

Request for Proposals (RFP) 2009 Safe Places

- S.A.F.E. Programs
- Youth Together Drop-In Centers



Safe & Sound, Inc.

801 W. Michigan St.
Milwaukee, WI 53233
(414) 220-4798

Release Date: Monday, August 25, 2008

Proposal Due Date: **Wednesday, September 24, 2008 –
By 4:00 P.M.
No Exceptions!**

Mail or Deliver To: Safe & Sound, Inc.
801 West Michigan Street
Milwaukee, WI 53233

All proposal packets must include one signed original proposal and four (4) copies.

If delivering proposals in person, please note that the receptionist and/or a Safe & Sound staff person will receive proposals in the reception area. Each proposal must be signed in and applicants will receive a receipt for the proposal(s) submitted.

Late responses will not be accepted. No exceptions!

**Postmarks will not be accepted in lieu of the
actual receipt of your proposal(s).**

Facsimile and electronically transmitted proposals will not be accepted.

Note: Applicants may apply to operate both S.A.F.E. Programs and Youth Together Drop-In Centers, however separate and complete proposals for each are required. Funding up to \$40,000 is available for S.A.F.E. Programs and up to \$20,000 for Youth Together Drop-In Centers.

Technical Assistance Workshop

A Technical Assistance Workshop will be held to address questions regarding this RFP. While this workshop is not mandatory, it is strongly encouraged even for those organizations that are currently or have previously been funded as Safe Places. The Technical Assistance Workshop will be held on Friday, August 29, 2008 from 9:00 – 10:30 a.m. at Housing Authority of the City of Milwaukee Community Services Building, 650 W. Reservoir St. **No admissions to the workshop will be permitted after 9:30 a.m.**

Please call Sharon Kozickowski at (414) 220-4797 to sign up to attend the session no later than 12:00 p.m. (Noon) on Thursday, August 28, 2007.

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Section 1 **TIMELINE**

ACTIONS

Release RFP

Technical assistance meeting for applicants
9:00-10:30 a.m., Housing Authority City of
Milwaukee Community Services Building
650 W. Reservoir St.

Proposals due by 4:00 p.m., **No Exceptions.**
Deliver to:
Safe & Sound, 801 W. Michigan St., Milwaukee, WI

Award letters sent out

DATES

August 25, 2008

August 29, 2008

September 24, 2008

Late November

Section II. BACKGROUND

A. Introduction

Safe & Sound, Inc. is a non-profit organization committed to the mission of reducing violent crime in communities and among youth by blending law enforcement, neighborhood organizing and youth development. Safe & Sound's vision: "Making Milwaukee neighborhoods safe places to work, live and raise families."

In order to minimize the prevalence of juvenile crime and the destruction of our youth and community, the goals of Safe & Sound are:

- To reduce violent juvenile crime by providing meaningful programs that will help youth avoid involvement in gang, crime, violent or delinquent activities.
- To get youth, particularly teens, thinking critically about crime issues and community concerns and how they can contribute towards making a difference.
- To build opportunities for positive youth development and help youth attain the developmental assets needed to grow up to be competent, caring and healthy adults.

At the heart of Safe & Sound's crime reduction strategy is the collaboration that has built up between Safe Places, Community Partners and law enforcement. This three-part strategy enables Safe & Sound to maintain the relationships needed to maximize resources that promote healthy youth development, and prevent crime and violence in 21 high-crime neighborhoods.

B. Purpose of the RFP

Safe & Sound, Inc. is soliciting proposals, through an open, competitive process from non-profit organizations to deliver high-quality services, supports and activities during out-of-school time hours for the explicit purpose of juvenile crime prevention. What is sought are proposals from private organizations, including community- and faith-based agencies and individual programs to provide meaningful supports which will enable youth to avoid gangs, crime, and violent or delinquent activities. Each is invited to submit a proposal to provide services at no charge to youth from 10 to 19 years of age who live in a Safe & Sound neighborhood (see map, pg. 21). Safe & Sound intends to be as inclusive as possible in this solicitation and desires to receive a wide variety of proposals providing innovative and performance-driven programs that will enrich the lives of youth. Youth-oriented service organizations are encouraged to apply, with or without previous experience as a grantee with Safe & Sound, but with significant capacity and demonstrable experience in providing after school-services to hard-to-serve youth and the desire to work cooperatively with Safe & Sound Community Partners and law enforcement.

