

**Southwest Key Programs, INC
Department of Youth Justice Services**



**Request for Proposals
Services to Juvenile Offenders in High Crime,
High Poverty Communities
as
Project JUMP START**

Release Date:	Monday, September 10, 2012
Proposal Due Date:	Friday, October 5, 2012 by 12:00 p.m. CST

SOUTHWEST KEY PROGRAMS

6002 JAIN LANE

AUSTIN, TEXAS 78712

(512)462-2181

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SECTION I – INTRODUCTION

A. Introduction to Southwest Key Programs

Southwest Key Programs, Inc. (SWK), founded in 1987, is a non-profit national organization that provides transformative education, employment and training services, workforce and community development, academic services, innovative safe shelters, and alternatives to incarceration for over 6,000 youth each day through 55 comprehensive programs in six states, while creating opportunities for their families to become self-sufficient. SWK's manages over \$74 million in federal, state and private funds and employs over 1,400 employees. SWK is a recognized national leader in the design and implementation of innovative, community-based youth justice programs for federal, state and local agencies.

For the past 25 years, SWK has collaborated with various youth probation departments, and social service agencies in the design and implementation of effective, community-based programs for juvenile youth offenders, including implementation of family and community alternatives to incarceration programs. In addition, through its subsidiary, SWK Workforce Development, LLC operates the One Stop Center for both Workforce Solutions Cameron and Workforce Solutions of West Central Texas.

B. Mission and Vision of SWK

Mission: Opening doors to opportunity so individuals can achieve their dreams.

Vision: Every person has an opportunity to thrive in a community that fosters success and social equity.

C. SWK Fast Facts

Founded: 1987

Legal Status: Nonprofit, charitable 501(c)(3) Social Service, Education and Community Development Organization

Staff: Over 1,400 nationwide

Programs: Southwest Key operates 55 juvenile justice and family programs, safe shelters for immigrant children, schools, and community building initiatives

Number Served: Approximately 6,000 youth daily

Headquarters: Austin, Texas

Locations: Texas, California, New York, Georgia, Arizona, Wisconsin

FY 20011-12 Budget: \$74 million

Funding: Grants and contracts by U.S. federal, state, and local government, foundations, and corporations; special events; private contributions

Social Enterprises: Southwest Key Enterprises, Inc., Southwest Key Cafe del Sol, LLC; Southwest Key Maintenance, LLC; Southwest Key Properties, LLC; Southwest Key Workforce Development, LLC; Youth Transportation Services, LLC; The Blooming Florist, LLC; Southwest Key Youth and Family Services, LLC.

D. RFP Key Dates and Information

Issue Date	September 7, 2012
Final Day For Questions	September 14, 2012 at 12pm CST
*Bidder's Conference	September 17, 2012 at 2pm CST
Responses to Questions	September 21, 2012
Closing Date	October 5, 2012 12pm CST
Start Date	January 1, 2013

A Bidder's conference will be held via conference call on September 17, 2012 at 2:00 p.m. central standard time. The call in number will be 1-866-316-1519, participant pass code 58350001.

All questions must be submitted by email to tgutierrez@swkey.org by 12:00 p.m. central standard time September 14, 2012. Any questions received after this deadline will not be considered for inclusion in the bidder's conference.

Post bidders conference questions and answers will be posted on www.swkey.org/about/jobs/rfp.html by September 21, 2012.

E. Proposal Requirements

Offers must submit sealed proposal by **12:00 p.m. CST on Friday, October 5, 2012**. Each bidder must submit a total of **5** copies consisting of one (1) original and (4) four copies. No emailed or faxed proposals will be accepted. Proposals may only be accepted if delivered by U.S. Postal Services, Federal Express, UPS, other courier services, or personally delivered by proposer. SWK will not be responsible for missing, lost, or late mail. Any proposals received after the set deadline will not be accepted.

The proposal narrative is limited to 30 double-spaced, single-sided 8.5 x 11-inch pages with 12-point text font (Times New Roman or Arial) and 1-inch margins. The Respondent must utilize tabbed dividers to separate each section of the proposal. Any materials beyond the specified page limit will not be read. Respondents must consecutively number each page of the ENTIRE PROPOSAL beginning with page

number 1. Respondents must include a Table of Contents indicating where each of the aforementioned proposal criteria can be located.

Submission of Proposals should include one (1) original and four (4) paper copies of the entire PROPOSAL. The original and copies must include all required attachments and supporting documentation. In addition, the original hard copy must be clearly marked as "Original" on the outside cover and contain original signatures of a person authorized to make a binding offer. The proposal must also include one (1) electronic copy of the entire proposal on a CD or DVD.

In addition to the proposal narrative, the respondent must submit a one-page, single-sided abstract summarizing the proposal project including, but not limited to: the scope of the project, number of total participants to be served, and proposed outcomes. The abstract should be single-spaced and formatted at 12-point Times New Roman or Arial font.

All proposal forms must be signed by persons who have legal authority to bind the respondent to the services that are proposed. Proposals must be delivered to:

**Southwest Key Programs, Inc
6002 Jain Lane
Austin, TX 78721.
Attention: Ms. Tozi Gutierrez**

Note: Southwest Key Programs, Inc. reserves the right to accept or reject all or any part of received proposals, waive minor technicalities, and award the proposal to the respondent best able to serve the interest of SWK. All proposals become the property of SWK and will not be returned to the Respondent.

