amount requested (not just one year) must be included on the Application for Financial Assistance and budget narrative. No leveraged resources should be shown on the application. Leveraged resources should be described in the budget narrative. The requested grant amount listed on the application and budget narrative must be the same. Please note, the funding amount included on the application will be considered the official funding amount requested if any inconsistencies are found.

### **3. Project Narrative**

The Project Narrative must demonstrate the applicant's capability to implement the grant project in accordance with the provisions of this Solicitation. It provides a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Project Narrative *is limited to 25 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12 point text font and 1 inch margins*. Any materials beyond the specified page limit will not be read or considered in the application review process. Applicants must number the Project Narrative beginning with page number 1.

The following instructions provide all of the information needed to complete the Project Narrative. Applicants should carefully read and consider each section, and include all required information in their Project Narrative. The Project Narrative will be evaluated using the evaluation criteria identified in Section V.A. Applicants should use the same section headers identified below for each section.

#### **a. Statement of Need**

Applicants must identify the geographic area in which the project will be located, along with the number of court-involved youth they propose to serve. In addition, they must respond to the items listed below:

- Describe the need for the selected training programs in your state(s) and/or local area(s) and identify the source of this information, such as WIBs or labor market projections. **(Please refer to Appendix B on RFP web page).**
- Indicate the number of court-involved youth in the target area in the previous year.
- Demonstrate that the target area is in a high-poverty area by providing the most recent statistical data from the U.S. Census Bureau, ACS, and showing that the poverty rate of the target community is at least 30 percent. The U.S. Census Bureau now has ACS data available at the Census Tract level which can be found at <http://www.census.gov>. Applicants must provide an ACS data table that shows the poverty rate for the various Census Tracts included in their target community. If planning to serve a community across more than one Census Tract, individual tracts within the proposed target community may have poverty rates of less than 30 percent; however, the overall community to be served must have an average poverty

rate across all included Census Tracts of at least 30 percent. **(Please refer to Appendix C on RFP web page).**

- Demonstrate that the target area is in a high-crime area by providing statistical data that shows that the felony crime rate of the target area is as high or higher than the felony crime rate of one or more of the adjoining communities. Applicants must describe the strategy and source for determining the high-crime rate, such as, but not limited to, using the felony crime rate of the closest police precinct that overlaps the target community as compared to the felony crime rate of the closest police precinct to the adjoining community. Where possible, applicants should use data at the neighborhood level rather than the county level in addressing the need for the project.

**NOTE:** The number of participants expected to be served must be less than or equal to the number of court-involved youth in the target area in the previous year.

#### **b. Approach**

Applicants must describe their strategies for achieving their goals along with the overarching workplan to implement this grant; describe their current program model and how services will meet the goals of this project; describe how they will address external barriers to meeting their stated goals and how the strength of the proposed strategies will ensure that the stated goals are met. Applicants must also describe which services will be directly provided by the grantee and which services will be contracted or provided by program collaborators. Applicants must also describe their integrated strategy for providing these services.

### **Eight Core Program Components**

Projects funded under these grants must include each of the eight core project components described below. Of these required core components, all participants must receive a minimum of the following five mandatory components: case management, occupational training in demand industries which lead to industry-recognized credentials, workforce activities that lead to employment, follow-up services, and expungement and diversion. Mentoring, educational interventions, and service-learning should be offered to participants as needed. Each participant enrolled in these projects does not necessarily have to participate in each of these other project components, but all eight project components must be offered by all sub-grantees and sub-sub-grantees. Applicants must respond directly to each of the following:

#### **i. Case Management**

Case management services must begin at the time of enrollment and be provided throughout the participant's participation in the program, including the follow-up period. Sub-grantees will assist each participant in developing an Individual Career Plan (ICP) that includes strategies for upward mobility on career pathways and success in the workplace. The development of the ICPs must begin within 30 days of enrollment and include steps to improve the participants' employability that extend through the follow-up period. Specifically, applicants must:

- Identify and provide justification for the ratio of case managers to participants and how the case managers will act as advocates for program participants, including the frequency of their interactions.
- Describe how case managers will work with JJS staff in serving participants and in linking them to supportive services, such as: transportation assistance, housing assistance, mental health services, substance abuse treatment services, legal aid services, and organizations that assist with family reunification.
- Describe how case managers will screen and select participants for expungement services; and how the progress and outcome of expungement services will be monitored.

- Describe how case managers will collaborate with the JJS to record the progress of the participant and completion of the program to divert the charge(s).
- Describe how case managers will validate that the participant's charge(s) have been successfully diverted or record the reason the charge(s) were not diverted.
- Describe how case managers will coordinate with other agencies and organizations to ensure that participants receive counseling in financial literacy; counseling about their civil rights, including civil rights issues related to criminal records and employment; assistance applying for jobs and Federal benefits such as Pell Grants, Food Stamps, Supplemental Nutrition Assistance Program, childcare, Medicaid, and, if the person has a disability, the right to free and appropriate education and reasonable work accommodations.
- Describe how case management services will bridge active program participation and the follow-up period to ensure adequate tracking of post-program outcomes and retention success for participants within the period of performance of the grant.
- Describe how participants will be assisted in developing career goals, understanding career pathway options, and developing an ICP. Describe how the mentoring and training received by the participants fits into the ICPs and ensures that each participant is focused on achieving his or her goals. An ICP must be developed within 30 days of enrollment for each participant and must reflect the individual needs and career goals of the participant. This will include goals related to personal issues, such as counseling, substance abuse treatment, housing, and child custody/support issues that can affect workplace success, as well as goals related directly to workforce development, such as continuing education, vocational training, and employment placement. The ICP is a living document and should be reviewed and updated regularly throughout the follow-up period for each participant.
- **Sub-grantees will be required to use a specific proprietary on-line work readiness assessment tool** to assist case managers in deepening sub-sites' understanding of participants' educational credentials, work histories, existing strengths (education, skill certifications, personal interests) and employment barriers (housing, transportation, physical/mental health, substance abuse). Case managers will use the tool to help generate the tailored ICP.

## ii. Mentoring

Sub-grantees may provide mentoring in coordination with the JJS staff and, as necessary, with other juvenile justice offices. Mentoring resources may be available in the targeted community through Second Chance Act mentoring grants from the Department of Justice. Many types of organizations can provide mentors, such as faith- and community-based organizations, business firms, and college clubs. This component may include one-on-one mentoring, group mentoring (including job clubs), and/or service-based mentoring; however, we encourage the use of one-on-one mentoring and mentoring in small groups. One example of a group mentoring model is the "Job Club" model. Job clubs are group-based job search assistance, networking, and peer support groups. Job clubs are often run by volunteers, including job seekers and program participants. DOL supports the work of job clubs, which may go by other names such as career ministries, networking groups, and more, through an online Community of Practice. To learn more, visit [www.dol.gov/jobclubs](http://www.dol.gov/jobclubs).

Participants must be matched with appropriate mentors who will be primarily responsible for offering support and guidance to participants in the community and the workplace. For the purposes of this grant, mentoring is defined as a relationship over a prolonged period of time (at a minimum 6 months) between two or more people where caring volunteer mentors assist participants in successfully and permanently reentering their communities by providing consistent support, guidance, and encouragement that helps participants in developing positive social relationships and achieving program outcomes such as job retention, family reunification, and reduced recidivism.

The Department of Labor requires that sub-grantees use evidence-based models of mentoring to design their programs. As with all mentoring programs, it is recommended that programs provide rigorous screening, training, and match support for mentors and frequent contact with participants as the match progresses. Applicants must describe their mentoring program, using as a guide the following list that summarizes the commonly-recognized best practices for operating an effective mentoring program: 1) targeted recruitment and thorough screening of appropriate mentors and mentees; 2) customized training for mentors and mentees; 3) sound matching, monitoring, supervision, and retention procedures; 4) closure procedures that leave all participants satisfied; 5) process and outcome evaluation; 6) skilled and committed staff; and 7) stable funding.

Specifically, applicants must:

- Describe the strategy for mentor recruitment. If appropriate, describe how other organizations may be involved in recruiting mentors for this project;
- Describe the method or tool used for matching mentors to participants;
- Describe how the mentor will engage with the participant(s) including frequency of interactions, type of contact, and method of interaction;
- Discuss the quality and comprehensiveness of the training to be provided to mentors and the strategy for support and supervision of mentors; and
- Discuss the applicants' level of experience in operating mentoring programs.

### **iii. Educational Interventions**

Applicants must describe the educational components to be offered, including the types of educational interventions and/or support, as well as identify the organizations that will provide these services. Specifically, applicants must:

- Describe how all of the following educational services will be provided, including how the applicant will address the varying academic levels of participants, which includes participants ages 17 and under, to improve their reading and math skills and obtain a high school diploma or other alternative diploma options; and to help older participants ages 18 and above obtain a state-recognized high school diploma equivalency certification:
  - high school diploma or other state-recognized educational credential;
  - credit retrieval/compilation of credits from high schools and correctional facilities;
  - reading and math remediation;
  - tutoring; and
  - language instruction for those with Limited English Proficiency (LEP).
- Describe how the educational services above fit into the ICP and are integrated into the training and workforce development components of the program.
- Describe the strategy for engaging participants in setting educational goals and how it fits within the participant's ICP.