III. PROGRAM MODELS

Safe & Sound, Inc. offers two primary program models – S.A.F.E. Programs and Youth Together Drop-In Centers. Each model has specific requirements for program content and structure. Successful applicants will understand these differences and ensure that their proposed programs meet the requirements of the selected model. Prospective grantees may propose to operate more than one program model, but a separate and complete proposal must be submitted for each.

A. S.A.F.E. Programs

S.A.F.E. grants up to \$40,000 will be awarded to programs that intervene in the lives of youth who are considered to be at higher risk for youth crime, substance abuse and risk-taking behaviors. These are more intensive structured activities intended to modify the behavior and attitudes of young people who exhibit more challenges. Applicants are encouraged to address the needs of older youth ages 14-19. Programs should focus on participants who fall into multiple categories. S.A.F.E. (sequential, active, focused and explicit) are effective programs that help youth achieve personal and social skills through interactive forms of learning. S.A.F.E. programs use activities to meet the needs of a targeted population of youths who:

Have more than one of the following risk factors:

- (1) Antisocial behavior;
- (2) School truancy;
- (3) Failure in school;
- (4) Substance abuse problems;
- (5) Gang membership or wannabees
- (5) Negative peer association; and
- (6) Are clearly demonstrating risky behaviors that have come to the attention of parents, schools or law enforcement and will lead to imminent or increased involvement in the juvenile justice system.

Crime Strategy Initiative (CSI)

The CSI is a youth-led response to neighborhood crime using community service, service-learning and civic engagement activities. The CSI is intended to educate youth on various topics in the field of crime prevention, promote communication skills and leadership qualities in youth, and encourage youth to take proactive action against crime and violence. The goal of the CSI is to get youth, particularly teens, thinking critically about crime issues and community concerns and how they can contribute towards making a difference. The Crime Strategy Initiative is a structured program activity organized by those organizations receiving a S.A.F.E. program grant.

Grantees awarded S.A.F.E. program grants will also help youth take an active role in developing solutions to crime and neighborhood safety through the development of a Crime Strategy Initiative (CSI).

B. Youth Together Drop-In Centers

Grants for up to \$20,000 will be awarded for Youth Together Drop-In Centers (YTDC). These centers will support neighborhood-level out-of-school time programs and services for youth between the ages of 10 and 19 that address youth development and include social enrichment activities. Youth Together Drop-In Centers offer after-school activities that give youth, with particular emphasis on programming for teens, an opportunity to explore new interests, meet new friends, and have fun, while educating them regarding the consequences of crime, and how it affects their lives. Activities take place in a safe, structured environment under the supervision of caring adults. YTDCs build opportunities for positive youth development and help youth attain the developmental assets needed to grow up to be competent, caring and healthy adults.

SECTION IV PROGRAM REQUIREMENTS/COMMITMENTS

A. S.A.F.E. Programs

1. Program Design

In order to minimize the prevalence of juvenile crime, we are seeking to provide meaningful programs, which will enable youth to avoid gang, crime, violent or delinquent activities. Safe & Sound encourages the use of evidence-based primary prevention programs and targeted outreach to maximize participation of a high-risk youth population. S.A.F.E. programs would be designed to increase personal responsibility, self-esteem and confidence, develop decision-making and problem-solving skills, teach respectful attitudes towards others and foster positive social and emotional development. Programs represented by this category: build pro-social and resiliency skills, address specific factors that are linked to youth violence in the city (e.g., prevalence of gangs, possession of guns, alcohol/drug use). Some examples are: character education, conflict resolution/anger management, rites of passage programs and those that promote linkages with minority civic and cultural organizations, mentoring and programs that promote family support and involvement. Programs are encouraged to develop positive, socially acceptable behavior and expose high-risk children and youth to new, worthwhile experiences that promote high self-esteem and strong social values.

Priority will be given to proposals that:

- Offer a significant connection between program design and measurable outcomes that provide the greatest impact to the growth of young people.
- Replicate a preventive intervention program with documented positive outcomes (through research or independent evaluation) related to a cluster of adolescent risk taking behaviors or issues.
- Provide a meaningful and significant collaboration with Safe & Sound Community Partners and law enforcement, and has extensive volunteer activity and inter-agency collaboration.