SECTION II – FUNDING BACKGROUND

A. Department of Labor – Education and Training Award

SWK is one of four grant recipients of the United States Department of Labor (DOL), Education and Training Administration (ETA) funded by the Workforce Investment Act (WIA) selected to serve juvenile offenders in high poverty, high crime communities (HPHC). SWK will serve as the fiscal and management agent for these funds to contract with sub-grantees for the operation of programs in multiple sites. The sites are Atlanta, Georgia, Buffalo, New York, Houston, Texas and Milwaukee, Wisconsin.

The purpose of these grants is to improve the long term labor market prospects of these youth.

B. Background of Funding Opportunity

According the Department of Labor each year, juvenile courts in the United States handle roughly 1.6 million delinquency cases and place an estimated 144,000 youth in juvenile correctional facilities. Youth placed in juvenile correctional facilities face severe educational and labor market barriers. A 2001 report stated that “[a] conservative, preliminary estimate of the prevalence of youth with learning and emotional disabilities in juvenile corrections is 32 percent, which is notably higher than the prevalence of disability among school-age children in the United States, which is about nine percent.”¹ A 1997 report from the National Center on Education, Disability, and Juvenile Justice noted that the percentage of youth in juvenile correctional facilities who were identified as being in special education programs before their incarceration is at least three to five times higher than the percentage of the general public school population identified as learning disabled.² A study of Philadelphia public schools found that in 2000, only 10 percent of students in a juvenile correctional facility eventually graduated from the Philadelphia School District.³

Youth placed in juvenile correctional facilities also face family disruptions, mental health disorders, and substance abuse problems. The 2003 Survey of Youth in Residential Placement indicates that only 19 percent of committed youth lived with two parents when they entered custody, 56 percent lived with only one parent, and 26 percent lived with no parent at all.⁴ A 2006 study conducted by the National Center for Mental Health and Juvenile Justice estimated that 70 percent of youth in juvenile correctional facilities, detention centers, and community-based care have a diagnosable mental health disorder, including 80 percent of girls and 67 percent of boys in these facilities. Twenty-seven percent of youth in these facilities have a mental disorder severe enough to require significant and immediate treatment. Sixty percent of juveniles in residential confinement with a mental health disorder also suffer from co-occurring substance abuse disorders.⁵

Youth in the juvenile justice system have a high probability of returning to crime. As an example, the Commonwealth of Virginia reports that 75 percent of youth released from state correctional facilities and 61 percent of youth placed on probation in the Commonwealth are arrested for a new crime within three years.⁶

To help address these problems, DOL awarded these grants to improve the long-term labor market prospects of these youth. These grants will include a combination of workforce development, education and training, case management, mentoring, restorative justice, and community-wide violence reduction components. While the overarching principle that DOL wants all grantees to follow is to provide services that best meet the needs of each individual youth, DOL expects that services for youth ages 17 and under will focus on helping them succeed in high school, internships, and summer jobs, and that services for youth ages 18 and above will focus on helping them receive high school diplomas or GEDs, and enter post-secondary education, apprenticeships, or vocational training that lead to a credential in demand industries within the local economy. These efforts will enhance the long-term employability of participants in unsubsidized employment.

C. Purpose of the Request of Proposal (RFP)

As the managing grantee, SWK is seeking proposals from qualified and eligible independent contractors (sub-grantees) for the operation and management of its

Department of Labor (DOL), Employment and Training Administration (ETA) Workforce Investment Act (WIA) Juvenile Offenders Program in the High- Poverty, High-Crime Communities Grant (HPHC) for the following areas:

- **Buffalo, New York**
- **Atlanta, Georgia**
- **Milwaukee, Wisconsin**
- **Houston, Texas**

The services delivered by the sub-grantees will include, but are not limited to, the provision of employment and training services under the following project components:

- **Workforce Development**
- **Education & Training**
- **Case Management**
- **Mentoring**
- **Restorative Justice Projects**
- **Community Wide Efforts to Reduce Crime & Violence**

The Request for Proposal (RFP) provides a uniform method for the procurement of these services.

SECTION III – PROPOSAL REQUIREMENTS

A. Availability of Funds

SWK will award the contract to one respondent in each of the communities listed previously for the operation and management of the DOL ETA High-Poverty, High-Crime (HPHC) program funded by SWK as “Project **JUMP START**” to serve juvenile offenders, ages 14 up to 21 years of age.

SWK plans to contract with sub-grantees for a period of 26 months to carry out the operation, management and follow up of the program requirements during the periods from **January 01, 2013 through February 29, 2015**. The budget periods will be for two (2) distinct 13 month periods called Year 1 and Year 2. This is a **cost reimbursement** project. Start up funds will not be available for this project.

SWK has available grant awards in the amount of **\$510,230** for **Year 1** and **\$509,530** for **Year 2** per site, to be used for the delivery of services for Project JUMP START. There will be a maximum allowable 5% cap for administrative costs. Each respondent must prepare two 13 month budgets using the total grant award.

The budget allows for a maximum of \$314,800 for operations and personnel costs for both Yr. 1 & Yr. 2 and \$195,430 Yr.1 and \$194,730 Yr. 2 to be allocated to direct participant services for the following activities:

- On the Job Training
- Internships
- Retention Bonuses
- Tuition for Post Secondary and Vocational Institutions
- Incentive Payments (internship completion incentive, youth recognition, training completion)
- Mentoring Program Activity

The successful proposer will demonstrate that the proposed costs for providing the services submitted in the budget detail and narrative are necessary and reasonable.