### **iv. Service-Learning**

The service-learning component of these projects provides participants the opportunity to give something back to their communities through community service to make up for past transgressions. Service-learning actively engages participants in meaningful and personally relevant service activities. Effective service learning is an integral part of the learning process. Service-learning helps to develop workplace skills (i.e. soft skills) and positive behaviors, such as leadership, time management, teamwork, and respect for authority and for fellow participants. These projects hold promise for reducing the recidivism rate of juvenile offenders by improving their vocational and educational skills and long-term prospects in the labor market and by increasing their attachment to their community and their sense of community responsibility. Specifically, applicants must:

- Describe the length of time the applicant will request youth to commit to service-learning activities;

- Describe the service-learning activities that will engage youth in meaningful ways and incorporate youth voice and choice;
- Describe how vocational skills will be integrated into the service-learning project; and
- Describe how the development of leadership and soft skills will be supported.

#### **v. Occupational Training in In-Demand Industries which Lead to Industry-Recognized Credentials**

Applicants must develop training programs that lead to industry-recognized credentials for demand industries located in their state or local areas. Implementing this component will require collaborations with Registered Apprenticeship programs, job training programs, vocational training programs, and/or community and four-year colleges. Sub-grantees must include employers in the selection and development of the training programs. Employers are able to assist sub-grantees in curriculum development, as well as, developing training programs that provide portable credentials across employers. All industry-recognized credentials must be attained by the end of the grant. Specifically, applicants must:

- Describe the process and resources used to identify the selected training program(s) and the justification for the selection of the training programs.
- Describe how employers will participate in the selection and development of the training programs from program development, implementation, and ultimately, hiring participants.
- Describe how the training program will be implemented, including the type of instruction, when classes will be conducted, and any additional details about the curriculum and training materials and identify the type(s) and duration of the training programs offered that lead to credentials for in-demand industries.
- Identify the types of credentials that will be attained by participants as a result of completing the training.

#### **vi. Workforce Activities that Lead to Employment**

Workforce development programs must assist participants in developing their career goals and understanding career pathway options as one component of their larger participation in the grant project. Specifically, applicants must:

- Describe how the applicant will deliver the workforce development component, which includes: paid and/or unpaid full- or part-time work experience; summer job employment, OJT; internships which allow participants to interact with professionals in their fields of interest; vocational and occupational training opportunities; career exploration; placement into apprenticeships; and unsubsidized full- or part-time employment. OJT is distinguished from other types of workplace training, including customized training, by several factors: 1) participants are hired (or employed) and earn wages from employers during training; 2) it is based on an individualized training plan that reflects the results of an individual skills assessment and an analysis of job requirements; 3) training is conducted in the work setting under the direction of one or more of the employer's supervisory personnel; and 4) the employer is paid a reimbursement to cover the extraordinary costs of the training. Sub-grantees are responsible for complying with all applicable laws, including the Fair Labor Standards Act. For guidance on unpaid internships, please see: <http://www.dol.gov/whd/>.
- Describe how the applicant will work with employers to ensure that training and other services result in employment for participants.
- Sub-grantees must explain how they will recruit employers to take part in the Business Advisory Councils and assure alignment of the BAC with the identified growth sectors for which they are providing training.

#### **vii. Follow-Up Services**

Follow-up services must be provided for a minimum of nine months for each participant and must be completed by the end of the performance period of the grant. Applicants should use evidence-based

or evidence-informed practices to support participants in successfully interacting in their community. Specifically, applicants must:

- Describe the follow-up services that will be provided. Follow-up services may include: regular contact with participants to ensure retention in employment and/or school; assistance in addressing work-related or school-related problems; assistance in securing better paying jobs or career development; further education; referrals to peer support groups; mentoring; and tracking progress made by participants in employment and/or education after training.
- Describe the efforts that will be made to ensure follow-up services are provided to participants for a minimum of nine months during the grant performance period.
- Describe the frequency and intervals of contact with participants during the follow-up component of the program.

#### **viii. Expungement and Diversion Services**

Given the number of youth with a juvenile record and the increasing availability of those records, expungement—or the elimination of information held by courts or law enforcement agencies connecting an individual with juvenile justice involvement—has increasingly been considered an important vehicle for mitigating the myriad of negative consequences that flow from a delinquency adjudication. The important role that expungement can play in the reentry process has elevated the need for legal assistance in navigating the often complicated process of obtaining expungement for juveniles. Specifically, applicants must describe:

- Their state or local laws and/or regulations for expungement;
- How the applicants program will address these laws and/or requirements;
- How the applicant will screen and identify participants that are appropriate for expungement; and
- How the applicant will track and assess the progress of the participant working with the legal service provider to submit the best possible request for expungement to the juvenile court authorities.

Diversion is “an attempt to divert, or channel out, youthful offenders from the juvenile justice system” (Bynum and Thompson, 1996). The opportunity for diversion occurs at the state or local pre-sentencing juvenile court division, which include: juvenile court judges, assistant district attorneys, and sometimes, pre-sentencing case workers. The concept of diversion is based on the labeling theory that contends that processing certain youth through the juvenile justice system may do more harm than good, because it inadvertently stigmatizes and ostracizes them for having committed relatively minor acts that may have been more appropriately handled outside the formal system (Lundman, 1993). Specifically, regarding diversion, applicants must describe:

- Their state or local area’s requirements to be designated as a diversion program;
- How their program of services including supportive services supports their state or local area’s requirement for a diversion program;
- How they will identify and engage with juvenile justice authorities to ensure those authorities refer diversion candidates to their programs; and
- How they will track and assess the progress of the participant to ensure they meet the criteria for diversion as prescribed by the referring juvenile court authority.

#### **c. Outcomes**

All applicants must identify and provide measurable results, or outcomes, that will result from the project and meet DOL’s outcome goals stated below and describe how the anticipated outcomes are likely to be achieved and are likely to benefit the identified participants. Applicants must describe how they will address external barriers to meeting they will meet the stated goals of this grant.

<b>Measure</b>	<b>Definition</b>	<b>Goal</b>
Enrollment Rate	The enrollment rate is defined as the number of participants enrolled in the program divided by the enrollment goal. The enrollment goal is expected to be met by the end of the second full year of the grant period of performance (by September 16, 2016)	The goal for this measure is 100%.
Entered Employment Rate	The entered employment rate is defined as the unduplicated count of youth who were ages 18 and above and out-of-school who are placed into long-term occupational skills training, post-secondary opportunities, the military or unsubsidized employment.	The goal for this measure is 60%.
Employment Retention Rate	The employment retention rate is defined as the unduplicated count of youth who were ages 18 and above and out-of-school who are placed into long-term occupational skills training, post-secondary opportunities, the military, unsubsidized employment and remain in this placement for a 3 month period after placement.	The goal for this measure is 50%.
Recidivism Rate	The recidivism rate is defined as the percentage of youth, who, prior to enrollment in the program, had been adjudicated for a criminal offense (but not just a status offense) by Juvenile Court and who were enrolled while in a correctional facility or detention or being placed on probation who have been convicted of a new criminal offense in either the juvenile or adult systems within 12 months of their release from a juvenile correctional facility or placed on probation.	The goal for this measure is 20% or below.
Entered Occupational Training Rate	The entered occupational training rate is defined as the percentage of participants who have been enrolled in the program and enter into occupational training.	The goal for this measure is 60%.
Industry-Recognized Certificate/Degree Rate	The industry-recognized certificate/degree participation rate is defined as the percentage of enrolled participants in degree-or industry-recognized certificate-awarding programs.	The goal for this measure is 60%.
Attainment Rate	The attainment rate is defined as the percentage of youth 17 years of age and below who achieve a high school diploma or State High School Diploma Equivalency of all 17 years of age and below who entered the project without a high school diploma or State High School Diploma Equivalency. (This rate will not include youth who are still active in high school or in State High School Diploma Equivalency preparation since such youth are still pursuing a diploma or State High School Diploma Equivalency.)	The goal for this measure is 50% of those enrolled in degree and/or certificate awarding programs.
School Retention Rate	The school retention rate is defined as the number of participants 17 years of age and younger who were in school at enrollment who remained in school for at least one year after enrollment, plus the number of youth who returned to school after enrollment who remained in school for at least one year.	The goal for this measure is 60%.
Mentoring Rate	The mentoring rate is defined as the percentage of participants who are receiving mentoring services either as active participants or while in follow-up status for at least 6 months.	The goal for this measure is 60%.
Diversion Target	The number of participants with at least one case closed without adjudication of the total participants enrolled as diversion candidates.	The goal for this measure is 60%.
Expungement Target	The number of participants needing expungement services, having at least one charge expunged.	The goal for this measure is 60%.