2. Target Population

All programs under this initiative must serve high-risk Targeted Youth. Targeted Youth shall mean:

- Underperforming youth (truants, dropouts).
- Offenders, youth involved in juvenile justice system.
- Substance-abusing youth (drugs, alcohol).
- Parenting teens.
- Gang-involved youth (or wannabes).
- Youth at-risk for violence or police arrests (curfew violators, youth detained by police for minor offences, including possession of drugs/alcohol).

3. Funding Provisions

To receive funding through this opportunity, a proposed S.A.F.E. grant program must fit into one of these primary prevention education categories. However, the proposed program may include components of more than one program category. Programs are encouraged to develop positive, socially acceptable behavior and expose high-risk children and youth to new, worthwhile experiences that promote high self-esteem and strong social values.

→ Prevention/Early Intervention Programs

- Gang Prevention
- Violence Prevention
- Substance Abuse Prevention
- Truancy Prevention

S.A.F.E. Programs should operate Year Round with no more than a four-week break in service. Program hours during the school year should begin at 3:00 p.m., and may operate on an earlier schedule during the summer months. The CSI should be scheduled for a minimum of two hours twice per week. Please provide a complete schedule of hours of operation and program duration in your proposal narrative.

4. Community Partners

Applicants are also required to develop a youth-led Crime Strategy Initiative, and work closely with the Safe & Sound Community Partners program in its implementation. As a resource, the Safe & Sound Community Partners can assist with recruitment by sharing information about the S.A.F.E. program and its CSI, facilitating discussions and planning sessions with youth, and serving as a bridge to law enforcement and other important community stakeholders. Applicants will select an activity from among the following suggested strategies, and describe how they will integrate the CSI in their overall program.

Neighborhood Improvement/Community Building Strategies

- community gardens
- community murals/sculptures
- safe passages and/or lighting strategies
- anti-graffiti strategies
- safe neighborhood initiatives (i.e., Alley Identification, Operation Clean & Safe, Safe Neighborhood Walk, Safe Nights)
- neighborhood beautification/clean-up campaigns
- storefront image/design strategies
- restorative justice strategies (i.e., Community Conferencing, Peacemaking or Talking Circles)

Public Awareness or Performance Arts/Community Safety Campaigns

- reducing gun straw purchases
- crime analysis meetings
- youth and gangs
- youth and firearms violence
- dispelling the snitching myth
- using the media to draw attention to crime prevention

5. Performance Measures and Outcomes

Performance measures typically include outputs and outcomes. Output measures demonstrate performance in terms of the quantity or volume of services provided, (e.g., the number of youth served, number of hours of service, etc.). Outcome measures demonstrate performance in terms of the quality and impact of services and whether or not they have met intended goals/objectives. Outcomes relate to behavior, skills, knowledge, attitudes, values, etc.

Safe & Sound will contract with Service Providers to work toward the following performance measures:

PROGRAM OUTPUTS

Outputs	Indicator	Target
Number of youth served	Number of unduplicated registered youth served during the contract period as reported through participation data entered into the Safe & Sound web-based tracking system. Unduplicated means participants will be counted only once during the contract period to determine this output, regardless of the number of programs in which they participate or the number of times they attend each program. A youth is counted the first time s/he receives a service during the contract period. Any participant who was registered and counted in previous years can be counted again when s/he receives her/his first service during the new contract period.	Minimum of 75 youth annually

Service Hours	Number of service hours scheduled as compared to number of service hours actually delivered.	100%
Completed Satisfaction Questions	Percent of youth that complete the satisfaction questions at the end of the follow-up (post) test questionnaire.	75%
Program attendance	Average daily attendance	80%
Completion rate	% of youth satisfactorily completing all program requirements	95%
Participants are satisfied with program services	Percent of youth that complete the Satisfaction Survey that indicate satisfaction by an average score of 4 or higher on a 5-pt scale.	80%

ADMINISTRATIVE OUTPUTS

Timely Submission of Monthly Performance Reports and bi-annual Outcomes Reports	Percent of Reports received on or within ten days of due date	95%
Accurate data	Percent of clean Monthly Reports absent of discrepancies, missing documents and missing data	95%
Timely Billing Submission	Percent of Cost Reports received on or within ten days of due date	90%
Completed Baseline & Follow-up Questionnaires	Percent of youth registered by a provider agency that complete an initial (pre) test survey questionnaire and a follow up (post) test survey questionnaire. Only those youth who are initially registered by a provider will be included in the calculation for this input.	100% NEW (Pre-test) and 80% (Post-test)
Any other Specific Output Measure related to the Safe Place's evidence-based program - if applicable	NOTE: Any other specific output measures related to the Safe Place's evidence-based program – if applicable	To be Negotiated – if applicable

