

GRANT SOLICITATION

Issue Date:	September 13, 2004		
Title:	'Project Connect: An Intervention Program for Youthful Offenders'		
Council:	First jobs/First Wages		
Funding:	\$1.4 Million 80% WIA & 20% TANF	Project Expires:	June 30, 2006

DUE DATE:	October 20, 2004; 5:00 PM, Eastern
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1.0 Purpose & Background. The purpose of this Grant Solicitation is to seek innovative applications for intervention programs for one of the most at-risk groups in the state – youthful offenders. The use of the word 'CONNECT' in this solicitation has a double-meaning. First, it represents the emphasis on the much needed collaboration between local youth agencies yielding a multi-faceted and yet well coordinated program to assist youthful offenders. The "Strengthening Youth Partnerships", a series of statewide meetings of youth partners, had as its primary goal to develop and implement strategies that forced the collaboration of all local agencies/organizations that serve youth through enhanced communications, coordination and planning. The purpose of this initiative is therefore to '*connect*' local youth agencies/organizations. Second, it represents the emphasis on efforts to '*connect*' youthful offenders to their future.

Clearly youthful offenders are at a crossroads concerning their future and are at great risk of becoming disconnected from the road that would lead them to being responsible, productive citizens. Such a disconnection makes it extremely hard for them to become independent and self-sufficient. Many youthful offenders do not have the support system they need to gain the knowledge, skills, experiences, attitudes, personal and work habits, and relationships necessary for them to become productive members of society. The idea of 'Project Connect' is to develop and implement a service delivery system, made up of various youth agencies/organizations, that **connects** with youthful offenders and thus allows the youthful offenders to **connect** to their future through a high school diploma, completing a vocational training program, getting a job, giving up risk-taking behavior and developing and maintaining family and social support activities.

A common theme that arose from the 'Strengthening Youth Partnership' meetings relative to this segment of at-risk youth is the idea that "education leads to prosperity" and, to be *connected* to that bright future, youth need a multi-faceted intervention program that brings together agencies and organizations that are experienced at helping at-risk youth and can devote the resources through a local collaboration to make a difference in their lives. This 'Project Connect' is intended to implement that theme.

Funding for this initiative comes from a pool of \$1.4 million allocated to the First Jobs/First Wages Council and will be a mix of WIA and TANF dollars. It is WFI's intent, if possible, to fund both the best projects out of this 'Project Connect' initiative and the F/F 'CHOICE Replication' initiative which will be issued as a separate Request for Applications. All of the \$1.4 million may be used for 'Project Connect' or 'CHOICE' or, preferably, both.

The NFAs that result from this Grant Solicitation will expire on **June 30, 2006**, subject to the availability of funds (see 4.0, Term, below for details regarding the two-year funding, particularly limits on 2004-05 TANF funding).

2.0 Qualifications for Applicants. Only **regional workforce boards (RWBs)** may apply for these grants. This initiative, however, is intended to be a local, collaborative effort with the following **mandatory partners:** Department of Juvenile Justice (DJJ) residential facilities and/or probation/community control agencies, local school system, the local judicial system and private businesses and/or business groups. WFI has received a grant from the U.S. Department of Labor to help coordinate workforce activities with community-based (CBO) and faith-based (FBO) organizations and involve those organizations to the extent possible in initiatives that are funded by WFI. Regional boards are strongly encouraged to partner with CBOs and/or FBOs in their area. WFI maintains a 'gateway' to a clearinghouse for CBOs and FBOs and related issues on the home page of its web site at www.workforceflorida.com

WFI is seeking applications from regional boards that establish or continue partnerships with organizations that 1) have experience providing the *types of services* identified in this solicitation, and 2) have experience providing those services to at-risk youth, particularly *youthful offenders*. Applications that involve such organizations will have a competitive advantage.

All things being equal, WFI will give priority to funding projects in rural regions or in rural counties/communities. The definition of 'rural' as used in this grant solicitation is the same as the definition included in the 'Skills Upgrade' solicitations recently issued by WFI.