Changes to the scope of work and/or resultant contract shall be subject to the availability of funds, successful contract negotiations, applicable procurement standards, and the laws, rules, regulations and policies governing the programs funded under this Request for Proposals.

B. Eligibility Criteria

Any non-profit organization with IRS 501(c)(3) designated status with the financial and management capacity to implement Project JUMP START on a cost reimbursement basis may apply for these grants. Consideration will be given to those respondents with prior experience providing juvenile or workforce development services.

SWK requires a criminal background check for all sub-grantee's employees and subcontractors that will be providing services under this agreement. This criminal background check shall adhere to all appropriate federal and state laws, restrictions and Southwest Key Programs, Inc. policies and procedures. Background checks will be run at the expense of sub-grantee and only individuals who have passed SWK's criminal background check will be permitted to perform services under this agreement.

Veterans Priority for Participants

The Jobs for Veterans Act (Public Law 107-288) requires sub-grantee 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-grantee must comply with DOL guidance on veterans' priority. ETA'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

C. Communities to be Served

Respondents must propose to provide services in a community that has a poverty rate of at least 30 percent for urban areas and 25 percent for rural areas. For the purpose of this project, DOL defines a rural area as a non-metropolitan area. The U.S. Bureau of Census now has American Community Survey data available at the Census Tract level. (<http://www.census.gov>) Respondents must use the American Community Survey data to show in their proposals the cumulative poverty rate of the various Census Tracts (for urban areas) or counties or county sub-divisions (for rural areas) included in their target communities. Individual Census Tracts within proposed urban target communities may

have poverty rates of less than 30 percent, but the average poverty rate for the target community must be at least 30 percent.

Similarly, individual counties or county sub-divisions within proposed rural target communities may have poverty rates of less than 25 percent, but the average poverty rate for the target community must be at least 25 percent. Census Tracts, counties, and county sub-divisions that make up the target community must be contiguous and respondents must provide an accurate map showing a contiguous target community.

Respondents must demonstrate that their community is a high-crime area by showing that the felony crime rate in the police precinct that most closely overlaps with the target community is higher than the overall felony crime rate of the city (for urban areas) or of non-metropolitan counties in the state (for rural areas). Additionally, respondents must demonstrate local need by providing data from the local juvenile justice agency on the number of youth from the community who in the past year returned from juvenile correctional facilities, were placed on probation, and were placed in alternative sentences, as well as the number of youth who are expected to return to the target community over the next two years. Respondents must require that participants currently reside in or resided in before confinement in the target community identified by the respondent. For more information on how to access American Community Survey data access the link <http://www.census.gov/>. Step by step instructions are provided at <http://www.swkey.org/about/jobs/rfp.html> website along with this funding announcement.

D. Required Program Components

Participants Eligible to Receive Services

- Are at least age 14 years of age on the date of enrollment;
- Are currently involved or have been involved with the juvenile justice system within 12 months before enrollment, which includes those:
 - o under the supervision of the juvenile justice system, either in out-of-home placements or on probation or parole;
 - o under an alternative sentence by the juvenile justice system; or
 - o under a diversion program as an alternative to juvenile prosecution by the juvenile justice system;
- Have never been convicted as an adult under Federal or State law; and
- Currently reside in (or resided in before confinement in a correctional facility) the community to be served as identified by the sub-grantee.

E. Required Program Activities

Utilizing this competitive selection process SWK proposes to enter into collaborative contractual partnerships with sub-grantees in the communities of **Buffalo (New York), Atlanta (Georgia), Milwaukee (Wisconsin), and Houston (Texas)** to implement the DOL HPHC Grant known herein as “Project **JUMP START**”. The sites were selected based on criteria of high-poverty and high-crime rates.

The proposal should describe in detail the project design by the sub-grantee to administer the grant funds in accordance with the following components:

- **Workforce Development** activities for participants 17 years of age and younger and 18 years of age and older that lead to skills development, employment training and/or employment gained.
- **Education and Training** activities for participants 17 years of age and younger and 18 years of age and older that lead to educational gains in reading and math, educational attainment, higher educational enrollment, or vocational training.
Case Management services for participants that offer assessments of needs, individualized plans, supportive assistance and follow up services that leads to a comprehensive social support system.
- **Mentoring** services for participants that offer support to participants in reintegration, modeling and guidance that leads to a comprehensive transition to the community.
- **Restorative Justice** services for participants that offer an opportunity for them to give back to the community in a meaningful way that leads to acceptance, and appreciation for service to others.
- **Community Wide Violence Reduction Efforts** that leads to community involvement and collaboration towards the reduction of crime and violence in their communities.

