

Sample Checklist

-Department of Labor Prisoner Re-Entry Program-
Projected 2008 Grant Due Date: Not Known at this Time

Summary of the Grant:

(Taken Directly from the 2007 Requests for Proposals (RFP) Document available online at www.grants.gov. It is significant to note that the 2008 Requests for Proposals (RFP) may contain different components and/or areas of program focus among other potential changes).

Summary of Grant:

The Prisoner Re-entry Initiative is designed to strengthen urban communities through an employment-centered program that incorporates mentoring, job training, and other comprehensive transitional services. This program seeks to reduce recidivism by helping former inmates find work when they return to their communities, as part of an effort to build a life in the community for everyone. In the local areas served through this initiative, faith-based and community organizations (FBCOs) will provide comprehensive and coordinated services to ex-offenders in the following three areas:

- **Employment:** Employment is a critical stabilizing factor for ex-offenders and this initiative will stress job placement, job retention, and increasing the earnings potential of released prisoners. FBCOs will offer job training and job placement services in coordination with business, local One-Stop Career Centers, educational institutions, and other employment providers. Partnering faith-based and community organizations will provide each program participant with work-readiness, soft skills training, mentoring, job placement or referral for job placement, and post-placement support. Educational services and hard-skills training must be provided through vouchers by organizations that grant industry-recognized credentials. These vouchers should be used to supplement the limited supply of individual training accounts available through the workforce system.
- **Housing:** Because adequate housing for ex-offenders is an important component of successful reentry, the initiative will stress both satisfactory transitional housing and the movement from transitional to permanent housing. Funds are not currently available under this initiative to provide housing services for participants, but the grants will require that linkages be developed at each site to provide necessary housing services to participants. Subject to the availability of appropriations, Federal funds to provide housing services may be added to these grants in future years.
- **Mentoring:** FBCOs will provide post-release mentoring and other services essential to reintegrating ex-offenders in coordination with the corrections, parole, and probation structure. Participating adult ex-offenders will be matched with appropriate mentors who will be primarily responsible for supporting the returnee in the community and the work place. Mentors will offer support, guidance, and assistance with the many challenges faced by ex-offenders.

Checklist

(A full checklist is available by purchasing a GrantWell Federal Grant Service Package. Please see our services page for more information) :

Section 1: Objectives & Need for Assistance

Section 2: Approach

Section 3: Results & Benefits Expected

Section 4: Evaluation Methodology

Section 5: Organizational Profiles

5A. Past and Current Experience:

Description of the Organization(s) & Services:

- Provide a brief description of the *Applicant* organization (including a mission's statement, a history/description of all organization services, and any research reports documenting program or participant-related reported success with such programs). Within this component, clearly establish that the lead organization has a history and well-respected reputation in operating programs including, but not limited to, efforts related to assisting exoffenders and their families. Provide brief examples of these services and (where applicable if not on-going programs) dates/locations where these services have been provided. If the applicant organization has cooperated with other local or national non-profit organizations in addressing project-related or other community needs, also briefly describe these activities. If applicable, also provide examples of such efforts and dates/locations where these efforts have taken place.
- Provide a brief description of each of the *Partnering* organizations (including a mission's statement, a history/description of services, and any research reports documenting program success with the target population). Within this component, establish that each partnering organization has a history and well-respected reputation in operating programs including, but not limited to, efforts related to assisting exoffenders and their families. Provide brief examples of these services and indicate any previous efforts and/or collaboration projects the partnering organization has undertaken that give experience, expertise, and credibility to the proposed project.
- Briefly reiterate how each organization (including *both the Applicant and Partnering* organization) will be involved in the project and if applicable, provide a brief narrative that expresses a history of previously successful working relationships together (such as conferences held together or a successful referral network relationship).
- Provide supporting information on the applicant organization(s) and partners, such as organizational charts, the lead agency's last two operating budgets, the lead agency DUNS number, contact persons and telephone numbers, licenses and other documentation of professional accreditation (where applicable), information on compliance with Federal/State/local government standards (where applicable), documentation of experience in the program area (such as an award or newspaper article), and other relevant information. If the applicant organization is a non-profit organization, provide proof of this status by providing:

A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations

A copy of a current, valid IRS tax exemption certificate;

A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;

A certified copy of the organization's certificate of incorporation or similar document that establishes non-profit status, or

Any of the items above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

(Note: Such supporting documentation is traditionally included in various parts of the grant application, including forms, the abstract, and appendix sections).

5B. Staff and Position Data:

- List and describe the positions required for the project and the individuals who will fill these positions. Provide a detailed explanation of the work that these individuals will be required to perform. Provide resumes of key staff, outlining their education and experience in completing their assigned activities for the project. If applicable, describe their work, experience, or relationship with other community-based or nationally-based agencies, businesses, or organizations.

Section 6: Forms & Assurances

Section 7: Appendices