3.0 Funding Sources. Eighty percent (80%) of the funding for these projects will come from WIA and twenty percent (20%) from TANF. That means that 80% of the youthful offenders served must meet WIA eligibility requirements and the other 20% must meet TANF eligibility requirements. As an example, if 50 youth are to be served, 40 must be WIA eligible and the other 10 must be TANF eligible. When completing their applications, regional boards should keep that 80/20 funding mix in mind.

Regional boards are familiar with the eligibility requirements of both WIA and TANF. All federal requirements regarding the use of these funds and the persons eligible to be served apply to these funds. WFI has received clarification from HHS regarding the population targeted in this initiative – youthful offenders – and the specific use of TANF funds to serve this population and provides the information below to RWBs as they identify and recruit youth to be enrolled into the program. For the 20% of youth served out of TANF funds –

- **Those youth cannot be incarcerated in a DJJ facility or in jail.**
- The TANF-funded youth must have left incarceration and must not be in DJJ custody or jail but youth can be in a residential home program or on probation or in a community release program as long as they are served under TANF Purpose #3 or #4.

TANF Purpose #3: If the purpose of the TANF-funded program is to help reduce out-of-wedlock pregnancies and the program providers demonstrate the program is geared toward that purpose, the program participants are eligible under TANF.

TANF Purpose #4: If the purpose of the TANF-funded program is to encourage the formation and maintenance of two-parent families and the program providers demonstrate the program is geared toward that purpose, the program participants are eligible under TANF.

NOTE: The application requires RWBs to specifically describe the program components that address either TANF Purpose #3 or #4 or both (see 7.a. on Attachment II).

- If the youthful offender is a non-custodial parent, he/she is eligible to be served under TANF as long as he/she meets the following criteria:
 - 1) **Such youth cannot be incarcerated in a DJJ facility or jail;**
 - 2) Such youth must have left incarceration and must not be in DJJ custody or jail but youth can be in a residential home program or on probation or in a community release program;
 - 3) Such youth must meet ALL non-custodial parent criteria
 - a) Non-custodial parent must be earning less than 200% of the Federal Poverty Level; and,
 - b) The related child must be currently receiving public assistance or qualify as TANF eligible; and.
 - c) The non-custodial parent and related child must be US citizens or qualified non-citizens; and,
 - d) The non-custodial parent and the related child must both reside in Florida; and,
 - e) The non-custodial parent must be either unemployed or underemployed and having difficulty paying child support; and,
 - f) The non-custodial parent may be under a court order to seek employment or may enroll in the program on a voluntary basis and develop a plan to cooperate with the Child Support Enforcement office within the Florida Department of Revenue.

Such non-custodial parents can be served under TANF Purpose #3 or #4 OR they can be served under TANF Purpose #2.

TANF Purpose #2: If the purpose is to end the dependence of needy parents on government benefits by promoting work, job preparation and marriage, the non-custodial parent would have to be engaged with a plan to pay and prove payment of child support.

NOTE: The application requires RWBs to specifically describe the program components that address TANF Purpose #2 for non-custodial parents if that is the eligibility being used (see 7.a. on Attachment II).

4.0 Term. The projects funded through this grant solicitation will expire on June 30, **2006**, subject to the availability of funds for PY 2005-06 (from July 1, 2005 – June 30, 2006). Funding will be issued on a 50/50 basis, half of the project amount will be funded this year (2004-05) and half will be funded next year (2005-06), again, subject to the availability of funds.

NOTE: Due to limitations on the availability of TANF funding, **ALL** TANF funds that are granted this year (2004-05) **MUST BE SPENT THIS YEAR**. New TANF funds will be granted for 2005-06, again, based on the availability of funds. The WIA funds that are granted this year (2004-05) do not have to be spent this year.

5.0 Matching Funds. Regional workforce boards **MUST** obtain and document a dollar-for-dollar match for the project they submit. In other words, if a RWB is seeking \$100,000 in state-level funds from WFI, it must match that amount with \$100,000 in local funds. Matching funds may come from – RWB formula dollars, DJJ dollars, provider dollars or in-kind match, the judicial system and/or private businesses or business groups (such as chambers of commerce, economic development councils, industry associations). Matching funds may also come from labor organizations that may want to participate. Matching funds can be in the form of cash or in-kind services. ‘In-kind’ services are merely services that are provided to enhance the project at no charge or at discounted charges. Matching funds accomplish three things – 1) they help assure the success of a program because the funding party has a financial stake in the success of the project; 2) they allow WFI to get more ‘bang for the buck’ meaning that the project is not totally funded by WFI and, therefore, WFI’s dollars go farther; and 3) they help promote the sustainability of the project because funding has been identified that may continue beyond the term of the WFI-funded project. Applications that do not include a dollar-for-dollar match will be REJECTED.