Partnerships: SWK requires that sub-grantees to partner with juvenile correctional facilities, the local juvenile justice system and the local public or alternative school systems. We strongly suggest that sub-grantees partner with local drug and alcohol treatment services, local workforce investment boards, and youth serving agencies to be able to implement workforce development and educational programs that are interrelated. Respondents should demonstrate current collaborations or partnerships and/or letters of support from these agencies in the RFP. Suggested activities from partnerships are as follows:

- Juvenile correctional facilities to receive pre-release referrals of eligible youth who plan to return to the community being served; to allow workforce development, educational, case management, and mentoring services at the correctional facility; and to coordinate post-release transitional services for program participants.
- The local juvenile justice system to receive referrals of eligible youth in locally operated detention facilities, on probation, in alternative sentence programs, diverted before adjudication as an alternative to juvenile prosecution, or involved in the juvenile justice system within the past 12 months; to coordinate services for program participants with juvenile community supervision officers; and to allow workforce development, educational, case management, and mentoring services at the detention facility.
- The local public school system in order to take steps to improve the transition of youth returning to school after release from juvenile correctional facilities and to improve services to youth placed on probation by the juvenile justice system.
- The local foster care system to ensure coordination in serving juvenile offenders in foster care.
- Local drug and alcohol abuse treatment centers to provide assistance to program participants in need of such services.
- The local workforce investment board and local employers to coordinate the provision of employment services.
- Community-based organizations to provide supportive services to participants

F. Population to be Served

Project **JUMP START** sub-grantees will be required to serve a total of **300 youth ages 14 to 21** who are juvenile offenders from the high-poverty, high-crime communities who currently reside in or resided in confinement during the last 12 months. Of the 300 youth to be served at least 100 of these youth must come from detention centers or on site facility placements. The remaining 200 from out of detention services such as parole, probation or alternative sentencing.

For the purpose of this program, youth are categorized into younger youth and older youth categories. Younger youth are considered 17 years of age and under (14) and older youth are considered 18 years of age and older (21). Sub-grantees should indicate the number of youth they propose to serve in these categories.

Mentoring: SWK will require sub-grantees to offer mentoring services to youth as part of this program. It is expected that **100 mentors** actively work with youth participating in this program over the course of the 26 months. Proposers should have at least 50 mentors providing consistent comprehensive mentoring services throughout the duration of the project year. It is further required that at least 100 youth, both in

detention and out of detention, receive these mentoring services each year. Each sub-grantee will implement a comprehensive mentoring program that will include one-to-one and small group mentoring. The process to recruit mentors and a description of the mentoring program should be clearly delineated in the response to this RFP.

Community Service Activities: Each sub-grantee will be required to coordinate at a minimum **20 community service projects** serving **200 youth** over the course of the 26 month grant period. Proposers should conduct at least 10 projects per year with a minimum of 100 youth participating in these events during each funding year. The types of community projects proposed to coordinate should be clearly delineated in the response to this RFP.

G. Performance Expectations

SWK will require performance goals for both youth in the program and those youth that exit the program. In-program performance goals will be for the placement rate of younger youth (17 and under in internships and summer jobs; the reading and math gains of both younger and older youth that are youth ages 18 and above); and the placement of both younger and older youth in restorative justice projects and mentoring programs.

Post-program performance goals will be set relating to the placement rate of out-of-school youth, ages 18 and above, in employment, apprenticeships, post-secondary education, the military, or occupational skills training leading to credentials in demand industries; the rate at which both younger and older youth attain high school diplomas or GEDs; the retention rate of younger youth in high school and of older youth in employment and education placements; the recidivism rate of both younger and older youth; and the rate at which older youth attain credentials in demand industries.

Please use the table below to fill in performance goals based on the total number of youth (younger, older, in-detention and out-of-detention) the respondent proposes to assist. Additionally, when completing the table respondents should understand that the numbers can be duplicative, meaning one youth may meet more than one goal so long as the overall goals are met.

In-Program Goals	#	Post-Program Goals	#
# of youth placed or <u>completed the following during the grant cycle:</u>		# of youth placed or completed the following during the grant cycle:	
Internship		Retention in high school	
Summer Jobs		Completion of High School Diploma	
OJT		Completion GED	
Reading Gains		Admission to College	
Math Gains		Admission to Military	
Financial Literacy Development		Admission to Vocational School	
Job Readiness Skills Development		Occupational Skills Training	
Restorative Justice Project		Industry Recognized Credentials	
Mentoring Program		Admission to Apprenticeships	
Return back to School		Employment	
Decreased Recidivism Rate		Employment Retention	

H. Allowable Uses of Grant Funds

Allowable uses of grant funds for projects funded under these grants include, but are not limited to, the following activities:

1) Workforce and education activities, such as:

- Job placement services; vocational skills training and wages in an on-the-job training framework; paid and unpaid work experiences, including community service and restorative justice activities;
- Payment of stipends to participants based on their performance in the program;
- Payment of employment and retention bonuses;
- Basic skills instruction and remedial education;
- Language instruction educational programs for individuals with limited English proficiency;
- Reasonable accommodations for persons with disabilities;
- Tutoring, credit retrieval programs, dropout prevention activities, GED instruction, and career awareness classes;
- Counseling and assistance in compiling high school credits, applying for postsecondary education, and applying for financial aid; and
- Alternative secondary school services.