#### **d. Organizational Capacity**

This section describes how the organization and any collaborators will carry out the proposed project, and the qualifications and experience of personnel to fulfill the needs and requirements of the proposed project. Specifically, all applicants must:



- Describe the applicant's current mission, structure, staffing and experience working with court-involved youth that contribute to the applicant's ability to meet the goals and expectations of this grant.
- Describe the qualifications of the existing staff that will be working on this project in the key positions of: Project Manager/Director and Fiscal Manager/Director. Identify organizations that you plan to contract with, such as, but not limited to, training providers or mentoring organizations; or in the case of intermediary organizations, technical assistance providers, that have a significant role in implementing the program and employers.
- Describe the coordination and collaboration with the state and local juvenile justice court staff, which may include: pre-sentencing juvenile court division, juvenile court judges, assistant district attorneys, or pre-sentencing case workers, if proposing to operate a diversion program.
- Describe the coordination and collaboration with the state or local juvenile justice courts and local non-profit legal services providers if proposing to operate expungement services.

### **Required Program Collaborations**

Applicants must describe their past and projected collaboration with the three required organizations: the JJS, workforce system, and non-profit legal services centers. Applicants must provide signed and dated Letters of Commitment or Memoranda of Understanding (MOU) that identifies the relationship with each organization and demonstrates the organization's commitment to fulfill, at a minimum, the required collaboration activities listed for each type of organization.

### **Required Organizations:**

- **Juvenile Justice System** . The agreement must include the methods of recruiting participants and coordinating service delivery with JJS.
- **Workforce System**. The agreement must be with the AJC, formerly One-Stop Career Centers, or the Local WIB and must include the coordination of workforce services, which may include the following services: assistance with resume writing, career exploration, referral to supportive services, support of paid and/or unpaid work experience, OJT, internships, summer jobs, apprenticeships, and unsubsidized full and part-time employment placement assistance.
- **Non-profit Legal Services Centers**. The agreement must provide participants with assistance in expunging juvenile records and other allowable services.

### **Additional Program Collaboration**

Applicants are encouraged to work with additional organizations beyond the required collaborations above. Below is a list of organizations that could play a role in improving program operations. Collaboration with these additional organizations is not required, and sub-grantees are not limited to those listed below. Applicants planning to work with additional program collaborators, must provide signed and dated Letters of Commitment or Memoranda of Understanding that identifies the relationship with the organization and demonstrates the organization's commitment to fulfill at a minimum the required collaboration activities indicated for each type of organization listed below.

### **Additional Organizations**

- **Employers**. Although employers are not required collaborators, we strongly encourage applicants to include them as a key collaborator in their program development and implementation.
- **Housing assistance programs**. The agreement must include referral by the applicant to collaborating organizations that provide assistance with securing temporary or permanent housing for program participants.
- **Mental health treatment centers**. The agreement must include referral by the applicant to organizations that provide assessments and mental health treatment for program participants.

- **Substance abuse treatment centers.** The agreement must include referral by the applicant to counseling and substance abuse treatment for eligible program participants.
- **Child Support Enforcement Agencies.** The agreement must include collaboration with agencies to assist with issues related to non-custodial parents.
- **Legal Aid Services.** The agreement must include services that are used on behalf of a participant that are related to the purposes of this grant, which include: securing a driver's license, expunging criminal records, creating and/or modifying child support orders, helping parents in obtaining and retaining custody of their children, and helping victims of domestic violence by obtaining protective and restraining orders.
- **Social Services Agencies.** The agreement must include providing assistance to participants in any of the following areas, but are not limited to these areas: securing food, transportation, clothing, child and family services, or medical assistance.
- **Vocational Rehabilitation Services.** The agreement must be used to refer participants with disabilities for services that assist them with participating in training and employment programs.
- **Alternative Education Providers.** The agreement must provide services and instruction that help adult participants attain a high school diploma or state equivalent.
- **Post-Secondary Education Institutions.** The agreement must provide participants additional education that leads to career advancement.

### **Past Performance**

Past Performance Chart: In chart format, as an attachment to the Project Narrative, applicants must provide information on past grant performance as required by the grantor, using one of the categories below that is applicable for the organization.

- If the applicant completed an ETA Youth Reintegration of Ex-Offenders (RExO) youth grant, on or after January 1, 2010, the applicant must, with respect to the most recently completed RExO youth grant only, provide past grant performance goals established by DOL and the actual grant outcomes obtained for 1) enrollment and 2) the entered employment rate.
- Applicants with no ETA youth RExO grant completed on or after January 1, 2010, must provide the quantitative goals required by the grantor(s)/funder(s) from the formal solicitation or guidance and the actual outcomes obtained with regard to those goals in two of the following four categories: employment, education, training, or mentoring. This may include a program or project that was funded by a Federal agency other than DOL, state or local agencies, one or more foundations, or funded from individual donations and contributions. Applicants may not submit information on more than two goals; only two goals will be reviewed.

Examples: Goal: Place 100 participants in unsubsidized employment  
 Outcome: Placed 110 participants in unsubsidized employment; or  
 Goal: Mentor 75% of participants in one-on-one mentoring  
 Outcome: Mentored 60% of participants in one-on-one mentoring.

All applicants may reference only one project that was completed on or after January 1, 2010, as described above. In the attachment, applicants must also provide the project grant number along with the name, title, organization, e-mail address, and telephone number of an individual from the previous grantor entity or agency who has oversight for the program referenced above and can verify the information stated by the applicant.

**Safer reserves the right to confirm this information for all applicants.**

- **Past Reporting Timeliness Chart:** In chart format, as an attachment to the Project Narrative, the applicant must provide the two most recent grant report due dates and the actual dates on which the

reports were submitted for the grant project identified above. These reports can be programmatic, financial, or other reports required by the grant. If the contact person from the grantor entity or agency who can verify timely submission of reports differs from the contact person verifying past grant performance goals and actual grant outcomes, the applicant must submit the name, title, e-mail address and telephone number for this additional individual. Please include this information with your attachments.

#### 4. Attachments to the Project Narrative

In addition to the Project Narrative, the applicant must submit attachments. All attachments must be clearly labeled as Attachments. Only those attachments listed below will be excluded from the page limit. Additional materials such as general letters of support must not be included. Applicants must submit their application in one package because documents received separately will be tracked separately and will not be attached to the application for review. Save all files with descriptive file names of 50 characters or less and be sure to only use standard characters in file names: A-Z, a-z, 0-9, and underscore (\_). File names may not include special characters (e.g. &, -, \*, %, /, #), periods (.), blank spaces or accent marks, and must be unique (i.e., no other attachment may have the same file name). underscore (example: my\_Attached\_File.pdf) may be used to separate a file name.

#### **Required Attachments**

**a. Abstract:** All applicants must submit a two-page abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The proposed project must include the applicant's name, project title, a description of the area to be served, and the funding level requested. The abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with Times New Roman 12 point text font and 1 inch margins.

Abstract must include: 1) a description of the overall project and program model, 2) the number of proposed participants, 3) the average cost per participant, 4) the geographic area to be served, 5) the types of training provided and expected credential attainment, 6) a description of required and additional collaborative organizations, and 7) a description of the proposed outcomes of the project; and, 8) acknowledgement of their designation as a Promise Zone or member of a Promise Zone collaboration. For more information about Promise Zones go to [www.HUD.gov/promisezones](http://www.HUD.gov/promisezones).

**b. Documentation from the Internal Revenue Service that verifies the applicant's non-profit 501(c)(3) status.** All applicants applying as a non-profit must submit this verification even if the applicant is a current DOL grantee and documentation is assumed to be on file.

**c. Charts documenting past grant performance, and timeliness of reports as discussed in Section IV.B.3.d.**

**d. Previous grantor contact information as discussed in Section IV.B.3.d.**

**e. Memorandums of Understanding and/or Letters of Commitment of required collaborations.**

**f. Memorandums of Understanding and/or Letters of Commitment of additional**

**collaborations, if applicable, as discussed in a. Abstract:** All applicants must submit a two-page abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The proposed project must include the applicant's name, project title, a description of the area to be served, and the funding level requested. The abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with Times New Roman 12 point text font and 1 inch margins.

**g. Documentation of Commitment to Participate in Evaluation, if selected.** All applicants must submit documentation of their commitment to participate in an evaluation by making records on participants, employers and funding available, providing access to program operating personnel and participants, and following evaluation procedures as specified by the evaluator(s) under the direction of ETA, including after the period of operation.

**h. Project/Performance Site Location(s) Form:** All applicants should submit a Project/Performance Site Location(s) Form, indicating where required services will be provided.