6.0 Project Scope of Services. This section describes the specific types of services for youthful offenders that WFI will fund. RWBs should pay particular attention to the requirements listed in this section. Ultimately the NFAs that WFI initiates issued to RWBs for the selected projects will contain language that requires the RWBs to achieve very specific performances.

Each project that is funded must be a **collaborative** effort involving mandatory local partners that will be involved in providing certain components of the project. The mandatory partners are – the Department of Juvenile Justice (DJJ) residential facilities and/or probation/community control agencies, the local school system, local judicial system and private business(es) or business groups. Regional workforce boards will in effect manage the project through its mandatory local partners. RWBs will therefore be required to enter into MOUs, agreements or contracts with the other local mandatory partners. To that end, applicants (RWBs) are required to obtain letters of commitment from the mandatory local partners and include those letters with their application (see 8.1, Page 7).

6.1 Services. The project design shall include, at a minimum, the services listed below. In addition to these services, applications may identify other services to be provided and outcomes to be attained that enhance the intent of this initiative. RWBs are encouraged but not required to offer additional services that promote local collaboration and therefore help youthful offenders to connect.

6.1.1 RWBs will be required in the NFA instructions to submit a plan that identifies and coordinates the capabilities of each mandatory partner and the services each will provide. The major thrust of this initiative is to force the collaboration of local agencies

to encourage the delivery of *comprehensive* and *non-duplicative* services to youthful offenders.

6.1.2 In-service staff training for local DJJ and staff from the judicial system regarding the capabilities of the regional board One-Stop system and how it can serve the targeted population. This in-service training will help establish or solidify an ongoing working relationship between the RWBs and DJJ and the local judicial system.

6.1.3 To effect 6.1.1 & 6.1.2, RWBs along with mandatory local partners will be required to establish a ‘client referral protocol’, interagency communications procedures and improvements to youth transition plans.

6.1.4 Services that provide *basic skills* in reading, writing and verbal communications; Services that improve ‘*thinking skills*’ in youth that enhance creativity, decision-making, problem-solving and visualization;

6.1.5 Services that address *personal development skills* such as developing self esteem, accepting responsibility, enhancing social skills, developing initiative and personal integrity;

6.1.6 Services that improve the *employability skills* of the targeted youth which might include internships, job shadowing, OJT, etc.;

6.1.7 Services that assist in the attainment of a *high school diploma or GED*;

6.1.8 Services that involve peer and adult *mentors*;

6.1.9 Services that include *vocational skills training*;

6.1.10 Services that involve the youth in *community service projects*;

6.1.11 Services that assist youth being placed into full-time, unsubsidized *employment*.

6.2 Projects that are offered should not duplicate programs that are already being offered but rather they should build a state model that improves *coordination* between the local agencies/organizations serving youthful offenders to increase positive outcomes to include, but not be limited to, completion of high school or GED attainment, completion of occupational skills training and entry into unsubsidized employment. The model should also establish a referral system to other regions in the state for continued services and follow-up for youth who have been in a residential facility. It is understood that this step – statewide referral and coordination – will be challenging and perhaps beyond the ability of any one region to effect. Therefore, WFI plans to establish a statewide advisory group to assist with the development and implementation of this referral procedure.

7.0 Application Submittal Requirements. RWBs are advised to carefully read and follow these instructions for submitting grant applications. WFI will use an outside team of raters to review and rate applications based on the requirements in this grant solicitation. Attachments I, Application Transmittal Document, and Attachment II, Application, are provided for RWBs to complete and

submit as their applications. Using these attachments to submit the application makes it easier for regional boards to prepare their applications (they simply have to fill-in each section), ensures that WFI obtains the information it needs in a consistent format and therefore makes it easier for raters to review and rate the applications.