2) Mentoring Services

- 3) Case management services**, including referrals to housing assistance services, mental health counseling, substance abuse treatment, supportive services as defined in Section 101(46) of the Workforce Investment Act (WIA); and referral to and payment of legal services related to the purpose of this grant, such as: securing a driver's license, expunging criminal records, and creating and/or modifying child support orders.
- 4) Participant personal development** activities that seek to develop non-technical skills, abilities, and traits that participants need to function in a specific employment environment that supports one or more workplace competencies including problem solving and other cognitive skills, oral communication skills, personal qualities, work ethic, and interpersonal and teamwork skills. Examples include leadership training, financial literacy training and job readiness training.
- 5) Restorative Justice Projects** that allow returning offenders to give something positive back to their neighborhood to make up for their criminal offenses.
- 6) Follow-up services** within the period of performance of the grant that focus efforts on job retention for older youth and school retention for younger youth, including regular contact with participant employers and schools; assistance in addressing work-related or school-related problems that arise; assistance in securing better paying jobs, career development, and further education; peer support groups; adult mentoring; and tracking progress made by participants in employment after training. Follow-up services for older youth should begin when they have a long-term placement, and grantees can determine the appropriate point to begin follow-up services for younger youth.

SECTION IV - SCORING

SWK reserves the right to reject any or all of the proposals, in whole or in part to waive any informality in any proposal, and to accept the proposal which, in its discretion, is in the best interest of SWK. Proposals will be carefully evaluated for cost effectiveness and for compliance with the specifications. SWK's selected panel will make the final decision of agreement award. The contract will be awarded to the responsible sub-grantees who submit a superior but economical proposal based on the relative importance of the following criteria:

- Project Design (40 Points)
- Cost (20 Points)
- Experience with Department of Labor, Employment and Training - WIA Programs (10 Points)
- Experience Working with Juvenile Offender Populations (10 points)
- Professional/Financial Qualifications (10 Points)
- Past Program Performance (10 Points)

A. Project Design Components (40 points)

Respondents are required to include all of the components below in their projects. Each individual enrolled in these projects does not necessarily have to participate in every one of these project components. Respondents are required to describe how it proposes to implement each of these components for the target youth. The points for these six components of this criterion will be rated based on the comprehensiveness and likely effectiveness of the responses provided to the following:

- 1) Workforce:** It is important for workforce development programs to support the development of career goals and an understanding of career pathway options. Career pathways are an integrated collection of programs and services intended to develop participants' core academic, technical and employability skills; provide them with continuous education and training; and place them in high-demand, high-opportunity jobs.

The workforce development component should feature year-round and summer internships, summer jobs for juvenile offenders ages 17 and under, and work experience and placement into apprenticeships and employment for juvenile offenders ages 18 and above. The internships should provide participants a chance to work, either individually or in groups, on projects in which they interact with professionals and learn about new career fields. The workforce development

component may also include providing paid or unpaid work experience or on-the-job training that eventually leads to placement in private sector employment for participants ages 18 and above. Youth in confinement should be exposed to career pathway options and the establishment of career goals as soon as possible.

- 2) Education and Training:** The education and training component must place high priority on helping both younger and older youth obtain their high school diplomas or GEDs, focusing on interventions to help youth ages 17 and under succeed in high school and to help out-of-school youth ages 18 and above enroll and succeed in alternative schools, evening continuation schools or GED programs. Programs funded under this grant must provide a comprehensive set of interventions to address the varying academic levels of participants.

The educational component may include the following: integrating education interventions with career and occupational development and basic skills instruction or remedial education; assessing for learning disabilities; providing language instruction for individuals with limited English proficiency; tutoring; providing study skills training; and conducting credit retrieval. Additional educational interventions could include counseling participants on acquiring financial aid to attend college, taking them on visits to local community and four-year colleges, and helping them fill out necessary application forms for college. Respondents must design these interventions so that they lead participants to attainment of a secondary school diploma, GED, or other State-recognized equivalent (including recognized alternative standards for individuals with disabilities) or credentials in demand industries in their local area. Respondents should use Bureau of Labor Statistics (BLS) data and information obtained from their local economic development organization and Workforce Investment Board (WIB) to develop a selection of training that is relevant to the employment needs and growth in their local communities. These interventions must include linking academics to career pathways and career goals. Implementing this component will also require partnerships with the local public school system, apprenticeship programs, job training programs-including programs provided by the public workforce system, and community and four-year colleges.

- 3) Case Management:** This component will allow funding for a team of full-time advocates to serve program participants for this grant. SWK anticipates these case managers or advocates will assist community supervision officers in serving returning young offenders and in linking these offenders to supportive services, transportation, housing, mental health services, and other social services. In addition, case managers should coordinate with child care agencies to ensure that

juvenile offenders with children have access to child care. Case managers should also ensure that participants receive training in financial literacy; counseling regarding criminal records, civil rights, and applying for jobs; and assistance in applying for Federal benefits such as Pell Grants and Supplemental Nutrition Assistance Programs (SNAP) for Food Stamps. SWK also expects that case managers will provide follow-up services to participants within the period of performance of the grant. Youth in confinement should receive case management services prior to release, but no more than 90 days prior to release. Services should include linking these offenders to supportive services, transportation, housing, mental health services, and other social services upon release

- 4) Mentoring:** This component will provide adult mentors for program participants. Many types of organizations can provide mentors, such as faith- and community-based organizations, business firms and college fraternities. This component may include one-on-one mentoring; group mentoring, and/or service-based mentoring. SWK encourages the use of one-on-one mentoring and mentoring in small groups. SWK expects that mentoring will start at some point before release for youth in correctional facilities to allow these youth to become familiar with their mentors before release. Mentors will assist youth with transitioning into the community and may address issues such as family support and unification, and assistance with understanding how to secure supportive services.
- 5) Restorative Justice :** Sub-grantees will be required to implement community service projects that allow returning offenders to give something positive back to their neighborhood to make up for their criminal offenses. Examples of possible collaborating agencies for these restorative justice projects include local conservation and service corps programs, AmeriCorps programs, volunteer organizations, local businesses, local government agencies, and state and local parks. Note that grant funds may not be used to pay for building materials.
- 6) Community-Wide Violence Reduction Efforts:** Sub-grantees will be required to involve faith-based and community organizations, state and local government agencies, and social service organizations in the neighborhoods being served in a community-wide effort to prevent crime and violence. See example from Boston's 10 Point Coalition <http://www.bostontenpoint.org/index.html>. Such efforts require multiple organizations and agencies to join together to pressure youth gangs to reduce violence, to negotiate truces between rival gangs, and to offer other guidance and assistance to youth.