**i. Budget Detail Worksheet and Budget Narrative**

**j. Financial Documents**

- IRS 501(c)(3) – most recent tax exempt determination letter
- Most recent audited financial statements and please provide the last two years of IRS Form 990.
- Line-item budget for the organization for the year of the grant request. **Also include a line-item program budget, if the proposal is for a specific program.**
- A list of members of the board of directors of the organization, including principal business or professional affiliation of each. Addresses and phone numbers need not be included.
- A list of the five largest grants received from corporations and/or foundations **during the same fiscal year of the audit/990** included with this application. Include the dollar amount contributed by each corporation and foundation and provide the total amount given by foundations and corporations at the end of the list. **Do not include** in-kind donations or contributions made by individuals or government.

**k. Indirect Cost Rate Agreement:** If the applicant is requesting indirect charges, attach the most recent Indirect Cost Rate Agreement approved by the applicant's cognizant Federal agency. (For more information, see Section IV.B 2. and Section IV.E 1.)

**l. Organization Bylaws**

### C. Submission Date, Times, Process and Addresses

The closing date for receipt of applications under this announcement is **September 10, 2014**.

Applications must be submitted in hard copy by mail or in hard copy by hand delivery (**including overnight delivery**). Hard copy applications must be received at the address below no later than 5:00 p.m. Central Time on the closing date. Applicants are cautioned that applications should be submitted before the deadline to ensure that the risk of late receipt of the application is minimized. Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted.

- Proposers are required to submit one (1) original and five (5) copies no later than the time and date indicated in the RFP. Proposers must also submit one (1) electronic copy of the proposal on CD or flash drive. The original should be clearly marked "original."
- Proposals shall be submitted no later than the date and time indicated for submission in this RFP. **Late submittals will not be considered.**
- Proposal should be left-bound with information on one side only. Material should be organized following the order of the submission requirements separated by labeled tabs. Expensive paper and bindings are discouraged since no materials will be returned.
- Proposers are advised to carefully review all the requirements and submit all documents and information as indicated in this RFP. Incomplete proposals may lead to a proposal being deemed non-responsive. Non-responsive proposals will not be considered.
- The outside wrapping/envelope shall clearly indicate the RFP Title and date and time for submission. It shall also indicate the name of the proposer.
- The Proposal must be either delivered by hand or sent to Kimberly Vann, Director of Fund Development, Safer Foundation, 571 W. Jackson Blvd, Chicago, IL 60661 through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to Safer's office and on any correspondence related to the Proposal. If using an express delivery service, the package must be delivered to the designated building and office. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered. Email messages confirming receipt of proposal will be sent within three business days of delivery.

## **V. APPLICATION AND SUBMISSION INFORMATION**

### **A. Criteria**

Safer's evaluation criteria follows DOL standards and is based on the information required in the application, as outlined in the RFP:

#### **1. Statement of Need (Up to 10 points)**

Applicants will be rated on the following:

- The extent to which the applicant identifies the geographic area in which the project will be located and the extent of the statistical justification that the target area(s) is/are high-poverty, high-crime community(ies). (Up to 4 points)
- The extent to which the applicant statistically justifies the proposed number of participants to serve, and demonstrates that there is a sufficient pool of participants to recruit into the program. (Up to 3 points)
- The extent to which the applicant demonstrates the need for the selected training program in the state and/or local area. (Up to 3 points)

#### **2. Approach (Up to 50 points)**

Applicants will be rated on:

- The comprehensiveness and effectiveness of the applicant's approach to providing the required eight core program components (Up to 43 points):
  - case management (Up to 5 points)
  - mentoring (Up to 4 points)
  - educational interventions (Up to 4 points)
  - service-learning (Up to 4 points)
  - occupation training that leads to industry recognized credentials (Up to 6 points)
  - workforce activities that lead to employment (Up to 6 points)
  - follow-up services (Up to 4 points)
  - expungement and diversion (Up to 10 points)
- The clarity and effectiveness of the workplan. (Up to 5 points)
- The extent to which the application demonstrates how external barriers to meeting stated goals will be addressed; and the strength of the strategies described to ensure that the stated goals are met. (Up to 2 points)

#### **3. Outcomes (Up to 10 points)**

Applicants will be rated on:

- The extent to which the application clearly describes the expected project benefits or results, and the extent to which the benefits or results are consistent with the goals identified by DOL. (Up to 5 points)
- The extent to which the anticipated outcomes are likely to be achieved and are likely to benefit the identified participants. The degree to which the outcomes are quantifiable and measurable, particularly any additional measures established by the grantee. (Up to 5 points)

#### **4. Organizational Capacity (Up to 25 points)**

Applicants will be rated on:

- The extent to which the applicant demonstrates its experience working with court-involved youth and that the organization has the capacity to successfully administer this grant, including a description of the organization's mission. (Up to 3 points)
- The level of qualifications and experience of personnel to fulfill the needs and requirements of the proposed project. (Up to 2 points)

- The extent to which the applicant demonstrates the effectiveness of the required collaborations. (Up to 4 points)
- The extent to which the applicant demonstrates the effectiveness of the additional collaborations especially employers. (Up to 4 points)

*Performance Chart (Up to 8 points)*

Applicants will be rated on either of the following:

*Applicants that completed an ETA Youth RExO grant on or after January 1, 2010*

- Applicants who met or exceeded both of their reported project goals will receive the full 8 points for this sub-criterion.
- Applicants who met or exceeded only one goal will receive 4 points for this sub-criterion.
- Applicants who did not meet either goal will receive 0 points for this sub-criterion.

*Applicants with no previous ETA Youth RExO grants completed on or after January 1, 2010*

- Applicants who met or exceeded both of their reported project goals will receive 8 points for this sub-criterion.
- Applicants who met or exceeded only one goal will receive 4 points for this sub-criterion.
- Applicants who did not meet either goal will receive 0 points for this sub-criterion.
- Applicants with no experience serving youth offenders will receive -0- points for this criterion

*Timely Reporting (Up to 4 points)*

All applicants will be rated on:

- Applicants that met both due dates will receive 4 points for this sub-criterion.
- Applicants that met only one due date will receive 2 points for this sub-criterion.
- Applicants that did not meet any of the due dates will receive 0 points for this sub-criterion.
- Applicants with no experience serving youth offenders will receive -0- points for this criterion

**5. Budget and Budget Justification (Up to 5 points)**

Applicants will be rated on:

- The extent to which the budget is justified and reasonable, given the scope of work of the project.

**B. Review and Selection Process**

Applications for grants under this Solicitation will be accepted after the publication of this announcement and until the specified time on the closing date. A technical review panel will carefully evaluate applications against the selection criteria. These criteria are based on the policy goals, priorities, and emphases set forth in this SGA. Up to 100 points may be awarded to an applicant, depending on the quality of the responses to the required information described in Section V.A. The ranked scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding, in conjunction with other factors (such as geographic balance and Promise Zone representation for applicants). The panel results are advisory in nature and not binding on the Safer Senior Executive Team. The Safer Senior Executive Team may consider any information that comes to their attention. Should a grant be awarded without discussions, the award will be based on the applicant's signature on the Application for Financial Assistance which constitutes a binding offer by the applicant.

## **VI. APPLICATION AND SUBMISSION INFORMATION**

### **A. Award Notices**

Applicants selected for award will be contacted directly before the grant's execution. Non-selected applicants will be notified by email. Selection of an organization as a grantee does not constitute approval of the grant application as submitted. Before the actual grant is awarded, Safer may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the Chief Operating Officer reserves the right to terminate the negotiations and decline to fund the application. Safer reserves the right to not fund any application related to this RFP. Grantees will be announced on the Safer web site, [www.saferfoundation.org](http://www.saferfoundation.org).

### **B. Administrative and National Policy Requirements**

**The following federal provisions of Section B apply to Safer Foundation and all pass-through sub-award recipients.**

#### **1. Administrative Program Requirements**

All sub-grantees will be subject to all applicable Federal laws, regulations, and the applicable OMB Circulars. The grant(s) awarded under this SGA will be subject to the following administrative standards and provisions:

- a. Non-Profit Organizations – OMB Circular A-122 (Cost Principles), relocated to 2 CFR Part 230, and 29 CFR Part 95 (Administrative Requirements)
- b. Educational Institutions – OMB Circular A-21 (Cost Principles), relocated to 2 CFR Part 220, and 29 CFR Part 95 (Administrative Requirements).
- c. State, Local and Indian Tribal Governments – OMB Circular A-87 (Cost Principles), relocated to 2 CFR Part 225, and 29 CFR Part 97 (Administrative Requirements).
- d. Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR part 31 (Cost Principles), and 29 CFR Part 95 (Administrative Requirements).
- e. All Grant Recipients must comply with the applicable provisions of The Workforce Investment Act of 1998, Public Law No. 105-220, 112 Stat. 936 (codified as amended at 29 U.S.C. 2801 et seq.) and the applicable provisions of the regulations at 20 CFR 660 et seq. Note that 20 CFR part 667 (General Fiscal and Administrative Rules) includes unsuccessful applicant appeal information.
- f. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Government wide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR 95.13 and Part 98 (Government wide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 29 CFR Part 96 (Audit Requirements for Grants, Contracts, and Other Agreements) and 29 CFR Part 99 (Audits of States, Local Governments and Non-Profit Organizations).
- g. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor

Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.