DO NOT submit a separate application. Use only Attachments I & II to submit your application.

7.1 RWBs shall submit seven (7) copies of their application (7 copies of Attachments I & II, one of which must contain an original signature of the RWB executive director). The original signature shall appear on the “Application Transmittal Document” (Attachment I).

7.2 Applications (completed Attachments I & II) should not exceed twenty (20) pages. RWBs are also required to submit letters of understanding and commitment from the mandatory partners (see Section 4.0) – these letters **do not** count toward the 20-page limit on applications.

7.3 Budget. RWBs are required to submit a one-page budget for their project. This budget should reflect –

- Costs. The projected overall costs broken down by 1) administrative costs and 2) costs for direct services to youth. ‘Administrative’ costs would be those costs associated with managing the project; ‘direct services’ costs would be those that involve training or mentoring or those types of services provided directly to the youth. Administrative costs CANNOT exceed 10% of the funds WFI will provide (as an example, if a respondent is seeking \$100,000, it could not spend more than \$10,000 of the WFI funds on administrative costs which would leave \$90,000 for direct services to youthful offenders. Applications that minimize admin costs will receive a competitive advantage. Administrative costs that are being donated or paid for by other sources are not subject to this 10% limitation.
- Revenue. The budget must list where the revenue for the project is coming from – funds from WFI and matching local funds. Matching funds need to be specific as to source and amount.

This one-page BUDGET **does not** count toward the 20-page limit on applications.

8.0 Rating Applications and Award. Applications will be rated by a committee administered by the Agency for Workforce Innovation (AWI) which shall tabulate and submit its findings to Workforce Florida, Inc. After a review of the findings from AWI, Workforce Florida, Inc. will make award decisions and direct AWI to issue award notices. This solicitation may be awarded to a single regional workforce board or WFI may fund several projects. WFI retains the authority to accept or reject any or all applications. NFA(s) will be awarded on a 80% WIA and 20% TANF funding basis requiring grantees (RWBs) to serve those percentages of WIA (80%) and TANF (20%) eligible participants. WFI also retains the authority to negotiate terms (i.e., performances, overall cost, cost per participant) with RWB(s) to which it is considering for an award and to decline its award if such negotiations prove unsuccessful. The notice of award of this grant solicitation will be e-mailed by AWI to all RWBs that submit applications; will be posted on the AWI web site at

<http://www2.myflorida.awi/> and will also be posted on the WFI web site at www.workforceflorida.com

Please DO NOT call about the status of the award. When the award decision is made, RWBs will be notified by email so, if a regional board that submitted an application has not received an email award notice, that means the award has not be finalized

Applications will initially be reviewed to determine that they contain the required letters from mandatory partners. That will be a pass/fail review. If applications do not contain the required letters they will be REJECTED. Applications that include the required letters will be assigned rating points as described below (8.2).

- 8.1 Letters from Mandatory Partners. ONLY regional workforce boards may submit applications. Regional boards MUST obtain and include letters from the other local mandatory partners. The **mandatory partners** are –
- Department of Juvenile Justice (DJJ) residential facilities and/or probation/community control agencies;
 - Local judicial system
 - Local school system (school superintendent); and,
 - Private business(es) or business groups such as chambers of commerce.

If letters from all required local mandatory partners are not included with the application, the application WILL BE REJECTED.

8.2 Rating Points. Raters will score each application using the range of points for the areas listed below:

<p>Matching funds (see 5.0, Page 4) There must be a minimum of a dollar-for-dollar match (1:1 ratio of local funds to WFI funds). If, however, RWBs can accrue <i>more</i> local matching funds, the application will receive additional points based on the following scale: Obtain at least 105% local match (would = 105% WFI funds).....2 pts Obtain at least 110% local match (would = 110% WFI funds).....4 pts Obtain a \geq 115% local match (would = \geq115% WFI funds).....6 pts</p>	<p>0 – 6 Points</p>
<p>Administrative costs (see 7.3, Page 6) Does the application include administrative costs that will be paid out of the funds requested from WFI (if so, cannot exceed 10% of the requested amount)? If 10% administrative costs are being requested, the application will receive a -0- in this section. If no administrative costs are being sought (that is if administrative costs are being donated locally or covered by other source of funding), the application will receive the maximum 10 points. Other points will be given as follows: 1% = 9 pts; 2% = 8 pts; 3% = 7 pts, etc.</p>	<p>0 – 10 Points</p>
<p>Experience (see 4.0, Page 3) Does the provider the RWB plans to use for services to youthful offenders have specific experience providing the types of services listed in the grant solicitation? Does the provider have experience providing services to at-risk</p>	<p>0 – 15 Points</p>