Sub-grantees will be required to formally establish the Steering Committee within one month after execution of contract with SWK and set in place a Memorandum of Understanding (MOU) describing the roles and responsibilities of Committee partners.

B. Cost (20 Points)

Cost efficiency in operating an administering the 26 month project and meeting all the proposed outcomes. In other words, the total costs to SWK for the first 13 months and the second 13 months (provide two detail budgets with itemized expenditures). The extent to which the sub-grantee has accounting systems in place to effectively manage, allocate, monitor, and track all cash flow. The extent to which the sub-grantees has successful past experience managing federal budgets, particularly DOL WIA dollars. See budget template on page 26.

In preparing the Budget Template attached in Section VI, a budget narrative should also be prepared to correspond with the template. The respondent must provide a concise narrative explanation to support the budget request for the 26 month contract period. The budget narrative and template should consist of two 13 month periods. The budget template must illustrate itemized costs and the narrative must provide a description of costs associated with each line item on the budget template. It should also include a description of leveraged resources provided (if applicable) to support grant activities. Applications that fail to provide a budget narrative for the 26 month period will be considered non-responsive and will not be reviewed. There is no page limit for the budget narrative, but it should be single-spaced, formatted at 12-point Times New Roman or Arial font, and be consecutively numbered in line with the entire proposal.

C. Experience with DOL, ETA or WIA Programs (10 points)

Sub-grantee demonstrates to have the experience, knowledge, expertise, skills and infrastructure in both administrative and programmatic to implement, operate and manage employment and training programs serving at-risk low-income youth, particularly juvenile offenders 14 years of age and older.

D. Experience Working with Juvenile Offender Populations and Low-Income At-Risk Youth (10 points)

Respondent's demonstrates the ability to effectively work with the target population in traditional and non-traditional settings (Out-of-Home-Placement and In-Home-Placement. In other words, in-confinement and out-of- confinement.

E. Professional/Financial Qualifications (10 points)

Respondent's demonstrated competence and experience in providing relevant project services to like agencies. Eligible sub-grantees will be those respondents, and institutions that have the qualifications, experience, expertise, and a proven track record of providing high-quality services and management of federal dollars to other agencies.

F. Past Program Performance (Value 10 points)

Respondent demonstrates to have the experience in like program goals and outcomes. Please provide examples.

SECTION V – OTHER RFP SPECIFICATIONS

A. Data Management System

SWK maintains a nation-wide data management system (ETO Impact/Community™) to collect participant performance data with all of its affiliated sites. SWK will require that each sub-grantees subscribe to ETO at an annual cost of \$1,500/year to set up this data management system to collect all required outcome performance data. ETO is a secured, web-based, and customizable database that allows for flexibility in building specific indicators that meet the needs of funding sources, service providers, and partners to capture data related to performance measures. SWK and sub-grantees, in addition to any DOL/ETA data reporting requirements, will utilize ETO to collect and compile necessary participant employment and training data, project component data, and any other program data to monitor and evaluate performance outcomes, component status, and activities of sub-grantees. ETO will provide easy viewing of participant, organization, and/or local-level data with the ability to disaggregate data into custom views – enabling collection of data for required and proposed performance measures.

Organizations will be required to submit monthly MIS data within 12 days after the end of each month based on a SWK/DOL template that requires monthly, year-to-date, program-to-date, financials-to-date and information on participant demographics at time of enrollment, participants services provided, and interim and long-term participant performance outcomes.

B. Reporting

Sub-grantees must agree to meet SWK reporting requirements. Monthly financial reports, monthly progress reports, and Management Information System (MIS) data must be submitted by the sub-grantee electronically through SWK ETO Impact/Community™ Management Information System. Sub-grantees will be required to participate in a bi-monthly conference or video call to discuss program management with SWK headquarters personnel. Sub-grantees will also be required to contribute data to the quarterly reporting requirements to DOL.

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 12 calendar days after the end of each month.

2) Monthly Performance Reports

The sub-grantee must submit a monthly progress report within 12 days after the end of each month. The report must include monthly information regarding grant activities. The last monthly progress report that sub-grantees submit will serve as the grant's Final Performance Report. This report should 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 should thoroughly document the training or labor market information approaches used by the sub-grantee. SWK 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. Sub-grantees must agree to meet SWK/DOL reporting requirements.

These grants will be subject to performance goals measuring their progress in meeting the goals of the grants. National goals will be set after grant award in the following areas:

- a. The placement rate of participants including placement in employment, postsecondary institutions, advanced training, or occupational skills training;
- b. The retention of participants in employment and education placements in the quarter after program completion;
- c. The recidivism rate of young adult offenders served; and
- d. The rate at which participants receive high school diplomas and industry recognized credentials.