BEHAVIORAL OUTCOMES

Outcomes	Indicator	Target
Prevent substance abuse	% of youth who used any form of cocaine, including powder, crack, or freebase one or more times during the 30 days before the survey	80% of youth will demonstrate positive behavioral changes as reflected by reductions in these risk factors from a modified version of the Youth Risk Behavior Surveillance Survey (YRBSS).
	% of youth who had at least one drink of alcohol on at least 1 day during the 30 days before the survey	
	% of youth who used marijuana one or more times during the 30 days before the survey	
Prevent violence	% of youth who carried a weapon such as a gun, knife, or club on at least 1 day during the 30 days before the survey	
	% of youth who were in a physical fight one or more times during the 12 months before the survey	

	% of youth who were in a physical fight one or more times during the 12 months before the survey in which they were injured and had to be treated by a doctor or nurse	
Reduce negative police contacts	% of youth who were detained by the police for minor or other offences.	
Other outcomes as required and/or as determined by the Safe Places' evidence-based programs.	As determined by the Safe Places evidence-based programs – if applicable	To be Negotiated – if applicable
Note: Performance measures, indicators and targets are set at the discretion of Safe & Sound, Inc. and may be changed at any time.		

B. Youth Together Drop-In Centers

Eligible programs are those that put forth a concrete plan for implementing the Youth Development Model and provide opportunities for youth to feel supported and safe. These programs are structured as drop-in centers, recreational, youth sports, and cultural arts activities (i.e., games, art, music, dance, spoken word/poetry slams, drama); consistent participation is encouraged but not required.

1. Target Population

The goal is to substantially reach the at-risk youth population, but not isolate high-risk youth. Thus, services should be designed to attract all youth ages 10-19, with specific emphasis on those who reside within a Safe & Sound neighborhood surrounding the Safe Place.

2. Funding Provisions

Applicants in this category must provide services during the school year and the summer of 2009. During the school year, programs will be required to provide services for four days per week, Monday – Thursday, for a minimum of 3 hours per day between 3:00 – 6:00 p.m. Occasional late evenings to 9:00 p.m. on Fridays and/or Saturdays are encouraged. During the summer, programs will be required to provide services a minimum of five days per week (Monday – Friday), for at least 6 weeks, with a minimum of 3 hours (excluding meals and transportation time) of contact per day. Funded programs will be based upon a philosophy of youth development and preparation.

3. Performance Measures and Outcomes – Youth Together Drop-In Centers

OUTPUTS

Outputs	Indicator	Target
Number of youth served	Number of unduplicated registered youth served during the contract period as reported through participation data entered into the Safe & Sound web-based tracking system. Unduplicated means participants will be counted only once during the contract period to determine this output, regardless of the number of programs in which they participate or the number of times they attend each	Minimum of 100 youth annually

	program. A youth is counted the first time s/he receives a service during the contract period. Any participant who was registered and counted in previous years can be counted again when s/he receives her/his first service during the new contract period.	
Timely Submission of Monthly Performance Reports and bi-annual Outcomes Reports	Percent of Reports received on or within ten days of due date	95%
Accurate data	Percent of clean Monthly Reports absent of discrepancies, missing documents and missing data	95%
Timely Billing Submission	Percent of Cost Reports received on or within ten days of due date	90%
Completed Baseline & Follow-up Questionnaires	Percent of youth registered by a provider agency that complete an initial (pre) test survey questionnaire and a follow up (post) test survey questionnaire. Only those youth who are initially registered by a provider will be included in the calculation for this input.	100% NEW (Pre-test) and 80% (Post-test)
Completed Satisfaction Questions	Percent of youth that complete the satisfaction questions at the end of the follow-up (post) test questionnaire.	75%

OUTCOMES

Outcomes	Indicator	Target
Targeted Protective Factors	Number of youth that report an increase in targeted protective factors (i.e., Search Institute, CDC, ChildTrends, etc)	The target for this measure will be negotiated after baseline data are collected
Participants are satisfied with program services	Percent of youth that complete the Satisfaction Survey that indicate satisfaction by an average score of 4 or higher on a 5-pt scale.	80%

SECTION V PROPOSAL GUIDELINES

Instructions: Proposers should provide all of the information requested in the format indicated below. Proposals should meet the following specifications:

- Type should be 12-point font size.
- The proposal should be typed on 8 ½” x 11” white paper.
- Lines should be **double-spaced** with no less than 1” margins.
- Pages should be numbered 1 through and up to 10 starting with the Program Narrative
- The proposal should include a table of contents.