- h. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- i. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- j. 29 CFR Part 35— Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.



k. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

l. 29 CFR Part 37 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998.

m. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.

## 2. Other Legal Requirements:

### a. Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. Section 2000bb, applies to all Federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive Federal financial assistance under Title I of the Workforce Investment Act and maintain that hiring practice even though Section 188 of the Workforce Investment Act contains a general ban on religious discrimination in employment. If a faith-based organization is awarded a grant, the organization will be provided with information on how to request such an exemption.

### b. Lobbying or Fundraising the U.S. Government with Federal Funds

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. 1611), non-profit entities incorporated under Internal Revenue Service Code Section 501(c) (4) that engage in lobbying activities are not eligible to receive Federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local Governments (see OMB Circular A-122).

### c. Transparency Act Requirements

Applicants must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows:

**All applicants, except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements of the Transparency Act, should they receive funding.**

- Upon award, applicants will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act:

- (1) Federal awards to individuals who apply for or receive Federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
- (2) Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
- (3) Federal awards, if the required reporting would disclose classified information.

### d. Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this SGA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, Sub-grantees are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable Federal law and TEGL NO. 39-11 (issued June 28, 2012). All such activity

conducted by ETA and/or Grantee/s will be performed in a manner consistent with applicable state and Federal laws. By submitting a grant application, the applicant agrees to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing their handling of confidential information:

1. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. Sub-grantees must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
2. Sub-grantees must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. Sub-grantees must maintain such PII in accordance with the ETA standards for information security described in this TEGl and any updates to such standards provided to the grantee by ETA. Sub-grantees who wish to obtain more information on data security should contact their Federal Project Officer.
3. Sub-grantees shall ensure that any PII used during the performance of their grant has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
4. Sub-grantees further acknowledge that all PII data obtained through their ETA grant shall be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using grantee issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations e.g., employee's home, and non-grantee managed IT services, e.g., Yahoo mail, is strictly prohibited unless approved by ETA.
5. Sub-grantee employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.
6. Sub-grantees must have their policies and procedures in place under which grantee employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
7. Sub-grantees must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
8. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
9. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.

#### e. Record Retention

Applicants must be prepared to follow Federal guidelines on record retention, which require sub-grantees to maintain all records pertaining to grant activities for a period of not less than three years from the time of final grant close-out.

#### 3. Other Administrative Standards and Provisions

Except as specifically provided in this RFP, Safer's acceptance of an application and an award of Federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Circulars require that an entity's procurement procedures must

ensure that all procurement transactions are conducted, as much as practical, to provide open and free competition. If an application identifies a specific entity to provide services, Safer's award does not provide the justification or basis to sole source the procurement, i.e., avoid competition.

#### 4. Special Program Requirements

##### a. Evaluation

ETA may arrange for or conduct an independent evaluation of the outcomes and benefits of the projects to measure the impacts of this initiative. By accepting grant funds, sub-grantees agree to participate in the evaluation should they be selected, which includes participation in a lottery in which eligible program applicants are randomly assigned to either a treatment group (which may receive program services) or a control group (which may be denied services for a specified period. Sub-grantees must agree to make records on participants, employers and funding available, provide access to program operating personnel and participants, and follow evaluation procedures as specified by the evaluator(s) under the direction of ETA, including after the period of operation.

##### b. Performance Goals

Please note that applicants will be held to outcomes provided and failure to meet those outcomes may result in technical assistance or other intervention by ETA, and may also have a significant impact on decisions regarding future grants with ETA.

### C. Reporting

Sub-grantees must agree to meet Safer's reporting requirements. Monthly financial reports, monthly progress reports, and MIS data must be submitted by the grantee electronically. The grantee is required to provide the reports and documents listed below:

#### 1. Monthly Financial Reports

A Monthly Financial Status Report is required until such time as all funds have been expended or the grant period has expired. Monthly reports are due within 15 days after the end of each month. Sub-grantees must use Safer's Reporting System and information and instructions will be provided to sub-grantees.

#### 2. Monthly Performance Reports

The grantee must submit a monthly progress report within 15 days after the end of each month. The report must include monthly information regarding grant activities, performance goals, and milestones. The last monthly progress report that sub-grantees submit will serve as the grant's Final Performance Report. This report must provide both monthly and cumulative information on the grant activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project, and must thoroughly document the training or labor market information approaches used by the grantee. Safer will provide sub-grantees with formal guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

## **VII. AGENCY CONTACTS**

For further information about this RFP, please email [mren@saferfoundation.org](mailto:mren@saferfoundation.org). This announcement is being made available on the Safer Website at <http://www.saferfoundation.org>.

**VIII. OTHER INFORMATION - The following federal provisions of this Section apply to Safer Foundation and all pass-through sub-award recipients.**

**A. Transparency**

DOL is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public websites is a means of promoting and sharing innovative ideas. For all applications in this grant competition, the DOL will publish the Abstracts required by Section IV.B.4., and selected information from the Application for Financial Assistance for all applications on the Department's public website or similar publicly accessible location. Additionally, the DOL will publish a version of the Project Narrative required by Section IV.B.3. for all those applications that are awarded grants, on the Department's website or a similar location. No other attachments to the application will be published. The Project Narratives and Abstracts will not be published until after the grants are announced. In addition, information about grant progress and results may also be made publicly available.

DOL recognizes that grant applications sometimes contain information that an applicant may consider proprietary or business confidential information, or may contain personally identifiable information (PII). Proprietary or business confidential information is information that is not usually disclosed outside your organization and disclosing this information is likely to cause you substantial competitive harm.

PII is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.<sup>1</sup>

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or PII in this summary. In the event that an applicant submits proprietary or confidential business information or PII, DOL is not liable for the posting of this information contained in the Abstract. The submission of the grant application constitutes a waiver of the applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the applicant is responsible for obtaining all authorizations from relevant parties for publishing all PII contained within the Abstract. In the event the Abstract contains proprietary or confidential business information or PII, the applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

By submission of this grant application, the applicant agrees to indemnify and hold harmless the Safer Foundation, United States, the U.S. Department of Labor, its officers, employees, and agents against any liability or for any loss or damages arising from this application. By such submission of this grant application, the applicant further acknowledges having the authority to execute this release of liability.

In order to ensure that proprietary or confidential business information or PII is properly protected from disclosure when DOL posts the winning Project Narratives, applicants whose Project Narratives will be posted will be asked to submit a second redacted version of their Project Narrative, with any

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<sup>1</sup> OMB Memorandum 07-16 and 06-19. GAO Report 08-536, *Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008, <http://www.gao.gov/new.items/d08536.pdf>.

proprietary, confidential commercial/business, and PII redacted. All non-public information about the applicant's and consortium members' staff (if applicable) should be removed as well. The Department will contact the applicants whose Project Narratives will be published by letter or email, and provide further directions about how and when to submit the redacted version of the Project Narrative.

Submission of a redacted version of the Project Narrative will constitute permission by the applicant for DOL to make the redacted version publicly available. We will also assume that by submitting the redacted version of the Project Narrative, the applicant has obtained the agreement to the applicant's decision about what material to redact of all persons and entities whose proprietary, confidential business information or PII is contained in the Project Narrative. If an applicant fails to provide a redacted version of the Project Narrative within 45 days of DOL's request, DOL will publish the original Project Narrative in full, after redacting only PII. (Note that the original, unredacted version of the Project Narrative will remain part of the complete application package, including an applicant's proprietary and confidential business information and any PII.)

Applicants are encouraged to maximize the grant application information that will be publicly disclosed, and to exercise restraint and redact only information that clearly is proprietary, confidential commercial/business information, or PII. The redaction of entire pages or sections of the Project Narrative is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, DOL will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70).

Redacted information in grant applications will be protected by DOL from public disclosure in accordance with Federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a). If DOL receives a FOIA request for your application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an applicant redacted in its "redacted copy."

## **B. Reentry Resources**

The National Institutes of Corrections maintains a number of web-based resources that may be of assistance for applicants. Information may be accessed at <http://nicic.gov/?q=women+reentry>. The Council of State Governments Justice Center, in collaboration with the Center for Employment Opportunities, the Departments of Labor and Justice, and the Annie E. Casey Foundation recently released a white paper on integrating reentry and employment strategies using a resource allocation and service-matching tool. The white paper introduces the Resource Allocation and Service-Matching Tool, which is based on two key dimensions—an individual's risk of reoffending (criminogenic risk) and job readiness. There are four groupings that result from assessing individuals under correctional control along these dimensions. Each group can be assigned a combination of employment program components and service delivery strategies that are tailored to individuals' risk for criminal activity and complemented by corrections interventions. For more information on this tool, the white paper can be found at: [http://csgjusticecenter.org/wp-content/uploads/2013/09/Final.Reentry-and-Employment.pp\\_.pdf](http://csgjusticecenter.org/wp-content/uploads/2013/09/Final.Reentry-and-Employment.pp_.pdf).