This reporting also requires information on post-program follow-up and tracking of participants. Sub-grantee could also be held to corrective actions, warnings, notices or sanctions, if the required reports are not submitted in a timely and accurate manner in accordance to the written contractual agreement.

C. Record Retention

Respondents must be prepared to follow Federal guidelines on record retention, which require 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.

D. Legislative Authority

All contracts funded from this Request for Proposal are subject to the following requirements:

Administrative and National Policy Requirements

1. Administrative Program Requirements

All 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:

- i. Non-Profit Organizations – OMB Circular A–122 (Cost Principles), relocated to 2 CFR Part 230, and 29 CFR Part 95 (Administrative Requirements)
- ii. Educational Institutions – OMB Circular A–21 (Cost Principles), relocated to 2 CFR Part 220, and 29 CFR Part 95 (Administrative Requirements).
- iii. 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).
- iv. Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48CFR part 31 (Cost Principles), and 29 CFR Part 95 (Administrative Requirements).
- v 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 respondent appeal information.
- vi. 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).
- vii. 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.
- viii. 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.
- ix. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- x. 29 CFR Part 35— Nondiscrimination on the Basis of Age in Programs or 23 Activities Receiving Federal Financial Assistance from the Department of Labor.
- xi. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

- xii. 29 CFR Part 37 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998.
- xiii. 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:

i. 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 your 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 you are awarded a grant, you will be provided with information on how to request such an exemption.

ii. 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).

iii. Transparency Act Requirements

Respondents 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 respondents, except for those exempted from

1. the Transparency Act under subparagraphs 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.
2. Upon award, respondents 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.

iv. Safeguarding Data Including Personally Identifiable Information (PII)

Respondent's submitting proposals in response to this RFP 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 a proposal, 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. All such activity conducted by SWK/ETA and/or Sub-grantee/s will be performed in a manner consistent with applicable state and Federal laws.

By submitting a grant proposal, the respondent 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. Sub-grantees shall not extract information from data supplied by SWK/DOL/ETA for any purpose not stated in the RFP.

2. Sub-grantees shall retain data received from SWK/DOL/ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, the Sub-grantee agrees that all data will be destroyed, including the degaussing of magnetic tape files and permanent deletion of electronic data.

3. Sub-grantees shall ensure that any information used during the performance of this Grant has been obtained and is being transmitted in conformity with applicable Federal and state laws governing the protection of PII and the confidentiality of information. Information transmitted to SWK/DOL/ETA containing sensitive information including personally identifiable information (PII) must be encrypted using National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) 140-2 validated products. The encrypted information must be encrypted in a form that would allow the receiver of the information to decrypt the information without installing additional software or tools.

4. Access to any information created by SWK/DOL/ETA shall be restricted to only those employees of the sub-grant recipient who need it in their official capacity to perform duties in connection with the Scope of Work outlined in this RFP.

5. Sub-grantee employees and other personnel who will have access to sensitive/confidential/proprietary/private data and PII shall be advised of the confidential nature of the information, the safeguards required to protect the information, and the civil and

criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.

6. Prior to being able to have access to PII and other confidential data, Sub-grantee employees and other personnel shall execute a standard document acknowledging 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 further acknowledge that all data obtained through SWK/DOL/ETA 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 SWK/DOL/ETA. Accessing, processing, and storing of DOL/ETA data on personally owned equipment, at off-site locations e.g. employee's home, and non-sub-grantee managed IT services e.g. yahoo mail, is strictly prohibited unless approved by SWK/DOL/ETA.

8. All PII and other data shall 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 FIPS 140-2 validated products. In addition, wage data may only be accessed from secure locations.

9. Data obtained by the Sub-grantee through a request shall not be disclosed to third parties except as permitted by the SWK and DOL Grant Officer.

10. Sub-grantees shall permit SWK/ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or to conduct other investigations to assure that the sub-grantee is complying with the confidentiality requirements described above. In accordance with this responsibility, Sub-grantees shall make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

11. Sub-grantees shall take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from disclosure to unauthorized individuals. Sub-grantees shall maintain such PII in accordance with the SWK/DOL/ETA standards for information security provided herein, including any updates to such standards provided to the Sub-grantee by SWK/DOL/ETA. Sub-grantees shall report immediately to the SWK/DOL ETA Information Security Officer (ISO) any suspected or confirmed breaches or compromise of PII obtained from participants and/or other individuals. SWK standards on maintaining PII will be provided upon subgrantee selection.

SECTION VI - APPENDICES

APPENDIX A: Southwest Key Programs, Inc.

BUDGET TEMPLATE

Juvenile Offenders in High-Poverty High-Crime Communities

Proposal: Project JUMP START #2123

Due: 12pm CST Friday, October 5, 2012

Budget Categories	FTE	13 mos.	13 mos.
1. Personnel Total			
Employment & Training Coordinator (sample)			
Case Manager/Advocate (sample)			
Other			
2. Fringe Benefits @ %			
3. Travel			
Local			
Out of State Travel			
4. Equipment			
5. Supplies			
Contractual			
7. Construction			
8. Other			

Direct Youth Services for each Site			
OJT			
Internships (work experience)			
Retention Bonus			
Tuition - Postsecondary, Vocational Institutions, etc.			
Tutoring and Credit Retrieval payments			
Needs Related Payment Support Service (transportation, childcare, food, household items, utility bill			
Incentive Payments (Internships, youth recognition, work experience, achievement of training			
Other			
10. Indirect Costs - 5% (not-to-exceed)			
11.Total Costs			

***Limit indirect to no more than 5% of the total operating costs excluding direct youth service costs.**

In addition, grantees are authorized to provide incentive payments. WIA Sec. 129(a)(5) authorizes incentive payments to youth for recognition and achievement tied to training activities and work experiences. Incentive payments must be tied to the goals of the grant. The organization must have policies and procedures in place governing the award of incentives and the incentives provided under the grant must be in alignment with these organizational policies. In addition, incentive payments are generally considered miscellaneous compensation and are taxable.