<p>youth? Does the provider have experience providing services to youthful offenders? Five (5) points will be assigned for each of these categories or a maximum of 15 points if the provider meets all three – 1) types of service = 5 points; 2) service to at-risk youth = 5 points; 3) service to youthful offenders = 5 points. Zero (-0-) points will be assigned if the provider has no experience in any of these three categories.</p>	
<p>Collaboration plan (see 6.0, Page 4 and 6.1.1, Pages 4 & 5) How does the RWB plan to collaborate with the mandatory partners to accomplish the goals of this initiative? What will each partner do to attain these goals and how will the RWB coordinate activities to ensure the greatest program success and the best return on investment for WFI? Applications will be rated for 1) the active coordination and involvement of the partners; 2) making sure there is no overlap of duties (is more than one partner doing the same thing meaning the project is paying for the activity twice?); 3) utilizing a structured procedure (regularly planned meetings) for partners to communicate and share ideas.</p>	<p>0 – 20 Points</p>
<p>Project Description (see 1.0, Pages 1 & 2; 6.0, pages 4 & 5) This will be the section of primary focus for the raters.</p> <ol style="list-style-type: none"> 1. Raters will be looking at the ‘methodologies’ the organization will employ for accomplishing the following: <ul style="list-style-type: none"> • Recruiting the targeted youth – youthful offenders – into the program. • Establishing cross-training between/among the staffs of each of the partners to ensure project success (see 6.1.2). • Assessing the needs of individual youthful offenders in order to ensure that each individual is referred to the proper program. Developing a ‘transition plan’ for each individual based on this assessment and the resources available under the project. • The manner in which the RWB will coordinate with the specific partners to assist in achieving ‘connections’ for the youth that are served such as connecting One-Stop career centers with DJJ resources and judicial system resources and utilizing Pell grants, Job Corps, school district vocational training, business internships/OJT, high school guidance offices. • Establishing an ongoing monitoring program to determine if each individual being served is making satisfactory progress and an intervention plan if expanded or alternative services need to be provided; to ensure that none of the youthful offenders enrolled into the program ‘falls through the cracks.’ • Establishing a system for making youth in the program ‘accountable’ for meeting the steps in their transition plans. <p style="text-align: center;">Each of these six (6) items will receive up to 6 points or a total possible of 36 points for all six items under 1.</p> <hr style="width: 20%; margin: 10px auto;"/> 2. In addition to the specified services, does the proposed project 	<p>0 – 44 Points</p> <p>(1. = 36 pts)</p> <p>(2. = 8 pts)</p>

include additional services to help ‘connect’ youthful offenders to their future? If additional services are offered but they do not enhance the project, they may not be given any additional points. This item (2.) will receive up to 8 points	
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Budget (see 7.3, Page 6) Does the budget reflect a good utilization of the financial resources that are being devoted to the project?	0 – 5 Points
TOTAL AVAILABLE POINTS	100 Points

9.0 Schedule of Events. To the extent possible, WFI will adhere to the following timelines:

September 13, 2004	Issue GRANT SOLICITATION
October 20, 2004 5:00 PM, Eastern	DEADLINE for receipt of applications
October 29, 2004* (on or about)	Ratings completed and notices of award sent to respondents; contracts will be negotiated with the successful respondents shortly after the award notice is issued.
June 30, 2006	End of Project(s)

*All applicants (RWBs) will receive a notice of award via email when the award decision is made. In addition, awards will be posted to the AWI & WFI web sites. This date is an *estimated* date of award; if a RWB has not received an email award notice, that means that the award decision has not been made – please do not call and request information regarding the timing of the award.