## **C. Web- Based Resources with Career Guidance and Mentoring**

DOL maintains a number of web-based resources that may be of assistance to applicants. For example, the CareerOneStop portal (<http://www.careeronestop.org>), which provides national and state career information on occupations; the Occupational Information Network (O\*NET) Online (<http://online.onetcenter.org>) which provides occupational competency profiles; and America's Service Locator (<http://www.servicelocator.org>), which provides a directory of our nation's AJCs. In

addition, there are many organizations which offer evidence-based mentoring models. Their information is available online, including:

- The Office of Juvenile Justice and Delinquency Prevention Model Programs Guide: <http://www.ojjdp.gov/mpg/>
- National Criminal Justice Reference Service: <https://www.ncjrs.gov/mentoringresources/>

#### D. Industry Competency Models and Career Clusters

ETA supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce. A competency model is a collection of competencies that, taken together, define successful performance in a particular work setting. Competency models serve as a starting point for the design and implementation of workforce and talent development programs. To learn about the industry-validated models visit the Competency Model Clearinghouse (CMC) at <http://www.careeronestop.org/CompetencyModel>. The CMC site also provides tools to build or customize industry models, as well as tools to build career ladders and career lattices for specific regional economies.

Career Clusters and Industry Competency Models both identify foundational and technical competencies, but their efforts are not duplicative. The Career Clusters link to specific career pathways in 16 career cluster areas and place greater emphasis on elements needed for curriculum performance objectives; measurement criteria; scope and sequence of courses in a program of study; and development of assessments. Information about the sixteen career cluster areas can be found by accessing: [www.careerclusters.org](http://www.careerclusters.org).

#### E. Workforce3One Resources

1. ETA encourages applicants to view the information gathered through conference calls with Federal agency collaborations, industry stakeholders, educators, and local practitioners. The information on resources identified can be found on Workforce3One.org at: <https://www.workforce3one.org/find/?sr=1&ps=20&sort=5>.
2. ETA encourages applicants to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants.” The tutorial is available online through Workforce3One at: [http://www.workforce3one.org/page/grants\\_toolkit](http://www.workforce3one.org/page/grants_toolkit).
3. ETA has created *Workforce System Strategies* to make it easier for the public workforce system and its collaborations to identify effective strategies and support improved customer outcomes. The collection highlights strategies informed by a wide range of evidence such as experimental studies and implementation evaluations, as well as supporting resources such as toolkits. ETA encourages applicants to review these resources by visiting <http://strategies.workforce3one.org/>.
4. ETA has created a technical assistance portal at <https://etareporting.workforce3one.org/page/financial> that contains online training and resources for fiscal and administrative issues. Online trainings available include but are not limited to Introduction to Grant Applications and Forms, indirect Costs, Federal Cost Principles, and accrual accounting.

#### F. Directions for using the American Community Survey Data to Identify Target Areas for High-Crime/High-Poverty Communities:

1. Begin at the Census Bureau web site at <http://www.census.gov>.
2. Click on <DATA> at the bar at the top of the web site and then select <American Community Survey>, the 5th choice.
3. On the right side of the American Community Survey home page, look under <Data by Topics> and choose <Poverty>, the 13th choice.

4. On the left side of page click on <Geographies>. Within the Select Geographies drop-down box you will see four tabs; List, Name, Address and Map.
5. Click on <Map>. A map of the United States will come up.
6. On the map of the United States, click on the desired state. A map of the state will appear.
7. To the left of the map, click on <Boundaries and Features> and then select the 5th choice, <2011 Census Tracts>. Make sure to click both boxes, then click on <Update> at the bottom of the drop-down box. If 2011 Census Tract is not available, select the most current data available for the target community/ies.
8. Next click on the <Find a Location> tab to the left of the map and enter the name of the city you want to serve in the box. Then click on <Go>.
9. A list appears with the city you wanted included in the list. Click on your selected city.
10. A map of your city with all the appropriate census tracts will be displayed. You will probably need to enlarge the map by clicking on the “+” at the top of the scroll bar on the left of the map to make the census tract numbers legible. Use the “+” on the scroll bar and not the “+” in the blue border above the map.
11. To pan around the map, use the arrow keys above the scroll bar.
12. Under the <Select Geographies> tab to the left of the map, click on the down arrow and select the 6th option, <Census Tracts>.
13. Next, locate the blue rectangle box and click on the “.”, the first choice. Your cursor now becomes a pointer.
14. Move your pointer over the map and click on each desired census tract(s) to be included in your targeted service delivery area.
15. The selected census tracts are now listed to the left of the map. To remove a census tract from the list, click on the blue X.
16. When you are satisfied with your selections, click on <Add to Your Selections>.
17. Next, click on < Topics> located to the left of the map. There will be a Dialogue Box pop up. Just click on the <X> to close the Dialogue Box.
18. At the top of the table, look for the tab <Refine Your Search Results> and under the heading Topic or Table Name, type <5-Year> in the box. Then click on the 4th option in the drop-down box <2011 ACS 5-Year Estimates> or the 5-year estimate applicable to the target community/ies, and click <Go>.
19. Click on the first data entry listed, Poverty Status in the Last 12 Months 2011 ACS 5-Year Estimates, ID # S1701, or the data applicable to the target community/ies.

A table will display the poverty data for the Census Tracts that you selected. Use only the first row of data showing overall poverty numbers for each Census Tract. Use the first column, the total population of the Census Tract and the third column, the number below poverty. Use the directional arrows on the table to move from Census Tract to Census Tract. Do not look at the poverty rate of each Census Tract. Rather, divide the total number in poverty in all of the Census Tracts by the total population of all of the Census Tracts to compute the poverty rate of the entire target communities.

## VIII. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires January 31, 2016.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours 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 about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Of-



ficer, 200 Constitution Avenue NW, Room N1301, Washington, DC 20210. Comments may also be emailed to DOL\_PRA\_PUBLIC@dol.gov. PLEASE DO NOT RETURN THE COMPLETED APPLICATION TO THIS ADDRESS. SEND IT TO THE SPONSORING AGENCY AS SPECIFIED IN THIS SOLICITATION.

This information is being collected for the purpose of awarding a grant. The information collected through this “Solicitation for Grant Applications” will be used by the Department of Labor to ensure that grants are awarded to the applicants best suited to perform the functions of the grant. Submission of this information is required in order for the applicant to be considered for award of a grant.

Signed August 12, 2014, in Chicago, IL by:  
Harry L. Alston, Jr., Ph.D.  
Senior Program Officer, Safer Foundation

**SAFER FOUNDATION**

**Notice of Request for Proposals for Safer's Midwest Reentry and  
Employment Network (MREN) Community Grants**

**Announcement Type:** Initial

**Funding Number:** SGA/DFA PY-13-09

**Key Dates:** The closing date for receipt of applications under this announcement is **September 10, 2014**. Applications must be received no later than **5:00 p.m. Central Time**.

**Addresses:** Mailed applications must be addressed to the Safer Foundation, 571 W. Jackson Blvd., Chicago, IL, 60661. Attention: Kimberly Vann, Director of Fund Development. For complete application and submission information, including online application instructions, please refer to Section IV.

***Please Read This RFP Carefully to Determine Your Suitability to Apply and  
Your Commitment to the Requirements of This Sub-Award Before Preparing and  
Submitting An Application for Consideration.***

**Appendix A - Checklist**

**SAFER FOUNDATION**

**Notice of Request for Proposals for Safer's Midwest Reentry and  
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**Safer MREN Application Checklist**

This checklist has been created to assist you in developing an application. All applicants are required to submit the following documents.