A. Proposal Outline

Proposal Outline

Application Cover Sheet

Program Narrative (10 pages maximum)

- Organization Profile
- Youth Recruitment and Retention
- Program Description
- Program Outcomes and Evaluation

Budget Narrative

- Program Budget

Attachments (see Proposal Package Checklist)

Proposal Details

Cover Sheet

Each proposal should have a **Proposal Cover Sheet**, contained herein. This should be the front page of the proposal. (This does not count towards the 10-page proposal narrative limit).

A. Program Narrative (10 pages maximum)

The Program Proposal is a clear, concise statement of the following. Where indicated, please respond to those questions that are specific to the Program Model – S.A.F.E. Programs. The Crime Strategy Initiative must be addressed only by those proposing to provide S.A.F.E. Programs.

1. Organization Profile

- Please state the mission of your organization.
- Describe the history of your organization (year founded and by whom), its size (budget and staff) and its evolution or key growth points.
- Describe your program's current activities.
- Describe accomplishments (organizational and programmatic) within the past two years that you consider most relevant to this proposal.
- The right people are as critical as the right organization or the right plans. Please tell us about the key individuals who will work on the project and the roles they will play. For each key staff position, attach a job description, including qualifications that will be required, and a resume for those staff who have been identified.

For S.A.F.E. Programs Only

- As evidence of the proposer's experience in providing services to high-risk youth as described herein, list up to three programs executed within the last 5 years and provide the information requested: Name of Program; Dates of Operation; Target Population(s); Enrollment.
- Describe each of the listed programs and indicate the staffing, range of activities, and evidence of success.

2. Youth Recruitment and Retention

- Describe the youth that will be the primary target of your program.
- Justify the number of unduplicated youth to be served annually by your program.
- Indicate the Average Daily Attendance expected.
- Describe your methods for recruiting and retaining your primary youth population.

For S.A.F.E. Programs Only

- Describe 2-3 specific participants (please don't use real names) to help us understand the challenges they may face in achieving success in your program.
- Describe your methods for overcoming these challenges.

3. Program Description

- Define your direct service program and describe what you will actually do or what you will offer to help your participants achieve positive outcomes.
- Provide a timeline or schedule of the delivery of programming, including a weekly schedule of programming noting breaks for holidays, etc.
- Provide a description of proposed facilities where program activities will be carried out. If additional facilities will be required to carry out the program, please discuss how these facilities will be acquired.
- Describe the essential and suggested support activities needed for success and demonstrate how they will be incorporated in the program.

For S.A.F.E. Programs Only

- Describe the applicant's capacity to integrate the proposed CSI into overall program operations, and how this activity is expected to contribute to program success.
- Does the applicant have a track record of providing services to high-risk youth through successful collaborations with other organizations, agencies and external stakeholders? Yes/No
- If YES, then list up to three CBOs, agencies or stakeholders with which services were provided.
- Describe each of the collaborations identified and indicate the range of services and activities provided, the contribution of each collaborator, and evidence of success.
- Describe in detail each of the following program elements and how each will be implemented, including the process to be used, staff assigned and time frames.
 - Outreach and recruitment
 - Screening and assessment
 - Enrollment and orientation

4. Program Outcomes and Evaluation

- Describe how evaluation will be carried out to track progress on Program Outputs and Participant Outcomes.
- Youth will be empowered to recognize their talents, strengths and voice. Describe how your organization proposes to accomplish this requirement.

B. Budget Narrative

A Budget Narrative must be submitted on a separate sheet of paper and be no more than two (2) pages long. Briefly describe how your budget is cost effective. The Budget Narrative accompanies the Budget Worksheets in Appendix K. For all items needing an explanation, start the description by referring to the corresponding line item or number. Make every effort to fully explain planned uses, other revenue sources, in-kind contributions, and/or anything else that will clarify your total program budget.