10.0 DUE DATE for Applications. Applications shall be submitted for *receipt* by AWI at the following address NO LATER THAN **5:00 PM, Eastern, October 20, 2004.** Send applications to

**Agency for Workforce Innovation
MSC 200, Caldwell Building
107 West Madison Street
Tallahassee, Florida 32399-6545
ATTN: Laura McKinley**

Facsimiles and e-mail applications are not allowed.

11.0 Point of Contact. The point of contact for questions regarding this grant solicitation is –

Mike Johnson	Workforce Florida, Inc.
E-mail	mjohnson@workforceflorida.com

NOTE: Please submit questions via email. Call-in questions and verbal answers are subject to misinterpretation and email questions with ‘reply’ answers are less likely to be misinterpreted and easier to track.

Application Transmittal Document

‘Project Connect’

In consideration of the requirements specified in this Grant Solicitation titled, “Project Connect: An Intervention Program for Youthful Offenders”, as issued by Workforce Florida, Inc. (WFI) on September 13, 2004, or as may have been amended by WFI, the undersigned duly submits the enclosed application. The undersigned understands and agrees that where there may exist or develop a discrepancy between this application and the grant solicitation issued by WFI, the grant solicitation will take precedence over the application.

1. Region Number:	
2. Name of Contact Person Contact Phone # Contact Fax # Contact Email Address:	
3. Printed Name of Executive Director:	
4. Executive Director’s Signature:	
5. Date:	

NOTE: This signed Application Transmittal Document *MUST* be submitted with the application.
The deadline for *receipt* of applications is 5:00 PM, Eastern, October 20, 2004

FUNDING REQUEST

1. Amount of Funds Requested from WFI:	\$				
2. Amount of Local Match Funds:	\$	a) Cash:	\$	b) In-Kind	\$
3. Percent of Local Match – MUST be at least 100% of 1. above					%
4. Total Number of Youthful Offenders to be Served:					
5. Cost per Participant: (Amount Requested ÷ Number of Youth Served)	\$ /Participant				

REMINDER: Attachment II, Application, must be completed and submitted with this Application Transmittal Document along with letters from local mandatory partners *and* a one-page BUDGET document. Attachments I & II cannot exceed 20 pages; letters from mandatory partners and the one-page budget do not count toward this 20-page limit.

APPLICATION

‘Project Connect: An Intervention Program for Youthful Offenders’

This ‘Application’ document must be completed in full and submitted with – 1) Attachment I, Application Transmittal Document; 2) letters from all mandatory partners; and, 3) a one-page budget document. This document is intended to be used as the application. DO NOT submit a separate application – applications must be submitted on these attachments. Attachments I & II cannot exceed 20 pages. Attachments I & II should be completed as electronic documents, then printed and signed and submitted to the address listed in Section 10.0. Seven (7) copies of the application package must be submitted with one containing an original signature. RWBs are not required to but may submit additional information with their applications as long as Attachments I & II plus the additional information DO NOT exceed 20 pages.

1. Region Number:	
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2. Place an ‘X’ by each of the mandatory partners for which a letter is included. NOTE: If a letter is not included for each mandatory partner, the application will be <u>rejected</u>.	a. DJJ residential facility	
	b. Probation or community service office	
	c. Judicial system officer	
	d. Business/business groups (more than one can be included)	
	e. School district or individual school	

3. Matching Funds (see 5.0, Page 4):

The RWB submitting this application will use this section to list the local matching funds required for this project. The local; match must be a dollar-for-dollar match; in other words it must equal the amount of funds being requested from WFI in this application. For all matching funds, RWBs must include - the source of the matching funds, the amount of matching funds from each source and the type of funding (cash or in-kind). In-kind funds can be services provided at no cost or reduced costs For in-kind funds, the RWB must describe the in-kind donation and indicate how the amount or value of the in-kind match was derived.

(RWBs may delete or add rows if necessary depending on the # of sources of matching funds)

Response:	Source	Amount	‘X’ if Cash	Describe if In-Kind
		\$		
		\$		
		\$		
	TOTAL	\$		

4. Administrative Costs (see 8.2, Page 7):

If the regional workforce board submitting this application is seeking administrative funds (cannot exceed 10% of the overall amount requested), the percentage (%) of admin costs being requested must be indicated here. As an example, if \$100,000 is being requested not more than 10% of that amount or \$10,000 can be used by the RWB for administration of this project. NOTE: RWBs requesting lower than 10% or no administration costs will receive a competitive advantage.