**Required Attachments**

- ☐ **Application for Financial Assistance**
- ☐ **Abstract**
- ☐ **Documentation from the Internal Revenue Service that verifies the applicant's non-profit 501(c)(3) status.**
- ☐ **Charts documenting past grant performance, and timeliness of reports as discussed in Section IV.B.3.d.**
- ☐ **Previous grantor contact information as discussed in Section IV.B.3.d.**
- ☐ **Memorandums of Understanding and/or Letters of Commitment of required collaborations.**
- ☐ **Memorandums of Understanding and/or Letters of Commitment of additional collaborations, if applicable, as discussed in Section IV.B.3.d.**
- ☐ **Documentation of Commitment to Participate in Evaluation, if selected. All applicants must submit documentation of their commitment to participate in an evaluation by making records on participants, employers and funding available, providing access to program operating personnel and participants, and following evaluation procedures as specified by the evaluator(s) under the direction of ETA, including after the period of operation.**
- ☐ **Project/Performance Site Location(s) Form:** All applicants should submit a Project/Performance Site Location(s) Form, indicating where required services will be provided.
- ☐ **Organizational Chart** (Chart should indicate senior leadership—President, Vice President, Executive Director—and those who report to them.)
- ☐ **Budget Detail Worksheet and Budget Narrative**
- ☐ **Financial Documents**

- IRS 501(c)(3) – most recent tax exempt determination letter
  - Most recent audited financial statements and please provide the last two years of IRS Form 990.
  - Line-item budget for the organization for the year of the grant request. **Also include a line-item program budget, if the proposal is for a specific program.**
  - A list of members of the board of directors of the organization, including principal business or professional affiliation of each. Addresses and phone numbers need not be included.
  - A list of the five largest grants received from corporations and/or foundations **during the same fiscal year of the audit/990** included with this application. Include the dollar amount contributed by each corporation and foundation and provide the total amount given by foundations and corporations at the end of the list. **Do not include** in-kind donations or contributions made by individuals or government.
- ☐ **Indirect Cost Rate Agreement:** If the applicant is requesting indirect charges, attach the most recent Indirect Cost Rate Agreement approved by the applicant's cognizant Federal agency. (For more information, see Section IV.B.2 and Section IV.E.1)

Failure to include any of these documents will result in the application being considered non-compliant and incomplete.

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**Appendix B – Labor Market Information**

**Occupations with the Greatest Projected Job Increases 2013 - 2020 - St. Louis, MO-IL MSA**

Title	2013 Employment	Projected 2020 Employment	Employment Change 2013 2020 NUMBER	Projected AVG Yearly Change	Median Hourly Wage 2013	Typical education needed for entry	Typical on-the-job training needed to attain competency in the occupation
Driver/Sales Workers and Truck Drivers	37,605	45,423	7,818	1,117	\$14.63	High school diploma or equivalent	Short-term on-the-job training
Registered Nurses	37,059	44,824	7,765	1,109	\$28.48	Associate's degree	None
Retail Salespersons	50,372	57,219	6,847	978	\$12.29	Less than high school	Short-term on-the-job training
Construction Laborers	12,678	19,190	6,512	930	\$23.50	Less than high school	Short-term on-the-job training
Laborers and Material Movers, Hand	38,737	44,746	6,009	858	\$13.83	Less than high school	Short-term on-the-job training
Office Clerks, General	40,695	46,435	5,740	820	\$15.39	High school diploma or equivalent	Short-term on-the-job training
Fast Food and Counter Workers	38,041	43,695	5,654	808	\$8.96	Less than high school	Short-term on-the-job training
Carpenters	10,361	15,720	5,359	766	\$25.49	High school diploma or equivalent	Apprenticeship
Cashiers	41,066	46,412	5,346	764	\$9.86	Less than high school	Short-term on-the-job training
Landscaping and Groundskeeping Workers	28,929	33,599	4,670	667	\$12.51	Less than high school	Short-term on-the-job training
Walters and Waitresses	27,827	32,206	4,379	626	\$9.62	Less than high school	Short-term on-the-job training
Electricians	8,115	12,200	4,085	584	\$29.57	High school diploma or equivalent	Apprenticeship

**Industry Sectors with the Greatest Projected Job Increases 2013 - 2020 - St. Louis, MO-IL MSA**

Title	2013 Employment	Projected 2020 Employment	Employment Change 2011- 2020 NUMBER	Projected AVG Yearly Change
Construction	99,020	156,991	57,971	8,282
Administrative and support services	106,021	125,091	19,070	2,724
Hospitals	78,459	95,531	17,072	2,439
Food services and drinking places	115,993	132,706	16,713	2,388
Ambulatory health care services	66,244	78,828	12,584	1,798
Social assistance	44,265	53,636	9,371	1,339
Computer systems design and related services	26,985	35,237	8,252	1,179
Offices of health practitioners	46,041	54,054	8,013	1,145



**Occupations with the Greatest Projected Job Increases 2013 - 2020 - Chicago-Joliet-Naperville, IL Metropolitan Division (part of the Chicago-Joliet-Naperville, IL Metropolitan Division)**

<b>Title</b>	<b>2013 Employee Count</b>	<b>Projected 2020 Employee Count</b>	<b>Employee Count Change 2013-2020</b>	<b>Projected AVG Yearly Change</b>	<b>Median Hourly Wage 2013</b>	<b>Typical Education needed for entry</b>	<b>Typical on-the-job training needed to attain competency in the occupation</b>
Driver/Sales Workers and Truck Drivers	106,352	128,360	22,008	3,144	\$15.16	High school diploma or equivalent	Short-term on-the-job training
Laborers and Material Movers, Hand	124,284	143,675	19,391	2,770	\$12.72	Less than high school	Short-term on-the-job training
Registered Nurses	89,486	108,320	18,834	2,691	\$34.46	Associate's degree	None
Retail Salespersons	128,415	146,192	17,777	2,540	\$12.33	Less than high school	Short-term on-the-job training
Office Clerks, General	124,273	141,076	16,803	2,400	\$15.22	High school diploma or equivalent	Short-term on-the-job training
Fast Food and Counter Workers	95,281	110,544	15,263	2,180	\$9.59	Less than high school	Short-term on-the-job training
Cashiers	104,668	118,642	13,974	1,996	\$10.46	Less than high school	Short-term on-the-job training
Construction Laborers	29,976	43,075	13,099	1,871	\$25.11	Less than high school	Short-term on-the-job training
Landscaping and Groundskeeping Workers	79,995	92,662	12,667	1,810	\$12.72	Less than high school	Short-term on-the-job training
Customer Service Representatives	94,550	106,481	11,931	1,704	\$18.06	High school diploma or equivalent	Short-term on-the-job training
Personal Care Aides	38,196	50,055	11,859	1,694	\$10.58	Less than high school	Short-term on-the-job training
Waiters and Waitresses	69,450	81,305	11,855	1,694	\$10.50	Less than high school	Short-term on-the-job training

**Chicago-Joliet-Naperville, IL Metropolitan Division (part of the Chicago-Joliet-Naperville, IL-IN-WI MSA)**

Title	2013 Employment	Projected 2020 Employment	Employment Change 2013-2020 NUMBER	Projected AVG Yearly Change
Construction	209,926	321,018	111,092	15,870
Administrative and support services	376,239	445,048	68,809	9,830
Food services and drinking places	284,038	329,181	45,143	6,449
Ambulatory health care services	186,709	224,439	37,730	5,390
Hospitals	168,017	205,339	37,322	5,332
Securities, commodity contracts, investments	169,016	201,275	32,259	4,608
Social assistance	135,451	165,613	30,162	4,309
Employment services	151,034	180,507	29,473	4,210
Management, scientific, and technical consulting services	76,355	101,748	25,393	3,628

# Occupations with the Greatest Projected Job Increases 2013 - 2020 - Milwaukee-Waukesha-West Allis, WI MSA

Title	2013 Employment	Projected 2020 Employment	Employment Change 2013-2020 NUMBER	Projected AVG Yearly Change	Median Hourly Wage 2013	Typical education needed for entry	Typical on-the-job training needed to attain competency in the occupation
Registered Nurses	18,983	22,856	3,873	553	\$31.72	Associate's degree	None
Driver/Sales Workers and Truck Drivers	19,334	23,116	3,782	540	\$12.13	High school diploma or equivalent	Short-term on-the- job training
Laborers and Material Movers, Hand	25,514	29,182	3,668	524	\$12.43	Less than high school	Short-term on-the- job training
Retail Salespersons	27,270	30,711	3,441	492	\$11.96	Less than high school	Short-term on-the- job training
Office Clerks, General	24,247	27,292	3,045	435	\$15.66	High school diploma or equivalent	Short-term on-the- job training
Fast Food and Counter Workers	19,720	22,605	2,885	412	\$9.64	Less than high school	Short-term on-the- job training
Personal Care Aides	8,802	11,655	2,853	408	\$10.15	Less than high school	Short-term on-the- job training
Cashiers	22,078	24,780	2,702	386	\$9.52	Less than high school	Short-term on-the- job training
Construction Laborers	5,617	8,075	2,458	351	\$20.30	Less than high school	Short-term on-the- job training
Home Health Aides	8,401	10,754	2,353	336	\$11.00	Less than high school	Short-term on-the-job training
Landscaping and Groundskeeping Workers	14,218	16,475	2,257	322	\$13.32	Less than high school	Short-term on-the-job training
Waiters and Waitresses	14,270	16,513	2,243	320	\$8.70	Less than high school	Short-term on-the-job training

**Industry Sectors with the Greatest Projected Job Increases 2013 - 2020 - Milwaukee-Waukesha-West**

Title	2013 Employment	Projected 2020 Employment	Employment Change 2013-2020 NUMBER	Projected AVG Yearly Change
Construction	38,296	58,868	20,572	2,939
Administrative and support services	65,068	77,031	11,963	1,709
Retail trade	94,177	105,113	10,936	1,562
Food services and drinking places	58,753	67,152	8,399	1,200
Ambulatory health care services	42,900	51,220	8,320	1,189
Social assistance	37,672	45,963	8,291	1,184
Hospitals	34,566	42,077	7,511	1,073
Employment services	32,676	39,171	6,495	928