Needs-related payments are a form of supportive services which are paid directly to individuals or to other entities to cover specific items of cost incurred by the participant for allowable services that enable the individual to participate in the activity or program. See 20 CFR 663.815. Needs-related payment should be tied directly to the cost identified and must be documented to support both the participant's need for the service as well as the actual transaction. Needs-related payments may be in the form of stipends; but the stipends must be based on specific items of cost, not to "defray" expenses. Grantees must have a consistent standard and policy in place on the provision of needs-related payments.

APPENDIX B:
Southwest Key Programs, Inc.

REFERENCES

Juvenile Offenders in High-Poverty High-Crime Communities

Proposal: Project JUMP START #2123

Due: 12pm CST Friday, October 5, 2012

Please provide contact information, including phone numbers, from three (3) client references that we may contact. All references must include at least the entity name, contact name, and contact telephone number. Email addresses would be preferred.

1

Company Name _____ Contact _____

Business Address _____

Phone # _____ Fax # _____

Email address _____

2

Company Name _____ Contact _____

Business Address _____

Phone # _____ Fax # _____

Email address _____

3

Company Name _____ Contact _____

Business Address _____

Phone # _____ Fax # _____

Email address _____

Additionally, if applicants have current Letters of Agreement, Memorandum of Understanding (MOU), Shared Service Agreements, etc. with third party entities it will be of benefit to also include as an attachment.

APPENDIX C:
Southwest Key Programs, Inc.

SIGNATURE SHEET

Juvenile Offenders in High-Poverty High-Crime Communities

Proposal: Project JUMP START #2123

Due: 12pm CST Friday, October 5, 2012

The undersigned affirms that he/she is duly authorized to submit this proposal, and that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offer or, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business or any individual affiliated with Southwest Key Programs, Inc. prior to the official opening of this proposal.

I fully understand the proposal specifications and that the information provided herein is true and accurate to the best of my knowledge.

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

(AREA CODE) TELEPHONE (____) _____

_____ SIGNATURE	_____ DATE	_____ TITLE
--------------------	---------------	----------------

_____ PRINTED NAME OF ABOVE	_____ EMAIL
--------------------------------	----------------

The signing of this page indicates understanding and acceptance of this proposal's terms and conditions.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ ☐ Other (see instructions) ▶ _____	
	☐ Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				

Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

SECTION VII - GLOSSARY

ADA	Americans with Disabilities Act
BLS	Bureau of Labor Statistics
CFR	Code of Federal Regulations
DOL	Department of Labor
ESL	English as Second Language
ETA	Employment and Training Administration
ETO	Efforts to Outcomes™ – Training and performance tracking system
FAQ	Frequently Asked Questions
FIPS	Federal Information Processing Standards
GED	General Education Diploma
HP-HC	High Poverty – High Crime
ISO	Information Security Officer
MIS	Management Information Systems
MOU	Memorandum of Understanding
NIST	National Institute of Standards and Technology
OBM	Office of Budget and Management
OJT	On-the-Job Training
PII	Personal Identifiable Information
RFP	Request for Proposal
RFRA	Religious Freedom Restoration Act
SGA	Solicitation for Grant Applications
SWK	Southwest Key Programs
TEGL	Training and Employment Guidance Letter
WIA	Workforce Investment Act
WIB	Workforce Investment Board

FOOTNOTES

¹ Mary Quinn, Robert Rutherford, Jr., and Peter Leone, "Students with Disabilities in Correctional Facilities," December 2001, Journal for Exceptional Children Web site.

² Peter Leone and Sheri Meisel, "Improving Education Services for Students in Detention and Confinement Facilities," 1997, available on the National Center on Education, Disability, and Juvenile Justice Website.

³ Ruth Curran Neild and Robert Balfanz, "Unfulfilled Promise: The Dimensions and Characteristics of Philadelphia's Dropout Crisis, 2000-2005," Philadelphia Youth Transitions Collaborative, Philadelphia, Pennsylvania, undated.

⁴ Howard Snyder and Melissa Sickmund, "Juvenile Offenders and Victims: 2006 National Report," National Center for Juvenile Justice, published by the Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice, March 2006.

⁵ Jennie Shufelt and Joseph Cocozza, "Youth with Mental Health Disorders in the Juvenile Justice System: Results from a Multi-State Prevalence Study," National Center for Mental Health and Juvenile Justice, June 2006.

⁶ See the State of Virginia's Department of Juvenile Justice's Data Resource Guide for FY 2009. For links to juvenile justice systems in other states see the State Juvenile Justice Profiles web site at <http://70.89.227.250:8080/stateprofiles/>, but data on recidivism is not typically available through these links.