Response (indicate the % of admin costs, if any, being requested):	%
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5. Experience (see 9.2, Page 7):

The RWB will provide information in this section regarding projects its provider(s) has provided or is currently providing to demonstrate the provider's experience relating to this initiative. List projects by the category mentioned in 8.2 (Page 7.) as enumerated below. **For each project listed, include a) the provider's name, b) the company/agency with which the contract was executed, c) the amount of the project, d) project term (from when to when), e) number of clients served and f) a brief description of the services the provider offered.**

1) List projects in which your provider has provided or is providing the same 'type of services' being sought here. See above for the information (a – f) that needs to be included for each project.

Response:

2) List projects in which your provider has provided or is providing services to 'at-risk youth'. The projects listed here do not have to be for the same type of services being sought through this Grant Solicitation – the key here is that the provider(s) has experience providing services to *at-risk youth*. NOTE: If they relate to at-risk youth, any or all of the projects listed in 1) above can be listed here. See above for the information (a - f) that needs to be provided for each project.

Response:

3) List projects in which your provider has provided or is providing services specifically to 'youthful offenders'. The projects listed here do not have to be for the same type of services being sought through this Grant Solicitation – the key here is that the provider has experience providing services to *youthful offenders*. NOTE: If they relate to youthful offenders, any or all of the projects listed in 1) or 2) above can be listed here. See above for the information (a - f) that needs to be provided for each project.

Response:

6. Collaboration Plan (see 8.2, Page 8)

In this section RWBs will provide a detail collaboration plan that describes the roles of each of the mandatory partners as described in Section 8.2. Flowcharts can be inserted in the box or attached as long as such attachments do not cause the overall application (Attachments I & II plus attachments) to exceed the 20-page limit.

The box below for the response will expand as the plan is input.

Response:

7. Project Description (see 8.2, Pages 7 & 8):

This section will contain the RWB's proposed project for services to youthful offenders. It is the main section of the application and contains the most available points during evaluation. Starting on Page 8, there are six bullets which describe the kind of information WFI is looking for in the project description. Respondents **MUST** address each of these bullets and should address them in the order they appear on Page 8. Each of those bullets may receive up to six (6) points, so, if a respondent fails to address any of them, the application will receive zero (-0-) points for the particular item that is not addressed. In addition, Item 2. on Page 8. allows RWBs to offer additional services not specifically required and may receive up to 8 points for those additional services. These additional services, if offered, should be included below *after* the six bulleted items and should be designated 'Additional Services.'

The box for the response below will expand as the project description is input.

Response:

7.a. TANF Fund (see 3.0, Pages 2 & 3):

The use of TANF funds to serve youthful offenders is somewhat restricted. Section 3.0 goes into some detail as to what youth can be served and for what 'purposes' those youth can be served under TANF. RWBs must specifically describe in this section the TANF '*Purpose*' (either Purpose # 3 or #4 for otherwise eligible youth; or Purpose #2 for non-custodial parents). The description must address how the services provided to TANF-eligible youth meet one or the other of those purposes.

Response:

8. Budget (see 7.3, Page 6 and 8.2, Page 9):

Attach a one-page budget showing 1) where the funds are coming from (amounts & sources) to fund this project – that will include local matching funds and WFI funds; and 2) how the funds are projected to be spent – this part of the budget should differentiate between projected expenditures for *direct services* to participants and *administrative costs* (those costs associated with the 'management' of the project).

9. Letters from Mandatory Partners (see 8.1, Page 7):

Attach letters from each of the mandatory partners. Each letter should be on the organization's letterhead and should be signed by an officer of the organization. The letters must state the partners' understanding of the project and commitment to collaborate. The role the partner will play in the project should be briefly described in the letter. If the partner is providing cash or in-kind matching funds for the project, the amount of 'cash' and/or a description of the 'in-kind' donation along with an explanation as to how the value was determined should be included in the letter.

DUE DATE: 5:00 PM, Eastern; October 20, 2004