→ Program Budget

Fully complete the budget worksheets required for this RFP. Budgets will be evaluated on their reasonableness and clarity. This includes whether they can support sufficient staff and resources to fulfill the functions described in the Program Narrative. Forms for budget details are located in Appendix K.

SECTION VI Proposal Submission Procedures and Selection Process

A. Special Requirements

- Safe Places must be located within and provide services to youth living in a Safe & Sound neighborhood (see map, pg. 21).
- All services provided under this grant must be completely without cost to the participants.
- Specific target age range is 10 to 19 years.
- Only prevention education programs for high-risk youth will be considered responsive for those proposing to offer a S.A.F.E. program model. After-school drop-in centers, homework help or tutoring program proposals will not be accepted in this category.
- Youth participating in the Crime Strategy Initiative (CSI) will also be provided an opportunity to attend the Youth Leadership Institute held during the Spring & Summer.
- Programs must be able to document that quantifiable outcome/process objectives have been achieved.
- Grantees are required to participate in research and evaluation projects directed by Safe & Sound, as well as to develop and implement evaluation of their programs.
- Grantees are required to maintain participant attendance records in a web-based tracking system, and to submit reports by the 10th day of each month. All programs will present claims for reimbursement, also by the 10th day of the month. Semi-annual outcomes reports are required mid-year and at the conclusion of the contract year.
- Safe & Sound, Inc. will conduct periodic site visits to funded programs to monitor program compliance.

- **CLCs ONLY:** Agencies operating Safe Places within a CLC are required to provide a Memoranda of Agreement (MOU) with schools describing the nature of their collaboration and designating each party's responsibilities. These agreements are not transferable, and will terminate with the cessation of programming.
- Applicants must complete and submit all required documents listed in the Proposal Package section of this RFP to be considered for funding.

B. Proposal Package Contents (“Checklist”)

The Proposal Package should contain the following materials. Proposers should utilize this section as a “checklist” to assure completeness prior to submitting their proposals to Safe & Sound.

1. The proposal package should include one original set and four (4) duplicate sets of the documents listed below in the following order.

☐ **Cover Page** (Appendix A)

☐ **Proposal**

Program Narrative

☐ **Attachments**

Resumes and/or description of qualifications for key staff positions

MOU Agreement (Appendix B)

☐ **Budget Justification**

Budget Narrative

Budget Forms (Appendix G)

2. Provide only **one (1) copy** of these documents

☐ Most Recent Audit Report or Certified Financial Statement or a statement as to why no report or statement is available

☐ Articles of Incorporation

☐ List of organization's officers and directors

☐ Most recent annual report

☐ 2008 annual budget by funding sources with a cost allocation plan

☐ 2009 proposed budget by funding sources with a cost allocation plan

☐ IRS federal tax-exemption determination letter [501(c)3]

☐ Proof of Insurance

☐ Lobbying Certification Form

☐ Debarment Certification Form

☐ Occupancy Permit

C. Evaluation Criteria

Grant awards will be competitive. They will be based on the evaluation criteria set forth below:

- Demonstrated quantity and quality of successful relevant experience 20%.
- Demonstrated level of organizational capability 20%.
- Quality of proposed program approach 30%.
- Extent to which proposer demonstrates ability to and success in achieving measurable outcomes (30%).

SAFE & SOUND PROPOSAL COVER SHEET
(All requested information must be provided)

Site/Program Name: _____ Date Submitted: _____

Address/Zip of Safe Place Location: _____

Total Proposed Budget: _____ Amount Requested: _____

Duration of Program: from (mo/year): _____ to (mo/year): _____

Applicant/Organization Information:

Name and address/zip code of administrative office:

Phone : _____ FAX: _____ Email: _____

Website: _____

Chief Staff Person: _____ Phone number: _____

Contact Person/Title: _____ Phone number: _____

Board Chairperson: _____

Date of establishment: _____

Dates of applicant's/organization's fiscal year: _____

Organization's total operating budget for past year _____ Current year _____

Has the governing board approved a policy, which states that the organization does not discriminate as to age, race, religion, sex or national origin? (Please check one) ☐ Yes ☐ No ____

Our organization attended the Technical Assistance Meeting (Please check one) ☐ Yes ☐ No

Please indicate for which Program Model you are applying:

- ☐ S.A.F.E. Program - Funding Limit up to \$40,000
- ☐ Youth Together Drop-In Center – Funding Limit up to \$20,000 (*continued on next page*)

(cover page continued)

Signatures

1. Executive Director or an authorized officer of the organization must sign this application.

_____	_____
Signature	Title

Print Name

Signature required for agencies operating in a school or facility not owned by them

2. _____	_____
Print Name	Title & Phone number

***Signature** of School Principal (if applicable) or Facility Director of location not owned by applicant agency

****SAMPLE****

APPENDIX B

MEMORANDUM OF UNDERSTANDING

COMMUNITY-BASED ORGANIZATION has established and defined the following Memo of Understanding for the Safe Place After-School Program partnership between **COMMUNITY LEARNING CENTER**. The assurance of a positive, successful partnership is dependent upon the desire and willingness of all parties involved to work cooperatively throughout the entire school year.

This Agreement entered into as of the _____ day of _____, 20____, by and between **COMMUNITY BASED-ORGANIZATION** (hereafter referred to as "**CBO**"), Milwaukee, WI ZIPCODE and

_____ (hereafter referred to as "**CLC**").
This agreement will be in effect until termination is made by either the "**CBO**" or the "**CLC**".

WHEREAS, the **CLC** provides an established educational, as well as recreational program in Public Recreation which includes the opportunity for students to engage in recreational, extracurricular, and educational activities; and

WHEREAS, the **CLC** has facilities and personnel available for practical instruction to assist students; and

WHEREAS, the **CBO** and the **CLC** desire to define their respective obligations and duties to the other and establish a written structure for their continued relationship and cooperation;

THEREFORE, it is mutually agreed by the **CBO** and **CLC** that:

The CBO Agrees to:

- DESCRIBE RESPONSIBILITIES RELATED TO PROGRAMMING, STAFF, REPORTING, MEETINGS, ETC.

CLC Agrees to:

- DESCRIBE RESPONSIBILITIES RELATED TO PROGRAMMING, STAFF, REPORTING, MEETINGS, ETC.

CLC Personnel Agrees to:

- DESCRIBE RESPONSIBILITIES RELATED TO PROGRAMMING, STAFF, REPORTING, MEETINGS, ETC.

The Term of the **MEMORANDUM OF UNDERSTANDING** is January 1, 2009 to June 30, 2009.

It is further understood by both the **CBO** and the **CLC** that if at any point, this **MEMORANDUM OF UNDERSTANDING** is amended by either party involved; the Safe & Sound contract is not automatically extended.

Nothing in this agreement shall be construed as an indemnification by one party or the other for liability of a party or third persons for property loss or damage or death or personal injury arising out of the performance of this agreement. Any liabilities or claims for property loss or death or personal injury by a party or its agents, employees, contractors or assigns or by third persons, arising out of and during this agreement shall be determined according to applicable law.

IN WITNESS THEREOF, the **CBO** and the **CLC** hereto have subscribed their names:

COMMUNITY-BASED ORGANIZATION

BY: _____ **Date:** _____

Title: _____

BY: _____ **Date:** _____

Title: _____

CLC: _____

BY: _____ **Date:** _____

Title: _____

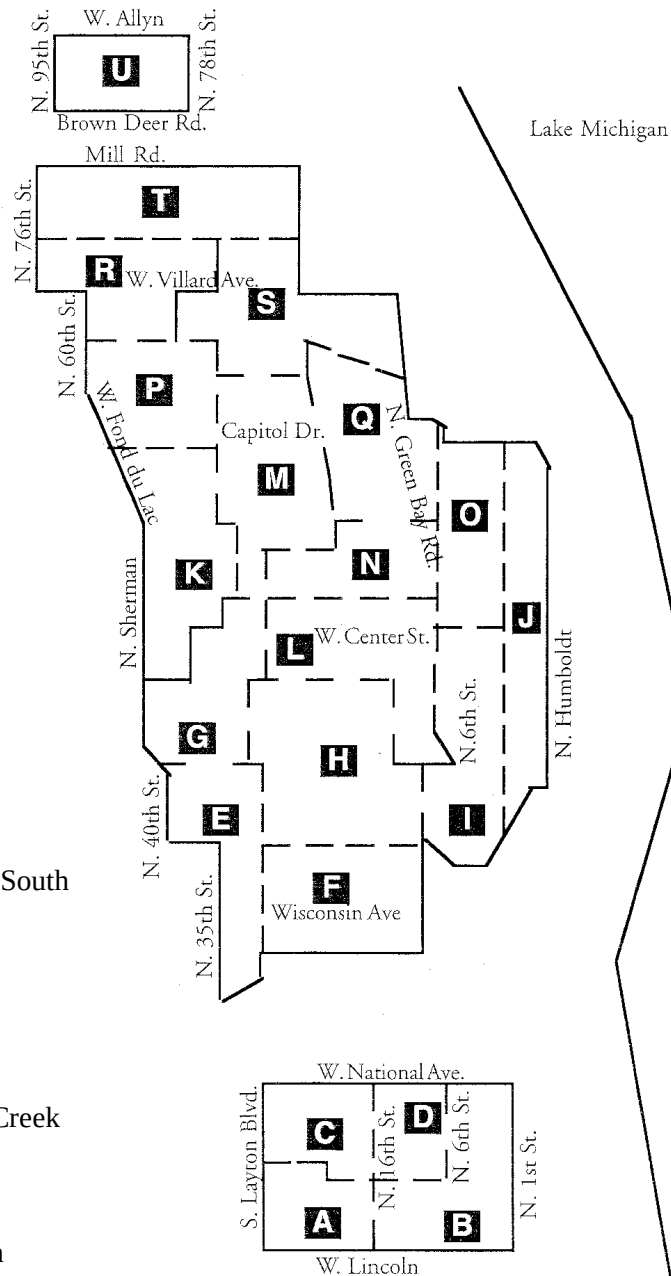
BY: _____ **Date:** _____

Title: _____

Safe & Sound Target Neighborhoods

Neighborhood Key:

- A Historic Southwest
- B Kosciuszko Park
- C Clarke Square
- D Central South
- E 27th Street West
- F Avenues West
- G Metcalfe Park
- H Midtown
- I Hillside Harambee South
- J Riverwest
- K Sherman East
- L WAICO Amani
- M United West
- N United North
- O Harambee South
- P Parklawn/Lincoln Creek
- Q United North
- R McGovern Park
- S Lincoln Park
- T Silver Spring North
- U The Woodlands



**FISCAL AND RISK MANAGEMENT
STANDARDS FOR GRANTEES**

APPENDIX D

In order to receive funds directly from Safe & Sound or its fiscal agents, an organization must provide proof of the following:

Fiscal Management Capabilities

1. A double-entry, preferably automated accounting system, with appropriately degreed and trained staff operating it;
2. Established, written financial management and personnel policies;
3. A proven track record of regular independent fiscal audits (or bonafide reasons why they have not been provided);
4. No outstanding claims with the Wisconsin Dept. of Revenue or the Internal Revenue Service.

Proof of Insurance for Risk Management (insurance coverages must be year-round)

1. General comprehensive liability broad form insurance with a combine single limit B.I./P.D. of \$500,000;
2. If automobiles are used in the performance of your program: automobile liability insurance of \$250,000/\$500,000 for Bodily Injury, \$100,000 in Property Damage, or a policy having a combined single limit of \$500,000 B.I./P.D. (You should also designate in your proposal whether the automobiles in use are owned, hired, or leased);
3. Compliance with minimum statutory limits of Workers Compensation;
4. Listing of Safe & Sound, Inc. as an additional insured on all liability coverages;
5. An Affidavit of No Interest provided directly by your carrier with the requisite Certificate(s) of Insurance (insurance binders will not substitute for actual certificates carrying your policy numbers).

You are encouraged to voluntarily explain any other fiscal or risk management standards beyond those above to which your organization adheres. This may assist your proposal in the review process.

CERTIFICATION REGARDING LOBBYING

APPENDIX E

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection
- 3) with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 4) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By: _____ Date: _____
(Signature of Official Authorized to Sign Application)

For: _____
Name of Provider

Title of Program: _____

CERTIFICATION REGARDING DEBARMENT

APPENDIX F

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 5) Neither the provider organization nor any of its principals are debarred, suspended, or proposed for debarment for federal financial assistance.
- 6) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

By: _____ Date: _____
(Signature of Official Authorized to Sign Application)

For: _____
Name of Provider

Title of Program: _____

BUDGET FORMS

These forms are located on the Safe & Sound website, www.safesound.org