**Occupations with the Greatest Projected Job Increases 2013 - 2020 - Davenport-Moline-Rock Island, IA-IL MSA**

Title	2013 Employment	Projected 2020 Employment	Employment Change 2013-2020 NUMBER	Projected AVG Yearly Change	Median Hourly Wage 2013	Typical education needed for entry	Typical on-the-job training needed to attain competency in the occupation
Driver/Sales Workers and Truck Drivers	5,948	7,183	1,235	176	\$12.43	High school diploma or equivalent	Short-term on-the-job training
Retail Salespersons	7,780	8,847	1,067	152	\$12.71	Less than high school	Short-term on-the-job training
Laborers and Material Movers, Hand	6,217	7,155	938	134	\$12.20	Less than high school	Short-term on-the-job training
Construction Laborers	1,707	2,542	835	119	\$17.96	Less than high school	Short-term on-the-job training
Cashiers	6,255	7,081	826	118	\$9.41	Less than high school	Short-term on-the-job training
Registered Nurses	4,361	5,158	797	114	\$26.26	Associate's degree	None
Fast Food and Counter Workers	5,034	5,763	729	104	\$9.85	Less than high school	Short-term on-the-job training
Office Clerks, General	5,077	5,781	704	101	\$13.70	High school diploma or equivalent	Short-term on-the-job training
Carpenters	1,365	2,046	681	97	\$21.53	High school diploma or equivalent	Apprenticeship
Waiters and Waitresses	3,668	4,235	567	81	\$10.29	Less than high school	Short-term on-the-job training
Electricians	1,135	1,654	519	74	\$28.86	High school diploma or equivalent	Apprenticeship
Customer Service Representatives	4,067	4,567	500	71	\$14.26	High school diploma or equivalent	Short-term on-the-job training

**Industry Sectors with the Greatest Projected Job Increases 2013 - 2020 - Davenport-Moline-Rock Island**

Title	2013 Employment	Projected 2020 Employment	Employment Change 2013- 2020 NUMBER	Projected AVG Yearly Change
Construction	12,953	20,250	7,297	1,042
Retail trade	27,224	30,701	3,477	497
Administrative and support services	14,726	17,530	2,804	401
Food services and drinking places	15,094	17,224	2,130	304
Ambulatory health care services	10,854	12,831	1,977	282
Hospitals	7,448	8,919	1,471	210
Employment services	6,388	7,696	1,308	187
Offices of health practitioners	7,186	8,376	1,190	170

**SAFER FOUNDATION**

**Notice of Request for Proposals for Safer's Midwest Reentry and  
Employment Network (MREN) Community Grants**

**Announcement Type:** Initial

**Funding Number:** SGA/DFA PY-13-09

**Key Dates:** The closing date for receipt of applications under this announcement is **September 10, 2014**.

Applications must be received no later than **5:00 p.m. Central Time**.

**Addresses:** Mailed applications must be addressed to the Safer Foundation, 571 W. Jackson Blvd., Chicago, IL, 60661. Attention: Kimberly Vann, Director of Fund Development. For complete application and submission information, including online application instructions, please refer to Section IV.

***Please Read This RFP Carefully to Determine Your Suitability to Apply and  
Your Commitment to the Requirements of This Sub-Award Before Preparing and  
Submitting An Application for Consideration.***

**Appendix C – Geographic Census Data**

## Priority Census Tracts

Chicago		
<i>Census Tract</i>	<i>Poverty Rate</i>	<i>Crime Rate</i>
3406	71.5	69.5
6703	66.9	93.5
8414	65.3	97.8
3504	64.8	99.2
8425	63.9	92.1
8368	63	79.2
6711	62.6	81.6
6812	62	82.6
4008	61.6	116.7
2705	60.7	84.8
4206	58.9	105.1
2604	56.3	70.9
2601	56.2	87.3
6713	56	90.6
6806	55.1	124.8
8429	53.8	133.3
8347	53.3	117.7
2517	52.3	68.2
8430	51.9	95.3
8415	51.2	81.3
6810	50.8	97.5
2909	50.7	67.5
8349	50.5	78.5
7106	50.4	67.7
8374	49.4	84.2
7102	48.8	68.8
4201	47.7	70.9
6809	47.5	104.7
6607	47.4	92.0
8370	47.4	66.4
8348	47.3	113.3
5002	47.3	79.9
4005	47.1	100.1
2713	47	105.2
3815	46.9	180.1
8346	46.6	83.6
2804	46.5	132.6
2607	46.3	93.2
6903	46.2	96.5
8373	45.5	88.8
6805	45.5	83.1
8433	44.9	69.6

Milwaukee		
<i>Census Tract</i>	<i>Poverty Rate</i>	<i>Crime Rate</i>
1868	55.6	150.6
1865	35.4	247.2
1862	40.7	106.9
1861	54.7	103.7
1860	62.1	96.5
1859	56.1	118.7
1857	55.9	104.5
1856	38.9	102.5
1855	44.3	115.9
1854	42.1	118.4
149	58	149.7
141	53.5	120.6
137	64	129.3
136	42	96.8
135	51.8	125.6
123	40.1	171.1
99	46.5	117.3
98	61.8	129.8
96	52.9	104.9
91	51.4	125.0
90	62.6	151.3
89	54	153.2
88	44.5	133.9
86	45.2	98.0
85	53.1	152.8
84	52.3	121.7
66	56.1	105.5
64	62.8	111.2
63	41.4	111.7
62	41.5	104.7
60	49	97.1
48	45.7	457.0
45	53.4	109.8
44	37.6	134.1
43	37.1	106.0
42	40.7	109.3
40	41.1	98.4
28	43.1	98.1
25	34.5	104.8
24	31.4	131.0
21	34	105.1
15	35.8	101.8



Chicago		
<i>Census Tract</i>	<i>Poverty Rate</i>	<i>Crime Rate</i>
8339	44.8	84.7
4313.01	44.1	101.7
2603	44.1	67.4
6117	44	99.5
7109	43.9	66.4
2315	43.8	78.1
8355	43.4	84.8
2924	43.2	84.8
4302	43	86.5
6716	42.8	78.7
6915	42.3	104.1
4603.02	42.2	69.0
2518	42.1	83.5
6814	42	110.8
5302	42	72.0
2605	41.9	83.0
8345	41.7	97.0
6811	41.6	83.1
2510	41.4	74.0
8388	41	82.7
8350	40.7	67.0
4401.01	40.4	77.1
8387	40	73.2
6701	39.7	79.4
2522.01	39.3	77.6
6813	39.3	74.8
4207	38.9	118.1
8424	38.8	212.3
6708	38.4	96.9
6706	38.4	88.6
4910	38.3	85.3
2808	38.2	167.9
2608	38	95.1
6718	37.7	94.6
4610	37.6	80.3
4305	37.5	85.2
8356	37.2	171.5
6702	36.9	113.4
6707	36.8	129.1
4606	36.6	78.4
6912	36.4	104.7
8435	36	114.3
4401.02	36	102.4
2718	35.8	89.5
8361	35.7	104.3

Chicago		
<i>Census Tract</i>	<i>Poverty Rate</i>	<i>Crime Rate</i>
4004	35.3	119.6
8314	34.9	84.1
8367	34.8	79.6
8418	34.7	73.2
4304	34.5	75.5
6705	34.2	101.7
2712	34	87.9
6715	33.8	96.3
6904	33.7	85.1
6712	33.6	137.9
2602	33.6	118.4
4914	33.3	94.3
3814	33.3	90.7
4313.02	32.7	98.7
5103	32.5	66.7
4208	32.3	77.9
4003	31.5	118.0
8358	31.5	77.8
8307	31.2	116.5
2714	31.1	73.5
8431	31	67.6
8371	30.9	89.0
8313	30.7	300.6

Quad Cities		
<i>Census Tract</i>	<i>Poverty Rate</i>	<i>Crime Rate</i>
109	34.6	42.86671132
107	35.3	27.37752161
106	49	16.42036125

St. Louis		
<i>Census Tract</i>	<i>Poverty Rate</i>	<i>Crime Rate</i>
1267	52.1	212.6668736
1246	41.4	181.1460259
1097	42.4	177.3369992
1270	45	170.0552356
1266	44.4	167.5295858
1275	36.7	164.2582157
1257	59.4	162.047729
1274	57.3	153.8137023
1115	43.9	142.44983
1212	67.4	142.44983
1072	33.3	141.8886199
1074	45.3	141.8886199
1271	38.9	139.2419962
1062	49.7	138.4223919
1113	38.9	137.5802998
1083	37.4	137.0390754
1123	34.2	133.3544504
1063	33.2	130.7777778
1112	56.6	130.7627829